WATERVILLE ESTATES VILLAGE DISTRICT

June 27, 2020 APPROVED MEETING MINUTES

Approved as amended on July 23, 2021.

Attendees: Judy Kinney, Matt Smith, Andy Griffiths, Corey Smith, John Herlihy, Sean Tole, Shawn Pelchat, Steve Baert.

Guests: Ned McElroy, Scott Royley, Cheryl Smith, James Murphy, Anthony Patti, Maureen Patti, Denise Bujalski, Stan Bujalski, Jack Letvinchuk, Terry Bennett, Frank Marshall, Bob Ryder,, Al Zulli,, Harry Bertino,, Libby Griffiths

Called to order: Mr. Griffiths, 8:03 AM.

Election of Commission Chair:

Mr. Tole made a motion to elect Mr. Griffiths as Chair of the Board of Commissioners, Mr. Herlihy seconded the motion and Mr. Griffiths was unanimously elected.

Meeting Goals / Structure:

Mr. Griffiths indicated he would ensure that the meetings were efficient and effective. He would try to limit the meetings to 60 minutes with a hard cap of 90 minutes. The job of the commissioners is get the village's business done. He hopes to have the Board of Commissioners (WEVD BOC) meet twice a month with an eye towards 8:00 am on the first and third Saturday's of the month. Mr. Tole suggested that the meeting could go back to monthly if possible.

WEA BOD Update:

Mr. Griffiths stated he would like to have a Waterville Estates Association Board of Directors (WEA BOD) member present at each meeting and if not that they provide an update. He indicated that one of the commissioners or Ms. Waters would provide the same courtesy at WEA BOD meetings. He said we (WEVD and WEA) are two entities but we have the same goals and it's important that we work in some collaborative fashion.

Treasurer's Report:

Mr. Griffiths indicated that the treasurer's report would no longer be a statement of account balances but rather report on the month's activities. He stated there was no change from the May treasurer's report. Ms. Waters is working on auditing some line items. The commissioners have worked on it with the village attorney from a legal perspective and Ms. Waters is reviewing it from an accounting perspective. Ms. Waters will provide more detail at the next meeting.

Approval of Meeting Minutes:

Mr. Griffiths indicated that because the annual meeting had not concluded, the commissioners would hold off approving meeting minutes until the annual meeting has been adjourned. Mr. M. Smith asked where the zoom meeting minutes were. There were discussions of the audio problems at the zoom meeting. Mr. Griffiths indicated that a recording of the meeting was posted on the website and would be transcribed for the next meeting. Mr. C. Smith noted that the water master plan bid opening meeting minutes were in the meeting handout.

Completion of Annual Meeting:

Mr. Griffiths indicated that the annual meeting would resume at 8:30 on Saturday July 11th, 2020 on the tennis courts or in the summit lounge if weather prevented an outdoor meeting. He stated we are waiting to hear back from one of the supervisors of the checklist. Mr. Griffiths stated that the meeting was still open so that it was important that everyone that wanted to come to the last one should be at this meeting.

WEVD Opening Amenities:

Mr. Griffiths discussed the details around the need for the Emergency Meeting on June 23rd. Mr. Griffiths stated that Mr. Tole asked if there was a way that we (WEVD) could open. Mr. Tole explained why he felt and emergency meeting was required citing WEA BOD communication about opening, the sudden decision to close, the fact that people may have been making plans, and respect for Ms. Kinney's and Mr. C. Smith's time. Mr. Griffiths added that if we're going to open we had to have a food order in that afternoon. Mr. Herlihy stated for the record that he had objected to having an emergency meeting without proper notice. Mr. Griffiths updated on plans for opening should the WEVD choose to do so including budget preparation and ensuring coverage with Primex (our liability insurer). Mr. Herlihy asked about a clause in the policy citing monetary limits of coverage. Mr. C. Smith indicated correspondence from Primex indicating $5 million per incident with no limit on coverage for additional incidents. Mr. Herlihy expressed concern that an email didn't make a binding contract. Discussion took place around the possibility that WEVD could provide the necessary coverage WEA needed through the recreation management agreement. Mr. Griffiths asked Mr. Tole to spearhead an investigation of that possibility and expressed hope that the WEA BOD would give it serious consideration. Mr. Griffiths discussed how we might finance an opening and stated we had line items for ski and recreation, but we couldn't put tax money in the recreation revolving fund, that would be illegal, but we can pay bills directly from that line item. We verified that with our attorney and our accountant and Ms. Waters will talk more about that at the next meeting. There was discussion about how long those funds could last, whether we could do food and beverage service and whether we could charge a fee. Mr. Marks provided an update on current action by the WEA BOD including consulting with WEA's attorney. Mr. Griffiths stated that we would skip over the remaining "opening" agenda items but would keep it on the agenda pending further

