562 Winterbrook Road, Campton, NH 03223
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WEVD 2024 Meeting APPROVED Minutes
September 10, 2024 – 10:00 AM

Approved as amended on October 29, 2024

Attendees: Commissioners Maureen Patti, David Spinney and Gerry Panuczak, General Manager Ron Beard, Administrative Assistant Allison Smith, Shawn Pelchat, Head of Maintenance, Stephen Baert, Roads & Water Superintendent, and Jennifer Franz, Food, Beverage & Event Manager.

Members of the Public: David Ketcham

Members Excused: none

Attendees via Zoom: call-in user_1, call-in user_2, Bill Donohue, Tom H., Chris Gerber, Bobbi Ketcham.

Call to Order: Commissioner Patti called the meeting to order at 10:00 AM

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

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

Adoption of Agenda: By consensus the General Calendar items of the agenda were moved up to the beginning.

GENERAL CALENDAR

a. Shawn Pelchat – Head of Maintenance

Mr. Pelchat spoke about the following:

- Soft start upgrade to the rope tow;
- Adding indicator lights to the lift towers to decrease response time for troubleshooting and maintenance;
- Painting and performing small repairs of the ski lodge;
- Repainting repairing lift chairs;
- Installing the special fabric at the top of the lift offloading area;
- Pool closure possible dates;
- Lawn care and landscaping maintenance;

- Meeting with the contractor about the installation of tanks;
- Possibly using the fill from the Pegwood Project at the ski area.

Then Mr. Pelchat answered some questions:

- Whether the commemorative plaque for Scott Ivers was ever obtained. Ms. Patti will follow up with Mr. Ketcham. Mr. Pelchat noted that once the verbiage is provided to him he can order the plaque and make sure it is installed on the lift chair.
- Modification of chairs for the Lodge shelf/counter running along the exterior walls and/or changing the height of the counters themselves. Mr. Ketcham offered to meet Mr. Pelchat at the lodge to discuss the issue.
- Family pool cover and issues associated with installing it; Mr. Pelchat said that there are some options he is considering;
- Color of the fencing around the snowmaking tank that is to be installed. Mr. Pelchat said it should be orange so that it is very visible as the state requires for all ski areas as it is a man made obstacle;
- Replacing the plywood along the walkway fencing that is next to the exit gate. Fencing was discussed as an option.
- A suggestion for Mr. Pelchat to start planning for the upcoming budgeting process and any CIF funds needs. Mr. Pelchat briefly spoke about some ongoing projects such as plumbing the tanks, line work, lift maintenance, etc.; and future projects for which he is going to get quotes for, such as adding electrical service to the lights on the mountain, the lift shed work, etc. Mr. Pelchat also noted that vegetation will become an issue at some point at the ski area as the new ANSI code (American National Standard Institute) will eventually be adopted by the state and it will require a 40 ft. clearance. It was suggested that Mr. Pelchat look into getting some quotes from local logging companies so that the District is prepared for the upcoming expenses as well as prepare a list of other projects that need to be budgeted for.
- The lift shed windows reconfiguration. Mr. Pelchat said that it will have to be a lot of electrical wiring moved to accommodate for that. The total building reconfiguration was discussed as well.
- Lift cable replacement that was done in 2016 and should be good for a long time.
- Coming up with the list of the Summit Lodge building repairs.

Commissioners thanked Mr. Pelchat for his hard work and he in his turn commended his staff.

b. Stephen Baert – Roads & Water Superintendent

- A big leak on Pegwood which took some time to find and fix as well as some other leaks that were taken care of;

- Some pressure issues at a private residence that was thoroughly investigated and turned out to be a crushed pipe in the house;
- Pegwood Project status update;
- Installation of two PRV pits of which one was already in the District's possession and the other was purchased with great savings from a supplier who delivered and installed it;
- Paving is pending completion of the Pegwood project;
- Road ditching is in progress and trimming has to be done by hand as the trimmer is no longer available for rent. Mr. Baert spoke about possible budgeting for a used road trimmer or an attachment to the excavator/backhoe that could be used in the future. There was another discussion about possibly buying a chipper as well. A suggestion was made that the brush pile off of Liberty, next to the wells that is off the road could be slowly cleaned up if the District did have a chipper. It was noted that this pile has a lot of other debris and it would be easier to get a quote for it to get removed as trash;
- The upcoming meeting about the Roads and Water Plan with Horizon Engineering;
- The new chain link fence going in around the holding tank at the ski area;
- New water meter that's been put in to measure what's coming out of the reservoir;
- He is starting a list of projects for the next year budget cycle.

