WEVD COMMISSION MEETING
AGENDA

Wednesday, May 18, 2022, at 4 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. PUBLIC HEARING RE: MODIFICATION OF HOOK-UP FEE
6. PUBLIC HEARING RE: AMENDING WATER ORDINANCE APPENDIX TO REFLECT NEW WATER RATE FEE SCHEDULE
7. Approval of Minutes
    a. April 20, 2022
    b. May 4, 2022
8. Treasurer's Report
9. Interim GM's Report
10. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Outdoor Courts
    d. ADA Accessibility
    e. Records
11. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
12. GENERAL CALENDAR ITEMS
    a. Water Asset Plan presentation by Nick Sceggell of Dubois & King
    b. Review and approve the Roads & Water Committee Recommendations for Grant Submissions
    c. Discussion regarding Acceptance of unanticipated monies from Insurance Claim (sever weather, high winds) with PRIMEX in an amount not to exceed $9,800.
    d. ADA Accessibility Recommendations to Commission – New Indoor Hot Tub Handicap Accessible; Another lift for outdoor pool.
13. Upcoming Commission Meeting – JUNE 1, 2022 @ 6 p.m.
14. Public Comment Period
15. Signing of previously approved minutes, policies, and/or procedures
16. Non-Public Session
17. Adjourn Meeting

WEVD COMMISSIONER PUBLIC HEARING PROCEDURES:

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.

WEVD COMMISSION MEETING PROCEDURES:

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.

2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.

   A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
   B. THE REQUEST MUST CONTAIN THE SUBJECT MATER OF THE REQUEST.
   C. THE FINAL DECISIOAN TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.

3. THE COMMISSION MAY ASK FOR A REPRESENTATIVE FROM THE WATERVILLE ESTATES ASSOCIATION BOARD OF DIRECTORS TO SPEAK REGARDING WEA ACTIVITIES, CONCERNS, ETC.

4. RECORDING A MEETING OF THE PUBLIC BODY IS ALLOWED. VIDEO EQUIPMENT WILL BE ALLOWED AT THE MEETING SITE AND WILL BE PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.

5. ZOOM OR OTHER REMOTE ACCESS / ELECTRONIC PLATFORM ACCESS WILL BE PROVIDED FOR COMMISSION MEETINGS. A LINK OR MEETING INFORMATION TO GAIN ACCESS WILL BE INCLUDED IN MEETING NOTICES. FAILURE TO BROADCAST WILL NOT BE GROUNDS FOR CANCELLING A COMMISSION MEETING.

6. NO MEETING ADMINISTRATOR OR OTHER PERMISSION WILL BE REQUIRED FOR REMOTE RECORDINGS OF PUBLIC SESSIONS OF COMMISSIONER MEETINGS THROUGH ZOOM OR ANY OTHER PLATFORM UTILIZED BY THE COMMISSION.

7. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING ON WEVD MATTERS. TOTAL TIME FOR PUBLIC COMMENT WILL BE LIMITED TO 15 MINUTES.

8. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

Waterville Estates Village District

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

www.waterville-estatesnh.gov

Waterville Estates Village District

May 4, 2022 Commissioners Meeting DRAFT Minutes

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

Attendees via Zoom: David Ketcham.

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 lates 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.

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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 power surge 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 Board and 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 rate. 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 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.

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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.

Ms. Patty resumed her position as Chair.

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 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

Waterville Estates Village District

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Waterville Estates Village District

April 20, 2022 Commissioners Meeting and Public hearing DRAFT Minutes

Attendees: Commissioners Maureen Patti, Gerri Panuczak, and Dave Spinney. Interim General Manager John Scruton, Assistant General Manager Judy Kinney, Financial and Administrative Assistant Allison Smith, Jaime Oldmixon, Douglas Iverton, Harry Bertino, Barry and Lucy Danzig, Christopher and Kathy Fagas, William Mitchell.

Attendees via Zoom: Ralph Wilbur, Rick LeBlanc, Matt Antinoro.

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

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

Approval of the Agenda: Ms. Patti noted that she would like to modify the agenda by adding after item #13 (public comment) and before #14 (Non-public session) the signing of approved minutes and procedures/policies. Other Commissioners had no objections.

Public Hearing re: Water Rate Adjustments

Ms. Patti called the public hearing to order at 6:02 PM. She then reviewed the District Public Hearing Policy and stated the purpose of the public hearing and provided a brief historical background of how the water ordinance was adopted and the process under which the rates were set and the percentages of availability and usage (60% and 40% respectively) were determined. Ms. Patti noted that there is a write up presented in the Interim General Manager's report, available both in hard copy and online, with the proposed changes.

Mr. Scruton said that in that write up there are two options suggested by the Water and Roads Committee (page 1), both shifting away from undeveloped lots to developed ones. In the first instance, they use an assessment based approach, based on median home values and a set percentage with respect to the amount to be collected. The second approach is rate calculation based on a flat fee ($75) per each lot and a per bedroom rate for the remaining amount to be collected. The next page (2) of the report contains the previous presentation of the water rate structure discussed at the April 6th public hearing. He also added that the budget has gone up about $135 thousand dollars since it has been approved, which explains why the second billing is higher as it covers the increase. The next page (3) of the report presents an attempt to shift the burden from undeveloped lots by changing the ratio from 60:40 to 25:75 (availability and usage respectively). The next page (4) has a table with a 10:90.

Mr. Panuczak asked Mr. Scruton to clarify whether the 25:75 split is similarly equitable to the 60:40 one in that that all lot owners and homeowners are paying the 25 percent, and the homeowners are responsible for the remaining 75 percent. Mr. Scruton said yes, but added that the calculation to getting to 25 percent was different.

Ms. Patti said that she would like to note that the departure from the original 60:40 split will be particularly burdensome on the larger homes with a higher bedroom count, however she is not sure if it is possible to get to a perfect ration until the actual usage is known.

Mr. Spinney said that the 25:75 split is moving towards the usage based rate, which is ultimately the goal. He also said that he was also advocating for a higher water connection fee, thus lessening the

burden on those undeveloped lot owners, who bought them for the open space and not building a house.

Ms. Patti suggested to table the discussion of the hookup fee to another meeting as more research is needed on comparable communities and what is being done there.

Then Ms. Patti opened the floor for public comment:

- Barry Danzig, 186 Summit Drive, thanked the Commissioners for taking into consideration the concerns expressed at the last public hearing and continuing the search for solutions. He then spoke about his own research into NH communities and rules and regulations on water rates and said that he had not encountered availability anywhere, but users, customers, fixed and variable rates, etc. Mr. Danzig disagreed that the value of the land has any significance when setting a water rate, since it has no relation to the usage of water and water infrastructure. He asked the Commissioners to show him sources where availability is described and used in water rate structure calculations so that he could also learn more about it.
- Christopher Fagas, 3 Isaax Fox Drive, corrected Mr. Scruton that median home value is not assessed value, but median sale price. Assessed value would be much better to use for calculations; however, he understands that it is quite cumbersome. He then said that even using median value is fairly reasonable because everyone is paying the same percentage and it is a step in the right direction.
- Harry Bertino, 27 Condo Road, said that it illegal to assess a tax under the guise of a fee in New Hampshire and median value could not be valid, because it will mean basing a tax on a fictitious value. He said that he suggested at the Water and Roads Committee meeting that another meeting be held, requested by the District of the Superior Court, where Warrant Article 3 be redone. Mr. Bertino said he thinks that there was a valid amendment proposed that was shot down, and he does not think that should have happened. Mr. Bertino said that one cannot change the purpose but can change how the funds are appropriated. He reiterated his request for a special meeting with permission of the Superior Court to redo the WA 3. He also asked to show him the RSA that allows to start billing in 2021 for the 2022 budget. Then Mr. Bertino expressed his concern with using the number of bedrooms for ‘guesstimating’ usage.
- Jaime Oldmixon? responded to Mr. Bertino that once the meters are used the payments will be fair regardless of how many bedrooms a house has. Then there was back and forth on equity and previous discussions. Mr. Bertino repeated his statement about the need for a special meeting and Warrant Article 3 done incorrectly.
- William Mitchell, 88 Donovan Farm Road, spoke about eliminating the need for meters and using higher connection fees, using assessed valuation to make rates more equitable, and going back to the way things were, as it worked.
- Matt Antinoro, via Zoom, thanked everyone and said that there are some audio issues and he was not able to hear the various proposal described by Mr. Scruton and did not see those materials distributed electronically. He asked if those could be made available. Mr. Antinoro also asked about what steps and actions would be taken to expedite the availability of meters and what would the actual cost of a meter be to a resident.

