Waterville Estates Village District

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

Waterville Estates Village District

February 3, 2022 Commissioners Meeting Approved Minutes

Approved as amended on February 16, 2022.

Attendees: Commissioners Maureen Patti, Gerry Panuczak, and John Herlihy, Assistant General Manager Judy Kinney, Mr. Harry Bertino.

Attendees via Zoom: Interim General Manager John Scruton, WEVD Treasurer Rob Diefenbach,

Call to order: Ms. Patti called the meeting to order at 1:03 PM

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

Approval of the Agenda: *Ms. Patti made a motion to skip Item 8 – Committee/Board reports due to the voluminous amount of other materials the Commission needs to cover. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.*
Ms. Patti made another motion to skip Item 9, and to table Item 11 to February 16, 2022. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

Approval of Minutes

Ms. Patti noted that after all these drafts are approved, the Commission will only have two remaining drafts to approve for 2021 and she would like to schedule a meeting in the future to solely address signing all the approved sets of minutes. Mr. Scruton also noted that the amendments to the minutes are in the meeting handout starting at page 57.

a. January 19, 2022

Ms. Patti made a motion to approve the edits to the January 19, 2022 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the January 19, 2022 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.

b. December 21, 2021

Ms. Patti made a motion to approve the edits to the December 21, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the December 21, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

c. December 11, 2021

Ms. Patti made a motion to approve the edits to the December 11, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the December 11, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

d. December 1, 2021

Ms. Patti made a motion to approve the edits to the December 1, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Members discussed item "r" on Ms. Patti's list of changes to the December 1, 2021 minutes and it was determined that it would need to be removed in its entirety. *Mr. Panuczak made a friendly amendment to Ms. Patti's body of amendments to strike item "r" in its entirety. Ms. Patti agreed with the friendly amendment and Mr. Panuczak seconded the amended motion, which passed with a unanimous roll call vote in favor.*
Ms. Patti made another motion to approve the December 1, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

e. November 17, 2021

Ms. Patti made a motion to approve the edits to the November 17, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the November 17, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

f. November 4, 2021

Ms. Patti made a motion to approve the edits to the November 4, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the November 4, 2021 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.

g. October 21, 2021

Ms. Patti made a motion to approve the edits to the October 21, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the October 21, 2021 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.

Treasurer's Report

Mr. Diefenbach answered Commissioners questions regarding the low balance in the Recreation Fund and discussion ensued on how to keep the balance in that account above the required by the newly modified RMA $50,000 limit, and how the RMA addresses falling below the limit. Members also discussed the different numbers that are currently floated for invoicing WEA and the fact that more analyses and discussion with WEA are needed and are planned in order to make a determination on the final amounts. Mr. Diefenbach said that he will send all the numbers to the Commissioners once he is done. Mr. Diefenbach and Ms. Kinney also explained why the 2018 and 2019 taxes are still showing on the reports. Mr. Scruton also explained the RMA provisions (3b and 6b) that state that falling below the $50,000 limit for 14 business days would breach the agreement, and what the process would be to initiate replenishment of funds or terminate the agreement otherwise and stop providing services. Ms. Patti said that she can attest to the fact that WEA Board has always been committed to keeping the Rec Fund solvent and that this is a period of transition and everyone is adjusting. Mr. Herlihy noted that despite the transition, the District will not be able to provide services and will have to fire staff if there are no funds to cover those, therefore, he was interested in how this would be communicated to the WEA Board. He added that WEA has to have some way of communicating back to the District on those bills that they feel should not have been billed to them. Mr. Panuczak added that there is snow

expected which should ramp up the snow mountain related activities and associated costs, which makes this matter even more pressing, given the low amount in the fund. Mr. Diefenbach said that he will reference the RMA provisions in his email to WEA and emphasize the urgency of current situation.

Mr. Bertino requested to comment and Ms. Patti allowed public comment.

