WATERVILLE ESTATES VILLAGE DISTRICT

May 12, 2021 MEETING MINUTES

Approved as presented on February 21, 2023.

Attendees: Maureen Patti, John Herlihy, Gerry Panuczak, Corey Smith, Judy Kinney, Ryan Timms, Rob Diefenbach

Guests: Harry Bertino, Jim Murphy, other parties via Zoom

Call to Order: Ms. Patti called the meeting to order at 9:03 AM.

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

Covid Zoom Declaration: Ms. Patti read the declaration authorizing a zoom meeting per the Governor's orders.

Adoption of Agenda: Ms. Patti motioned to adopt the agenda, along with 3 additions to General Calendar Items (9L – additional committee members, 9W – COLA/Pay Increases, 9X – Meredith Village Savings Bank LOC). Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

Treasurer's Report: Mr. Diefenbach's report attached. Mr. Diefenbach mentioned the need to move money in order to pay Water bill. Ms. Patti asked if it is possible to meet with the towns of Campton and Thornton about integrating databases. Mr. Diefenbach stated he would talk with the town administration upon his return from vacation in 2 weeks.

Acceptance of Previous Meeting Minutes: Ms. Patti motioned to accept the May 1, 2021 WEVD Commissioner Meeting Minutes. Mr. Herlihy seconded. Minutes accepted with unanimous roll call vote.

General Manager's Report: Mr. C Smith's report attached. Ms. Patti noted that some supplies for locker room renovations were twice purchased at Handyman Hardware and paid out of the District account. Ms. Kinney stated the staff was tracking the purchases for future reconciliation. Discussion took place about the amounts previously approved for the project. Ms. Patti questioned whether the necessary reconciliation has been taking place. Mr. C Smith stated there is no clear delineation between what should be charged to the district versus what should be charged to WEA/CIF. Mr. Herlihy mentioned that Mr. Mike Hering previously stated the district funding was to be allocated toward labor only. Mr. Panuczak asked if a statement could be produced with a financial running total, detailing what has been spent. Mr. C Smith stated approximately $35k has been spent from WEA, but that true reconciliation can't occur until the project is complete. Discussion turned to the DPW/Service Yard. Mr. C Smith stated he heard back from a 3rd vendor, but they are booked 6-8 weeks out. Ms. Patti asked about selling the OshKosh. Mr. C Smith recommended bundling the 2 OshKosh's for sale, one being for parts, and to do so at the end of summer / beginning of fall time frame. Discussion turned back to the DPW yard and Ms. Patti motioned to approve the St. Germaine bid for $1250 site visit / photo documentation. Mr. Panuczak stated the Commissioner's desire to conduct meetings in a consistent manner with formal RCA. As such, the motion did not move.

-Committee Reports-

Outdoor Courts: Mr. Panuczak asked if reconstituting for proper beach volleyball could be within the scope of the committee, or even the funds. Ms. Patti indicated the court committee would look into beach volleyball.

Snow: Mr. Panuczak stated the committee has met on 3 occasions providing 3 options to the consultants. Next meeting scheduled for 9 A.M. May 19 at the Campton Mountain Ski Area for a walkthrough/discussion.

Planning Board: Mr. Panuczak stated the Mr. Mark Canfield met with MRI's Carol Ogilvie for a site visit. Ms. Ogilvie should be able to help the board compose a survey for the community. The next meeting is Thursday 5/20 at 4 P.M.

Water/Roads: Mr. Herlihy stated the committee met the prior week, but the engineer was unavailable. Mr. Herlihy indicated the potential for grant monies for roads will also be investigated, with a submission period around June 1. Next meeting is May 20.

Website: Mr. Herlihy reported the Website Committee met and discussed the desired structure of the web portal, use of ".org" compared to ".com / .gov", etc. IT contractor James Dorr will be invited to the next meeting, as yet unscheduled.

Homeowner's Association: WEA President Mr. Hering mentioned the proposed CIF increase. Mr. Hering stated staffing and electrical vote would be a challenge. Mr. Hering indicated legal counsel is reviewing the Recreation Management Agreement and Lease. Mr. Hering opined about the indoor hot tub.

Consent Calendar:

a. Ms. Patti moved to approve the posted Manifests. Mr. Panuczak seconded, and it carried by roll call vote unanimously.
b. Ms. Patti moved to accept the Committee Reports. Mr. Panuczak seconded, and it was carried unanimously via roll call vote.
c. Ms. Patti indicated she had reached out to current advisory committee members to determine their desire to maintain their appointments. Ms. Patti motioned that those members that indicated interest be re-appointed to their respective advisory committees. Mr. Herlihy seconded and the motion passed with unanimous roll call vote.

