Waterville Estates Village District

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Waterville Estates Village District

February 16, 2022 Commissioners Public Hearing and Meeting Approved Minutes

Approved as amended on March 16, 2022.

Attendees: Commissioners Maureen Patti, Gerry Panuczak, and John Herlihy, Assistant General Manager Judy Kinney, Interim General Manager John Scruton, Mark Canfield, Andrea Canfield, Jack Letvinchuk, Adam Young, Harry Bertino.

Attendees via Zoom: Bill Donohue, Ryan Timms.

Call to order: Chair Patti called the meeting to order at 9:01 AM

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

Approval of the Agenda: Ms. Patti noted that there is only one change anticipated for the Item 6.J and that will be taken care during the public hearing. Everyone else agreed with Ms. Patti.

Motion to Adopt Public Hearing Policy

Then Ms. Patti said that there is one motion she would like to take up prior to opening the public hearing, and that is a motion related to the adoption of the WVED Public Hearing Policy, a draft of which was in the packet. Ms. Patti said that this draft was prepared in consultations with Mr. Scruton and with advice from the NH Municipal Association.

Ms. Patti made a motion that the Commissioners adopt this Public Hearing Policy, as contained in the meeting packet, for this public hearing and all future public hearings. Mr. Panuczak duly seconded and motion carried with a unanimous roll call vote in favor.

PUBLIC HEARING

Ms. Patti said that the public hearing is specifically to adopt the ten warrant articles. Before opening the public hearing, Ms. Patti read into the record the Public Hearing Policy that was just adopted:

WEVD PUBLIC HEARING POLICY:

1. The Chair (or other Commissioner in the Chair's absence or to whom the Chair designates the role) will open the hearing by announcing the purpose of the Public Hearing and summarizing these rules by which people may participate.

2. The Chair will ask all persons attending the hearing at the physical location to print their names and addresses on the sign-up sheet.

3. The Chair will ask all persons who are attending remotely online to either send an email to the AGM, Ms. Kinney at wea.judy@waterville-estates.com, or indicate at the appropriate time their desire to speak. The email requests can be made at any time during the hearing. Ms. Kinney will compile a list of names and addresses in the order she received notice from those attending remotely. Then others who are remote will have an opportunity to speak.

4. The Chair will ask all persons who are attending remotely on their telephones to call into the Community Center so Ms. Kinney can compile a list of all those telephonic attendees (names & addresses) who wish to speak. There should be no difficulty leaving the Zoom meeting to place this

call and then re-entering the meeting. THE NUMBER TO REACH MS. KINNEY DURING THE RECESS IS 603.726.3082.
5. An explanation of the item(s) under discussion at the Public Hearing will be given by the Commission or its designees (staff, engineers, etc.). The Commissioners may ask questions to clarify or expand upon what staff has presented. If it is a Petitioned Article, the petitioner will have up to 10 minutes to explain the Petitioned Article.
6. The Chair will then open the meeting for public input. Each member of the public will be granted up to five (5) minutes to speak. Members of the public can only speak one time until everyone has had a chance to speak. Commissioners or staff may respond but are not required to respond.
7. The Chair will first recognize those attending the physical location where the meeting is broadcast to speak during the public hearing.
8. After every member of the public who is present has had the opportunity to speak once, the Chair will call a brief recess to obtain the list of those attending remotely by Zoom or phone who have made the request to Ms. Kinney. They will be allowed to speak up to 5 minutes in length.
9. Once all members of the public who wish to address the Commission have had an opportunity to speak once, any member of the public who wishes to speak again will be given an opportunity to speak for up to five (5) minutes.
10. The Chair will then ask the Commissioners and staff if they have any additional comments.
11. The Chair will then close the Public Hearing.
12. The Chair will then consider any motions to be made at this time on the subject matter of the Public Hearing.
Ms. Patti then asked the Interim General Manager John Scruton to briefly go over each of the warrant articles that will be the subject of this public hearing, as follows: a. Warrant Article - 2, REVENUE for Operating Budget, b. Warrant Article 2 - EXPENDITURES for Operating Budget, c. Warrant Article 3 - Water Budget, d. Warrant Article 4 - Air Exchange & Cooling Community Center, e. Warrant Article 5 - Diesel Plow Truck, f. Warrant Article 6 - Americans with Disabilities Act Expenditures, g. Warrant Article 7 - Clarification of Road Acceptance, h. Warrant Article 8 - Establishment of Fee Authority, and i. Warrant Article 9 - Number of Planning Board Members.
Mr. Scruton went over the PowerPoint presentation highlighting each of the proposed warrant articles. Ms. Patti asked if there were any questions regarding the WA 2 with respect to the revenues. The spreadsheet with the calculations used as a basis for RMA income in the 2022 budget and Mr. Scruton provided a brief description of the changes that took place with the establishment of the Recreation Management Agreement in the way that funding flows from the Recreation programs through the revolving Rec Fund. He explained the percentages and how they were estimated. Ms. Patti then explained how the tax rate is set, which always involves the NH Department of Revenue, and Mr. Scruton further explained how things are done by going through the State Form MS-636, which filed by the District with all the estimated projections and actuals. He said that the DRA requires that the District revise its numbers in August, via another form, if the actuals (both expenditures and revenue) do not closely match what was projected in the originally submitted form. This revision in turn may affect the tax rate calculations and that is why the two tax bills throughout the year are usually different. Ms. Patti clarified that if the revenues are lower than they were estimated at the beginning of the year, that it will be reflected in the second tax bill. Mr. Scruton used the projected numbers shown

