WEVD COMMISSION MEETING AGENDA

Saturday, October 9, 2021, at 9 a.m.

Campton Mountain Ski Lodge, 24 Parker Road, Campton, NH 03223 with Zoom access

- 1. Call to order
- 2. Pledge of Allegiance
- 3. Roll Call of Commissioners
- 4. Adoption of Agenda
- 5. Treasurer's Report
- 6. Interim GM's Report
- 7. Committee / Board Reports:
 - a. Planning Board
 - b. Water Master Plan & Roads
 - c. Outdoor Courts
 - d. ADA Accessibility
 - e. Snowmaking
 - f. Budget Advisory Committee
 - g. Records
 - h. Website
 - i. RMA Modification
 - 8. HOA representative
 - 9. CONSENT CALENDAR
 - a. Manifests
 - b. Committee/Board reports
 - 10. GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)
 - a. Water System Disruption Well Pump(s), etc.
 - b. Upgrade computer system? (Windows 11, No Alarm/Notice from water system)
 - c. Resolution of 2020 Non-Payment
 - d. Committee membership resignations, appointments
 - e. RTK Compliance involving WEA data/records, RTK compliance re: WEA/S. Tole request, RTK compliance re: all records for 11 years
 - f. 2022 Commission Schedule

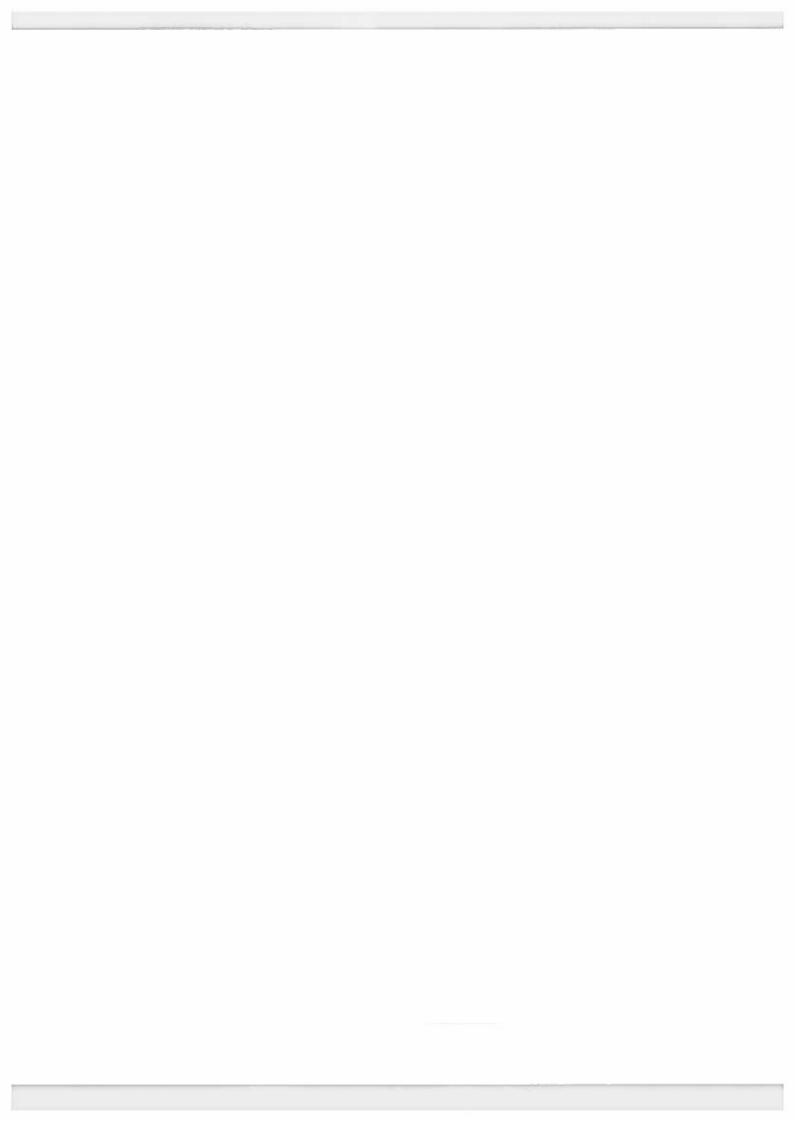
- g. Attachment(s) re: Water Rate Schedule, Water Ordinance [William Mitchell communication]
- h. Volunteer luncheon pay from Commissioner Stipend/expense? (\$275.15)
- i. Proposed Computer Use and Communications Equipment Policy
- 11. Upcoming Meeting: Thursday, October 21, 2021 @ 9 a.m.
- 12. Public Comment Period
- 13. Non-Public Session
- 14. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

- 1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.
- 2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.
 - A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
 - B. THE REQUEST MUST CONTAIN THE SUBJECT MATER OF THE REQUEST.
 - C. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.
- 3. THE COMMISSION MAY ASK FOR A REPRESENTATIVE FROM THE WATERVILLE ESTATES ASSOCIATION BOARD OF DIRECTORS TO SPEAK REGARDING WEA ACTIVITIES, CONCERNS, ETC.
- 4. RECORDING A MEETING OF THE PUBLIC BODY IS ALLOWED. VIDEO EQUIPMENT WILL BE ALLOWED AT THE MEETING SITE AND WILL BE PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.
- 5. ZOOM OR OTHER REMOTE ACCESS / ELECTRONIC PLATFORM ACCESS WILL BE PROVIDED FOR COMMISSION MEETINGS. A LINK OR MEETING INFORMATION TO GAIN ACCESS WILL BE INCLUDED IN MEETING NOTICES. FAILURE TO BROADCAST WILL NOT BE GROUNDS FOR CANCELLING A COMMISSION MEETING.

WEVD COMMISSION MEETING AGENDA, OCTOBER 9, 2021

- 6. NO MEETING ADMINISTRATOR OR OTHER PERMISSION WILL BE REQUIRED FOR REMOTE RECORDINGS OF PUBLIC SESSIONS OF COMMISSIONER MEETINGS THROUGH ZOOM OR ANY OTHER PLATFORM UTILIZED BY THE COMMISSION.
- 7. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING ON WEVD MATTERS. TOTAL TIME FOR PUBLIC COMMENT WILL BE LIMITED TO 15 MINUTES.
- 8. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.





Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223 Phone: (603) 726-3082; Fax: (603) 726-8611 www.waterville-estates.com

1. Water System timeline. 9/27 there was an e-coli hit on the well water, probably a result of the heavy rains. Since the system treats all the water as if there were bacteria, this only triggered additional testing.

Friday at 11 AM the water-monitoring software system (SCADA) did a check that everything was fine with levels in the tanks. At some point after that the SCADA system shut down & failed to restart so no data was collected and no warnings sent regarding the situation. As near as we can tell at some point on Saturday, the check valve at the bottom of Well # 1 stayed open. When the pump in Well # 2 started it pumped some water up to the treatment plant, but water was also pumped into Well # 1 through the open check valve. That pressure prevented Well # 1 from starting. Also it resulted in a lower flow to the treatment plant from Well # 2 at about 22 gallons/minute (instead of 80 gallons/minute/well). With the weekend usage all the tanks were drawn down. Monday morning the problem was discovered and immediate action taken to analyze and correct the situation. A notice was sent out that there was a problem by email to all on the list serve. Once the water is treated with Chlorine to kill any harmful bacteria it needs a certain amount of 'contact time'. A second notice was later sent with a boil order given that the water in the tank into which the treated water was pumped to be held for adequate time to kill bacteria, was being drawn out of too rapidly for the other tanks. The problem with the check valve was diagnosed late in the day Monday. The work-around was to start and pressurize Well #1 first then start Well # 2. Both wells were then run all night to fill the tanks and guarantee adequate 'contact time'. The Boil Order was distributed door to door Tuesday as water was restored throughout most of the District. Another email was sent Tuesday and indicated water volume was mostly restored, emphasizing again the need to boil water, mentioning the e-coli test from September in the well and asking help identifying any remaining areas without water. Lines were bled in different areas on Tuesday and Wednesday.

Steps being taken: Testing is occurring regarding the boil order. Two negative tests taken 24 hours apart are needed before lifting the order. We hope to have results back by Friday to these tests. We are demanding the computer software company fix what is causing the SCADA system to stop/fail to restart. We are ordering and installing a separate warning system (about \$2,000 with annual cell charges \$400) as a 'belt and suspenders' approach. We have a company with a crane coming to remove Well # 1, replace the foot valve and while the pump is out, install one of the two new pumps and motors we have on hand. We do not plan to do this until after the weekend, but have adjusted the system so Well # 1 always starts first and will closely monitor the situation. We are contacting a second company for additional maintenance, cleaning out any iron deposits that accumulated overtime on two 9 foot screens at the bottom of the wells since we are opening up both wells to replace with the new pumps. We hope it can be done at the same time as when the pumps are removed. When we finish with Well #1 and it is back running, we plan to do the same with Well # 2.

I expect an update on the boil order Thursdaym 10/7.

2. Website: The water crisis brings up yet again the need for a new website. I ask permission to proceed getting pricing and starting to set up with Civic Plus (many NH Communities use it). It is about \$10,000 for the first year, but \$3,000 after that. The budget is still tight, but I believe we need to set this up sooner rather than later. We need a better means of communication.

- 3. Carpet for office finished and step fixed. Carpet cost came in \$200 lower than original quote. Brocks indicated the labor to move furniture was lower than expected.
- 4. There was a leak in heating system above the closet on second floor that is being readied for computers that has been fixed. There are units above the ceiling that are broken and need removal. The plumber has offered to take out the units at no cost in exchange for the salvage value. We have not yet determined replacement plan for the entire Summit Lounge level. Can we proceed to get the broken units removed?
- 5. We are also getting a quote at running electrical to the Summit Lounge closet in preparation of it becoming a secure computer closet. We also had the broken lighting in the Office area replaced with LED. We are getting a quote at replacing the "cannister" lights in the Board Room with much brighter LEDs. It is dark there even with the lights on.
- 6. We are looking at buying a hot tub to replace the small one outside this year and using it in the family pool area as a self-contained unit so there is a hot tub inside for this year. However, we are finding extremely long wait times. We do not believe the little one outside could be moved inside successfully. The architect has not gotten back on what we need to do with the floor and building. It was fairly clear any solution was going to require more money that was in the warrant article for 2021. I am still working to get someone to develop a plan to replace the tank in that location and have it be ADA accessible. As a result there will be no hot tub in the indoor pool area this winter.
- 7. We have a snowmobile that doesn't run at the Ski lodge that I would like to sell as is. An employee has made an offer that seems reasonable.
- 8. Oshkosh We did not receive any bids with our minimums in place. We are looking into the cost to hire a low-bed trailer to take it to the White Farm?
- 9. We have hired a recent college graduate as the full-time Administration and Finance Assistant, Allison Smith. We still need one more part-time office person, but will wait until Allison is fully trained to better access need and avoid the issue of training two at once.
- 10. There is a draft Password Policy for consideration at a future meeting.
- 11. There is a draft Computer Use Policy for consideration at a future meeting.

WEVD Outdoor Courts Fall Update

The Waterville Estates Village District (WEVD) Outdoor Court Committee would like to provide the community with status of work performed and up-coming tasks scheduled to be performed in the next year. The pandemic has caused many delays for contractors who are still trying to complete previously scheduled commitments. This posed challenges to the Committee to get responses and bids for the planned activities.

Racket Courts

A Request for Proposal (RFP) for racket court reconstruction was drafted, approved, and sent to Vermont Recreational Surfacing and Fencing, Lineberry Tennis, Vermont Tennis Court Surfacing and Maine Tennis & Track with a deadline of June 30th. The RFP deadline was extended to 7/30/2021 to provide additional time for the respondents to complete the RFP as the companies were completely under-staffed after re-opening. Vermont Recreational Surfacing and Fencing responded with a comprehensive proposal detailing the work to be completed.

The Committee reviewed the Vermont Recreational proposal and found it to be complete and followed up with a couple of questions. Vermont Recreational provided references for their work. References were contacted and provided favorable recommendations with praise for their work.

The Committee submitted a recommendation to the WEVD Commissioners for the August 21st meeting, that Vermont Recreational be placed under contract. The WEVD Commissioners voted in favor, and we have a signed agreement in place. The schedule of work is as follows, starting in the spring of 2022:

Completed by December 2022

Demolition; Site work including court base; Asphalt and Posts (Court needs a least 6 months of curing before final surfacing can be applied.)

Completed by Fall of 2023

Court surfacing (painting and striping, includes new half-court basketball); Installation of the equipment; Fencing and Landscaping

Half-Court Basketball Court

The existing full-court basketball court area has drainage problems with its current location and after reviewing the site, it was recommended that it needs to be addressed. Problems included water intrusion into the building as the court asphalt is paved up to the building. It was desired to get this work completed prior to paving the new half-court.

An RFP was developed and approved in May which included drainage work, paving of the new half-court, handicap access parking and installation of the basketball hoop system (MEGA Slam). The RFP was sent out to three companies (R&D Paving, Bryant Paving and GMI Paving) with an RFP response date for July 9th. All three companies declined the work. After contacting the companies, it was deemed that the drainage work associated with the RFP, along with installation of the basketball post, was not work the companies wanted to take on.

