

# WEVD COMMISSION MEETING AGENDA

Wednesday JANUARY 12, 2022, at 6 p.m.  
Community Center, 562 Winterbrook Rd., Campton, 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
8. HOA representative
9. CONSENT CALENDAR
  - a. Manifests
  - b. Committee/Board reports
10. GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)
  - a. Road Policy
  - b. Water CROSS CONNECTION POLICY
  - c. Send out Volunteer Handbooks – additions from Management?
  - d. Revisit Policy re: closing Community Center / Ski Lodge when severe weather event, etc.
  - e. Job Search
11. Upcoming Meeting: Wednesday, January 19, 2022, at 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 MATTER 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.
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.

# Treasurer's Report Jan 12, 2022

## Bank Balances 1/11/22

### Northway Bank

WEVD Operating Account	\$105,202.50
Water Dept	\$82,264.98
Recreation Fund	\$41,141.62
Friends of Campton Mtn	\$37,464.74

### Meredith Village Savings Bank

WEVD Ops Holding Acct	\$1,027,814.20
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**Total** **\$1,290,887.74**

## Taxes (No New Info since 1/5/22)

	Collected 2021	Owed
<b>Totals</b>	<b>\$1,556,412.73</b>	<b>\$1,470,888.09</b>

**Campton** **\$1,108,331.78** **\$588,861.26**

	Collected	Collected 2021	Owed	Interest
<b>2021</b>	\$543,706.96	\$543,706.96	\$537,739.04	\$330.77
<b>2020</b>	\$1,108,871.09	\$551,298.11	\$17,873.91	\$2,087.47
<b>2019</b>	\$1,114,816.82	\$7,614.15	\$9,510.18	\$3,332.43
<b>2018</b>	\$1,046,216.87	\$5,712.56	\$23,738.13	\$12,842.38

**Thornton** **\$448,080.95** **\$882,026.83**

	Collected	Collected 2021	Owed	Interest
<b>2021</b>	\$203,063.58	\$203,063.58	\$878,382.42	\$133.62
<b>2020</b>	\$403,217.21	\$245,017.37	\$2.58	\$1,364.76
<b>2019</b>	\$360,518.00	\$0.00	\$200.00	\$1,531.55
<b>2018</b>	\$321,248.17	\$0.00	\$3,441.83	\$2,996.72

### 2022 Water Invoicing

	As of 7-Jan							
	Invoiced		Paid		Left to Pay			
	Billed Count	Billed \$	#	\$	#	%	\$	%
One Bedroom	23	\$5,799.22	16	\$4,034.24	7	30.4%	\$1,764.98	30.4%
Two Bedroom	189	\$55,961.96	146	\$39,913.38	43	22.8%	\$16,048.58	28.7%
Three Bedroom	247	\$84,767.93	181	\$58,137.11	66	26.7%	\$26,630.82	31.4%
Four Bedroom	72	\$27,987.84	52	\$18,876.24	20	27.8%	\$9,111.60	32.6%
Five Bedroom	3	\$1,302.72	3	\$1,302.72	-	0.0%	\$ -	0.0%
Six Bedroom	1	\$479.76	0	\$ -	1	100.0%	\$479.76	100.0%

Developed	535	\$176,299.43	398	\$122,263.69	137	25.6%	\$54,035.74	30.6%
Lots	310	\$48,491.10	168	\$26,903.70	142	45.8%	\$21,587.40	44.5%
All	845	\$224,790.53	566	\$149,167.39	279	33.0%	\$75,623.14	33.6%

# Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223

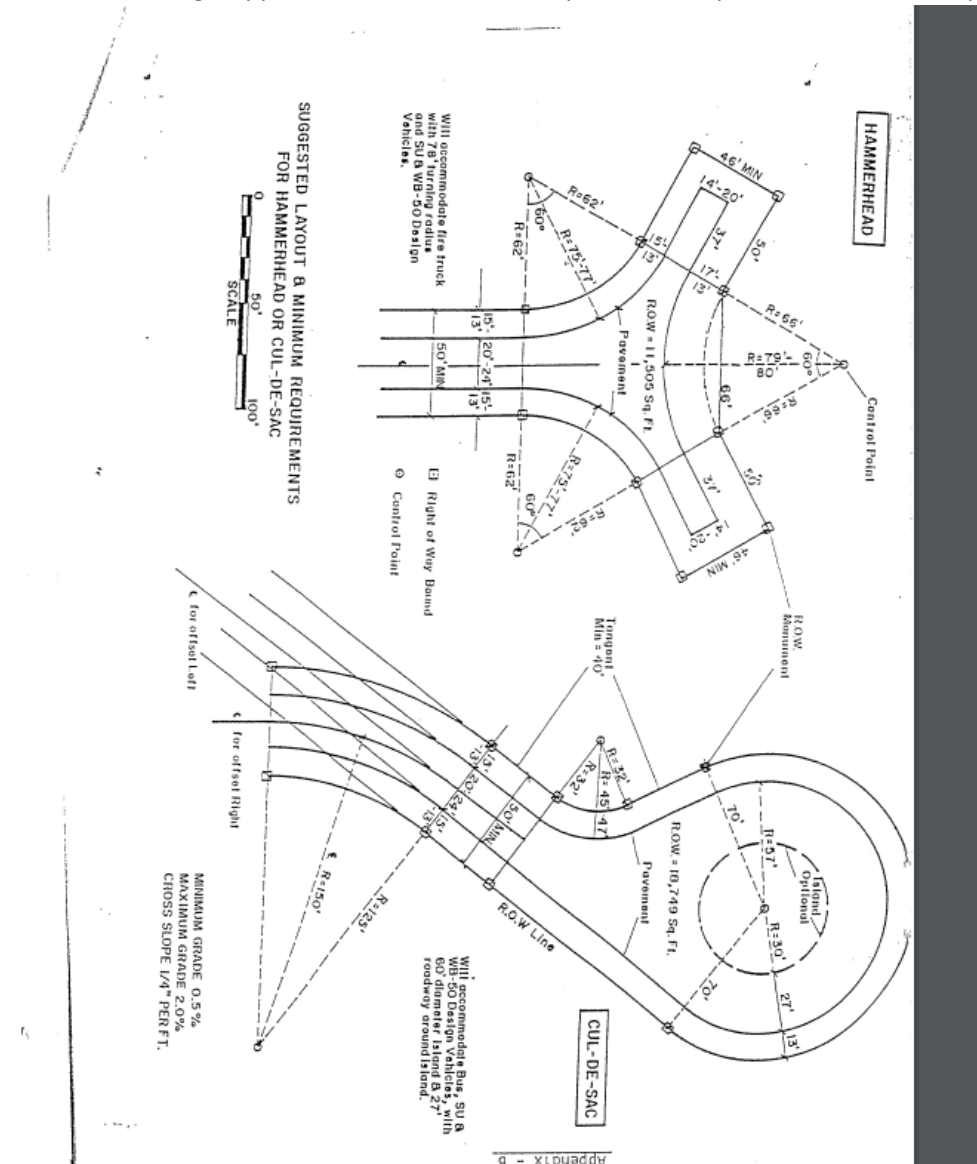
Phone: (603) 726-3082 | Fax: (603) 726-8611

## Interim General Manager Report for 1/12/2022

1. I believe the District Road Policy needs updating. Attached at the end of this section is the current policy. I believe we need to address four additional issues turn-arounds, grades and paving, culverts and ditches. Campton requires the following on dead end streets. I suggest WEVD adopt it.

