Waterville Estates Village District

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Approved as amended on April 21, 2022.

Waterville Estates Village District

April 6, 2022 Commissioners Meeting and Public hearing APPROVED Minutes

Attendees: Commissioners Maureen Patti and Dave Spinney. Interim General Manager John Scruton, Assistant General Manager Judy Kinney, Financial and Administrative Assistant Allison Smith, Andy Griffiths, new WEA President, Gerry Panuczak, Harry Bertino, Barry Danzig, Christopher Fagas, John Cox, David Ketcham.

Attendees via Zoom: Mark Canfield, Ralph Wilbur, Rick LeBlanc, Jaime Oldmixon, Matt Antinoro

Call to order: Chair Patti called the meeting to order at 6:01 PM

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

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

Appointment of new Commissioner

Ms. Patti read in the statement from Mr. Herlihy about his resignation as follows:

"Dear Ms. Patti;

I have enjoyed the opportunity to work with many dedicated contributors in my time as Commissioner, however it has become evident that I should take the advice of my physician and seek other avenues of interest.

The efforts of my cohorts with the development of our Water Ordinance, its study, engineering and planning will carry on for the benefits of all. I would be inclined to continue contributing on the Water and Roads Advisory Committee, in order to support the momentum of these efforts and to share the best practice development garnered through the process.

I wish you all well and will support and thank the volunteers whose good work continues to contribute to the infrastructure with improvements we all use and enjoy.

I hereby tender my resignation of the position as Commissioner at the Waterville Estates Village District, effective immediately."

Ms. Patti then read in her own statement regarding Mr. Herlihy's resignation:

"I will miss John and his dedication to improving our community. My decision to participate as a volunteer Commissioner was predicated upon my respect for John and his work ethic, professionalism, and unwavering focus on responsible spending while strengthening the District.

He refers to his work on the Water and Roads Committee in his resignation. I, however, credit him with much more. His insight and expectation for preparation and professionalism influenced many of the Commission's actions, and, ultimately, the policies and procedures we developed. His attention to detail helped guide decisions regarding municipal expenditures. His commitment to improving our community was steadfast, sincere, and vigorous. He never lost sight of why he threw his hat in the ring and stepped into the role of Commissioner.

Again, I will miss him and all that he contributed to this process."

Mr. Spinney joined Ms. Patti in thanking Mr. Herlihy for his commitment and for volunteering for this community and wishing him well.
Ms. Patti said that having accepted Mr. Herlihy's resignation, the Commission would need to appoint a new commissioner, who will occupy this position until the Annual Meeting in 2023.
Ms. Patti made a motion to appoint Gerry Panuczak as the Commissioner until the Annual Meeting in 2023. Mr. Spinney duly seconded.
Ms. Patti asked Mr. Panuczak if he would be agreeable to continue service the community as the Commissioner. He agreed. *Ms. Patti called the vote and motion passed with a unanimous roll call vote in favor.*
Ms. Patti swore in the newest Commissioner, Mr. Gerry Panuczak. AGM, Ms. Kinney, notarized the necessary record.
Mr. Panuczak and Mr. Spinney discussed their appointments to the Planning Board and decided that Mr. Spinney would need to resign from the Planning Board and Mr. Panuczak would be appointed as the ex-officio to the Planning Board.

Public Hearing re: Water Rates
Ms. Patti called the public hearing to order at 6:13 PM. Mr. Scruton provided the rationale for adjusting the water rates for the second billing based on the actual adopted budget and reducing the percentage for the uncollected billings based on the actual collection stats. He then went over the numbers for the second billing based on the proposed rate adjustment and noted that due to the budget going up, the rates have gone up respectively. Mr. Scruton answered questions about the reasons the budget went up, such as including half the Department Head position pay in it, adding a line for legal expenses, paying for fixing a water line, and financing a strategic study. He also noted some issues related to the water system that will need to be addressed in the near future, which is what the strategic study would research. Mr. Scruton also answered question about not using the full budgeted amount and what happens to the remaining funds, which he said would stay in a separate water fund and cannot be used for anything but the water projects. Another question was about availability of any other funds for the water projects, to which Mr. Scruton responded that the grant funds may become available, and that is why it was imperative to finish the asset management study and draft a strategic plan, which will allow the District to move forward in seeking grant money from the state or federal sources. Ms. Patti clarified if the strategic study was included in the budget and would possibly be reimbursed, to which Mr. Scruton replied that it was included and there is such possibility.

