



# Waterville Estates Village District

March 25, 2015

## Minutes

### I. MEETING CALLED TO ORDER

A. Lloyd called the meeting to order at 5:00 PM. Attendees: Corey Smith, Lloyd Willey, Mike Baumann, Harry Learned, Judy Kinney, and Clerk Barbara Lajeunesse. Also present were WEA Board members Art Marks and Mike Hering.

B. Establish New Seating Arrangements & Rules of Order – Lloyd described the new seating arrangements for the Village District meetings. Commissioners will sit on one side of the table, any WEA Board members will sit on the opposite side of the table, and the visitors will sit along the wall facing the Commissioners. Visiting Board members will be seated at the table opposite the Commissioners; and if someone wants to speak, the Chair has to recognize them first.

II. APPROVE FEBRUARY MEETING MINUTES - Harry made a motion to accept the February 13, 2015 minutes as amended. Mike seconded. All approved.

### III. FINANCIAL REPORT – Year-to-Date Operations for 2015.

A. Revenues have been delayed from the Town, but we are almost caught up. Since it is so early in the year, Corey did a comparison of last year at this time vs. this year rather than a comparison against the yearly budget.

B. Corey explained the discrepancy in the heating bill between the two years is based on the different company we are using this year vs. last and how their deliveries are done.

### IV. OLD BUSINESS

A. NEW ACCOUNTANT SEARCH RESULTS – Judy has spoken with several accounting firms who have all had experience with municipalities. Corey suggested we get proposals from the three top choices by the middle of May. Lloyd wants to get the person on board by the end of May.

B. 2015 BUDGET HEARING PROPOSED BUDGETS FOR 2015 – Will be based upon the assumption that we receive enough money from the Association for the Rec. Center so we don't have another shortage at the end of the year. If we don't get the proposed dues increase, we will end up on the hole again. In the past, the VD bailed out the Association of their shortfall, but the VD made it clear that it would not do it again.

The levels that the VD supplement's the Rec. fund are fixed and firm for 2015 upon passage of the WEVD budget in April. Any overruns will be met with cuts in services.

- i. CASH FLOW ANALYSIS – Corey did a quick overview of how the reserve fund works to put money aside each year for known future maintenance so that we don't have a shortfall in the future when we need to make large repairs such as septic, roof maintenance, Rec. Ctr. Maintenance, back-up power, new wells, etc.
- ii. GROWTH AND CAPITAL ITEMS – We are looking at possible small business' enterprise ideas for the ski area for the nine months of the year that it isn't used. Capital items are the kitchen expansion or upgrade and the ADA improvements.
- iii. OPERATING EXPENSES – Corey mentioned the bond on the water tank of \$41,680 is a small amount of debt compared to the amount of money our budget is. Lloyd mentioned that we looked back over the last ten years when making the 2015 Budget to see how much we've been paying for certain items such as contractor plowing to make sure we stay on track. Corey talked about certain items and explained the items that had a larger discrepancy between budget and actuals.
  1. Harry Bertino asked if it cost us more to have our own people do plowing than hiring someone. Lloyd pointed out that our cost includes extra insurance, truck maintenance, etc. when our own staff does it. We settled on a plan that was for convenience because the cost was not that much different historically. Corey explained that we have done this both ways at the VD, and historically the costs are not significantly different. So the decision is made on a changing convenience basis.
  2. Harry Bertino also asked about the backhoe repairs of \$14,000. Corey showed the list of all those repairs. Hydraulics and radiator issues were the bulk of those repairs.
  3. James Paino Jr. asked if the lighting could be turned off to help reduce the cost of electricity. We have installed motion detectors throughout the building so they go off automatically when no one is there, and we use low-energy bulbs. The lighting uses much less electricity than the pumps, pool heating, etc. Corey explained that we recently revamped the fluorescent lighting throughout the building, with a grant paying for 1/2 the cost, with the install and equipment each being about 1/2 the cost.
  4. Another guest asked if we have looked into solar or wind power. Corey said we did an analysis of solar, geothermal, wind, and burning wood chips for co-generation. All require substantial initial investment. It hasn't been looked at for about six years, but it may be something we

should revisit. Mike Hering mentioned his son installs solar panels, and there is a lot of up front capital involved with about a 10-year payback.

5. Matt Beyer asked about the new truck and if it was approved. Judy said it was approved at the annual meeting last year, but the purchase will be made in 2015.
6. We will be asking the membership for an approval of increase of 1.6% in the taxes, which is about \$20,000. The tax increase will be spread over all the owners, which is about \$25-30 per household.
7. Art asked if we could see if we could get a grant for our ADA improvements. It was suggested we go out to the membership to see if there is anyone who would write a grant for us.
8. Harry Bertino asked if the truck is included in the moneys we would be asking for; and if the truck was going to cost more than the approved amount, would we have a special meeting to discuss it. Lloyd explained that the Commission can move money from one area to another if necessary as long as the bottom line stays the same. It is impossible to know the exact amount, but the approval is for the addition of a truck, not the exact amount.

V. WARRANT ARTICLES – to be voted on at the WEVD Annual Meeting on Saturday, April 18, 2015 at 10 AM in the Summit Lounge:

- A. To choose one Commissioner for the three-year term, and the Clerk and Treasurer for the ensuing year.
- B. To see if the District will vote to raise and appropriate the sum of one million five hundred fifteen thousand one hundred twelve dollars and no cents (\$1,515,112.00) to fund the remainder of the 2015 operating budget with an offset of two hundred thirty eight thousand six hundred sixty four dollar and no cents (\$238,664.00) to come from the unreserved fund balance.

