562 Winterbrook Road, Campton, NH 03223
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WEVD Commission APPROVED Meeting Minutes
March 26, 2025 – 10 AM

Approved as amended on April 8, 2025.

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Mark Canfield, General Manager Ron Beard, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Members of the Public: Andrea Canfield, Jaime Oldmixon, Ryan Timms, Harry Bertino

Members of the Public on Zoom: Dave Ketcham, Jesse Prato, Call-in_User 1, Call-in_User 2, Scott Sallaway

Members Excused: na

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

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

Roll Call of Commissioners: Ms. Patti, Mr. Panuczak, and Mr. Canfield were all present.

Welcoming & Swearing In of Mark Canfield
Ms. Patti introduced Mark Canfield as the new commissioner and swore him in as the newly elected WEVD commissioner.

Swearing In of Denise Aguiló
Ms. Patti introduced Denise Aguiló and swore her in as the newly elected WEVD Treasurer.

Swearing In of Jaime Oldmixon
Ms. Patti introduced Jaime Oldmixon and swore him in as the newly elected WEVD Moderator.

Swearing In of Ryan Timms
Ms. Patti introduced Ryan Timms and swore him in as the newly elected WEVD Clerk.

If remote attendance, reason & vote
na

Adoption of Agenda:
Item 15.c was removed from the agenda as the RCA had been withdrawn.

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Approval of Minutes

a. March 12, 2025
Ms. Patti noted that she had submitted seven written amendments, which were in the packet, and that she would like to add the eighth amendment by adding the word Commission before the word agenda on line 141-142.

*Ms. Patti motioned to amend the draft minutes for **March 12, 2025** according to the list of seven written and one oral amendments by Ms. Patti provided in the packet. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye. Mr. Canfield - aye.*

*Ms. Patti motioned to accept the amended minutes for **March 12, 2025** as the official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 2:1:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye. Mr. Canfield abstained.*

Treasurer's Report
Ms. Patti asked about tax revenue from the Town of Campton and the Town of Thornton. Ms. Smith said that Campton has paid in full for 2024 and Thornton is paying on collection so they will pay when they are ready.
Mr. Panuzcak asked about balance differences in the General Fund. Ms. Magerer responded that she is still working to reconcile.

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

1. Shawn Pelchat and his team have begun spring cleanup at the community center.
2. Steve Baert has been busy getting ready for the sanitary survey conducted by NHDES which happened on March 25, 2025.

Mr. Beard said that the sanitary survey went well. Recommendations on the type of tank will be coming from the engineer. There was a brief discussion about the need for fencing around Pegwood tank and that it has to be budgeted for in the Water Department .

3. Mr. Beard said that he would like to thank Allison Smith for all of her hard work preparing for the annual meeting. Ms. Patti also thanked Mrs. Canfield for all her help.
4. Shawn Pelchat has ordered all of the necessary parts and pieces to redo the

plumbing for the outdoor adult pool and hot tub.

Mr. Beard also provided an update on the RCA that has been withdrawn from a homeowner who had low water pressure. He explained that the pressure reducing valve causing the issue was identified by staff, however, due to cold weather, their ability to access it was limited. The issue has been resolved now.
Mr. Canfield asked Mr. Beard about Mr. Baert's spring plans for water and roads. Mr. Beard provided a brief description of some projects planned for the water department and said that the road survey is going to be completed soon, and it will be used in conjunction with the Water Master Plan, which is also nearing completion for the District to determine its infrastructure needs.

There was a discussion about Commissioner assignments given that there is a new Commissioner who has been the Planning Board chair prior to becoming a commissioner. Mr. Panuzcak agreed to remain on the Planning Board. He will also continue his Water and Roads Committee assignment. Mr. Canfield will be assigned to the Budget Advisory Committee and Ms. Patti will remain on the Records Committee and will continue as the liaison between the District and our community volunteers.

Committee/Board Reports

Planning Board
The Planning Board has been focused on creating the Capital Improvements Plan which was approved by the Annual Meeting. The other aspect the Planning Board is beginning to work on is developing a CIP handbook. The board is currently looking at Thornton's CIP handbook, which the town is willing to share with the WEVD Planning Board. Another discussion the Planning Board had was about the members attending Campton's and Thornton's Planning Board meetings to learn about the inner workings of the board and their process.

Water Master Plan & Roads
The Committee met last Friday. Water Master Plan is almost complete and the committee members are hoping to have it presented to them at the next meeting. The Roads Master Plan will also be started soon, since the budget had passed and the contract with Horizons Engineering can be signed.

Budget Advisory Committee
The BAC is done for the budget season but will meet in June to assess the current budget and start thinking about the next budget season.

Records

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Ms. Patti is trying to schedule a meeting in April to discuss quotes for records digitization and retention.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

Committee/Board reports
There were no written reports to approve.

