

WATERVILLE ESTATES VILLAGE DISTRICT

December 15, 2020 MEETING MINUTES

Attendees: Matt Smith, Maureen Patti, John Herlihy, Corey Smith, Gerry Panuczak, Judy Kinney

Guests: Ned McElroy, Harry Bertino, Jim Murphy, Mike Hering, other parties, some unidentifiable, via zoom.

Call to Order: Mr. Herlihy called the meeting to order at 2:02 PM.

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

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

Approve Previous Meeting Minutes: Mr. Herlihy asked about the December 12, 2020 meeting minutes, Mr. M. Smith stated he was waiting for the zoom video and chat recordings to complete the minutes.

Treasurer's Report:

General: Ms. Ivers reported on bank balances, the need to transfer money from the Meredith Village Bank account to pay a paving bill, and the balance of \$116921.62 for the work approved in Warrant Article 3 from 2019. She stated she needed a signature from Mr. Panuczak for the bank signature card. Mr. Herlihy asked about an electronic signature for other administrative approvals beyond approving checks. Ms. Ivers stated that this could be done.

General Manager's Report:

General: Mr. C. Smith provided an update on snow management plans and the vehicles available for that purpose. Mr. Herlihy stated we need a log book for each vehicle to be kept in the vehicle. Discussion took place around the accident involving damage to the road grader. Discussion took place around the fact that Ray, even though part time, is still a village employee and should follow village safety procedures which required medical attention and a drug test. Ray declined medical attention and went home after the accident. Mr. Panuczak recommended Steve get his CDL. The insurer is coming to inspect the grader for an estimate of damage, but if totaled it will be difficult to come up with a figure as that make and model of grader is no longer manufactured. Discussion took place around sand for winter traction management and whether it could be used as fill when water lines are repaired.

Ski Lodge Pro Forma Budget: Mr. C. Smith presented spreadsheets providing an analysis of Ski Lodge operation profit and loss under varying "same store sales" declines based in last years numbers. A 70% decline in revenue will result in an operating loss of \$30,000. A 25% decline in revenue will result in operating income of \$14,000. Mr. C. Smith stated that the Association Board wishes to take any Recreation Revolving Fund surplus into next year and that no additional dues or taxes would be required for operation as 2021 would most likely still be a year with reduced services. Discussion took place around food and beverage pricing with Mr. C. Smith indicating it was market base and people with picture passes get a 10% discount. Discussion took place about raising prices to cover any operating losses. Ms. Patti asked about the performance of the "takeout" operations this spring. Mr. C. Smith indicated there was no takeout service this spring. Ms. Patti asked if that meant we were guessing when it came to takeout service performance and Mr. C. Smith indicated yes. Discussion took place around advertising takeout service using social media, road signs, and other methods. Mr. C. Smith said he would look into that and it was a good idea. Discussions took place around the logistics of how people would order and pick up takeout food and beverage. Mr. C. Smith indicated that plans need to be finalized. Mr. Herlihy asked if the ticket prices had been set.

Ski Lodge Pro Forma Budget (cont.): Mr. C. Smith stated that the Association Board of Directors sets the ticket prices. Ms. Patti asked if \$31 covers the costs of skiing. Mr. C. Smith stated that the village has not contributed to the ski area for a few years and would need to do so. He asked Ms. Ivers to confirm that the village has not contributed which she did. Mr. Herlihy asked about wine and beer inventory and whether we could limit the selection for inventory management. Mr. C. Smith stated that beverage offerings was the purview of the Association Board of Directors. Mr. Herlihy asked if inventory was purchased with village funds. Mr. C. Smith stated no, it was the Recreation Revolving Fund which is Association money as it is funded by dues. Discussion took place around the Onetouch Bistro software and whether it could help us track success. Discussion took place around the cleanliness of the Ski Area. Mr. Panuczak asked about debris outside the Lodge and loose siding on the Lodge.

Safety: Ms. Patti suggested we should be having a safety meeting a month until the audit items have been addressed.

Water System: Mr. Herlihy asked if we had begun marking water valves throughout the community. Mr. C. Smith stated that he could not get to it as a result of winter plowing and addressing items in the safety audit. Mr. Herlihy indicated we would move on to New Business, but Mr. C. Smith asked to amend his previous statement and expressed that he would get to the water valve marking.

