

## WATERVILLE ESTATES VILLAGE DISTRICT

March 6, 2021 MEETING MINUTES

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

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

**Call to Order:** Mr. Herlihy called the meeting to order at 9:00 AM.

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

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

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

**Approval of Previous Meeting Minutes.:** Mr. Patti made a motion to accept the February 17, 2021 meeting minutes with two corrections. On page one, approval of meeting minutes, change "correct" to "accept with one correction". At the end of the paragraph, change "had a copy of the Check Manifest" to "had received a copy of the Check Manifest". Mr. Herlihy seconded the motion and it carried by unanimous roll call vote. Ms. Patti made a motion to approve the February 19, 2021 meeting minutes with one correction. On page one, water master plan grant, change "posted about next meeting" to "posted about next water and roads committee meeting". Mr. Herlihy seconded the motion and it carried by unanimous roll call vote.

### **Treasurer's Report:**

**General:** Mr. Diefenbach reported on bank statement balances. Mr. Herlihy made a motion to accept the report with the modification that they were based on January 2021 statements, Ms. Patti seconded and the motion carried by unanimous roll call vote.

### **General Manager's Report:**

**General:** Discussion took place about the potential structural damage and the status of the rigid electrical conduit in the dead space below the hot tub. Ms. Patti suggested a Budget Meeting for 3/19 at 9 AM. Mr. Herlihy accepted the GM's report.

### **Committee Reports:**

**Roads and Water:** Mr. Herlihy reported that he need to complete paperwarl that would authorize him to sign for the municipality regarding the DES grant for the water system. He indicated the roads are stable. He stated that the water master plan is on hold until the grant is approved.

**Athletic Courts Committee:** Mr. Herlihy asked if clay courts were considered. Mr. Ketcham stated they were not much cheaper and had a much higher maintenance cost. The committee will produce two warrants for replacement of the courts. Mr. Herlihy accepted the committees report.

**Budget Advisory Committee:** A report was provided. Mr. Herlihy stated refinements are under way.

**WEA Representative:** Mr. Hering asked that if the Board of Directors and Board of Commissioners were unable to come to terms with the Recreation Management Agreement by April 15<sup>th</sup>, that they proceed with recreation anyway. Ms. Patti said that this would be discussed under general calendar but did not see a problem extending the deadline.

**Planning Board:** Mr. Panuczak sates the Board would be meeting Thursday, March 11, 2021 to interview three vendors who have submitted proposals to assist with developing a master plan.

### **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. Herlihy seconded and the reports were accepted by unanimous roll call vote.

## **General Calendar:**

**Bank Signature Cards:** Ms. Kinney indicated the bank needs meeting minutes showing b who has been added or removed from check signing privileges. Ms. Patti made a motion to add Mr. Herlihy, Mr. Panuczak, Ms. Patti, Mr. Diefenbach, and Mr. Timms. Mr. Panuczak seconded, and the motion carried unanimously by roll call vote. Ms. Patti made a motion to remove Ms. Ivers. Mr. Herlihy seconded, and the motion carried unanimously by roll call vote.

**Executor for Water Grant:** Ms. Patti made a motion to appoint Mr. Herlihy as Executor for the Water Grant. Mr. Panuczak seconded, and the motion carried unanimously by roll call vote with Mr. Herlihy recusing himself from the vote.

**Budget Advisory Committee Appointment:** Mr. Herlihy made a motion to appoint Mr. Diefenbach to the Budget Advisory Committee. Mr. Panuczak seconded, and the motion carried unanimously by roll call vote.

**Recreation Management Agreement Committee:** Ms. Patti made a motion to create a committee to recommend revisions to the recreation management agreement. Mr. Panuczak seconded, and the motion carried unanimously by roll call vote. Mr. Herlihy indicated the time frame was immediate and said he would serve on the committee for the Board of Commissioners. Ms. Patti said we could appoint members at the Warrant meeting if candidates have stepped forward.

