Waterville Estates Village District

January 5, 2021 Approved Meeting Minutes

Approved as amended on June 28, 2021

Attendees: John Herlihy (remote), Maureen Patti, Gerry Panuczak (remote) , Corey Smith (remote),Judy Kinney.

Guests: H. Bertino, J. Murphy, in person, other parties via Zoom , some unidentifiable via Zoom.

Call to Order: Mr. Herlihy called the meeting to order at 6:05 PM

Roll Call: Mr. Herlihy, present, Ms. Patti, present, Mr. Panuczak, present.

Approve Previous Meeting Minutes: Mr. Herlihy asked for the status on the minutes from the Dec. meeting. The minutes, at the time of this meetings, were not yet available.

Covid Zoom Declaration: Ms. Patti requested that Mr. Herlihy read the declaration and Mr. Herlihy agreed that he would read it later in the meeting.

Review of Engineering Report Mechanical Environment/
Preparing facilities for Members and Guests:

Mr. Herlihy asked for a report from General Manager, Mr. C. Smith regarding the current status of any actions on the Phase 1 Engineering Review with regard to fresh air/air filtration from Dubois and King and recommendations on mechanical environment of Ski Lodge and Rec. Center.Mr. Smith summarized that the recommendations on installing fans and Energy Recovery Ventilators (ERV) need to be reviewed and that the commissioners need to make decisions as to how to move forward. Time and expense lines need to be developed with the commissioners, engineers and General Manager. Ms. Patti asked Mr. Smith to communicate with engineers regarding the cost of 3 fans where Mr. Smith said that it would be approximately $5-6,000 and that at present we have no cost estimates on ERVs but that those would be in $5,000 range. Ms. Patti asked about the Locker Room ventilators.Mr. Smith stated that there are some in that area and he has asked engineers about that also.
Mr. Panuczak asked that as long as legal council has given approval to move forward the opening of the lodge, what are next steps? Ms. Patti replied that it is resting on how much risk we are comfortablewith at this time and that she has been working on this subject for some time and has prepared a proposed Motion to authorize the opening for the lodge for dining and bar service.

Ms. Patti spoke of the unfortunate occurrence of a positive case of Covid in our community. She stated that she would be comfortable with moving forward with opening within the guidelines andconditions set forth in the proposed Motion. She emphasized that a sign at the lodge will make clear that the air filtration system does not meet state and CDC standards and that an engineering firm has been retained, has made recommendations, and that remediations are being implemented. Also, a WAIVER form must be finalized and signed by anyone entering the lodge. ASHRA (??) Guidelines must be adhered to.

Ms. Patti also discussed that clarity is needed as to what is mandatory by the State and what is suggested best practice. She suggested that the decision to open be directed by a Warrant Article thatthe community can vote on. Ms. Patti asked that she have the opportunity, at this point, to read the proposed Motion.

Before moving on, Mr. Herlihy asked about costs; Fans approx. $5,000, ERVs approx. $5,000 and pointed out that the Rec. Center has ERV but not the Lodge. Asked if these units are portable? Mr. Smith replied No, they are about he size of a small freezer wall mounted. A discussion about engineering recommendations and moving into Phase 2 of the engineering plan followed. Mr. Herlihy pointed out that a full replacement of heating and ventilation system at lodge had been a part of the engineering recommendations.

M. Patti displayed on screen the proposed Motion to Allow Ski Lodge to Open (see attached) and stated that the estimate for delivery of new fans would be approximately 4 weeks.
The Motion was read and amendments to it proposed. M. Patti, proposed striking "without" and having it read " while". Mr. Smith proposed an amendment Motion that would expand on the explanation and recommendations by the engineers on signage.

Mr. Herlihy lead a discussion about best practices for opening, such as signage as other restaurants do. Mr. Panuczak asked about any plans for plexiglass protection at certain stations. Mr. Smith replied that he is waiting for recommendations from engineers. Ms. Patti said that she was in favor of anything that makes the environment safer and expressed a willingness to invest a reasonable amount of funds to make improvements.

A discussion followed regarding mandatory vs. suggested state and CDC guidelines and the need for clarity.

Mr. Herlihy made the motion to accept the **Motion to Allow Ski Lodge to Open** with amendments. Mr. Panuczak seconded the motion and the motion was unanimously passed by roll call vote.