Mr. Bertino, 27 Condo Road, Unit 10, asked if the District has done a cross analysis of the services it was providing before to have an idea of what it would cost. He continued to say that if the District does not know what its costs are, how the District can know what it can do, given the current balance in the Rec Fund account. He also spoke about fees that the District can charge and whether they are reasonable, given that they are mandatory. Ms. Bertino added that if there was an option for residents, who are not members of association to pay a fee to use the building, these fees could be another revenue stream. Mr. Panuczak confirmed with Mr. Bertino if what he was asking about was the current run rate for providing services, knowing which should help the District in its projections as to how long the money in the Rec Fund will last. Mr. Panuczak added that he had asked about the run rate at one of the previous meetings. Mr. Diefenbach noted that the report that he will send to the Commissioners tomorrow will reflect the multitude of GL accounts that were analyzed for percentages to be attributed to recreation. He added that the gross personnel costs are about $8,000 a week, however, this is only payroll, and does not include other costs. Mr. Herlihy added that the WEA should provide the recreation activities plan to the District, which would help with determining what costs would be related to it; however, the District does not have that information. Mr. Bertino said that the District could open the facilities to the public and start charging fees to the public who are not members of the Association, if it is not working out with the Association. The District will have to know what it costs to provide those services though.

Mr. Panuczak made a motion to approve the Treasurer's report as written. Mr. Herlihy duly seconded and motion passed with a unanimous roll call in favor.

Interim GM's Report:

Mr. Scruton presented the mew timeline based on legal recommendation of moving Annual Meeting to 3/19/22. Discussion ensued about the proposed schedule and possibly adding another meeting on 2/22/2022. Ms. Patti reiterated the changes for the record:

- February 16, 2022 at 9:00 AM is the public hearing for the money warrant articles and the budget;
- February 22, 2022 at 6:00 PM is the second public hearing, if everything has not been addressed on 2/16/2022;

Ms. Patti made a motion to approve amended schedule with amended dates as she stated above. Mr. Herlihy duly seconded and motion passed with a unanimous roll call vote.

Mr. Scruton continued with the items in the IGM report as follows:

1. Proposed Budget for public hearing. (PowerPoint handout)
   Mr. Scruton went over the presentation for the 2022 Operating and Water Budget. Mr. Panuczak noted that the 2022 Water Budget will be funded solely based on the water usage according to the Water Ordinance and not taxation. This, Mr. Panuczak added, will allow the unused funds to be rolled over towards the next year water expenditures and also opens the possibility of receiving federal and state funding that is available for water infrastructure projects. Mr. Herlihy added that applications to NHDES for grants/loans can be made even if the projects is not 'shovel ready',

therefore, he thinks that the District should be providing updates on the current status of the water projects to NHDES to keep the application updated and to not miss any application rounds. Mr. Herlihy made another comment about the budget request for a highway truck that he thought should have been diesel, and Mr. Scruton confirmed that it was in fact quoted for a diesel, which was incorrectly reflected in the presentation, which he fixed right then.

Ms. Patti asked Mr. Scruton to address item 10 on his report out of order, as he mentioned large water related infrastructure investments that will be needed in the future (about three million dollars' worth), whereas in that item he is requesting the Commission to consider to formally withdraw the application to borrow $1,000,000 in June of 2022, which carried a 20 percent grant, due to the plan being to now to finish the asset management plan, then do a Strategic Plan, then go for the infrastructure in 2023. Mr. Scruton said that without the necessary planning, and being so close to the Town Meeting, it would not make sense to bond this much (given that the grant portion is only 20 percent, the District will be responsible for $800,000). The District would need to set the priorities straight first, and the asset management plan will help with that. Mr. Scruton said that when he was asked by NHDES about what these million dollars would be spent on, he did not have an answer. It was NHDES that suggested setting the priorities and then coming back next year with a more defined project list.

Commissioners and Mr. Diefenbach thanked Mr. Scruton for presenting the budget in such a concise yet very informative way.

2. Revenue for Budget: One of the questions related to the revenue projection coming from the RMA to reimburse the District for expenses. The suggestion recommended by the Chair that the Budget Advisory Committee (BAC) will be discussing 1/31/22. The below discussion is about a proper split of services for recreation versus infrastructure.

