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Waterville Estates Village District

January 25, 2023 Commissioners Meeting APPROVED Minutes

Approved as amended on February 8, 2023.

Attendees: Commissioners Maureen Patti and Gerry Panuczak. General Manager Ron Beard, Assistant General Manager Judy Kinney, Water Department Administrator Allison Smith, and Harry Bertino.

Attendees via Zoom: Tanya Moses, Jared Waitkus, Jeanne Derham, Denise Bujalski, Alissa Imbracsio, Jeff Joubert, Tom H, and other unidentified call-in users.

Call to order: Commission Chair Patti called the meeting to order at 4:00 PM.

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

Roll Call of Commissioners: Ms. Patti and Mr. Panuczak were present in person. Ms. Patti noted that Mr. Spinney is running a bit late (arrived at 4:16 PM).

Approval of the Agenda:
There were no suggested modifications. Ms. Kinney requested that the Treasurer's Report and the 2022 Profit/Loss statement be included as official attachments for this meeting minutes and packet. There was consensus on both: adoption of the agenda as is and including the attachments requested by Ms. Kinney.

Public Hearing #1:
Pursuant to RSA 31:95-b: Rescind acceptance of $6,885 of CIF for Ski Lodge Audio/Visual upgrade. Ms. Patti called the public hearing #1 to order at 4:02 PM. She then reviewed the subject matter for the Public Hearing which was in the packet.
Ms. Patti explained that the CIF money has never been received by the District due to the practice of transferring the money into the District operating fund only after the work had been completed and invoice had been paid. The Commission voted to accept the CIF money but subsequently learned that the upgrades were paid through a donation from the Scott Ivers memorial fund. Ms. Patti reiterated that the purpose of this public hearing was to rescind the fact of accepting of the money, which was never actually received. Ms. Patti then opened the floor to the public comment.
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.*

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Patti made a motion to close the public hearing #1 at 4:05 PM. Mr. Panuczak duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.
Mr. Panuczak made a motion to rescind the acceptance of $6,885 of CIF for Ski Lodge Audio/Visual upgrade. Ms. Patti duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

Public Hearing #2:
Pursuant to RSA 31:95-b: Accept the $6,885 increase in value to the Ski Lodge due to the donation of an Audio/Visual System Upgrade from the Scott Ivers Memorial Fund.
Ms. Patti called the public hearing #2 to order at 4:06 PM. She then reviewed the subject matter for the Public Hearing which was in the packet.
Ms. Patti then opened the floor to the public comment.
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 made a motion to close the public hearing #2 at 4:07 PM. Mr. Panuczak duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.*
Ms. Patti made a motion to, pursuant to RSA 31:95-b, accept the $6,885 increase in value to the Ski Lodge due to the donation of an Audio/Visual System Upgrade from the Scott Ivers Memorial Fund. Mr. Panuczak duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

Public Hearing #3:
Modification to Billing Procedure, Section 24, of WEVD WATER ORDINANCE *[Concerning only service charges for electronic payments]*
Ms. Patti called the public hearing #3 to order at 4:08 PM. She then reviewed the subject matter for the Public Hearing which was in the packet.
Ms. Patti provided a brief background of the municipal authority, pursuant to RSA 80:52-c and RSA 21:48, to accept payment of bills by credit card, debit card, or any other electronic type of payment. She then said that the purpose of this public hearing is to decide whether the service charges associated with such payments could be paid by the customer and, if so, what changes need to be made to the Water Ordinance. Ms. Patti added that the Commission had consulted with legal counsel and the draft motion prepared by Ms. Patti corresponds to that advice, which was to provide notice to the customer that there will be a service charge to be paid by the customer associated with the electronic transaction and how much it will be. Ms. Patti then asked Ms. Smith to explain the rationale of her request to deflect the service charge to the customer.
Ms. Smith explained that billing customers through QuickBooks resulted in a very substantial amount of finance charges that the District had to incur; therefore, to defray those costs, she suggested to build

them into the bill, where people will see the amount of the bill and the processing fee, if they are paying electronically. Ms. Smith said that the new billing software has that capability.
There was a brief back and forth on how billing is currently done and which fees are being incurred. Ms. Patti summarized that the idea is to inform the customer of the fact that he will be charged a processing/service fee upon making an electronic transaction so that the District does not have to cover those costs anymore. She reiterated that the law allows such fee deflection onto the customer as long as there is ample notice about it. Ms. Patti also noted that the legal counsel advice was to set a cap either in dollars or a percentage, which the service charge cannot exceed. She said that she suggests setting it at a higher limit in order to avoid having multiple public hearings should those fees change. Ms. Smith made a suggestion that instead of setting a cap, the Commission may simply provide ample notice to the customers.
Mr. Panuczak said that he does not agree with setting a cap as the District will still lose money on transactions that exceed the cap amount. He asked whether there will be an option for the District customers to make Electronic Fund Transfers (EFT) which usually charge a lot less in fees that credit cards.
Mr. Spinney joined the meeting in person at 4:16 PM.
Ms. Smith provided a description of what QuickBooks charges versus what the new billing software would charge. Mr. Panuczak noted that the Water Ordinance should not have to be changed should a better system of payment be implemented. Ms. Patti agreed in that the Water Ordinance will allow all these types of payments and if there is no cap amount set, it will not need to be changed when the billing system changes. Ms. Patti opened the floor to the public comment.
Mr. Bertino, 27 Condo Road, spoke about the NH law where if there is a fee charged for an electronic payment, there has to be a cash payment option made available. He also spoke about the fact that the residents should be notified of what the fees are, even if it requires multiple public hearings.
Ms. Patti responded that the fees will be noticed on the bills and in other public places and there is always an option to pay in cash. Mr. Bertino insisted that if the fees change there will be not enough notice. He also suggested to expressly state the allowance of cash and check payments in the ordinance.
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 made a motion to close the public hearing #3 at 4:24 PM. Mr. Panuczak duly seconded and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney - aye.*
Ms. Patti made a motion to add to Section 24, following first full paragraph: In accordance with RSA 80:52-c and RSA 21:48, the treasurer, other appropriate municipal official, and/or his/her designee is authorized to accept payment of bills, by use of a credit card, debit card, or such other means of electronic transaction as approved by the governing body. Every bill issued to the property owner will provide notice of a service charge should the property owner use a credit card, debit card, or such