at the end of the MS-636 form to calculate the tax impacts based on those numbers and how the actual changes in numbers, if they were to occur, would affect the change in the tax rate.
Ms. Patti then opened the floor to the public comment on the issues related to WA 2 with respect to the revenues.
The following people addressed the Commission:

- Jack Letvinchuk, 28 Summit Drive, asked if the significant increase in water fees for residents offset the tax impact on them. He continued to say that it appears that the residents are looking at a $3 or $4 increase so what happened to the water being pulled out from the tax rate?

Mr. Scruton explained that in 2021 they used the fund balance which hid the tax impact of the water budget, so the $500,000 water budget, if it were on the tax rate, would increase the tax rate about $5 a thousand, therefore, by collecting that money through usage rates, the residents are saving about $5 a thousand of assessed value. After clarification of the timeline when the switch was made from tax revenue to usage rate funding of the water budget, Mr. Scruton concluded that for the most residents a reduction will be seen in how much they pay for water when they pay the usage rate when compared to the portion of their tax bill devoted to water, if it were still funded by taxes.
There was nobody else willing to address the Commission and no emails or phone calls were submitted.
Ms. Patti said that she would like to move the discussion to the expenditures part of the WA 2. Mr. Panuczak described the process through which the Budget Advisory Committee (BAC) arrived at this budget, which was very thorough and exhaustive. He also thanked all the BAC members.
Ms. Patti then asked Mr. Scruton to go over the pie chart that was part of Mr. Scruton's Power Point presentation which showed a breakdown of the WEVD expenditure, (which do not include WEA Recreational Budget) and explain what goes into the 35.51 percent portion labeled RECREATION. Mr. Scruton showed the spreadsheet with the line items grouped under the name CULTURE AND RECREATION that include the Ski Lodge, the Ski Area, and this building together with the staff that maintain those. He noted that the Recreation Management Agreement will reimburse a portion of these expenses. Mr. Panuczak asked if the 35 percent represented the net or the gross, and Mr. Scruton responded it was the latter. He also added that when looking at what is spent on recreation, it is necessary to think about priorities, as it clear that water infrastructure and roads should have as much weight since recreation services would be hard to deliver without those.
Ms. Patti also spoke about the need to improve personnel with respect to hiring more people and paying better wages and that was due to the Commissioners trying to be responsive to the changes to the hours of operation for the Community Center and the contraction in Front Desk employee hours – as Front Desk employees are paid from the Rec Fund and historically provided administrative services to WEA while on the job at the front desk, time permitting. When WEA cut back Front Desk employee hours, there was a need for additional admin by different employee(s).
Ms. Patti then asked Mr. Scruton to speak about the Strategic Water Study that he mentioned when speaking about the need to address the priority needs in infrastructure. Mr. Scruton said that that study is designed to help the District with deciding where to best invest the limited dollars as it relates to some of the needs. Mr. Scruton continued to say that in his opinion there are four major water needs: new water source to meet growing demand and to have as a back up for the existing two wells that are located close to one another; water pipes replacement; relocating the treatment plant from the middle of the ski mountain; as well as the water tank that is by the current treatment plant that also needs

replacing. The study would also be helpful in seeking additional funding for these projects, whether it is State or federal money.

