562 Winterbrook Road, Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

WEVD 2024 Meeting APPROVED Minutes
6/11/2024 – 10:00 AM

Approved as amended on July 10, 2024

Attendees: WEVD Commissioners Maureen Patti and Gerry Panuczak, General Manager (GM) Ron Beard, Administrative Assistant Allison Smith, Food & Beverage Manager Jennifer Franz, and Head of Maintenance Shawn Pelchat.

Members of the Public: Tom Schelling

Attendees via Zoom: Ralph Wilbur and one unidentified individual

Members Excused: Commissioner David Spinney

1. **Call to Order:** Commissioner Maureen Patti called the meeting to order at 10 AM

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

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

4. **Adoption of Agenda**

Mr. Panuczak noted that Julie Smart would not be able to report as noted on the agenda as item 8c. Ms. Patti modified the agenda to include a report from Allison Smith in Ms. Smart's absence.

5. **Approval of Minutes**

   a. May 8, 2024

   May 8, 2024: Commissioner Patti moved, seconded by Commissioner Panuczak, to amend the May 8, 2024 meeting minutes with five changes as reflected in the packet handout. The motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak-aye.

   Commissioner Patti moved, seconded by Commissioner Panuczak, to accept the amended minutes for May 8, 2024 as the official meeting minutes. The motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak – aye.

   b. May 22, 2024

May 22, 2024: Commissioner Patti moved, seconded by Commissioner Panuczak, to amend the May 22, 2024 meeting minutes with 11 changes as reflected in the packet handout. The motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak – aye.

Commissioner Patti moved, seconded by Commissioner Panuczak, to accept the amended meeting minutes of May 22, 2024 as the official meeting minutes. The motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak – aye.

Commissioner Panuczak suggested taking up agenda item 8d since Mr. Tom Schelling of 7 Holland Trail was in attendance. In response to Chair Patti, Mr. Panuczak said the item had been discussed previously and was tabled at the last meeting because Mr. Schelling was not present.

8d. - RCA – 7 Holland Trail

Mr. Tom Schelling came forward and said the situation had been explained at a January meeting. He was informed then they had to talk to the engineer regarding the water system. A secondary matter was Mr. Schelling's request for a refund for the period of time he was without water. Commissioner Patti stated that they hadn't forgotten about him and the Commission was considering an adjustment, not a refund, to Mr. Schelling's water bill due to issues from 2022. She then asked General Manager, Ron Beard, if a response had yet been received from the engineer regarding Mr. Schelling's situation. Mr. Beard said that curb stops had been replaced and a new gauge put in place that got good pressure but the needle was skipping a bit. Mr. Beard said Nick Sceggell, the engineer, hasn't gotten back to Steve Baert regarding the pulsating issue. Chair Patti noted that Mr. Baert had been on vacation and confirmed that the problem and correcting the problem might be a District responsibility.

Mr. Beard further stated that a spigot at the house diagonally across from Mr. Schelling stays constant but the residents may have a pressure reducing valve in their basement which would make that the case. Mr. Schelling said he had put a pressure reducing valve in and got an 80 PSI. When he lost water pressure a year and a half ago, he took it out and the water pressure hasn't been higher than 24 PSI since then. Mr. Beard said that Mr. Baert reported a PSI higher than that at the house, not the curb stop.

Commissioner Panuczak verified that Mr. Schelling was looking for a three month credit for having low pressure in 2022. There was brief discussion on the timing. *Commissioner Panuczak moved, seconded by Commissioner Patti, to grant Mr. Schelling of 7 Holland Trail a credit for one-half a 2024 billing cycle in 2024. The motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak – aye.*

Allison Smith mentioned that she would be issuing a credit for three months which is equal to a quarter of the year's billed rates that Mr. Schelling will see reflected in a statement that will be sent to him when the credit is issued. Mr. Schelling asked about the future. Mr. Beard said Mr. Baert is concerned about the impact on the houses downhill from Mr. Schelling’s and is reluctant to turn the pressure on

much more. Chair Patti apologized that it was not possible to rectify the matter sooner. Mr. Panuczak followed by stating the matter is a Water Department priority.

