562 Winterbrook Road, Campton, NH 03223
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WEVD 2024 Meeting Minutes
May 8, 2024 – 6:00 PM

Approved: June 11, 2024

Attendees: Commissioners David Spinney and Gerry Panuczak, General Manager Ron Beard, and Administrative Assistant Allison Smith

Members of the public: Harry Bertino

Members excused: Maureen Patti

Attendees via Zoom: Tom H. and one unidentified Zoom participant

Call to Order: Commissioner Panuczak called the meeting to order at 6:00 PM.

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

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

Adoption of Agenda: Agenda adopted without amendment.

RCA – 7 Holland Trail
Mr. Panuczak asked if the resident, Mr. Tom Schelling, was present for the discussion. There was no indication that the resident was present in the physical location nor on Zoom. Mr. Spinney asked if the resident was notified that their RCA was going to be discussed at this meeting. Ms. Smith stated that Mr. Schelling was notified. Mr. Spinney asked that the discussion be postponed until such time the resident can be present. Mr. Panuczak agreed and the item was postponed for discussion until the end of the meeting.

Adoption of Minutes

a. April 17, 2024
Mr. Spinney made a motion to adopt the minutes for April 17, 2024 as written. Mr. Panuczak duly seconded and the motion carried with roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

b. April 10, 2024
Mr. Spinney made a motion to amend the draft minutes for April 10, 2024 consistent with the 9 amendments presented in the handout. Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

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Mr. Spinney made a motion to adopt the amended minutes for April 10, 2024 as the official meeting minutes. Mr. Panuczak duly seconded and the motion carried with roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

c. March 26, 2024
Mr. Spinney made a motion to amend the draft minutes for March 26, 2024 consistent with the 12 amendments presented in the handout. Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

Mr. Spinney made a motion to adopt the amended minutes for March 26, 2024 as the official meeting minutes. Mr. Panuczak duly seconded and the motion carried with roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

GM Report

1. The indoor hot tub was down for 7 days due to damage to one of the three water returns in the bottom. The delay was due to parts availability. Once parts were received the hot tub was in service the same morning.
2. Steve Baert has been busy raking the District dirt roads. Once the roads have dried out Mr. Baert will have the grater come to grate the roads and recompact them.
3. Steve Baert has located 2 leaks within the past two weeks and they have been repaired. One of the leaks was located at the Bell Valley interconnect and required staff to chip away at concrete encasing a pipe to access the leak.
4. Steve Baert has taken delivery of the new excavator and trailer. Mr. Panuczak asked if the operator training that was discussed at the Roads and Water meeting had taken place yet. Mr. Beard said it had not but that further training is planned. Mr. Panuczak also asked about OSHA 10 safety training for staff. Mr. Beard said that is also not scheduled yet but that he has already spoken with Mr. Baert about road signage and safety gear which he will work on upgrading.
5. Shawn Pelchat has completed replumbing the outdoor family pool and has changed the sand in both of the sand filters which are located in the boiler room. This work has made access to that equipment easier. Mr. Beard has also asked Mr. Pelchat to install a secondary exhaust vent over the chlorine and gas used for the pools to better protect the boilers.
6. The new shed has been delivered and assembled on the back lawn and it looks fabulous. Mr. Panuczak agreed that the building looks great. Mr. Beard stated that the Reeds Ferry design team did make a mistake with the size of the slab. He emphasized that the whole structure is on the slab but that an extra 6 inches should have been factored into the slab

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size to ensure that the post's end caps and dressing were entirely on the slab. Mr. Pelchat will be pouring extra concrete to remedy this.

7. Mr. Beard thanked all who participated in Community Clean Up Day. Despite there being a small group of people to participate a lot of work got done. Mr. Beard stated that WEA co-vice president Nancy Seward has already reached out to discuss what is left to be done. Mr. Spinney also thanked the volunteers for their work and emphasized how much work they did and how thorough their work was. Mr. Beard has suggested to the WEA BOD that the new excavator could be used to peel the topping off the garden beds and they could be raked before the winter so they are prepped for the spring.
8. Mr. Spinney added that the District's Northway Bank accounts have been closed and that all money has been moved to the Bank of New Hampshire.

