



562 Winterbrook Road, Campton, NH 03223  
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**WEVD 2024 Meeting APPROVED Commissioner Minutes  
January 10, 2024 - 6:00 PM  
562 Winterbrook Rd., Campton, NH 03223**

**Approved as amended on January 31, 2024.**

**Attendees:** Commissioners Maureen Patti, Gerry Panuczak, and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith.

**Members excused:**

**Attendees via Zoom:** Linda Ivers, Thomas Schelling,

**Call to Order:** Commissioner Patti called the meeting to order at 6:01 PM.

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

**Roll Call of Commissioners:** Ms. Patti, Mr. Panuczak, and Mr. Spinney were present in person at the Summit Lounge.

**Adoption of Agenda:** Agenda adopted without amendment. Ms. Patti requested that item 9b be taken out of order so that the homeowner could address the Commission.

## **GENERAL CALENDAR ITEMS**

### **RCA: 7 Holland Trail**

Resident Thomas Schelling of 7 Holland Trail addressed the Commissioners regarding the pressure issue that he has been having at his home. The Commissioners thanked Mr. Schelling for bringing his matter forward so that the appropriate measures can be taken to research and resolve the issue. Mr. Panuczak stated that he is not sure if they are able to give the owner a financial solution to the problem as the 2022 books have been closed and the audit has been completed. Ms. Patti stated that due to the complexity of the issue, there is a need to reach out to the appropriate financial professionals to determine what the District can do on a financial level for the customer. Commissioner Patti stated that she will reach out to NHMA regarding the matter. *Ms. Patti made a motion to table the RCA for 7 Holland Trail to the March 13, 2024 meeting. Mr. Panuczak duly seconded.*

There was a brief discussion with the homeowner to determine if this was an agreeable course of action. Mr. Schelling agreed.

*Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*



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The Commission reached consensus that the account for 7 Holland Trail will receive a grace period from any late fees until the RCA can be discussed on March 13, 2024.

### **Approval of Minutes**

a. December 19, 2023

*Ms. Patti made a motion to amend the draft minutes for 12/19/23 consistent with the 13 written amendments published to the governing body prepared by Ms. Patti. Mr. Spinney duly seconded. 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 12/19/23 the official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

b. December 22, 2023

*Ms. Patti made a motion to approve the draft minutes for 12/22/23 as written. Mr. Panuczak duly seconded. Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

c. December 28, 2023

*Ms. Patti made a motion to approve the draft minutes for 12/28/23 as written. Mr. Panuczak duly seconded. Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

d. January 3, 2024

*Ms. Patti made a motion to approve the draft minutes for 1/3/24 as written. Mr. Panuczak duly seconded. 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 (having corrected the Agenda item number) document titled "Maureen Patti motions for January 10, 2024" an attachment to the handout for January 10, 2024. Mr. Panuczak duly seconded. Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

### **Treasurer's Report**

There was none. But the Commissioners noted they receive up-to-date account balances with each weekly manifest submitted for approval AND receive any/all reports regarding the District's financials whenever requested.



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### GM's Report

1. Steve located a substantial leak on Liberty Lane and it has been repaired. It took about 3 days to address the leak due to a delay in getting equipment from a contractor on site. The leak was about 20 gallons per minute.
2. Shawn Pelchat has begun removing the unused ductwork in the Summit Lounge. Once that is done they will be removing the glass room divider. Mr. Panuczak suggested consulting Granite State Glass regarding the removal of the glass room divider. Mr. Spinney suggested getting a quote for Granite State Glass to remove it rather than staff removing it themselves. Once the glass room divider is removed the ceiling will be repainted. Mr. Spinney asked about the steel and if that will be repainted. Mr. Beard indicated in the affirmative. Mr. Beard indicated that these changes are necessary to ensure that the space is presentable and professional for future use.
3. The necessary in and out water line connections to the water tank for snowmaking are done. The next steps are for the heater to be installed to help keep it from freezing. Premier Pump is expected on site January 11, 2024 to work on the pressure transducer. The hope is that the tank will be filled and the system will be tested on Wednesday and start blowing snow Thursday night as the weather is looking favorable.
4. Mr. Beard has been working with Mountain Guard to get them all of the required documents for the District's insurance policy for Campton Mountain and expects to see a quote for a renewal policy within a week.

