WEVD COMMISSION MEETING
AGENDA
Wednesday, FEBRUARY 3, 2022, at 1 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Minutes
    a. January 19, 2022
    b. December 21, 2021
    c. December 11, 2021
    d. December 1, 2021
    e. November 17, 2021
    f. November 4, 2021
    g. October 21, 2021
6. Treasurer's Report
7. Interim GM's Report
8. Committee / Board Reports:
        a. Planning Board
        b. Water Master Plan & Roads
        c. Outdoor Courts
        d. ADA Accessibility
        e. Snowmaking
        f. Budget Advisory Committee
        g. Records
    9. HOA representative
    10. CONSENT CALENDAR
        a. Manifests
        b. Committee/Board reports
    11. GENERAL CALENDAR ITEMS
        a. Emergency Closure of Community Center / Ski Lodge authority
        b. Budget Advisory Committee recommendation on 2022 Budget
        c. Budget for Public Hearing
        d. WEVD General Manager Job Description

e. Change Annual Meeting Date to March 19, 2022? Change preparatory meeting Dates?

f. Modify Procedures re: Zoom

g. Monthly meetings with some WEA Board members

h. Vote on WATER METER VENDOR

i. Appointment of new member for Planning Board, Michael Palm

j. Include updated IGM Report from 11/04/21 meeting as an attachment

k. Modification to WEVD Agenda

12. Upcoming Meeting: Wednesday, February 16, 2022, at 9 a.m.

If the Annual meeting is moved to March 19, 2022 (See item 11(d) above), this will also be a public hearing on the budget and warrants

13. Public Comment Period

14. Non-Public Session

15. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.

2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.

A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
B. THE REQUEST MUST CONTAIN THE SUBJECT MATER OF THE REQUEST.
C. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.

3. THE COMMISSION MAY ASK FOR A REPRESENTATIVE FROM THE WATERVILLE ESTATES ASSOCIATION BOARD OF DIRECTORS TO SPEAK REGARDING WEA ACTIVITIES, CONCERNS, ETC.

4. RECORDING A MEETING OF THE PUBLIC BODY IS ALLOWED. VIDEO EQUIPMENT WILL BE ALLOWED AT THE MEETING SITE AND WILL BE PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.

5. ZOOM OR OTHER REMOTE ACCESS / ELECTRONIC PLATFORM ACCESS WILL BE PROVIDED FOR COMMISSION MEETINGS. A LINK OR MEETING INFORMATION TO GAIN ACCESS WILL BE INCLUDED IN MEETING NOTICES. FAILURE TO BROADCAST WILL NOT BE GROUNDS FOR CANCELLING A COMMISSION MEETING.

6. NO MEETING ADMINISTRATOR OR OTHER PERMISSION WILL BE REQUIRED FOR REMOTE RECORDINGS OF PUBLIC SESSIONS OF COMMISSIONER MEETINGS THROUGH ZOOM OR ANY OTHER PLATFORM UTILIZED BY THE COMMISSION.

7. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING ON WEVD MATTERS. TOTAL TIME FOR PUBLIC COMMENT WILL BE LIMITED TO 15 MINUTES.

8. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

Waterville Estates Village District

January 19, 2022 Commissioners Meeting Draft Minutes

Attendees: Maureen Patti, John Herlihy, Gerry Panuczak, Judy Kinney.

Attendees via Zoom: IGM John Scruton, Allison Smith, Mark O'Hara.

Call to order: Ms. Patti called the meeting to order at 9:00 AM.

Roll Call of Commissioners: Ms. Patti, Mr. Herlihy, and Mr. Panuczak present at the Summit Lounge.

Approval of the Agenda: Agenda was approved as presented by consensus.

Approval of January 12, 2022 Minutes

Ms. Patti made a motion to amend 01/12/2022 Commission Meeting Minutes as follows:

a. Correct spelling of Herlihy
b. Insert Lindblom after 'Patti' on page 1, line 35
c. Correct typo on page 2, line 50 – "made" not 'mad'
d. At page 2, line 52, change section beginning with 'Mr. Panuczak' to read as follows: "Mr. Panuczak made a friendly amendment that the amount should state "up to $2800" and duly seconded the motion. There was a discussion to amend the motion to state "up to $2900." Ms. Patti amended her motion to read: authorize the expenditure of up to $2900 dollars to hire HVAC engineer to address HVAC issues. Mr. Panuczak seconded. Discussion ensued about the need to add the lodge to the list of buildings which Mr. Scruton said he would do. Motion authorizing expenditure up to $2900 dollars passed with a unanimous roll call vote in favor."
e. Add to page 4, line 132 after 'operating hours': The issue of whether the Community Center should be used as a shelter arose during the discussion about WEVD Management (GM, IGM, AGM) having authority to close District facilities during severe weather events or emergencies.
f. At Page 4, line 134, modify sentence to read as follows: "The issue of individual lot / homeowners installing wells instead of remaining on the municipal water system came up and has been referred to the Water and Road Committee. "
g. Consent Calendar, B, the report (not manifest) was accepted at page 4, line 163
h. Page 5, line 204 typo – Mr. Scruton instead of Ms.
i. Page 5, line 206 insert "the amended" in front of 'motion.'
j. Page 5, line 206 – modify existing sentence and add another sentence as follows: "NH Department of Environmental Services Cross Connection Control Certification requirements are a four-day training and a test. Mr. Scruton believes that District employee Steve Baert can do the training and take the test as part of the continuing education requirements for his license as a Water Operator."
k. Page 6, line 222, delete colon in front of 'Panuczak.'

Mr. Panuczak duly seconded. Mr. Herlihy called the vote for the amended minutes and motion passed with a unanimous vote.

Treasurer's Report

Mr. Panuczak noted that there is a detailed report from Mr. Diefenbach in the Budget Committee meeting minutes and provided a brief summary:

- Recreation fund was $188,000 below in revenue;
- General fund was about $80,000 in the positive;
- Water fund was pretty flat.

Ms. Patti noted that "below in revenue" should be clarified as there was an expectation of a certain amount for the Rec Fund at the beginning of the year, which, due to various circumstances, was not met. Mr. Panuczak noted that Mr. Diefenbach provided a comparison of actual numbers to the budget.

Interim GM's Report (see attached):

Mr. Scruton began by saying that he has some additions he would like to handle first:

a. There will be a Covid vaccine clinic in the Community Center which is open to owners, residents, and members of the public on February 6, 2022, from 10:30 AM to 1:30 PM. A member of the WEA Board made arrangements with the qualifying agencies to provide this service to our community. WEVD employees will not be tasked with setting up or running the clinic.
b. Supervisors of the Checklist will not be holding any additional sessions after February 6th.

He then spoke about the following:

1. Water rate for the snow gun. Last year production by the WEVD Water Department was 47,696,569 gallons of water. Mr. Scruton suggested that the charging for the snow gun be as follows: the flat overhead charge of $322 divided over 4 months, January, February, March, and December, plus a monthly charge per gallon derived by taking the variable cost of $180,000 (which could be adjusted in May so December would be the correction) divided by total gallons produced and multiplied by the gallons used. The two would be added together for the monthly charge. He added that if the Commission agrees on the methodology, it could be applied to other entities, such as the Community Center or the Ski Lodge.
   Ms. Patti asked about the usage thus far and Mr. Scruton responded that since December 30th, snowmaking has used 280,000 gallons. This figure is known because a water meter was installed simultaneously with the valve required by NH DES. As a result of the installation of the valve, the District secured from DES a modification to our residential water system permit. Ms. Patti asked if the meter was installed in other places, like the Ski Lodge, the Community Center, and the service yard. Mr. Scruton said that the Ski Lodge has one and the Community Center will get one soon. Service yard is still in question as there is low usage there. He added that using this methodology would produce a similar billing amount for a metered three-bedroom home to what is billed now without a meter.
   Mr. Scruton reiterated that the methodology is to divide the variable cost of the budget by the total gallons produced to get a per gallon charge for charging those with meters.
   After a discussion on the motion language, *Ms. Patti made a motion to adopt the per gallon rate methodology suggested by the Interim General Manager which is to take the variable usage budget dollar amount divided by the total amount of gallons produced annually by the WVED Water Department to set a per gallon usage rate. After a second by Mr. Panuczak, motion carried by a unanimous vote in favor.*
2. Hot Tub inside. The chair of the Advisory Budget Committee recommended the Board make a decision on whether it was willing to consider the expensive fix at the end of the lap pool or to work to place a hot tub (similar in size to the one that was removed) on the indoor pool deck where there are no rooms below the location.

After a brief discussion *Ms. Patti made a motion to exclude returning the indoor hot tub to the previous location at the end of the lap pool. Mr. Panuczak duly seconded and motion passed with a unanimous vote*.

3. There has been a need for clarification on the revolving Recreation Fund and the new Recreation Management Agreement. Mr. Scruton said that the WEA Board has indicated that it is going to be too expensive and that they would like to meet with the Commissioners to further discuss this. As far as the budget preparation, the Budget Advisory Committee is budgeting a 100 percent into the District Operational Budget and is expecting reimbursement for things like a portion of the heat, electricity, pool chemicals, etc. Ms. Patti said that she talked with Mr. McElroy to discuss the issue of apportioning the costs that relate to recreation operations. Discussion arouse about the level of detail for such apportioning. Mr. Panuczak noted that Mr. McElroy was provided with paperwork to further determine what is recreation related and what is District related under each line item. Mr. Panuczak then read from the new Recreation Management Agreement to clarify which costs are stipulated by it:

   "i. General Maintenance and upkeep of District facilities which are used for recreation;
   ii. Supplies, equipment, and utilities (attributable to recreation) used to deliver services required by the RMA; and
   iii. Payroll for District employees engaged in the provision of recreational services."

   Mr. Panuczak said that the Budget Committee members are looking at expenses for utilities, supplies, etc., to determine what portion should be paid out of the Rec Fund when they are used to deliver recreation services. He also said that the Administrative Services Agreement is quite straightforward in identifying which things to account for. Mr. Panuczak continued that his point to the WEA was that these are costs and they have to think about their revenue lines and how they generate money to cover their costs.

   Discussion continued about apportioning the cost of utilities that directly go towards keeping the buildings in a ready state versus using them for recreational purposes. In conclusion Ms. Patti said that there was consensus among the Commissioners that the Commission and the WEVD management will watch and assist, to a degree that they can, the Budged Advisory Committee with getting to the numbers and the percentiles. Mr. Scruton suggested that the Commissioners wait for the BAC feedback and then have a joint meeting with WEA where BAC could weigh in.
4. Well #1 repair cost is just over $50,000 to fix. That used a pump on the shelf and we need to order another one that will come out of this year budget. We need to continue looking for a third well location for a number of reasons. Mr. Scruton said that he has requested $50,000 in the budget for a strategic study and the asset management study that is currently done will feed into it. Overall, he concluded that there are some large water related expenditures expected over the next few years. Mr. Scruton then answered some questions about possible well location and funding the strategic study and future water infrastructure investments.
5. Collection Policy draft. Mr. Scruton shared his screen with the draft and said that Ms. Smith has addressed the concerns expressed at the previous meeting. Ms. Smith said that the only thing that was not changed was the timing of the finance charge as that is set in the ordinance and will require an amendment to the ordinance. The other things were pushed out as much as possible. Therefore, the current draft has the following:
   - Reminder to all outstanding accounts sent a week after the bills are due with a statement;
   - 30 days after bills are due the finance charge will be assessed and another statement sent to all outstanding accounts;

- After 90 days past due letters requesting payments will go out to all outstanding accounts and those who are using water will have a notice outlining the disconnection date, which will be determined in accordance with the State statutes, WEVD Water ordinance and at the Commissioners' discretion.

Ms. Smith said that at this point she will bring to the Commissioners' attention the list of outstanding accounts that need to be acted upon. Any action to disconnect water service for non-payment of the water rate will likely be more than 120 days following the due date. As for the liens, the policy stipulates that liens be placed either after 18 months or for balances over $2,000 also following the Commission vote.

Ms. Kinney suggested to send out a copy of this policy with the 30-day notice. Ms. Smith noted that WEVD administrative staff will modify the water rate statements/invoices to include a description of the collection policy.

Ms. Patti made a motion to amend the Collection Policy as follows: the first sentence in PROCEDURE section will read: "A reminder, both written, and, if possible, electronic, will be sent to all outstanding accounts the week after the bill is due and either a statement or the invoice will be included with the reminder." Mr. Panuczak duly seconded and motion carried with everyone voting in the affirmative.

Mr. Panuczak asked whether the ordinance also needs to be amended to exclude those who own unbuildable lots that have access to the water system from being billed for water. He said that he is unsure what an unbuildable lot is and whether there are such lots in the District. Discussion ensued on the burden of proof of what is buildable or not shall fall on the property owner, as there is no classification that the District makes based on the capacity of the lot to be built on. The extent of such proof was also discussed and whether there should be something in the deed codifying the fact that the lot is indeed non-buildable. Ms. Patti and Mr. Scruton made suggestions that the Commission may want to consider reviewing possible amendments to the Water Ordinance given that there are a few things that need to be revisited, such as the finance charge timeline or placing wells on individual lots that are at higher altitudes where the public water system connection will not work. Mr. Scruton added that the changes could be summarized by the Water Committee before the Commission begins review.

Ms. Patti reiterated that WEVD Management has authority to waive finance charges with this first round of water rate billing in light of how many owners reported being unaware of the change in how the Water Department is funded until they received the initial bill. (The District moved from funding water with a portion of tax revenues and the $200 per year charge for homeowners to a system of directly billing owners.)

Mr. Panuczak made a motion to adopt, as amended, the Collection Policy. Ms. Patti duly seconded and reiterated the amendment made earlier. Motion carried with a unanimous vote in favor.

Committee / Board Reports

Budget Advisory Committee (attached)

Ms. Patti noted that the Commissioners have reviewed the BAC report.

Planning Board Mr. Panuczak said that the Planning Board is working on the Master Plan survey and the meeting is tomorrow at 4 PM. He also noted that there will be a vacancy on the Planning Board. There was consensus that the vacancy should be posted.

Water Master Plan & Roads – John Herlihy said that the Committee is getting closer to making a final meter selection. Once that is done, they will be working with the IGM on ordering the meters and installation. He added that the Water Master Plan and Roads Committee (WMP&R) has a new Chair –

Jaime Oldmixon, who will be assisted by Terry Bennet. Ms. Patti thanked Mr. Herlihy and the Water and Roads Committee members for their work.

Outdoor Courts – Ms. Patti said there is nothing to report at this time.

ADA Accessibility – Ms. Patti said that there is walk through with the retained consultant to see where they are and what needs to be done. Mr. Scruton added that the the walk through will take place on Thursday, January 27th at 9:30 AM.

Snowmaking Committee did not have a quorum and no discussions took place.

HOA representative

Mark O'Hara said that they had a Board meeting last night, however, he had nothing to report or ask of the Commissioners at this point.

Mr. Scruton left the meeting at 10:07 AM.

Consent Calendar

a) Check Manifests

Ms. Patti made a motion to approve the manifests, Mr. Panuczak seconded and the manifests were approved by unanimous roll call vote.

b) Committee/Board reports

Mr. Panuczak made a motion to accept the Budget Advisory Committee report as written, Mr. Herlihy duly seconded and the report was accepted by unanimous roll call vote.

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

a) Water Collection Policy

Ms. Patti noted that this item was taken up earlier.

b) Emergency Closure of Community Center / Ski Lodge authority

Ms. Patti noted that the language of the Emergency Closure authority of WEVD Management will be reviewed at the next Commission meeting on February 2, 2022.

c) Availability of Arcade Games at Community Center

Arcade games were moved to the lobby area next to the Game Room with the exception of the air hockey table which requires multiple people to move it. It will be moved as soon as possible.

d) Budget development and the RMA

Ms. Patti noted that this item was taken up earlier.

Upcoming Meeting: Wednesday, February 2, 2022, at 6 PM.

Public Comment Period

There was none.

Non-Public Session

There was no business to conduct in a non-public session

Mr. Panuczak noted that he had reviewed the General Manager job description and had no comments. Ms. Patti said that she had submitted a comment to Mr. Scruton regarding the safety of maintaining the facilities which he incorporated into the language. Mr. Herlihy said that he did not have any comments. Members discussed how to proceed and consensus was to discuss this at the February 2nd meeting. Ms. Kinney also noted that the WEA Board had also requested to review it. WEVD Management will send to the WEA Board the latest proposed version of the WEVD General Manager Job Description. The Commission invites the WEA Board to submit suggestions for modifications to the proposed GM job description in advance of the Commission next meeting. On the February 2nd Agenda will be finalization of the GM job description. WEA Board members can also propose modifications at the that meeting.

Mr. Panuczak also asked Ms. Kinney if the new benefits roll out was still scheduled for February 1st and she confirmed that it was. Ms. Patti reminded Ms. Kinney that the Commission also wanted the optional Elder/Childcare plan to be available to the employees, and Ms. Kinney said that she will make sure it is included.

Adjournment: *Mr. Herlihy motioned to adjourn the meeting; Mr. Panuczak duly seconded. Motion passed with all voting in favor.*

Meeting adjourned at 10:15 PM.

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Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611

Duly posted meeting of the Board of Commissioners

December 21, 2021

Location: Community Center
Time meeting was called to order 12:18 PM

Present.
In the room Commission Chair Patti, Commissioner Panuczak,
Attending remotely Commissioner Herlihy.
Also present via Zoom Ned McElroy and Interim General Manager John Scruton,

Commissioner Panuczak moved and Commissioner Herlihy seconded to enter nonpublic session at 12:20 PM for purposes outlined in RSA 91-A:3ii (l) (legal advice from counsel). Roll Call vote Chair Patti-Aye, Commissioner Panuczak-Aye, Commissioner Herlihy-Aye. Passed 3-0.

Ned McElroy left before nonpublic session started. Interim General Manager John Scruton remained.

Public session resumed 1:32 PM. Commissioner Herlihy left.

Commissioner Panuczak moved and Commission Chair Patti seconded to seal the minutes lest their disclosure could render the proposed action ineffective. Roll Call vote Commission Chair Patti-Aye, Commissioner Panuczak-Aye. Passed 2-0.

Commissioner Panuczak moved and Commission Chair Patti seconded to adjourn the meeting. Roll Call vote Commission Chair Patti-Aye, Commissioner Panuczak-Aye. Passed 2-0.

Meeting adjourned 1:34 PM.

Minutes by Interim General Manager John Scruton

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Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611

Duly posted meeting of the Board of Commissioners

December 11, 2021

Location: Community Center
Time meeting was called to order 9:25 AM

Present. In the room Commission Chair Patti, Commissioner Panuczak,
Attending remotely Commissioner Herlihy.
Also present remotely Interim General Manager John Scruton and Assistant General Manager Judy Kinney.

Commissioner Panuczak moved and Commissioner Herlihy seconded to enter nonpublic session at 9:25 AM for purposes outlined in RSA 91-A:3ii (a and l) (personnel matters & legal advice from counsel). Roll Call vote Chair Patti-Aye, Commissioner Panuczak-Aye, Commissioner Herlihy-Aye. Passed 3-0.

Public session resumed 11:16 AM. Commissioner Herlihy left the meeting.

Commissioner Panuczak moved and Commissioner Patti seconded to seal the minutes lest their disclosure adversely affect the reputation of any person other than this Commission and also that their disclosure could render the proposed action ineffective. Roll Call vote Chair Patti-Aye, Commissioner Panuczak-Aye. Passed 2-0.

Commissioner Panuczak moved and Commissioner Patti seconded to adjourn the meeting. Roll Call vote Chair Patti-Aye, Commissioner Panuczak-Aye. Passed 2-0.

Meeting adjourned 11:23 AM.

Minutes by Interim General Manager John Scruton

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Waterville Estates Village District

December 1, 2021 Commissioners Meeting Draft Minutes

Attendees: Maureen Patti, Gerry Panuczak, John Herlihy, IGM John Scruton, David Ketcham, AGM Judy Kinney, Allison Smith, and an unidentified person.

Attendees via Zoom:

Call to order: Ms. Patti called the meeting to order at 9:00 AM.

Roll Call of Commissioners: Ms. Patti, Mr. Herlihy and Mr. Panuczak present at the Summit Lounge.

Approval of the Agenda: *Ms. Patti made a motion with the following proposed changes to the Agenda:*

- *Addition of Item 10.h – to accept and expend additional $2,400 related to the damage of the Reservoir Road. Mr. Panuczak duly seconded and agenda was approved as amended by a unanimous vote in favor.*

Treasurer's Report

The Treasurer was not present at the meeting and there was no report in the packet. Mr. Panuczak noted that Mr. Diefenbach had sent some information to the Budget Advisory Committee and they will review it at their upcoming meeting.

Interim GM's Report (see attached):

Mr. Scruton spoke about the following:

1. Dubois&King gave a proposal for $5,800 for testing the concrete where the lap pool hot tub was and whether it will support the extra weight of the hot tub. In considering this, the Commission should also consider the two reports from Stevens Engineering earlier this year to see if this is important additional information we have. The Stevens report 4/18 laid out a plan to fix the floor for regular use, but the last line of the report makes clear the floor originally was not designed for a hot tub and the fix would not make it suitable for a hot tub. The work of Dubois&King analyzes the concrete more but does not include a new design to fix it; therefore, Mr. Scruton said that he will not proceed with Dubois&King. Ms. Patti noted that she had communicated to the WEA Board that the Commission would not object if they proceed with obtaining a second opinion. Ms. Patti also said that when the Records Committee reviewed the plans, the location of the hot tub was in that same spot. She also noted that the Stevens report suggested to do an epoxy type treatment there but that it would still not support the hot tub placement.
2. Christmas Eve is Friday, December 24th and Mr. Scruton said he would like to allow nonessential staff to leave at noon with pay for scheduled time after noon. The WEA recreational staff and custodial staff will be at time and a half. *Mr. Herlihy made a motion to approve allowing nonessential staff to leave at noon with pay on December 24, 2021 and the essential and custodial staff be paid at time and a half. Ms. Patti duly seconded and motion passed unanimously.*
3. Does Board approve Draft Credit Card Policy: Is there authorization to make other payments online in addition to Credit Cards? Ms. Patti said that this policy would help make the process of paying invoiced more efficient. *Ms. Patti then made a motion to approve the Credit Card Policy that has been exchanged with the Commissioners and reviewed by them in the past. Mr. Panuczak duly seconded.* Discussion ensued about how the interest would be handled if it were

to occur, and it was established that there is a line item for the purpose of covering interest. *A vote was taken and motion passed unanimously.*

4. Does Board approve draft home-page design for website? Mr. Scruton said that fonts and pictures could be changed and displayed the draft design. *Mr. Herlihy made a motion to accept the current draft home-page design for the upcoming website by the agency chosen by the District, knowing that we can change and update it any time.* Mr. Ketcham made a not that the Waterville Estates Realty's domain is .watervilleestates.net. Mr. Scruton said that it may be helpful to add some information about them to the WHO WE ARE box on the homepage to distinguish their organization from the District. *Vote was taken and motion passed with a unanimous vote in favor.*
5. Lights are not working for night skiing, and the District electrician refuses to fix them as they are far from being to code. Electrician indicated that the existing situation would be hazardous, if power was restored without completely rewiring the mountain. Mr. Scruton showed pictures of some of the issues on various parts of the mountain. He added that he is going to bring in the State Electrical Inspector (who covers Campton) to give a second opinion. In answering Ms. Patti's question about cost of renting lights, Mr. Scruton said it was about $100 a month per light ($600 per month total) and the WEA Board found it to be too expensive. Discussion ensued about the need to wait for the State Inspector's evaluation results before making a decision of further course of action. Another discussion was about the need to remove the wires that run along the trails, once it is determined that they are no longer needed, as they are a hazard. The same should be done with hazardous trash and debris that have been found on the mountain.