CONSENT CALENDAR

a. Manifests
Mr. Spinney made a motion to accept the manifests as included in the packet. Duly seconded by Mr. Panuczak and motion carried by roll call vote 2:0, Mr. Spinney aye-, Mr. Panuczak – aye.

GENERAL CALENDAR

9a. WEVD Properties and Potential Use

Mr. Panuczak directed everyone to look at the chart in the handout that lists the District-owned property. Mr. Panuczak stated that the purpose of this discussion was to establish if these properties had strategic value to the District and if not they could be considered for sale.

Ms. Smith noted that everything with strategic value has a note on it as to what it is used for or has the potential to be used for. Property 5-3-20 does not have a tax card listed with the town but the District does have the property deed showing it is owned by the District. Ms. Smith stated that she notified Jade with the Town of Campton a while back but the change still has not been made. She will reach out again.

Ms. Smith noted that properties 242-145 and 242-94 are both very small. Mr. Baert did indicate that property 242-94 has water infrastructure on it but he did not note that anything was on 242-145. Mr. Spinney noted that due to the small size of lot 242-145 it wasn't buildable and it should be checked to ensure that 242-145 has no strategic value to the District before considering for sale.

Ms. Smith stated that property 242-87 was indicated by Mr. Baert to have no strategic value for the water system but when looking at it on the Thornton tax map a small building can be seen on the property. Ms. Smith continued by indicating that the tax card has a note indicating it is common land. Mr. Panuczak asked who the common land was for as he believed if it was common land for condos the property should be under the ownership of the sub-association for those condos. Ms. Smith indicated that the tax card indicates 242-87 is common land but it says nothing more about it and that Thornton should be asked about the Common Land note. Mr. Beard suggested that 242-87 be marked as one that needs more research.

Mr. Bertino asked to address the Commission concerning the discussion on 242-87. Mr. Bertino indicated that there was a fire at one point involving a condo association on Liberty Lane which may be related to property 242-87. Mr. Spinney thanked Mr. Bertino for his contribution.

Ms. Smith listed the properties that Mr. Baert indicated as having potential strategic uses by the District as follows: 242-82, 242-72, 242-73, 5-9-19, 5-9-38, 5-3-36, 5-8-5, 11-5-6, 5-6-11, 242-94, and 5-9-37.

Mr. Panuczak asked what the process was for selling the other properties on the list. Mr. Beard stated that he did speak with the District's counsel who suggested he review the deeds to ensure there is nothing in the deed that indicates the property is not clean to sell. For instance, the right of first refusal or tax deeded. Mr. Bertino also noted that some properties may have been gifted to the District for a particular use such as open space. Mr. Beard affirmed Mr. Bertino's statement and suggested that the Commission, once the deeds are reviewed and cleared by counsel, should hire an appraiser to get each property's independent market value. After they are assessed the Commission could hold a public hearing to state the properties the District is looking to sell and either take offers on them or use a sealed bid process to sell the properties.

Mr. Panuczak listed the properties the District would be looking to investigate selling as:
4-6-13 for 9.33 acres Off Brambleberry
5-3-22 for 1.1 acres on Bell Valley
5-3-19 for 1.07 acres on Bell Valley
5-3-20 for unknown acreage on Bell Valley
242-138 for 1.22 acres on Holland Trail
4-3-10 for 1 acre on McLaren Drive
5-16-4 for 1.02 acres Summit Drive
5-14-3 for 1.32 acres Timber Trail
5-8-8 for 0.31 acres on Webster Court

Mr. Spinney made a motion to send the deeds for the 9 properties listed by Mr. Panuczak to District counsel for review. Mr. Panuczak duly seconded. Mr. Panuczak asked that when the

deeds are sent to counsel for review that counsel also looks into what the correct steps are for the District to sell the properties. The motion carried by roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

Mr. Panuczak asked Mr. Beard to get quotes from multiple appraisers to prepare for when the counsel's review is finished.

