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Waterville Estates Village District

August 2, 2022 Commissioners Meeting APPROVED Minutes

Approved as amended on August 27, 2022.

Attendees: Commissioners Maureen Patti and Gerri Panuczak. General Manager Ron Beard, Financial Assistant Allison Smith, Assistant General Manager Judy Kinney, Department Heads – Mr. Steve Baert and Mr. Shawn Pelchat.

Attendees via Zoom: Commissioner Dave Spinney, Dave Ketcham.

Call to order: Commissioner Patti called the meeting to order at 10:00 AM.

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

Approval of the Agenda: *Ms. Patti made a motion to amend the agenda as follows: move item 10 to go to letter I and to delete item 8. Mr. Panuczak duly seconded and motion carried with a unanimous roll call vote in favor.*

Ms. Patti then suggested to take the Agenda items out of order and to begin discussion with Item 7, which is the General Manager's Report since both Department Heads are present. Hearing no opposition from the other Commissioners, Ms. Patti turned it over to Mr. Beard.

General Manager's Report
Department Heads – Mr. Steve Baert and Mr. Shawn Pelchat
Mr. Beard spoke about the following:

1. Basketball court project is set to begin on August 3rd. During the pre-construction meeting Mr. Beard requested a quote to stabilize the uphill embankment that is in poor condition and is eroding and depositing material on the edge of the basketball court. Ms. Patti asked Mr. Baert and Mr. Pelchat about whether this would improve the existing and new drainage there and both confirmed that it will. *Ms. Patti clarified that item 10.G on the agenda refers to this issue and made a motion to authorize the expenditure of $9,842 for Dirt Designs, Johnston Brothers Inc., to rebuild the retaining wall abutting the basketball court*. Ms. Patti confirmed with Ms. Kinney that the District has the funds available for this and Ms. Kinney confirmed. Mr. Panuczak asked to clarify which line item would be used and Ms. Kinney responded that it was under Capital Preservation. Mr. Baert said that there is about $22,000 in that budget item and nothing has been spent as of yet. *Mr. Panuczak duly seconded and motion carried with a unanimous roll call vote in favor.*
2. Mr. Beard said that he had Shawn Pelchat bring an HVAC company on a tour of the community building and the ski resort building so they can work up a quote for annual PM Maintenance. Mr. Pelchat then answered some clarifying questions from the Commissioners.

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3. Mr. Beard said that Mr. Pelchat and his team have begun to clear the brush and trees on top of the Pegwood Tank as required by NHDES.
4. Mr. Beard and Mr. Baert met with Evergreen and the unit owner at Boulder Village about the issue of her banging pipes. The unit owner was able to show them the issue by simply turning her faucet on. Mr. Beard and Mr. Baert went with the maintenance man to the basement area and located her water service. It was found that an electric water shut off valve was failing and causing the pipes to hammer and bang. Fortunately, there was a bypass valve installed and opening that valve resolved the issue.
5. WEVD employee Zack Kennedy who made some changes to the new logo for the Commissioners to review.
6. Members discussed the new renditions and thanked Zack for his work, noting how talented he was. *Ms. Patti made a motion to approve New #3 as the official WEVD logo. Mr. Panuczak made a friendly amendment to direct Management to trademark and secure any other protections of the image so it will be used exclusively by WEVD. Ms. Patti agreed to the friendly amendment. Mr. Panuczak duly seconded and motion carried with a unanimous roll call vote in favor.*
7. Mr. Beard said that Tayna Moses has begun managing the front desk and is doing a good job helping resolve some issues. He added that he would also like to thank Terri Tole for her hard work and dedication at the front desk for the past year.
8. Mr. Beard said that Mr. Pelchat has put a second pool cleaning robot into service. Now he is able to deploy one to the inside pools and one to the outdoor pools on a daily basis.

Approval of Minutes

July 20, 2022
Ms. Patti made a motion to approve the ten edits to the July 20, 2022 minutes provided by her in the meeting packet (attached). Mr. Spinney duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to adopt the July 20, 2022 minutes as amended as the official minutes. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

Treasurer's Report
Ms. Patti said that Mr. Diefenbach was not present but directed everyone's attention to the Treasurer's report from August 2, 2022 which was in the packet. Mr. Panuczak asked about the large discrepancy between the bank and QuickBooks amounts for the Rec Fund. Ms. Kinney said that there the are working and getting closer to resolving the discrepancies. Commissioners did not have any other issues with the report.

CONSENT CALENDAR
a. Manifests
Ms. Patti made a motion to approve the manifest included in the packet. Mr. Panuczak duly seconded. Motion carried with a unanimous roll call vote in favor.

