562 Winterbrook Road Campton, NH 03223
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WEVD 2023 Meeting APPROVED Minutes
December 19, 2023 – 6:00 PM

Approved as amended on January 10, 2024.

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:

Attendees via Zoom: Melanie Perry, Yury Altshuler, Rita Donaldson (MRI Consultant), Jim Cahill, WEA President, Jaime Oldmixon.

Call to order: Commissioner 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 at the Summit Lounge.

Adoption of Agenda.
Ms. Patti requested to begin the meeting with items related to requests for Commission action as both of the requestors were present on Zoom.

GENERAL CALENDAR ITEMS

RCA: Requesting Water Meter Install Refund
Ms. Patti noted that the request was from Jeffrey and Melanie Perry from 36 Wanosha Trail and the amount to be refunded was $233.50.
After discussing the fact that the homeowners presented sufficient paperwork this time and that the Water Department actions, inspecting the meter installed by a third party on the same date reflected on the homeowner's documentation, *Mr. Spinney made a motion to approve reimbursement of $233.5 to Jeffrey and Melanie Perry from 36 Wanosha Trail for the installation of a water meter. Ms. Patti duly seconded.*

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There was a brief discussion about using the funds from the Water Fund to reimburse for meter installations of which there may be some others, but the total amount probably will not exceed two thousand dollars.
Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

RCA: 124 Pegwood Water Bill
Ms. Smith provided the details of the request for action which relates to the owner requesting a proration of the water rate billed to his property due to it still being under construction and not connected to water. Mr. Panuczak spoke about the Water Ordinance requiring the use of the tax card which indicated that the house was complete as July of 2023. There was discussion about whether the issue has to be resolved with the Town first, before the District could abate it.
Yuri Altshuler from 124 Pegwood Road, via Zoom, explained that the house is still under construction and there is no plumbing done as of yet. He said that he expects to have this done within the next two months.
Members reiterated that the confusion is that the Town of Thornton has deemed the house as complete on the tax card and that they were not sure why. Ms. Smith said that she was also not sure how the Town Assessor decides whether a house is complete for tax purposes. She said that she could check the tax card again to see when it was changed and whether there are any notes on there. She can also check with the Town staff.
Mr. Spinney made a motion to abate 124 Pegwood Road back to the lot status for the November billing cycle. Ms. Patti duly seconded. Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

WEVD Credit Card Application
There was discussion that revolved around obtaining a PE (Purchase and Expense) card from Citizens Bank. Ms. Donaldson explained the differences between the credit card and PE card, which is basically a government Credit Card. The statements for the PE card are broken down by the individual who holds the card, providing clear tracking of expenses by user. Unlike traditional credit cards tied to individual employees with their Social Security numbers, the PE card is associated with the municipality as a whole, providing a level of protection and separation.
Ms. Patti said that the District need to have a savings account with Citizens Bank and there was discussion to transfer $50,000 thousand in unassigned/unreserved funds to that bank to secure the PE card. Application for a PE card would require the District to adopt a Credit Card policy.
WEVD Credit Card Policy

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Members then turned to the Credit Card policy that was included in the packet. Discussion ensued about the costs of carrying a balance on the credit card and that the policy has to reflect the fact that any payments will have to be made in a timely manner to avoid any balances remaining past due. Ms. Donaldson answered questions about why Citizens Bank had been chosen as opposed to Bank of New Hampshire which does not really have a PE card option. She also said that the application includes the minimum payment amount is the full balance and it has to be paid monthly.
Ms. Patti made a motion to adopt the proposed Credit Card Policy that is in the packet as written. Mr. Panuczak duly seconded and Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.
Ms. Patti made a motion for the General Manager to submit the Credit Card application to Citizens Bank and to arrange all the necessary money transfers from the General Fund to Citizens Bank in order to secure that card with the bank. Mr. Spinney duly seconded.
There was discussion about the fact that the proposed credit limit is $12,50 less than the funds that the District will hold in the bank. Ms. Donaldson explained that she wanted to have a cushion for purchases that may exceed the credit limit for an individual card holder. Credit limit then could be temporarily increased for that large purchase and then be lowered after it has been paid off.
Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Approval of Minutes

a. November 29, 2023
Ms. Patti made a motion to amend the draft minutes of 11/29/2023 consistent with the 7 amendments prepared my Ms. Patti. Mr. Panuczak duly seconded and Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to make amended minutes of 11/29/2023 as official meeting minutes. Mr. Panuczak duly seconded and Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Treasurer's Report
There was none.