4. Where dead-end roads are included in subdivision; the following shall be laid out at the ends. For dead-end roads of up to 500 feet, a cul-de-sac or hammerhead in conformance with specifications shown in Appendix B shall be laid out. For roads greater in length, a continuous loop shall be laid out in conformance with specifications as shown in Appendix C.

Here is the design Appendix B that we have required in the past and is from Campton



Campton has the following related to grades

2. Roads shall be logically related to the topography so as to produce usable lots, grades not in excess of 12 percent and safe intersections in relation to the proposed use of the land to be served by such streets.

I suggest we add this to the standards in case there are new roads planned. I would suggest also that pavement should be required for improvement of acceptance of existing undeveloped roads to require paving at anything over an 8% grade because of surface erosion issues. (I am told the Campton Selectmen had indicated all new roads must be paved.)

Campton requires this for drainage which includes culverts and ditches: I suggest WEVD adopt it.

P. DRAINAGE

1. Surface water shall be disposed of by means of culverts of sufficient capacity at water courses as determined by standard hydraulic methods and by construction of a longitudinal storm drainage system whenever required to relieve water in such ditch sections. Construction to be in accordance with the New Hampshire Standard Specifications for Road and Bridge Construction, 1980, Sections 603 and 604. Storm water or drainage easements shall be provided for watercourses or drainage traversing subdivision. All culverts shall be of plastic construction with a smooth bore. Minimum culvert size shall be 15 inches for any application including driveways.
2. All proposed drainage facilities and culverts shall be installed. Natural watercourses shall be cleaned and increased in size where necessary to take care of storm runoff. Drainage ditches at least three feet in width and sixteen inches in depth at their midpoint below centerline grade shall be constructed in the road right-of-way on both sides of the paved roadway. At its discretion, the Planning Board may require curbs and gutter. All ditches shall have a flat or round bottom to help prevent erosion.
3. No water shall be permitted to run across the roadway on the surface but be directed into catch basins, or otherwise into ditches, and shall be piped underground in a pipe of not less than 15 inches in diameter, or such size as may be deemed necessary by the Planning Board.
4. Paving or stone of a sufficient size shall be provided in ditches where soil or

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velocity conditions warrant protection from erosion.

A separate, but related issue is a policy as to how the District accepts responsibility for maintaining the Road. This would not apply to existing maintained roads, but only to roads not currently maintained by the Town. I suggest the Commission add to the road policy that the District will not maintain the road until such time as it is completed to standard and a public

vote is taken by the Commissioners to maintain it. Another consideration that some communities use is a minimum of three houses on the road before it is maintained. Also, the Board may want to consider whether to allow someone to improve only a portion of the road and maintain it themselves until such time as the road is built to standard all the way to a proper turn-around.

Current WEVD Policy as far as I know.

Approved 8/25/06

#### Development Policy For Contractors and Private Land Owners.

This policy is established to promote safe, efficient and properly engineered and constructed infrastructure upgrades to the Waterville Estates Village District roads.

In the event that a Living Unit is to be constructed on a Living Site which lies on an unfinished road, approval of construction for said Living Unit will be contingent on the satisfactory completion of upgrades to the road servicing the Site as follows:

All topsoil and other yielding material shall be removed from the proposed roadway location and be replaced with suitable fill material to establish the proper grade for the Road Sub Base. All brush, stumps boulders and ledge shall be removed to a uniform cross sectional depth of not less than 12 inches below the sub grade and replaced with sand or 12 inch minus gravel. The Road base should be a compacted thickness of not less than 12 inches, per NH Standard Specifications, 1974, Section 304.

The Finish Base course shall consist of crushed bank run gravel of 1 ½ inch diameter as a maximum and to a minimum depth of 6 compacted inches covering the entire road width.

Road Width minimum will be 20 feet with additional 3 foot gravel Shoulders on both sides of the road.

Hot bituminous with a base course of 2 inches of ¾ inch mix and a top coat of 1 inch of 3/8 mix may be required for Road Surfaces on roads with grades of 12% or greater or corners with curve radius of less than 500 feet.

Construction is to be supervised by WEVD management. These standards are general guidelines and the WEVD Commission retains the right to modify these standards on a case by case basis.

2. Snow making: The valve is installed and snow has been made. For safety of the water system, especially the electronics within the building, Lakes Region wants the system maned all the time snowmaking is running in case something goes wrong. Remaining item is cross connection policy.
3. I would like to proceed with hiring an engineer for \$2800 to
  - a. 1. Site visit to assess existing conditions and compare to plans you supplied dated 08-26-1987.

- b. 2. Evaluate the condition of existing equipment and life expectancy.
- c. 3. Preliminary selection of new equipment and a very rough idea of costs.
- d. 4. Develop a replacement schedule.
- e. 5. A report outlining recommendation.
  
- f. I will not provide any of the following services:
  - g. 1. Structural services.
  - h. 2. Electrical services.
  - i. 3. General construction services.
  - j. . Any recommendations on abatement or identification of items needing abatement.
  - k. Complete mechanical designs. This will be done at a later date.
- 4. Someone is riding snowmobiles down a trail cut into the woods about 100 yards up the rope tow. They went under the rope tow and did donuts on the ski slope exposing dirt and reading rough edges. Coming in off this 'trail' even on skis is a violation of our permit from the state for the rope tow.
- 5. Water Rate Collection Policy. We have been made aware that some people are indicating they did not receive the billing. I would like authority to waive the December interest in cases in which this is asserted for the month of December.
- 6. Water connection policy: DES requires we have such a policy. As part of the packet I have asked to have included my draft of the model DES sent, adjusted for naming WEVD and including installation will be required as new meters are put in. There are a few options at the very end of the ordinance, including fees. Steve does not think an inspection would take long so it would be nominal (\$25). I would think as part of the requirement, having the Plumber certify it is installed to code would be good. Also the location and installation should be done at the time meters are installed (see appendix). The only item I added was in VI A 1 that it would be required when meters are installed. It would be minimal in cost as part of the work putting in the meters.
- 7. An old email to Matt Smith (without the question he asked to receive the email) has been produced this week that may indicate the Friends of Campton Mountain fund does not need to go to the Trustees of the Trust Fund. However, the last sentence requires "donated funds" to go to the Trustees. I believe FOCM funds are donated, not user fees. Does the Board wish to vote to reverse the prior direction to send to the Trustees?



**From:** [Donovan, Thomas](#)  
**To:** ["Matt Smith"](#)  
**Subject:** RE: FW: Municipal fundraising  
**Date:** Thursday, April 29, 2021 11:25:00 AM

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Matt,

This is a very belated reply to your inquiry.

I learned that the relationship between the Association and the District is governed by a Maintenance and Recreation Management Agreement. As to recreation related activities, the District may enter into such agreements pursuant to RSA Chapter 35-B. I was not familiar with that statute, and it seems to permit the sorts of activity involved. Under that statute, the funds are held by the District treasurer, not by the TTF, which would be the case for donated funds.