   Discussion turned to portable generator powered lights and how much they cost new or to rent and whether it would make sense to consider those as it is so close to the opening of the ski season and there may be not enough time to fix the electrical issues if they are determined to be fixable by the state inspector.
6. Water ordinance amendment (to be discussed later).
7. Blue Pick-up. It does not run but the biggest problem is that the frame is totally rusted. The bed looks good, but it is welded to the chassis. The truck is full of trash that would need to be disposed of. Ms. Scruton asked if the Commission would like to put it up for sale. *Mr. Herlihy made a motion sell the dilapidated blue pick-up truck. Ms. Patti duly seconded and motion carried with everyone voting in favor.*
8. Acceptance of quote on catwalks in lieu of continued expenditure for design. Mr. Scruton said that getting as second quote would be around $13,000, which is not prudent, so he had asked for an update on the existing quote and will present it to the Commission at a later meeting.
9. The ADA Committee is seeking a new quote on someone to review the facility for compliance. Deadline for quote submission would be December 13th and the Committee will discuss it and provide recommendations to the Commission on December 15th.
10. Public hearing on Locker Room is coming up.
11. Latest on game room is the work planned for late December assuming materials arrive. Mr. Scruton said that the permeability issue is still being researched.
12. Proposed Linking Policy for Web page was given to the Commissioners and Mr. Scruton encouraged them to adopt it so that it could be given to the website vendor while they work on the website. *Ms. Patti made a motion to adopt the Linking Policy that has been presented to the Commission by the IGM. Mr. Panuczak duly seconded.* Mr. Scruton said that the policy would

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only allow links to governmental and WEA recreation sites. *Motion carried with everyone voting in favor.*

13. Proposed draft for home page has been done. Ms. Patti said that this has been discussed earlier and this is where the proposed verbiage addition by Mr. Ketcham about Waterville Estate Realty will be placed in addition to the statements distinguishing between WEA, WEVD, and the Town of Waterville Valley, NH.
14. Request the Commission vote to accept and expend $ 2,400 for damage to a roadway received from PRIMEX (Item discussed later as Agenda item 10.h)
15. Water Violation. There was not a water quality but a reporting violation. We had the information, but because of data base incompatibility between our system and Lakes Region, they did not file the reports with DES in a timely fashion. We will mail out notice of this to the residents.
16. Recreation Manager. There had been discussion on hiring a Recreation Manager to assist Ms. Kinney. Given the problems with communication and the chain of command, Mr. Scruton said that he recommends that this issue is tabled for at this time, but instead continue to have all direction of paid staff come through the Interim General Manager and Assistant General Manager.
17. Snow Making. WEA has agreed to pay for the cost of purchasing and installing the necessary antisiphon valve required by the state. WEA requested that WEVD pay for the meter and its installation. There was a brief discussion on whether WEA actually agreed to pay for <u>both</u> purchasing and installing the valve and Mr. Ketcham agreed to double check if that was accurate. Mr. Scruton provided a brief recap of why the valve was needed in the first place, which was a permitting requirement by NHDES for continued use of treated water for snowmaking.
18. Policy on distribution of written materials at front desk. Mr. Scruton said that he believes that the Commission needs to adopt a policy that states only official documents of the Waterville Estates Village District and official documents related to the Waterville Estates Association shall be distributed at the Main Desk of the Community Center. This would include notice of recreation programing, annual meetings, annual reports, press releases, etc. He added that he would like the WEA Board to also weigh in on the issue and after a brief discussion, consensus was that distribution should be limited to municipal and recreation related materials and waiting for the WEA Board to weigh in.
19. Sledding. Does the Commission wish to continue the prohibition of sledding on the ski mountain? Apparently, some people were doing so despite the sign not to. Discussion ensued about how dangerous it can be and that sledding anywhere can create a liability with some anecdotal evidence presented from another municipality that was sued over a sledding incident. Mr. Scruton then asked whether there was a policy and insurance coverage for doing it elsewhere? There was a brief discussion about insurance for skiing vs sledding and consensus was that sledding should be prohibited anywhere to prevent liability issues.
20. Mountain Biking. Mr. Scruton asked if there was a policy regarding Mountain Biking on the ski slope? Members tried to recall if there was, and Ms. Patti said that she had seen a report on what would need to be done to accommodate that but was not sure if the District ever acted upon it. Mr. Herlihy suggested to table this discussion until someone on the recreation side would come up with a plan. Mr. Panuczak added that the RMA stipulates that WEA is the ultimate authority on all recreational activities, which mountain biking is, and added that the lift will not be able to support loading/unloading mountain bikers. Mr. Scruton pointed out that

this discussion was only referring to mountain biking on the Campton Mountain ski area and not the trails. He summed up that according to what he has just heard, there was no approval of mountain biking in the past. Ms. Patti responded that to the best of their knowledge there was not.

21. Policy on loaning out items. The question has arisen as to a policy on loaning out items. Chairs were borrowed over the holidays and returned by a man who says he has regularly been allowed to do so. Mr. Scruton suggested developing an item borrowing policy (e.g., owners borrow chairs with perhaps a limit), a tracking system with follow-through for return of the item. Members discussed whether district owned property should be loaned at all due to liability concerns. It was noted that there is also property that belongs to WEA and that it would be up to WEA to decide if it could be borrowed.
22. Annual Meeting. Thornton has set their annual meeting on the date we would need the Checklist review so date will probably need to be moved to Checklist 3/19 and meeting 3/26 to keep it on Saturday.
23. Meeting Schedule. I would like to suggest the Commission set a schedule that is consistent every month. Members discussed scheduling Commission meetings and agreed on alternating Wednesdays between 9 AM and 6 PM and for months that have five weeks adding a Saturday meeting. Ms. Patti will produce a schedule and circulate.
24. Snow Removal Policy. Mr. Scruton suggested to adopt of the draft Snow Removal Policy that is in the packet. Mr. Scruton suggested holding a public hearing on the Snow Removal Policy on December 15th when the Parking Policy one will be held.
25. Winter Parking. Mr. Scruton suggested setting a public hearing for December 15 for consideration of adoption of the draft proposal for a parking ordinance. Mr. Scruton suggested the Board restate the policy of no parking on District or Town Streets between November 15 and April 30.

Ms. Patti requested that the Commission goes back to discuss the issue of lighting night skiing. Commissioners discussed that WEA was not willing to pay for renting lights and the fact that the RMA stipulates that the District has to provide resources for recreational activities, which night skiing is. Discussion continued on whether the members should wait until the snow making is operational and the state inspector made his evaluation; whether members could authorize the IGM in the mealtime to rent the lights, should the repairs need to be put off until spring; needing to research renting option and costs; needing for the WEA Board to officially respond on whether they are willing or not to cover the cost of renting; etc. Commissioners asked Mr. Ketcham to relay the information to the WEA Board and Mr. Scruton noted that Commissioners always have the option of calling a special meeting for something urgent. *Ms. Patti made a motion to authorize the IGM to proceed with renting the standalone or construction lights (in the amount of six lights) to enable night skiing to begin when nature and snow making make it desirable, and this is predicated on the idea that there is no simple fix to the existing lights.* She also added that a special meeting could be called within 24 hours if needed. Mr. Panuczak said that they do not have sufficient information to make a decision at this point and there is no motion needed to simply authorize staff to start looking into prices and options. Ms. Patti agreed. There was no further discussion or second/vote on the motion.

Committee / Board Reports

Planning Board and Budget Advisory Committee

Both reports were available in the packet.

ADA Accessibility

It was address in the IGM report earlier.

Water Master Plan & Roads – John Herlihy said that the Committee has been busy discussing building a mission statement for the Committee and communicating it to the Community and also working on the bids for the water meters.

Snowmaking Committee – it was addressed in the earlier discussion about the check valve.

Outdoor Courts – there was nothing to report.

HOA representative

Mr. Ketcham said that the HOA adopted the official schedule and has also authorized season passes for employees. Mr. Ketcham said that there were some questions he was asked to bring up and those are about the meters that are being installed at the ski lodge and the community center and who will be responsible for paying the water fees based on usage and when this billing will commence?

Ms. Patti explained that these will be paid by the District, whereas the snow gun usage will be billed to WEA, once the rate is determined, as it is a recreational use. It was determined that the billing for the community center and the Campton Mountain will not commence in December to allow for the meters to be set and the rate to be determined; therefore, the bills be split in two but the payment will be due in June. The second question Mr. Ketcham asked to provide more insight into the Budget Committee's idea to shift some of the District's expensed to recreation. Mr. Panuczak explained that while preparing the 2021 budget the Committee was very conservative will allocation of costs to the recreation budget and the District picked up some of the expenses like 2/3rd of the insurance, all custodial except at the Mountain, all pool chemicals, electricity, fuel costs, etc. RMA and lease agreement set a 10$ lease for the use of the property, it is necessary to identify those costs and shift them back overtime to WEA as the user of those costs. Mr. Panuczak added that this is only being discussed by the BAC and it would be happening overtime when it does. The idea is to have equitable distribution of the costs.

Consent Calendar

a) Check Manifests

Ms. Patti made a motion to approve the manifest, Mr. Panuczak seconded and the manifest was approved by a unanimous vote.

b) Committee/Board reports

Ms. Patti made motion to accept the Budget Advisory Committee and Planning Board reports as written, Mr. Panuczak seconded and the reports were approved by a unanimous vote in favor.

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

a. Campton Mountain Slope lighting

Discussed earlier in the IGM report section.

b. Snowmaking - permit required, step to secure permit, costs

Discussed earlier in the IGM report section.

c. Modification to the existing RMA

The Commission is working on drafting modifications to the existing Recreational Management Agreement that would be acceptable to both the District and the WEA Board.

d. FOMC to Trustee of Trust Funds on December 15.

The agreement has been reached to transfer Friends of Campton Mountain money to Campton Trustee of Trust Funds on December 15th to allow for any additional expenditures to prepare the Mountain for skiing.

e. Ask the Water and Roads Committee to review allowing owners who install wells to be exempted from water rates altogether.

Ms. Patti said that she would like to ask the Water and Roads Committee to review the possibility. After a brief discussion about associated hardships and costs of drilling wells in the area, consensus was that it was still a reasonable request and that asking the Water and Roads Committee to consider it would make sense.

f. Accept Association EVENT CALENDAR as formal proposal.

Ms. Patti made a motion that the Commission accept the EVENT CALENDAR that was prepared by Mr. Ketcham and ratified by WEA Board as satisfying the RMA requirement for a formal proposal for recreational programming. Seconded by Mr. Panuczak, motion carried.

g. Change Annual Meeting date – will be done on December 15th.

h. Accept and expend $ 2,400 for damage to a roadway received from PRIMEX.

Ms. Patti made a motion to accept and expend in accordance with RSA 31:95-b $2,400 the District received from PRIMAX to cover the cost, short of our deductible, for damage to Reservoir Road. Mr. Herlihy duly seconded and motion passed with everyone voting in favor.

Public Hearing: Amending of Water Ordinance dated August 16. 2021

Ms. Patti called the public hearing to order at 7:35 PM. She then made a motion that the Commission approve the addition of subsection (d) to Section 22 (Water Rates and Responsibility of Property Owners) to the Water Ordinance approved on August 16, 2021, consisting of the following language: "Municipalities with vacant lots within 100 feet of a water line which do not use water will be exempted from paying a water bill for the months for which they own the property. Municipalities owning lots with buildings or vacant lots which use water will be responsible for the water bill generated for that property." Mr. Panuczak duly seconded. No members of the public addressed the Commission. After a brief description of why the issue came up and a short discussion about the procedure, *a vote was taken and motion passed unanimously.*

Ms. Patti closed the public hearing at 7:41 PM

Public Hearing: Acceptance of Locker Room Renovation(s) in Excess of $10k

Ms. Patti opened the public hearing at 7:74 PM. Ms. Patti said that in February of 2021 the Commission initially approved $34,000 in value added to the District's Community Center for the Community Center locker room renovation; however, subsequently the expenses for the locker room were exceeded, hence the new public hearing was necessary. Ms. Patti also noted that her motion was based on the paperwork submitted by staff and that WEA Board can provide a second opinion upon reviewing it, which could be addressed at a later meeting.

Ms. Patti made a motion that the WEVD accept the value of $40,537.48 for the Community Center locker room renovation. The amount of $40,537.48, is in addition to the $34,000 in value added to the District's Community Center approved at the Public Hearing conducted on February 19, 2021. From this $40,537.48, WEA is to reimburse the District $12,857.99. The total amount of increased value to the Community Center for the renovations is $74,537.48.

The Cost of renovation:

1) *The District expended $24,000 from the 2019 non-lapsing Warrant Article (Recreational Elements) which was earmarked for the locker room renovation,*
2) *The District expended an additional $12,857.99 toward vendors and supplies for which WEA is to r-imburse the District,*
3) *WEA spent an additional $61,679.69.*

The total cost for the renovation to both locker rooms is $98,537.48. Gerry Panuczak duly seconded. Mr. Herlihy said that he thinks that this is an example of why such things should not be done in house, as this is a terrible example of mission creep. After a brief discussion of why the numbers were so much higher than planned originally, which was partially due to including the District staff labor costs,

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and whether it is better to contract such things out to save money. There were no further comments and a vote was taken. *Motion passed unanimously.*

Upcoming Meeting: Wednesday, December 15, 2021 @ 6 PM.

Public Comment Period

There were no comments from the public.

Non-Public Session

Mr. Panuczak motioned to enter non-public session for the purposes described in RSA 91A:3, II (a), (b), and (l). Ms. Patti seconded and the motion passed at 7:55 PM by unanimous roll call vote.

Non-public session was entered at 7:57 PM. Mr. Scruton and Ms. Kinney were present during the non-public session.

Resumption of Public Session

Mr. Herlihy motioned to re-enter public session, Mr. Panuczak seconded and the motion passed unanimously by roll call vote at 9:11 PM.

Public session was entered at 9:13 PM.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Mr. Herlihy, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render a proposed action ineffective. The motion passed by unanimous roll call vote.

Adjournment: *Mr. Panuczak motioned to adjourn the meeting; Mr. Herlihy duly seconded. Motion passed with all voting in favor.*

Meeting adjourned at 9:14 PM.

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Waterville Estates Village District

November 17, 2021 Commissioners Meeting Draft Minutes

Attendees: Maureen Patti, Gerry Panuczak, John Herlihy.

Attendees via Zoom: IGM John Scruton, AGM Judy Kinney, David Ketcham, Ryan Timms.

Call to order: Ms. Patti called the meeting to order at 6:00 PM.

Roll Call of Commissioners: Ms. Patti, Mr. Herlihy and Mr. Panuczak present at the Summit Lounge.

Approval of the Agenda: *Ms. Patti made a motion with the following proposed changes to the Agenda:*

- *Item 12.3.i – appoint Ned McElroy to both the Planning Board and the Budget Advisory Committee;*
- *Addition to General Calendar of Item 6. Approve payment of a credit card online;*
- *Addition and amendments of 8/4/21 Meeting Minutes, which is actually a second pass at amending those minutes; and*
- *Addition to Item 5 of 10/29/21 Draft Meeting Minutes.*

Mr. Herlihy duly seconded and agenda was approved as amended by a unanimous vote in favor.

Approval of Past Meeting Minutes

b. 09/23/21, c. 09/16/21, d. 09/01/21, e. 08/21/21, f. 08/16/21 and 08/04/2021

*Ms. Patti moved for a series of amendments to the draft meeting minutes of 08/04/2021, 08/16/2021, 08/21/2021, 09/01/2021, 09/16/2021, and 09/23/2021 per written motion (attached). There was a slight change to the written amendments for the 08/04/2021 draft minutes in that she had requested to remove Item iii of the proposed amendments, and to change Page 4, section K, item 1 to strike 'Transmission and Retention by Management of WEVD Commission Meeting Minutes' and insert "**WEVD Public Body Meeting Minutes**." Mr. Panuczak made a friendly amendment to change the written amendments further for 08/04/2021 draft to include Page 1, Treasurer's Report – insert at end of last sentence: "…Corina Park, **to determine the next steps due to the resignation of the Chairman of the Campton Trustee of the Trust Fund**." and on Page 1, Snowmaking Committee, line 4 – insert, after "hydrants," the following: "…hydrants, **and the 3-phase electrical service required**." Ms. Patti repeated changes stated by Mr. Panuczak and seconded his amendment. Motion to approve the minutes as amended passed with a unanimous vote in favor.*

a. 10/29/2021

Ms. Patti said that October 29, 2021 minutes draft was distributed prior to the meeting. *Ms. Patti made a motion to identify the October 29, 2021 draft minutes as the attachment to the meeting minutes of this meeting. Mr. Herlihy duly seconded and motion passed unanimously.*

*Ms. Patti made a motion to approve the following series of amendments to 10/29/2021 minutes as follows: spell out Assistant General Manager and Interim General Manager in Attendee sections, add "**and unidentifiable other parties**" to Zoom attendees; add footer; add pagination; and add "**prepared by**". Mr. Herlihy duly seconded and motion passed unanimously.*

Mr. Panuczak said that he had some additional amendments to the other drafts approved previously

*Mr. Panuczak made a motion to further amend the draft of 08/16/2021 meeting minutes as follows: Page 1, second paragraph of Review of Proposed Water Ordinance, line 9 – insert before 'Using a Water Department budget of $500,000…' the following: "**As an example,**"*
*Page 3, third paragraph, line 3 – insert "**partially**" between 'were' and 'paid' so the sentence reads: "Mr. Panuczak recounted how when he moved to the Estates he was surprised and shocked to learn that water services were **partially** paid from taxes." Ms. Patti duly seconded and motion passed unanimously.*
*Mr. Panuczak then made a motion to further amend the draft of 08/21/2021 meeting minutes as follows: Page 2, Interim General Manager's Report, line 2 – add "**Paving**" so it reads "R&D **Paving** agrees"; Page 6, section H, line 13 – change 'moves' to "**moved**" so it reads, "Mr. Herlihy **moved** to hire a surveyor…" Ms. Patti duly seconded and motion passed with everyone voting in the affirmative.*

Making Approved Minutes Official – signing by Commissioners

No action was taken.

Treasurer's Report

The Treasurer was not present at the meeting and there was no report in the packet.

Interim GM's Report:

Mr. Scruton spoke about the following:

2&17. Snow carpet purchase discussion and Friends of Campton Mountain funds. Mr. Scruton noted that the Friends of Campton Mountain money were recommended by the NH Attorney General Charitable Trust Division be kept by the Trustees and not the Treasurer, therefore an account was set up with the Campton Trustees of the Trust fund. Mr. Scruton asked whether the Commissioners would use the Friends of the Cannon Mountain account, with WEA Board concurrence, to pay for the snow mats; and also, if WEA Board concurs, would the Commissioners agree to deposit the rest with the Campton Trustees of the Trust funds in the newly created Recreation fund with direction to be used only on the Mountain and released only on concurrence of both WEA Board and WEVD Commissioners. Ms. Kinney confirmed that the WEA Board approved everything regarding the Friends of Cannon Mountain expenditures.

Ms. Patti added that there was an email communication to the WEA Board prior to their vote which asked for the balance of the funds, after the purchase of the snow mats, to be transferred to the Trustees of the Trust fund with a letter stating that it is to be expended only with a joint request of both the WEA Board and WEVD Commissioners for Campton Mountain projects.

A short discussion ensued about the following steps and Mr. Scruton drafting the paperwork needed to initiate and support the transfer and providing the draft of it to both the WEA Board and the WEVD Commissioners to review.

Ms. Patti made a motion to:

1. *to authorize the expenditure of funds from the FOCM account at Northway Bank to purchase the SNOW MATs for the Rope Tow and Chairlift at Campton Mountain,*
2. *to transfer the balance of the FOCM account to the Campton Trustee of the Trust Fund to retain,*
3. *to agree that expenditures from the FOCM account require a vote by both the WEVD Commission and the WEA Board of Directors and expenditures from the FOCM account can only be used for Campton Mountain,*
4. *have Interim GM John Scruton draft a letter to the Campton Trustee of the Trust Fund which establishes that the FOCM monies can only be used for Campton Mountain and any expenditure requires the approval of both the WEA Board of Directors and the WEVD*

Commission, and this letter will be circulated to all Commissioners and WEA Board members for their review.

Mr. Panuczak suggested a friendly amendment as follows:

5. to close the Northway FOCM account, following the transfer to the Campton Trustee of the Trust Fund, will be closed.

Ms. Patti agreed to the friendly amendment. Mr. Panuczak duly seconded the motion. Motion passed with everyone voting in favor.

Ms. Patti explained that this motion was necessitated by the fact that the FOCM account was established in 2010 as a Waterville Estates Village District account. The signatories on the account have been the three Commissioners and either the General Manager or the District Treasurer.

1. Mr. Scruton thanked the WEVD Clerk for doing the minutes and noted that the amount of work it requires is an imposition on him. He asked if the Commission would consider staff doing minutes or an independent contractor. After a short discussion agreement was that Mr. Scruton should prepare a budget for an independent contractor who would be doing the minutes from the recordings without having to attend meetings. Ms. Patti added that the WEVD Clerk will still be producing the Annual Meeting minutes, which the Commission does not approve as they are sent straight to the NH DRA office.
3. There is no water bill for Community Center or Lodge until the second billing after the meters are installed. How does the District wish to handle the 16 vacant lots for which it has received a bill? Would these be paid like the Community Center and the Ski Lodge only to be billed on the second billing (build into budget) or would the District pay them now?
   Discussion ensued about the ownership of those 16 vacant lots by the District and whether the Commission needs to review each one to figure out if they should still be retained. As for paying the water bills, Mr. Scruton was given direction to pay the bills for the vacant lots and for the Service yard now.
4. Water bills were sent for vacant tax deeded lots to Thornton and they questioned them as they thought these were tax bills. Suggestion was made to exempt them from payment similar to how they are exempt from paying WEA dues. Mr. Scruton asked the Commission if they would like to schedule a public hearing to amend the Water Ordinance to exempt municipally owned vacant lots from paying the water bill. Commissioners agreed by consensus to hold the public hearing to discuss amending the Water Ordinance to allow exempting municipally owned vacant lots from paying the water bills. Mr. Herlihy also said that he will bring the issue up for a discussion at the upcoming Water and Roads Committee meeting and report back to the Commission if they make any recommendations. Mr. Scruton will wait to hear back from the Water and Roads Committee before proceeding with scheduling the public hearing and will inform Thornton that they can hold off paying the water bills for now.
5. We asked for a quote and get on the list for Clean Harbors to schedule the oil clean up at the Highway Garage. The tank was replaced with a triple lined tank in a different location. There is oil on the ground and that requires reporting to NHDES as well which is what we are doing.
6. Shall we put out for sale/bid the dark blue pick-up at Highway Garage? Commissioners asked Mr. Scruton to provide more information on the state of the vehicle and will review the item at the next meeting.
7. It is highly likely that we have received Waterville-EstatesNH.gov as a domain for the new website. The paperwork is undergoing another review and we do not anticipate any issues.

8. The change at annual meeting in the warrant article about the source of the $100 for the trust fund means it was not adequately warned. While the fund has been established, we cannot put money into it this year using the warrant article as justification. Mr. Scruton noted that, given the fact that the Commission has already approved that payment, it would need to be reversed. He will come up with a way to do so.
9. Long range planning and the life of the ski lift. Mr. Scruton said that there is a need to start thinking and planning for funding a replacement as maintaining the existing lift, which was installed in 1969 is getting more and more expensive, especially given the fact that it runs on a Volkswagen engine, parts for which could only be bought in Germany of off a similar lift, which is what we have been doing so far, and it is unlikely to be sustainable. We believe we are nearing the end of useful life on WEVD's, which was installed in 1969. We are getting a ballpark figure for the cost of a new one for planning purposes and for budget preparation. Mr. Scruton added that before major expenses are made on snow making and on the current system, the Commissioners need to consider a 20-year plan for the lift. Mr. Panuczak added that there was a similar discussion at the Snow Making Committee and an opinion was expressed that getting another five years out of this lift would be considered lucky.
10. Repair of Well 1 is not complete, but costs so far are over $14,000 and there probably be as much needed further. Ms. Patti asked Mr. Scruton if he had received an email from a concerned citizen that there is a need to have an engineering plan ready before digging, and he concurred and agreed with what the citizen said. Mr. Panuczak added that both wells are operational right now, where one has already been replaced and the second one needs replacing.
11. Lighting in the Board Room. Bulbs were changed with no need to change fixtures to make it much brighter.
12. The day after Thanksgiving. Mr. Scruton said that he would like to let nonessential staff have a holiday. Essential workers are those providing services to members for recreation and keeping the building open and they will have to work that day. Mr. Scruton added that he believes the Commission needs to review the personnel policy in general and reconsider holidays, such as the omission of Veteran's Day. Commissioners agreed by consensus to allow non-essential staff have the day after Thanksgiving off. Ms. Kinney asked for a clarification on whether the essential workers would be paid time and half, as the policy dictates for all other holidays in the handbook. Commissioners agreed by consensus that essential workers would be paid time and a half if working on the day after Thanksgiving, while non-essential staff would be getting regular holiday pay.
13. We are working on getting permitted for using treated water for snow making. NHDES requires a check valve and monitoring to EPA standards on it. A meter has been installed as well. Related costs would amount to about $5,000. Ms. Patti said that she can bring it up to the Board for them to consider covering it from the CIF and Mr. Panuczak will bring it up at the next Snow Making Committee meeting. Mr. Scruton added that one major issue to using treated water for snow making is that we will need to make arrangements to have adequate chemicals on site. It is clear methods we have used in the past are not safe. We are considering building/buying a storage shed, insulating, and heating it. We will then also need a good path to move the heavy containers into the treatment room from the shed. We are also checking the caustic tank for leaks before refilling it.
14. Website design is going well and we should have a draft design of the home page Friday or next Monday.
15. Water Meters: The RFP was sent out for water meters 11/12/2021, due 12/9/2021. After review of specifications the Water Committee limited the bids to the only two companies that met them.

16. Roof at Ski Lodge has started leaking. It appears to be flashing issue and there are plans to fix it without extensive repairs.
18. Mr. Scruton read in the proposed wording for home page of new website that briefly describes WEVD and WEA as two separate organizations and their functions. He asked the Commissioners if they had any comments. Ms. Patti suggested that everyone takes time and provides comments directly to Mr. Scruton. She also said that she will forward the verbiage to all the WEA Board members to review and comment on.

Mr. Scruton also said that Campton tax rate has been set and it is going down 49 cents per $1000 for the District residents.

Mr. Scruton also noted that the District budget spending was at 75 percent for the year, while they were at 86 percent calendar wise. This is a good sign and it may allow the District to proceed with some projects that have been budgeted for but were put on hold due to over expending on some other line items. He suggested holding off deciding on those until the second meeting in December. Mr. Panuczak asked about the water budget spending with all the well issues that have been encountered. Mr. Scruton said that he does not believe that it will go over, however, it will all depend on how things are going forward. He then checked the numbers and said that the water budget is 71 thousand dollars ahead as of October of this year. He added that the residents will be getting notice from the Lakes Region as it was discovered that the chlorination level was substandard for a couple of days in October. There was not boil order and no bacteria were found in the water, and the issue has been fixed quickly and we will be watching the levels from now on to make sure that we comply with the standards. Ms. Patti asked Mr. Scruton to check the notices so that they do not contain any misinformation as the ones previously had. Mr. Panuczak asked if the information could be shared via the website and Facebook before the notices are mailed to reduce the element of surprise.

Committee / Board Reports

Budget Advisory Committee

Ms. Patti noted that there was one written report from the Budget Advisory Committee.