The Committee then asked the interim General Manager, John Scruton, to investigate other companies who would be willing to take on the drainage work. Dirt Designs by Johnson Bros. provided a bid for the drainage work which appears to be reasonable, but does not include paving. The Committee is finalizing some open questions and is working to get this approved and going. The paving companies will be re-engaged to provide a bid on the paving aspects and the Committee will investigate installation of the Mega Slam Basketball System.

Volleyball Courts

The existing volleyball court net system is not to regulation standards and has a fixed height. It was deemed that a regulation volleyball net system, which provided adjustments for both volleyball and badminton play, should be purchased and installed. A system was identified and purchased with funding from Waterville Estates Association Capital Improvement Funds. The installation method will allow for it to be easily removed and stored during the winter months. This has arrived on site and is awaiting installation.

The existing sand area also needed attention and work. The Committee researched and purchased a portable sand sifting cart. This cart will sift out the larger rocks and pine needles from the court area and provide a better barefoot playing surface.

The installation of the net poles will require volunteers as the proper installation requires a 3' to 4' footing installation with rebar, and a temporary construction of a platform while the concrete cures. Look for emails for this opportunity to volunteer!

Yours in Service the WEVD Outdoor Court Committee

Dave Ketcham (Chair)
Stan Bujalski
Maureen Patti
Dick Mayo
Bruce Marks
(Shout out to Mahdu C

(Shout out to Mahdu Challagulla as she worked on the committee until May 2021)

TOYAL DUE \$ 8399.96

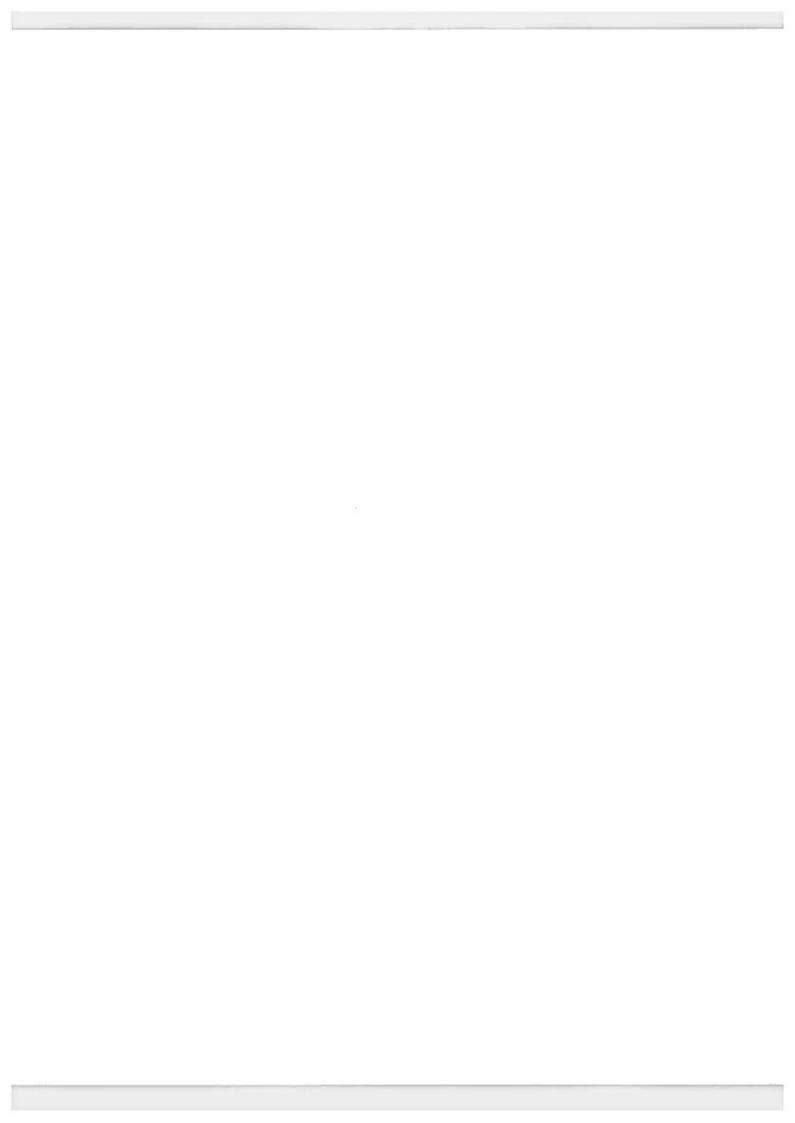
1:22 PM 09/23/21

WEVD Water Department Unpaid Bills Detail

(8399.96) 5521.64

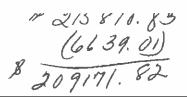
As of September 23, 2021

| Type | Date | Num | Due Date | Split | Open Balance |
|-----------------------------------|-------------------------------|--------------------------------|--------------------------|--|----------------------|
| ASNE Bill Bill | 09/07/2021 09/07/2021 | Inv. # 121090 Inv. # 121090 | 09/17/2021 09/17/2021 | 4332.11 · Generator Maintenan | 140.00 588.80 |
| Total ASNE | | | | | 728.80 |
| ClearWater Calibr | ation & Service 09/20/2021 | e, inc. Inv. # 1001 | 09/30/2021 | -SPLIT- | 1,216.00 |
| Total ClearWater C | Calibration & Sec | rvice, Inc. | | | 1,216.00 |
| First BankCard - 2 Bill | 2124 CS 08/31/2021 | QuickBooks | 09/10/2021 | 4332.12 · Licenses/fees/educat | 64.40 |
| Total First BankCa | rd - 2124 CS | | | | 64,40 |
| Granite State Rura Credit | al Water Assoc 08/10/2021 | iation Inv. # 9856 | | 4332.12 · Licenses/fees/educat | -99.00 |
| Total Granite State | Rural Water As | ssociation | | | -99.00 |
| LRW Water Service Bill Bill | 09/03/2021 09/03/2021 | Inv. # 102914 Inv. # 102913 | 09/13/2021 09/13/2021 | 4332.1 System Repairs,Mater 4332.1 System Repairs,Mater | 1,020.00 5,000.00 |
| Total LRW Water S | Services | | | | 6,020.00 |
| Treasurer, State C | 0f NH 09/03/2021 | Inv. # 179161 | 09/13/2021 | -SPLIT- | 350.00 |
| Total Treasurer, St | ate Of NH | | | | 350.00 |
| Verizon Wireless Bill | 09/08/2021 | Inv. # 988796 | 09/18/2021 | 4332.1 · System Repairs, Mater | 85.16 |
| Total Verizon Wire | less | | | | 85.16 |
| TAL | | | | | 8,365.36 |



1:59 PM 09/23/21

Waterville Estates Village District Unpaid Bills Detail As of September 23, 2021



| Туре | Date | Num | Due Date | Split | Open Balance |
|------------------------|----------------------------|----------------------------------|--------------------------|---|--|
| A.M.Rand Con Bill | npany 07/29/2021 | Trans. # C4561 | 08/28/2021 | -SPLIT- | 16.48 |
| Total A.M.Rand | d Company | | | | 16 48 |
| ACCOUNTANT | USE ONLY -V | | | | |
| General General | 12/31/2019 12/31/2019 | JE#9 I JE# 6 REVIS | | 1800.2 · Due From Rec -SPLIT- | 28,132.00 (28,132.00) |
| Total ACCOUN | ITANT USE ONLY | ′ -V | | | 0.00 |
| Aerial NDT Ins | spection Inc | | | | |
| Bill | 09/07/2021 | Inv. # 232249-2 | 09/17/2021 | -SPLIT- | 863.50 |
| Total Aerial ND | T Inspection Inc | | | | 863 50 |
| Airgas | | | | | |
| Bill | 08/31/2021 | Inv. # 9982030 | 09/10/2021 | -SPLIT- | 118.31 |
| Bill | 09/01/2021 | Inv. # 9117174 | 09/11/2021 | -SPLIT- | 803.78 |
| Total Airgas | | | | | 922.09 |
| | 303137 Center | | | | |
| Bill | 09/11/2021 | Inv.# 3126532373 | 09/21/2021 | 4520.19 Building Heat | 2,933.21 |
| Total AmeriGas | s 202303137 Cen | ter | | | 2,933.21 |
| Belletetes, Inc | | | | | |
| Bill Bill | 09/09/2021 09/14/2021 | Inv. # 1948576 Inv. # 1969407 | 09/09/2021 09/14/2021 | -SPLIT- -SPLIT- | 45.37 328.66 |
| | | IIIV. # 1909407 | 09/14/2021 | -37(11- | The same of the sa |
| Total Belletetes | s, Inc. | | | | 374.03 |
| Consolidated- Bill | 7408 Alarm 09/12/2021 | 118.15 | 10/07/2021 | 4220.1 · Alarm, Fire & | 188.15 |
| Total Consolida | ated- 7408 Alarm | | | | 188.15 |
| Consolidated | -8958 - Alarm | | | | |
| Bill | 09/12/2021 | | 09/22/2021 | 4220.1 · Alarm, Fire & | 47.57 |
| - | ated -8958 - Alarm | | | | 47 57 |
| Consolidated Bill | Comm Shop 8: 09/12/2021 | 279 | 09/22/2021 | 4199.3 · Telephones | 104,16 |
| - III | | | 08/22/2021 | 4139.3 Telephones | |
| Total Consolida | ated Comm Sho | p 8279 | | | 104.16 |
| Delta Dental | | 404 40404004 | | | 444.08 |
| Bill | 09/21/2021 | 10/1 - 10/31/21 | 10/01/2021 | -SPLIT- | 411.25 |
| Total Delta Der | ntal | | | | 411.25 |
| Duffield Engir Bill | os/12/2019 | Iting | 05/22/2019 | 4520.26 · Cap - Septic | 1,300.00 |
| Total Duffleld B | Engineering & Cor | nsulting | | | 1,300.00 |
| First BankÇar | d - 2124 CS | | | | |
| Bill | 08/26/2021 | Carhartt | 09/05/2021 | -SPLIT- | 89.98 |
| Bill | 08/31/2021 | Quick Books | 09/10/2021 | 4199.10 · Licenses/Fee | 64.40 |
| Bill Bill | 08/31/2021 09/01/2021 | G Suite Basic Indeed | 09/10/2021 09/11/2021 | 4220.3 · Fire & Security 4197.1 · Advertisements | 246.00 238.40 |
| Bill | 09/02/2021 | Laconia Daily S | 09/11/2021 | 4197.1 · Advertisements | 236.40 |
| Bill | 09/09/2021 | Indeed.com | 09/19/2021 | 4197.1 · Advertisements | 503.27 |
| Bill | 09/10/2021 | NHMA | 09/20/2021 | 4199.10 · Licenses/Fee | 70.00 |
| Bill | 09/10/2021 | NHMA | 09/20/2021 | 4199.10 · Licenses/Fee | 140.00 |
| Bill | 09/15/2021 | Laconia Daily S | 09/25/2021 | 4197.1 · Advertisements | 21.25 |
| 8ill | 09/16/2021 | Skip The Ware | 09/26/2021 | 4903.9 · Cap Boiler Re | 715.00 |
| Bill | 09/21/2021 | Amazon | 10/01/2021 | 4311.1 · Office Supplies | 4.99 |
| Total First Ban | kCard - 2124 CS | | | | 2,114.54 |