Ms. Patti also noted that at least two of those issues were noted in the NHDES Sanitation Study Report for the water system in 2019. She asked if any of the items identified by NHDES in that report have been addressed. Mr. Scruton replied that they have not.

Next Ms. Patti asked Mr. Scruton to provide some background about the environmental cleanup at the service yard. Mr. Scruton explained that there was a leaking heating oil tank that has been replaced with an environmentally safe one; however, the spot where the oil had leaked has been covered up with the water barrier and is waiting for a professional cleaning company to come in for remediation. NHDES has been notified of the leak. There may be other issues that the District may be faced with at that location, and that is what the Environmental Study is budgeted for.

Next Ms. Patti asked Mr. Scruton to elaborate on the item of PLUMBING/REPLACE HEATING LINES from his presentation earlier as she thought that the recommendation was to spend about $10,000 each year for this, whereas there was $30,000 budgeted. Mr. Scruton said that he believed that $10,000 was planned for maintenance and $20,000 was for the replacement.

Next Ms. Patti explained the amount budgeted for the hot tub and how the issues with the water overflowing from the hot tub and the electrical panel underneath have been discovered and attempted to be dealt with, which included a study by a professional, who advised against replacing the hot tub in the same location. She continued to say that the WEA Board was offered an option to seek a second opinion, for which there was already a company available, and she was advised the WEA Board chose not to retain the engineering firm. Ms. Patti said that the District was left with no other options in light of the excessive cost to remove a portion of the roof and extend the lap pool area out to the Center wall at the lower level, in order to have sufficient support for a hot tub in the original location. As a result, the Commission voted to authorize the GM to have staff order a new hot tub to be placed next to the oval shaped pool on the upper deck of the pool area. Mr. Scruton added that this was an explanation of the last year warrant article and that this money will be used to purchase an outdoor hot tub to replace the hot tub located adjacent to the outdoor family pool. This year the budget is for the related concrete and ADA compliance work related to that hot tub placement.

Next Ms. Patti asked Mr. Scruton to explain why there was more budgeted for the SAND STORAGE item than last year. Mr. Scruton explained that after receiving the bids back, it was quite clear that the amount was not sufficient, and also the size would be inadequate for the heavy equipment; therefore, more money was requested to build a new building of appropriate size. He noted that the cost of concrete is three times more expensive than before Covid.

The next question Ms. Patti asked was about WA 4 where dehumidification in both locker rooms was mentioned, as well as in the family locker room. Mr. Scruton said that there are a number of issues that need to be improved throughout the entire system and from the ADA standpoint as well and noted that about 75 percent of the budgeted money would be spent in Summit Lounge at the Community Center. This is where the District would need to decide what its priorities are for the use of the Summit Lounge and whether it needs all these improvements at once based on that projected use.

Ms. Patti opened the floor to the public comment.

- Mark Canfield, 17 Armsby Circle, asked a question about the unspent money from the Water Budget and whether it goes back to the unreserved fund balance.

Mr. Scruton explained that the money in the Water Fund that is funded by the user fees can only be spent towards water use and water related projects and does not go back to the unreserved fund balance.

- Mr. Canfield also said that the District did not budget for any Capital Improvement Fund contributions because it is not known which expenses WEA will be willing to help cover. He mentioned the hot tub issue and said that it would be nice to see that WEA is willing to make some contributions that essentially would help lower the tax burden on the residents.

Mr. Scruton said that if there were such commitments then it would be reflected in the August revision of the forms sent to the DRA, therefore, effectively raising the revenues, and lowering the amount needed to be covered by taxes.