9b. Investment Policy
Mr. Panuczak introduced the proposed Investment Policy stating that he had reviewed it and had no issue with what he read. He clarified that this is a policy suggested by the auditors. Mr. Beard asked if it had been reviewed by District counsel. Ms. Smith affirmed that the policy had been reviewed by District counsel and that they had no issue with the policy presented. Mr. Spinney noted that this policy just emphasizes that the District will comply with NH RSA regarding municipal finances.

Mr. Panuczak made a motion to accept the Investment Policy included in the packet as written. Mr. Spinney duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9c. Fund Balance Policy
Mr. Panuczak introduced the proposed Fund Balance Policy stating that he had reviewed it and had no issue with what he read. He clarified that this is a policy suggested by the auditors and was reviewed by District counsel with no issue.

Mr. Panuczak made a motion to accept the Fund Balance Policy included in the packet as written. Mr. Spinney duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9d. Amendment to Water Department Collection Procedure
Mr. Panuczak asked Ms. Smith to speak to the proposed amendments to the Water Department Collection Procedure. Ms. Smith stated that these changes are not a change of process but rather a detailing of the existing process and including forms to ensure that anyone looking at the procedure knows what to do and when. It also lessens the burden of work on whomever is processing liens because nothing needs to be newly drafted for the process, only the forms need to be filled in. Mr. Panuczak clarified that because this is part of internal process not part of the Water Ordinance it does not need a public hearing to be adopted. Ms. Smith also confirmed that District counsel reviewed the procedure and had no issue with it.

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Mr. Panuczak made a motion to accept the proposed amendments to the Water Department Collection Policy included in the packet as written. Mr. Spinney duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak emphasized that this is movement in the right direction. Mr. Spinney also noted that this is a living document and just shows the District is becoming more efficient.

9e. Cyber Incident Response Plan
Ms. Smith stated that this is also a policy suggested by the auditors and that Certified Computer Solutions, the District's IT provider, already had this policy drafted. Ms. Smith noted that the only part of the policy that needs to be changed is Appendix A: Cyber Incident Contact List. Discussion ensued outlining the following contacts to be listed in Appendix A:

- Response Team Lead: General Manager
- IT Liaison: General Manager
- Team Members 3, 4, 5: General Manager's direct reports Allison Smith, Steve Baert, and Shawn Pelchat
- Law Enforcement – Local: Campton Police Department
- Law Enforcement – County: Grafton County Sherriff
- Cyber Insurance Provider: Primex
- Media Communication Liaison: General Manager
- Software Vendors: Microsoft, MRI, CUSI, RecDesk, SCADA, TouchBistro
- Internet Provider: Spectrum

Mr. Panuczak directed Ms. Smith to update the spreadsheet with the appropriate phone numbers for the vendors and offices outlined above.

Mr. Panuczak made a motion to approve the Cyber Incident Response plan following the changes that were discussed. Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9f. Bonding of Treasurer and Staff
Ms. Smith explained that the District does have coverage, through Primex, for the Treasurer and staff who are handling deposits being brought to the bank. She elaborated by saying this was not clear at one point in time but that Primex did verify the District's coverage so no further action needs to be taken on this matter.

Mr. Panuczak announced to the Community that the Treasurer position is still vacant and that with the new municipal accounting software, this role is much easier for whoever may choose to step forward. Mr. Panuczak asked if this was something that the District should seek guidance from District counsel as to strategies to fill the position. Ms. Smith indicated that she had already

reached out to counsel but that she would follow up. Mr. Spinney emphasized that late Treasurer Robert Diefenbach did a great amount of work to move the District toward its current accounting system. Mr. Panuczak outlined the responsibilities of the treasurer would be checking account balances, running reports for Commission meetings, signing checks, and participating in Budget Committee meetings from October through January. Mr. Spinney emphasized that it is a one to two hour commitment per week for the majority of the year. Mr. Panuczak emphasized that training would be provided for the accounting software.

