562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

WEVD 2023 Meeting APPROVED Minutes
October 12, 2023 – 6:00 PM
Approved as amended on November 8, 2023

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

Members excused: None

Attendees via Zoom: Nancy Seward (129 Snowood), Ralph Wilbur, Elizabeth Ellinwood, Tom H.

Call to order: Commission Patti noted 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. September 27, 2023
Ms. Patti made a motion to amend the 09/27/2023 meeting minutes according to the list of 20 changes she prepared. 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 09/27/2023 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.

Treasurer's Report
Ms. Patti said that the report was in the packet. Ms. Patti noted that the water fee information was still not shown on the report and Ms. Smith explained that this is something that would need to be

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

discussed with the Treasurer and the financial/billing software company, which then will program a customized report for the Treasurer a separate charge.
Then Mr. Beard spoke about the Bank of New Hampshire totals also shown in the report and answered Commissioners' questions about the Rec Fund amounts. Commissioners asked Mr. Beard to also explore the possibility to show the full current Rec Fund amount on the report.

GENERAL CALENDAR ITEMS

GM's Report

Mr. Beard spoke about the following:

1. Outdoor pools have been closed and winterized.
2. The ski hill and the two dams have had their annual mowing done.
3. Samantha Banville is busy getting the Lodge ready for the winter. There is a meet and greet event coming as well as Trunk-or-Treat.
4. Mr. Beard has been working with Ms. Donaldson on the Water Department Budget and the District Budget. Mr. Beard and Ms. Smith provided an update on the Pegwood water project bond payments and interest.
5. Fixing drainage issues at Campton mountain.
6. Mr. Beard provided an update on the old well at Campton Mountain which proved to be viable and has a pretty good yield so it could potentially be used for snow making. He said that he already received a quote for all the necessary equipment to update that well. Members discussed a potential use of that well as an alternate source of water for the current water system given that it is not part of the same aquifer as the existing water source. Mr. Panuczak explained what the process for that determination entails and that Dubois&King will guide the District through it if need be. He also noted that it will help lower insurance rates for the Ski Lodge and the homes within a mile radius of the well.

There was another discussion that the District gravel wells rely on the dam at the base of Routes 175 & 49 and, if the dam was to come out, there is even more reason to find an alternate water source. Ms. Patti also asked Mr. Beard to make sure that NHDES is notified that the District is relying on that dam for its water.
After clarifying the amounts quoted for the well equipment, Ms. Patti asked if WEA had agreed to pay for that work/equipment and Mr. Beard confirmed and said that WEA will pay the vendor directly and the Commission will later accept improvements in a public hearing to the District property in whatever amount had been paid.

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

Mr. Beard also said that he forwarded the invoice for the sidewalk by the mailboxes to WEA for payment and that everything should be done soon. He also pointed to the new mailboxes stored in the meeting room and said that they have arrived, with the rest of them arriving on October 20th.
Mr. Beard also answered questions about the progress of the catwalks installation on the lift, which is almost complete. Mr. Panuczak explained how important this is for the safety of the District employees who maintain the lift. Mr. Beard agreed and said that the lift inspection is only held up by the catwalk installation and should be done as soon as that is done.

Committee / Planning Board Reports:

a) Budget Advisory Committee
Ms. Patti said that the Budget season calendar was submitted in lieu of the BAC report and suggested marking that report WEVD Budget Advisory Committee at the top to make sure it is clear in the handout.

b) Planning Board
Mr. Panuczak said that several present and past members of the WEA Board had expressed concerns with some of the language in the draft Master Plan at the last Planning Board meeting, which they submitted in writing for the Planning Board to discuss at their November 4th meeting.

c) Water & Roads
Mr. Panuczak said that the Committee met a couple weeks ago and discussed with Dubois&King the potential of using the old well at Campton Mountain as an alternate water source for the water system. He also said that the two issues that were brought up at the Water Ordinance public hearing were also discussed at the Water and Roads Committee and they will be researched further.

d) Outdoor Courts
Mr. Spinney said that the Outdoor Courts Committee will meet one last time to make recommendations to the Commission. He thanked all the volunteers on that Committee for the wonderful job that they have done with the outdoor courts.

e) ADA Accessibility
Ms. Patti said that the Committee is still in the process of recruiting members.

f) Records

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

Ms. Patti said that she is trying to call a meeting for December.

g) Improving Amenity Profitability (IAP)
Mr. Panuczak said that the Committee will be meeting next Thursday and they are expecting a draft report from Tom Lithgow about the study of the ski mountain and if it had snow making what the profit and loss would look over the next couple of years.

Ms. Patti said that she would like to return to the GM report and discuss the Expenditure Detail Report that had been submitted by Mr. Beard.
Ms. Patti made a motion to make that Expenditure Detail Report by account an official attachment to tonight's meeting minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.
Mr. Beard provided a brief overview of the budget numbers and where the District currently stands with regards to expenditures and revenues. Members agreed that the District is in pretty good shape and should finish the year pretty strong.
Mr. Beard explained why the Water Department budget was a bit lower than the other departments.
Ms. Smith also went over the Water fee collection numbers.
Commissioners thanked Mr. Beard for providing that breakdown for them and asked to prepare it at least once a month.

