# WEVD Commission Meeting Agenda
# Wednesday July 12, 2023, at 6 p.m.
# Community Center, 562 Winterbrook Rd., Campton, NH 03223
# with Zoom access
# Will be streamed on YouTube

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Minutes
    a. June 27, 2023
6. Treasurer's Report
7. GM's Report
8. Committee/Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Outdoor Courts
    d. ADA Accessibility
    e. Records
    f. Amenity Profitability
9. Consent Calendar
    a. Manifests
10. General Calendar Items
    a. Update from MRI Consultant Rita Donaldson – table to ____
    b. Update from Roads Manager and Water Superintendent Steve Baert
    c. Schedule review of Draft Master Plan from WEVD Planning Board
    d. Commission dialogue with WEA Board re: Building Permit & Handout
    e. Changes to Estates Driveway permitting process
    f. Water & Roads Committee recommendation to Commission – Public Hearing on ____
    g. July 4th week (06/30/23 to 07/09/23) concession & event operations
    h. Discussion re: assistance for WEVD committee minute takers
11. Next Meeting: Wednesday, July 26, 2023 @ 4 p.m.
12. Public Comment Period
13. Non-Public Session
14. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.
2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.
    A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
    B. THE REQUEST MUST CONTAIN THE SUBJECT MATTER OF THE REQUEST.
    C. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.
3. THE COMMISSION MAY ASK FOR A REPRESENTATIVE FROM THE WATERVILLE ESTATES ASSOCIATION BOARD OF DIRECTORS TO SPEAK REGARDING WEA ACTIVITIES, CONCERNS, ETC.
4. RECORDING A MEETING OF THE PUBLIC BODY IS ALLOWED. VIDEO EQUIPMENT WILL BE ALLOWED AT THE MEETING SITE AND WILL BE PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.
5. ZOOM OR OTHER REMOTE ACCESS / ELECTRONIC PLATFORM ACCESS WILL BE PROVIDED FOR COMMISSION MEETINGS. A LINK OR MEETING INFORMATION TO GAIN ACCESS WILL BE INCLUDED IN MEETING NOTICES. FAILURE TO BROADCAST WILL NOT BE GROUNDS FOR CANCELLING A COMMISSION MEETING.
6. NO MEETING ADMINISTRATOR OR OTHER PERMISSION WILL BE REQUIRED FOR REMOTE RECORDINGS OF PUBLIC SESSIONS OF COMMISSIONER MEETINGS THROUGH ZOOM OR ANY OTHER PLATFORM UTILIZED BY THE COMMISSION.
7. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING ON WEVD MATTERS. TOTAL TIME FOR PUBLIC COMMENT WILL BE LIMITED TO 15 MINUTES.
8. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

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

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

**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;
- 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;

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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 Improving Amenities Profitability Committee 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.

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- 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:

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.

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## 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 Zoning Board of Adjustment, which was resolved as there would not be any.

*Mr. Panuczak made a motion to appoint Anthony Patti to the WEVD Planning Board. Mr. 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 the 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

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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

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# GM Report July 12, 2023

1. I would like to thank the entire staff for a job well done during the fourth of July week. The weather presented a lot of challenges as did staffing level, but everyone stepped up and overcame it all to give our visitors the best experience possible.
2. The Summit lounge AC project is proceeding and the six units were hung in the lounge Monday. What is left is running the electric, plumbing and charging the units with freon.
3. With all of the storms we have had Steve only had an issue with one tank level sensor which has been replaced and the system is back to operating normal.

