562 Winterbrook Road, Campton, NH 03223
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WEVD 2025 Meeting APPROVED Minutes
January 16, 2025 – 6:00 PM

Approved as amended on February 18, 2025

Attendees: Commissioners Maureen Patti, David Spinney, and Gerry Panuczak, General Manager Ron Beard, Administrative Assistant Allison Smith, and the Treasurer Denise Aguilo.

Members of the Public: Harry Bertino, David Paradis, Dave Rose, Maria Shutz.

Members of the Public on Zoom: Dave Ketcham, Ralph Wilbur, Scot, Bobbi Ketcham, Tom H, Linda Ivers, Guest, CMN, Bethe.

Members Excused:

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, Mr. Panuczak – present.

Adoption of Agenda: Agenda was not altered.

Approval of Minutes

a. December 16, 2024
Ms. Patti motioned to amend the draft minutes for December 16, 2024 according to the list of 17 amendments provided in the packet. 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 December 16, 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.

Treasurer's Report
There were no questions about the Treasurer's report.

General Manager's report
Mr. Beard spoke about the following:

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1. Shawn Pelchat has moved the snow gun to the top of the rope tow and will make snow there, and once there is enough of a base on the rope tow, he will begin making mounds of snow to be moved up the trail to the summit.

2. Steve Baert has been doing a good job with the roads this winter.

3. On Wednesday 1/8/25 Steve Baert was made aware of a major water leak at Ledgewood Condos. Steve was able to stop the leak by shutting off a valve. The District lost over 100,000 gallons of water from the Pegwood Road tank and Steve closely monitored the wells while the system was refilling the tank. Mr. Beard said that he was happy to report that the wells did outstanding and the water level in the wells maintained 6.5 feet each during the 18 hours of continuous draw.

4. Last Saturday Mr. Beard had the pleasure of covering a shift operating the rope tow. It was such a pleasure to see all of the smiling faces and also seeing young families teach their children how to ski.

5. Allison Smith has been busy helping with end of year tasks as well as keeping up with the food and beverage and front desk drops.

6. Lisa Megerer has accepted the Finance Administrator job with the District. She starts on January 27th and comes from Barnstead with a wealth of experience.

CONSENT CALENDAR

Manifests
Ms. Patti called for a vote for the Manifests as contained in the packet. Motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

GENERAL CALENDAR

NP Minute Review Scheduling

Ms. Patti made a motion to approve to schedule the review of non-public minutes for June 3, 2025. Mr. Spinney 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 approve to schedule another review of non-public minutes for December 17, 2025. Mr. Panuczak duly seconded, and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

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Budget Discussion
Ms. Patti said that the Budget Advisory Committee presented their opinion at the December Commissioner meeting. Commissioners reviewed the budget and the opinion and suggested further savings which are reflected as highlighted line items in budget document in the handout. After a brief discussion the Commissioners suggested the following additional changes:

- Line 01.4130.002.609 Exec - Uniforms decreased from $1,800 to $500;
- Line 01.4130.002.393 Exec - Document Retention increased to $15,000 – due to the issues related to document retention and digitization.

Ms. Patti explained that records/emails created by the District will be originally coded with their retention date limit which will make the deletion of records past their retention date easy. A right vendor is needed who can handle digitizing and making sure that retention policies are reflected in the records being created.
Ms. Smith spoke about the costs related to hiring a vendor that will maintain the records keeping. It was about $7,000 annual cost, without digitization itself. She explained that that the District got quoted $3,000-$4,000 for conversion to a software with a $3,000 annual fee but that does not include document scanning for backlog.
There was discussion about other quotes that were much higher as well as email management vendors and costs associated with those vendors.
It was noted that there is a document retention line in the budget that is currently set only as a placeholder with $200. Ms. Patti said that the District has been funding that line but has not spent it so it would need to be checked how much was in there. She also said that the financial records are not in need of being digitized and as they have been very well kept.
Mr. Spinney suggested using unassigned fund balance and also agreed with Ms. Patti that it is necessary to figure out how much was allocated to that line before.

- Line 01.4312.002.814 Hwy - Criminal records increased to $25;
- Line 01.4312.001.390 Hwy – Consulting bring to $72,400.

There was discussion about the Road Master Plan and a suggestion was made to do it as a warrant article and use the unassigned fund balance.

There was another discussion about the recreation management costs. No changes to the budget line items were proposed.

Ms. Patti listed all the proposed changes to the budget as follows:

- Highlighted items in the handout version of the budget that were already proposed;
- Line 01.4130.002.609 Exec - Uniforms decreased from $1,800 to $500;

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- Line 01.4130.002.393 Exec - Document Retention increased to $15,000;
- Line 01.4312.002.814 Hwy - Criminal records increased to $25;
- Line 01.4312.001.390 Hwy – Consulting bring to $72,400.