Tom

Thomas J. Donovan  
Director of Charitable Trusts  
Department of Justice  
33 Capitol Street  
Concord, NH 03301

8. The homeowners on Myrtle have demonstrated there is water to their valve on Myrtle. Lakes Regions confirm it was the lots at the beginning that were checked, not the ones at the end. We do not know how the water is fed to do this, but they have water at the shut-off. The homeowner plans to have the driveway come out on Winterbrook. I assume the plan has to go back to the Building Committee, but if they are not using Myrtle for access, it is not a District matter at this time.
9. Post-Employment Actuarial Analysis: Our auditor gave an adverse opinion because we have done a study of our long term post retirement costs as required to get a clean audit. We looked at it last summer, but as part of delaying expenditures did not do it then. I would like to proceed at this time with this. Last summer I requested the two firms, whose names were given by our auditor and submitted proposals to update their proposals. The KMS (Kingston NH) proposal last August was for a 4 year agreement \$3500 first year, \$1500 second year, \$3500 third year \$1500 fourth year and Aquarius Capital out of Port Chester, NY has indicated this week that their prior proposal is still valid for two years with \$4,000 first year, \$1500 second year. The auditors are due later this month for both 2020 and 2021.
10. Has the district annual meeting under RSA 674:40 (Improvements in Unapproved Streets) conferred upon a planning board platting jurisdiction in accordance with RSA 674:35? How was the Planning Board established?
11. I suggest the Commissioners confirm management's collection policy for water fees:

### **Collection Policy**

**PURPOSE:** This policy is to outline the collection procedure for the Waterville Estates Village District Water Department as outlined by the Water Ordinance adopted August 16, 2021 and RSA 38.

**PROCEDURE:**

All accounts at least 30 days past due will be assessed a 1% finance charge on the first of each month (totaling 12% annually) until the balance of the unpaid bill(s) is/are paid in full. Accounts 30 days past due will also be mailed a letter outlining the Village District's intent to lien their property for nonpayment.

At 45 days past due, the lien will be placed on the property along with a demand letter mailed requesting payment within 15 days. This letter will also include the date that water service will be discontinued if payment is not received.

Accounts 60 days past due will have water service discontinued, as outlined in the 45-day letter, and a notice mailed to the property owner notifying them that service has been discontinued. Service discontinuance will not be conducted on a day immediately preceding a Saturday, a Sunday, or a state and/or federal holiday.

12. Grant: There is a grant opportunity through ARPA money this budget season. This requires a 4-1 local match (bonding \$816,000) to get the \$204,000. After discussion with Rick Sirica at DES, it would appear our best course is to finish the asset study, hope they reopen the strategic planning grant program (about \$50,000), apply to that to develop a plan to have a specific ask for 2023 Annual Meeting when the ARPA money may again be available (although it will be a new scoring year and it is based on scoring well)
13. Game Room Floor. It will cost \$7,335 to fix the floor as to sealing the concrete, putting down a layer to prevent the chemical problem. This will not fix any moisture issues and it will not include laying the rug.
14. Emergency Shelter: Campton's plan is to use the school as an emergency shelter if it is a major issue involving a lot of people (shutting down the school). They will use hotels for small numbers, using the Town Hall as a temporary warming shelter.

Thornton's plan states

**EMERGENCY SHELTER(S)**

The primary shelter is the location to which evacuees are directed at the time of an emergency. In Thornton, the designated primary shelter is the Thornton Central School. If the need arises and the school is not available, area hotels/motels could be utilized as secondary shelters. Residents would be urged to seek alternative arrangements with friends and family or in regional shelters.



The Thornton Central School has a generator, but does have full kitchen facilities and bathroom facilities including a shower. Should American Red Cross (ARC) and the Central NH Regional Public Health Network have available resources, they will accommodate shelter supplies as needed.

I believe the Community Center could be a place at which Estate residents and guests could remain temporarily during open hours. As Thornton states, in the case of individual or a small number of homes, the options Thornton list make sense (hotels, family, friends, regional shelters) rather than trying to staff the Community Center as an emergency shelter overnight.

15. The issue of the ability to install a well has come up again. It has been referred to the Water and Roads Committee. It is also an issue with lots with very low pressure. I attach the three relevant sections of the water ordinance.

Sec. 4.d

- 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.

Sec. 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.

Sec. 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.

Proposed Job Description General Manager: Based upon what I have seen, I recommend the following as the proposed job description:

### **GENERAL MANAGER Waterville Estates Village District**

#### **Job Summary**

The Waterville Estates Village District General Manager (hereinafter General Manager) is responsible for carrying out the direction of the Waterville Estates Village District Commissioners (hereinafter Commissioners) to plan, direct, and coordinate the operations of Waterville Estates Village District (hereinafter WEVD). Duties and responsibilities include implementing policies and procedures and suggesting changes; managing daily operations; planning the use of materials and staff, in accordance with all applicable local, state and federal laws and District policies; and anticipating problems and recommending policies to deal with them. Under the direction of the Commissioners, manages and provides services per the agreements with the Waterville Estates Association (hereinafter Association) including the Recreation Management Agreement and Administrative Services Agreement.

#### **Duties and Essential Job Functions**

- Implements general policies established by the District Commissioners and directs their administration and execution.
- Plans, develops and recommends specific operational policies, programs, procedures and methods in concert with Commission-approved policies including the personnel policy and purchasing policy
- Coordinates the development of long-range plans including capital expenditures.
- Supervise all staff employed by WEVD including those doing work for the Association and those paid by the Revolving Recreation Fund.
- Stays current with relevant trends and developments.
- Coordinates development of operating and capital budgets, including construction, alterations, maintenance, materials, supplies, and equipment regularly monitors financial statements and manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary within policy guidelines.
- Attends meetings of the Commission and as requested of the Commission meetings of the planning board, the Association Board of Directors, advisory committees, and others.
- Serves as liaison between all management staff and the Commission. As directed by the Commission and in keeping with agreements between the Commissioners and

Association the revolving recreation staff and WEVD staff doing work for the Association.

- Prepares reports and other support material for the Commission.
- Negotiates and recommends Commission approval for contracts.
- Maintains relations with Campton and Thornton, including police, fire, and administration as well as the liquor control board, health department and other governmental agencies.
- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- At the request of the Commissioners ensure staff properly post meetings, provide space, documentary support and technology for the meetings and ensure minutes are properly posted, saved and made available under RSA 91-A.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the District.
- Performs other duties as directed by the Commission in keeping with a managerial position.

#### Knowledge, Skills and Abilities

The following is a representative list of desired skills and abilities, however the absence of some will not exclude a candidate from consideration. The ideal candidate will have the following abilities.

- Understanding of governmental accounting practices with emphasis on General Ledger, Accounts Payable, Budget preparation, audits, and Quickbooks or other financial software.
- Excellent written and oral communication
- Strong computer skills including expertise in Word, Excel, PowerPoint website management, and ability to implement good computer policy and procedures.
- Understanding of community water supply systems.
- Understanding road summer and winter maintenance including care and operation of highway equipment.
- Knowledge of the legal constraints/authorities of Village Districts
- Flexibility in responding courteously to needs of staff, board members and owners; ability to establish priorities and maintain productivity despite numerous interruptions
- Cultural sensitivity and ability to relate well and effectively in diverse workplace with a diverse client population
- Experience managing recreation programs including pools, gym and ski area.

