562 Winterbrook Road, Campton, NH 03223
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WEVD Commission APPROVED Meeting Minutes
April 8, 2025 – 4 PM

Approved as amended on April 23, 2025.

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Mark Canfield (joined via Zoom at 4:15 PM), General Manager Ron Beard, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Members of the Public: None

Members of the Public on Zoom: Nancy Seward, Bobbi Ketcham, Linda Ivers

Members Excused: na

Call to Order: Commissioner Patti called the meeting to order at 4:00 PM.

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

Roll Call of Commissioners: Ms. Patti, Mr. Panuczak were present in person.

Adoption of Agenda:
Agenda was not altered.

Approval of Minutes

a. March 26, 2025
Ms. Patti noted that she had submitted 27 written amendments, which were in the packet, and that she would like to add the 28th amendment by adding the acute accent mark to Ms. Aguiló's last name throughout the document.

*Ms. Patti motioned to amend the draft minutes for **March 26, 2025** according to the list of 27 written and one oral amendment by Ms. Patti provided in the packet. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.*

*Ms. Patti motioned to make the amended **March 26, 2025** minutes the official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.*

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Treasurer's Report

Ms. Aguiló noted that the General Fund is being reconciled for March. Mr. Panuczak asked for clarification about the float. Ms. Magerer said that she will have to look it up, but that it is much smaller as it is only outstanding checks now and the amount is about $50 thousand.

Ms. Patti asked about the Water Department accounts receivable amount variance in the report. Ms. Smith explained that it got larger after the audit adjustments and that she still needs to figure it out with Ms. Magerer.

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

1. Shawn Pelchat has begun upgrading the adult pool area infrastructure.
2. Steve Baert has been working with Horizons Engineering to complete the water model and master plan which is very close to completion.
3. Steve Baert, Lauren Bennett and Mr. Beard are attending four days of water license test prep classes. The goal is for Mr. Bennett and Mr. Beard to get their class 1 water licenses.
4. Allison Smith has organized the 2024 files and has created 2025 files and folders along with other administrative tasks.
5. Lisa Magerer has learned more about our municipal software and its capabilities.

Committee/Board Reports

Planning Board
Has not met.

Water Master Plan & Roads
Has not met.

Budget Advisory Committee
Has not met.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

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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 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.

Volunteer Appointments
Ms. Patti noted that at the end of the manifests in the packet there was a list of volunteers to be appointed to the District's various advisory committees. All these volunteers have affirmed their wish to continue.

Ms. Patti called for a vote to appoint all the volunteers listed in the consent action as presented in the packet to the three District advisory committees. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.

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

Vote to transfer monies from the Rec Fund in the amount of $70,000 to pay for Recreational Activities, Services, and other Recreation obligations
Ms. Patti explained that the Recreation Fund is limited to being used only for funding recreational activities and services.
Mr. Canfield joined via Zoom at 4:15 PM. Upon joining he stated that he is in North Carolina on family business.

Mr. Panuczak moved to accept Mr. Canfields' remote participation due to being away on family business. Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.

Commissioners went back to the Rec Fund discussion. Ms. Patti said that the Rec Fund balances were as follows:
January 1, 2024 - $122,600
December 31, 2024 - $163,300
April 8, 2025 - $185,000.

She said that the reason for this process is because the existing Recreation Management Agreement (RMA) specifies that Rec Fund is to become self-sustaining eventually. It was originally seeded in September of 2023 with $75,000. Prior to that the WEA Board would transfer funds into the Rec Fund several times a year as needed and later moved to transferring money whenever the balance would dip under the $75,000 threshold. As of today, the District has never tapped the Rec Fund for any money in excess the of the $75,000 and given the current

balance of $185,000, the thought is to move some money to the General Fund to be used to fund recreational expenses only.
Ms. Patti made a motion to transfer monies from the Rec Fund in the amount of $70,000 to pay for Recreational Activities, Services, and other Recreation obligations. Mr. Panuczak duly seconded.

Discussion ensued about how much money should be left in the fund following the transfer. Some commissioners have stated that they would prefer to leave a buffer of $75,000 to $90,000 in the Rec Fund, just in case something unexpected happens, like bad weather affecting revenue collection. It was asked whether the District could track the qualifying expenditures, and it was said that the management will determine which bills will be paid with that money. Another question was whether any of these expenses had already been incurred, and the answer was that some possibly have. It is the management's job to keep track, but the only expenses to be covered by the funds transferred from the Rec Fund would be related to recreational activities.