Mr. Herlihy read the Covid Zoom Compliance Order.

Ms. Patti asked that anyone who is on the zoom meeting by phone should please email Judy Kenney and register that they had attended the meeting.

It was suggested, by Adam Lomba, that temperatures be taken upon entering the lodge.
Ms. Patti said that procedures will be finalized with Mr. Smith and staff according to NH "Safe at Home" Guidelines.

Mr. Lomba posed a question about the pricing for fans and UV lights at $5,000 and if it included all installation costs. Mr. Smith replied that it was only for the fans and that the General Manager shouldbe granted lateral decision making ability. Costs will be all encompassing and that additional funding should be authorized.

Mr. Herlihy said that the intent is to move ahead, however, should it beby ordering the fans which will take 4 weeks or should we order ERV because they can be delivered in 2 weeks. A meeting is scheduled with the engineers on Saturday, Jan. 9, and together decisions will be made.

Ms. Kenney took questions from two attendees. One suggesting separate entrance and exits at the lodge. One regarding the timing on opening the Rec. Center. Mr. Herlihy acknowledged the questions and said that for now the concentration is on the lodge, based on community interest and that the Rec. Center would be discussed at future meeting.

Ms. Patti reiterated that all decisions will abide by NH "Safe at Home" Guidelines and trusted that thestaff will also follow said guidelines as it applies to seating limitations, tape markings on the floor, etc.

Mr. Herlihy made a motion to allocte $5,000 for lights, fans or other solutions recommended by the engineers. Mr. Smith asked if we are in Phase 2 with the engineers. Mr. Panuczak said that he felt the $5,000 may be too tight a budget and that perhaps it should be more flexible in the range of $6-7,000 to cover additional costs such as installation and electrical. Ms. Patti reminded that there was a scheduled meeting with engineers on Jan. 9 when some answers would follow. Mr. Smith said he hascalls out to contractors for cost estimates.

Mr. Herlihy made a motion to allocate $5,000 for fans. Ms. Patti seconded. The motion passed by unanimous roll call vote.

Mr. Herlihy asked for thoughts on Rec. Center. Mr. Smith stated that with key personnel were staying at home and that there is a staff shortage. Also, that in general, finding staff has been unusually difficult. There is no cleaning staff at this time. He was reluctant to overburden Steve and that a facility supervisor, to work on opening fitness center and pools, was required and staffing would be challenging. He would have to put together a staffing plan with engineering recommendations in mind.Ms. Patti said that the gym and indoor pools are the priority and could we get the current non operatingventilation system up and running?
Mr. Smith said we need to expedite Phase 2. Mr. Herlihy asked what would it take to put he ventilators into service? Mr. Smith answered that he has not had good luck wit HVAC companies in north country and would look to engineers for recommendations on companies that work on large facilities. Mr. Herlihy suggested making calls to contacts at Plymouth University, where Mr. Smith knows the facilities point person, and places such as Waterville Valley, who must use these types of companies.

Mr. Smith, again reiterated that talent procurement has become tougher. That he cannot find staff. He stated that we never received any funds from government for Covid relief as we do notqualify. Mr. Smith went on to ask, on behalf of the WEA Board, if any of the $90K allocated in the 2020 budget from the District will be coming (into the Revolving Rec Fund). Mr. Smith reported the WEA Board paid, so far, 100% of the tab for recreation expenses. Ms. Patti noted she learned at a Budget Advisory Committee that the balance of the $382,000 contractually required payment (from dues, into the Revolving Rec Fund) -- something like $162,000 – has not been paid and there is no intention to make the payment. This conversation, in Ms. Patti's opinion, is not ready to happen at this time. She pointed out that tax revenues are used to support recreation through upkeep of municipal assets and not directly through payment into the Rec Fund account. Those contributions are not unsubstantial. The pandemic has wreaked havoc on the entities involved, District & WEA, and the conversation needs to occur but this meeting is not the time. Mr. Panuczak pointed out that Budget Advisory Committee chair, Mark Canfield, has reached out to the Board President and discussions are occurring in this regard.

Ms. Patti stated that we are in an unprecedented place and the commissioners are not prepared to discuss this right now. It is not an easy conversation and should be on the agenda for another meeting. Mr. Panuczak said that the advisory committee will get back to the Board with information.