Alison Smith said that she believed that meters are $360/meter and the Kornerhorn is $275 or $279 each, with the latter not always being required. Mr. Scruton explained that the type of rate structure that gets chosen may affect the need for meters. There are negotiations ongoing with a meter supplier

and if the order is placed, it would be a couple of weeks for delivery. Ms. Patti added that the calculations for all the proposed and original rate structures have been posted in the handout electronically, which were updated later, and she will make sure that the updated versions get posted as well. She added that the end of this year is the goal to finalize the rate structure, whether it includes metered usage or remains unmetered.

- Mr. Danzig spoke in support of meters.
- Mr. Bertino asked clarifying questions about the budgeted amount to be collected, including the stipulation of 10 percent for non-collected funds, which were added to the amount approved by the voters. He repeated his question about the RSA that allows to bill for the 2022 budget in 2021. He also asked to clarify what the District owns according to the paperwork that was circulated at the last Water and Roads Committee meeting.
- Mr. Mitchell said that choosing the assessed value approach should be fair.
- Ralph Wilbur, via Zoom, referred to McGrath v. Canaan which states that each customer should be charges in the event when he is connected but there is no flow, therefore the case does not support collecting availability fee from undeveloped lots as they are not connected.
- Mr. Fagas said that it seems that the 25:75 split burdens the smaller number bedroom homes too much.
- Mr. Bertino asked about the court case noted earlier and whether it was about connected or disconnected.

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 6:59 PM. She noted suggested that the Commissioners may need to discuss scheduling a public hearing about modifications to the hook-up rate, and that she was alerted by a resident that there is a similar community (Village District) named Eidelweiss that is charging a flat rate to all lots with houses and without.

Mr. Panuczak made a motion to modify water rates to 25 percent availability charge and 75 percent usage charge. Mr. Spinney duly seconded. After a brief discussion about how this split may affect ordering the meters, and Mr. Scruton's response that he would encourage the Commissioners to order them.

Mr. Bertino asked to clarify a point about which details were referenced by Ms. Patti, from 2019 or 2014. Ms. Patti said that that she did not know as this was all she got from a citizen.

Rick LeBlanc said that how would the switch to 25:75 be made if it is known that roughly usage is 23 percent.

Mr. Panuczak said that the previous billing was done at 40:60 split and this is a motion to switch to 25:75 where the 25 percent of the annual costs will be billed as availability, and 75 percent of the annual costs – as usage, which will be calculated by the number of bedrooms until meters are installed an actual usage is known.

Mr. Bertino read some information from the Eidelweiss website regarding its water budget.

Ms. Patti restated Mr. Panuczak's motion and added that the updated calculations for the 25:75 rate structure were published on the website and pushed out as a notification during this meeting.

A vote was taken and motion passed unanimously with a roll call vote.

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Approval of Minutes.

a. April 12, 2022

Ms. Patti made a motion to adopt the 04/15/2022 meeting minutes as written. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

b. April 6, 2022

Ms. Patti made a motion to amend the 04/06/2022 meeting minutes according to the list of changes she prepared and that were in the meeting handout (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

Ms. Patti made a motion to adopt the 04/06/2022 meeting minutes as amended. Mr. Spinney duly seconded. Motion passed with a unanimous roll call vote in favor.

c. March 28 , 2022

Ms. Patti made a motion to adopt the 03/28/2022 meeting minutes as written. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

Treasurer's Report

The Treasurer's report was deferred to the May 4th Commissioners' meeting.

Interim GM's Report

Before Mr. Scruton went over his report, Commissioners decided to schedule a public hearing on modification of the hook-up rate at their May 18th meeting at 4 PM.

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

2. The need to order meters and software for them.

Mr. Panuczak made a motion to authorize the Interim General Manager to order the meters, software, and Kornerhorns. Ms. Patti duly seconded and motion passed with a unanimous roll call vote in favor.

3. The need to buy two new portable generators. The used one that was bought in the past had serious problems and was not reliable.
4. AmeriGas: Regarding the price per gallon for the next year, since the prices have dropped slightly in the last two weeks, AmeriGas is able to offer a fixed rate for a year at $2.899 per gallon. Due to the volatility of the energy markets, they are only able to hold this price for a short time.

Mr. Panuczak made a motion to adopt the proposed by AmeriGas rate of $2.899 per gallon. Ms. Patti duly seconded and motion passed with a unanimous roll call vote in favor.

5. Just an FYI. The Office wing, which did not burn, had a septic system in the area of the horseshoe pits. When the swimming pool wing was rebuilt after the fire it was linked to a new septic system located the area between the pond and tennis courts. Around 2009 the material created by the blasting for the Pegwood tank was put in the area that is now the horseshoe pits. Unfortunately, that fill buried access to the septic tank and very probably the leach field of the original system for the part of the building that had not burned. The building that did not burn is now the Office Wing of the building. As a result, it has been impossible to do maintenance on that system since then. That system connects drains, sinks, and the family changing room in

that part of the building. Fortunately, the system has not failed. If it does fail, the only reasonable solution would seem to be is to move the family changing room and/or connect the interior plumbing in the Office wing in some way to the existing plumbing (provided there was capacity to do so).

6. Wind caused substantial damage to the water system, highway garage, a highway truck on Monday night, Tuesday morning. Insurance claims being filed.
7. Administrative Services Agreement discussion will be taken up as a later item on the agenda.
8. The highway department truck we are going to dispose of this fall needs about $2,000 work to get through the summer. The District needs it for the dump body for work that is done. The new truck is still awaiting transport from the Midwest (hold up in transport vehicles). Mr. Scruton said that he authorized proceeding.
9. The Commission is still seeking candidates for the manager position.
10. Sanborn and Head will begin work focused first on the oil on the ground behind the garage where the old heating oil tank was, the area in front of the fill station and the area in which the Management wants to place the salt shed.
11. An inventory of doors was done at the Community Center to plan replacements. There are 88 doors in the building. Only one contractor was found at this point willing to respond to our request regarding replacement of the worst ones.
12. Fireworks. PRIMEX, our risk/insurance carrier, indicated we should not have unlicensed uninsured staff setting off fireworks. Mr. Scruton called a professional company that does it for a lot of towns. The dates for 7/2,3 & 4 are unavailable. Friday the first and the following weekend are. The cost would be between $5,000 and $7,500 for a 10-15 minute show to have an insured, licensed company do it. Mr. Scruton have passed this on to the WEA Board to see if they wish to do so.
13. Mission statement suggestions will be discussed later in the meeting.
14. Proposed changes RMA fee. Ms. Patti spoke about the recent meeting with the WEA Board and what was discussed. Mr. Scruton went over the changes presented in the table in the handout. Ms. Patti said that the changes affected the budget numbers under the RMA, which went from about $364 thousand to somewhere around $298 thousand. Mr. Panuczak asked if the Budget Advisory Committee reviewed the changes? The answer was no and a brief discussion followed on how to proceed given that the BAC is not scheduled to meet until next fall. Ms. Patti made a motion that the Commission modifies the RMA billing to the Association in a manner reflected on page 7 of the Interim General Manager's report. Mr. Spinney duly seconded. Motion carried with a unanimous roll call vote in favor.

