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

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

Members of the Public: Denise Aguiló

Members Excused: Maureen Patti

Attendees via Zoom: None

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

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

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

Adoption of Agenda: Mr. Panuczak asked to move item 9a. out of order. Mr. Spinney agreed. No other changes to the agenda were proposed or made.

9a. Treasurer Position
Mr. Panuczak introduced a community member who volunteered for the WEVD's vacant Treasurer position – Denise Aguiló. Mr. Panuczak explained the responsibilities of the position to Ms. Aquiló. He summarized that the position would be a once or twice-a-week commitment to sign checks and review manifests prepared by staff as well as provide Treasurer reports to the Board of Commissioners at their meetings. He also described the three funds operated by the District – Recreation, Water, and the District's General Fund. He explained that the Recreation fund is self-sustaining while the Water account is funded by water rates and the General Fund is funded by taxes.

Mr. Spinney expressed his gratitude to Ms. Aguiló for stepping forward for this position. He explained that the Treasurer is required to serve on the Budget Advisory Committee as part of their position. This committee is where the WEVD budget is discussed and built ahead of the annual meeting. Mr. Spinney stated that the committee meets for an 6-8 week period beginning in September/October and ending around December/January.

Mr. Panuczak explained that the Treasurer position is a stipend position.

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Ms. Aguiló explained that she was the President of her homeowner association for many years and that she is familiar with the role that a treasurer plays in an organization. She moved to the District after retiring from a 20-year career with a software development company – 14 years as a consultant and managing a team of 10, then moving to manage a sales team for the remainder of her time there. Ms. Aguiló expressed that she was excited to become involved in the community and that with the right training, she is confident that she would be a good fit for the position as she is analytical and not afraid to ask questions.

Mr. Panuczak moved to appoint Denise Aguiló as the WEVD Treasurer for a term to conclude at the 2025 annual meeting. Mr. Spinney duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak swore in Ms. Aguiló. Ms. Smith will reach out to Ms. Aguiló with the specifics of her transition into the position of Treasurer. Mr. Panuczak invited Ms. Aguiló to stay for the remainder of the meeting to begin getting familiar with the Commission and the current District business.

Approval of Minutes

a. June 11, 2024

Mr. Spinney motioned to amend the draft minutes for June 11, 2024 consistent with the 75 amendments presented in the handout. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak motioned to adopt the amended minutes for June 11, 2024 as the official meeting minutes. Mr. Spinney duly seconded and the motion carried with roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

GM Report

1. Shawn Pelchat has installed a new valve on the outdoor shower in the pool area. The new valve installed requires users to depress a pedal with one foot. The old hand valve was difficult to operate. This is hoped to increase showering before entering the pools and thus enable staff to more efficiently regulate the pool chemicals.
2. The Locke Nest (formerly known as the beer shack) is complete and was used on Saturday the 6th. It was well received by all patrons.
3. The Fourth of July week was very busy. Challenges were presented to the staff keeping the pools open with increased usage. Mr. Beard expressed how thankful he was to have such well-trained and dedicated staff.

Mr. Panuczak and Mr. Spinney both agreed that the staff did an excellent job keeping up with the demands of such high pool usage.

4. The new ADA-accessible door leading to the upper deck from the Summit Lounge level of the Community Center has been installed and is working.

Mr. Panuczak asked to review what was left for ADA projects. Mr. Beard stated that the bathroom sinks, spigots, and doors into the summit lounge are what is left to be upgraded to be ADA-compliant. Mr. Panuczak asked about an elevator. Mr. Beard also stated that a camera and 2-way audio device connected to a buzzer entry system is needed for the lower-level exit to the lawn area and the back gate to the outdoor pool/deck area to bring those egresses to full ADA compliance.

5. The playground equipment has been delivered on July 4th and should be installed within two weeks.

Mr. Spinney asked for clarification on where the playground will be installed. Mr. Beard stated that it will be farther from the water than the previous.s playground in a more level area that has been approved by Primex, the District's insurance company. The playground will be 44 feet by 29 feet and have an ADA ramp as well as some other ADA features. It will also be installed by a third-party vendor that is experienced in playground installations to ensure it is done correctly and limit the District's exposure to risk if installation is done improperly due to the vendor having their own insurance.

