562 Winterbrook Road Campton, NH 03223
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WEVD 2023 Meeting APPROVED Minutes
August 9, 2023 – 6:00 PM

Approved as amended on September 13, 2023.

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

Members excused:

Attendees via Zoom: Commissioner Gerry Panuczak, Tanya Moses, Jaime Oldmixon, iPad, James Cahill.

Call to order: Commission Patti noted that Commissioner Panuczak is participating in the meeting via Zoom later and called the meeting to order at 6:00 PM 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. Spinney were present in person. Mr. Panuczak was present via Zoom.

Adoption of Agenda.
Ms. Patti asked to add an item 10.h for scheduling a public hearing on September 27, 2023. Other commissioners agreed.

Approval of Minutes
a. June 27, 2023
Ms. Patti made a motion to amend the 6/27/2023 meeting minutes according to the list of 5 changes she prepared and that were 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.

Ms. Patti made a motion to adopt the amended 6/27/2023 meeting minutes as official meeting minutes. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

b. July 12, 2023

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Ms. Patti made a motion to amend the 7/12/2023 meeting minutes according to the list of 24 changes she prepared and that were 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.

Ms. Patti made a motion to adopt the amended 7/12/2023 meeting minutes as official meeting minutes. Mr. Spinney 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 the Treasurer's Report has been submitted and is in the packet. Mr. Diefenbach was not present to speak to it though. Ms. Patti asked Ms. Smith to address the issue with the second half of the 2023 Water Fee percentile that was still due. Ms. Smith explained how the new billing software the Treasurer is not able to pull his reports the same way he used to from QuickBooks. She provided the current balances to the Commissioners and said that Mr. Diefenbach has also received the same numbers. Ms. Smith answered Ms. Patti's question about the non-collect amount currently being at 8.9 percent and said that it was not concerning and that the collections seem to follow a similar pattern as previous years.

Mr. Panuczak noted that he is very happy to see that the bank balances and the QuickBooks balances are matching much more closely now.

GENERAL CALENDAR ITEMS

GM's Report

Mr. Beard spoke about the following:

1. Summit Lounge air conditioning project has been almost completed.
2. Culvert has been installed at the Campton mountain; Mr. Pelchat has ordered three loads of gravel to cover the culvert and firm up the area leading to the wellhead, then the crane can come in to pull the equipment and well testing will commence.
3. Mr. Pelchat has been replacing lighting around the outdoor pool area.
4. The Pegwood water line project should be started this week weather permitting.
5. Transition to Bank of New Hampshire is going well.
6. Transition to the new MTS software is going well. Rita Donaldson has made some necessary changes for better accountability.
7. Management is still looking to fill a couple of open positions, one is building maintenance and the other is roads and water maintenance. Mr. Beard will be posting these positions on the District website and on the information board outside.

Mr. Panuczak asked whether it would be a good idea to start researching information on the costs and availability of snow making related equipment, should the well test as being viable for such. Mr.

Beard answered that he has been looking at certain things but he does not know the parameters of this equipment (like the size of the water cistern) until the well is tested and the outcomes of this test. After a brief discussion about where to locate the cistern, Mr. Panuczak suggested consulting with Mr. Oldmixon as he may be very helpful in making this decision.

Ms. Patti made a motion to adopt the GM's Report as presented 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.

Committee/Board Reports:

Records Committee
Ms. Patti said that the committee met with the General Manager and they are looking to his help finding an appropriate vendor to digitize what the District has and figure out how to make sure that record keeping going forward is done in the best way possible in terms of efficiency and retention.

ADA Accessibility Committee
Ms. Patti said that the committee has lost its chairperson, Ms. Herlihy, who she thanked for her service. She said that prior to the Chair leaving the committee met with Mr. Beard to review what ADA Accessibility projects have been done thus far.

Outdoor Courts
Mr. Spinney said that the project has almost been completed and the committee will probably meet one more time to discuss any reserve left and if anything could be done to enhance the project.

Budget Advisory Committee
The committee has not met yet. Coming soon.

Planning Board
Mr. Panuczak said that the board met last week and will be presenting the draft Master Plan to the Commission on the 22nd of August and to WEA Board in September. Copies of the draft have been provided to both Campton and Thornton. The next step will be to schedule a public hearing to talk about the draft Master Plan and if there are no objectives, adopting it.

Water & Roads Committee
Mr. Panuczak said that the committee has had trouble finding quorum and the next meeting should be last Friday in September.

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Amenity Profitability

Mr. Panuczak said that the committee met with Tim Lithgow of Resort Logic and the contract with his has been signed. He already began working on the project and has been reaching out to staff to gather information. He is planning another visit to the facility and his intention is to have the initial report out to the Commissioners by the end of September or early October. Committee members also have been individually analyzing various other ways to generate revenue or cut costs and presenting their analysis back to the committee.

Ms. Patti asked if the committee has approved the suggestions to modify the Water Ordinance based on the outcomes of the 2023 Annual Meeting, and Mr. Panuczak responded that they have yet to approve it and he is hoping it would be done at the next meeting. There was a brief discussion about the committee draft minutes that state that a recommendation has been made to amend a certain article of the Water Ordinance, after which Mr. Panuczak said that he stands corrected and that there has been a recommendation made.

CONSENT CALENDAR

Manifests

Ms. Patti made a motion to approve the Manifest contained 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.

GENERAL CALENDAR ITEMS

a. RCA new Water Connection, 9 Donovan Farm Road

Ms. Patti said that all the relevant documentation is in the packet and has been provided to the Commissioners ahead of time.

