WATERVILLE ESTATES VILLAGE DISTRICT

NOVEMBER 21, 2020 MEETING MINUTES

Approved as presented on December 30, 2023.

Attendees: Matt Smith, Maureen Patti, John Herlihy, Corey Smith, Gerry Panuczak

Guests: Richard Mayo, Harry Bertino, Jim Murphy, Jaime Oldmixon, Ned McElroy, Rebecca McElroy, Anthony Patti, Ryan Timms, Scott Hettinger, Andrea Canfield, Ellen Witt

Call to Order: Mr. Herlihy called the meeting to order at 8:04 AM.

Approval of Previous meeting minutes: Mr. Herlihy asked if the minutes were available for review and Mr. M. Smith indicated they were not. Mr. Herlihy indicated we could wait until next meeting.

Committees:

Planning Board: Mr. Panuczak provided an update on what the Planning Board is working on. He noted that there are two vacancies on the board. Mr. Panuczak made a motion to nominate Sean Slattery to the Planning Board. Mr. Herlihy seconded and the motion passed unanimously. Ms. Patti indicated Dave Spinney was interested but could not attend today's meeting. Ms. Canfield indicted that Mr. Canfield is interested. The Commissioners resolved to canvas the community and appoint additional members at the next meeting.

Appointment of Deputy Clerk: Ms. Witt stepped forward to replace Ms. Patti in this role. Mr. Herlihy made a motion to appoint, Mr. Panuczak seconded and the motion passed unanimously. Ms. Patti indicated she would swear Ms. Witt in at the next Records Committee meeting.

Court Committee: Ms. Patti was asked by Mr. Kethcum to be the Commissioners liaison for the court committee and she has agreed. Ms. Patti's Term: Mr. Patti clarified for the record, that her term would be until the next annual meeting, not the 18 months she had stated at the last meeting prior to being appointed to replace Mr. Tole. She indicated that at the next annual meeting we would be voting for one commissioner for a one year term and a second commissioner for a three year term. At the meeting after that, the normal single commissioner for a three year term process would resume.

Using Zoom for Committee Meetings: Mr. Herlihy indicated that we should establish a zoom account and asked Mr. C. Smith to accomplish this. Mr. M. Smith reminded the Commissioners that a loss of audio requires suspension of the meeting as per our NHMA training. Mr. Timms has offered technical assistance to make sure future meetings run smoothly.

Budget Committee: Ms. Patti presented a flow chart of meetings and meeting dates, created by Ms. Kinney, required to be in compliance with New Hampshire statute. See attached. Mr. Herlihy made a motion to select 2/20/21 for the budget hearing, and 3/20/21 for the annual meeting, Mr. Panuczak seconded and the motion passed unanimously.

Records Committee: Ms. Patti made a motion to post proposed procedures, approved by the Records Committee, online by 12/7/20 so the public could preview, Mr. Panuczak seconded and the motion passed unanimously.

New Business:

Facilities Inspection: Mr. Herlihy advised we would be performing a facility survey. The Commissioners reviewed a pest control quote. Discussion took place around whether additional bids would be required and what term adjustments we might want to add. Mr. Panuczak asked whether we have a current contract in place and it was indicated we did not. Ms. Patti made a motion to seek two more bids and to cover the Ski Lodge and Recreation Center. Mr Panuczak asked to amend the motion to include the costs for annual maintenance. Ms. Patti accepted the amendment, Mr. Herlihy seconded and the motion passed unanimously. The Commissioners requested that Mr. C. Smith has bids in hand for the next meeting. Mr. Panuczak provided background as to what drove the decision to do a facility walkthrough. The lack of fresh air at the Ski Lodge was discussed. Other HVAC system deficiencies were noted. He noted that the Summit Lounge fresh air system was down. Mr. M. Smith had suggested the kitchen hoods in both facilities did not have make up air, but Mr. C. Smith asserted there was make up air built in to the kitchen hood exhaust fan, but the make up air was not heated or cooled. Mr. C. Smith indicated that the Summit Lounge make up air may not be working right. Mr. M. Smith provided preliminary feedback on his analysis of the boiler system indicating the building heating load is only 100,000 to 250,000 btuh, such that while the building is closed and fresh air systems are down, the two functioning boilers we have are big enough to carry the load. He did observe that the current system may have some inherent operational inefficiencies that an engineer could help solve. Mr. Panuczak opined that it was not safe to open the Ski Lodge with no fresh air and suggested repairing the Summit Lounge ventilations system. He also stated he was surprised how dirty, unkept, and unsafe the facilities were. The kitchens were not properly closed and sanitized and mechanical rooms had safety violations. He reached out to our insurer who recommended a walkthrough and a condition report. He asked if we had a safety committee and if they meet quarterly and perform an annual walkthrough, as required. He asked if there were documents substantiating this activity and Mr. C. Smith said yes. He indicated that Shawn Pelchat chairs the committee, they meet more than quarterly, and the records are all available. Discussion took place around whether working with our insurer on this inspection would trigger higher costs. The Commissioners felt it would not and that we needed their expertise. Mr. Bertino discussed a proposal by a previous Commissioner for an adaptive use program and that ADA compliance would be a safety issue. Discussion took place around getting more bids for an engineering review of the facilities. Mr. Herlihy made a motion that Mr. C. Smith craft a scope of work covering ventilation, safety, and the boiler plant to get three bids, Ms. Patti seconded the motion. There was additional discussion around logistics of accomplishing this as well as a bid that had been received from Yeaton Associates. The motion was amended to allow Mr. M. Smith to assist Mr. C. Smith and passed unanimously. Mr. Panuczak suggested we need to halt opening plans. More discussion took place around how to open the Ski Lodge. Mr. Herlihy made a motion to arrange for 4 porta potties to be used at the Ski Lodge, Ms. Patti seconded the motion and it passed unanimously. Moderator Training: Mr. Patti made a motion that the Commissioners

participate in NHMA Moderator training with Mr. M. Smith, Mr. Herlihy seconded and the motion passed unanimously. Mr. Herlihy asked Mr. M. Smith to coordinate the training. Meeting moves to inspection phase: At 10:01 Mr. Herlihy indicated the walkthrough would begin. The meeting attendees and a portion of the guests toured the Recreation Center and Ski Lodge. Mr. M. Smith took pictures and the Commissioners took notes.