#### Qualifications -Licenses

##### Minimum

- Degree in Business Management, Public Administration, Accounting, Recreation, or related field, and five years of supervisory experience or equivalent
- Motor Vehicle Operator's license

Desired upon hire or have the ability to obtain after hire.

- Pool and water testing certification
- Completion of NH Liquor Commission T.I.P.S. course

Minimal physical effort is generally required in performing duties under typical office conditions however the administrator will be required to exert occasional moderate physical effort when reviewing town infrastructure including roads, buildings, etc., construction sites, winter maintenance effectiveness, etc. As such the administrator needs the ability to maneuver uneven terrain during all types of weather conditions. The position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. The employee is required to reach above one's head and lift up to 25 pounds. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

## **Budget Advisory Committee Report – 01.05.22 Commissioner Meeting**

As of the last meeting of the budget advisory committee on January 3rd, I can report that we are getting very close to assembling a proposed 2022 budget for presentation to the Commissioners. After reviewing the first cut of the general budget, the modest changes to be made should be done quickly and the final version in the hands of the committee by the end of this week. At the next meeting, we will discuss in depth and formalize an opinion and recommendation for the commissioners. The fee income expected from WEA will go a long way toward reducing the overall increase that is the result of more employees focused on the primary responsibilities of the WEVD consisting of roads and water and maintaining our facilities. Increased costs of just about everything we buy and use are pushing up our total costs. Some expenses such as education and training have been added that reflect sound management of our important human resources. Addressing the hole created by years of deferred maintenance is left to be done. Management is creating a priority list of projects using a \$400K expenditure target and will propose to spend the money in lieu of setting aside for future projects. Over time we should get better at long term planning and saving for capital projects.

Respectfully submitted  
Mark Canfield  
BAC Chair

12:19 PM

01/04/22

# 20315.70

**WEVD Water Department**  
**Unpaid Bills Detail**  
 As of January 4, 2022

14562.45  
 (20315.75)  
 \$ 54246.75

Type	Date	Num	Due Date	Split	Open Bala...
<b>Electrical Installations</b>					
Bill	12/16/2021	Inv.# 21SC375-01	12/26/2021	-SPLIT-	809.76
Total Electrical Installations					809.76
<b>Everett J. Prescott Inc.</b>					
Bill	12/14/2021	Inv. # 5968445	12/24/2021	-SPLIT-	913.14
Total Everett J. Prescott Inc.					913.14
<b>First BankCard - 2124 CS</b>					
Bill	11/30/2021	QuickBooks	12/10/2021	4332.12 · Licenses/fees/edu...	64.40
Bill	12/16/2021	Stamps.com	12/26/2021	4332.15 · Postage	50.00
Bill	12/30/2021	Stamps.com	01/09/2022	4332.15 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/10/2022	4332.8 · Subscriptions/Dues	67.60
Total First BankCard - 2124 CS					194.50
<b>Grainger</b>					
Bill	12/13/2021	Inv. # 9148891790	01/12/2022	-SPLIT-	396.90
Total Grainger					396.90
<b>Granite State Rural Water Association</b>					
Credit	08/10/2021	Inv. # 9856		4332.12 · Licenses/fees/edu...	-99.00
Total Granite State Rural Water Association					-99.00
<b>OnSite Computer Services</b>					
Bill	12/29/2021	Inv. # 7534	01/08/2022	-SPLIT-	160.00
Bill	12/29/2021	Inv. # 7533	01/08/2022	-SPLIT-	440.00
Total OnSite Computer Services					600.00
<b>Premier Pump &amp; Supply</b>					
Bill	12/10/2021	Inv. # 0152372-IN	01/09/2022	-SPLIT-	16,053.98
Bill	12/22/2021	Inv. # 0152656-IN	01/21/2022	-SPLIT-	68.75
Bill	12/22/2021	Inv. # 0152655-IN	01/21/2022	-SPLIT-	320.47
Bill	12/22/2021	Inv. # 0152657-IN	01/21/2022	-SPLIT-	966.88
Total Premier Pump & Supply					17,410.08
<b>Staples Business Advantage</b>					
Bill	12/30/2021	Ord.#7346987421	01/09/2022	-SPLIT-	32.68
Total Staples Business Advantage					32.68
<b>US Bank Equipment Finance</b>					
Bill	11/22/2021	Inv. # 458676467	12/07/2021	4332.12 · Licenses/fees/edu...	86.89
Bill	12/23/2021	Inv. # 461085698	01/07/2022	4332.8 · Subscriptions/Dues	98.93
Total US Bank Equipment Finance					185.82
<b>TOTAL</b>					<b>20,443.88</b>



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01/04/22

# Waterville Estates Village District

## Unpaid Bills Detail

As of January 4, 2022

Type	Date	Num	Due Date	Split	Open Bala...
<b>ACCOUNTANT USE ONLY -V</b>					
General...	12/31/2019	JE#9 I		1800.2 · Due From R...	28,132.00
General...	12/31/2019	JE# 6 REVIS		-SPLIT-	(28,132.00)
Total ACCOUNTANT USE ONLY -V					0.00
<b>Airgas</b>					
Credit	11/11/2021	CREDIT		4312.27 · Shop suppli...	(91.04)
Total Airgas					(91.04)
<b>AmeriGas 202303137 Center</b>					
Bill	12/10/2021	Inv. # 3130114586	12/20/2021	4520.19 · Building Heat	878.70
Total AmeriGas 202303137 Center					878.70
<b>Belletetes, Inc.</b>					
Credit	12/06/2021			4902.6 · Cap-Deferre...	(1.06)
Bill	11/29/2021	Inv. # 2125846	11/29/2021	-SPLIT-	146.55
Total Belletetes, Inc.					145.49
<b>Consolidated - 1840</b>					
Bill	12/24/2021		01/18/2022	4220.1 · Alarm, Fire ...	86.00
Total Consolidated - 1840					86.00
<b>Consolidated - 2057 Alarm</b>					
Bill	12/24/2021		01/18/2022	4220.1 · Alarm, Fire ...	3.60
Total Consolidated - 2057 Alarm					3.60
<b>Consolidated -9573-Alarm</b>					
Bill	12/21/2021		01/15/2022	4220.1 · Alarm, Fire ...	86.00
Total Consolidated -9573-Alarm					86.00
<b>Duffield Engineering &amp; Consulting</b>					
Bill	05/12/2019		05/22/2019	4520.26 · Cap - Septi...	1,300.00
Total Duffield Engineering & Consulting					1,300.00
<b>Eastern Minerals, Inc.</b>					
Bill	12/14/2021	Inv. # WATVINH01	12/24/2021	4312.14 · Road Sand ...	1,834.94
Bill	12/28/2021	Inv. # 052943	01/07/2022	4312.14 · Road Sand ...	1,752.91
Total Eastern Minerals, Inc.					3,587.85
<b>First BankCard - 2124 CS</b>					
Bill	11/30/2021	Google	12/10/2021	-SPLIT-	471.16
Bill	11/30/2021	QuickBooks	12/10/2021	4199.10 · Licenses/F...	64.40
Bill	12/08/2021	Amazon	12/18/2021	4312.28 · Small Tools...	147.88
Bill	12/08/2021	Amazon	12/18/2021	4312.16 · Equipment ...	39.39
Bill	12/10/2021	Amazon	12/20/2021	4529.5 · Cleaning Su...	54.54
Bill	12/14/2021	Zerbee	12/24/2021	4529.5 · Cleaning Su...	79.49
Bill	12/14/2021	Amazon	12/24/2021	4311.1 · Office Suppli...	131.98
Bill	12/16/2021	Ord.#5710649	12/26/2021	9014.19 · Covid Com...	89.90
Bill	12/16/2021	Common Man GiftCard	12/26/2021	4199.2 · Commission...	150.00
Bill	12/16/2021	Laconia Daily Sun	12/26/2021	4197.1 · Advertiseme...	21.25
Bill	12/17/2021	Amazon	12/27/2021	4220.3 · Fire & Security	87.32
Bill	12/23/2021	Zoom	01/02/2022	4311.2 · Taxes/Fees/...	199.90
Bill	12/24/2021	Amazon	01/03/2022	4902.6 · Cap-Deferre...	384.00
Bill	12/27/2021	Amazon	01/06/2022	4902.6 · Cap-Deferre...	57.92
Bill	12/29/2021	Amazon	01/08/2022	4902.6 · Cap-Deferre...	27.86
Bill	12/30/2021	Stamps.com	01/09/2022	4199.6 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/10/2022	4199.10 · Licenses/F...	67.60
Total First BankCard - 2124 CS					2,087.09
<b>Grainger</b>					
Credit	11/12/2021	#9067629635		4902.6 · Cap-Deferre...	(412.52)