    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. BAC 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 percent to maintain and 45 percent 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. Mr. Scruton noted that he included in this packet a copy of the ad and the job description for the General Manager that he developed and that he is now requesting formal approval by the Commissioners for the job description. After a brief discussion of the job description and the process of its modification since it has been first drafted, it was agreed that the current version addresses all the concerns by the WEA Board and incorporates management of both RMA and Administrative Services Agreement. Ms. Patti also noted that there was a typo in ad for the RSA Chapter which should be 52 not 53.
   Ms. Patti made a motion to adopt the General Manager's job description as presented to the Commission in the packet. Mr. Panuczak duly seconded.
   Discussion ensued about a possibility of WEA choosing to hire either a contracted management company or its own management/staff, and what would the District have to do with the General Manager's job description. Mr. Scruton opined that the Commission can set the opportunity in the employment contract to modify this job description.
   Another issue discussed was the two job description documents in the packet and whether it should be stated in the motion which one is being approved.
   Ms. Patti made amended her motion to adopt the General Manager's job description contained in the Commission's electronic version of the handout at pages 70 through 71. Mr. Panuczak duly seconded and motion passed by a roll call with everyone voting in the affirmative.
   Mr. Scruton then asked the Commissioners to review the Bookkeeper's job description on page 72.
   Mr. Herlihy made a motion to accept the draft job description for a bookkeeper. Ms. Patti duly seconded and added a friendly amendment that this is a job description on page 72 of the electronic meeting handout. Mr. Herlihy accepted the friendly amendment. Ms. Patti seconded the amended motion. Motion passed unanimously in a roll call vote.
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. Mr. Scruton said that he believed 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. The management is preparing to order a standalone hot tub for the family pool.
   Ms. Patti asked Mr. Scruton if this was the indoor hot tub and whether it was an in-kind replacement or a bigger/better hot tub as was discussed with HOA representatives who expressed a desire to contribute funds towards a better/bigger hot tub. Mr. Scruton responded that this was the indoor hot tub, as the management wanted to first purchase an indoor one, and if it is the kind that is acceptable, then purchase the outdoor one from the same manufacturer. He also said that he believed that this indoor one ordered was a bigger hot tub, so it was not an in-kind replacement.
   Ms. Patti provided a historical recap of the events that led to the discovery of the faulty concrete under the current location of the indoor hot tub and the engineering study that confirmed and made a determination not to replace the tub in the same location. Dubois&King suggested running another study, which would have been a second opinion, however, due to its costs, neither the

District, nor WEA agreed to proceed with it. The Commission then voted to proceed with relocating the indoor hot tub, which would also allow resolving some ADA accessibility issues on the upper deck.

9. There is a resident who has asked if the District would accept her lot (Myrtle Street, tax map number 10-5-2). Ms. Patti said that she thought that the District had adopted RSA 41:14(a) but she will have to double check and come back to Mr. Scruton. A brief discussion ensued about the motivation for the District to accept lots, whether it is preserving open space or other, provided that it is taking them off the tax roll, however small the taxes may be on an empty lot. Mr. Scruton said that the Commission would need to decide what they would like to do, check if the RSA has been adopted, and then, the easiest way would be a warrant article asking the annual meeting for just this lot, if there is inclination to do so. Mr. Scruton was also asked to look into any strategic needs that accepting this lot may serve. The issue was tabled until the next meeting.
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? Commissioners expressed concerns with liability and asked Mr. Scruton to check with PRIMEX for assurances that the District will not be liable for any damages.
11. Mr. Scruton asked if the Commission wishes to include this proposed warrant article as recommended to clarify acceptance of roads. He noted that this was a housekeeping matter;

    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.

    There was consensus among the Commissioners that this should be a warrant article.
12. Mr. Scruton asked if the Commission wishes 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. 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.

    Ms. Patti suggested to minor corrections on line three change the word town to “Waterville Estate Village District, and substitute a colon in place of the dash in the RSA name. There was consensus among the Commissioners that this should be a warrant article and that it was a housekeeping type.
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.

