

WATERVILLE ESTATES VILLAGE DISTRICT

February 4, 2021 MEETING MINUTES

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

Guests: Harry Bertino, Jim Murphy, Anthony Patti, Jaime Oldmixon, Jack Letvinchuk, Ryan Timms, Kerry Casey, Charles Goodhue, Susan Alessandri, Claire Denton, Keith Barnes, Alan Gould and other unidentifiable parties via Zoom.

Call to Order: Mr. Herlihy asked Ms. Patti to act as Chair for the meeting and she called it to order at 9:00 AM.

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

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

Approval of Agenda: The agenda was approved with one modification removing item e and replacing it with a discussion on the DuBois and King proposal to assist in writing the water ordinance..

Municipal Resources Inc.: Mr. Gould provided information about his firm and the request for proposal from the Village District about the seven items we need help with covering the water fund, recreation revolving fund, staffing and accounting. He indicated that John Scruton, acting as quarterback, could handle all the items except #2. Producing formal accounting procedures to be compiled into a manual for approval by governing body to improve our following GAAP, ensure our QuickBooks folders mirror the line items of the Budget approved at the Annual Meeting, and increase efficiency. He indicated it would likely require other MRI staff (CPA's), but he believed MRI had compiled such a manual for another municipality and he believes MRI could simply provide that manual to WEVD for adoption. Mr. Panuczak asked if they could help us understand close the \$250k hole created by the Associations default on the Recreation Management Agreement. He also wanted to know if MRI could help us properly constrict the 2021 annual budget, set up proper capital preservation funds, and help the planning board with the Master Plan. Mr. Gould said yes. Mr. Panuczak asked how much money it would cost to help with the list of seven items. Mr. Gould estimated \$7500. Ms. Patti read items 1 though 5 of 7 since it wasn't in the handout. 1. Establishing the best method to correct how we fund the water system. 2. Producing formal accounting procedures to be compiled into a manual for approval by governing body to improve our following GAAP, ensure our QuickBooks folders mirror the line items of the Budget approved at the Annual Meeting, and increase efficiency. 3. Addressing the recurring problem of the language which created the 2006 Recreational Revolving Fund in both a Warrant Article and draft accounting procedures to eliminate recurring questions about the Rec Fund accounting. 4. Re-organize how infrastructure and recreational expenses are assigned to and spread between the General Fund and the Revolving Recreation Fund. 5. Update the Personnel Manual. She indicated the full list would be forwarded to the community and published on the website. There were no more questions for Mr. Gould and he left the meeting.

General Manager's Report:

General: Mr. Panuczak observed the ventilation quote for the ski lodge was \$46k compared to the \$12k estimated by the General Manager and approved by the Commissioners. Mr. C. Smith said it did not include the UV lights, that \$4k was spent on the ERV's installed in the locker room, and that he could not recommend spending the \$46k with long equipment lead times and the Phase II report dues soon. Mr. Panuczak indicated we should have a final report in a month. Discussion took place around timelines and contract statuses. Ms. Patti indicated she had talked to Village counsel about volunteers running the rope two. Discussions took place around logistics. Volunteers would have workman's compensation coverage by signing an updated volunteer agreement. Mr. C. Smith indicated having volunteers operate the ski lift is more complicated and is still waiting for answers from our insurers. Ms. Patti thanked Mr. C. Smith for taking the initiative in investigating the issue of insurance coverage for off-hours and uphill skiing (skinning).

General (cont.): Mr. C. Smith expressed concern about the check signing policy and the need to pay liquor bills in 10 days stating that we needed to make an exception to the rule. Ms. Patti observed that our powers come from

the state and we have no ability to change the rules. Discussion took place around how to manage the liquor commissions payment requirements to retain our license. Mr. C. Smith reported on an auto accident that damaged the Community Center propane tank lines. He also indicated there is a question of whether the Village or Amerigas owns the tank. Neither entity can prove ownership. He thinks the Village purchased in 1997 for around \$10k. Discussion took place around the pros and cons of owning the tank.

General Calendar:

MRI: Ms. Patti made a motion to retain MRI for an amount not to exceed \$7500 using the Consulting line item, Mr. Panuczak seconded and the motion passed by unanimous roll call vote.

