**WATERVILLE ESTATES VILLAGE DISTRICT**

**August 15, 2020 MEETING MINUTES**

**Approved as amended on July 23, 2021.**

**Attendees:** Judy Kinney, Matt Smith, Andy Griffiths, John Herlihy, Sean Tole, Karen Waters

**Guests:** Linda Ivers, Scott Ivers, Richard Doore, Maureen Patti, Harry Bertino, Al Zulli, James Murphy, Stan Bujalski, Ned McElroy, Rebecca McElroy, Steve Waters, Jack Letvinchuk, Libby Griffiths, Loren Bennett, Jacqueline Herlihy, others not on sign-up sheet.

**Call to Order:** Mr. Griffiths called the meeting to order at 8:01 AM.

**Welcome Comments:** Commissioners introduced themselves.

**Approval of Previous meeting minutes:** Mr. Griffiths provided a copy with typos to be corrected. Mr. Tole made a motion to approve the meeting minutes, with typos corrected, from August 1th, 2020, Mr. Griffiths seconded, passed.

**WEA BOD Update:** No WEA BOD present no report provided.

**WEVD Treasurer Report:**

**Update:** We have started the purchase process for the backhoe and need one commissioner's signature. We have a new plumbing service contractor and need one commissioner's signature on the credit application. Ms. Waters circulated check signing cards and other bank documents to the commissioners. Our budget and cash position are in good shape. The list of delinquencies for the water rate was discussed. There is $19,196.82 outstanding with the bulk is in the 30-60 day window and about $3000 past 90 days.

**Water Fee Policy:** The policy needs to be revised as additional information from the original ordinance was discovered. A revised policy will be presented at the next meeting.

**Friends of Campton Mountain Account Update:** We have received a letter from the attorney general's office asserting we are not handling the money correctly. The commissioners will need to respond and Ms. Waters is researching the matter, but the likely outcome is that the money will need to be held by the Town of Campton Town Trustees.

**Other:** Disposition of the assets acquired from the court sale were discussed with a suggestion by Mr. Tole that it be applied to 2019 warrant article 3. Ms. Waters indicated that she did not think that was possible, but she'd check. Ms. Waters presented a Treasurer Delegation of Duty (see attached and note the document was corrected to read 2 commissioners make a quorum). Mr. Tole made a motion to accept the policy with the noted correction, Mr. Griffiths seconded, passed. Ms. Waters stated that bills paid by the treasurer must be reviewed by the commissioners per statute but that we had never done it before. She is reviewing a procedure to allow us to be in compliance with statute. The challenge will be to find a way to take advantage of 2% 10th net 30 type payment plans while complying with statute. Ms. Patti thanked the treasurer for her hard work.

**Sean's Commissioners Corner:**

**WEVD/WEA Lease Update:** The lease is still being worked on.

**WEA Insurance Update:** The association is getting quotes on communicable disease coverage.

**Community Center / Emergency Shelter Center?:** This has been an informal emergency shelter, but not

officially. Mr. Herlihy is working on a disaster recovery plan that will likely clarify the matter officially.
**Advisory Committee Authority:** Working hard to document policy, but the buck stops with the commissioners. Ms. Waters observed that from a planning perspective, the budget committee needs to get started doing their work. She has reviewed the NHMA publication Municipal Budgeting Law and it provides a timetable. Mr. Tole pointed out that the Recreation Management Agreement process affects the budget.

**GM Update:**

**Court Repair Update:** We have received a quote for $142,000 to repair the tennis courts. Mr. Ketchum is working on obtaining alternate quotes. Mr. Griffiths stated that spending that amount of money was not going to happen. We are working on obtaining quotes for lower cost solutions. The basketball court is another matter as it has to be plowed to maintain fire and ADA access which affects surfacing options.

**Final Accounting on Pond Float:** These numbers are not available at this time and will be presented at the next meeting.

**Pool Leak:** We are getting the pipes scoped. The pools are shut down to reduce costs until we can open. **Old**

**Business:**

**Paving:** The quotes are under budget and we have added additional projects since a certain amount of money was allocated. Additional projects worth $7000 and some small repairs worth $7200.

**Other:** We have found a brand new 2019 plow truck. The backhoe is a John Deere, on budget. We are getting another quote for the next phase of recreation center re-roofing. There is a lot of development right now that is exposing some issues that will impact what our final water line policy looks like.

**New Business:**

**Deputy Clerk-Maureen Patti:** Mr. M. Smith appointed Ms. Patti as Deputy Clerk. Mr. Tole made a motion to approve the appointment, Mr. Griffiths seconded, passed.