Waterville Estates Village District Unpaid Bills Detail As of September 23, 2021

| Туре | Date | Num | Due Date | Split | Open Balance |
|---|----------------------|------------------|------------|--|----------------|
| Total First Bani | kCard - 2124 CS | | | | 2,829.54 |
| Handy Man Ha | archuara | | | | |
| Bill | 08/10/2021 | Inv. # B282518 | 08/10/2021 | -SPLIT- | 164.00 |
| Bill | 08/11/2021 | Inv. # B282697 | 08/11/2021 | -SPLIT- | 10.00 |
| Bill | 08/12/2021 | Inv. # B282840 | 08/12/2021 | -SPLIT- | 47.00 |
| Bill | 08/12/2021 | Inv. # B282887 | 08/12/2021 | 4520.14 · Building Infra | 12.00 |
| Bill | 08/12/2021 | inv. # B282953 | 08/12/2021 | 4520.14 · Building Infra | 14.00 |
| Bill | 08/13/2021 | Inv. # B283007 | 08/13/2021 | -SPLIT- | 54.00 |
| Bill | 08/17/2021 | Inv. # B283701 | 08/17/2021 | -SPLIT- | 75.00 |
| Bill | 08/20/2021 | Inv. # B284180 | 08/20/2021 | -SPLIT- | 95.50 |
| Bill | 08/20/2021 | Inv. # B284158 | 08/20/2021 | -\$PLIT- | 12.00 |
| Bill | 08/23/2021 | Inv. # B284655 | 08/23/2021 | -SPLIT- | 53.50 |
| Bill | 08/24/2021 | Inv. # B284848 | 08/24/2021 | -SPLIT- | 55.00 |
| Bill | 08/25/2021 | Inv. # B284958 | 08/25/2021 | -SPLIT- | 61.00 |
| Bill | 09/01/2021 | Inv. # B286050 | 09/01/2021 | -SPLIT- | 116.50 |
| Bill | 09/07/2021 | Inv. # B286975 | 09/07/2021 | -SPLIT- | 53.50 |
| Bill | 09/10/2021 | Inv. # A180032 | 09/10/2021 | 4520.14 · Building Infra | 40.00 |
| Biii | 09/13/2021 | Inv. # B287939 | 09/13/2021 | -SPLIT- | 13.36 |
| Bill | 09/13/2021 | Inv. # B287891 | 09/13/2021 | -SPLIT- | 38.55 |
| Total Handy Ma | an Hardware | | | | 914.91 |
| Harcros Chem | | 1 # 000000000 | 40/04/0004 | ODUT | 4 078 00 |
| Bill | 09/01/2021 | Inv. # 290205681 | 10/01/2021 | ·SPLIT- | 1,076.80 |
| Total Harcros (| Chemicals, Inc. | | | | 1,076.80 |
| HD Supply Fa | cilities Maintenar | nce | | | |
| Credit | 07/09/2021 | Memo #180095 | | 4520.14 Building Infra | (890.40) |
| Credit | 07/20/2021 | Inv. # 1403655 | | 4520.14 · Building Infra | (249.00) |
| Bill | 07/27/2021 | Inv. # 9193784 | 08/06/2021 | -SPLIT- | 196.09 |
| Bill | 08/04/2021 | Inv. # 9194055 | 08/14/2021 | 4520.14 Building Infra | 249.00 |
| Bill | 08/05/2021 | Inv. # 9194099 | 08/15/2021 | 4520.14 · Building Infra | 498.00 |
| Total HD Supp | ly Facilities Mainte | enance | | | (196.31) |
| JP Pest Service | CAR | | | | |
| Bill | 09/14/2021 | Inv. # 3036489 | 10/14/2021 | 4529.8 · Pest Control | 191.50 |
| Bill | 09/14/2021 | Inv. # 3036491 | 10/14/2021 | 4529.8 · Pest Control | 146.70 |
| Total JP Pest S | Services | | | | 338.20 |
| - | - S | | | | |
| Sanel NAPA A | | | | | |
| Credit | 09/02/2021 | Inv. # 70566564 | | -SPLIT- | (325.68) |
| Bin | 09/01/2021 | Inv. # 70565949 | 09/21/2021 | -SPLIT- | 335.18 |
| Total Sanel NA | NPA Auto Parts | | | | 9.50 |
| | | | | | |
| Staples Susin | 07/07/2021 | Ord. # 7334350 | 08/06/2021 | -SPLIT- | 59.10 |
| Bill | 0//0//2021 | Oru. # 7334350 | 00/00/2021 | ·SFCII· | 38.10 |
| Total Staples E | Business Advantag | je | | | 59.10 |
| State of New I | Hampshire- DOT | | | | |
| Bill | 09/16/2021 | Inv. # 321917 | 10/16/2021 | 4312.9 · Misc Material | 90.67 |
| | | | 10,10,202. | TO TELLO TITLO TIT | and Control on |
| | New Hampshire- D | ЮТ | | | 90.67 |
| Marie Control of the | Protection Inc. | Inv. # 7653 | 09/12/2021 | -SPLIT- | 340.20 |
| Bill | 09/02/2021 | INV. # 7000 | 09/12/2021 | ·SFLII• | |
| Total Superior | Fire Protection Inc | . | | | 340,20 |
| Upton & Hatfi | eld, LLP | | | | |
| Bill Pmt | • | 25532 | | 1001 · Northway Bank | (5,821.85) |
| Item Re | 12/31/2020 | Check # 106590 | | 4153.1 · Legal / Consul | 5,821.85 |
| | | | | 4. 11 | |
| Total Upton & | Hatfield, LLP | | | | 0.00 |
| TOTAL | | | | | 12,623.05 |
| | | | | | 372.33 |

1:13 PM 09/23/21

WEVD Rec Fund Unpaid Bills Detail

130251.49 (13.42.57) 28908.92

As of September 23, 2021

| Туре | Date | Num | Due Date | Split | Open Balance |
|---------------------------|-----------------------------|-------------------------|------------|--------------------------------|--------------|
| Airgas Bill | 08/31/2021 | Inv. # 99820 | 08/31/2021 | -SPLIT- | 263.70 |
| Total Airgas | 00/31/2021 | IIIV. # 93020 | 00/31/2021 | -SFLII- | 263.70 |
| • | | | | | 200.10 |
| Amoskeag Be Bill | verages, Inc. 09/02/2021 | Inv. # 2890345 | 09/02/2021 | 9005.09 · Beer | 122.10 |
| Total Amoskea | g Beverages, Inc | i. | | | 122.10 |
| Consolidated- | | | 00/07/000/ | 0404 40 Talashana | 50.00 |
| Bill Fotal Consolida | 09/12/2021 | | 09/27/2021 | 9101.13 · Telephone | 52.08 |
| | | | | | 32.06 |
| Consolidated Bill | Comm 5220 09/12/2021 | | 09/22/2021 | 9101.13 · Telephone | 109.38 |
| Total Consolida | ated Comm 522 | 20 | | | 109.38 |
| | Comm Fax 47 | 07 | | | |
| Bill | 09/12/2021 | | 09/22/2021 | 9101.13 · Telephone | 52.08 |
| Total Consolida | ated Comm Fax | k 4707 | | | 52.08 |
| Delta Dental Bill | 09/15/2021 | 10/1 - 10/31/ | 09/25/2021 | ·SPLIT- | 247.56 |
| Total Delta Der | ntai | | | | 247.56 |
| First Bankcard | 1 - 2124 CS | | | | |
| Bill | 08/30/2021 | Office Depot | 09/29/2021 | 9300.15 · Cleaning Supplies | 68.79 |
| BIII | 08/31/2021 | QuickBooks | 09/30/2021 | 9101.08 · Dues & Subscriptions | 64.40 |
| BIII | 09/02/2021 | TouchBistro TouchBistro | 10/02/2021 | 9101.08 · Dues & Subscriptions | 9.95 |
| Bill | 09/17/2021 | Indeed.com | 10/17/2021 | 9101.15 · Advertising | 503.49 |
| Bill | 09/21/2021 | Smart Tan | 10/21/2021 | 9101.11 · Licenses & Fees | 320.00 |
| Total First Ban | kcard - 2124 CS | | | | 966.63 |
| Spectrum - Sk Bill | 09/15/2021 | inv.#717009 | 09/25/2021 | -SPLIT- | 424.86 |
| Total Spectrum | ı - Ski Area | | | | 424.86 |
| Tracy Duffy - E | | | | | |
| Bill | 09/16/2021 | Hannaford | 09/26/2021 | -SPLIT- | 79.40 |
| Bill | 09/16/2021 | Walmart | 09/26/2021 | 9500.21 · Bar Supplies | 10.08 |
| Total Tracy Du | ffy - E | | | | 89.48 |
| UniFirst Corpo | | In., # 40300 | 40(40)0004 | COLIT | 400 40 |
| Bill Tatal la Effect (| 09/16/2021 | Inv. # 10700 | 10/16/2021 | -SPLIT- | 103.43 |
| Total UniFirst (| orporation | | | | 103.43 |
| TAL | | | | | 2,431.30 |
| | | | | | |



WEVD COMMISSION MEETING CALENDAR

- UPDATED September 20, 2021

| Day of Week | Day of Month | Hour |
|-------------|----------------|---------|
| Wednesday | December 30 | 6 p.m. |
| Tuesday | January 5 | 6 p.m. |
| Saturday | January 9 | 9 a.m. |
| Wednesday | January 20 | 6 p.m. |
| Thursday | February 4 | 9 a.m. |
| Wednesday | February 17 | 6 p.m. |
| Friday | February 19 | 9 a.m. |
| | Public Hearing | |
| Saturday | March 6 | 9 a.m. |
| Saturday | March 13 | 8 a.m. |
| Wednesday | March 17 | 6 p.m. |
| Friday | March 19 | 9 a.m. |
| Friday | March 26 | 9 a.m. |
| Thursday | April 1 | 9 a.m. |
| Friday | April 9 | 4 p.m. |
| | Public Hearing | |
| Wednesday | April 14 | 6 p.m. |
| Saturday | April 24 | 9 a.m. |
| | Annual Meeting | |
| Saturday | May 1 | 9 a.m. |
| Wednesday | May 12 | 6 p.m. |
| Thursday | May 27 | 9 a.m. |
| Wednesday | June 9 | 6 p.m. |
| Wednesday | June 16 | 10 a.m. |
| Monday | June 28 | 2 p.m. |
| Friday | July 23 | 10 a.m. |
| Wednesday | July 28 | 9 a.m. |
| Thursday | July 29 | 11 a.m. |
| | Public Hearing | |
| Wednesday | August 4 | 6 p.m. |
| Saturday | August 21 | 9 a.m. |
| Wednesday | September 1 | 6 p.m. |
| Thursday | September 16 | 9 a.m. |
| Thursday | September 23 | 3 p.m. |

| Wednesday | September 29 | 6 p.m. |
|------------------|--------------|-------------------|
| Saturday | October 9 | 9 a.m. |
| Thursday | October 21 | 9 a.m. |
| Thursday | November 4 | 9 a.m. |
| Wednesday | November 17 | 6 p.m. |
| Wednesday | December 1 | 6 p.m. |
| Wednesday | December 15 | 6 p.m. |

For the 2022 meeting schedule, this is merely preliminary. Obviously, it can be adjusted to accommodate any new commission members and new WEVD officers. I am awaiting the Thornton Board of Selectmen posting their 2022 schedule and will adjust to avoid any conflicts. The Campton BOS meetings are typically on Mondays, according to the 2021 schedule found on the town website.

2022 WEVD Commission Meeting Schedule

| Wednesday | January 12 | 6 p.m. |
|-----------|--------------|----------------|
| Thursday | January 27 | 11 a.m. |
| Wednesday | February 9 | 6 p.m. |
| Saturday | February 26 | 11 -a.m. |
| Wednesday | March 9 | 6 p.m. |
| Thursday | March 24 | 11 a.m. |
| Wednesday | April 13 | 6 p.m. |
| Saturday | April 30 | 11 a.m. |
| Wednesday | May 11 | 6 p.m. |
| Thursday | May 26 | 11 a.m. |
| Wednesday | June 8 | 6 p.m. |
| Saturday | June 25 | 11 a.m. |
| Wednesday | July 13 | 6 p.m. |
| Thursday | July 28 | 11 a.m. |
| Wednesday | August 10 | 6 p.m. |
| Saturday | August 27 | 11 a.m. |
| Wednesday | September 14 | 6 p.m. |
| Thursday | September 29 | 11 a.m. |
| Wednesday | October 12 | 6 p.m. |
| Thursday | October 27 | 11 a.m. |
| Wednesday | November 9 | 6 p.m. |
| Thursday | November 24 | 11 a.m. |
| Wednesday | December 14 | 6 p.m. |
| Thursday | December 29 | 11 a.m. |

The Waterville Estates Village District COMMUNITY WATER SYSTEM WATER ORDINANCE

Adopted by the Waterville Estates Village District Commissioners

AUGUST 16, 2021

The Waterville Estates Village District Community Water System

Campton and Thornton, New Hampshire

WATER ORDINANCE

Regulating the Use of the Waterville Estates Village District Community Water System

Table of Contents

| 1. | General | | | 4 | Provisions |
|-----|----------------------|----------------------|---|---|---------------|
| 2 | THE | | | | DISTRICT |
| 3. | Definitions | | and | | Abbreviations |
| 4, | Connection | to | Community 8 | Water | System |
| 5 | Application | | for | 8 | Service |
| 6. | | | | | |
| 7. | Connection | | | | Fees |
| 8. | | | | | |
| 9. | Ownership and Mai | intenance of Servic | e Lines | | |
| 10. | Service Line Leaks | | | | 10 |
| 11, | Stop Valve | | | | 10 |
| 12. | Cold Weather Cons | struction | *************************************** | *************************************** | 11 |
| 13. | Denial or Postpone | ment of Service | | | 11 |
| 14. | Unauthorized Use of | of Water | | • | |
| 15. | Restriction or Prohi | bition of Certain Wa | ater Uses | | 11 |
| 16. | Maintenance of Plu | mbing | | | |
| 17. | Cross Connections | Protected | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 12 |
| 18. | Fluctuation of Press | sures by Customers | s' Apparatus | | 12 |
| 19. | Safeguarding Wate | r-Using Devices | | | 12 |
| 20: | Access to Premises | 3 | | | |

| 22 | Pilling Proce | edures | | | 1.4 |
|-------|---------------|------------------------------|--------------|---|------|
| 22 | | | | | |
| 23. | Disconnection | | 14 | | |
| 24 | Interrupted (| | 15 | | |
| 25 | Meters and | Related Apparatus | | | 15 |
| 26 | Water Use A | Adjustments | | | 16 |
| 27 | Fire Hydran | ts | | | 16 |
| 28. | Flushing Hy | drants | | | 16 |
| 29. | Tampering v | | 16 | | |
| 30 | Water Main | Extension, Plan Approval, Co | nstruction | | 16 |
| 31. | Materials | | | | 17 |
| 32 | Protection fr | om Damage | | | |
| 33. | Enforcemen | t and Penalties | | | 17 |
| 34 | Water Rates | Special Charges, and Conn | ections Fees | | 17 |
| 35 | Appendices | | | | 18 |
| | 36 | Publication | and | Effective | Date |
| | | | | 18 | |
| | | | | | |
| APPEN | IDICES | | | *************************************** | 19 |

1. General Provisions

All rules and regulations contained herein, together with such additions and amendments as may be hereafter adopted, are hereby designated as the "The Waterville Estates Village District COMMUNITY WATER ORDINANCE," herein alternatively referred to as the "Ordinance." This Ordinance is adopted pursuant to the powers granted generally by RSA 52:1 I (d) and 52:3, and pursuant to RSA 38, authorizing the District to regulate a community well drinking water system. These rules and regulations are adopted and supersede all previous water service rules and regulations concerning the Waterville Estates Village District ("WEVD" or "The District") water system.