Planning Board and Snow Making Committee

Mr. Panuczak said that Planning Board is developing a community survey for the Master Plan and that matters regarding the Snow Making Committee reports were discussed earlier in this meeting.

Water Master Plan & Roads – John Herlihy said that the Committee has an upcoming meeting this Friday. Committee is working on the RFP for meters. He also asked Ms. Kinney to prepare information on the roads (showing which Town they belong to) so that the Committee can start thinking of a long term maintenance plan. He added that they will also be discussing a bill that is proposed by the NH legislature about making privately owned roads municipal responsibility maintenance wise to address the equity issue in taxing those who live on those private roads for road maintenance while they also pay it out of pocket. After a quick discussion Mr. Scruton opined that similar bills have been proposed and they always failed as it puts a very heavy burden onto municipalities and they have always fought it.

Outdoor Courts – Dave Ketcham provided an update and said that the Committee will meet on November 30th. There are no updates as the Committee is waiting for spring and working on some routine issues.

ADA Accessibility – Ms. Patti said that there was roughly $3,000 left from the 2019 non lapsing warrant article for recreational elements to be spent on ADA accessibility items. It was decided to spend it for assessing where we are at regarding ADA compliance and Mr. Scruton said that the consultant who did the initial evaluation agreed to do it this time and the quote was about $5,000 for

an update. Mr. Scruton said that the warrant article funds will lapse at the end of this year so the Committee may want to make a recommendation before the end of December.
On another note, Ms. Patti asked Mr. Scruton about a resident who had voluntarily removed the mattresses off the side of the road and took them to the transfer station and paid the fee. Mr. Scruton said that his name was Paul Kelleher and he indicated that he did not want to be reimbursed. Mr. Scruton suggested that a thank you on behalf of the Commission and the District is extended to Mr. Kelleher for his good deed and Ms. Patti said that she will get it done.

HOA representative

Mr. Ketcham noted that the HOA had a meeting last night and covered a lot of ground. Planning out the winter season and have created eight work groups some of which are related to District matters. Ms. Patti asked if Mr. Ketcham could pass along to the Board the issue of $5,000 to cover the NHDES required work for permitting for using treated water for snow making. Mr. Ketcham said he will do that. Ms. Patti also noted that she would like to address the issue of additional funds (if they are needed) for locker room renovation as this would need to be done via a public hearing and she would like to get this done before the end of the year. She is requesting the final dollar amount so that the Commission can act.

Consent Calendar

a) Check Manifests

Ms. Patti made a motion to approve the manifests, Mr. Panuczak seconded and the manifests were approved by a 2:0 vote (Mr. Herlihy stepped out of the room during this motion).

b) Committee/Board reports

Ms. Patti made motion to accept the Budget Advisory Committee report as written, Mr. Panuczak seconded and the report was approved by a unanimous vote in favor.

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

1. RSA Compliant Water Department Funding Structure & Billing Discussion

Ms. Patti asked Mr. Scruton and Mr. Panuczak to weigh in. Mr. Scruton said that he can say that over $200,000 have been collected in water billing so far. Mr. Panuczak said that Haime Oldmixon who is a representative of the Water and Roads Committee attended a meeting and explained to the Commissioners the process Water Ordinance development and how they the water rate was established. He thanked Mr. Oldmixon for his attendance and provided information. Ms. Patti joined in and said that she would like to also thank the HOA Board for organizing that meeting and give special thanks to Mr. Oldmixon and some other volunteers who worked on that since 2019.

2. Expand BAC number of members

BAC was made into a committee by a warrant article by petition in 2020 with only 3 members. It was designated as advisory and has been working with three members. Because it is an advisory committee, it can be expanded in membership and there have been requests to do so. *Ms. Patti made a motion to extend the Budget Advisory Committee membership from three members to five, and that it would be open to any community member, and not restricted to those who are registered to vote. Mr. Panuczak duly seconded and motion passed unanimously.*

3. New Advisory Committee volunteers

i. Ned McElroy – BAC and Planning Board.

ii. Denise Bujalski – BAC

Ms. Patti made a motion to appoint both Ned McElroy and Denise Bujalski to the Budget Advisory Committee. Mr. Herlihy duly seconded and motion passed unanimously.

Ms. Patti made a motion to appoint Ned McElroy, who is a registered voter in the District, to the Planning Board. Mr. Herlihy duly seconded and motion passed unanimously.

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4. Artificial Snow Surface for Rope Tow

Mr. Panuczak asked Mr. Scruton to make sure that the plywood is checked before the Snow Mats are placed on top of it.

5. Modify date for potential second Public Hearing re Warrant Articles & Budget

Ms. Patti said that the date was set at the previous meeting for February 15th and should there be any submission on February 15th, the Commission and staff would need a couple of days to review those before discussing them at a public hearing. She wanted to ask if the Commissioners and Mr. Scruton and Ms. Kinney had any objections to modifying the date for the potential public hearing to February 17th. After a brief discussion *Ms. Patti made a motion to modify the date for potential second Public Hearing for the Warrant Articles & Budget to February 17, 2022. Mr. Panuczak duly seconded and motion passed unanimously.* Ms. Patti added that the time of day will need to be worked out with Ms. Kinney.

6. Approve payment of a credit card online

Ms. Patti said that there was a discussion with the bookkeeper about paying the First Bank credit card balance for November online to make sure that payment is done on time. Mr. Scruton asked each Commissioner individually if that was acceptable and they did not have any problems. Ms. Patti would like to ratify that action now in a public meeting setting. *Ms. Patti made a motion to ratify the earlier Commission action to approve the bookkeeper paying the First Bank credit card balance for November online.* Discussion ensued about whether to authorize the position or Ms. Lindblom or her successor in particular and the fact that the credit card policy is in the works and should be reviewed sometime after the budget season is over. Having not reached consensus on who to authorize in general, Ms. Patti offered a compromise in the meantime and that is to authorize the bookkeeper (or however Ms. Lindblom's position is called) to make the online payments until the credit card policy is adopted, after which the current authorization will be rescinded and the polity will take over. Everyone agreed.

Upcoming Meeting: Wednesday, December 1, 2021 @ 6 PM.

Public Comment Period

Mr. Ketcham said that the ski lodge trial opening that went very well.

Signing WEVD Policies and Procedures

Commissioners signed a number of procedures and policies.

Non-public session.

There was no need to discuss any matters in a non-public session.

Adjournment: *Mr. Panuczak motioned to adjourn the meeting; Mr. Herlihy duly seconded. Motion passed with all voting in favor.*

Meeting adjourned at 8:03 PM.

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Waterville Estates Village District

November 4, 2021 Commissioners Meeting Draft Minutes

Attendees: Gerry Panuczak, John Herlihy, Dave Ketcham, Allison Smith.

Attendees via Zoom: Maureen Patti, IGM John Scruton, Mark Canfield.

Call to order: Mr. Panuczak called the meeting to order at 9:05 AM.

Roll Call of Commissioners: Mr. Herlihy and Mr. Panuczak present at the Summit Lounge. Ms. Patti attending via Zoom, and stated that it was not reasonably practical for her to participate in person at this time.

Approval of the Agenda: *Mr. Panuczak made a motion to adopt the agenda as amended with the only change being the date change from February 15, 2021 to February 15, 2022 under the Item 12.b. Mr. Herlihy duly seconded and agenda was approved as amended by a unanimous vote in favor.*

Approval of October, 2021 Minutes

The October 21, 2021 minutes draft was not ready yet, however there was discussion about including in it (when it is ready) a copy of the 2019 NHDES report for the Waterville Estates Village District water system that was sent to the Board. *Mr. Herlihy made a motion to include the NHDES 10.06.2019 report for the Waterville Estates water system in the draft of the October 21, 2021 minutes, when they are done, Mr. Panuczak duly seconded and motion passed unanimously.*

Making Approved Minutes Official – signing by Commissioners

No action was taken as there were no minutes to sign.

Mr. Herlihy asked Ms. Smith if she could let the Commissioners know what they could do to help her with making communications to the community easier. Ms. Smith responded that streamlining the process would be very helpful as currently she has to deal with three separate systems to disseminate the information and all three require different formatting, which is time consuming.

Treasurer's Report

Mr. Panuczak that there was no report in the packet and the Treasure was not present. No action was taken.

Interim GM's Report (see attached):

Mr. Scruton began by saying that he has made some additions to the report that were made available to those present in the room. He then proceeded with the report:

1. Website. Mr. Scruton said that would like the role of the Website Committee changed. In his opinion it would be better to dissolve the Committee and simply invite the current members and others who are interested to be included in the development process as individuals, so every work session does not need to be treated as a formal meeting, posting, minutes, quorum, etc. as we work with CivicPlus.
   Mr. Herlihy made a motion that the Commission dissolve the Website Development Committee in order to streamline and expedite the process of retaining CivicPlus company to help the Commission launch such website and that the Commissioners stay active in that process as individuals. Mr. Panuczak duly seconded and motion passed with a unanimous vote in favor.

2. Domain. Mr. Scruton said that he is working on securing a new domain for the website and the preferred option would be ".gov", second choice being ".waterville-estates.org", and third option would be ".us". Ms. Patti noted that WEA's current domain is "waterville-estates.com" and there is a possibility that WEA has also secured "watervilleestates.org", which would be pretty close to the second option Mr. Scruton proposed for the WEVD domain. Mr. Scruton said he will check on that and try to propose a different ".org" domain name that is not so similar.
3. Shall we put the old jeep/plow up for sale?
   Discussion ensued about the need to put it up for sale via an open to the public process. Mr. Scruton also brought up the antique Ferguson tractor, which on the contrary is in much better shape than the old jeep/plow and has been restored. *Mr. Herlihy made a motion that the Commission would put the old jeep/plow for sale at large and try to sell within the next 30 to 60 days. Mr. Panuczak duly seconded.* A short discussion arouse about whether there should be a minimum price set or an appraisal done. A vote was called after *and motion passed with a 2:1 vote with Ms. Patti voting in the negative.*
4. The Snow Committee recommends the purchase of artificial snow surface. Mr. Snow artificial snow surface available through world cup supply. Rolls are $2,700 and are two meters by 10 meters. The Snow Committee recommends two rolls. Mr. Scruton wanted to ask the Commissioners whether this would come out of the Recreation Fund or is it something expected to come out of the operating budget. Mr. Panuczak, who is on the Snow Committee, explained where the snow surface would be needed (offloading area at both the chair lift and the rope tow where the sun tends to erode the snow). He said that the Snow Committee did not discuss which fund will cover these and that he had requested to find out if there are ski area maintenance line items in the municipal budget that could cover this. Discussion ensued about the ski area maintenance budget being tight and best course of action being to discuss sharing this expenditure with the WEA Board. Mr. Panuczak will bring this back to the Snow Committee on November 15th. Commission action is deferred to the November 17, 2021.
5. The Snow Making Committee has asked we seek permitting for use again of treated water. That is the path we are pursuing. Mr. Panuczak explained why using treated water is proposed at this point, where the future plan is to use the untreated water from the pond. Mr. Scruton noted that the snow gun will be billed for the use of treated water as well and spoke about state permitting and what it may require to go this route. He then answered questions about the status of well pumps repairs. No action was taken.
6. Mr. Scruton noted that he had requested the Board to sign the change of payroll status form for those who received wage increases and that has been signed. Mr. Panuczak briefly provided the rationale for the recent wage increases as the District is trying to stay externally competitive and internally equitable and recognize the importance of retaining knowledgeable and professional staff.
7. Play Room Floor. The vendor (Ryan Mayne) indicated the Schonox tech does not warranty their EPA mitigation system if there is any hydraulic pressure. He will have to test the slab for moisture before we proceed with the mitigation system. There is another system that was suggested after the flooring company spoke with the representative. It is an over the top method using a vapor barrier then installing the leveler over that for 100% warranty. I have asked for a price on that. Mr. Panuczak asked if there could be a similar problem with the lobby floor that has just been tiles. Mr. Scruton said that the answer to this may have to wait a couple years.

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8. Sale of the Oskosh - bid was due on November 3, 2021. There was one bid each on the two vehicles. The bid was $5,050 for the running Oshkosh and $500 for the parts Oshkosh. Mr. Scruton's recommendation was to accept both bids. *Mr. Herlihy made a motion accept both bids for each of the vehicles and proceed with the transactions with both individuals. Mr. Panuczak duly seconded and motion passed unanimously.*

9. Replacement of mechanical doors will not be able to proceed with the current plan. A new scope and estimate are being developed. No action needed now.
10. There are getting several options for the design of lights in the Board Room. Mr. Scruton will show the designs to the Commission when they become available. Mr. Panuczak thanked Mr. Scruton for mitigating some of the safety issues in that room now that it is being used for meetings.
11. We have found significant corrosion on the three inch copper line in the community center that will need replacement as soon as we can to prevent it failing with significant consequences. Mr. Scruton added that the Commission was recommended to set aside ten thousand dollars towards replacement all copper pipes in this building. Mr. Panuczak added the Commission supports including these funds in the 2022 budget and has recommended it to the Budget Committee.
12. A copy of the DES report from 2019 was distributed so people would be aware of some of the issues still facing the water system. Some of the issues are the need to redo one of the water tanks and the pumping system to it, as well as other issues that will become clear once the Asset Management Study is completed.
13. Water bills. Mr. Scruton said that they have received a number of complaints regarding water bills. He presented some examples:
    a. One from the Town of Thornton questioned the applicability on tax deeded properties held by the Town. Mr. Scruton recommended abating the bills for these properties for this year, after running it by the attorney, given the extensive relationship that the District and the Town have.

Mr. Scruton answered questions about the Commission's ability to abate the bills like that and whether such abatements may harm the process of bill payment set by the ordinance. He reiterated the need to send the following questions to the attorney, if the Commission is willing: does the Commission have the authority to send such bills to the tax deeded properties owned by the Town; and would waiving those bills for the Town for this year set any precedent. *Mr. Herlihy made a motion to ask Mr. Scruton to communicate to the Attorney to develop a procedure which the Commission could follow for the Town owned properties to determine whether abatement is appropriate within the Commission's purview and discuss it at the next meeting; and to verify that the District can send the Town the utility bill. Mr. Panuczak duly seconded and motion passed with a 2:0:1 vote in favor. Ms. Patti abstained from voting as she missed the discussion due to being away from her computer.*

    b. Complaints from the owners of vacant lots who are questioning why they are getting a water bill for a property that does not receive water.

Mr. Scruton said explained that in accordance with the water ordinance adopted in August of 2021 by the WEVD commissioners, all properties within 100 ft of a water main are subject to billing at the rate for an undeveloped lot (availability fee of $161.10 for a 6 month period). Improved lots have an additional charge per bedroom for actually using the water. This was set up to help with the overhead costs of running the water system. Mr. Panuczak added that undeveloped lot owners pay taxes on their property and those cover services like police, fire, schools, water, etc. The water system has been made a standalone entity, and that is why they now pay the availability fee for the water, which is no longer covered by taxes, and therefore, is not part of their tax bill.

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c. A frequent comment was from those who only use the property part-time OR who have two people living in a 6-bedroom house and therefore have a lower usage.

Mr. Scruton said that there is a plan for meters, and the Roads and Water Committee is preparing a formal Request for Proposal from the three major suppliers of meters to have the information to make a recommendation on which meter to choose. He explained that all this relates to the pressure to fix the billing system this year first, and that is why this was not done in the reverse order. He added that meters should be coming in the spring which would allow to switch to a per gallon rate, which should fix the problem for those who thing they are overcharged using the per bedroom rate. Mr. Panuczak added that the ultimate goal for the District is metering the water usage, which they are slowing getting to. He also said that making the water system a standalone system also makes it eligible for applying for federal grant money, which was not possible before. Mr. Scruton added that there were multiple public hearings by this Commission and the Water Committee over the summer in order to make the community aware of these upcoming changes.

d. Another question relates to the change in the tax rate.

Mr. Scruton explained that a $400,000 water budget would have had a $4 impact per every $1,000 of assessed value. These $4 would have appeared on the 2022 tax rate had the water system not been moved to be a standalone system. The total to be raised by the fee is higher than the budget because there is an expectation that there will be delays in collecting the entire amount. All the money collected will go toward water purposes only. Therefore, to answer the question about the size of the bill, it would be based upon the annual budget plus this anticipated delayed collection. Mr. Panuczak added that any grant money will reduce the total that needs to be raised, and if there is ever a surplus it will be carried forward to the next year. Mr. Scruton also said that all the money that is raised for water would remain in that fund and can only be used for water.

e. What if someone does not pay?

Mr. Scruton said that those who do not pay can expect a lien to be placed on their property (which could impact credit rating) and for the water to be shut off.

f. In answer to the question of why this was not done at annual meeting?

Mr. Scruton said that the state law gives the power to do this solely to the Commissioners. The annual meeting cannot change the rates or the ordinance. A petitioned article for this purpose would only be advisory. RSA 38:26-29 is the key statute if someone wishes to look it up.

Committee / Board Reports

Budget Advisory Committee and Planning Board reports.

Mark Canfield said that the BAC is working on getting the budget recommendation to the Commission in December and the Planning Board is working on the Master Plan community survey and is in need of more members. Mr. Scruton added that Planning Board members are required to be registered voters.

Water Master Plan & Roads – John Herlihy said that the Committee has an upcoming meeting this Wednesday. Committee is working on reviewing options for implementing meters and creating requests for bids and also on reviewing the water billing process.

Outdoor Courts – Dave Ketcham provided an update and said that the Committee is working on the quote to remove the basketball court and improve the drainage in that area and install the footings for the posts for both basketball and volleyball courts. Rackets courts are waiting for the spring. Mr. Scruton added that the large pine trees that were causing concerns were determined to be eligible for removal.

ADA Accessibility – Mr. Scruton said that the bids for the RFP are due later today.

HOA representative

Mr. Ketcham noted that the HOA is assisting with disseminating the information regarding the water billing process. Mr. Panuczak added that there is a general agreement between the two bodies to extend the Recreation Agreement to December 15th.

Consent Calendar

a) Check Manifests

Ms. Patti made a motion to approve the manifests, Mr. Panuczak seconded and the manifests were approved by unanimous roll call vote.

b) Committee/Board reports

Mr. Panuczak made a motion to accept the Planning Board and Budget Advisory Committee reports as written, Mr. Herlihy duly seconded and the report was accepted by unanimous roll call vote.

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

a) Destruction to Community Center property

Mr. Scruton said that there were life vests that were locked by the docks and someone had broken the lock. Ms. Patti said that this is why the Commission asked the staff to think about other ways to store them so that they are protected better. Mr. Panuczak noted that Ms. Kinney had assured him that the summer equipment will be put away into winter storage soon. Mr. Scruton added that there is an issue with both equipment and records storage which also needs to be resolved at some point.

b) In Preparation for Annual Meeting – Mr. Panuczak read into the record the following deadlines, noting that this is a tentative schedule at this moment:

1. Petitioned Warrant Articles must be received by February 15, 2022.
2. Public Hearing Re: Warrant Articles (including Proposed Operating District Budget) -- February 8, 2022.
3. Back-up date: February 9, 10, or 15, 2022.

Mr. Scruton noted that deadlines are on February 15th at midnight; therefore 16th or 17th may need to be included to accommodate that.

4. Second Public Hearing Re: Warrant Articles (including Proposed Operating District Budget) – February 15, 2022.
5. Back-up date: February 16, 17, or 19, 2022.
6. Correction of Voter List meetings (Campton & Thornton Town Halls) March 12, 2022.
7. ANNUAL MEETING: MARCH 19, 2022.

c) Extension of Agreement to Modify Existing RMA Agreement

Mr. Panuczak said that it has been agreed with the WEA Board to extend the agreement to December 15, 2021 from the original October 15, 2021 end date in order to prepare a revised RMA. *Mr. Panuczak made a motion that the Commission agree to that Extension Agreement when it is made available to December 15, 2021. Ms. Patti duly seconded and motion passed unanimously.*

Ms. Patti said that she would like to thank the Dave Ketcham and the WEA Board for preparing the annual operating schedule broken down by facility for recreational programming as it not only satisfies an important requirement within the RMA itself but shows that the Board is being responsive to the need of the District to prepare adequate staffing, equipment, resources, and supplies to service the desired recreational programming. Mr. Panuczak agreed with Ms. Patti and added that the WEA submitted operational schedule along with the proforma budget has been provided to the BAC for inclusion into the next year budget bill. He also added that the list of permits needed to operate the Ski Area and related concessions was also provided to the District by the WEA Board which is also very helpful.

Upcoming Meeting: Wednesday, November 17, 2021 @ 6 PM.

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Public Comment Period

Mr. Scruton said that one comment was submitted by Rob Mr. Diefenbach regarding water billing for those with vacant lots is to merge the lots to avoid paying multiple water bills. Mr. Scruton added that they would need to check zoning and subdivision regulations on the process of subdividing those merged lots again as he is not sure of the process.

- Stanley Bujalski, 11-2 Carey Circle, spoke about several issues:
    - Question about the artificial snow surface discussed earlier and who will be using it?

Mr. Panuczak explained that this is only for the offloading areas at the end of the chair lift and the rope tow so that people getting off those are not hitting plywood when the snow melts, which it does quite often due to the extra sun exposure of those particular spots on the mountain. Currently snow is being added to these spots and it requires constant attention, which the surface will help alleviate.

    - Offered a temporary solution to the need to excavate in frozen conditions around the well pump that needs to be repaired by installing the backflow preventer valve in line above the casing or a short distance downstream of the casing, where it will still provide anti syphoning protection.

Mr. Scruton will check with the engineer.

    - Staff payroll issue and whether employees are offered the use of the facilities as a benefit.

Mr. Scruton concurred.

    - Playroom floor. Using anything impermeable will create a problem in the future. There are breathable products and whatever moisture comes through would be taken care by the use of dehumidifiers.

Mr. Scruton said that dehumidifiers are part of the engineered plan for all the air handling in those facilities.

    - Water billing to the Towns should still be done as simply waiving it would create a precedent and open up a can of worms.

Mr. Scruton said that this is something that he will be bringing up to the Attorney.

    - Lot merging for the purpose of reducing the water bill is not a good idea as it the availability rate was calculated based on the number of existing lots and will be thrown off.

Mr. Scruton said that people have a right to merge and they will have to take that into consideration each year when figuring out the availability rate. The issue is reversing the merging later which needs to be done in accordance with the subdivision regulations. It was more of a suggestion to those who have extra lots and are not planning to develop them at all, thus merging them with their house lot may make sense.
Mr. Bujalski noted that there may be some HOA provisions that deal with such merges as well to which Mr. Scruton responded that this needs to be checked as well.

    - Added emphasis to Mr. Scruton's comments about the water billing issues with both vacant and developed lots that he addressed in item 13.d of his report earlier.
    - Asked the Commission to not schedule their Annual Meeting or public hearings on warrant articles on same dates as the Towns as it makes it impossible for people to attend both.

Mr. Panuczak noted that as of right now there are no conflicts and the Commission will change its schedule should either Town change theirs.
Ms. Patti tried to make a statement, however due to technical difficulties it was inaudible.
Mark Canfield asked that an email sent to Ms. Patti by Karen and Bryan Young would be included into the discussion about water today. Ms. Patti apologized for not being able to check her email on time and said that she had already included the email from the Young's into the next meeting agenda. Mr. Scruton also added that he tried to address the most common issues that came in and that he can try again at the next meeting.

Non-public session.

There was no need to discuss any matters in a non-public session.

Adjournment: *Mr. Herlihy motioned to adjourn the meeting; Mr. Panuczak duly seconded. Motion passed with all voting in favor.*

Meeting adjourned at 10:43 AM.

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Waterville Estates Village District

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Minutes Board of Commissioners
October 21, 2021

Present: Commission Chair Patti, Commissioner Herlihy, Commissioner Panuczak, Interim General Manager John Scruton, Assistant General Manager Judy Kinney, Stanley Bujalski, Roads and Water Department Head Steve Baert. Via Zoom Rob Diefenbach, James McKenna, Mary Ellen Hettinger & unidentified party.

Call to order Ms. Patti called the meeting to order at 9:00 AM

Roll Call of Commissioners: Ms. Patti, Mr. Herlihy, and Mr. Panuczak present at the Summit Lounge.

Pledge of Allegiance

Adoption of Agenda: There were no changes.

Approval of October 9, 2021 minutes: *Mr. Panuczak made two amendments to the draft minutes. Ms. Patti seconded the motion for those amendments and the motion carried in a roll call vote unanimously.*

Ms. Patti moved for 43 amendments which were primarily clerical and clarification to the October 9th minutes. Mr. Panuczak seconded the motion.

The entirety of the amendments to the October 9, 2021 Draft Minutes are listed below.