8a. Update from WEVD Staff – Shawn Pelchat, Head of Maintenance

Commissioners then heard from Shawn Pelchat, Head of Maintenance. Mr. Pelchat reported that they were working on making the beer shack/new building ADA compliant and he expected to finish the inside by the middle of week next week. He is getting sod for landscaping and has the Community Center back door on order. He has been told that the door may not be delivered for up to six weeks. The old siding on the rear of the Community Center has been removed and new siding is going up. They did not find any significant rotting and any gaps found have been corrected. He said maintenance of the pools continues and 99.9 percent of the leaks at the pools have been eliminated. Mr. Panuczak noted that "the pools look great, smell great and all working well" and thanked Mr. Pelchat for his work. Mr. Pelchat said the state pool inspector shared much information so they have now gone with treating the hot tubs with liquid chlorine as opposed to granulated. He said it actually maintains chemistry better "if we can just get folks to take showers" then the tubs would not have to be dumped as often. During Memorial Day they had to dump the outside tub twice and the inside tub once during a seven day period.

Ms. Patti said she can't make the outdoor shower by the family pool work. She asked if anything could be done to include a shower by the indoor hot tub and perhaps use signage or do something to make the outdoor shower more attractive and that might encourage folks to take showers before entering the pools/hot tubs. The area is dated. Mr. Pelchat said he'll attempt to make that area more attractive. Ms. Patti thought perhaps a refresh of the area might eliminate the number of dumpings and possibly save money and resources. Mr. Beard suggested installing a foot valve to operate the outdoor shower, an idea Chair Patti endorsed.

Mr. Pelchat said they are working on closing in the outside of the storage shed in vinyl. The rest of the building will also be in vinyl. They had to rip the shingles off the roof because the shingles were bowed out. With any upcoming good weather, he intends to paint the building to make it a bit more appealing. He said wrapping the building in vinyl will also reduce maintenance as the building will never have to be painted again. He said dead trees will be taken down around the ski area, trimming has been done in the front and they've sprayed the poison ivy.

Chair Patti asked what Mr. Pelchat meant by making the Beer Shack ADA compliant. Mr. Pelchat said the entry into the shed needs to be sloped. Inside at the end of the bar everything has been framed out, panels are up and Mr. Pelchat hopes to get the bar top in by Thursday. He said the left side of the bar will fold up and be ADA compliant height. Chair Patti confirmed that none of the work needed to be GL coded against ADA. Mr. Beard said it was all part of the CIF line. Someone will be coming in to work on the Community Center sinks in the four bathrooms. Ms. Patti said the consultant said the

mirror height that may be too high once the sinks are changed. Mr. Pelchat said he will look at that. He added that JP Pest Services had come in. They started yesterday with the squirrel eradication program and have set several traps around. In response to a question by Ms. Patti, Mr. Pelchat said the one point of entry that was identified, has been closed. He said there may be another point of entry but they've mouse foamed several other holes.

Mr. Panuczak noted that while the ski season is still six months away, he wanted to ensure that lifts were maintained during the summer and also didn't want anyone to lose sight of the snowmaking change from rented to permanent tanks. In his last discussion with WEA, they would like to expand snowmaking to more infrastructure. There is no money in the district budget and whatever the costs are, WEA would have to determine if they want to fund such expansion.

Mr. Pelchat said he had a lead on a fan gun with 3,000 hours on it that cost less than the one they currently have. He said it was rebuilt and cost $25,000. It was in Portland, Maine but he was not sure if it was still available but he will need to know what WEA's expectations are for the expansion. Mr. Panuczak stated that WEA wanted to make sure there is enough snowmaking capability to open the chair lift sooner without natural snow. Mr. Pelchat said all the grips were sent out in April. The wire rope inspection is scheduled for Thursday this week and as soon as he gets the grips back, they'll finish stripping the chairs, a project they can do on rainy days.

