562 Winterbrook Road, Campton, NH 03223
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WEVD 2024 Meeting DRAFT Minutes
April 10, 2024 – 6:00 PM

Approved as amended on May 8, 2024

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

Members of the public: Christopher Fagas, Harry Bertino

Members excused: None.

Attendees via Zoom: Linda Ivers, Barry, Nancy Seward

Call to order: Commissioner Patti called the meeting to order at 6:01 PM.

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

Roll Call of Commissioners: Ms. Patti – present, Mr. Spinney – present, Mr. Panuczak – present.

Adoption of Agenda.
Item 9a, the Adoption of Minutes from March 26, 2024, was tabled to May 8, 2024 due to a lack of prepared amendments. Ms. Patti asked for item 8, the Public Hearing on Water Rates, to be moved to the beginning of the meeting to ensure its completion before a member of the Commission needed to leave. Mr. Panuczak and Mr. Spinney duly agreed.

PUBLIC HEARING 1: To accept water rates for the fiscal year 2024's second billing
Ms. Patti called the hearing to order at 6:02 PM.
Ms. Smith explained that the amount to be collected from billing increased by nearly $17,000 from November 2023's rate hearing to now and this is why the rates are increasing from November 2023s billing, but that rates for the fiscal year 2024 will be lower than those for the fiscal year 2023. She continued explaining that the Town of Campton is in the process of a complete reassessment and that more properties than ever before having adjustments made for WEVD water billing. Thornton is also going through the same reassessment but the number of card adjustments within District bounds is far lower than Campton's. All adjustments are for an increased number of bedrooms. Ms. Smith elaborated that Campton's verification of their lots to be adjusted and conservatively estimating Thornton adjustments brings the total increases in the $10,000 range for money owed to the District from users. The increase in the number of bedrooms due to reassessment does mean that the occupancy numbers for water billing

calculations increased, however, the Town of Campton tax deeded a property thus decreasing the total number of properties involved in water billing.

Ms. Patti asked to clarify the effect of reassessment on WEVD water billing. Ms. Smith explained that per WEVD policy, tax cards are prorated based on the 1st of the month following the date of pick-up from the town. For example, if a house was picked up by Campton in the middle of February the District would prorate based on the first of March. Furthermore, since WEVD billings are for six months at a time if that customer were to have paid a lesser rate for billing one than they will for billing two, they have effectively underpaid for the first billing (i.e. the first 6 months) because of the change to their tax card and thus will owe more depending on the nature of the change.

Ms. Patti thanked Ms. Smith for her clarification and asked if any other members of the board had clarifying questions for Ms. Smith. Mr. Panuczak asked Ms. Smith to explain why if budget amount to be collected is $602,582.00 for the billing calculations presented rather than the $622,554.00 that was approved at the annual meeting. Ms. Smith explained that the difference between the two numbers is made up of connection fees (e.g. water key fees, new connections) and bank interest that the MRI Consultant who did the budget took into account when calculating the final amount that needed to come from water rates. She also mentioned that a 3% non-collect amount is built into the rates billed and that according to the last check, non-collection was around 4%.

Mr. Spinney asked about the balance of available fund balance for the Water Department. Ms. Smith explained that part of what is left over in the water fund is encumbered funds for the Pegwood project and that there was a warrant article dedicating $18,000 to cleaning of well number 2. Mr. Spinney clarified that he thought the budget for 2023 left the District with $36,000 in the good. Ms. Smith suggested that since the District is getting audited at the end of April and that following the audit, the Commissioners could look at the Water Department's fund balance and see if any of that money can be returned to ratepayers. Mr. Panuczak questioned whether or not the District could allocate those funds outside of the annual meeting. Ms. Patti suggested that the Commission can dedicate those funds after the fact but emphasized that the goal was always to be accurate in our budgeting and get as close as possible in setting rates and that so far that has been achieved. Mr. Spinney was satisfied that the Commission can revisit the purpose of the Water Department's fund balance at a later date.

Ms. Patti opened public comment.

- Chris Fagas: Mr. Fagas owns a house and 2 vacant lots on Isaax Fox and stated his frustration that while his 2 lots equate to 1/7th of his house's value, they account for nearly half of what he is paying to the Water Department.

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- David Paradis: Mr. Paradis asked about how rates were set as he was confused looking at the sheet provided.

Mr. Panuczak stated that the water ordinance outlines how water bills are calculated. The budget for the WEVD Water Department is used to determine how much needs to be raised. ASHRAE 62.2 is used as the supporting document to estimate the number of occupants by taking a census of the tax cards from each town, Campton and Thornton, then calculating the number of bedrooms plus one for each to determine the total occupancy count. Mr. Panuczak further explained that 25% of the budget is billed to everyone (availability), and 75% is billed to users of the system. Ms. Patti further clarified that the availability portion of the calculation is included in the total rate that is seen in the handout for each billing group.