CONSENT CALENDAR
a) Manifests b) Treasurer's Report c) Committee / PB Reports
Ms. Patti made a motion to approve the Manifests, the Treasurer's Report and the BAC budget schedule. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

GENERAL CALENDAR ITEMS

a) New WEVD Accounting Procedures for providing Rec Fund information to WEA Board members
Ms. Patti explained that the new procedure was developed to keep WEA Board better informed and that District staff will be producing a subset of information from the Manifests that the Commissioners approve, that will show invoices that are identified to be paid from the Rec Fund. She said that as well when payroll is processed, the amounts of salaries reimbursed from the Rec Fund to the District will

be produced as a separate subset for WEA for each payroll cycle. Ms. Patti said that the information will be provided to the President, Vice President, and the Treasurer of the Waterville Estates Association.
Members agreed to add the relevant positions to the language of the procedure.
Ms. Patti made a motion to adopt the Accounting/Procedure RMA Administration with the modification of adding relevant officers. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

b) Modify Procedure for conduct of a WEVD Public Hearing
Ms. Patti thanked Ms. Smith for pointing out the needed changes and said that they are contained in the packet.
Ms. Patti made a motion to modify the WEVD Public Hearing procedure in the manner identified in the meting packet. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

c) Modify WEVD Right-to-Know Form
Ms. Patti explained that the modified form was in the packet as well.
Ms. Patti said that she had also made some last minute changes, which were also approved by legal as follows: Modify the "AVAILABILITY" paragraph as follows: "If not immediately available, WEVD to respond in writing within five (5) business days with: (1) record will be provided, (2) request denied including reasons, or (3) additional time is needed to determine whether request shall be granted or denied, with estimate of time reasonably necessary to make such determination and the reason for the delay. RSA 91-A:4."
Ms. Patti made motion to amend the WEVD Right-to-Know Form to substitute the sentence Ms. Patti proposed depicted on the last page of the meeting handout for the second sentence in the actual document.
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 approve the amended Right-to-Know Form in the manner identified in the meting packet. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

d) New Policy re: Committee Requests
Ms. Patti explained that this new form would allow the District to distinguish whether the information requested by a committee is intended to facilitate and advance the work of that committee of whether

it is in fact a Right-to-Know request. She said that the policy is provided in the packet. Mr. Panuczak suggested naming the document Committee/Board Member Document Request Form.

Ms. Patti made a motion to amend the procedure that is contained in the packet by adding the name Committee/Board Member Document Request Form to the form and to make that the District official procedure and form. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.
Ms. Patti asked if the form could be available electronically. Ms. Smith said that it is possible and she can also have it in PDF for those who want to still print and fill it out.

e) Water Meter Refunds for properties that changed hands
Ms. Patti said that the letter that will accompany the refund checks was in the packet. Ms. Smith spoke about the letter and that its language was approved by Counsel. Ms. Patti noted that the Commission had already voted to issue refunds for the meters with the exception of those properties that changed hands since the meter has been purchased.
Ms. Patti made a motion to refund the cost of meters that were purchased for the new construction properties that have changed hands (total of four properties). Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

f) Water Meter Installation – issues re: potential refunds
Ms. Smith spoke about her dealing with a homeowner who requested such a refund but was not able to provide adequate paperwork proving that it was for the meter installation. She said that unless the District could received something more detailed, they are not really open to exploring that avenue at the moment. There was consensus among the Commissioners to support that.

g) Municipal Bond procedures, post-issuance compliance
Ms. Patti said that the Municipal Bond Procedures are post issuance compliance procedures that the Bond Counsel for the District drafted to assist the District in securing the $264,000 Pegwood Water Project Bond. She said that the District needs to designate a coordinator and asked Mr. Beard if he would agree to be one. He agreed. It was agreed to identify the coordinator as the General Manager in the paperwork.
Mr. Spinney moved to adopt the Post-Issuance Tax Compliance Policies and Procedures and Exhibits with the addition of the General Manager as the Coordinator. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

h) Setting Annual Meeting date for 2024
The item was tabled until October 24th meeting to allow staff communicate with Campton and Thornton on when their Town Meetings are.

VOLUNTEERS NEEDED – ADA Accessibility Committee
Ms. Patti reiterated the need for volunteers for the ADA Accessibility Committee and invited people to join.

Next Meetings:
Tuesday, October 24, 2023 @ 10 a.m. which will include a review of previously sealed Non-Public session minutes.
TWO (2) PUBLIC HEARINGS Wednesday, October 25, 2023 @ 6 p.m. – (1)To amend the WEVD Community Water System Ordinance title, sections 7, 32, and appendix, and; (2)To set water rates for the 2024 fiscal year

Public Comment Period

- Nancy Seward, via Zoom, clarified that the WEA Board had already approved the expenditures for the well testing and they are waiting for the invoices to be submitted so that they could cover them. She also said that the WEA Board had voted to expend another up to $100,000 for snowmaking capabilities on the mountain and related infrastructure improvements, and Mr. Beard can proceed with placing the orders for the equipment.
- Harry Bertino, 27 Condo Road, spoke about the definition in the Water Ordinance that was referring to ASHAE 62.2 standard and asked that the Commission include that standard into the Water Ordinance so that the people know how they are being billed. He also asked that if a homeowner in the District would like to have an actual ASHRAE 62.2 evaluation done, the District would provide that.

Ms. Patti and Ms. Smith explained to Mr. Bertino that the Commissioners decided that a separate tab will be created on the District website where all the citations and references from the Water Ordinance will be located as links or embedded documents.

- Mr. Bertino reiterated that the definition of occupancy in the Water Ordinance is based on ASHRAE 62.2, which is number of bedrooms plus one, but then also it notes that unless the actual number of occupants is known. He concluded that for everyone to pay their fair share, the District should determine the actual number of occupants for every home.

There was further back and forth about where the references from the Water Ordinance are going to be.

Adjourn Meeting

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

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

Meeting adjourned at 7:26 PM.

Prepared by Alvina Snegach

Attachments: