



WATERVILLE ESTATES VILLAGE DISTRICT  
COMMISSIONER'S MEETING

JANUARY 20, 2021

## WEVD BOARD OF COMMISSIONER MEETING AGENDA for January 20, 2021

1. Call to order
2. Virtual Checklist and Roll Call of Commissioners
3. Adoption of Agenda
4. WEVD Auditor, Mr. Paine of Plodzik & Sanderson
5. Plan for PUBLIC COMMENT at this meeting
6. Approval of Past Meeting Minutes (01/09/21)
7. Treasurer's Report – Written
8. GM's Report – Written
9. Committee Reports -- Written
  - a. Planning Board
  - b. Water & Roads
  - c. Outdoor Courts
  - d. Advisory Budget
  - e. Records
  - f. WEA Chairman or representative
10. CONSENT CALENDAR
  - a. Manifests
11. GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)
  - a. Re-opening Community Center
  - b. Appoint volunteers – Planning Board and WEVD Website
  - c. Mr. Michaud addresses the Commission
  - d. Non-payment of RMA fees, schedule a meeting with WEA
  - e. Improvement to hardware and email accounts
  - f. Schedule for Annual Meeting and preparatory meetings
  - g. Dubois & King, Phase III
  - h. Dubois & King Water Ordinance Development Proposal
12. Next Meeting
  - a. February 4, 2021 at 9 a.m.
  - b. Public Hearing – Water Grant – February 11, 2021 at 9 a.m.
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

# 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.<sup>1</sup> 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

**+19292056099**, the meeting ID is **925 0756 1233**, **Passcode: 415138** or by clicking on the following website address: <https://zoom.us/j/92507561233?pwd=Tk5ad2F6RVpKa282dmY3bGYxbWRKQT09>

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](http://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](mailto: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.

---

<sup>1</sup> 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.

## 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 MATTER 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.

Plodzik & Sanderson

Mr. Paine

## WATERVILLE ESTATES VILLAGE DISTRICT

### December 30, 2020 MEETING MINUTES

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

**Guests:** Harry Bertino, Jim Murphy, other parties, some unidentifiable, via zoom.

**Call to Order:** Mr. Herlihy called the meeting to order at 6:01 PM.

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

**Approve Previous Meeting Minutes:** Mr. Herlihy made a motion to accept the 11/14/20, 11/21/20, 12/9/20, and 12/15/20 meeting minutes, Mr. Panuczak seconded and the motion carried unanimously via roll call vote.

**Approve Agenda:** Ms. Patti made a motion to adopt the presented agenda with a correction to item F under General Calendar indicating it should read Planning Board, not Planning Committee. Mr. Herlihy asked to further amend the motion to include item H to discuss the DuBois and King report. Ms. Patti accepted the amendments, Mr. Herlihy seconded the motion, and it carried unanimously by roll call vote.

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

**General:** Ms. Ivers reported on bank balances and no change in balance for Warrant Article 3 from 2019. She stated we needed to transfer money to the water fund. She stated we need to replace readers for the OneTouch Bistro system at a cost of \$200 each. Discussion took place around how many of the four needed should be purchased now. Mr. Herlihy made a motion to purchase three, Ms. Patti seconded, and the motion carried unanimously by roll call vote. Ms. Patti discussed electronic approval of checks and that the manifests should be shared as part of the handouts at the next meeting and thereafter. Ms. Ivers indicated she would make the manifests available. Ms. Patti commented on the difficulty of managing handouts in a virtual meeting environment. Mr. Panuczak asked about getting a better return on idle village assets than just bank account interest and whether we had looked at short term options. Ms. Ivers indicated we had not. Mr. Panuczak commented that many banks have municipal divisions that offer better interest. Ms. Ivers indicated she would look into it.

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

**General:** Mr. Herlihy asked if any Commissioners had questions about Mr. C. Smith's written report. Ms. Patti indicated no questions. Mr. Panuczak indicated that his request for a list of full time employees and their positions had not been fully met. He indicated that Mr. C. Smith's claim that the 24/7 nature of his job was a problem was not valid in that it was a management issue. He said Mr. C. Smith was not using his staff. He asked for an update on the progress with clean up with a definitive list of what is and is not done. Mr. C. Smith indicated he had additional updates, not in his report, that he wished to provide. Discussion took place that all reports must be in writing. Ms. Patti acknowledged the challenges of reports prepared in advance of the meeting, but if the updates were not urgent they could simply be included in the next report. Mr. Herlihy requested the updates be presented in writing at the scheduled 1/9/21 Commissioners meeting.

#### **Committee Reports:**

**Records Committee:** Ms. Patti discussed the coming tour of Thornton Town Hall 1/6/21 and that we are rounding the turn on electronic record storage vendors.

**Advisory Budget Committee:** There were no questions or comments on Mr. Canfield's report. Mr. Panuczak discussed that Shawn is concerned about his safety when working in the ski lift towers and the solution is

catwalks at \$5200 each and asked if this item was in the capital budget. Mr. C. Smith stated that yes, it was in 2020 and would roll to 2021. He indicated that because we are not focusing on the bigger picture certain aspects of doing business are falling by the wayside. Mr. Panuczak said he was concerned about employee safety. Ms. Patti stated there is nothing in the 2020 or 2021 budget for this item and it is obscene that an employee must climb the towers with fall gear and perform necessary service with a 10 ½" surface to stand on. Mr. Canfield stated that he is trying to schedule a budget meeting for next Tuesday. Mr. C. Smith repeated that the catwalks were in the 2020 budget and would slide into 2021. Ms. Patti re-iterated the line item is not in the budget. Mr. C. Smith stated the work was scheduled for 2020. Mr. Panuczak asked why the work wasn't done since we were closed anyway. Mr. C. Smith cited staffing concerns and loss of Recreation Revolving Fund revenue; and that we were in the process of updating the spreadsheet. Ms. Patti asked why hadn't the work been outsourced to a local manufacturer. Mr. Herlihy indicated that building the catwalks in house was poor judgement and stated that it was an action item for Mr. C. Smith to get three bids for the Commissioners to consider.

**Court Committee:** Mr. Ketchum had nothing to add to his report. Mr. Herlihy asked about progress on determining costs to fix the tennis courts. Mr. Ketchum indicated they were evaluating multiple proposals and there was a turnkey option for the upper court that was \$140-150k. Mr. Herlihy asked about the basketball court. Mr. Ketchum said the committee was working on a community survey to determine the possibility of converting it to a ½ court and putting in a walkway.

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

**Water and Roads Committee:** Mr. Herlihy indicated that we had submitted a proposal for a \$20k grant and should hear back in January.