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01/04/22

# Waterville Estates Village District

## Unpaid Bills Detail

As of January 4, 2022

Type	Date	Num	Due Date	Split	Open Bala...
Total Grainger					(412.52)
<b>Handy Man Hardware</b>					
Bill	12/06/2021	Inv. # B300320	12/06/2021	4520.14 · Building Infr...	6.00
Bill	12/07/2021	Inv. # B300390	12/07/2021	4312.28 · Small Tools...	65.00
Bill	12/07/2021	Inv. # B300461	12/07/2021	4520.7 · Ski Area Re...	20.00
Bill	12/08/2021	Inv. # B300537	12/08/2021	4529.12 · Outdoor Re...	70.00
Bill	12/08/2021	Inv. # B300598	12/08/2021	-SPLIT-	12.50
Bill	12/13/2021	Inv. # A182616	12/13/2021	-SPLIT-	65.00
Bill	12/13/2021	Inv. # B301220	12/13/2021	-SPLIT-	62.50
Bill	12/14/2021	Inv. # B301352	12/14/2021	4312.28 · Small Tools...	45.00
Bill	12/16/2021	Inv. # B301672	12/16/2021	-SPLIT-	55.00
Bill	12/16/2021	Inv. # B301667	12/16/2021	-SPLIT-	11.50
Bill	12/21/2021	Inv. # B302364	12/21/2021	-SPLIT-	68.72
Bill	12/22/2021	Inv. # B302503	12/22/2021	4312.28 · Small Tools...	12.00
Bill	12/24/2021	Inv. # B302791	12/24/2021	-SPLIT-	62.00
Bill	12/27/2021	Inv. # B302946	12/27/2021	4902.6 · Cap-Deferre...	28.00
Bill	12/27/2021	Inv. # B303009	12/27/2021	-SPLIT-	85.00
Bill	12/29/2021	Inv. # B303302	12/29/2021	-SPLIT-	30.50
Bill	12/30/2021	Inv. B303529	12/30/2021	-SPLIT-	69.00
Total Handy Man Hardware					767.72
<b>Irving Energy</b>					
Bill	12/29/2021	Inv. # 740935	01/12/2022	-SPLIT-	1,435.19
Bill	12/29/2021	Ref. # 741454	01/12/2022	-SPLIT-	778.25
Total Irving Energy					2,213.44
<b>Mad River Property Management</b>					
Bill	12/23/2021	Inv. # 4000-658	01/02/2022	4312.03 · Contractor ...	1,370.00
Total Mad River Property Management					1,370.00
<b>Northway Bank Visa-8454</b>					
Bill	12/09/2021	Inv. # 56022	12/19/2021	4312.19 · Plow Gear ...	187.00
Bill	12/09/2021	Riveredge Marina	12/19/2021	4312.19 · Plow Gear ...	187.00
Total Northway Bank Visa-8454					374.00
<b>OnSite Computer Service</b>					
Bill	12/29/2021	Inv. # 7534	12/29/2021	-SPLIT-	1,060.00
Bill	12/29/2021	Inv. # 7533	12/29/2021	-SPLIT-	960.00
Total OnSite Computer Service					2,020.00
<b>Staples Business Advantage</b>					
Bill	12/03/2021	Ord. #7345096204	01/02/2022	-SPLIT-	187.33
Bill	12/30/2021	Ord. #7346987421	01/29/2022	-SPLIT-	32.70
Total Staples Business Advantage					220.03
<b>State of NH - Criminal Record</b>					
Bill	01/03/2022	Wayne P. Hewes	01/13/2022	4520.41 · Criminal Re...	25.00
Total State of NH - Criminal Record					25.00
<b>Tenco Industries, Inc</b>					
Bill	12/09/2021	Inv. # 7844811	12/19/2021	-SPLIT-	220.88
Total Tenco Industries, Inc					220.88
<b>Upton &amp; Hatfield, LLP</b>					
Bill Pmt...	09/28/2020	25532		1001 · Northway Bank	(5,821.85)
Item Re...	12/31/2020	Check # 106590		4153.1 · Legal / Cons...	5,821.85
Total Upton & Hatfield, LLP					0.00
<b>US Bank Equipment Finance, Inc.</b>					
Bill	11/22/2021	Inv. # 458676467	12/17/2021	4311.1 · Office Suppli...	86.89
Bill	12/23/2021	Inv. # 461085698	01/17/2022	4199.10 · Licenses/F...	98.93

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78.52  
699.20

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01/04/22

**Waterville Estates Village District**  
**Unpaid Bills Detail**  
As of January 4, 2022

Type	Date	Num	Due Date	Split	Open Bala...
Total US Bank Equipment Finance, Inc.					185.82
TOTAL					15,068.06

FRIENDS of Campton Mtn.

TOTAL REC # 5144.41

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01/04/22

WEVD Rec Fund  
Unpaid Bills Detail  
As of January 4, 2022

FRIENDS of Campton Mtn.

