



WATERVILLE ESTATES VILLAGE DISTRICT
COMMISSIONER'S MEETING

FEBRUARY 4, 2021

WEVD COMMISSION MEETING AGENDA for February 4, 2021

1. Call to Order
2. Virtual Checklist and Roll Call of Commissioners
3. Adoption of Agenda
4. President and COO of Municipal Resources Inc., Mr. Alan Gould
5. GM's Report
6. GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)
 - a. Motion to Retain Municipal Resources Inc.
 - b. Appointment of Treasurer
 - c. Dubois & King, Phase II and III
 - d. Renovation of Ladies' Locker Room
 - e. Request for community activity re: improving gardens at parks & commons
7. Approval of Past Meeting Minutes
8. Treasurer's Report
9. Committee Reports
 - a. Planning Board
 - b. Water & Roads
 - c. Outdoor Courts
 - d. Advisory Budget
 - e. Records
 - f. HOA representative
 - g. Mail Box OR Cluster Box Unit Committee
10. CONSENT CALENDAR
 - a. Manifests
11. Next Board of Commissioner Meeting Wednesday, FEBRUARY 17, 2021 at 6 p.m.
12. Public Hearing re: Water System Grant -- February 11, 2021 at 9 a.m.
13. Ten minute recess
14. Public Comment Period
15. Non-Public Session
16. Adjourn Meeting

FEBRUARY 4TH PLAN TO ENSURE FAIR & OPEN PUBLIC STATEMENT PERIOD IN WEVD VIRTUAL MEETINGS:

Given that our virtual meetings have been accessed by Waterville Estates community members in three forms – online via Zoom, on the phone via Zoom, and in person at the Summit Lounge at the Community Center – the Board of Commissioners hopes to address the issues surrounding public comment or statements in the following manner:

1. Public Statements will be taken near the conclusion of the meeting (Agenda Item #14), consistent with the longstanding WEVD Meeting Policy.

2. The Chair will ask all persons who are attending online and who wish to speak during the public statement portion of the meeting to send an email to the AGM, Ms. Kinney at wea.judy@waterville-estates.com. These requests can be made at any time during the meeting.
3. The Chair, before the public statement period, will take a recess in the meeting.
4. The Chair will ask all persons who are attending on their telephones to call into the Community Center during the recess so Ms. Kinney can compile a list of all those telephonic attendees who wish to speak. There should be no difficulty leaving the Zoom meeting to place this call and then re-entering the meeting. THE NUMBER TO REACH MS. KINNEY DURING THE RECESS IS 603.726.3082.
5. The Chair will ask those attending the physical location where the meeting is broadcast to alert Ms. Kinney during the recess of a desire to speak during the public comment period.
6. The Chair will call on the persons identified by Ms. Kinney during the public statement portion of the meeting.

Please review the WEVD Meeting Policy. *All speakers will be granted up to three (3) minutes to make a statement.*

In accordance with the New Hampshire Municipal Association's article, "Crafting Rules of Procedure for Your Public Body" (March/April 2019), *public comment is a time for members of the public to speak; it is not a "question and answer session" with the public body.*

The Board of Commissioners hopes this process will ensure fair access to make public statements. We will continue to work to improve this process in consultation with legal counsel and our staff. The virtual meeting process has improved access for our community members but has been hampered by unanticipated difficulties and burdens. Hopefully, this plan will help ensure equal access to make public comments.

WEVD MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST 48 HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.
2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.
 - A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
 - B. THE REQUEST MUST CONTAIN THE SUBJECT MATER OF THE REQUEST.
 - C. ANY DISCUSSION PERTAINING TO WEA HOA AND NOT PERTAINING TO THE WEVD WILL NOT BE DISCUSSED.

- D. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.
 - E. VIDEO EQUIPMENT WILL BE ALLOWED AND PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.
3. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING.
 4. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the **WATERVILLE ESTATES VILLAGE DISTRICT COMMISSION**, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

In accordance with the Emergency Order, I am confirming the we are :

A) We are utilizing **ZOOM** for this electronic meeting.¹ All members of the Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following

+1 929 205 6099, the meeting ID is 918 6038 1099, **Passcode: 406704** or by clicking on the following website address: <https://zoom.us/j/91860381099?pwd=aFBtQVBDVTA4OXpxWHFia3Y5bkc0QT09>

B) *Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the WATERVILLE ESTATES at: www.waterville-estates.com.

C) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call 603-726-3082 or email at: wea.judy@waterville-estates.com.

D) *Providing a physical location to the meeting, in person at the Recreation Center's Summit lounge, and broadcast by telephone, with additional access possibilities by video:*

E) *Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

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Meredith, NH 03253
www.mrigov.com



Telephone: (603) 279-0352
Toll Free: (866) 501-0352
all@mrigov.com

PROFESSIONAL SERVICES AGREEMENT

I. PARTIES TO THE AGREEMENT

This Agreement, dated _____, is to retain professional consulting services for Waterville Estates Village District (**The Client**), to be provided by **Municipal Resources, Inc. (MRI)**, and is lawfully entered into between the Client by its Board of Commissioners, and MRI by its authorized representative, Alan S. Gould, President.

II. SCOPE OF WORK

MRI will assign John Scruton, an experienced municipal manager to provide administrative/managerial support and guidance to the Client, to the extent the Board of Commissioners feels is appropriate. Mr. Scruton's schedule and hours of work will be coordinated to fit the needs of the Client and will be provided remotely.

III. MRI PERSONNEL IN CHARGE

Alan S. Gould, will serve as Principal-In-Charge of this engagement. John Scruton will serve as Lead Consultant, interfacing directly with the Client. Other MRI consultants may be called upon to provide specialized services, with the prior approval of the Commission.

IV. FEES AND CHARGES

Our services for this project will be provided on a time and expenses basis. MRI will provide monthly a detailed, itemized description of the services provided and expenses incurred. Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed.

Fees for professional services will be calculated at the appropriate billable hourly rate for personnel assigned, as follows:

John Scruton/Senior Municipal Management Consultant	\$80.00/hour
Senior Finance Consultant	\$95.00/hour

Travel time, if required during the term of this engagement, will be billed at 50% of the normal hourly rate after the first hour of roundtrip travel to the Client's location. Mileage will be billed at the current IRS per mile travel rate after the first 30 miles roundtrip to the Client's location.