General Calendar:

A. Advisory Committee terms
Ms. Patti motioned the term for Advisory Committee appointment shall be 1 year, with members appointed at the second WEVD Commissioner meeting following the District's Annual Meeting. Mr. Panuczak seconded. Discussion ensued around the LTP Advisory Committee. Ms. Patti indicated she had discussed the need to stagger terms with the Planning Board (1yr, 2yr, and 3yr appointments). Motion was passed by unanimous roll call vote.

B. Chlorine for pools
Ms. Patti commended Mr. C Smith for his attention to the industry shortage of chlorine for pools, ensuring this won't impact us.

C. RCA: NHMA/RTK Training for staff, officers, committee chairs

AGM Ms. Kinney looked into RTK training. Ms. Kinney recommended the 2-hr VOD option ($350) over the traditional "classroom" style training (~$40/ea. X 20+ participants). Mr. C Smith mentioned the VOD option would allow us to tailor the training to our needs. Ms. Patti motioned to approve the VOD option. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

D. Mask Policy

Ms. Patti mentioned the recent CDC guidance updates. Discussion took place regarding mask policies at the facilities, but ultimately determined to be premature. This topic was tabled until the next meeting, May 27.

E. American Rescue Plan

Ms. Patti summarized the current issues in regards to Village District recognition by the US Treasury Dept. Ms. Patti indicated the importance of applying pressure to local, state, and federal entities to get WEVD, amongst other Village District's and groups, on the list for pay distribution. Mr. Panuczak echoed the importance of gaining access to these funds, stating that there seemed to be additional avenues where monies could be available to the district, such as:

- HVAC
- COVID Compliance Officer
- Loss of Revenue (Ski Mountain, Restaurant, Bar)
- Additional Custodial salary
- Improvements to Water Systems
- IT Improvements (Cybersecurity considerations)

Mr. Panuczak indicated the importance of identifying specific ways to calculate lost revenue and compiling a list of qualifying expenses for when the opportunities become available.

F. Locker Room Renovation update

Ms. Patti questioned whether coordinating HVAC work with the LR Renovations would be prudent given the possibility that there could be damage to the renovated areas. Mr. C Smith indicated the HVAC was of secondary concern to the boiler issue. Mr. Jaime Oldmixon stated the duct work is intact and should be sufficient to address without harm to the LR.

G. Upgrade emails to Vault update

Ms. Kinney stated WEA Treasurer Mr. Sean Tool was the lead getting the domain transferred to him/WEA. Ms. Kinney understood that Mr. Tool was preparing a letter to Network Solutions Inc (Mr. James Dorr). Mr. Panuczak asked if the email display format will be addressed with the transition. Ms. Kinney answered in the affirmative.

H. Appoint Ellen Witt to Deputy Clerk

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote.

I. Appoint Ryan Timms, WEVD Clerk, to Records Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote

J. Appoint Ben Redden to Website Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote.

K. Appoint Brian Sylvia to RMA Modification Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote.

L. Appoint Joseph Feiner, Trina Luczkow, Karen Beek to ADA Accessibility Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote

M. Re-visit motion for: Removing indoor hot tub, performing engineer recommended repairs, resurface flooring, address staircase issue

Discussion took place regarding $1205 quote from Home Energy Services, Inc. for dumpster rental and disposal of debris. Mr. Panuczak pondered, based on the RMA, if the hot tub would fall under "recreational activities" and therefore be WEA's purview. Ms. Patti stated that any construction within WEVD facilities would remain under the district purview, regardless. Ms. Patti motioned to approve the bid based on the estimate. Mr. Panuczak seconded and discussion ensued. Mr. Herlihy requested an engineering quote to determine if the designated hot tub area can support a hot tub. Mr. C Smith suggested forming a committee to handle this workload. Mr. Panuczak stated WEA has final authority over recreational activities, suggesting the GM should ask WEA BOD what the membership wants. Mr. C Smith suggested funding an engineering study with CIF. Ms. Patti requested pricing for an opinion letter.

N. Boiler Replacement, Chlorine Gas Monitor

Mr. Herlihy has been in communication with Mr. Oldmixon and Mr. Matt Smith. Mr. Oldmixon stated it was determined that connecting the Chlorine Gas Monitor to the SCADA system would be overkill and cost prohibitive. Mr. Oldmixon reiterated the flexibility the monitor will provide, as it will be able to be moved and utilized and at least 3 identified areas. Mr. Oldmixon further indicated the unit should cost less than $1k plus installation fees. Mr. M Smith spoke in detail about the boiler replacement recommendations.

O. Service Yard

Mr. Panuczak updated the community on discussions that have occurred and quotes that have been acquires to this point. Mr. Panuczak recommended having a written motion prepared for the next meeting to act on this.