1. Page 1, Attendees – Replace "D. Mayo" with "Richard Mayo."
2. Page 1, Attendees -- Replace "David rodr" with David (Last Name Unknown)
3. Correct spelling of Mark O'Hara on pages 1 & 5
4. Correct spelling of Mr. Panuczak on page 6
5. Page 1, Interim GM Report, line 4 – after sentence ending with past week, insert: Mr. Scruton described the information. Delete "It was as follows:"
6. Page 2, paragraph 2, line 4 – substitute "check" for "foot" valve
7. Page 2, paragraph 2, line 6 – insert "we" after "and"
8. Page 2, paragraph 3, line 1 – Substitute "Mr. Scruton" for "He"
9. Page 2, paragraph 3, line 4, 5 – Change sentence to read: "Mr. Panuczak asked what was going to happen to the pumps that are being replaced; are we keeping them and do pumps have a shelf life?"
10. Page 2, paragraph 5, line 9 – substitute Mr. J. Scruton, Interim GM, Mr. Steve Baert, WEVD Employee, Ms. Judy Kinney, AGM, Ms. Terri Tole, Front Desk Supervisor
11. Page 3, paragraph 2, line 6 – substitute 'described' for "went on that"
12. Page 3, paragraph 2, line 10 – deliverables instead of deliverable
13. Page 3, paragraph 2, line 16 – after 'website' insert the following: "Ms. Patti stated that she attempted, as Deputy Clerk, to post minutes on the current website and could not accomplish the task." Delete sentence "I have attempted…

Draft

14. Page 3, paragraph 2, line 17 – correct sentence to read "J. Kinney added the biggest concern is the lack of space or capacity to post required documents on the website; the current website is just not adequate."
15. Page 3, paragraph 3, line 1 – offices not office; the 'stair tread' is fixed, not step
16. Page 3, paragraph 3, line 4 – insert "heating" units above the ceiling
17. Page 3, paragraph 3, line 6 – insert 'HVAC' between "replacement" and "plan"
18. Page 3, paragraph 3, line 8 – insert after 'to remove broken units' the words "at no cost to the District"
19. Page 3, paragraph 4, line 1 – change 'getting a quote at running electric' to "getting a quote for running electric"
20. Page 3, paragraph 5, line 2 – insert at end of sentence the words "upcoming winter" and delete the word 'year'
21. Page 4, paragraph 1, line 1 – add to sentence "to obtain a hot tub, due to supply issues"
22. Page 4, paragraph 1, line 2 – modify the sentence as follows: "The architect has not gotten back on what we need to do with the **area where the indoor hot tub used to be located**."
23. Page 4, paragraph 1, line 6 – modify sentence to read "Ms. Patti asked about the suggestion by the engineer to use epoxy on the concrete **flooring where the indoor hot tub was originally located. The water intrusion from the hot tub caused cracking in the concrete beneath the hot tub and above the electrical panel**."
24. Page 4, paragraph 2, line 3 – add after 'White Farm' the following "a NH State facility where the Oshkosh will be offered for sale"
25. Page 4, paragraph 4, line 2 – add to sentence re: Phase 1 'in the existing pump house to **access** untreated municipal water **for use** during Phase 1…"
26. Page 4, paragraph 4, line 6 – insert & delete after "Phase 2" as follows: 'The estimated cost of **Phase 2, (the upper pond solution)** is $235,000…'
27. Page 4, paragraph 4, line 8 – insert after '…how to by-pass that' "**to assess the total cost of Phase 1**."
28. Page 4, paragraph 4, line 9 – insert "**business**" before 'consultant', after 'consultant 'insert "**(Tom Lithgow)**" AND after 'two phases' insert "**and building a business plan that would support this investment**."
29. Page 4, paragraph 5, line 4 – modify sentence re: 86% to read as follows: '…86% of the respondents, so far, said they have folks in their households that **would go tubing**.'
30. Page 4, paragraph 5, line 7 – correct spelling of "review"
31. Page 5, paragraph 1, line 7 – "to be included in the official minutes **as an attachment** of this October 9, 2021 meeting."
32. Page 6, Resolution of **2020** nonpayment -- correct dollar amount from 49k to $48, 986.94
33. Page 6, Resolution of **2020** nonpayment, line 2 – correct as follows: "The **Commission** felt strongly…"
34. Page 6, Committee Membership, line 4 – modify sentence as follows: "The Planning Board is limited to registered voters."
35. Page 6, Committee Membership, line 6 – delete sentence which starts 'The justification…' and insert "In order for committee members to participate remotely it must be "not reasonably practical" to attend at the physical location."
36. Page 6, RTK Requests, line 3 – add at end of sentence "Ms. Patti explained that J. Scruton came up with an electronic process to avoid printing out thousands of pages of emails, texts, etc. **in response to RTK requests**."
37. Page 6, RTK Requests, line 7 – modify sentence to read: "After such, J. Kinney can send a letter to the RTK requesting party a letter stating that the compliance has been met…"

Draft

38. Page 6, RTK Requests, line 15 – correct sentence to read: "Ms. Patti stated that **RTK processing and compliance is performed by you as AGM. You are in charge of the processing and you telling us you want and need the authority to make a change to the email address of the requesting party, so you have** that authority."
39. Page 6, RTK Requests, line 16 – Insert "**Mr. Panuczak said** our position is not to question who made the RTK request or what the nature of the request is, we must respond to the request. He continued noting wherever the original request comes from, that is the email address we use, period….
40. Page 7, paragraph 1 – modify as follows: "Ms. Patti stated that **at the public hearing on September 23rd it was agreed that the letter of Mr. Bill Mitchell would be included in the official minutes as an attachment. At the hearing Mr. Mitchell stated he would like to update his letter. He sent a new letter and it is dated September 26th. Ms. Patti moved to have the September 26th letter made part of the October 9th official meeting minutes as an attachment**. Mr. Panuczak seconded. Mr. Herlihy questioned **the need to make it an attachment at this point**. Ms. Patti said **that on the 23rd of September Mr. Mitchell said he wanted to update his letter because the water department budget was modified and other changes occurred. The motion to make the 26th of September letter an attachment was then passed unanimously** via roll call vote.
41. Page 7, Volunteer Luncheon, line 2 – correct sentence as follows: "Including food **and supplies from WEVD suppliers**, the total cost was $275.15."
42. Page 7, after Public Comment, paragraph 3, line 4 – correct sentence as follows: "J. Kinney reminded the group that the meeting has to be spaced with regard to **the Thornton and Campton Town Meetings, to coordinate the scheduling of the voter** list ladies.
43. Page 7, Public Session Reconvened, line 2 – add to sentence re: sealing the minutes the following phrase: "…seal non-public meeting minutes **on the basis it would render a proposed action ineffective**."

In a unanimous roll call vote, the motion passed to amend the minutes from October 9, 2021.

Treasurer's report:

WEVD Treasurer Rob Diefenbach described how he is working with AGM Ms. Kinney to correct mistakes of a former employee. He is now able to review Bank information online and that is helping to get up-to-date information to the WEA Treasurer, Mr. Sean Tole, quickly when the AGM is busy with other tasks. Mr. Diefenbach and the District bookkeeper have both developed a way to bill the Association whenever the Rec Fund balance dips below $50,000. It is a matter of determining which is the better vehicle to alert WEA Board when the balance falls.

Interim GM's Report (Appendix A):

Mr. Scruton addressed the Commission in the order listed below.

1. Water rate relief. The question has been raised as to whether there should be some sort of poverty-hardship relief for the new water rates. John Scruton suggested two options. First if this is a major problem for someone, they should apply for welfare assistance from the town of their residence. Second option the Commission could establish a policy on which individuals could apply for poverty-hardship relief based upon one of the following two standards. One would be the standard the state has for relief

of the state education property tax or the second would be the income and asset limits set by Campton/Thornton for elderly exemption.

Consensus of Commission was to have Water Master Plan & Roads Committee review the standards utilized by the state and make recommendations to the governing body for adopting poverty-hardship relief for the water rates. *Mr. Herlihy moved to have the WMP&R Committee review the standards for relief. Ms. Patti seconded and the motion passed in a roll call vote with all three Commissioners voting "Aye."*

2. The Public Water System Emergency Plan Guide should be amended. Mr. Corey Smith's cell phone should be removed from the chain of command Flow Chart page 2 since he should not be disturbed while on leave. It should not be included in communications regarding the water system while he is away. *Motion by John Herlihy to remove Mr. Corey Smith's cell phone number from the Emergency Plan Guide. Mr. Panuczak duly seconded the motion and it carried in a roll call vote by Mr. Panuczak and Mr. Herlihy.* Ms. Patti had excused herself for a short time and was not present for the vote.

3. Following the failure of the check valve in Well #1, the District is replacing the pumps in both wells. The replacement pumps were in our possession but nearing the end of their shelf life. Replacing well pumps is part of routine maintenance.

   Smith Pump was unable to remove the Well #1 pump to repair it despite using 9,000 pounds of pressure. The pump is rusted in there so badly that all they did was tear the pipe trying to get the pump out (for replacement) and to get to the new check valve beneath it. The contractor will need to dig down about 20 feet around the well casing, cut the pipe, repair the pipe, install the new pump and replace the gravel as part of the next steps. Well #1 should've been changed out some time in the past so this did not happen. If done before, it would've been an easy fix.

   Smith Pump was able to replace the pump in Well #2 – it had been replaced in 2015 so it was not rusted in and stuck.

   $4,000 has been spent in road repairs, cutting back trees, and removing fence to get necessary heavy equipment to the well site. Water Department is able to supply adequate water to the system with a work-around for broken check valve.

   Mr. Scruton acknowledged the attention to detail and good work of WEVD employee Steven Baert and the staff at Lakes Region Water in dealing with this repair.

   Discussion arose regarding an assessment management plan to help anticipate when water system components like well pumps will need replacing. Mr. Scruton said there are a great deal of issues with the 40-year-old Waterville Estates water system. Mr. Scruton referenced the 2019 DES Report with recommendations that were not followed. He described the tanks as our next big issue and reported the Ski Bowl transfer tank is a potential crisis, the size of the Sunset tank is an issue, there is a need to clear brush and trees as materials are entering the tank, there is no indication that the tanks have been cleaned, and one tank has a broken cover. NH DES has about a billion dollars for water projects. Per Mr. Scruton, the District needs to continue the asset review and planning what needs to be done to submit projects for grants.

Mr. Scruton expressed his assessment that the District has three major priorities – the water system at the forefront, the roads, and the infrastructure of the buildings (Community Center, Ski Lodge, and Service Yard). The District is supportive of recreation through the Rec Fund but, for that to function, we need the infrastructure repaired. "This community cannot continue to get by with what has been done in the past for infrastructure maintenance," said the IGM.

Further discussion regarding urgent needs for water system infrastructure ensued. Mr. Stan Bujalski commented on the need to address the Ski Bowl Transfer Tank as soon as passable. Discussion shifted to snowmaking and need to order appropriate valves to have snowmaking utilize untreated water due to possible supply chain issues.

4. Commissioners agreed that District should look to order a replacement hot tub for outdoors, including the fact it needs to be ADA compatible in the design or with specified modification, in light of supply chain issues.

5. Two companies are supposed to be getting to Mr. Scruton an estimate/plan for the indoor spa/hot tub to ensure ADA compliance and that the floor is strong enough to support it in the original spot. Until this step is done, it is hard to order a hot tub for there.

6. The extension on the agreed upon window of time for WEA and WEVD to make modifications to the Recreation Management Agreement (RMA) has expired. This agreement should be extended while negotiations continue. Ms. Patti noted that a WEA Board member suggested extending the time for making modifications to December 15, 2021. *Ms. Patti moved that Commission execute an agreement (with WEA) to extend the time for both WEA and WEVD to make agreed-upon modifications to the existing RMA. Mr. Panuczak seconded, and, in a roll call vote, the motion passed with three "Ayes."*

7. Budget plan discussed at last Saturday's meeting (between the IGM, Ms. Patti, and the AGM and several WEA Board members) is tentatively a management fee ($100,000 was discussed but we can examine costs later this fall to be sure that is fair for both the WEA and WEVD) for administrative services work done by WEVD staff on WEA business. Then 100% of staff and supplies would be in the District Budget with an offsetting revenue of that fee. This should simplify bookkeeping and budgeting. The Revolving Recreation Fund will continue to be billed directly for recreation expenses.

8. The District missed the deadline for the Surplus Auction at the White Farm (NH Administrative Services). Next sale will be in Spring. Options are to put the Oshkosh out for bid with no minimum, accept the $5,000 offered by a local person, or wait and transport to Concord for the auction in the Spring. *Consensus was to put it out to bid with no minimum.*

9. There was a successful – profitable -- opening at the Ski Lodge so plan is to be open Fridays and Saturdays going forward.

10. DES has about a billion dollars for water projects. In Mr. Scruton's judgment, the District needs to continue the asset review and planning what needs to be done to submit projects for grants.

11. At the IGM request, CivicPlus (website design and hosting) has adjusted the agreement to spread out the payments. (The District does not pay for year two until 2023.) The billing will be $4,875 out of 2021, $4,875 out of 2022 and then $3,150 (perhaps with a 5% increase) in 2023. Thereafter that will be the cost adjusted upward by 5%. *Mr. Panuczak moved to authorize WEVD Management to enter into the*

proposed agreement with CivicPlus for the website. Mr. Herlihy seconded. Ms. Patti made a friendly amendment to add the identifier "Q-17902-2" to the agreement. The amendment was accepted by Mr. Panuczak. The motion passed in roll call vote 3-0.

12. All the boundary markers for the tennis court have been located. They indicated the two big pine trees are on District property. The maple tree between them is on the abutter's property. The boundary markers are now marked with streamers. Difficulty is going to be getting in the remove the pines. Mr. Scruton thinks it may take a crane to remove the tall pine trees. The pines are not good trees to have around a house.

13. The pine tree on Campton Mountain that threated the ski tower has been removed by crane. The tree service will come back to remove the second tree by the Rope Tow. This will be a simple bucket truck job.

14. Management is checking on a suggested date for the Annual Meeting. Mr. Scruton believes it will be either March 19, or March 26, 2022.

15. There had been a request to run the indoor pools warmer than 80 degrees, but there are health concerns and NH State Health Regulations.

16. The cost to replace the leaking outdoor heating oil tank at the Highway Garage was $4,864. We have an old furnace which is not properly sized for the building. IGM has tasked Mr. Steve Baert with investigating the cost of replacing the furnace and the tank with LP gas.

17. Hiring has been a problem. We are going to have to offer full time jobs to fill positions.

End of Interim General Manager Report. Original attached as Appendix A

Committee / Board Reports:

Ms. Patti suggested skipping the Committee and Planning Board reports because of time pressures upon the Commissioners. **Consensus was to skip Agenda Item #9**.

HOA representative

No representative from the WEA Board of Directors was present at the physical location nor on Zoom. Item was skipped.

Consent Calendar

a) Check Manifests

Ms. Patti made a motion to approve the manifests, Mr. Herlihy seconded and the manifests were approved by unanimous roll call vote.

General Calendar Items:

a. Should WMP&R Committee be allowed to secure proposals from three vendors instead of requiring general bids?

The issue is whether to open the contract to provide water meters to WEVD residences to any vendor in the United States OR whether to have a pre-qualification process and allowing the WMP&R Committee deal with the three Northern New England vendors. The WMP&R Committee is already meeting with these three. IGM expressed his expectation that the WMP&R Committee will, through meeting with the three

vendors, eliminate certain products / features – metal fittings or not, no moving parts or repairable, satellite or radio, etc.—narrowing it down.
Ms. Patti moved to authorize the WMP&R Committee to secure proposals from three vendors instead of requiring general bids re water meters. Mr. Herlihy seconded. In a roll call vote, the motion passed unanimously.

b. 2022 Commission Meeting Schedule
By consensus, the Commissioners approved a 2022 meeting schedule (Version dated 10/20/21)

c. Computer Use and Communications Equipment Policy
IGM John Scruton prepared a proposed Computer Use and Communications Equipment Policy which Mr. Herlihy suggested should replace the existing policy in the Employee Handbook. Mr. Scruton said the existing policy was "rudimentary" and the entire employee handbook needs updating. *Ms. Patti moved to adopt the policy as written to act as an appendix to the WEVD Personnel Handbook. Mr. Panuczak duly seconded the motion. In a roll call vote, the motion passed 3-0.*

Rob Diefenbach raised the question about whether the District should have a policy regarding Computer Use and Communications Equipment for volunteers (both elected officials and serving on committees/Planning Board). Discussion about how to amend the proposed policy so that it applies to volunteers and others who are not WEVD employees but have access to District computers, telephones etc. *Ms. Patti moved to adopt a Computer Use and Communications Equipment Policy for Elected Officials and Volunteers which consisted of 5 amendments to the policy proposed for WEVD employees. The 5 amendments are as follows:*

1. *first sentence to read "...provides communication tools to all individuals having access to computers, fax machines..."*
2. *line 3 -- change "to help you do your job" to "to help individuals other than employees..."*
3. *change last sentence of first paragraph to read "and to help individuals use these resources wisely"*
4. *substitute "individuals" for "employees"*
5. *last line of paragraph two to read "...including termination of access for the misuse of these resources..."*

The motion was duly seconded by Mr. Panuczak. In a roll call vote, the motion passed 3-0.

Amended Computer/Communication Equipment policy is Appendix B

d. Password Policy
IGM John Scruton suggested the Commission consider making clerical modifications to the attached proposed Password policy in order to encompass volunteers. *Ms. Patti made the following motion "for the adoption of the stand-alone Password Policy as amended" (concerning the definition of 'employee.') Mr. Panuczak seconded, and, in a roll call vote, the motion passed unanimously. The amendments consisted of the following:*

1. *Inserting in the first paragraph on Line 4 "…employees (including contractors, elected officials and other volunteers, vendors, and others with access…")*
2. *Inserting the same definition at Line 1 of the Scope section.*

Amended Password policy is Appendix C

e. Volunteer Handbook

Ms. Patti described the Volunteer Handbook and credited the three volunteers who made this possible – Terry Bennett, Ellen Witt, and Andrea Canfield. The procedure contained within has previously been approved. *Ms. Patti moved to approve the Volunteer Handbook for distribution to volunteers serving on advisory committees and the Planning Board, as required by the WEVD Governing Body Procedure.* Mr. Panuczak duly seconded. Ms. Patti further described the purpose of the Volunteer Handbook -- to alert and educate volunteers that serving on a WEVD committee and/or the Planning Board requires compliance with NH law about public body meetings being open, that minutes/records be retained, and those records be available through RTK to members of the public. *By unanimous roll call vote, the motion carried.*

Upcoming Meetings:

Tentatively scheduled Commission meeting for purpose of going into Non-Pubic Session and not to conduct any Commission business on Tuesday, October 26, 2021 @ 11 AM

Wednesday, November 4, 2021 @ 9 AM.

Public Comment Period

No one at the physical location, on Zoom, or by contacting the AGM Judy Kinney by telephone or email requested an opportunity to address the Commission. No Public Comment occurred.

The Commissioners, the IGM, and AGM Judy Kinney recognized and congratulated WEVD Roads and Water Department Head Steve Baert, who successfully completed his C1A Class/Instruction in the course of securing his Water Operator License. Mr. Baert informed the Commissioners that the licensing test is scheduled for January of 2022.

Mr. Scruton announced that approximately 90 owners and a small number of individuals outside of the Estates will be receiving a notice required by NH DES as their properties are located within a wellhead protection zone. The notice addresses how to avoid contaminating the well. Discussion regarding the wellhead zone ensued and *Ms. Patti moved to have a paper copy of the wellhead protection zone an official attachment to the October 21, 2021 minutes. Mr. Herlihy seconded and the motion carried in a unanimous roll call vote*. (**Appendix D**)

Following the participation of the Commissioners in the New Hampshire Municipal Association's (NHMA) "Good Governance" training on October 20th, Ms. Patti and Mr. Panuczak asked the IGM about whether or not the District has Boiler Insurance with Primex. Mr. Scruton reported that the District is covered and Primex comes out every so often to inspect the boilers. Mr. Panuczak asked if the District could make a claim for the old boilers. Mr. Scruton said no as they failed because of age and poor maintenance.

Referring to the NHMA training, Mr. Panuczak spoke of the $10,000 worth of Primex coverage for volunteers. He asked Mr. Scruton if it was wise for the Commissioners to, during the Spring, have the individuals who volunteered to answer the Community Center phones during the business hours when the Front Desk was not staffed made minimum wage employees. Mr. Scruton said "that's good management" to have the owners who volunteered to answer phones, taking pressure off understaffed District Management, paid as WEVD minimum wage employees.

Mr. Panuczak mentioned the WEA Trails Committee sometimes use chainsaws. He suggested Ms. Patti approach the WEA Board liaison regarding investigating both coverage for volunteers and whether safety education would help with premiums/coverage.

Non-public session:

No non-public session was convened

Adjournment: *Mr. Panuczak motioned to adjourn the meeting; Mr. Herlihy duly seconded. Motion passed in a roll call vote with all voting in favor.*

Meeting adjourned at 1:03 PM.

Minutes submitted by John Scruton, Interim General Manager

Appendix A

Interim General Manager's Report 10/21/2021

1. Water rate relief. The question has been raised as to whether there should be some sort of poverty-hardship relief for the new water rates. I would suggest two options. First if this is a major problem for someone, they should apply for welfare assistance from the town of their residence. Second option the Commission could establish a policy on which individuals could apply for poverty-hardship relief based upon one of the following two standards. One would be the standard the state has for relief of the state education property tax or the second would be the income and asset limits set by Campton/Thornton for elderly exemption.

Here is standard for NH property tax relief:

Taxpayer Assistance - Low and Moderate Income Homeowners Property Tax Relief

An eligible applicant for the Low and Moderate Income Homeowners Property Tax Relief is a person who is:

Single with adjusted gross income equal to or less than $20,000; or

Married or head of NH household with adjusted gross income less than or equal to $40,000; and

Elderly Exemptions: First three numbers based on age amount of reduction in assessment on primary home. The income limit is self-explanatory and does include Social Security. The Asset limit is the amount of assets they can have other than their primary residence and land necessary for it (i.e., home on 100 acres, would count 98 acres as asset)

Municipality	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit
Campton	40,000	60,000	200,000	29,000	37,000	50,000	50,000
Thornton	40,000	55,000	70,000	25,000	40,000	75,000	75,000

2. The Public Water System Emergency Plan Guide should be amended. Corey Smith's cell phone should be removed from the chain of command Flow Chart page 2 since he should not be disturbed while on leave. It should not be included in communications regarding the water system while he is away. There are other items that will need amendment, but for now that one should be done ASAP.

3. Smith Pump was unable to remove Well #1 to repair it despite using 9,000 pounds of pressure. Attempts this week failed. We will need to dig down about 20 feet around the well casing as part of the next step. We are continuing efforts to remove the pump to replace it and the broken check valve below it.

4. Shall we go out with an RFP for the hot tub for outdoors, including the fact it needs to be ADA compatible in the design or with specified modification.
5. I have two companies that are supposed to be getting me an estimate/plan for the indoor spa/hot tub to ensure ADA compliance and the floor is strong enough to support it. Until we get that step done, it is hard to order a hot tub for there.
6. The extension on the Recreation Management Agreement (RMA) expired. The agreement should be extended while negotiations continue. There was a good meeting last Saturday.
7. I am unsure why the District would proceed with a lease when there seems to be agreement within the group that met Saturday on amendments to the RMA. Unless I am missing something, amending the RMA seems the best way to go.
8. The Budget plan going forward is tentatively a management fee ($100,000 was discussed but we can examine costs later this fall to be sure that is fair for both the WEA and WEVD for work done by WEVD staff on WEA business). Then 100% of staff and supplies would be in the District Budget with an offsetting revenue of that fee. This should simplify bookkeeping and budgeting. The Revolving Recreation Fund will continue to be billed directly for recreation expenses.
9. We missed the deadline for the Surplus Auction at the White Farm (NH Administrative Services). Next sale will be in Spring. We could put the Oshkosh out for bid with no minimum or wait and transport to Concord for the auction in the Spring.
10. There was a successful opening at the Ski Lodge so plan is to be open Fridays and Saturdays going forward.
11. DES has about a billion dollars for water projects. We need to continue the asset review and planning what needs to be done to submit projects for grants.
12. At my request CivicPlus (website design and hosting) has adjusted the agreement so we do not pay for year two until 2023. Therefore, we are paying $4,875 out of 2021, $4,875 out of 2022 and then $3,150 (perhaps with a 5% increase) in 2023 and thereafter that will be the cost adjusted upward by 5%. Will the Commission vote to approve this?

Appendix B
Computer Use and Communications Equipment Policy

COMPUTER USE AND COMMUNICATIONS EQUIPMENT POLICY

The Waterville Estates Village District (WEVD), provides communication tools including computers, fax machines, telephones, voicemail, e-mail, and access to the Internet to help elected officials and individuals other than employees, hereinafter 'individuals') do their job. This policy is designed to help you understand our expectations for the use of these resources and to help you use these resources wisely.

All individuals should be aware that The WEVD has the right, but not the duty, to monitor the computer, network, fax, voice mail, e-mail, smart phones, and Internet use of all individuals. For this reason, individuals should not have any expectation of privacy in their use of District issued computers or other communications equipment, including e-mail, social media sites, smartphones, and voice mail systems. The WEVD reserves the right to suspend individual user accounts for violation of this policy and to take disciplinary action up to and including termination of access for the misuse of these resources or other violations of this policy.

The following guidelines apply to all individuals:

- Individuals should be aware that in addition to having the ability to monitor e-mail messages sent and received on our system (including e-mail messages sent and received from personal e-mail accounts accessed from our system), WEVD has the ability and the right to monitor its systems for such things as Internet web site visits, newsgroup discussions, chat room discussions, blogs, social media sites, computer network use, and voice mail accounts. Our computers and other communications equipment and the communications, information, and documents created on them are the property of WEVD and may be monitored by WEVD NH at any time.
- Our computers and other communications equipment may not be used to violate any federal, state, or local laws or regulations. Use of any District resources for illegal activity is grounds for immediate termination of access, and we reserve the right to report the matter to law enforcement authorities. We will cooperate with any resulting law enforcement investigation.
- WEVD reserves the right to inspect any and all files stored on the District computer network, including any files in private areas of the District network, in order to assure compliance with this policy.
- The display or transmission of any sexually explicit image or document by e-mail or through any other means using the District's system or District supplied communications equipment is a violation of our policy on sexual harassment. Our computers and other communications equipment also may not be used to transmit or display ethnic or racial slurs, or any other comment, message, or image that offensively addresses age, race, sex, sexual orientation, genetic information, religion, national origin, disability, veteran status, marital status or other protected status in a manner that may be viewed as harassing, discriminating, or disparaging of others. Transmission of harassing, discriminatory or otherwise objectionable e-mail or files is strictly prohibited.
- Transmission of any religious or political messages is strictly prohibited using WEVD equipment. The term political refers to actions like taking positions in partisan politics or advocating for candidates for elected office.
- Access to non-work related obscene or offensive web sites is strictly prohibited.
- Any personal use of our computers or other communications equipment for any commercial activity (other than District business) is strictly prohibited, as is the use of District computers and communications equipment for anything that may not be in the best interest of WEVD including, but not limited to, activities that disclose any confidential or proprietary information of WEVD. Occasional personal use may occur provided it does not hinder the performance of one's duties and complies with all the other provisions in this policy, similar to taking or making a quick occasional personal phone call.
- District computers and other communications equipment are to be used only by authorized users. Non-individuals (other than contracted personnel such as Contract

IT and Water vendors) may not use the District's computers, network, or other communications equipment for any reason.