V. TERM

This agreement shall remain in force and effect through completion of the assignment. Either party may terminate the Agreement with 5 days advance written notice to the other party.

THIS CONTRACT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I, ATTACHED HERETO AND INCORPORATED HEREWITH.

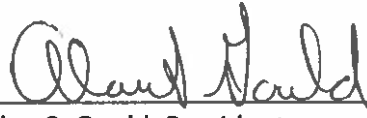
ACCEPTED AND AGREED

WATERVILLE ESTATES VILLAGE DISTRICT

MUNICIPAL RESOURCES, INC.

Commissioner

Date: _____



Alan S. Gould, President

Date: 1/27/21

Commissioner

Date: _____

Commissioner

Date: _____



ADDENDUM I

A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business within this State as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, upon 30 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 30 days written notice, may request MRI to replace any of its consultants with another qualified representative.

C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client. Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:

- The MRI officer or principal responsible for the successful delivery of services and/or project completion and the client's contracting official(s) or officer(s);



- The specific details of the work to be performed;
- The MRI personnel to be assigned;
- The basis upon which MRI services are being retained, including the normal hourly rate(s), cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided;
- The Client's contact person responsible for administering the Supplement, activities or project and the associated reporting requirements; and
- Any special or other conditions such as time deadlines, special reporting requirements, budget limitations, or other similar constraints.

D. INDEMNIFICATION

The Client agrees to hold harmless, indemnify, and defend MRI, its agents, employees, and affiliates, while acting for and on behalf of the Client.

E. NON-SOLICITATION

The Client agrees that, for a period of one-year following the completion of the terms of this Agreement, they shall not, directly or indirectly, hire, solicit, or otherwise encourage any MRI personnel or affiliates assigned to this Agreement, to leave MRI's employment.

In the alternative, if the client should wish to hire any MRI personnel or affiliate assigned to this Agreement it agrees to compensate MRI with payment in the amount of 25% of that person's first year's total compensation package.

Initialed for Client: _____

Date: _____

Initialed for MRI: ASG

Date: January 27, 2021

Initialed for Client: _____

Date: _____

Initialed for Client: _____

Date: _____



Professional Experience

2011-2019: Town Administrator, Barrington, New Hampshire

2006-2011: City Manager of Rochester, New Hampshire

We were able to propose a level tax budget, which was within or below the tax cap, while successfully continuing to deliver quality services. At the same time, we did several major infrastructure projects, including a new well and water treatment plant, infiltration and inflow reductions along with major street and sidewalk reconstruction in East Rochester, reconstruction of the bridges on South Main Street and North Main Street, major vehicle and technical upgrades to assist in community policing, reconstruction of the major waterline into the city while moving it to Washington Street, complete reconstruction of that street along with paving and upgrades to several miles of other city streets. To help finance this broad effort we were able to obtain millions of dollars in federal and state grants. A key area of strategic planning was collaboration with other communities in the region to plan for future tightening of discharge standards for waste water and storm water to improve the quality of the Great Bay Estuary. We expanded economic development efforts, with our greatest success being the world headquarters of a large manufacturing company that is adding hundreds of high paying jobs. We also supported outreach to small businesses with job loans and the Main Street efforts. Despite the tight economy, we were able to maintain progressive labor relations while negotiating with the eight municipal collective bargaining units covering 95% of employees, including department heads.

Rochester has a population of approximately thirty thousand with a nonschool budget of about thirty-five million dollars. There are approximately two hundred fifty full-time employees. The total assessed value is two billion dollars.

2000-2006: Town Manager of Plaistow, New Hampshire

Some of our accomplishments included a stable tax rate, negotiation of the first multi-year Police labor contract and improved morale within the police department, creating an improved atmosphere at Town Hall, improved press coverage, developing a more thorough Capital Improvements Plan, establishment of the web page, establishment of email and policies for its use for town employees, and implementation of a computer and software replacement schedule. We began developing long-range plans for all town lands and buildings, including what needed to be acquired and sold. We started major renovations of the Town Hall as well as developing a designing for future expansion of the Safety Complex, relocation and construction of a new Public Works facility, and expansion of the water system.

Plaistow at that time had over a billion dollars in total property assessed valuation with over five hundred businesses, and a significant daytime service population for retail and commercial, estimated to be much greater than the residential population of eight thousand.

1999 to 2000: Director of Administrative Services of Nashua, New Hampshire

In this strong-mayor form of government I was responsible for the overall management and oversight of the following functions: Budgeting, Human Resources, MIS (computer and communication systems), Accounts Payable, Revenues, Tax Collection, Investments, Financial Reporting, Payroll, Purchasing, Assessing, Risk Management, and Records Management. These departments provide support to the other city divisions and departments including support to the school in payroll and risk management. Our most significant accomplishments were technology planning and implementation, risk management innovations, infrastructure investment with improvement in the city's bond rating and financial stability while working within a spending cap.

Nashua at that time was a city with a population of 83,000, a budget of \$162,000,000, with over 2000 full-time employees and 18 collective bargaining units.

1993-1999: Town Administrator of Goffstown, New Hampshire

This position was similar to a Town Manager position and included administration of all aspects of municipal government including Planning, Police, Fire, Public Works, Parks and Recreation, Finance, Personnel, and Assessing. Our most significant accomplishments were in financial administration, long range planning throughout the town including infrastructure improvements, technology planning and upgrades, labor negotiations, and grant applications.

Goffstown is a suburb of Manchester NH and had a population of 16,000 when I served there, with a budget (excluding schools) of \$11,000,000, with 100 full time municipal employees and approximately 80 part time employees.

1989-1993: Town Administrator of Farmington, New Hampshire

This position was similar to a Town Manager position and included administration of all aspects of municipal government including Public Safety, Public Works, Utilities and Administration. Our most significant accomplishments were in financial reorganization, environmental compliance, planning, grant writing and grant administration.

When I served in Farmington, it had a population of 5,700 with a budget (excluding schools) of \$2,300,000, with 35 full time and 65 part time municipal employees.

Education

Master of Public Administration, University of New Hampshire, Durham, NH
Master of Divinity, Gordon-Conwell Theological Seminary, South Hamilton, MA
Bachelor of Science, University of New Hampshire, Durham, NH

Professional Service and Recognition

“Credentialed Manager”, ICMA (International City/County Management Association)

One of first 71 managers internationally to receive this recognition.