**Planning Board:** Mr. Panuczak stated that the Planning Board needs two new members. He noted that an interest had been expressed by Mark Canfield and Ryan Timms. He said he hoped to appoint at the 1/9/21 meeting. He discussed how to pay for assistance from the North Country Council and suggested we had a consulting line item under the Highway budget that should be moved up to the general budget so that it could be used for more consulting purposes like this one and the need for funds for a study on the best source for snowmaking water. Mr. Hering indicated the Association Snowmaking Committee had not produced a report as of yet. He indicated that NH DES will not require a report for small scall draw from the upper pond. He indicated we could run the snowgun 24 hours a day and stay below the permit trigger level.

#### **New Business:**

**Recreation Revolving Fund:** Ms. Patti indicated the 2006 warrant article that created the fund has been reviewed by village counsel, Upton and Hatfield, and that it is strictly a village fund and only the commissioners had authority to direct the treasurer to make payments from the fund. Counsel confirms that it is not an Association asset and is not controlled by the Association. She indicated that the Commissioners stand ready to assist the Association with recreation. She discussed the letter sent by the Association and the Commissioners response "The Recreation Revolving Fund was created by Warrant Article in 2006. The Fund was created under RSA 35-B:2, II and was to be funded by "money received from fees and charges." The language of the Warrant Article (#4) includes the following: "The District Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the Village Commissioners. The Rec Fund is not and cannot be under the control of WEA by the plain language of the Warrant Article which created it. We can, however, work together to ensure that WEA's plans for Recreational Activities are, as much as possible, realized."

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

#### **New Business (cont.):**

**Consent Calendar:** Mr. Herlihy discussed holding off payments of invoices until a manifest could be included

in meeting handouts. He discussed the desire for using a consent agenda to add meeting handouts to previously approved meeting minutes. Ms. Patti produced a list of handouts for approval and made a motion to accept them into the record, Mr. Herlihy seconded and the motion passed unanimously by roll call vote.

**Transfer Station:** Mr. Herlihy discussed the new hours for the Campton-Thornton Transfer Station controlled by the Thornton Board of Selectmen. Starting 1/2/21 it will be open Tuesday, Wednesday, Thursday, and Saturday. Ms. Patti has reached out to NHMA and their opinion was garbage management was not one of the village purposes per RSA 52. She said she would follow up with village counsel. She indicated that some residents and the Association BOD might be able to help.

**NHMA Webinars:** Ms. Patti made a motion to enroll in some training webinars, seconded by Mr. Herlihy and passed unanimously by roll call vote.

**Annual Meeting Schedule:** Ms. Patti discussed the possible dates for the annual meeting and that we may have it as late as May 1st. Currently it is scheduled for 3/20/21 but it is clear we have had many technical problems conducting Zoom meetings. She contacted village counsel who indicated that cancelling the meeting where people could not log in was prudent and solving the technical difficulty with a live location was also the correct action. She then detailed provisions of HB1129 which allows drive thru voting. She detailed the drastic changes to the normal Town Meeting process including the Commissioners' ability to modify petitioned warrant articles. She discussed the negative effects of not having the spontaneous dialog of a traditional meeting. She recommended that we push the date out so we might possibly have an outdoor meeting by the traditional method. She also stated that HB1129 was already getting modification requests, because of the negatives, and that relief might be coming from Concord. Ms. Patti made a motion to re-schedule the annual meeting to 4/24/21, seconded by Mr. Panuczak, and passed unanimously by roll call vote.

**Check Signing Procedures:** Discussion took place around signing checks and vouchers and that each Commissioner will have to get to the Recreation Center when they can. Because the manifest is approved in public session, the actual signing may occur in a separate non-public venue.

**Website Committee:** Mr. Herlihy called for the creation of a village website committee. Andrea Canfield, Ken Michaud, and Ryan Timms all offered assistance. Mr. Herlihy indicated he would be the Commissioners liaison to the committee.

**Christmas Bonuses:** Ms. Patti talked about payment of Christmas bonuses and indicated that all elected officials had declined stipends or bonuses. Ms. Ivers quoted an amount paid of \$6675, Mr. C. Smith said the figure was \$5475 and he had declined the bonus as well.

**HVAC Report:** Mr. Herlihy said the Commissioners would take action at the 1/9/21 meeting.

#### **Guest Business:**

**General:** "Russ" expressed concern about finding a trash removal solution. Discussion took place. Ms. Patti called for resumes to be submitted for the open Planning Board positions. Ms. Challagulla insisted that the Commissioners had received the RMA budget from the Association and the public record showed that. Heated discussion took place. The Commissioners affirmed they had not received the required recreation activities proposal and budgets for each activity. She indicated she had received a one page statement from Mr. Hering saying "do what you did last year" along with a commitment of \$34k of CIF for the Locker Room updates and



that has been the only correspondence offered from anyone on the Board of Directors regarding the required RMA documents. Mr. Bertino asked why Non-Residents were harassing Residents for exercising their civil rights. Mr. Hering stated that there was a re-opening plan that detailed social distancing and “suddenly” HVAC was a big issue and that it was the “elephant in the room”, He indicated there was a lot of frustration around opening and that the Association insurance company had erroneously told the BOD that WEA was facing liability from lawsuits. The BOD has since determined that this was not correct.

**Set the Next Meeting:** Mr. Herlihy indicated the next meeting would be 1/5/20 at 6PM.

**Executive Session:** Mr. Herlihy motioned to enter non-public session for the reasons stated in RSA91-A:3, II (a) ), Mr. Panuczak seconded and the motion passed unanimously by roll call vote at 8:00PM. Session was entered at 8:03PM.

**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 9:45PM. Session was entered at 8:03PM. 9:50PM. 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 9:55PM.

## **Waterville Estates Village District**

### **January 5, 2021 Meeting Minutes**

**Attendees:** John Hurlihy (remote) , Maureen Patti, Gerry Panuczak (remote) , Corey Smith (remote), Judy Kinney.

**Guests:** H. Bertino, J. Murphy, in person, other parties via Zoom , some unidentifiable via Zoom.

**Call to Order:** Mr. Herlihy called the meeting to order at 6:05 PM

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

**Approve Previous Meeting Minutes:** Mr. Herlihy asked for the status on the minutes from the Dec. \_\_\_\_ meeting. The minutes, at the time of this meetings, were not yet available.

**Covid Zoom Declaration:** Ms. Patti requested that Mr. Herlihy read the declaration and Mr. Herlihy agreed that he would read it later in the meeting.

#### **Review of Engineering Report Mechanical Environment/ Preparing facilities for Members and Guests:**

Mr. Hurlihy asked for a report from General Manager, Mr. C. Smith regarding the current status of any actions on the Phase I Engineering Review with regard to fresh air/air filtration from Dubois and King and recommendations on mechanical environment of Ski Lodge and Rec. Center. Mr. Smith summarized that the recommendations on installing fans and Energy Recovery Ventilators (ERV) need to be reviewed and that the commissioners need to make decisions as to how to move forward. Time and expense lines need to be developed with the commissioners, engineers and General Manager. Ms. Patti asked Mr. Smith to communicate with engineers regarding the cost of 3 fans where Mr. Smith said that it would be approximately \$5-6,000 and that at present we have no cost estimates on ERVs but that those would be in \$5,000 range. Ms. Patti asked about the Locker Room ventilators. Mr. Smith stated that there are some in that area and he has asked engineers about that also. Mr. Panuczak asked that as long as legal council has given approval to move forward the opening of the lodge, what are next steps? Ms. Patti replied that it is resting on how much risk we are comfortable with at this time and that she has been working on this subject for some time and has prepared a proposed Motion to authorize the opening for the lodge for dining and bar service.

