562 Winterbrook Road Campton, NH 03223
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**Approved as amended on November 16, 2022.**

**Waterville Estates Village District**

**November 2, 2022 Commissioners Meeting APPROVED Minutes**

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

**Attendees via Zoom:** unidentified caller.

**Call to order:** Commissioner Panuczak called the meeting to order at 6:00 PM.

**Pledge of Allegiance:** The meeting began with the Pledge of Allegiance.

**Roll Call of Commissioners:** Ms. Patti, Mr. Panuczak, and Mr. Spinney were present in person.

**Approval of the Agenda:**
Ms. Patti made a motion to add item 10.g Volunteers for Committees. *Mr. Panuczak duly seconded and motion carried by a unanimous roll call vote in favor.*
*Mr. Panuczak moved to adopt the amended agenda. Mr. Spinney duly seconded and after a unanimous roll call vote in favor, motion passed.*

**Approval of Minutes**

**a. September 15, 2022**
*Ms. Patti made a motion to amend the document with the amendments to September 15, 2022 minutes to state that this is a motion by Mr. Panuczak. Mr. Panuczak duly seconded and motion carried with a unanimous roll call vote in favor.*
*Mr. Panuczak made a motion to amend the 09/15/2022 meeting minutes according to the list of eight changes he prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0:1 roll call vote with Ms. Patti abstaining due to not attending that meeting.*

**b. October 18, 2022**
*Mr. Panuczak made a motion to amend the 10/18/2022 meeting minutes according to the list of 42 changes prepared by Ms. Patti and that were in the meeting handout. Ms. Patti duly seconded, and motion and it passed by a unanimous roll call vote.*

**c. October 26, 2022**

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*Mr. Panuczak made a motion to adopt the list of amendments to the 10/26/2022 meeting minutes prepared by Ms. Patti which are contained in the meeting handout according. Ms. Patti made a friendly amendment to the motion to state "to adopt 15 amendments" Ms. Patti duly seconded, and motion and it passed by a unanimous roll call vote.*

**Treasurer's Report.**

Mr. Panuczak asked Ms. Kinney about closing out the Friends of Campton Mountain (FOMC) fund. Ms. Kinney explained that it would need to be voted on at the Annual Meeting. Once the voting is done and the Annual Meeting minutes are ready, Ms. Kinney will forward them to Christina so that she could get all the documents for signatures ready for the Town. Ms. Kinney also added that this is when the District can ask for the $100 dollars used to open the account to be returned.

Mr. Panuczak said that the discrepancy for the Rec Fund balance between QuickBooks and the bank is a lot smaller than before which is encouraging. Ms. Kinney explained that there was one check that she had to reissue to a vendor who never received his payment and that is part of that discrepancy.

Ms. Patti asked for an explanation of the blue highlighted cells under the Tax Summary which indicate "no rate". Ms. Kinney explained that the rate has not been set yet.

Ms. Patti also said that she had received an email from Mr. Diefenbach with the Water Department collection numbers that were a little different than what is represented in this report. Ms. Kinney said that she remembers seeing an updated set of numbers from Mr. Diefenbach that he had sent to the Budget Advisory Committee. Ms. Patti said that she just wanted to make sure that Mr. Spinney was also aware of this.

*Mr. Panuczak made a motion to adopt Treasurer's Report as presented in the packet. Ms. Patti duly seconded and motion carried unanimously with an affirmative roll call vote.*

**General Manager's Report**

Mr. Beard spoke about the following:

1. He thanked everyone who participated in the Halloween festivities at Campton Mountain and said that it was a huge success. Commissioners also joined in thanking the volunteers and staff for doing a great job.
2. The Myrtle water line project had been completed and Mr. Baert charged the line on October 31. Paving of Winterbrook Road was supposed to be paved on Wednesday but was not as the paving crew did not show up today. He added that now, that the backhoe is fixed, Mr. Baert was able to do some prep work for the culvert that will go under Winterbrook/Bell Valley. Mr. Beard also added that part of part of Summit and Taylor Roads were paved as scheduled. Ms. Patti asked if the backhoe repairs needed to be paid for and Mr. Beard responded that it was still under warranty, thus no.
3. Mr. Beard and Ms. Kinney found more issues of expenses not being charged to the proper departments and are correcting this issue by sitting down with department heads. He said that he will update the Commissioners on the progress when the review and adjustments have been made.