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other means of electronic transaction to make payment as approved by the District. Should the property owner elect to pay the bill with a credit card, debit card or electronic payment which results in a service charge to the District, said charge shall be incurred by the property owner. The service charge shall not exceed____.
Mr. Panuczak made a friendly amendment to strike the last sentence about the service charge cap. Ms. Patti accepted the friendly amendment.
There was a short discussion about the need to further amend the motion by adding the information about allowing cash/check payments for which there was no support as it is already implied in the ordinance.
Mr. Spinney duly seconded the amended motion (In accordance with RSA 80:52-c and RSA 21:48, the treasurer, other appropriate municipal official, and/or his/her designee is authorized to accept payment of bills, by use of a credit card, debit card, or such other means of electronic transaction as approved by the governing body. Every bill issued to the property owner will provide notice of a service charge should the property owner use a credit card, debit card, or such other means of electronic transaction to make payment as approved by the District. Should the property owner elect to pay the bill with a credit card, debit card or electronic payment which results in a service charge to the District, said charge shall be incurred by the property owner) and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Public Hearing #4:
Modification to Billing Procedure, Section 8, of WEVD WATER ORDINANCE, Water Service Installation and Curb Stops Responsibility *[adding language to clarify responsibility of District and responsibility of property owner]*
Ms. Patti called the public hearing #4 to order at 4:28 PM. She then reviewed the subject matter for the Public Hearing which was in the packet. She then read the proposed changes as follows:
"Sect. 8 – Water Service Installation and Curb Stops Responsibility.
Curb stops shall be installed at the property line of the District's right-of-way in which the main water transmission line lies and shall be under the municipality's control and ownership and in accordance with the latest Water Supply rules. The property owner shall be financially responsible for the initial and ongoing "Water Service Installation" costs within the District's right-of-way, including the curb stops, for a period of 1-year after final installation. After 1 year has lapsed from the date of final installation, the District shall be financially responsible for all repairs of the water service between the main line corporation valve and the curb stop, including the curb stop, provided the connection was installed in accordance with the State of New Hampshire water supply rules, it was inspected by the District or its agent, and the service installation warranty has exceeded the 1-year period. Consistent with section 9.b of this Ordinance the property owner shall be financially responsible for the cost of

repairing or replacing the service line from the curb stop to the terminus of the service line inside the residence or structure.

> A. "Water Service Installation" as used in the section shall be defined to mean all service lines, transmission lines, curb stops, and service stop valve installations required from the main water line corporation valve to the service line terminus inside the residence or structure. "Water Service Installation" specifically includes the initial costs to install curb stops and service stop valves as defined in sections 3.k and 3.mm of this Ordinance."

There was a brief back and forth on whether this language describes the way things were done historically, which Ms. Patti said is only true for the time since the Water Ordinance was adopted in 2021.

Mr. Beard provided a brief clarification upon Mr. Panuczak's request of whether there are water lines in the District that have no curb stops yet and how it works when a developer wants to develop on such roads. Then Ms. Patti opened the floor to public comment.

Harry Bertino spoke about historical ownership of the water system, which was owned by Waterville/The Waterville States Water Works in 1971. Then it transferred to the Williamsburg water company in 1974, and then to the District in 1980. Therefore, for the homes that existed back then, for some of them there was no curb stop, and the previous water company owns the structure to the domicile and that was what the District took ownership of. Mr. Bertino said that this should probably be clarified before the creation of the ordinance changed it, as this might lead to now property being abandoned and then trying to figure out who owns it after the fact. Maybe identifying what exactly the District acquired from the Winter Brook water company. If the district does not want it anymore, it cannot return it to the water company because that company does not exist anymore, so that would be the second issue.