Ms. Patti spoke of the unfortunate occurrence of a positive case of Covid in our community. She stated that she would be comfortable with moving forward with opening within the guidelines and conditions set forth in the proposed Motion. She emphasized that a sign at the lodge will make clear that the air filtration system does not meet state and CDC standards and that an engineering firm has been retained, has made recommendations, and that remediations are being implemented. Also, a WAIVER form must be finalized and signed by anyone entering the lodge. ASHRA (??) Guidelines must be adhered to.

Ms. Patti also discussed that clarity is needed as to what is mandatory by the State and what is suggested best practice. She suggested that the decision to open be directed by a Warrant Article that the community can vote on. Ms. Patti asked that she have the opportunity, at this point, to read the proposed Motion.

Before moving on, Mr. Hurlihy asked about costs; Fans approx. \$5,000, ERVs approx. \$5,000 and pointed out that the Rec. Center has ERV but not the Lodge. Asked if these units are portable? Mr. Smith replied No, they are about the size of a small freezer wall mounted. A discussion about engineering recommendations and moving into Phase 2 of the engineering plan followed. Mr. Hurlihy pointed out that a full replacement of heating and ventilation system at lodge had been a part of the engineering recommendations.

M. Patti displayed on screen the proposed Motion to Allow Ski Lodge to Open (see attached) and stated that the estimate for delivery of new fans would be approximately 4 weeks.

The Motion was read and amendments to it proposed. M. Patti, proposed striking “without” and having it read “while”. Mr. Smith proposed an amendment Motion that would expand on the explanation and recommendations by the engineers on signage.

Mr. Hurlihy lead a discussion about best practices for opening, such as signage as other restaurants do. Mr. Panuczak asked about any plans for plexiglass protection at certain stations. Mr. Smith replied that he is waiting for recommendations from engineers. Ms. Patti said that she was in favor of anything that makes the environment safer and expressed a willingness to invest a reasonable amount of funds to make improvements.

A discussion followed regarding mandatory vs. suggested state and CDC guidelines and the need for clarity.

Mr. Hurlihy made the motion to accept the **Motion to Allow Ski Lodge to Open** with amendments. Mr. Panuczak seconded the motion and the motion was unanimously passed by roll call vote.

Mr. Hurlihy read the Covid Zoom Compliance Order.

Ms. Patti asked that anyone who is on the zoom meeting by phone should please email Judy Kenney and register that they had attended the meeting.

It was suggested, by Adam Lomba, that temperatures be taken upon entering the lodge.

Ms. Patti said that procedures will be finalized with Mr. Smith and staff according to NH “Safe at Home” Guidelines.

Mr. Lomba posed a question about the pricing for fans and UV lights at \$5,000 and if it included all installation costs. Mr. Smith replied that it was only for the fans and that the General Manager should be granted lateral decision making ability. Costs will be all encompassing and that additional funding should be authorized.

Mr. Hurlihy said that the intent is to move ahead, however, should it be by ordering the fans which will take 4 weeks or should we order ERV because they can be delivered in 2 weeks. A meeting is scheduled with the engineers on Saturday, Jan. 9, and together decisions will be made.

Ms. Kenney took questions from two attendees. One suggesting separate entrance and exits at the lodge. One regarding the timing on opening the Rec. Center. Mr. Hurlihy acknowledged the questions and said that for now the concentration is on the lodge, based on community interest and that the Rec. Center would be discussed at future meeting.

Ms. Patti reiterated that all decisions will abide by NH "Safe at Home" Guidelines and trusted that the staff will also follow said guidelines as it applies to seating limitations, tape markings on the floor, etc.

Mr. Hurlihy made a motion to allocate \$5,000 for lights, fans or other solutions recommended by the engineers. Mr. Smith asked if we are in Phase 2 with the engineers. Mr. Panuczak said that he felt the \$5,000 may be too tight a budget and that perhaps it should be more flexible in the range of \$6-7,000 to cover additional costs such as installation and electrical. Ms. Patti reminded that there was a scheduled meeting with engineers on Jan. 9 when some answers would follow. Mr. Smith said he has calls out to contractors for cost estimates.

Mr. Hurlihy made a motion to allocate \$5,000 for fans. Ms. Patti seconded. The motion passed by unanimous roll call vote.

Mr. Hurlihy asked for thoughts on Rec. Center. Mr. Smith stated that with key personnel were staying at home and that there is a staff shortage. Also, that in general, finding staff has been unusually difficult. There is no cleaning staff at this time. He was reluctant to overburden Steve and that a facility supervisor, to work on opening fitness center and pools, was required and staffing would be challenging. He would have to put together a staffing plan with engineering recommendations in mind. Ms. Patti said that the gym and indoor pools are the priority and could we get the current non operating ventilation system up and running?

Mr. Smith said we need to expedite Phase 2. Mr. Hurlihy asked what would it take to put the ventilators into service? Mr. Smith answered that he has not had good luck with HVAC companies in north country and would look to engineers for recommendations on companies that work on large facilities. Mr. Hurlihy suggested making calls to contacts at Plymouth University, where Mr. Smith knows the facilities point person, and places such as Waterville Valley, who must use these types of companies.

Mr. Smith, again reiterated that talent procurement has become tougher. That he cannot find staff. He stated that we never received any funds from government for Covid remediation as we do not qualify.

(please clarify) Mr. Smith went on to ask if any money allocated for recreation has been used? (Ms. Patti stated that \$382,000 transferred from payment \_\_\_\_\_ \$162,000 has not been paid of what continued arrangement of Rec. Management Agreement.

Ms. Patti stated that we are in an unprecedented place and the commissioners are not prepared to discuss this right now. It is not an easy conversation and should be on the agenda for another meeting. Mr. Panuczak said that the advisory committee will get back to the Board with information.

### **Campton Mountain Covid Outbreak**

Mr. Hurlihy referenced the current outbreak of Covid at Campton Mountain and how important contact tracing is and that there needs to be a sign up sheet, at the fire pit area at the mountain. Mr. Smith stated that he has done some tracking and has reached out to some that he knew were at the fire pit area during the specified time period. There was a discussion about volunteers running the warming area and that Mr. Smith would have to depend on volunteers executing a sign in rule. Mr. Herring suggested that perhaps the person that starts the fire should be the one to make sure folks sign in. Ms. Patti said that as far as "take out" at the lodge, she would defer to staff to follow guidelines. Mr. Herring stated there was no requirement for sign in for "take out" but that the fire pit area, where folks sit, needs a sign in sheet and policy. He also emphasized that masks should be worn even if you are outdoors.