Committee / Board Reports

Planning Board

Report submitted by Mr. Canfield is in the packet.

Water & Roads

No report.

Outdoor Courts

No report.

Snowmaking

DRAFT

No report.

Ms. Patti said that the Records Committee is working on moving the oversized files into the special file cabinets that were purchased used a year and half ago.

CONSENT CALENDAR

a. Manifests

Ms. Patti made a motion to approve manifests. A vote was taken with no second. Motion carried with a unanimous roll call vote in favor.

b. Committee and Board Reports

Ms. Patti made a motion to approve the Planning Board report. Without a second, the report was approved by unanimous roll call vote.

c. Re-appointment of advisory committee volunteers

Ms. Patti made a motion to correct her own submission for this item for the date at the bottom to read 04/20/2022. Mr. Spinney duly seconded and the amendment passed unanimously by a roll call vote. Ms. Patti made a motion to adopt the re-appointment schedule with respect to the one person identified with an X in a third column. Motion was passed without a second by a unanimous roll call vote in favor.

GENERAL CALENDAR ITEMS

a. Reorganization of Commission – Outdoor Courts Committee, etc.

Ms. Patti resigned from the Outdoor Courts Committee and Mr. Spinney was appointed as the liaison to the Outdoor Courts Committee. Mr. Panuczak noted that Mr. Herlihy was a representative of the Water and Roads Committee and there need to be a new Commissioner appointed to that. Ms. Patti asked Mr. Panuczak if he would agree to become that representative and he agreed. Ms. Patti appointed Mr. Panuczak as the representative of the Water and Roads Committee. Ms. Patti clarified that Mr. Herlihy was appointed a regular member of the Water and Roads Committee instead.

b. CIF to pay for 2 new Hot Tubs

Ms. Patti said that she would like to thank the WEA Board for voting to use CIF funds to pay for the two new hot tubs for the indoor and outdoor areas. Her understanding, as well as Mr. Scruton's that the installation will also be paid by WEA. Mr. Spinney noted it was quite a large contribution to the community.

c. WEA Board paid the January and February invoices – ASA & RMA

Ms. Patti also thanked the WEA Board for authorizing payment of January and February ASA and RMA invoices.

d. Request from WEA Board to use 3rd party vendor for HOA administrative services, no disruption in District staffing, not a breach of the Administrative Services Agreement

Ms. Patti explained how the request by the WEA Board to use a 3rd party vendor to run the HOA administrative services will not breach the AMA or disrupt any District staffing. She said that this process will take time and everyone has been very cooperative. The intent is that the 3rd party vendor will be billing for dues. Ms. Kinney said that she is working with the company on making sure the accounts are all in order.

DRAFT

e. WEVD Commission Mission Statement

Ms. Patti said that some suggestions are presented in the handout. Members discussed and agreed that the third version (which Ms. Patti compiled from the public feedback) should be given more thought and subjected to more public input.

Upcoming WEVD Commission Meeting: Wednesday, May 4, 2022 @ 6 PM; Wednesday, May 18, 2022 @ 4 PM.

Public Comment Period

Mr. Danzig spoke about the purpose of the mission statement. Mr. Panuczak noted that the mission statement will be posted for the community discussion and encouraged residents to comment on it. Mr. Mitchell asked if this mission statement was replacing an older one and the answer was no. Mr. Bertino asked if it would be possible to get an estimate of how much water is used by each property to get an estimate of the usage charge.

Signing of previously approved minutes, policies, and procedures

Members signed the documents provided to them.

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II (b), (c) and (l). Mr. Panuczak duly seconded and the motion passed at 7:59 PM by a unanimous roll call vote.

Non-public session was entered at 8:01 PM. Commissioners Patti, Panuczak, and Spinney were present in person as well as IGM Scruton and AGM Kinney.

Resumption of Public Session

Mr. Spinney motioned to re-enter public session, Ms. Patti duly seconded and the motion passed by unanimous roll call vote.

Public session was entered at 08:21 PM. Commissioners Patti, Panuczak, and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Mr. Spinney, as divulgence of the minutes affect the reputation of any person other than this commission. The motion passed by a unanimous roll call vote.

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 8:22 PM.

Prepared by Alvina Snegach

Amendments to April 6, 2022, Draft Commission Meeting Minutes:

1. Page 1, line 6 – correct 'Coxley' to "Cox"
2. Page 5, line 199 – insert after 'introduced' the following: "by the former General Manager"
3. Page 6, line 239 – insert name "Dave Ketcham"

4. Page 8, lines 297-8 – delete 'Ms. Patti said there are none'
5. Page 9, line 370 – correct typo "Mr." not 'Mrs.'

DRAFT

Waterville Estates Village District
Treasurer Report 17-May

Bank Balances 5/2/2022		
Northway Bank	**Per Bank**	**Per QckBks**
WEVD Op Acct	$48,247	$15,853
Water Dept	$131,858	$102,167
Rec Fund	$58,318	($124)
Friends of Campton Mtn	$15,130	$15,130
Meredith Village Savings	**$253,553**	**$133,026**
WEVD Op Holding Acct	$1,123,707	$1,023,463
	$1,377,260	**$1,156,489**

Tax Summary	Totals	Paid 2021/22	Due	Interest	
		$2,489,349	**$95,393**	**$46,908**	**100.0%**

Campton

	Billed	Paid	Paid 2021/22	Due	Interest Recd	% of Due
2021	$1,081,446	$1,079,126	$1,079,126	$2,320	$1,107	2.4%
2020	$1,126,745	$1,111,566	$553,993	$15,179	$2,339	15.9%
2019	$1,124,327	$1,117,597	$10,395	$6,730	$3,971	7.1%
2018	$1,069,955	$1,046,217	$5,713	$23,738	$12,842	24.9%
2017	$976,757	$976,765	$0	-$8	$1,334	0.0%
2016	$985,552	$978,357	$1,109	$7,195	$8,317	7.5%
2015	$985,422	$953,340	$1,331	$32,082	$7,711	33.6%
	$7,350,204	**$7,262,969**	**$1,651,666**	**$87,235**	**$37,621**	**91.4%**

Thornton

	Billed	Paid	Paid 2021/22	Due	Interest Recd	% Due
2021	$410,452	$408,969	$592,666	$1,483	$829	1.6%
2020	$416,001	$415,998	$245,017	$3	$1,486	0.0%
2019	$360,718	$360,518	$0	$200	$1,532	0.2%
2018	$324,690	$321,248	$0	$3,442	$2,997	3.6%
2017	$299,741	$298,137	$0	$1,604	$1,334	1.7%
2016	$290,944	$289,518	$0	$1,426	$1,109	1.5%
2015		**Incomplete Info**				0.0%
Prior		$8,330	$0			0.0%
	$2,102,546	**$2,102,718**	**$837,683**	**$8,158**	**$9,287**	**8.6%**