    Mr. Scruton said that the year-end numbers have changed slightly since he submitted his report, since the vote the Commissioners took allowing the use of the $25,000 in the non-lapsing building and maintenance line, of which about $5,000 could be used towards the boilers.

14. Mr. Scruton said that the lift is operating and the ski runs are open. He said that he wanted to be clear that 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. There have also been COVID exposure issues which impact staff availability.
    Motion was made by Ms. Patti to confirm existing practice that the Assistant General Manager and the General Manager will make decisions on open ski runs and lift operations based upon safety and liability concerns upon the recommendations of the staff associated with the ski area. Motion was duly seconded by Mr. Panuczak and unanimously passed with a roll call vote in favor.
15. Water shortage continues as wells fail to recharge adequately; however, improvement has been seen. There were a number of leaks found as well as other issues. The conservation order has been lifted. There are quite a few repairs and maintenance needs anticipated in the spring in addition to those performed in the fall. The District is continuously working in trying to improve the system. Ms. Patti asked if some of the noted repairs by Mr. Scruton are related to NHDES sanitary survey requirement, and he responded that they were.
    Ms. Patti also asked Mr. Scruton about the demand shown in his report and why it has doubled since last January (January 2021 the District used 3,385,603 gallons. January 2022 the District used 6,213,688, almost double the amount the previous year.) Mr. Scruton responded that it is only possible to answer this question partially as there are some leaks that have been found, and there has been dramatic increase due to increased residential consumption from new homes, increased rentals and owners living more days in the District. He added that it is still necessary to see the longer term trends but if this continues at this rate, a third well will become necessary.
17. Email exchange that initiated after the January meeting, which related to Recreation Management Agreement (RMA) clarification. Mr. Scruton provided a quote from the Annual meeting of 2006 which established the Rec Revolving Fund and put it under the authority of the District Treasurer and the District Commissioners. The Recreation Department that was created under the earlier article, is the one that was the RMA was drawn up to give the WEA Board authority to do some planning related to recreational and oversight of recreation; however all staff is reporting back to the District Commissioners and the expenses are paid out of the Rec Fund, which is also under the authority of the Commissioners.
    Mr. Bertino asked for a point of order, and Ms. Patti granted it. Mr. Bertino said that WA 4 from 2006 supersedes WA 3, and that WA 4 specifically identifies the authority with the Commissioners, in accordance with the law. He added that he believes that WA 4 is valid, whereas WA 3 is not.
    Mr. Scruton disagreed with that characterization as he believes that it is quite clear that WA 3 established the Recreation Department, whereas WA 4 established the Rec Revolving Fund, which is usually done in two separate articles.

CONSENT CALENDAR

a) Manifests

Ms. Patti made a motion to approve the manifests, Mr. Herlihy duly 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, Planning Board, and Water Master Plan & Roads Committee reports as written, Mr. Panuczak duly seconded and the report was accepted by unanimous roll call vote.

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

a. Emergency Closure of Community Center / Ski Lodge authority

This item has been tabled.

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?

Items b, c, d and e were covered by the earlier discussions.

f. Modify Procedures re: Zoom

The Procedure for the Advisory Committees, Planning Board Meetings, originally adopted by the Commission, was displayed with suggested modifications by Ms. Patti.

Ms. Patti made a motion to amend the two procedures as follows; to fix the typographical errors, to insert clarifying information, and to omit reference to process that we cannot actually provide to the community, as highlighted on page 93 of the electronic version of the handout for this meeting, as reflected in the Procedures for the Advisory Committees, Planning Board Meetings. Mr. Panuczak duly seconded. Motion carried by a unanimous roll call vote in favor.

Next displayed were the Procedures for Public Body Meeting Minutes re: Advisory Committees, Planning Board document with Ms. Patti's suggested changes.

