Waterville Estates Village District

August 4, 2021

Commissioners Meeting

Attendees: Maureen Patti, Gerry Panuczak, Ryan Timms, Judy Kinney

Call to Order: Ms. Patti called the meeting to order at 6:01 PM.

Approval of Agenda: Ms. Patti moved to adopt the Agenda, striking items 10H, 10L, 10N until 8/21. Mr. Panuczak seconded and the agenda was adopted with unanimous roll call vote.

Approval of Past Meeting Minutes
Ms. Patti motioned to table approving past meeting minutes until the next WEVD Commissioner's meeting, 8/21. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

Treasurer's Report: Ms. Kinney stated Thornton has paid the 2020 appropriations, save for $323. Ms. Kinney relayed that WEVD Treasurer Mr. Diefenbach contacted the Chairman of Trustees of Campton who has now resigned her position. Mr. Panuczak will contact Campton Town Administrator, Corina Park.

General Manager's Report: Mr. Panuczak asked if WEA had been contacted in regards to the possible service disruption caused by the boiler replacement. Mr. Scruton indicated he believed this was mentioned to staff, but he will follow-up with WEA BOD. Discussion took place around carpet replacement which Mr. Scruton indicated would be discussed further in the meeting. Discussion took place regarding establishing a date for the water hearing. Ms. Patti proposed 8/16/21 at 9AM. Mr. Scruton will contact the Roads/Water committee. Discussion took place regarding establishing an IT closet, which has been suggested by Mr. Dorr for some time. Ms. Kinney stated they are nearly complete drafting a credit card policy. Ms. Patti reported that Mr. Scruton had asked Mr. Pelchat to inquire with the company removing the tree on the ski hill about tree removal on the fence surrounding the pump station. Ms. Patti also indicated the WEA BOD is aware of the carpeting issue outside the game room and Ms. Patti has requested a meeting with WEA and Mr. Scruton to further discuss the matter, along with the hot tub matter.

Snowmaking Committee: Mr. Panuczak stated the committee received the 2-phase proposal from Mr. Scott Bartold. Phase 1 would be for 2021, cut pipe, insert a "Y valve", utilize untreated municipal water on the "Lazy 8" slope. The committee formed sub groups to break out work regarding housing for pumps, 900' of pipe welded up the mountain with hydrants, and the electrical piece. Mr. Oldmixon is contacting Eversource. Mr. Panuczak further stated that phase 2 proposes snow covering the entire mountain, but will require a larger investment to pump from the upper pond. Mr. Panuczak indicated that WEA BOD have tentatively agreed to fund phase 1. Ms. Patti asked if phase 2 includes use of the current snow gun. Mr. Panuczak answered in the affirmative but mentioned that phase 2 also recommends a 2nd snow gun. Mr. Herlihy asked if we had looked into the cost beyond capitol expenses. Mr. Panuczak suggested that the electrical would be separate 3-phase and could potentially be metered separately to bill WEA. Mr. Panuczak further indicated that a public hearing would be necessary as the assets (pipe, pumps, housing) are fixed.

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Outdoor Courts Committee: Ms. Patti stated we have received 1 bid. Mr. Scruton indicated it will be sent off to insurance company. Ms. Kinney stated the loan money is already in the bank.

Consent Calendar: Ms. Patti motioned to accept and adopt the manifests, as written. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

General Calendar Items (Request for Commission Action, etc.)

A. **Discussion re: Association assets 'moved' by auditor.**
Ms. Patti stated staff is searching through documents to understand when assets were reported in WEA's financial report one year and then not in the subsequent year's financial report. Ms. Patti further stated that this movement of assets from several years ago is understood to be a bookkeeping decision and not something nefarious, but that more clarity is necessary.

B. **Game Room Carpeting**
Ms. Patti again stated that she has requested a meeting with WEA BOD to discuss this matter. Mr. Scruton stated 2 carpet companies came in and refined their bids. Correcting the issue is more difficult than just re-gluing carpet tiles, but that bids are forthcoming. Ms. Patti stated she understood we do have surplus carpet tiles. Ms. Kinney stated she believed they were stored at the ski area. Discussion took place around the prospect of moving games to an alternative location while the carpet issue is addressed. Mr. Panuczak stated the potential safety issue of loose carpeting. Mr. Panuczak asked when the Safety Committee last met. Ms. Kinney indicated "not in a while". Mr. Scruton indicated he would bring Primex in once a decision has been made to award a bid.