- Barry Danzig, 186 Summit Drive, thanked the Commissioners for their work and spoke about fairness and equity when considering the current water rate structure as in his case (he is a temporary resident with a three bedroom home and two vacant lots) he would be paying way more per year then someone who is always living in their house. He asked what the rationale was for the water structure fee and why such a high burden is placed on the undeveloped properties that do not have any use of the infrastructure. He also asked to provide some examples of similar water rate structures in local communities.

Mr. Scruton explained that the rationale was that the water infrastructure adds value to all the properties and maintenance of that infrastructure is essential to any prospects of developing those vacant lots. Therefore, it was determined that about 60 percent of the water budget would be fixed overhead and would be covered by the undeveloped lots, for development of which water availability

is essential. Mr. Scruton said that he does not know of any similar communities but can look into it if the Commission deems it necessary.

Ms. Patti noted that the Lakes Region suggested an even bigger split of 85/15 between availability and usage.

- Mr. Danzig asked the Commission to review the rate one more time as he did not think that it made sense to the whole second homeowner community.
- Harry Bertino, 27 Condo Road, asked some clarifying questions about the numbers in the presented water structure rate, in particular about the occupants that is listed as 1977 and how this number was determined.

Ms. Patti explained that the methodology that was used to get to that number was ASHRAE 62.2 (standards for ventilation system design and acceptable indoor air quality).

- Mr. Bertino asked the Commissioners to clarify how many other communities have used the same methodology and what the number 1977 refers to – occupants or bedrooms? He also asked whether it would be more appropriate to refer such matters to the Water Department as opposed to the Water Master Plan and Roads Committee. Mr. Bertino also alluded that the funding of the water system was done through taxes for the reason of inability to calculate how many occupants or bedrooms there were in the community. Mr. Bertino reiterated his request to clarify whether the number stated was of occupants or bedrooms.
- Jaime Oldmixon, member of the Water Master Plan and Roads Committee, via Zoom, said that there is a NH court case David McGrath v. Town of Canaan in 2002 which upheld the availability charge for the undeveloped lots. He also clarified that the number 1977 is the number of occupants. The calculation was done by for each household by counting the number of bedrooms plus one, based on the assumption that the primary bedroom will have two occupants.
- Christopher Fagas, 3 Isaax Fox Drive, said that the water fee for their home is about 10 percent of their taxes; however, the vacant lot fees are over a 100 percent of the tax amount and that seems excessive. He said that he asked a friend to provide a ratio based on value and it came to be the same for a developed versus undeveloped lots, which is about 10:1 inequity, meaning lots are being charged ten times more than homes are being charged. Mr. Fagas said that the value of lots had dropped about ten thousand dollars per lot, and given that there are about 800 lots, it is an eight million dollar value loss. There probably would be a remedy for that if the Commission does not correct the structure.
- John Cox, 28 Snowwood Drive, asked if anyone has thought about what would happen if the people who own buffer lots will deed those back to their house lots, and what would happen the budget and water billing?
- Mr. Oldmixon said that the people are free to merge their lots and should that happen, which is unlikely, and then the calculation of the budget will be adjusted based on the number of total number of existing lots. He said that there are 313 vacant lots and 532 house lots, therefore, if all the vacant lots get merged with the house lots, then the 532 house lots will share the burden of the full budget.
- Mr. Cox asked why would the merged vacant lot, which simply makes the house lot bigger, be sharing the higher burden if the number of bedrooms does not change?

