562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
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WEVD 2024 Meeting APPROVED Minutes
March 26, 2024 – 10:00 AM

Approved as amended on May 8, 2024

Attendees: Commissioners Maureen Patti, David Spinney, General Manager Ron Beard, Water Department Administrator Allison Smith, Jennifer Franz, Steve Baert, Shawn Pelchat.

Members of the public: none.

Members excused: Gerry Panuczak

Attendees via Zoom: Ralph Wilbur and unidentified person(s)

Call to order: Commissioner Patti called the meeting to order at 10:00 AM.

Pledge of Allegiance: The meeting began with the Pledge of Allegiance.

Roll Call of Commissioners: Ms. Patti and Mr. Spinney were present in person at the Summit Lounge.

Adoption of Agenda.
By consensus agenda was adopted as is.

Approval of Minutes

a. February 29, 2024
Ms. Patti made a motion to amend the draft minutes of 2/29/2024 consistent with the 19 amendments prepared by Ms. Patti. Mr. Spinney duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

Ms. Patti made a motion to make the amended minutes of 2/29/2024 the official meeting minutes. Mr. Spinney duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

General Manager's Report.
Mr. Beard spoke about the following.

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- Shawn Pelchat and his team have successfully removed all unused heating units from the community center and have begun insulating where necessary.
- During the recent storm, Steve Baert, Lauren Bennett, and Shawn's team demonstrated exceptional performance.
- Steve and Lauren have been clearing brush along District roads, and in the next week or two, we will rent a chipper to dispose of it.
- Shawn has deactivated the heating in the lift shacks at the mountain and has also arranged for a required number of chairs to be tested annually.
- Jennifer Franz has been actively organizing the summer schedule.
- The management introduced a second food vendor for some menu items, anticipating cost reductions.

Mr. Spinney commended the staff's efforts and mentioned that there were no immediate concerns or questions.
He also praised Alison Smith for her outstanding job in organizing the annual meeting.

CONSENT CALENDAR

Manifests
Ms. Patti made a motion to approve the manifests as presented in the handout. Mr. Spinney duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

GENERAL CALENDAR ITEMS

a. **Recreation Fund – reconciliation of 2023, current balance**
b. **District Fund balance**
c. **FY ’23 Audit**

Mr. Spinney provided an update on the Rec Fund balance which currently is at $215,419, whereas on January 1, 2024 it was roughly at $114,000. There was a short discussion about costs and profits related to recreation.
Ms. Patti made a motion to make the two pages from the Bank of New Hampshire titled General Fund Sweep and Water Sweep an official attachment to this meeting minutes. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

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Ms. Patti made a motion to make the document from the municipal software called Fund Balance an official attachment to this meeting minutes. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Mr. Beard provided an overview of the District Find balance as well. He went over the numbers in the Fund Balance document and concluded that so far, the fund equity for the Village District is $1,216,878.08.
Discussion ensued about asking the new Treasurer (when one is available) to include that number into their reports going forward. Another discussion was about the fact that this number includes non-lapsing warrant articles from previous years and whether the Treasurer should note in his report how much of that total is encumbered in any way or is related to warrant articles as well as provide a breakdown by department. There was consensus on both matters.

Ms. Patti made a motion to make the document from the municipal software called Water Department Balance an official attachment to this meeting minutes. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Mr. Beard provided an overview of the Water Department Fund balance as well. He went over the numbers and concluded that so far, the total fund equity for the Water Department is $606,550.07 including the amount for warrant articles and funds encumbered for the Pegwood Road project.
Next the upcoming audit was discussed which had been delayed until April. It was noted that the District addressed a lot of issues previously raised by the auditors about the structure of its accounting and relevant policies and procedures. Remaining was the Investment policy and the post retirement liability for which the actuarial work was approved to be done by the Commissioners. Mr. Beard was asked to provide an update to both the Commissioners and especially the auditors on the status of that work.

d. Discussion with Head of Maintenance, Shawn Pelchat

Head of Maintenance Shawn Pelchat provided an update on the following:

- Summit lounge repairs that were done over the winter;
- Projects completed and planned to be done on the pools;
- Planned projects for the lounge and the office that he had obtained quotes for but the decision has not been made yet;
- Plans for the new beverage shed;