Campton Mountain Covid Outbreak

Mr. Herlihy referenced the current outbreak of Covid at Campton Mountain and how important contact tracing is and that there needs to be a sign up sheet, at the fire pit area at the mountain. Mr. Smith stated that he has done some tracking and has reached out to some that he knew were at the fire pit areaduring the specified time period. There was a discussion about volunteers running the warming area and that Mr. Smith would have to depend on volunteers executing a sign in rule. Mr. Hering suggestedthat perhaps the person that starts the fire should be the one to make sure folks sign in. Ms. Patti said that as far as "take out" at the lodge, she would defer to staff to follow guidelines. Mr. Hering stated there was no requirement for sign in for "take out" but that the fire pit area, where folks sit , needs a sign in sheet and policy. He also emphasized that masks should be worn even if you are outdoors.

Mr. Herlihy asked if Mr. Hering had seen the WAIVER form that the attorney had approved? Mr. Hering replied yes and referenced the WAIVER that the Board had developed which had Covid direct language. Ms. Patti said that the WAIVER needs to be tweaked, that we are required to follow State and CDC guidelines, which is why the attorney recommends that WEA be added to the WAIVER. Mr. Smith said he could not provide staffing for the fire pit area and we would have to rely on volunteers. Ms. Patti said that there would be fines if patrons are not Covid compliant and we need to be mindful and compliant. There will be only 66 seats for dining so we need to work together.

Mr. Herlihy noted the date, January 9, 2020 for the next meeting.

Ms. Patti acknowledged questions from the in person meeting site posed by Mr. Bertino and Mr. Murphy. These referred to old recurring business, the Rec. Management Agreement and Lease. Ms. Patti suggested that those questions would be addressed at the next meeting.

Mr. Hering talked to the ongoing problem of trash which is increasing. He was assured that it would be addressed at the next meeting. Ms. Patti said that she had reached out to legal council, the opinion was shared with WEA and that it looked like trash was an issue for the Board to move forward on. Mr. Hering and Ms. Patti agreed to further discuss via email.

Set the next meeting: Mr. Herlihy indicated the next meeting would be on 1/9/2020 at 9 AM.

Non-Public Session: Mr. Herlihy made a motion to move to non public meeting for the reasons stated in RSA 91-A:3, III (a), Ms. Patti seconded. Motion was passed by unanimous role call vote at 7:31 PM.Ms. Kenney was invited to participate in non public session.

Business Conducted in Non-Public Session
1. Following a motion, second, and with a unanimous roll call vote, the Commission approved an expenditure, not to exceed $20, for purchasing an Americans with Disabilities Act accommodation for an employee.
2. Following a motion, second, and with a unanimous roll call vote the Commissioners approved Management seeking to re-hire a former part-time employee into an open full-time position.
3. Following a motion, second, and unanimous roll call vote the Commissioners reinstated a previously recognized full time position of Front Desk Supervisor.
4. Following a motion, second, and with a unanimous roll call vote the Commission authorized the hiring of a consultant for an amount not to exceed $2,000.00 to secure the services of a consultant to

assist with the demands of virtual WEVD and WEVD Committee meetings -- setting up meetings, posting meetings, posting agendas, posting handouts, acting as administrator at WEVD and committee meetings when needed, ensuring that recordings are made and retained, ensuring attendee registration is included with each meeting and that information is retained and general Zoom meeting problem solving. The intent is to have someone assist in making it possible for the Commission and WEVD Committees to meet and conduct business in a manner that is compliant with NH statutes. The expectation is that need for this consultant will end once hiring for administrative staff and catch up on AGM workload is completed. (No specification of which account or line item would apply.)
AGM Ms. Kinney was present in non-public session until 7:50 p.m.

Resumption of Public Session: Mr. Herlihy motioned to re-enter public session, Ms. Patti seconded, and the motion was passed unanimously by roll call vote at 8:15 PM. Motion to seal non-public Session was made by Mr. Panuczak, as it would adversely affect the reputation of someone other than the Commissioners, it was seconded by Mr. Herlihy and passed by unanimous role call vote. Public session was re-convened at 8:20 PM.

Adjournment: Mr. Herlihy motioned to adjourn the meeting, Ms. Patti seconded, and the motion passed unanimously by roll call vote at 8:23 PM