- Mr. Oldmixon responded that the budget has to be covered regardless, in order to be able to operate the water system.
- Mr. Cox said that he feels that it is unfair that the people would be forced to merge their lots and that this water rate structure is unfair.
- Mr. Bertino asked Mr. Oldmixon if he know of any communities who use ASHRAE 62.2 and Mr. Oldmixon answered no. Mr. Bertino noted that he though that these standards were used by the federal government and there are rules against that, which he sent in. He also said that in this year warrant article there was no vote to bill starting 2021 for 2022 budget and that needs to be addressed as well.
- Mr. Fagas spoke about the issue of joining lots and that he was misinformed by the Town of Campton and Mr. Scruton about the status of Isaax Fox Drive ownership, which he was told was owned by the District, which turned out to not be the case. This made merging the lots impossible for Mr. Fagas, as he was told that the road was never accepted by the Town and was in common ownership by the abutting property owners.
- Mr. Scruton said that the issue is of who owns the road (the District of the property owners) and Mr. Fagas was told that he does not abut the land on the other side, therefore he is unable to merge.
- Mr. Fagas insisted that he was misinformed and therefore robbed of the opportunity to merge his lots, and that up until this year, when there was a warrant article to accept the 40 year old deed for the road by the District, he was the owner of the common property that was Isaax Fox Drive, and should have been able to merge the lots.
- Mr. Scruton said that he believed that the District did own the road, and that it was only clarification that was done via the warrant article to accept the deed. He added that he understood how Mr. Fagas feels.
- Mr. Danzig said that he already had merged one lot and his taxes went up and his property is no longer subdividable, therefore he is losing both ways. He also noted that Mr. Oldmixon's statement about the court case does not make this situation fair, and that it was unfair to charge the vacant lots 60 percent. He asked if comparing the amount of this charge to the value of the lot felt good to the Commissioners and asked them to reconsider it.
- Matthew Antinoro, 213 Hodgeman Hill Road, via Zoom, asked what avenues are available to temporary residents, who are not able to vote, to put forward a proposal to change the percentages? He added that even a split of 40/60 would go a long way towards healing what rifts may or may not exist.
- Ms. Patti said that speaking at the public hearing does give the non-voter residents a way to let the Commissioners know what their concerns are. She added that it gives a chance to the Commissioners to mull it over, but she thinks that maybe it does need to be discussed at the Committee level as well.
- Mr. Panuczak added that any resident, regardless of their voting status, can join the Committee and participate in the conversation as a member.
- Mr. Antinoro said that for some residents it is not feasible to join a Committee even with the Zoom option, and reiterated his request that the Commissioners reconsider the water availability/usage ratio.

- Mr. Spinney explained that now that the water system is not funded by taxes, its operation is covered by a budget that has to be funded. If the District overbudgeted, the numbers may drop, and the budget has to be revisited annually, and every time with public input.
- Mr. Antinoro asked if he could get a pledge from the Commissioners that they would try to run the numbers for different ratios and make that information more available to the community.
- Ms. Patti said that she will explore the spreadsheet with Mr. Scruton and the Water Master Plan and Road Committee, trying to find out how the different ratios might work and will get the information out to the public.
- Mr. Scruton added that it would be helpful if the Committee looked at which items in the budget are fixed or overhead and which are flexible based on usage.
- Mr. Oldmixon said that this is what the Committee has done and looked at the last five years of costs. The last two years actually had a 65/35 split between overhead and usage related costs, but the average for the five years came up as 60/40. It was determined that the 60 percent availability charge would be applied to all the lots, regardless of their development status.
- Mr. Antinoro asked whether it would be possible to charge the usage fees to those who actually use water and charge a high connection fee to those who decide to connect to the water system later?
- Mr. Oldmixon said that that would dissuade people from developing and would not help meet the budget costs every year.
- Mr. Antinoro asked what it would be like if it was 100 percent usage and connections rates, whatever they are, as found money.
- Mr. Oldmixon said that then all the 532 homes will be responsible for funding the full budget.
- Mr. Antinoro agreed and said that that would be a great way to encourage water conservation as the people who use the most will be paying the most.
- Mr. Oldmixon said that this is why meters were proposed.
- Mr. Antinoro agreed with the meters but said that he thinks it is unfair that the undeveloped lots are burdened with paying the majority of the money towards the system.
- Mr. Oldmixon explained that the 60 percent is paid by all lots in the community, not just the undeveloped ones.
- Mr. Antinoro asked if Mr. Oldmixon thought it was fair that the owners of the undeveloped lots are paying money for the services they do not receive unless they decide to change the configuration of their lot.
- Mr. Oldmixon said that the way it was envisioned is that having the water line available to the lot raises its value, therefore the owner of the lot has to share the infrastructure costs. This is how it was introduced by the former General Manager to the Committee and the discussion proceeded from there. The percentages came out of the research the Committee had done based on the actual split of the overhead and usage costs. He suggested that if someone has a better calculation, they should bring it to the Committee for their review and determine if there are more equitable ways to fund the water system.
- Mr. Antinoro asked the Committee to proactively look for a more equitable solution.
- Rick LeBlanc spoke about the equitability issue and the fact that encouraging people to merge their lots will limit the potential for development, therefore, affecting taxes. He asked if anyone tried to rationalize the ratios based on the values of the homes and of the land and offered the

