562 Winterbrook Road Campton, NH 03223
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www.waterville-estatesnh.gov

WEVD 2023 Meeting APPROVED Minutes
June 27, 2023 – 10:00 AM

Approved as amended on August 9, 2023.

Attendees: Commissioners Maureen Patti and Gerry Panuczak. General Manager Ron Beard and Water Department Administrator Allison Smith, Shawn Pelchat, Building Maintenance Supervisor, and Sam Banville, Food and Beverage Manager.

Members excused: David Spinney

Attendees via Zoom: Tanya Moses, Nancy Seward, and Ralph Wilbur.

Call to order: Commission Patti called the meeting to order at 10:00 AM announcing that there is a quorum of Commissioners present.

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

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

Adoption of Agenda
Ms. Patti made a motion to table Items 6, 9.a and 9.c, based on availability, to the July 12, 2023 Commissioner's meeting. Mr. Panuczak duly seconded. *Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.*

GENERAL CALENDAR ITEMS

Update from Food and Beverage Manager Sam Banville
Ms. Patti also requested that the Agenda be taken out of order and invited WEVD Food and Beverage Manager Sam Banville for an update on the operations of concessions. Ms. Banville spoke about the following:

- Recent price increases for food and drinks as they were quite low before and did not match the competition in the area;

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- That she has been working on implementing some ideas that the Commission had suggested earlier;
- Individual staff members under her management and their accomplishments;
- Kitchen equipment update –snow cone machine which also makes frozen drinks, hotdog steamer, and nacho machine;

Then Ms. Banville and Mr. Beard answered questions about the Recreation Department balance, updating menus to promote stock movement, dealing with some issues with the TouchBistro POS (Point of Sale) device operation (regular updates and upcoming security update), price increases on the food and drinks and the reaction from the customers, etc.

Then there was a discussion about the possibility of opening the restaurant to the public to make sure that its potential for generating revenue is utilized to its maximum. It was noted that even though there are certain times when the public is allowed to use the restaurant, the WEA Board has not yet determined whether it will be allowed on a regular basis and if so, what the process will look like. Mr. Panuczak said that from the point of profitability it would be good to allow the public use of the District's amenities, if the WEA Board agrees, and also necessary to let the surrounding areas know that these amenities exist and are available for the public to enjoy.

Nancy Seward, via Zoom spoke about the WEA Board's decision to try out allowing public access to the District's amenities for certain events, for example when the band is playing and only in the evenings. She said that last year the Board had tried opening the facilities up to the public without advertising it widely and for food only, which turned out to be unclear and people ended up using the pools or roaming the buildings, which was upsetting to many owners in the District. Ms. Seward said that after discussing this with Mr. Beard, decision was to open up the facilities only for certain events when there is live music and to see how it goes.

There was back and forth between Mr. Panuczak and Ms. Seward about balancing the need to make additional revenue for the Rec Fund and keeping the owners happy.

Then Ms. Seward noted that she became aware of the front desk selling Twilight Passes for $10 and that the policy states that a day adult pass is $20 per day, and that the WEA Board, unaware of this, was just discussing reduced price passes for those who come in after 5 PM. She suggested that the District advertise this more widely so that people know that this option is available to them.

At the end of discussion, Mr. Panuczak reiterated that he believes that the amenities like the restaurant are very underutilized and he believes that making them available to the public would be a great source of extra revenue for the Rec Fund.

Mr. Panuczak also asked Mr. Beard about what is being done regarding passes for the residents of Campton and Thornton who would like to use the facilities as right now is a very good time to offer

these to them given that the season is in full swing. Mr. Beard responded that it is still being discussed and worked out.
Mr. Panuczak said that he is aware that the Waterville Estates Association is joining the Chamber of Commerce and that he is not sure whether it would be beneficial if the District's amenities are only open to the public for winter recreation only.

Update from Shawn Pelchat, Building Maintenance Supervisor

Mr. Pelchat spoke about the following.

- Updating the HVAC system in the Community Building (Phase 1 being completed, and Phase 2 – equipment being delivered tomorrow for the installation). All the old equipment was salvaged for $1445.00 to be used towards the project;
- Outside projects – fencing, landscaping, pits, half courts, etc.;
- Small projects to upgrade the Community Building and its outside;
- Updates to the catwalk and ski lift frames which should take place in July;
- Decking upgrades at the at the ski area and the Community Building;
- Ski lift repairs/upgrades;
- Potentially needing to cut some more trees that are dead and are a hazard;
- Plans to have an engineer on site who will perform the non-destructive testing (NDT) to certify whether the service chair is up to standards;

There was a brief discussion about the fact that Mr. Pelchat is short staffed and there are projects that could be done more efficiently if they were outsourced to a third party, and that Mr. Pelchat should not hesitate to bring such projects to the Commissioners' attention.

Approval of Minutes

a. June 14, 2023

Ms. Patti made a motion to adopt the 6/14/2023 meeting minutes according to the list of 11 changes she prepared and that were in the meeting handout. Mr. Panuczak duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to adopt the amended 6/14/2023 meeting minutes as official meeting minutes. Mr. Spinney duly seconded. Mr. Panuczak duly seconded. Mr. Panuczak duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

GM's Report

Mr. Beard spoke about the following:

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1. The new air conditioning unit has been installed in the kitchen and has made the working environment much better.
2. The equipment for the Summit Lounge air conditioning should be delivered on Wednesday with the installation to follow shortly.
3. The tennis and basketball courts have had their first sealing coat applied. When the weather is dryer, the final coat and striping will be finished as well.
4. Mr. Baert and his staff have been busy cutting back the overgrowth on the Districts roads to get them back to the required width.
5. Sam is working hard to finalize the busy event schedule.

CONSENT CALENDAR

Manifests
Ms. Patti made a motion to approve the manifests in the handout. Mr. Panuczak duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

GENERAL CALENDAR ITEMS

Appointment of K. Roy to Improving Amenity Profitability Committee
Ms. Patti made a motion to appoint Kathleen Roy to the Improving Amenity Profitability Committee. Mr. Panuczak duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

Mr. Panuczak noted that he had heard from the Planning Board Chair that Mr. Patti would like to become a member. Ms. Patti confirmed. There was a brief discussion about a possibility of conflict of interest, given that Ms. Patti is also serving on the Town of Thornton Zoning Board of Adjustment (ZBA), which was resolved as Ms. Patti will recuse herself from any matters involving properties in Waterville Estates that come before the ZBA
Mr. Panuczak made a motion to appoint Anthony Patti to the WEVD Planning Board. Ms. Patti duly seconded and made a friendly amendment that the Planning Board Chair will need to inform the Commissioners about the length of Mr. Patti's term on the Planning Board. Mr. Panuczak agreed with the friendly amendment. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Smith also provided an update about online payments availability which, she was hopeful, was going to be become available next week. She also said that it should be easier for both the

management and the users. Ms. Smith also said that collections have been going good so far, even without the use of the online payment system. She then answered questions about charging fees for electronic transactions under the new billing software. She said that there are still no options to pay via e-check or to link ones bank account, as those will require a fee to be paid and the District does not have a legislatively approved avenue to recoup those fees yet as this would have to be proposed and approved at a Town Meeting. Ms. Smith also answered a question about the front desk being able to take payments when Ms. Smith is not available which she said it can.

Next Meeting:

Commission meeting – Tuesday, July 12, 2023 @ 6 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.

Adjourn Meeting
Ms. Patti 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 10:50 AM.

Prepared by Alvina Snegach