- Mr. Paradis further clarified some of his confusion citing the flat rates for the Ski Area, Service Yard, and Community Center while the rates for the other billing groups change.

Ms. Patti explained that because the District has meters installed in the Community Center and the Ski Area, they have used those meter readings to determine what bedroom group each building would fit best in. She continued by stating that since the District is using the bedrooms plus one model, each building needed to be assigned a 'bedroom' value to be included in the computations. Given the work that is done at the Service Yard, it was given the one-bedroom grouping as it has no toilet on site and is not metered. Ms. Smith elaborated stating that the District was using a 150 gallons per bedroom per day standard as is referenced in other professional materials on the subject. Ms. Patti also clarified that the water used for snowmaking at the Ski Area is monitored (metered) separately and because it is not sourced from water in our municipal water system, it is excluded from the billing calculations.

- Mr. Paradis voiced his desire for the District to revert back to using taxation as the method of collection for the water department funds.
- Mr. Fagas voiced his support for Mr. Paradis's stance that the Water Department funds should be collected through taxation suggesting that collection through taxation would be more equitable and asked what the cost per gallon is for the District facilities.

Ms. Smith emphasized that there is no cost per gallon rate calculated. Mr. Spinney reiterated that the District does not calculate a cost per gallon rate and explained that the District installed meters in its properties because the intention was to go to metering at some point in the future up until the 2023 annual meeting vote that indicated the District did not want to move forward with that plan.

- Mr. Fagas again emphasized that he feels the lots in the District were being unfairly and exorbitantly charged for water, despite not using any water, and that the current system is inequitable and that using tax valuations would be a better system.

Mr. Panuczak reminded members of the community present that the current matter at hand was to set rates for the next billing cycle, not to change the ordinance and how billing is being done.

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- Harry Bertino questioned the number of occupants as he was told 1977 occupants but now sees that the calculation is based on 2087, asking if the Ski Area, Service Yard, and the Community Center were in the occupancy number included in the handout.

Ms. Smith agreed in the affirmative stating that all buildings included in the billing calculations need to be assigned a nominal value in order to be calculated.

- Mr. Bertino asked if the Ski Area, Community Center, and Shop were included in the 828 properties listed in the handout and if there was a commercial rate established.

Ms. Smith stated that the Ski Area, Community Center, and Shop are included in the number of properties and that no, there is no commercial rate established in the District. Ms. Patti stated that Winterbrook Realty is charged the 1-bedroom rate.

- Mr. Bertino asked why the 3 District buildings are included in the water rates as they were not included in tax collections.

Ms. Patti spoke about the history of the ordinance's development and that when the Commission was originally discussing the municipality's properties, they were encouraged by the then Interim General Manager John Scruton to not include the District properties in the billing however the Commission at the time felt that the homeowning ratepayers should not be burdened with covering the District's usage and opted to include the District property in rate setting.

There was nobody else to address the Commission in public, via Zoom, by email or by phone. Ms. Patti closed the hearing at 6:34 PM.

Ms. Patti made a motion that the rates presented in the column labeled "May-24" in the handout be adopted. Mr. Spinney duly seconded. No discussion. The motion carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

Public Hearing 2: To accept the improvements to the Community Center for the 2023 calendar year totaling $89,240.

Ms. Patti opened the hearing at 6:36 PM.

Ms. Patti stated that the purpose of this hearing is to accept the improvements to the Community Center for the 2023 calendar year totaling $89,240. Improvements being accepted include the widening of the walkway to the Community Center front entrance and mailboxes as well as the outdoor court construction (court, walkways, retention walls, paving, benches, equipment, fencing). She stated that these improvements were paid for by the Waterville Estates Association (WEA) using Capital Improvement Funds (CIF). Ms. Patti further explained that this hearing is to align the District with New Hampshire RSA which states improvements made to District property that are not paid for using District funds must be accepted in a public hearing. Ms. Patti also stated that the total being discussed does not include improvements or money going to the Ski Area for snowmaking infrastructure. She also commended the collaboration between the District and the Association for making these improvements possible.

Mr. Spinney stated that in the past these sorts of improvements have not been planned but that going forward they will be planned and CIF money from WEA will be formally requested through the budgeting process. Mr. Spinney also commended the WEA Board of Directors for their help and willingness to make these improvements.

Ms. Patti again thanked all the volunteers and staff involved in making the CIF funding from WEA a more formal and budgeted process to hopefully end these kinds of hearings for the District in the future because funds will be planned and committed during the budgeting process, rather than after the fact.