VI. SKI AREA OPERATIONS – The WEA Board will give a more in-depth look at the ski area operations at the annual meeting. Corey reviewed the budget comparison to last year. We've sold more ski tickets than last year. Food is up, liquor and beer are up, and non-alcoholic drinks went down. More people have found out about it, and every time someone comes, they are amazed and bring more people with them the next time. There was an unexpected expense for the ski lift of \$15,000 because the rope on the rope tow had to be replaced

Mark Melanson asked what the break-even point is for the ski area. Lloyd said the budget for the ski area is part of the WEA's budget and he should ask them at their next meeting. Mark fired off a series of questions all related to the same question and received the same response.

VII. HVAC AND GENERATOR INSTALLATION UPDATE – Corey said we are still waiting on the installation of the generators. The purpose for the generators is to make sure if there is a

power outage, we won't be without water and to be sure the Community Center has power as a safe haven for residents

VIII. ADA UPDATE – The architect did a study of our buildings. As was stated in the last meeting, in terms of the law, there is not a need for elevators which has allowed us to take care of the other things we can fix. Harry B said his reference said if there are 3,200 sq. feet in your building and there are three floors or more, you have to have an elevator. Lloyd asked Harry Bertino if he had the information that he said at the last meeting he would obtain, that demonstrated we need to have elevators. Lloyd had asked Harry for the source and specifics on the requirements, and Harry Bertino did not have them. Lloyd mentioned there will be significant changes by summer such as the parking lot, Summit Lodge accessibility, and the family changing room upgrade. Mark Melanson commented that we shouldn't have to have \$100,000+ in extra expenses for ADA compliance because of the work done improperly on the pool and bathroom projects. Corey explained that this is a false recount of events and that, in fact, at the time of the project work, certain provisions (such as widening stalls, lowering counter tops, building of the new pool deck at the same height as the stage access door and so forth) would alleviate the bulk of the need to reconfigure anything in the future (if and when ADA improvement requests were made). Corey also reiterated discussions from past meetings explaining that WEVD, at the time, had no prior requests for handicap accessibility improvements by anyone with a handicap in the WE Community; and as such, it was seen as municipally reasonable to their fiduciary responsibility to not spend on such upgrades until it was required.

IX. NEW BUSINESS

A. ELECTION PROCEDURE – Formalize Existing Procedure – Lloyd said there have been questions in the past regarding our election procedure. You have to be a resident and a registered voter in Campton or Thornton. You get nominated at the meeting, and you will be given the opportunity to speak, then the election takes place. Mike made a motion to accept the procedure lined out in the agenda, Harry seconded it, all approved. Judy will post the Policies and Procedures on the website, and they are attached as an addendum to these minutes

B. SWIMMING POOL CONSTRUCTION REPORT – Corey put together for the membership a comprehensive report of the pool construction. The pool expansion was a result of a membership vote due to overcrowding. The original cost estimate for the pool back in 2012 was \$200,000. It was voted on in 2013 to do a design/build. There were many knowns and unknowns, and there were several meetings to discuss these. Corey saved WEVD the designer cost because he did the design himself using the AutoCAD program and did the technical design elements in conjunction with the Department of Environmental Services. We had initially anticipated finishing it by the end of 2013; but due to very bad weather in the spring, and then the subsequent decision of the Board to cease construction during July and August, it was delayed and put on hold to the fall of 2013. It was then our goal for getting it done by July 2014. The total cost of \$160,000 for the pool includes the cost of tools needed, additional decks, site preparation, fence expansion, major drainage reconstructions, site preparation, filter room construction, and \$93,704 for the pool itself. It was noted that the presented

\$95,000 quote for pool and spa construction lacked several features that the pool we build had, such as: double reinforced walls with double rebar, fully insulated pool walls, fiber impregnated cement, double thickness main wall (wall facing other pool), significantly larger hot tub (more than twice as big), upgraded multiple LED lighting system, higher quality chemical injection systems, double sanitation via ultra violet lighting sanitation system in addition to the chemical sanitation, increased filtration rates, increased filter sizes, and probably most importantly, we built a drainable pool with ultra-deep frost walls. Mike Hering said we saved a considerable amount of money doing most of the work ourselves, and we avoided change orders and additions that saved us even more. Mike has been a contractor for 40 years and said when you do a design/build yourself, the cost is significantly less.

- C. CAPITAL PROJECT SUMMARY REPORT FORM – In an effort to be more transparent to the WE membership with moneys spent by the WEVD, Lloyd created a report form for us to use for each new capital project of \$15,000 or more that shows the items involved in the project and the cost of each item. The report will be prepared within 90 days after the project is completed. Harry made a motion that we produce this report for all projects of \$15,000 or more, Mike seconded, all approved.

Lloyd Willey and Mike Hering both praised the great work that Corey has done to save the membership untold dollars because of either doing the work himself or having our own staff do it instead of going to an outside vendor. One example given was the overflowing dam issue. The cost for holding back the water with perforated pilings was going to be \$70,000 plus engineering costs that would have brought the total cost to over \$100,000. Corey worked with the fire department to use their pumps to pump it down to the lower pond and then had the engineer sign off on the work. The total cost was under \$8,000.

- X. Next meeting is the WEVD Annual Meeting on Saturday, April 18, 2015 at 10:00 AM.
- XI. Lloyd called for adjournment at 7:35 PM. All agreed.
- XII. Executive Session