562 Winterbrook Road Campton, NH 03223
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WEVD 2023 Meeting APPROVED Minutes
May 10 , 2023 – 6:00 PM

Approved as amended on May 24, 2023.

Attendees: Commissioners Maureen Patti and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith.

Attendees via Zoom: Commissioner Panuczak, Tom H., Tanya Moses, Ralph Wilbur.

Call to order: Commission Patti called the Commission meeting to order at 6:00 PM.

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

Roll Call of Commissioners: Ms. Patti and Mr. Spinney were present in person. Mr. Panuczak was present via Zoom (joined at 6:04 PM). Ms. Patti said that there is a quorum and Mr. Panuczak should be joining shortly.

Adoption of Agenda
Ms. Patti made a motion to table item 10e regarding the minute taker to May 24, 2023. 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 amend the item 10j to change the words to "construction hookup"and to change the number to "5-18-1 Weetamoo Trail". Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Approval of Minutes

a. **April 8, 2023**

Ms. Patti made a motion to adopt the 04/08/2023 meeting minutes as presented as official meeting minutes. Mr. Spinney duly seconded. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

April 12, 2023

Ms. Patti made a motion to adopt the 4/12/2023 meeting minutes according to the list of 8 changes she prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

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Mr. Panuczak joined the meeting at 6:04 PM.

Ms. Patti made a motion to make the amended 4/12/2023 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.

a. May 3, 2023

Ms. Patti made a motion to adopt the 05/03/2023 meeting minutes according to the one change she prepared and that was in the meeting handout. 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 05/03/2023 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 there was no Treasurer's Report to review, therefore, the item will be deferred to a later meeting.

GM's Report

Mr. Beard spoke about the following:

1. Mr. Beard and Mr. Pelchat met with another HVAC company about installing air conditioning at the Summit Lounge and the verbal quote to Mr. Pelchat this morning was between $80,000 and $88,000. He added that the previous quote was $119,000.
2. Mr. Baert has found another sizeable leak that GM has been looking for and fixed it.
3. The well company that has serviced the District's Liberty wells is coming to evaluate the well at Campton mountain. The WEA Board has approved to spend up to $10,000 on viability of this well for snowmaking.
4. Mr. Pelchat and his team are making good progress getting the outdoor pools ready for summer. Ian and Ben went to pool maintenance school and both are now certified pool operators.
5. Sky Tran will soon be at the mountain to start installing the catwalks on the lift towers.
6. Mr. Pelchat has received solar pool covers for the outside adult pool and the hot tub. These are cut to fit and once the pools are filled, he will start using them. The family pool is going to take some ingenuity to fit a cover because of its unusual shape.
7. Mr. Beard said that he would like to thank everyone involved with the 50th celebration event. There was a lot of hard work that went into planning and execution of the event by volunteers and staff.

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Mr. Beard also provided a brief update on the progress of switching to the new municipal accounting software. He said that staff should be starting training next week and he is hoping to go live by the end of May. Ms. Smith explained how the consultant is working with the District staff to improve the financial and accounting reporting process so that going forward there will be no issues similar to the ones in the past.
Mr. Beard also said that the District will be installing scanners in several locations to limit the use of paper by the District and to streamline the billing and reporting processes as well as the audits.
Ms. Patti clarified if any of those changes would require an amendment to the ordinance, which it would not, and added that the Commission does monitor the District's spending on at least a weekly basis by reviewing the weekly manifests and bank account balances.
Mr. Panuczak asked Mr. Beard to keep the Amenities and Profitability Improvement Committee informed on the progress of the well at the mountain as snowmaking is crucial to the creation of the business plan for the mountain.