Mr. Hurlihy asked if Mr. Herring had seen the WAIVER form that the attorney had approved? Mr. Herring replied yes and referenced the WAIVER that the Board had developed which had Covid direct language. Ms. Patti said that the WAIVER needs to be tweaked, that we are required to follow State and CDC guidelines, which is why the attorney recommends that WEA be added to the WAIVER. Mr. Smith said he could not provide staffing for the fire pit area and we would have to rely on volunteers. Ms. Patti said that there would be fines if patrons are not Covid compliant and we need to be mindful and compliant. There will be only 66 seats for dining so we need to work together.

Mr. Hurlihy noted the date, January 9, 2020 for the next meeting.

Ms. Patti acknowledged questions from the in person meeting site posed by Mr. Bertino and Mr. Murphy. These referred to old recurring business, the Rec. Management Agreement and Lease. Ms. Patti suggested that those questions would be addressed at the next meeting.

Mr. Herring talked to the ongoing problem of trash which is increasing. He was assured that it would be addressed at the next meeting. Ms. Patti said that she had reached out to legal council, the opinion was shared with WEA and that it looked like trash was an issue for the Board to move forward on. Mr. Herring and Ms. Patti agreed to further discuss via email.

**Executive Session:** Mr. Hurlihy made a motion to move to non public meeting for the reasons stated in RSA91-A, III (a), Ms. Patti seconded. Motion was passed by unanimous roll call vote at 7:31 PM. Ms. Kenney was invited to participate in non public session.

**Set the next meeting:** Mr. Herlihy indicated the next meeting would be on 1/9/2020 at 9 AM.

?????

**Resumption of Public Session:** Mr. Herlihy motioned to re-enter public session, Ms. Patti seconded, and the motion was passed unanimously by roll call vote at 8:15 PM. Motion to seal non-public Session was made by Mr. Panuczak, as it would adversely affect the reputation of someone other than the Commissioners, it was seconded by Mr. Hurlihy and passed by unanimous roll call vote. Public session was re-convened at 8:20 PM.

**Adjournment:** Mr. Herlihy motioned to adjourn the meeting, Ms. Patti seconded, and the motion passed unanimously by roll call vote at 8:23 PM

## WATERVILLE ESTATES VILLAGE DISTRICT

January 9, 2021 MEETING MINUTES

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

**Guests:** Harry Bertino, Jim Murphy, Jaime Oldmixon, Mike Hering, Richard Mayo, Andrea Canfield, Jim Reynolds, Shawn Sullivan, Keith Barnes, Chris McCormack, Ryan Timms, Dave Ketchum, James Cahill, Ken Michaud, Adam Young, Diane Young, Sean Tole, Adam Lonba

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

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

**Recess:** Ms. Patti called a recess due to audio problems at 9:08 AM.

**Resumption:** Mr. Herlihy called the meeting back to order at 9:18 AM.

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

**Approve Previous Meeting Minutes:** Ms. Patti made a motion to accept the 12/29/20 meeting minutes, Mr. Herlihy seconded and the motion carried unanimously via roll call vote.

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

**General:** Ms. Ivers reported no balance change for bank accounts or 2019 Warrant Article 3. She ordered the card readers referenced at a previous meeting. She requested approval to pay monthly bills whose amounts don't change without waiting for Commissioner approval. Discussion took place. She talked about checking with the towns of Campton and Thornton for assistance collecting the water bill. Ms. Patti stated she would check with legal about authorizing the Treasurer to pay monthly bills. Ms. Ivers said she would be prepared to recommend a Deputy Treasurer at the next meeting. Ms. Patti stated she would like to see the manifests reflect the monthly bills for the public record and asked if we could post the manifests ahead of the Commissioners meeting. Ms. Ivers said yes. Mr. Herlihy stated this would be the last time the Commissioners approved vouchers without a manifest.

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

**General:** Mr. C. Smith claimed the Covid cases in the village did not come from a gathering at the Campton Mountain fire pit. He stated that the parties involved believed they came in contact with infected persons elsewhere. He discussed an opening plan and the information from DuBois and King. Mr. Herlihy indicated he reached out to the engineer and has not heard back. Mr. C. Smith had asked the engineer whether they should spend the \$5k previously approved on UV ceiling fans or fresh air and was told to supply fresh air. Discussion took place with portable scrubbers discussed. Mr. C. Smith expressed a sense of urgency saying "its gotta happen, let's get it done". Mr. Herlihy said not without understanding the cost. Mr. C. Smith estimated an additional \$7-8k. Mr. Herlihy asked Ms. Ivers if the money was available and she said yes. Ms. Patti made a motion to increase the \$5k by \$7k, not to exceed the total of \$12k and Mr. Herlihy seconded. Mr. Panuczak asked if the estimate included install and Mr. C. Smith indicated yes. Ms. Patti asked about bullet 7 in the email from DuBois and King indicating that the reason for the different CFM/person values between the Ski Lodge and the Summit Lounge was the result of a typo and asked if we were sure we were working with the correct CFM. Mr. C. Smith said he thought so but then was unable to verify anything in writing to that effect. Ms. Patti amended the motion to be dependent on verification of the necessary CFM. Mr. Panuczak seconded and the motion carried by unanimous roll call vote.

**General (cont.):** Ms. Patti said we need details, from the General Manager, on re-opening the Recreation

Center. Mr. C. Smith stated we need to get going on the Phase II report from the engineer and move to Phase III for design documents. Discussion took place around timing of Phase II and III. Mr. C. Smith indicated two employees were in quarantine from close contact incidents and he was one of them. Ms. Patti pointed out that NH Guidelines had a provision for employees who felt unsafe at work because of Covid concerns. Mr. Panuczak stated that with the opening postponed the General Manager should continue to address the safety items identified at the walk through.

#### **Committee Reports:**

**Planning Board:** No change.

**Records Committee:** Ms. Patti discussed the coming tour of Thornton Town Hall 1/6/21 and that we are rounding the turn on electronic record storage vendors.

**Advisory Budget Committee:** Mr. Herlihy read the committee report. Mr. Panuczak observed there was likely to be \$350k unspent from the 2020 budget and asked what the General Managers thoughts were on passing back to the taxpayers or appropriating for staff (etc.). Mr. C. Smith indicated that was the Commissioners call and the money would fall to the unreserved fund balance (surplus). Mr. Herlihy indicated that it was unlikely to address this issue while employees were quarantined and that we could set up a meeting or perhaps discuss at the next meeting. Discussion took place around logistics.