Mr. Panuczak made a motion to approve the new water connection for 9 Donovan Farm Road. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

b. RCA Bond/Grant policies & procedures – Post Issuance Compliance Guidelines

Ms. Patti and Ms. Smith explained that the Legal Counsel retained during the process of preparing the bond documents for the New Hampshire Municipal Bank recommended that the District adopt Bond/Grant Policies and Procedures as a way to protect itself in case it is ever questioned whether the District is entitled to its tax exemption status and to demonstrate that it has written policies that govern and ensure that the administration of any grants or bond funds is being done properly and is transparent.

Ms. Smith said that the preparation of such policies should roughly cost from $450 to $750 and should be ready for the September meeting for the Commission to review.

Ms. Patti made a motion to approve the Request for Commissioner Action and to ask Legal Counsel Renelle L'Huillier to draft the Post-Insurance Guidelines for the District, and that the funds to pay for

this service will come out of legal consultation line . Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

c. RCA moving accounts to Bank of New Hampshire (Northway, Meredith Village Savings)
Ms. Patti explained that the District has recently moved its accounts to Bank of New Hampshire, which now requires closing the accounts in the Northway Bank and in the Meredith Village Savings Bank where they used to be held. She reminded everyone that the switch was done for many reasons among which are: a) solve the problem with the District's funds being woefully underinsured (to the tune of having over a million dollars in balances which are only insured up to $250,000); b) getting various protections from fraud with regards to checks and the Districts accounts; and c) getting interest of 4% compared to .25% which the District has been getting.

Ms. Patti made a motion to close the District's accounts in the Northway Bank and in the Meredith Village Savings Bank and empowering Management to close them at the right time using correspondence and the Commissioners' signatures to achieve that effect. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

d. RCA Service Contract with Electrical Installations LLC (Scada System, Water Department)
Mr. Beard explained that the District has paid around $11,000 for their services last year and that is why he would like to sign a service package contact with them in order to avoid extra charges beyond what the contract stipulates (which will be $10,800 for the year). Mr. Beard said that the company has been very reliable and that Mr. Baert also recommends signing the contract.
After a brief discussion *Ms. Patti made a motion to empower General Manager Ron Beard to execute a contract (Service Maintenance Agreement identified as Service Package A) with Electrical Installations LLC Service Group with the money for this contract to be drawn from the Water Department Budget. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.*

e. Changes to Estates driveway permitting process and f. Commission dialogue with WEA Board Re: Building Permit & Materials

Mr. Panuczak said that the idea is to streamline the building permit process and make it more user friendly. WEA Board representatives have worked with Mr. Panuczak and other volunteers on that and what came out is a proposition to take all the policies that are now part of the building permit and make them standalone policies which would be attached to a building permit. Mr. Panuczak clarified that the driveway permits for driveways off the District Roads will be approved by the District and those coming off Campton or Thornton owned roadways will be approved by the respective towns.
Ms. Patti and Mr. Panuczak thanked everyone involved in the process, noting that it was quite collaborative and successful.
Ms. Smith noted that the only issue would be that the water connection application which is required for the building permit may not align with the timeframe of the building permitting process. She

suggested changing the water connection application so that it aligns with the building permit. Ms. Smith noted that currently the water connection application is in the Water Ordinance so to change it the Commission would need to schedule a public hearing, or it could schedule a public hearing to take the water connection application out of the Water Ordinance to be able to change it without a public hearing later on.
Ms. Smith then spoke on what needs to be changed in the water connection application to make the application process more dynamic and productive. There was discussion about the need for the Management of the District and the Water Department to work together to come up with a proposal which the Commission will be discussing at their September 27th meeting.

g. Schedule Sealed NON-PUBLIC Minute review meeting
Members agreed to schedule that meeting for Tuesday, October 24, 2023.

h. Modification of Contract – Resort Logic LLC
Mr. Panuczak explained that Mr. Lithgow decided instead of modifying the document to send an email to the Amenities Profitability Committee members confirming that he recognizes the two editions and will act on it. He elaborated that the two editions were Mr. Lithgow coming up with a template for the community to use when proposing any new activity, which would help determine what the proceeds might be, what the costs would be and the resulting profitability; and that he would adopt this template to current programs.

i. WEVD Personnel Policy/Procedures Manual, plan for updating
Ms. Patti explained that the work on updating the Personnel Policy/Procedures Manual has started before Mr. Beard came onboard and said that she just wanted to put this on his radar so that he could contact the legal counsel (Ms. Patti will provide him with the contact information) to make sure that the Manual is updated accordingly.

j. VOLUNTEERS NEEDED – ADA Accessibility Committee
Ms. Patti noted that the District is looking for volunteers for this committee. She asked anyone who is interested to reach out to the Management or to herself.

h. Scheduling a public hearing for September 27, 2023.
Ms. Patti explained that there has been an accounting error discovered by Ms. Donaldson when she was getting ready for the 2022 audit and it has to do with the CIF money allocated for the installation of lighting on the ski mountain. The Commission now needs to schedule a public hearing to return that money to the WEA Board and Ms. Patti suggested adding it to the list of other public hearings scheduled for the September 27, 2023 meeting.

Next Meeting: Tuesday, August 22, 2023 @ 10 A.M

Public Comment Period
There was none.

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Non-Public Session
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Mr. Spinney duly seconded motion and it passed at 7:03 PM by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Non-public session was entered at 7:07 PM, Commissioners Patti, and Spinney were present in person as well as the GM and Water Department Administrator Allison Smith (left at 7:20 PM). Commissioner Panuczak was present via Zoom.

Resumption of Public Session
Ms. Patti motioned to exit non-public session at 08:13 PM, Mr. Spinney 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 08:13 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 and render proposed action ineffective. Motion carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

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

Meeting adjourned at 8:14 PM.

Prepared by Alvina Snegach