Ms. Patti called for a vote to accept the manifests as presented in the packet. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)

Dissolving of Improving Amenities Profitability Committee
Ms. Patti said that the committee had not met for a while. Mr. Panuczak said that the committee's work had determined that the Ski Lodge had the most potential for revenues. As for cutting costs and profitability, the committee also determined that the staff is already doing as much as possible to make that possible. The committee had also suggested hiring a marketing consultant to assess the operations of the Ski Area and the Lodge. That work has been completed and it is up to the staff to build the business from there. The committee had nothing else major to oversee. He agreed with the dissolution of the committee.
Mr. Canfield asked if the committee was dying due to apathy. He said that he had made suggestions for improvements to the entire WEA Board, and he was not sure they were ever delivered to WEA. He said that he believes there is a lot of opportunity to save money on recreation.
Mr. Panuzcak agreed that there was opportunity but noted that the Association sets the recreation policy, and the District-created committee had no jurisdiction there.
Ms. Patti added that the District now has much better communication and cooperation with WEA, which is very encouraging. She said that since the committee stopped meeting, there was an uptick in WEA meetings with the District management and Commissioners.
Then there was back and forth between Ms. Patti and Mr. Canfield on who is going to be the Commission liaison with WEA. Ms. Patti offered to become the liaison and there was consensus that she should.

Ms. Patti made a motion to dissolve the Improving Amenities Profitability Committee. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

Waterville Estates Village District

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Vote for Commission Chair
Mr. Canfield made a motion to appoint Ms. Patti as the WEVD Commission Chair. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

RCA Holland Trail
Item was dismissed as the RCA had been withdrawn.

RCA Morrill Circle
Ms. Patti reviewed the RCA from a homeowner whose water had been shut off during a weekend when his property had been rented out.
Ms. Smith explained that for this particular property the water has been shut off on Friday February 21st (the day before the larger water emergency) due to a leak next to that residence. The Morrill Circle leak was repaired on Monday, February 24th after leak detection services were able to identify the site of the leak. (WEVD Staff were unable to do so without specialized equipment and technical training.)

Ms. Patti read into the record section 26 of the WEVD Water Ordinance:

> " 26. Interrupted or Unsatisfactory Service If, by reason of shortage of supply or for the purpose of making repairs, extensions, or connections, or for any reason beyond the control of the District, it becomes necessary to shut water off in a main or service line, the municipality will not be responsible for any damages caused by such shut-off, and no adjustment of rates will be allowed unless the loss of water is in effect for a continuous period in excess of 10 days, in which case a prorated adjustment of the minimum base fee will be made on the next billing. Notice of water shut off will be issued when feasible, but nothing in this rule shall be construed as requiring the giving of such notice. The District will not be responsible for meeting unusually high water quality standards for specialized industrial processes for its customers nor will it be held responsible for interrupted service or poor water quality caused by the legitimate use of fire hydrants."

- Mr. Prato, via Zoom - summarized what happened. They had a guest check-in February 21 and had to reimburse them 40 percent of the rental fee and buy them bottled water. He wanted to see if he could be reimbursed for those expenditures.

Mr. Beard noted that water was available on Saturday at the community center for all residents and guests. He added that the leak was fixed promptly, and the District did everything it could to restore water to the residents.
Ms. Patti added that after some confusion about who could and could not use the locker rooms at the community center, it was resolved quickly.

- Mr. Prato – clarified that the water was shut off at his residence from Friday night to Monday morning.

Mr. Panuczak noted that the reason the water was shut off was a preventative measure to protect the water system from needing to issue a boil order. He also opined that this community is not a business community as it is zoned residential.
Mr. Canfield asked Mr. Prato about the level of communication between the District and himself and his renters during the outage.

- Mr. Prato – said that Ms. Smith called him at 4 pm when the guests were just checking in. He talked to the guests and offered them a discount on the rental fee. Then he brought them water from the store. After increasing the amount to be discounted to 40 percent, the guests stayed.

Mr. Canfield opined about the risks of running a business and added that it was unfortunate for Mr. Prato and other community members who got affected, but that he was not sure how the WEVD could be at fault for this business risk.
Ms. Patti spoke about the ordinance requirement to only consider remedies for outages longer than 10 days. She said that this was an emergency outage, and there was no remedy in this case under the WEVD water ordinance.

- Mr. Prato – said that it sucked that there was no attempt to fix it the next morning [Saturday, February 22nd]. He said that he understands what the ordinance says.

Ms. Patti said that the leak required bringing in a leak detection expert besides the District staff, and that the availability of the expert was limited over the weekend.

Ms. Patti made a motion to deny Mr. Prato's March 12th RCA. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

Commissioners noted that they empathized with Mr. Prato's situation.

Mr. Canfield also said that he would like to set two hours, from 10 am to noon on a third Saturday of every month, for him to have office hours. People can come and share their thoughts with him. Location is to be determined.

Next Meeting: Wednesday, April 9, 2025 @ 4 p.m. [Later changed to Wednesday, April 8 @ 4 p.m.]

