562 Winterbrook Road Campton, NH 03223
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WEVD 2023 Meeting Approved Minutes
September 13, 2023 – 6:00 PM

Approved as amended on September 27, 2023

Attendees: Commissioners Maureen Patti, Gerry Panuczak, and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith. Member of the public: Stan Bujalski

Members excused:
None

Attendees via Zoom: Mark Canfield, Barry's iPad, Scot Sallaway, Carol Ogilvie, James Cahill, Jaime Oldmixon, Elizabeth Ellinwood, James Reynolds, iPad, Nancy Seward.

Call to order: Commission 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.

WEVD Planning Board DRAFT MASTER PLAN presentation, review
Ms. Patti asked Mr. Panuczak to provide a brief introduction. Mr. Panuczak spoke about the process of drafting the Master Plan and said that the Planning Board is in at the stage of sharing the draft with the Commission, the WEA Board and both towns of Campton and Thornton in preparation for the public hearing to discuss it. Mr. Panuczak also noted that there was a lot of chatter on social media about the Master Plan and stated that he would like to address it with some facts.

> "The Waterville Estates Village District Planning Board has held monthly meetings since its inception in 2020. All meetings were public and posted in a timely manner. All meetings had appropriate Zoom links posted on the Waterville Estates Village District website. All meetings had minutes taken, and those minutes were reviewed and approved, and subsequently posted on the Waterville Estates Village District website. It should be noted that on occasion, a quorum was not established, and the meeting was abandoned and re-scheduled. The Planning

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Board conducted one public survey, which was communicated through various platforms, and allowed digital participation. The Planning Board held one Public Input Session, which was properly posted and held on Saturday, October 1, 2022."

Ms. Patti clarified that the Planning Board had been created in 2020 as opposed to 2019 as noted by Mr. Panuczak and he agreed to amend his statement accordingly.

Mark Canfield, via Zoom, a current member of the Planning Board and its former chair spoke about the statutes authorizing creation of Master Plans and its goals which are not only to guide future development of the community but also its budgetary planning. Mr. Canfield noted that a survey was sent out to the community as part of Master Plan development process and some of the priorities that were identified by the survey were the delivery of reliable essential services, the facilities operated by the District, and the recreational opportunities. Mr. Canfield spoke about the creation of the Planning Board which is a prerequisite for drafting a Master Plan. He said that the Master Plan is not a legal document but it could lead to creating regulations designed to achieve community's objectives. Mr. Canfield also spoke about the uniqueness of the District's governing framework with the Commission and the WEA Board taking different roles in governing the delivery of essential and recreation services and taking care of the community owned assets. He said that the Master Plan defines these assets and the roles both governing bodies play in managing them. He also said that the Planning Board and the Master Plan will play a big role in identifying the community's needs, understand its priorities, develop action plans, and direct them to the appropriate governing body. Mr. Canfield spoke about strategies identified in the draft Master Plan are the control and enforcement measures for controlling the natural environment; formalizing facilities' maintenance and capital improvement goals and plans; recreation delivery enhancements; and updating and enforcement of community regulation guidance to make sure quality construction of new homes occurs in the future.

Mr. Canfield said that this Master Plan is a draft and there is a chance to change it if the community feels that changes are needed. Then he went over the structure of the document outlining each chapter and its contents. He said that the Planning Board will be holding a public hearing for the community to be able to provide input and their ideas on this draft (No date yet set).

Ms. Patti thanked Mr. Canfield and the Planning Board members along with all volunteers and consultants who participated in drafting this document. Mr. Canfield noted that Carol Ogilvie was the consultant who worked with the Planning Board during this process and thanked her as well. Ms. Patti seconded his sentiment. She also asked Mr. Canfield if indeed the survey return rate was about 50 percent, which she said was phenomenal, and he confirmed. Ms. Patti noted that there were a few small typographical/grammatical errors that she found in the document and that she will send those to Mr. Canfield in an email.

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Ms. Patti then spoke about the statutory authority New Hampshire municipalities have to establish a Planning Board and to develop a Master Plan. She noted that in the preamble of the draft Master Plan it is said that it is a prerequisite for establishing a zoning ordinance, but later on page 16 of the draft it gets a bit confusing, where it talks about the uniqueness of the Water Village Estates District with regards to zoning as there is already zoning authority that exists from the underlying municipalities and the Homeowners Association bylaws and revised restrictions, easements, and covenants. She continued to say that later on page 19 of the draft it also says that the Planning Board has a limited role in this regard, given that the WEVD is a municipality recognized under New Hampshire state law, but does not have land use authority (at this time). Furthermore, existing, and potential future land uses are governed by the zoning regulations of Campton and Thornton, as well as the HOA's Bylaws and Restrictions, Easements and Covenants that determine land use in the Estates. For these reasons, this Plan will focus largely on recommendations for the Waterville Estates governing officials, who are authorized and responsible for carrying out specific authorized actions.