FRIENDS of CAMPTON MTN

FRIENDS of CAMPTON MTN

Type	Date	Num	Due Date	Split	Open Balance
<b>Amoskeag Beverages, Inc.</b>					
Credit	12/30/2021	Inv. # 2914628		9005.09 · Beer	-50.00
Bill	12/30/2021	Inv. # 2976265	12/30/2021	9005.09 · Beer	117.00
Total Amoskeag Beverages, Inc.					67.00
<b>Belletetes</b>					
Bill	12/13/2021	Inv. # 2153233	12/13/2021	-SPLIT-	51.20
Total Belletetes					51.20
<b>C M Whitcher Rubbish Removal LLC</b>					
Bill	01/01/2022	Inv. # 66643	01/16/2022	-SPLIT-	720.00
Total C M Whitcher Rubbish Removal LLC					720.00
<b>Coca Cola Acct #601165065 Ski</b>					
Bill	12/17/2021	Inv. # 9543206848	12/27/2021	9005.08 · Non Alcoh...	383.44
Total Coca Cola Acct #601165065 Ski					383.44
<b>Consolidated - 7331 42</b>					
Credit	12/18/2021			9101.13 · Telephone	-0.56
Total Consolidated - 7331 42					-0.56
<b>DTL Electric</b>					
Bill	12/28/2021	Inv. # 1154	01/07/2022	9300.17 · Misc. Exp...	9,040.31
Total DTL Electric					9,040.31
<b>First Bankcard - 2124 CS</b>					
Bill	11/30/2021	QuickBooks	12/30/2021	9101.08 · Dues & S...	64.40
Bill	12/02/2021	TouchBistro	01/01/2022	9101.08 · Dues & S...	9.95
Bill	12/03/2021	NH Food Protection	01/02/2022	9101.11 · Licenses ...	450.00
Bill	12/14/2021	TouchBistro	01/13/2022	9101.11 · Licenses ...	2,988.00
Bill	12/23/2021	Gill ID Systems	01/22/2022	9101.12 · Misc. Exp...	723.00
Bill	12/29/2021	The WeCard Progr...	01/28/2022	-SPLIT-	47.93
Bill	12/30/2021	Stamps.com	01/29/2022	9101.16 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/30/2022	9101.08 · Dues & S...	67.60
Total First Bankcard - 2124 CS					4,363.38
<b>New Hampshire Distributors, Inc.</b>					
Bill	12/29/2021	Inv. # 277226	12/29/2021	9005.09 · Beer	150.50
Total New Hampshire Distributors, Inc.					150.50
<b>New Hampshire Liquor Commission</b>					
Bill	12/29/2021	Inv. # 210019325569	01/08/2022	-SPLIT-	835.59
Bill	12/30/2021	Inv. # 210019325880	01/09/2022	9005.10 · Liquor	105.69
Total New Hampshire Liquor Commission					941.28
<b>Northway Bank Visa-8454</b>					
Bill	12/15/2021	Taylor Rental	12/25/2021	9300.17 · Misc. Exp...	1,160.00
Bill	12/31/2021	Mr. Snow	01/10/2022	9300.17 · Misc. Exp...	2,700.00
Total Northway Bank Visa-8454					3,860.00
<b>OnSite Computer Service</b>					
Bill	12/29/2021	Inv. # 7533	12/29/2021	-SPLIT-	960.00
Bill	12/29/2021	Inv. # 7534	12/29/2021	-SPLIT-	780.00
Total OnSite Computer Service					1,740.00
<b>Spectrum</b>					
Bill	12/28/2021	Inv #702910501122...	01/07/2022	-SPLIT-	521.65
Total Spectrum					521.65
<b>Staples Business Advantage</b>					
Credit	12/21/2021			9101.09 · Office Sup...	-26.64

5774.45  
6934.45

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01/04/22

**WEVD Rec Fund**  
**Unpaid Bills Detail**  
 As of January 4, 2022

Type	Date	Num	Due Date	Split	Open Balance
Bill	12/03/2021	Ord # 7345096204	01/02/2022	-SPLIT-	427.51
Bill	12/30/2021	Ord # 7346987421	01/29/2022	-SPLIT-	32.70
Total Staples Business Advantage					433.57
<b>Terri Tole - V</b>					
		<i>DOLLAR GEN</i>			
Bill	12/02/2021	<del>Christmas Tree</del>	12/12/2021	9101.12 · Misc. Exp...	26.00
Bill	12/13/2021	<i>DOLLAR TREE</i>	12/23/2021	-SPLIT-	52.71
Bill	12/13/2021	Walmart	12/23/2021	9005.12 · Bar Suppli...	12.04
Total Terri Tole - V					90.75
<b>Tiffany Royea</b>					
Bill	12/28/2021	Walmart	01/07/2022	9101.12 · Misc. Exp...	10.41
Bill	12/29/2021	Market Basket	01/08/2022	9005.07 · Food	7.58
Total Tiffany Royea					17.99
<b>UniFirst Corporation</b>					
Bill	12/30/2021	Inv. # 1070093194	01/29/2022	9500.29 · Laundry &...	115.97
Total UniFirst Corporation					115.97
<b>US Bank Equipment Finance, Inc.</b>					
Bill	11/22/2021	Inv. # 458676467	12/02/2021	9101.07 · Copier Le...	86.89
Bill	12/23/2021	Inv. # 461085698	01/02/2022	9101.07 · Copier Le...	98.93
Total US Bank Equipment Finance, Inc.					185.82
<b>TOTAL</b>					<b>22,682.30</b>

## **Waterville Estates Village District (WEVD) Cross-Connection Control Program**

### **I. Purpose**

Cross-Connections between water supplies and non-potable sources of contamination are significant threats to health in the water supply industry. This ordinance is designed to maintain the safety and potability of the water in the Waterville Estates Village District (hereinafter “WEVD”) Public Water System by establishing rules and procedures to prevent the contamination of public drinking water by the backflow of water or other fluids.

A. The purpose of this regulation is:

1. To protect the public water supply of the WEVD Public Water System from the possibility of contamination by isolating contaminants which could backflow or back-siphon into the public water system within its customers’ internal distribution system(s);
2. To promote the elimination or control of cross-connections, actual or potential, between its customers’ in-plant drinking water system(s) and anything that could contaminate or pollute it; and
3. To provide for the maintenance of a cross-connection control program to effectively prevent the contamination or pollution of all drinking water systems.

This document is intended to supplement the rules listed in section II below. Changes to this document in the future must be approved by the New Hampshire Department of Environmental Services (NHDES).

### **II. Authority**

- A. New Hampshire Administrative Rule Env-Dw 505, or subsequent rules, *Backflow Prevention*.
- B. The WEVD Public Water System rules and regulations, adopted.

### **III. Requirements**

The water superintendent shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or back-siphonage of contaminants or pollution through the water service connection. If, in the judgment of the water superintendent, an approved backflow prevention device is required at the WEVD’s water service connection to any customer’s premises for the safety of the water system, the water superintendent or his designated agent shall give notice, in writing, to said customer to install an approved backflow prevention device at each service connection to his premises. The customer shall, within 90 days, install approved device or

devices at his own expense. Failure, refusal, or inability on the part of the customer to install said device or devices within 90 days shall constitute grounds for discontinuing water service to the premises until such device or devices have been properly installed.