### CONSENT CALENDAR

#### Manifests

*Ms. Patti made a motion to approve the manifests contained in the handout dated January 10, 2024. Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

### GENERAL CALENDAR

#### **WEVD Payroll service, Contract with Municipal Resources Inc. (action taken 12/22/23)**

Ms. Patti announced to the community that on the eve of the December 22, 2023 meeting (which was noticed as a meeting only for the purpose of conducting a non-public session) Mr. Beard made her aware of a time sensitive matter regarding contracting a third-party payroll service that required Commissioner action. Ms. Patti further explained that this action was in alignment with the vote that the Commission made at a meeting in early December 2023 directing management to acquire a contract from the third-party for the purpose of processing payroll. Ms. Patti announced that on December 22<sup>nd</sup> this single item of District business was conducted prior to entering non-public session. Ms. Patti thanked Mr. Beard and Ms. Smith for evaluation of how the process is going so far. Ms. Patti asked that Ms. Smith address the Commission regarding an



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issue that has come up with respect to ACH authority. Ms. Smith explained that the system MRI is using doesn't have a payroll processing system that is able to send direct deposit information directly to a bank as Intuit does through QuickBooks. Ms. Smith continued to explain that currently MRI has to send a file for direct deposits that staff then upload to the bank and Mr. Beard or Mr. Diefenbach have to approve. By giving MRI access only to drafting ACH through Bank of New Hampshire's online banking system, MRI will not have to go through staff to upload the file they can go directly to Mr. Beard and Mr. Diefenbach for approval of the transaction. It also removes the need to set up QuickPay through the New Hampshire Retirement System (NHRS) as NHRS is already a recipient in the Bank of New Hampshire online banking system. Ms. Smith explained that the staff's hope in outsourcing payroll is that staff will someday just need to print checks and get them signed rather than needing to be as involved in each step of the process, freeing up staff to tend to other District responsibilities. Ms. Patti clarified that no direct deposit or ACH would go out of the bank account until Mr. Beard or Mr. Diefenbach can approve the transaction.

*Ms. Patti made a motion to have the Commission approve granting MRI (Municipal Resources Inc.) to have draft ACH access only to WEVD Bank of New Hampshire online banking for the purposes of drafting payroll direct deposit and New Hampshire Retirement payments. Mr. Panuczak duly seconded. Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

### **Rec Fund Reconciliation**

Mr. Spinney stated that Jim Cahill and Nancy Seward of the WEA Board of Directors met with himself and Mr. Beard on December 28, 2023. Profit was not as high as was hoped for the third quarter. The majority of the revenue came from day passes. Mr. Spinney also noted that food and beverage did okay but not as well as anticipated. Mr. Spinney explained that MRI Consultant Rita Donaldson believes there is \$114,000 in the Rec Fund and given the account started with \$75,000 there was a profit for three quarters but there was not a lot of operation in the third quarter to examine given that operations did not start until November 2023. Inventory reconciliations were requested to be seen by the WEA Board of Directors and that has already started with the inventory conducted with the auditors. Ms. Patti noted that the summer was incredibly wet which undoubtedly impacted operations given that outdoor activities are not enjoyable with poor weather. Mr. Spinney complemented Ms. Seward and Mr. Cahill for their hard work and commended the amicable and transparent relationship that has developed between the two entities.

### **2022 Audit**

Ms. Patti noted that the District's 2022 Audit has been completed and is included in the handout for the community. Ms. Patti pointed out the unreserved/unassigned fund balance total of \$1,277,079 that can be found on page 10 of the final audit in "Exhibit D-1: Statement of



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Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual (Non-GAAP Budgetary Basis) General Fund For the Fiscal Year Ended December 31, 2022”.