# WEVD Recreation Fund
## Unpaid Bills Detail
### As of June 29, 2023

| Type | Date | Num | Split | Open Balance |
|---|---|---|---|---|
| **Amoskeag Beverages, Inc.** | | | | |
| Bill | 06/02/2023 | Inv #3333561 | -SPLIT- | 322.15 |
| Bill | 06/06/2023 | Inv #3346526 | 9005.09 · Beer | 247.95 |
| Bill | 06/06/2023 | Inv #3356019 | 9005.09 · Beer | 259.60 |
| Total Amoskeag Beverages, Inc. | | | | 829.70 |
| **Handyman Hardware Inc.** | | | | |
| Bill | 06/14/2023 | Inv #A194686 | -SPLIT- | 32.00 |
| Bill | 06/16/2023 | Inv #B377668 | 9500.22 · Kitchen Suppli... | 28.00 |
| Total Handyman Hardware Inc. | | | | 60.00 |
| **Hell's Gate Fireworks** | | | | |
| Bill | 06/29/2023 | 6/29/23 | 9500.27 · Event Expenses | 2,500.00 |
| Total Hell's Gate Fireworks | | | | 2,500.00 |
| **New Hampshire Distributors, Inc.** | | | | |
| Bill | 05/24/2023 | Inv #542511 | -SPLIT- | 531.30 |
| Bill | 06/01/2023 | Inv #547371 | -SPLIT- | 241.90 |
| Bill | 06/01/2023 | Inv #547372 | 9005.09 · Beer | 59.85 |
| Bill | 06/21/2023 | Inv #558932 | 9005.09 · Beer | 299.65 |
| Bill | 06/28/2023 | Inv #563174 | 9005.09 · Beer | 28.70 |
| Bill | 06/28/2023 | Inv #563175 | 9005.09 · Beer | 44.95 |
| Total New Hampshire Distributors, Inc. | | | | 1,206.35 |
| **PFG - 62118** | | | | |
| Bill | 06/22/2023 | Inv #7336157 | -SPLIT- | 1,462.47 |
| Bill | 06/29/2023 | Inv #7342861 | -SPLIT- | 1,233.27 |
| Total PFG - 62118 | | | | 2,695.74 |
| **The WheelersVT Productions** | | | | |
| Bill | 06/27/2023 | Inv #1703 | 9500.26 · Entertainment | 250.00 |
| Total The WheelersVT Productions | | | | 250.00 |
| **Tracy Duffy - E** | | | | |
| Bill | 06/22/2023 | Inv #052911 | 9005.07 · Food | 82.68 |
| Bill | 06/29/2023 | Inv #038875 | 9005.07 · Food | 87.11 |
| Total Tracy Duffy - E | | | | 169.79 |
| **UniFirst Corporation** | | | | |
| Bill | 06/22/2023 | Inv #1070239006 | 9500.22 · Kitchen Suppli... | 132.88 |
| Total UniFirst Corporation | | | | 132.88 |
| **Waterville Estates Village District** | | | | |
| Bill Pmt -Check | 02/07/2023 | Transfer | 1001 · Northway Bank - ... | -142.20 |
| General Journal | 06/08/2022 | RD | 1700.1 · Due to WEVD | -35,393.36 |
| Credit | 10/07/2022 | 11567 | -SPLIT- | -10,718.16 |
| General Journal | 03/31/2022 | RD | 9300.07 · Payroll Taxes | 68.13 |
| Bill Pmt -Check | 03/17/2023 | 6153 | 1001 · Northway Bank - ... | -2,602.98 |
| Bill Pmt -Check | 03/21/2023 | 6159 | 1001 · Northway Bank - ... | -422.38 |
| Credit | 12/31/2022 | Inv #11628 | 9500.18 · Reported Tips | -12,474.84 |
| Credit | 04/07/2023 | Inv #11616 | -SPLIT- | -54.13 |
| Bill | 03/31/2022 | Inv #11531 | -SPLIT- | 24,085.40 |
| Bill | 05/31/2022 | 11535 | -SPLIT- | 16,542.91 |
| Bill | 06/30/2022 | Inv #11543 | -SPLIT- | 32,334.55 |
| Bill | 07/31/2022 | Inv #11545 | -SPLIT- | 30,115.06 |
| Bill | 08/22/2022 | Inv #11539 | 9300.25 · Electric | 500.09 |
| Bill | 08/31/2022 | Inv #11547 | -SPLIT- | 23,965.83 |
| Bill | 09/30/2022 | Inv #11564 | -SPLIT- | 26,027.92 |
| Bill | 12/31/2022 | Inv #11628 | -SPLIT- | 13,528.04 |
| Bill | 05/05/2023 | Inv #11629 | -SPLIT- | 1,752.15 |
| Bill | 05/11/2023 | Inv #11633 | -SPLIT- | 4,038.09 |
| Bill | 05/18/2023 | Inv #11636 | -SPLIT- | 1,054.81 |
| Bill | 05/25/2023 | Inv #11638 | -SPLIT- | 1,524.34 |