- Use of another individual's account, user name, or password, or access to their personal files without their consent (by anyone other than authorized representatives of the IT department, an individual specifically authorized by the Board of Commissioners, or as part of a police investigation of the individual under the oversight of the Police Chief or outside agency authorized to conduct the investigation) is strictly prohibited. Obtaining, or trying to obtain, other users' passwords, or using programs that compromise security in any way is prohibited other than as part of a secure and confidential appendix to a Continuity of Operations/Emergency Management Plan.
- All passcodes and passwords are the property of WEVD, NH. No individual may use a passcode or password, that has not been issued to that individual by WEVD's contract IT vendor to use the District's computers, network, and other communications equipment. All users must take reasonable precautions to prevent unauthorized access to our systems. Passwords should not be divulged to unauthorized persons.
- Care must be taken to avoid compromising the computer system by opening links in emails or websites that could contain malware or expose sensitive information.
- Destruction, theft, alteration, or any other form of sabotage of the District's computers, programs, software, hardware, networks, websites, files, data, and other communications equipment and resources is prohibited and will be investigated and prosecuted to the fullest extent of the law.
- The breaking into and/or corrupting of any of the District's computers, network, or other communications equipment is strictly prohibited. Hacking into third party computer or other information systems using the District's technology is also prohibited, and will be reported to the authorities.
- Any vulnerability in the District's computers, network, or other communications equipment or resources should be reported immediately to the General Manager or the Chair of the Board of Commissioners.
- The use of viruses, worms, or other destructive programs is prohibited. If a virus, worm, or other destructive program is identified, it should be immediately reported to the District Administrator or Finance Director and the IT consultant or staff.
- Accessing the District's files or any other files on the network or the system that you do not have a right to access is prohibited unless you have prior written authorization from the District Administrator or Finance Director.
- Disruptive behavior such as intentionally destroying or modifying files on the network is strictly prohibited. Any form of tampering, including, but not limited to, snooping, drilling down, hacking, erasing files that should not be erased, or introducing malware or spyware is strictly prohibited.
- Confidential information is not to be transmitted over the Internet or otherwise disclosed without prior authorization and proper encryption. While some District

information is subject to the NH Right to Know Law (RSA 91-A, some of the data and information is considered confidential. While the former has a duty to disclose, the latter must not be disclosed. When in doubt an individual should consult with the General Manager or Board of Commissioners, who may refer it to an attorney if there is doubt. A response should be timely given of the status of the request. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should be used only for its intended purpose. Individuals' responsibility for confidentiality continues outside of work. Individuals may not work on District documents, data, or other business on home computers or other portable technology without the express prior written approval of the General Manager or Board of Commissioners.

- All individuals are responsible for taking precautions to safeguard the physical security of the District's network, Internet, computers, and other communications equipment. Disks, CDs, USB portable drives, Zip drives, and other removable drive devices containing sensitive, confidential, or proprietary information shall be stored in a locked drawer. Computers should be set to save on power consumption to automatically start after being unused for a short period of time. Computers should be turned off when not in use for an extended period of time or when an individual is out of his or her office.
- Individuals are not allowed to introduce programs or files to our network, Intranet, computers, or other communications equipment media from any external sources, including, but not limited to CDs, disks, Zip drives, personal digital assistants (including, but not limited to, hand-held/mobile technology), USB portable drives, and other removable drive devices without prior written authorization from the General Manager or Board of Commissioners.
- Individuals may not copy, transmit, or otherwise remove any information from our network, Intranet, computers, or other communications equipment to CDs, disks, Zip drives, personal digital assistants, USB portable drives, or other removable drive devices without prior written authorization from the District Administrator unless part of providing information to the public or others as a legitimate exercise of one's access.
- Individuals may not intentionally download anything from the Internet, other than information directly related to district function, without prior written authorization. This includes, but is not limited to, screensavers, music, E-mail stationary, and other images.
- Nonexempt individuals may not do District work on computers outside the workplace without specific permission and tracking of hours worked because of wage and hour issues.
- All downloaded files or applications are to be scanned for viruses before being saved on the District's network. The Computer IT Vendor or General Manager must review all downloaded applications before being installed on the network.

- All information on the network, Intranet, computers, storage devises and other communications equipment is the property of The District. Deleting, altering, or sharing confidential, proprietary, or any other information during access or after separation from access is prohibited, unless you have received prior authorization. Upon separation from access, any computer or other equipment, including CDs, disks, Zip drives, USB portable drives, personal digital assistants, and other removable drive devices, must be returned with the appropriate passwords, identification codes, and other information necessary for WEVD to continue using its equipment. Copies of work-product may be retained with the prior written permission of the General Manager.
- All individuals are required to report any violations, or suspected violations, of this policy.

End of Communication Equipment policy

Appendix C
Password Policy

Objective

Passwords are an important aspect of computer security. They are the frontline of protection for user accounts. A poorly chosen password may result in the compromise of Waterville Estates entire corporate network. As such, all Waterville Estates employees (defined to include elected officials, contractors, vendors, and others authorized for access to Waterville Estates systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

This policy establishes a standard for the creation of strong passwords, theprotection of those passwords and the frequency of change.

Scope

The scope of this policy includes all employees (as defined above) who have or are responsible for an account (or any form of access that supports or requiresa password) on any system that resides at any Waterville Estates facility, who have access to the Waterville Estates network, or who store any nonpublic Waterville Estates information.

User Authentication

Every user must be assigned a unique user account (user ID) and a password for access to Waterville Estates systems. Shared or group user IDs are prohibited for user-

level access. Systems and applications must authenticate using a password or token entry. The use of non authenticateduser IDs (i.e., those without passwords) or user IDs not associated with a single identified user is prohibited. The account will lock a user out after sixinvalid login attempts within 30 minutes. Locked accounts shall remain locked for at least 30 minutes or until the System Administrator unlocks theaccount. Users may contact OnSite Computer Services to have their account unlocked. Multifactor authentication is required for all users accessing Waterville Estates systems remotely.

Password Management

Passwords must be created and managed in accordance with this section.

Password Requirements

- All user-level Waterville Estates network passwords will expire every90 days and must be changed.
- New passwords cannot be the same as the previous four passwords.
- Passwords must be at least eight characters in length. Longer isbetter.
- Passwords must contain both uppercase and lowercase characters(e.g., a-z and A-Z).
- Passwords must contain at least one number (e.g., 0-9).
- Accounts shall be locked after six failed login attempts within 30 minutes and shall remain locked for at least 30 minutes or until theSystem Administrator unlocks the account.

To unlock an account or change a password without logging in, some Waterville Estates systems require the administrator to provide a new temporary password to the user. In such cases, passwords will be providedand the user must immediately log in and change the account password.

Passwords should not be shared with anyone unless approved by management, and documented with an email to OnSite ComputerServices.

All passwords are to be treated as sensitive, confidential information. If someone requests your password(s), please inform him or her that you cannot provide that information per Waterville Estates policy and contact management about the request. If you suspect an account or password has been compromised, report the incident immediately and change all related passwords.

Draft

Guidelines for Password Construction

A strong password:

- Contains both uppercase and lowercase characters (e.g., a-z and A-Z).
- Contains digits and punctuation characters (e.g., 0-9 and !@#$%^&*).
- Is at least 8-15 alphanumeric characters long and is a passphrase(e.g., "Ohmy1stubbedmyt0e").
- Is not a single word in any language, slang, dialect or jargon (e.g., "password" or "Fluffy").
- Is not based on personal information, names of family members, etc.

Employees should try to create passwords that can be easily remembered.One way to do this is to create a password based on a song title, affirmation or other phrase. For example, the phrase might be "This may beone way to remember," and the password could be "TmB1w2R!" or "Tmb1W>r~" or some other variation.

Passphrases

Passphrases are generally used for public/private key authentication. A public/private key system defines a mathematical relationship between thepublic key that is known by all and the private key that is known only to theuser. Without the passphrase to "unlock" the private key, the user cannot gain access.

Passphrases are not the same as passwords. A passphrase is a longerversion of a password and is, therefore, more secure. A passphrase is typically composed of multiple words. Because of this, a passphrase is more secure against "dictionary attacks."

A good passphrase is relatively long and contains a combination of uppercase and lowercase letters as well as numeric and punctuation characters. An example of a good passphrase is "Vaca@The#OBX!$MyDreamin!"

All of the rules above that apply to passwords apply to passphrases.

Enforcement

Any employee found to be in violation of, or to have violated, this policymay be subject to disciplinary action, up to and including termination ofemployment.

Draft

End of Password policy

Appendix D
Volunteer Letter Right to Know

On WEVD letterhead]

Dear ____:

I wish to thank you for volunteering to serve the WEVD. Enclosed in this packet are materials that you will need in performing your volunteer duties as required by NH State law.

WEVD advisory committee service has a one year term of one year. The term lasts from the date of appointment until, following the next Annual Meeting, the second regular Commissioner meeting. This gives the Commission time to reach out to all volunteers to confirm that they wish to continue to serve as committee and/or Board members. The Planning Board members serve in rotating 3 year terms.

The WEVD Planning Board and all advisory committees are public bodies under NH law. As a result, the NH Right-to-Know law applies to the committee/Board.

Each advisory committee / Board will select a Chair who is responsible for scheduling meetings, conducting meetings, and setting the agendas. Each committee / Board will appoint a Recording Secretary whose responsibility will be to prepare the official minutes of each meeting. While Commissioners may serve on advisory committees and/or Boards, the best practice is to not have a member of the governing body (WEVD Commission) serve as Chair of a committee or Board.

Each advisory committee will establish a written purpose, mission, or goals & objectives document. Any purpose or mission must be consistent with the committee's statutory purpose to advise and make recommendations to the Commission.

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The attached procedures outline the Right-To-Know law.

If you, at any time, want to end your commitment with the advisory committee or Board, please contact the WEVD Commission chair and your committee / Board chairperson in a written format.

A great deal of information is attached to assist you in being a truly successful advisory committee / Board. Your participation on a committee or Board in Waterville Estates is a great opportunity to meet your neighbors, make friends, and improve our quality of life.

Requirements of RSA Chapter 91-A, Right-To-Know

PROCEDURES FOR Advisory Committees, Planning Board Meetings

Conducting Advisory Committee / Planning Board meetings

1) Where possible, committee chairs will create a 6-month meeting schedule and submit electronically to both management and a.smith@waterville-estates.com. The schedule will include the date, time, place of each meeting.

2) Posting meetings -- WEVD Management will post notice of committee / Board meeting no less than 24 hours in advance.

The Posted notice must, by law, include the following;

a) Name of the advisory committee or Board calling the meeting

b) Location of the meeting

c) Time of the meeting

d) Date of the meeting

e) Remote access information

3) In the event additional meetings are needed, the chair or a designee must submit a request for posting of notice to Management at least 5 business days in

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advance. Management retains authority to allow exceptions to this rule so long as the requirements of 91-A are met.

4) The chair can submit a meeting agenda to management to be included with the meeting notice. WEVD Procedures do not require the preparation of agenda.

5) All public body meetings shall be conducted in a physical location. There must be a quorum (a simple majority of committee members) present at the physical location for the meeting to occur. WEVD procedures and NH law allow for the remote participation of members when physical attendance is not reasonably practical (i.e., traveling, illness). (See #9, below.)

CAUTION: In the event of an emergency, please watch for information from WEVD Management / Commissioners if State or Federal actions mandate that public body meetings be conducted virtually.

6) WEVD Procedures require that public body meetings include electronic transmission / Zoom access. This access will allow for members of the public to record without WEVD Management or meeting administrator permission.

7) Your meetings are open to the public. Anyone may attend, record, or photograph the meeting and may be offered the right to speak in an appropriate manner on an appropriate topic. Be prepared to share with members of the public at the physical location copies of any/all materials the committee or Board is reviewing. The best practice is to screen share the materials under review at the meeting with any Zoom attendees as well.

8) By law, no session of advisory committee / Board meetings at which evidence, information, or testimony in any form is received should be closed to the public with some exceptions. See RSA 91-A:3, II for the procedure and list of topics which can be considered and acted upon in a non-public session. Non-public sessions do not apply to most advisory committees.

9) The committee/Board Chair may allow limited members to participate in a meeting by telephone or other electronic means if physical attendance is not reasonably practical, all members can contemporaneously hear and speak with each other, a quorum is still physically present in the location where the public was

told the meeting would occur, and all parts of the meeting are audible or otherwise discernible to the public at the location.

10) In the event a member of the public in attendance at a meeting requests records from the advisory committee/Board or any member of the committee/Board, the volunteer shall report the request to WEVD Management. (See Compliance with RTK, below.)

Advisory Committee / Board minutes/records:

Meeting Minutes:

a) Purpose of preparing minutes is to promote openness in the conduct of public business and to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and their accountability to the people.

b) Minutes must be available for public inspection within 5 business days after the meeting (these minutes are unapproved drafts) under NH law. Unapproved draft minutes can include handwritten notes but, if typed, shall include a “DRAFT” watermark, pagination at the bottom, and a footer identifying the committee / Board and date. Draft minutes shall be sent electronically to WEVD Management, a.smith@waterville-estates.com, and each commissioner as a BCC. (Ensuring compliance with NH law, draft minutes are then available for production to members of the public in the event a Right-to-Know request is received.)

c) At the next meeting, these draft minutes will be approved formally and released for archival and posting purposes with the signature of the chairperson and a stamp of the WEVD Clerk.

d) To be included in the meeting minutes:

a) At the top, name of the committee / Board, physical location, time & date

b) A footer with the name of the committee / Board and date

c) pagination (at the bottom)

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d) Committee / Board members in attendance

e) Guests in attendance (physical location & remote access)

f) Identify person chairing the meeting

g) Identify person taking/preparing the minutes

h) Time the meeting was called to order

i) Brief description of the subject matters discussed and any final decision reached or action taken, including any motions, naming who made each motion, naming who seconded any motion, and resulting vote tally (yeas & nays).

j) If public comment was included, identify who spoke and include a brief description of their statement

k) Date and time for next meeting

l) Name who motioned and seconded for adjournment and, if carried, time adjourned

e) Minutes should be fair, objective, and respectful

f) Review Procedures for Public Body Meeting Minutes (Advisory Committees, Planning Board) for more details

g) Recordings of the committee / Board meetings made to assist with the production of meeting minutes shall be destroyed / deleted at the direction of the WEVD Clerk upon approval of the corresponding public body meeting minutes.

Tape/video recordings of advisory meetings:

If an advisory committee or the Planning Board chooses to record the meeting in order to assist in the preparation of meeting minutes, the tape/video will be available for inspection until the minutes are approved, at which time, following WEVD procedures, they should be destroyed. If recordings are not destroyed, they remain available for publication to the public pursuant to NH's RTK law for as long as they exist. If a Right-To-Know request is made, the recording secretary or other

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committee/Board member who took notes and/or produced the draft or official meeting minutes shall be required to produce any (non Zoom) recordings and handwritten notes used to assist in preparing the meeting minutes.

Communications among members outside of public meetings:

Email

a) Advisory committee and Planning Board meetings may never be conducted by email or any other format which does not allow the PUBLIC to hear or read or discern discussion at the meeting location. Stated another way, all advisory committee and Planning Board meetings must be conducted in public. By definition, members of WEVD committees and Board(s) cannot conduct meetings through the use of email. When an email is sent to a quorum of committee/Board members and a discussion ensues on that email thread, a meeting has occurred – without following the mandates of NH's RTK law.

b) It is permissible to utilize email communications with all committee/Board members so long as the content does not involve official business of the public body. Simply stated, email conversations about scheduling is permissible as no official business of the committee or Board is being discussed. Information/data can be shared with all committee/Board members via email so long as no one engages in a discussion of the with a quorum of committee/Board members in the email thread/chain. The best practice to share data/information is to send by email to all with delivery to committee/Board members as "BCC" or blind carbon copy. In that manner, no one can "reply all" to the whole public body.

c) Many committees have evolved the practice of circulating by email a draft of the meeting minutes to all members, seeking edit input. Such input needs to be provided in a 'direct' communication with the member who is drafting the minutes; there cannot be any 'reply all' conversations. Doing so would be to convene a meeting of the committee (as a quorum of members will be participating in the email thread). Again, best practice would be to send the minutes as "BCC" delivery to all members.

Compliance with Right-To-Know (RTK) Requirements

1) Some records are NOT subject to disclosure pursuant to statute, RSA 91-A:5, and RSA 91-A:4, I.

2) Compliance with RTK requests shall be provided in accordance with RSA 91-A:4, IV.

3) Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release. WEVD Management will process any RTK requests and instruct committee/Board chairs and recording secretaries on procedure.

4) If an advisory committee is unable to make a governmental record available for immediate inspection and copying, the public body or WEVD Management shall, within 5 business days of a request:

a) Make such record available

b) Deny the request

c) Provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.

5) WEVD Management or a public body denying, in whole or part, inspection or copying of any record shall provide a written statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

6) Appropriate reasons for the delay can include needing time to determine if the record exists, needing time to determine if the record is disclosable, and needing time to determine how much time it will take to make the requested records ready for review/copying.

7) In the WEVD RTK Logbook or computer file, the WEVD General Manager or Assistant General Manager shall enter the details of when the requesting party received compliance (access or copies), what records were provided, any denials of access, statements regarding why a delay is necessary beyond the 5 days, and

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any other pertinent information. A best practice is to include in the logbook/file copies of any correspondence with requesting parties.

8) All parties requesting RTK documents shall be charged $1.00 per page of compliance.

9) in the event a member of the public makes a request for records/documents/correspondence, the committee/Board member who received the request must alert WEVD Management by close of business on the next business day. Volunteers may receive such requests at public meetings or through other forms of communication – email, text, phone, face-to-face verbal. The form in which a RTK request is made does not change the obligation of the municipality to timely and completely provide compliance under NH law. Please be aware – the reason(s) for the request for records ARE NOT to be questioned or addressed in any manner. The responsibility of the volunteer is to communicate the request, as soon as reasonably possible but not more than the following business day, to WEVD Management. It is appropriate to advise the person making the request for records that you consider their statement/question/request as a Right-to-Know inquiry AND tell them that you will so notify WEVD Management. If the request concerns committee/Board materials the volunteer has readily available, feel free to immediately provide the materials to the requesting party. If the request requires a search for documents or correspondence and compliance cannot be immediately made, please alert the requesting party that WEVD Management will be in touch regarding RTK compliance.

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Maureen Patti MOTIONS FOR 020222 WEVD COMMISSION MEETING:

1. Motion to amend JANUARY 19, 2022 draft WEVD Commission meeting minutes as follows:
    a. Insert title Commissioner title under attendees on page 1.
    b. Page 1, line 37, end of Approval of January 12, 2022 minutes – insert "roll call" in between 'unanimous' and 'vote'
    c. Page 2, lines 56 & 57, section b – modify sentence to read "Supervisors of the Checklist of the towns of Campton and Thornton will not be holding any additional (correction of the voter checklist) sessions after FEBRUARY 26th.
    d. Page 2, line 74, section 1, last sentence – make it a new paragraph and modify the sentence to read "He added that using this methodology for per gallon usage would produce a similar billing amount for a metered three-bedroom home to what is billed now for a three-bedroom home without a meter."
    e. Page 2, line 82, end of section 1 – insert "roll call" in between 'unanimous' and 'vote'
    f. Page 2, line 83, Section 2 – Correct to "Budget Advisory Committee"
    g. Page 2, line 83, Section 2 – substitute "Commission" for 'Board' (in this community, the WEA Board of Directors are generally referred to as the Board. For clarity's sake, it is best to refer to the WEVD governing body as the Commission.)
    h. Page 2, line 85, Section 2 – insert between 'indoor' and 'pool' the word "upper"
    i. Page 3, line 89 – insert "roll call" in between 'unanimous' and 'vote'
    j. Page 3, line 96, Section 3 – correct typo "arose"
    k. Page 3, line 105, Section 3 – insert between 'Budget' and 'Committee' the word "Advisory"
    l. Page 3, line 121, Section 4 – insert after 'some large water related expenditures' the following: "(estimated by the IGM to be 3 million dollars)"
    m. Page 4, line 148 – insert "in a roll call vote" after 'in the affirmative'
    n. Page 4, line 167 – insert "roll call" in between 'unanimous' and 'vote'
    o. Page 4, line 177, top of page – correct spelling of Terry Bennett
    p. Page 6, line 231 – insert after 'all voting in favor' the words "in a roll call vote"
    q. Page 6, last line: "Prepared by Alvina Snegach"

2. Motion to amend DECEMBER 21, 2021 draft WEVD Commission meeting minutes as follows:
    a. In third paragraph, correct time of motion to enter nonpublic session from 12:20 to 12:18 PM.
    b. At end of 3rd paragraph (Ned McElroy left…), insert: Nonpublic Session entered at 12:20 PM.
    c. Correct time of resumption of public session from 1:32 to 1:33 PM

3. Motion to amend DECEMBER 11, 2021 draft WEVD Commission meeting minutes as follows:
    a. Correct time of resumption of public session from 11:16 to 11:18 AM

4. Motion to amend December 1, 2021 draft WEVD Commission meeting minutes as follows:
    a. Insert title Commissioner title under Attendees on page 1
    b. Substitute “Interim General Manager” for ‘IGM’ and “Assistant General Manager” for ‘AGM’ on Page 1, Attendees section.
    c. Correct Call to Order time from 9:00 AM to 6:00 PM
    d. Insert on Page 1, in Approval of Agenda section, last line, the words “roll call” in between ‘unanimous’ and ‘vote’
    e. Page 1, IGM Report, Section 2, line 3 – insert after ‘will be’ “paid”
    f. Page 2, first line – change last sentence to read: “A roll call vote was taken and the motion passed unanimously.”
    g. Page 2, last line of Section 2 – insert after ‘unanimous’ the words “roll call”
    h. Page 2, last line of Section 7 – insert after “carried” the words “in a roll call vote”
    i. Page 2, Section 10 – modify sentence to read: Public Hearing on accepting the increase in value to the Community Center for Locker Room renovation is coming up.”
    j. Page 2, Section 11 – sentence to read: “Game Room: the work is planned for late December, assuming materials arrive.”
    k. Page 3, first line – modify sentence to read: “Motion carried in a roll call vote with everyone voting in favor.”
    l. Page 3, Section 14 – modify sentence to read: “Mr. Scruton requested the Commission vote to accept and expend $2,400 payment received from PRIMEX for damage to a roadway (Item discussed later as Agenda Item 10.h).”
    m. Page 3, Section 16 – add to section, at the end, the following sentence: “Commissioners evidenced agreement from their comments.”
    n. Page 3, Section 17, line 2 – correct typo, ‘by the **S**tate.’
    o. Page 3, Section 17 – add at the end, “Specifically, WEVD needed to secure a modification to the permit to operate a drinking water system.”
    p. Page 4, Section 23 – modify to read: “Meeting Schedule: Mr. Scruton suggested the Commission set a schedule…”
    q. Page 4, last paragraph, after Section 25, line 3 – delete ‘…which night skiing is.’ and insert the words “is lighting for night skiing beyond resources for recreational activities?”
    r. Page 5, HOA representative section, first line – delete ‘has also authorized season passes for employees’ and insert “has also authorized the sale of season passes by employees” ????
    s. Page 5, HOA representative section, line 14 – change ‘10$ lease’ to a “$12/year lease” Page 5, HOA representative section, lines 15 & 16 – correct typos ‘overtime’ to “over time”
    t. Page 5, Check Manifests, line 2 – insert after ‘unanimous’ the words “roll call”
    u. Page 5, Committee/Board Reports, line 2 -- insert after ‘unanimous’ the words “roll call”
    v. Page 6, section f, line 3 – add to end of sentence “upon a roll call vote.”

w. Page 6, section g, Change Annual Date – substitute “tabled to” for the phrase ‘will be done on’
x. Page 6, section h, line 3 – modify sentence to read: “Mr. Herlihy duly seconded and motion passed with everyone, in a roll call vote, voting in favor.”
y. Page 6, Public Hearing: Amending Water Ordinance, line 9 – modify the end of the sentence to read: “…a **roll call** vote was taken and motion passed unanimously.”
z. Page 6, Public Hearing: Acceptance of Locker Room Renovation section – modify section title to read: “Acceptance of Increase in Value to the Community Center from Locker Room Renovation in an amount in Excess of $10,000”
aa. Page 6, Public Hearing: Acceptance of Locker Room Renovation section – modify motion by Ms. Patti to read: “…that the WEVD accept the increase in value of $40,537.48 **to** the Community Center **for the** locker room renovation**s**. The amount of $40,537.48 is in addition to the $34,000 in value added to the District’s Community Center, approved at the Public Hearing conducted on February 19, 2021. The total amount of increased value to the Community Center for the renovations is $74,537.48.
The cost of renovation of the locker rooms consisted of:
    1. The District expended $24,000 from the 2019 non-lapsing Warrant Article (Recreational Elements) which was earmarked for the locker room renovation**s**,
    2. The District expended an additional $12, 857.99 toward vendors and supplies for which WEA is to **reimburse** the District,
    3. WEA spent an additional $61,679.69.