Water Fees as of 5/15/2022

	2022 - 1st Half Fees				2022 - 2nd Half Fees				2022	
	Accrued	Paid	Due	% Due	Accrued	Paid	Due	% Due	Total Due	% Due
1 bedroom	5,799.22	5,294.94	504.28	8.7%	8,073.56	1,432.74	6,640.82	82.3%	7,145.10	51.5%
2 bedroom	55,961.96	51,797.78	4,164.18	7.4%	100,570.20	24,520.01	76,050.19	75.6%	80,214.37	51.2%
3 bedroom	84,424.74	79,711.12	4,713.62	5.6%	184,742.55	47,826.60	136,915.95	74.1%	141,629.57	52.6%
4 bedroom	27,987.84	27,210.38	777.46	2.8%	63,685.58	12,579.65	51,105.93	80.2%	51,883.39	56.6%
5 bedroom	1,302.72	1,302.72	-	0.0%	3,220.95	-	3,220.95	100.0%	3,220.95	71.2%
6 bedroom	479.76	479.76	-	0.0%	1,250.32	1,250.32	-	0.0%	-	0.0%
	175,956.24	**165,796.70**	**10,159.54**	**5.8%**	**361,543.16**	**87,609.32**	**273,933.84**	**75.8%**	**284,093.38**	**52.9%**
Undeveloped	47,846.70	40,436.10	7,410.60	15.5%	4,100.17	792.63	3,307.54	80.7%	10,718.14	20.6%
	223,802.94	**206,232.80**	**17,570.14**	**7.9%**	**365,643.33**	**88,401.95**	**277,241.38**	**75.8%**	**294,811.52**	**50.0%**

Waterville Estates Village District

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

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1. Amendment to reflect adopted water rates

   The ordinance reads: Section 22 c

   Sixty percent (60%) of the Basis shall be divided by the number of properties, including undeveloped lots within the District that have a water main within 100 feet of their boundary which will constitute the Availability Charge. The other Forty percent (40%) of the Basis shall be divided by the total number of "occupants" to establish the Usage Charge. Residences which are connected to the water system shall be charged the Usage Charge multiplied by its occupancy.

   The ordinance should be adjusted to read (bold shows changes): Section 22 c

   Twenty-five percent (25%) of the Basis shall be divided by the number of properties, including undeveloped lots within the District that have a water main within 100 feet of their boundary which will constitute the Availability Charge. The other **Seventy-Five percent (75%)** of the Basis shall be divided by the total number of "occupants" to establish the Usage Charge. Residences which are connected to the water system shall be charged the Usage Charge multiplied by its occupancy.

2. Where there is still a charge on vacant lots, I recommend no change in the Hook-up fee.
3. Abatement requested for unfinished home as follows:

   "our house under construction at 158 Goose Hollow Rd is at this point far from qualifying as an "inhabitable" 3 bedroom home as currently described, relative to the most recent water bill. Currently water is connected because of the long process and run to connect when builder was available to do so.however no current system within the home, appliances, finished roof, HVAC and plumbing/electrical systems have

been completed which would allow us to utilize the home. We have , for FY 2022, paid $343.19, which is significantly more than the appropriate annual $174.73 for undeveloped properties.We are therefore requesting abatement for fiscal 2022 returning the overpayment as well as appropriate adjustment for the 2nd billing. We intend upon completion/use of this property to be completed in FY 2023.

4. "To accept and expend up to $9800 in insurance money for damage caused by the wind storm" The damage included destroying a sander ($1,000 deductable and 5% depreciation), damaging truck, antenna on water treatment building and computer equipment.
5. Judy Kinney was able to get a better price for gas from Amigas. The contract new price is $2.29 per gallon and the contract will run from 6/1/22 to 5/31/23.
6. Recommendation of Water and Road Committee coming from Dubois and King on grant/Revolving Loan funds.
7. ADA committee has recommended to the Commission the design and installation of an ADA compatible ramp for the new indoor hot tub. That way, we will have at least one hot tub meeting the ADA. If this request is approved, I expect the actual motion to include a request to the WEA Board to use CIF to reimburse/pay for the ramp.Do not know the cost yet but Management will be working with an expert to make sure it complies with ADA.The District has a crank operated lift along with a portable one. Management will be looking at where/how to install a lift for access to the indoor family pool. More info to follow. Hopefully, one of the existing lifts will fit the bill.Additionally, the ADA Accessibility Committee is asking the District to purchase, if needed, another lift to make the outdoor family pool accessible.

Written Committee Reports – May 18, 2022 WEVD Commissioner Meeting

Planning Board

The Planning Board finalized the Master Plan visioning survey and developed a timeline for implementation of the MP process. This information was provided to our consultant who is digitizing the survey. We will be using the water billing and communication email addresses to send out a request for each household to complete the survey.

There is a copy attached of the timeline the planning board hopes to follow.

It was agreed we would seek to fill a vacancy on the board by asking the Board president for a sitting member to participate on the Planning Board. This is believed necessary in order to enhance the communication between both boards.

The next PB meeting is planned for May 19th.

Respectfully submitted,
Mark Canfield
Interim Chair
WEVD Planning Board

Waterville Estates Village District
Unpaid Bills Detail
As of May 2, 2022

District

Type	Date	Num	Due Date	Aging	Open Balance
A.M.Rand Company					
Credit	02/07/2022	Trans....			(25.00)
Total A.M.Rand Company					(25.00)
ACCOUNTANT USE ONLY -V					
General Journal	12/31/2019	JE#9 I			28,132.00
General Journal	12/31/2019	JE# 6 ...			(28,132.00)
Total ACCOUNTANT USE ONLY -V					0.00
Alvina Snegach					
Bill	04/27/2022	4/20/22	05/07/2022		125.00
Total Alvina Snegach					125.00
AmeriGas 202303137 Center					
Bill	04/27/2022	Inv 31...	05/07/2022		1,015.00
Total AmeriGas 202303137 Center					1,015.00
Belletetes, Inc.					
Bill	04/27/2022	Inv 23...	04/27/2022	5	83.45
Bill	04/27/2022	Inv 23...	04/27/2022	5	15.29
Total Belletetes, Inc.					98.74
Capital One - 7517 Spark Business					
Bill	04/17/2022	PAYO...	05/17/2022		30.56
Total Capital One - 7517 Spark Business					30.56
Consolidated- 7408 Alarm					
Bill	04/26/2022		05/21/2022		184.54
Total Consolidated- 7408 Alarm					184.54
Consolidated - 2057 Alarm					
Bill	02/24/2022		03/21/2022	42	3.60
Total Consolidated - 2057 Alarm					3.60
Consolidated -8958 - Alarm					
Bill	04/26/2022		05/06/2022		46.93
Total Consolidated -8958 - Alarm					46.93
Consolidated Comm. - Shop 8279					
Credit	01/12/2022				(0.58)
Bill	04/26/2022	April 12	05/10/2022		50.74
Total Consolidated Comm. - Shop 8279					50.16
Conway Technology Group					
Bill	04/27/2022	April	05/07/2022		90.94
Total Conway Technology Group					90.94
Duffield Engineering & Consulting					
Bill	05/12/2019		05/22/2019	1076	1,300.00
Total Duffield Engineering & Consulting					1,300.00
First BankCard - 2124 CS					
Bill Pmt -Check	01/24/2022	DEBIT			(0.60)
Bill	02/07/2022	Interest	02/17/2022	74	55.00
Bill	02/16/2022	Amazon	02/26/2022	65	1,159.98
Bill	02/22/2022	Indeed	03/04/2022	59	500.77
Bill	02/24/2022	Amazon	03/06/2022	57	729.90
Bill	02/25/2022	LMS	03/07/2022	56	255.00
Bill	03/01/2022	Amazon	03/11/2022	52	22.00
Bill	03/10/2022	Amazon	03/20/2022	43	45.99
Bill	03/11/2022	Amazon	03/21/2022	42	83.99