# WEVD Recreation Fund
## Unpaid Bills Detail
### As of June 29, 2023

| Type | Date | Num | Split | Open Balance |
|---|---|---|---|---|
| Bill | 05/31/2023 | Inv #11646 | -SPLIT- | 1,737.60 |
| Bill | 06/02/2023 | 11640 | -SPLIT- | 2,012.20 |
| Total Waterville Estates Village District | | | | 117,479.07 |
| **TOTAL** | | | | **125,323.53** |

QB- 77,088.54

Bank- 74,691.01

Total - 12,647.46

77,088.54
{12,647.46}
64,441.08

# Waterville Estates Village District
## Unpaid Bills Detail
### As of June 29, 2023

| Type | Date | Num | Split | Open Balance |
|---|---|---|---|---|
| **Alvina Snegach** | | | | |
| Bill | 06/26/2023 | 2020 Meet Clean... | 4199.19 · Contracted/... | 262.50 |
| Total Alvina Snegach | | | | 262.50 |
| **Amerigas - Pool 202540135** | | | | |
| Bill | 06/23/2023 | Inv #3151921974 | 4520.16 · Pool Repair... | 318.24 |
| Bill | 06/29/2023 | Inv #3152116729 | 4529.1 · Pool Chem ... | 188.65 |
| Total Amerigas - Pool 202540135 | | | | 506.89 |
| **Belletetes, Inc.** | | | | |
| Bill | 06/19/2023 | Inv # 3186566 | -SPLIT- | 600.68 |
| Total Belletetes, Inc. | | | | 600.68 |
| **Consolidated-BABL Fire Alarm** | | | | |
| Bill | 06/18/2023 | | 4220.3 · Fire & Security | 108.07 |
| Total Consolidated-BABL Fire Alarm | | | | 108.07 |
| **Consolidated - 1840** | | | | |
| Bill | 06/24/2023 | June 24 Bill | 4220.3 · Fire & Security | 101.00 |
| Total Consolidated - 1840 | | | | 101.00 |
| **Consolidated - 2057 Alarm** | | | | |
| Bill | 06/24/2023 | June 24 Bill | 4220.1 · Alarm, Fire ... | 3.60 |
| Total Consolidated - 2057 Alarm | | | | 3.60 |
| **Consolidated -9573-Alarm** | | | | |
| Bill | 06/21/2023 | | 4220.1 · Alarm, Fire ... | 101.00 |
| Total Consolidated -9573-Alarm | | | | 101.00 |
| **Consolidated Comm. Ctr. 7331-42** | | | | |
| Bill | 06/18/2023 | | 4220.1 · Alarm, Fire ... | 118.66 |
| Total Consolidated Comm. Ctr. 7331-42 | | | | 118.66 |
| **Corey Simpson** | | | | |
| Bill | 06/09/2023 | Inv 6/9/23 | 4520.8 · Kitchen Equi... | 750.00 |
| Total Corey Simpson | | | | 750.00 |
| **Deluxe** | | | | |
| Bill | 01/18/2023 | Inv #02052870249 | 4311.1 · Office Suppli... | 486.93 |
| Total Deluxe | | | | 486.93 |
| **Duffield Engineering & Consulting** | | | | |
| Bill | 05/12/2019 | | 4520.26 · Cap - Septi... | 1,300.00 |
| Total Duffield Engineering & Consulting | | | | 1,300.00 |
| **First BankCard - 2124 CS** | | | | |
| Bill | 06/22/2023 | #113-1422015-8... | 4220.3 · Fire & Security | 198.99 |
| Bill | 06/28/2023 | Inv #309297 | -SPLIT- | 27.00 |
| Total First BankCard - 2124 CS | | | | 225.99 |

