Waterville Estates Village District

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

Approved as amended on April 6, 2022.

Waterville Estates Village District

March 26, 2022 Commissioners Meeting Approved Minutes

Attendees: Commissioners Maureen Patti, Gerry Panuczak, and John Herlihy, Assistant General Manager Judy Kinney, Dave Spinney, and Loren Bennett

Attendees via Zoom: Interim General Manager John Scruton, Mark Canfield.

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

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

Approval of the Agenda: There were no modifications made to the agenda and it was adopted by consensus.

Approval of Minutes March 16, 2022
Ms. Patti made a motion to amend the 03/16/2022 meeting minutes according to the list of changes she prepared and that were in the meeting handout (attached). Mr. Panuczak duly seconded. After a brief discussion Ms. Patti amended her motion to strike item #1, subsection b in its entirety. Mr. Panuczak duly seconded the amended motion and it passed by a unanimous roll call vote.
Ms. Patti then made a motion to approve the 03/16/2022 meeting minutes as amended. Mr. Panuczak seconded and motion passed after a roll call vote with everyone voting in favor.

Treasurer's Report
The Treasurer was not in attendance, and the Commissioners discussed the Treasurer's report with Mr. Scruton and Ms. Kinney. The report was approved by consensus with the caveat that the Water Department balance was being reviewed. Mr. Panuczak also raised questions about the Friends of Campton Mountain balance as QuickBooks balance was higher than bank balance. Ms. Kinney said it would be reviewed and addressed.

Interim GM's Report
There was nothing for Mr. Scruton to report.

Committee / Board Reports
Through consensus, the Commissioners agreed to consider the Outdoor Courts Committee Report at our April 6th meeting due to the time constraints of the current meeting.

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.

GENERAL CALENDAR ITEMS

There was discussion of the old website and whether it needs to be cleaned up now that the District has moved to the new website. Ms. Patti suggested sending a Constant Contact notification to residents asking them to help the Management identify the items on the website that are outdated and need to be corrected and advising them to participate in the creation of the mission statement that the Commissioners will be discussing at their April 6th meeting.

Mr. Herlihy read a proposed web portal Mission Statement into the record as follows: "The WEVD Commission is dedicated to maintaining the infrastructure of the community assets for the safe use by its residents. The Village District will develop and implement plans for the continued operation of facilities through careful budgeting and expenditures approved by the registered voters of the community. The Commission will maintain public access to records of all related operations for viewing by its constituents".

There was consensus among the Commissioners that that is a good idea. Ms. Kinney agreed to push the notification out.

a. Zoom streaming YouTube for all Commission Meetings

There was discussion about livestreaming Commission meetings via YouTube, provided that access to YouTube is much easier than to Zoom. Mr. Herlihy opined that this is not a requirement and it may require a lot more technical, staffing, and financial commitment than the District can afford. Mr. Panuczak noted that in his experience in another state there are funds available for municipalities to create their own public television channels and programming and that is something the District may explore. Ms. Kinney also noted that about two years ago she already looked into this option at the request of the previous Commissioners and there was a cost associated with that which she will have to look up. Mr. Scruton noted that there might be an option to livestream without adding any resources and it is just a matter of utilizing what is already available to the District. He suggested trying it out first and if the bandwidth and equipment already use are sufficient for livestreaming, adopting the practice of YouTube livestream. If the Management is unsuccessful, then things will remain unchanged. Mr. Herlihy requested that if anything is attempted it is made clear to the audience that this only a trial and there is no requirement in any policy or procedure that the Commissioners livestream their meetings. *Ms. Patti made a motion that a) the Management should try to experiment with livestreaming Commission meetings via YouTube and track all costs and employee resources associated with it; and b) the Management explore and advise the Commissioners on whether there is any cable or other type based broadcasting opportunity available to them and the costs associated with that. Mr. Panuczak duly seconded.* Discussion ensued about the use of Zoom streaming on a YouTube channel and how that could make public access to Commission meetings easier and eliminate right to know requests for the recordings. Mr. Herlihy expressed concerns with the burden it may place on the staff and whether it was really necessary. Mr. Scruton said that he was under the impression that it was not that time consuming and the Management would like to try it first to be able to tell the Commissioners what it involves.

Ms. Patti called a vote on her motion. Motion passed with a unanimous roll call vote in favor.

b. Request from WEA Board re: General Manager search

Ms. Patti said that WEA sent in a request to participate in the General Manager search and Ms. Kinney added that they had asked to review the resumes and be part of the interview process. Discussion

ensued about the chain of command and the confidentiality aspect of hiring an employee by the District. All Commissioners agreed that the General Manager will ultimately be reporting to the Commission, therefore the hiring process should be limited to the District only. Ms. Patti noted that the Assistant General Manager, who is very familiar with the recreation side of things is made part of the hiring process, which should be very helpful.

c. Appoint new Outdoor Courts Committee member, David Rose

Ms. Patti made a motion that the Commission approves the appointment of Mr. David Rose to the Outdoor Courts Committee. Mr. Panuczak duly seconded. After a brief discussion of whether Mr. Rose is a permanent or a part-time resident and the specifics of Board/Committee membership and meeting participation, *a vote was called by Mr. Herlihy and motion passed unanimously by a roll call vote in favor.*

d. Just give the approximate costs for the continuance of the Annual Meeting.