“Certified Public Manager” recognition received from the American Academy of Certified Public Managers.

George C. Askew Award from American Academy of Certified Public Managers

President currently of the New Hampshire Association of Certified Public Managers.

President in 2008 of the New Hampshire Municipal Management Association. I have also held the other offices in this statewide organization.

Current Boards and Committees

Board of Trustees NH Public Risk Management Exchange (PRIMEX)

Cochecho River Local Advisory Committee

New Hampshire Association of Certified Public Managers

State of New Hampshire Housing and Community Development Planning Council

Past Boards and Committees

New Hampshire Municipal Management Association Executive Board

New Hampshire Municipal Advisory Committee

ICMA Annual Conference Planning Committee 2007

Farmington Board of Selectmen (chairman 3 years)

Farmington Planning Board, Conservation Commission, Budget Committee

NHMA Revenue and Intergovernmental Affairs Legislative Policy Committee

Planning Committee for the American Academy of Certified Public Manager’s Annual 2005 Convention (Chairman of a subcommittee)

Nashua Ethnic Awareness Committee

State of New Hampshire Pesticide Control Board

Organizations

American Academy of Certified Public Managers

American Society for Public Administration

ICMA, International City/County Management Association

New Hampshire Association of Certified Public Managers

New Hampshire LoGIN

New Hampshire Municipal Management Association

Managers Report 2/4/21

Old Business

Requests for 1/20/21 meeting (Previously provided but not presented publicly so reincluding for public disclosure)

Phase II of the D&K Environmental Study Findings and Action taken

The HVAC industry is not moving as quickly as we need, to provide any level of protection (as offered by the upgrades recommended by the engineers) within any reasonable timeframe.

If the boards wish to open Campton Mountain lodge indoors, it is unlikely we will be able to do so, this winter, without falling short of making upgrades recommended by D&K

Alliance Mechanical has given us a quote for placing 4 smaller HRVs in the ski area. That quote is for \$46,270 and is attached (and was previously sent to the commissioners)

Phase III of the D&K Environmental Study Pricing and Timeframes

Following from the bill received from D&K for phase III it would appear that this phase has been approved. Accounting never received a signed contract or agreement from the commissioners for phase I and phase II. Was there also one signed for phase III?

Provide the Chairlift State Inspection Report

The state has fully approved the opening of the ski mountain. The requested inspection report is attached.

Provide Staffing Requisitions and Positions Filled to Date.

Emaline Hart - takeout leader / bar
Zack Hunter - maint / lift opps
JamesCane - maint / lift opps
Justin Colling - takeout runner / lift opps
ErinTole- takeout runner / lift opps
Ellacoya Kunz - lift opps
Hally Crowe - ticket sales / lift opps / takeout
Alana - ticket sales / lift opps / takeout
Maggi Murdoc - ticket sales / lift opps / takeout
TomDuffield - ski patrol
Andy Bell - ski patrol
Jared Steer - ski patrol / maint
Kale Benton - kitchen
Ryan Lapatedo - kitchen
Joe Thorn - kitchen

Bernadette Georges - Admin / accounts receivable / office general support
*Since the time of this initial report 1/20/21, we have permanently lost, from employment;
Kale Benton, Ryan Lapatedo and Joe Thorn, all worked in the kitchen.

Covid -19 impact

Recently Myself, Ericka, Duffy and 6 other employees have to quarantine due to an employee testing positive for covid 19. At this time 4 more employees tested positive for covid, requiring quarantining, and 2 others with contact required quarantining.

Propane Tank Damage 1/17/21

On the morning of 1/17/21 a motorist slid down Hodgeman Hill Road and crashed through our barrier fence to the propane tank for the rec center building. Considerable damage was done to the fill line and the vapor line on the tank. In addition to the local police department and fire department, Amerigas technicians responded to assess and secure the leaning tank lines. Fortunately, no one was hurt. Also fortunate is the fact that the line to the building managed to avoid damage.

This past week (1/26/21) Amerigas contracted with a specialty propane services company, and successfully repaired the damage to the tank. The repair made did not replumb the lines to the fill station on Winterbrook road but rather installed a new connection at the parking spot by the tank. The propane tank was purchased from Alan Osterman of AO Energy in 1997 (I believe). A couple years ago, AmeriGas took the position that they owned the tank. We were unable to provide documentation that we owned it. Thus far I have no indication that we will be asked to cover the cost of repair. We are awaiting the official police report, which will give the contact information of the driver.

Bill paying policy

With management authority to sign checks revoked and with no treasurer to do quick, electronic payments, we are in jeopardy of not being able to maintain our liquor accounts with the NH Liquor commission/ liquor store. They require payment within 10 days of receipt of orders. We at times do not meet regularly enough to have signatures from commissioners, on payment checks in time to pay the bills. Commissioners should consider authorizing a signer for liquor invoice payments.

ACH Bank Transfers

Without signing authority, as GM, I think it is inappropriate for my continued authority to transfer funds withing your bank accounts. I have notified the bank and forwarded contacts for whoever WEVD decides should have this authority.

New Business

Ski Area Uphill Policy

Waterville Estates, WEA/WEVD has people using the mountain in closed hours to uphill climb and ski. This presents a liability issue. Primex, who holds the General Liability umbrella policy feels comfortable with the activity taking place as a public activity ad with the recreational use

protective laws providing protection. The coverage providers for the ski operations would like a policy adopted and posted on site. A draft policy has been sent to WEA board and WEVD commissioners, for review. In order to be covered by insurance, Resort Guard requires legal review of the policy by their industry specialist, attorney (Tim Tapply). The cost of the review is estimated to be under \$1,000. The document is under review and I hope to have it for the meeting on Wednesday 2/4/21.

Volunteerism Ski Area

Owners at the WEA annual meeting requested the ability to run the rope tow at times and an inquiry was made as to the feasibility. WEVD ultimately responsible, would need to endorse the activity. It was explained that record of training on the rope tow and a certified ski patrol would have to be present in addition to volunteerism forms being on file. At this time Covid-19 is also an oversight liability necessary to have documented training for. In light of these things being in place how would the commission like me to respond to the question of the possibility of such? Is there any other consideration the commissioners would like included in a formal or informal endorsement?



