562 Winterbrook Road Campton, NH 03223
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WEVD 2023 Meeting APPROVED Minutes
November 29, 2023 – 4:00 PM

Approved as amended on December 19, 2023.

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

Members excused:

Attendees via Zoom: Mary O'Brien, Jim Cahill, Jaime Oldmixon, Chris Gerber, Beth, Linda Ivers, Nancy Seward.

Call to order: Commissioner Patti noted called the meeting to order at 4:00 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 at the Summit Lounge.

Adoption of Agenda.
Ms. Patti suggested the following changes to the agenda: Item 9B – setting additional mandatory meetings - to table to December 13, 2023, and Item 9A (mailbox update) - to take out of order to accommodate Mr. Cahill. Other Commissioners agreed.

GENERAL CALENDAR ITEMS
a. Update from WEA re: mailboxes
Jim Cahill, via Zoom, provided an update on the mailbox situation as follows:

1. The Postmaster position has been filled in Campton which resulted in some changes to the existing plans for mailbox installation for the Association:
    a. The WEA selected ratio of parcel boxes to mailboxes would not meet the postal service requirements (1:10), leading to the need to reorder and confirm the correct ratio;
    b. The Association, not the Postal Service, needs to handle the assignment of mailboxes.
    c. Mailboxes are supposed to be in street order, creating challenges as the existing ones

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are not currently in this order.

2. Due to these changes, the installation will be delayed until 2024, combining Phase 1 and Phase 2 next year.
3. Then the required number of parcel boxes would need to be verified and the WEA aim remains to stay within the existing footprint, possibly using pedestal boxes.
4. An suitable procedure for assigning boxes will be reviewed by Postal Service Management and established.

Ms. Patti asked some clarifying questions about the ability to install pedestal boxes if the ratio turns out to change again and about the need to still widen the walkway, which turned out to be unnecessary, and mailbox assignment process. Mr. Cahill said that there is service called Address Management Service (AMS) and noted the importance of getting AMS approval before proceeding with mailbox installation.
Ms. Patti asked Mr. Cahill to consider and to inquire about ADA compliance when installing the mailboxes and possibly setting some aside and assigning as needed.
There was a brief connection interruption after which the discussion resumed.
Mr. Cahill also mentioned they will need to create another Mailbox Committee to make sure that the project gets completed in 2024.
Mr. Panuczak asked about the budget for the project in light of the recent changes. Mr. Cahill and Mr. Beard said that it should be very close.
Commissioners thanked Mr. Cahill for all his hard work on this project.
There were no members of the public willing to address the Commission in person, via remote platform, by phone or by email or ask questions of Mr. Cahill regarding this matter.

Approval of Minutes

a. November 8, 2023
Mr. Panuczak made a motion to amend the 11/08/2023 meeting minutes according to the list of changes Mr. Panuczak prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0:1 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye. Ms. Patti abstained due to not being present at that meeting.

Mr. Panuczak made a motion adopt the amended the 11/08/2023 meeting as the official meeting minutes. Mr. Spinney duly seconded. Motion passed by a 2:0:1 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye. Ms. Patti abstained due to not being present at that meeting.

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Treasurer's Report
There was no report to approve.

GM's Report
Mr. Beard spoke about the following:

1. Work on the snow making project is still moving forward. The pumphouse shed has been insulated and will be set in Place on Wednesday. The electrician will be pulling the power lines through the conduit to the shed this week. Mr. Beard ordered the tank to be delivered December 8th.
2. Mr. Beard has changed the kitchen operating hours at the Lodge. Now the kitchen is open until 9:30 PM on Friday and Saturday. This should give the District the opportunity to capture more food sales.
3. MRI is working with staff on the payroll portion of the new software. The District should be doing payroll on the new software as of January 1, 2024.

