DISTRICT COMMISSIONER'S MEETING – HELD VIA ZOOM ON JUNE 9, 2020
APPROVED MINUTES

Approved as presented on 08/01/2020

Present: Judy Kinney, Marna McLendon, Bill Donohue, Maureen Patti, Alissa Imbracsio, Harry Bertino, Sean, Bobbi Ketcham, Karen Waters, Claire, Chris, Terry, Kerri Antonuccio, Scott Devens, Amanda Kierce, Aaron Woods, Sue McDermott, Mark O'Hara, Claire Denton, Lori Routhier, Andy Griffiths, Corey Smith, Art, Ned, Jack Letvinchuk, Mike Hering, Amanda Kierce

Called to order at 3:22p.m. – June 9

Karen gave an update: totally unintelligible via Zoom recording

- Wants feedback on report
    - Nothing that man in conference room wants to add at this time
- COVID 19 update
- Writing some policies that will be audit driven to provide guidance in our procedures • Water bills are coming in as our annual dues
- Office staff coming in on part time basis; making sure accounts are being entered correctly and are up to date and ready for the audit
- AUDIT
    - March 17th letter was signed with the auditors
    - Have completed questionnaires sent by the auditors
    - Judy will reach out to them within the next week
    - Because of COVID it will take awhile for audit to be scheduled/completed

- WATER BILLS (not on agenda but important to discuss)
- $203.60 – confusing on what this bill was for; amount plus inflation
    - Commissioner's could add inflation
    - Warrant article will be amended at next meeting
    - Lloyd confirmed this had been discussed at a past meeting
    - 2nd billing went out at $205.00
    - Suggested to look back at minutes – uncertain if this was a "vote" by Commissioner's or if inflation could be added without a vote. ____talked to legal who confirmed that it was at Commissioner's discretion
    - Harry's recollection is COLA was not to be added to water bills
    - Could re-bill or bring up at annual meeting
    - Karen will look into the water bills and bring it to a future meeting
    - Art felt it should be year by year decision and NOT put on bills this year
        - Could cost more to give it back – deduct it from next year (bill $197.00)

Inquiry from Matt Smith

- Matt has talked with Corey in the past
- Corey: talked with Matt but Corey could not discuss with Commission outside a scheduled meeting • Matt would like it discussed in a public forum
- Corey cannot talk with Bart (lawyer) unless it has been discussed at a Commissioner's

meeting • Two sides of $10,000 issue if we keep or return it
    - o Return of money effects future development of other lots
    - o Return sets a precedent
- Within confines of the law, we can now discuss this with legal since its been brought before the Commissioner's at this meeting

Harry Bennett: public bids for Master Plan

- Terry recommendation: post a meeting and set a date for bids. Committee will work on 5 point check list; create a list of companies to interview or recommend one company.
- Request for qualifications can be posted at any time – coordinate with Matt (Clerk of District) ASAP Thank you all for an excellent job

OLD BUSINESS

WATER UPDATE

- Leakage: Prowler Water Conservation is working with Horizon Engineering to address leaks o 5 leaks found upon first detection with 50-70 gal/min– 4 have been repaired. We have 40-45 gl/min right now.
- Lakes Region Water has equipment that makes work much easier (vacuum to suck out water/mud), is not sure they can continue to assist us due to amount of work they have
- 2nd round of leak detection will happen on Friday and they will check those that have been addressed o 9 leaks in last 3 weeks; some obvious, Lakes Region Water addressed those we could not fix • Horizon (Peter Goodwin) will issue a report on condition of system at the close of the detection project • Question on Lakes Region Water providing us assistance – lack of availability due to amount of work they have. They are being upfront with their ability to provide assistance.
    - o Looking for other providers
    - o Cost to purchase one of the vacuums may be an option
    - o We are OK on man power to address leaks; we don't have large equipment often needed • WVE is doing more than normal for the water lines right now.
- BIG PICTURE: hiring Ray back or other contractors (for roads as well) is dependent on our bank account. We need to analyze where our "new normal "will be dependent on opening.
- E-coli – 5 months that we've been clear; in month 6, of non-chlorinated samples.. All other testing has come back clear.
- Next water line replacement needs to be Pegwood Hill. When we look to pave S turns & McLaren needs to be on the master plan.
- Hodgeman condos & unit at ski area: system has improved but problem is probably not completely gone; 1 1/4in line to the units is the problem.
    - o Per Art, system is providing right amount of pressure and the issue is most likely the line into the condos
    - o Per Corey – we may be given permission to work on the lines
        - ▪ We have done work on 2 of 4 lines due to other areas effected – something for the master plan
    - o Worry is if we work on one condo unit, we could be required to work on lines at other condo units o Art felt this is a specific ability provided to the District to work on Hodgeman lines
    - o Bring up Hodgeman water at the next meeting

Comment: COVID has thrown a wrench into many of the projects we had been working on. • Sewage, septic are also Hodgeman issues that may need to be addressed in the future, but they are not items the District will deal with

ROADS

- Roads have been swept
- Late winter required plowing roads that were partly plowed
    - o One truck will need $2,500 repairs
- Oil prices being lower may mean paving could be less expensive – getting quotes, have 2 out of 3 o Will Association want to use capital improvement funds to pave more roads?
    - o CIF in management agreement is being pulled except for Recreational capital improvement
    - o CIF for roads is its own standalone discussion by the association