Date:	1/22/2021		
Submitted to:	Corey Smith General Manager Waterville Estates	Job/Project:	Install (4) EV300 Energy Recovery Ventilators

We hereby submit the following:

- Provide (4) RenewAire EV300's.
- Build a rack system from the ceiling of the shop.
- Hang the (4) ERVs from the new rack.
- Provide and install (2) 24"x24" louvers a minimum of 10' apart inside edge to inside edge on the exterior wall. One for intake and the other for exhaust.
- Provide and install duct plenums on each louver.
- Provide and install a (4) 12" round ducts through the shop and into the furnace room. There will be 2 12" duct per unit. One will be fresh air to the furnaces and the other will be exhaust from the furnaces.
- Tie (2) ERVs into one set of 12" ducts. We will be pulling exhaust air from the returns of the furnaces and exhausting outdoors through the exhaust louver. We will be pulling in fresh air from the intake louver and dumping it into the return ducts as close to the furnace as possible.
- Provide and install the line voltage electrical to the ERVs.
- Provide and install relays to operate the ERVs when the furnace fans are running.
- Perform and document the complete start-up of the system.

EXCLUSIONS: DDC wiring and programming; Ductwork painting and cleaning; Sprinkler systems and fire protection; Masonry cutting, coring, and patching; Concrete cutting, coring and patching; Roof cutting, patching and flashing; Asbestos and lead removal; Excavation and backfill; Coordination drawings; Liquidated damages; LEED requirements; Prevailing wages and Davis-Bacon Act; Bonds and Permits; Temporary Facilities and Services; Off hours, overtime and holidays.

We propose to complete the above referenced work for the amount of:

Forty-Six Thousand Two Hundred Seventy Dollars | \$46,270.00

Payment terms:
PROGRESS BILLING

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature: Sean Hurley Service Sales Manager		Note: This proposal may be withdrawn by us if not accepted within <u>15</u> days.
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Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment will be made as outlined above. If Alliance Mechanical undertakes collection of delinquent accounts, the customer agrees to promptly pay the balance due plus any and all costs of collection, including court costs, interest and reasonable attorney's fees.

Date of Acceptance _____ Authorized Signature: _____

**6 David Drive, Essex Jct., Vermont 05452 – 11 Interchange Drive, West Lebanon, NH 03784
190 West Street, Rutland, VT 05701 – 1494 Route 3A, Bow, NH 03304
Phone: 888-842-4822 Fax: 802-857-5019**



John J. Barthelmes
Commissioner of Safety

NEW HAMPSHIRE DEPARTMENT OF SAFETY
DIVISION OF FIRE SAFETY
TRAMWAY & AMUSEMENT RIDE SAFETY

33 HAZEN DR
CONCORD, NH 03305

Telephone: (603) 223-4289 Fax: (603) 223-4295

PASSENGER TRAMWAY SAFETY BUREAU INSPECTION REPORT

Date: 11/21/21 TRM Number: _____

To: WATERVILLE ESTATES (CAMPTON MIA)

Lift name: _____ Type: _____ Length: _____

Passenger Tramway located at: WATERVILLE ESTATES

Reveals that it fails to comply with the Rules, Regulations, and Codes of the New Hampshire Department of Safety and the New Hampshire Passenger Tramway Safety Board in the following respects which are listed below, together with the recommended corrective measures required.

Reply in writing to the Department of Safety, Passenger Tramway Safety Bureau, within ten (10) days, unless specified otherwise, that these points have been corrected as prescribed.

TRM 115	DOUBLE CHAIR
REVIEWED Auxilliary Engine operation. TUNED-UP Auxilliary Row well. Hooked up to LIST ALL PROBLEMS. Auxilliary system OK AT THIS TIME	

[Signature]
Inspector

[Signature]
Received By



John J. Barthelmes
Commissioner of Safety

NEW HAMPSHIRE DEPARTMENT OF SAFETY
DIVISION OF FIRE SAFETY
TRAMWAY & AMUSEMENT RIDE SAFETY

33 HAZEN DR
CONCORD, NH 03305

Telephone: (603) 223-4289 Fax: (603) 223-4295

PASSENGER TRAMWAY SAFETY BUREAU INSPECTION REPORT

Date: 12/18/20 TRM Number: 115 & 125

To: WATERVILLE ESTATES - CAMPION MAN

Lift name: _____ Type: _____ Length: _____

Passenger Tramway located at: WATERVILLE ESTATES

Reveals that it fails to comply with the Rules, Regulations, and Codes of the New Hampshire Department of Safety and the New Hampshire Passenger Tramway Safety Board in the following respects which are listed below, together with the recommended corrective measures required.

Reply in writing to the Department of Safety, Passenger Tramway Safety Bureau, within ten (10) days, unless specified otherwise, that these points have been corrected as prescribed.

TAM 115	STADEL	DOUBLE
1. FENCE AROUND COUNTERWEIGHT AND LOADING AREA.		
2. TEST ROLLBACK E. BRAKE ACTIVATION WINCHEL AND FUTURE CABLES ARE ADJUSTED CORRECTLY.		
3. NEED SEAT HEIGHT LOADING MEASUREMENT.		
4. REPLACE SAFETY CIRCUIT BATTERIES.		
5. EMERGENCY LIGHTS NEED REPAIR AT AUX. MOTOR.		
6. COMPLETE EVAC TRAINING.		
7. NEED "NO DOWNHILL LOADING" SIGNAGE AT TOP.		
8. POST EMERGENCY PROCEDURES TOP SHACK.		
9. CORRECT GRID CONTACT TOWER #2 UPHILL & DOWNHILL, TOWER #3 UPHILL		
10. TUNE UP AND OPERATE EVAC (AUXILIARY) TOWER #1 & #2 RE INSPECTION WHEN COMPLETE.		

[Signature]
Inspector

[Signature]
Received By



John J. Barthelmes
Commissioner of Safety

NEW HAMPSHIRE DEPARTMENT OF SAFETY
DIVISION OF FIRE SAFETY
TRAMWAY & AMUSEMENT RIDE SAFETY

33 HAZEN DR
CONCORD, NH 03305
Telephone: (603) 223-4289 Fax: (603) 223-4295

PASSENGER TRAMWAY SAFETY BUREAU INSPECTION REPORT

Date: 12/18/20

TRM Number: TRM 115 and 125

To: _____

Lift name: _____ Type: _____ Length: _____

Passenger Tramway located at: _____

Reveals that it fails to comply with the Rules, Regulations, and Codes of the New Hampshire Department of Safety and the New Hampshire Passenger Tramway Safety Board in the following respects which are listed below, together with the recommended corrective measures required.

Reply in writing to the Department of Safety, Passenger Tramway Safety Bureau, within ten (10) days, unless specified otherwise, that these points have been corrected as prescribed.

- | |
|--|
| TRM 125 ROPE TOW |
| 1. REPAIR FENCING AT LOAD AREA. |
| 2. NEED INSTRUCTIONS ON USE OF TOW AT LOAD AREA. |
| 3. UNCOVER SIGN "NO LOOSE CLOTHES LONG HAIR ETC" AT LOAD |
| 4. REPAIR FENCING AT DRIVE |
| 5. PROVIDE GUARD AT DRIVE PLATFORM AS DISCUSSED. |
| 6. MONITOR TREE LIMBS + SPACING AT/TWRA ROPE |
| |
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[Signature]
Inspector

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Received By

Account	December Balance (Reconciled)
Meredith Savings Bank	\$ 737,572.87
WVD	\$ 182,204.29
Rec Fund	\$ 78,230.79
Water	\$ 17,047.68
Friends of Campton Mtn.	\$ 37,481.00

WEVD Rec Fund
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
Bill	01/26/2021	Inv. # 2851863	02/05/2021	-SPLIT-	694.25
Total JP Pest Services					
New Hampshire Distributors, Inc.					
Bill	01/14/2021	Inv. # 696943	02/13/2021	-SPLIT-	136.40
Total New Hampshire Distributors, Inc.					
PFG - 83114 - Ski Area					
Bill	01/14/2021	Inv. # 6590393	01/24/2021	-SPLIT-	1,752.95
Total PFG - 83114 - Ski Area					
Spectrum - Ski Area					
Bill	01/15/2021		01/25/2021	-SPLIT-	523.04
Total Spectrum - Ski Area					
Staples Business Advantage					
Bill	01/11/2021		02/10/2021	-SPLIT-	25.69
Bill	01/15/2021	Ord. # 73226358...	02/14/2021	-SPLIT-	50.57
Bill	01/20/2021	Ord # 7322946206	02/19/2021	-SPLIT-	88.20
Total Staples Business Advantage					
State of NH - Criminal Record					
Bill	01/27/2021		02/06/2021	9300.08 · Criminal Record	25.00
Bill	01/27/2021		02/06/2021	9300.08 · Criminal Record	25.00
Bill	01/27/2021		02/06/2021	9300.08 · Criminal Record	25.00
Total State of NH - Criminal Record					
Tracy Duffy - E					
Bill	01/14/2021	Hannaford	01/24/2021	9005.07 · Food	78.44
Bill	01/17/2021	Campton Cupbo...	01/27/2021	8005.07 · Food	9.66
Bill	01/28/2021	Hannaford	02/07/2021	9005.07 · Food	56.96
Total Tracy Duffy - E					
Unifirst Corporation					
Bill	01/14/2021	Inv. # 4553492	02/13/2021	9500.29 · Laundry & Unif...	90.55
Bill	01/21/2021	Inv. # 4555453	02/20/2021	9500.29 · Laundry & Unif...	90.55
Total Unifirst Corporation					
TOTAL					7,237.36

10 THAL UVE ' b 100.00

WEVD Rec Fund
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
AmeriGas 202303127 SKI	01/19/2021	Inv. # 3117075889	02/18/2021	9300.10 · Building Heat	897.38
Total AmeriGas 202303127 SKI					897.38
BMI					
Bill	01/02/2021	Billing # 39056103	01/12/2021	9101.11 · Licenses & Fees	331.20
Total BMI					331.20
Capital One - 7517					
Bill	11/29/2020	Adobe Acropro	12/29/2020	9101.09 · Office Supplies	14.99
Bill	12/15/2020	Amazon	01/14/2021	9300.17 · Misc. Expenses	33.98
Bill	12/18/2020	Amazon	01/17/2021	9300.17 · Misc. Expenses	143.92
Bill	12/21/2020	Indeed	01/20/2021	9101.15 · Advertising	511.47
Bill	01/01/2021	Indeed	01/31/2021	9101.15 · Advertising	178.17
Bill	01/04/2021	Amazon	02/03/2021	9101.09 · Office Supplies	21.48
Bill	01/05/2021	Ord. #20219980...	02/04/2021	9101.11 · Licenses & Fees	102.00
Bill	01/06/2021	Amazon	02/05/2021	-SPLIT-	211.51
Bill	01/13/2021	Canva	02/12/2021	9500.28 · Lounge Supplies	119.40
Total Capital One - 7517					1,336.92
Consolidated- 7331 10					
Bill	01/12/2021		01/27/2021	9101.13 · Telephone	51.78
Total Consolidated- 7331 10					51.78
Consolidated - 7331 42					
Bill	01/18/2021		01/28/2021	9101.13 · Telephone	60.24
Total Consolidated - 7331 42					60.24
Consolidated Comm. - 5220					
Bill	01/12/2021		01/22/2021	9101.13 · Telephone	169.63
Total Consolidated Comm. - 5220					169.63
Consolidated Comm. - Fax 4707					
Bill	01/12/2021		01/22/2021	9101.13 · Telephone	100.50
Total Consolidated Comm. - Fax 4707					100.50
First Bankcard - 2124 CS					
Bill	12/31/2020	QuickBooks	01/30/2021	9101.09 · Office Supplies	64.40
Bill	01/19/2021	Stamps.com	02/18/2021	9101.16 · Postage	12.50
Bill	01/22/2021	Stamp.com	02/21/2021	9101.16 · Postage	12.50
Total First Bankcard - 2124 CS					89.40
JP Post Services					
Bill	01/26/2021	Inv. # 2851912	02/05/2021	-SPLIT-	503.05