Waterville Estates Village District
Unpaid Bills Detail
As of May 2, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	04/04/2022	Amazon	04/14/2022	18	99.98
Bill	04/04/2022	Amazon	04/14/2022	18	152.53
Bill	04/04/2022	Amazon	04/14/2022	18	144.26
Bill	04/04/2022	Amazon	04/14/2022	18	18.79
Bill	04/04/2022	Amazon	04/14/2022	18	89.90
Bill	04/04/2022	Amazon	04/14/2022	18	199.96
Bill	04/04/2022	Amazon	04/14/2022	18	254.65
Bill	04/04/2022	Amazon	04/14/2022	18	11.99
Bill	04/04/2022	Amazon	04/14/2022	18	18.99
Bill	04/04/2022	Quick...	04/14/2022	18	67.60
Bill	04/05/2022	Amazon	04/15/2022	17	48.40
Bill	04/05/2022	Amazon	04/15/2022	17	51.99
Bill	04/05/2022	Laconi...	04/15/2022	17	21.25
Bill	04/11/2022	Amazon	04/21/2022	11	424.95
Bill	04/11/2022	Amazon	04/21/2022	11	77.89
Bill	04/11/2022	Amazon	04/21/2022	11	77.89
Bill	04/12/2022	Amazon	04/22/2022	10	223.99
Bill	04/12/2022	Amazon	04/22/2022	10	759.99
Bill	04/12/2022	Amazon	04/22/2022	10	1,717.74
Bill	04/12/2022	Indeed	04/22/2022	10	207.99
Bill	04/12/2022	Amazon	04/22/2022	10	16.16
Bill	04/12/2022	NBF	04/22/2022	10	2,220.64
Bill	04/12/2022	Amazon	04/22/2022	10	24.95
Bill	04/01/2022	Laconi...	04/28/2022	4	25.50
Bill	04/04/2022	Google	04/28/2022	4	476.13
Bill	04/27/2022	Micros...	05/07/2022		12.50
Total First BankCard - 2124 CS					10,298.64
Health Trust					
Bill	04/27/2022	Inv 14...	05/27/2022		8,692.02
Total Health Trust					8,692.02
JP Pest Services					
Bill	04/27/2022	24 Par...	05/27/2022		174.70
Total JP Pest Services					174.70
MB Tractor & Equipment					
Bill	04/27/2022	Gener...	05/07/2022		1,180.00
Total MB Tractor & Equipment					1,180.00
Northway Bank Municipal Card					
Bill	04/12/2022	NBF (f...	04/22/2022	10	2,220.64
Bill	04/17/2022	LMS	04/27/2022	5	25.10
Bill	04/17/2022	LMS - ...	04/27/2022	5	46.50
Bill	04/17/2022	LMS J...	04/27/2022	5	56.00
Bill	04/19/2022	Diesel...	04/29/2022	3	125.00
Bill	04/20/2022	20080...	04/30/2022	2	4.99
Bill	04/21/2022	LMS	05/01/2022	1	41.00
Bill	04/26/2022	Amazon	05/06/2022		40.49
Bill	04/26/2022	Amazon	05/06/2022		17.99
Bill	04/26/2022	Amazon	05/06/2022		40.49
Bill	04/26/2022	Hanna...	05/06/2022		185.11
Bill	04/27/2022	Micros...	05/07/2022		69.99
Bill	04/27/2022	Amazon	05/07/2022		14.89
Total Northway Bank Municipal Card					2,888.19
Nucar Ford of Plymouth					
Bill	04/27/2022	Inv 34...	05/07/2022		1,843.77
Total Nucar Ford of Plymouth					1,843.77
O'Reilly First Call					
Bill	04/17/2022	Inv 49...	04/27/2022	5	21.98
Bill	04/27/2022	Inv 49...	05/07/2022		87.41

Waterville Estates Village District
Unpaid Bills Detail
As of May 2, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Total O'Reilly First Call					109.39
Paysafe					
Bill	04/13/2022	March...	04/23/2022	9	19.95
Total Paysafe					19.95
Sanel NAPA Auto Parts					
Credit	02/03/2022	Inv. # ...			(296.54)
Credit	02/16/2022	Inv. # ...			(86.42)
Total Sanel NAPA Auto Parts					(382.96)
Staples Business Advantage					
Bill	01/21/2022	Ord. #...	02/20/2022	71	58.97
Bill	04/13/2022	ORd 7...	05/13/2022		153.98
Bill	04/27/2022	ORD ...	05/27/2022		68.78
Total Staples Business Advantage					281.73
UniFirst					
Bill	04/27/2022	Inv 10...	05/07/2022		81.29
Total UniFirst					81.29
Upton & Hatfield, LLP					
Bill Pmt -Check	09/28/2020	25532			(5,821.85)
Total Upton & Hatfield, LLP					(5,821.85)
TOTAL					**22,285.34**

Balance: $26,600.03
Bills TBP: $13,696.66
$12,903.37

Rec

WEVD Rec Fund
Unpaid Bills Detail
As of May 2, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Coca-Cola - Acct #601164057					
Bill	04/15/2022	Inv 95...	04/25/2022	7	138.71
Total Coca-Cola - Acct #601164057					138.71
Consolidated- 7331 10					
Credit	02/12/2022				-1.57
Credit	01/12/2022				-3.14
Total Consolidated- 7331 10					-4.71
Consolidated Comm. - 5220					
Bill	04/27/2022		05/07/2022		106.02
Total Consolidated Comm. - 5220					106.02
Consolidated Comm. - Fax 4707					
Credit	02/12/2022				-1.57
Credit	01/12/2022				-3.14
Bill	04/27/2022	April	05/07/2022		50.74
Total Consolidated Comm. - Fax 4707					46.03
Conway Technology Group					
Bill	04/27/2022	Inv 33...	05/07/2022		90.94
Total Conway Technology Group					90.94
First Bankcard - 2124 CS					
Bill	02/11/2022	NH St...	03/13/2022	50	503.62
Bill	02/18/2022	NH St...	03/20/2022	43	38.55
Bill	02/19/2022	NH St...	03/21/2022	42	45.98
Bill	02/22/2022	NH St...	03/24/2022	39	137.90
Bill	02/23/2022	NH St...	03/25/2022	38	67.96
Bill	02/25/2022	NH St...	03/27/2022	36	147.93
Bill	02/28/2022	Indeed	03/30/2022	33	332.44
Bill	02/28/2022	Intuit ...	03/30/2022	33	67.60
Bill	03/17/2022	360Tr...	04/16/2022	16	99.00
Bill	03/31/2022	Quick...	04/30/2022	2	67.60
Bill	03/31/2022	Amos...	04/30/2022	2	150.00
Bill	03/31/2022	Amos...	04/30/2022	2	421.50
Bill	03/31/2022	Indeed	04/30/2022	2	517.21
Total First Bankcard - 2124 CS					2,597.29
Health Trust					
Bill	04/27/2022	Inv 14...	05/07/2022		2,897.34
Total Health Trust					2,897.34
New Hampshire Distributors, Inc.					
Bill	03/31/2022	314207	03/31/2022	32	129.35
Total New Hampshire Distributors, Inc.					(129.35) auto deducted
Northway Bank Municipal Card					
Bill	04/27/2022	Orient...	05/07/2022		76.45
Total Northway Bank Municipal Card					76.45
OnSite Computer Service					
Bill	04/27/2022	INV 75...	04/27/2022	5	100.00
Total OnSite Computer Service					100.00
Spectrum					
Bill	04/27/2022	April 2...	05/07/2022		438.76
Total Spectrum					438.76
Terri Tole - V					
Bill	04/27/2022	Dollar ...	05/07/2022		55.00

WEVD Rec Fund
Unpaid Bills Detail
As of May 2, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	04/27/2022	Walmart	05/07/2022		29.35
Bill	04/27/2022	Dollar ...	05/07/2022		18.25
Bill	04/27/2022	Dollar ...	05/07/2022		23.75
Total Terri Tole - V					126.35
UniFirst Corporation					
Bill	04/27/2022	Inv 10...	05/27/2022		31.61
Bill	04/27/2022	Inv 10...	05/27/2022		83.67
Total UniFirst Corporation					115.28
TOTAL					**6,857.81**

Balance : 61,452.77
Bills TBP : 4,064.14
= 57,388.63
– Consolidated xx733110 $ 50.74
$ 57,337.89

