



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

WEVD 2024 Meeting APPROVED Minutes
February 29, 2024 – 6:00 PM

Approved as amended on March 26, 2024.

Attendees: Commissioners Maureen Patti, Gerry Panuczak. General Manager Ron Beard.

Members of the public: none.

Members excused: David Spinney.

Attendees via Zoom: Chris Gerber, Beth Ellingwood, Jaime Oldmixon and two unidentified zoom participants.

Call to order: Commissioner Patti called the meeting to order at 6:00 PM.

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

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

Adoption of Agenda.

Ms. Patti requested taking item 10.B out of order and adding two items as follows: 10.C Proposed modifications RMA attachment Operating Schedule, and 10.D Snowmaking infrastructure costs. Mr. Panuczak agreed.

GENERAL CALENDAR ITEMS

Annual Meeting Prep – Who is speaking to which Warrant Article, preparedness (Audio Visual vendor, Police presence, Counsel presence), etc.

The discussion began with a discussion about the annual meeting preparation which was requested by Mr. Oldmixon who was present on Zoom. Ms. Patti summarized the following assignments of the warrant articles to individuals for discussion during the meeting: Mr. Spinney was assigned Warrant Article 2, Mr. Panuczak assigned Articles 4, 5, 6, and 7. Ms. Patti offered to handle Article 8, due to her involvement in drafting it. Additionally, the arrangements with Campton PD for scheduling and



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

presence of Council from Upton and Hatfield at the meeting were discussed. The Supervisors of the Checklist were contacted by Ms. Smith. The audiovisual vendor was said to be lined up, and Mr. Oldmixon will coordinate with Mr. Beard regarding room setup details closer to the meeting date. The Commissioners thanked Mr. Oldmixon for his work on getting ready for the Annual Meeting.

The discussion also touched on the scheduling of the meeting. Ms. Patti mentioned that Thornton had picked the same date for their meeting, necessitating a change. The meeting was rescheduled to March 23rd, with arrangements made to avoid conflicting with other town meetings. Everyone involved was informed of the change, ensuring compliance with procedural requirements.

Approval of Minutes

a. February 13, 2024

Ms. Patti made a motion to amend the draft minutes of 2/13/2024 consistent with the 24 amendments prepared by Ms. Patti. Mr. Panuczak duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to make the amended minutes of 2/13/2024 the official meeting minutes. Mr. Panuczak duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to amend the 15 amendments prepared by Ms. Patti for the 2/15/2024 draft minutes by inserting a 16th amendment between #4 and #5 and that is to substitute the word “excavator” on line 60 and 61 and delete the words “skid steer”. Mr. Panuczak duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to amend the draft minutes of 2/15/2024 consistent with the amended 16 amendments prepared by Ms. Patti. Mr. Panuczak duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to make the amended minutes of 2/15/2024 the official meeting minutes. Mr. Panuczak duly seconded and motion carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Treasurer’s Report



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

Ms. Patti brought up the Treasurer's Report, which was in the packet. She mentioned that she had reviewed it and found it satisfactory. Mr. Panuczak had a question regarding the REC fund, particularly about some question marks in the notes regarding a negative flow. Mr. Beard suggested that the delay in moving the money, as voted on previously, might be the reason for the negative flow. There was discussion about the amount, which was about \$1000, and whether it was before or after the move. Ms. Patti asked Mr. Beard to speak to the Treasurer to clarify the situation and inform the Commissioners after.

General Manager's Report

Mr. Beard discussed the completion of snowmaking for the season, noting that 202,490 gallons of well water were produced without issues and 53.5 hours of run time were logged. He highlighted a testing period for the well's viability, during which the well ran nonstop for two days without problems. There was discussion about the adequacy of the rental tank size and considerations for a larger size for a permanent tank.

Mr. Beard also reported on the completion of the Summit Lodge painting project, which received positive feedback from the Commissioners.

Additionally, maintenance updates were provided, including annual maintenance for boilers and sand replacement for the pool filters.

Mr. Beard also noted that February vacation week went well, with positive contributions from staff members.

Committee / Board Reports:

a. Planning Board

Mr. Panuczak provided updates from the Planning Board, mentioning plans for a public hearing regarding the draft Master Plan scheduled for April 13th at 10:00 AM at the Summit Lodge.

b. Water & Roads

No update was provided.

c. Records

No update was provided.

d. Improving Amenity Profitability



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

Mr. Panuczak also updates on marketing efforts for the Lodge and the mountain, highlighting efforts to enhance online presence and marketing materials. He mentioned improvements in recapturing social media accounts, and domain ownership for better management and continuity. He also noted that hardcopy marketing materials are also being developed for distribution at the front desk and local ski rental places. The marketing strategy was seen as crucial for future success, especially with hopes for more robust snowmaking in the upcoming seasons. Additionally, Mr. Panuczak mentioned ongoing discussions to finalize the business model for the mountain with Tom Lithgow from Resort Logic Inc.