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 made a motion to close the public hearing #4 at 4:36 PM. Mr. Panuczak duly seconded and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney - aye.*

Ms. Patti made a motion to modify the Water Ordinance Section 8 consistent with the motion language provided in the meeting handout as a motion related to Public Hearing #4. Mr. Panuczak duly seconded the amended motion and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Public Hearing #5:

Modification to Water Rates Schedule of WEVD WATER ORDINANCE, Adding Rates for WEVD Facilities – Community Center, Ski Lodge, Service Yard ***[Adding new property type to the Water Rate Schedule, NOT modifying rates charged to homeowners and owners of lots within 100' of water main/line]***

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Ms. Patti called the public hearing #5 to order at 4:39 PM. She then reviewed the subject matter for the Public Hearing which was in the packet. Ms. Patti asked Ms. Smith to provide a rationale for this modification.
Ms. Smith went over the analysis for the water use by the three properties based on the available meter readings and how she arrived at the proposed bedroom categories for them using the budget numbers.
Ms. Patti summarized Ms. Smith's presentation as follows: Ms. Smith did a rough estimate on the pools and looked at the six month number for metered water usage for the Community Center and there is a formula that works out annual usage with the estimation of bedrooms that takes a number of people plus one and that is how she arrived at the suggestion of 11/12 bedrooms category which would amount to roughly $1,542 or $1,661 with the annual amount being $2,600 or $2,700.
There was a lengthy discussion about the rate schedule and what in fact this modification will accomplish. Ms. Patti noted that eventually the Commission will have to add non-residential category to the billing to accommodate uses that are non-residential in nature but do use water.
Ms. Patti also noted that when the District enacted the Water Ordinance back in 2021, one of the issues was how much does the community center impact the overall usage for the whole community, and that the District needs to be paying its way. That was a policy decision that the three Commissioners made at that time as they thought that it was equitable, fair and just. She then made a suggestion to use a 12 bedroom category to be on the safe side.
Ms. Patti opened the floor to public comment.
Harry Bertino noted that basing the Community Center billing category on a 12 bedroom count will make the rest of the billing inequitable, which, he added, probably is not as it is. He continued to say that what he still has not received an answer on how the number of occupants was used to come up with the number of bedrooms back when the rate was discussed and adopted. He said that the Ordinance mentions a census, which he does not know if it was ever conducted. Therefore, he thinks the whole billing is flawed and the whole ordinance should be revisited. Mr. Bertino also asked what the District's definition of the number of bedrooms is when speaking about the Community Center being billed as a 12 bedroom house. Mr. Bertino's last question was whether the District needs to bill itself at all as he was not sure it was a good decision.
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 made a motion to close the public hearing #5 at 5:02 PM. Mr. Panuczak duly seconded and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney - aye.*
Ms. Patti said that she will strike the "Offices, 548 Winterbrook" from the motion she prepared for the public hearing which is in the meeting handout.
Ms. Smith listed the annual amounts as follows: Community Center - $2740.59, Ski Lodge - $688.03, and the Service Yard - $688.03. Then she listed the first billing amounts as follows: Community Center - $1079.06, Ski Lodge - $344.01, and the Service Yard - $344.01

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Ms. Patti made a motion to add to the Water Rate Schedule the following:

	Annual Rate	***Nov 2022 billing***
Community Center	*$2740.59*	*$1079.06*
Ski Lodge	*$688.03*	*$344.01*
Service Yard	*$688.03*	*$344.01*

Mr. Panuczak duly seconded and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney - aye.

Public Hearing #6:
Modification to WEVD WATER ORDINANCE APPENDICES, changing amount charged for residential meters and Kornerhorns to be responsive to actual costs *[Modifying Ordinance APPENDICES to delete the amount for each meter/Kornerhorns in the Schedule of Fees, adding language re: cost plus $__]*

Ms. Patti called the public hearing #6 to order at 5:08 PM. She then reviewed the subject matter for the Public Hearing which was in the packet. She asked Ms. Smith to provide the rationale for the proposed changes. Ms. Smith explained that the initial income line for the meters was created to be self-sustaining which is no longer the case due to raising prices. Therefore, she is suggesting to amend the ordinance, which currently has a fixed price, in a way that will not require a public hearing every time costs of meters and parts are adjusted.

Discussion ensued on whether a percentage should be added to the listed dollar amounts in the ordinance (for meters and parts) or whether the District should only charge the customer the cost it incurred for purchasing the meter and relevant parts.

Ms. Smith also noted that fittings are not included in the Water Ordinance and currently the District is incurring the costs for those as well.

Ms. Patti summarized the discussion and said that there are two things up for discussion: a) whether fittings should be added into the Water Ordinance, and b) whether the rate schedule should be amended to remove the dollar amounts for meters and Kornerhorns, and fittings (if added to the Ordinance) to instead state "at cost to the District". Ms. Smith suggested another change to say "meters with appropriate fittings" and "Kornerhorns with appropriate fittings" as those are different fittings depending on whether a meter requires a Kornerhorn or not. Commissioners agreed with the proposed changes.

Ms. Patti opened the floor for public comment.

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, *Mr.*

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Panuczak made a motion to close the public hearing #6 at 5:17 PM. Ms. Patti duly seconded and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney - aye.
Ms. Patti made a motion that the Commission modifies, under schedule of fees, the two lines which relate to water meter fee and Kornerhorn as follows: water meter with appropriate fittings: at District cost, and the Kornerhorn with appropriate fittings: at District cost. Mr. Panuczak duly seconded and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney - aye.

Approval of Minutes

a. January 17, 2023
Ms. Patti made a motion to adopt the 01/17/2023 meeting minutes as written as the official minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

b. January 11, 2023
Ms. Patti made a motion to amend the 01/11/2023 meeting minutes according to the list of eight changes she prepared and that were in the meeting handout. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.
Ms. Patti made a motion to make the amended 01/11/2023 meeting minutes the official minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Treasurer's Report.
Ms. Patti noted that the Treasurer's Report did not make it into the packet for this meeting. *Ms. Patti made a motion include the Treasurer's Report from 01/25/2023 as the official attachment to this meeting minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.*
Ms. Patti asked if the revenue for taxes was reflected in this report and Ms. Kinney said that it was just deposited today, therefore, it was not.
Ms. Patti made a motion to accept the Treasurer's Report. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.
Commissioners went into a short recess from 5:24 PM to 5:27 PM.