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Ms. Patti asked if Mr. Canfield and the Budget Advisory Committee were made aware of this to which Mr. Beard responded in the affirmative.

4. Mr. Beard said that he will be collecting all the pictures from summer projects and posting them on the District website for everyone to see.

*Mr. Panuczak made a motion to approve and accept the GM Report as presented. Ms. Patti duly seconded and motion carried by a unanimous roll call vote in favor.*

**Committee/Planning Board Reports:**
Mr. Panuczak noted that there were no written reports submitted.

**a. Planning Board**
Mr. Panuczak said that the Planning Board is now meeting twice a month working on incorporating the feedback from the community round tables held last month into the vision statement. Once this is complete, the Planning Board will begin drafting the Master Plan.

**b. Water & Roads**
Mr. Panuczak said that the next meeting of the Water & Roads Committee is on November 10th and there will be a representative from the State who will virtually join the committee to discuss the planning and siting of the new well.

**c. Outdoor Courts**
Mr. Spinney said that the committee met last week and discussed the status of the paving project. The initial paving has been done and the crew will come back in the spring to do the second coat. There was also discussion about the basketball hoop installation on the half court and whether having volunteers do it was in the best interest of the District. Mr. Spinney opined that it would be better if either the District staff installed it or if Vermont Rec was hired for liability purposes. Mr. Spinney said that there has been some discussion which needs to be put out to the community about the changes to the top court in order to change it from a tennis court to pickleball one. He was not sure of what process that change will require in terms of needing another warrant article. Mr. Spinney said that the project is somewhat within the budget and that WEA helped cover some of the project additional expenses and the only outlier that is part of the committee's discussion is the cost of paving.
Ms. Patti said that she is sure that it will need to be another warrant article to change the court to the pickleball one and she was not sure if the topcoat will be done before or after the annual meeting. Mr. Beard answered that it will be done after. Ms. Patti said that then this is something to consider. Discussion ensued about the way to proceed given that the project finish target date is July 4th, 2023.
Ms. Patti also asked whether the recommendation to install the basketball hoop was coming from the committee at this point. Mr. Spinney said that it is just a discussion at this point and the recommendation will be forthcoming. He reiterated that installation of it needs to be discussed and done by the professionals for liability reasons.

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Ms. Patti asked Mr. Beard about the hoop being in the way of getting to the storage when installed and Mr. Beard explained that it will not be.
Ms. Patti spoke about her efforts to bring the Records Committee meetings back on track in order to discuss with Mr. Beard how the committee could be of help and also starting the project of scanning the oversized plans that need to be retained.
Ms. Patti also spoke about working on getting the ADA Committee to meet with Mr. Beard to discuss the status of the projects on the priority list that was compiled by the committee earlier. Mr. Beard then provided an update on the downstairs portable chair lift that was fixed by the staff recently and is now operational. He said that it remains to be seen whether this lift has enough reach to work with the new hot tub.
Ms. Patti brought up the fact that the Commissioners voted to order two lifts (one for the indoor hot tub and one for the indoor pool), but everything was put on hold due to the need to fix the lift that according to Mr. Beard is now operational. She requested another update from Mr. Beard so that the Commission could finish what it had started.
Mr. Panuczak asked about the outdoor hot tub and pool and whether lifts were needed there. Ms. Patti said that according to her recollection the ADA Committee provided recommendations to Mr. Scruton on all the pools and hot tubs, however, the Commission only acted on approving a second lift for the indoor ones. Discussion ensued about the outdoor hot tub and seating area already being ADA compliant and a possible need to order another lift for the outdoor pool only. Mr. Panuczak asked if two may be necessary for the two levels of the outdoor area. Discussion ensued about the need to wait for staff to figure out whether one portable lift can service both the hot tub and the pool. Mr. Beard added that he is not sure that decking on the upper level will hold the portable lift.