- Andrea Canfield, 17 Armsby Circle, asked about the water damage in the teen (game room) room being there before it has been renovated, however she does not remember anyone saying anything about fixing the water issue.

Mr. Scruton said that it was his understanding that the water damage was due to the broken pipe and that the backing of the tiles became unstable due to being wet and they started peeling off. There was a suggestion to re-glue the tiles back; however, there are chemicals coming up through the concrete, causing issues with its stability and the concrete floor would need to be treated and sealed prior to putting any tiles back on it. The water issue is coming from under the gym door, which is the exit door onto the basketball court, and that is what has to be fixed. The foundation was inspected trying to find out how the water was getting into the women's locker room, which is quite far from the game room water issue, and the anticipation is that it is not moisture coming up from the ground.

Ms. Kinney added that when the tiles were put in, the care instructions specifically said that the tiles could not get wet when cleaned.

After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 3.

Mr. Scruton said that there was a small error in the wording of the number requested by the article that he corrected, whereas the numerical representation of it was correct.

Jack Letvinchuk, 28 Summit Road, noted that there was a question mark in the wording of that article and asked if it was supposed to be there.

Mr. Scruton fixed the question mark to become a period.

After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 4.

Mr. Scruton noted that 2022 WA4 is a non-lapsing article until December 31, 2026. Mr. Scruton explained that 2022 WA4 is for $100K to address HVAC in multiple locations within the Community Center. About 75 percent of that amount would go to restoring air conditioning in only the Summit Lounge. The other needs (heating and A/C for the Fitness Center, dehumidifying the locker rooms, etc.) make up 25 percent of this amount.

Ms. Patti said that there was a warrant article last year for the fresh air exchange at the Ski Lodge, the need for this was determined when an engineer evaluated the air handling system at the Ski Lodge at the request of the Commission. Both the State and the Federal agencies were recommending

evaluations of all circulation systems of buildings which house members of the public before re-opening (having been closed due to Emergency Orders due to the Covid pandemic).
Mr. Scruton added that the management hired an engineer and believes that it will be far less expensive than the 2021 Fresh Air at Ski Lodge warrant article. There are a number of issues with air exchange in the Ski Lodge, of which the most expensive would be the wood burning fireplace, whereas the furnace room and the kitchen hood would be relatively inexpensive.
Ms. Patti asked what would happen to the remaining funds from that 2021 warrant article if the fixes do not exhaust all of them. Mr. Scruton said that the Village District would have to vote to lapse the warrant article before the date it is set to lapse and the money would go to fund balance.

- Mark Canfield, 17 Armsby Circle, spoke about the need for the Village District together with the WEA Board to determine the use of the Summit Lounge in the Community Center, with the latter ultimately being the responsible one for planning activities for the Summit Lounge in the Community Center, besides the annual meetings; whether it is leasing it as a venue, without using the Village District employees, or something else that is able to produce income. Having a business plan for such use will be very beneficial for discussions like the one about Warrant Article 4.

Mr. Scruton said that it was his understanding that WEA is only responsible for providing the recreation plan, whereas the building is owned by the District, therefore, he is not sure if WEA could lease it. Discussion ensued about the provisions of the RMA and whether WEA can in fact lease the facility to a third party and consensus was that this is something that would need to be looked into. Mr. Panuczak added that he had found a consultant (and even submitted his proposal to WEA) who would be able to look at the assets that are available and draft a business plan for producing income, however, he does not know where WEA stands on this. Ms. Patti corroborated that information and said that she does not know the outcome of a recent WEA Board vote regarding retaining of said expert. Two members of the WEA Board reported different votes so she is unable to provide the answer.

- Jack Letvinchuk, 28 Summit Drive, echoed Mr. Canfield's sentiment about the use of Summit Lounge to produce income, which, in his opinion, otherwise is just a meeting room, whereas it is in fact a very nice function room and an asset. He said that more thought should be given about the use of the Summit Lounge for functions, and if there is potential, then spend the money, and if not, then use the money elsewhere.