She made a *motion to amend the procedure to omit reference to process that we cannot actually provide to the community, as highlighted on page 98 of the electronic version of the handout for this meeting, as reflected in the Procedures for Public Body Meeting Minutes re: Advisory Committees, Planning Board. Mr. Panuczak duly seconded. Motion carried by a unanimous roll call vote in favor.*

g. Monthly meetings with some WEA Board members

Ms. Patti explained why she added this item to the agenda as she wanted to give the Commissioners and the community a report card. She also noted that she would like that such meetings from now on are conducted on a limited scope of items and pursuant to a written agenda. Discussion ensued about the outcomes of Ms. Patti, Mr. Scruton and Ms. Kinney meeting with sub-committees of the WEA Board, which are the newly modified RMA and the Administrative Services Agreement. General consensus was that from now on the communication should continue, but it should be limited to the questions related to those two agreements and should be carried out and limited through a preliminary agreed upon agenda.

h. Vote on WATER METER VENDOR

Mr. Scruton displayed the quote from Stiles Co. recommended by the Water Master Plan & Roads Committee for the water meters. After Ms. Patti commended the WMP&R Committee on all their work related to making this recommendation and a discussion of the selected quote as being the cheaper option in the long term, despite the initial meter costs being a bit higher. Mr. Herlihy provided a brief description of the meters themselves, which are quite advanced technologically, yet reliable, and the process of selecting the vendor to recommend.

Mr. Herlihy made a motion the Commission selects the Stiles Company to provide Badger water meters for the District's water system, which was unanimously recommended by the Water Master

Plan & Roads Committee. Motion was duly seconded by Ms. Patti and unanimously passed by a roll call vote.

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

Mr. Panuczak made a motion to appoint Michal Palm to the Planning Board. Ms. Patti duly seconded and motion passed by a unanimous roll call vote in favor.

Ms. Patti asked to receive the updated terms for the Planning Board members if possible. She also noted that Stan Bujalski has resigned from the Outdoor Courts Committee but will remain available as a consultant. She thanked Mr. Bujalski for his volunteer service.

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

Ms. Patti made a motion to identify the updated IGM report from 11/04/2021 that is included in this packet as an attachment to the official minutes of 11/04/2021. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

k. Modification to WEVD Agenda

Ms. Patti made a motion to delete item 9 (HOA Representative) from the official WEVD Agenda. Mr. Herlihy duly seconded and motion passed with a unanimous roll call vote in favor.

Mr. Scruton asked the Commission if they would agree to staff drafting the Agenda for the February 16, 2022 meeting with the Public Hearing section directly following the adoption of the agenda. There was consensus that it would be allowed.

Upcoming Meeting: Wednesday, February 16, 2022 @ 9 PM.

Public Comment Period

Harry Bertino asked Mr. Scruton to elaborate on his previous comment about an abatement for a water bill. Mr. Scruton explained that the bill was issued to a lot commonly owned by a ten condominiums, which is considered an open space lot and should not have been billed for any water use.

Mr. Bertino also asked about the water rate funding and how much has been spent. Mr. Scruton said that there is no way to tell at this time, as the spending only began on January 1st and it is too early to tell.

There were nobody else to address the Commission at the Summit Lounge, nobody addressed the Commission via Zoom, or sent emails, or called at the front desk.

Non-Public Session

Mr. Panuczak motioned to enter non-public session for the purposes described in RSA 91A:3, II (l). Ms. Patti duly seconded and the motion passed at 3:49 PM by a unanimous roll call vote.

Non-public session was entered at 4:14 PM. Commissioners Patti and Panuczak were the only persons present. Mr. Herlihy left the meeting before the non-public session.

Resumption of Public Session

Mr. Panuczak motioned to re-enter public session, Ms. Patti duly seconded and the motion passed at by 2:0 roll call vote at 4:17 PM.

Public session was entered at 4:20 PM. Ms. Patti and Mr. Panuczak were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. The motion passed by a 2:0 roll call vote.

Adjournment: *Mr. Panuczak made a motion to adjourn the meeting; Ms. Patti duly seconded. Motion passed with a 2.0 roll call vote in favor.*

Meeting adjourned at 4:21 PM.

Prepared by Alvina Snegach

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”

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.”

Page 5, HOA representative section, lines 15 & 16 – correct typos ‘overtime’ to “over time”

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. 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”

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

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)”

WEVD Commissioners 02/03/2022 APPROVED meeting minutes.

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"