WATERVILLE ESTATES VILLAGE DISTRICT

February 12, 2020 APPROVED MEETING MINUTES

Approved as presented on July 18, 2020

Attendees: Judy Kinney, Matt Smith, Sean Tole, Andy Griffiths, Art Marks, Corey Smith, Karen

Waters Guests: Harry Bertino, Al Zulli

Called to order: Mr. Marks at 3:06 PM.

Review and approval of Meeting Minutes: Mr. Marks and Mr. Griffiths noted required corrections. For the January 31, 2020 meeting minutes. Mr. Bertino suggested that his video could be reviewed to ensure accuracy. Minutes will be corrected for review for the next meeting.

Treasurer's Report:

General: Ms. Waters spent time last week reviewing bill processing and providing oversight. She stated that the staff is doing a good job. Ms. Waters can sign all accounts but one and is working that one out. Ms. Waters is developing some procedures for who can sign checks and other processes. She will submit them to the commissioners for review after the budget process is completed. She is working on a new method of providing a treasurer's report that is more informative than simply presenting bank account balances. She is considering office hours so people can have a time and place to ask questions and express concerns. Ms. Kinney said the staff is excited to work with Ms. Waters. Mr. Marks said it would be a great idea to provide office hours and be able to address concerns. Mr. Griffiths said that once the office hours are decided, they should be posted on the web site.

Manager's Report:

Ski Bowl Pump House Electrical Work: Mr. C. Smith stated 90% complete, probably another week for final completion.

Water System Master Plan: Mr. C. Smith has received a few inquiries. DES portal is down so engineers may have to come to our building to review documents. Water system mapping is ongoing.

PFOA: Mr. C. Smith stated that 400 out of 1500 towns in New Hampshire have tested for PFOA's. There is a Senate committee putting an article forward to allow DES to require the testing. There is also a bill to help communities with costs of dealing with PFOA. Lincoln tested and found none in any of their three water sources. Mr. Griffiths had an expert contact who said charcoal filtrations or reverse osmosis would be required to remove PFOAs.

Staff Update: With Ms. Chamberlain gone, other employees are picking up the slack. Mr. C. Smith commended Ms. Chamberlain on the way she exited her employment.

Tax Rate Analysis: Mr. C. Smith has been reviewing and collating old tax studies. He has asked Marty Humphrey to help.

Detailed Financial Analysis: Mr. C. Smith is working on the spreadsheet that covers income versus expense for all village departments. Mr. M. Smith volunteered to do some work on separating the roads and water department into separate tabs so that each can be evaluated separately.

Budget Hearing:

Warrant Article 2: The discrepancy between the dollar value presented at the January 18 and January 31 meetings was the result of a formula error in excel and the $1,252,667 is the correct number.

Warrant Article 5: DRA has said that we only need to appropriate the $20,000 annual cost and then each subsequent year include the $20,000 in the budget though year five.

General: Mr. Bertino asked about page 8 item 3 "4319.1 Consulting". Discussion took place regarding its purpose. Essentially, it's a contingency that will go to the unreserved fund balance if unspent but can be reallocated to any other valid appropriated purpose.

New Business:

Candidates Night: Mr. Tole, pointed out that we have a WEA BOD candidates night and should probably do the same for the village district. It is proposed to have a village district candidates March 7th at 6:30 PM at the Ski Lodge. Mr. Tole suggested using constant contact to let people know about the event and provide candidate resumes.

Moderator: Mr. C. Smith stated that Samantha Ciaston resigned from the WEA BOD and Moderator position in the same letter (see attached). Mr. M Smith stated that the resignation from the moderator position was never stated in the public record. Mr. C. Smith said that Jack Letvinchuk should be appointed. Ms. Ciaston resigned effective 11/2020. Mr. Griffiths stated he would see if Mr. Letvinchuk would serve as moderator. Discussion took place about whether the commissioners had the power to appoint a replacement.

Pemi Baker Community Health Fundraiser: Marty Humphrey has asked to use the Recreation Center for a fundraising event. Discussion took place around how much to charge. The commissioners recommended no charge for the room and member prices for food and beverages.

Adaptive Skier: Mr. Marks stated that Mr. C. Smith was contacted by a blind skier who wanted to use the Campton Mountain Ski Area. Discussion took place around how much to charge. Mr. Tole motion to provide two season passes, Mr. Griffiths seconded, passed unanimously. Mr. Marks suggested that we should develop an adaptive sports program at the ski area.

Greater Community Access to Ski Area: Mr. Tole asked what we could do to make the mountain more accessible to the public. Discussion took place.

Revolving Recreation Fund and Recreation Management Agreement: Mr. M. Smith stated that setting fees and charges was the purview of the commissioners. Mr. C Smith stated the warrant article from 2006 which created the revolving recreation fund stated "in consultation with association".

Petitioned Warrant Articles: Mr. Griffiths reported that the articles have been submitted to DRA and DRA has responding advising the village to send them to their legal counsel. Ms. Kinney stated she has forwarded as recommended. Mr. Griffiths suggested that we notify taxpayers via constant contact and post them on the website.

Old Business:

DES Correspondence: Mr. Marks said the full email chain should be inserted in the record (see attached). **Reserve Study:** Mr. C. Smith has forwarded the study to the Reserve working group.

Old Clerk Records: Mr. C. Smith turned over information that had been in the possession of Lloyd Wiley to Mr. Tole. Mr. Tole separated out the legal documents, which are not part of the public record, and turned the remainder over to Mr. M. Smith as each clerk must pass on all documents to the next clerk when a new clerk is elected.

Set next meeting: TBD.

Adjournment: Mr. Griffiths motioned to adjourn the meeting, Mr. Tole seconded, and the motion passed unanimously at 4:34 PM.