There was discussion about the need to have the Water Department budget drafted a couple weeks before the water rates are set in October. Also discussed were future paving and water main replacement/maintenance and metering plans.

- Plans to extend the height of the Water system transmitting equipment as it is impacted by storms and vegetation growth.

Commissioners thanked Mr. Baert for his hard work and the updates.

c. Jennifer Franz – Food, Beverage & Event Manager

- Wrapping up the summer events, getting ready for the falls ones and preparing to plan for winter programming;
- Staffing levels;
- Payment systems options;

Ms. Franz answered questions about the past events and her thoughts on what could be done better in the future in terms of selecting dates, organizing, staffing, and advertising; improvements that have been made such as adding ice cream and merchandise displays, as well as food service; multitude of issues with the point of service payment system and if there are any options to replace it.

There was discussion about the current POS payment system vendor and issues with its service and it was noted that CIF funds could be used for a replacement system as long as it is well vetted.

Ms. Franz spoke about multiple benefits of having a system like Square which is far superior to the current POS system for transactions, tips, reliability, staff time savings, reporting and records keeping.
Ms. Smith also spoke about how inefficient the current payment system is in terms of processing, accounting, accuracy, and efficiency.
General consensus was that the District needs to look into a more efficient and accurate system and a quote needs to account for all the needs related to switching, including the secondary costs that the financial services vendor will charge.
Ms. Franz then spoke about the summer being overall good and that she only needed to make small changes. She added that for the future it will be important to find out what the owners expectations are for entertainment and based on that come up with the appropriate programming that will be financially prudent and engaging.
Commissioners thanked Ms. Franz for her hard work.

e. Allison Smith – WEVD Administrative Assistant & Water Department Administrator

Ms. Smith spoke about the following:

- Lien and disconnection notices that went out and the numbers were very small;
- Disconnections are scheduled for 09/25;
- Next water billing taking place on 11/01;
- Final expenditures for CIF were sent out to WEA;
- WEA has been billed for Q1 and Q2 of the ASA;
- The new Treasurer is getting up to speed and is doing very well;
- Progress of reviewing all the minutes to makes sure they are all in order;
- Districts deeds audit to have a better understanding of what is reflected on which deed;
- HR training that she attended following which some reorganization of HR files is taking place;
- NHMA conference that is coming up on October 31st.

Commissioners thanked Ms. Smith for her hard work.

Chair Vote
Ms. Patti said that there needs to be a vote on who is going to chair the Commission. After a brief discussion, *Mr. Panuczak made a motion that Maureen Patti continue as Commission Chair. Mr. Spinney duly seconded. Motion carried were they 3:0:1 roll call vote in favor. Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – abstained.*

Approval of Minutes

a. December 21, 2021

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Ms. Patti motioned to approve the draft minutes for December 21, 2024 as written. Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

b. August 2, 2024

Mr. Spinney motioned to approve the draft minutes for August 2, 2024 as written. Mr. Spinney duly seconded and the motion carried by roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

c. August 14, 2024

Ms. Patti motioned to amend the draft minutes for August 14, 2024 consistent with the 14 amendments prepared by her and contained in the handout. Mr. Spinney duly seconded and the motion carried by roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Ms. Patti motioned to adopt the amended minutes for August 14, 2024 as the official meeting minutes. Mr. Spinney duly seconded and the motion carried with roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

d. September 8, 2024

Mr. Spinney motioned to amend the draft minutes for September 8, 2024 by correction of spelling on line 6 to Mr. Zanini. Ms. Patti duly seconded and the motion carried by roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Ms. Patti motioned to adopt the amended minutes for September 8, 2024 as the official meeting minutes. Mr. Spinney duly seconded and the motion carried with roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

GM Report

Mr. Beard spoke about the following:

1. Allison Smith has been working with WEA on their CIF increase voting.

2. Steve Baert has been busy locating leaks and repairing them as well as roadside maintenance. The Pegwood project is nearing the final phase and LRW is now doing the service connections.