Waterville Estates Village
Waterville Estates Village District
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
AmeriGas 202318214 Fireplace					
Bill	01/19/2021	INV # 3117082136	01/29/2021	4520.19 · Building Heat	36.38
Total AmeriGas 202318214 Fireplace					
Capital One - 7517 Spark Business					
Credit	01/15/2021	World Cup Supply	01/07/2021	4220.2 · Safety Supplies	(107.04)
Bill	12/08/2020	Chappell Tractor	01/10/2021	4312.19 · Plow Gear & Sanders	707.00
Bill	12/11/2020	NH Municipal	01/13/2021	4199.10 · Licenses/Fees	165.00
Bill	12/14/2020	Amazon Prime	01/14/2021	4199.10 · Licenses/Fees	29.75
Bill	12/15/2020	Amazon	01/14/2021	-SPLT-	30.57
Bill	12/15/2020	Amazon	01/14/2021	-SPLT-	34.98
Bill	12/22/2020	FallLine	01/22/2021	-SPLT-	249.64
Bill	12/23/2020	Zoom	01/22/2021	4199.10 · Licenses/Fees	199.90
Bill	12/28/2020	Schneider/Granger	01/27/2021	4520.38 · Cap - Lift Mainena...	666.01
Bill	12/31/2020	Amazon	01/30/2021	4199.13 · Miscellaneous	2.99
Bill	12/31/2020	Amazon	01/30/2021	-SPLT-	-177.67
Bill	01/01/2021	Google Suite	01/31/2021	4220.2 · Safety Supplies	-279.84
Bill	01/04/2021	Amazon	02/03/2021	4311.1 · Office Supplies	-21.48
Bill	01/06/2021	Cumberland Farms	02/05/2021	4312.18 · Diesel Fuel	44.25
Bill	01/06/2021	Petratools	02/05/2021	4220.2 · Safety Supplies	173.99
Bill	01/07/2021	JBugs	02/06/2021	4520.38 · Cap - Lift Mainena...	299.90
Bill	01/15/2021	World Cup Supply	02/14/2021	4220.2 · Safety Supplies	77.58
Bill	01/23/2021	Zoom	02/22/2021	4199.2 · Commissioners Slip...	199.90
Total Capital One - 7517 Spark Business					
3,253.41					
Consolidated- 7408 Alarm					
Bill	01/12/2021		02/06/2021	4220.1 · Alarm, Fire & Water	185.25
Total Consolidated- 7408 Alarm					
185.25					
Consolidated - BAPL Fire Alarm					
Bill	01/18/2021		02/12/2021	4220.1 · Alarm, Fire & Water	92.02
Total Consolidated - BAPL Fire Alarm					
92.02					
Consolidated - 8958 - Alarm					
Bill	01/12/2021		01/22/2021	4220.1 · Alarm, Fire & Water	44.29
Total Consolidated - 8958 - Alarm					
44.29					
Consolidated - 9573-Alarm					
Bill	01/21/2021		02/15/2021	4220.1 · Alarm, Fire & Water	86.00
Total Consolidated - 9573-Alarm					
86.00					
Consolidated Comm. - Shop 8279					
Bill	01/18/2021		01/28/2021	4199.3 · Telephones	51.78

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Waterville Estates Village District
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
Total Consolidated Comm. - Shop 8279					
Delta Dental					51.78
Bill	01/28/2021	2/1-2/28/21 Period	02/07/2021	-SPLT-	176.25
Total Delta Dental					
Drummond Woods					178.25
Bill	01/15/2021	Inv. # 738901	01/25/2021	-SPLT-	1,351.50
Total Drummond Woods					
Duffield Engineering & Consulting					1,300.00
Bill	05/12/2019		05/22/2019	4520.26 · Cap - Septic System...	1,300.00
Total Duffield Engineering & Consulting					
Ericka Benton - E					60.00
Bill	01/06/2021	Inv. # 1014802	01/16/2021	4220.2 · Safety Supplies	25.00
Bill	01/25/2021	Covid Test	02/04/2021	4220.2 · Safety Supplies	17.50
Bill	01/25/2021	Covid test	02/04/2021	4220.2 · Safety Supplies	17.50
Total Ericka Benton - E					
First BankCard - 2124 CS					1,939.89
Bill	12/23/2020	Stamps.com	01/02/2021	4199.6 · Postage	12.50
Bill	12/31/2020	QuickBooks	01/10/2021	4311.1 · Office Supplies	84.40
Bill	01/19/2021	Stamps.com	01/29/2021	4199.6 · Postage	12.50
Bill	01/22/2021	Stamps.com	02/01/2021	4199.6 · Postage	12.50
Bill	01/27/2021	Northern Tool	02/06/2021	-SPLT-	1,837.99
Total First BankCard - 2124 CS					
Gary Swain					680.00
Bill	01/23/2021	PO # 611206	02/02/2021	-SPLT-	680.00
Total Gary Swain					
Handy Man Hardware					100.00
Bill	01/05/2021	Inv. # B252245	01/05/2021	-SPLT-	100.00
Bill	01/05/2021	Inv. # B252227	01/05/2021	-SPLT-	74.00
Bill	01/06/2021	Inv. # B52395	01/06/2021	-SPLT-	5.67
Bill	01/13/2021	Inv. # B253277	01/13/2021	4520.25 · Cap - Interior Reno...	40.00
Bill	01/13/2021	Inv. # B253275	01/13/2021	-SPLT-	477.00
Bill	01/13/2021	Inv. # B253276	01/13/2021	4520.25 · Cap - Interior Reno...	10.00
Bill	01/15/2021	Inv. # B253525	01/15/2021	-SPLT-	23.00
Bill	01/18/2021	Inv. # B253966	01/18/2021	-SPLT-	51.00
Bill	01/18/2021	Inv. # B254065	01/19/2021	-SPLT-	82.00
Bill	01/20/2021	Inv. # A173532	01/20/2021	-SPLT-	8.00
Bill	01/21/2021	Inv. # 254286	01/21/2021	4520.38 · Cap - Lift Maintena...	1.25
Bill	01/21/2021	Inv. # B254710	01/21/2021	-SPLT-	18.40