600.68 [6.01] 549.67

# Waterville Estates Village District
## Unpaid Bills Detail
### As of June 29, 2023

| Type | Date | Num | Split | Open Balance |
|---|---|---|---|---|
| **Handy Man Hardware** | | | | |
| Bill | 06/02/2023 | Inv #B375411 | 4520.14 · Building Infr... | 13.50 |
| Bill | 06/02/2023 | Inv #B375407 | 4520.14 · Building Infr... | 5.00 |
| Bill | 06/02/2023 | Inv #B375471 | 4529.9 · Landscaping | 18.00 |
| Bill | 06/05/2023 | Inv #B375832 | -SPLIT- | 79.00 |
| Bill | 06/05/2023 | Inv #B375879 | -SPLIT- | 76.50 |
| Bill | 06/05/2023 | Inv #B375878 | -SPLIT- | 44.00 |
| Bill | 06/06/2023 | Inv #B375993 | -SPLIT- | 40.00 |
| Bill | 06/07/2023 | Inv #B376248 | -SPLIT- | 64.92 |
| Bill | 06/07/2023 | Inv #B376178 | -SPLIT- | 14.25 |
| Bill | 06/07/2023 | Inv #B376249 | -SPLIT- | 50.00 |
| Bill | 06/09/2023 | B376554 | -SPLIT- | 31.00 |
| Bill | 06/13/2023 | Inv #B377193 | 4312.27 · Shop suppli... | 6.50 |
| Bill | 06/13/2023 | Inv #B377104 | -SPLIT- | 43.00 |
| Bill | 06/13/2023 | Inv #B377195 | 4521.3 · Small Tools | 6.00 |
| Bill | 06/14/2023 | Inv #B377299 | 4521.3 · Small Tools | 19.95 |
| Bill | 06/15/2023 | Inv #B377550 | -SPLIT- | 22.00 |
| Bill | 06/19/2023 | Inv #B378124 | -SPLIT- | 43.50 |
| Bill | 06/19/2023 | Inv #B378126 | -SPLIT- | 103.00 |
| Bill | 06/19/2023 | Inv #B378063 | -SPLIT- | 15.45 |
| Bill | 06/20/2023 | Inv #B378290 | -SPLIT- | 100.00 |
| Bill | 06/20/2023 | Inv #B378299 | -SPLIT- | 12.50 |
| Bill | 06/22/2023 | Inv #B378719 | 4523.08 · WA 8 - 202... | 65.00 |
| Bill | 06/22/2023 | Inv #B378720 | -SPLIT- | 12.00 |
| Bill | 06/23/2023 | Inv #B378796 | -SPLIT- | 174.00 |
| Bill | 06/23/2023 | Inv #B378871 | -SPLIT- | 40.95 |
| Bill | 06/24/2023 | Inv #B378979 | 4523.08 · WA 8 - 202... | 22.50 |
| Bill | 06/26/2023 | Inv #B379338 | -SPLIT- | 212.50 |
| Bill | 06/26/2023 | Inv #B379346 | 4520.7 · Ski Area Re... | 40.00 |
| Bill | 06/26/2023 | Inv #B379281 | -SPLIT- | 32.50 |
| Bill | 06/27/2023 | Inv #B379423 | -SPLIT- | 15.00 |
| Bill | 06/28/2023 | Inv #A195096 | 4521.3 · Small Tools | 125.00 |
| Bill | 06/29/2023 | Inv #B379736 | 4520.14 · Building Infr... | 28.50 |
| Total Handy Man Hardware | | | | 1,576.02 |
| **Harcros Chemicals, Inc.** | | | | |
| Bill | 06/21/2023 | Inv #29015739 | 4529.1 · Pool Chem ... | 1,498.50 |
| Total Harcros Chemicals, Inc. | | | | 1,498.50 |
| **Health Trust** | | | | |
| Bill | 06/06/2023 | Inv #76948 | 4199.07 · FSA Fee | 11.00 |
| Total Health Trust | | | | 11.00 |
| **JP Pest Services** | | | | |
| Bill | 06/28/2023 | Inv #3524799 | 4529.8 · Pest Control | 234.00 |
| Total JP Pest Services | | | | 234.00 |
| **Needham Electric Supply Corp.** | | | | |
| Bill | 06/20/2023 | Inv #S6049891.0... | 4520.27 · Cap - HVA... | 352.66 |
| Bill | 06/21/2023 | Inv #S6051685.0... | 4520.27 · Cap - HVA... | 120.82 |
| Bill | 06/21/2023 | Inv #S6051685.0... | 4520.27 · Cap - HVA... | 79.71 |
| Bill | 06/22/2023 | Inv #S6052107.0... | 4520.27 · Cap - HVA... | 28.81 |
| Total Needham Electric Supply Corp. | | | | 582.00 |

