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Waterville Estates Village District

August 17, 2022 Commissioners Meeting APPROVED Minutes

Approved as amended on September 7, 2022.

Attendees: Commissioners Gerry Panuczak and David Spinney. General Manager Ron Beard, Financial Assistant Allison Smith, Assistant General Manager Judy Kinney.

Attendees via Zoom: two unidentified persons.

Call to order: Commissioner Panuczak called the meeting to order at 4:00 PM.

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

Approval of the Agenda: *Mr. Panuczak made a motion to adopt the agenda as presented. Mr. Spinney duly seconded and motion carried with a unanimous roll call vote in favor.*

Approval of Minutes
There were no minutes in the packet and approval was deferred to the next meeting.

Treasurer's Report
There was no Treasurer's Report in the packet but Ms. Kinney provided an update on what was happening. She said that staff is working on reconciling all the bank accounts making sure that all the entries are correct and accounted for. She concluded by saying that progress is being made. She also answered a questions from Mr. Panuczak and Mr. Spinney on WEA billing status, auditors' progress, filing necessary forms for the auditors and the NH Department of Revenue (DRA), and review timeframe by the DRA.

After a brief back and forth about the DRA review timeframe which would determine when the Commission can determine whether funds from the unreserved fund balance could be used to offset the taxes, it was agreed that by September 21st Commissioners' meeting it would be known whether those funds could be used.
Ms. Kinney then provided a short update on the bookkeeper position search and the interview she had earlier.

General Manager's Report
Mr. Beard spoke about the following:

1. Basketball court project began on August 4th.
2. The retaining wall at the basketball court is done and stakes are in for paving. Mr. Baert is working on getting the paving done soon.
3. Mr. Baert received the 2022 Sanitary Survey and the only significant deficiency is the inspection of Pegwood Road and the Snow Bowl tanks. Mr. Beard gave Mr. Baert information on a company used by the Town of Lincoln and Mr. Baert contacted them. They should be on site on August 18th to do the inspections and to get the real time video of the interior condition of the tanks. A report should be issued to the District based on the results of those inspections. Mr.

Baert relayed this information to NHDES and they were very pleased and surprised that the District was able to get this done so quickly.

4. Mr. Pelchat and his crew have cleared the brush and trees around the Pegwood Road tank.
5. Mr. Pelchat and his crew did a great job handling the pump failure in the adult hot tub and it was back in operation by the next day.
6. Mr. Beard, Ms. Kinney, and Tanya Moses (Front Desk Supervisor)are meeting with Evergreen on Friday to review everything they need. Mr. Beard also asked them to set up some time to view the front desk operation in order for them to understand how it works. This meeting should help smooth the transition for all the parties involved.

Mr. Beard also spoke about the Leak Survey report dated June 2022 which was done under the auspices of the leak study grant that the District had received from NHDES. He said that upon reviewing the report he noticed that there is a minor leak identified (under 3 gallons a minute), which Mr. Beard does not consider to be minor, and the location was on Hodgman Hill. Mr. Beard said that this leak equates to over a million and a half gallons of water a year or average usage of 14 homes per day. Billing for which water would have amounted to almost $13,000 based on average billing for a two bedroom single family house.

Mr. Beard added that finding these leaks is essential for saving taxpayer money and asked that the residents be vigilant and let the District know if they suspect there is a leak on their property. He added that the less leaks, the tighter the system, therefore, less money spent on producing that water.

Mr. Panuczak also asked for an update on purchasing the water meters. Ms. Kinney said that some meters have come in already. Ms. Smith also provided an update on when the meters should become available to the residents and on the installation of meters at the community center and at the lodge.

