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NEW HAMPSHIRE DEPARTMENT OF Environmental Services

Report Form for Water Conservation Plans Small Community Water Systems January 2007

PROJECT NAME:	**424 North Pembroke Road CWS Well No. 1**
TOWN/CITY:	**Pembroke, New Hampshire**
DATE:	**January 2007**
EPA ID #	**NEW SYSTEM**

PURPOSE This form provides the information needed for small community water systems to meet the reporting requirements of Env-Ws 390, *Water Conservation Rules.* Once completed, this form can fulfill the requirements of Env-Ws 390.10. You don't have to use this form. However, based on experience, the DES has found that use of a form speeds the application process. If you prefer to produce an original report, remember to provide **all the information** required under the rules and the DES recommends that you use this form as a checklist to help ensure your report is complete. Helpful information and reminders are provided throughout the form and are printed in (parenthesis). Copies of this form, the rules, a summary of the rules, educational materials for public distribution, and other useful publications may be found at http://www.des.nh.gov/h2o_conservation.htm.

INSTRUCTIONS

A. Obtain copies of the following materials from either the DES's Public Information Center (603) 271-2975 or from http://www.des.nh.gov/h2o_conservation.htm.

- Administrative Rule, Env-Ws 390, *Water Conservation Rules.*
- Fact sheet, *Summary of the Water Conservation Rule.*
- Any pertinent water efficiency fact sheet.
- Extra copies of this form.

B. Review the water conservation rules and guidance materials obtained above. You should use these materials to prepare your water conservation plan. It is suggested that you submit a draft plan for review prior to meeting your public notification requirements in case substantive changes to the plan are necessary. Resubmittal of the report to the public entities can be avoided if initial review is performed by the DES.
C. Complete the form by answering all questions and providing the appropriate attachments. Answer the questions from top to bottom, unless instructed to skip to another section. Helpful information and reminders are provided throughout the form and are printed in (parenthesis).
D. Before submitting, review the form to ensure all questions are answered and all attachments are included. When complete submit to:

Water Conservation Plans
Small Community Well Siting Program
DES, Water Supply Engineering Bureau
Post Office Box 95
Concord, NH 03302 -0095

For help with this form or other water conservation planning concerns call Diana Morgan at (603) 271-2947.

Information contained in this form is current as of February 2006. Statutory or regulatory changes that may occur after October 2005 may cause part or all of the information to be invalid. If there are any questions concerning the status of the information please contact DES at (603) 271-2947.

Section 1.0 GENERAL INFORMATION

WELL SITING

Has a Preliminary Well Siting report been submitted to the DES? *(If your answer is* **NO**, please contact the DES at (603) 271-2947 before you proceed further.*)*

YES_**X**__ NO___

(The section below asks you to identify the people and companies responsible for the water conservation plan application. This information will help ensure clear communication during the application process.)

1.1 Project Contacts / System Ownership

1.1a Project Contact (Person completing this form?)

Name:	**Neil W. Helberg, P.E.**
Address:	44 Stark Lane, Litchfield NH 03052
Company:	**Lewis Engineering, PLLC**
Phone Number:	603-886-4985

1.1b Project Owner (Who is responsible for compliance with the water conservation plan, as approved by the DES?)

Name:	**Dennis Aubin**
Address:	228 Russell Drive, Weare, NH 03281
Company:	**Stephen J. Cormier Rev Trust**
Phone Number:	603- 540-0637

1.1c Person responsible for completing the activities outlined in this plan (Please note that the person completing water conservation plan activities must be a certified water system operator or water system personnel supervised by the certified operator.)

Name:	**New Hampshire Certified Operator**
Company:	**(Water Company, Service Company or Individual)**
Address:	**To be determined**
Phone Number:	

1.1d Will ownership of the water system be transferred at a future date from the person listed in 1.1b to a homeowner's association or other entity?

YES_ **X** __ NO___

If **YES**, indicate below the contact information for the new owner of the water system.