After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 5.
Ms. Patti asked for clarification on the state of the existing plow truck and whether it will in fact not be able to survive any more winters and will not be able to pass inspection. Both Mr. Scruton and Mr. Panuczak confirmed.
After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 6.
Mr. Scruton said that there were no major items, but there were quite a few small things that came up. Ms. Patti added that some of these things may not be required under the ADA regulations but will legitimately affect accessibility.

After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 7.

Mr. Scruton explained that the roads are supposed to be formally accepted by the vote of either the District or the Commissioners and there is no indication that either had voted. The District counsel recommended this.

After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 8.

Mr. Scruton spoke about the fact that the District charges many fees and that this article addresses its authority to do so, although this would not apply to water and recreation fees that have a separate authority.

After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 9.

- Mark Canfield, 17 Armsby Circle, spoke in support of this article as a member of the Planning Board, which is currently writing the Master Plan for the District, which will eventually bring a lot of benefits to the community. He added that the work on the Master Plan has been very slow because there is so few people who are willing to volunteer, therefore, having more people on the Planning Board would be a good thing.

Mr. Scruton asked if the Budget Advisory Committee would like to vote on all the money articles (2 through 6) at their next meeting and provide their comments. Mr. Canfield agreed and said that they can do that.

After checking with Assistant General Manager Judy Kinney, Ms. Patti determined there was no one else willing to address the Commission at the physical location, on the phone, or electronically. Ms. Patti moved on to discussion of WA 5.

Ms. Patti said that she would like briefly discuss Warrant Article 1. In 2021, because there were resignations, there were two openings for Commissioner. This year, there is only one position on the commission which is open. Then the Treasurer is not up for election this year, as last year his term was voted to become three years. Ms. Patti briefly spoke about the 2020 election for Commissioner, where legal counsel was present, and there were no concerns expressed about the manner in which that election transpired. She also indicated that if someone had concerns about the validity of that election, there were remedies available to them for a limited period of time after it, probably a week or two. There is no remedy for an election from 2020 some 18 or 19 months later.

Ms. Patti then closed the public hearing at 10:57 AM and the Commission took a five minute recess. At 11:02 AM the meeting was back in session. Ms. Patti asked Mr. Herlihy and Mr. Panuczak if they wanted to leave the revenue amount in the proposed operating budget as they are or allow Ms. Patti, Mr. Scruton, and Ms. Kinney to continue the dialog with the WEA Board to see if there are any recommendations for changes to the percentiles for the utilities. Mr. Panuczak said that costs to operate the facilities and the mountain are what they are and the BAC spent a lot of time to perform extensive analysis of the steady state costs versus what it costs to use the facilities for recreation to produce those percentages. His opinion was that unless WEA has something substantive to dispute the analysis performed by the BAC, the percentages stay as they are. Mr. Herlihy agreed with Mr.

Panuczak in that the presented percentages are the result of an extensive analysis done by the BAC and should remain as they are. Ms. Patti said that she was tasked with discussing these percentages with the WEA Board representative and that she was hoping that a meeting to discuss any modifications would happen before today, which is not the case. She said that she was told at their first meeting, that this breakdown will leave WEA in a position where they do not have enough funds, therefore, she wanted to ask the other Commissioners if they would allow her to meet with the WEA Board representative again to see if there are any reasons to consider changing the percentiles. Mr. Panuczak said that he is not against the discussion with WEA continuing, however, costs are costs, and, unless they have their own analysis that can dispute the one done by the BAC, he does not see grounds for changing the percentiles. He added that WEA has many levers to pull when it comes to finding revenues to defray those costs and this is where having a business plan for running the recreational activities would be of help.

Mr. Scruton said that a good analogy was provided by one of the WEA Board members at one of their discussions, where he spoke of a water tank with three feeding pipes, one from tax dollars, one from dues and fees, and the third one with user fees. There has to be enough water in the tank to be operational, therefore decisions need to be made on which valve to turn more.

Mr. Herlihy spoke about fixed and variable costs associated with running any business the that it is incumbent upon WEA to know and to let their membership know what these costs are relative to the businesses they run, whatever those are and make decisions based on that knowledge. He added that knowing what those costs and matching them to the expectations (whatever they are) is what should be done. Ms. Patti said that there were attempts to start this conversation with suggestions to tap into the short term rental population visiting the Community Center by modifying the guest pass policy or to not keep the outdoor pools heated until Columbus Day.