8b. Update from WEVD Staff – Jennifer Franz, Food & Beverage Manager

Jennifer Franz came forward stating that everything is going as scheduled. She has eight weeks of scheduling done through the beginning of August and the seasonable employees are agreeable with the schedule. She's been working on the online ticketing system for events and Campton Mountain for lift tickets so all ticketing can be done online. Ms. Franz displayed the waiver that people can bring in. She is making sure bugs are worked out and expects to go live the first week in July. She, along with Ms. Smith, are still trying to work out some banking issues. The calendar of events is posted everywhere. Ms. Franz made changes by adding ice cream sales at the front desk which has been fairly successful and have also added the FritoLay account so they are able to do the snacks along with the chips and dips. The front desk has the ability to go into the cart and add things so that she can purchase favorite items to add to the cart. The kids summer camp will start on June 29 which will be held on select Saturdays when other events are not taking place on the grass. The schedule indicates the selected Saturdays and the front desk has the registration sheet where parents can circle the dates they are interested in and not have to schedule week after week. In response to a question by Chair Patti, Ms. Franz said she has not yet placed a limit on the number of kids that can register since she does not know how successful the summer camp might be. Those eligible to participate are homeowners, or those with yellow passes. The camp is for children five years old and up. Chair Patti felt this was an owner benefit and the front desk needed to know if it was restricted to homeowners or available to guests as well. Ms. Franz said she'd have to go back to discussions held with the WEA Board in March

when this issue was initiated. Mr. Panuczak suggested looking into whether there were state guidelines regarding supervision of kids.

Ms. Franz continued stating that bingo will start up again on June 29th and be held every Saturday afternoon from 12:00 to 2:00 p.m. Ben Demers has agreed to host. On July 6th they have Andrew Marshall performing along with the fireworks. Posters have been posted at the front desk and included on Facebook and she'll re-post flyers as event times come near. The Pirate Shipwreck party has been confirmed with various companies providing attractions that will be offered. Bartenders are ready to go. The kitchen will be open and she's still working out details with vendors. The Pirate Shipwreck party is open to the public. Mr. Panuczak commented that EVP Marketing will not be engaged by the District until the ski season is near. Ms. Franz said she may ask them to do some website updating. The WordPress platform is not one she is that familiar with and it is not, in her opinion, user friendly.

Ms. Franz reported that they'll have Country Western, Casino and Comedy nights. In response to Mr. Panuczak, Ms. Franz said there is a state program on bartending that can be done fairly quickly. Many of the part-time staff have already worked in the restaurant industry but anyone needing the training will get it. Mr. Panuczak asked how the online ticketing would work during the ski season to make sure its seamless. Ms. Franz explained the process and how an email confirmation will be sent out when a sale is made. A counter will be set up where passes can be picked up. She worked with Mr. Beard on this process. A dedicated staff person will be doing the ticketing and kitchen support, and there will be the ability for cash sales. In addition, the ticket sales staff will also process merchandise sales and the cabinet will be used for displaying Campton Mountain merchandise.

Mr. Panuczak asked if there was a way to display offerings electronically, on one of the Lodge monitors/TVs rather than on chalkboards. Mr. Beard said they can place items on a thumb drive that will scroll onto a screen. Mr. Panuczak asked if the Summit Lounge and the Lodge were being utilized for events. Ms. Franz said a function was scheduled at the lodge during the past weekend. A birthday party, too, was held and a pre-wedding event is scheduled on the 27th.

Ms. Patti said they had talked about taking the Lodge counters from the two exterior walls since the chairs don't work. Mr. Beard said they will have to trim the legs off the metal chairs so that they fit properly under the counter as removing the counter is not feasible.

8c. Update from WEVD Staff – Julie Smart, Front Desk

Ms. Smith said there was a bill before the legislature, House Bill 1069, that would propose electronic responses to all right-to-know requests. She said the NH Municipal Association has already seen data-mining in other towns by for-profit companies for things like building permit information so they can

use the information for development purposes. The District has not seen that but the legislation would have made it the District's responsibility to provide the information and would certainly increase the burden on the District. The bill had passed the House and the Senate with amendments but died in Conference Committee last week. No other action can be taken on the matter during this legislative session.

Ms. Smith said water bill reminders will be out this week. She is trying to integrate general ledger codes from MTS, the financial software, to billing software. The MRI consultants are working with Ms. Smith. The hope is to integrate the accounts receivables. Ms. Smith said she has gone through it twice manually and still can't figure out where there is discrepancy because nothing maps to GL codes and it is getting harder to go backwards to look through things. She is hopeful it will be done soon.

Ms. Smith said she got a new computer and cannot get into merchant services online banking with Chase. She called customer support in May. Former WEVD Treasurer Rob Diefenbach is still on the merchant services account. He is off one account through Chase but when she tries to log in to see statements, she is unable to since the District has no Chase banking accounts. She is getting the run-around from Chase and may need to go to Manchester to get the matter sorted. It appears that Rob is the only authorized signer and she is unable to get an answer on what documents they need to take him off.