Name:	**Homeowner's Association or Water Company**
Address:	**To be determined**
Company:	

Section 2.0 METERING AND LEAK DETECTION

(This information is needed to help ensure the water conservation plan will meet the intended purpose and that the plan is designed appropriately.)

2.1 Water System

2.1a Is this a new source for an **existing** community water system?
YES___ NO_ **X** __ (If **YES**, you must complete **Sections 2.3, 3.0, 5.0** and **6.0**)

2.1b Is this a new source for a new or existing community water system owned by a landlord who supplies water to tenants and includes water service in rental fee, or a new or existing community water system for apartment-style housing that includes water service in a housing fee?
YES ____ NO __ **X** __ (If **YES**, you must complete **Sections 2.3, 3.0, 5.0** and **6.0**)

2.1c Is this a new source for a **new** community water system that **does not** meet the description in (a) or (b) above?
YES_ **X** __ NO___ (If **YES**, you must complete **Sections 2.2, and 3.0 through 6.0**)

2.2 New Small Community Water Systems

(Meters must be installed on all sources of water and at each service connection on new small community water systems that do not meet the definition of 2.1a or 2.1b above.)

2.2a Describe below the size of both the source and service connection meters to be utilized by the water system. (In selecting, installing, and maintaining water meters, the water system must comply with procedures and protocols described in "Manual of Water Supply Practices, Water Meters", document AWWA M6, available from the American Water Works Association. www.awwa.org/bookstore)

PUMP HOUSE METERS

- WELL METER.....1 EACH.....1-INCH NEPTUNE
- STATION DISCHARGE.....1 EACH.... 1-1/2 -INCH NEPTUNE

HOUSEHOLD METERS

- 5/8 INCH POSITIVE DISPLACEMENT with outside readers

2.2b Describe below the frequency in which each type of meter will be read. (Source meters must be read at least every 30 days and service meters must be read at least every 90 days.)
Source meters at the pump house will read at least twice a month, and household service meters will be read at least every quarter. Source meters will be read on the same day as the house service meters are read.

2.2c Water Audit and Leak Detection Program and Estimating Unaccounted-For Water

Describe below the system's water audit and leak detection program and how the water system will estimate the volume and percentage of unaccounted-for water. Also note how often the water system proposes estimating unaccounted-for water. (All new small community water systems or existing small community systems that are adding new connections, must meet this requirement. Estimates of unaccounted-for water must be performed at least once a year. If unaccounted-for water exceeds 15 percent, the system shall develop a response plan in accordance with Env-Ws 390.05(j) and (k), and submit it to the DES within 60 days.)

The certified operator will calculate the percentage of unaccounted- for-water percentage twice a year. Unaccounted- for- water is the difference between the total water pumped from the pump station, and the customer metered usage. One calculation will at the end of the first quarter and at the end of the third quarter. If the percentage of unaccounted- for-water vs. pumped water exceeds 15%; the certified operator or another qualified water professional will develop a response plan (with a leak detection survey) to be submitted to the WSEB within 60 days.

Section 3.0 PRESSURE REDUCTION

(Pressure reduction shall be implemented upon obtaining approval of a new source of water when it is technically feasible, consistent with industry standards, and consistent with public health and safety considerations. Existing small community water systems have one year after approval of the conservation plan to implement this requirement, if feasible. All pressure reduction measures must meet the requirements of Env-Ws 372, Design Standards for Small Community Public Water Systems.)

Is pressure reduction technically feasible for this system? If **YES**, explain below how it will be accomplished for the system. If **NO**, explain why below.

YES___ NO_ **X** __

Pressure leaving the pump house will likely be 105+/- psi.
The pressure at the highest unit will be 45 psi or less.
The lowest unit will have a pressure of 80+/- psi. (Pressure reducing valves will be installed in all homes below elevation 570ft USGS.)