Committee/Board Reports:
There were no written reports to review.
a. Planning Board
Mr. Panuczak said that the Planning Board has been meeting with Thornton and Campton to discuss the District's Draft Master Plan.
b. Water & Roads
Mr. Panuczak said that the committee met last week and that the committee will be putting together (with Mr. Beard and Mr. Baert) a 20 year plan for paving all District roads. The committee is also discussing pulling or modifying the water meter language from the Water Ordinance, therefore, each member was given a task to review it and provide suggestions that will be discussed at a future meeting.
c. Outdoor Courts
Mr. Spinney said that the committee will meet again at the end of the month and that there were some discussions about the choice of color for the new courts and get a timeline from Vermont Rec. The plan is to have them different shades of green. He also said that a footing has been installed for the basketball hoop.
d. ADA Accessibility
Ms. Patti said that the committee will next meet in the fall and that a number of projects are either underway or have been completed, like the handrails on the stairs.
e. Records
Ms. Patti said that the committee had a brief meeting with Mr. Beard and is looking forward to digitizing the existing records. There will be at least two work sessions about dealing with the four drawer file cabinet and two more boxes with random documents that were located when things were being cleaned out in the basement.

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f. Improving Profitability
Mr. Panuczak said that the committee met last month and will meet tomorrow to discuss hiring a ski industry expert to see if he can help with working with the committee on drafting a business plan for the mountain.

CONSENT CALENDAR
a. Re-appointing Advisory Committee and Planning Board members
Ms. Patti said that the reappointments are done annually and the timeline is two meetings after the Annual Meeting.
The list of appointees is in the meeting handout (the list is dated May 5, 2023) and there is an X next to their name on that list. She clarified that all but two people are being reappointed for a one year term. These two individuals are reappointed to positions with staggered terms and are appointed to the Planning Board (where it is clearly marked on the list that their terms end in 2023).
Ms. Patti made a motion to reappoint everyone marked with an X in the third column on the list of reappointments in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye

b. Manifests
Ms. Patti made a motion to approve the manifests for four separate weeks. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

c. Committee/Board reports
There were no written reports to approve.

GENERAL CALENDAR ITEMS
a. First Quarter 2023 Financial Report
Ms. Patti and Mr. Beard confirmed that there are still things that are being adjusted, therefore the First Quarter 2023 Financial Report is not quite ready to be released yet.
Ms. Patti made a motion to table item 10.a to the May 24, 2023 meeting. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

b. Re-naming of Improving Amenity Profitability Committee
After a short discussion and Mr. Panuczak's statement that he believes that the committee is fine with the name as it is, but he will double check with them tomorrow.

c. RCA May 2023 Water Department Finance Charges – roll out of billing software impact

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Ms. Smith explained that with the rollout of the new financial software she discovered some issues with how the finance charges are assessed and that she is working with the company representative to resolve that, but she does not believe it will be done by the end of May. Therefore, she requested that the Commission waive assessment of finance charges for the month of May, and they will be assessed in June instead.
Mr. Spinney made a motion that the Water Department does not assess any finance charges in May. Ms. Patti duly seconded.
There was a brief discussion on whether there would be people who may own money in May and get a free pass, which Ms. Smith explained will not be the case as they still will be assessed in June.
Mr. Spinney reiterated his motion that the that the Water Department does not assess any finance charges in May 2023. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

d. Appointment to the Budget Advisory Committee, Mr. W. Mitchell
Ms. Patti made a motion to appoint William Mitchell to the Budget Advisory Committee. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

e. Utilizing minute taker for PB/advisory committee(s)?
Tabled until May 24, 2023.

f. RCA re: Water Rate Billing (M. Maynard)
Ms. Patti said that the RCA from Mr. Maynard was in the packet but Mr. Maynard was not present to address the Commission. The RCA referenced water meter installation and a fair billing system. Ms. Patti read the request into the record and said that she believes that the nature of the request has been answered by the voters at the Annual Meeting with respect to Warrant Article #10.
She said that she still would like to hear from Mr. Maynard as the information provided in his request is insufficient for the Commission to have any substantial discussion on what specific action is being sought. Ms. Patti suggested removing this from the agenda, send Mr. Maynard the Commission's schedule, and hope that he will resubmit the RCA for a meeting which he can attend and have a conversation with the Commissioners about this request.
Ms. Patti made a motion to take no action on Item 10.f from the agenda. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

g. GM to seek Water License
Ms. Patti said that Mr. Beard is in the process of applying for a Water License and that everyone is very excited about this. Other Commissioners seconded Ms. Patti's sentiment and commended Mr. Beard for doing this.