9g. Encumbrances from 2023
Mr. Panuczak explained that the Commission needs to vote to encumber these funds in order to spend them. Mr. Beard continued that it was found during the audit that some of the 2023 warrant articles did not contain the phrase "non-lapsing until" and Mr. Spinney elaborated by stating that the purpose of those monies was clear at the time of voting that it was intended to be carried over if not used.

Mr. Panuczak made a motion to encumber $131,050.00 as of 12/31/23 for 2023 Warrant Article #5 titled "Road Infrastructure – Paving". Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak made a motion to encumber $5,769.69 as of 12/31/23 for 2023 Warrant Article #6 titled "Municipal Building Capital Improvements". Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak made a motion to encumber $22,656.41 as of 12/31/23 for 2023 Warrant Article #8 titled "Improvements to Municipal Properties". Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9h. Appointment of H. Bertino to Planning Board
Mr. Panuczak announced that at the last Planning Board meeting Mr. Bertino indicated his interest in joining the Planning Board and asked Mr. Bertino if that was still his desire. Mr. Bertino confirmed that it was. Mr. Panuczak thanked Mr. Bertino for volunteering to join the Planning Board.

Mr. Panuczak made a motion to appoint Harry Bertino to the WEVD Planning Board with a 3-year term ending in 2027. Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Next Meeting: May 22, 2024 at 4:00 PM

Public Comment

Mr. Bertino asked that the Commission consider, as he had brought up at the last Water & Roads Committee, to consider moving the first billing of the year to after the annual meeting where the District legislative body can vote to adopt the budget. Mr. Bertino asked Mr. Panuczak to clarify what billing – May or November – is considered the first billing as he received information at the Water & Roads meeting that conflicted with information posted on the Village District website.

Mr. Panuczak thanked Mr. Bertino for his suggestions and explained that he believes he misspoke at the water and roads committee. Mr. Panuczak asked Ms. Smith to clarify which billing was first. Ms. Smith stated that the November billing is the first billing for each fiscal year. Mr. Spinney stated that now that the Water Department is more established and that there is fund balance in the coffers, this is something that may be possible but more research would need to be done to see how the Water Department could smoothly transition to that billing schedule. Mr. Panuczak reiterated Mr. Spinney's points and asked that staff research how this may be possible.

There was nobody else willing to address the Commission in person, via Zoom, email, or via phone.

RCA – 7 Holland Trail (cont.)
Mr. Spinney asked if Mr. Schelling had reached out or joined the Zoom meeting. Ms. Smith confirmed that he had not. Mr. Spinney asked that the RCA for 7 Holland Trail be postponed until the resident can attend. Mr. Spinney and Mr. Panuczak unanimously agreed to postpone the RCA to the May 22, 2024 meeting pending the resident's availability.

Non-Public Session
Mr. Spinney motioned to enter non-public session for the purposes described in RSA 91-A:3, II (c) and RSA 91-A:3, II (e). Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Non-public session was entered at 6:56 PM. Commissioners Spinney and Panuczak were present in person as well as the General Manager Ron Beard.

Resumption of Public Session
Mr. Spinney motioned to exit non-public session at 7:17 PM. Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Public session was entered at 7:17 PM. Commissioners Spinney and Panuczak were present in person.

The non-public session minutes were sealed by a motion from Mr. Panuczak, with a seconded by Mr. Spinney, as divulgence of the minutes would adversely affect the reputation of any person

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other than a Commissioner and render a proposed action ineffective. Motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Adjourn Meeting
Mr. Panuczak made a motion to adjourn the meeting. Mr. Spinney duly seconded it and the motion carried with a roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

Meeting adjourned 7:18 PM.

Prepared by Allison Smith