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General Calendar Items

a. Request for Commission Action: Expenditure FRIENDS OF CAMPTON MOUNTAIN for Lights to be installed on Campton Mountain

Ms. Patti said that Mr. Pelchat submitted a request for Commission action that was in the packet. She explained the rationale behind the request and the procedure of spending the money from the Friends of Campton Mountain fund. *Ms. Patti then made a motion to expend from the Friends of Campton Mountain account $10,612.50 paid to the order of ULTRA-TECH Lighting to pay for half of the lighting materials to be installed on the Mountain. The WEA Board approved this expenditure from the Friends of Campton Mountain account on April 23, 2022. The balance of the Friends of Campton Mountain account is $14,110.07, prior to any action by this Board of Commissioners. Mr. Panuczak duly seconded.* Mr. Spinney asked how much would be left in that account. Ms. Patti said that it would be less then $4,000. Discussion ensued about the goal to spend this account down and close it out. Ms. Patti said that the goal is to deal with similar accounts that collect money from fundraising without involving the Commission and have the WEA Board as a signatory instead, thus avoiding this cumbersome procedure. Ms. Patti also explained what the plan is to pay for the lights at the mountain, which would involve the CIF and Friends of Campton Mountain funds. Mr. Panuczak noted that the community had directed the Commission through the Town Meeting to move the money from the Friends of Campton Mountain account into the Trust, which is not what is happening. He said that given the fact that there is about $4,000 left in the account and the WEA Board is planning to put more money into it from fundraising, would then the Commission be the one to blame for not following the community's wishes. Ms. Patti explained that the approval of this expenditure was done by WEA in April and the Commission was not able to move forward with its part of the approval due to the lack of the actual invoice, therefore, it got postponed until now. She added that when Mr. Scruton was IGM she kept pressing for the funds to be moved to the Trustees, however, due to turnover and other factors, it did not happen. WEA Board unambiguously stated that their intent is to spend the fund down and that only one upcoming fundraiser is planned to be put back into the fund. Ms. Patti was assured by WEA that going forward this account will be spent down. After a brief back and forth on the need to give WEA Board a deadline to spend the money down it was discovered that there is no plan to put any fundraising proceeds into that account anymore, therefore there was only $4,000 left to spend should the motion get approved about spending on the lights at the mountain. Ms. Patti said that she could communicate to the WEA Board and ask when the Commission can write the check to cover the balance of the cost of the lights on the mountain.

Ms. Patti called the vote on the motion on the table. Motion carried with a unanimous roll call vote in favor.

b. Shawn Pelchat re: installing lighting on the Mountain

Mr. Pelchat explained what needs to be done to conform with the State codes and what an improvement it will be compared to the current state of affairs. Ms. Patti said that she received an email from Mr. Frank Marshall that she read into the record: "The Board of Directors has received a

quote $102,000 for the lights and installation for Campton Mountain. WEA will pay for it directly. We need to exhaust the Friends of Campton Mountain fund fully before utilizing CIF due to State and Town regulations. Please move forward with the purchase of the lights and the scheduling of the installation . Thanks to everyone for your help with the approval." *Ms. Patti made to allow DTL Electric to re-wire the lighting at Campton Mountain. Funds are to be provided by Friends of Campton Mountain and CIF. The Commission will proceed with a duly noticed public hearing pursuant District procedures pertaining to acceptance of the resulting improvement to Campton Mountain at a later date."*
There was brief back and forth about the fact that there will be no District labor involved in installation of the lights, aside from supervision by Mr. Pelchat and that Commissioners were very appreciative of the WEA Board spending CIF funds on making improvements in the community. *Mr. Panuczak duly seconded the motion and it passed by a roll call vote with everyone voting in the affirmative.*
Mr. Beard confirmed that the contractor is fully licensed and insured and has done work for the District before.
Mr. Pelchat left the meeting at 10:40 AM.

c. Steve Baert re: water meters and parts availability
Mr. Baert provided an update on the ordered ultrasonic meters with brass casings and parts which were still delayed. He also explained the difference between the different meters and the installation process for various types of plumbing. He said that the meters with plastic casing are in stock and should the Commission decide to switch to a different type of meter, it could be shipped right away. Discussion ensued about the susceptibility of meters with brass casing to freezing versus those with plastic casing which may be more durable. After discussing their options, confirming with Ms. Smith on the number of people interested in installing a meter, and discussing the allowed expenditures for the meters and the budget, *Mr. Spinney made a motion to authorize the purchase of 50 additional ultrasonic residential water meters - 15 with brass casing/pipe and 35 with plastic casing/pipe. Ms. Patti duly seconded and motion passed with a unanimous roll call vote.*
Ms. Smith would send a general email out to the community informing them about the plans to purchase more meters and advising them to contact the office if they are interested.
Mr. Baert left the meeting at 11 AM.

d. Audio Visual equipment/upgrades Community Center & Lodge – WEA project
Mr. Beard said that a consultant is coming to advise the WEA Board on upgrading audio and video equipment in both the Community Center and the Lodge. Ms. Patti explained that the intent of the WEA Board to pay for the upgrades with the CIF funds and that the equipment may possibly allow for "plug&play", paging from the reception area, and will also be installed in the gazebo. Mr. Beard said that he will go along with the consultant to possibly provide some advice and then report back to the Commission.

