Waterville Estates Village District

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

Waterville Estates Village District

June 25, 2022 Commissioners Meeting APPROVED Minutes

Approved as amended on July 6, 2022.

Attendees: Commissioners Gerri Panuczak and Dave Spinney. Former Interim General Manager John Scruton, General Manager Ron Beard, Denise Bujalski, Sean Tole, Andy Griffiths, Mr. and Mrs. Barnes, Dave and Bobbi Ketcham.

Attendees via Zoom: Commissioner Maureen Patti.

Call to order: Gerri Panuczak called the meeting to order at 9:00 AM.

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

Approval of the Agenda: There were no changes proposed to the agenda. *Mr. Panuczak moved to accept the agenda as written. After a second by Mr. Spinney motion carried with a unanimous roll call vote in favor.*

GENERAL CALENDAR ITEMS

a) Fitness Center AC Solution

Ms. Patti made a motion to make the handout regarding the fitness center AC an attachment. Mr. Panuczak duly seconded and motion passed by a roll call vote with everyone voting in the affirmative.
Mr. Beard then spoke about the issues with the air conditioners in the fitness center and in the upper dining room which were deemed beyond repair by both the District staff and another company, which was called in to provide a second opinion. A quote was obtained from McDonald Property Services (a certified installer of Mitsubishi mini split systems), a company the District currently using for some pool and plumbing related services for fitness center. Mr. Beard said that this is the quote that is in front of the Commissioners today. There are three options that were quoted, of which number three was recommended by the installer, as that type of unit will allow management to delay putting the demand on the boiler until later in the winter season and be more energy efficient. This equipment is available and it could be installed in two weeks after the company is given the go ahead. Mr. Beard said that for redundancy and efficiency he recommends installing two units. A licensed electrical engineer will have to be hired to install all the electrical connections. Mr. Panuczak asked how the system will work with the inhouse heating system? Mr. Beard said that he checked with staff and the valves are closed for this zone in the spring so that no heat is generated for it. He also said that the Management is checking into whether it is possible for the mini split system to communicate with the inhouse heating system to make sure that no dual heat sources are used simultaneously. Mr. Beard added that as long as the mini splits are registered by the licensed installer within 90 days of installation, the warranty on them will double to ten years.
Ms. Patti added that it is known that the was use of AC and inhouse heating system simultaneously before and it is absolutely imperative to her that this does not become the case again with the new system. She asked if there was a way, even if the valves have not been shut off, to make sure that there is no duplication of effort? Is there a way to install a thermostat that will control which heat source is used as she does not feel comfortable for something that does not have this capacity built in.

Mr. Beard said that he could check with staff and with the installer and table this until the next meeting when he has the answer.
Mr. Scruton said that it should be a question to the electrician as it may be an issue of installing a switch for the thermostats and the switch will determine which thermostat can call for heat.
Ms. Patti also asked about the door to the fitness facility getting caught on the flooring and not being fully shut, thus causing heated/cooled air loss and whether this would be an issue going forward, and Mr. Beard could discuss this with the installer and the electrician.
Mr. Scruton said that the flooring that is causing the door to remain ajar is about to be replaced and that the materials for it have been delivered.
Ms. Patti responded with a question of whether it would be possible to get that flooring installed before the mini splits are installed. Mr. Beard confirmed that it is possible.
Mr. Panuczak made a motion to approve the option #3 as recommended by the General Manager for the fitness center AC solution. After a second by Ms. Patti motion carried with a unanimous roll call vote in favor.
A question from someone in the public who did not identify themselves was about looking into installing the same units in the Summit Lounge.
Mr. Beard said that he will have the installer of the mini splits evaluate the lounge as well when he is there.
Ms. Patti asked whether the Commission needs to take another vote for which funds were to be used to cover the purchase and installation of these units.
Mr. Scruton said that it would be more transparent if the Commissioners voted on it.
Ms. Patti made a motion to approve expenditure that is to come from Warrant Article 4 which was for the HVAC system for the Community Center. After a second by Mr. Panuczak motion carried with a unanimous roll call vote in favor.