- Plans for moving existing beverage shed to Campton Mountain for use a a storage shed for various equipment and parts;
- Staffing levels and performance;
- Concerns going forward and plans to fund fixing them;
- Inspections on the lift;
- Ongoing building maintenance projects;
- Plans to perform trail maintenance and possibly creating a glade trail for skiing;
- Heating system ongoing maintenance and planned improvements;

Mr. Pelchat was encouraged to plan for future equipment needs and provide the Budget Advisory Committee and Commissioners with equipment needs and costs early on so that they can be included in the proposed ’25 budget. Commissioners praised all the work done by staff on all the projects to better the District infrastructure and buildings.

e. Discussion with Director of Public Works, Steve Baert

Director of Public Works, Steve Baert provided an update on the following:

- The water system operation;
- Leak detection specialist visit, what he discovered and plans to fix it;
- Upcoming leak detection specialist visit to finish checking the areas that were not covered by the first visit;
- Lead and copper water testing;
- Plans and efforts to address water quality for those who have issues with cooper and lead;
- Efforts to address an issue with water pressure for a property;
- Roadside cutting progress;
- Planning for upcoming roadside sweeping;
- Ongoing road and culvert maintenance;
- Pegwood Road project;
- Paving plans;
- Staff;
- Excavator financing;
- Plans for building compartments for storing bulk supplies;
- Equipment status and needs;

There was discussion about consistency while planning for the funding for road paving to make sure that there are resources available that are dedicated specifically to road paving. It was also noted that a 20 year Road Paving Plan is a very helpful instrument for financial planning.

g. Discussion with Food & Beverage Manager, Jennifer Franz

Food & Beverage Manager, Jennifer Franz provided and update on the following:

- Current food and beverage operation and how things have been changing for the better;
- The need for a "hook" or attraction at Campton Mountain/the Lodge (something that will draw in a bigger crowd especially out of skiing season) which the band alone is not;
- Plans to do bigger events where the client takes care of set up, running the event and cleaning up after;
- Fishing Derby organization;
- Organizing beer or wine/other spirits events;
- July 4th prep;
- Kentucky Derby set up;
- Easter event planning;
- Other events which are more family oriented;
- Attempts to have the public space renters be separated from the residents using amenities;
- Securing alcohol storage;
- Potential schedule of events;
- Staffing and the fact they are seasonal and the need to plan accordingly if they need to work longer;
- Plans to serve food from the food shack when it is operational;
- Plans to organize a concert on the lawn;
- Plans to organize a software ticketing system.

There was discussion about using the Summit Lounge for events off season or at night and whether it would actually be profitable given the staffing needs and other costs associated with doing so. The need for another adventurous attraction came up again that would help bring more people in.
There was another discussion about the need to carefully balance opening up the District amenities to the general public and the desire of many residents and home owners to keep the use of those amenities to themselves. Suggestion was made to look into organizing more owner events at the mountain in the off season.

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f. Discussion with Water Department Administrator and WEVD Administrative Assistant, Allison Smith

Water Department Administrator and WEVD Administrative Assistant, Allison Smith provided and update on the following:

- Plans to start auditing the meeting minutes from various committees and boards with a goal to scan then into Pdf-A format required by the statute for municipal record retention;
- Getting ready for the next water billing cycle;
- Working on auditing the receivables line before the audit;
- Plans to cancel QuickBooks subscription;
- Plans to close the old bam accounts;
- Notifying whoever needs to be notified of the District Treasurer's passing.

There was a brief discussion about posting for a new District Treasurer position and what the requirements would be.
There was discussion about Ms. Smith's work load and staffing levels and how the new payroll service is going to be helping that. It was also noted that lack of a financial position prompts having a discussion about certain functions that used to be carried out by those employees.
Ms. Smith made some suggestions as to what the Commission can review in the future in terms of applications and processes matching ordinances. She also provided feedback on future staffing needs and identifying their responsibility.
Then there was a lengthy discussion about WEA requesting taking possession of their records and what that might involve for the District given that a lot of these documents also belong to the District.

Next discussion was about the warrant article for purchasing the excavator and the trailer. The way it is worded implies financing both items through one financier, however it was discovered that the seller of the excavator provides its own financing which should save the district about 2.1 percent. Members debated a better way to purchase both the excavator and the trailer given the potential savings with seller provided financing. Mr. Beard was asked to provide the numbers for four years instead of five years to pay them off and also check with the trailer seller if they provide financing as well.

