562 Winterbrook Road, Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
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WEVD 2024 Meeting APPROVED Minutes
May 22, 2024 – 4:00 PM

Approved: June 11, 2024

Attendees: Commissioners Maureen Patti and Gerry Panuczak, General Manager Ron Beard and Administrative Assistant Allison Smith

Members of the Public: None

Members Excused: David Spinney

Attendees via Zoom: Tom H. and Nancy Seward

Call to Order: Commissioner Patti 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 – present, Mr. Panuczak – present.

Adoption of Agenda: The Agenda was adopted without amendment.

Bank Balances
Ms. Patti asked if the checking account in parentheticals means that the money is still waiting to be paid out. Ms. Smith explained that the Bank of New Hampshire accounts are set up to have a checking account and a holding account. One checking and holding for the General Fund and one checking and holding for the Water Department. The checking account is the number that is on the checks given out by the District and at the end of each business day, whatever is being negotiated against the checking account is then either taken from the respective holding account or deposited into the respective holding account. Ms. Smith continued by stating that since the amount is in parentheticals, it means that someone is negotiating a check against the checking account, not that the bank account balance is negative. The fifth account on the bank balance list is the account where all of the recreation credit card payments go. Ms. Patti asked if water credit card payments were deposited into that account. Ms. Smith clarified that they are not deposited into that account and only credit cards are taken at the bar and front desk for recreational charges.

Mr. Beard added that the merchant account had been closed and that is what the credit card account was. Ms. Smith clarified that the District never held a merchant bank account but that it

does have merchant services through Chase to process the cards and the merchant services deposits into the credit card account.

GM Report

1. Steve Baert and Lauren Bennett have been chipping the roadside brush on the sides of the District roads.
2. District road sweeping was completed as of the time of the meeting and road grading of District roads is still ongoing. Once the roads are graded they will be compacted.
3. Shawn Pelchat has completed the necessary plumbing upgrades to the outdoor pools and Mr. Pelchat asked for an inspection to be performed by Mr. Tim Wilson, the Public Pool and Spa program Manager for NHDES. Mr. Wilson performed a detailed inspection of all pools and hot tubs and only found a couple of minor things that we should try to make maintenance easier. There was a lengthy discussion about the hot tubs because the two newest hot tubs because they are not recommended for commercial use. After a review of the maintenance records, Mr. Wilson has made an exception and will allow us to continue their use. Mr. Wilson was impressed with all of the upgrades that Mr. Pelchat and his team have done and commented that this inspection is a remarkable improvement from the previous inspection that was performed 4 years ago.

Ms. Patti noted that she believes this improvement is due in large part to the training that Mr. Pelchat and his staff have undergone. This training has also resulted in less chemical usage due to staff's increased knowledge of pool maintenance. Ms. Patti also noted that the hot tubs that are in place were bought during Interim General Manager John Scruton's tenure with the District and because of supply issues due to the COVID-19 Pandemic the wait for a commercial tub was at least a year if not longer.

4. Jennifer Franz and her team of bartenders completed a bartender training course Sunday, May 19, 2024. This training consisted of an online portion to be completed prior to the in-person training. The goal of this training is to be more efficient and to improve our customer service. The training was well attended.
5. The fish bought for the fishing derby have been delivered and 'no fishing' signs have been posted at the pond to be removed the day of the derby. NH Fish and Game will be stocking the pond with 250 fish a day or two prior to the permitted youth fishing derby. The fishing derby will be held on Saturday May 25, 2024 and has been advertised on FaceBook and TownSq.
6. Tuesday, May 21st & 22nd, MRI met with staff to train them on the new TimeClock Plus system that we are going to use for our timekeeping. This new system will streamline our payroll process by eliminating the use of our point-of-sale system. Another meeting is scheduled with staff for Wednesday the 29th.

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7. Thursday, May 23rd, Mr. Beard has scheduled a staff meeting to review the status of summer projects and policies in the employee handbook.
8. Allison Smith has sent out the water bills and we are receiving payments.
9. Shawn Pelchat has ordered the new ADA door with door opener to replace the single door that accesses the upper deck and it should be installed by the end of June.

Ms. Patti further clarified that the door to be replaced is the one located directly ahead of the stairs going towards the Summit Lounge out to the poolside deck.

10. The contract for the replacement of the siding at the rear of the Community Center has been signed and work is expected to begin next week.
11. The cleanup of the DPW yard is still in process. From the beginning of the process to date, the District spent $17,340.81 for professional services. The District spent $7,160.00 for roll-off containers to remove junk wood, building materials, foundation foam insulation, and plastics. Steve Baert also took several loads of scrap metal to a recycling facility. This year the recommended concrete slab located at the diesel tank was poured at a cost of $500.00. This slab was recommended to the District in a prior assessment of the Service Yard to absorb any spills that may happen while fueling trucks at the yard. The District has expended at least 3 weeks of labor for two employees to clean this yard. Items left to do are to remove pieces of foam from the wooded areas and some other items in the far corner which Mr. Beard expects to be completed by the end of July.

Ms. Patti thanked Mr. Beard for his attention to this matter and the progress that has been made.

12. Mr. Beard received a quote for a Haines Playstation which includes 2 slides with traditional brown landings and is ADA-accessible. A traditional tic-tac-toe board was added and a spring teeter-totter were added. In total the play station, with black borders, the two additions previously mentioned and installation come to $23,685.00. The budget for this project was $25,000. The District will need to provide the woodchips in addition to the quoted amount. The bark still needs to be priced out but it can be purchased locally.

Ms. Patti asked if District staff would need to do any site prep work. Mr. Beard said they do not. Ms. Patti also asked Mr. Beard to clarify the ADA-associability features. Mr. Beard stated that the quote is for a 44-foot by 28-foot area with 12” black plastic borders with spikes and a full ADA ramp included. Ms. Patti asked Mr. Beard to elaborate on where the playground would be located. Mr. Beard explained that the playground will be approximately 15 to 20 feet away from the end of the paved access road behind the Community Center. Mr. Beard elaborated that a paved path from the end of the existing asphalt to the playground will be installed. Mr. Panuczak asked if Primex approved this location as the last location was too close to the pond. Mr. Beard

has not heard back from Mr. Alpers at Primex and will continue to reach out to get approval. He stated the planned location will be farther from the pond and has a good line of sight for oncoming traffic and families using the playground as it will be out in the open.

Ms. Patti asked if there is any money in the budget to install a couple of durable vinyl or rubber picnic tables near the new playground for people to sit at while kids play. Mr. Beard stated that there are wooden picnic tables in the back lawn that could be repurposed in the playground area. Ms. Patti asked if there was an ADA-accessible table. Mr. Beard replied no. Ms. Patti suggested that funds from the ADA budget or a non-lapsing ADA warrant article be used for that purpose. Ms. Patti remembers pricing ADA tables and recalls them being roughly $1,000 - $1,200.

Mr. Panuczak emphasized that Mr. Alpers of Primex should approve the playground design before construction begins.

13. Mr. Beard was made aware the morning of the meeting that there was a large water leak. Mr. Baert reached out to Lake Region Water (LRW) to see if they could respond. LRW replied that they wouldn't be able to respond in a timely manner. Mr. Beard instructed Mr. Baert to utilize the new excavator to repair the leak. Mr. Beard stated that Mr. Baert and Mr. Bennett were able to locate the damaged section of the pipe and replace it with new materials. Mr. Baert estimated the leak to be around 20 gallons per minute.

Ms. Patti asked what would have happened if WEVD waited for LRW to repair the large leak. Mr. Beard stated that due to the size of the leak water service would have been shut off to three roads – Briarcliff, Meyer, and Kamien Way. Mr. Baert will finish the repair on Thursday the 23rd by filling in the whole with clean fill.

Ms. Patti thanked the Waterville Estates Association Board of Directors (WEA BOD) for their contribution of CIF to purchase and install of a new ADA Compliant playground and that because the money was anticipated it could be included in the budget ahead of time. Ms. Patti also thanked the WEA BOD for pursing the fishing derby during the Recreation Management Agreement (RMA) negotiations.

Ms. Patti made a motion to make the playground quote and the images of the excavator and line repair that were reviewed during the meeting as attachments to the minutes for May 22, 2024. Mr. Panuczak duly seconded and the motion was carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

CONSENT CALENDAR

a. Manifests

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Ms. Patti called the vote to accept the manifests as included in the packet. Duly seconded by Mr. Panuczak and motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

GENERAL CALENDAR

8a. RCA Organizational Chart
Ms. Patti thanked Mr. Beard for preparing the organizational chart and found that it is helpful to identify the staff that are in the positions listed. Ms. Patti did request that Mr. Beart's role as Water Department Superintendent and Licensed Water Operator be delineated. She also asked if Mr. MacDonald's last name should be corrected to include a capital 'D'. Mr. Beard stated it should. Mr. Panuczak asked that a dotted line replace the solid line from the General Manager position to the WEA BOD. Mr. Panuczak asked if the vacant finance role should be added to the chart to document the position. Ms. Patti agreed. Mr. Beard stated that the position would be a part-time finance director and human resources role.