#### **IV. Definitions**

- A.**     **Approved Backflow Prevention Device** – A backflow prevention device that has been:
  - 1.**     Manufactured to allow for accurate testing and inspection so as to allow verification of performance; and
  - 2.**     Tested and approved by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research.
- B.**     **Auxiliary Water Supply** – Any water supply on or available to the premises other than the purveyor's approved public potable water supply.
- C.**     **Backflow** – The flow of water or other fluids, mixtures or substances into the distribution pipes of a potable water system from any source other than the intended approved source of supply.
- D.**     **Backflow Preventer** – A device or means designed to prevent backflow or back-siphonage.
  - 1.**     **Air Gap** – A physical separation sufficient to prevent backflow between the free-flowing discharge end of the potable water system and any other system. Physically defined as a vertical distance equal to twice the diameter of the supply pipe but not less than one inch.
  - 2.**     **Atmospheric Vacuum Breaker** – A device which prevents back-siphonage by creating an atmospheric vent when there is either a negative pressure or sub-atmospheric pressure in a water system.
  - 3.**     **Barometric Loop** – A fabricated piping arrangement rising at least 35 feet at its topmost point above the highest fixture it supplies. It is utilized in water systems to protect against back-siphonage.
  - 4.**     **Double Check Valve Assembly** – An assembly of two independently operating spring loaded check valves with tightly closing shut-off valves on each side of the double check valve, plus properly located test cocks for the testing of each check valve.
  - 5.**     **Dual Check Valve with Intermediate Atmospheric Vent** – A device having two independently operating spring loaded check valves separated by an atmospheric vent chamber.

- 6.** Hose Bib Vacuum Breaker – A device which is connected to a hose bib and which acts as an atmospheric vacuum breaker. Not to be used under constant pressure.
  - 7.** Pressure Vacuum Breaker – A device containing one or two independently operated spring loaded check valves and an independently operated spring loaded air inlet valve located on the discharge side of the check valve(s). The device includes tightly closing shut-off valves on each side of the check valve(s) and properly located test cocks for the testing of the assembly.
  - 8.** Reduced Pressure Principle Backflow Preventer – An assembly consisting of two independently operating spring loaded check valves with an automatically operating differential relief valve located between the two check valves, tightly closing shut-off valves on each side of the check valves plus properly located test cocks for the testing of the check valves and the relief valve.
  - 9.** Residential Dual Check – An assembly of two spring loaded independently operating check valves. Generally employed immediately downstream of the water meter to act as a containment device in a single or two family residence.
- 
- E.** Backpressure – A condition in which the owner's system pressure is greater than the supplier's system pressure.
  - F.** Back-Siphonage – The flow of water or other fluids, mixtures or substances into the distribution pipes of a potable water system from any source other than its intended source caused by the sudden reduction of pressure in the public water system.
  - G.** Containment – A method of backflow prevention which requires a backflow prevention device at the water service entrance.
  - H.** Contaminant – A substance that may impair the quality of the water creating a potential health hazard to the public.
  - I.** Cross-Connection – Any actual or potential connection between the public water system and any source of contamination or unapproved water source.
  - J.** Fixture Isolation – A method of backflow prevention in which a backflow preventer, such as a hose bib or an atmospheric vacuum breaker, is located to correct a cross-connection at an in-plant location rather than at a water service entrance. This protects the drinking water in the building.
  - K.** Owner – Any person who has legal title to, or license to operate or habitat in, a property upon which a cross-connection inspection is to be made or upon which a cross-connection may be present.



- L.** Person – Any individual, partnership, company, public or private corporation, political subdivision or agency of the state, department, agency or instrumentality of the United States, or any other legal entity.
- M.** Water Service Entrance – That point in the owner’s water system beyond the sanitary control of the water supplier; generally considered to be the outlet end of the water meter or where the water service first enters the building.
- N.** Water Superintendent – The official, or his delegated representative, in charge of the WEVD Public Water System who is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this ordinance.
- O.** Water Supplier – The public water supply system.

**V. Administration**

- A.** The WEVD Public Water System will operate an approved cross-connection control ordinance, including the keeping of necessary records to fulfill the requirements of NHDES’s Backflow Rules, Regulations, and related laws.
- B.** The owner shall allow the WEVD Public Water System to inspect his property for possible cross-connections and shall follow the provisions of the WEVD Public Water System’s ordinance and their rules.
- C.** If the WEVD Public Water System requires that the public supply be protected by containment, the owner shall be responsible for the water quality beyond the outlet end of the containment device and should utilize the appropriate device approved for that purpose.

**VI. Responsibilities**

**A. WEVD Public Water System**

- 1.** On new installations, and for all users installing a water meter, the WEVD Public Water System will provide an on-site evaluation and/or inspection and review of plans in order to determine the type of backflow preventer, if any, that will be required.
- 2.** On new installations, the WEVD Public Water System will issue a permit and perform inspection and testing.
- 3.** For premises existing prior to the start of this program, the WEVD Public Water System will:

- a. Perform an assessment of the function of the premise and determine if it poses a cross-connection risk. If a risk is present, assess the risk as high hazard or low hazard.
  - b. Inform the owner in writing of any corrective action deemed necessary, the method of achieving the correction, and the time allowed for the correction to be made. Ordinarily, 30 days will be allowed. However, this time period may be shortened depending upon the degree of hazard involved and the history of the device(s) in question.
4. The WEVD Public Water System will not allow any cross-connection to remain unless it is isolated by an approved backflow prevention assembly, commensurate with the degree of hazard, for which a permit has been issued and which will be regularly inspected/tested to ensure satisfactory operation.
5. The WEVD Public Water System shall inform the owner in writing of any failure to comply and the time allowed for the correction to be made. If upon re-inspection the owner has not complied, the WEVD Public Water System may allow an additional 15 days for the correction. In the event the owner fails to comply with the necessary correction by the time of the second re-inspection, the WEVD Public Water System will inform the owner, by certified letter, that the water service to the owner's premises will be terminated within a period not to exceed five days. In the event that the owner informs the WEVD Public Water System of extenuating circumstances as to why the correction has not been made, a time extension may be granted by the WEVD Public Water System.
6. If the WEVD Public Water System determines at any time that a serious threat to the public health exists, the water service shall be terminated immediately.
7. The WEVD Public Water System shall begin inspections to determine the nature of existing hazards and corrections to be made, following approval of the program by NHDES. Initial focus will be on high hazard water use.
8. Certified backflow prevention device inspectors must be certified through the NEWWA Certified Backflow Prevention Device Inspectors/Testers Program.
9. The WEVD Public Water System shall also develop installation standards and specifications for each type of backflow preventer to ensure they are installed in a manner in which they have been evaluated and approved and to allow for periodic testing and maintenance.

**B. Owner**

1. The owner shall be responsible for the elimination or isolation with the proper installation of an approved backflow prevention device commensurate with the degree of hazard, for all cross-connections on his premises.