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

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1. Mr. Baert found another significant leak in the water main that feeds the Thornton side of the estates. It was repaired on Tuesday. Mr. Beard suspended the snowmaking test that was going to be performed on Saturday due to this leak.
2. Friday evening storm resulted in several vehicles sliding off the roads. Mr. Baert now has a cell phone and it proved to be very helpful with numerous incoming calls from tow drivers and the police. Mr. Baert was able to redirect his plow operators to treat the roads out of sequence to speed up the vehicle recovery process. Three of the cars were sports cars that were practicing their drifting abilities with one of them going over the embankment and stopping at the tree line.
3. There has been one person complaining about the lights at the DPW yard. Mr. Baert checked the lights on Monday night and verified that they were not shining at the person's house. He has also spoken with Mr. Baert who will be leaving the shed lights off at night from now on, unless there is plowing going on. Mr. Baert will also put the service yard lights on a motion detector.
4. Mr. Beard said that he took the groomer out to the mountain to check it out and everything worked well. He packed down the snow that was there and if there is another storm coming it may be possible to open up the rope tow.

Ms. Patti made a motion to accept and adopt the GM Report. Mr. Panuczak seconded the motion. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Consent Calendar:

Manifests
Ms. Patti made a motion approve the manifests. Mr. Spinney duly seconded and motion carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

GENERAL CALENDAR ITEMS

a. Reschedule/Cancel April 25, 2023 Commission meeting

Ms. Patti noted that due to scheduling conflicts the April 25th Commission meeting will have to be held on April 18th. Other Commissioners agreed.
Ms. Patti made a motion to amend the Commission meeting schedule and change the April 25th meeting to April 18th. Mr. Panuczak seconded the motion. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

b. New appointments to advisory committees/Planning Board

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There were no new appointments and Ms. Patti asked staff to put out a call/notification to the community for committee and board volunteers.

c. 2022 year-end financials, review

Ms. Patti made a motion to make the Cash Basis WEVD Profit&Loss Budget v. Actual four page document dated 01/25/2023 (2:30 PM) an official attachment to this meeting minutes and handout. Mr. Panuczak seconded the motion. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Ms. Patti asked Ms. Kinney to go over the numbers. Ms. Kinney noted that this document has all the actual amounts received and paid in 2022, excluding the tax income as it has not been incorporated into this report yet. Ms. Patti said that by looking at these numbers she can see that the District has a residual amount of $25,416, which she compared to last year's $8,000. She also noted that the large difference between budgeted and actual income on page one is largely due to the receipt of $198,600 in CIF funds. Mr. Panuczak noted that the Budget Advisory Committee should be aware of this residual amount when discussing the next year budget.

Ms. Patti also noted that last year was quite difficult for administrative staff given the fact that the Interim GM was not working full time, thus a lot of extra responsibilities were shifted onto Ms. Kinney and she thanked Ms. Kinney for being professional, thorough, capable, and confident during this difficult window of transition. She also noted how much support Ms. Kinney provided to Mr. Beard during this transition, which he duly noted as well. Ms. Patti also thanked Mr. Beard to making the Commission aware early on that help is needed with financial administration which resulted in the District moving to the New Hampshire specific municipal software package that was built specifically for the District with the help from Municipal Resources Inc. Mr. Spinney added that this would put the District in a much better position this year, despite the initial investment into the system which was quite steep.

d. Thank you to Linda Ivers, Scott Ivers Memorial Fund

Ms. Patti said that she was misinformed at the last meeting when she said that the bench alongside the newly expanded trail at the beaver pond was donated by Mr. and Mrs. Canfield. They transported the bench to its location. Ms. Patti said that Mr. Ketcham informed her later that the bench was donated by Scott Ivers who gave the money for it to Mr. Ketcham. The Canfields then used those funds to purchase it from Maine. Ms. Patti said that she would like to thank Scott and Linda Ivers for the bench. Ms. Patti also said that she wanted to also thank Linda Ivers for donating almost seven thousand dollars from Scott Ivers memorial fund for the upgrade of the audio/video system at the Community Building. Ms. Patti said that in addition to thanking Scott and Linda Ivers here at the meeting, she wanted to send them a formal letter from the Commission which she drafted and it was in

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the packet. Members did not have any changes to propose to the drafts so Ms. Patti signed them and they will be sent out.

e. WEVD Moderator, Jaime Oldmixon, appointment of deputy moderator

Ms. Patti said that Mr. Oldmixon has been sworn in as the District Moderator for the Annual Meeting which will take place on April 15th, 2023 at 9:00 AM. She added that Mr. Jack Letvinchuk agreed to serve as the Deputy Moderator. Ms. Patti also said that Mr. Oldmixon had participated in two NHMA training sessions on how to be a moderator and she wanted to thank him and Mr. Letvinchuk for stepping up.