**Water and Roads Committee:** Mr. Herlihy announced we had received a \$20k grant from NH DES and thanked the Water Master Plan Committee members (Jaime Oldmixon, Terry Bennett, Stan Bujalski, and Matt Smith) for their efforts. Mr. C. Smith reported that a resident had gravel in their line from a recent water break repair and asked what should be done about it. Mr. Herlihy indicated our current policy is our responsibility ends at the curb stop. The residence was identified as a Condo at LedgeWood. Discussion took place around having the Water and Roads Committee weigh in and what we might offer were it our responsibility. Mr. Hering stated that it was his opinion that the village was responsible since the gravel came from the break on Richardson Trail. Mr. Herlihy asked if that was correct and Mr. C. Smith stated we could not be sure citing the possibilities of gravel from an old water break or a restriction unrelated to water line repair. Mr. Herlihy asked if the resident had water, Mr. C. Smith answered yes, and Mr. Herlihy indicated it could wait until the next Water and Roads Committee meeting. Mr. Bertino asked to speak and Mr. Herlihy recognized him. Mr. Bertino discussed that the water rate is a charge per living unit but the policy being discussed was referring to street connection and in the scenario of Condo's there was problem with whether the village responsibility was to a home or to the street. He stated that the water fee was not equitable, that using taxes in the water fund was not legal, and whether the Treasurer had revealed the illegal nature of the fee when she was inquiring about getting assistance with collections. Mr. Herlihy indicated we were working on a water ordinance and that issues would be dealt with on a case by case basis for now. He agreed the water rate was not deployed properly. Mr. Bertino stated the village should refund for street connections for the last three years.

#### **Consent Calendar:**

**Manifests, Payment of Invoices:** Ms. Patti made a motion to approve, Mr. Herlihy seconded and the motion passed by unanimous roll call vote.

#### **General Calendar:**

**Water Grant:** Mr. Herlihy discussed approving the grant and Ms. Patti stated that it was unanticipated revenue and since it was \$10k or greater, required a public hearing. Discussion took place around when that would happen and next meeting was suggested. Mr. C. Smith said he felt this was the right process.

**Pest Control Contract:** Ms. Kinney reported on requests for quotes. Two companies were interested, but only one provided a quote. She provided details for the services provided. Mr. Herlihy made a motion to accept the

quote and provide the requisite funds, Ms. Patti seconded. Ms. Ivers was asked if the money was available, she said yes, and the motion passed by unanimous roll call vote.

**Records Storage:** The Commissioners thanked Jaime Oldmixon for finding some cost effective storage online.

**Appointments to Planning Board and Website Committee:** We have not received any submissions from prospective candidates. We will wait until Ms. Kinney gets a note out requesting such.

**DuBois and King Report:** Mr. Herlihy indicated this was discussed earlier in the meeting.

**Re-Opening Community Center:** Ms. Patti recommended we push this and the next item out to the meeting scheduled for 1/20/21. Mr. Panuczak agreed.

**Re-Opening Ski Lodge:** See above.

**Garbage Dumpsters through WEA:** Ms. Patti has gotten two legal opinions that the village cannot solve this problem. Mr. Panuczak stated that the Thornton Transfer Station Committee considered the new hours a pilot program. They will review at their meetings. He recommended concerned citizens attend and provide their feedback. Ms. Patti said the problem was related to a Bethlehem landfill whose hours leave our transfer station stranded on Sunday when the compactor gets full. Mr. Hering wondered why the transfer station just didn't keep a second container on hand. He described Waterville Estates Realty's trash service, a new competitor to that service, and a proposal to put a 30-yard open dumpster at the maintenance yard off Snow Trail. He indicated there was a risk of illegal dumping in the latter scenario and that it was a complicated issue. He said they were waiting for other proposals.

**Moderator:** Mr. Panuczak indicated that a resident had expressed concern about the current Moderator position citing RSA 670:4(a). He indicated legal counsel has stated that this applies to Commissioners and does not apply to the Moderator.

**Set the Next Meeting:** Mr. Herlihy indicated the next meeting would be 1/20/21 at 6PM.

**Public Comment Period:** Mr. Herlihy indicated they had read the public comments in the Zoom chat function and the Commissioners would move to Non-Public session.

**Executive Session:** Ms. Patti motioned to enter non-public session for the reasons stated in RSA91-A:3, II (a) ), Mr. Herlihy seconded and the motion passed unanimously by roll call vote at 10:24AM. Session was entered at 10:35AM.

**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 11:34AM. Session was entered at 11:38AM. Mr. Panuczak motioned to seal the non-public session minutes as it would adversely affect the reputation of someone other than the Commissioners, Mr. Herlihy 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 11:39AM.





Unreconciled

P & L as of 12/31/2021

Account	
WVD	\$ 389,483.89
Rec Fund	\$ (4,698.81)
Water	\$ (356.91)

\*\* \$6,612 unpaid water fees

Account	Balance	As of
Meredith Savings Bank	\$937,437.41	11/30/2020
Northway Bank - Water	\$22,548.61	11/25/2020
Northway Bank - Rec	\$98,479.59	11/30/2020
Northway Bank - District	\$60,031.72	11/30/2020
Friends of Campton Mtn.	\$37,480.68	11/30/2020

**Campton 2020**

Date Received	Check #	Principal	Interest	Balance Owed	Appropriation
7/14/2020	41790	\$342,417.59		\$784,327.41	<b>\$1,126,745.00</b>
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	<b>\$206,093.75</b>	

**Thornton 2020**

Date Received	Check #	Principal	Interest	Balance Owed	Appropriation
8/3/2020	36735	\$137,063.00		\$278,938.00	<b>\$416,001.00</b>
10/27/2020	36992	\$33,524.31	\$121.62	<b>\$245,413.69</b>	

## Waterville Estates Village District

		As of		
Non-Lapsing Recreational Projects - \$186,914		12.31.20		
Item	12/31/2021	Appropriation	Spent	Balance
Computer Equipment		9,459.00	4,579	4,880.01
Exercise Equipement - Phase Replacement		15,000.00	14,961	39.44
Mahogany Fence		5,000.00	10,772	-5,772.21
Mens Lockerroom Showers		8,000.00	35	7,965.00
Ladies Lockerroom Floor		16,000.00	11	15,988.75
Rec Center Interior Renovations		10,000.00	5,954	4,046.07
Septic System Pump Replacement		15,455.00	2,300	13,155.00
HVAC		10,000.00	6,919	3,080.60
Rec Center Roof		20,000.00	19,312	688.20
Security System Rec Center		10,000.00	741	9,259.01
Tennis/ Pickel Ball Court		50,000.00	3,569	46,431.14
Exterior Painting Rec Center		15,000.00	7,753	7,247.42
ADA		3,000.00	43	2,956.80
<b>Total</b>		<b>186,914.00</b>	<b>76,949</b>	<b>109,965.23</b>

# WvE Outdoor Courts

---

## January 2021 Summary

**Committee Updates** - The committee met on Tuesday 1/12 from 7:00-7:40pm. Due to a last minute scheduling change, the meeting was not available via WEVD Zoom. Maureen excused herself from the meeting as it was not able to be shared with the public.

