

WATERVILLE ESTATES VILLAGE DISTRICT

April 1, 2021 MEETING MINUTES

Attendees: Matt Smith, Maureen Patti, Gerry Panuczak, Judy Kinney, Corey Smith, Robert Diefenbach. Commissioner Herlihy was not in attendance.

Guests: Harry Bertino, Jim Murphy, and other unidentifiable parties via Zoom.

Call to Order: Ms. Patti called the meeting to order at 9:00 AM.

Covid Zoom Declaration: Ms. Patti read the declaration authorizing a zoom meeting per the Governor's orders.

Roll Call: Ms. Patti, aye, Mr. Panuczak, aye.

Adoption of Agenda: The agenda was adopted with a motion by Ms. Patti and a second by Mr. Panuczak. Adoption carried unanimously by roll call vote.

Approval of Previous Meeting Minutes.: Mr. Patti made a motion to accept the March 17, 2021 meeting minutes, Mr. Panuczak seconded the motion and it carried by unanimous roll call vote. Ms. Patti made a motion to approve the March 6, 2021 meeting minutes with four corrections. Under Roads and Water add paperwork, the Athletic Court Committee should be referred to as the Outdoor Court Committee, delete the errant letter b under Bank Signature Cards, under E-mail Upgrade it should read WEA to move to a new mail server, and change Executive Session to Non-Public Session. Mr. Panuczak seconded the motion and it carried by unanimous roll call vote. Ms. Patti made a motion to approve the March 13, 2021 meeting minutes with three corrections. On Warrant Article 8 it should read no discussion took place, change Executive Session to Non-Public Session, and change Mr. Patti to Ms. Patti. Mr. Panuczak seconded the motion and it carried by unanimous roll call vote. Ms. Patti made a motion to approve the March 26, 2021 meeting minutes with six corrections. Under Guests it should read other unidentifiable parties, under Review of Warrant Articles it should read deadline for providing to AGM, under Review of Proposed Budget paragraph 1 it should read as an offset, under Review of Proposed Budget paragraph 5 change Ms. Herlihy to Mr., under Review of Proposed Budget paragraph 6 it should read can be left in the budget but, and under Non-Public Session it should read motioned to enter non-public session pursuant to RSA 91-A:3, II (c). Mr. Panuczak seconded the motion and it carried by unanimous roll call vote.

General Manager's Report:

General: Ms. Patti asked if Mr. Panuczak had any questions and he did. He asked Mr. C. Smith for cost estimate of district labor to date as well as an estimate of district labor to complete the work in the Women's Locker Room. Mr. C. Smith stated \$1135 had been spent to date, and stated the total cost when completed would be less than \$5000. Additional discussion took place. Mr. Panuczak asked to be kept up to date and Mr. C. Smith said he would do that. Ms. Patti asked about water intrusion into the Women's Locker Room. Mr. C. Smith said the snow plow pile had created an ice dam and that the hot tar coating on the wall needed to be refreshed. More discussion took place. Ms. Patti brought forward the agenda item about the indoor spa and the agenda item about ADA. Discussion took place about logistics and whether a committee should be formed as requested by Mr. C. Smith. Mr. Panuczak stated that the GM should handle the hot tub and a committee should be formed to review ADA throughout the Recreation Center. Mr. C. Smith countered that a hot tub committee would be analogous to the outdoor courts committee. Discussion took place about logistics. Ms. Patti asked Mr. C. Smith to share the report from the ADA consultant's review from years earlier.

Treasurer's Report:

General: Mr. Diefenbach stated there was nothing significant to report.

Committee Reports:

Advisory Budget Committee: Mr. Panuczak said the committee was close to submitting recommendations to the commissioners.

Planning Board: Mr. Panuczak said sub-committees were working on community surveys.

Records Committee: Ms. Patti said the committee would be meeting April 6th.