**Clerk Posting / Minutes Access:** Mr. Griffiths stated that Mr. M. Smith wanted access to post minutes. Mr. M. Smith clarified that the issue was he had no ability to do so and in three separate instances officials said he would post. Discussion took place around the pros and cons of providing access. Mr. Herlihy made a motion to provide access to the Clerk and Deputy Clerk. Mr. Tole seconded, passed. Mr. C. Smith clarified access to the board by the mailboxes should also be provided.

**Swearing In Deputy Treasurer and Deputy Clerk:** Mr. Tole swore in Ms. Patti and Ms. Ivers (Deputy Treasurer approved last meeting).

**Records Committee:** Mr. Griffiths stated that the records committee was required by, and members dictated by state statute. Members include Commissioners, Clerk, and Treasurer. The commissioners can designate representatives and designated Ms. Patti, Mr. Patti, and Mr. Bertino. Ms. Waters observed there is no consistency in documentation

**RTK Request Update:** Mr. Griffiths reported that he was informed that a lawsuit has been filed, but the village attorney was on vacation.

**John's Commissioners Corner:**

**Water System Committee Update:** The committee has reached out to DuBois and King and is meeting with them next week. Mr. Herlihy is working with Mr. C. Smith on issues. He is concerned about continued development in the absence of policies and master plans and is considering recommending a moratorium on development. Mr.

Griffiths asked how long the moratorium would be. Mr. Herlihy indicated he would advise.
Mr. Tole recommended researching a connection fee. Mr. Griffiths indicated that WEVD is currently responsible for identifying water lines for construction and in a current case it is going to cost $1,000 to $2,000. Mr. Herlihy also stated there should be a fee to turn valves on and off. He indicated that there are 30 lots that, if developed would have long water lines and that we need a process. Mr. Bertino observed that this type of thing is what a planning board does. Ms. Waters observed that a Planning Board does not have permit authority and so there is more to be considered.

**WEA Building Permit Collaboration:** Mr. Griffiths pointed out WEA permits currently issued w/out determining road & water impacts. Mr. Bertino observed that the WEA building committee only has authority on covenants regarding construction & WEA property. Mr. Herlihy said there should be a water and roads sign-off.

**Planning Board Advisory Committee:** Mr. Tole states that only Long-Term Planning is the purview of a village planning board. Ms. Patti recommended all parties get NHMA Planning Committee training. Mr. Bertino stated the appointing the planning board is overdue. Planning board appointments were discussed. At the last meeting Mr. Griffiths committed to solicit applications for the planning board.

**Building Structural Committee:** Mr. Tole observed that they should review the Reserve Advisors report. Mr. Bertino suggested reviewing what other towns have done regarding Planning Boards. Mr. Griffiths stated this committee should be under the purview of the planning board.

**Volunteer Action Committee:** Ms. Canfield has been out of town. She has heard from all planned WEVD committees except those waiting to be finalized. WEA has not provided information on their committees. Mailbox Committee has been established. Ms. Patti has attempted to coordinate a meeting with Ms. McDermott and Mr. Tole,

**WEVD Communications/Presence:** Work ongoing. The village needs its own logo to differentiate

**Miscellaneous:** Mr. Herlihy has started dialogs with Thornton and Campton regarding roads. The dip in Goose Hollow near Winosha Trail has been fixed. Mr. Tole observed there is a traffic counter on Hodgeman. Mr. Griffiths stated that the concern raised about whether voters were legitimate was the purview of the Supervisors of the Checklists. Mr. McElroy stated that WEVD is usurping the will of WEA members. Mr. Griffiths asked how. Mr. M. Smith discussed that the "Where the Money Goes" document says dues pays for recreational activities and that the Ski Offset and Rec Fund Contingency budget line items were implemented because WEA members would not increase dues. Therefore, the village passed a de facto dues increase. Mr. McElroy alleged illegal voting in the district. Mr. Tole discussed HB1264 (see attached).

**Open Floor/Questions:** Mr. Bertino re-iterated that the planning board members needed to be appointed ASAP. Mr. Griffiths said he would do it tomorrow. Mr. Tole stated he wanted clarification on that board's authority. Mr. Bertino stated that the warrant creating the planning board did not require that. A resident of Weetamoo Drive raised concerns about storm run-off being directed across his driveway. Mr. Herlihy and Mr. C. Smith committed to visiting the site. Ms. Griffiths asked how long does a build have before it must be complete. It is one year and is enforced by WEA. Discussion took place about the WEA violations committee. Ms. Griffiths volunteered to serve.

**Next Meeting:** Mr. Griffith indicated the next meeting would be Saturday, August 29th at 8:00 AM.

**Executive Session:** Mr. Griffiths stated that we would enter executive session at 9:29 AM.

**Adjournment:** Mr. Herlihy motioned to adjourn, Mr. Tole seconded and adjournment passed unanimously at 9:45AM.