Attendees: Dick Mayo, Madhu Challagulla, Dave Ketcham

Stan Bujalski attempted to join late, a follow-up call was made with Stan, Dick & Dave after the Zoom meeting from 7:40-8:00pm.

**Community Input** - The survey is complete. We are working with Judy and staff to distribute to all owners. One response per dwelling.

### **Basketball Court** -

- Sketches of existing basketball court and possible redesigns are in progress.
- Working on putting together ball-park estimates to help facilitate costing out the project.

### **Tennis Courts**

#### Option B - subcontracted

- There was some discussion on the goal of option B. While it would be preferred to have a general contractor handle the entire project, it could cost a great deal less to subcontract each required phase. Not replacing the fencing alone would be a savings of approximately \$30k.
- Working on putting together ball-park estimates to help facilitate costing out the project.
- Option B estimates are needed to help package possible warrant article(s) so that work can be done in 2021.

#### Option A - turnkey

- Rebuild estimate for both double racquet courts from VT Tennis still pending.
- Initial bids to rebuild 1 double court, from VT Tennis and ME Tennis & Track, can be provided on request.

The next official meeting via Zoom is on Tuesday January 26 at 7:00pm. It will be on the WEA calendar.

## Budget Advisory Committee (BAC) Report as of 1/13/2021

The BAC is comprised of three members: Mark Canfield, Linda Ivers, and Gerry Panuczak. The committee was established in September of 2020 with its first meeting held on September 25. Meetings are being held every Monday until further notice and have been open to the public on a virtual basis using Zoom. Minutes of every meeting have been produced and provided to the Assistant General Manager.

The BAC met with Shawn P and Ericka B, respective leads for Campton Mountain Maintenance and Campton Mountain Ski and Food & Beverage operations, to learn about their experience, duties, plans, and needs as respects the future budget (2021).

The BAC held a Zoom meeting with Corey Smith and Judy Kinney on Friday January 8<sup>th</sup> to help understand the status of their budget building work and to meet the budget timeline we are all under. During this session, it was suggested that some expense projections may need a best guess estimate as necessary information for making a more accurate projection is not yet available, e.g., water master plan. Short- and longer-term asset expense allocations are going to be tied to the Reserve Analysis performed in 2019 which Corey shared with the board after the meeting. Another meeting is planned but as of this writing, a time and date has not been established.

During our meeting with Corey and Judy, it was determined that less than 100% of the annual water fees billed have been paid. Outstanding fees in arrears have been difficult to collect. Some liens have been placed on owner's property who have not kept current with the fees. Judy Kinney determined after consulting with our attorney, that WEVD can ask the town's tax collector to bring Campton's influence to bear on collecting these outstanding amounts. The commissioners are encouraged to speak with the town's tax collector, Hannah Joyce, about assisting the district at collecting these outstanding fees.

The early rough budgets include a forecast and planned deficit for the Rec Fund. The driving force behind this are the expected revenues that fall far short of 2019 actuals, expenses that have not fallen, and in several instances have increased due to measures needed to comply with COVID requirements. 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. These suggestions were also provided to Mike Hering, president of the association.

The BAC was requested to develop and provide an "all in" exhibit of expenses for Campton Mountain. This exhibit includes expenses that are in the REC and General Fund budgets and are specific to operating Campton Mountain. The purpose of this exercise was to show what this amenity costs the community.

Respectfully submitted,

Mark Canfield BAC Chair

*Total Due \$2189.55*  
WEVD Water Department  
Unpaid Bills Detail  
As of January 14, 2021

Type	Date	Num	Due Date	Split	Open Balance
Capital One Bill	01/04/2021	Amazon	01/14/2021	4332.14 · Offc...	21.48
Total Capital One					21.48
Conway Technology Group Bill	12/22/2020	Inv. # ...	01/01/2021	4332.14 · Offc...	80.75
Bill	01/04/2021	Inv. # ...	01/14/2021	4332.14 · Offc...	83.47
Total Conway Technology Group					164.22
Eversource - 1039 43 Pegwood Bill	01/05/2021		01/30/2021	4332.9 · Water...	346.68
Total Eversource - 1039 43 Pegwood					346.68
First BankCard - 2124 CS Bill	11/30/2020	Quick ...	12/10/2020	4332.14 · Offc...	64.40
Bill	12/01/2020	Postage	12/11/2020	4332.15 · Post...	12.50
Bill	12/23/2020	Stamp...	01/02/2021	4332.15 · Post...	12.50
Bill	12/31/2020	Quick...	01/10/2021	4332.14 · Offc...	64.40
Total First BankCard - 2124 CS					153.80
Mauchly Electric LLC Bill	01/08/2021	Inv. # ...	01/18/2021	4909.1 · G&N -...	440.00
Total Mauchly Electric LLC					440.00
OnSite Computer Services Bill	12/31/2020	Inv. # ...	01/10/2021	-SPLIT-	1,000.00
Total OnSite Computer Services					1,000.00
Treasurer, State Of NH Bill	12/30/2020	Inv. # ...	01/09/2021	4332.2 · Water...	15.00
Bill	12/30/2020	Inv. # ...	01/09/2021	4332.2 · Water...	30.00
Total Treasurer, State Of NH					45.00
US Bank Equipment Finance Bill	12/23/2020	Inv. # ...	01/07/2021	4332.14 · Offc...	104.25
Total US Bank Equipment Finance					104.25
TOTAL					2,275.43