developments. Mr. C. Smith clarified that the WEA BOD's coverage under WEVD's insurance plan would be limited to less than what the Commissioners had and therefore the WEA BOD would have to deliberate before agreeing to open. Mr. Tole indicated he would liaise with Mr. Fagas of the WEA BOD to attempt to resolve.

General Manager Update:

Mr. Griffiths indicated we have been shut down for three months. We kept four employees, Corey, Judy, Shawn, and Steve, and worked on roads and water. Mr. C. Smith indicated the first three weeks employees were not allowed to come to the facility. He indicated they worked on water system problems including a pump failure, telemetry issues, pressure issues and clogged pressure regulators. Worked on water system leaks with our contractor LRW. Mr. C. Smith provided updates on pool gunite and tile repairs. Ms. Kinney paid bills and maintained correspondence. We are waiting on quotes for the back roof and a touch free front door. Mr. Tole asked if we could look into what the Covered Bridge Restaurant is using. A spray on treatment that lasts 30-90 days. Mr. Griffiths pointed out that even though the state gave us permission to open there are very restrictive guidelines and procedures we must comply with and we can't have people having to act as police citing that the six foot rule would apply to people in the pool. Essentially, it's not just liability that is making the decision to open difficult but also logistics. Mr. Marks observed we are not making money from dues by being closed, because we are losing food and beverage revenue. Mr. Griffiths observed that our costs will be up compared to pre-quarantine because of increased costs of compliance.

Mr. C. Smith discussed HVAC upgrades and that Mr. M. Smith has agreed to help. Mr. M. Smith stated he needed to know if the buildings are public or private as it affects equipment selection if new equipment is needed at all. Mr. Griffiths stated that's why we need the lease. Mr. C. Smith stated that the lease is under review. Mr. C. Smith stated
that paving quotes had been received and that he and Mr. Griffiths selected the low bidder. The bid was below budget so we are looking at adding some paving projects to spend the budgeted amount. Mr. Tole asked whether we had experience with all three. Mr. C. Smith indicated we had. Discussion took place about which roads need it. Mr. Griffiths asked if Mr. Herlihy would be willing to work on a road master plan and to work with the town. He indicated he would be happy to do so. Mr. C. Smith indicated he kept Lloyd Wiley involved in the process even though he had moved away. Discussion took place about maximizing the use of available funds and controlling costs. Mr. Bujarlski expressed concern about whether we were paying based on lump sum or unit costs as unit costs. Mr. C. Smith indicated that it was unit pricing and slips would be submitted indicating amounts used. Mr. Letvinchuk indicated that the Town of Campton was looking at a road master plan. Mr. C. Smith indicated we have 27 miles of roads with 1/3 each owned by Campton, Thornton, and the Village District. Mr. Tole suggested polling the

community because if you pave some roads, taxes can go up.

Old Business:

Mr. Tole discussed progress on selling the snap down court system estimating $6000 to $7000, but we have to palletize and pay for shipping and commission. Mr. Griffiths stated that Mr. Hering has requested that the WEA BOD be consulted about the proceeds. Mr. Marshall stated that once CIF is donated to the village district any assets acquired from CIF remain village district assets. Mr. M. Smith stated that assets can only come into the village district and asked which one the original CIF contribution came in under. Mr. Griffiths said he would find out. Mr. Tole stated the current swim platform in the pond is too small, kids were trying to flip it, and is in disrepair. He proposed building one with PT so big it could not be flipped. He estimated the cost to be around $3000. Mr. Tole indicated there was talk about this being paid for by CIF, but it was at its end of life. Ms. Bennett asked if the commissioners were going to spend $3000, didn't they need a vote. Mr. C. Smith stated they did not. Mr. Tole stated that it comes out of the operating budget. Mr. M. Smith asked which line item. Mr. C. Smith expressed concern that there was too much micro-management going on. Mr. Tole made a motion to expend the $3000 on a new swim platform, Mr. Griffiths seconded the motion, and it passed unanimously. Mr. Griffith stated we would use volunteers to build it and we would go back to the WEA BOD and request CIF money. Mr. Tole indicated he would pull together a group of volunteers. Mr. Herlihy volunteered to assist as he had experience with a Yacht Club building floats and which were the right materials to use. Mr. Griffiths provided an update on a recently discovered document that might allow the village to help resolve water issues at Hodgeman Hill and it would be determined at the next meeting. Mr. Bertino requested that the Hodgeman Hill Board be invited to the next meeting and Mr. Griffiths indicated he would do that.

