562 Winterbrook Road, Campton, NH 03223
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WEVD 2024 Meeting APPROVED Minutes
November 13, 2024 – 6:00 PM

Approved as presented on December 16, 2024.

Attendees: Commissioners Maureen Patti, David Spinney (joined at 6:04 PM) and Gerry Panuczak, General Manager Ron Beard, Administrative Assistant Allison Smith, and the Treasurer Denise Aguilo.

Members of the Public: none

Members of the Public on Zoom: Dave and Bobbi Ketcham, Nancy Seward.

Members Excused: none

Call to Order: Commissioner Patti 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, Mr. Spinney – joined at 6:04 PM, Mr. Panuczak – present.

Adoption of Agenda: Agenda was not altered.

Approval of Minutes

a. October 23, 2024
Ms. Patti motioned to approve the draft minutes for October 23, 2024 as written. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

b. November 1, 2024
Ms. Patti motioned to approve the draft minutes for November 1, 2024 as written. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

c. November 6, 2024

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Ms. Patti motioned to approve the draft minutes for November 6, 2024 as written. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

a. October 29, 2024

Ms. Patti noted that she had verbal amendments and suggested voting for each one individually.

Ms. Patti motioned to amend the draft minutes for October 29, 2024 by changing the heading on Page 1 line 1 and the footer on all pages to say "2024 Meeting & Public Hearings". Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti motioned to amend the draft minutes for October 29, 2024 by changing the lines 91 & 94 from "public meeting" to "public hearing". Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0:1, Ms. Patti – aye, Mr. Panuczak – aye. Mr. Spinney abstained as he just joined the meeting in the middle of the motion being made.

Ms. Patti motioned to amend the draft minutes for October 29, 2024 by changing the Page 4, Line 135: change "her" to "Ms. Patti". Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Ms. Patti motioned to amend the draft minutes for October 29, 2024 by changing the Page 7, Line 262: correct "Ms. Patti" to "Mr. Panuczak motioned". Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Ms. Patti motioned to approve the amended minutes for October 23, 2024 as the official minutes. Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

General Manager's report

Mr. Beard spoke about the following:

1. The snowmaking tanks are installed and the plumbing is complete. The snow gun is set up and ready to go as soon as temps allow.

2. Paving has been completed and Steve Baert and Lauren Bennett are finishing up the edging along the new pavement.

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3. Allison Smith and Mr. Beard attended the very informative NHMA Conference.

4. Campton Mountain Lodge is open Saturday evenings for the month of November.

Ms. Patti made a motion to amend the General Manager's report to include the names of Steve Baert and Lauren Bennett, to note in Item 3 that Mr. Beard and Ms. Allison attended a two day NHMA conference, and that Ms. Patti and Mr. Panuczak attended the NHMA conference for one day. Mr. Panuczak duly seconded.
Mr. Spinney made a friendly amendment to add to the report that the Audit Report for Fiscal Year 2023 has been finalized. Mr. Panuczak agreed to the friendly amendment and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

CONSENT CALENDAR

Manifests
Ms. Patti made a motion to accept the Manifests as presented. Motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

GENERAL CALENDAR

a. Set 2025 annual meeting date

Ms. Smith provided the information on possible dates and related notices. Discussion ensued about the possible Annual Meeting dates and back up dates as well as budget and Warrant Articles hearings before that.

Ms. Patti made a motion to set the date for the 2025 WEVD Annual Meeting for March 22, 2025 at 9:00 AM and to set the snow date for it for March 29, 2025 at 9:00 AM. Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Ms. Patti made a motion to calendar the date for the 2025 WEVD Budget/Warrant Articles Hearing on Saturday, February 22, 2025 at 10:00 AM (a weekend date was chosen to give more people the opportunity to attend), with the snow date on Sunday, February 23, 2025 at 10:00 AM. Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

b. Eliminate District Petty Cash Bag

Ms. Smith said that this is a proposal to eliminate its petty cash bag. She said that historically, petty cash was used for small expenses, but with the introduction of a working credit card system, it is no longer necessary. She added that without a finance director, there is no clear oversight, and reconciling the petty cash would be handled by the same individuals who make payments from it, which creates a conflict of interest. Ms. Smith said that petty cash is also not very favored by auditors due to the lack of controls. Ms. Smith aslso said that the last time petty cash was used was about six months ago.