**CONSENT CALENDAR**

**a. Manifests**

*Mr. Panuczak made a motion to approve the manifests as printed in the packet.*
Ms. Patti noted that she had requested a correction to be done in the Rec Fund numbers prior to the approval vote being taken and she does not see that the correction has been made on what is presented in the packet. There was a brief back and forth on which date the correction was requested for and it was discovered that the October 19th date for Rec Fund was not in the current manifest that is up for approval. Ms. Patti withdrew her remarks. *Ms. Patti duly seconded and the manifests were approved by unanimous roll call vote.*

**b. Committee/Planning Board Reports**

There were no written reports to approve.

**GENERAL CALENDAR ITEMS**

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**a. RCA Propane Insert for Ski Lodge Fireplace**

Mr. Panuczak said that the proposal is in the packet and it is for $6,386. Mr. Panuczak asked if there were money in the budget to pay that. Ms. Patti read an email from Mr. Pelchat to her from October 26th where he stated that he has leftover money in the tower painting line that could cover the costs of the gas insert. There is a balance of $8,864.09 available in that line. Mr. Spinney asked Ms. Kinney if Mr. Pelchat's budget was looking good and she responded in the affirmative. Mr. Panuczak added that it should be noted that Mr. Pelchat's budget may need to be used when the State inspects the lifts at the end of the year and some repairs are needed to pass the inspection. Mr. Beard also provide an update on the issues that were discovered with the electrical connections to the lift drive motor and that the installer would need to come out and fix them soon. He said that staff and he were able to get it to work but it would need to be checked. Mr. Panuczak also asked about the pole replacement on the rope tow and Ms. Kinney said that it would need to be reimbursed from the insurance as she will submit a claim since the damage was done by a fallen tree. She also added that there is still $22,781 left in the Capital Preservation Lift Maintenance line and it does not go against Mr. Pelchat's budget.

Mr. Spinney asked if there was an installation date set for the gas insert. Mr. Beard said it may have to wait until the end of the year or a bit after depending on availability. Ms. Patti added that as long as the contract is signed in 2022, it will come out of the 2022 budget.

*Mr. Panuczak made a motion to approve to expend $6,386 for the installation of the propane insert for the Ski Lodge fireplace as proposed by Mr. Pelchat from the tower paining line. Ms. Patti duly seconded and motion passed by a roll call vote with everyone voting affirmatively.*

**b. Scheduling Review of Sealing of Non-Public Minutes (011123, 061423)**

Mr. Panuczak said that the review will take place on January 11 and June 14 of 2023. Ms. Patti added that it will be done in a non-public setting.

**c. RCA New Municipal Accounting Software**

Mr. Panuczak said that according to the proposal provided by Municipal Resources Inc. for the installation of software for the District's accounting system the costs associated with the project would be as follows: onetime fee of $40,750 for software license, installation, conversion, setup, onsite training and follow up; and recurring annual fees for maintenance/support/upgrade in the amount of $4,450 and hosting in the amount of $1,500. Ms. Kinney said that she had been working with Rita Donaldson who is the company representative who is handling the transition on providing her with information back to 2019 as this would be the year that the new system will go back to. Ms. Kinney said that the new software allows one entry into the ledger, which then populates the other fields that it affects, as opposed to the current multiple entry system, which eliminates human error as much as possible; it also makes the District more compatible with other municipalities and makes preparation of reports/paperwork for Department of Revenue much easier, as well as simplifies the job of the auditors. Upon Ms. Kinney mentioning that Ms. Smith may be able to