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e. Revised WEVD & WEA Permission & Consent Agreement for teens to use Fitness Center without Parental supervision

Ms. Patti explained that the intent of the WEA Board was to allow 14 to 17 year-olds to use the fitness center without parental supervision after signing all the proper consent/waiver forms. Ms. Patti explained the procedure of approving the consent forms by both governing bodies before they could be used and said that she had rewritten the form making changes to it with the intent of capturing WEA Board wishes. The major change was to Item 12 regarding misuse of the facility and repercussions. *Ms. Patti made a motion to allow teens to use the fitness center without adult supervision and approve the consent form as written. Mr. Panuczak duly seconded and motion passed by a roll call with everyone voting in favor.*

Ms. Patti made a request to the staff that they ask the WEA Board to approve the consent form as well before it goes to the front desk but emphasized that it should get to the front desk as soon as possible.

f. Proposed Agreement with WEA regarding determining the cost of repair/replacement

Ms. Patti said that as a follow up to the previous discussion she wanted to make sure that damage to any District property is handled in accordance with a policy, therefore, she drafted a motion as follows: *I, Maureen Patti, move to establish a procedure concerning recovering costs from damage to District property by an owner or a guest as follows: In the event an owner or a guest willfully and intentionally causes damage to WEVD property, the District will be responsible to determine the cost to repair or, if repair is not possible, replace the items/fixtures/equipment/etc. WEVD Management will advise the Waterville Estates Association Board of Directors the cost for repair/replacement including labor and whether the District is seeking to recover the costs from such damage. Mr. Panuczak seconded the motion.* Discussion ensured. Mr. Spinney offered suggestions about including reference(s) to District assets as well as actual damages and Ms. Patti accepted the suggestions as friendly amendments. *Ms. Patti re-stated the motion – I, Maureen Patti, move to establish a procedure concerning recovering the actual costs from damage to District property or assets by an owner, owner's family member or a guest as follows: In the event an owner, owner's family member, or a guest willfully and intentionally causes damage to WEVD property or assets, the District will be responsible to determine the actual cost to repair or, if repair is not possible, replace the items/fixtures/equipment/etc. WEVD Management will advise the Waterville Estates Association Board of Directors the cost for repair/replacement including labor and whether the District is seeking to recover the actual costs from such damage. Mr. Panuczak seconded the motion again. The motion passed unanimously by a roll call vote.*

Ms. Patti will send the new procedure to the WEA Board.

g. Rebuilding of retaining wall abutting basketball court and Community Center

Discussed earlier during General Manager's report.

h. Grading of dumpster road

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Mr. Beard explained that the road will be graded before it is paved in such a way that the runoff will not erode the newly rebuilt retaining wall abutting the basketball court. This will be done at no additional cost to the District.

i. Brush & Tree clearing/pruning for rebuilt Racquet Courts on District Property
Ms. Patti provided the rationale for adding this item to the agenda and said that she modified the motion she had prepared for this discussion to only refer to clearing trees and brush on District land and it is now as follows*: I, Maureen Patti make a motion to clear all trees within the designated buffer to the north (left side) & east (back side), on District land, and to remove large white pine #1 on District land, Plant privacy tree barrier consisting of nursery recommended native trees from 2-6 feet in height, on District land behind lower court battery, within 20-25 feet of lower court, where the trees are thin.* Mr. Spinney said that the Outdoor Courts Committee is having a Zoom meeting with the abutting property owners who were objecting to the tree cutting on Green Circle tonight and Mr. Spinney could relay the Commission's discussion and approved plan to them during that meeting. Discussion ensued about the need to approve this plan as it has been agreed upon by the Committee and the Commission for the District land. Ms. Patti also brought up the need to discuss the brush clearing on Green Circle that was originally recommended by the Committee and has been overlooked in the process due to focusing on the two pine trees alone. She asked Mr. Spinney to discuss this tonight as well. She also noted that the planning of the vegetative privacy buffer cost will probably be addressed only in 2023 or 2024 due to the budget process. Mr. Spinney agreed but said that the intent was to get this all done by the spring of next year.
Mr. Panuczak duly seconded the motion. Motion carried with a roll call in favor.

Ms. Patti made a motion to make the photos and Dirt Design construction proposal, modified proposed Agenda and motions the official attachments to the August 2, 2022 minutes. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote.

Upcoming Commission Meetings – August 17, 2022 @ 4 p.m.

Public comment period.
Dave Ketcham via Zoom confirmed that the Outdoor Courts Committee meeting is tonight and the first thing to discuss will be the Green Circle trees.

Non-Public Session
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II (c), and (l). Mr. Panuczak duly seconded and the motion passed at 11:28 AM by a unanimous roll call vote.
Non-public session was entered at 11:30 AM. Commissioners Patti and Panuczak were present in person as well as GM Beard, AGM Kinney, and Financial Assistant Allison Smith. Commissioner Spinney was present via Zoom.
Resumption of Public Session

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At 12:23 PM Mr. Panuczak motioned to exit non-public session, Ms. Patti duly seconded and the motion passed by unanimous roll call vote.
Public session was entered at 12:23 PM. Commissioners Patti and Panuczak were present in person. Commissioner Spinney was present via Zoom.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render a proposed action ineffective. Motion passed by a unanimous roll call vote.

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

Meeting adjourned at 12: 24 PM.

Prepared by Alvina Snegach