2. The owner, after having been informed by a letter from the WEVD Public Water System, shall, at his expense, install, maintain, and inspect or have inspected (as determined by the WEVD Public Water System), all backflow preventers on his premises.
3. The owner shall correct any deficiency of a backflow preventer which is revealed by inspection or testing. This shall include the replacement of parts or the replacement of the backflow preventer, if deemed necessary by the WEVD Public Water System.
4. The owner shall inform the WEVD Public Water System of any proposed or modified cross-connections and also existing cross-connections of which the owner is aware but has not been found by the WEVD Public Water System.
5. The owner shall not install a by-pass around any backflow preventer unless there is a backflow preventer of the same type on the by-pass. Owners who cannot shut down operations for inspecting of the device(s) must supply additional devices necessary to allow inspecting to take place.
6. The owner shall install backflow preventers in a manner and location approved by the WEVD Public Water System.
7. The owner shall only install an 'approved backflow prevention device'.
8. Any owner having a private well or other private water source must:
  - a. Have a permit if the well or source is cross-connected to the WEVD Public Water System's system. Permission to cross-connect may be denied by the WEVD Public Water System. The owner may be required to install a backflow preventer at the service entrance if a private water source is maintained, even if it is not cross-connected to the WEVD Public Water System's system.
  - b. In the event the owner installs plumbing to provide drinking water for domestic purposes which is on the WEVD Public Water System's side of the backflow preventer, such plumbing must have its own backflow preventer installed.
9. The owner shall be responsible for the payment of all fees for permits, annual or semi-annual device inspections, re-testing in the case that the device fails to operate correctly, and re-inspections for non-compliance with the WEVD Public Water System or NHDES requirements.

## **VII. Degree of Hazard**

The WEVD Public Water System recognizes the threat to the public water system arising from cross-connections. All threats will be classified by degree of hazard and will require the installation of approved backflow prevention devices for high and low hazards.

**A. Low Degree of Hazard**

If backflow were to occur, the resulting effect on the water supply would be a change in its aesthetic qualities. The foreign substance must be non-toxic to humans.

**B. High Degree of Hazard**

If backflow were to occur, the resulting effect on the water supply could cause illness or death if consumed by humans. The foreign substance may be toxic to humans from either a chemical, bacteriological or radiological standpoint. The effects of the contaminants may result from short or long term exposure.

Only the following types of backflow prevention devices may be used for the containment of on-site contaminants for high and low hazard situations respectively:

**C. High Hazard:**

1. Air gap (AG)
2. Reduced pressure principal backflow preventer (RPZ)
3. Combination of the above

**D. Low Hazard:**

1. Air gap (AG)
2. Pressure vacuum breaker (PVB)
3. Double check valve assembly (DCVA)
4. Reduced pressure principal backflow preventer (RPZ)
5. Combination of the above

**VIII. Permits**

The WEVD Public Water System shall not permit a cross-connection within the public water system unless it is considered necessary and cannot be eliminated.

- A. Cross-connection permits that are required for each backflow prevention device are obtained from the WEVD Public Water System. A fee of [X] dollars will be charged for the initial permit and [X] dollars for the renewal of each permit.
- B. Cross-connection permits shall be renewed every five years and are non-transferable. Permits are subject to revocation and become immediately revoked if the owner should so change the type of cross-connection or degree of hazard associated with the service type of device, replacement of device with a new device, or change of ownership.
- C. A permit is not required when containment for a connection evaluated as neither a low nor high-degree of hazard is achieved with the utilization of residential dual checks.

#### **IX. Existing in-use Backflow Devices**

Any existing backflow preventer shall be allowed by the WEVD Public Water System to continue in service unless the degree of hazard is such as to supercede the effectiveness of the present backflow preventer, or unless an unreasonable risk to the public health results.

#### **X. Periodic Testing**

- A. Backflow prevention devices shall be inspected and tested at least semi-annually for high hazard devices and annually for low hazard devices.
- B. Periodic inspections and testing shall be performed by an inspector certified through the NEWWA Backflow Prevention Device Inspectors/Testers Program. The inspections will be done at the owner's expense.
- C. When performed by an inspector from the WEVD Public Water System, the inspections shall be conducted during the WEVD Public Water System's regular business hours. Exceptions to this, when at the request of the owner, may require additional charges to cover the increased costs to the WEVD Public Water System.
- D. Any backflow preventer which fails the inspection test during a periodic inspection will be repaired or replaced. When repairs are necessary, upon completion of the repair the device will be inspected a second time at the owner's expense to ensure correct operation. High hazard situations will not be allowed to continue unprotected, if the backflow preventer fails the inspection and cannot be repaired immediately. In other situations, a compliance date of not more than 30 days after the inspection date will be established. The owner is responsible for spare parts, repair tools, and/or a replacement device. Parallel installation of two devices is an effective means of the owner ensuring that uninterrupted water service is provided during inspections or repair of devices and is strongly recommended when the owner desires such continuity.
- E. These devices shall be repaired or replaced at the expense of the owner whenever said devices are found to be defective. Tests and repairs shall be recorded on forms approved

by the water superintendent, and copies shall be distributed to the owner and water superintendent within [X] days of the actual test.

- F.** Backflow prevention devices may be inspected more frequently than specified in section A above; in cases where there is a history of test failures and the WEVD Public Water System feels that due to the degree of hazard involved, additional inspections are warranted. Cost of the additional inspections will be borne by the owner.

## **XI. Records and Reports**

- A. Records** – The WEVD Public Water System will initiate and maintain the following for a minimum of five years:

1. Master files on customer cross-connection inspections and/or tests.
2. Master files on cross-connection permits.
3. Copies of permits and permit applications.

- B. Reports** – Each year, by April 1, the WEVD Public Water System will submit an inspection report to NHDES which describes testing conducted during the previous calendar year and including the following:

- (1) The total number of permitted cross connections that existed at the water system at the end of the year for which the report is being filed; and
- (2) The following information for each backflow prevention device:
  - a. The permit number of the backflow prevention device;
  - b. The name of the owner of the backflow prevention device;
  - c. The location of the backflow prevention device;
  - d. The date of each inspection and test performed during the year of reporting;
  - e. The name, certifying organization, and certification number of the certified backflow prevention device inspector who performed the inspection and test on the device;
  - f. The result of each inspection and test; and
  - g. If the inspection or test result is unsatisfactory, the date at which the backflow prevention device was found to be satisfactory following a subsequent inspection and test in that calendar year period.

## **XII. Fees and Charges**

The WEVD Public Water System will publish a list of fees or charges for the following:

- A. Fees**

1. Inspection fees
2. Fees for re-inspections
3. Fees for testing
4. Fees for Backflow Preventer permits and renewal of permits

**B. Charges**

1. Charges for after hours inspections

**Addendum**

(The following section may be adopted at the option of the water supply owner)

**I. Residential Dual Check**

- A. Effective the date of acceptance of this Cross-Connection Control Ordinance for the WEVD, all new residential buildings will be required to install a residential dual check valve device immediately downstream of the water meter. Installation of this residential dual check valve device on a retrofit basis on existing service lines will be instituted at a time and at a potential cost to the homeowner as deemed necessary by the WEVD Public Water System.
- B. The owner should be aware that installation of a residential dual check valve results in a closed plumbing system with the residence. As such, provisions may have to be made by the owner to provide for thermal expansion within the closed loop system, i.e., the installation of thermal expansion tanks and/or pressure relief valves.

**II. Strainers**

- A. The WEVD Public Water System strongly recommends that all new retrofit installations of reduced pressure principle devices and double check valve backflow preventers include the installation of strainers located immediately upstream of the device to prevent fouling of backflow devices due to unforeseen circumstances occurring to the water system such as water main repairs, water main breaks, fires, periodic cleaning and flushing of mains, etc. These occurrences may 'stir up' debris within the water main that will cause fouling of backflow devices installed without the benefit of strainers.