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**WEVD 2024 Meeting APPROVED Minutes**
**August 14, 2024 – 6:00 PM**

**Attendees:** Commissioners Maureen Patti, David Spinney, General Manager Ron Beard, Water Department Administrator Allison Smith, and WEVD Treasurer Denise Aguiló.

**Members of the public:** David Ketcham, Jaime Oldmixon, Anthony LeMenager, Lydia Shute, Richard Mayo.

**Members excused:** none

**Attendees via Zoom:** Bobbi Ketcham, Sean Slattery, DVR, Ralph Wilbur, iPhone (Gerry Panuczak)

**Call to order:** Commissioner Spinney called the meeting to order at 6:00 PM.

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

**Roll Call of Commissioners:** Ms. Patti and Mr. Spinney were present in person at the Summit Lounge.

**Adoption of Agenda.**
By consensus agenda Item 10.a RCA moved up ahead of minutes.
Mr. Spinney then explained that the public hearing for the CIF funds for the siding has been advertised but it was discovered that the District does not have to conduct the public hearing since the funds for siding were budgeted. It will be anticipated revenue for the District. Mr. Spinney still offered the floor for any public input, of which there was none.

**GENERAL CALENDAR ITEMS**
**a. RCA – Tobey Road**
Mr. Spinney explained that the issue has to do with a lot line adjustment and there District is a party to the application besides the two affected property owners since the turnaround on Tobey Road that is in question is owned by WEVD. He explained that the Town of Campton will be approving the lot line adjustment but the District has to sign off on the application.
Jaime Oldmixon explained the status of the turnaround ('spur') on Tobey Road. It was never developed and has not been maintained for in a number of years (vegetation is now growing on the land). The Campton Fire Chief certified that the spur is no longer in use (Copy of letter provided to Commission).

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Ms. Patti noted that after consultation with legal it was determined that the turnaround indeed is not necessary. She added that the original intent of the turnaround was to have much more development on that road, which did not happen.
Mr. Spinney made a motion to accept the proposed lot line adjustment and the application for the WEVD Commission to sign.
Ms. Patti made a friendly amendment to state the following "to acknowledge to the Town of Campton that the Village District agrees that Tobey Road (which is a District Road) does not need a turnaround any longer in light of the merging of lots and the number of developments and for that reason, the WEVD Commissioners feel comfortable with the town approving the lot line adjustment."
*Ms. Patti reworded her motion that the Village District inform the Town of Campton of its approval for the town to make the lot line adjustment eliminating the turnaround on Tobey Road impacting lots 25 and 33 on Tobey Road. Mr. Spinney duly seconded. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*
*Ms. Patti made a motion that the District management draft a letter commemorating the vote that took place at this meeting and that Ms. Patti would sign that letter as the WEVD Commission Chair. Mr. Spinney duly seconded. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*

**Approval of Minutes**

**a. December 21, 2021**
December 21, 2021 were tabled until the next meeting.

**b. July 10, 2024**
*July 10, 2024 minutes were approved by a motion from Mr. Spinney with the 4 amendments that were presented. Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*

*Mr. Spinney made a motion to make the amended July 10, 2024 minutes the official meeting minutes. Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*

*Mr. Spinney made a motion to make the amendments for July 10, 2024 minutes prepared by Ms. Patti an attachment to this meeting minutes. Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*

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**The Treasurer's Report.**

Ms. Aguiló went over the report and explained how it was compiled. She stated that she feels confident that these numbers are accurate as of 7/31/2024.

Then Ms. Patti asked about missing numbers for billed/due/interest received amounts under Campton tax summary and Ms. Smith said that she needs to reach out to the towns to ask for some of these numbers.

*Mr. Spinney moved to accept the Treasurer's Report. Ms. Patti seconded. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*

**General Manager's Report.**
Mr. Beard spoke about the following.

1. The Pegwood Road water line project is still in process. The new line to the vault at the bottom of Pegwood Road was completed. Next, they will be installing a new vault at the access road and one at the beginning of the new line along with a new pressure reducing valve. The next step will be charging the new line and connecting everyone to that line. Lakes Region Water is saying they will have it completed by the end of August.
Mr. Beard answered a question from Ms. Patti about whether any of the work was outside the scope of the project with Lakes Region Water, The GM said one extra vault and…homes, which was outside the scope of the project. Steve Baert has had three sizable leaks that have been repaired. Two of the leaks were on the main from the wells to the snowbowl treatment facility. Mr. Baert has also been cleaning up the ditches along the District roads using the new excavator.
3. Shawn Pelchat have been very busy keeping all of the pools and hot tubs in service. His crew also has been working at the ski area on the lift to be ready for the state inspection.
4. This past weekend there was an issue with a sewer line blockage in the community center …and the bathrooms of the main and Summit Lounge levels had to be closed. The kitchen and locker rooms were not affected because they are on independent lines. Mr. Beard said that he would like to thank everyone including the District staff for their patients. Shawn Pelchat called in a company to locate and remove the blockage which took 3 hours to accomplish.
5. The water tanks for snow making should be delivered by the first week of September. Mr. Beard is still waiting on the quote to install them.
6. Jennifer Franz has been very busy with events this summer. The weather has been challenging for some of the events but Jennifer was able to move them into the Summit Lounge in a moment's notice.
7. Mr. Beard commended Ms. Smith on all her hard work and helping the new District Treasurer get familiarized with the process.