Water

WEVD Water Department
Unpaid Bills Detail
As of May 2, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Belletetes, Ind					
Bill	04/27/2022	Inv 23...	05/07/2022		3,060.11
Bill	04/27/2022	Inv 23...	05/07/2022		690.38
Total Belletetes, Inc					3,750.49
Conway Technology Group					
Bill	04/27/2022	April	05/27/2022		94.90
Total Conway Technology Group					94.90
Eversource - 0025 - 7 Reservoir Rd					
Bill Pmt -Check	02/23/2022	DEBIT			-426.36
Total Eversource - 0025 - 7 Reservoir Rd					-426.36
Granite State Rural Water Association					
Credit	08/10/2021	Inv. # ...			-99.00
Total Granite State Rural Water Association					-99.00
Handyman Hardware					
Bill	04/14/2022	A1844...	04/24/2022	8	39.00
Bill	04/14/2022	A1843...	04/24/2022	8	41.00
Total Handyman Hardware					80.00
NH Electric Co-Op - Liberty Lane					
Bill	04/27/2022	Liberty...	05/07/2022		3,218.57
Total NH Electric Co-Op - Liberty Lane					3,218.57
OnSite Computer Services					
Bill	04/27/2022	Inv 7590	05/07/2022		100.00
Total OnSite Computer Services					100.00
Tractor Supply Co					
Bill	04/14/2022	381586	04/24/2022	8	346.49
Total Tractor Supply Co					346.49
Verizon Wireless					
Bill	04/27/2022	Inv 99...	05/07/2022		44.20
Total Verizon Wireless					44.20
Yeaton Agway					
Bill	04/14/2022		04/24/2022	8	321.63
Total Yeaton Agway					321.63
TOTAL					**7,430.92**

Balance: 29,864.92
total TBP: 7,208.16
22,656.76

Motion to accept Roads and Water Committee Recommendation Regarding Load Submissions:

I, Gerry Panuczak, hereby move to accept the Roads and Water Committee recommendation to have Dubois and King apply for the following Federal Shovel Ready project loans:

1) Identify and install new well source for Liberty Lane facility, and rebuild existing well sources
2) Relocate and rebuild Snowbowl treatment facility
3) Replace and possibly relocate underground pipe from Pegwood Tank to Reservoir Pump Station

Gmail

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

meters

[redacted] Thu, May 5, 2022 at 2:49 PM

To: a.smith@waterville-estates.com

Allison,

I understand you are the person to contact to be put on a list to receive meter of offset the outrageous bill we received for the thimble full of water we have used. Allison, I know this is not your fault, so please do not take this personally. Perhaps you could pass along our comments to the appropriate person.

This latest issue has resulted in a true breach of trust between ourselves and the governance of Waterville Estates. Why on earth would anyone adopt such a blanket approach to funding the water system. The lack of transparency is appalling. Whoever thought this plan was a good idea is in essence asking the 89% of us who only frequent the estates once in a while to subsidize the others (full-time/renters) who use much more water than we do. Highly unethical and very disappointing. we want you to know if given the chance, we will vote to dissolve the Village District. If they cannot govern with integrity (taking into account in their decision making all of our citizens, not just a select few), then we'd be better off without the Village District. I'm

We actually feel the estates should adopt a metered system and fund it for the community. If you can spend $60,000 for a snow making machine that can't be used, and plan a $250,000 improvement in the recreation area, then you can`install \meters

We are just so disappointed. Please put us on the list.

Jay and Donna Fallon

[redacted]

This document was produced by Maureen Patti, Chair of the Board of Commissioners of the Waterville Estates Village District (WEVD) to answer a number of questions about water rates.

First, I appreciate that this **change in the way the District funds our water system** is unappealing. No one wants the cost of ownership here in the Estates to rise. The decision to move from funding our water system with both tax revenues and the $200 annual fee to homeowners was not an easy one to make. A great deal of time and resources went into the **decision-making process**.

I learned of the need to have our Water Department funding comply with New Hampshire statutes after I was appointed a Commissioner in November of 2020. It began with a consultation with legal counsel at the New Hampshire Municipal Association.

> [From their website: *The New Hampshire Municipal Association, Inc. (NHMA) is a nonprofit, non-partisan membership organization of municipalities established in 1941. It is a member-funded, member-governed, and member-driven association that works to strengthen New Hampshire cities and towns and enhance their ability to serve the public. Through the collective power of cities and towns, NHMA promotes effective municipal government by providing education, training, advocacy and legal services.*]

From NHMA, I learned that to comply with NH statutes, we needed to move to funding with only water rates and not continue utilizing a sort of hybrid of both taxes and, beginning in 2018, an additional flat fee of $200 to homeowners.

The Commission next consulted with District legal counsel who also directed that we shift to a rate-based system for funding Water Department.

> *RSA 38:28 Water Rates – For the defraying of the cost of acquisition, construction, payment of the interest on any debt incurred, management, maintenance, operation, and repair of water systems, or construction, enlargement, or improvement of such systems, the governing body, or the board of water commissioners, if any, may establish a scale of rates to be called water rates, may prescribe the manner in which and the time at which such rates are to be paid and may change such scale from time to time as may be deemed advisable. The amount of such rates may be based upon the consumption of water on the premises connected to the water system, or the*

number of persons served on the premises, or upon some other equitable basis.

The Commission made the community aware of this issue through discussions at meetings as well as in a January 2021 newsletter sent to the community via Constant Contact and posted on the (old) website.

The Commission hired a consultant to assist with the development of a Water Ordinance that would address WEVD responsibilities for providing water, repairing broken lines, etc. (See Commission minutes of 02/04/21 and 03/17/21) The goal of the District and the Water & Roads Committee members was to craft as complete an ordinance as possible that would move to charges based on usage (via meters) and ensure that WEVD was complying with NH statutes.

When it came time to craft the 2021 WEVD proposed operating budget, the Commissioners recommended funding the Water Department in 2021 from unreserved fund monies and the $200 annual charge to homeowners. (Not using 2021 tax revenues at all.) The discussion about this shift for the 2021 budget as well as the move to a rate-based system for water occurred at the Budget Hearing on March 13, 2021.

Additionally, I learned (from attending training with the New Hampshire Department of Environmental Services (DES) with members of the Water & Roads Committee) that the DES prioritizes grant and low-interest loan submissions for water systems which are compliant with New Hampshire statutes, RSA 38:28, 38:29. Change was necessary in light of the large amount of federal American Rescue Plan Act monies delivered to New Hampshire (as well as other Covid relief federal infrastructure funding), the existing State resources available for municipal water systems, and the extensive & costly repairs/upgrades needed for our 50+ year old water system.

After the engineering firm completed their work on a water ordinance and it was recommended for approval by the Water & Roads Committee, the Commission conducted public hearings regarding the Ordinance as well as the rate schedule. The minutes for these public hearings are available on the WEVD website (www.waterville-estatesnh.gov). (The most recent Water Ordinance Public Hearing occurred on April 20, 2022, with a follow-up scheduled for May 18, 2022. The draft minutes for the 04/20/22 public hearing are scheduled to be reviewed/approved at our meeting on May 18, 2022, at 4 p.m.)

Communication about the change to our water system funding continued. There is a Constant Contact document to a WEA Board member.

In preparation for the 2022 Annual Meeting, the Commission discussed in meetings and distributed an informational notice regarding the number of repairs and upgrades our water system needs. (See Commission 02/16/22 minutes)

The Commission directed WEVD Management to purchase and install a meter to track water usage at the Community Center. (The Ski Lodge already has a water meter.) The Commission has authorized payment by the District to the Water Department for water used at these community assets. The District is also paying the water rates for undeveloped lots owned by WEVD and the Highway Garage.

You can see, in terms of **transparency**, the Commission has been discussing and deliberating this change in the funding scheme in public meetings and public hearings which were properly noticed. The issue was addressed in at least one newsletter. The Water Ordinance itself was distributed more than once as part of a meeting/public hearing handout and is available on the District website. We have been alerting our neighbors about **the need and the reasons to make this change for over a year**.