Upcoming Meetings:

Wednesday, February 8, at 6 p.m. (ordinary meeting)

a. Tuesday, March 14, 2023 @ 6 p.m.– Warrant Articles for Annual Meeting (March 14th is also a deadline for submitting petitioned Warrant Articles)

b. Tuesday, March 21, 2023 @ 6 p.m. – 2023 Budget Hearing

c. Annual Meeting: Saturday, April 15, 2023 @ 9 a.m.

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.

Non-Public Session

Mr. Panuczak motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Ms. Patti duly seconded and the motion passed at 5:54 PM by a carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Non-public session was entered at 5:54 PM, Commissioners Patti, Panuczak, and Spinney were present in person as well as the GM Ron Beard, AGM Judy Kinney.

Resumption of Public Session

Mr. Spinney motioned to exit non-public session at 7:28 PM, Mr. Panuczak duly seconded and the motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Public session was entered at 6:32 PM. Commissioners Patti, Panuczak, and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Spinney, a second by Mr. Panuczak, as divulgence of the minutes would adversely affect the reputation of someone other than a

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Commissioner and render proposed action ineffective. The motion passed with a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

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

Meeting adjourned at 7:30 PM.

Prepared by Alvina Snegach

Waterville Estates Village District
Treasurer Report 25-Jan

Bank Balances 1/24/2023

Northway Bank	Per Bank	Per QuickBks
WEVD Op Acct	$117,143	$62,318
Water Dept	$330,788	$304,806
Rec Fund	$158,510	$150,246
Meredith Village Savings		
WEVD Op Holding Acct	$345,903	$345,903
	$952,343	**$863,273**

Tax Summary		Paid 2021/22	Due
as of 27-Dec		$3,063,906	$945,265

Campton

	Billed	Paid	Paid 2021/22	Due	Interest Recd
2022	$1,229,625	$521,228	$521,228	$708,397	$315
2021	$1,081,446	$1,093,154	$1,093,154	-$11,708	$1,717
2020	$1,126,745	$1,120,016	$562,443	$6,729	$3,723
2019	$1,124,327	$1,122,635	$15,432	$1,692	$5,450
2018	$1,069,955	$1,046,217	$5,713	$23,738	$12,842
2017	$976,757	$976,765	$0	-$8	$1,334
2016	$985,552	$978,357	$1,109	$7,195	$8,317
2015	$985,422	$965,048	$1,331	$20,374	$7,711
	$8,579,829	**$7,823,420**	**$2,200,409**	**$756,409**	**$41,408**

Thornton

	Billed	Paid	Paid 2021/22	Due	Interest Recd
2022	$390,209	$205,980	$205,980	$184,229	$37
2021	$410,452	$412,499	$412,499	-$2,047	$1,374
2020	$416,001	$415,998	$245,017	$3	$1,486
2019	$360,718	$360,518	$0	$200	$1,532
2018	$324,690	$321,248	$0	$3,442	$2,997
2017	$299,741	$298,137	$0	$1,604	$1,334
2016	$290,944	$289,518	$0	$1,426	$1,109
2015		Incomplete Info			
Prior		$8,330	$0		
	$2,492,755	**$2,312,229**	**$863,497**	**$188,856**	**$9,869**

2023 Water Fees as of 1/21/2023

	2022+2023				2023 1st Half			
	Total Billed	Total Paid	Total Due	% Due	Billed	Paid	Due	% Due
1 bedroom	21,785	19,515	2,270	10.4%	7,912	6,880	1,032	13.0%
2 bedroom	245,662	235,742	9,920	4.0%	88,639	80,402	8,237	9.3%
3 bedroom	419,714	403,506	16,208	3.9%	150,473	136,213	14,260	9.5%
4 bedroom	141,097	137,016	4,081	2.9%	51,231	47,150	4,081	8.0%
5 bedroom	7,026	7,026	-	0.0%	2,502	2,502	-	0.0%
6 bedroom	2,687	2,687	-	0.0%	957	957	-	0.0%
7+ bedroom	1,079	1,079	-	0.0%	1,079	1,079	-	0.0%
Subtotals	**839,049**	**806,570**	**32,479**	**3.9%**	**302,793**	**275,183**	**27,610**	**9.1%**
Undeveloped	78,800	73,427	5,372	6.8%	27,918	24,849	3,069	11.0%
Totals	**917,849**	**879,997**	**37,851**	**4.1%**	**330,711**	**300,032**	**30,679**	**9.3%**

2022 Water Fees

	2022 All				2022 - 2nd Half Fees				2022 - 1st Half Fees			
	Billed	Paid	Due	% Due	Billed	Paid	Due	% Due	Billed	Paid	Due	% Due
1 bedroom	13,873	12,635	1,238	8.9%	8,074	7,340	734	9.1%	5,799	5,295	504	8.7%
2 bedroom	157,023	155,340	1,683	1.1%	101,064	99,977	1,087	1.1%	55,959	55,363	595	1.1%
3 bedroom	269,241	267,293	1,948	0.7%	184,359	182,784	1,575	0.9%	84,882	84,509	372	0.4%
4 bedroom	89,866	89,866	-	0.0%	62,789	62,789	-	0.0%	27,077	27,077	-	0.0%
5 bedroom	4,524	4,524	-	0.0%	3,221	3,221	-	0.0%	1,303	1,303	-	0.0%
6 bedroom	1,730	1,730	-	0.0%	1,250	1,250	-	0.0%	480	480	-	0.0%
7+ bedroom	-	-	-	0.0%	-	-	-	0.0%	-	-	-	0.0%
Subtotals	**536,256**	**531,387**	**4,869**	**0.9%**	**360,757**	**357,360**	**3,397**	**0.9%**	**175,499**	**174,027**	**1,472**	**0.8%**
Undeveloped	50,882	48,578	2,303	4.5%	3,679	3,420	259	7.0%	47,202	45,158	2,044	4.3%
Totals	**587,138**	**579,966**	**7,172**	**1.2%**	**364,436**	**360,780**	**3,656**	**1.0%**	**222,701**	**219,185**	**3,516**	**1.6%**