    The total cost for the renovations to both locker rooms is $98,537.48.”

bb. Page 7, line 2 – add to ‘Motion passed unanimously’ the phrase “upon a roll call vote.”
cc. Page 7, Adjournment section, line 2 – insert after ‘passed’ the words “in a roll call vote”
dd. Page 7, last line – add “Prepared by Alvina Snegach”

5. Motion to amend NOVEMBER 17, 2021 draft WEVD Commission meeting minutes as follows:
    a. Insert title Commissioner title under Attendees on page 1
    b. Spell out title for Interim General Manager, Assistant General Manager, and WEVD Clerk (Ryan Timms) in Attendees section on Page 1
    c. Page 1, Approval of Minutes section b (09/23/21, etc.) last line – Modify last sentence to read: “Motion to approve the minutes as amended passed with a unanimous roll call vote.”
    d. Page 1, Approval of Minutes, section a (10/29/21), line 3 – modify sentence as follows: “Mr. Herlihy duly seconded and the motion passed unanimously **with a roll call vote**.”
    e. Page 1, Approval of Minutes, section a (10/29/21), line 7 – add the words “in a roll call vote” to the end of the sentence
    f. Page 2, last sentence before Making Approved Minutes Official – insert after ‘and motion passed with’ the words “a roll call vote with”
    g. Page 3, line 7 – insert after ‘passed with’ the words “a roll call vote and”
    h. Page 3, Section 4, line 3 – insert after ‘WEA dues’ the words “and CIF contribution.”
    i. Page 3, Section 4, line 8 – after ‘Water’ insert “Master Plan”

j. Page 3 Section 4, line 8 – after 'Committee' insert "(WMP&R)"
k. Page 3, Section 4, line 9 – change 'Water and Roads Committee' to "WMP&R Committee"
l. Page 3, Section 5, line 1 – change 'We asked' to "Management requested"
m. Page 3, Section 5, line 2 – insert before 'Highway Garage' the words "Service Yard/"
n. Page 3, Section 5, line 3 – change 'is what we are doing' to "is being done."
o. Page 4, Section 9, line 4 – before 'Volkswagon engine' insert the words "somewhat unique"
p. Page 4, Section 9, line 4 – after 'off a similar lift' add the words "or from one local supplier (who has the particular VW engine and sells individual parts of the engine)"
q. Page 4, Section 9, line 6 – substitute "the lift" for 'WEVD's'
r. Page 4, Section 13, line 1 – sentence to read: "District is working on getting a modification to the Water Department permit to provide drinking water in order to use treated water for snowmaking."
s. Page 4, Section 13, line 6 – modify sentence to read: "It is clear, in the IGM's judgment, that the methods we have used in the past to bring chemicals to the site in winter are not safe."
t. Page 5, Section 18 – modify the sentence to read: "Mr. Scruton read **aloud the** proposed wording for **the** home page of the new website that briefly describes WEVD and WEA as two separate **entities along with their functions**."
u. Page 5, Committee/Board Reports – add "Committee" after 'Water Master Plan & Roads'
v. Page 6, HOA Representative section, line 5 – delete the words 'additional funds' and insert "increased value to the District asset/facility"
w. Page 6, Check Manifests – insert "roll call" after '2-0' and before 'vote'
x. Page 6, Committee/Board Reports – insert after 'unanimous' the words "roll call"
y. Page 6, Section 1, line 2 – correct typo 'have' to "has"
z. Page 6, Section 1, line 2 – correct spelling of **Jaime** Oldmixon
aa. Page 6, Section 1, line 3 – delete 'representative' and insert "member"
bb. Page 6, Section 1, line 3 – delete 'Water and Roads' and insert "WMP&R"
cc. Page 6, Section 1, line 3 – change 'attended a meeting' to "attended a WEA Board sponsored meeting"
dd. Page 6, Section 1, line 3 – 4 – insert after 'explained to the' the words "community members" and delete 'Commissioners'
ee. Page 6, Section 1, line 5 – change 'provided' to "providing"
ff. Page 6, Section 1, line 7 – delete 'some' and change to read "...and other **WMP&R** volunteers who worked on **a water ordinance to bring the Estates into compliance with NH law** since 2019."
gg. Page 6, Section 2, line 5 – add after 'to vote' the words "in the Estates."
hh. Page 6, Section 2, line 6 – add at end of sentence "in a roll call vote."
ii. Page 6 Section 3, line 2 – add to end of sentence "in a roll call vote."
jj. Page 6 Section 3, line 3 – add to end of sentence "in a roll call vote."
kk. Page 7. Section 5, line 7 – add to end of sentence, after 'unanimously' the words "in a roll call vote."

ll. Page 7, Section 6, line 5 – add after 'bookkeeper' the following: 'Patti Lindblom"
mm. Page 7, Section 6, line 9, 10 – delete the parenthetical '(or however Ms. Lindblom's position is called)'
nn. Page 7, Section 6, line 11 – correct typo, "policy" instead of 'polity'
oo. Page 7, Adjournment – insert after 'Motion passed' the words "in a roll call vote"
pp. Page 7, last line – add "Prepared by Alvina Snegach"

6. Motion to amend NOVEMBER 4, 2021 draft WEVD Commission meeting minutes as follows:
    a. Insert title Commissioner title under attendees on page 1
    b. Page 1, line 11 – add to last sentence in Approval of Agenda "through a roll call vote."
    c. Page 1, line 17 – insert before 'motion passed unanimously' the words "with a roll call vote the"
    d. Page 1, line 40, bottom of page – insert after 'duly seconded and' the words "following a roll call vote, the"
    e. Page 2, line 52, 2nd full paragraph – correct typo "arose"
    f. Page 2, line 53 – insert after 'passed with a 2:1' the words "roll call"
    g. Page 2, line 73, Section #6 – change 'Board' to "Commission"
    h. Page 2, line 82, Section #7 – Substitute "Mr. Scruton has" for 'I have'
    i. Page 3, line 89 – insert after 'duly seconded and' the words "in a roll call vote"
    j. Page 3, line 95, Section #11 – Substitute "Mr. Scruton reported finding" for 'We have found'
    k. Page 3, line 96, Section #11 – delete 'we can' and insert "possible"
    l. Page 3, line 117 – insert after 'with a 2:1' the words "roll call"
    m. Page 4, line 138, Section c – correct typo, "slowly" to replace 'slowing'
    n. Page 4, line 149, Section d – insert between 'annual' and 'budget' the words "Water Department"
    o. Page 6, line 234, Public Comment Section – insert the words "artificial snow" between the words 'the' and 'surface'
    p. Page 7, line 273 – insert before 'with all voting in favor' the words "in a roll call vote"
    q. Page 7, last line: "Prepared by Alvina Snegach"

7. Motion to amend OCTOBER 21, 2021 draft WEVD Commission meeting minutes as follows:
    a. Page 1, Present, Via Zoom – insert "WEVD Treasurer" in front of Rob Diefenbach
    b. Page 5, line 215 – insert after 'Administrative Services' ", NH State Surplus"

8. MODIFICATIONS TO PROCEDURES RELATING TO ZOOM RECORDINGS OF PUBLIC BODY MEETINGS
    a. RTK Procedures for Advisory Committees, Planning Board Meetings
    b. Procedures re Public Body Meeting Minutes re Advisory Committees, Planning Board

Treasurer's Report Feb 2, 2022

Bank Balances 1/31/22

Northway Bank	**Per Bank**	**Per Quickbooks**
WEVD Op Acct	$25,745.87	$31,271.63
Water Dept	$102,115.95	$87,855.19
Rec Fund	$27,898.99	$21,717.66
Friends of Campton Mtn	$21,438.78	$21,443.47
Meredith Village Savings Bank	**$177,199.59**	**$162,287.95**
WEVD Op Holding Acct	$1,597,562.77	$1,597,393.37
	$1,774,762.36	**$1,759,681.32**

Taxes (as of 1/30/22)

	Collected 2021	**Owed**
Totals	**$2,124,974.49**	**$1,281,716.12**

Campton **$1,108,331.78** **$588.861.26**

	Collected	**Collected 2021/22**	**Owed**	**Interest**
2021	$922,703.01	$922,703.01	$537,739.04	$525.51
2020	$1,111,565.93	$553,992.95	$15,179.07	$2,339.01
2019	$1,117,597.49	$10,394.82	$6,729.51	$3,970.83
2018	$1,046,216.87	$5,712.56	$23,738.13	$12,842.38

Thornton **$448,080.95** **$882,026.83**

	Collected	**Collected 2021/22**	**Owed**	**Interest**
2021	$386,760.04	$386,760.04	$694,685.96	$525.68
2020	$415,998.42	$245,411.11	$2.58	$1,486.38
2019	$360,518.00	$0.00	$200.00	$1,531.55
2018	$321,248.17	$0.00	$3,441.83	$2,996.72

2022 Water Invoicing

As of	**30-Jan**							
	Invoiced		**Paid**		**Left to Pay**			
	Billed Count	**Billed $**	**#**	**$**	**#**	**%**	**$**	**%**
One Bedroom	23	$5,799.22	20	$5,042.80	3	13.0%	$756.42	13.0%
Two Bedroom	189	$55,961.96	174	$47,940.87	15	7.9%	$8,021.09	14.3%
Three Bedroom	247	$84,767.93	225	$72,873.88	22	8.9%	$11,894.05	14.0%
Four Bedroom	72	$27,987.84	71	$25,855.50	1	1.4%	$2,132.34	7.6%
Five Bedroom	3	$1,302.72	3	$1,302.72	0	0.0%	$0	0.0%
Six Bedroom	1	$479.76	1	$479.76	0	0.0%	$0	0.0%
Developed	**535**	**$176,299.43**	**494**	**$153,495.53**	**137**	**7.7%**	**$22,803.90**	**12.9%**
Lots	**310**	**$48,491.10**	**235**	**$37,697.40**	**142**	**24.2%**	**$10,793.70**	**22.3%**
All	**845**	**$224,790.53**	**729**	**$191,192.93**	**279**	**13.7.0%**	**$33,597.60**	**14.9%**

Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611

Interim General Manager Report 2-2-22

New timeline based on legal recommendation moving Annual Meeting to 3/19/22. Will the Commission approve the new dates?

	this is deadline if move to March 19 Annual Meeting		Action items	
RSA 32:5	Deadline paper 7 days prior to public hearing. If 2/16, then in paper by 2/8		**February 8 or at least 7 days before hearing**	**Paper notice**
RSA 39:2	Petition Warrant Article 25 reg. voters 5th tues prior		2/15/2022	
RSA 32:5	**Suggested date Public hearing 2/16, reg. Com. Mtg all money warrant articles disclosed or discussed Public hearing at least 25 days before annual meeting**		**Hearing proposed 2/16 latest possible 2/22/2022**	**HEARING**
RSA 669:5, 654:26	**Supervisors of check list session**		**2/26/2021**	
RSA 39:5	**Post budget and warrant articles at least 14 days before meeting not count either post date or mtg date**		**3/2/2022**	
RSA 41:14, 32:5 VIIa	**Annual report available**		**3/11/2022**	**Annual Report**
	Annual meeting		**3/19/2022**	**Annual meeting**
RSA 21-J:34	**Report of meeting MS2**	**20 days**	**4/8/2022**	

1. Proposed Budget for public hearing. (PowerPoint handout)
2. Revenue for Budget: One of the questions related to the revenue projection coming from the RMA to reimburse the District for expenses. Here is the suggestion recommended by the Chair that the Committee will be discussing 1/31/22.
    a. Heat (propane) and electric use during recreation periods will certainly be higher than a building maintaining a low temperature (55 degrees) and pools filled but unheated.

b. The committee considered the bare bones cost of an unoccupied building as being a percentage of the annual occupied cost of the utilities, but we do not have exact numbers. At best, what can be decided is only an estimate.
c. We had discussed 55% to maintain and 45% fully in use. This was an early estimate and may not be appropriate.
d. Heating the pools and maintaining a comfortable temperature for clients will likely require more than the bare bones operation.
e. At this point, a 50/50 split, although likely light on the recreation side, would bring us closer to allocating these costs to recreation.
f. On the topic of pool chemicals, they must be used regardless of use; the pools should not be emptied. However, when in use, the amount of these chemicals required would likely be a larger percentage of the total cost.
g. Again, a 50/50 split might be acceptable but that is an estimate as well.
h. Other expenses (highlighted in yellow on the budget) directly related to use demand should be allocated on the higher percentage side than if the buildings were unoccupied.
i. Again, what that percentage should be may be more appropriately set at 75 to 80%, another estimate.
j. If hours of operation are decreased, that would have some impact but a one to one correlation is unlikely, e.g. reducing operations to 5 days from 7 days would not be a 29% reduction in costs.

3. I include in this packet a copy of the ad and the job description for the General Manager that we developed and request formal approval by the Board of Commissioners for the job description.
4. Friends of Campton Mountain fund paid for the equipment rental to put in the lights on the rope tow slope.
5. The District has been sued by a former employee. The labor attorney for the District will be defending it on behalf of the District.
6. Water Billing: There are some lots that their owners claim are unbuildable. I believe they should be handled via the abatement process, and that part of that would be a deeded stipulation that they cannot be built upon as evidence of that fact.
7. We are preparing to order a stand alone hot tub for the family pool.
8. Since the plan is now to finish the asset management plan, then do a Strategic Plan, then go for the infrastructure in 2023, I ask the Board to formally withdraw the application to borrow $1,000,000 in June of 2022, which carried a 20% grant.
9. We have a resident who has asked if the District would accept her lot(Myrtle Street, tax map number 10-5-2, map at end of report) The first question is whether or not the Commissioners would like to do so. The Second issue would be authority to do so. I doubt that the District has adopted the provisions of RSA 41:14a to authorize the Commissioners to accept land following a specific procedure. The easiest way would be a warrant article asking the annual meeting for just this lot. A second consideration is if the Commission would like to put on the article to adopt 41:14a

10. Piled up wood at yard: An employee would like to remove some of the wood in the pile at the Highway Garage for personal use in an outdoor furnace that takes all quality of wood. Can he do so and if so with what restrictions?
11. Does the Commission wish to include this proposed warrant article as recommended to clarify acceptance of roads:
    a. To see if the Waterville Estates Village District (WEVD) will formally accept the roads found in Deed book 1324 page 786 from Waterville Estates Association (WEA) to WEVD October 26, 1977 and Roads correction deed book 1436 page 928 WEA to WEVD Nov 30, 1981.
12. Does the Commission wish to include this proposed warrant article to clarify ability to set and amend fees not covered in other statutes (e.g. separate statute allows fees for water rates and Recreation Revolving Fund)
    a. To see if the Waterville Estates Village District will adopt the provisions of RSA 41-9-a to establish or amend fees, including the issuance of any license or permit which is part of a regulatory program which has been established by vote of the town. and The use or occupancy of any public revenue-producing facility, as defined in RSA 33-B:1, VI, the establishment of which has been authorized by vote of the town. Such a vote shall continue in effect until rescinded.
13. Year end: The Treasurer reports that the district underspent the 2021 operating budget by $35,198 and overspent the 2021 water article by $27,133. DRA considers the net, which we underspent by $8,065. That would also indicate no increase in fund balance available for use against 2022 warrant articles compared to last year.
14. Lift operating and open ski runs. I want to be clear these decisions are made by staff based upon safety and liability concerns. The main lift is not operating mainly because conditions are not deemed safe. We have also had COVID exposure issues impact staff availability.
15. Water shortage continues as wells fail to recharge adequately. January 2021 the District used 3,385,603 gallons. January 2022 the District used 6,213,688, almost double the amount the previous year. Snowmaking was only a small part of the difference. Last year snowmaking from December 29 through January used 386,880 gallons, but one of the 6 days would not have been in January. This year snowmaking used 365,000 gallons for January. There was a leak of unknown volume discovered this past week. We believe the dramatic increase is due to increased residential consumption from new homes, increased rentals and owners living more days in the District. This highlights the need to have the proposed strategic water study, a water master plan and a third well.
16. Job description approval for Bookkeeper.
17. Email exchange. It began with an email I sent January 18 quoting extensively from the new Recreation Management Agreement (RMA):

    There has been a need for clarification on the revolving recreation fund and the new RMA. The District (WEVD), has several duties including these relating to the matter at hand:

    c. Operating “recreational programs” in accordance with this agreement.

    d. Ensuring a safe and inviting environment of all common areas consistent with their intended uses, managing safe and responsible alcoholic beverage service, and maintaining liquor and food service standards commensurate with licensing for each.

e. Exercising universal and unilateral authority to take actions to manage its responsibilities relative to safety and professionalism.

f. Provide the necessary personnel and equipment to perform the services required by related to such activities as contractually agreed upon.

g. Provide accounting, billing, and clerical services to the Association as contractually agreed upon.

"The Association's (WEA's) rights and responsibilities include the following:

a. Establish and maintain an "admission policy" to all recreational facilities falling within the scope of this agreement.

b. Protect and provide access to "Waterville Estates'" common property owned by the District enjoyed by all eligible property owners and those non-property owners approved by the board members and which are in the best interest of the owners.

c. Exercises final approval of all "recreational activities" which are to be funded by the Association.

d. Accept and/or annex new property for use in common by eligible "Waterville Estates" property owners. "

3g states:

g. Monies deposited into the revolving Rec Fund pursuant to this agreement are fees & charges. As such, they are not subject to the Trustee of the Trust Fund process. Fees and Charges provided by WEA per this RMA go directly into the revolving Rec Fund in accordance with RSA 35-B:2, II. Fees & Charges provided by WEA into the Revolving Rec Fund are intended to be used for the following purposes:

i. General Maintenance and upkeep of District facilities which are used for recreation;

ii. Supplies, equipment, and utilities (attributable to recreation) used to deliver services required by the RMA; and

iii. Payroll for District employees engaged in the provision of recreational services

Staff believes expenditures from the Revolving Recreation fund are under the absolute authority of the Board of Commissioners. When the Commission approves the manifest the expenditure is taken from the Revolving Recreation fund. WEVD will also monthly bill the Revolving fund for payment of staff, utilities and other items within the District Budget. WEA can question the Board as to the applicability of a charge but this does not stop the payment from the Revolving Recreation Fund or the need to maintain $50,000 balance while that matter is discussed.

One issue that should be decided upon is how to apportion the utilities.

I followed with this email later the same day, including Sean:

I would expect the Commission tomorrow morning sends this to the Advisory Budget Committee for the meeting 1/24/22 to recommend percentages on chemicals, utilities, etc. for the Commission meeting 2/2/22. I do not envision any items moving out of the District budget, but this would impact the income expectations for recreation.

The chair of the Advisory Budget Committee (ABC), Mark Cranfield suggested a breakdown on cost-sharing under the new RMA between Waterville Estates Association (WEA) and Waterville Estates Village District (WEVD). The ABC's recommendation was to come out of its recommendation at their next meeting.

Sean Tole replied Fri, Jan 21, 9:35 AM Thank you John. I would remind the committee and the commissioners that A. The District was formed for the purpose of maintenance of facilities and activities for "recreational promotion" (RSA 52:1, I(h)), and the maintenance and care of parks and commons (RSA 52:1, I(g) and (h)), B. with that responsibility, comes the costs of maintenance and operation, C. WEA deeded the properties to WEVD and WEVD accepted the properties from WEA with the understanding that WEVD accepts the responsibility of maintaining and operating the facilities (also stipulated in the deed(s)), and D. the Rec Fund is simply the funding mechanism for WEA to operate without staff under its own ein. The establishment of the rec fund was not established to transfer control of staff, revenue generation, budgets, decision making, etc to WEVD.
Kind regards, Sean
John Scruton's response Fri, Jan 21, 11:01 AM was this: Sean, I disagree with your characterization of the Revolving Recreation Fund. The 2006 district meeting established the Recreation Department for the District (to work "in consultation with WEA Board of Directors"). The RMA does that. The Revolving Recreation fund is clearly established as completely under the control of the Commissioners with no mention of consultation or control by WEA. The Revolving Recreation Fund article also makes clear other district funds cannot be used for the Revolving Recreation Fund

To see if the District will vote to create a recreation department for the operation, management and maintenance of the District's recreational programs and facilities and to take any and all other action necessary to accomplish said purpose or to make any other contract for the operation, management and maintenance of such facilities as deemed reasonable by the District Commissioners, in consultation with the Waterville Estates Association Board of Directors. The Commissioners recommend this article." Motion was made by Ray mosier, seconded by Samantha Ciaston and passed unanimously.

Article 3 was then read in it's entirety

"Article 4:

To see if the District will vote to establish a Recreation Revolving Fund pursuant to RSA 35-B:2, II. The money received from fees and charges for the use of recreational facilities and concessions shall be allowed to accumulate from year to year, and shall not be considered to be part of the District's unreserved fund balance. The District Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the Village Commissioners (no further town meeting approval required). These funds may only be expended for recreational purposes as stated in RSA 35-B, and no expenditures shall be made in such a way as to require the expenditure of other Town funds other than those specifically authorized. The Commissioners recommend this article." Motion was made by Ray mosier, seconded by Samantha Ciaston and passed unanimously.

The Commissioners have shared some of their authority over recreation with WEA through the RMA. It is the new RMA that the Budget Committee is considering and that indicates WEA will pay a portion of the utilities, cleaning, etc.
As to "C" your reference to the community center deed. It only requires use as outlined in "property restrictions, easements, covenants and the revised property restrictions easement and covenants" in place at that time. There is nothing about keeping two outdoor pools and hot tubs

open until Columbus day or even having four pools open in the summer or the building open a certain number of hours and days.

The above premises has previously been dedicated as Common Proper t y pursuant to the Wa terville Estates Property Restrictions, Easements and Covenants and the Revised Property Restrictions, Easements and Covenants recorded at Book 1097, Page 163 and Book 1162, Page 252, as the same have been or may in the future be amended. The premises are conveyed subject to such Property Restrictions, Easements and Covenants and the rights of

WEVDDEED 1

Owners at Wa tervilie Estates to utilize said property for such purposes and under such conditions and restrictions as may be imposed in accordance with said Property Restrictions, Easements and Covenants .

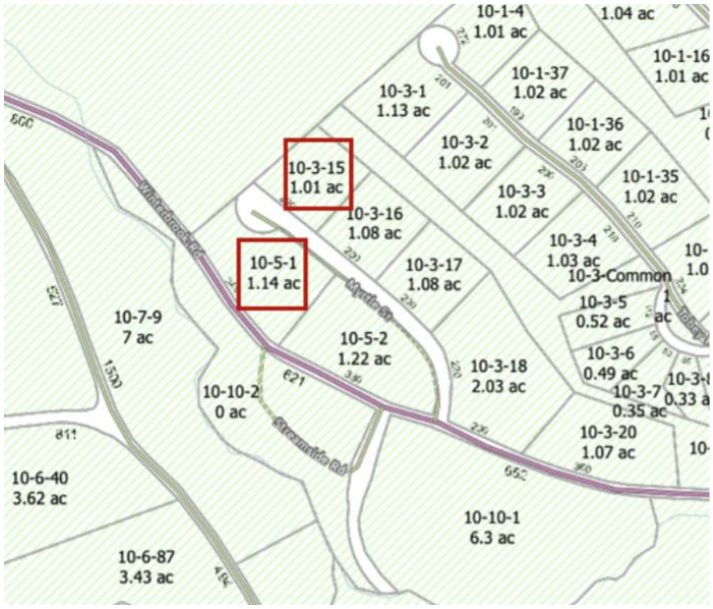
In the event the above premises is not utilized as Common Property as intended and described in the Waterville Estates Property Restrict ions , Easements and Covenants and Revised Property Restrictions, Easements and Covenants and/or in the event the Waterville Estates Property Restrictions, Easements and Covenants and the Revised Property Restrictions , Easements and Covenants are found not to be legally enforceable by virtue of the conveyance to the Waterville Estates Village District, this deed shall be considered null and void and all right , title and interest in and to the above described premises shall revert to Waterville Estates Association.

BK 175 PG 477

The above premises is conveyed subject to outstanding mortgage from Waterville Estates Association to Numerica Savings Bank, FSB

My understanding is that WEA sets the level of services/programs it desires and WEVD indicates the user fees and charges necessary from WEA to keep the Revolving fund at $50,000. The WEA budget is for the sake of the WEA Board to plan for revenue and expenses to balance.
I hope these address your concerns. (end of email)

Lot on Myrtle 10-5-2 (NOT THE ONES IN BOXES)



AD-VILLAGE MANAGER

WATERVILLE ESTATES VILLAGE DISTRICT, CAMPTON, NH

The Waterville Estates Village District (District), is seeking an experienced, municipal administrator to serve as its next Village District General Manager. The District is located in the beautiful White Mountains region of NH set among the State's three largest ski mountains, yet easily accessible 120 miles north of Boston on I-93. Although well known for winter sports, the area offers exceptional year-round outdoor recreational opportunities.