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Mr. Beard then answers questions about the training on the new Time Clock system that is being implemented instead of the Touch Bistro one and explained how it will save the District staff time and streamline the payroll and reporting which as well is now outsourced to a third party.
Then there was discussion about the District staff being able to find leaks quickly given that the map of the system is pretty outdated and is not very user friendly. It was noted that the GPS unit needed for updating the map going forward was already budgeted for under large tools. The other part would be updating the actual map which would have those GPS coordinates on it and everyone agreed that Mr. Baert should work on obtaining a quote for such a map update so that the Commission could discuss budgeting for it.
There was a comment about erosion issues at the Pegwood Road project from David Ketcham from the gallery. Mr. Beard explained that it was temporary and that he will alert Mr. Baert of that issue.
*Mr. Spinney made a motion to accept the GM report. Ms. Patti duly seconded.*
Some members of the public addressed the Commissioners as follows:

- Lydia Shute - 8 Aspen Drive addressed the Commission with the fact that she has never been able to find the shut-off valve to her house.
- Toni Lemenager - 33 Tobey Road also addressed the Commission as he also does not think he has a shut-off to his house. He also said that he was very excited to hear about the potential of GPS mapping for the water system.

*Mr. Spinney called a vote on the motion made to accept the General Manager's report. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*

**Committee / Board Reports:**

**Budget Advisory Committee**
Mr. Spinney said that the Budget Committee is hoping to start meeting at the end of September.
**Records Committee**
Ms. Patti said that Records Committee has not been meeting but Ms. Smith and her were meeting every Friday to collect all the past meetings minutes and once that is done, the Records Committee will proceed to meet and act according to the established process.

**CONSENT CALENDAR**

**Manifests**

*Mr. Spinney called a vote on approving the Manifests as contained in the meeting packet. Motion carried with a 2:0 roll call vote in favor: Ms. Patti - aye, Mr. Spinney - aye.*

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**GENERAL CALENDAR ITEMS**

**Siding Project Summary – Total Cost of $29,780.96, Budgeted CIF for $50,000.**
It was noted that the total project cost was $29,780.96 and the budgeted amount was $50,000.00 due to the fact that it was assumed that there would be a lot of damage given the past water intrusion. The WEA Board agreed to cover the expense therefore the District had budgeted it as the anticipated revenue, which will be reimbursed by the CIF funds. The District paid for the work and is the warranty holder now. It will now turn to WEA for the funds in the exact amount of the project cost. Ms. Patti said that she was very pleased how the process worked and everyone's cooperation turned out to be very fruitful.
Mr. Panuczak joined the meeting via Zoom at 6:53 PM. He said that town of Campton offered a GIS layer to the District so it would make sense to use it instead of recreating one. Everyone agreed.
A question was raised whether Thornton has the same layer. Mr. Beard will find out.
**Next Meeting: September 10, 2024 @ 10 a.m.**

**Public Comment Period**
- David Ketcham asked about the cracks and peeling on the upper tennis court and whether or not there was a warranty. Mr. Beard and Mr. Spinney provided a detailed history of trying to contact Vermont Recreation, which was contracted for this project. He said that someone was supposed to come out to evaluate it but that has not happened yet. Consensus was to find out the warranty documents, make pictures of all the damaged areas and draft a letter to Vermont Recreation. Mr. Ketcham also asked if the ski area shelf could be raised rather than the stool legs being cut. Mr. Ketcham volunteered himself and a small group of people to help with the issue. Then he asked Mr. Beard to look into the possibility of opening the back deck again. He also asked about the drainage by the backcourt and stated that it is not getting cleaned out as much as is needed. Commissioners agreed that it is important to preserve the big investment into the courts project by putting more attention to maintenance of it.
- Lydia Shute - 8 Aspen Drive, said that her parents own a lot on Donovan Farm road and the neighbor at 96 Donovan Farm road has encroached on the Shute's property by creating a parking lot. They have been in touch with the owners but have not heard back. Jaime Oldmixon, who is on the HOA Building Committee, said that there was not a permit pulled for the work at 96 Donovan Farm road and that they have been in touch with both parties to remedy the situation. Mr. Oldmixon stated that the Building Committee is waiting to see whether a consensus can be reached between the property owners on the matter before enforcing a solution, which the committee can and will do.

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**Non-Public Session**
*Ms. Patti motioned at 7:01 PM to enter non-public session for the purposes described in RSA 91-A:3, II (a) and (c). Mr. Spinney duly seconded and motion carried by a 3:0 roll call vote: Ms. Patti - aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

Non-public session was entered at 7:14 PM. Commissioners Patti and Spinney were present in person as well as the General Manager Ron Beard and Water Department Administrator Allison Smith (left at 7:40 PM). Commissioner Panuczak was present via Zoom.

**Resumption of Public Session**
*Mr. Spinney motioned to exit non-public session at 8:42 PM. Mr. Panuczak duly seconded and motion carried by a 3:0 roll call vote: Ms. Patti - aye, Mr. Spinney – aye, Mr. Panuczak – aye.*
Public session was entered at 8:42 PM. Commissioners Patti and Spinney were present in person, Commissioner Panuczak was present via Zoom.

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

**Adjourn Meeting**

*Mr. Spinney made a motion to adjourn the meeting. Ms. Patti duly seconded and motion carried by a 3:0 roll call vote: Ms. Patti - aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

Meeting adjourned at 8:44 PM.

Prepared by Alvina Snegach

Attachments below:

Amendments July 10, 2024

1. Line 38: “stampeded” to “stipend”
2. Line 38: add a period at the end of the sentence
3. Line 86-87: complete sentence starting with “Mr. Beard” to read as follows: “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.”

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4. Line 188: rewrite line to read "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..."