use the system as well, Ms. Smith said that she will have to do the billing outside of the new system, unfortunately, but said that she supports the new software in all other respects.
Ms. Patti clarified that Rita Donaldson is the financial expert from MRI who was hired by the District to review its financial system and research the issues that were costing the District a lot of staff time. She also spoke about the QuickBooks failure which resulted in the loss of big blocks of data. Ms. Patti said that it also costs a lot of time and money to go through an audit when searching for data takes so much time.
Next Ms. Patti noted that she had asked Ms. Kinney about a possibility to use generic municipal accounting software, to which Ms. Kinney responded that the District lack the personnel capacity to tailor a generic system to what is required by the DRA for reporting. Ms. Patti concluded that in her humble opinion the upfront relatively steep cost of acquiring the new system will be recovered through saving in employee time as well as auditor time in approximately 18 months to two years. Ms. Patti asked whether the new software would require an additional module to deal with the Rec Fund and Ms. Kinney responded that it would be easy to do with what they offered to install without need for any additional modules.
Mr. Spinney asked what the District is paying for the system it is currently using, and Ms. Kinney said that there are three different departments that pay separately per month which roughly adds up to $15,000 a year, plus there are other fees and additionally the District has to pay for payroll separately; whereas the new vendor did not indicate any separate fees for payroll.
Mr. Spinney added up the fees to be roughly $20,000 a year for the current system and said that with the new setup the District will be saving about $15,000 a year. He spoke about how frustrating it is to have to deal with all the issues that the current system has and the number of errors it produces, while noting that he was under the impression that it was actually saving the District money until he heard the numbers just now.
Discussion ensued about the difficulties of running the current system and the costs associated with maintenance.
Next members discussed if the current budget would be able to cover the upfront costs this year and that the good time to make the transition would be so that the new fiscal year begins with the new system. Mr. Beard said that he will need to see if pulling funds from different departments will produce sufficient amount to cover the initial costs. Discussion ensued about a possibility of arranging a payment plan, thus eliminating the need to raise the whole amount this year.
Another discussion was about the optional modules that were on the quote and whether the District may need them. Ms. Smith explained that their billing module does not fit the needs of the Water Department and that is why she is looking to other municipalities now to see what they are using to find a better match.
Ms. Patti asked Mr. Beard and Ms. Kinney whether they had a definitive answer on the need for the optional modules and they said they are still in the process of finding that out. Then Ms. Patti continued to say that then the option on the table is the $40,750 for recommended modules, knowing that MRI was agreeable to negotiate a payment plan schedule, and then in 2023 the annual fees totaling to $5,950.
*Ms. Patti made a motion that the District contract with the Municipal Technology Systems, which is a subdivision of the Municipal Resources Inc. for the recommended modules that total $40,750 and discuss*

*the timeline for making the expenditures at the next Commission meeting and vote on it. Mr. Panuczak duly seconded.* Mr. Spinney noted that he is good with committing to the amount proposed but has issues with paying it all out this year, therefore, he is all for developing a plan in place, which will help to minimize the impact this year allow to budget for the rest of the payments next year.
*Ms. Patti restated her motion as follows: to approve contracting the Municipal Technology Systems to secure a payment plan to pay a total of $40,750 for tailored municipal finance software. Mr. Spinney duly seconded. Mr. Panuczak made a friendly amendment and added to approve the payment of $5,950 on an annual basis for maintaining that software. Ms. Patti agreed and seconded the friendly amendment to her motion. Motion carried with a roll call vote and all Commissioners voting in favor.*

**d. Scheduling 2023 Annual Meeting**

Ms. Patti provided a short legal background on how the District has to schedule and conduct its Annual Meeting and said that in light of the previous discussion about the new financial software, she thought that if it gets installed, the staff would be able to use it to prepare the budget, which would be very helpful and more efficient. After a brief back and forth on various date options presented in the packet and finding some discrepancies in that document, Ms. Patti made said that the motion should be to schedule the Annual Meeting to April 15th of 2023 and to change the date in the header of the presented tentative date schedule to April 15, 2023, which means that the budget hearing will have to take place on March 13, 2023. *Ms. Patti then made a motion to schedule the District Annual Meeting for April 15, 2023 which is also known as Tax Day. Mr. Panuczak duly seconded. Motion carried with a roll call vote and all Commissioners voting in favor.*