**Municipal Water System SCADA Update:** Discussion took place around updating the SCADA system as it is at its end of life. Mr. Herlihy asked Mr. Diefenbach if we have the funds. Mr. Diefenbach states there was not enough money in the water fund. Ms. Kinney stated the fund balance was around \$4300. Discussion took place around the fact that this expenditure was approved in 2020 and where to get the money. Mr. C. Smith said the SCADA was still working and the larger issue was cyber security. He also claimed the software update was not part of the vote in 2020. Discussion took place around who would place the order for the software update. Heated discussion took place. Mr. Panuczak observed that the Budget Advisory Committee have included three items in the budget including this software, ski tower catwalks, and the plow truck. Ms. Kinney stated that DRA says we do not need to redo the warrant for the plow truck. It was a special warrant article and the money can be spent. Ms. Patti said we can still take action on the SCADA upgrade without a formal approval of the budget. Ms. Patti said we should transfer the required money from the general fund. Mr. Herlihy made a motion to transfer \$13,795, Mr. Panuczak seconded, and the motion carried by unanimous roll call vote.

**Pool Leak:** Mr. Herlihy stated that with summer and recreation center re-opening coming, we needed to address the leak in the piping for the outdoor pool. Heated discussion took place with Mr. Herlihy observing there was no plan to address this issue and one was needed. Various options were discussed as Rowell Services had scoped the piping and had not found any problems. Mr. C. Smith committed to taking action as soon as the ice was out of the pool and frost was out of the ground.

**WEVD Facebook Page:** Ms. Patti discussed the Village Facebook page. She said the Village Facebook page needs modifications. Ms. Patti made a motion to hire Ms. Canfield's daughter for \$250, Mr. Panuczak seconded and the motion carried by unanimous roll call vote.

**Clerk Stamp:** Ms. Patti discussed the use of a stamp at the Town of Thornton used by the clerk to certify meeting minutes. Discussion took place around the benefits, logistics, and working of stamps. Ms. Patti made a motion to spend \$240 for five or six stamps, one for each committee chair, and one stamp for the clerk. Mr. Panuczak seconded and the motion carried by unanimous roll call vote.

**Annual Meeting:** Discussion took place around the logistics and costs of using Campton Elementary to hold the annual meeting. Further review is required.

**Email Upgrade:** Mr. Herlihy provided details on why the upgrade was necessary, primarily for statutory retention and reducing legal liability. Ms. Patti made a motion to upgrade to Google Vault and pay any necessary costs for WEA t move to a new mail server domain. Mr. Herlihy seconded and the motion carried via unanimous roll call vote. Discussion took place around how to set up accounts to improve professional presentation and reduce cost through generic mail accounts like [planningboardchair@waterville-estates.com](mailto:planningboardchair@waterville-estates.com).

**Set the Next Meeting:** Mr. Herlihy indicated the next meeting would be 3/19/21 at 9:00 AM.

**Recess:** Mr. Herlihy called for a recess at 10:23 AM to prepare for the Public Comment Segment.

**Resumption:** Mr. Herlihy called the meeting back to order at 10:35 AM.

**Public Comment Period:** Mr. Bertino thanked the Board of Commissioners, Treasurer, and Clerk for a vast improvement in how meetings were conducted. He recommended that each Condo Association have representation on the Recreation Management Agreement Committee. He asked what recreation there was for residents and Northeast Passage, an adaptive sports program for veterans. He asked what had become of the proposal made by Art Marks in 2020. Ms. Patti said she would forward information on Northeast Passage to Mr., Hering and the Board of Directors.

**Executive Session:** Mr. Herlihy motioned to enter non-public session for the purposes described in RSA 91A:3, II (c), Mr. Panuczak seconded and the motion passed by roll call vote at 10:41 AM by unanimous roll call vote. Non-public session was entered at 10:46 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 12:43 PM. Public session was entered at 12:45 PM. The non-public session minutes were sealed by a motion from Mr. Panuczak, a second by Mr. Herlihy, 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. Herlihy motioned to adjourn the meeting, Mr. Panuczak seconded, and the motion passed unanimously by roll call vote at 12:48 PM.

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