- a. The duly elected WEVD Clerk shall file certified copies of the Ordinance, as well as certified copies of any additions and amendment to this Ordinance as may hereafter be adopted, in the municipal records and provide the same to the District Water Superintendent and any designated enforcement officers.
- b. The principal objective of the Water Works, as defined herein, is to provide a potable water supply, permitted by the State of New Hampshire, under efficiently managed conditions.
- c. If there is conflict between the terms of this Ordinance and any other applicable regulation, by-law, or ordinance, the stricter shall apply.
- d. The Ordinance shall comply with Title VI of the civil rights act of 1964 which prohibits discrimination in a Federally Assisted Program on the basis of Race, Color or National Origin.

2. The WEVD Commissioners

- a. Waterville Estates Village District(WEVD) Commissioners shall be responsible for enacting regulations and policies governing the operation of the WEVD Community Water System. The Commissioners shall make and establish all needful water rates for control and operation of the water system. They shall carry out the duties specifically required of them under state law and the regulations and policies that they enact.
- b. The Commissioners shall be comprised of the WEVD Board of Commissioners.
- c. The provisions of this Ordinance shall be evaluated at intervals not exceeding five (5) years by the Commissioners to assess their continued applicability and appropriateness; to consider any recommendations proposed for their improvement; and to determine what changes, if any, are advisable due to advances in technical methods or processes of potable water treatment, storage, and transmission from the WEVD Water System.
- d. The Commissioners may contract to sell water to such customers outside of the WEVD boundary as they may deem beneficial, providing that there is, at the time such contract is made, water in excess of that necessary for use within the limits of the WEVD, and any such agreement shall not infringe on WEVD's ability to provide water to WEVD's residents.
- e. The Commissioners may prescribe emergency rules governing the supply and use of water as it may deem appropriate to accommodate water supply emergencies. Such rules shall be adopted at any duly held meeting of the District.
- f. The Commissioners shall adopt rules of procedure and shall comply with the requirements of RSA 91-A, pertaining to New Hampshire's open meeting and public records laws.

3. Definitions and Abbreviations

Unless the context specifically indicates otherwise, the meaning of the terms and abbreviations used in this Ordinance shall be as follows:

- a. "Base Fee" shall mean the debt service, operations and maintenance cost, and included water allocation per Equivalent Residential Unit (ERU) over a specified time period that is assessed to the owner of each unit.
- b. "Capital Reserve" shall mean a type of account on a municipality's balance sheet that is reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future.
- c. "Clerk" shall mean the duly elected WEVD clerk.
- d. "Cold Weather Construction" shall mean non-emergency construction work on the water system during the period from November 15 to April 15 of each year, especially work on distribution mains or service lines during this period.
- e. "Commercial" shall mean any building or use other than for residential purposes.
- f. "Commissioners" shall mean the Board of Commissioners of the WEVD duly elected by the WEVD voters or appointed when required.
- g. "Community Water System" shall mean a Public Water System as defined by the New Hampshire Water Supply Rules.
- h. "Connection Fee" shall mean the charge per ERU to connect to the water system.
- i. "Corporation Valve" shall mean the water shut off valve attached to the saddle at the water main, to which the water service line to the right-of-way (ROW) is attached.
- j. "Cross Connection" shall mean any direct or indirect pipe connection between the potable water supply and another supply of liquid or gas.
- k. "Curb Stop" shall mean the valve on the service line, typically at the edge of the Town highway right-of-way at the User's property, which provides water service to the User.
- "Customer" shall mean any Person responsible for payment of water service.
- m. "CWS" Shall mean the Community Water System.
- n "Development" shall mean any changes to real property that will result in any additional potable water usage and/or amended State Water or Waste Water Permit that increases the actual or potential potable water usage on the property.
- o. "Discontinuance of Water Service" shall mean deliberate interruption of water service by the District to the User for any lawful reason, including, without limitation for reason of delinquent payment, prevention of excessive water loss, to protect against contamination of the system or for tampering with water system.
- p. "Distribution Main" ("Water Main" or "Main") shall mean the primary supply pipe from which service connections are made, to supply water to the User through service lines.
- q. "District" shall mean the Waterville Estates Village District
- r. "Emergency Termination of Water Service" shall mean execution of an immediate water service shut-off due to:
 - Water leakage between the curb stop and building;
 - ii. Discovery of a direct and unprotected cross connection.
 - iii. Unauthorized or excessive use or distribution of water:

iv. Violation of special "restrictive use" orders issued by the

District; and/or,

- v. Any other situation that could contaminate or significantly deplete available water in the system or presents a risk of unreasonable harm, including financial harm, to the users or the public.
- s. "ERU" means Equivalent Residential Unit. The minimum allocation per property will be one ERU. Water customers other than single family residences shall have their ERUs calculated by dividing the estimated water use listed in the current version of the New Hampshire Water/Wastewater Rules by the current gallons per day as identified in the appendices.
- t "Extension of Water Main" shall mean any extension of distribution mains in accordance with the rules, regulations, standards and specifications of the District.
- "Flushing Hydrant" shall mean any hydrant installed for the purpose of flushing the distribution system.
- v. "Improved" shall mean any improvement to the property that will result in any additional potable water usage and/or amended State Water or Waste Water Permit that increases the potable water usage on the property.
- w. "Institutional Facility" shall mean any individual self-contained facility deemed by the District to be important to the general health and well-being of the community. Such facilities may include municipal offices and facilities.
- x. "Main Line" shall mean the distribution main conduit running from the distribution main to and including the curb stop at the property line of the User or to the edge of the right-of-way.
- y. "May" is permissive, indicating a choice. "Shall" is mandatory.
- z. "Municipality" means the Waterville Estates Village District.
- aa. "Municipal Office" shall mean the place designated by the District to receive applications for service, receive payments of water bills and where public notices and notices of discontinuance of service are generated and posted. Location is currently 562 Winterbrook Rd Campton, NH 03223.
- bb. "Municipal Representative" means a duly authorized member of the District or its designee.
- cc. "Non-Transient Non-Community (NTNC)" shall mean a Water System as defined by New Hampshire Water Supply Rule.
- dd. "Owner" means the person, firm, corporation, trusteeship, or governmental agency that has title to the property that is served by the water system and who is ultimately responsible for payment of all rates, fees and charges.
- ee. "Person" shall mean any natural person, corporation, municipality, partnership, unincorporated corporation other legal entity, including the State of New Hampshire and any department, agency or political subdivision thereof.
- ff. "Occupancy" shall refer to the Federal standard for determining the occupancy rating of a home which is the number of bedrooms plus one.
- gg. "Property Owner" shall mean any person(s) identified as holding title to real property within the Waterville Estates Village District by recorded deed.
- hh. "Reasonable Hours" shall mean between 8:00 a.m. and 8:00 p.m.

- ii. "Residential Unit" shall mean a livable abode, which includes, at a minimum, a kitchen or kitchenette, bathroom, and bedroom or other room that serves as sleeping quarters.
- "ROW" shall mean right-of-way, and the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another.
- kk. "Saddle" shall mean the mechanism for attaching a smaller service line to a larger water main; a circular device bolted or otherwise attached to the water main through which a hole is drilled in the water main to supply water to the service line.
- II. "Service Line" shall mean the conduit connected on one end to the corporation stop and the other end terminating just inside the User's building, at the service stop valve and including the connection to the water meter, to provide water service.
- mm. "Service Stop Valve" shall mean the valve installed on the service pipe after it enters a building and before the water meter.
- nn. "Subdivision" shall mean the division of any land, parcel, or area of land into two or more lots or parcels for the purpose of conveyance, transfer, improvement or sale, which may include appurtenant roads, streets, lanes, alleys and ways, dedicated or intended to be dedicated to public use.
- oo. "Special Charges" shall mean all fees, waivers and penalties other than the Water Rates and the New Service Connection Fees.
- pp. "Superintendent, Operator, Water Operator" shall mean the designee of the District responsible for management and operation of the community water system and certified by the New Hampshire Water Supply Division (New Hampshire Department of Environmental Services, Drinking Water and Groundwater Bureau).
- qq. "Tap" shall mean any connection of a service line or extended main to the distribution main.
- rr. "Unconnected Properties" shall mean those properties, which do not receive water service, but are within the boundaries of the District.
- ss. "Usage Charge" shall mean the charge for water usage over the water allocation included in the base fee. A portion of the usage charge is intended to contain a capital reserve component.
- tt. "User" shall mean any person who receives water from the Community Water System (CWS) through a pipe connection.
- uu. "Water Rates" shall mean a scale of rates, developed by the District pursuant to RSA 38;28, for the defraying of the costs of acquisition, construction, payment of the interest on any debt incurred, management, maintenance, operation, and repair of water systems, or construction, enlargement, or improvement of such systems.
- vv. "Water Shut-Off Notice" shall mean notice of discontinuance of service
- ww. "Water Service Area" shall include the boundaries of the WEVD as adopted by the voters. For a map, see the Appendices.
- xx. "Water System Consecutive" shall mean any water distribution system licensed by the State Of New Hampshire not owned by the parent community water system but served by the community water system.
- "Water System Municipal" shall mean the potable water system owned and operated by the municipality through its District. This system includes all sources, pipes, storage and treatment facilities that convey potable water between the source and the curb stop.

- "Water System Private" shall mean any water system located on the customer's premises or property not supplied or owned by the municipality and not part of the public water system. The system may be potable or non-potable.
- aaa. "WEVD" shall mean the Waterville Estates Village District. bbb. ABPA Shall mean the American Backflow Prevention Association ccc. ANSI Shall mean American National Standards Institute ddd. ASME Shall mean American Society of Mechanical Engineers eee. ASSE American Society of Sanitary Engineering fff. ASTM Shall mean American Society of Testing and Materials ggg. AWWA Shall mean American Water Works Association hhh. GPQ Shall mean Gallons Per Quarter iii. IBC Shall mean the International Building Code version currently adopted by the State of NH jiji. IPC Shall mean the International Plumbing Code version currently adopted by the State of

NH kkk. NEWWA - Shall mean New England Water Works Association, a section of AWWA III. NFPA - Shall mean National Fire Protection Association mmm. GSRWA - Shall mean the Granite State Rural Water Association

4. Connection to Community Water System

- a. The Water Service Area boundaries of the WEVD Community Water System are shown on the map in the Appendices. A larger and clearer copy of this map may be seen at the District Office.
- b. Any Property Owner that wishes to connect to the WEVD Community Water System may apply, by way of an accurate, complete and proper application, to be connected in accordance with the terms, regulations, and procedures set forth elsewhere in this Ordinance.
- c. Connected properties may continue to use existing wells and springs only for non-potable use and only if an inspection by the Superintendent for unpermitted cross-connections has occurred and a licensed plumber has certified that such cross connections do not exist.
- d. Connections to the water system shall be required for all new construction within the service area of the District where the property's boundary is located within 100 feet of a water main owned by the District and the home's foundation is within 500 feet of said water main.

5. Application for Service

Application for new service shall be made in writing to the District on the approved forms, provided in the Appendices. The owner of the premises who shall be responsible for payment of the connection fee and subsequent water charges shall make such application.

6. Shut-Off and Restoration of Service

Procedures regarding non-payment of Water Rates shall be administered in accordance with RSA 38:22. Except as provided in RSA 38:31, the District may shut off water service for violation of special "restriction of water use" notices, or for continued violation of these regulations. After correction of the cause for water shut-off by the customer and on request by the customer for restoration of service, a turn-on/reconnection fee, plus any other applicable unpaid fees shall be due and payable before service will be restored.

7. Connection Assessment

Per RSA 38:27, a connection fee shall be assessed ("Connection Assessment") and payable to the District, before a new service connection is constructed and only after the Commissioners have approved the

connection. The Connection Assessment shall include the costs of equipment furnished to the applicant by the District and a capital cost to offset the impact of the new user to the water system. The Connection Assessment shall be based on the new user's just share of the expense of constructing, acquiring, and operating the system. The Connection Assessment amount may be changed by the Commissioners during a public hearing of which all legal notices have been made. Water service shall not be provided until the owner has installed a meter in the building to be served. Whenever feasible, a meter shall be provided in accordance with applicable requirements within 15 working days of the District's receipt of a request for a meter installation provided all applicable fees have been paid to the municipality and the service line installation (including open trench inspection) work is deemed satisfactory by an appropriate representative of the District. The amount of the fees shall be established by the District, which is authorized to establish or amend water connection fees from time to time by majority vote of the Commissioners.