6. Well #2 has been cleaned and a camera was lowered into the well to inspect the screens. The well was found to be in very good condition and a drawdown test was completed with very positive results. The well was pumped at a rate of 165 gallons per minute for one hour and the well water level only dropped one foot which speaks to how well the well operates. Another finding was that the transducer, which is lowered into the well to give a real-time water level, was never set to the proper position in the well. This has been corrected with the installation of a black poly tube to be used as a guide for the transducer to get it in the proper location ensuring accurate readings moving forward. Mr. Beard reported that at the time of drafting his report, well #1 had a static level of 6.3 feet and well #2 was at 6.5 feet. These levels have increased since that time which is a great sign. Mr. Beard thanked the owners for providing the District with the funding to properly maintain its valuable infrastructure.

Mr. Panuczak noted this was fantastic news. Mr. Beard noted that 2/10 of a foot of sediment was taken off of the bottom of the well and for the amount of years that the well hadn't been serviced, it is reassuring to see that the filters are doing their job to keep that well running. Mr. Beard

praised Water Superintendent Steve Baert's hard work to keep the District's water system up and running.

Mr. Panuczak asked about the status testing done on the well at the ski area that was used for making snow this past winter. Mr. Beard stated that the well's test results came back very good and that it actually had fluoride naturally occurring in it which many municipalities pay to have put into their water. Mr. Panuczak noted that now the next step would be to have an engineer come out to evaluate how to integrate that new source into the District's current water system as a backup in times of emergency. Mr. Beard noted that the District would need to consult with NH Department of Environmental Services to see if that is possible and what would need to be done to clear the site with them. Mr. Spinney agreed with that course of action. Mr. Beard noted that the District would likely need a well-head protection area and with the houses so nearby that it will need to be evaluated by a geologist.

Mr. Panuczak also asked about the status of recruiting a Mountain Manager and Part-Time Finance Director. Mr. Beard stated that he has the finance position advertised on the NH Municipal Association (NHMA) website where many municipalities advertise openings. He also has not had any responses on the Mountain Manager position either. Mr. Panuczak asked if there was a ski industry equivalent to NHMA that the District may be able to advertise on. Mr. Beard stated that he is currently looking at other advertising and recruiting avenues to generate applicants for both positions.

Committee/Board Reports

a. Planning Board
   The last meeting was held on June 20, 2024. The Master Plan has been approved. The approved plan has been posted on the website, filed with the state, and sent to the towns of Campton and Thornton. Mr. Panuczak asked Ms. Smith if Mr. Timms had been in to verify the District's copy of the plan. Ms. Smith stated he had not yet been in and that she would ask the front desk staff to direct him upstairs the next time they checked him in. Mr. Panuczak continued explaining that the Planning Board's next steps are to determine if there is anything else they can explore or be helpful with until the establishment of a Capital Improvement Plan Committee (CIP). A warrant article will need to be presented to the voting body to establish a CIP Committee and the Planning Board is currently working on drafting one to present to the Commission ahead of the warrant hearing for the 2025 annual meeting.

b. Water & Roads Committee
   The last meeting was held on June 28, 2024. Mr. Panuczak noted that the committee received a presentation from Horizon Engineering which is a full-service engineering

group with a hydrologist and they are well-versed in road and water projects. Mr. Beard has been asked to move forward with asking Horizon Engineering for proposals to help with the District's road 20-year road plan and water master plan. He notes this may be an opportunity for the District to transition to a new engineering firm contingent upon what is quoted back to the District for those projects. Mr. Panuczak also reported that the District's State Revolving Fund (SRF) Grant application has been submitted and is being reviewed and ranked by NHDES. The committee will report back on what comes of the application.

c. Budget Advisory Committee
The Budget Advisory Committee has not met and will likely not meet until September to review the current year's progress and begin discussing the 2025 budget.

d. Records Committee
Ms. Patti was not present to report on behalf of the records committee.

CONSENT CALENDAR

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

b. Committee/Board Reports
No written reports were presented.

GENERAL CALENDAR

9b. Planning Board Meeting Invitation

Mr. Panuczak stated that the Planning Board meetings are always posted publicly and that members of the public are encouraged to attend and participate in those meetings. He reviewed the invitation included in the meeting's handout stating that the Planning Board regularly meets on the third Thursday of each month at 4:00 PM with the exception of some summer meetings that are on the fourth Thursday and explained the vision for future meetings in the hopes that members of other committees and the public are able to attend.

Mr. Panuczak clarified that the Master Plan does not change any of the authority of either the District or the homeowner's association (WEA) and is a means to guide the District in future projects in order to work towards a collective vision for the community. He further stated that the Planning Board hopes members of other committees and groups are able to attend meetings and participate in these future endeavors.

Next Meeting: August 14, 2024 at 6:00 PM

Public Comment Period
Mr. Panuczak opened the public comment period. No one wished to address the Commission.

Non-Public Session
No non-public session was held.

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

Meeting adjourned at 6:54 PM.

Prepared by Allison Smith