Next Meeting: April 10, 2024 @ 6 p.m. – PUBLIC HEARINGS to accept and expend CIF monies, accept improvements to the Community Center and Ski Area, and to SET WATER RATES FOR MAY BILLING

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Ms. Patti noted that on April 10 a separate non-public session will be scheduled for 5:15 PM to go over the non-public meeting minutes. The public meeting on April 10 will still be held at 6 PM.

Public Comment Period
There was nobody 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) and (c). Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Non-public session was entered at 12:17 PM. Commissioners Patti and Spinney were present in person as well as the General Manager Ron Beard.

Resumption of Public Session
Ms. Patti motioned to exit non-public session at 12:54 PM. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Public session was entered at 12:55 PM. Commissioners Patti and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Spinney, a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. Motion carried with a roll call vote 2:0. Ms. Patti – aye, Mr. Spinney – aye.

Adjourn Meeting

Ms. Patti made a motion to adjourn the meeting. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Meeting adjourned at 12:56 PM.

Prepared by Alvina Snegach

Attachments below: 4 pages

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BNH Bank of New Hampshire

Good Morning, RONALD BEARD

General Fund Sweep

Last Updated: March 26, 2024 9:50 AM

$722,057.63
Current Balance

Transactions | Details & Settings

DETAILS

Current Balance	$722,057.63	Interest Rate	0.00%
Last Deposit Amount	$139,690.58	Last Deposit Date	Mar 21, 2024
Last Statement Balance	$0.00	Previous year-to-date interest amount	$9,874.52
Year-to-date interest amount	$3,709.96	Accrued Interest	$1,741.18
Account Number			

SETTINGS

Online Display Name

General Fund Sweep

Visibility on Home

Text Banking

You are not enrolled in Text Banking, enroll in Settings

Waterville Estates Village District

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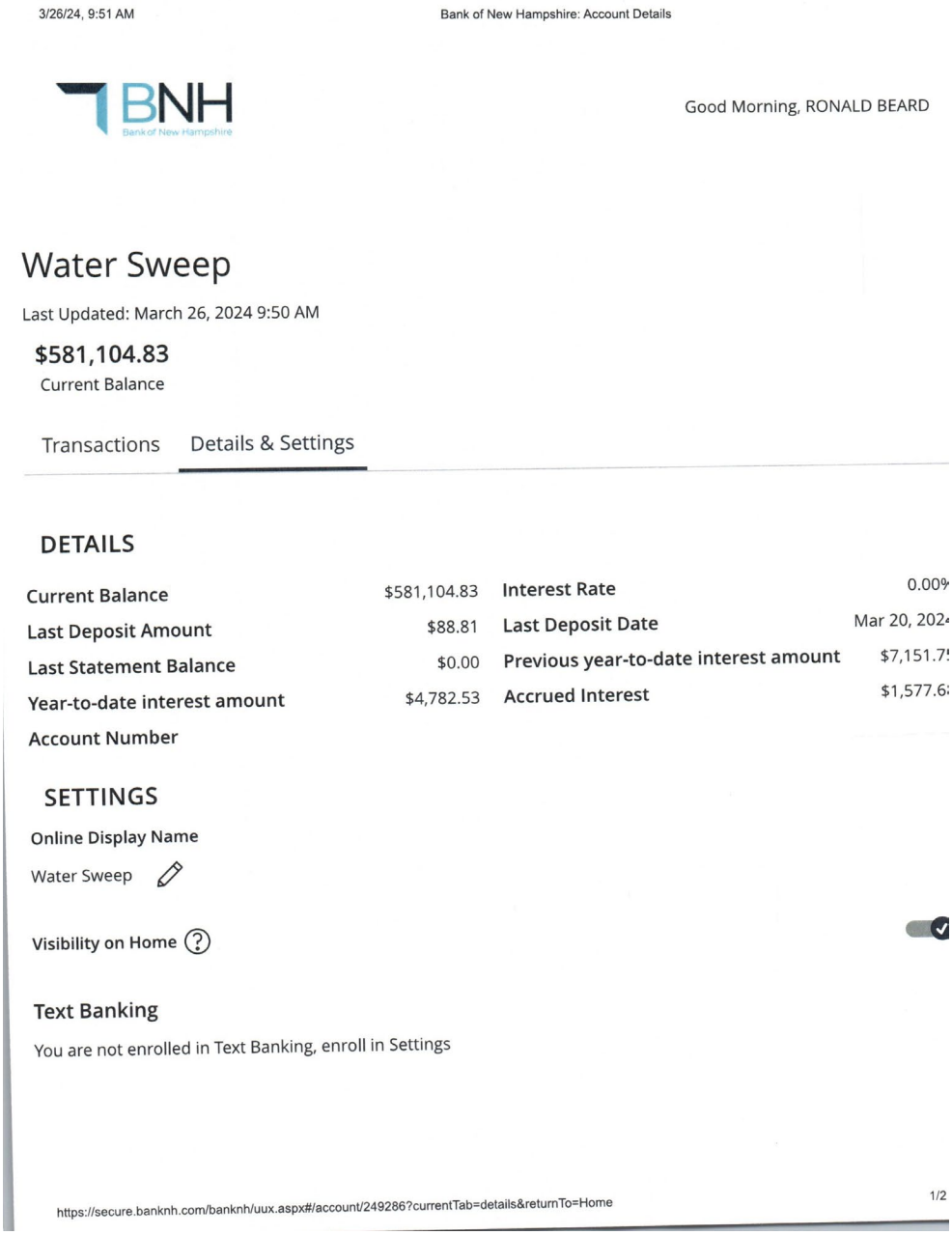