Section 4.0 CONSERVATION RATE STRUCTURE

(All new small community water systems and existing small community water systems that are adding new service connections must adopt a rate structure as described in Env-Ws 390.04.)

Describe below the conservation rate structure the water system proposes adopting, **or** if not practical or feasible for the system, describe below how the water system will manage water service fees to meet the intent of the rule and promote water conservation. (You will need to fill out a waiver application form found at the end of this document.)

MONTHLY GENERAL METERED RATE*

Service Area: 424 N Pembroke Road – Pelmbroke service area.

METER	RATE
5/8	$ 20.00
3/4"	$ 25.00

In addition to the standard customer charge, the monthly volumetric charge is:

$2.00 per 100 Cubic Feet (0 to 2,000 Cubic Feet)
$4.00 per 100 Cubic Feet (In excess of 2,000 Cubic Feet)

100 Cubic Feet = 748 gallons
2,000 Cubic Feet Over a Thirty (30) day period equals 498 Gallons per Day.

*The **"MONTHLY GENERAL METERED RATE"** is based on average water rates for similar sized water systems in the area. The rate structure may change when the actual water company or water system operator is determined.

Section 5.0 PUBLIC NOTIFICATION

(Within seven days of submitting the final water conservation plan for review by the DES a small community water system must provide a copy of this report via certified mail to the governing board of the municipality in which a proposed source is located, to all wholesale customers [if any], and to the regional planning commission for the location of the proposed source. The water system shall supply the governing boards with a copy of a summary of the requirements of Env-Ws 390. This document can be found at http://www.des.nh.gov/h2o_conservation.htm. You must also note in your correspondence to the above-mentioned governing boards that a copy of the Well Siting Application is available for their review at the DES and provide them with DES contact information. The water system shall request that the governing boards amend any site plan submitted to them for review so that it reflects the requirements of Env-Ws 390 and promotes water conservation landscaping principals.)

List the names and addresses of the governing boards receiving public notification. Attach a copy of the cover letter sent to the governing boards and a copy of the certified mail receipts when available. List the educational/outreach materials that the system is providing to the municipalities for review.

Troy R. Brown **Town Administrator** **Town of Pembroke** **311 Pembroke Street** **Pembroke, NH 03275**	**Sharon Wason, Executive Director** **Central New Hampshire Regional Planning Commission** **28 Commercial St** **Concord, NH 03301**

Section 6.0 EDUCATIONAL OUTREACH INITIATIVE

(Such an initiative may be achieved in many ways, but must be implemented immediately upon approval of the conservation plan and should include the pertinent water efficiency fact sheets that can be found at the website listed at the beginning of this report. These educational mailings can be included with wellhead protection program educational mailings as required by Env-Ws 378.18 or with the water system service bills. Other acceptable outreach initiatives include water system or homeowner's association newsletters, posting of water conservation fact sheets in public areas used by water system customers, or any other initiative that meets the intent of the rules.)

Provide a brief description of your educational outreach initiative. Include implementation procedures, the person responsible for the initiative, the content of educational mailings proposed (if any), and the wording of any newsletter insertions or public postings. (There is no need to provide copies of educational outreach materials that you are acquiring from DES. Only provide copies of educational outreach materials generated by the water system.)

Educational Outreach fact sheets will be distributed yearly with the Consumer Confidence Report. Educational outreach materials will be obtained from the NHDES WSEB.

Before submitting, thoroughly check this form to be sure all applicable questions are answered, all information is provided, and all necessary attachments are included. Incomplete submittals will significantly slow the approval process.

If strict compliance with any of the requirements of Env-Ws 390 is not feasible, the small community water system may apply for a waiver to a specific portion of the rule. A waiver application form is provided at the end of this document for your convenience.

Preparer's Signature _____

Date _____

As a reminder, have you included the following?

- Educational outreach initiative documentation and materials created by the water system.
- Public notification documentation (certified mail receipts).
- Public notification cover letters and pertinent documents.
- Other pertinent or supportive materials.