Waterville Estates Village District
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
Bill	01/22/2021	Inv. # B254391	01/22/2021	4520.38 · Cap - Lift Maintena...	3.00
Bill	01/25/2021	Inv. # A173632	01/25/2021	-SPLIT.	111.65
Total Handy Man Hardware					
Home Depot					1,004.97
Credit	10/13/2020			4520.38 · Cap - Lift Maintena...	(174.75)
Bill	10/15/2020		10/25/2020	4520.38 · Cap - Lift Maintena...	55.65
Total Home Depot					
Mad River Property Management					(119.10)
Bill	01/19/2021	Inv. # 4000-536	01/29/2021	-SPLIT.	660.00
Total Mad River Property Management					
New Hampshire Retirement System					660.00
Bill	01/28/2021	Account # 1494	02/07/2021	4130.4 · Retirement Contribut...	40.38
Total New Hampshire Retirement System					
NH Municipal Assoc.					40.38
Bill	01/12/2021	Inv. # 21446	01/12/2021	4199.10 · Licenses/Fees	25.00
Total NH Municipal Assoc.					
OnSite Computer Service					25.00
Bill	01/05/2021	Inv. # 2311	01/05/2021	4199.13 · Miscellaneous	550.00
Total OnSite Computer Service					
Sanel NAPA Auto Parts					550.00
Bill	01/15/2021	Inv. # 378919	02/04/2021	4312.23 · Truck Repairs	200.70
Total Sanel NAPA Auto Parts					
Shawn Pelchat - E					200.70
Bill	01/20/2021	Penguin Fuels	01/30/2021	4312.9 · Misc Material & Sup...	49.00
Total Shawn Pelchat - E					
Staples Business Advantage					49.00
Bill	01/11/2021		02/10/2021	-SPLIT.	46.27
Bill	01/15/2021	Ord # 77322635886	02/14/2021	-SPLIT.	37.36
Bill	01/21/2021	Ord # 732986556	02/20/2021	4199.2 · Commissioners Slip...	28.89
Total Staples Business Advantage					
State of New Hampshire- DOT					112.52
Bill	01/12/2021	Inv. # 314819	02/11/2021	-SPLIT.	220.51

Waterville Estates Village District
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
Total State of New Hampshire- DOT					
					220.51
Upton & Hatfield, LLP					
Bill Pmt - Check	09/28/2020	25532		1001 - Northway Bank	(5,821.85)
Item Receipt	12/31/2020	Check # 106590		4153.1 - Legal / Consulting	5,821.85
Bill	12/31/2020	Statement # 148414	01/25/2021	4153.1 - Legal / Consulting	3,432.00
Bill	12/31/2020	Statement # 148413	01/25/2021	-SPLIT-	2,047.50
Total Upton & Hatfield, LLP					
					5,479.50
TOTAL					
					17,480.25

TOTAL DUE 11,148.20

WEVD Water Department
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
ASNE Bill	01/15/2021	Inv. # 1...	01/25/2021	4332.11 · Gen...	4,872.00
Total ASNE					4,872.00
Capital One Bill	01/04/2021	Amazon	01/14/2021	4332.14 · Offic...	21.48
	01/19/2021	PRO b...	01/29/2021	4332.12 · Lice...	839.99
Total Capital One					861.47
Core & Main LP Bill	01/21/2021	Inv. # ...	01/31/2021	-SPLIT-	251.24
Total Core & Main LP					251.24
First BankCard - 2124 CS Bill	12/31/2020	Quick...	01/10/2021	4332.14 · Offic...	64.40
	01/19/2021	Stamp...	01/29/2021	4332.15 · Post...	12.50
	01/22/2021	Stamp...	02/01/2021	4332.15 · Post...	12.50
Total First BankCard - 2124 CS					89.40
LRW Water Services Bill	01/16/2021	Inv. # ...	01/26/2021	-SPLIT-	2,565.00
Total LRW Water Services					2,565.00
NH Electric Co-Op - Liberty Lane Bill	01/15/2021		01/25/2021	4332.9 · Water...	3,467.03
Total NH Electric Co-Op - Liberty Lane					3,467.03
Staples Business Advantage Bill	01/11/2021		01/21/2021	-SPLIT-	25.68
Total Staples Business Advantage					25.68
Treasurer, State Of NH Bill	11/25/2020	Inv. # ...	12/05/2020	4332.2 · Water...	30.00
	11/25/2020	Inv. # ...	12/05/2020	4332.2 · Water...	15.00
Total Treasurer, State Of NH					45.00
Upton & Hatfield, LLP Bill	12/31/2020	State...	01/10/2021	4332.1 · Syste...	78.00
Total Upton & Hatfield, LLP					78.00
Verizon Wireless Bill	01/07/2021	Inv. # ...	01/17/2021	4332.8 · Subsc...	137.04

WEVD Water Department
Unpaid Bills Detail
As of January 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
Total Verizon Wireless					137.04
TOTAL					12,391.86

Tax Payments as of 02/01.2021

Campton 2020

Date Received	Check #	Principal	Interest	Balance Owed	Appropriation
7/14/2020	41790	\$342,417.59		\$784,327.41	\$1,126,745.00
8/11/2020	41886	\$189,786.44	\$56.53	\$594,540.97	
9/9/2020	41982	\$9,255.03	\$77.38	\$585,285.94	
10/15/2020	42112	\$5,447.09	\$67.71	\$579,838.85	
11/17/2020	42247	\$3,279.87	\$79.43	\$576,558.98	
12/15/2020	42369	\$7,386.96	\$36.26	\$569,172.02	
1/14/2021	42461	\$363,078.27	\$86.59	\$206,093.75	

Thornton 2020

Date Received	Check #	Principal	Interest	Balance Owed	Appropriation
8/3/2020	36735	\$137,063.00		\$278,938.00	\$416,001.00
10/27/2020	36992	\$33,524.31	\$121.62	\$245,413.69	
1/20/2021	37286	\$201,764.78	\$194.75	\$43,648.91	

WvE Outdoor Courts

January 26 Committee Meeting

Attendees

Dick Mayo, Maureen Patti, Stan Bujalski, Dave Ketcham

Agenda:

Survey

* review current response summary

The survey response data was reviewed via Google Forms Responses Summary page. Of the 508 original invites sent, there are: 301 non-responses, 243 responses of which contain 22 duplicates and 14 invalid (not invited). Survey comments were briefly scrolled through. Dave will send extract to OCC members.

* status update

* resend of invites

The survey was resent to 377 non-responders on Monday 1/25 @ 2:05pm

* publishing of survey link via FaceBook

Unfortunately, a link to the survey was posted to the Friends of Waterville Estates Facebook Group, which can be utilized by members who are not WvE homeowners the intended target of the survey. These responses will be cross referenced with the initial invite list and removed.