Ms. Patti asked if there were any comments related to the expenditure side of the WA 2 and having received none, *Ms. Patti made a motion that the Commission votes to recommend Warrant Article 2 as written. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.*

Next, Ms. Patti asked if there was any discussion of the WA 3 with the correction as made by Mr. Scruton. There was none. *Ms. Patti made a motion that the Commission votes to recommend Warrant Article 3 to the Community as the Annual Meeting as amended. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.*

Ms. Patti made a motion that the Commission votes to recommend Warrant Article 4 to the Community as written. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

Ms. Patti made a motion that the Commission votes to recommend Warrant Article 5 to the Community as written. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

Ms. Patti made a motion that the Commission votes to recommend to the Community at the Annual Meeting Warrant Article 6 with the expenditures to the tune of $25,000. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

Ms. Patti made a motion that the Commission votes to recommend to the Community Warrant Article 7 with respect to the acceptance of the roads. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

Ms. Patti made a motion that the Commission votes to recommend to the Community Warrant Article 8 establishing the fee authority as per the RSA. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.
Ms. Patti made a motion that the Commission votes to recommend the Warrant Article 9 to see if the Waterville Estates Village District would establish the size of the Planning Board as 7 members as outlined in RSA 673:2 III. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

Approval of Minutes

a. February 3, 2022

Ms. Patti made a motion to approve the five edits to the February 3, 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 February 3, 2022 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.

b. December 27, 2021

Ms. Patti made a motion to approve the seven edits to the December 27, 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 27, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

c. December 15, 2021

Ms. Patti made a motion to approve the 12 edits to the December 15, 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 15, 2021 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti requested to skip the Treasurer's Report and everyone agreed.

Interim GM's Report:

Mr. Scruton spoke about the following:

1. The Annual Meeting and that there was a question why only the voters have a right to speak, and that is based on the fact that the Annual Meeting is a legislative body, thus only legislators, who are registered voters, of that body are allowed to speak. Non-voters may be allowed to speak by the Moderator and this is supported by the state and federal case law. Ms. Patti added that the Moderator would do so if the voters agree to allow non-voters to speak.
2. Ski lift will probably be closed the coming week due to the lack of snow at the top and expected rain later this week. The rope tow is open.
3. Deadline for petitioned articles is February 15, 2022. None were received.
4. Mr. Scruton has the proposed annual report and if the Commissioners would like, it can serve as the Commissioners' report. Ms. Patti said that Mr. Panuczak had already submitted a report for the WEA Annual Meeting which, if he does not mind, could be used as the Commissioners' submission. Mr. Panuczak agreed and there was consensus that it should.

5. Mr. Scruton said that he is planning to use the pie charts from his presentation instead of the ones used in the annual report, but not the breakdown of tax revenue. All Commissioners agreed that it should be at Mr. Scruton's discretion which pie charts to use.
6. Draft Proposed Lot Merger Policy procedure regarding water billing to read as follows:
   "Only official documents recorded at the Grafton County Registry of Deeds reflecting approval by Campton or Thornton to authorize the merger of a lot(s) will be accepted as reason for changing the status of a lot within WEVD. The reflective date indicated on such paperwork with book and page will be the merger's effective date as it pertains to WEVD records.
   Mergers will only impact the next billing cycle from their reflective date. The WEVD Water Department Collection Policy, including for any past due amounts, will be enforced as written based on the tax map number retained after the merger."

After a brief discussion of the effective date and related billing, *Ms. Patti made a motion to adopt said Policy to be part of the official billing procedure for the District. Mr. Herlihy duly seconded and motion passed by a roll call vote with all voting in the affirmative.*

CONSENT CALENDAR

a) Manifests

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

Upcoming Meeting: Wednesday, March 2, 2022 @ 6 PM.

Ms. Patti also noted that there will be no second public hearing on February 22, 2022 as there were no petition warrant articles received.