Mr. Spinney made a motion to eliminate the District's petty cash policy and the bag. Ms. Patti duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Next Meeting: December 11, 2024 @ 6 p.m.

Ms. Patti noted that the next WEVD Commission meeting is on December 11, 2024. She then spoke about the fact that she learned at the NHMA Conference that the non-public minutes that are voted to be unsealed have to be voted so on at a public meeting. She said that she will add that discussion to the next meeting's agenda as well as the 2025 meeting calendar.

Ms. Smith spoke about the fact that the District recently sent out required notices regarding lead service lines under the EPA's new rule, the information about which could be found on the District's website under the Water & Roads drop down menu under Lead Service Line Information. A total of 382 notices were mailed.

Ms. Smith said that the District's webpage also provides the information about the process for water testing if you did receive a notice. The page includes a form for residents to request sample bottles for lead testing, which will be handled through the state lab for informational purposes. Testing positive for lead via this process will not trigger any regulatory action on the District's behalf, but the District is offering this service to help people gather information. Testing is free if the notice had been sent to the property owner. Ms. Smith added that anyone who did not receive a notice but still wishes to get their water tested, should contact her for more information.

The District is also proactively working on next year's inventory, which will be an ongoing annual requirement. The staff is scheduling "scratch tests" for identifying lead pipes, which can be booked via an online scheduler also on that District webpage. If a property has galvanized lines that cannot be verified as lead-free, it may require replacement.
Ms. Smith said that in the future, all homes will continue receiving the "unknown" notices until the district can confirm whether they have lead or non-lead pipes. The goal is to reduce the number of "unknown" notices by conducting more scratch tests and gathering supporting

documentation from homeowners. Ms. Smith is the point of contact for anything related to either water or scratch testing.

Public Comment

- Dave Ketcham, via Zoom, asked about how much of the budgeted tax amount goes to Campton and how much goes to Thornton and how that is determined.

Ms. Smith explained that her understanding was that after receiving financial information from both towns and the District, the State Department of Revenue Administration then determines the tax rate for each town individually and then determines how much of those amounts will be attributed to the District for those properties that are in the Village District respectfully. She also clarified that the WEVD budget does not go to either of the towns. On the contrary, when the DRA determines the WEVD portion of the tax rate, it then gets collected by the towns from the properties that are in the Village District and is given to the District. Ms. Smith suggested to direct any specific questions to the DRA as they will be in a much better position to explain how all this is calculated and apportioned.

- Mr. Ketcham asked whether Mr. Beard already had the Campton Mountain operating plan and entertainment schedule for December.

Mr. Beard said that he will forward it to Mr. Ketcham.

- Mr. Ketcham said that given the warmer weather next week, the courts will remain open for now.
- Nancy Seward, via Zoom, suggested to Mr. Ketcham to look up what equalization ratio is on the DRA website and how it relates to assessments of property. She echoed Ms. Smith's suggestion to call DRA with any specific questions.

Non-Public Session
Ms. Patti motioned at 6:43 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c and l). Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Non-public session was entered at 6:44 PM, Commissioners Patti, Spinney, and Panuczak were present in person as well as the General Manager Ron Beard and Water Department Administrator Allison Smith.

Resumption of Public Session

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Mr. Panuczak motioned to exit non-public session. Mr. Spinney duly seconded. motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Public session was entered at 8:35 PM. Commissioners Patti, Spinney, and Panuczak were present in person.
The nonpublic session minutes were sealed by a motion from Mr. Spinney, a second by Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render proposed action ineffective. Motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

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

Meeting adjourned at 8:36 PM.

Prepared by Alvina Snegach