### **Forgiveness of Debt Owed by WEA**

Ms. Patti explained that the 2022 Recreation Management Agreement (RMA) was over-optimistic for WEA income and that it was known that it would become an issue as 2022 progressed. Mr. Spinney expressed that he had made a motion in a meeting at a prior meeting in the fall of ‘23 to forgive up to \$250,000 by authorizing the FM to expend up to that amount with unreserved/unassigned monies. Ms. Patti confirmed and elaborated that through auditing and accounting work it has been determined that the debt from WEA is actually \$188,000 and that this item of business is to complete that process properly. Mr. Diefenbach asked if the process was legal and was the District funding the Rec Fund with tax revenue. Ms. Patti assured the community that it was legal and that in 2006 when the Rec Fund was established it was established with the understanding that it would be funded through fees and charges rather than tax revenue which is the other way that NH law allows for Rec Funds to be funded and that prior transfers of tax revenue into that account were problematic.

*Ms. Patti moved to forgive, effective on December 31, 2023, the interfund debt of \$188,465 (as of December 31, 2023) owed to the District General Operating Fund from the Rec Fund by using unreserved/unassigned fund balance monies. Mr. Panuczak duly seconded the motion. Motion carried with a roll call vote 3:0 Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

### **Reimbursement from Water to District for Employee Payroll & Benefits**

The materials were not provided by Ms. Donaldson from MRI thus Ms. Patti moved this item of business to the January 31, 2024 meeting agenda.

### **Administrative Services Agreement Signed**

Ms. Patti explained that the District and the Association have reached an amicable agreement regarding compensation of staff time for the work that District staff do on behalf of the Association.

### **Resignation of Michael Palm from Planning Board**

Ms. Patti stated that the resignation of Mr. Michael Palm due to a change of circumstances has created a vacancy on the Planning Board. A notice will be sent to the community to solicit volunteers for the position. Mr. Panuczak stated that the Planning Board’s Public Hearing scheduled for Saturday, January 13, 2024 has been canceled/postponed. Mr. Panuczak explained that the public hearing is being scheduled for the purpose of sharing the draft Master Plan and get feedback from those who have not already reviewed the document. Ms. Patti stated for the community that copies of the Master Plan can be found at the Community Center and on the District’s website.



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**Next Meeting: January 31, 2024**

### **Public Comment**

Ms. Patti opened the meeting to public comment.

Scott Sallaway, via Zoom, asked if it was possible for the District to post meeting notices to the Waterville Estates Association FaceBook page. Ms. Patti asked Mr. Jim Cahill and Ms. Linda Ivers, as members of the WEA Board of Directors, speaks to the specific inquiry of using the Association's FaceBook page. Mr. Cahill is open to the suggestion and stated that he can speak with Ms. Smith to discuss the suggestion. Mr. Sallaway asked if there a way to have a veterans' property tax credit? Ms. Patti does not know if the Village District can provide a tax credit but will ask. What is the lawsuit and what is the status of the lawsuit? Mr. Spinney stated that the District cannot speak to the details of litigation as it has not been resolved. Mr. Sallaway asked if there were other avenues that he can utilize to research the litigation the District is involved in. Ms. Smith will communicate with Mr. Sallaway regarding that information. Mr. Sallaway asked for clarification regarding a statement in the draft Master Plan concerning short-term rentals and how it will impact the Village District. Mr. Panuczak replied that Mr. Sallaway's inquiry would be best answered by the Planning Board either at their next meeting or at the Public Hearing. Mr. Sallaway asked if there was a long-term plan for permitting short-term rentals in the Estates. Mr. Panuczak stated that the Planning Board does not have any intention to take on any planning or zoning authority now or in the future.

### **Non-Public Session**

*Ms. Patti motioned to enter into non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Mr. Panuczak duly seconded motion and it passed at 7:25 PM by a 3:0 roll call vote: Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*

Non-public session was entered at 7:30 PM, Commissioners Patti, Panuczak, and Spinney were present in person as well as the General Manager Ron Beard and Water Department Administrator Allison Smith.

### **Resumption of Public Session**

*Mr. Spinney motioned to exit non-public session at 9:02 PM, Mr. Panuczak duly seconded and the motion passed by a 3:0 roll call vote: Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.* Public session was entered at 9:02 PM. Commissioners Patti, Panuczak, and Spinney were present in person as well as General Manager Ron Beard.

*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 a 3:0 roll call vote: Mr. Spinney - aye, Ms. Patti - aye, Mr. Panuczak - aye.*



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**Adjourn Meeting**

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

Meeting adjourned at 9:04 PM.

Prepared by Allison Smith