Waterville Estates Village District
WVD's Profit & Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
1100.0 · WE Village District Income			
1106 · TAXES			
1105 · Campton Taxes			
1105.6 · Prior Campton Taxes	568,410.03	563,373.00	5,037.03
1105.7 · Current YR Campton Taxes	521,227.83	540,723.00	(19,495.17)
3190.1 · Campton Interest	5,453.65	9,000.00	(3,546.35)
Total 1105 · Campton Taxes	1,095,091.51	1,113,096.00	(18,004.49)
1106.6 · Thornton Taxes			
1106.5 · Prior Thornton Taxes	218,246.46	208,001.00	10,245.46
1106.7 · Current YR Thornton Taxes	205,980.00	205,271.00	709.00
3190.2 · Thornton Interest	1,352.64	1,500.00	(147.36)
Total 1106.6 · Thornton Taxes	425,579.10	414,772.00	10,807.10
Total 1106 · TAXES	1,520,670.61	1,527,868.00	(7,197.39)
Total 1100.0 · WE Village District Income	1,520,670.61	1,527,868.00	(7,197.39)
3502 · MISCELLANEOUSE REVENUES			
3502.1 · Northway Interest	15.81	178.00	(162.19)
3502.2 · Meredith Bank Interest	1,292.10	1,150.00	142.10
3503 · Miscellaneous income	172,579.56	200.00	172,379.56
3503.1 · CIF Contributions			
3503.01 · CIF - Lighting for Campt Mt	90,000.00		
3503.02 · CIF - Outdoor Courts	82,600.00		
3503.03 · CIF - Hot Tubs	26,000.00		
Total 3503.1 · CIF Contributions	198,600.00		
3503.3 · ASA Income from WEA	59,513.07	116,680.00	(57,166.93)
3503.4 · RMA Fee From Rec Fund	262,954.85	364,744.00	(101,789.15)
Total 3502 · MISCELLANEOUSE REVENUES	694,955.39	482,952.00	212,003.39
Total Income	2,215,626.00	2,010,820.00	204,806.00
Gross Profit	2,215,626.00	2,010,820.00	204,806.00
Expense			
3000.0 · WE Village District Expenses			
3316 · Capital Pres/ Growth & New			
3315.08 · Cap - Ski Lif, Polls, Painting	27,157.91	30,000.00	(2,842.09)
4312.33 · Cap- New Paving 2022	99,008.30	122,000.00	(22,991.70)
4520.00 · Cap - Security Cameras 2022	1,425.00	8,000.00	(6,575.00)
4520.2 · Computer Replacement 2022	23,327.37	20,736.00	2,591.37
4520.20 · Cap - Computer Replacement	271.92		
4520.25 · Cap - Interior Renovations	85.00		
4520.27 · Cap - HVAC Repairs 2022 non la...	2,023.65	100,000.00	(97,976.35)
4520.29 · Cap - Rec. Center Security Syst	50.21	14,000.00	(13,949.79)
4520.3 · Cap - WEVD Server Room 2022	6,715.84	10,000.00	(3,284.16)
4520.32 · G & N - ADA 2026 non lapsing (w...	13,612.04	25,000.00	(11,387.96)
4520.38 · Cap - Lift Maintenance	24,603.01	30,000.00	(5,396.99)
4520.39 · Cap - Kitchen Equipment	626.69	48,887.00	(48,260.31)
4520.6 · Door Replacement 2022	13,081.00	15,000.00	(1,919.00)
4520.60 · Furnishings/ Furniture 2022	4,922.36	3,500.00	1,422.36
4520.62 · Mechanical Equip. Spa, Pools	31,746.00	20,000.00	11,746.00
4529.70 · GN - Storage	45.40	4,000.00	(3,954.60)
4529.71 · GN - Mower/ Snowblower	0.00	700.00	(700.00)
4529.72 · GN - General Maintenace	50,393.56	25,000.00	25,393.56
4529.73 · GN Remodle Old Shop & Addition	1,921.81	11,000.00	(9,078.19)
4529.74 · GN - Rec Center Siding Repairs	0.00	4,500.00	(4,500.00)
4529.75 · GN - Warmig Hut Repairs	268.00	1,500.00	(1,232.00)
4529.76 · GN Return Terminal Lift Repairs	3,847.13	3,000.00	847.13
4529.77 · GN - Pavilon Repairs	0.00	800.00	(800.00)
4529.78 · GN - Bandstand Repairs	0.00	1,200.00	(1,200.00)