* plans to remove duplicates & non-invitees

Duplicates & non-invites will be removed manually. The pie charts on The Responses Summary page will be used if the adjusted percentages don't change.

* discussion on outdated and new owner emails in original invite distribution

The Outdoor Court Committee cannot be responsible for outdated homeowner contact information, i.e. email address.

Option 2 - sub-contracted (rebuild court pad, repair fence)

* discussion with paving contractor for ball park estimate - Stan

Stan provided an overview of his meeting with Bryant Paving on Monday 1/25. They walked through remove/repack/repave of the racket courts and basketball court. Bryant Paving will provide estimates for each project. They confirmed the low area near handicap parking is a drainage basin...good news! Bryant Paving also recommended using a tennis installation contractor to do the entire job due to the required specs of the asphalt, install of net posts and precision required to build tennis courts. They have done court paving as a subcontractor for tennis contractors in the past. They believe the tennis contractor is critical to insure all phases of the asphalt install are perfect.

* discussion with Vermont Tennis - Dave

Dave talked with Jeff at Vermont Tennis regarding the combined rebuild estimate. Jeff is awaiting an adjusted estimate from GMI Paving. Jeff was asked to provide

an additional estimate to apply the court surface to a new asphalt pad. He will provide it along with combined rebuild estimate.

* next steps

The Bryant Paving and VT Tennis court surface estimates will provide a good baseline of what the value/cost of the tennis contractors expertise and oversight, minus the new fence. We still need an estimate from a fencing contractor to determine. We also need an estimate to repair existing fence after construction of new court pad. It was suggested to reach out to the GM (Corey) to see if he has a fencing contractor in his 'rolladex', Dave will take point.

There was a long discussion about what Bryant Paving stated about tennis court building and the need of a tennis contractor for oversight. Who in WvE has the experience and time to oversee each phase of the project if we (WvE) were to be the GC. How and who would install the net posts? We'd need another estimate from court contractor. The committee came to an agreement we are not qualified to oversee such a project and the tennis court contractor needs to be the GC.

WEVD Annual Meeting

* update on date of - Maureen

Maureen stated the annual meeting will be pushed out into April. What is the new warrant article submission due date? For financial articles, 02/27.

* funding strategy, warrant article

The group discussed an approach for funding for 2021. Different strategies were discussed on how to present warrant article(s) to achieve different court renovation options (ie 1 court rebuild, 1 court & basketball rebuild, 2 court rebuild etc). Until the survey is complete and estimates accumulated, we won't have a recommendation, but need to be ready for the annual meeting. Dave will reach out to Madhu to determine possible CIF commitments for 2021.

Open discussion

* USTA grant

Paul Brazenor suggested, via FaceBook, that grants from USTA are available to rebuild tennis courts. Dave was in correspondence with Paul who provided links and contact information. Paul is a member of USTA-RI Board of Directors. Dave reviewed the website. The objective of the grants are to preserve courts and encourage the sport of tennis in the community. USTA will most likely require organized leagues and instruction for youth. Brief discussion on how this could be achieved. Approx 55% of survey responders stated they would volunteer to assist with court activities. We would need persons to commit to organizing and running leagues. More information on requirements and timeline is needed.

Next meeting

* February 9 @ 7:00pm via Zoom

* The WEA calendar contains the next 4 meetings.

Budget Advisory Committee (BAC) Report as of 2/1/2021

The BAC is now comprised of two members: Mark Canfield and Gerry Panuczak. Linda Ivers recently resigned due to personal reasons. I deeply appreciated Linda's participation on the committee and will miss her input and advice.

The BAC has been meeting Mondays until further notice. We have conducted our meetings via Zoom. Minutes of every meeting have been produced and provided to the Assistant General Manager.

The BAC has worked with management on the 2021 budget but as of this writing we do not have a final draft from them. The BAC assisted management by updating the Capital Preservation tab within the budget worksheet. This process involved review of the 2019 Engineering Reserve Study, use of their cost estimates on repair or replacement, and projecting out these costs over the next five years. As result, it has become clear that in order to balance the WEVD budget and responsibly reserve for future expenditures, additional revenue will be required. It will also be necessary to establish special reserve funds earmarked for the expected future expenditures.

The BAC is awaiting historical financial information on Campton Mountain. As of January 28th, the BAC followed up with management requesting this information. The purpose of this action is for the BAC to comply with a request by the BOC and to show what this amenity costs the community.

The BAC has no update at this time on the earlier rough budget drafts that included a forecast and planned deficit for the Rec Fund. The BAC provided suggested ideas to generate more income in the limited operating environment we find ourselves, one which specifically addressed the added costs of the increased control measures. Formal feedback varied in support of or against the ideas. Informal support (chat during the WEA annual meeting) suggested the ideas were good and needed to be acted upon.

Respectfully submitted,

Mark Canfield

BAC Chair



Judy Kinney <wea.judy@waterville-estates.com>

Re: MEETING PREP - Thursday 020421

1 message

Matt Smith <mattsmith@waterville-estates.com>
To: Judy Kinney <wea.judy@waterville-estates.com>
Cc: Maureen Patti <maureen@waterville-estates.com>

Mon, Feb 1, 2021 at 7:50 AM

Hey Judy,

Records Committee: Nothing to report. No meetings scheduled until we can do something with the current documents.

Planning Board: New members have been appointed. PB members are Mark Canfield, Kelly Cannon, Rick LeBlanc, Gerry Panuczak, Matt Smith, Dave Spinney, and Ryan Timms. At the last meeting the PB selected the optional chapters for the Abridged Master Plan. In addition to the mandatory Vision and Land Use chapters, we will include Transportation, Community Facilities, Recreation, Utilities, and Implementation. The next meeting is scheduled for 2/11/21 at 4PM in the Board Room.

Regards,

Matt

On Mon, Feb 1, 2021 at 6:25 AM Maureen Patti <maureen@waterville-estates.com> wrote:

Good morning.

In preparation for the Commissioner meeting on Thursday the 4th, please submit your written reports to AGM Ms. Kinney before 4 p.m. today.

The Agenda and all handouts/attachments need to be posted before 9 a.m. on Tuesday the 2nd.

Thanks,

MAUREEN PATTI,

Commissioner,

WATERVILLE ESTATES VILLAGE DISTRICT