Ms. Patti also said the $70,000 amount precisely matched the line item in the approved budget, and for transparency and compliance purposes, it would be appropriate to vote that amount now. Any additional transfer greater than $10,000 would have to go to a publicly noticed hearing due to unbudgeted revenue requirements under law.
Ms. Patti called for a vote. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

Another discussion ensued about the seed money to have in the Rec Fund and the amount in the account that is over that threshold and whether it should also be moved to the general fund. The amount of cushion to leave in the Rec Fund was also discussed. The fact that the rec operations are a much better endeavor now in all seasons. Consensus was to keep 90000 in the Rec Fund as seeding money going forward.

Public hearing for additional transfer of Rec Fund moneys to the General Fund was scheduled for June 3, 2025, (which was already scheduled for 10 AM) and changed to 6 PM.

Proposed new Procedures re: District Operations

i. Extreme Weather/Natural Disaster

Ms. Patti explained the rationale for having the procedures in place and *made a motion "In the event of extreme weather conditions, natural disasters, or unpredictable situations, the Waterville Estates Village District (WEVD) General Manager (GM) and his/her designee have the power and discretion to limit/extend operating hours of WEVD facilities including the*

Community Center and the outdoor recreation areas and Campton Mountain, including the Ski Lodge. The GM and his/her designee shall attempt to notify the owners and guests of any/all changes to operating hours. In the event that such weather event, natural disaster, or unpredictable situation requires, in the judgment of the GM/designee, that the facilities can be safely opened and need to be operated to provide owners, renters, and guests shelter, potable water, and/or access to restrooms & locker-rooms, the hours of operation, scope of operation, and conditions for admission shall be determined by the GM/designee." Mr. Panuczak duly seconded.

Discussion ensued about the necessity of these procedures and how helpful they would be. Ms. Patti called for a vote. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

ii. Water Emergency/Outage

Ms. Patti made a motion "In the event of a water system outage or disruption, the Waterville Estates Village District (WEVD) General Manager (GM) and his/her designee have the power and discretion to limit/extend operating hours of WEVD facilities including the Community Center and the outdoor recreation areas and Campton Mountain, including the Ski Lodge. The GM and his/her designee shall attempt to notify the owners and guests of any/all closures or limitations to operating hours. In the event that such water system outage or disruption requires, in the judgment of the GM/designee, that the facilities can be safely opened and need to be operated to provide owners, renters, and guests potable water and/or access to restrooms & locker-rooms, the hours of operation, scope of operation, and conditions for admission shall be determined by the GM/designee." Mr. Panuczak duly seconded.

Mr. Beard explained that the last outage created some confusion and having this procedure would streamline the process if similar events were ever to happen again.

Mr. Panuczak asked if there were any conflicts with the Water Ordinance. Ms. Smith said that there were not. There was consensus on the procedure being helpful.

Ms. Patti explained that the intent and purpose of these procedures was to remove any questions when it comes to admission policies giving the General Manager the ability to decide.

Ms. Patti called for a vote. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

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iii. Provide opportunity for WEA input re: color, style with Repairs/Construction/Renovation

After proving a brief rationale for the motion, *Ms. Patti made a motion "When Waterville Estates Village District (WEVD) undertakes to repair, remodel, construct, and/or improve WEVD recreational facilities, Management and the Commission shall work to ensure the following:*

ADA Accessibility standards are reviewed and met

1. *Projects are designed to be durable & long-lasting*
2. *Fiscal responsibility is employed; Costs are controlled*
3. *Except in the case of an urgent need/emergency, a representative of the*
4. *Waterville Estates Association (WEA) Board has an opportunity to provide input to Management regarding color, style/design, and, when applicable, placement"*

Mr. Panuczak suggested a friendly amendment to remove the word "recreational" in front of the "facilities".
Ms. Patti accepted the friendly amendment.

Mr. Canfield noted that being a smaller community makes it harder to meet the ADA requirements, and if they put an excessive burden, the District needs to give itself some leeway in how and when to meet those obligations.

Ms. Patti responded that chances are that the state of the District owned facilities would probably not require very expensive changes, and it has already been reviewed. Some things that were identified as needed to be done, have been put on the waiting list for when the District could get to them. She added that ADA statute does not require changes, if they are cost prohibitive.

Mr. Canfield suggested a friendly amendment to add "met when reasonable."
There was back and forth about other District owned facilities and the level of their ADA compliance. Mr. Panuczak suggested a friendly amendment instead to say, "when feasible."