Ms. Patti said that as a landowner in the Estates she is more interested in the Master Plan's authority to allow the District to establish a Capital Improvements Plan and provide for better financial planning in the future and a possibility to stabilize the tax rates. She reiterated that there is not much bandwidth when it comes to land use or zoning authority given the uniqueness of the District and regulations that are already in place for that. Ms. Patti added that the public has a chance to comment on the draft either at the end of the meeting tonight, or by contacting the Planning Board directly, and, of course, participating in the public hearing for discussing the draft Master Plan when it has been scheduled.

Mr. Canfield thanked Ms. Patti for pointing this out and said that he agrees that this contradiction in the Master Plan needs to be addressed and clarified.

Mr. Spinney seconded Ms. Patti's sentiment for the possibility of creating the Capital Improvements Plan which will be very helpful in financial planning and stabilizing the tax rate. He also thanked all those involved in the process of drafting the Master Plan for their extraordinary work.

Ms. Patti also reminded everyone how difficult it was to establish the roles and responsibilities for both governing bodies for the District and said how appreciative she is for having it clearly laid out in draft of Chapter 7 Master Plan.

Carol Ogilvie, who is the Planning Consultant, via Zoom, spoke about the experience of working with the WEVD Planning Board and the uniqueness of it, and how she felt it was a good learning experience for her. She noted the unprecedented survey response rate of 50 percent and how it was also a tedious and lengthy process to produce it. Ms. Ogilvie thanked everybody she worked with during the drafting process. She noted that it is not over yet, and that there will be a public hearing and more changes made to the draft as a result. She concluded that overall, she thought that the Planning Board ended up with a useful document that will serve it for many years to come.

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Ms. Patti noted that Mr. Cahill was already present at the meeting and asked if Item 11 could be taken out of order. There was consensus that it could.

Mailbox update, Paving walkway

James Cahill, from the WEA Board, via Zoom provided an update on the mailboxes and the pavement of the walkway. He said that they mailboxes have been ordered and shipping should take four to six weeks. He noted that in the meantime it will be communicated to the people who have existing mailboxes that they would need to pick up their mail at the post office when the boxes are being installed. Mr. Cahill said that he will provide a written description of what is going to happen so people know what to expect. After that, he said, they will be offering all the existing Waterville Estates full time residents the mailboxes, and after that the remaining mailboxes will be available to the existing non-resident homeowners in the Estates. Everything will be done on a first come first served basis. Phase two will be the expansion of the mailbox structure and installation of another 300 boxes and will allow for those who did not get a mailbox to get one then. Mr. Cahill said that part of Phase two will also be repaving the walkway so that the post office driver could service the boxes without turning around in the space.

Mr. Beard said Dig Safe has been to the site and the expansion of the second walkway from the parking lot to the Community Center should be done next weekend, and that WEA had agreed to pay the vendor directory for that portion. Ms. Patti noted that after that portion of the walkway is done, the Commission will hold a public hearing to accept the improvements to the District property. Mr. Panuczak added that the value of the mailboxes and the driveway will also have to be accepted via a public hearing.

Approval of Minutes

a. August 9, 2023

Ms. Patti made a motion to amend the 08/09/2023 meeting minutes according to the list of 13 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 08/09/2023 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

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Treasurer's Report

Ms. Patti noted that there was no report but Mr. Beard had some information. Mr. Beard said that in the sweep accounts with Bank of New Hampshire there is $274,626.27. He noted that $262,000 of that is the bond money that was deposited for the Pegwood Road. He added that in the Manifest it shows that the Water Department still has in Northway Band the amount of $393.388.20. For the General Fund in the Bank of New Hampshire there is $806,700.22 and in Northway currently, as is shown in the Manifest, there is $242,447.45. Adding both amounts together, the District is holding $1,049,180.67. Accounts at the Bank in New Hampshire (BNH) already collected $2,287.00 dollars in interest since July (WEVD accounts receiving 4% interest from BNH instead of 0.25% at former institution.)