# Waterville Estates Village District
## Unpaid Bills Detail
### As of June 29, 2023

| Type | Date | Num | Split | Open Balance |
|---|---|---|---|---|
| **Northway Municipal Card - 0902** | | | | |
| Bill | 06/23/2023 | #113-2117899-0... | 4520.14 · Building Infr... | 11.36 |
| Bill | 06/24/2023 | #113-0887436-9... | 4529.1 · Pool Chem ... | 76.99 |
| Bill | 06/26/2023 | #113-5005282-2... | 4529.1 · Pool Chem ... | 21.98 |
| Bill | 06/26/2023 | #113-7304380-7... | 4529.1 · Pool Chem ... | 51.96 |
| Bill | 06/26/2023 | SO #10625764 | 4520.14 · Building Infr... | 107.02 |
| Bill | 06/27/2023 | #113-7613703-0... | 4523.08 · WA 8 - 202... | 309.10 |
| Bill | 06/27/2023 | #114-7194769-6... | 4529.5 · Cleaning Su... | 46.44 |
| Bill | 06/27/2023 | #114-7011831-5... | 4529.5 · Cleaning Su... | 52.98 |
| Bill | 06/29/2023 | #113-7245305-8... | 4529.1 · Pool Chem ... | 10.99 |
| Total Northway Municipal Card - 0902 | | | | 688.82 |
| **Northway Municipal Card - 4933** | | | | |
| Bill | 06/23/2023 | Inv #INV207590... | 4311.2 · Taxes/Fees/... | 199.90 |
| Total Northway Municipal Card - 4933 | | | | 199.90 |
| **United Construction & Forestry** | | | | |
| Bill Pmt -Check | 07/01/2022 | 27574 | 1001 · Northway Bank | (804.64) |
| Total United Construction & Forestry | | | | (804.64) |
| **Vermont Recreational Surfacing & Fencing,** | | | | |
| Bill | 05/26/2023 | 4817 | 4901.6 · CapTennis/B... | 50,816.36 |
| Bill | 06/13/2023 | Inv #4850 | 4901.6 · CapTennis/B... | 12,800.00 |
| Bill | 06/26/2023 | Inv #4893 | 4901.6 · CapTennis/B... | 34,200.00 |
| Total Vermont Recreational Surfacing & Fencing, | | | | 97,816.36 |
| **TOTAL** | | | | **106,367.28** |

QB - 87,707.34

Bank - 116,359.16

105,210.93

87,707.34
(105,210.93)
(17,503.59)

# WEVD Water Department
## Unpaid Bills Detail
### As of June 29, 2023

| Type | Date | Num | Split | Open Balance |
|---|---|---|---|---|
| **First BankCard - 2124 CS** | | | | |
| Bill | 06/28/2023 | Inv #309297 | 4332.18 · Misc. Expense | 13.50 |
| Total First BankCard - 2124 CS | | | | 13.50 |
| **Handyman Hardware** | | | | |
| Bill | 06/13/2023 | Inv #B377193 | 4332.1 · System Repair... | 48.00 |
| Bill | 06/22/2023 | Inv #B378691 | -SPLIT- | 57.00 |
| Total Handyman Hardware | | | | 105.00 |
| **Needham Electric Supply** | | | | |
| Bill | 06/23/2023 | Inv #S6052944.001 | 4332.1 · System Repair... | 53.17 |
| Total Needham Electric Supply | | | | 53.17 |
| **Waterville Estates Village District** | | | | |
| Bill Pmt -Check | 02/28/2023 | 1342 | Northway Water Account | -0.03 |
| Total Waterville Estates Village District | | | | -0.03 |
| **TOTAL** | | | | **171.64** |

WATERVILLE ESTATES

# Outdoor Courts Committee Report
# July 2023

The Outdoor Courts Committee (OCC) last met on April 20th, which was a work session due to the lack of a committee quorum. The session discussed court surface colors, racket court signage and half court basketball work tasks.