Waterville Estates Village District
WVD's Profit & Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	$ Over Budget
4902.6 · Cap-Deferred Maint - Ski Area	680.49		
4902.7 · Cap - F-550 Truck 2022	120,000.00	120,000.00	0.00
4903.01 · GN - Sand Storage	3,500.00	30,000.00	(26,500.00)
4903.04 · Cap - Building Drainage	550.23	2,000.00	(1,449.77)
4903.13 · Cap Deferred Maint 2026 (Non la...	13,860.63	25,000.00	(11,139.37)
4903.15 · Cap Builidng Seriv Equipment CC	0.00	30,000.00	(30,000.00)
Total 3316 · Capital Pres/ Growth & New	443,723.55	705,823.00	(262,099.45)
4100 · GENERAL GOVERNMENT			
4130 · WEVD Administration			
4130.2 · WEVD Manager	46,303.91	90,000.00	(43,696.09)
4130.3 · Assistant Manager	85,516.66	77,000.00	8,516.66
4130.6 · Municipal Assistant	46,122.52	42,500.00	3,622.52
4130.7 · Admin Assistant	49,080.78	71,680.00	(22,599.22)
Total 4130 · WEVD Administration	227,023.87	281,180.00	(54,156.13)
4130.1 · Total WEVD Administration			
4130.4 · Retirement Contribution	47,423.48	35,982.00	11,441.48
4155.1 · Social Security	22,338.90	14,093.00	8,245.90
4155.2 · Medicare	4,482.94		
4155.3 · NH Unemployment	736.45	1,103.00	(366.55)
4196.1 · Other Deductible Reimburseme...	190.70		
4196.2 · Health Insurance	36,940.44	34,019.00	2,921.44
4196.3 · Workers Comp Ins	32,512.42	23,004.00	9,508.42
4196.4 · Dental Ins	2,828.16	2,115.00	713.16
4196.5 · Bonuses			
4196.6 · Payroll Taxes	927.79	842.00	85.79
4196.5 · Bonuses - Other	11,977.23	11,000.00	977.23
Total 4196.5 · Bonuses	12,905.02	11,842.00	1,063.02
4199.12 · Travel Reimbursement	275.45	800.00	(524.55)
Total 4130.1 · Total WEVD Administration	160,633.96	122,958.00	37,675.96
4150.1 · Accounting/Taxes/Audit	0.00	16,475.00	(16,475.00)
4153.01 · Consulting	71,997.77		
4153.1 · Legal	47,798.12	122,800.00	(75,001.88)
4153.2 · Document retention	2,744.04	3,263.00	(518.96)
4196.7 · Insurances	21,409.98	28,505.00	(7,095.02)
4197.1 · Advertisements	6,934.64	1,000.00	5,934.64
4199.10 · Licenses/Fees/Education	61,035.02	27,399.00	33,636.02
4199.11 · Cellular Phones	1,669.46	1,500.00	169.46
4199.13 · Miscellaneous	167,648.24	10,758.00	156,890.24
4199.17 · Annual Meeting Expenses	5,656.20	12,000.00	(6,343.80)
4199.18 · Website Maintenance	8,320.20	3,000.00	5,320.20
4199.2 · Commissioners Stipend & Expense	7,176.84	6,000.00	1,176.84
4199.3 · Telephones	722.69	1,677.00	(954.31)
4199.5 · Computer Services	16,510.53	20,000.00	(3,489.47)
4199.6 · Postage	1,076.46	786.00	290.46
4199.7 · Uniforms	3,157.56	1,500.00	1,657.56
4199.8 · Bank/Finance Charge	754.46	318.00	436.46
4199.9 · Payroll Expenses	749.43	1,617.00	(867.57)
4311.1 · Office Supplies	4,973.00	4,738.00	235.00
4311.2 · Taxes/Fees/Charges	5,802.58	8,000.00	(2,197.42)
Total 4100 · GENERAL GOVERNMENT	823,795.05	675,474.00	148,321.05
Total 3000.0 · WE Village District Expenses	1,267,518.60	1,381,297.00	(113,778.40)
4220 · PUBLIC SAFETY			
4220.1 · Alarm, Fire & Water	6,540.94	4,793.00	1,747.94
4220.3 · Fire & Security	10,262.04	8,386.00	1,876.04
Total 4220 · PUBLIC SAFETY	16,802.98	13,179.00	3,623.98