C. **Office Carpeting**
Mr. Scruton stated the initial request returned 3 bids. 1 bid was deemed not worth exploring while the other 2 more alike. Of those 2, Mr. Scruton stated he added and removed a few areas and asked for an updated quote. He further indicated 1 bid was within budget while he was still awaiting the other. Mr. Scruton stated the quote included moving furniture, but not phones/computers/lamps, etc. An IT continuity plan will need to be developed. Mr. Panuczak motioned to allow Interim GM to decide, following continued due diligence, as long as it is within budget, no later than 8/5/21. Ms. Patti seconded the motion. Mr. Scruton further stated there is $15k in Capital Preservation for office carpet and we will be under that number. Ms. Patti called the vote and the motion passed with unanimous roll call vote.

D. **Authorize sale of OSH KOSH and OSH KOSH parts truck**
Mr. Scruton has requested staff to test starting the Osh Kosh and Osh Kosh parts truck. Mr. Scruton is suggesting a minimum starting bid of $10k for the Osh Kosh and $1k for the parts truck, with sealed bids due 8/30/2021, to be opened at the 9/1/2021 WEVD commissioner's meeting. The trucks will also be posted on the NHMA website and an e-commerce website. Ms. Patti motioned to authorize the Interim GM to proceed with the "as-is / where-is" sale of the Osh Kosh and the Osh Kosh parts truck via the NHMA site and any other site deemed appropriate, with bids opened on the 9/1 meeting. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

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E. Indoor Hot Tub

Mr. Scruton stated an Ashland, NH architect and engineer will come to provide quote on upstairs IT closet and will inquire about the hot tub to see if it is structurally possible to replace the hot tub and address ADA compliance

F. Outdoor Hot Tub

Mr. Scruton indicated there has been no action as it would be premature to replace the hot tub without first addressing ADA compliance. Ms. Patti stated concern about screws/nails sticking out of the frame of the hot tub. Mr. Scruton stated he dropped the ball and will address the frame ASAP.

G. Tanning Booth – operation

Ms. Patti stated Ms. Kinney has worked diligently to get the tanning booth operations back and running. Ms. Kinney stated that there are regulations that require certain training for tanning booth operators, via the National Tanning Booth Institute. Ms. Kinney further stated that certification would cost $59 per person. Discussion took place around personnel that should be certified. The consensus was to fund certification for 3 seats. Ms. Patti asked about past usage of the tanning booth. Ms. Kinney stated in the past there might be 50 sessions annually.

H. Proposed Procedures for Unanticipated Revenues; Policy for Using for Intended / Stated Purpose

Tabled until 8/21

I. Motion for M. Patti to serve as WEVD Commission Liaison with WEA

Ms. Patti motioned to create a WEVD Commissioner liaison position for communicating with the Waterville Estates Association Board of Directors. Mr. Panuczak seconded and the motion passed with unanimous roll call vote. Ms. Patti further motioned to nominate herself to act as liaison with the Association Board of Directors until the Annual Meeting in 2024 or rescinded, whichever is sooner. Mr. Herlihy seconded and the motion passed with unanimous roll call vote.

J. **Proposed procedure for destruction of notes, checklists, and sign in sheet**.

Ms. Patti stated that NHMA and RTK laws do not require retention of material relied upon when minutes are created. Ms. Patti motioned to add to the Procedures of the Records Committee (June 9, 2021) a section 5 which will read:

"Upon stamping, signing, and receipt by WEVD management for permanent retention of official Commissioner, Planning Board, and advisory committee meeting minutes, the notes and materials used to create said minutes shall be destroyed by the Clerk, Deputy Clerk, designee, or other volunteer who prepared the minutes. The materials subject to destruction under this section would include Non-Public Session Checklists, Virtual Meeting Checklists, and Sign-In Sheets."

Mr. Panuczak seconded and discussion ensued. Mr. Panuczak motioned to amend the motion, adding language to include "…would include notes and recordings by WEVD Staff, WEVD

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Officers, Committee members and their designees." Ms. Patti seconded and the amended motion passed with unanimous roll call vote.

Ms. Patti motioned to adopt the amended motion and the motion passed with roll call vote.