Ms. Patti made a motion to accept the proposed WEVD Organizational Chart with the following changes: the addition of Licensed Water Operator & Water Department Superintendent, capitalization of D in MacDonald, a dotted line to the WEA BOD from General Manager, and the addition of the finance position/human resources. Mr. Panuczak duly seconded. Motion carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

8b. RCA Holiday Policy Update
Ms. Patti asked Mr. Beard to clarify if the policy included the same number of holidays that IGM Scruton was seeking the District to adopt. Ms. Smith clarified that the policy as written includes all holidays that are currently observed by the District but that it does not reach the same number that IGM Scruton sought. The handbook included 6, the current policy includes 9, and IGM Scruton sought 12 holidays to be observed.

Mr. Panuczak suggested the addition of MLK Day in January. Ms. Patti asked if it was a holiday observed by the State of New Hampshire. Mr. Panuczak stated that MLK Day is a Federal holiday. Ms. Patti did note that there is a cost to the addition of MLK Day. Mr. Beard asked about a floating holiday. Mr. Panuczak stated that a floating holiday could be provided if desired. Ms. Patti found that the NH Administrative Code does state MLK Day as an observed holiday.

Ms. Smith explained that this policy change is necessitated by the transition to TimeClock Plus to clarify pay on holidays and that it increases the cost if a full-time employee works on the observed holiday. Ms. Patti stated if full-time staff need to get approval to work the holiday then the cost can be managed.

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Ms. Patti made a motion to amend the presented Holiday Policy and add MLK Day/Civil Rights Day to the list of observed holidays. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to approve the amended Holiday Policy. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Next Meeting: June 12, 2024 at 6:00 PM

Public Comment Period
Ms. Patti opened the public comment period. Ms. Smith stated that Ms. Nancy Seward wished to address the Commission.

- Nancy Seward asked if the owners/guests enjoy having the picnic tables where they are located and that she views the tables by the playground as a reinstallation of an amenity. Since the project is coming in under budget the remaining funds could be used to purchase new picnic tables and save the ADA upgrades warrant article funding to install new ADA-accessible features so more can enjoy the facility. Ms. Seward also stated that it might be nice for the picnic tables to match rather than relocating an old table.

Ms. Patti agreed with Ms. Seward and thanked her for her suggestion.

No one else sought to address the Commission in person, online, or via email/phone. Ms. Patti closed the public comment session.

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

Non-public session was entered at 4:41 PM. Commissioners Patti and Panuczak were present in person as well as the General Manager Ron Beard. Commissioner Spinney joined non-public session at 5:00 PM.

Resumption of Public Session
Mr. Spinney motioned to exit non-public session at 5:41 PM. Ms. Patti duly seconded and the motion carried with a roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Public session was entered at 5:41 PM. Commissioners Spinney, Patti, and Panuczak were present in person.

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The non-public session minutes were sealed by a motion from Mr. Spinney, with a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of any person other than a Commissioner. Motion carried with a roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

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

Meeting adjourned 5:44 PM.

Prepared by Allison Smith

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PFB009P
RockWell Teeter Duo - Primary — 795.00 x 1 = 795.00

Fun Bouncers



Freight To 03223 — 2,950.00 x 1 = 2,950.00

12" High Black Plastic Playground Borders — 2,950.00 x 1 = 2,950.00

For an area of 44 x 28

- Includes Borders with Spikes
- Full ADA Ramp
- Freight

*Customer to provide and install their own resilient Playground Safety Surfacing

Pricing available if needed

Labor to Install Playground Equipment and Borders — 9,000.00 x 1 = 9,000.00

Terms & Conditions

- Customer to accept and unload all deliveries

(Please note any discrepancies, missing or damaged items within 72 hrs of unloading deliveries. Otherwise, the customer is responsible for any replacement costs and any additional freight charges)

- Contractor will contact "DigSafe" before work begins. However, it is the customer's responsibility to locate any unmarked items, such as sprinklers, Lighting, Etc. Any repairs to unmarked items will be on a time and material basis.
- Site security is the customer's responsibility
- Customer responsible for the disposal of any pallets, packaging, etc from deliveries.
- Pricing includes normal digging conditions. Any excess digging or need for a jackhammer, additional charges will apply.
- Pricing assumes a level area. Excavation, and leveling is the responsibility of the customer.