Committee his help in doing so. Mr. LeBlanc noted that despite all the work the different committees are doing, none of their members are elected, and the ultimate decision making lies with the Commissioners. He reiterated his request to reconsider the rates and offered to share his numbers with them.

- Mr. Bertino spoke about the need to reconsider the water rate structure as this seems to be what the people want, as well as it is very clear to him that it is not equitable. Therefore, consideration should be given to either revising or rescinding the water rates. He also asked to clarify the situation when there are more than one home on the lot and there are two service connections.
- Mr. Scruton said that the condos are charged per unit, not per lot.
- Unidentified person stated that this is not equitable and needs to be reconsidered.
- Mr. Fagas stated that the house lots pay about 10 percent of their taxes in water fees, whereas undeveloped lots pay over a 100 percent. It is inequitable and out of proportion and seems like this committee went after the owners of the undeveloped lots to fund a budget that they did not even spend in full last year. He added that he sees a lot of misinformation and this is inequitable and he would hate to see this become a legal issue. He also added that when the Town of Thornton Administrator wrote a letter to the Commission protesting the fees on the undeveloped lots and alleging legal fees, the Commission reopened the adoption of these rates and eliminated the vacant lot fees for Campton and Thornton.
- Ms. Patti challenged Mr. Fagas' assertion that there is a lot of misinformation there tonight, and said that he is mischaracterizing what the Town of Thornton Administrator's letter said as there were no threats of legal action in there whatsoever. The Commission did look at those lots and, since both municipalities held those lots in their possession only temporarily, due to tax deeds, and these lots were exempt from both HOA and CIF fees, the decision was made to exempt them from the water fee as well.
- Mr. Fagas said that the same logic applies to the vacant lots that people own, as they are exempt from both additional HOA and CIF dues but not the water fees, which are 10 times higher than what a house lot pays.
- Mr. Danzig said that he was very appreciative of how these meetings are run and reiterated that the water structure fee is inequitable and thanked the Commissioners for being willing to revisit it.
- Dave Ketcham asked if basing the equity on value was the same as basing it on functionality. He continued to say that building the water infrastructure has to reflect capacity, regardless of how the water is used throughout the year, the system has to support the busiest times like Christmas week.
- Mr. Bertino asked for documents for the exemptions given. There was back and forth for which documents Mr. Bertino was looking exactly and whether they had any relation to Hodgeman Road. Ms. Patti said that minutes could be provided and that the Water Ordinance was written excluding people on private wells. Mr. Scruton added that other than the tax deeded property, there were none. Mr. Bertino repeated that there were exemptions but has not specified which ones he was looking for.
- Mr. Bertino continued to say that one has to be receiving direct benefits from the water system or you have to be within a certain distance to the water line, and capacity has to be constant

and needs to be addressed, but the law says that it has to be equitable, which is why taxes were used before, as it was proportional. This currently benefits people in three to four bedroom homes who live here all the time, whereas it is unfair to those who only live here 30 days out of the year. He also asked to clarify the number of 1977 occupants, as it is not clear whether these are people or bedrooms.