Dave Ketcham met with Ron Beard, Shawn Pelchat and VT Recreational Surfacing & Fencing onsite supervisors on an as needed basis to insure successful completion of the projects. Shawn P facilitated the installation of the MegaSLAM basketball system. Minor improvements were made by VT Rec on the racket court walkway drainage and width during final buildout.

The construction of the tennis court battery and multi-use court battery is 100% complete. VT Recreational Surfacing & Fencing contract is complete. It is the Committees opinion that VT Rec has done an outstanding quality job from start to finish. The recommended upgrades and finishing tweaks were spot on, add value and will help reduce maintenance. The improved drainage from access road to back of courts has held up perfectly during our rainy spring, early summer.

The half court basketball area requires ledge-pack shoulder to be installed to prevent ankle injuries and asphalt damage, prior to opening. Final landscaping around the half court basketball area will be completed with remaining funds.

Billing from VT Rec is being reconciled against initial RFP and approved project adds. After the final bill has been reconciled, half court basketball finish will move forward.

New court signage has been ordered and is expected to be delivered by July 15.

There are plans to refurbish the horseshoe and shuffleboard area during the summer.

The OCC will meet on an as needed basis. After the half-court basketball and horseshoe/ shuffleboard areas are completed, the plan is to provide a final accounting and disband the WEVD Outdoor Court Committee. Discussion is underway to setup a WEA Outdoor Court Committee to assist with court oversight and planning of events.

David Ketcham
Committee Chair
July 10, 2023

Water & Roads Report

July 12, 2023

1. Yesterday, EII fixed a 2” pressure-reducing valve (PRV) on Summit Drive that was negatively affecting pressure for a few houses on Summit Drive over the 4th of July week.
2. Wednesday the 19th meters in and out of the Pegwood Tank are scheduled to be replaced.
3. New vent fans have been installed in the Pegwood Pump House to dehumidify the building and stop the rusting. The building is already dry, and Steve has plans to go in and wire-brush and paint areas subject to rusting as well as convert all of the hardware to stainless steel. Dehumidifiers are being purchased for the other pump houses. This was something that was already in the works and reemphasized by our state engineer Randy Suozzo.
4. A leak in an owner’s service line was found on Taylor Drive and has since been repaired by the owner and service restored.
5. Pavement reclamation on Pegwood is slated to occur between 7/15 and 7/20. Lake Region Water (LRW) has already begun to move their equipment in for the line replacement project.
6. Vegetation around the pump houses has been cut back.
7. The installation of the generator at the shop is moving along. Steve is ready for the tanks to be delivered so they can move into the project’s final phase.
8. EII has been able to bring the South Mountain meter pit back online.
9. A meter pit on Holland Trail has also been repaired.
10. Failing culverts on Campton Mountain have been replaced.
11. Steve and Allan have been raking roads after the severe rain we’ve experienced lately to reduce the amount of damage done to roads. They have also been cleaning out culverts.
12. The cutting back of vegetation on roads is progressing nicely. So far 4 to 5 roads are complete.
13. On 7/2 a lightning strike took out the level indicator for the transfer tank. This means that the pumps weren’t being told when to turn on or off. Steve had to manually run the system from 7/1-7/3 when it was able to be repaired.




**Consultation with a Building Committee Member is required prior to issuance of this permit. Please contact one of the members below.**

# Waterville Estates Building Permit

Frank Marshall – fmarshall1567@gmail.com
Jaime Oldmixon - jaimeoldmixon@msn.com
Michael Hering - summit_bld@yahoo.com

# WEA Building Permit

| | | | |
|---|---|---|---|
| **Property Owner:** | | Building Permit #: | |
| Street Address: | | Email Address: | |
| Applicant: | | Phone Number: | |

| | | |
|---|---|---|
| Parcel Number | Map: | Lot: |

| **Type of Work** | ✓ | **Description** |
|---|---|---|
| House* | | |
| Addition | | |
| Alteration | | |
| Repair/replace | | |

*Modular/prefab homes require Waterville Estates Board of Directors approval, signed contract, and a deposit of $25.000 in escrow with WEA.