CONSENT CALENDAR

Manifests and the Treasurer's Report

Ms. Patti made a motion to approve the Treasurer's Report in the handout. Motion carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to approve the manifests and the Treasurer's Report in the handout. Motion carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti requested adding item 10.E to the agenda for Campton Mountain Revenues Report.

GENERAL CALENDAR ITEMS

a. Human Resources Vendor

Mr. Beard and Ms. Patti provided information about a prospective HR administration agency and expressed confidence in moving forward with them, highlighting the cost-effectiveness and comprehensive services they offer. The package discussed included dedicated HR manager support, policy development, employee training, ongoing compliance monitoring, etc.

The costs associated with the HR vendor were outlined as follows:

1. Monthly Fee: \$699
2. One-time Setup Fee: \$1500

These costs include services such as dedicated HR manager support, core and custom HR policies, five job descriptions, and various communication channels for support.

Mr. Beard clarified that the agency would conduct an initial audit of the District's current policies and HR practices and provide necessary tools to ensure compliance, which then will also be periodically monitored. Mr. Panuczak agreed with the decision to proceed with this vendor and suggested



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

obtaining the contract for review and approval. Ms. Patti acknowledged the need for the contract and expressed willingness to move forward once it is obtained.

10.C Proposed modifications RMA attachment Operating Schedule

An error was discovered in the RMA attachment B (Facilities Operating Schedule) for the facilities operation during the summer season. Specifically, the oversight was related to the operating hours on Fridays and Saturdays, which were incorrectly listed as 8:00 PM instead of the intended 10:00 PM. Upon discovering the error, Mr. Beard brought it to the attention of WEA Board President Jim Cahill. It was agreed that the error should be formally addressed and corrected. Therefore, the decision was made to initiate an amendment to rectify the mistake and ensure that the operating schedule accurately reflected the intended hours of operation.

Ms. Patti made a motion to craft an amendment to the RMA Agreement Attachment B (Facilities Operating Schedule) to change the hours of concession operation in the summer time operation on Fridays from noon to 10:00 PM and Saturdays from noon to 10:00 PM. Mr. Panuczak duly seconded and motion carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Ms. Patti will draft the amendment with Ms. Smith and secure Commissioner signatures, then provide the amendment to Mr. Cahill.

10.D Snowmaking infrastructure costs.

Discussion revolved around the snowmaking infrastructure costs and the challenges encountered in the payment process. Initially, there was an understanding that third-party invoices would be paid directly by WEA through Evergreen Management, the entity distributing CIF funds. However, due to various reasons, including the timing of vendor invoices and processing procedures, this approach became problematic and the District had to get involved and is now in need of being reimbursed by WEA. As a result, it was determined that a public hearing would be required regarding expenditures related to snowmaking infrastructure. This would involve distinguishing between reimbursements to the District with CIF funds for expenses paid by the District; and the District accepting the increase in value to the District property in the form of improved snowmaking infrastructure which was paid for by directly by WEA. The distinction is crucial because infrastructure installed on district property becomes the property of the district, necessitating proper procedures for accepting the increase in value. Therefore, two separate public hearings will be needed, one of which had been scheduled in 2023 already for the 2023 funds but has been postponed.

The discussion highlighted the importance of conducting public hearings to address these matters and ensure compliance with procedural requirements.



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

10.E. Campton Mountain Revenues Report.

Mr. Panuczak listed the revenue numbers for each category:

Food: Up by \$4,500
Beer: Up by \$7,000
Alcohol: Up by \$2,500
Wine: Up by \$500
Apparel: Up by \$1,500
Bottle sodas: Up by \$1,800
Non-alcoholic beverages: Up by \$150
Events: Up by \$300
Ski ticket sales: Up by \$12,842

Overall, revenue increased from approximately \$98,665 to almost \$130,000 compared to the previous year.

This success was attributed to improved operational changes, more days open, marketing strategies, and the implementation of a new business model. Collaboration between different entities such as the WEA Board and the Commission, along with having the right staff in place, played crucial roles in driving this growth. Overall, there was optimism about Campton Mountain's future potential, with confidence that continued efforts in marketing, operations, and strategic planning will lead to further growth and success.

