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Waterville Estates Village District

February 21, 2023 Commissioners Meeting APPROVED Minutes

Approved as amended on March 8, 2023.

Attendees: Commissioners Maureen Patti and David Spinney. General Manager Ron Beard, Assistant General Manager Judy Kinney, Water Department Administrator Allison Smith, and WEA President Frank Marshall.

Attendees via Zoom: Jared Waitkus, Linda Ivers, Nancy Seward, Jaime Oldmixon, and other unidentified call-in users.

Call to order: Commission Chair Patti called the meeting to order at 10:02 AM and noted that two Commissioners constitute a quorum.

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

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

Approval of the Agenda:
Ms. Patti requested take up item *10.B The WEA President* out of order and begin with that item. There was consensus.

GENERAL CALENDAR ITEMS

b. WEA President

WEA President Frank Marshall addressed the Commission and spoke about the past 11 months in which WEVD and WEA bridged a gap on where both governing bodies would like to be and how they would like to get there. Mr. Marshall noted that there has been a lot of discussion of how to use revenues to offset the cost of ownership in the Waterville Estates. He also said that WEA has done a lot of improvements using CIF funds, such as installing the lights at the mountain ($90,000), helped to pay for the hot tubs, participated in the courts resurfacing ($65,000), and purchased a new groomer, which saved the District about $10,000 in repair and maintenance fees. Then Mr. Marshall said that there is one big issue that the Board is facing for the year 2023 with and that is the issue of the mailboxes and the possibility of utilizing the well at the mountain for snowmaking. He said that it is necessary to find out how much both these may cost the community. Mr. Marshall said that WEA Board is wiling to work with the WEVD to offset some of the capital expenditures and that he is hoping the cost to fix the mailbox issue will be more definitive at the beginning of May. He also said that he would like

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the community to know that WEA Board and WEVD Commission are working together for the greater good of this community. Mr. Marshall commended all the Commissioners, Mr. Beard and Ms. Kinney for the collaboration and all the work they do and said that he is hoping for a good year ahead.

Ms. Patti thanked Mr. Marshall and said that in case WEA Board decides to contribute CIF funds towards future projects, the Commission has a simple procedure set up through a public hearing to do that and the next public hearing is scheduled for March 8th, 2023 to accept the groomer. The reason for having this process is to make sure that if, after the Annual Meeting approves the budget, CIF monies become available for a dedicated project, they will only be used toward that dedicated project. The CIF funds will have to be accepted through a public hearing.

There was a brief discussion about priorities, such as solving the mailbox issue and making sure there is snow on the mountain for generating revenue.

Approval of Minutes

a. **May 12, 2021**
   Ms. Patti made a motion to adopt the 05/12/2021 meeting minutes as presented. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.
b. **July 28, 2021**
   Ms. Patti made a motion to amend the 07/28/21 meeting minutes in accordance with the 14 amendments that are prepared by her in the handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.
   Ms. Patti made a motion to make the amended 07/28/2021 meeting minutes the official minutes. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.
c. **February 8, 2023**
   Ms. Patti made a motion to amend the 02/08/2023 meeting minutes in accordance with the 28 amendments that are prepared by her in the handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.
   Ms. Patti made a motion to make the amended 02/08/2023 meeting minutes the official minutes. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.
d. **February 17, 2023 Non-public minutes**
   Ms. Patti made a motion to adopt the 02/17/2023 Commission meeting draft minutes as presented. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Treasurer's Report.

Ms. Kinney provided the following details:

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WEVD Operating account: Northway Bank amount - $470,430.10, QuickBooks amount - $399,552.00; Meredith Village Bank amount - $635,937.26.
The Water Department: Bank - $302,535.62, QuickBooks $286,497.83.
Recreation Fund: Bank - $133,876.31, QuickBooks - $94,458.07.
Ms. Kinney then explained that the variance between the Rec Fund bank and QuickBooks amounts is due to uncleared checks and credit card income that has not yet been entered into QuickBooks but has been deposited into the bank account.
After trying to add up the amounts that may contribute to this variance, Ms. Patti asked Ms. Kinney to attempt to reconcile the full variance amount as this is going to be the topic of the non-public session that is going to take place later this evening.
Ms. Patti said that there is no Treasurer's Report to approve this evening.

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

1. Two exterior doors have been replaced in the Community Center. One door downstairs in the locker room, which eliminated the draft in that area. The second door was the outside door on the bottom level from the Main entrance, which eliminated the cold draft that made the front desk area cold.
2. On 2/11/2023 a snowmaking test was performed for about 3.5 hours. Mr. Beard closely watched the water system during snowmaking and after shutoff and determined that it would not be possible to make snow during peak hours when the water demand is heavy. He also said that even during off-peak demand the system needs to be closely monitored due to the way the snowmaking water withdrawal system was configured to the potable water system. He said that the District will work with the WEA Board to explore the use of the well on the mountain for snowmaking. It will be evaluated for yield and also an option of supplementing it with a cistern will be explored. There was discussion on whether it would be viable to drill another well if this one is not producing enough or fracture the existing well instead. Mr. Beard also answered questions about the cistern and that it will be very advantageous in having water available as well as lowering the insurance premium for that building (and anyone within a certain radius from the cistern), since cisterns are classified as a fire hydrant for insurance purposes.
   There was another discussion about the need to research the options related to installing the cistern that will not only help with the snowmaking but also help lower insurance costs for the District and the surrounding neighborhoods. Members also discussed the revenue potential of the mountain with snowmaking.

