**Water & Roads Committee**

**April 18, 2025 – 9:00 AM**

**562 Winterbrook Road, Campton, NH 03223**

**Members in Attendance:** Gerry Panuczak, Scott Monroe, Stan Bujalski, Anthony Patti

**Other Attendees:** Staff - Allison Smith, Ron Beard, Steve Baert; Public - Scott Sallaway, Archie Jackson

**Call to Order:** Gerry Panuczak (chair) called the meeting to order at 9:02 AM.

**Approval of Prior Minutes**

a. March 21, 2025

Mr. Bujalski pointed out a scrivener's error in paragraph 7, line 1: "shaed" should be "shared". Mr. Panuczak corrected the error.

Motion to adopted as corrected by Mr. Patti, seconded by Mr. Monroe. Carried unanimously.

**New Member**

Mr. Panuczak introduced Archie Jackson who will be a new member to the committee after the April 23, 2025 Commissioner meeting. Mr. Jackson spoke about his background in construction and current work with the town of Bedford, NH where he works as the roads coordinator and infrastructure inspector.

**Water Master Plan Update**

Mr. Baert shared an update on the Horizon's Engineering water master plan. Horizon's is working diligently with staff and is progressing swiftly. Mr. Panuczak asked about working with Horizon's on grant/loan funding for the Water Department, to which Mr. Baert stated he would confirm they are working on that with the Mast Plan and if not will engage in talks with them on such.

Mr. Bujalski expressed concern about the need for change orders to be completed for work above and beyond the original contract to ensure a proper record is kept. A discussion regarding the work and billing of prior engineering firm Dubois & King ensued.

**Roads Master Plan Update**

Mr. Panuczak stated that the approval of the WEVD annual budget means that the contract with Horizon's Engineering for a road study can be signed. Mr. Beard he will be doing so within the next week.

**Water Ordinance & Commercial Rate Discussion**

Mr. Panuczak summarized sentiments from the community regarding the fairness of the water billing structure and concerns about its ability to properly support the future needs of the Water Department. Mr. Panuczak introduced Mr. Sallaway, 110 Snowood Drive, and thanked him for approaching the committee regarding the implementation of a different billing structure.

Mr. Sallaway explained that the current structure serves the purpose of apportioning the budget to collect to all accounts, but sees that it lacks the ability to properly plan for large future repairs and

doesn’t account for properties being used as short-term rentals. He had first brought this up to the WEA but was referred to this committee.

Mr. Panuczak encouraged members to think about ways that the billing structure could be modified. This will be a recurring item on future agendas to discuss any ideas members may come up with.

Mr. Patti asked about the establishment of a sinking fund to save for future projects. Mr. Beard explained the Capital Improvement Program (CIP) Committee process that was established at the 2025 WEVD Annual Meeting and how it could be used for the water system.

Mr. Monroe asked if Campton had a rental tax on short-term rentals. Multiple members of the committee stated no and that Thornton also doesn’t have anything pertaining to short-term rentals. Mr. Monroe asked about Room & Meals Tax being paid by short-term rentals and requirements to register with the state. Mr. Jackson explained that booking through Airbnb auto calculates the taxes and pays it to the state and that there is no requirement to register the rental with the state but that some municipalities have licensing programs for such rentals.

**Other Business**

Mr. Bujalski asked about the progress towards system redundancy. Mr. Baert and Mr. Beard stated that this should be part of the water master plan prepared by Horizon’s Engineering. Mr. Bujalski expressed frustration that this topic has fallen to the wayside and asked that it be a recurring agenda item. Mr. Sallaway suggested adding an ‘old business’ section to the agendas to track such items.

**Next Meeting:** May 30, 2025 @ 9:00 AM

Motion to adjourn by Mr. Panuczak, seconded by Mr. Monroe. Carried unanimously.

Meeting adjourned at 10:45 AM

Minutes prepared by Allison Smith