*89.46*



TOTAL DUE \$ 6101.22

**WEVD Rec Fund**  
**Unpaid Bills Detail**  
As of January 14, 2021

Type	Date	Num	Memo	Due Date	Split	Open Balance
<b>ASCAP</b>						
Bill	12/20/2020	Ref. # 10000558...	Acct # 500688430	12/30/2020	9101.11 · Licenses & F...	483.90
Total ASCAP						483.90
<b>C M Whitcher Rubbish Removal LLC</b>						
Bill	01/01/2021	Inv.f # 4234		01/16/2021	-SPLIT-	720.00
Total C M Whitcher Rubbish Removal LLC						720.00
<b>Capital One - 7517</b>						
Bill	11/29/2020	Adobe Acropro		12/29/2020	9101.09 · Office Supplies	14.90
Bill	12/01/2020	Indeed		12/31/2020	9101.15 · Advertising	366.63
Bill	12/01/2020	Indeed		12/31/2020	9101.15 · Advertising	34.91
Bill	12/15/2020	Amazon		01/14/2021	9300.17 · Misc. Expenses	33.98
Bill	01/04/2021	Amazon		02/03/2021	9101.09 · Office Supplies	21.48
Bill	01/05/2021	Ord. #202199803...		02/04/2021	9101.11 · Licenses & F...	102.00
Bill	01/06/2021	Amazon		02/05/2021	-SPLIT-	211.51
Total Capital One - 7517						785.41
<b>Conway Technology Group</b>						
Bill	12/22/2020	Inv. # 2672947		01/01/2021	9101.09 · Office Supplies	80.75
Bill	01/04/2021	Inv. # 2687522		01/14/2021	9101.09 · Office Supplies	83.47
Total Conway Technology Group						164.22
<b>Erica Benton - E</b>						
Bill	01/04/2021	Walmart		01/14/2021	9005.07 · Food	5.47
Total Erica Benton - E						5.47
<b>First Bankcard - 2124 CS</b>						
Bill	11/30/2020	QuickBooks		12/30/2020	9101.09 · Office Supplies	64.40
Bill	12/01/2020	Stamps.com		12/31/2020	9101.16 · Postage	12.50
Bill	12/08/2020	Arthur Platt		01/07/2021	-SPLIT-	525.24
Bill	12/10/2020	Stamps.com		01/09/2021	9101.16 · Postage	8.99
Bill	12/17/2020	PLS - Process L...		01/16/2021	-SPLIT-	714.48
Bill	12/23/2020	Stamps.com		01/22/2021	9101.16 · Postage	12.50
Bill	12/23/2020	Constant Contact		01/22/2021	9101.15 · Advertising	70.00
Bill	12/31/2020	QuickBooks		01/30/2021	9101.09 · Office Supplies	64.40
Total First Bankcard - 2124 CS						1,472.51
<b>OnSite Computer Service</b>						
Bill	12/31/2020	Inv.f # 7405		12/31/2020	-SPLIT-	1,740.00
Total OnSite Computer Service						1,740.00
<b>Skip Evans</b>						

1,140.827

**WEVD Rec Fund**  
**Unpaid Bills Detail**  
As of January 14, 2021

Type	Date	Num	Memo	Due Date	Split	Open Balance
Bill	01/07/2021	PO # 095620		01/17/2021	9300.17 · Misc. Expenses	190.00
Total Skip Evans						190.00
Spectrum	12/28/2020		12/27/20 - 1/26/2021 Service	01/07/2021	-SPLIT-	521.82
Bill						521.82
Total Spectrum						521.82
Staples Business Advantage	01/04/2021	Ord # 7321566909		02/03/2021	-SPLIT-	41.47
Bill	01/04/2021	Ord # 721622309		02/03/2021	-SPLIT-	31.27
Total Staples Business Advantage						72.74
UniFirst Corporation	01/07/2021	Inv. # 4551550		02/06/2021	9500.29 · Laundry & Un...	90.55
Bill						90.55
Total UniFirst Corporation						90.55
US Bank Equipment Finance, Inc.	12/20/2020	Inv. # 431942747		12/30/2020	9101.09 · Office Supplies	104.25
Bill						104.25
Total US Bank Equipment Finance, Inc.						104.25
White Mountain Carpet Cleaning	12/31/2020	Inv. # 668	Insurance Claim - Leak in Commu...	01/10/2021	9200.18 · Carpet Cleani...	600.00
Bill						600.00
Total White Mountain Carpet Cleaning						600.00
TOTAL						6,950.87

1074L DUE 1P 25936.50

**Waterville Estates Village District**  
**Unpaid Bills Detail**  
As of January 14, 2021

Type	Date	Num	Memo	Due Date	Split	Open Balance
<b>AmeriGas 202303137 Center</b>						
Bill	12/31/2020	Inv. # 3116...		01/10/2021	4520.19 · Building Heat	5,527.25
<b>Total AmeriGas 202303137 Center</b>						
						5,527.25
<b>BCN Telecom - Shop</b>						
Bill	01/01/2021	Inv. # 2304...		01/11/2021	4199.3 · Telephones	33.27
<b>Total BCN Telecom - Shop</b>						
						33.27
<b>Capital One - 7517 Spark Business</b>						
Bill	12/08/2020	Chappell T...		01/07/2021	4312.19 · Plow Gear & Sand...	707.00
Bill	12/11/2020	NH Municipal		01/10/2021	4199.10 · Licenses/Fees	165.00
Bill	12/14/2020	Amazon Pr...		01/13/2021	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		01/21/2021	-SPLT-	249.64
Bill	12/23/2020	Zoom		01/22/2021	4199.10 · Licenses/Fees	199.90
Bill	12/28/2020	Schneider ...		01/27/2021	4520.38 · Cap - Lift Maintena...	654.33
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	01/04/2021	Amazon		02/03/2021	4311.1 · Office Supplies	21.48
Bill	01/06/2021	Cumtarian...		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 Maintena...	299.90
<b>Total Capital One - 7517 Spark Business</b>						
						2,791.45
<b>Conway Technology Group</b>						
Bill	12/22/2020	Inv. # 2672...		01/01/2021	4311.1 · Office Supplies	80.75
Bill	01/04/2021	Inv. # 2687...		01/14/2021	4311.1 · Office Supplies	83.48
<b>Total Conway Technology Group</b>						
						164.23
<b>Duffield Engineering &amp; Consulting</b>						
Bill	05/12/2019		Deposit \$ 1000.00	05/22/2019	4520.26 · Cap - Septic Syste...	1,300.00
<b>Total Duffield Engineering &amp; Consulting</b>						
						1,300.00
<b>Erica Benton - E</b>						
Bill	01/08/2021	The UPS S...	Ski Area Signs with waiver - C...	01/18/2021	4199.13 · Miscellaneous	63.00
<b>Total Erica Benton - E</b>						
						63.00
<b>Eversource - 1074 Over Flow Parking</b>						
Bill	01/04/2021			01/24/2021	4520.17 · Outdoor Lighting	76.62
<b>Total Eversource - 1074 Over Flow Parking</b>						
						76.62
<b>First BankCard - 2124 CS</b>						
Bill	11/30/2020	QuickBooks		12/10/2020	4311.1 · Office Supplies	64.40

Waterville Estates Village District  
Unpaid Bills Detail  
As of January 14, 2021