Committee/Planning Board Reports:

Mr. Panuczak said that there were no written reports submitted for the packet. There were only verbal reports.

a. Planning Board

Mr. Panuczak said that the community survey has been completed. Planning Board members will now be working on going through the results to prepare vision statements for the different sections of the Master Plan. He added that the Planning Board is hoping that the first public session will take place sometime in September to discuss the survey results and what might be the direction to move forward based on those results.

b. Roads and Water Committee

Mr. Panuczak said that the committee had not met in awhile and is hoping to meet sometime in the early September.

c. Outdoor Courts Committee

Mr. Spinney said that the Committee is meeting on August 30th. The vote for the District to remove two pine trees on Green Circle common land was 4 to 4, therefore they will not be removed. The insurer confirmed that should any of these trees come down onto the District property and damage courts or fencing, the District would be covered but the insurance company would subrogate those

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claims. Mr. Panuczak explained that the insurance company would go after either the Green Circle association insurance or the individual homeowners' insurance should there be any damage done by these trees to the new courts or fencing. Mr. Spinney added that the District will also have to figure out how to keep the new courts clean from falling pine needles, sap, and cones.

CONSENT CALENDAR

a. Manifests
Mr. Panuczak made a motion to approve the manifests included in the packet. Mr. Spinney duly seconded. Motion carried with a unanimous roll call vote in favor.

General Calendar Items

a. NH Department of Environmental Services RANKING of WEVD Water System Grant/Low Interest Loan Proposal
Mr. Panuczak said that he had heard that the District's three projects were among the top 100 of all the submitted projects and the well project, which is probably the most important one, was #33. Mr. Beard said that he thinks there is a document about it. Mr. Panuczak said that the Water and Roads Committee will need to do its part and take certain actions to continue the project with the agency but that this is good news and it looks like the District is moving in the right direction. Mr. Beard added that bringing the water system into compliance, which is what Mr. Baert has been doing, is also a great benefit on the path of getting the low interest loans or grants for the water system.

b. Installation of Lighting for Campton Mountain Ski Trails
Mr. Panuczak said that last year the lighting system on the whole mountain was determined to not be in compliance with the code. In December Mr. Oldmixon did a great job digging trenches to install the LED lights on the rope tow area and the remaining lighting was abandoned in place and disconnected. Mr. Panuczak said that he understood that WEA has agreed to pay $90,000 to complete the project, which would mean trenching the rest of the ski mountain and installing LED lights on the rest of the mountain before the upcoming season begins. Ms. Panuczak said that this will be discussed in a public hearing which will be announced in one of the next items on this agenda. Mr. Beard said that the light fixtures have already been ordered and deposits have been made for wiring. He also added that brush is now being cleared in areas where the trenches will be dug. He also answered Mr. Panuczak's questions about who will be digging trenches and said that Mr. Baert will only be supervising but digging should be done by the electrician.

c. Water System Informational Newsletter, update
Mr. Beard said that he will check on the status of the newsletter. Mr. Panuczak explained that the Commissioners would like to have the regular information newsletter to be issued to keep everyone in the know about the water system and all the developments. There will be information on the system itself, its deficiencies, projects completed and upcoming, grant/loan application status updates, etc.

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d. Sound system for Community Center, gazebo, and ski lodge
Mr. Panuczak said that WEA has agreed to update the sound system at the Community Center, the gazebo and the ski lodge. Not only will this be an upgrade of the sound system, but it will have a public address capability. Mr. Panuczak said that WEA is working with an audio company and the potential cost of the project is not known yet. Mr. Beard said that there was a meeting scheduled to discuss this, which has been cancelled and a new meeting is going to be scheduled soon.

Upcoming Commissioner Meeting and Public Hearings (3) – Saturday, August 27, 2022 at 8 AM
Mr. Panuczak said that the plan is to have the following transpire on that day:

a. Non-public session will be held at 8 AM;

Public Session will commence at 9 AM

b. Public hearing for the acceptance and expenditure of $3,947.57 from CIF for new hot tubs at Community Center

c. Public hearing for the acceptance and expenditure of $90,000 from CIF for lights on Campton Mountain (night skiing)

d. Public hearing for the acceptance and expenditure of $----- from CIF for sound systems at Community Center, gazebo, and ski lodge.

Public comment period.
Mr. Panuczak said that there was nobody present in person, there were two persons on Zoom and Ms. Kinney confirmed that there were no emails or phone calls. There was nobody to address the Commission and Mr. Panuczak closed the public comment.

Signing of previously approved minutes, policies, and/or procedures
Mr. Panuczak and Mr. Spinney signed the documents provided by Ms. Smith.

Non-Public Session
There was none.

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

Meeting adjourned at 4:41 PM.

Prepared by Alvina Snegach