b) Sanborn & Head Service Yard Work

Mr. Scruton said that Sanborn & Head is an environmental testing company that has been hired to check the issues in several places for oil and other types of contamination in the soil. The results showed that the oil leak behind the shed was not below the limit that triggers remediation, and the District only needs to do some clean up there. The new outside tank that has been installed last year has a triple wall containment. Other sites also came up clean for contamination with one exception and that is where the diesel fill up station was, where it seems as though spillage occurred during filling up.
Sanborn & Head will have a company on site to remove the soil (about 65 tons) that will have to be hauled to a special disposal site. Clean fill with be put there to replace it. Mr. Scruton said that he believes that a cement pad needs to be installed there to prevent contamination from happening again.
Mr. Scruton said that the Management is hoping that this would be the extent of clean up for this site although there is additional testing that the District needs to do, however, it does not have the money budgeted for it right now. Dig Safe has been notified and work is supposed to begin next Wednesday. The costs are going to be a bit over of what has been estimated, however, the District does not have any choice but to proceed.
Mr. Spinney asked what other environmental testing or clean up has to be done there. Mr. Scruton responded that the Management believes that there have to be some wetlands investigations done, debris piles have to be removed, and there may be other things found once clean up begins. There is a tank there with some diesel fuel that needs to be pumped, which should be done next week. There is also a pile of pipes that has to be put elsewhere as it is too close to the wetlands, there is also fill material that ended up in the wetland.

Ms. Patti asked if the money for the clean up has been budgeted along with the money for the Sanborn and Head contract and Mr. Scruton responded in the affirmative. Ms. Patti then asked if there was a plan to bring in the wetlands company associated with Sanborn and Head to investigate the wetlands issues? Mr. Scruton said that it was Gove Environmental which was doing the wetlands, and the District would call them back at some point, but right now the oil contamination has been the priority.
Ms. Patti asked if there was anyone lined up to build the cement pad, and Mr. Scruton responded that this could be done in house.
Lastly, Ms. Patti asked if it was Clean Harbors who will be emptying the diesel tank, and Mr. Scruton said that it would have to be someone licensed, but he did not yet know who it will be.

c) Water Connections

Mr. Scruton said that this was in reference to some issues with parts availability and the fact that the Water Ordinance requires that the Commission has to approve each water connection and more information is needed at this point for this discussion. Commissioners determined that this item be tabled to the next meeting on July 6, 2022.

Upcoming Commission Meetings – July 6, 2022 @ 6 p.m.

Mr. Panuczak said that this meeting will continue in the form of meet and greet the new General Manager Ron Beard. Mr. Panuczak expressed his gratitude to Mr. Scruton for all his work for the District. Mr. Panuczak said that Mr. Scruton came in a year ago and was able to very quickly assess the tough situation the District was in, build rapport with the staff, helped the District build its budget for this year, helped get through the Annual Meeting, and the District could have not done it without him.
Ms. Patti echoed Mr. Panuczak's kind words and added that Mr. Scruton's professionalism, depth of experience, connections within the State have all proved to be invaluable assets to this community. She also noted Mr. Scruton's help with finding the new General Manager for the District is a lasting legacy of his time with the District and thanked Mr. Scruton for his work. Ms. Patti also thanked MRI for providing services to the community and that it has been instrumental for the District in moving forward.
Mr. Spinney said that Mr. Scruton has moved this community with a steady hand in the right direction, despite the challenges and he is really appreciative of that.
Mr. Scruton thanked the Commissioners, past and present, the staff, the volunteers, the WEA Board for all the support he has received and the trust they had in him. He said that there has been much progress made and that he is leaving the District in good hands and is looking forward to everything to continue going well. Mr. Scruton added that he will be available to the District as a consultant.

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

Meeting adjourned at 9:34 AM.

Prepared by Alvina Snegach

Waterville Estates Village District

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

MacDonald Property Management
53 West Street
Lincoln, NH 03251
(603) 398-5871
john@johnscontrol.com

Estimate

ADDRESS
Waterville Estates

ESTIMATE # 1139
DATE 06/23/2022

ACTIVITY	QTY	RATE	AMOUNT
mini split option #1 p series comercial grade	1	0.00	0.00
Sales PUZ-HA24NHA1 Mitsubishi 24,000 BTU Single Zone Hyper Heat Pump Outdoor Unit	2		0.00
Sales PKA-A24KA7.TH Mitsubishi 24,000 BTU Wall Mounted Indoor Unit $19200.00 available now	2		0.00
option #2			
Sales MUZ-FS18NAH-U1 Mitsubishi 18,000 BTU Hyper Heat Single-Zone Outdoor Unit With Base Pan Heater	2		0.00
Sales MSZ-FS18NA-U1 Mitsubishi 18,000 BTU Hyper Heat Wall Mounted Indoor Unit $11710.00 not in stock at this time	2		0.00
option #3			
Sales MUZ-GL24NA-U2 Mitsubishi 24,000 BTU Single-Zone High Efficiency Heat Pump Outdoor Unit	2		0.00
Sales MSZ-GL24NA-U1 Mitsubishi 24,000 BTU Wall Mounted Indoor Unit $10780 available now	2		0.00
condensors will be on a wall bracket and line sets will be in white line hide electric and unforseen carpentry by others			

← Install within 3 weeks