The WEVD Community Water System Water Ordinance provides for meters to be installed in new construction. The Commission has approved the purchase of meters for installation by existing homeowners. **As the installation of meters progresses and the Water Department gathers data about usage, the Commission will move to amend the Water Ordinance to set rates based on actual usage as measured by meters. At this time, while we are building meters into our water system, the District must rely on a formula-based approach to cover the cost attributable to usage.**

Second, **the Commission did not purchase a snow making machine**. The snow gun was purchased by our HOA, Waterville Estates Association and is metered. The Recreation Fund is paying for the cost of water. There is a distinction between the functions and responsibilities of these two organizations. The Village District is responsible for roads, water, and maintenance of our community assets. (Please see Mission Statement, below)

[From our website: ***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 the maintain or enhance the remarkable and rewarding quality of life experienced by all property owners in Waterville Estates.]

As the governing body of the District, the Commission has limited and specific purposes. Under New Hampshire law, municipalities have only the authorities granted to them by statute(s) and adopted by the annual meeting. As a result, the District cannot provide trash/refuse removal services when the Transfer Station changes its hours. The District cannot install additional mailboxes at the Community Center so there is a box assigned to each individual residence.

The Association is not limited in this way. The Waterville Estates Association is a Homeowner's Association which enforces the regulations and bylaws that each owner must follow to remain a member in good standing. The Association, through its Board of Directors, also collects dues, administers the Capital Improvement Funds (the fee paid upon transfer of property in the Estates -- $2,000 for a residence and less for an undeveloped lot), and funds the Rec Fund which pays for recreational activities at the Community Center and Campton Mountain.

To best understand the difference between the municipality which administers the Waterville Estates owners' tax revenues and the Homeowners' Association which administers recreational activities and ensures the covenants for all owners are followed, please review the letter/newsletter from Commissioner John Herlihy. The Recreation Management Agreement was later modified in late December 2021. The description of the differences between our municipality and our HOA remains, however, the same.

The WEA Board makes the determination about when CIF monies should be used/spent. In 2021, for example, the Association Board contributed nearly

$50,000 toward the acquisition and installation of a new boiler system in the Community Center. The renovation of the locker rooms at the Community Center was funded by CIF funds and a smaller amount of tax revenues which had been allocated for that purpose by the voters at the 2019 Annual Meeting. The CIF policy can be found in the WEVD Commission Meeting Minutes of June 27, 2019.

Third, **the determination to secure a $200,000 loan and re-do the outdoor courts (tennis and basketball) was made by the voters at the 2021 Annual Meeting**. This project was a separate Warrant Article. The **funding** for this project comes from both the loan (payments to be made with **tax revenue** over 5 years) **and** the WEA Board's commitment of **$65,000 in CIF monies**.

The dedication and concerted effort of the members of the Outdoor Courts Committee made the rebuilding of the outdoor courts possible. The committee conducted over 23 meetings and did extensive research before recommending an experienced, qualified, and well-regarded contractor to perform the replacement of a valued community asset.

Finally, I hope this document clarifies how and why the Estates shifted to funding the Water Department with water rates. It is also my hope that this history sheds light on all the time and effort your neighbors are contributing to improve Waterville Estates – the critical infrastructure as well as the wonderful experience of living here.

Regards,

MAUREEN PATTI

WEVD Commission Chair

May 18, 2022

MP MOTIONS FOR 05/04/22 MEETING:

1. Agenda Item #5 – Public Hearing re: Modification to Hook Up Fee

   I, Maureen Patti, move to amend the WEVD WEVD Community Water System Water Ordinance Approved on August 16, 2021, at Page 20 (Appendix), Section "Schedule of Fees," "New Water Connection" in the following manner:

   a. Delete $1,000.00
   b. Insert _____

   I, Maureen Patti, move to amend the WEVD Community Water System Water Ordinance Approved on August 16, 2021, at Page 23, "New Connections" section, line 2, replace "$1,000" with "_____."

   I, Maureen Patti, move to amend the WEVD Community Water System Water Ordinance Approved on August 16, 2021, at Page 24, "Water Hookup Permit Application" section, full paragraph, line 2, replace "$1,000" with "_____."

2. Agenda Item #6 – Public Hearing re: Amending WEVD Community Water System Water Ordinance Approved on August 16, 2021, Section 22 (c):

   I, Maureen Patti, move to amend the WEVD Water Ordinance Approved on August 16, 2021, starting at page 13, Section 22 (c), paragraphs 4 & 5 in the following manner:

1. The Ordinance currently reads –

"Sixty percent (60%) of the Basis shall be divided by the number of properties, including undeveloped lots within the District that have a water main within 100 feet of their boundary which will constitute the Availability Charge.

The other Forty percent (40%) of the Basis shall be divided by the total number of "occupants" to establish the Usage Charge. Residences which are connected to the water system shall be charged the Usage Charge multiplied by its occupancy."

2. Modify the Ordinance to read as follows:

"Twenty-five percent (25%) of the Basis shall be divided by the number of properties, including undeveloped lots within the District that have a water main within 100 feet of their boundary which will constitute the Availability Charge.

The other Seventy-Five percent (75%) of the Basis shall be divided by the total number of "occupants" to establish the Usage Charge. Residences which are connected to the water system shall be charged the Usage Charge multiplied by its occupancy."

3. AGENDA ITEM #8b – Amendments to April 20, 2022, Draft Commission Meeting Minutes:
    1. Correct Footer – April 20, 2022 not April 21, 2022

2. Page 1, lines 5 & 7 – move ‘Jaime Oldmixon’ from Attendees category to Attendees via Zoom.
3. Page 1, line 18 – insert after ‘were determined’ the following:

   “The District consulted with the New Hampshire Municipal Association regarding issues with our water system. After receiving their (legal) advice re: funding, we consulted with the District’s legal counsel. We then retained an engineering firm to assist with the development of a water ordinance (Dubois & King). The Water & Roads Committee then worked on both a proposed ordinance and the water rates which were recommended to the Commission. The original rate structure adopted by the Commission was a 60:40 split in water fees or charges was based upon a review of the last 5 years of actual expenditures of the Water Department – 60% of the expenditures went to overhead and 40% to treating and delivering water.”

4. Page 1, line 27 – change ‘$135 thousand’ to “$135,000” and insert the following: “more than originally calculated"
5. Page 1, line 30 – insert after parenthesis “making the rate for undeveloped lots $174.73.”
6. Page 1, line 37 – correct typo “ratio” not ‘ration’ and insert after ‘until’ the following: “(meters are installed and)”
7. Page 1, line 39 – insert after ‘goal’ the new sentence “There is some debate regarding usage

by full time residents as opposed to part time owners. We are going in the direction of having a usage-based rate but it is going to take time to get there. He noted that part of the value of these undeveloped lots is access to our water system. It could cost $20 to $40,000 to put in wells etc. in other parts of the state."