3. Shawn Pelchat and his team have been working on the chair lift, exterior painting of the lodge and removing all of the weeds and grass from all of the mulched beds at the community center. The beds around the signs on Winterbrook have also been done.

4. The District should be notified soon of the delivery date for the snowmaking tanks. He is working on a quote to extend up the mountain the three phase power that operates the snow gun. Once Mr. Beard has the final numbers he will present it to the WEA board for a CIF expenditure approval. The extension of the power up the mountain will make it possible to make snow further up the mountain with the current booster pump that the District has and will take less time to move the snow to the top of the mountain.

Mr. Beard then spoke about potential future expansion with the repurposing of the water tank that is sitting on Pegwood Road and move the snowmaking even higher up the mountain all the way up to the summit. He said it will all depend on the condition of the tank.
There was discussion about whether it may be possible to do some of the work to extend the conduit and building the pedestals by using the District owned equipment.
Mr. Beard then read a thank you card from a resident thanking the District staff for all their hard work and for the new gym/pool early entry card.
Mr. Beard answered a question that about 32 early entry cards have been distributed so far, and that about two or three people are coming early on average. It was suggested that eliminating the policy of restricting the entry to only two people per household may increase the attendance numbers.
Mr. Beard was also asked to find out if the Town if Thornton could share its GIS layers with the District and to make sure that the audit is completed soon as the budgeting season is about to start.

CONSENT CALENDAR

Manifests
Ms. Patti called the vote to accept the manifests as included in the packet. There was a roll call vote of 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Next Meeting
After a brief discussion and scheduling it was decided to hold the next meeting on October 2, 2024 at 5:00 PM, therefore, vacating the meetings on September 25 and October 9th, 2024.

Public Comment Period
- David Ketcham asked whether the contract and warranty information for the courts project as there are a lot of cracks in the coating now. Mr. Beard said that he tried to find them in the files but was unsuccessful. Ms. Patti and Mr. Spinney offered to help looking and also suggested to

ask Mr. Pelchat. Ms. Smith will also do a search of emails. Discussion ensued about the warranty and whether there was a 25 years for some parts of the project.
Another inquiry from Mr. Ketcham was about the court benches and Mr. Beard said that there are two on back order and he is checking.
Mr. Ketcham then asked about the Webster Court land swap status. Ms. Patti clarified that it was regarding parking and said that there is still work that is being done on sorting out the deeds.
Mr. Ketcham then spoke about his conversation with the homeowner at the top of Pegwood Road who suggested to beautify the area in front of the tanks there where all the vegetation has been removed recently.
There was back and forth about the state requirement to only plant grass there and whether it may be possible to put any shrubs there instead.
It was noted that any building of a fence by a homeowner has to go through the building committee not the District. However, there is a possibility that there will be a third tank added there in the future; therefore, that fence may have to be removed. It was also noted that the District can ask the state about the shrubs being planted there, but the District may have to put up a fence around the tanks eventually.
Ms. Patti reiterated that the District is required to secure the area around the tanks and if there is a way to do so and make sure that the view of the homeowner is not affected that it would be a good compromise.
Ms. Patti also said that she will contact the state herself to find out about the allowed plantings there.

Non-Public Session
Ms. Patti motioned at 12:07 PM to enter non-public session for the purposes described in RSA 91-A:3, II (2). Mr. Spinney duly seconded. Motion carried with roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Non-public session was entered at 12:10 PM, Commissioners Patti, Spinney, and Panuczak were present in person as well as the General Manager Ron Beard.

Resumption of Public Session
Mr. Panuczak motioned to exit non-public session. Mr. Spinney duly seconded. Motion carried with roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Public session was entered at 1:13 PM. Commissioners Patti, Spinney, and Panuczak were present in person.

The nonpublic session minutes were sealed by a motion from Ms. Patti, a second by Mr. Panuczak, as divulgence of the minutes would adversely affect the reputation of someone other

than a Commissioner and render proposed action ineffective. Motion carried with 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 and the Motion carried with roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Meeting adjourned at 1:14 PM.

Prepared by Alvina Snegach