VILLAGE DISTRICT and RECREATION ASSOCIATION MANAGEMENT AGREEMENT

- Covered too many items; become convoluted
- Art, Karen and Mark Canfield looked at items from the Commission side and Mike and Chris Vegas from the Association.
- AGREEMENT: Provision of Recreation Services as well as Recreation CIF (other CIF would be a dialog about those projects)
    - o Problem is when an Association CIF project leads into a District project
        - ▪ District hadn't budgeted for the project
        - ▪ Discussed what problems arise from being driving to do a project as opposed to being planned in advance
        - ▪ Strong, open dialog is important
    - o Hope is new outline will encourage more dialog between Association and District
    - o Association signed the agreement without comment
    - o **MOTION**: Sign the Association Management Agreement – **PASSED**
- Payment schedule:
    - o As needed is replaced with a quarterly payment
        - ▪ Karen talked with Sarah (Association accounting)
        - ▪ Karen creating a policy for the process – who/how does request, date of transfers, etc. o Karen reviewed several of the policies being created around financial transactions. Once finalized, she will do a presentation to the WEA Board.
    - o Corey clarified that in the absence of a "schedule" for payments, there are not 2020 bills for the money and its residing with the Association. Amt right now is $23,000.
        - ▪ Karen defined that there is catch up that is needed. She will address it with WEA and the District so everything is transparent.

ANNUAL MEETING

- Jack: COVID sensitive logistics
    - o Utilize tennis courts – flat, easier seating
    - o Voting and non voting participants
    - o Inclement weather – Summit Lounge will be used and determined 48 hours before the meeting ▪ Would be difficult to accommodate everyone – can accommodate approx 85 people accounting for "couples" who don't need the full distance between them
        - ▪ Nonvoting would not be in the lounge but in the halls, other locations

- o Paper ballots – have been prepared for Commissioner's election as well as YES or NO voting in varying colors to be used as needed
  - ▪ Requires 3 voters to make request in writing
  - ▪ Rules will be explained at the meeting
- o Length of voting time was reviewed: 1 hr

TENNIS COURT

- • Corey: A number o f years ago, it was identified they needed to be resurfaced, but there was limited use of the courts
- • Artificial surface was put in place and has recently been removed by request of the players o To recover cost, see if someone would want to purchase this material
  - ▪ To use in our bathrooms, would need to be removed to clean under surface
  - ▪ Can someone in the community, eg Andrea Canfield, see if there is a way to sell the material
- o We've had the material about 6 years
  - ▪ Depreciation would have happened over 5 years
  - ▪ Thus has no actual "value" to the Association
  - ▪ Experiment that is no longer valid
- o Cost of resurface is approx. $50K
- o Can it be placed on basketball court
  - ▪ Not sure about how material would stand up to a plow as the court is an emergency egress in the winter
- o Mike: There would be a cost to take it to the dump. It has value (20 year product). How about plywood on it during the winter if used on the basketball court.
- o Believed to be an Association purchase

LOGISTICS TO RE-OPENING THE CENTER

- • Pools could re-open
  - o 10 person limit – how do we control this
  - o Any chairs used must be disinfected between uses
- • District Agreement
  - o Association decides what it wants to do/open or not
  - o Passes info to the District
  - o District replies with how many employees are needed and defines the process
    - ▪ Association comes to Commission to request opening of services
    - ▪ Fiscal responsibility for covering costs is the Association's responsibility
    - ▪ Will people come? Guess that 25% fewer will use facility due to COVID
    - ▪ There is no rainy day contingency fund. Association would go in the hole.
- • Do we restrict to picture passes or also open to anyone who is using a Guest pass
  - o Our employees are not paid sufficiently to police the use rules
  - o If we open, just open and hope people follow the suggested guidelines without policing o Association needs to make this decisiion
- • District: follow state guidelines, we're a municipality not a private club
  - o NH beaches had crowding once open and it was hot temperature
  - o Hired private police services and not asking local employees to enforce rules
- • Fiscal question: What all will be open – pool, food, bar?
  - o It's a lot of employees to provide services to 8 people allowed with social

distancing o Costs for setting up with required distancing, marking floors, plastic shields, signs, etc. o Wiping down of furnishings after every seating
o Hire cleaning company for nightly decontamination
• Balancing two services: pool and restaurant. Different requirements for each type of service o Food and beverage would be easiest to open within prescribed state guidelines
o Association needs to realize the fiscal loss that could occur due to reduction of F&B sales • Discussion about what businesses in NH and MA are doing. Also discussed about possibility of being sued if someone gets ill while using WVE facilities.
• Maybe we open the pond and put grills outside – shows Association we're making an effort to open some services
o Minimal cleaning of chairs put outside
o Work our way into opening slowly
o Following govt guidelines with outside services (pond, courts), none inside
o People cannot sit at the bar; form a line to order
• Normally open June 20th (longest day of the year)
o This year, July 1 opening would be the best to hope for
• Mike will schedule a Zoom meeting with the Association Board
o They have already crafted a liability waive form
o Need to decide on who can use facilities: pass holders and/or guests
o Govt rqmt for 14 days of quarantine for people that are from out of state
• Listen to Gov Sununu's announcement on June 14th for guidance

PROPANE

• Locked into $1.25/gal
• About $0.25 cents less than other suppliers – no other fees
• Send out a letter to all residents; mention there should be no other fees

LANDSCAPING AROUND CENTER

• Volunteers have been doing this on their own
• Scott and Andrea to coordinate a day for people to get together
• Can we have fees for littering and post signs?
o May be a "town" ordinance we can use
o Corey to contact Campton about Winterbrook Rd

Corey: Having issues with BOILERS that are not working.
• Current service provider has dropped us as customer after we fixed a problem on our own. • Not many commercial repair companies
• Just warning that issues may take longer to address

QUESTIONS posted during the meeting

Can volleyball net go up? YES
All other questions during course of the meeting.

Adjourned at approx. 5:50pm