K. Correction of typos in procedures adopted on 072821

Ms. Patti motioned to make the following corrections of typographical errors in the Procedures adopted by the governing body on July 28, 2021:

1. Procedures For Transmission and Retention by Management of WEVD Commissioner Meeting Minutes, Section 4: delete "To have" at the beginning of the sentence and insert after "committees" the word 'shall' – the sentence will now read: 'The Commissioners, Planning Board Chair and Chairs of advisory committees shall sign those meeting minutes which are approved and deliver them to WEVD Management within five (5) business days from the date of approval.'
2. Governing Body Procedures (July 28, 2021), Section 2, B, b: "Notice of Commissioner meetings shall be made…"
3. Governing Body Procedures (July 28, 2021), Section 2, D, d, vii: delete the words "by the" so sentence reads, 'If the minutes are approved without amendment, the DRAFT watermark shall be removed to create the approved minutes.'

Mr. Panuczak seconded each motion and all passed via unanimous roll call vote.

Ms Patti further motioned to name the Records Committee Procedures adopted on July 28, 2021 "Procedures for Public Body Meeting Minutes (Advisory Committees, Planning Board)."

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

L. Proposed updated WEVD Commission Agenda

Tabled until 8/21

M. Proposed updated WEVD Commission Meeting Policy

Ms. Patti motioned the following changes to the current WEVD Commission meeting procedures:

1. Change the name to WEVD <u>Commissioner</u> Meeting Procedures
2. Agenda will be posted <u>at least 24 hours in advance</u>
3. Remove reference to WEA/HOA
4. <u>Recording a meeting of the public body is allowed</u>
5. Zoom or other remote access / electronic platform will be provided for Commission meetings. A link or meeting information to gain access will be included in meeting notices.
6. No meeting administrator or other permission will be required for remote recording of public sessions of commissioner meetings through Zoom or any other platform utilized by the Commission.

   Mr. Scruton suggested the following amendments to the motion:

   1. Zoom will be provided, but failure to broadcast will not be grounds to cancel a meeting.
   2. RE: Public comments, attendess are granted the opportunity to speak "on WEVD matters." Public comment will be limited to 15 minutes.

   Mr. Panuczak seconded Mr. Scruton's amendments. Mr. Herlihy called the vote and the amended motion passed with unanimous roll call vote. Ms. Patti motioned to approve the changes as amended, which will be included in all handouts. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

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N. **Proposed updated Non-Public Session Checklist**
Tabled until 8/21

O. **Progress re: Internal Spending Procedures (GM/IGM, GP, AGM)**
Tabled until 9/1, Mr. Scruton will get a sample purchase policy

P. **HVAC Unified Solution**
Mr. Scruton talked with Energy Czar Matt Smith and requested a "big picture" plan. Discussion took place about air exchange, locker room humidity/moisture.

Ski Lodge Leak Update

Mr. Scruton reported a faucet leak at the Ski Lodge caused some water damage. The leak has been stopped and the rugs are being dried out, fans are blowing to air out. There is mold present. Mr. Herlihy indicated this was symptomatic of lack of inspections and suggested there are systems that can alert on these types of issues, better oversight could prevent these events. Mr. Panuczak asked about Opening/Closing procedures that were being drafted. Ms. Kinney indicated some staff do work at the ski lodge outside of ski season. Discussion took place regarding valve shut-off.

Upcoming Meetings:

iii. Saturday, August 21, 2021 @ 9 a.m. WEVD Commission Meeting

Public Comment Period
None

Non-Public Session: Mr. Panuczak motioned to enter non-public session at 7:53 PM, pursuant to RSA 91 A:3, II(c). Ms. Patti seconded and the motion passed unanimously by roll call vote.

Convening of Non-Public Session: Ms. Patti made a Motion to convene non public session at 7:55 PM, it was seconded by Mr. Panuczak and passed unanimously by roll call vote. Other persons present during non-public session: J. Scruton, J. Kinney

Return to Public Session: Mr. Panuczak made a Motion to exit non- public session, Ms. Patti seconded and the motion passed unanimously by roll call vote at 8:04 PM.

Public Session Reconvened at 8:05 PM.

Adjournment: Mr. Panuczak motioned to adjourn the meeting, Ms. Patti seconded, and the Motion passed unanimously by roll call vote at 8:06 PM.

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