- a. The WEVD Community Water System shall provide:
 - i. The meter
- b. The property owner shall provide:
 - i. Excavation of the distribution main and tap. All work done on or around the water line must be done by qualified personnel approved by the District and meeting all AWWA standards. All approved contractors must provide a current Commercial Liability Insurance certificate to the District.
 - ii. A dual check backflow prevention device.
 - iii. A pressure reducing valve.
 - iv. Saddle, corporation, piping to curb stop and curb stop: (see section 8 Curb Stops)
 - v. Excavation of the waterline into the building vi. Labor and materials to install waterline from water main into the building vii. Labor and materials for all backfill including sand or stone fill around piping as required
 - viii. Inspection and approval of waterline by Superintendent is required prior to backfill.

 Note. The District and its agents will inspect the quality of the materials and their installation. They are not responsible for monitoring the safety practices of the installation contractors. This is solely the responsibility of the contractors and/or homeowners.
 - ix. Shut-off service stop valve on the building line (see Section 11 for specifications)
 - x. A typical connection layout is provided in the Appendices.

8. Curb Stops

Curb stops shall be installed at the property line of the right-of-way in which the main water transmission line lies and shall be under the municipality's control and ownership and in accordance with the latest Water Supply rules. The Customer shall be financially responsible for the water service installation within the right-of-way for a period of 1-year after it was installed. The District shall be financially responsible for all repairs of the water service between the corporation stop and the curb stop, provided the connection was installed in accordance with the State of New Hampshire water supply rules, it was inspected by the District or its agent, and the service installation warranty has exceeded the 1-year period.

9. Ownership and Maintenance of Service Lines

- a. The line from the water transmission main to the curb stop shall be owned, operated and maintained by the District. Should repair of District water lines on private property be required, the District's agent shall return the ground to its pre-work condition however, the District will not be responsible for restoring plants or other landscaping. Refer to Section 8, curb stops for specific information pertaining to new connections.
- b. The service lines shall be paid for, installed, operated and maintained by the owner. The cost of repairing or replacing the service line (from the curb stop to the building) shall be the responsibility of the property owner.
- c. The minimum service line diameter for a single family residence shall be 1 inch; all service lines installed, and all fittings shall conform to AWWA Standards, ANR Water Supply Division rules and technical standards, New Hampshire Statutes and the District standards. The District may require a larger than 1 inch I.D. service line when the demand flow rate will exceed 15 GPM (gallons per minute) or at its discretion. In a new development, the District may permit the developer to install the water main if done in accordance with acceptable standards and under the supervision of the District.
- d. During the application for connection review process, the District may request service line hydraulic calculations be completed, given a property's location in distance and elevation from the water system. The customer shall be responsible for providing the appropriate calculations and shall hold harmless the District and Commissioners for inadequately sized water services and low pressure.

10. Service Line Leaks

In the event a leak is discovered in a service line, water service shall be shut off by a municipal representative and restored after the repair is made. The owner of the service line is responsible for the cost of locating, repairing and/or replacing the service line. Also, if a service line is discovered or known by the District to be constructed of materials not meeting the Community Water System's materials standards, the District may require the owner to replace the entire line with approved pipe materials regardless of whether or not the line has leaked in the past. If the leak occurred prior to the water meter, the District may assess a special charge in accordance with this ordinance for unaccounted for water. The District shall estimate the water use based on line size and duration of the break. The property owner shall be responsible for paying all fees prior to having the water turned back on at the property.

11. Stop Valve

Every water service line shall require a service stop valve (rated at 250 pounds per square inch pressure) located inside the building near the service entrance, easily accessible, protected from freezing, and installed on the inlet side of the water meter as close to the foundation wall as practical. The installation, maintenance, operation, repairs and replacement of this valve is the responsibility of the property owner.

There shall not be any connections in an incoming service line that are not metered. All residential water services shall conform to the "Typical Service" as specified in the Appendices. The District shall have the right to visit properties within the service area that are connected to the water system, and inspect the properties for both signs of cross connection or unauthorized use (refer to section 20-Access to premises). If either is noted by the Municipal representative, water service to the property shall be terminated until the violation has been remedied and all fines have been paid in full as defined by this Ordinance.

12. Cold Weather Construction

New service or extension of mains shall not be constructed during the period November 15 to April 15 without prior cold weather construction approval of the District. The owner may be assessed an additional

charge as part of the connection fee to cover the additional expense incurred as a result of cold weather construction.

13. Denial or Postponement of Service

The District may deny or postpone new service due to: cold weather, insufficient water, insufficient pressure, absence of a deposit for service line construction, absence of connection fee, to prevent contamination through a cross connection, or when the District determines the service line leaks or does not meet the material standards of the Community Water System.

14. Unauthorized Use of Water

A customer shall not supply water to another party except as the District may permit such extended use in an emergency. A person shall not obtain water from any hydrant or other fixture of the Community Water System without the written approval of the District. Any violation of water use shall be grounds for discontinuance of water service until the matter is resolved to the satisfaction of the District and any and all required fees are paid to the District.

15. Restriction or Prohibition of Certain Water Uses

When necessary to conserve the water supply, the District may establish regulations restricting or prohibiting the use of hoses, sprinklers and any other non-essential water use or water-using device for all customers in accordance with RSA 41:11-d. Prior to implementation, notice of the restriction regulations shall be posted in at least two places in the municipality where the public generally congregates or visits. Posting shall be made at least three calendar days before the restrictions are implemented, not including the day notice is posted. Notice shall also be posted in at least once in a newspaper of general circulation for the area. Unless an emergency order is required, a public hearing shall be held to adopt any restrictions or prohibitions. Violation of a municipal notice, directive, regulation, or order to conserve water by a customer after two written reminders by registered mail and electronic mail, when possible, by a District representative shall be grounds for immediate discontinuance of service. A hearing, if requested by the affected customer, shall then be held within five business days by the Commissioners to determine if the water will continue to be shut off or water service will be restored. If the Commissioners determine the shut-off was due to a violation of municipal notice to conserve, all applicable shut-off and reconnection fees shall apply. If it is determined that no violation occurred, then no shut-off or reconnection fees will apply and reconnection shall take place as soon as possible.

16. Maintenance of Plumbing

To prevent leaks and damage, all customers shall maintain at their own expense the plumbing and fixtures within their own premises in good repair and provide protection from freezing. The cost of replacement or repair of a meter, backflow preventer, and/or pressure reducing valve damaged by freezing, or otherwise damaged by customers, occupants or others shall be paid by the customer on receipt of a bill submitted by the District. Water conserving devices meeting all applicable State and Federal standards should be used whenever fixtures and faucets are replaced.

17. Cross Connections, Protected

A connection capable of permitting backflow from any other source of water to the public water system is prohibited. Such connections include, but are not limited to any plumbing fixture, device or appliance or from any waste outlet or pipe having direct connection to waste drains or an existing onsite potable water source. If the owner of the building involving such a connection fails or refuses to eliminate or properly protect the cross connection within a time period established by the District, water service shall be discontinued with all disconnection and reconnection fees applicable once the situation is remedied.

A cross connection shall not be created without the approval of the District. If permitted, it shall be protected against backflow and/or back-siphonage in accordance with accepted cross-connection control methods established by the New Hampshire Department of Health. All new commercial connections shall include an appropriate backflow prevention device installed between the meter and interior household plumbing. A dual check valve manufactured as per A.S.M.E. specification Number 1024 shall be installed at all domestic and small commercial services (under 15 GPM flow). Other backflow devices shall be installed at industrial, commercial, institutional or other services greater than 15 GPM flow as required by the District and as recommended by the New Hampshire Department of Health.

18. Fluctuation of Pressures by Customers' Apparatus

Customers shall not install water pumps or high rate water consumption devices that will adversely affect the water system's pressure or operating conditions or use water so as to unduly interfere with the service of another customer. Where a customer has or proposes to install apparatus that requires water in sudden and/or large quantities, that will reduce the operating pressure in the main or service line substantially, or cause damage or inconvenience to other customers or damage to the water system, the District shall require the customer to install devices that will confine such fluctuation of demand and pressure to within reasonable limits determined by the District. If the customer, after receiving written notice from the District, fails to offer an acceptable remedial plan within a time limit set by the District, a hearing shall be held within five business days by the Commissioners to determine whether or not service will continue. If waiting five days for a hearing to be scheduled will, in the opinion of the Commissioners, pose a public health threat to other customers, then water service shall immediately be terminated until it is established at a hearing what action, if any, will be taken. Such action may include continued termination of service or restoration of service on receipt of disconnection and reconnection fees plus assurance of the installation of proper back flow or other devices to maintain pressure changes within an acceptable range.

19. Safeguarding Water-Using Devices

- a. All customers having hot water tanks or secondary systems supplied by automatic make-up valves shall install and maintain in operating condition appropriate backflow and temperature/ pressure relief valves to prevent damage to the water device or secondary system or their appurtenances should it become necessary for the District to shut off the water main or water service line and to protect against loss of pressure for any other reason. Water service supplied to any customer not providing such protective devices will be done at the customer's risk.
- b. A backflow device meeting Standard ASSE 1012 is required if a dual check valve meeting Standard ASSE 1024 does not exist on the boiler. The District shall not assume liability, and specifically disclaims any liability whatsoever, for damage resulting from backflow/pressure where the protective devices required by this section are absent or fail.

20. Access to Premises

Water system employees, contractual agents of the District, with suitable credentials and identification, and upon 24 hour notice to the building owner(s) and resident(s) (except in the case of an emergency), shall have access to all premises served water during reasonable business hours, between 8 a.m. and 8 p.m. for the purposed of inspecting plumbing and fixtures, identification of cross connections, to set, remove, or read meters, to ascertain the amount of water used and the manner of use, for measurement, sampling or testing purposes, or to enforce these regulations. In the case of an emergency, 24 hour notice is not required but reasonable effort shall be made to notify the owner/resident. If a customer or building occupant prohibits access to the premises, the customer or occupant must arrange for alternative access to occur within 24 hours, otherwise the District may direct that water service be disconnected on 48-hours written notice, with reconnection subject to all applicable fees. Reconnection shall not be made

until an authorized municipal representative has been permitted to inspect the premises and finds no valid reason to continue the disconnection of service.

21. Water Rates, Special Charges, and Connections Fees

From time to time and at a minimum of every 5 years, the District shall establish Water Rates, special charges, and connection fees in order to provide for the efficient operation and financial stability of the water system. When, in the opinion of the Commissioners, existing rates, charges or fees must be revised, the District will notify ratepayers of its intent by way of a Notice published in a newspaper of local interest. Following such Notice, the District shall hold a public hearing to discuss the proposed revisions and to receive comments from ratepayers. After taking all comments into consideration, the District shall establish rates, charges and fees and will cause Notice of same to be published in a newspaper of local interest and posted at 3 places within the water system service area.

22. Water Rates and responsibility of property owners

- a. Pursuant to RSA 38:28, the District shall establish a scale of rates ("Water Rates") for the defraying of the costs of acquisition, construction, payment of the interest on any debt incurred, management, maintenance, operation, and repair of water systems, or construction, enlargement, or improvement of such systems.
- b. The property owner served by or having availability to the water system is responsible for payment of all charges for water service rendered to the property. The customer is obligated to pay at least the minimum base fee regardless of whether the property has been developed, the residence or business is occupied, or if the service has been temporarily suspended as a result of unpaid billing or is unoccupied due to the seasonality of the property. The minimum allocation per property will be one ERU. Any additional fees established on meter readings above the allotted quantity of water shall also be charged to the owner and are due and payable on presentation of a bill. If property is to be sold or transferred, the superintendent must receive a written request for a final meter reading for prorated bills at least two weeks in advance of the sale or transfer. The Water Rates, charges and fees shall be established by the District, which is authorized by RSA 38:27 and 38:28 to establish or amend said rates, charges and fees from time to time by vote of the Commissioners following a public hearing. Water service charges constitute a lien against the property served by the district system, collectible in the same manner as are property taxes.
- c. As water meters are being installed the District will develop a metered water rate. Until that time, the Water Rate shall contain two elements: the "Availability Charge" paid by all properties within the District service area who have a water main within 100 feet of its boundary line (with the exception of those properties who have a private water well at the time of adoption of this
 - ordinance) and the "Usage Charge" paid by all residences connected to the water system based on a property's "occupancy" defined as the number of bedrooms plus one. Through a census of the water service area, the total number of "occupants" shall be determined annually.

The District shall establish a water system operating budget annually and determine an appropriate amount of capital funds required for repairs to and construction of the water system. The sum of these two figures plus a percentage (minimum 12%) for non-payment shall constitute the Basis for the Water Rate (Basis).

Sixty percent (60%) of the Basis shall be divided by the number of properties, including undeveloped lots within the District that have a water main within 100 feet of their boundary which will constitute the Availability Charge.

The other Forty percent (40%) of the Basis shall be divided by the total number of "occupants" to establish the Usage Charge. Residences which are connected to the water system shall be charged the Usage Charge multiplied by its occupancy.

23. Water Fund

Pursuant to RSA 38:29, funds received from the collection of Water Rates, Special Charges and Connection Fees shall be kept in a separate and distinct fund known as the "Water Fund."

24. Billing Procedures

Bills will be issued to the property owner periodically on a schedule set by the District, no more often than monthly or less often than annually, the amount of which will be in accordance with established rates. Said bills are due at the date provided and will be considered in arrears if unpaid within 30 days of the date appearing on the invoice. Interest will be charged to all bills in arrears at the rate of 12% per annum or the maximum rate allowed under state law, whichever is less. Bills in arrears shall be due and payable in accordance with procedures set forth in RSA 38.22. The WEVD General Manager or their designee shall send out water bills, receive payment for water charges, issue notices for disconnection of water, and otherwise assist the WEVD in the operation of the water department.