Appointment of Treasurer: Mr. Panuczak indicated that Rob Diefenbach and Ryan Timms put themselves forward as interim Treasurer. Mr. Dieffenbach had questions which Mr. Panuczak answered but did not hear back from Mr. Diefenbach and he was not in attendance. Mr. Timms was in attendance and answered questions about his willingness and ability to fulfill the role. Ms. Patti expressed gratitude for the many contributions of Linda Ivers as Treasurer. Ms. Patti made a motion to appoint Mr. Timms, seconded by Mr. Herlihy. The motion passed with Mr. Panuczak recusing himself from the vote and Ms. Patti and Mr. Herlihy voting aye by roll call vote. It was suggested Mr. Timms consider Mr. Diefenbach as Deputy Treasurer.

DuBois and King Phase II and III: Ms. Patti indicated DuBois and King visited the site this week. Mr. C. Smith indicated that they toured every building. Discussion continued about next phase timelines.

Water Ordinance: Mr. Herlihy thank Mr. Oldmixon for his many hours of work on this issue. He indicated that we needed professional help crafting the water ordinance and there were required statutory elements and there was a need for a policy that was consistent and fair for all users. Mr. Herlihy indicated DuBois and King quoted \$1900 for meetings and \$5500 for the document production for a total of \$7400 and made a motion to accept the proposal. Ms. Patti seconded and the motion passed by unanimous roll call vote. At this point Mr. Herlihy departed the meeting for vacation, leaving a quorum of Commissioners still able to conduct the meeting.

Ladies Locker Room: Mr. Panuczak said he was amenable for Mr. C. Smith to act as project manager provided someone else take over as PM for the HVAC study. Mr. C. Smith said he was amenable and recommend Mr. M. Smith for the HVAC PM role. Mr. Smith said he would take the role and follow up with DuBois and King on the reports. Mr. Panuczak said he was waiting for the next meeting of the Association's Locker Room Committee and that there would need to be a public hearing to accept the increased value that the Association's work in the Ladies Locker Room would add as a Village asset. Ms. Patti suggested we might add the public hearing to the February 17th agenda.

Approval of Meeting Minutes: Ms. Patti indicated minutes were not yet available and they would review at the next meeting.

Treasurer's Report:

General: Ms. Patti indicated there was a report in the handout. Discussion took place around the check manigest and in particular two payments of approximately \$700. Mr. C. Smith provided some details as they involved emergency repairs to ski operations. Ms. Patti observed that they were to be paid out of the general fund and asked whether it should be paid out of the recreation revolving fund.

Committee Reports:

Planning Board: The commissioners accepted the report as submitted with no questions.

Athletic Courts Committee: The commissioners accepted the report as submitted with no questions.

Advisory Budget Committee: Mr. Panuczak asked if the Records Committee had a budget number for records retention to recommend to the Budget Committee. Ms. Patti indicated there were two parts involved. One for email correspondence retention and another for other public records. She indicated we had some numbers on email retention but needed to resolve the Associations joint participation in the email domain. She asked Mr. C.

Smith to contact the Association and get answers so we may move forward. On other records, Mr. M. Smith is reaching out to James Dorr to see if there are more cost effective options.

Records Committee: Mr. Smith indicated there was no report as there has been no activity.

Cluster Box Unit (Mailbox) Committee: Ms. Patti has legal opinions from two sources that paying for these units is not a valid Village purpose so the Association will have to address. She will provide additional information to the CBU committee and will forward all the information collected and created to the WEA Board president.

Water and Roads Committee: With Mr. Herlihy having departed there was no discussion.

WEA Representative: Mr. Hering was not present and Ms. Denton indicated she was not in a position to provide an update.

Consent Calendar:

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

Set the Next Meeting: Ms. Patti indicated the next meeting would be 2/17/21 at 6:00 PM. She said the Public Hearing to accept the grant money for the water system would be 2/11/21 at 9:00 AM.

Recess: Ms. Patti called for a recess at 10:16 AM to prepare for the Public Comment Segment.

Resumption: Ms. Patti called the meeting back to order at 10:23 AM.

Public Comment Period: There were no comments.

Executive Session: Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II (a) and RSA 91A:3, II (I), Mr. Panuczak seconded and the motion passed by roll call vote at 10:27 AM with Ms. Patti, aye and Mr. Panuczak, aye. Non-public session was entered at 10:37 AM. Ms. Kinney and Mr. C. Smith were present in non-public session.

Resumption of Public Session: Ms. Patti motioned to re-enter public session, Mr. Panuczak seconded and the motion passed unanimously by roll call vote at 11:17 AM. Public session was entered at 11:20 AM. The non-public session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti and a unanimous roll call vote as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner.

Adjournment: Mr. Panuczak motioned to adjourn the meeting, Ms. Patti seconded, and the motion passed unanimously by roll call vote at 11:22 AM.