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 closed the public hearing at 7:08 PM. She said that the Commissioners at this juncture are faced with the requests to adjust the water rate as depicted in the IGM Report on page 3. She suggested the Commissioners should schedule a second public hearing and do their homework before it. Mr. Scruton said that the Management would need to know when to send out the water bills as the amount budgeted still needs to be collected.

Ms. Patti turned to the Agenda Item 13.a which deals with the Commission annual schedule and said that Mr. Spinney requested that the 9:00 AM meetings be moved to 4:00 PM on every third Wednesday. She suggested addressing this first before scheduling the mentioned earlier public hearing.

Mr. Spinney made a motion to change all the Commissioners' 9:00 AM meetings every third Wednesday of the month to 4:00 PM going forward from April 6, 2022. Ms. Patti duly seconded and motion passed with a roll call vote with everyone voting 'AYE'.

Mr. Scruton clarified if the scheduled Saturday 9:00 meetings will remain as such and Ms. Patti confirmed.

Ms. Patti said that the Commission will address the Water Rate Structure at another public hearing on April 20, 2022 at 4:00 PM.

Public Hearing re: Additions to Water Ordinance Appendix

Ms. Patti opened the public hearing at 7:14 PM.

Mr. Scruton said that the first item to address would be three amendments to the Water Ordinance Appendix as follows: the Summary of Terms and Conditions for New Connections, Water Hookup Permit Application, and a page called For Office Use Only that are part of the meeting handout (Pages 4-6). Ms. Smith provided an explanation of what the actual changes are, all of them providing more clarity with the water hookup permitting process.

Mr. Scruton continued with the second proposed change which is listed as number 5 on the IGM Report and has to do with an addition to the Domestic Water Service Entrance Detail of the following: "Note: 1) Plumbing system should be inspected by a licensed plumber to ensure safety and compliance with current codes to prevent damage by pressure build-up from the hot water heater.

2) Electrical system should be inspected by a licensed electrician to ensure proper grounding."

Mr. Scruton said that the third amendment would be that he price for meters be adjusted to reflect actual cost and also reference the fact most installations will need a Kornerhorn. Meters are $360/meter and the Kornerhorn is $279 each.

Ms. Patti asked Mr. Scruton to clarify what a Kornerhorn is and whether every connection will need it. Mr. Scruton explained that it is a part needed for a connection and for those connections that already have a check valve it will not be needed.

Mr. Spinney asked if there was a contractor in mind for installing the meters and Mr. Scruton responded that there was not and the meters would need to be installed by a licensed plumber and all the information needed will be provided by the meter company.
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 made a motion to approve the three amendments to the Water Ordinance Appendix as described in Mr. Scruton's report as well as included in the handout as worded. Mr. Panuczak duly seconded and motion carried with a unanimous roll call in the affirmative.
The public hearing was concluded at 7:24 PM.

Approval of Minutes.
a. March 19, 2022
Ms. Patti made a motion to amend the 03/19/2022 meeting minutes according to the list of changes she prepared and that were in the meeting handout (attached). Mr. Spinney duly seconded. Motion passed with a 2:0:1 roll call vote in favor with Mr. Panuczak abstaining.
Ms. Patti made a motion to adopt the 03/19/2022 meeting minutes as amended. Mr. Spinney duly seconded. Motion passed with a 2:0:1 roll call vote in favor with Mr. Panuczak abstaining.

b. March 26, 2022
Ms. Patti made a motion to amend the 03/26/2022 meeting minutes according to the list of changes she prepared and that were in the meeting handout (attached). Mr. Spinney duly seconded. Motion passed with a 2:0:1 roll call vote in favor with Mr. Panuczak abstaining.
Ms. Patti made a motion to adopt the 03/26/2022 meeting minutes as amended. Mr. Spinney duly seconded. Motion passed with a 2:0:1 roll call vote in favor with Mr. Panuczak abstaining.