Next Meeting:

March 13, 2024 @ 6 p.m. – Meeting & PUBLIC HEARINGS to accept improvements to the Community Center and Ski Area.

March 23, 2024 @ 10 a.m. - The Annual Meeting.

Public Comment Period

- Beth Ellingwood, via Zoom asked for clarification about a question she asked at the previous meeting where she recalled a recent offset of \$188,000, possibly for recreation, but was unsure about the process and reference to historical data and the Master Plan survey, seeking clarification on how it worked. Mr. Spinney then responded that it was not related to the Master Plan survey, however she looked up the Commission submission for the 2022 Annual Report which she quotes as follows: “The Commission has built into the proposed 2023 budget the use of tax revenues to cover the remaining, anticipated costs for recreation operations, in



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

accordance with the historical practices of the Estates and the recent Planning Board Master Plan survey results.” Some points were then raised by Ms. Ellingwood, which include the reliance on a Master Plan survey for budget decision-making when there is no actual Master Plan in place.

Ms. Patti explained that the reference to the Master Plan Survey (the rate of response to which was over 50 percent) was used to indicate community support for using tax revenue for recreation.

- Ms. Ellingwood raised several issues with the survey process, including reported discrepancies in survey distribution, which excluded sending by US Mail, confusion surrounding response collection methods, the elimination of in-person meetings and a second survey, and concerns about the exclusion of non-full-time residents from the decision-making process. These points collectively underscored her broader concern about the transparency and inclusivity of the survey process, suggesting a need for improved methods to ensure fair representation and community engagement.

Ms. Patti clarified that the reference in the Annual Report submission was intended to convey the Commissioners' perspective on using tax revenue to support recreation, aligning with historical practices in the community. She emphasized that the mention of survey results was not an attempt to deceive or manipulate, as the Commissioners were not involved in conducting the survey. Instead, it reflected the Commission's philosophical approach to budget allocation, aiming to align taxpayer funds with the desires of the community as expressed through various channels, including surveys.

Mr. Panuczak also suggested that all the issues with the survey should be brought up to the Planning Board as the it was ultimately responsible for conducting the survey.

- Ms. Ellingwood expressed frustration with being directed to the Planning Board for their concerns, emphasizing that the Village District ultimately made decisions regarding recreation.

Mr. Panuczak countered by asserting that the Planning Board was responsible for implementing the Master Plan, while the Village District focused on budget allocation. He clarified that the reference to using tax money for recreation in the annual report was based on historical practices and survey results indicating community support.

- Ms. Ellingwood expressed frustration over the lack of clarity regarding the survey process, noting discrepancies in messaging and concerns about the inclusion of community comments. She highlighted the confusion surrounding the survey's purpose and distribution, as well as the absence of indication that responses would influence budget allocation. Additionally, Ms. Ellingwood raised concerns about the exclusion of non-full-time residents from the process and questioned the effectiveness of community engagement efforts, such as the elimination of



562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

meetings and the second survey. She emphasized the need for transparency and equitable representation in decision-making processes.

Mr. Panuczak responded by emphasizing individual responsibility in participating in government processes, stating that all Commission and Planning Board meetings are public. He acknowledged Ms. Ellingwood's perspective but suggested that further debate on this matter was not appropriate for the current forum. Ms. Patti thanked Ms. Ellingwood for her input but indicated that they may not be able to offer a response that fully satisfies their concerns, concluding the exchange.

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

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a). Mr. Panuczak duly seconded. Motion carried with a roll call vote 2:0. Ms. Patti – aye, Mr. Panuczak – aye.

Non-public session was entered at 7:02 PM, Commissioners Patti and Panuczak were present in person as well as the General Manager Ron Beard.

Resumption of Public Session

Mr. Panuczak motioned to exit non-public session at 7:45 PM. Ms. Patti duly seconded. Motion carried with a roll call vote 2:0. Ms. Patti – aye, Mr. Panuczak – aye.

Public session was entered at 7:46 PM. Commissioners Patti and Panuczak were present in person'

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. Motion carried with a roll call vote 2:0. Ms. Patti – aye, Mr. Panuczak – aye.

Adjourn Meeting

Mr. Panuczak made a motion to adjourn the meeting. Ms. Patti seconded. Motion carried with a roll call vote 2:0. Ms. Patti – aye, Mr. Panuczak – aye.

Meeting adjourned at 7:46 PM.

Prepared by Alvina Snegach