



562 Winterbrook Road Campton, NH 03223  
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**WEVD 2023 Meeting APPROVED Minutes  
January 31, 2024 – 6:00 PM**

**Approved as amended on February 13, 2024**

**Attendees:** Commissioners Maureen Patti, Gerry Panuczak (arrived at 4:06 PM) and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith.

**Members of the public:** Mark Canfield, Denise Bujalski.

**Members excused:** none.

**Attendees via Zoom:** William Mitchell, Tom H, Beth, Jim Cahill, Nancy Seward, Andrea Canfield

**Call to order:** Commissioner Patti noted 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 and Mr. Spinney were present in person at the Summit Lounge. Mr. Panuczak (arrived at 4:06 PM).

**Adoption of Agenda.**

Ms. Patti requested adding Item 10.F to the agenda with regards to a reminder from Counsel on conducting public meetings and virtual participation. Mr. Spinney was in agreement.

(Mr. Panuczak joined the meeting at 4:06 PM)

**Budget Advisory Committee Report, Mark Canfield, 2024 Proposed Budget**

Ms. Patti invited Mr. Canfield to speak to the Commission about the budget process and the proposed 2024 Budget.

Mr. Canfield began by noting significant improvements in the budget process compared to previous years. He also highlighted the Budget Advisory Committee's (BAC) collaboration and the assistance of the MRI consultant Rita Donaldson, which streamlined their work. Mr. Canfield commended the dedication and energy of the BAC members as well as the District employees involved in the



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budgeting process, recognizing their crucial role in managing operations effectively. He also noted the collaboration of the WEA Board members.

Mr. Canfield said that the BAC provided a favorable opinion on the proposed 2024 budget but identified areas needing attention for positive change, such as managing cost increases that are within the District's control and revising the Compensation Program, given that salaries are a big part of the District's budget.

Mr. Canfield noted that this is an operating budget and there are no funds in it for future large capital expenditures. The BAC made suggestions to consider, as a temporary measure, funding future capital needs based on annual depreciation or a set percentage of the estimated value of capital investments replacement program, for which BAC is recommending around \$450,000 to be set aside from the unreserved fund balance. Going further, after the Master Plan has been approved, the District can look into forming a Capital Improvements Committee which will draft the Capital Improvements Plan for the District.

Then the General Government budget was discussed, acknowledging a notable increase despite one less one major employee, attributed to legal fees and consultant expenses. While the BAC recognized the necessity of these expenses, they emphasized the importance of transparency in reporting and justifying them during budget hearings.

Then Mr. Canfield moved on to the Highways and Streets budget and said that the BAC noted improved prospects for completing future projects and handling necessary work. However, concerns were raised about the absence of funds for long-term improvements, emphasizing the need for careful planning to prioritize projects effectively.

The Buildings and Grounds budget was scrutinized next, with a significant increase attributed to the community's commitment to necessary improvements. Mr. Canfield said that the BAC highlighted the need for a comprehensive plan for capital improvement to ensure effective allocation of resources and prioritize future projects.

Then Recreation budget discussion centered around the need for a designated lead to manage recreational services effectively. Concerns were raised about the cost-effectiveness of certain aspects, such as the front desk operations, prompting a reassessment of resource allocation in this area. Mr. Canfield also noted the skiing and other facilities operations and that BAC also saw challenges there that would need to be reexamined and the uses of ski lodge may have to be reinvented.

The Water Department budget was reviewed, with attention drawn to an overall increase in expenses, primarily due to bond payments and uncontrollable leakage repair costs. Mr. Canfield said that the BAC stressed the importance of implementing a formal business plan to justify expenditures and plan for the future effectively, advocating for the dedication of any surplus funds to improving the water system.



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Overall, the BAC emphasized the need for strategic planning, transparency, and accountability across all departmental budgets to ensure responsible financial management and address the community's evolving needs effectively.

Ms. Patti thanked Mr. Canfield not only for his work on the BAC but also for his efforts in establishing what it actually costs to run recreation for this community. She also suggested, in lieu of the BAC suggestion about a need for a designated lead to manage recreational services effectively, implementing quarterly meetings involving key department representatives to monitor cost efficiencies and address concerns promptly. These meetings would allow for ongoing evaluation of departmental budgets and facilitate timely adjustments to ensure effective financial management. By convening regularly, the committee aims to maintain transparency, accountability, and strategic alignment across all departments, ultimately contributing to a more efficient and responsive budgeting process. Mr. Canfield was in agreement and suggested adding WEA Board representatives to those meetings.

Ms. Spinney also commended the work of all the BAC members and District staff and their outstanding effort in planning this year budget.