GENERAL CALENDAR ITEMS

GM's Report

Mr. Beard spoke about the following:

1. Nicolas Cutting, Sergeant with Liquor Enforcement met with Mr. Beard to tour the Community Center for the purpose of making sure that the District is in compliance. He was very pleased to not find any violations. Mr. Beard thanked Sam and her staff.
2. Mr. Baert, Lakes Region Water and Mr. Beard spend four days last week digging to locate the curb stops for the two homes that have very low water pressure. To date they have not been able to locate the valves but did get permission from the State to run temporary service until they locate the valves. Mr. Beard noted how difficult Mr. Baert's job is indeed.

There was a brief discussion about available maps from the Town of Campton which the property owner was able to locate that may be helpful in finding where the water line is. There was also a discussion about how to map the existing water infrastructure better going forward.

3. The lift safety platforms are being installed this week for the ski lift.
4. Comparing the Ski Lodge electric costs this year versus last year, the District saved an average of $875.00 per month this summer. This was accomplished by turning all of the refrigeration off for the summer.
5. Mr. Beard just hired a new Water and Roads Department employee to work with Mr. Baert. Lauren Bennett will begin his career with the District on September 18th.
6. Mr. Beard also hired a new front desk supervisor. Julie Smart has managed a retail store in North Woodstock for the past 15 years. Julie is looking forward to reinvigorating the front desk, bar, and retail operations.

Mr. Beard mentioned that he is still looking for the building maintenance employee.

CONSENT CALENDAR

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Manifests
Ms. Patti made a motion to approve the Manifests contained in the meeting handout. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

GENERAL CALENDAR ITEMS

a. Water Connections

i. Meyer Drive
Ms. Patti made a motion to approve the water hookup permit for the property on Meyer Drive owned by David Sanborn. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

ii. Tobey Road
Ms. Patti made a motion to approve the water hookup permit for the property on Tobey Drive owned by David Sanborn. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

iii. Brambleberry Lane
Ms. Patti made a motion to approve the water hookup permit for the property on Brambleberry Drive owned by David Sanborn. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Outdoor pools – heating & closing
Mr. Beard said that given the weather conditions, he would like to stop heating the outdoor family pool and only keep the adult area pools heated open while monitoring how much propane is used for that. He also noted that last year heat was turned off around September 28th. Ms. Patti referred to the Recreation Management Agreement (RMA) which states that the facilities are to be open until Columbus day and noted that the WEA Board had requested they be open until the end of September. She said that it would be good to have that stated somewhere on paper that there is agreement to go until the end of September. She also added that RMA does not specify whether the pools are to be heated or not. After a brief discussion on how to proceed, Mr. Spinney suggested that all pools remain heated until the end of September and then there should be approval from the WEA Board to close them down then. There was general consensus that this was the way to proceed and to have the conversation with the WEA Board about clarification of what they would like to do.

Nancy Seward, via Zoom, said that the latest discussion of the WEA Board indicated that they would like to stop outdoor heating the pools (not the hot tubs) at this point and keep the unheated pools open through to Columbus Day.
Members agreed to follow up with the WEA Board and once consensus has been reached move forward.

VOLUNTEERS NEEDED – ADA Accessibility Committee
Ms. Patti noted that the notice is in the packet and will be posted on the website.

Newspaper Notice for Public Hearings
Ms. Patti noted that posting the notice in the newspaper is required by New Hampshire law but only once. The District has already advertised the public hearing on September 27th once and she just wanted to ask the Commissioners whether doing it the second time would make sense. It will be just a courtesy but it will still cost money. After a brief discussion, members decided that posting it once will suffice.
Then there was another discussion about the timeframe for such postings and whether it would make sense to do them earlier. Consensus was the earlier the better.

Next Meeting: Wednesday, September 27, 2023 @ 4 p.m. Public Hearings re: (1) refund of CIF monies (Campton Mountain Ski Trail Lighting) to WEA, (2) WATER ORDINANCE MODIFICATIONS following advisory vote @ Annual Meeting
Ms. Patti explained what the purposes of the public hearings are.