Ms. Patti noted that the agenda for tonight includes Item 9.f for outsourcing payroll and suggested moving its discussion to now. Everyone agreed.

f. Outsourcing Payroll
Mr. Beard read an email from Christian Pearsall from MRI about a proposal to outsource payroll to them which should cost roughly $16,250, and will include full services payroll (processing, revieing to ensure adherence to labor laws, state laws, policies, troubleshooting, tech support, monthly, quarterly, and year end reporting, plus setting up a timeclock plus timekeeping). The timeclock will allow employees to punch in with an app providing flexibility and increasing efficiency. The timeclock set up will be free to the District as it is the first time MRI will be installing it.

Discussion ensued about current monthly costs, potential savings, and related staff workload and responsibilities. Mr. Beard said that The total monthly cost to process payroll internally is $1,697.48 per month (with a stipulation that this cost will go down once Rita Davidson from MRI, who is currently working with the District on sorting out the accounting, will finish working), and with outsourcing to MRI it will cost the District $1,354 monthly.

Ms. Patti summarized the discussion about internal versus external payroll handling as follows:

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At present, the District expends 29 hours monthly from its paid staff for internal payroll management, accompanied by an additional cost of approximately $420 attributed to MRI staff time and an extra $355 for QuickBooks – rounding up to about $1,700 per month. If the District opts to contract MRI for payroll services, there is an anticipation of cost savings. However, if still doing payroll internally, there is an expectation that the workload on District staff will gradually increase, though the extent remains uncertain. The preference for outsourcing stems from the immediate financial savings and the perceived long-term financial advantages; moreover, it ensures adherence to state and federal regulations, given the complexity and precision required in payroll management.
Ms. Patti then noted that Item 9.g on tonight's agenda has to deal with the new timekeeping system and that she would also like to move it up as part of this payroll discussion.

g. New Timekeeping System
Mr. Beard and Ms. Smith answered questions from the Commissioners about the use of the timekeeping system remotely for clock-ins and outs, managing approvals, and other process related issues. The proposed system was said to be expected to streamline payroll processing, improve accuracy, and provide transparency for employees. Members highlighted the potential for cost savings and increased efficiency through automation and allowing staff more time to devote to other matters. The Commissioners expressed overall approval for the technical aspects of the system and decided to proceed with obtaining a formal contract for further consideration.
Another discussion was where the funds should be coming from to cover the expenses and it was decided that it would be under administration.
Commissioners requested Mr. Beard to ask MRI whether the cost of doing payroll bi-weekly will result in savings when it comes to their quote and that they provide both versions of the contract so that they could decide based on the amount.

GM's Report (continued)

4. Shawn Pelchat and his team have been very busy at the Lodge. They have painted the men's and ladies' bathrooms downstairs. They also have installed donated lockers downstairs which should help free up some space in the dining room.

It was noted that a homeowner donated the lockers and Commissioners requested his name so that they could send him a Thank You note.
There was another discussion about ADA compliance issues that have been identified by the ADA Compliance Committee:

- a designated table which has already been set up and identified with appropriate signage;

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- creating a clear and wide enough pathway for those needing ADA accessibility to be able to come into the space, the restroom and to that table, which is still not implemented and needs to be done at some point;
- the need to ensure the locker rooms are ADA accessible. The idea of designating a few lockers as ADA accessible was proposed, potentially by placing doors over some cubbies and labeling them accordingly;
- the bar area does not meet ADA standards as it is too high. Plans were discussed to create an ADA accessible space at the bar, possibly by lowering a counter on the right-hand side where the camera is located.

Ms. Patti made a motion to approve and accept the GM Report that is presented in the meeting handout. Motion was seconded by Mr. Panuczak and passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, and Mr. Panuczak - aye.