c. March 28, 2022
03/28/2022 draft minutes were tabled until 04/20/2022 meeting.

d. March 31, 2022
Ms. Patti made a motion to amend the 03/31/2022 meeting minutes according to the list of changes she prepared and that were in the meeting handout (attached). Mr. Spinney duly seconded. Motion passed with a 2:0:1 roll call vote in favor with Mr. Panuczak abstaining.
Ms. Patti made a motion to adopt the 03/31/2022 meeting minutes as amended. Mr. Spinney duly seconded. Motion passed with a 2:0:1 roll call vote in favor with Mr. Panuczak abstaining.

Treasurer's Report
The Treasurer was not in attendance, and the Commissioners discussed the Treasurer's report with Mr. Scruton and Ms. Kinney. Ms. Patti said that last time Mr. Panuczak had a question about the difference in balances between QuickBooks and the bank for the Rec Fund. Ms. Kinney explained that there are bills that have not cleared the bank account yet. Ms. Kinney also answered questions about the unavailable balance that was due to some issues with access to online banking which were only temporary.

Ms. Patti made a motion to approve the Treasurer's Report with the caveat for the Water Department balances. Mr. Panuczak duly seconded and motion passed with a roll call vote and everyone voting in favor.

Interim GM's Report

Mr. Scruton spoke about the following items on his report:

2. The suggestion from the Water Master Plan and Roads Committee (which seems to have several names) is the name to be standardized to "The Roads and Water Advisory Committee."

Ms. Patti made a motion to change the name of the Water Master Plan & Roads (Advisory) Committee to WEVD Water and Roads Committee. Mr. Spinney duly seconded and motion passed with a unanimous roll call vote in favor.

Mr. Scruton said that the Committee will be meeting on April 14th at 6:00 PM and he asked if the Commission would like them to make a recommendation on the water rates. Ms. Patti responded in the affirmative and Mr. Scruton said that he will relay that to the Committee, who will be meeting in person and on Zoom.

6. Balance in the Water Budget as of March 20th was $156,458.
7. Staffing: The front desk is losing its part time employees and the Management is having trouble finding replacements. Expectation is that the District will have to go to full time employees with benefits. Ms. Patti added that she had discussed this with the new WEA President Andy Griffiths so that he could bring this up to the Board's attention. Mr. Scruton noted that it important that WEA is supportive of this idea as this position will be coming out directly from the Revolving Rec Fund.
8. Summary Annual meeting. Warrant articles 2-6 passed as presented by the Commission regarding requested appropriations. The articles on road deeds and the one allowing seven members on the Planning Board passed, while the article on the fee authority failed.
9. Management would like to proceed with awarding the painting work on the towers to High Peaks Painting LLC at $16,650. This is below the budget number of $30,000. The work would be scheduled after the work installing the safety equipment, probably in June. There was consensus among the Commissioners that they approve.
10. The Management would like to know if it can proceed with Sanborn and Head regarding the environmental study at the Highway Yard? The contract language had been worked out last fall. It is budgeted. None of the Commissioners had objections.
11. The Management is planning to put out to quote the two sets of mechanical room doors on the lower level, the exterior door to the family changing room, and the door into the horseshoe pit, mid-level. These are all in the budget. Last summer there was only one bid on the sets of double doors. Mr. Scruton said that he heard that of someone having to wait for six months for a building company to receive a particular door. He also said that the Management is getting a quote on bringing in the hot tub to the lower level and that could be done two ways, by taking out the windows or doors. Ms. Patti clarified if the doors, which would be taken out to bring the hot tub in, were on the list to be replaced to be ADA compliant. Mr. Scruton said that unfortunately that was not part of the budget.