Waterville Estates Village District
WVD's Profit & Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	$ Over Budget
4312 · HIGHWAYS & STREETS			
4312.01 · Roads Wages	60,164.02	81,148.00	(20,983.98)
4312.02 · Seasonal Plowing Wages	14,770.74	9,509.00	5,261.74
4312.03 · Contractor Plowing	21,283.75	20,000.00	1,283.75
4312.04 · Payroll Taxes	5,020.42	7,953.00	(2,932.58)
4312.05 · Health Insurance	16,653.84	28,059.00	(11,405.16)
4312.06 · Dental Insurance	941.76	1,763.00	(821.24)
4312.07 · Retirement	7,906.18	12,746.00	(4,839.82)
4312.08 · Travel Expense	481.70	500.00	(18.30)
4312.09 · Mechanic Wages	23.40	9,000.00	(8,976.60)
4312.10 · Calcium/Magnesium Chloride	16.88	3,468.00	(3,451.12)
4312.11 · Cold Patch	588.88	3,000.00	(2,411.12)
4312.12 · Roadside Mowing/Sweeping	7,558.50	8,800.00	(1,241.50)
4312.13 · Culvert Expense	125.00	3,000.00	(2,875.00)
4312.14 · Road Sand & Salt	16,548.58	20,000.00	(3,451.42)
4312.15 · Equipment Rental	932.41	5,000.00	(4,067.59)
4312.16 · Equipment Repair	5,796.85	3,000.00	2,796.85
4312.17 · Misc. Projects	7,745.01	10,000.00	(2,254.99)
4312.18 · Diesel Fuel	16,502.62	12,000.00	4,502.62
4312.19 · Plow Gear & Sanders	3,004.90	6,000.00	(2,995.10)
4312.20 · Oil & Filters	3,243.54	600.00	2,643.54
4312.21 · Maintenance & Tune-ups	3,490.61	1,043.00	2,447.61
4312.23 · Truck Repairs	7,338.23	7,000.00	338.23
4312.24 · Back Hoe Repair	2,677.89		
4312.25 · Body Maintenance	0.00	2,000.00	(2,000.00)
4312.26 · Tires	1,002.84	4,046.00	(3,043.16)
4312.27 · Shop supplies	4,994.12	3,130.00	1,864.12
4312.28 · Small Tools/Equipment	5,645.51	3,130.00	2,515.51
4312.29 · Large Equipment/Tools	1,650.93	1,618.00	32.93
4312.30 · Grader Repairs	33.16	1,043.00	(1,009.84)
4312.31 · Shop Electricity	1,764.30	3,594.00	(1,829.70)
4312.32 · Shop Heat	8,828.80	9,200.00	(371.20)
4312.34 · Contracted Grading Service	5,150.30	5,150.00	0.30
4312.9 · Misc Material & Supplies	33,527.29	20,367.00	13,160.29
4319.1 · Consulting	3,323.20	61,502.00	(58,178.80)
4319.2 · Cell Phone	475.00	750.00	(275.00)
4319.3 · Education	738.00	1,000.00	(262.00)
Total 4312 · HIGHWAYS & STREETS	269,949.16	370,119.00	(100,169.84)
4520 · CULTURE & RECREATION			
4520.01 · Building Wages	160,509.61	138,999.00	21,510.61
4520.02 · Payroll Taxes	18,499.42	19,718.00	(1,218.58)
4520.03 · Health Insurance	54,868.19	50,611.00	4,257.19
4520.04 · Dental Insurance	2,652.55	3,173.00	(520.45)
4520.05 · Retirement	21,697.10	30,244.00	(8,546.90)
4520.06 · Travel	173.15	250.00	(76.85)
4520.07 · Cleaning Wages	76,812.13	81,252.00	(4,439.87)
4520.08 · Grounds Wages	42.00	2,949.00	(2,907.00)
4520.10 · Building Equipment Repairs	18,923.45	50,000.00	(31,076.55)
4520.11 · Cell Phone	1,517.60	900.00	617.60
4520.14 · Building Infrastructure	33,135.44	50,000.00	(16,864.56)
4520.15 · Employee Education	1,765.54	10,000.00	(8,234.46)
4520.16 · Pool Repair & Maint	14,925.12	20,000.00	(5,074.88)
4520.17 · Outdoor Lighting	2,913.04	2,400.00	513.04
4520.18 · Building Electric	48,478.98	62,603.00	(14,124.02)
4520.19 · Building Heat	54,734.77	57,386.00	(2,651.23)
4520.41 · Criminal Record	100.00	25.00	75.00
4520.7 · Ski Area Repairs and Maint.	10,681.42	10,800.00	(118.58)
4520.8 · Kitchen Equipment Repairs	1,929.30	6,000.00	(4,070.70)
4520.9 · Maintenance Supplies	993.53	3,269.00	(2,275.47)
4521 · Ski Lift Maintenace Wages	9,857.08	10,590.00	(732.92)
4529.1 · Pool Chem & Supplies	16,110.76	12,000.00	4,110.76
4529.11 · Trash Removal	7,887.00	8,000.00	(113.00)
4529.12 · Outdoor Repairs & Maintenace	4,638.86	7,000.00	(2,361.14)
4529.2 · Pool & Spa Inspection	0.00	600.00	(600.00)

Waterville Estates Village District
WVD's Profit & Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	$ Over Budget
4529.3 · Paddle Boat Repairs	0.00	600.00	(600.00)
4529.4 · Equipment Rental	175.01	100.00	75.01
4529.5 · Cleaning Supplies	5,066.68	12,000.00	(6,933.32)
4529.6 · Other Supplies	420.48	1,000.00	(579.52)
4529.7 · Carpet Cleaning	400.00	1,500.00	(1,100.00)
4529.8 · Pest Control	8,639.90	12,000.00	(3,360.10)
4529.9 · Landscaping	11,871.65	2,500.00	9,371.65
4589 · Water Usage	2,177.24	10,000.00	(7,822.76)
Total 4520 · CULTURE & RECREATION	592,597.00	678,469.00	(85,872.00)
4700 · Debt Service			
4711 · Court Loan Principle	40,000.00	40,000.00	0.00
4721 · Court Loan Interest	3,342.24	5,980.00	(2,637.76)
Total 4700 · Debt Service	43,342.24	45,980.00	(2,637.76)
Total Expense	2,190,209.98	2,489,044.00	(298,834.02)
Net Ordinary Income	25,416.02	(478,224.00)	503,640.02
Net Income	**25,416.02**	**(478,224.00)**	**503,640.02**