Ms. Patti noted that the budget line item for the 2022 Annual Meeting was about $12,000 and the cost of the resumed Annual Meeting on 03/29/22 would be around $1,000.

Upcoming WEVD Commission Meeting: Wednesday, April, 2022 @ 6 PM.
Resumption of the ANNUAL MEETING – Tuesday MARCH 29, 2022 @ 7 PM at the Summit Lounge.

Ms. Patti also noted that the Commission will be meeting this upcoming Monday, March 28th at 4:00 PM with the sole purpose of going into the non-public session.

Public Comment Period

Mark Canfield was there to address the Commission via Zoom. He spoke about the issue of allowing a WEA Board member be part of the interviewing process for the General Manager and that he agreed with the concerns of confidentiality expressed by Mr. Panuczak. Nonetheless, Mr. Canfield said that it may be beneficial to express those concerns to the WEA Board and ask them for assurances to protect confidentiality in return for inclusion into the interviewing process. He opined that it would be very beneficial in the long run and would show that the Commission is willing to collaborate with the WEA.
Ms. Patti thanked Mr. Canfield for his input and noted that she would not be averse to the potential General Manager meeting with the WEA Board after the selection has been made by the Commission. She reiterated the Commissioners' earlier stated position about the need to keep the interviewing process contained to the Commission only. She also added that the Commission has always acted in good faith when conducting business with the WEA Board and is willing to keep the collaboration going in a cooperative manner. Mr. Panuczak agreed with Ms. Patti that the initial interview should be limited to the Commissioners to protect the confidentiality of the candidates; however, it is not unusual that during the later stages, the finalists meet with a wider network of stakeholders, which would include the WEA Board. Mr. Herlihy was of the similar opinion.
Mr. Scruton said the ultimately the General Manager would be reporting to the Commission, therefore, he should be selected by the Commission. He added that having two Boards supervise one employee is never a good practice.
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, and closed the public comment period.

Non-Public Session

There were no items to address in a non-public session, therefore, there was none.

Ms. Patti noted that she would like to read in a public notice as follows:
"NOTICE OF PUBLIC SESSION TOWN OF CAMPTON SUPERVISORS OF THE CHECKLIST
Tuesday, March 29, 2022 9:00am
12 Gearty Way, Campton NH 03223
The Supervisors of the Checklist of Campton will hold a voluntary session for the correction of the checklist on Tuesday, March 29, 2022 at 9:00 am
in the community room of the Campton town office at 12 Gearty Way, Campton NH 03223."

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

Meeting adjourned at 10:00 AM.

Prepared by Alvina Snegach

Maureen Patti motion for amending March 16, 2022 draft minutes:

1.

a. Page 2, Interim GM's Report, Item #2 – correct/add to read, "…public hearing for the *03/19/22* warrant*s was* posted…"

~~b. Page 2, Interim GM's Report, Item #3 – delete 'inside the Community Center' and 'at the Campton Town Offices'~~

c. Page 2, line 56 – delete 'buildings' and insert "bulletin boards"

d. Page 2, line 61 – insert at end of sentence "in 1988 when it was acquired from WEA by the District."

e. Page 2, line 62 – insert after 'Records indicate' the following: "…the voters at the 1988 Annual Meeting voted to raise and appropriate $1,600,000 for the acquisition of the Community Center." Delete 'that' and begin a new sentence with "The Village District paid the mortgage…"

f. Page 2, line 67 – reverse 'District' and 'WEA' so the sentence reads, "…made from WEA to the District for the transfer…"

g. Page 2, lines 71 & 72 – insert after 'back taxes' the following, "owed by WEA," and delete 'from the District to WEA' and move both sentences to line 69 (immediately following Item #4)

h. Page 2, line 75 – delete 'the' & 'number' and insert after '$50,000' and before 'budget' the words "Water Department"

i. Page 2, line 75 – after 'Pegwood Road first' insert "(as there are many leaks there)"

j. Page 2, line 77 – after 'miles' insert "of waterlines"

k. Page 2, line 78 – after 'Agreement' insert "(ASA)"

l. Page 2, line 82 – insert "ASA" before 'funds'

m. Page 3, line 87 – delete 'the' so it reads, "…WEVD Management is authorized to contact WEA at the two week date.."
n. Page 3, line 88 – substitute "any" for 'the' so it reads, "…Agreement invoice regarding any failure to pay…"
o. Page 3, line 89 – insert after '14 days' the following: "(which is a breach of the ASA)" and delete 'advise' and substitute "the WEA Board" for 'them'
p. Page 3, line 93 – insert after 'same goes with the Treasurer' the following "or WEVD Management will arrange for the payment of the RMA invoice amount to the District from the Rec Fund" (deleting 'or myself triggering those')
q. Page 3, line 107 – correct typo "totaling" to replace 'total of'
r. Page 3, line 112 – insert "Concerning" before 'The history'
s. Page 3, line 112 – correct typo "$200/year" instead of '$200'
t. Page 3, line 114 – insert after 'Water Ordinance' the following, "passed by the Commission in 2017 and effective in 2018"
u. Page 4, line 149 – correct typo "$400,000 was used" instead of 'were'
v. Page 4, line 152 – delete 'under'
w. Page 5, line 180 – insert "Water Department budget" in front of 'warrant article'
x. Page 6, line 211 – correct typo "10:42" instead of '10:42p'