12. Salt Shed. Only bid we could get last fall when we bid it out was $47,000. The budget/carry over from 2020 is $50,000. They have indicated their price is now $48,500, a small increase because of costs. They have indicated a completion date this August, which might not happen if the District delays ordering. Mr. Scruton asked if the Management should proceed with that local company or go out for bids again? Ms. Patti asked if the construction would be in the way of the environmental study by Sanborn and Head, to which Mr. Scruton responded that it should not. Commissioners agreed that the quoted amount was still within budget and the Management should proceed.
13. Resilient flooring for game room, which cost $4,685 to install. The Management has moved some machines back and the broken ones were picked up by the vendor, who also installed some new machines. Mr. Scruton also said that resilient flooring is being put in two more places.
14. The two hot tubs were ordered for approximately $13,000 each, one for inside and one for outside. They should arrive May 20th. The Management will need to do concrete work outside for ADA. The other will have to be lifted by a crane to go through the windows on the second floor or all three doors on that level and their side lights will have to be removed.
15. MS 232 (report of appropriations) has been prepared and submitted.
16. The truck order has been confirmed and is in process. The District had started the ordering process last fall, following the experience of Campton and obtaining the same deal they found. The only place the Management could find a truck of the required size, was from a dealer in Vermont. One was ordered, conditional upon the budget passing. The Management rechecked with several large NH vendors after the meeting and none were taking orders on that size truck. Delivery is expected soon, taking it directly to the plow frame company for that work before bringing it to the District. Ms. Patti asked what would happen to the old truck and Mr. Scruton responded that it will probably end up at a junkyard in exchange for the scrap value.
17. The Water Committee recommended a separate insulated storage building for the water meters. The Management is creating a headed space within an existing building at the DPW yard for the meters (locked room inside locked building).

Committee / Board Reports

Outdoor Courts Committee Report

Ms. Patti noted that this was the March report that had been tabled at the previous meeting. David Ketcham noted that the Spring 2022 in the report should be Spring 2023. Ms. Patti said that she accepts the correction.

ADA Accessibility Committee Report

Ms. Patti said that the Committee compiled a long list of things during their last meeting.

Snowmaking Committee Report

Ms. Patti noted that a brief report was in the meeting handout.

Planning Board Report

Ms. Patti read in the report which stated that the Board is finalizing the survey and has moved the meetings to twice a month to accomplish this task.

Budget Advisory Committee
There was nothing to report.

CONSENT CALENDAR
b. Committee and Board Reports
Ms. Patti made a motion to approve the reports in mass, Mr. Spinney duly seconded and the manifests were approved by unanimous roll call vote.
c. Re-appointment of Planning Board and advisory committee volunteers
Ms. Patti polled the Commissioners on their agreement with the list of appointments to the Committees and Board presented in the Consent Calendar. All Commissioners voted "AYE".

GENERAL CALENDAR ITEMS
a. Commission Meeting Schedule
b. DPW / Service Yard – Sanborn Head
c. Renaming WMP&R Committee to WEVD Water & Roads Committee
Items a, b, and c were discussed earlier in the meeting.

d. Transfer of FOCM monies to Campton Trustee of the Trust Fund
After a brief back and forth with Mr. Scruton and Ms. Kinney on the status of the agreed upon transfer and the amount, Ms. Patti said that she would email Mr. Griffiths to find out if WEA had any other expenditures planned before the transfer is finally made.
Ms. Patti then spoke about the proposed Procedure for Distribution of funds from the Friends of Campton Mountain account.
Ms. Patti made a motion to adopt the following procedure as amended from how it was written in the handout:
1. Upon a vote approving distribution(s) from the Friends of Campton Mountain account for projects on Campton Mountain by the Waterville Estates Association (WEA) Board of Directors,
2. The Waterville Estates Village District (WEVD) Commission will vote to a said acknowledge the WEA Board action and approve distribution(s) from the Friends of Campton Mountain account held in trust by the Trustees of the Town of Campton,
3. WEVD management will draft correspondence requesting the Trustees of the Town of Campton release the approved funds for use in projects on Campton Mountain which includes signatures of WEVD Management, one WEVD Commissioner, and a WEA Board of Director,
4. If necessary, the WEVD Commission will conduct, in accordance with existing procedures, any necessary public hearing concerning the acceptance of any unanticipated funds. Mr. Spinney duly seconded and motion passed by a roll call vote with everyone voting in favor.