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h. Modify Commissioner Chair position?
Ms. Patti said that the items was poorly worded on the agenda and that she did not intend to modify the chair position in any way but only wanted to seek input from the other two commissioners if they would like to become chair for the remainder of the term until the next annual meeting in 2024. Neither Mr. Spinney nor Mr. Panuczak wanted to become chair, and gave Ms. Patti their vote of confidence to continue.

i. RCA Water Hook Up – 98 Reservoir Road
Ms. Patti said that the materials related to the RCA are in the meeting handout and asked Ms. Smith to explain the nature of the request. Ms. Smith said that this is a new connection application for 98 Reservoir Road. Construction on this property started in 2016 but the original WEA building permit cannot be found. The building permit from the Town of Campton was acquired and is included in the application. The new owners are now trying to finish up the house and would like to connect to water.
She added that Mr. Baert thinks that they will have to actually tap the main (which is in the middle of the road) as he could not locate the valve for this property. To do that, they would have to dig up freshly paved road and Mr. Baert would like that a condition put on their approval that they use Lakes Region Water for connecting to the main.
There was discussion about the WEA Building Committee and the lack of a building permit issued by it for this property. Ms. Smith said that she was able to find some correspondence to the previous owner from the Committee about violations related to vegetation and that both Mr. Hering and Mr. Oldmixon (who have visited the site) are good with construction as longs as there is some vegetation planted in the front. Ms. Smith added that the Building Committee has been explicit in correspondence with her that they do not need the new owners to file for a new building permit.
After a brief discussion about the fact that the Building Committee has been communicating with the new owners who is aware of the expectations of the committee regarding construction, *Ms. Patti made a motion to approve the hookup for water service to the address of 98 Reservoir Road consistent with the request for commission action included in the meeting packet. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

j. RCA Construction Hook Up – Weetamoo Trail 5-18-1
Ms. Patti noted that the item was amended to read Construction instead of Hydrant at the beginning of the meeting.
Mr. Spinney said that this was a request from a contractor to connect to water during construction of the house. Ms. Patti added that there is a building permit from the WEA Building Committee and there is a site plan for the project in the packet. Ms. Smith said that Mr. Baert is fine with the request although he does not want whatever is used to connect to water during construction to stay when the final hook up is done. She added that there are two options to connect, one to go across the street under the pavement, and the other through the rocks, which is longer, but does not require cutting any pavement. Mr. Baert prefers the latter.

There was a brief discussion about the connection and what happens after construction and whether the hook up fee should be charged in full now and not charged for the final hook up. *Mr. Spinney made a motion to approve the construction hook up with the thousand dollar hook up fee paid. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

Next Meeting:
Commission meeting – Wednesday, May 24, 2023 @ 4 p.m.

Public Comment Period
Ms. Patti checked with Ms. Smith and there were no emails, phone calls, or texts. There was nobody present at the physical location and nobody willing to address the Commission on Zoom. Ms. Patti closed the public comment period.

Non-Public Session
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Panuczak duly seconded. Motion passed at 7:08 PM by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Non-public session was entered at 7:15 PM, Commissioners Patti and Spinney were present in person as well as the GM Ron Beard. Commissioner Panuczak was present via Zoom.

Resumption of Public Session
Mr. Spinney motioned to exit non-public session at 07:42 PM, Mr. Panuczak duly seconded and the motion passed a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Public session was entered at 07:42 PM. Commissioners Patti and Spinney were present in person. Commissioner Panuczak was present via Zoom.

The nonpublic session minutes were sealed by a motion from Ms. Patti, a second by Mr. Spinney, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. Motion carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Adjourn Meeting
Mr. Spinney made a motion to adjourn the meeting. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Meeting adjourned at 7:43 PM.

Prepared by Alvina Snegach