25. Disconnection of Service

Bills for water service are due and payable when received as indicated on the statement and shall be considered delinquent when unpaid 30 days following the due date. Water service may be discontinued: 1) by reason of nonpayment of water bills; 2) to eliminate a health hazard; 3) for violation of any special order restricting water use; 4) or for fraudulent use of water. If the customer requests a hearing, one shall be held by the Commissioners within five business days of the request to determine if water service will continue to be denied or, if to be restored, then under what conditions. Service, once discontinued, shall not be restored until the reason for discontinuance of service has been eliminated. Before service is discontinued for delinquency of payment, the Commissioners shall follow the procedure set forth in NH RSA 38. Notice for payment request and shut-off will be mailed at least 14 days in advance of the shut-off date. Shut-off on account of delinquency of payment will not be made on a day immediately preceding a Saturday, a Sunday, or a state or federal holiday. When the District dispatches an agent to effect a shut-off caused by delinquency of payment and, upon arrival, payment is made to the agent for all charges due including the collection fee as permitted under State law, service will be permitted to continue. If a violation of rules, or emergency incident results in a shut-off, a reconnection charge as indicated on the rate schedule will be assessed for resumption of service in addition to the disconnection charge if the problem is determined to be the responsibility of the customer except as provided in State law.

26. Interrupted or Unsatisfactory Service

If, by reason of shortage of supply or for the purpose of making repairs, extensions, connections, placing or replacing meters, or for any reason beyond the control of the District, it becomes necessary to shut water off in a main or service line, the municipality will not be responsible for any damages caused by such shutoff, and no adjustment of rates will be allowed unless the loss of water is in effect for a continuous period in excess of 10 days, in which case a prorated adjustment of the minimum base fee will be made on the next billing. Notice of water shut-off will be issued when feasible, but nothing in this rule shall be construed as requiring the giving of such notice. The District will not be responsible for meeting unusually high water quality standards for specialized industrial processes for its customers nor will it be held responsible for interrupted service or poor water quality caused by legitimate use of the fire hydrants.

27. Meters and Related Apparatus

- a. General: All water will be sold on the basis of a base and metered measurements. The customer will receive water through a meter upon written application to the municipality and after payment of all required fees. The size of the meter will, in all cases, be determined by the District and these rules.
- b. Meter Setting: Unless otherwise required by the District, all meters shall be installed at the foundation wall (or the mechanical room in the case of a slab on grade building, condominium unit or mobile home) where the building service line enters the building, and the customer shall provide and maintain a warm and accessible place for it, or in a meter pit. The piping arrangement for meter installations shall be in accordance with the requirements of the District, and shall conform to all Local, State and Federal Plumbing Codes.

A District representative must inspect and approve the water meter installation before water is permitted to flow through it.

- c. Repairs and Replacements: For standard house meters, maintenance, repairs and replacements necessitated by ordinary wear will be provided by the District. The cost of meter repairs and/or replacement necessitated by freezing, hot water, or other causes under the control of the customer will be charged to the property owner. The costs of maintenance, repairs and replacements of meters larger than the standard house meters shall be the responsibility of the property owner.
- d. Testing: The District shall arrange for suitable means of testing its meters. All tests will be at the sole expense of the customer unless initiated by the District. The first step in this process is to collect the information contained within the water meter. Each meter has the ability to retain hourly metered data. From this, the Operator can determine if the meter is working properly and there is high water use, or if there is a leak on the premises. The customer requesting a meter test shall make a deposit in an amount established under "Water Rates, Special Charges and Connection Fees" to cover the cost of the operator making a visit to the property and reviewing the information. The next step would be to physically remove and test the water meter. The customer requesting this type of meter test shall make a deposit in an amount established under "Water Rates, Special Charges, and Connection Fees" to cover the cost of removal, testing and re-installation. If a meter tested at the request of a customer shows the meter does not conform to flow criteria established by AWWA standards, the deposit(s) made by the customer shall be refunded and a new meter installed at no cost to the customer. If the meter conforms to the standards of these rules, the District will retain the customer's deposit and the meter may be continued in use at the same location. The District reserves the right to remove and test any and all meters.
- e. Multiple Meters: Water shall not be double metered. Each newly constructed residential unit of a townhouse, condominium or multifamily building shall be individually metered.

28. Water Use Adjustments

- a. Meter Malfunction or Removal: If a meter is removed from service at the request of the customer, the customer will continue to pay the base rate plus the O&M fee and the District will make an estimate of the water consumption in excess of the base rate during the period of removal, said estimate to be based on the average consumption for similar periods for the customer, and the water charges will be computed accordingly.
- b. Adjustment: When a meter is tested and found to be over-reading in excess of 2%, an appropriate percentage adjustment shall be made to the metered consumption record of the past billing period and the portion to date of the current billing period

29. Fire Hydrants

Not a service currently authorized or offered by the District. The water system as currently constructed shall be a means of providing safe, reliable drinking water to the residents of the District, and does not meet the requirements of the State of New Hampshire Water Supply rule for Fire Protection.

30. Flushing Hydrants

Flushing hydrants, whether on public or private property, may not be used for any other purpose than the normal flushing operations done by the Operator or such purposes agreed to in writing by the District. In no case shall flushing hydrants be opened by any person other than an agent of the municipality or a duly authorized representative of the fire department. Hydrants shall not be used for irrigation, filling of swimming pools, dust control, water games or any other non-legitimate use. A violation of this provision may be prosecuted as a criminal violation.

31. Tampering with the Community Water Supply System

Tampering with Community Water System property is not permitted. Any valve, pump, pump house, flushing hydrant, curb stop, water main, municipal service line, meter, tank reservoir or any other appurtenant part of the water system, which is deemed the property of the District, shall not be adjusted, operated or tampered with by any person except those authorized by the District. If a customer or owner is known to have tampered with any Community Water System property or its works, such action shall be grounds for discontinuance of water service, and any cost due to such tampering will be charged to said customer or person. A violation of this provision may be prosecuted as a criminal violation.

32. Water Main Extension, Plan Approval, Construction

Any person desirous of constructing an extension to the water system shall apply to the District. Upon preliminary approval of the application by the Commissioners, the applicant shall have final plans and specifications developed by a professional engineer having demonstrated proficiency in water system design and who is registered to practice civil or sanitary engineering in New Hampshire. Said plans and a letter describing the proposed project shall be submitted to the municipal office at least 45 days prior to the intended date of construction. Construction shall not commence until approval of the plans has been issued by: 1) the state department having authority to approve such projects, and 2) the District. All work performed by non-municipal agents, such as developers or contractors, shall remain uncovered until an authorized District representative has inspected the work and indicates general satisfaction with it. When water mains are to be constructed, the developer shall engage a professional engineer approved by the District to observe the construction and observe that the work proceeds in accordance with the approved plans. The engineer shall certify to the District the completeness, suitability, and adherence to the approved plans and shall include submission of record drawings to the District within 60 days of work acceptance by the District. If the District believes that the water main extension is not being constructed in accordance with the approved plans, the District may engage a professional engineer to review the work and provide a report to the Commissioners regarding compliance with the plans. The cost of the engineer obtained by the District shall be the responsibility of the applicant if significant discrepancies are noted between the District's approved plans and the constructed water main extension unacceptable to the District. Any discrepancies noted shall be corrected by the applicant under the observation of the professional engineer engaged by the District at the expense of the applicant for both engineering observation and construction correction. Upon the completion of the constructed water mains, final inspections and approvals and after a two year warrantee period the District shall take ownership of the constructed water mains in the ROW and require permanent easements for access to the water main if constructed on private land. The cost of said extension shall be the responsibility of the applicant.

33. Materials

All materials used in the construction repair, or alteration of any part of the water system must meet existing state and industry standards. If the District finds that any materials used do not meet such standards, it may require that the substandard materials be removed and replaced with materials that meet existing standards at the cost of the applicant. All materials must be compliant with local, state, and federal laws.

34. Protection from Damage

No person shall maliciously, willfully or negligently contaminate, break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment, which is part of the Water System. A violation of this provision may be prosecuted as a criminal violation.

35. Enforcement and Penalties

- a. Any violation of this Ordinance, except as otherwise specifically set forth herein, may be pursued as a civil violation utilizing the civil enforcement procedures set forth in NH law. Each day a violation continues shall be considered a new violation. Amounts for waivers and penalties are listed in the appendix: See "Schedule of waivers and penalties"
 - Offenses shall be counted on a calendar year basis.
- b. Any violation of the sections of this Ordinance set forth below may be pursued as a criminal violation Any law enforcement officer may issue a criminal citation for violation of the provisions of this Ordinance referenced above.
- c. In addition to the enforcement authority set forth above, the District shall have the right to institute any civil action which it deems appropriate to obtain injunctive or monetary relief, or both. The civil action may result in additional financial penalties.
- d. The District shall, when its discretion time allows, provide any person found to be violating any provision of this Ordinance with written notice stating the nature of the violation and providing a reasonable time period for the satisfactory correction thereof. The offender shall, within the period of time stated in the notice, correct the violation.
- e. Any Issuing Officer or Municipal Official designated by the District may issue a municipal complaint ticket for violation of the provisions of this Ordinance.

36. Severability:

If any part of these rules and regulations are found to be unenforceable by a court law, such findings shall not affect the remaining parts, which shall remain in full force and effect.

37. Appendices

Appendices are not part of the Ordinance. They are subject to the regulatory and policy making authority of the District and may be revised from time to time to meet the changing needs of the water system.

38. Publication and Effective Date

- No section of this Ordinance shall be construed to supersede or replace any New Hampshire Statute.
- b. The Ordinance shall be entered in Commissioners' meeting minutes. The Notice of Ordinance Adoption shall be posted in at least three (3) conspicuous places within the District and published by title in accordance with state law in a newspaper circulating in the District on a day not more than fourteen (14) days following the date when the Ordinance is so adopted.

- c. This Ordinance shall become effective sixty (60) days after the date of its adoption by the Commissioners.
- d. Questions about the Ordinance may be directed to the District, 562 Winterbrook Road, Campton, New Hampshire 03223, or by calling telephone number 603-726-3082.

| Adopted and signed this _ | this day of | | 2021 by the WEVD Commissioners: |
|---------------------------|--------------|-------|---------------------------------|
| | | Chair | |
| | Commissioner | | Commissioner |
| Important Dates Section | | | |
| Published Date: | | | |
| Public Hearing Date: | | | |
| Effective Date: | | | |
| Amended Date: | | | |

Waterville Estates Village District COMMUNITY WATER SYSTEM

WATER ORDINANCE

APPENDICES

Adopted AUGUST 16; 2021

Schedule of Waivers and Penalties

In such civil proceedings, an Issuing Officer or Municipal Official is authorized to recover a waiver fee, in lieu of a civil penalty, for any person who declines to contest a municipal complaint and pays the waiver fee.

First Offense:

\$ 50

Second Offense

\$100

Third Offense:

\$150

Fourth Offense and Subsequent Offenses:

\$250

An Issuing Officer or Municipal Official is authorized to recover civil penalties in the following amounts for each violation:

First Offense

\$100

Second Offense:

\$150

Third Offense:

\$250

Fourth Offense and Subsequent Offenses:

\$500

Offenses shall be counted on a calendar year basis.