3/26/24, 9:51 AM Bank of New Hampshire: Account Details

BNH Bank of New Hampshire

Good Morning, RONALD BEARD

Water Sweep

Last Updated: March 26, 2024 9:50 AM

$581,104.83
Current Balance

Transactions | Details & Settings

DETAILS

Current Balance	$581,104.83	Interest Rate	0.009
Last Deposit Amount	$88.81	Last Deposit Date	Mar 20, 202
Last Statement Balance	$0.00	Previous year-to-date interest amount	$7,151.7
Year-to-date interest amount	$4,782.53	Accrued Interest	$1,577.6
Account Number			

SETTINGS

Online Display Name

Water Sweep

Visibility on Home

Text Banking

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https://secure.banknh.com/banknh/uux.aspx#/account/249286?currentTab=details&returnTo=Home 1/2

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MUNICIPAL FUND BALANCE SHEET

Fund: VILLAGE DISTRICT FUND Periods: 2024-01 thru 2024-03 [25% of Year] Include: Balance Sheet -

Account #	Account Title	Balance
1-CURRENT ASSETS		
1010 - CASH AND EQUIVALENTS		
01.1010.000.001	NORTHWAY BANK	68,970.10
01.1010.000.003	PETTY CASH	600.00
01.1010.000.004	BANK OF NEW HAMPSHIRE	685,768.95
01.1010.000.005	CITIZENS BANK - SAVINGS	50,000.00
01.1010.000.006	BANK OF NH - CREDIT CARD DEPOSITS	4,250.88
1010 - CASH AND EQUIVALENTS		**809,589.93**
1080 - TAXES RECEIVABLE		
01.1080.001.020	AR CAMPTON TAXES 2020 & PRIOR	62,154.53
01.1080.001.022	AR CAMPTON TAXES 2022	46,116.29
01.1080.001.023	AR CAMPTON TAXES 2023	29,058.99
01.1080.001.112	ALLOWANCE - CAMPTON	(60,000.00)
01.1080.002.021	AR THORNTON TAXES 2021	(1,369.88)
01.1080.002.022	AR THORNTON TAXES - 2022	2.00
01.1080.002.023	AR THORNTON TAXES - 2023	50,480.00
1080 - TAXES RECEIVABLE		**126,441.93**
1150 - ACCOUNTS RECEIVABLE		
01.1150.000.000	ACCOUNTS RECEIVABLE	(14,770.73)
01.1150.000.004	AR - WEA	17,353.40
1150 - ACCOUNTS RECEIVABLE		**2,582.67**
1310 - DUE FROM OTHER FUNDS		
01.1310.000.005	DUE FROM CAPITAL PROJECTS FUND	25,531.00
1310 - DUE FROM OTHER FUNDS		**25,531.00**
1-CURRENT ASSETS		**964,145.53**
2-CURRENT LIABILITIES		
2020 - WARRANTS AND ACCOUNTS PAYABLE		
01.2020.000.000	ACCOUNTS PAYABLES	2,330.40
01.2020.000.001	PAYROLL LIABILITIES	325.76
01.2020.000.003	DUE TO EMPLOYEES - STALE CHECKS	822.61
01.2020.000.005	ACCRUED WAGES	0.00
01.2020.000.007	NHRS PAYABLE	(0.01)
01.2020.000.008	AFLAC PAYABLE	(0.04)
