Waterville Estates Village District

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Approved as amended on May 18, 2022.

Waterville Estates Village District

May 4, 2022 Commissioners Meeting APPROVED Minutes

Attendees: Commissioners Maureen Patti, Gerry Panuczak, and Dave Spinney. Also present: Interim General Manager John Scruton.

Attendees via Zoom: David Ketcham other unidentified persons.

Call to order: Gerry Panuczak called the meeting to order at 6:00 PM, after Ms. Patti asked him to take over chairing the meeting for some time.

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

Approval of the Agenda: Mr. Panuczak said that there were no changes proposed to the agenda. *Mr. Panuczak made a motion to adopt the agenda as posted. Ms. Patti duly seconded and motion passed unanimously by a roll call vote.*

Treasurer's Report

Mr. Scruton went over the details of the Treasurer's report stating that the District is getting ready for the second round of water billing, which shows up as 'billing' at the bottom of the report. He noted though, that this number does not truly reflect what is in the Water Operating Enterprise fund. Mr. Panuczak said that he wanted to commend the staff, and especially Ms. Smith for getting the water bills out and for creating a seamless paying process by using QuickBooks. Ms. Patti asked Mr. Scruton to clarify the discrepancy in the shown amounts and he said that it is a QuickBooks processing issue that will be resolved.

Mr. Panuczak also asked why the bank and QuickBooks amount for the Friends of Campton Mountain Funds were still not reconciled given that the ski season ended two months ago. Ms. Patti said that she had attended the latest WEA Board meeting where there was a discussion about using some of those funds to pay for the consultant, although she was not sure it was definitive. Ms. Patti agreed with Mr. Panuczak that the reconciliation would not depend on the future use of funds.

Mr. Scruton said that he will look into it.

Mr. Panuczak moved to approve the Treasurer's Report as presented. Motion was duly seconded by Ms. Patti and passed unanimously by a roll call vote.

Interim GM's Report

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

1. Information regarding water and that the average system demand as calculated by Dubois and King is 123,225 gallons per day. Population served (estimated) - 1,325 people; homes served

(estimated) – 530; total pipe (estimated) - 27 miles; pump stations - 4; atmospheric storage volume (approximate) - 246,000 gallons; pressure reducing valve pits – 17.

2. The meters have been purchased and the District is collecting names of those who would like to install them. Discussion ensued about the process and Mr. Panuczak summarized as follows: after ordering a meter, the resident's plumber determines that a Kornerhorn is needed, it could be picked up from the District and the bill will follow, to keep the installation process smooth.
3. The corrected water rate sheet that was handed out at the April 20th meeting before adoption which should be reflected in the minutes as it is the rate that was adopted, but the corrected document was not received by the minute taker. Minutes were deferred to the May 30th meeting.

Ms. Patti asked some clarifying questions about the unified HVAC system which was estimated to cost around $100,000 and whether there were any vendors secured for the work. Mr. Scruton said that apart from the vendors who turned them down, the District has yet to secure a vendor. Then there was a question about a pickup truck that was repaired but its delivery back was delayed. Once it gets delivered it would have to be sanded. Mr. Scruton noted that the District's sander was destroyed in the windstorm and about 90 percent of its cost will be covered by insurance in addition to being able to keep it for parts. After a brief discussion on the procedure for approving unplanned insurance claims and whether it requires a public hearing, Ms. Patti also asked another question about the status of the insurance claim for the server damage, to which Mr. Scruton did not have an answer.

Ms. Patti made a motion to accept the Interim General Manager's report. Mr. Spinney seconded and motion carried with a roll call vote and everyone voting in favor.

Mr. Scruton explained that the server damage is included in the wind damage insurance claim because there was a data dump caused by the wind damage to the lines that caused it.

Committee / Board Reports

Budget Advisory Committee

No update is necessary as the committee has not convened in several months.

Planning Board

The board met on April 21 and unanimously approved the Master Plan Survey to be made available to all Waterville Estates property owners. The next meeting is on May 5th at 4 PM. There are two vacancies on the Planning Board and Mr. Panuczak stressed that this is the only WEVD Board/Advisory Committee in which the members/candidates have to be registered voters.

Water & Roads

No report. But Ms. Patti noted that there was an indication from a member of the committee that there may be a recommendation coming from them to the Commissioners to use a consultant in determining the water rates. Mr. Scruton added that their next meeting is May 9th.

Outdoor Courts

No report. The next meeting is on May 19th.

Records Committee

Ms. Patti said that the Committee continues working on organizing, cataloguing, and moving the oversized files into the special file cabinets that were purchased used a year and half ago. She was hoping that this would be done by the Memorial Day weekend.

CONSENT CALENDAR

b. Committee and Board Reports

Ms. Patti made a motion to approve the reports. Mr. Panuczak called a vote to approve the submitted reports. Without a second, the report was approved by unanimous roll call vote.

a. Manifests

Ms. Patti made a motion to approve manifests. Mr. Panuczak called a vote, there was no second. Motion carried with a unanimous roll call vote in favor.

