**562 Winterbrook Road Campton, NH 03223**
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**WEVD 2023 Meeting APPROVED Minutes**
**June 14, 2023 – 6:00 PM**

**Approved as amended on June 27, 2023.**

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

**Attendees via Zoom:** Jamie Oldmixon, Tanya Moses and Tom H.

**Call to order:** Commissioner Patti 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.

**Adoption of Agenda**
There were no changes to the Agenda.

**Approval of Minutes**

a. **May 24, 2023**

*Ms. Patti made a motion to adopt the 5/10/2023 meeting minutes according to the list of 15 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 adopt the amended 05/24/2023 meeting minutes as official meeting minutes. Mr. Spinney duly seconded. 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 at this time, however, the Commissioners get information about the bank balances every time they review manifests. She then requested Mr. Beard to reach out the Mr. Diefenbach to request a report for the Commissioners next meeting.

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**GM's Report**

Mr. Beard spoke about the following:

1. Mr. Pelchat received his new side by side UTV and is very happy about it.
2. Removal of the old HVAC equipment has begun and the new equipment has started to arrive. The first unit to be installed will be the kitchen unit. Mr. Beard described the small changes to planned system that had to be done due to the electrical service issues that have been discovered, however, he said that this will neither affect the cost or the outcome.
3. Fencing has been installed around the tennis and multi-use courts. Now the management is waiting for drier weather to complete the seal coating and painting.
5. Sam Banville is working hard to finalize the busy event schedule.
6. Mr. Baert is working on moving fill that was donated up the mountain to fill in low spots on the ski trails. The District normally has to fill in these areas with snow. This will help reduce the amount of snow needed on Campton Mountain to open the trails in the upcoming season.
7. Mr. Beard spoke to the owner of the well company that is going to evaluate the well at the mountain and he will be firming up the date in July that they will be here. Mr. Beard also has been looking into different cistern designs and pricing and the location at the mountain that will work the best.

Ms. Patti asked how much money WEA set aside for this project and was told that it was $10,000. Mr. Beard said that the course of action and the size of the cistern will be determined based on the outcome of the well test and the yield it produces.

4. Mr. Baert is looking into how to better protect the District's system from lighting strikes.

Mr. Beard told the Commissioners and the community what had transpired during the recent storms where a lighting strike took out the electronic systems that operate the water system. Staff had to take turns operating the system manually over the weekend. Ms. Patti also asked if the damages will be reported to Primex as an insurance claim and Mr. Beard confirmed.

Then Mr. Beard spoke about his communications with the Bank of New Hampshire, which requested the name of the Commissioners who will be the signers on the accounts and have access to online banking. He said that there are forms for each Commissioner to fill out and that all three will be the signers, along with the Treasurer.

Ms. Patti asked if the Commissioners were comfortable with singing the letter from the Bank of New Hampshire and there was a small discussion about the Rec Fund and how the transfers will be handled to and from it with the new bank set up and new municipal accounting software. Commissioners then signed the letter.

Mr. Beard also answered Mr. Panuczak's question about the way he envisions the snowmaking water connection (should the well at the mountain be determined to be viable and the cistern(s) installed). Mr. Panuczak noted that WEA would need to be informed of the potential costs

associated with snowmaking at the mountain using the well. If to be funded with tax revenue (and not CIF monies), the District would need to wait for the next budget season to start planning these expenditures.
Then there was discussion, which Mr. Oldmixon briefly joined, about the electric set up for the snowmaking and whether it could be possible to track the snowmaking related electric costs separately and also avoid costly upgrades to the electric system to facilitate snowmaking, given that only existing snow gun will be used, for which current electric set up is adequate. Ms. Patti clarified that the snow gun is owned, operated, and maintained by WEA.

**Committee / Board Reports:**
Ms. Patti noted that there were no written reports available.

**a. Planning Board**
There was no report.

**b. Water & Roads**
Mr. Panuczak said that the Committee will meet on June 23rd at 9:00 AM and continue discussing the Asset Management Plan.