New Business:

Warrant Articles: Ms. Patti provided a schedule of actions needed and deadlines to be met as we approach the annual meeting. Discussion took place around how to move the budget forward. Mr. C. Smith suggested that he, Ms. Kinney and Mr. Panuczak should meet to review. Mr. Panuczak pointed out that Mr. Canfield is the Advisory Budget Committee Chair and should be involved. Mr. C. Smith stated that it was an informal process. Discussion took place around resolving the issue of Friends of Campton Mountain money. Ms. Patti observed that we needed to wait for direction from the Attorney General's office. Mr. Panuczak stated that we still need to write a warrant article to deal with the mechanics. Ms. Patti made a motion that we post the Warrants and budget by 3/1/21., Mr. Panuczak seconded, and the motion passed by unanimous roll call vote. Mr. C. Smith stated that it was not enough time. Petitioned Warrant Articles were due by 5th Tuesday before the annual meeting.

Locker Room Update: Mr. Herlihy indicated that the Commissioners would discuss this at the next meeting.

CDL: Mr. Herlihy stated that we should get one of our staff a CDL. Steve is interested. It was also suggested he get his water system license. Ms. Patti said all village drivers should have their CDL.

Old Business:

Lease: Mr. Herlihy indicated that there is still no lease.

Recreation Management Agreement Budget: Mr. Herlihy indicated that the Association has yet to provide a budget. Mr. C. Smith asserted that the Recreation Revolving Fund budget was the Association budget. Ms. Patti stated that the Recreation Management Agreement had an 11/1 deadline for submitting a detailed proposal of requested recreational activities and associated budget and that the Commissioners needed more detail than what the Association has submitted to date and that submission was not compliant with the RMA.

Pest Control: Mr. Panuczak stated that we had three proposals for pest control and would review this at the next meeting.

HVAC: Mr. Panuczak stated that we had three proposals from engineers to review the facility HVAC and electrical. Mr. M. Smith gave an update on vendors and prices. The low bid was Dubois and King at \$10,750. Mr. Herlihy asked Ms. Ivers if a line item was available. She indicated there were several budget line items that could be tapped. Mr. Herlihy made a motion to accept the quote from Dubois and King, Mr. Panuczak seconded and the motion carried by unanimous roll call vote. Mr. Herlihy asked Mr. M. Smith to notify the bidders.

Water Meters: Mr. C. Smith indicated that Dubois and King was most interested in recording well levels and that he would concentrate on getting that work done first.

Committee Reports:

Budget Committee: Mr. Panuczak indicated that the Budget Committee has had two meetings since the last report. At one they determined a mission/vision statement. At the next, they met with Steve to work on budget numbers.

Planning Board: Mr. M. Smith stated that the next meeting would be 12/17/20 and would be a meeting with The North Country Council about how they might help us with our master plan.

Water Committee: Mr. Herlihy indicated that we had submitted a proposal for a grant.

Records Committee: Ms. Patti made a motion that the Commissioners approve the new Records and Right to Know policies via consent agenda, Mr. Herlihy seconded and the motion passed by unanimous roll call vote.

CBU Committee: Ms. Patti stated that the committee was awaiting direction from the village attorney about who can pay for the required mailboxes.

Court Committee: Mr. Ketchum provided an update.

Regular Commissioner Meeting Schedule: The Commissioners will meet one Wednesday a month at 6 PM and a Thursday or Saturday a month at 9AM.

Set the Next Meeting: Mr. Herlihy indicated the next meeting would be 12/30/20 at 6PM.

Executive Session: Ms. Patti motioned to enter non-public session for the reasons stated in RSA91-A, III (a), Mr. Panuczak seconded and the motion passed unanimously by roll call vote at 3:56PM. Session was entered at 4:05PM.

Resumption of Public Session: Mr. Herlihy motioned to re-enter public session, Mr. Panuczak seconded and the motion passed unanimously by roll call vote at 6:07PM. Mr. Herlihy motioned to seal the non-public session minutes as it would adversely affect the reputation of someone other than the Commissioners, Ms. Patti seconded and the motion passed unanimously by roll call.

Adjournment: Mr. Herlihy motioned to adjourn the meeting, Ms. Patti seconded, and the motion passed unanimously by roll call vote at 6:10PM.