Waterville Estates Village District
Water and Roads Advisory Committee
Minutes of December 15, 2022

Chairman Gerry Panuzcak called the meeting to order at 10:00 am. The meeting was held in the Summit Lounge of the Community Center at 562 Winterbrook Rd, Campton NH 03223.

Members Present: Bennett, Bujalski (Zoom), Herlihy, Panuzcak, Patti

Others Present: Nick Sceggell (Zoom), Allison Smith.

Approval of the minutes of November 16, 2022: The draft minutes were held over for further review until the January meeting.

Item 1: Strategic Plan

Mr Sceggell submitted a copy of the Sustainability Grant Application requesting 20,000 Asset Management Grant and 50,000 for a Strategic Planning Grant. This was submitted to meet the required state deadline for submittal. Hopefully we will hear something in January of 2023 in terms of our number in the standings for grant recipients. He will have further updates in January. In the Asset management portion is included a GIS software mapping system for positioning of gate valves and curb stops plus the related hardware equipment needed.

A shout out to our water department manager for the excellent job he is doing on behalf of the WEVD. The Committee noted the marking of valves specifically in the community. Additionally noted is the finding of a long time leak which improves the delivery of water in the wells.

The award of the grant would make us independent and not having to rely on DuBois and King as a consultant to maintain this record for the WEVD water department.

Discussion related to the timeline for completing the software mapping project. It was suggested that perhaps an Intern could be hired and charged with a summer project to use software to map current assets.

Item 2: Staff Updates.

Included in minutes below.

Item 3: Discussion of Water Budget Surplus
Water Meter Purchase
Water Ordinance Amendment/ Future Needs

Ms Smith talked about the estimated billing for the Ski Lodge and the Community Center. The meter reading of usage tends to compare them to a “One Bedroom” unit. The Ski Center is entering its peak season. She is getting the most recent meter readings for the Community Center. Ms. Smith indicated we can only bill based on the current rate system in the ordinance.

She indicated that Ms.Patti would like to see a community rate. Mr Panuzcak talked about a possible option for determining the per gallon rate for the community. Ms. Bennett spoke to providing a gallon rate for the community but not having a gallon rate for those who have installed meters presently. Mr. Panuczak indicated the current ordinance says that at a certain percentage we will go to a metered rate.
Mr. Pauczak expressed frustration with getting the WEVD to a metered system. We have said we are going to meters yet we do nothing to move us forward. Mr. Panuczak asked Mr Sceggell what other communities do in the sticky wicket.

Mr Sceggell indicated he is not an expert on setting rates. He mentioned a company “Redarious” that could do that for us. He agrees that a equivalent dwelling unit needs to be determined for the Ski Lodge and Community Center.

Ms Smith has done a version of the rate calculation that Mr Sceggell suggested. She used the average rate of usage provided by the state standard. To estimate the bedroom rate she is using the number the NHDES uses per bedroom. The thought is that the Community Centers would equal a seven bedroom. To use the current gallons in the calculation that represent WEVD usage includes the huge number of gallons attributed to leakage. Steve has just found a massive leak that attributed to the largest amount of water lost. This lost water should not be part of the calculation.

Mr Panuczak suggested that we should consider hiring a company to help us determine a rate for water and transition plan. He indicated there is money in the budget for consulting services. Ms Smith indicated the information provided from the State resource is not right but she has not had time to really dive into the calculations. She is planning to do that after her return from vacation in the New Year.

Mr Herlihy suggests that we wait as we don't have reliable information at this point. Covid, Water Leaks, and limited number of months of metered information makes it difficult to determine usage. He equated use to the snow gun which Ms Allison corrected as the snow gun is metered for use and charged a prorated amount based upon actual usage based on a formula determined by Mr Scruton. The WEA has paid that bill for the whole year. They got billed the equivalent to a one bedroom.

The snow gun may not be used this year. Steve is evaluating this presently.

Motion by Panuczak, seconded by Herlihy to instruct Ms Smith to contact Radarious (vendor) to get a quote for services to assist the WEVD in developing a plan to move the WEVD from the current bedroom rate system to a metered community with a per gallon rate structure in place.

Discussion: Mr Patti asked if this was able to be accomplished by next meeting. Ms Smth said she believed it would. She asked Mr Sceggell to forward contact information.

Mr Bujalski indicated he is in favor of the motion. He also believes that it is premature to go to a per gallon rate .

Motion carried; Ayes: Bennett, Bujalski, Herlihy, Panuczak, Patti. Nays: None.

Mr Panuczak brought up the opportunity to Bond for installation of Meter. Ms Smith indicated she talked with another community that bonded for the money to transition and install meters community wide. This could be an opportunity for WEVD. It was thought that Lincoln also used this method to

transition to meters. Mr Beard may help get some information related to this process in Lincoln.

Ms. Bennett asked that if we are going in this direction a Warrant Article be ready for the April Annual meeting. The result of the vote on this Article would determine the direction the residents would like to move on this issue. Approval or Denial of the Article would determine the direction of the WEVD water department.

Ms Smith has brought to the last Commissioner meeting the option to use budget surplus money for the purchase of meters for the entire community. It was found that the numbers that were provided to you for that surplus were not accurate numbers. The 2023 collection number was in that figure which negates its accuracy. The actual budget surplus number is only 3,000.00 to 4000.00 dollars. Steve has also underspent his budget at this point but has project work in process. It looks like there was an overcorrection in the budget, but there was not ,as there was a missed line carryover entry in Quick Books, a staff error.

Motion by Bennett, seconded by Panuczak to instruct the WEVD administration to format a Warrant Article to be placed on the April Annual meeting agenda to Bond for the Purchase and Installation of Meters in residences in the Waterville Estates Village District. And furthermore; to include reimbursement to residential owners who have previous to this Warrant Article purchased and installed meter at their own expense.

The question was called following discussion.

Motion Carried: Ayes: Bennett, Bujalski, Herlihy, Panuczak, Patti.
nays: None.

Discussion ensued with clarification of the two motions and the process for this purpose. Setting the rates and bonding for installation are two separate processes.

The reason for pushing the issues is to get meters installed in homes. Voluntary installation could take 10’s of years or more.

Mr Patti talked through the process in relationship to his home. Discussion related to a municipal water system ability to require meters. In addition Ms

Smith restated for Mr Herlihy that there is a dedicated water budget and funds are not being commingled in other line items.

There is a separate bank account for water funds. It is an enterprise fund. There are three funds in the budget. The municipal budget, the water fund and the recreation fund are all separate parts within the total WEVD budget.

There is a process including a public hearing to be able to put the Bonding issue as a warrant issue on the Annual Meeting.

Mr Sceggell suggested “New England Backflow” as a company that does installation of meters.

Mr Bujalski agrees that a RFP for installation would benefit the residents who are seeking installation. Mr Bujalski asked if we are able to get the meters. Ms Smith indicated that the only in-line installation brass fittings are unavailable. She is working with the vendor on the original order. Availability he suggests is going to be a delay. Ms Smith, says that she has an understanding of working through the process.

Ms Bennett stated we have to do a good job with communication with the roll out of the process if that is approved.

Ms Smith indicated the NEW Water Accounting software being purchased will allow her improved ability to communicate and schedule work. This software will be unique to the water department management.

The Committee thanked and recognized Ms Smith for the work she does on behalf of the WEVD and the Committee. Thank You, Ms Smith.

Item 4: Other

None

Next Meeting Date: January 19, 2023 at 10 AM.

Adjournment:

Motion by Bennett, seconded by Panuczak to adjourn at 11:21 AM. Motion carried by all members.