Committee / Board Reports
Ms. Patti said that the handout contained a draft of the 2023 Master Plan. Commissioners agreed by consensus to post the draft of the District website.

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a. Planning Board & b. Water & Roads
Written report was provided in the handout.

e. Budget Advisory Committee
Written report was provided in the handout. Mr. Spinney said that the BAC accepted the budget to be sent to the Commissioners. He added that there is an explanatory note attached to the budget document that shows how the Committee arrived at the numbers in the budget document. Ms. Patti asked if there was consensus on posting the Budget version #63 and the explanatory note on the website and there was consensus on doing so.

CONSENT CALENDAR

a. Manifests
Ms. Patti made a motion to approve the manifests and the two reports submitted by Mr. Canfield (Planning Board and Budget Advisory Committee) . Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

GENERAL CALENDAR ITEMS

a. CCS Contract
Ms. Patti said that the Certified Computer Solutions Inc. contract presented is for $26,496 which will be billed monthly at the rate of $2,208. Mr. Beard answered questions about what is included in the contract, which is for service, maintenance, and the cyber security component. He said that the password protection component is going to be billed separately and will be a small bill every month and that everything is already budgeted for.

After a brief discussion of the benefits to the District associated with this contract, such as improved security, increased capability of the District computer system, as well as separating the public internet use from District private network, *Ms. Patti made a motion to expend $26,496 for 2023 to retain Certified Computer Solutions to be paid at the rate of $2,208 per month. Mr. Spinney seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.*
By consensus, "By consensus, the Commissioners agreed to have GM RB sign the contract. Ms. Patti described how this contract is structured for services over a 5 year period at the rate of $26,496 per year.

c. Appointment to Water & Roads Committee – Scott Monroe

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Ms. Patti made a motion to appoint Scott Monroe as the new Water & Roads Advisory Committee member. Mr. Spinney seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

d. Appointment to Improving Amenity Profitability Committee – Nancy Seward, Kathleen Roy, and Ralph Wilbur

Ms. Patti made a motion to appoint Nancy Seward, Kathleen Roy, and Ralph Wilbur as the new Improving Amenity Profitability Committee members. Mr. Spinney seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.
Ms. Patti noted Linda Ivers has already been appointed to the Committee and that Frank Marshall has withdrawn from the Committee in light of all his responsibilities as WEA President.

e. Addressing issues with critical Water Department components on same generator as Ski Lift; addressing generator for Lodge to protect refrigerated goods of a $126 000.

Mr. Beard said that the generator that is currently there at the mountain services both the lift as a backup power source and the water system. There is no backup power at the Ski Lodge so when the power goes out for an extended period of time, the District has to move all perishable goods from the Ski Lodge to the Community Center by trucks. This summer, when work was being done on the lift, the water system lost power. Mr. Baert found out that there were a couple of fuses in the two switch gear panels (for the lift and for the water system) that had blown that nobody knew anything about at the time. Management was able to troubleshoot that and get the system up and running just before one of the Municipal Water System tanks was empty. Mr. Beard said that the backup engine for the lift is now in good working order, which was the only reason why the lift was tied to the generator, so that it could be offloaded in the event of power being out. He continued to say that he asked Mr. Baert to look into installing a disconnect allowing to cut the lift from the generator, so that it could be solely used for the water system. The disconnect will be used in the event of any issues with the lift without jeopardizing the water system. Mr. Beard also said that he asked Mr. Baert to look into a quote for a small generator for the Ski Lodge refrigeration. Mr. Beard then answered questions about the existing gas powered back up motor for the lift and that the generator in question is a back up to that, as opposed to being the only source of power in the event the lift loses power.

Next Meeting: Wednesday, March 8, 2023 @ 6 p.m.
a. Tuesday, March 14, 2023 @ 6 p.m. 2023 WARRANT ARTICLE HEARING
b. Tuesday, March 21, 2023 @ 6 p.m. 2023 BUDGET HEARING
c. Wednesday, March 22, 2023 @ 4 p.m.
d. ANNUAL MEETING – Saturday, April 15, 2023 @ 9 a.m.
Public comment period

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

Non-Public Session #1
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a) and (c). Mr. Spinney duly seconded and the motion passed at 11:00 AM by a carried by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Non-public session was entered at 11:14 AM, Commissioners Patti and Spinney were present in person as well as the GM Ron Beard and WEA President Frank Marshall.

Resumption of Public Session
Ms. Patti motioned to exit non-public session at 12:56 PM, Mr. Spinney duly seconded and the motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Public session was entered at 12:56 PM. Commissioners Patti and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Spinney, 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 with a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Ms. Patti made a motion to resume the public session/meeting at 4:00 PM on February 21, 2023. Mr. Spinney duly seconded and the motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Ms. Patti called the meeting to order again at 4:08 PM. Present were Commissioners Patti and Spinney, as well as General Manager Ron Beard.

Non-Public Session #2
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a) and (c). Mr. Spinney duly seconded and the motion passed at 4:09 PM by a carried by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.
Non-public session was entered at 4:09 PM, Commissioners Patti and Spinney were present in person as well as the GM Ron Beard.
Commissioner Panuczak joined the non-public session at 4:10 PM.

Resumption of Public Session

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Mr. Spinney motioned to exit non-public session at 5:00 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 5:00 PM. Commissioners Patti, Spinney, and Panuczak 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 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. Spinney made a motion to adjourn the meeting, Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote.*

Meeting adjourned at 5:01 PM.

Prepared by Alvina Snegach