Ms. Patti made a motion to further amend the 2025 Budget in addition to the already highlighted items in the handout version as follows:

- *Line 01.4130.002.609 Exec - Uniforms decreased from $1,800 to $500;*
- *Line 01.4130.002.393 Exec - Document Retention increased to $15,000;*
- *Line 01.4312.002.814 Hwy - Criminal records increased to $25;*
- *Line 01.4312.001.390 Hwy – Consulting bring to $72,400.*

Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Capital Improvement Plan (CIP) Warrant Article – Recommendation from Planning Board

Ms. Patti noted that the draft Warrant Article language was in the handout.
Mr. Panuczak provided an overview of the Planning Board research into the CIP process, which revealed that creating a CIP committee would be the first step.
Ms. Patti explained the potential composition of the CIP Committee which would be a five (5) person committee comprised of at least one Commissioner, one Waterville Estates Board member, at least one Planning Board member, one Budget Advisory Committee member, and one Village District natural person resident. She noted that pursuant to State RSA 674:5 establishing a Capital Improvement Program would be to prepare a recommended program of Village District capital improvement projects over a period of at least six (6) years. The sole purpose and effect of the Capital Improvement program shall be to aid the Commissioners and the Budget Advisory Committee in their considerations of an annual budget. This warrant article, per RSA 674:2 and RSA 674:5 , requires the development and formal adoption of both a Master Plan and a Capital Improvement Program prior to enacting measures of recommended funding.
Mr. Spinney spoke about the importance of having a CIP and the reserve to save the community money in the long term on large expenditures.
Discussion ensued about the rationale of establishing a CIP program and the length of time it will look ahead. It also highlighted the importance of the Master Plan for the CIP creation and the fact that the CIP committee will better serve the community.

Mr. Spinney made a motion to recommend sending the Capital Improvement Plan (CIP) Warrant Article to the District counsel for inclusion in the 2025 Annual meeting. Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

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Discussion re: HB 66 & HB 118 – NH Legislative Session

Ms. Patti noted that New Hampshire Municipal Association distributed a notice about upcoming legislation regarding Right To Know law.

Ms. Smith provided the overview of the two bills that were in question.

HB 66 amends New Hampshire's Right to Know law (RSA 91-A) to broaden access to public records by allowing any person, rather than just citizens, to request governmental records and also requires providing records in a digital form even if they are not digital.

The District expressed opposition to the bills as it will create undue burden on the District.

Ms. Patti made a motion to authorize Ms. Smith to communicate the District's opposition to HB 66. Mr. Panuczak duly seconded and the motion carried by roll call vote 3:0, Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

The other bill is HB 118, which is regarding charging fees for electronic communications which is proposing to roll back the law (HB 1002) that was passed last year. This bill amends the right-to-know law by eliminating fees and charges associated with governmental records , specifically removing the provisions that allowed public bodies or agencies to charge for the inspection or delivery of records.

Mr. Spinney made a motion to authorize Ms. Smith to give the District's negative opinion regarding HB118. 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: January 29, 2025 @ 6 p.m.

Public Comment

- Harry Bertino, 27 Condo Road, reiterated that HB 66 proposes that anyone in the world can request information under RTK which is a very dangerous proposition in case someone does not like the District and can flood it with a billion of such requests. He also asked to clarify whether the Commissioners opposed both HB 66 and HB 118 to which he was told that the Commissioners indeed opposed both bills.
- Beth Ellinwood, via Zoom, asked questions about the Master Plan process and the CIP and how it may result in zoning authority the District may have over the properties within it.

Commissioners explained that there has not been any intent on either the current Planning Board of the Commissioners side to institute any zoning authority by the District as this is currently the prerogative of the towns that the District overlays. It was also noted that WEA oversees the building/construction process. It would be very burdensome for the District taxpayer if zoning were to become the District's authority.

Ms. Patti clarified that this Commission cannot speak as to what the interests might be for any future Commissioners, but as of today, there is no vision of having any zoning authority by the District.

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Non-Public Session

Ms. Patti motioned at 7:35 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c and e). Mr. Spinney seconded, and the motion carried by roll call vote 3:0, Ms. Patti- aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Before the non-public session had begun, it was discovered that there were some issues with Mr. Salaway participating on Zoom, therefore, he called into the Community Center front desk and was transferred to a District phone in the physical location. The Commissioners agreed to treat the call as part of public comment.

- Mr. Salaway, via the phone, said that he had asked at a previous meeting if there was an agreement for the use of the pole at the top of Pegwood Road for non-District use. He said he was following up on that question.

Mr. Beard said that he has not found an agreement but the antennas are for Lake Region Fire Mutal Aid and some District antennas are on the pole. Ms. Patti asked Mr. Beard to report on this at the next meeting.

- Mr. Salaway also asked about switching from Amerigas to Suburban energy.

Mr. Beard said that he has had one meeting with a Suburban representative but no agreement has been made yet.

Non-public session was entered at 7:43 PM, Commissioners Patti, Spinney, and Panuczak were present in person as well as the General Manager Ron Beard and Administrative Assistant Allison Smith (left at 8:31 PM) as well as Maria and Dave Rose (left at 8:20 PM).

Resumption of Public Session

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

Public session was entered at 8:55 PM. Commissioners Patti, Spinney, and Panuczak were present in person.

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

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Adjourn Meeting

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

Meeting adjourned at 8:57 PM.

Prepared by Alvina Snegach