Schedule of Fees

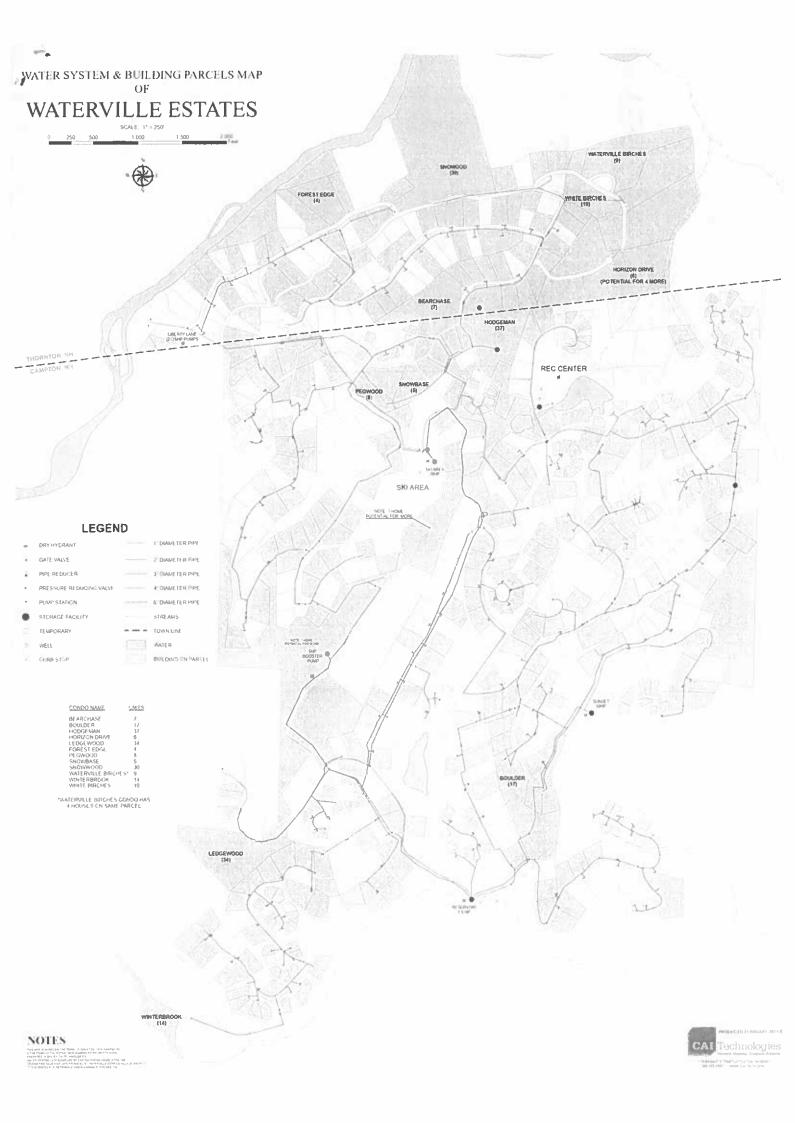
New Water Connection Fee (a portion of which includes a non-refundable administrative charge of \$250): \$1000.00

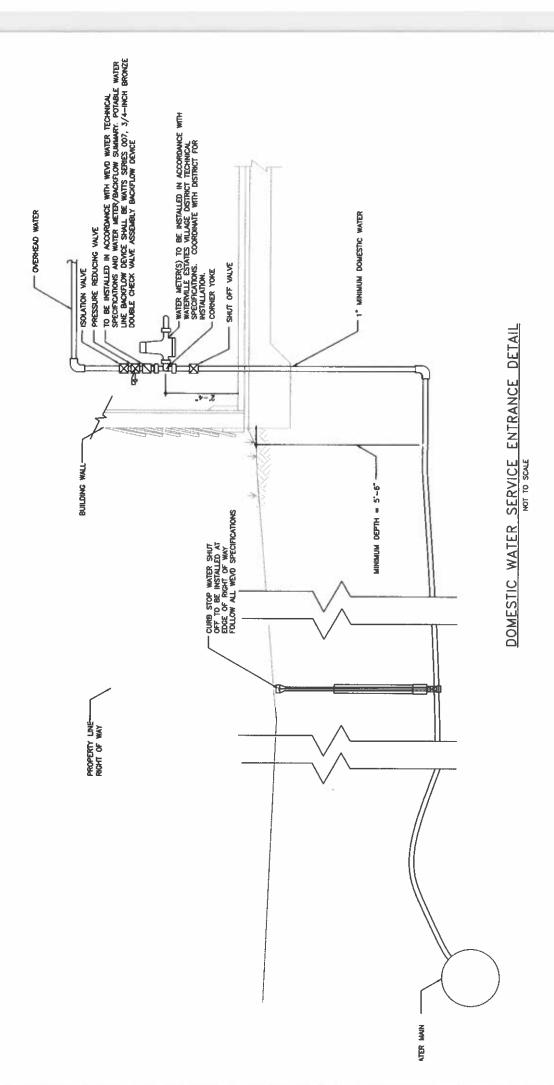
Water Meter Fee (existing homes): \$300 (installation not included)

Shut-off or Reconnection/Turn-on Fee: \$75.00

Deposit for meter removal, testing and re-installation: \$300.00

Refunded if meter found to be faulty.







Office: 562 Winterbrook Rd Campton, NH 03223

Tel: 603-726-3082

APPLICATION FOR WATER HOOKUP PERMIT

| Address of Property: | |
|--|---|
| Name of Owner of Record: | |
| Current Address of Owner or Record: | |
| Telephone of Owner: | |
| Email of Owner: | |
| Designated Representative if Other Than Owner: | |
| Name: | |
| Contact Address and Telephone: | |
| | _ |
| NH DES approved septic design, WEA building permit and Site plan Attached: | |
| Yes: No: | |

| Date Application Submitte | ed: | Initials: |
|--|-----------------------|--|
| PERMIT APPROVAL | | |
| Date of site visit and atten | dees: | |
| | | |
| _ | | |
| | | |
| - | | |
| Permit is Denied:conditions: | Approved: | Approved subject to the following additional |
| | | |
| - | | |
| Date Issued: | | |
| (Permit is valid for up to 6 | 0 days and is nontran | sferable) |
| | | |
| | | |
| Permit No:(Year e.g., 2020- XX (follows) | | umber)) |
| (real e.g., 2020- XX (1011) | swed by sequential in | |
| | | |
| Title: | | |
| Name: | | |
| Title: | | |
| Name: | | |
| Title | | |

Water Rate Calculator

| Water Department Budget plus non-payment percentage | \$450,000.00 |
|---|--------------|
| Availability Charge - 60% of amount to be collected | \$270,000.00 |
| Availability Charge per property Properties 838 | \$322.20 |
| Usage Charge - 40% of amount to be collected | \$180,000.00 |
| Usage Charge per Occupant Occupants 1977 | \$91.05 |

| Water Rates Schedule | er Rates Schedule Annual Rate 1st Payment (Due | |
|-------------------------|--|----------|
| | 4222.20 | £1£1.10 |
| Undeveloped lot | \$322.20 | \$161.10 |
| One Bedroom Living Unit | \$504.29 | \$252,14 |
| Two Bedroom | \$595,34 | \$297_67 |
| Three Bedroom | \$686.38 | \$343,19 |
| Four Bedroom | \$777.43 | \$388.72 |
| Five Bedroom | \$868.48 | \$434.24 |
| Six Bedroom | \$959.52 | \$479.76 |
| Seven Bedroom | \$1,050.57 | \$525:29 |



September 20, 2021 (revised September 26, 2021)

Maureen Patti District Commissioner Waterville Estates Village District

Maureen,

I am writing this letter because of my concerns for the new water metered billing plan under consideration for Waterville Estates (the Estates). Although I have been a homeowner since 1986, I feel that as a remote owner living in Indiana, I cannot vote and am effectively disenfranchised from having any real input into this important decision. While I have had some written correspondence with you and John Scruton and attended a few meetings in this regard, I have not been satisfied with the answers, and the proposed water metered billing plan remains a major concern for me and should be for the rest of our home and lot owners as well. The bottom line is I believe the proposed plan is unnecessary and will result in increased costs for all with no real benefits to the individual lot and homeowners. Further, I have reviewed the applicable statutes RSA Sections 38:29 and 38:28 (see attachment A to this letter) and do not believe there is any real need to replace our existing water system funding approach. There is no evidence of commingling of funds as alleged, the proposed water metered billing plan is not particularly "equitable", and it will effectively shift all water infrastructure and usage costs from the existing Waterville Estates Village District (WEVD) budget directly to the individual lot and homeowners resulting in increased overall ownership costs for all. Since the WEVD are now in process of actually setting water rates to implement this water metered billing plan, I feel I have no option as a disenfranchised owner other than to copy this correspondence to your fellow District Commissioners and key members of the Waterville Estates Association Board of Directors and management staff in order to highlight the increased costs I believe will occur.

How we pay for water now: Our property taxes fund municipal, school and county needs for the Campton and Thornton townships and separately fund the WEVD for maintenance and improvements to the Estates roads, facilities and water system. This approach was developed back in the 1970s when the Estates was near bankruptcy. A key factor to our recovery was to establish the WEVD to cover the area occupied by the Estates within the existing Campton and Thornton townships. Arrangements were made with the two townships to increase their taxation rates, designating a fixed percentage of the resultant revenues to be remitted directly to the WEVD to fund the Estates operations and maintenance. I am told there is applicable case law in existence which validates this approach, and it offers a number of key benefits:

• Funding our water system in this manner does not commingle any water funds with local town or city tax revenues as discouraged by RSA Section 38:29 which says in part "The funds received from the collection of water rates shall be kept as a separate and distinct fund

shall not be commingled with town or city tax revenues, and shall not be deemed part of the municipality's general fund accumulated surplus". In the case of the WEVD, all funding is remitted directly from the township's total tax revenues and not mixed with any of their respective municipal tax revenues as illustrated below for the year 2020. Further, the WEVD has a separate water department further ensuring any "water funds" can be segregated from any other revenues received from the townships. As a side note the taxation rates shown below are adjusted annually depending on precinct submitted budgets. In the case of Campton, for instance, the WEVD millage rate has remained constant at approximately 40% of the total township millage rate since at least 2016.

| Township annual | Total municipal, school, state education and county rates | + WEVD rate | = Total rate |
|------------------------|---|-------------|--------------|
| 2020 tax rates Campton | 24.27 | 15.83 | 40.10 |
| Thornton | 20.11 | 15.20 | 35.31 |

- Leveraging the township taxation and collection administrative powers ensures consistent funding for the WEVD in a manner which is straightforward, cost-effective and provides revenue adjustments over time consistent with property tax assessments
- Embedding a significant portion of the Estates operations and maintenance costs into our property taxes allows them to be tax deductible as well as lowering our annual Waterville Estates Association (WEA) membership dues requirements (a fact I believe we tend to forget)
- Funding our water system in common through the WEVD is simple, cost effective to administer and equitable to all. With respect to water rates, RSA Section 38:28 says in part "The amount of such rates may be based upon the consumption of water on the premises connected to the water system, or the number of persons served on the premises, or upon some other equitable basis". This phraseology allows governing bodies such as the District Commissioners to cover water costs on a per lot basis through the assessed property taxes such as is done currently in the Estates. This is equitable to all in that the annual property taxes (which would include that needed to cover water costs) varies directly with the assessed value of the lot plus any improvements, such as a house. If someone owns an unimproved lot, for example, then their property taxes will be very low and consequently they will only have to contribute a small amount towards funding the WEVD and consequently, the water system. This amount will increase proportionately as a function of any lot improvements over time. This plan has worked well over the years but was recently augmented in 2017 by the WEVD with an additional \$200/year water usage assessment fee separately billed to the individual home and lot owners (I am still not clear on the logic or justification for this fee).

The proposed water metering plan is neither necessary nor equitable for existing lot and home owners: The proposed water metering plan would replace the \$200 per year water usage

fee and the associated water distribution and treatment line items in the WEVD budget by installing water meters and separately billing individual lot and home owners for all water costs; this allegedly to address problems with comingling water funds with local town or city tax revenues and to ensure equity as per RSA Sections 38:29 and 38:28. However, this proposed water metering plan is simply not necessary as discussed in the preceding paragraphs since the current funding approach only leverages the townships taxation authority and does not comingle WEVD water and township tax revenues as discouraged by RSA 38:29. In addition, the proposed billing approach based on the number of bedrooms plus one for those without water meters is not particularly equitable and bears little relationship to actual water usage as per RSA Section 38:28. Using the number of bedrooms as a usage metric only addresses maximum potential usage and does not account for the number of persons actually using water who are living in the house or for that matter the variable occupancy rates typically experienced within the Estates throughout the year. Actual occupancies vary widely from those living full time in the Estates to those residing only on weekends, major holidays or seasonally or to zero for unimproved lot owners.

The proposed water metering plan will result in increased costs for all: There have been no comprehensive analyses of the cost impact of the new water metered billing plan as compared to our current plan of which I am aware. However, the cost impact of implementing a water metered billing plan within the Estates can be estimated using our current annual property taxes, water usage fees, Association dues, the projected WEVD water budget for 2021 and the total number of undeveloped and developed buildable lots available with the Estates as follows.

The Estates operations are currently funded by a percentage of our annual property taxes which is directly remitted to the WEVD by the townships, the \$200 per lot owner WEVD water usage fee assessed by the WEVD and our WEA membership dues. Under the new WEVD water metered billing plan, the property taxes and WEA dues will remain unchanged except for the normal annual adjustments. It should be noted it is very unlikely a township will reduce the percentage of their tax revenues sent to the WEVD due to our unilaterally eliminating water system expenses from the budget. In addition, while the proposed plan will eliminate the need for a discrete WEVD water budget line item, it is likely the currently allocated funding will simply be redistributed among the many other WEVD budget line items. While the annual \$200 per lot water usage fee will be dropped under the new proposed water meter plan, the total cost for water to include infrastructure and usage will be transferred out of the WEVD operating budget and billed separately to the individual lot and home owners. The net effect in terms of average annual water costs to be billed to lot and homeowners is shown below using two WEVD water budget projections for 2021 and dividing by the total number of unimproved and improved buildable lots available within the Estates. The first estimate is based on the WEVD published projected water budget for 2021. The second was based on numbers provided by the WEVD at the public hearing to set water rates on 23 September 2021. At this hearing, the WEVD projected water budget for 2021 was revised upward from \$340,808 to \$450,000 and the number of total buildable lots was revised downward from 845 to 838 (presumably to allow for "grandfathered lots" with wells) resulting in **projected average annual water fees of \$403 and \$537 per lot** depending on the budget estimate used. Note actual per lot water fees will vary individually depending on the level of lot improvements and the WEVD's specific water fee billing formula.

| Annual water cost estimate date | Source | 2021 budget estimate | Available unimproved and improved buildable lots | Average annual cost billed to lot owners | Increase over current \$200 per year usage fee |
|--|---|----------------------------|--|---|---|
| 9-20-2021 | Proposed WEVD water budget | \$340,80 8 | 845 | \$403 | \$203 |
| 9-26-2021 | Proposed WEVD water budget from water rate public hearing | \$450,00 0 | 838 | \$537 | \$337 |

Further, the above calculations do not include any **new costs** associated with going to a metered water billing system. Some of the significant new costs not considered include the anticipated cost for homeowners to install the new water meters (I have been told this could be on the order of \$1500 per installation) and the associated increased administrative costs for water system management, meter reading, billing and collection functions, just to name a few.