Mr. Panuczak also thanked the BAC for their effort and noted that the employees of the District are its greatest asset and the Commission has long ago realized that it comes at a cost which is worth it given the level of qualifications and dedication these employees have. He also urged the BAC to review the report produced by Tom Lithgow on the viability of skiing/recreation operations as it could provide insights into the ski mountain's performance, including factors affecting profitability and future direction.

Ms. Patti also made a point about the Recreation Management Agreement (RMA), highlighting its significance in restructuring how revenue and resources are allocated for recreational activities, which has been in operation for two years. RMA isolates costs associated with operating concessions and ski activities within the Rec fund. This restructuring aims to ensure that tax revenue is not disproportionately used to subsidize a subset of owners who frequent amenities such as the ski mountain and concessions. Ms. Patti emphasized that the Rec fund should be self-sustaining and transparent in its financial operations. She recognized that the RMA is a positive step towards achieving accountability and transparency in how resources are allocated for recreational activities within the community.

Ms. Patti then thanked Mr. Canfield for the presentation of the 2024 budget.

## **Approval of Minutes**

### **a. January 10, 2024**



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*Ms. Patti made a motion to amend the draft minutes of 1/10/2024 consistent with the 15 amendments prepared by Ms. Patti. Mr. Panuczak duly seconded and Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

*Ms. Patti made a motion to make the amended minutes of 1/10/2024 the official meeting minutes. Mr. Panuczak duly seconded and Motion carried with a roll call vote 3:0 Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

### **Treasurer's Report**

The Treasurer's report was included in the packet. Ms. Smith noted that all the numbers were up to date in there except for the Rec fund.

Members reviewed the report. Mr. Panuczak expressed his enthusiasm about the fact that bank balances and accounting ones are tracking much closer together this year.

### **GM's Report**

1. Snowmaking has resumed at Campton Mountain with the goal of building a base to ensure good skiing conditions through February and into March.
2. Johanna Hart has joined the Finance Department, bringing 13 years of experience in Municipal Finance, including a previous role as the Finance Director for the Town of Lincoln. Her position is part-time, and she has already begun contributing by creating spreadsheets and tracking sheets.
3. Jennifer Franz has accepted the position of Food & Beverage Manager, bringing valuable experience from her previous role as part owner of the Winnepesaukee and Hobo Railroad. She has extensive experience in customer service and business and has already taken on tasks such as building employee schedules and coordinating events.
4. Mr. Beard spoke about his attendance of the WEA Annual meeting last Sunday.

He and Ms. Patti provided positive feedback on the recent annual meeting, noting its professionalism, seamless organization, and transparent delivery of information. There was appreciation for the lack of conflict during the meeting, highlighting a new level of collaboration and cooperation among board members.

### **CONSENT CALENDAR**

### **Manifests and the Treasurer's Report**



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*Ms. Patti made a motion to approve the manifests and the Treasurer's Report in the handout. Motion carried with a 3:0 roll call vote: Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

## **GENERAL CALENDAR ITEMS**

### **a. Human Resources Vendor**

The discussion centered on the potential outsourcing of human resources for the municipality to address concerns about labor costs. The District has lost a full time financial/HR position and had only hired a part-time financial manager, thus now need to allocate HR capabilities to someone. A vendor (BAMBEE) was identified with a monthly cost of \$699 and a startup fee of \$1,500, totaling \$9,900 for the first year and \$8,400 for subsequent years. The vendor would handle HR administration tasks, such as benefits, payroll, and paperwork, while most employee relations would still be managed internally. It was also noted that the vendor would ensure proper paperwork handling for employee onboarding and exits to avoid costly situations that occurred in the past. The consensus was to proceed with obtaining a quote from the vendor.

*Mr. Panuczak made a motion to direct the General Manager to bring forth a contract with the vendor BAMBEE with regard to HR administration for the Village District. Ms. Patti duly seconded. And motion carried with a 3:0 roll call vote: Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

### **b. Reimbursement from Water Account for Payroll (balance of 2023) -- \$85,750.54**

The discussion focused on reimbursement from the Water Department account to cover payroll expenses for employees whose salaries and benefits are split between the District and the Water Department. Originally, there was an expectation that this reimbursement would be instantaneous but due to limitations with bank being able to track it, physical transfers became necessary. A lump sum of \$85,750.54 has already been transferred from the Water Department account to the General Operating account, with an additional \$8,930.95 approved by Commissioners, covering the entirety of 2023. Going forward, monthly transfers will be made as part of the regular manifest, streamlining the process. This lump sum reflects 11 months' worth of reimbursements due to the transition to new accounting software in the first six months of the year and subsequent adjustments. The balances in the Treasurer's report reflect these transfers, ensuring transparency and accountability.