8. Page 2, line 40 – replace 'who' with "some"
9. Page 2, line 41 – add the following sentence: "Using the 25:75% rate would take $30k out of the Water Department funding from the undeveloped lot owners and adding to the rates for homeowners. Charging more for hooking into the water system is a way to make up for some of this and adding to the water department."
10. Page 2, line 48 – insert after 'availability' and before 'anywhere' the following: "charge/rates"
11. Page 2, line 53 – modify the sentence to read: "stated the first table referred to by Mr. Scruton is median sales price, not median home value."
12. Page 2, line 61 – substitute "special" for 'another' and correct 'requested by…' to read "the District to make a request to the Superior Court to redo Warrant Article 3."
13. Page 2, line 66 – correct sentence to read, in part, "start billing in 2021 for a budget in 2022."
14. Page 2, line 68 – delete 'Jaime Oldmixon ?' and insert "Mr. Spinney"

15. Page 2, line 74 – insert after 'the way things were' the following "using tax revenues and eliminating water rates"
Page 2, line 72 – insert BEFORE 'William Mitchell' the following: "Mr. Scruton alerted the Commission and members of the public that Mr. Jaime Oldmixon had alerted him of an error in the computation of the 25:75 rates. The IGM distributed the corrected rates to all present at the physical location." Insert after this sentence the following information:

25:75 Proposed Waterville Estates Village District Water Rates

25% Availability 75% Usage			
Budget Approved	$ 532,455.00		
10% non collect	$ 53,245.50		
Total Due	$ 585,700.50	This represents what needs to be raised	
25% Availability	$ 146,425.13		
838 Properties	$ 174.73	Availability fee/lot	
75% Users of System	$ 439,275.38		
1977 Occupant	$ 222.19	Usage Charge/occupant	
ANNUAL RATE		1st half billing	Second billing
Undeveloped lot	$ 174.73	$ 161.10	$ 13.63
One bedroom	$ 619.12	$ 252.14	$ 366.98
Two bedroom	$ 841.31	$ 297.67	$ 543.64
Three bedroom	$ 1,063.50	$ 343.19	$ 720.31
Four bedroom	$ 1,285.70	$ 388.72	$ 896.98
Five bedroom	$ 1,507.89	$ 434.24	$ 1,073.65
Six bedroom	$ 1,730.08	$ 479.76	$ 1,250.32
Seven bedroom or larger	$ 1,952.27	$ 525.29	$ 1,426.98

16. Page 3, line 84 – insert after ‘have been’ the word “included” and before ‘handout’ insert “hard copy version of the”
17. Page 3, line 85 – insert before ‘electronically’ the words “the version of the handout posted online and available” AND deleted ‘, which were updated later,’
18. Page 3, line 86 – substitute “at the end of this hearing the goal is to finalize the 2022 rate structure” for ‘end of this year is the goal…’ and delete ‘whether it includes metered usage or remains unmetered.’
19. Page 3, line 91 – insert after ‘allows’ the words “the Water Department”
20. Page 3, line 93 – insert “Ms. Patti explained that the document Mr. Bertino read from was a draft description of the WEVD Water System that was circulated at the last Water & Roads Committee meeting.”
21. Page 3, line 98 – before ‘Mr. Fagas said...’ insert the following: “Ms. Patti advised Mr. Antinoro and all in attendance that the WEVD Administrative Assistant posted the corrected proposed rates on the District website as an urgent alert so the information is available to all.”
22. Page 3, line 101 – add at end of sentence after ‘connected or disconnected’ “water service.”
23. Page 3, line 108 – insert before existing sentence the following: “Mr. Panuczak noted that the

original Water & Roads Committee recommendation was intended to get our community more toward usage based rates. In his opinion, the 25/75 rate continues to move us toward a usage-based rate and equity." AND insert in language of the motion "the updated & mathematically correct" after 'to' and before '25 percent'

24. Page 3, line 114 – insert after 'Rick LeBlanc' the words "via Zoom" AND modify sentence to read: "if we know that roughly 23% (of the costs of the Water Department) are usage, how are we going to switch to 75% usage."
25. Page 3, line 116 – correct typo to read: "60:40 (availability:usage)"
26. Page 3, line 117 – correct to read "25% availability and 75% usage"
27. Page 3, line 120 – insert "2019" after 'some' and before 'information'
28. Page 3, line 121 & 122 – correct '25:75' to "25% Availability and 75% Usage and change 'structure' to "formula"
29. Page 4, line 161 – delete 'Just an FYI' and substitute "Mr. Scruton advised that"
30. Page 5, line 170 – insert before 'move' the following: "re-pipe or" and insert "plumbing" after 'changing room' and delete '/or connect'
31. Page 5, line 171 – change 'plumbing' to "septic"
32. Page 5, line 192 – change 'if they wish to do so' to "how they wish to proceed"

33. Page 5, line 196 – insert after ‘affected the’ “anticipated revenue from WEA in the 2022” and delete ‘numbers’
34. Page 5, line 197 – insert after sentence ending ‘$298 thousand’ as follows: “Mr. Scruton pointed out that WEA is billed for employee time actually spent on Recreation. The Budget consists of predicted costs but the RMA billing is based on actual costs.” AND insert after ‘Mr. Panuczak’ insert “said these changes are reasonable and”
35. Page 5, line 200 – insert after ‘fall.’ the following: “Ms. Patti reported that at this meeting, both sides worked and negotiated in good faith to make a lot of headway to resolve issues with invoicing per the RMA.” AND italicize ‘Ms. Patti made a motion that the Commission modify the RMA billing to the Association in the manner reflected on page 7 of the Interim General Manager’s Report. Mr. Spinney duly seconded. Motion carried with a unanimous roll call vote in favor.’
36. Page 5, line 242 – modify sentence to read: “Mr. Spinney noted that the contribution is significant as the hot tubs themselves cost in excess of $21,000. Mr. Spinney described the WEA Board’s cooperation as “huge” and noted that CIF is for replacing items like this for the benefit of the community.”
37. Page 6, line 246 – add a new sentence “Ms. Patti described a new era of cooperation and positive

relations between the District and the WEA Board of Directors."

38. Page 6, line 250 – correct typo "ASA" not 'AMA'
39. Page 6, line 252 – insert before 'dues' the word "WEA"
40. Page 6, line 251 – after 'cooperative.' Insert "Ms. Patti described the process of creating the Administrative Services Agreement and described the current state of affairs as an era of cooperation and positive relations between the Commission and the Association's Board of Directors."

4. Agenda Item #8c -- Amendments to May 4, 2022, Draft Commission Meeting Minutes:
    1. Page 1, line 5 – add "other unidentified persons"
    2. Page 1, line 24 – correct typo "latest" not 'lates'
    3. Page 2, line 57 – delete 'a power surge' and insert "a data dump caused by the wind damage to the lines"
    4. Page 2, line 66 – insert "Planning" in front of 'Board' and after 'and' insert "Mr. Panuczak stressed that this is the only WEVD Board/Advisory Committee in which the members/" and insert the following sentence at the end "The requirement that Planning Board members are registered voters is dictated by New Hampshire law. The Commission does not

have the power to allow non-voters to serve on the WEVD Planning Board."

5. Page 2, line 70 – correct typo "rates" not rate
6. Page 2, line 74 – insert after 'working on' the following: "organizing, cataloguing, and"
7. Page 3, line 86 -- delete line
8. Page 3, liner 115 – insert "Outdoor" in front of 'Courts'

5. AGENDA ITEM #12 (c) – Discussion regarding acceptance of unanticipated monies from insurance claim for damage caused by severe weather (high winds):

   I, Maureen Patti, move that the Commission accept and expend the payment of $_____ from PRIMEX for payment on an insurance claim for damage sustained in an episode of severe weather (high winds). Action by the Commission to accept this unanticipated revenue is required by New Hampshire law and our Municipal procedures. This amount does / does not represent resolution of the entire claim.

6. AGENDA ITEM #12 (d) – Based on recommendations from ADA Accessibility Committee:

   I, Maureen Patti, move that the Commission authorize WEVD Management to consult with any necessary expert(s) to design an ADA Accessible ramp to make the new, indoor hot tub accessible

within the meaning of the Americans with Disabilities Act. The final location of such ramp to be determined by WEVD Management. Management is to bring the cost for such a ramp/platform to the attention of both the Commission and the WEA Board.

I, Maureen Patti, move that the Commission authorize WEVD Management to determine whether another Lift needs to be purchased to make the outdoor family pool ADA accessible. If needed, Management to obtain quotes, advising both the Commission and the WEA Board of the cost.