Ms. Patti read the original procedures regarding ADA compliance. Ms. Smith suggested to amend the original procedures instead of creating news one. Ms. Patti suggested to work on amending the original procedures and requested to table the item to a later meeting. There was consensus on both.

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Discussion re: moving 1st Water Rate billing to the new year

Ms. Patti said that several community members expressed concerns with the water billing for current year starting in November of previous year.
Discussion ensued about whether the District has enough surplus at the beginning of the year to accommodate the first billing collection that would be moved to end of January. Ms. Smith explained that it would be easier for the accounting purposes to keep it all in one fiscal year. Ms. Magerer talked about the cash flow analysis and said that it would have to be that there is enough money to cover the first two months of the year, and it seems as though that it is possible.

Ms. Smith then explained that the water budget planning is much more defined in January for the water rate discussion than it is in October of previous year.

Mr. Canfield then suggested to push the billing this year instead of waiting until 2026 and to move the May billing to July in 2025. Ms. Smith said that it would be beneficial to the collection process too.

After checking the Water Ordinance Ms. Patti suggested to split the decision into two motions to separate the 2025 and future years.

*Ms. Patti moved to have the **second** 2025 WEVD Water Department water rate billing be issued on July 1 and be due on July 31. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

*Ms. Patti moved that beginning in 2026 and future years, WEVD Water Department water rate billings be issues on the following dates: **first** billing to be issued on January 1 and be due on January 31, and the **second** billing to be issued on July 1st with the due date of July 31. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

Public hearing date for water rate setting

The public hearing for setting the water rate was set to May 21, 2025 at 6 PM.
Discussion ensued about the methodology WEVD is using to estimate occupancy for the water bill and the views of some residents who continuously disagree with that method, which is anticipated to happen at that upcoming public hearing. Ms. Smith explained that complaints about occupancy-based billing are coming from a small minority, not the community as a whole.

It was also noted that past opposition to flat rates and the push for metering had died off after additional public education and a vote not to go ahead with meters. The current practice follows the Water Ordinance, using ASHRAE standards to estimate based on the number of bedrooms, and practice is consistent and legally grounded.

It was also noted that there have been no formal proposals brought up by anyone to either the Commissioners or the Water and Roads Committee to create an alternative way to estimate the occupancy.
Consensus was to provide a clear written explanation of how the District calculates the water rate and provide this information in the handout for the public hearing.

Continue to oppose HB66 (hearing is 04/10/25)

Ms. Smith noted that HB 66 relates to RTK and provided a brief update on the bill language and its amendments. Even as amended the bill still makes it burdensome for the municipality to provide records to the public. Commissioners agreed to express their continued opposition to HB 66.

Next Meeting: Wednesday, April 23, 2025 @ 6 PM

Public Comment Period

- Nancy Seward, via zoom, 129 Snowood Drive – asked to clarify the budget allocation of $70,000 and the vote that just took place to transfer funds from the Rec Fund to the General Fund.

Ms. Patti explained that this $70,000 amount is what has been voted to be transferred to the General Fund to be used for covering recreation related expenses. She said that any additional funds would be discussed later at a public hearing.

- Ms. Seward asked whether Mr. Beard would be comfortable with the Rec Fund being low in funds after additional money is taken out especially given the need to hire additional part time personnel and having no Food and Beverages Manager on staff.

Ms. Patti explained that the position of Food and Beverage Manager is funded from the General Fund and if anyone is hired for it, it will not impact the Rec Fund. The part time person would be only hired for events, and the Commission has not even discussed the funding of this position.

- Ms. Seward requested that the propane for the Ski Lodge is not covered from the money taken out form the Rec Fund as the Lodge is mostly used for other than recreational purposes.

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Ms. Patti explained that the Management will decide on which expenses are recreation related. Mr. Beard and Ms. Patti also explained about the heating of the Lodge, as the Lodge is regularly and most often used by District staff in the service bay/area and having lunch breaks. Concession operations happen far less frequently (i.e., the number of days in a year).

- Ms. Seward said that she also noticed that someone (employee possibly) drove the car across the basketball court, which was not allowed.

Mr. Beard said that he will make sure it does not happen again.

Non-Public Session

Ms. Patti motioned at 5:52 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Canfield 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 5:59 PM, Commissioners Patti and Panuczak, were present in person, Commissioner Canfield was present remotely, as well as the General Manager Ron Beard and Administrative Assistant Allison Smith (left at 6:45 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 7:20 PM. Commissioners Patti and Panuczak, were present in person, Commissioner Canfield was present remotely.

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

Meeting adjourned at 7:22 PM.

Prepared by Alvina Snegach