Public Comment Period

- Harry Bertino, 27 Condo Road Unit 10 – thanked the Commission for holding the budget/warrant hearing and the annual meeting on a Saturday, thus increasing the opportunity for the public to attend. He then asked about the number that was used for water billings.

Ms. Smith said that she replied to his right-to-know request on Monday and that the second billing audit would not be done until a couple of weeks before the rates are set. She then gave him the numbers from the billing statement on the total number of properties billed, number of occupants, and number of accounts billed per bedroom count.

- Mr. Bertino said that he though that the District was underestimating the actual water usage during peak times. He said that the NHDES data for the District (connections and population) are lower than what he thinks it should be. Mr. Bertino then said that he thinks that peak season water consumption may be underestimated since population figures and service connection information are not precise. The NH DES indicates 500 service connections for 1,250 individuals, which may be low, especially during peak times, like holiday weekends, occupancy is higher. Also, average water consumption per person varies from 60-90 gallons depending on the time of year, and using lower population numbers may underrepresent actual demand. This variation may be the source of the surplus water usage. He said that the District may be off by about 1000 people.

Ms. Smith clarified that the connection and population information that Mr. Bertino gave came from the University of North Carolina School of Government Environmental Finance Center, and the data is from a couple of years ago. They have already asked for updated information from the District (which was submitted) but they do not ask for that information when they collect updates. The District website also has an educational PowerPoint that references population numbers, which to the best of her knowledge came from an engineer's work with the Water & Roads committee.

- Scott Sallaway, 110 Snowood, via Zoom, thanked the Commissioners for holding the budget/warrant hearing and the annual meeting on a Saturday and said that it was a great meeting. He then asked about the relationship between the RMA and the budget.

It was explained that the RMA is offsetting budget revenues and the tax rate would have been higher if it were not for the RMA contribution.

- Scott Sallaway, 110 Snowood, via Zoom, asked if the District has any oversight or input regarding short-term rentals and, because they are paying the NH Rooms & Meals tax, these owners are registered with their respective towns..

Ms. Patti said that the District does not.

Mr. Salaway asked whether WEA and the District should consider studying how may short-term rentals there are within its boundaries and whether regulation of short-term rentals should be discussed. He said that the biggest impact in his view was the water usage, given that the calculations are based on the number of bedrooms and not number of beds, which is quite high for any short-term rental property. He also spoke about the potential loss of revenues for the District not knowing how much Rooms&Meals tax is generated by those short-term rentals.

Ms. Patti said that the District is not receiving the proceeds from the Rooms&Meals tax from the state. A portion of the Rooms & Meals tax revenues are distributed by the state to Towns and Cities. These revenues do not go to Village Districts.
Ms. Smith added that the correct way to address the Rooms&Meals tax would be by speaking with the NH legislators as they oversee the laws that govern its distribution. Campton's Representative is Janet Lucas and her information is available on the state government website.

Ms. Patti added that the short-term rental regulations are a dialog that needs to be pursued with WEA but that the District does not have any jurisdiction over regulating them at this time.

- Mr. Salaway reiterated his concern with short-term rentals and water usage and noted that if this is the direction this community is going to move then it needs to be looked at as there are a lot of short-term rentals in it already and they cost the community a lot of money. He reiterated the need for a study of how many of them are in the District and how that relates to the use of Campton Mountain as well, as it may be revenue that is going someplace else.

Mr. Panuczak also suggested to Mr. Salaway to come and address this with the Water and Roads Committee so that it could be put on the radar for the company doing the Water and Roads Master Plan.

- Mr. Bertino – provided clarification that the Waterville Estates Mountain Condo Association allowed renting before WEA and the District came to exist. There are individual condo associations and other HOAs, which is why he asked that this be included in the Planning Board Master Plan, where the authority to rent is coming from and the state oversees it, and not the town or the District, as they are just receiving a check. He stated that Campton received 2024 $336,000 and Thornton received $279,000 from Rooms&Meals tax, so between the two towns, there is over half a million dollars, so there is a benefit to that. Then he said that if one were to go online, they could see that

Citizen's Count had done their research and at one point in the last few years they had pulled in 55 million dollars for the state. Mr. Bertino asked if that amount is taken away, where does that money come from. He opined that it then comes from all of "us" and that to make it up everyone is going to be chipping in for a 55 million dollar reduction in profit from the rentals or, he corrected himself, it is not profit, it is a tax. The other thing so if the District does not want the rentals, that goes to the state, but again if one were to look in the Association documents from back in the seventies, that was also an issue that was addressed then and it might even been done before the District existed so that's where people need to probably start looking to find this information.

Non-Public Session

Ms. Patti motioned at 7:19 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Panuzcak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Non-public session was entered at 7:20 PM, Commissioners Patti, Panuczak, and Canfield were present in person as well as the General Manager Ron Beard and Finance Administrator Lisa Magerer (left at 7:41 PM).

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

Public session was entered at 7:52 PM. Commissioners Patti, Panuczak, and Canfield were present in person.

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

Adjourn Meeting

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

Meeting adjourned at 7:52 PM.

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