Recommendations: It is my belief that the WEVD Commissioners and the Waterville Estates Board of Directors collectively have a fiduciary duty to act in the best interests of the Estates lot and home owners. As discussed above there is no obvious rationale or evidence for a need to go to a water meter-based billing system and particularly one with unknown and/or unforeseen costs. Accordingly, the following three recommendations are provided for your consideration:

- 1) The WEVD immediately delay or reverse its decision to install a water metered billing system in the Estates pending a review of the actual need and the results of a comprehensive comparative cost analysis with our existing billing system and its impact on our homeowners. Further it is recommended a comprehensive review be performed on our existing WEVD budget to identify and prioritize the individual line items for with an eye for duplication of effort and elimination of unnecessary items.
- 2) Retain the existing system to pay for our water. Funding our water system in common through the WEVD budget is simple, cost effective to administer an equitable.
- 3) Consider transitioning the Estates away from a municipal-style common usage water system to an individual well system. Use of wells is equitable to all in that only lots with homes will actually need to install them. In addition, water has always been an ongoing system maintenance problem within the Estates, particularly in the wintertime, and transitioning to individual wells would eliminate those problems as well as keep costs down. Finally, we have high quality water available within the Estates, and I am told there are several homeowners who currently have wells on their properties and have no

problems with them. I personally have a well for my own home use here in the mid-West and am very satisfied with it. After the initial installation cost, there have been no significant maintenance costs other than replacing the pump one time over the past 20 years that I have owned it.

Respectfully,

William J Mitchell 15829 Bayview Blvd, Ft Wayne, IN 46741 260-498-9696

Attachment

Attachment A

Applicable New Hampshire Water By-Laws and Ordinances

Section 38:26

38:26 Bylaws and Ordinances. -

- I. In municipalities with public water systems the governing body, or the board of water commissioners, if any, may adopt such ordinances and bylaws relating to the system or structures as required for proper maintenance and operation.
- II. Any person who violates any ordinance or bylaw adopted pursuant to paragraph I of this section shall be subject to a civil penalty not to exceed \$10,000 per day of such violation.

Source. 1997, 206:1, eff. July 1, 1997.

Section 38:27

38:27 Assessment for Water Supply. – The governing body, or board of water commissioners if any, may assess upon the persons who are served by the water system, or whose lands receive special benefit from the water system, their just share of the expense of constructing, acquiring, and operating the system or paying any capital debt or interest incurred for the system.

Source. 1997, 206:1, eff. July 1, 1997.

Section 38:28

38:28 Water Rates. – For the defraying of the cost of acquisition, construction, payment of the interest on any debt incurred, management, maintenance, operation, and repair of water systems, or construction, enlargement, or improvement of such systems, the governing body, or the board of water commissioners, if any, may establish a scale of rates to be called water rates, may prescribe the manner in which and the time at which such rates are to be paid and may change such scale from time to time as may be deemed advisable. The amount of such rates may be based upon the consumption of water on the premises connected to the water system, or the number of persons served on the premises, or upon some other equitable basis.

Source. 1997, 206:1, eff. July 1, 1997.

Section 38:29

38:29 Water Funds. -

I. The funds received from the collection of water rates shall be kept as a separate and distinct fund to be known as the water fund. Such fund shall be allowed to accumulate from year to year, shall not be commingled with town or city tax revenues, and shall not be deemed part of the municipality's general fund accumulated surplus. Such fund may be expended only for the

purposes specified in RSA 38:28, or for the previous expansion or replacement of water lines or water systems.

II. Except when a capital reserve fund is established pursuant to paragraph III, all water funds shall be held in the custody of the municipal treasurer. Estimates of anticipated water rate revenues and anticipated expenditures from the water fund shall be prepared and submitted to the governing body as set forth in RSA 32:4, if applicable, and shall be included either as part of the municipal operating budget or as a separate warrant article submitted to the local legislative body for approval. In a town or district that has adopted the official ballot referendum form of meeting, any such separate warrant article shall include a default amount as provided in RSA 40:13, XI-a. If the municipality has a properly established board of water commissioners, then notwithstanding RSA 41:29 or RSA 48:16, the treasurer shall pay out amounts from the water fund only upon order of the board of water commissioners. Expenditures shall be within amounts appropriated by the local legislative body. The water commission shall also remit to the municipality those costs incurred by the municipality in support of water operations, including but not limited to financial audit, facility insurance, treasurer compensation, and office support. III. At the option of the local governing body, or of the board of water commissioners, if any, all or part of any surplus in the water fund may be placed in one or more capital reserve funds held in the custody of the trustees of trust funds pursuant to RSA 35:7. If such a reserve fund is created, then the governing body, or board of water commissioners, if any, may expend such funds pursuant to RSA 35:15 without prior approval or appropriation by the local legislative body, but all such expenditures shall be reported to the municipality pursuant to RSA 38:21. This section shall not be construed to prohibit the establishment of other capital reserve funds for any lawful purpose relating to municipal water systems.



Com BBQ

15 LB PORK - \$ 83.25 20 LB BURGER - \$ 63.80 5 LB HOT DOGS - \$40.30 SLIDER BUNS \$ 7.00
BURGER BUNS \$ 15.80
HOT DOG BUNS \$ 22
AMERICAN CHEESE - \$5 KETCHUP - \$3 BBQ SAUCE - \$5 CUTLERY - NAPKINS - SALT+PEPF BUTTER - \$30

\$ 275.15







The Waterville Estates Village District (WEVD), provides communication tools including computers, fax machines, telephones, voicemail, e-mail, and access to the Internet to help you do your job. This policy is designed to help you understand our expectations for the use of these resources and to help you use these resources wisely.

All employees should be aware that The WEVD has the right, but not the duty, to monitor the computer, network, fax, voice mail, e-mail, smart phones, and Internet use of all employees. For this reason, employees should not have any expectation of privacy in their use of District issued computers or other communications equipment, including e-mail, social media sites, smartphones, and voice mail systems. The WEVD reserves the right to suspend individual user accounts for violation of this policy and to take disciplinary action up to and including termination of employment for the misuse of these resources or other violations of this policy.

The following guidelines apply to all employees:

- Employees should be aware that in addition to having the ability to monitor e-mail messages
 sent and received on our system (including e-mail messages sent and received from personal e-mail
 accounts accessed from our system), WEVD has the ability and the right to monitor its systems for such
 things as Internet web site visits, newsgroup discussions, chat room discussions, blogs, social media
 sites, computer network use, and voice mail accounts. Our computers and other communications
 equipment and the communications, information, and documents created on them are the property of
 WEVD and may be monitored by WEVD NH at any time.
- Our computers and other communications equipment may not be used to violate any federal, state, or local laws or regulations. Use of any District resources for illegal activity is grounds for immediate termination of employment, and we reserve the right to report the matter to law enforcement authorities. We will cooperate with any resulting law enforcement investigation.
- WEVD reserves the right to inspect any and all files stored on the District computer network, including any files in private areas of the District network, in order to assure compliance with this policy.
- The display or transmission of any sexually explicit image or document by e-mail or through any other means using the District's system or District supplied communications equipment is a violation of our policy on sexual harassment. Our computers and other communications equipment also may not be used to transmit or display ethnic or racial slurs, or any other comment, message, or image that offensively addresses age, race, sex, sexual orientation, genetic information, religion, national origin, disability, veteran status, marital status or other protected status in a manner that may be viewed as harassing, discriminating, or disparaging of others. Transmission of harassing, discriminatory or otherwise objectionable e-mail or files is strictly prohibited.
- Transmission of any religious or political messages is strictly prohibited using WEVD equipment. The term political refers to actions like taking positions in partisan politics or advocating for candidates for elected office.

- Access to non-work related obscene or offensive web sites is strictly prohibited.
- Any personal use of our computers or other communications equipment for any commercial activity (other than District business) is strictly prohibited, as is the use of District computers and communications equipment for anything that may not be in the best interest of WEVD including, but not limited to, activities that disclose any confidential or proprietary information of WEVD. Occasional personal use may occur provided it does not hinder the performance of one's duties and complies with all the other provisions in this policy, similar to taking or making a quick occasional personal phone call.
- District computers and other communications equipment are to be used only by authorized users. Non-employees (other than contracted personnel such as Contract IT and Water vendors) may not use the District's computers, network, or other communications equipment for any reason.
- Use of another employee's account, user name, or password, or access to their personal files without their consent (by anyone other than authorized representatives of the IT department, an employee specifically authorized by the Board of Commissioners, or as part of a police investigation of the individual under the oversight of the Police Chief or outside agency authorized to conduct the investigation) is strictly prohibited. Obtaining, or trying to obtain, other users' passwords, or using programs that compromise security in any way is prohibited other than as part of a secure and confidential appendix to a Continuity of Operations/Emergency Management Plan.
- All passcodes and passwords are the property of WEVD, NH. No employee may use a passcode
 or password, that has not been issued to that employee by WEVD's contract IT vendor to use the
 District's computers, network, and other communications equipment. All users must take reasonable
 precautions to prevent unauthorized access to our systems. Passwords should not be divulged to
 unauthorized persons.
- Care must be taken to avoid compromising the computer system by opening links in emails or websites that could contain malware or expose sensitive information.
- Destruction, theft, alteration, or any other form of sabotage of the District's computers, programs, software, hardware, networks, websites, files, data, and other communications equipment and resources is prohibited and will be investigated and prosecuted to the fullest extent of the law.
- The breaking into and/or corrupting of any of the District's computers, network, or other communications equipment is strictly prohibited. Hacking into third party computer or other information systems using the District's technology is also prohibited, and will be reported to the authorities.
- Any vulnerability in the District's computers, network, or other communications equipment or resources should be reported immediately to the General Manager or the Chair of the Board of Commissioners.
- The use of viruses, worms, or other destructive programs is prohibited. If a virus, worm, or other destructive program is identified, it should be immediately reported to the District Administrator or Finance Director and the IT consultant or staff.

- Accessing the District's files or any other files on the network or the system that you do not have
 a right to access is prohibited unless you have prior written authorization from the District Administrator
 or Finance Director.
- Disruptive behavior such as intentionally destroying or modifying files on the network is strictly prohibited. Any form of tampering, including, but not limited to, snooping, drilling down, hacking, erasing files that should not be erased, or introducing malware or spyware is strictly prohibited.
- Confidential information is not to be transmitted over the Internet or otherwise disclosed without prior authorization and proper encryption. While some District information is subject to the NH Right to Know Law (RSA 91-A, some of the data and information is considered confidential. While the former has a duty to disclose, the latter must not be disclosed. When in doubt an employee should consult with the General Manager or Board of Commissioners, who may refer it to an attorney if there is doubt. A response should be timely given of the status of the request. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should be used only for its intended purpose. Employees' responsibility for confidentiality continues outside of work. Employees may not work on District documents, data, or other business on home computers or other portable technology without the express prior written approval of the General Manager or Board of Commissioners.
- All employees are responsible for taking precautions to safeguard the physical security of the
 District's network, Internet, computers, and other communications equipment. Disks, CDs, USB
 portable drives, Zip drives, and other removable drive devices containing sensitive, confidential, or
 proprietary information shall be stored in a locked drawer. Computers should be set to save on power
 consumption to automatically start after being unused for a short period of time. Computers should be
 turned off when not in use for an extended period of time or when an employee is out of his or her
 office.
- Employees are not allowed to introduce programs or files to our network, Intranet, computers, or other communications equipment media from any external sources, including, but not limited to CDs, disks, Zip drives, personal digital assistants (including, but not limited to, hand-held/mobil technology), USB portable drives, and other removable drive devices without prior written authorization from the General Manager or Board of Commissioners.
- Employees may not copy, transmit, or otherwise remove any information from our network, Intranet, computers, or other communications equipment to CDs, disks, Zip drives, personal digital assistants, USB portable drives, or other removable drive devices without prior written authorization from the District Administrator unless part of providing information to the public or others as a legitimate exercise of one's employment.
- Employees may not intentionally download anything from the Internet, other than information directly related to employment, without prior written authorization. This includes, but is not limited to, screensavers, music, E-mail stationary, and other images.
- Nonexempt employees may not do District work on computers outside the workplace without specific permission and tracking of hours worked because of wage and hour issues.

- All downloaded files or applications are to be scanned for viruses before being saved on the District's network. The Computer IT Vendor or General Manager must review all downloaded applications before being installed on the network.
- All information on the network, Intranet, computers, storage devises and other communications equipment is the property of The District. Deleting, altering, or sharing confidential, proprietary, or any other information during employment or after separation from employment is prohibited, unless you have received prior authorization. Upon separation from employment, any computer or other equipment, including CDs, disks, Zip drives, USB portable drives, personal digital assistants, and other removable drive devices, must be returned with the appropriate passwords, identification codes, and other information necessary for WEVD to continue using its equipment. Copies of work-product may be retained with the prior written permission of the General Manager.
- All employees are required to report any violations, or suspected violations, of this policy.