Ms. Patti opened the hearing to public comment.

- Mr. Fagas asked what the total amount of money that was spent on these projects was.

The Commission was not sure of the total numbers on hand, but that those numbers could be provided. Mr. Panuczak suggested that Mr. Fagas' question be treated as a Right to Know request.

- Mr. Fagas asked if the Improving Amenity Profitability Committee included the courts in the amenities that they cover to which the Commissioners indicated that the courts are included in the committee's scope of work. He also asked if there was a sign-out process for the key to the court and that why that wasn't being monetized to avoid excess use from the public and potential damage that could come from non-residents using the courts.

Mr. Beard stated that there was not currently a sign-out process for the courts as they are unlocked once winter is over for use at any time by anyone but that the WEA Board would be the one that is approached regarding that topic. Mr. Panuczak reiterated that the Recreation Management Agreement dictates the usage of the facilities for recreational purposes is the purview of WEA.

- Mr. Bertino stated that in the 80s, owners needed to turn in a pass to use the court and that was how usage was tracked.

There was nobody else to address the Commission in public, via Zoom, by email or by phone. Ms. Patti closed the hearing at 6:46 PM.

Ms. Patti made a motion to accept the improvements to the Community Center for the 2023 calendar year totaling $89,240 from the expenditure of CIF monies. Mr. Spinney duly seconded. No discussion. The motion carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

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Public Hearing 3: To accept the improvements totaling $46,209.88 for Snowmaking Infrastructure

Ms. Patti opened the public hearing at 6:47 PM

Mr. Beard stated that WEA CIF paid for the exploration of the well for snowmaking and after testing it was deemed viable at which point WEA committed more money to the project to purchase a snowmaking building, VFD pumps, and running piping and new electrical to feed the new infrastructure.

Ms. Patti opened the hearing to public comment.

- Mr. Bertino asked if the well was tested for drinking water or just for snowmaking.

Mr. Beard stated that the District did send results to the New Hampshire Department of Environmental Services but that at this time the well is only being looked at for snowmaking, however with treatment, it may have potential as potable water.

- Mr. Paradis clarified that the well is only used for snowmaking and asked about a storage tank.

Ms. Patti explained that the well in question was at one point connected to the water system but currently, it is viewed as an irrigation well that the District is using for Snowmaking and its future as potable water is still being explored. Mr. Beard further explained that a storage tank was rented this past season but that installing a storage tank is in the works, and that 222,000 gallons were pumped out of the well this past season and that the well stood up to the progressive demands of the season indicating great future potential.

- Mr. Paradis asked how long it would take with the current fan gun to blow enough snow to cover the mountain for use.

Mr. Beard replied that 40 hours of run time at 65 gallons per minute produces enough snow to open the rope-tow only.

- Mr. Fagas commended everyone on a job well done in regard to snowmaking this past year.

There was nobody else to address the Commission in public, via Zoom, by email or by phone.
Ms. Patti closed the meeting at 6:53 pm.

Ms. Patti made a motion to accept the increase in value and improvements totaling $46,209.88 to municipal asset Campton Mountain for the purposes of Snowmaking Infrastructure. Mr. Spinney duly seconded. No discussion. The motioned carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

Public Hearing 3: To accept and expend $20,992.75 unanticipated funds from WEA CIF for Snowmaking at Campton Mountain

Ms. Patti opened the hearing at 6:54 pm.

Ms. Patti expanded to say a total of roughly $67,133 was expended for snowmaking but that about $21,000 of that money came through the District and is to be reimbursed by WEA CIF and the remainder was paid directly to the vendor by WEA, hence the separate hearing to accept and expend.

Ms. Patti opened the hearing to public comment.

- Mr. Fagas reiterated his affirmations to those involved.
- Mr. Paradis asked for clarification on the total and why it was so high.

Ms. Patti reiterated that some of the money was paid directly to the vendor from WEA and that was accepted as an improvement in the hearing immediately preceding the current hearing which is to accept and expend the funds that WEA will be reimbursing the District for as they pertain to the snowmaking project at Campton Mountain.

There was nobody else to address the Commission in public, via Zoom, by email or by phone. Ms. Patti closed the hearing at 6:56 pm.

Ms. Patti made a motion to accept and expend unanticipated funds totaling $20,992.75 from the WEA-administered CIF funds for snowmaking infrastructure. Mr. Panuczak duly seconded. No discussion. The motion carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

Mr. Panuczak departed the meeting at 6:57 PM.