### **c. Annual Meeting Date RESCHEDULING and rescheduling of Annual Meeting Snow Date**

The discussion revolved around the need to reschedule the District Annual Meeting (set for March 16<sup>th</sup>) due to a conflict with the Town of Thornton meeting on the same day. After confirming available dates with Thornton officials, it was decided that March 17<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup> were viable options. March



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17<sup>th</sup> was discarded due to its proximity to the already scheduled date and being St. Patrick's Day. March 23<sup>rd</sup>, the original snow date, was chosen for the annual meeting, with March 30<sup>th</sup> designated as the new snow date. It was clarified that by law, there must be a Saturday meeting for voters to approach the checklist supervisors within a specific timeframe before the annual meeting.

*Ms. Patti made a motion that the Commission vacate the Annual Meeting date of March 16<sup>th</sup> and instead schedule the Annual Meeting on the following Saturday which would be March 23<sup>rd</sup>, and that the Commission designate March 30<sup>th</sup> to be the snow date if necessary for the Annual Meeting. Mr. Panuczak duly seconded. And motion carried with a 3:0 roll call vote: Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

**d. Resignation of Ralph Wilbur from the Improving Amenity Profitability Committee and appointing Anthony Patti to Improving Amenity Profitability Committee**

Ms. Patti noted the Mr. Wilbur has submitted his resignation from the committee.

*Ms. Patti made a motion to accept the resignation of Mr. Wilbur from the Improving Amenity Profitability Committee. Mr. Panuczak duly seconded and motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

Ms. Patti then noted that her husband Anthony Patti has been diligently attending meetings of said committee, he is willing to serve on the Committee.

*Ms. Patti made a motion to nominate and appoint Anthony Patti as a member of the Improving Amenity Profitability Committee. Mr. Panuczak duly seconded and motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

**e. Modification to the Governing Body Policy for Facility Maintenance (ADA Accessibility)**

There was discussion about amending Governing Body Policy for Facility Maintenance regarding ADA accessibility. The previous procedure required significant projects to be reviewed by the now-disbanded ADA Accessibility Committee. However, since the committee no longer exists, a modification was proposed. The proposal suggested that any significant project impacting accessibility should be reviewed by the WEVD General Manager to determine, in writing, whether the District can expand accessibility in the course of the project, following ADA guidelines. That written determination will be presented to the Governing Body prior to the beginning of any significant project.

*Ms. Patti made a motion to amend the Governing Body Policy for Facility Maintenance (ADA Accessibility) in the manner described in the meeting handout. Mr. Panuczak duly seconded and motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*



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**f. Reminder from Counsel on conducting public meetings and virtual participation.**

The discussion revolved around the standards for remote attendance at public body meetings. Historically, New Hampshire mandated in-person attendance at government meetings to uphold transparency. However, during the COVID-19 pandemic, remote participation was temporarily allowed due to restrictions on gatherings. The conversation with Legal Counsel clarified that there have been no recent changes to the law regarding remote attendance. The law still states that a public body may, but is not obligated to, permit members to participate electronically if physical attendance is not reasonably practical. Valid reasons for remote attendance include illness, travel, or emergencies. Each member of the public body (Commissioner, WEVD advisory committee & Planning Board member) must specify why remote attendance is necessary, and this reason must be documented in the minutes. Most importantly, a quorum must always be physically present at the meeting location to conduct a meeting. The discussion highlighted the importance of articulating valid reasons for remote participation and ensuring compliance with legal requirements.

**Next Meeting:**

**a. Meeting and Budget Hearing: Tuesday, February 13, 2024 @ 6 p.m.**

**b. Meeting and Warrant Article Hearing: Thursday, February 15, 2024 @ 6 p.m.**

**Public Comment Period**

- Nancy Seward, via Zoom asked for clarification about virtual participation in meetings.

Ms. Patti explained that NH law allows remote participation for any public body member only if their physical participation is not reasonably practical due to travel, illness, or other reasons that have nothing to do with issues of convenience. The reason has to be identified for the meeting and reflected in the minutes and there has to be a quorum present in the physical location.

There was nobody else willing to address the Commission in person, via remote platform, by phone or through email.

**Non-Public Session**

*Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Mr. Panuczak duly seconded. Motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

Non-public session was entered at 5:46 PM, Commissioners Patti, Panuczak and Spinney were present in person as well as the General Manager Ron Beard.

**Resumption of Public Session**



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*Mr. Panuczak motioned to exit non-public session at 6:25 PM. Mr. Spinney duly seconded. Motion carried with a roll call vote 3:0. Mr. Spinney – aye, Ms. Patti – aye, Mr. Panuczak – aye.*

Public session was entered at 6:25 PM. Commissioners Patti, Panuczak, and Spinney were present in person.

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

### **Adjourn Meeting**

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

Meeting adjourned at 6:29 PM.

Prepared by Alvina Snegach