*All dirt from digging to stay on site

- Any permits, permit fees or obtaining of permits is the responsibility of the customer. If applicable.
- Customer to provide a water source for mixing of concrete

*Customer to provide and install their own resilient Playground Safety Surfacing

Payment Terms - 50% Deposit, Balance Due After Completion

ALL THINGS RECREATION

QUOTE NUMBER
29083

DATE
May 17, 2024

EXPIRY DATE
June 15, 2024 at 2:00 PM

FROM
Jamee Nesta
All Things Recreation, LLC
P.O. Box 586
Nutley, NJ 07110
www.allthingsrecreation.com

PHONE
(973) 447-7656

FOR
Ronald Beard

EMAIL
r.beard@waterville-estates.com

Playground Quote

PKP127
Ames

Age Range:2-12 years
Child Capacity:19-22
Fall Height:48"
Post Diameter:3.5-inch
Product Type:Spark
Safety Zone:25' 3" x 27' 0"
ADA Accessibility
Elevated:4 components
Ground Level:2 components
✓ ADA Compliant





7,295.00
x 1
7,295.00

PFS002P
Traditional Tic-Tac-Toe w/ Posts - Primary

Freestanding Panels



695.00
x 1
695.00

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Total	$23,685.00

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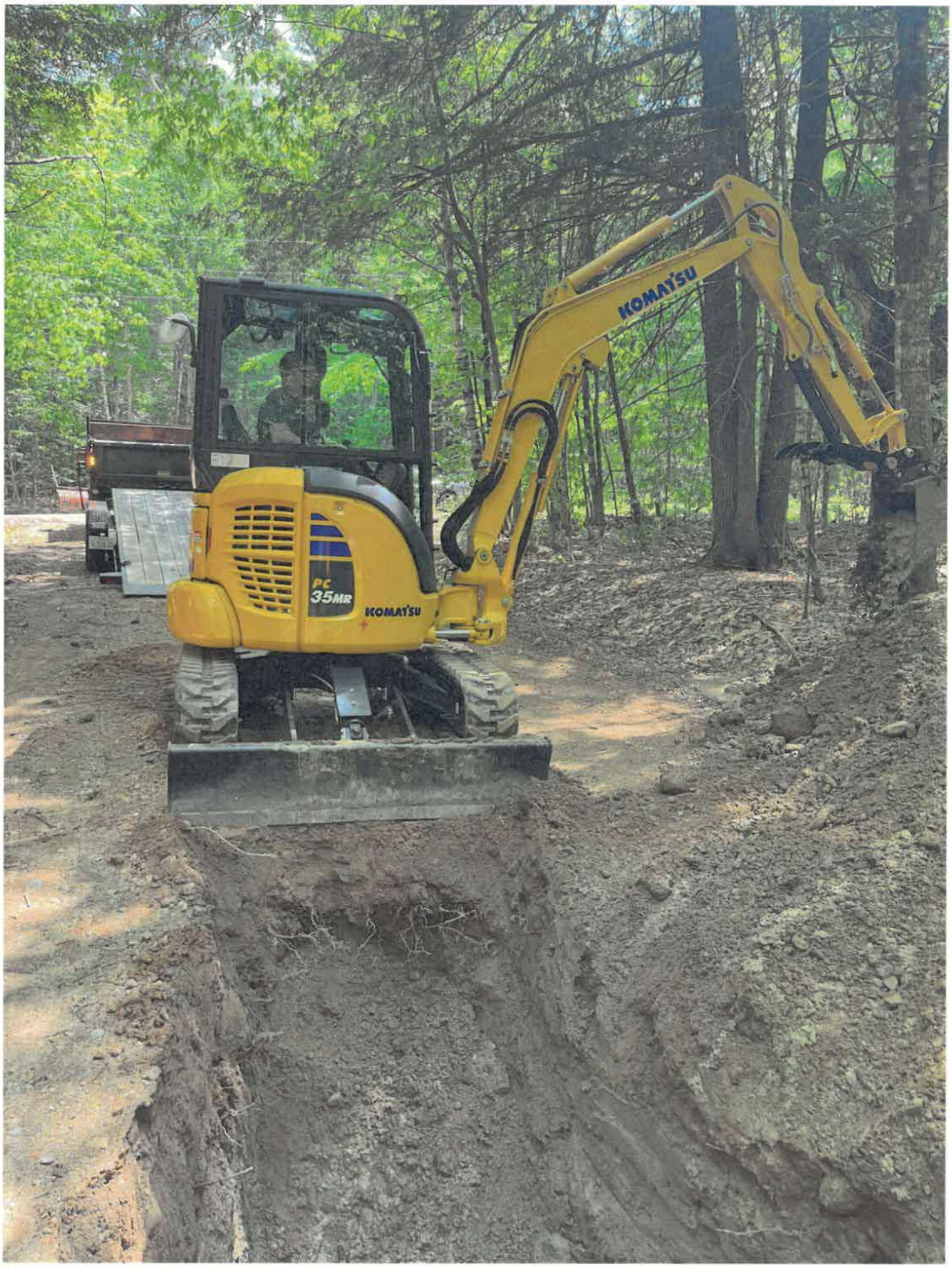

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