CONSENT CALENDAR

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

GENERAL CALENDAR ITEMS

c. Signing 2024 RMA
The Commission began by expressing gratitude and acknowledging the efforts of Mr. Cahill, WEA Board members, and staff in reaching the final version of the RMA. The finalized document was presented in the handout with a blank space for the date, which was later filled in as January 2, 2024. The discussion highlighted the importance of the RMA in providing transparency and a clear financial blueprint for the operation of the Recreation Department. The Commissioners recognized the collaborative efforts of past WEA leadership, who played crucial roles in conceptualizing the agreement. The significance of having an agreement that clearly outlines financial responsibilities and distributions was emphasized as well as the fact that the RMA allows for rational conversations about tax money allocation, operational costs, and the financial performance of recreation.
The signing of the RMA marked a positive step forward for the community, ensuring accountability, and providing a framework for effective governance in managing recreational activities. Commissioners expressed satisfaction with the collaborative process and the resulting agreement, noting its value in fostering a cooperative and transparent relationship between the District and WEA.

Members then signed the RMA Agreement.

d. Service Yard employee facilities

The Commission acknowledged the need to address the lack of restroom facilities at the service yard, and the need to address the issue related to ensuring the well-being and convenience of District employees who maintain the roads and service yard. Budgetary considerations were part of the discussion, with a question about where to find the funds to cover the necessary upgrades. There was a reference to a warrant article in 2021, amounting to $25,000, earmarked for facility improvements and maintenance and to a 2023 warrant article for $29,000, for remodeling old shop and addition. The Commission recognized the need for a thorough discussion with Mr. Pelchat to explore the possibility of finding a way to fund a viable solution for restroom facilities at the service yard.
The discussion also included acknowledgment of the progress made in enhancing the service yard infrastructure over the years, like installing Wi-Fi, cameras to enhance security and deter vandalism, replacing the heating oil tank, and installation of a back up generator.

e. WEVD Financial Update

Mr. Beard provided the current financial status of various departments and funds. As of the report, the Village District was at 91.6% of the year, with the overall budget at 82%. Commissioners discussed anticipated expenses and overages for the year 2023.
There was another discussion about the Pegwood Road paving project, which had a budget of $140,000 allocated from the 2023 Warrant Article. Members considered the option of encumbering these funds to 2024 since the paving work would not be completed in the current year, emphasizing the necessity of having a signed contract with the paving company in order to do so. They acknowledged that the paving company would provide quotes based on current prices, with the understanding that final costs might be adjusted, and any differences would need to be covered from the 2024 budget.

10.Next Meeting & Public Hearing re: Accepting Improvements to District Assets Funded with CIF Monies: Wednesday, December 13, 2023 @ 6 p.m.

Public Comment Period

- Jim Cahill, via Zoom, raised a concern about the significant increase in property tax rates for the portion paid to the Town of Thornton compared to the previous year.

Ms. Patti acknowledged the issue and explained that there had been a large difference in tax rates set by NH DRA between Campton and Thornton in the previous year and they were assured that at some point there will be a correction, which is what Mr. Cahill is seeing on his latest tax bill. Mr. Beard

noted that Ms. Davidson was investigating the matter to understand the reasons behind the abrupt shift in tax rates as well. The Commissioners assured Jim that they were aware of the situation and would provide updates as more information became available. They asked Mr. Beard to note that in his GM Report when he has more to report.
There was nobody else in person, online, or by phone to address the Commission.

Non-Public Session
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a) and (c). Mr. Panuczak duly seconded motion and it passed at 5:24 PM by a 3:0 roll call vote: Ms. Patti, Mr. Spinney – aye, Mr. Panuczak - aye.

Non-public session was entered at 5:30 PM, Commissioners Patti, Panuczak and Spinney were present in person as well as the General Manager Ron Beard.

Resumption of Public Session
Mr. Panuczak motioned to exit non-public session at 7:15 PM, Mr. Spinney duly seconded and the motion passed by a 3:0 roll call vote: Ms. Patti, Mr. Spinney – aye, Mr. Panuczak - aye.
Public session was entered at 7:16 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 Motion carried by a 3:0 roll call vote: Ms. Patti, Mr. Spinney – aye, Mr. Panuczak - aye.

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

Meeting adjourned at 7:16 PM.

Prepared by Alvina Snegach