Public Comment Period
- Stan Bujalski spoke about the Master Plan development process of which he was also a part of and commended everyone who took part in it.
- Scott Sallaway, via Zoom, thanked everyone who volunteered their time to developing the Master Plan and asked if there was anything in it that will increase taxes or fees.
Mr. Spinney said that nothing in them Master Plan is intended to raise taxes of fees. This is a guidance document for the Commission and the WEA Board.
Mr. Sallaway asked about the time when the Commission was discussing the Water Department surplus and indicated that it would be reimbursed to the community and about reimbursing the cost of meters to those who already had them installed. He asked if that was still being considered.
Mr. Spinney responded that the surplus is still being investigated as it needs more forensic work to determine if there is in fact a surplus. As for the meters, he said that he understands Mr. Sallaway's point and that there will be consideration for that. Ms. Patti clarified that the discussion about the

surplus (whatever it turns out to be) was to apply a certain amount of it towards the water rate and not directly return to the customers.
Mr. Sallaway clarified that in the meeting minutes from that discussion a motion was made to reimburse those who had meters installed.
Ms. Patti agreed and noted that she was referring to the surplus itself and that it was not agreed to be reimbursed to the people directly, but instead to be applied to offset the next round of water rates. She said that the meter reimbursement will have to be done once the new financial software has been sorted out. She also noted that it will have to be done at a public Commissioner meeting and that does not look like it could happen earlier than at least October.
- Beth via Zoom, thanked everyone involved in development of the Master Plan and asked that the entire survey be released to the public.
Ms. Patti said that the Planning Board will need to address that and Ms. Smith or Mr. Beard will reach out to them.
Beth also asked why Zoom was not offered for the Master Plan round table as an option to the residents of the District given the high percentage of second homeowners there. She said that the person from Municipal Resources Inc. who was talking about such round tables noted how successful using Zoom was for that purpose.
Ms. Patti and Mr. Panuczak said that the choice to not offer Zoom was because there was ample notice given for that meeting and it was planned as an interactive endeavor with breakout groups, which would be impossible to do with Zoom.
Beth reiterated that the person from MRI spoke about using Zoom successfully for this.
Ms. Patti and Mr. Panuczak said that at the time of discussing with Management how to conduct that round table they did not feel that there was enough technological capacity and physical space to carry it out with the use of Zoom. Mr. Panuczak added that that was not the only way to provide input for the Master Plan and that there is still plenty of ways to comment on it directly to the Planning Board.
Beth spoke about the legality of the Master Plan and that it was only used by Village Districts that were planning to introduce ordinances and that this Master Plan was very confusing in this regard.
Ms. Patti explained that she understands the confusion but that this community has had Master Plans before and those are required to be periodically updated by New Hampshire law. Despite having master plans in the past, no effort has been made to develop Capital Improvement plans before and this Master Plan will reopen that possibility to the District.
Mr. Panuczak asked Beth to summarize her questions in an email to the Planning Board as well.

Ms. Patti made a motion to make the document titled New Hampshire Bank Home dated 09/13/2023, 3:59 PM an official amendment to this meeting minutes. Mr. Panuczak 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.

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Ms. Patti made a motion to make the paragraph read into the record and submitted to the Commission by Mr. Panuczak about the Planning Board history an official amendment to this meeting minutes. Mr. Panuczak 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
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Mr. Panuczak 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 7:32 PM, Commissioners Patti, Panuczak and Spinney were present in person as well as the General Manager Ron Beard (left at 9:10 PM) and Water Department Administrator Allison Smith (left at 7:43 PM).

Resumption of Public Session
Mr. Spinney motioned to exit non-public session at 9:28 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 09:29 PM. Commissioners Patti, Panuczak, and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Spinney, a second by Mr. Panuczak, 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
Mr. Panuczak made a motion to adjourn the meeting. Mr. Spinney duly seconded. Motion carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Meeting adjourned at 9:30 PM.

Prepared by Alvina Snegach

Attachments:

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"Waterville Estates Village District
September 13, 2023

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Respectfully Submitted
Gerry Panuczak
Commissioner and Planning Board member"

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9/13/23, 3:59 PM Bank of New Hampshire: Home

BNH

Good Afternoon, RONALD BEARD

[redacted]

ACCOUNTS

Bank of New Hampshire Water Sweep Current Balance	$274,626.27
Bank of New Hampshire General Fund Sweep Current Balance	$806,733.22
Bank of New Hampshire Business 100 Checking Current Balance Transactions Pending	($2,287.00)
Bank of New Hampshire Water Checking Current Balance Transactions Pending	$88.25

Attachment to min of 9-13-23 of 2nd

https://secure.banknh.com/banknh/uux.aspx#/landingPage 1/2

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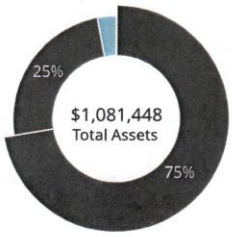
ASSET SUMMARY



General Fund Sweep
******[redacted] 74.60%

Current Balance $806,733.22