**e. Imposing Additional $1,000 in Racquet Court Tree Removal Costs upon Homeowner**

Mr. Panuczak provided a brief background to the issue of when the District was clearing trees on District Property around the courts, a disruptive homeowner caused a $1,000 worth of financial damage to the District by causing delays. District has consulted with the legal counsel and was advised that it has a right to charge those costs to the said homeowner. *Mr. Panuczak made a motion to charge the $1,000 worth of damage costs to the disruptive homeowner.* There was a brief discussion on whether the recovered amount will be put into the operating fund or the reserve fund, and Ms. Patti explained that she sees it akin to the District selling used equipment, the proceeds from which get put into the reserve fund. She also noted that the legal counsel suggested the appropriate language and added that this will be done during the non-public session as it has to include the homeowner's name. *Mr. Spinney duly seconded the motion and it carried with a roll call vote and all Commissioners voting in favor.*

**f. RCA Tree Removal in front of Community Center**

Mr. Panuczak said that there is a request from Mr. Pelchat to remove five trees (three pines and an oak and a maple) from in front of the community center for the reason of reducing the acidity of the soil that is killing grass, stopping moss from growing on the roof of the community center, and the fact that the pines

show evidence of is rotting. Mr. Panuczak added that according to Mr. Pelchat there is also a danger of the trees falling on the community center and causing damage as they are within striking distance. He added that Mr. Pelchat is suggesting a sum of $5,000 to pay for the project. Ms. Patti said that Mr. Beard also advised her that the roots from one of the trees are also impacting the foundation. Mr. Spinney added that the top of one tree has already sheered off and it will start rotting. Ms. Kinney confirmed that and said that it was another pine tree that fell towards the road during a storm and took the top off the other tree also causing power outages that day. Ms. Patti spoke about being insured against tree falls, but despite that it is a fact that the District is on notice when its own employees are speaking about trees rotting and damage being done to the roof and foundation. *Ms. Patti made a motion to approve the $5,000 fund for the tree removal*. She asked Ms. Kinney to clarify which line to use. Ms. Kinney said that there is money left in the Building and Infrastructure line. *Ms. Patti made a friendly amendment that the Commission expends the $5,000 for the removal of these five trees from the Building and Infrastructure line item of the Operating Budget of the Village District. Mr. Panuczak duly seconded the amended motion. Upon a unanimous roll call vote in favor, motion passed.*

**g. Volunteers for Committees.**

*Ms. Patti made a motion to remove from the ADA Committee Ms. Trina Luczow as she had sold her property and no longer resides in the District and to add Mr. Anthony Patti to the Water & Roads Committee. Mr. Panuczak seconded both motions. Motion carried with a roll call vote and all Commissioners voting in favor.*

**Upcoming Meetings/Public Hearings:**

**a. November 16, 2022 @ 4 PM – Three Public Hearings**

**i. Accepting & Expending $17,600 in CIF to UPGRADE RACQUET COURT BASE**

**ii. Accepting & Expending $6,885 in CIF to Upgrade Audio/Visual at Ski Lodge**

**iii. Correcting the Amount of CIF received from WEA for new hot tubs (from $42,505 to $26,000)**

**b. Review of Sealing of Non-Public Minutes to occur on JANUARY 11, 2023 and JUNE 14, 2023**

Ms. Patti noted that review of sealing of non-public minutes will take place in a non-public setting on the dates noted above.

**Singing of previously approved documents.**

Ms. Smith had all the documents for Commissioners to sign later.

**Public comment period**

There were no public members willing to address the Commission, no phone calls, emails, or anyone on Zoom and the public comment period was closed.

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**Non-Public Session**
*Mr. Panuczak motioned to enter non-public session for the purposes described in RSA 91A:3, II (a, (c), and (l). Mr. Spinney duly seconded and the motion passed at 7:21 PM by a unanimous roll call vote in favor.*
Non-public session was entered at 7:27 PM. Commissioners Patti, Panuczak, and Spinney were present in person as well as the GM Ron Beard and Assistant GM Judy Kinney.

**Resumption of Public Session**
*Mr. Panuczak motioned to exit non-public session at 8:25 PM, Mr. Spinney duly seconded and the motion passed by unanimous roll call vote.*
Public session was entered at 8:25 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 Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render proposed action ineffective. The motion passed by a unanimous roll call vote.*

**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 8:26 PM.

Prepared by Alvina Snegach