Ms. Smith suggested that it may be easier to switch merchant services. Bank of NH does offer merchant services and that might be her recommendation.

Chair Patti said the Commission could vote to authorize Ms. Smith to establish a new services account with BNH but questioned how then would the Chase account get disabled. Ms. Smith said it would have to be a joint discussion with TouchBistro because the District had applied with Chase for merchant services and in that application gave them authorization through TouchBistro. She was unsure how the account was originated but was told that the District had a previous merchant servicer prior to Chase. Mr. Beard said it was part of the contract with TouchBistro. Ms. Patti suggested this may require a call to TouchBistro and a letter from District counsel.

Ms. Patti moved, seconded by Mr. Panuczak, to authorize management to establish a merchant services account with Bank of NH. The motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak – aye.

Mr. Panuczak asked about water billing compliance. Ms. Smith said that as of today, June 11, 2024, the outstanding accounts receivable totaled $92,604.21 which is good since bills have only been out for one month. Approximately two thirds of the bills have been paid. Ms. Patti asked if there were any loose ends with errant tax cards as she recalled one property that didn't have a tax card but the District clearly owned the property. Ms. Smith said she communicated with the Campton Planning, Zoning,

and Assessing Coordinator earlier and will follow up. She'll reach out to Jade.

8e. Timekeeping Policy

Ms. Patti asked what changes were made to the policy. Ms. Smith stated that, as part of the conversion to TimeClock Plus, WEVD Management wanted to have a written policy establishing expectations and what is considered time worked. Mr. Beard said it solidified the process and enables staff to clock in using their smart phones without having to come into the building from Campton Mountain and the Service Yard.

Ms. Patti moved, seconded by Mr. Panuczak, to approve the Timekeeping Policy as presented. The motion carried with a roll call vote, 2-0. Ms. Patti – aye, Mr. Panuczak – aye.

6. General Manager's Report

Ron Beard reported as follows:

- As indicated earlier by Mr. Pelchat, Mr. Beard said that Mr. Pelchat has the new Lochness Bar building (previously referred to as the Beer Shack) nearing completion. The inside bar top is under construction and once that is completed the outside landscaping will commence.
- Rick Alpers, Risk Coordinator with Primex returned his call last week regarding the playground location. Mr. Alpers was very pleased with the location and the fact that the District is using a professional company for the installation. Mr. Beard asked Mr. Alpers if Primex had a template of a liability release form that parents can sign before their children take part in activities at the Community Center. Mr. Alpers said they did not and also that it is not required. Mr. Beard will be in touch with the Recreation Director in Lincoln to ask if she might be willing to share the release form they use. He understands that the Director runs a good summer program and is very safety conscious.
- He and Mr. Pelchat have been troubleshooting the issue with the jets in the adult outdoor hot tub. They determined they need to replace the existing jets with new ones with a smaller diameter orifice. In the interim, they have restricted three jets so all of the remaining will have more velocity and, in turn, will induce more air to each jet.
- Mr. Beard has ordered the new playground equipment and a tentative installation is scheduled for the first week in July, providing that weather events to not push out that date.

7. Consent Calendar: Manifests

A roll call vote was taken to accept the manifests as included in the packet. Ms. Patti – aye, Mr. Panuczak – aye.

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8. Next Meeting

The next meeting of the Commission will be held on June 25th at 10:00 AM.

9. Public Comment Period

No comments were received as there was no one physically in attendance, nor online.

10. Non-Public Session

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

Non-Public session was entered at 11:14 AM. Commissioners Patti and Panuczak were present in person as well as General Manager, Ron Beard.

Resumption of Public Session

Mr. Panuczak motioned to exit non-public session at 12:40 PM. Ms. Patti duly seconded and the motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak – aye.

Public session was entered at 12:40 PM. Commissioners Patti and Panuczak were present in person along with General Manager Ron Beard.

The non-public session minutes were sealed by a motion from Mr. Panuczak, with a seconded 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 2-0, Ms. Patti – aye, Mr. Panuczak – aye.

11. Adjourn Meeting

Mr. Panuczak made a motion to adjourn the meeting. Ms. Patti seconded and the motion carried with a roll call vote 2-0, Ms. Patti – aye, Mr. Panuczak – aye.

The meeting adjourned at 12:42 AM

Prepared by Suzanne Beauchesne from the video recording.