**c. Outdoor Courts**
Mr. Spinney said that the Committee is waiting to meet later once the painting is done to see if the leftover funds could be used for other purposes like landscaping.

**d. ADA Accessibility & e. Records**
There were no reports for either.

**f. Amenity Profitability**
Mr. Panuczak said that the meeting was postponed to June 18th.
**CONSENT CALENDAR**

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

**GENERAL CALENDAR ITEMS**
Ms. Patti requested that Item a be postponed until later in the meeting as she was awaiting a response regarding this issue.

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**b. RCA Re: water rate adjustment, 170 Snowood Drive**

Ms. Smith explained that the water has been turned off at the property due to some repairs and the owner has requested her water bill to be adjusted to reflect that. Ms. Smith went over the calculations based on the time the water had been turned off which resulted in the adjustment of $76.54.

*Ms. Patti made a motion to prorate the water bill for 170 Snowood Drive in the amount of $76.54. Mr. Panuczak duly seconded*.

There was discussion whether the Water Ordinance would need to be amended to contain language about similar adjustments, which the Water and Roads Committee will discuss at its next meeting.

*Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

**c. Updated Volunteer Handbook/Letter from Commission Chair**

Ms. Patti said that the updated Volunteer Handbook is in the packet. Ms. Smith went over the changes that were made to this edition of the Handbook.

*Ms. Patti thanked Ms. Smith for her effort and made a motion to adopt the changes made to the WEVD Volunteer Handbook as included in the meeting handout. Mr. Spinney duly seconded and motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

**a. Motion Re: Consultant to assist Amenity Profitability Committee**

Mr. Panuczak said that in the meeting handout there was a proposal from Thomas Lithgow of Resort Logic LLC with a proposal to provide consulting services regarding amenity profitability of the public and private amenities of the Waterville Estates Village District (WEVD), and focusing mostly on the ski area.

Mr. Panuczak said that the scope of work is outlined in the proposal and Mr. Lithgow is hoping to complete a substantial amount of work by September 15th. Total price of the contract is not to exceed $5,000. Mr. Panuczak said that the WEA Board agreed to pay for half the cost of the consultant and Ms. Patti confirmed that by saying that she has just heard back from the WEA Treasurer with confirmation.

*Mr. Panuczak made a motion to approve the recommendation from the WEVD Improving Amenities Profitability committee to enter into an agreement with Resort Logic LLC for consulting consistent with the attached proposal. The agreement describes timeline, deliverables, and cost for such consulting work. The Water & Roads Committee will meet on June 19, 2023 agreement and/or possible changes to the project specifics. The cost for the consulting will not exceed $2,500 as WEA has agreed to split the cost with the District. Ms. Patti duly seconded* the motion and proposed a friendly amendment to state "that the Committee will meet on June 19, 2023 to review the agreement…" and to replace "project specifics" with scope of work at the end of the motion. *Mr. Panuczak seconded the friendly amendment.*

Members discussed the importance of this work for the community and having an industry expert, who is not involved with the District in any capacity, evaluate the potential of the District's amenities and provide an honest assessment and outlook of what can be done and what

should not be done in order to keep the operation viable. Commissioners provided their perspectives on the issue. It was also noted that a lot of the recreation related expenses are now part of the District budget and it seemed wise to cover half of the cost of this consultant, especially given WEA's willingness to cover the other half. Another opinion was provided that this action is not in any way diminishing the work, effort and contributions of staff and owners who have been helping make the District's amenities better for many years. It is a way for the District to learn about its operation, how much it costs, how much it takes, etc. to bring the mountain to a level where it generates a greater amount of revenue and becomes a more professional operation.
*Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

**Next Meeting:**

**Commission meeting – Tuesday, June 27, 2023 @ 10 a.m.**
Ms. Patti noted that this meeting is for the purpose of the District staff to attend and speak to the Commissioners about their ongoing work.
Mr. Beard said that he will ask Mr. Baert, Mr. Pelchat, Sam Banville and Rita Donaldson attend.

**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.

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

Meeting adjourned at 7.01 PM.

Prepared by Alvina Snegach