01.2020.000.010	FLEX SPENDING WITHHELD	1,189.31
01.2020.000.011	FEDERAL WIHHOLDING	(9,484.67)
01.2020.000.012	FICA - BOTH	(17,115.10)
01.2020.000.013	MEDICARE - BOTH	(4,002.78)
2020 - WARRANTS AND ACCOUNTS PAYABLE		**(25,934.52)**
2080 - DUE TO OTHER FUNDS		
01.2080.000.002	DUE TO/FROM WATER DEPARTMENT	(10,802.90)
01.2080.000.003	DUE TO/FROM REC FUND	(216,004.13)
2080 - DUE TO OTHER FUNDS		**(226,807.03)**
2-CURRENT LIABILITIES		**(252,741.55)**
2-FUND EQUITY		
2530 - UNASSIGNED FUND BALANCE		
01.2530.000.000	FUND BALANCE	1,525,137.67
01.2530.000.3T	TOTAL REVENUE	5,773.19
01.2530.000.4T	TOTAL EXPENDITURE	(314,023.78)
2530 - UNASSIGNED FUND BALANCE		**1,216,887.08**
2-FUND EQUITY		**1,216,887.08**

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MUNICIPAL FUND BALANCE SHEET

Fund: WATER FUND Periods: 2024-01 thru 2024-03 [25% of Year] Include: Balance Sheet -

Account #	Account Title	Balance
1-CURRENT ASSETS		
1010 - CASH AND EQUIVALENTS		
02.1010.000.001	CASH TO BE DEPOSITED	1,196.73
02.1010.000.002	BANK OF NEW HAMPSHIRE	574,457.11
1010 - CASH AND EQUIVALENTS		**575,653.84**
1150 - ACCOUNTS RECEIVABLE		
02.1150.000.000	ACCOUNTS RECEIVABLE	7,563.67
02.1150.000.003	A/R - NEW BILLING SYSTEM	5,457.56
02.1150.000.004	RETURNED WATER METER RECEIVABLE	16,661.00
1150 - ACCOUNTS RECEIVABLE		**29,682.23**
1410 - OTHER CURRENT ASSETS		
02.1410.000.001	PREPAID EXPENSES	10,350.00
1410 - OTHER CURRENT ASSETS		**10,350.00**
1-CURRENT ASSETS		**615,686.07**
2-CURRENT LIABILITIES		
2020 - WARRANTS AND ACCOUNTS PAYABLE		
02.2020.000.000	ACCOUNTS PAYBLE	(1,154.64)
02.2020.000.001	ACCRUED WAGES	0.00
2020 - WARRANTS AND ACCOUNTS PAYABLE		**(1,154.64)**
2080 - DUE TO OTHER FUNDS		
02.2080.000.001	DUE TO/FROM WEVD	10,802.93
02.2080.000.003	DUE TO RECREATION	(422.36)
2080 - DUE TO OTHER FUNDS		**10,380.57**
2220 - DEFERRED REVENUE		
02.2220.000.001	BILLINGS IN ADVANCE	(90.83)
2220 - DEFERRED REVENUE		**(90.83)**
2-CURRENT LIABILITIES		**9,135.10**
2-FUND EQUITY		
2530 - UNASSIGNED FUND BALANCE		
02.2530.000.000	UNASSIGNED FUND BALANCE	495,311.98
02.2530.000.3T	TOTAL REVENUE	305,962.27
02.2530.000.4T	TOTAL EXPENDITURE	(194,723.28)
2530 - UNASSIGNED FUND BALANCE		**606,550.97**
2-FUND EQUITY		**606,550.97**

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