GM's Report

- Shawn Pelchat and his team have removed the old beer shack on the back lawn and have begun preparing the site for the new building.
- Work has begun pumping out the outdoor pools in preparation for power washing them.
- Steve Baert is going to prep the site where he parks at his shop to refill his trucks with fuel to pour a concrete slab. This will be coordinated with Shawn to have the slab for the beer shack and the refill station slab at Steve's shop to be poured the same day. The cost for each will be separated and charged to the proper GL codes.
- Steve has been York-raking the dirt roads to get them back in shape and ready for re-grading and compacting.
- The excavator loan documents have been received. It will be financed for 4 years instead of 5. The monthly payment will be $1,662.29 and for the 9 months for this year would total $14,960.61.
- Steve has also selected a trailer for the excavator and this will cost $9,000. This is a savings of $11,000 from what was budgeted. The original trailer that was looked at was

made of aluminum, but because of how well Steve takes care of his equipment, it was decided that a cheaper aluminum trailer would be a sufficient fit for this purpose.

Ms. Patti stated that the project of replacing the beer shack is one that already has a CIF contribution committed from WEA and further clarified that when Mr. Beard states in his third item that the projects will be charged to the proper GL codes he is referring to the municipal finance software and that they will be tracked accordingly. She continued by clarifying that the savings related to the excavator's purchase noted in Mr. Beard's report are due to a lower-interest financing option being pursued through the equipment vendor, rather than the bank who originally quoted the district a higher percentage for the whole project. Ms. Patti asked Mr. Beard to confirm if the trailer was still being financed through the Bank of New Hampshire to which Mr. Beard agreed. Ms. Patti then asked that Mr. Beard elaborate on the debt service payments ending on the backhoe and how that timing connects to this financing opportunity. Mr. Beard stated that the John Deer backhoe was financed for 5 years and that the 2024 payment will be the fifth and final payment.

CONSENT CALENDAR

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

Re-Appointments
Ms. Patti cited the chart contained in the handout regarding committee reappointments and explained that annually, committee members need to be reappointed to their respective committees by the second meeting following the annual meeting each year except for the members of the Planning Board who have alternating 3-year terms so only 1 is up to reappointment at a time. Ms. Patti asked Ms. Smith for clarification on those marked with "N/A" on the chart. Ms. Smith explained that Ms. Seward and Ms. Ivers expressed their desire to step down from the Improving Amenity Profitability (IAP) committee, Ms. Roy did not respond to requests for reappointment, and Ms. Bennett expressed her desire to step down from the Water & Roads committee.
Ms. Ivers was present on Zoom and explained that due to her increased duties as co-Vice President for the Association, she was going to find it difficult to continue working on the IAP committee however, since she has not heard any desire from another board member to fill her place, she would like to continue serving on the IAP committee. Ms. Patti altered the chart to show Ms. Ivers as a member to be reappointed.
Ms. Seward was also present on Zoom and asked if there had been any changes to the requirement of a quorum at the physical location for committee meetings. Ms. Patti stated that the requirement for attendance has not changed as that is dictated by NH statute. [At the physical location, there must be a quorum of Public Body members present for the meeting to take place.

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Additional members of the WEVD Advisory Committees and/or Planning Board can attend remotely IF their attendance is not "reasonably practical." If a public body member attends remotely, there must be a statement at the start of the meeting (to be included in the minutes) as to why their attendance is not reasonably practical.]

Ms. Patti made a motion to appoint those individuals marked with an 'X' in the chart contained in the handout for another one-year term with the exception of Mr. Anthony Patti on the Planning Board for another 3-year term. Those reappointed to WEVD committees are as follows: Mark Canfield, Denise Bujalski, and Billy Mitchell to the Budget Committee for one-year terms; Linda Ivers, Joseph Feiner, and Anthony Patti to the Improving Amenity Profitability Committee for one-year terms; Anthony Patti to the Planning Board for a three-year term; Anthony Patti and Terry Bennett to the Records Committee for one-year terms; and Stan Bujalski, Scott Monroe, and Anthony Patti to the Water and Roads Committee for one-year terms. Mr. Spinney duly seconded. The motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

GENERAL CALENDAR

a. RCA: 7 Holland Trail
Ms. Patti asked that this item be tabled until the owner can be present. Mr. Fagas asked if he could be involved in the Request for Commissioner Action for 7 Holland Trail. Ms. Patti stated that any resident who has an issue they wish for the Commission to address they too can complete a Request for Commissioner Action form. However, Mr. Fagas is not a part of the 7 Holland Trail Agenda item or discussion.

Next Meeting: April 23, 2024 @ 10 AM.

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

Non-Public Session
None.

Mr. Spinney made a motion to adjourn the meeting at 7:14 PM. Ms. Patti duly seconded. Motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

Minutes prepared by Allison Smith.