Mr. Panuczak addressed the staff, Ms. Kinney, Ms. Smith, Mr. Scruton, and all others who stand behind them for all their work that they did to get the District to where it is today.

Public Comment Period

Bill Donohue echoed Mr. Panuczak's words in commending the staff for their tireless effort. He also thanked everyone present for their work.

Ryan Timms also thanked everyone.

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II (l). Mr. Herlihy duly seconded and the motion passed at 11:35 AM by a unanimous roll call vote.

Non-public session was entered at 11:37 AM. Commissioners Patti, Panuczak, and Herlihy along with the IGM John Scruton were the only persons present.

Resumption of Public Session

Ms. Patti motioned to re-enter public session, Mr. Panuczak duly seconded and the motion passed at by unanimous roll call vote at 11:39 AM.

Public session was entered at 11:50 AM. Ms. Patti, Mr. Panuczak, and Mr. Herlihy were present in person.

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. The motion passed by a unanimous roll call vote.

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

Meeting adjourned at 11:51 PM.

Prepared by Alvina Snegach

Amendments to draft WEVD Commission Meeting Minutes dated February 3, 2022

i. Page 1, line 4 – insert "Harry" in front of 'Bertino'

ii. Page 1, line 5 – insert "WEVD Treasurer" in front of Mr. Rob Diefenbach

iii. Page 2, line 55 – insert "4" after 'November'

iv. Page 2, line 65 – insert "newly modified" in front of 'RMA'

v. Page 9, line 369 – correct typo "were" present

Amendments to draft WEVD Commission Meeting Minutes dated December 27, 2021

i. Page 1, line 4 – insert, after 'Allison Smith,' the words, "WEVD Finance & Administrative Assistant."

ii. Page 1, line 8 – insert after 'running late' the words "due to participation in a rescue mission with Pemigewasset Valley Search & Rescue Team."

iii. Page 1, line 35 – delete 'needed valve,' and insert the following: "valve needed to secure NH Department of Environmental Services (DES) approval for a modification to the residential drinking water permit to allow snowmaking at the mountain will be shipped on/about January 5, 2022."

iv. Page 2, line 71 – insert after 'etc.' the following words: "at the cost of $2.25 per month for each full-time employee who signs up for it."

v. Page 3, line 87 – insert "Allison" before 'Smith'

vi. Page 4, line 135 – change 'with Mr. Sylvia' to read "with WEA Board Member Mr. Brian Sylvia"

vii. Page 4, line 141 – insert after '12/30/21' the following new sentence: "Mr. Panuczak stated we already signed an agreement to extend the time for modifying the existing RMA to December 15th and we were told that the WEA Board had agreed to such an extension."

Amendments to draft WEVD Commission Meeting Minutes dated December 15, 2021

i. Page 1 title AND Footer – insert "Public Hearing and" before 'Meeting'

ii. Page 1, line 3 – insert "Commissioners" before 'Maureen Patti'

iii. Page 1, line 4 – insert "Commissioner" before 'John Herlihy'

iv. Page 1, line 4 – spell out "Interim General Manager," "Assistant General Manager"

v. Page 1, line 14 – insert after 'could not hear the others' the words "for several minutes – until a stable Zoom link was established."

vi. Page 2, lines 42, 44, and 45 – change 'bus routes' and 'stops' to "school bus route"" and "stops"

WEVD Commissioners 02/16/2022 APPROVED public hearing and meeting minutes.

vii. Page 3, line 88 – insert after 'RSA 31:95-e' in a new sentence line the following: "No one addressed the Commissioners regarding this matter."

viii. Page 3, line 94 – after 'Covid exposure' insert the following: "(a WEA member event – a New Year's Eve celebration at the Ski Lodge)"

ix. Page 3, line 111 – after 'damaging the line,' insert the following: (when assisting with site work to enable removal of a tree which threatened the ski lift)"

x. Page 4, line 145 – after 'District employees' insert the following sentence: "The Commissioners have great concern for both employee and public safety as well as risk that our insured will not cover the municipality given the state of the Service Yard."

xi. Page 6, line 243 – correct typo (from final agenda) "RTK" instead of 'TK'

xii. Page 7, line 259 -- correct typo "were" present