The Waterville Estates Village District is a governmental organization organized under NH law (RSA53) within parts of the Towns of Thornton NH and Campton NH with taxing authority for the purposes of providing drinking water, roads and recreational services to the owners of properties within the District. The District operates a ski area, 2 restaurants with bars, an event hall, and 4 swimming pools. The District is governed by NH State Statutes. The governing body consists of three Commissioners elected to 3 year terms at an annual district meeting. This annual meeting also approves the budget and takes other actions as authorized by statute. The owners of all the properties within the District are also members of the Waterville Estates Association (Association), a homeowner's association. There is close cooperation between these two. The Association pays user fees into the revolving recreation fund and by mutual agreement has been given authority to approve of all recreational activities, admission policy, etc. that are provided through that revolving recreation fund. The District employs and manages the staff and pays the expenses to provide those recreational services. It is then reimbursed from the revolving recreation fund. The District also provides for and is reimbursed for administrative services for the Association. The District property taxes maintain all buildings, recreational facilities, water system, and roads. The Village District Manager works under the direct authority of the District Commissioners in overseeing all of these. The operating budget is $ 1.4 million. The revolving fund budget is an additional $600,000. The Association administrative services is approximately $170,000. There are 11 full time employees and 30 part-time/seasonal employees.

The successful candidate should have a degree in Public Administration or Business Management and experience as a public manager/administrator or equivalent combination of education and experience. Strong interpersonal, communication and finance skills are required. Salary range to $80,000 to $90,000; starting salary commensurate with qualifications.

Interested parties should send cover letter and resume, in confidence, as a PDF attachment to: recruitment@mrigov.com.

For additional information see: www.mrigov.com/career

Deadline:

Waterville Estates Village District is an Equal Opportunity Employer.

Job Description- GENERAL MANAGER

JOB SUMMARY

The Waterville Estates Village District General Manager (hereinafter General Manager) is responsible for carrying out the direction of the Waterville Estates Village District Commissioners (hereinafter Commissioners) to plan, direct, and coordinate the operations of Waterville Estates Village District (hereinafter WEVD). Duties and responsibilities include implementing policies and procedures and suggesting changes, managing daily operations, and planning the use of materials and staff, in accordance with all applicable local, state and federal laws and Commission policies, and anticipating problems and recommending policies to deal with them. Under the direction of the Commissioners, manages the agreements with the Waterville Estates Association (hereinafter Association).

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Implements general policies established by the District Commissioners and directs their administration and execution.
- Plans, develops and recommends specific operational policies, programs, procedures and methods in concert with Commission-approved policies including the personnel policy and purchasing policy
- Coordinates the development of long-range plans including capital expenditures.
- Supervise all staff employed by WEVD including those doing work for the Association and those paid by the Revolving Recreation Fund.
- Stays current with relevant trends and developments.
- Coordinates development of operating and capital budgets, including construction, alterations, maintenance, materials, supplies, and equipment regularly monitors financial statements and manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary. (within policy guidelines).
- Attends meetings of the Commission and as requested of the Commission meetings of the planning board, advisory committees and the Association Board of Directors.
- Serves as liaison between all management staff and the Commission. As directed by the Commission and in keeping with agreements between the Commissioners and Association the revolving recreation staff and WEVD staff doing work for the Association.
- Prepares reports and other support material for the Commission.
- Negotiates and recommends Commission approval for contracts.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.
- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- At the request of the Commissioners ensure staff properly post meetings, provide space, documentary support and technology for the meetings and ensure minutes are properly posted, saved and made available under RSA 91-A.

- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the District.
- Responsible for maintaining safe facilities and good risk management practices.
- Performs other duties as directed by the Commission in keeping with a managerial position.

KNOWLEDGE, SKILLS AND ABILITIES
The following is a representative list of desired skills and abilities, however the absence of some will not exclude a candidate from consideration. The Ideal Candidate will have these:

- Understanding of governmental accounting practices with emphasis on General Ledger, Accounts Payable, Budget preparation, audits, and Quickbooks or other financial software.
- Excellent written and oral communication
- Strong computer skills including expertise in Word, Excel, PowerPoint website management, and ability to implement good computer policy and procedures.
- Understanding of community water supply systems.
- Understanding road summer and winter maintenance including care and operation of highway equipment.
- Knowledge of the legal constraints/authorities of Village Districts
- Flexibility in responding courteously to needs of staff, board members and owners; ability to establish priorities and maintain productivity despite numerous interruptions
- Cultural sensitivity and ability to relate well and effectively in diverse workplace with a diverse client population
- Good Risk Management including safety consciousness for facilities and staff
- Experience managing recreation programs including pools, gym and ski area.

QUALIFICATIONS -LICENSES
Minimum
- Degree in Business Management, Public Administration, Accounting and five years of managerial experience or equivalent
- Motor Vehicle Operator’s license

Desired upon hire or ability to obtain after hire.
- Pool and water testing certification
- Completion of NH Liquor Commission T.I.P.S. course

DRAFT JOB DESCRITION FOR Bookkeeper

Description:
Waterville Estates Village District is a governmental entity, governed by NH State Statutes, which is funded by property taxes and water rates. The District is governed by a Board of three Commissioners, who are elected at the Annual Meeting of registered voters. The District owns and is responsible for maintenance of the Community Center, Ski Lodge and ski area, water system, and many of the roads within its boundary. It also provides administrative support to Waterville Estates Association and its recreation programs.

As a growing municipality, Waterville Estates Village District is looking for a bookkeeper with general human resources, payroll and accounts payable knowledge to join our team. Main responsibilities of this individual will be all aspects of human resources and payroll on a weekly basis, as well as support for accounts payable, financial reports and tracking Capital Expenditures. The ideal candidate will have strong attention to detail, excellent written and verbal communication skills, and strong knowledge of wage and employee tax laws.

Responsibilities:

- Produce accurate payroll on a weekly basis
- Report New Hampshire Retirement System contributions
- Maintain employee records regarding compensation and benefits
- Oversee the onboarding of new employees
- Reviews, tracks, and documents compliance with employee training
- Maintain compliance with office, state, and federal policies
- Manage workman's compensation insurance claims
- Accounts payable support for other team members
- Performs other duties as assigned

Requirements:

- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Knowledge of wage and employee tax laws preferred
- Strong computer literacy including Microsoft Office and Excel applications
- Previous experience with QuickBooks preferred

Pay: Starting at $18
Schedule: Part-time 20 hours per week, 3 days a week

Year 2021

kWh Reading during each Month

Rec Fund Accounts	Meter Number	Address	January	February	March	April	May	June	July	August	September	October	November	December	Total Use	Percent Rec Use	Total KW REC use	Calculated Adjusted per KWH Rate	REC Charges Dollar Amount
56145890067	S74381612	0 Parker Road- Rope Tow	60	172	86	3	2	2	2	3	2	3	2	2	339	100%	339	0.72	$244.08
56235890092	S72271717	Ski Base Lodge	3160	4760	5040	2360	2320	2760	3320	2760	2200	3880	6600	5320	44480	60%	26,688	0.2	$5,337.60
56974735011	S75343085	Lift Shack	851	1331	1336	400	276	256	218	194	253	285	725	1332	7457	100%	7,457	0.14	$1,043.98
56101129021	S77188325	Snow Gun Calculated	5503	0	0	0	0	0	0	0	0	0	0	0	5503	100%	5,503	0.17	$935.51
56101129021	S77188325	Chair lift calculated	2288	2288	2288	0	0	0	0	0	0	0	0	2288	9152	100%	9,152	0.17	$1,555.84
56996545091	S61607440	Pegwood Top Lift shack	0	434	268	0	0	0	0	0	0	0	0	0	702	100%	702	0.42	$294.84
56688101039	S82285779	43 Pegwood Ski slope lts	127	1064	504	0	0	0	0	0	0	0	0	0	1695	100%	1,695	0.8965	$1,519.57
																	0		$0.00
District Accounts		**Address**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**			0		$0.00
56360751028	S72469651	Skate Shack	0	0	0	0	0	45	269	144	2	3	2	3	468	0%	0	0	$0.00
56299101063	S72271699	Community Center	16800	16880	17600	19440	16480	28640	31040	29600	28160	20400	22560	22160	269760	80%	215,808	0.17	$36,687.36
56307251074	street Lt unmetered use	Overflow Parking	217	183	174	155	130	126	130	132	148	174	187	203	1959	0%	0		$0.00
56994890085	S75342745	8 Snow Trail	271	555	130	283	95	110	90	93	124	121	295	450	2617	0%	0		$0.00
56244890026	S75342748	8 Snow Trail	451	540	468	428	302	288	274	268	287	262	375	421	4364	0%	0		$0.00
																	0		$0.00
																	0		$0.00
Water Accounts		**Address**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**			0		$0.00
56956494017	S72336439	Pegwood Reservoir	129	129	136	139	144	153	86	80	85	89	97	86	1353	0%	0		$0.00
56344890025	S74516035	7 Reservoir Road	1705	1401	1864	1325	1005	1150	1101	1123	1215	1215	1730	1576	16410	0%	0		$0.00
56181551029	S75343088	Pump House	761	895	989	643	343	361	196	111	139	270	600	611	5919	0%	0		$0.00
56384126058	S74386610	Donavan Farm	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0		$0.00
56945126092	S74381631	Richardson Trail	6	6	6	6	5	6	6	3	0	0	0	0	44	0%	0		$0.00
56574890067	S75342747	Weetamoo	2585	2650	2798	2642	2450	2631	2289	1296	1279	1265	1615	1597	25097	0%	0		$0.00
56101129021	S77188325	Water System Calculated	20291.6	14410	14310	11184	8319	11524	12122	13807	13859	9913	12861	16392			0		$0.00
56101129021	S77188325	Adjusted water system	12500	12122	12022	11184	8319	11524	12122	13807	13859	9913	12861	14104	144337	0%	0		$0.00
* - subracted out snow gun															**Total REC KWH use**		**267,344**		**$47,618.78**

		56101129021
20291.6		16392
-2288		12861
-12500		9913
5503.6	Snow making Calculated	13879
		13807
		12122
		11524
		8319
		11184
		14310
		14410
		20291.6
		159,012.6

GENERAL MANAGER
Waterville Estates Village District

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- Negotiates and recommends Commission approval for contracts.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.

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- Understanding of community water supply systems.
- Understanding road summer and winter maintenance including care and operation of highway equipment.
- Knowledge of the legal constraints/authorities of Village Districts and HOA's
- Flexibility in responding courteously to needs of staff, board members and owners; ability to establish priorities and maintain productivity despite numerous interruptions
- Cultural sensitivity and ability to relate well and effectively in diverse workplace with a diverse client population
- Good Risk Management including safety consciousness for facilities and staff
- Experience managing recreation programs including pools, gym and ski area.
- Experience managing an HOA

QUALIFICATIONS -LICENSES

Minimum

- Degree in Business Management, Public Administration, Accounting and five years of managerial experience or equivalent
- Motor Vehicle Operator's license

Desired upon hire or ability to obtain after hire.

- Pool and water testing certification
- Completion of NH Liquor Commission T.I.P.S. course

VILLAGE MANAGER
WATERVILLE ESTATES VILLAGE DISTRICT, CAMPTON, NH

The Waterville Estates Village District (District), is seeking an experienced, municipal administrator to serve as its next Village District General Manager **and HOA manager**. The District is located in the beautiful White set among the State's three largest ski mountains, yet easily accessible 120 miles north of Boston on I-93. Although well known for winter sports, the area offers exceptional year-round outdoor recreational opportunities.

The Waterville Estates Village District is a governmental organization organized under NH law (RSA53) within parts of the Towns of Thornton NH and Campton NH with taxing authority for the purposes of providing drinking water, roads and recreational services to the owners of properties within the District. The District operates a ski area, two restaurants with bars, an event hall, and four swimming pools. The District is governed by NH State Statutes. The governing body consists of three Commissioners elected to 3-year terms at an annual district meeting. This annual meeting also approves the budget and takes other actions as authorized by statute. The owners of all the properties within the District are also members of the Waterville Estates Association (Association), a homeowner's association. There is close cooperation between these two. The Association pays user fees into the revolving recreation fund and by mutual agreement has been given authority to approve of all recreational activities, admission policy, etc. that are provided through that revolving recreation fund. The District employs and manages the staff and pays the expenses to provide those recreational services. It is then reimbursed from the revolving recreation fund. The District also provides for and is reimbursed for administrative services for the Association. The District property taxes maintain all buildings, recreational facilities, water system, and roads. The Village District Manager works under the direct authority of the District Commissioners in overseeing all of these. The operating budget is $1.4 million. The revolving fund budget is an additional $600,000. The Association administrative services is approximately $170,000. There are 11 full time employees and 30 part-time/seasonal employees.

The successful candidate should have a degree in Public Administration or Business Management and experience as a public manager/administrator or equivalent combination of education and experience. Strong interpersonal, communication and finance skills are required. Salary range of $80,000 to $90,000; starting salary commensurate with qualifications.

Interested parties should send cover letter and resume, in confidence, as a PDF attachment to: recruitment@mrigov.com.

For additional information see: www.mrigov.com/career

Deadline: Monday, February 21st, 2022, at 10 AM

Waterville Estates Village District is an Equal Opportunity Employer.

Written Committee Reports

Budget Advisory Committee

The Budget Advisory Committee met on January 24th and January 31st to finalize the 2022 budget reviews. A vote was taken regarding an opinion on the final budget's acceptability to be offered to the Commissioners with all committee members voting to affirm the budget (V24). This concludes a process taking place over many weeks that closely evaluated expenses, needs of the community, and allocations among the various departments and budgets. Details of the major expense changes were provided in a separate email to the Commissioners. The proposed budget represents a first by identifying the actual costs of Roads, Water, Asset Maintenance, or Recreational Services. With total expenses increasing for the budget year, it is important that our constituency recognize what the various Village services cost to provide.

Respectfully submitted
Mark Canfield
BAC Chair

Planning Board
There has been no update since the last meeting. Our next meeting is February 17th.

Respectfully submitted
Mark Canfield
Interim Chair of the Planning Board

Water Master Plan & Roads Committee

Motion By John Herlihy, second by Stan Bujalski to recommend to the WEVD Commissioners an award of contract to Stiles Company for the purchase of Badger, Ultra-Sonic, Cellular read water meters, per the documented proposal.

Pricing for Stiles Co. included in handout.

Respectfully Submitted: Terry Bennett & Jaime Oldmixon

922 Pleasant Street
Norwood, MA 02062

TEL 781-769-2400
FAX 781-769-8222

Beacon AMA Cellular Solution Pricing
STILES CO INC. / BADGER METER INC.

DESCRIPTION	PRICE
1.) Beacon Software	**$9,800**

Includes:

- Implement the Beacon Software Suite – the cloud based data collection software
- Build new interface to billing (*your billing vendor may charge a fee as well*)
- EyeOnWater Customer Portal – available through the website access or smartphone application
- Training On-Site

Individual 5/8" Meter Pricing w/ the Orion Cellular Endpoint

2.) 5/8"x3/4" Polymer Ultrasonic E-Series Meter w/ Orion Cellular Endpoint	**$305**
3.) 5/8"x3/4" Lead-Free Bronze Ultrasonic E-Series Meter w/ Orion Cellular	**$355**
4.) 1.5" Stainless Steel Ultrasonic E-Series Meter w/ Orion Cellular	**$845**
5.) 2" Stainless Steel Ultrasonic E-Series Meter w/ Orion Cellular	**$1,085**

*All meters above will come with 10ft of wire and a twist-tight connector. To upgrade to 25ft of wire, there will be a $5.00 adder.

Meter Horn Brass Pricing and Meter Testing Pricing:

6.) KH-2-NL: No. 2 K-Horn	**$73**
7.) KHBV-1-NL W/H: K-Horn Ball Valve	**$66**
8.) KHHCV-1-NL: Dual Cascade Check Valve for K-Horn	**$104**
9.) PJA4-13-NL: 2 each, Pack-Joint K-Horn Adapters	**$36**
10.) 5/8"x3/4" Meter – Bench Testing	**$76**

TOTAL DUE: # 26780.78

75921.68
(26780.78)
49140.90

Waterville Estates Village District
Unpaid Bills Detail
As of January 19, 2022

Type	Date	Num	Due Date	Split	Open Bala...
ACCOUNTANT USE ONLY -V					
General Jo...	12/31/2019	JE#9 I		1800.2 · Due From Rec ...	28,132.00
General Jo...	12/31/2019	JE# 6 REVIS		-SPLIT-	(28,132.00)
Total ACCOUNTANT USE ONLY -V					0.00
Airgas					
Credit	11/11/2021	CREDIT		4312.27 · Shop supplies	(91.04)
Credit	12/22/2021	# 9981301920		4312.27 · Shop supplies	(60.21)
Bill	07/31/2021	Inv # 9981301920	08/10/2021	-SPLIT-	20.00
Bill	11/15/2021	Inv. # 9119768269	11/25/2021	4529.1 · Pool Chem & S...	276.74
Total Airgas					145.49
Alvina Snegach					
Bill	01/12/2022		01/22/2022	4153.1 · Legal / Consulti...	125.00
Total Alvina Snegach					125.00
AmeriGas 202303137 Center					
Bill	12/18/2021	Inv. # 3130405754	12/28/2021	4520.19 · Building Heat	3,096.04
Bill	12/18/2021	Inv. # 3130405755	12/28/2021	4520.19 · Building Heat	2,904.35
Total AmeriGas 202303137 Center					6,000.39
Anthem					
Bill	12/29/2021	Inv. # 02021120...	01/08/2022	-SPLIT-	5,699.71
Total Anthem					5,699.71
BCN Telecom - Shop					
Bill	01/01/2022	Inv. # 23239486	01/11/2022	4199.3 · Telephones	66.54
Total BCN Telecom - Shop					66.54
D. Lewis and Son Construction Service					
Bill	12/24/2021	In. # PA122020...	01/03/2022	-SPLIT-	3,262.50
Total D. Lewis and Son Construction Service					3,262.50
Delta Dental					
Bill	01/19/2022		01/29/2022	-SPLIT-	411.25
Total Delta Dental					411.25
Duffield Engineering & Consulting					
Bill	05/12/2019		05/22/2019	4520.26 · Cap - Septic ...	1,300.00
Total Duffield Engineering & Consulting					1,300.00
Eversource- 5091 Pegwood					
Bill	12/29/2021		01/18/2022	4220.1 · Alarm, Fire & ...	16.21
Total Eversource- 5091 Pegwood					16.21
Eversource - 1028 - Skate Shack					
Bill	12/29/2021		01/18/2022	4520.17 · Outdoor Lighti...	16.68
Total Eversource - 1028 - Skate Shack					16.68
Eversource - 1063- Comm Center					
Bill	12/29/2021		01/18/2022	4520.18 · Building Electric	3,812.73
Total Eversource - 1063- Comm Center					3,812.73
Eversource - 1074 Over Flow Parking					
Bill	12/29/2021		01/18/2022	4520.17 · Outdoor Lighti...	73.20
Total Eversource - 1074 Over Flow Parking					73.20
Eversource - 5890067 - 0 Parker Rd					
Bill	12/29/2021		01/08/2022	4220.1 · Alarm, Fire & ...	16.54

Waterville Estates Village District
Unpaid Bills Detail
As of January 19, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Total Eversource - 5890067 - 0 Parker Rd					16.54
Eversource -0085 - 8 Snow Trail					
Bill	12/29/2021		01/18/2022	1	88.27
Total Eversource -0085 - 8 Snow Trail					88.27
Eversource - 0026 - 8 Snow Trail					
Bill	12/29/2021		01/18/2022	1	83.64
Total Eversource - 0026 - 8 Snow Trail					83.64
First BankCard - 2124 CS					
Bill	11/29/2021	Amazon	12/09/2021	41	1,010.70
Bill	11/30/2021	Google	12/10/2021	40	471.16
Bill	11/30/2021	Quick...	12/10/2021	40	64.40
Bill	11/30/2021	Amazon	12/10/2021	40	271.92
Bill	12/01/2021	Googl...	12/11/2021	39	120.00
Bill	12/08/2021	Amazon	12/18/2021	32	147.88
Bill	12/08/2021	Amazon	12/18/2021	32	39.39
Bill	12/10/2021	Amazon	12/20/2021	30	54.54
Bill	12/10/2021	Stamp...	12/20/2021	30	9.00
Bill	12/13/2021	Amazon	12/23/2021	27	57.29
Bill	12/14/2021	Zerbee	12/24/2021	26	79.49
Bill	12/14/2021	Amazon	12/24/2021	26	131.98
Bill	12/14/2021	Amazon	12/24/2021	26	45.98
Bill	12/14/2021	Amaz...	12/24/2021	26	29.75
Bill	12/16/2021	Ord.#...	12/26/2021	24	89.90
Bill	12/16/2021	Comm...	12/26/2021	24	150.00
Bill	12/16/2021	Laconi...	12/26/2021	24	21.25
Bill	12/17/2021	Amazon	12/27/2021	23	87.32
Bill	12/17/2021	Amazon	12/27/2021	23	54.99
Bill	12/23/2021	Zoom	01/02/2022	17	199.90
Bill	12/24/2021	Amazon	01/03/2022	16	384.00
Bill	12/27/2021	Amazon	01/06/2022	13	57.92
Bill	12/29/2021	Amazon	01/08/2022	11	27.86
Bill	12/30/2021	Stamp...	01/09/2022	10	12.50
Bill	12/31/2021	Quick...	01/10/2022	9	67.60
Bill	01/06/2022	Amazon	01/16/2022	3	287.68
Bill	01/06/2022	Amazon	01/16/2022	3	125.94
Bill	01/07/2022	Laconi...	01/17/2022	2	34.00
Bill	01/10/2022	Amazon	01/20/2022		27.81
Bill	01/13/2022	Amazon	01/23/2022		56.94
Bill	01/13/2022	Amazon	01/23/2022		101.70
Total First BankCard - 2124 CS					4,320.79
Grainger					
Credit	11/12/2021	#9067...			(412.52)
Total Grainger					(412.52)
Handy Man Hardware					
Bill	01/03/2022	Inv.# ...	01/03/2022	16	107.00
Bill	01/03/2022	Inv. # ...	01/03/2022	16	88.00
Bill	01/12/2022	Inv. # ...	01/12/2022	7	39.50
Bill	01/13/2022	Inv. # ...	01/13/2022	6	7.00
Total Handy Man Hardware					241.50
Hunter Indutrial Corp					
Bill	01/05/2022	Campt...	01/15/2022	4	1,200.00
Total Hunter Indutrial Corp					1,200.00
Irving Energy					
Bill	01/08/2022	IRef. #...	01/22/2022		1,415.19
Total Irving Energy					1,415.19
JS Adams Lock & Security					

3579.36
(7.34)
3572.02

Waterville Estates Village District
Unpaid Bills Detail
As of January 19, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	01/14/2022	PO # ...	01/24/2022		115.00
Total JS Adams Lock & Security					115.00
Northway Bank Visa-8454					
Bill	12/09/2021	Rivere...	12/19/2021	31	187.00
Total Northway Bank Visa-8454					187.00
Poster Compliance Center					
Bill	01/13/2022	Inv.# 7...	01/23/2022		71.95
Total Poster Compliance Center					71.95
Sanel NAPA Auto Parts					
Bill	01/13/2022	iNV. # ...	02/02/2022		103.98
Total Sanel NAPA Auto Parts					103.98
Staples Business Advantage					
Bill	12/30/2021	Ord.#...	01/29/2022		32.70
Total Staples Business Advantage					32.70
State of New Hampshire- DOT					
Bill	01/13/2022	Inv. # ...	02/12/2022		293.73
Total State of New Hampshire- DOT					293.73
Upton & Hatfield, LLP					
Bill Pmt -Check	09/28/2020	25532			(5,821.85)
Item Receipt	12/31/2020	Check...			5,821.85
Total Upton & Hatfield, LLP					0.00
TOTAL					**28,687.47**

TOTAL DUE #12713.81

22279.14
(12713.81)
9565.33

2:39 PM
01/19/22

WEVD Rec Fund
Unpaid Bills Detail
As of January 19, 2022

Type	Date	Num	Due Date	Split	Open Balance
Amoskeag Beverages, Inc.					
Bill	01/13/2022	Inv. # 2985287	01/13/2022	9005.09 · Beer	134.75
Total Amoskeag Beverages, Inc.					134.75
Anthem					
Bill	12/29/2021	Inv. # 020211200...	01/13/2022	-SPLIT-	3,318.57
Total Anthem					3,318.57
ASCAP					
Bill	12/20/2021	Ref.# 100005769...	12/30/2021	9101.11 · Licenses ...	516.30
Total ASCAP					516.30
BMI					
Bill	01/02/2022	Billing # 41874480	01/12/2022	9101.11 · Licenses ...	351.90
Total BMI					351.90
Consolidated - 7331 42					
Credit	12/18/2021			9101.13 · Telephone	-0.56
Total Consolidated - 7331 42					-0.56
Delta Dental					
Bill	01/19/2022	2/1/22 - 2/28/22 Bi	01/29/2022	-SPLIT-	436.37
Total Delta Dental					436.37
Eversource - 0092 Ski Area Base Lodge					
Bill	01/02/2022		01/17/2022	9300.25 · Electric	1,160.97
Total Eversource - 0092 Ski Area Base Lodge					1,160.97
Eversource -5011 Lift Shack					
Bill	01/02/2022		01/17/2022	9300.25 · Electric	210.32
Total Eversource -5011 Lift Shack					210.32
F.W. Webb Company					
Bill	12/08/2021	Inv. # 74159542	12/18/2021	9300.17 · Misc. Exp...	463.51
Bill	12/09/2021	Inv. # 74170551	12/19/2021	9300.17 · Misc. Exp...	71.85
Total F.W. Webb Company					535.36
First Bankcard - 2124 CS					
Bill	11/29/2021	Adobe AcroPro	12/29/2021	9101.11 · Licenses ...	14.99
Bill	11/29/2021	Touch Bistro	12/29/2021	9101.08 · Dues & S...	9.95
Bill	11/30/2021	QuickBooks	12/30/2021	9101.08 · Dues & S...	64.40
Bill	12/01/2021	Indeed.com	12/31/2021	9101.15 · Advertising	473.49
Bill	12/02/2021	TouchBistro	01/01/2022	9101.08 · Dues & S...	9.95
Bill	12/03/2021	NH Food Protection	01/02/2022	9101.11 · Licenses ...	450.00
Bill	12/10/2021	Stamps.com	01/09/2022	9101.16 · Postage	8.99
Bill	12/14/2021	TouchBistro	01/13/2022	9101.11 · Licenses ...	2,988.00
Bill	12/14/2021	Amazon Prime	01/13/2022	9101.11 · Licenses ...	29.75
Bill	12/16/2021	Stamps.com	01/15/2022	9101.16 · Postage	12.50
Bill	12/16/2021	Indeed.com	01/15/2022	9101.15 · Advertising	505.11
Bill	12/23/2021	Gill ID Systems	01/22/2022	9600.08 · Front Des...	723.00
Bill	12/23/2021	Constant Contact	01/22/2022	9101.15 · Advertising	70.00
Bill	12/28/2021	NH Liquor Store	01/27/2022	-SPLIT-	586.18
Bill	12/29/2021	The WeCard Pro...	01/28/2022	-SPLIT-	47.93
Bill	12/30/2021	Stamps.com	01/29/2022	9101.16 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/30/2022	9101.08 · Dues & S...	67.60
Bill	12/31/2021	Indeed.com	01/30/2022	9101.15 · Advertising	375.38
Bill	01/02/2022	Inv. # 00484906	02/01/2022	9101.08 · Dues & S...	9.95
Bill	01/14/2022	Canva	02/13/2022	9101.08 · Dues & S...	119.40
Total First Bankcard - 2124 CS					6,579.07
HK Powersports					
Bill	12/17/2021	Doc # 47317	12/27/2021	-SPLIT-	377.00