New Business:

Mr. Griffiths stated that the village district was looking into a redoing the web page and Facebook page. The Facebook page already exists but has not been used. Mr. Tole asked what the issue was. Mr. Griffiths stated that the village district was buried in it and it was old. He said it's an opportunity to address other concerns and make it clear we are two separate entities (WEA and WEVD) with the same goals. Mr. C. Smith recommended forming a committee to help resolve as we had done with the Water Master Plan Committee. Mr. Herlihy asked who own's the domain for the website, what do we pay, and who maintains it. Mr. C. Smith stated that it is maintained by former homeowners. It was redesigned 5 years ago. He stated the domain is owned by the association and the annual fee is paid by the association. Mr. M. Smith asked if it was paid from the associations budget. Mr. C. Smith stated it was. Mr. M. Smith asked for clarification that it was not paid from the Recreation Revolving Fund. Ms. Kinney stated that it was out of the rec fund and out of the association budget.

Mr. Herlihy said we need to know who owns it and who controls it. Mr. Tole stated that he would like to see collaboration between the association and the district so it remains clear we are one community. Mr. Griffiths indicated he would like the village Facebook page to allow commissioners only to post and not allow responses. We could post meeting announcements and meeting minutes.

Update on Water Master Plan:

Mr. Herlihy provided an update on the bid review stating that the Water Master Plan Committee had selected the top 3 contenders, Dubois and King, Horizon Engineering, and Tata and Howard, and forwarded that to Mr. C. Smith last week. He indicated the range of prices was from $25,000 to $50,000 and Mr. Herlihy recommended interviewing the three firms to determine who to select. Mr. Griffiths clarified that the Water Master Plan Committee would make recommendations to the commissioners who would make the final selection. Mr. C. Smith asked whether the interviews would need to be public meetings. Mr. Herlihy indicated he did not believe it needed to be but would keep meeting minutes.

Volunteer / Advisory Committees:

Mr. Griffiths discussed forming some committees covering athletic courts, aesthetics, rose garden, newsletter, and web site. He would like a cross section of residents and taxpayers. Mr. Griffiths stated that Ms. Griffiths would be working on the rose garden and Ms. Canfield and Ms. Waters were already working on the newsletter. He will craft a letter announcing the committees we are forming and that committees should elect a chair. He indicated a commissioner or Ms. Waters should be an ex-officio member of each committee. Mr. Tole indicated he would volunteer to keep a list of what committees there are and who's on them. Ms. Bennett reminded everyone that these committees' activities would be subject to New Hampshire's Right to Know law RSA 91-A and that New Hampshire Municipal Association was a great source for how meetings have to be posted and minutes need to be kept.

Questions from Guests:

Mr. Griffiths opened the floor to the guests. Mr. M. Smith requested a hearing on the documents he had sent to Mr. Griffiths. Mr. Griffiths indicated he was waiting to hear from the village attorney. Mr. C. Smith asked about the budget committee. Mr. Griffiths indicated that he had gone back to the village attorney and that the communication he sent out may not be 100% accurate but he was working with Ms. Patti to get clarification on the status of the budget committee. Mr. Bertino asked if the Facebook Page was a function of the association or the village district. Mr. Griffiths stated that it was 100% the association. Heated discussion took place about comments posted. Mr. Herlihy indicated that Facebook is a poor method of communication and he would not use it. Ms. Bennett recommended that when the Facebook and

web page concerns were resolved that the commissioners vote formally about where information would be posted to remain compliant with Right to Know. Mr. Griffiths clarified that we currently meet the dual posting requirements by posting on the board by the mailboxes and on the web site.

Next Meeting: Mr. Griffith indicated the next meeting would be Saturday, July 18th at 8:13 AM.

Adjournment: Mr. Tole motioned to adjourn, Mr. Herlihy seconded and adjournment passed unanimously at 9:22 AM.