P. Motion re: Bids from Committee identified contractors for racquet courts

The Courts Committee has asked for permission to work independently regarding bids from contractors. Mr. Herlihy stated it would be appropriate to do due diligence and have RFPs for this process. Mr. Panuczak stated the quotes should come from qualified court vendors, not "Joe's Paving Company".

Q. Motion re: Procedure for Access to Watercraft & Personal Flotation Devices

Mr. Herlihy suggested a safety procedure for the water craft at the Recreation Center pond that includes: locking of all vessels, and provisioning of a procedure that entitles adults to sign out such vessels by number and time with an adult authorization signed for care and proper and safe operation. Ms. Kinney indicated WEA currently has a policy, but that it is largely ignored by membership. Mr. Herlihy motioned that vessels be outfitted with locks/chains to secure, minimum purchase of 10 new Personal Flotation Devices (PFDs) and a plastic locker for proper storage of PFDs. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

R. Motion re: Removal of caustic / hazardous materials outside of Pump House

Mr. Herlihy stated there are several containers of caustic Sodium Hydroxide (NaOH) outside of the Pump House, possibly leaking, and a danger to people if touched or opened. Mr. Panuczak stated there are at least 7 such containers. Mr. C Smith indicated there are additional NaOH containers inside the pump house. Mr. Herlihy motioned that the containers outside the pump house be removed. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

S. Motion re: Labeling WEVD motor vehicles/equipment

Mr. Herlihy motioned to label WEVD motor vehicles and equipment be affixed with vinyl lettering identifying them. Mr. Panuczak seconded the motion and discussion ensued. Mr. Hering opined that magnetic labeling may be worthwhile. Ms. Patti amended the motion to include language stating "up to $150 per vehicle". Motion passed with unanimous roll call vote

T. Motion re: Clearing/Repairing boiler room drain

Ms. Patti motioned to clear the issue with the boiler room drain. Mr. Panuczak seconded and discussion took place. Mr. C Smith stated it was his impression that the drain issue has to do with the septic. Motion passed with unanimous roll call vote.

U. Motion re: Costs for replacing electric heaters with hydronic units in the Community Center

Ms. Patti motioned for Mr. C Smith, working with citizens Mr. Jaime Oldmixon and Mr. Matt Smith, prepare a plan including costs, a timeline, and projected savings for replacing Community Center electric heaters with hydronic units on or before the July 22, 2021 WEVD Commissioner Meeting. Mr. Panuczak seconded the motion. Mr. C Smith asked for clarification on his responsibilities, and the motion passed with unanimous roll call vote.

V. Motion re: Costs for restoring glycol into heating water OR replacing zone valves with spring return valves and transformers at Community Center

Ms. Patti motioned for Mr. C Smith, working with citizens Mr. Jaime Oldmixon and Mr. Matt Smith, prepare a plan including costs, a timeline, and projected savings for the following solutions to controlling heating system costs at the Community Center on or before the July 22, 2021 WEVD Commissioner Meeting:

1. Restoring glycol in the heating water, OR,
2. Replacing zone valves with spring return valves and transformers, OR,
3. Another, more cost effective way to avoid (whenever possible) frozen pipes and the resulting damage

Mr. Panuczak seconded the motion and the motion passed with unanimous roll call vote.

W. COLA/Pay Raises

Mr. Panuczak stated the COLA increase was approved at the Annual Meeting, retroactive to January 2021. Discussion took place surrounding the current policy/practice for pay increases.

X. Meredith Village Savings Bank LOC

This item was tabled until next meeting, May 27.

Date of next meeting: Ms. Patti indicated that the next meeting will be Thursday May 27, 2021 @ 9 AM.

Recess: 8:47 PM for 5 minutes before Public Comment Session.

Resume: 8:53 PM. Open Public Session.

Public Comment: Mr. Harry Bertino commented. Mr. Jim Murphy on the Hot Tub project.

Non-Public Session: Mr. Panuczak motioned to enter into non-public session. The motion was seconded by Ms. Patti and by roll call they voted to enter a non-public session at/around 9:02 PM.

Return to Public Session: Mr. Herlihy motioned to exit non-public session at 10:17 PM. The motion was seconded by Ms. Patti and it was passed by unanimous roll call vote. Ms. Patti motioned to seal non-public session minutes, due to the fact that it will adversely affect the reputation of any person other than this commission, seconded by Mr. Panuczak and passed unanimously by roll call vote.

Adjourn: Mr. Panuczak moved to adjourn the meeting at 10:20 PM. Ms. Patti seconded, and it was passed by unanimously by roll call vote.