**Square footage**

| | | | | |
|---|---|---|---|---|
| 1st floor | | Baths | | Number of baths |
| 2nd floor | | Garage | | Sqft/Dimensions |
| basement | | Out-building/shed | | Dimensions |

| **Check List** | ✓ | **Sign off by BC/Permit number/Details** |
|---|---|---|
| Septic Design w/ plot plan* | | |
| Building plans* | | |
| Water Dept Approval | | |
| Town Permit | | |
| Driveway permit | | |

*PDF required/Hard copy - optional

**Details**

| | |
|---|---|
| Contractor | |
| Address | |
| Phone Number | |
| Email | |

**Hours of Construction:**

- Monday – Friday 7:30AM-8:00PM & Weekends/holidays 8:00AM-6:00PM

**Copies of the following MUST be submitted with this application before permit will be issued:**

- NH DEP Septic Approval w/ plot plan needed for all new homes and installation of new septic.
- Town building Permit Approval (Campton or Thornton)
- Description and samples needed of all alterations, new homes, additions, painting, and remodeling.
  - Siding including Color Samples
  - Trim including Color Samples
  - Roofing Type including Color Samples
  - Deck and rail samples and Color Samples
- Plans are required for new homes & additions.
  - Site Plan
    - Including: tree cutting proposal, driveway, and utility access.
  - Floor Plans
  - Four elevation drawings with the view from the road clearly marked.
- Waterville Estates Village District Water Connection Approval – new homes
- **New road installation or change of lot designation/usage require town (planning board), district, and association approval.**
- Road agent sign-off on new driveways
  - Town Driveway permit for roads owned by Campton or Thornton
  - Village District Approval for roads owned by WEVD.

**Fee Schedule:**

a. New Living Unit ..... $1,350**
b. Additions to Existing Building... ..... $250
c. Exterior Changes to Existing Building (ex. Roof shingle, siding, decks, color changes) $50
d. Changes to Lot (ex. Tree cutting, shed, garage, driveway)..... $25

**Two separate payments: $350 for Building Application and $1000 payment for the Capital Improvement Fund (CIF). Made out to Waterville Estates Association.

*Exterior will be completed within 9 months of permit date.
*Applicant must apply for extension with Building Committee.
*WEA Dues will be charged after exterior has been completed. (Includes siding, windows, and roof)

**The builder and/or property owner is responsible for all changes to the hydrology of the property along with any incidental damage or effect it may have on other surrounding properties.**

**All property corners must be clearly marked and professionally staked and/or property pins located by surveyor.**

**The approval of this application has been issued based on the plans and specifications submitted by the property owner, builder and/or his designee. The Waterville Estates Association & Building Committee do not render any professional opinion regarding the engineering design of this project and therefore approves the application based upon specifications in your building application and specification requirements of the Waterville Estates Restrictions, Easements and Covenants.**

**Owner Signature:** _____ **Date:** _____

**Builder Signature:** _____ **Date:** _____

**Building Committee Representatives (2 members for approval)**

**Name:** _____ **Date:** _____

**Name:** _____ **Date:** _____

Maureen Patti motions for July 10, 2023:

1. **Agenda Item # 5 a, Adoption of minutes –**
   **Proposed Amendments to minutes of June 27, 2023:**

    1. Page 3, line 69 – delete 'Improving Amenity Profitability Committee' and insert "Waterville Estates Association"
    2. Page 4, line 126 – insert in from of 'Zoning Board of Adjustment' the words "Town of Thornton" and insert "(ZBA)" immediately after 'Adjustment'
    3. Page 4, line 127 – delete 'there would not be any' and insert "Ms. Patti will recuse herself from any matters involving properties in Waterville Estates that come before the ZBA."
    4. Page 5, line 128 – correct typo "Ms. Patti duly…"
    5. Page 5, line 140 – correct typo "a Town Meeting" instead of 'the'