GENERAL CALENDAR ITEMS

a. Matching CIF on change orders for tennis courts?

Ms. Patti explained that there were three requests submitted to the Commission and the WEA Board regarding the following:

- the tennis court base depth and possible need for additional funds to make it thicker (deeper) to prolong its life cycle;
- special net, which will aid with containing the balls;
- drainage at the base of the lower court.

Ms. Patti noted that this request made it first to the WEA Board which voted to expend CIF funds (if needed) to cover 50 percent of the cost of expanding the court base and 50 percent of the drainage related costs.

Dave Ketcham, via Zoom, said that he attended that meeting but was not sure if the Board indeed approved covering 50 percent of the drainage as they discussed other options to fix it. He then answered Mr. Panuczak's questions about the rationale of the WEA Board to not fund the second option and asked the Commissioners to weigh in on all the three options presented earlier.

Discussion ensued about the priorities and the fact that the request for the deeper base was only in case it was needed, which is has not been determined yet. If it is determined to be necessary, then the Commission is asked to cover the other 50 percent of the cost. *Ms. Patti made a motion that the Commission, in case the base is determined to be insufficient, would agree to cover the other half of the needed $17,600 from the operating budget. After clarifying the amount needed from the WEVD (determined to be up to $9,000) and whether the current budget would support it, Mr. Panuczak seconded the motion. Motion carried by a unanimous roll call vote.*

Ms. Patti also asked Mr. Ketcham about the curtain drain for the lower court, its estimated cost, and the discussion of whether it was decided to be necessary or not. Mr. Ketcham explained that it was not clear that it was worth the cost. He described the existing drainage and it was decided that no action was required from the Commission at this moment, given that the WEA Board also declined to cover

those costs according to Mr. Ketcham. Mr. Panuczak asked Mr. Ketcham and the Outdoor Courts Committee to advise the Commissioners if any further actions is needed.

b. Mission Statement

Ms. Patti said that a version of the Mission Statement from Barry Danzig was received after the meeting handout was posted. *Ms. Patti made a motion that the version submitted by Mr. Danzig be made an official attachment to the minutes of the May 4, 2022 meeting. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.*

Members discussed Mr. Danzig's statement as well as the other versions. Mr. Scruton kept track of all the changes that he was making based on the discussion to the original statement language contained in the IGM report. Ms. Patti read into the record the statement with all the incorporated changes and a few other minor changes were proposed by other Commissioners. The final statement language was determined to be as follows:

"The Waterville Estates Village District is the municipality responsible for Roads, Water, and Community Properties in the Estates. The governing body, the Commission, is responsible to comply with New Hampshire law in its operations. The Commission is charged with responsible spending and setting policy in accordance with the actions of the WEVD voters at the Annual Meeting.

The Waterville Estates Village District seeks to efficiently and effectively provide the following: an adequate supply and delivery of quality water; road maintenance; maintenance of the community assets/buildings and other infrastructure owned by the District; and support for recreational programs as agreed upon with the Waterville Estates Association. Our mission is to maintain or enhance the remarkable and rewarding quality of life experienced by all property owners in Waterville Estates."

Mr. Panuczak made a motion to adopt the statement as written above. Mr. Spinney duly seconded and motion carried by a unanimous roll call vote.

Ms. Patti will ask Ms. Smith to post it on the website.

c. Retaining District Counsel or going out to bids?

Mr. Panuczak explained that timewise it would make sense to look into this as the budget was just approved. Mr. Scruton noted that it should be referred to as request for proposals for professional services and not bids. Discussion ensued about the general need to review such proposals being a good idea, however, given the Commission's current situation with litigation, it would not be prudent to seek those changes at this point in time. Consensus was to table this for a year.

Upcoming Public Hearing re: Amendment to Reflect Adopted Water Rates & Modification of Hook Up Fee and Meeting: May 18, 2022 @ 4 p.m.

Ms. Patti explained that this public hearing will take place at the regular Commission meeting as well and what was the amendment that would be discussed.

Public Comment Period

There was no one present in the building or on Zoom, no phone calls, or emails.

Non-Public Session
None.

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

Meeting adjourned at 7:03 PM.

Prepared by Alvina Snegach

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Gmail

Allison Smith <a.smith@waterville-estates.com>

Mission statement

Barry Danzig [redacted]
To: A.Smith@waterville-estates.com

Wed, May 4, 2022 at 11:06 AM

Hi Allison,
Following suggestions per the mission statement:
1- Commission "is" charged not "are" in first paragraph.
2- Add at end of statement the following:
" Our goal is to maintain or enhance the remarkable and rewarding quality of life experienced by all property owners in Waterville Estates".
I think a mission statement should message an overall goal that fulfilling the individual responsibilities is trying to achieve.
Be well.
Barry Danzig

Sent from my iPad