GM's Report

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1. Work on the snowmaking is moving forward. The tank has been set in place. The power is being installed and then the equipment will be installed in the shed.
2. Mr. Beard will be sending Ken Michaud a Thank You letter for his very kind donation of lockers that the Management has installed at Campton Mountain.
3. Mr. Pelchat and his team did an amazing job keeping the outflow and roads during the storm event.
4. Mr. Baert and his team kept a close eye on the water system and roads during the storm event. Today they are making minor repairs on Pegwood Road and will be firming up the muddy area on the Richardson Trail Road.
5. Dry hydrant arrived today but there were some issues with digging to make the connection.

Ms. Patti made a motion to adopt the GM report with the addition of two last names for Mr. Pelchat and Mr. Baert. Mr. Panuczak duly seconded, and motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

CONSENT CALENDAR

Manifests
Ms. Patti made a motion to approve the manifests in the handout. Motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti noted that after the Commissioners approved the Credit Card policy, Ms. Smith discovered a set of typos throughout the document where it should state instead of accounts receivable -- *accounts payable*.

Ms. Patti made a motion to amend the WEVD Credit Card Policy to correct the typo by replacing the word receivable by word payable everywhere. Mr. Spinney duly seconded and Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Setting additional mandatory meetings for 2024 Annual Meeting
Ms. Patti provided the deadlines for the budget and warrant hearings. Members discussed setting the dates. February 13 for the budget hearing and Commission regular meeting and February 15 for the warrant at 6 PM. Snow date for both would be February 16 at 4 PM.

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Ms. Patti made a motion to schedule the budget hearing for Tuesday, February 13 at 6 PM with a snow date of Friday, February 16th at 6 PM. Mr. Panuczak duly seconded and motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to schedule the warrant hearing for Thursday, February 15 at 6 PM with a snow date of Friday, February 16 at 6 PM. Mr. Panuczak duly seconded and Motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to have a snow date for the District Annual Meeting (which is on Saturday, March 16 at 9:00 AM) for Saturday, March 23 at 9 AM. Mr. Panuczak duly seconded and motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Item 10. C (Setting Rec Fund Reconciliation for 4th Quarter) was eliminated from the Agenda as there was no need to set that date.

2024 Commission Meeting schedule

After reviewing the 2024 Commission Meeting schedule, members made the following changes:

Feb 28 changed to Feb 27 at 4 PM
Apr 24 changed to Apr 23 at 10 AM
July 24 changed to July 31 at 4 PM
August 28 - meeting deleted
Members agreed by consensus on the amended schedule.

Next Meeting: January 10, 2024 @ 6 p.m.

Public Comment Period

- Harry Bertino, 2710 Condo Road, raised a concern about conflicting information regarding how water bills are calculated. He mentioned receiving an email from the District explaining the calculation based on ASHRAE 62.2, but in meetings and hearings, he has been told otherwise. Mr. Bertino said that he is seeking clarification on the correct method of water bill calculation. He emphasized the importance of resolving the conflict as incorrect information may have led to penalties for residents. Additionally, he expressed a willingness to discuss certain matters related to this in an executive session.

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Ms. Smith explained that water bills are calculated based on the number of bedrooms provided on the tax card, with the number of occupants determined by the number of bedrooms plus one. This aligns with the ASHRAE 62.2 guideline.

- Mr. Bertino countered saying the number of occupants can be obtained by asking the homeowner directly and stated that ASHRAE 62.2 is a generic number that comes from using the formula of the number of bedrooms plus one. He provided an example of accounting for occupants when measuring airflow in a house, where the homeowner is asked about how many occupants reside there and added that opening windows can also affect the number of occupants in this case and that is what is says in ASHRAE 62.2.

Mr. Panuczak reiterated that the number of occupants for the water bills is determined by the number of bedrooms on the tax card plus one.

There was nobody else willing to address the Commission in person, via remote platform, by phone.

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 carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Non-public session was entered at 7:10 PM, Commissioners Patti, Panuczak and Spinney were present in person as well as the General Manager Ron Beard (left at 8:22 PM) and Water Department Administrator Allison Smith (left at 7:29 PM).

Resumption of Public Session
Mr. Spinney motioned to exit non-public session at 9:21 PM. Mr. Panuczak duly seconded. Motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Public session was entered at 9:22 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 with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.

Adjourn Meeting

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

Meeting adjourned at 9:25 PM.

Prepared by Alvina Snegach