e. Mission Statement – community input
After a brief back and forth with Ms. Kinney and Mr. Fagas on the community feedback, Ms. Patti requested that this item be tabled until the next meeting pending Ms. Kinney sending what she had received from the public to the Commissioners.

f. General Manager Job Description

Mr. Scruton said that the Annual Meeting has never adopted provisions of RSA 37, therefore the position cannot be General Manager, but Administrator instead. He also went over some minor modifications that have been made to the position description that were very minor in nature.
Ms. Patti made a motion to adopt the slightly modified General Manager job description as contained in the handout, updated on 04/04/2022. Mr. Panuczak duly seconded and motion passed by a unanimous roll call vote in the affirmative.

Upcoming WEVD Commission Meeting: Wednesday, April 20, 2022 @ 4 PM

Public Comment Period

Mr. Danzig thanked the Commissioners for their service to the community.

Signing of previously approved minutes, policies, and procedures

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II (b) and (l). Mr. Panuczak duly seconded and the motion passed at 8:14 PM by a unanimous roll call vote.
Non-public session was entered at 8:18 PM. Commissioners Patti, Panuczak, and Spinney were present in person as well as IGM Scruton and AGM Kinney.

Resumption of Public Session

Mr. Panuczak motioned to re-enter public session, Ms. Patti duly seconded and the motion passed by unanimous roll call vote.
Public session was entered at 09:25 PM. Commissioners Patti, Panuczak, and Spinney were present in person.
The nonpublic session minutes were sealed by a motion from Ms. Patti, a second by Mr. Panuczak, as divulgence of the minutes would render a proposed action ineffective. The motion passed by a unanimous roll call vote.
Adjournment: *Mr. Spinney made a motion to adjourn the meeting; Ms. Patti duly seconded. Motion passed with a unanimous roll call vote in favor.*

Meeting adjourned at 9:26 PM.

Prepared by Alvina Snegach

Maureen Patti motion for amending draft minutes:

1. Amendments to draft minutes of March 19, 2022:
a. Page 1, line 2 -- insert after 'Kinney' the following: at physical location, the Summit Lounge in Community Center, 562 Winterbrook Road, Campton, NH 03223.
b. Page 1, line 5 – replace 'play' with "game"
c. Page 1, line 9 – insert after 'grain' the following: ", color to be selected by WEVD Management,"

d. Page 1, line 20 – Insert the following:
"Non Public Session Minutes: After receiving the resumes of qualified applicants (who had been screened & assessed by the retained consultant, Municipal Resources Inc.), the Commissioners discussed scheduling an interview of one candidate. By roll call vote, the Commissioners approved the motion made by M. Patti and seconded by G. Panuczak to authorize the Interim General Manager to schedule an interview. By consensus, the Commission approved including the Assistant General Manager and the Interim General Manager to participate in the interview. (These minutes prepared by M. Patti)"

2. Amendments to draft minutes of March 26, 2022:
i. Page 2, lines 39 – 44: delete as duplicative
ii. Page 2, line 52 – insert after 'Mr. Herlihy' "a proposed" and delete 'the.'
iii. Page 2, line 69 – correct typo – "resources" instead of 'recourses'
iv. Page 2, line 79 – after 'Zoom and' insert "streaming on a"; after 'YouTube' insert "channel" and delete 'in'
v. Page 2, lines 80, 81 – delete 'conjunction to livestream' and '(both live and past)' and 'the'
vi. Page 3, line 88 – replace 'see' with "review"
vii. Page 3, line 93 – delete 'in the hiring process' at end of sentence
viii. Page 3, line 101 – insert after 'that the' the word "budget" and insert "2022" before 'Annual Meeting'
ix. Page 3, line 102 – replace 'additional' with "resumed Annual Meeting on 03/29/22"

3. Amendments to draft minutes of March 31, 2022:
i. Page 1, insert after 'Mr. Herlihy joined his colleagues via Zoom in the Non-Public session at around 6:50 p.m.' the following: "Other persons present during non-public session were John Scruton and Judy Kinney."