Roads and Water Committee: Mr. Olemixon provided an update on the Water Ordinance, zone meters, and

revisions to the water rate. Mr. C. Smith stated that he was unclear about the direction to take on the zone meters. He can find no indication in meeting minutes that the sizing was supposed to be checked by DuBois and King and that checking the meter sizing was not in their scope of work. He thought sizing review was only supposed to happen at the Pegwood tank. Mr. Olemixon stated that Nick from DuBois and King was to review all meter sizing with a meter professional. Mr. C. Smith stated that DuBois and King indicated that reading well level was the first priority. He indicated that of the \$37k allocated, \$14k had been spent on the SCADA software upgrades and the rest had been spent on the well level sensor installation. He also stated meters were on order and if sizing was to be reviewed, he needed direction.

Outdoor Courts Committee: The Committee will give a presentation on April 6th followed by a question and answer period.

WEA Representative: No representative was present and no report was provided.

Consent Calendar:

Check Manifests: Ms. Patti made a motion to accept the manifest, Mr. Panuczak seconded and the manifest was accepted by unanimous roll call vote.

Acceptance of Committee Reports: Ms. Patti made a motion to accept the reports, Mr. Panuczak seconded and the reports were accepted by unanimous roll call vote.

General Calendar:

Oshkosh: Mr. Panuczak indicated the truck was not suitable for the grades in the community, a CDL is required which no employees have, and a second truck was found at the Village yard. Discussion took place around disposing the two trucks whether as trucks or scrap. Mr. C. Smith indicated the trucks were for scenarios where a 4' snow storm is followed by rain. Discussion took place around the trucks left exposed to the elements and having an employee get a CDL. The matter was tabled for a future meeting.

Grader: Mr. C. Smith stated the grader could be made operational for \$2100. Discussions took place around options and logistics. There is \$1k in the budget for grader repair and \$5k in the budget for contracting for grader work. The matter was tabled for a future meeting.

New Auditor: Ms. Patti made a motion to solicit bids for a new auditor, Mr. Panuczak seconded, and the motion carried unanimously by roll call vote. Mr. Panuczak said that based on his municipal experience, it was a good idea to change auditors every few years to get a fresh set of eyes on the books.

Agenda items d and e: Ms. Patti stated we would skip these items.

Recreation Management Agreement Committee: Ms. Patti made a motion to appoint Mark Canfield and Joseph Feiner to the committee, Mr. Panuczak seconded and the motion carried by unanimous roll call vote.

Snow Making Committee: Mr. Panuczak made a motion to appoint Charles Goodhue, S. Van Raulton, Jaime Olemixon, Andy Ericson, and Rick LeBlanc to the committee, Ms. Patti seconded and the motion carried by unanimous roll call vote. Discussion took place around whether this duplicated a WEA committee. Mr. Panuczak indicated the WEA committee has no official members, has produced no meeting minutes, and WEA had not responded to his inquiries.

Virtual Meetings as Webinars: Discussion took place around the recent first time use of Zoom webinar. Further discussion will occur in the 14th.

Annual Meeting: The meeting will start at 8AM. There has been coordination with Police, Supervisors of the Checklist, and an AV consultant. Discussion took place.

Set the Next Meeting: Ms. Patti indicated the next meeting would be 4/14/21 and the annual meeting would be 4/24/21.

Recess: Ms. Patti called for a recess at 10:19 AM to prepare for the Public Comment Segment.

Resumption: Ms. Patti called the meeting back to order at 10:24 AM.

Public Comment Period: Mr. Bertino asked about the status of the lease and asked what the names of the committees that were formed and the names of the members. Ms. Patti said the Village was still working on the lease and that Committee names and Committee member names would be provided.

Non-Public Session: Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II

(a), Mr. Panuczak seconded and the motion passed at 10:27 AM by unanimous roll call vote. Non-public session was entered at 10:40 AM. Mr. C. Smith was present in non-public session.

Resumption of Public Session: Mr. Panuczak motioned to re-enter public session, Ms. Patti seconded and the motion passed unanimously by roll call vote at 12:04 PM. Public session was entered at 12:05 PM. The non-public 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. The motion passed by unanimous roll call vote

Adjournment: Mr. Panuczak motioned to adjourn the meeting, Ms. Patti seconded, and the motion passed unanimously by roll call vote at 12:08 PM.

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