5210.81

WEVD Rec Fund
Unpaid Bills Detail
As of January 19, 2022

Type	Date	Num	Due Date	Split	Open Balance
Total HK Powersports					377.00
New Hampshire Distributors, Inc.					
Bill	01/12/2022	Inv. # 283414	01/12/2022	9005.09 · Beer	401.80
Total New Hampshire Distributors, Inc.					401.80
Staples Business Advantage					
Bill	12/30/2021	Ord.# 7346987421	01/29/2022	-SPLIT-	32.70
Bill	01/04/2022	Ord.# 7347184616	02/03/2022	-SPLIT-	13.77
Bill	01/13/2022	Ord.#7348007027	02/12/2022	9600.08 · Front Des...	103.96
Total Staples Business Advantage					150.43
Tracy Duffy - E					
Bill	12/28/2021	Hannaford	01/07/2022	9005.07 · Food	231.14
Bill	12/29/2021	Campton Cupboard	01/08/2022	9005.07 · Food	25.11
Bill	12/31/2021	Hannaford	01/10/2022	9005.07 · Food	99.98
Bill	01/02/2022	Hannaford	01/12/2022	9005.07 · Food	12.66
Total Tracy Duffy - E					368.89
UniFirst Corporation					
Bill	01/06/2022	Inv. # 10700993	02/05/2022	9500.29 · Laundry &...	113.66
Bill	01/13/2022	Inv. # 1070097202	02/12/2022	9500.29 · Laundry &...	113.66
Total UniFirst Corporation					227.32
TOTAL					**14,768.49**

TOTAL DUE $14164.55

14291.10
(14164.55)
$126.55

10:09 AM
01/20/22

WEVD Water Department
Unpaid Bills Detail
As of January 20, 2022

Type	Date	Num	Due Date	Split	Open Balance
Electrical Installations					
Bill	12/30/2021	Inv. # 21SC400-01	01/09/2022	-SPLIT-	673.14
Total Electrical Installations					673.14
Eversource - 4017 - Pegwood					
Bill	01/01/2022		01/26/2022	4332.9 · Water System Electricity	29.98
Total Eversource - 4017 - Pegwood					29.98
Eversource - 9021 Water System					
Bill	01/01/2022		01/16/2022	4332.9 · Water System Electricity	2,988.62
Total Eversource - 9021 Water System					2,988.62
Eversource - 0025 - 7 Reservoir Rd					
Bill	01/01/2022		01/26/2022	4332.9 · Water System Electricity	259.14
Total Eversource - 0025 - 7 Reservoir Rd					259.14
Eversource - 1029 - Pump House					
Bill	01/01/2022		01/26/2022	4332.9 · Water System Electricity	111.51
Total Eversource - 1029 - Pump House					111.51
Eversource - 1039 43 Pegwood					
Bill	01/01/2022		01/26/2022	4332.9 · Water System Electricity	16.21
Total Eversource - 1039 43 Pegwood					16.21
Eversource - 6058 - Donovan Farm Rd					
Bill	01/01/2022		01/26/2022	4332.9 · Water System Electricity	16.21
Total Eversource - 6058 - Donovan Farm Rd					16.21
Eversource - 6092 - Richardson Trail					
Bill	01/01/2022		01/26/2022	4332.9 · Water System Electricity	16.21
Total Eversource - 6092 - Richardson Trail					16.21
Eversource -4890067- Weetamoo Trl					
Bill	01/01/2022		01/26/2022	4332.9 · Water System Electricity	245.62
Total Eversource -4890067- Weetamoo Trl					245.62
First BankCard - 2124 CS					
Bill	11/30/2021	QuickBooks	12/10/2021	4332.12 · Licenses/fees/education	64.40
Bill	12/14/2021	Amazon Prime	12/24/2021	4332.12 · Licenses/fees/education	29.75
Bill	12/16/2021	Stamps.com	12/26/2021	4332.15 · Postage	50.00
Bill	12/30/2021	Stamps.com	01/09/2022	4332.15 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/10/2022	4332.8 · Subscriptions/Dues	67.60
Total First BankCard - 2124 CS					224.25
Granite State Rural Water Association					
Cre...	08/10/2021	Inv. # 9856		4332.12 · Licenses/fees/education	-99.00
Total Granite State Rural Water Association					-99.00
LRW Water Services					
Bill	01/07/2022	Inv. # 103022	01/17/2022	4332.1 · System Repairs,Materials,Supply	5,000.00
Bill	01/07/2022	Inv. # 103021	01/17/2022	-SPLIT-	4,345.00
Total LRW Water Services					9,345.00
Staples Business Advantage					
Bill	12/30/2021	Ord.#7346987421	01/09/2022	-SPLIT-	32.68
Bill	01/04/2022	Ord.#7347184616	01/14/2022	-SPLIT-	13.77
Total Staples Business Advantage					46.45

144.1

WEVD Water Department
Unpaid Bills Detail
As of January 20, 2022

Type	Date	Num	Due Date	Split	Open Balance
Treasurer, State Of NH					
Bill	12/21/2021	Inv. # 181566	12/31/2021	4332.2 · Water Testing - DES	30.00
Total Treasurer, State Of NH					30.00
USA BLUEBOOK					
Bill	12/31/2021	Inv. # 748376	01/10/2022	4332.1 · System Repairs,Materials,Supply	288.76
Total USA BLUEBOOK					288.76
TOTAL					**14,192.10**

Proposed Budgets for 2022

Operating

Capital

Water

1

It costs to do things right!

- Taxes are the price we pay for civilization. Oliver Wendall Holmes
- Desired services cost money.
- Long-delayed maintenance coming due
- Fram oil filter ad, pay me now or pay me later.

2

Offsetting Revenues

- **Administrative Services Agreement offset staff in operating budget does WEA business**
- **Recreation Management Agreement offset staff in operating budget help with recreation services.**
- **Water rates offset all of water budget**

3

District Priorities

Roads & Water

Secondarily
Recreation

4

Response to Priorities

Personnel

Infrastructure

5

Personnel to meet priorities

Partially offset ASA & RMA

Hard to hire and retain part-time employees in this economy

- **Increased wages to be competitive**
- **Hired/promoted to full time.**
- **1 Highway employee**
- **1 Maintenance employee**
- **1 Cleaning employee**
- **2 office employees**

.

6

Addressing Priority needs in Infrastructure

- Highway Truck
- Strategic Water Study
- Waterline work
- Environmental clean-up DPW Yard
- Repairs to 11 buildings
- Paving maintenance

7

Changes

Operating Budget

- Line 23-26 Bond repayment
- Line 29,30 GM, Asst GM
- Line 31, 32 Staff
- Lines 35-49 Benefits
- Line 53 Legal/consulting
- Line 57 Continuing Ed
- Line 59 Misc.

- $45,980
- Instead of -$74,516, 100% in Budget, offset RMA revenue
- Admin Serv Agree, RMA
- Divided by same percentages as ASA & RMA
- To reflect actual use
- More training, education
- Reflect actual

8

Changes

Operating Budget

- Line 72 Annual Meeting
- Line 71 Website
- Line 82,86,88 Road Wages .
- Line 99 Misc.
- Line 117 Consulting
- Line 125-126 Building Wage
- Line 157 Water Bill
- Line 165 Pest Control

- Reflect actual 2021 cost
- New web site & hosting
- Full-time hire, Steve part salary to water
- Clean up costs of DPW Yard
- Envir. Study DPW Yard
- Full time hires
- District pays like everyone else
- Actual cost for professional

9



Capital Items
Line 181 Paving $122,000

- **Roads wear out**
- **Fixing before gets really bad saves millions**
- **Paving postponed in 2021**



10

Highway Truck
Size Ford 550
Wing, Plow, Sander

- Line 182 $122,000
- Old one near end of life. Probably this is last winter it will pass inspection. Frame damage

11

Line 185 Various Maintenance
Details tab CapPres. Col Y32-129

▪ Line numbers CapPres	▪ Total requested
▪ 33 Server Room	▪ $ 10,000
▪ 48 Painting Ski Lift Towers	▪ $ 30,000
▪ 53 Computer equipment (phased)	▪ $ 20,736
▪ 54 Door replacements	▪ $ 15,000
▪ 60 Furnishings/furniture	▪ $ 3,500
▪ 61 Kitchen equipment	▪ $ 48,887
▪ 70 Plumbing/replace heating lines	▪ $ 30,000
▪ 71 HVAC repairs air exchange, air conditioners throughout Com. Ctr.	▪ $100,000

12

Line 185 Various Maintenance Details tab CapPres. Col Y32-129

Line numbers CapPres tab	Total Requested
78 Security System	$ 8,000
79 Camera system	$ 14,000
85 Building Drainage	$ 2,000
117 Spa	$ 20,000

13

Various Maintenance from tab 'growth/new' V16, V67

Growth/new 22Budget tab for #s	Total Requested
190 Sand Storage	$ 30,000
192 Storage	$ 4,000
192 Mower/snow blower	$ 700
192 General	$ 25,000
192 Remodel repair various buildings	$ 22,000

14

Water Budget

- General information:
  - Half of Department Head's salary and benefits listed here.
  - Department has its own legal line
  - Capital improvements

15

Water Budget

Line # Water Tab	Change
▪23,24,25 Wage division	▪$ 53,600
▪26 Licenses, training	▪$ 10,232
▪31 Legal	▪$ 10,000
▪33 Leak Repair	▪$ 11,298
▪34 Engineering	▪$ 31,204
▪39 Electricity	▪$12,758
▪41 Consultant	▪$ 10,000

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Water Budget

Line # Water Tab	Change
▪ 46 Waterline Upgrades	▪$ 49,104
▪49 Strategic Planning	▪$ 50,000 *grant sought
▪53 water elements	▪$ 19,555
▪54Water Meters	▪$ 40,000 (mostly reimbursed)

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Proposed 2022 Operating Budget & Water Budget

18

Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611

Procedures for Advisory Committees, Planning Board Meetings

Requirements of RSA Chapter 91~~-S~~ A, Right-To-Know

PROCEDURES FOR Advisory Committees, Planning Board Meetings

Conducting Advisory Committee/Planning Board meetings

1) Where possible, committee chairs will create a 6-month meeting schedule and submit electronically to both WEVD Management at wea.judy@waterville-estates.com and a.smith@waterville-estates.com. The schedule will include the date, time, place of each meeting.
2) Posting meetings – WEVD Management will post notice of committee/Board meeting no less than 24 hours in advance.

The posted notice must, by law, include the following:

a) Name of the advisory committee or Board calling the meeting
b) Location of the meeting
c) Time of the meeting
d) Date of the meeting
e) Remote access information

3) In the event additional meetings are needed, the chair or a designee must submit a request for posting of notice to Management at least 5 business days in advance. Management retains authority to allow exceptions to this rule so long as the requirements of 91-A are met.
4) The chair can submit a meeting agenda to management to be included with the meeting notice. WEVD Procedures do not require the preparation of agenda for advisory committee and/or Board meetings.
5) All public body meetings shall be conducted in a physical location. There must be a quorum (a simple majority of committee member) present at the physical location for the meeting to occur. WEVD procedures and NH law allow for the remote participation of members when physical attendance is not reasonably practical (i.e. Traveling, illness). (See #9 below).

CAUTION: In the event of an emergency, please watch for information from WEVD Management/Commissioners if State or Federal actions mandate that public body meetings be conducted virtually.

6) WEVD Procedures require that public body meetings include electronic transmission/Zoom access. ~~This access will allow for members of the public to record without WEVD Management or meeting administrator permission~~. WEVD Management will retain Zoom recordings until the corresponding meeting minutes are approved by the advisory committee/Planning Board. These recordings are available to the public

through RTK until they are destroyed.

7) Your meetings are open to the public. Anyone may attend, record, or photograph the meetingand may be offered the right to speak in an appropriate manner on an appropriate topic. Be prepared to share with members of the public at the physical location copies of any/all materials the committee or Board is reviewing. The best practice is to screen share the materials under review at the meeting with any Zoom attendees as well.
8) By law, no session of advisory committee/Board meetings at which evidence, information, or testimony in any form is received should be close to the public with some exceptions. See RSA 91-A:3, II for the procedures and list of topics which can be considered and acted upon in a non-public session. Non-public sessions do not apply to most advisory committees.
9) The committee/Board Chair may allow limited members to participate in a meeting by telephone or other electronic means if physical attendance is not reasonably practical, all members can contemporaneously hear and speak with each other, a quorum is still physically present in the location where the public was told the meeting would occur, and all parts of the meeting are audible or otherwise discernible to ~~the~~ all at the location.
10) In the event a member of the public in attendance at a meeting requests records from the advisory committee/Board or any member of the committee/Board, the volunteer shall report the request to WEVD Management. (See Compliance with RTK, below.)

Advisory Committee/Board minutes/records:

Meeting Minutes:

a) Purpose of preparing minutes is to promote openness in the conduct of public business and to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and their accountability to the people.
b) Minutes must be available for public inspection within 5 business days after the meeting (these minutes are unapproved drafts) under NH law. Unapproved draft minutes can include handwritten notes but, if typed, shall include a "DRAFT" watermark, pagination at the bottom, and a footer identifying the committee/Board and date. Draft minutes shall be sent electronically to WEVD Management (wea.judy@waterville-estates.com~~)~~, a.smith@waterville-estates.com, and, via BCC or blind carbon copy, each Commissioner. (Ensuring compliance with NH law, draft minutes are then available for production to members of the public in the event a Right-to-Know request is received.)
c) At the next meeting or when practical, these draft minutes will be approved formally and released for archival and posting purposes with the signature of the chairperson and a stamp of the WEVD Clerk.
d) To be included in the meeting minutes:
    a. At the top, name of the committee/Board, physical location, time & date
    b. A footer with the name of the committee/Board and date
    c. Pagination (at the bottom)
    d. Committee/Board members in attendance
    e. Name all attendees. Attendees are persons who speak during the meeting. It is optional to identify all guests in attendance (Physical location & remote access)

f. Identify both the persons chairing and taking minutes
g. Time the meeting was called to order
h. Brief description of the subject matters discussed and any final decision reached or action taken, including any motions, naming who made each motion, naming who seconded any motion, and resulting vote tally (yeas & nays).
i. If public comment was included, identify who spoke and include a brief description of their statement
j. Date and time for next meeting
k. Name who motioned and seconded for adjournment and, if carried, time adjourned
l. Minutes should be fair, objective, and respectful
m. Review "Procedures for Public Body Meeting Minutes (Advisory Committees, Planning Board)" for more details
n. Recording of the committee/Board meetings made to assist with the production of meeting minutes shall be destroyed/deleted at the direction of the WEVD Clerk upon approval of the corresponding public body meeting minutes.

Tape/video recordings of advisory meetings:

If an advisory committee or the Planning Board chooses to record the meeting in order to assist in the preparation of meeting minutes, the tape/video will be available for inspection by members of the public until the minutes are approved, at which time, following WEVD procedures, they shall be destroyed. If recordings are not destroyed, they remain available for publication to the public pursuant to NH's RTK law for as long as they exist. If a Right-to-Know request is made, the recording secretary or other committee/Board member who took notes and/or produce the draft or officialmeeting minutes shall be required to produce any (non-Zoom) recordings and handwritten communications among members outside of public meetings:

Email:

a) Advisory committee and Planning Board meetings may never be conducted by email or any other format which does not allow the PUBLIC to hear or read or discern discussion at the meeting location. States another way, all advisory committee and Planning Board meetings must be conducted in public. By definition, members of WEVD committees and Board(s) cannot conduct meetings through the use of email.

When an email is sent to a quorum of committee/Board members and a discussion ensures on that email thread, a meeting has occurred – without following the mandates of NH's RTK law.

b) It is permissible to utilize email communication with all committee/Board members so long as the content does not involve official business of the public body. Simply stated, email conversations about scheduling are permissible as no official business of the committee of Board is being discussed. Information/data can be shared with all committee/Board members via email so long as no one engages in a discussion of the with a quorum of committee/Board members in the email thread/chain. The best practice to share data/information is to send by email to all with delivery to committee/Board members as "BCC" or blind carbon copy. In that manner, no one can "reply all" to the whole public body and trigger a meeting which is

NOT in compliance with NH law.

c) Many committees have evolved the practice of circulating by email a draft of the meeting minutes to all members, seeking edit input. Such input needs to be provided in a 'direct' communication with the member who is drafting the minutes; there cannot be any 'reply all' conversations. Doing so would be to convene a meeting of the committee (as a quorum of members will be participating in the email thread). Again, best practice would be to send the minutes as "BCC" delivery to all members.

Compliance with Right-to-Know (RTK) Requirements

1) Some records are NOT subject to disclosure pursuant to statute, RSA 94-A:5, and RSA 91-A:4, 1
2) Compliance with RTK requests shall be provided in accordance with RA 91-A:4, IV.
3) Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release. WEVD Management will process any RTK requests and instruct committee/Board chairs and recording secretaries on procedure.
4) If an advisory committee is unable to make a governmental record available for immediate inspection and copying, the public body or WEVD Management shall, within 5 business days of a request:
    a) Make such record available
    b) Deny the request
    c) Provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.
5) WEVD Management or a public body denying, in whole or part, inspection or copying of any record shall provide a written statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.
6) Appropriate reasons for the delay can include needing time to determine if the record exists, needing time to determine if the record is disclosable, and needing time to determine how much time it will take to make the requested records ready for review/copying.
7) In the WEVD RTK Logbook or computer file, the WEVD General Manager or Assistant General Manager shall enter the details of when the requesting party received compliance (access or compiles), what records were provided, any denials of access, statements regarding why a delay is necessary beyond the 5 days, and any other pertinent information. A best practice is to include in the logbook/file copies of any correspondence with requesting parties.
8) All parties requesting RTK documents shall be charged $1.00 per page for hard copies.
9) In the event a member of the public makes a request for records/documents/correspondence, the committee/Board member who received the request must alert WEVD Management by close of business on the next business day. Volunteers may receive such requests at public meetings or through other forms of communication – email, text, phone, face-to-face, verbal. The form in which a RTK request is made does not change the obligation of the municipality to timely and completely provide compliance under NH law. Please be aware – the reason(s)

for the request for records ARE NOT to be questioned or addressed in any manner. The responsibility of the volunteer is to communicate the request, as soon as reasonably possible but not more than the following business day, to WEVD Management. It is appropriate to advise the person making the request for records that you consider their statement/question/request as a Right-to-Know inquiry AND tell them that you will so notify NEVD Management. If the request concerns committee/Board materials the volunteer has readily available, feel free to immediately provide the materials to the requesting party. If the request requires a search for documents or correspondence and compliance cannot be immediately made, please alert the requesting party that WEVD Management will be in touch regarding RTK compliance.

Adopted: July 28, 2021
Amended: August 4, 2021

Waterville Estates Village District

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Procedures for Public Body Meeting Minutes re: Advisory Committees, Planning Board

1. To conduct the Zoom / electronic transmissions of Village District Commission, Planning Board, and advisory committee meetings ~~in a manner so that members of the public can record the public sessions of any WEVD public body meetings without WEVD Management/meeting administrator permission~~ while recording and storing the recording for use in the preparation of meeting minutes and to provide to interested parties through the RTK process.

2. All currently retained recordings of WEVD Commissioner, Planning Board, and advisory committee meetings for which meeting minutes have been produced are to be retained for 30 days. A public notice will go out on Constant Contact listing the date of destruction of these recordings to ensure members of the public can request access to inspect and/or receive a copy of the recordings before they are destroyed.

3. Pursuant to 91-A, all recordings of Commissioner, Planning Board, and advisory committee meetings made to assist with production of meeting minutes shall be destroyed / deleted at the direction of the WEVD Clerk upon approval of the corresponding meeting minutes.

4. 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. WEVD Management shall ensure the minutes are stamped by the WEVD Clerk/Deputy Clerk within five (5) business days and retained. Retention of WEVD Commission, Planning Board, and advisory committee minutes shall consist of both a hard copy and an electronic copy (in PDF/A – portable document format/archival). These minutes are to be retained permanently.

5. 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 notes and recordings made by WEVD staff, WEVD Officers, WEVD advisory committee & Planning Board members and their designees, Non-Public Session Checklists, Virtual Meeting Checklists, and Sign-In Sheets.

Adopted: July 28, 2021
Amended: August 4, 2021

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WEVD COMMISSION MEETING AGENDA for (date) (time) (physical location) with (Zoom or other platform) access

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Past Meeting Minutes (dates)
6. Treasurer's Report (written)
7. GM's Report (written)
8. Committee / Board Reports (written) [list each advisory committee & Board and date created]
    a. Planning Board
    b. Water Master Plan & Roads
    c. Outdoor Courts
    d. ADA Accessibility
    e. Snowmaking
    f. Budget Advisory Committee
    g. Records
9. HOA representative
10. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
    c. ____
11. GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)
    a. ___
    b. ___
12. Upcoming Meetings
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

Approved: September 1, 2021

Commissioner _____ Date 11/17/2021

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www.waterville-estates.com

1. Website. I would like the role of the Website Committee changed. My personal opinion is that it would be better to dissolve the Committee and simply invite the current members and others who are interested to be included in the development process as individuals, so every work session does not need to be treated as a formal meeting, posting, minutes, quorum, etc. as we work with CivicPlus.
2. Website: One of the items that will need to be resolved before going live has to do with the domain where the website is located. My understanding is that WEA owns both domains (watervilleestates.com and Waterville-estates.com). Waterville-estates.com is the location of the current website. The first option is dependent upon WEA Board approval and would involve the current website moving to the other domain. I believe a better option would be for WEVD to obtain a (.gov) domain or other domain. I have requested information on obtaining a ".gov" domain for WEVD which we could use for the website. With either solution, WEVD would request WEA put a prominent link on the home page of their site to redirect people who wanted WEVD and for WEVD to do the same on the new website directing people to the current website for WEA and Recreation information.
3. Shall we put the old jeep/plow up for sale?
4. The Snow Committee recommends the purchase of artificial snow surface: Mr. Snow artificial snow surface available through world cup supply. Rolls are $2,700 and are 2meters by 10meters. Committee recommends two. Does this come out of the Recreation fund or is it something expected to come out of the operating budget?
5. The Snow Making Committee has asked we seek permitting for use again of treated water. That is the path we are pursuing.
6. I request the Board sign the change of payroll status form for those who received wage increases.
7. Play Room Floor. There has been a snag with the floor plan. The vendor (Ryan Mayne) indicates the Schonox tech doesn't warranty their epa mitigation system if there is any hydraulic pressure . He will have to test the slab for moisture before we proceed with the mitigation system. There is another system that was suggested after the flooring company spoke with the rep. It is an over the top method using a vapor barrier then installing the leveler over that for 100% warranty. I have asked for a price on that.
8. Water bills. We have received a number of complaints regarding water bills for vacant lots. One from the Town of Thornton questioned the applicability on tax deeded properties held by the Town. Here is the request from their Town Administrator:

   > Maybe you should make the Commissioners aware of this issue and see if they want to make the decision to make these four properties exempt before legal expenses are incurred . We have had a great working relationship with WEVD as shown by our commitment over the many years and I would hate to see that relationship jeopardized over $800 +/- per year.

   What would the Commission like to do with the bills for Campton and Thornton tax deeded property?
9. Other complaints from vacant lot owners were similar to this exchange. The person wrote:

   > "Would you please advise me as to why I am receiving a bill for a property that consumes no water? I trust the explanation was in one of the emails you sent, but there are just too many emails from WVE to read them all."

   To which we answered:

   > Thank you for reaching out. In accordance with the water ordinance adopted in August of 2021 by the WEVD commissioners, all properties within 100 ft of a water main are subject to billing. The rate for an undeveloped lot is $161.10 for a 6 month period. If you are interested, you can read the water ordinance here.

   And then received this response from the person.

> Thank you for responding. It is not good stewardship to be paying for water that I do not use. Last year there were no rec services, yet the same fees were collected. This year a water bill for no water. This is becoming an unfriendly place to own property. Please tell me how to go about filing a grievance

I then sent an email indicating I would include this exchange in my report to report the grievance. There have been other similar emails and phone comments regarding the vacant lot charge.