Type	Date	Num	Memo	Due Date	Split	Open Balance
Bill	12/01/2020	Stamps.com		12/11/2020	4199.6 · Postage	12.50
Bill	12/11/2020	Petra		12/21/2020	4220.2 · Safety Supplies	129.99
Bill	12/23/2020	Stamps.com		01/02/2021	4199.6 · Postage	42.60
Bill	12/31/2020	QuickBooks		01/10/2021	4311.1 · Office Supplies	64.40
Total First BankCard - 2124 CS						283.79
Granite State Minerals						
Bill	12/31/2020	Inv. # 0772...		01/30/2021	4312.14 · Road Sand & Salt	1,236.22
Total Granite State Minerals						1,236.22
Handy Man Hardware						
Bill	01/05/2021	Inv. # B252...		01/05/2021	-SPLIT-	100.00
Bill	01/05/2021	Inv. # B252...		01/05/2021	-SPLIT-	74.00
Bill	01/06/2021	Inv. # B523...		01/06/2021	-SPLIT-	5.67
Total Handy Man Hardware						179.67
Home Depot						
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						(119.10)
Irving Energy						
Bill	12/28/2020	Inv. # 1332...		01/11/2021	-SPLIT-	959.48
Total Irving Energy						959.48
Mad River Property Management						
Bill	01/03/2021	Inv. # 4000...		01/13/2021	4312.03 · Contractor Plowing	365.00
Bill	01/04/2021	Inv. # 4000...		01/14/2021	4312.03 · Contractor Plowing	330.00
Total Mad River Property Management						695.00
Mark Johnston Construction						
Bill	12/11/2020	Inv. # 2020...		12/21/2020	-SPLIT-	3,102.50
Total Mark Johnston Construction						3,102.50
Mauchly Electric LLC						
Bill	01/13/2021			01/23/2021	4520.7 · Ski Area Repairs an...	2,040.00
Total Mauchly Electric LLC						2,040.00
OnSite Computer Service						
Bill	12/31/2020	Inv. # 7405		12/31/2020	-SPLIT-	500.01
Total OnSite Computer Service						500.01
Pike Industries						
						500.01

215.89

**Waterville Estates Village District**  
**Unpaid Bills Detail**  
As of January 14, 2021

Type	Date	Num	Memo	Due Date	Split	Open Balance
Bill	01/04/2021	Inv. # 1175...		02/03/2021	4312.14 · Road Sand & Salt	1,539.90
Total Pike Industries						1,539.90
<b>Plymouth Ford</b>						
Bill	01/11/2021	Inv. # 20543	Toyota FJ Cruiser	01/11/2021	-SPLIT-	2,282.49
Total Plymouth Ford						2,282.49
<b>Prioth</b>						
Bill	01/12/2021	Inv.#20050...	Snow Groomer	01/22/2021	-SPLIT-	3,333.12
Total Prioth						3,333.12
<b>Sanel NAPA Auto Parts</b>						
Bill	12/22/2020	Inv. # 7036...		01/11/2021	4312.21 · Maintenance & Tu...	47.96
Bill	12/29/2020	Inv. # 7036...		01/18/2021	-SPLIT-	153.16
Total Sanel NAPA Auto Parts						201.12
<b>Shawn Pelchat - E</b>						
Bill	01/04/2021	Kirks Truck...		01/14/2021	4520.38 · Cap - Lift Maintena...	13.25
Bill	01/13/2021	Marc Quinon	Document Filing Cabinets split...	01/23/2021	4311.1 · Office Supplies	300.00
Total Shawn Pelchat - E						313.25
<b>Smithfield Plumbing &amp; Heating Supply</b>						
Bill	12/21/2020	Inv. # N319...		12/31/2020	4520.10 · Building Equipmen...	1,397.35
Total Smithfield Plumbing & Heating Supply						1,397.35
<b>Staples Business Advantage</b>						
Bill	12/30/2020	Ord# 3185...		01/29/2021	4311.1 · Office Supplies	8.70
Bill	01/04/2021	Ord. # 732...		02/03/2021	-SPLIT-	41.47
Bill	01/04/2021	Ord. # 732...		02/03/2021	4311.1 · Office Supplies	11.98
Total Staples Business Advantage						62.15
<b>State of NH - Criminal Record</b>						
Bill	01/13/2021		Criminal Record	01/23/2021	4199.13 · Miscellaneous	25.00
Total State of NH - Criminal Record						25.00
<b>Upton &amp; Hatfield, LLP</b>						
Bill Pmt -Check	09/28/2020	25532			1001 · Northway Bank	(5,821.85)
Item Receipt	12/31/2020	Check # 10...	Received check for duplicate p...		4153.1 · Legal / Consulting	5,821.85
Total Upton & Hatfield, LLP						0.00
<b>US Bank Equipment Finance, Inc.</b>						
Bill	12/23/2020	Inv. #4319...		01/17/2021	4311.1 · Office Supplies	104.25

Waterville Estates Village District  
Unpaid Bills Detail  
As of January 14, 2021

Type	Date	Num	Memo	Due Date	Split	Open Balance
Total US Bank Equipment Finance, Inc.						104.25
TOTAL						28,092.02

## JANUARY 20<sup>TH</sup> 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 #13).
2. The Chair will ask all persons who are attending online and who wish to make a statement to send a note on the CHAT feed to the AGM, Ms. Kinney. 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 the call and then re-entering the meeting. THE NUMBER 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 if a desire to speak during the public comment period.
6. The Chair will call on the persons identified by Ms. Kinney.

Please review the WEVD Meeting Policy that is included with the Agenda for the January 20<sup>th</sup> meeting. All speakers will be granted up to three (3) minutes to make a statement.

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 solve one of these issues.

## Motion to Allow Fitness Room and Indoor Pools to Re-Open:

I, Maureen Patti, hereby move, while awaiting further information from the engineers regarding filtration, air sanitation and fresh air intake, to allow use of the INDOOR POOLS, FITNESS ROOM, LOCKER ROOMS and FAMILY CHANGING ROOM at the Community Center on the following conditions:

1. A waiver form that is acceptable to WEA is utilized which includes the attached language.
2. Additional signs are produced as attached and will be positioned outside the entrance and exit of the Community Center.
3. A set of Covid-19 Procedures and Policies for Employees that complies with New Hampshire Safer at Home Universal Guidelines and NH Guidelines for Health & Fitness businesses as well as recreational Pools are followed.
4. A set of Covid-19 Guest Policies that complies with both the NH Universal Guidelines and the Safer at Home Guidelines for Health and Fitness businesses and recreational Pool operations are followed.

When the locker room renovation is scheduled to begin, I will defer to the judgment of the General Manager about temporarily closing, if necessary, the locker rooms.

## Additional Signage:

To all guests entering the Community Center, please be advised:

**An engineer's report indicates the ventilation in some parts of the Community Center does not meet standards suggested by the CDC.**

Individuals who enter are doing so understanding that fact, and they are solely responsible for any loss or damage, including personal injury, property damage, or death arising from or out of use of the Waterville Estates Village District's facilities and participation in any Waterville Estates Association programming.

Individuals who enter release and waive any claims or actions against the Waterville Estates Village District and/or Waterville Estates Association and their officials, board members, employees, and volunteers, from any causes of action, claims, or demands of any nature whatsoever, including, but in no way limited to, claims of negligence, which she/he, or her/his successors, may have, now or in the future, against any of the released parties on account of personal injury, property damage, death, or accident of any kind, arising out of or in any way related to the use of the Waterville Estate Village District's facilities or equipment or participation in Waterville Estates Association programming whether that participation is supervised or unsupervised, however the injury or damage occurs, and including without limitation any illness or harm caused by or related to the COVID-19 virus.



To be included in Waiver for entering/using WEVD facilities:

The novel coronavirus known as COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. The risks of COVID-19 are described in information provided by the New Hampshire Department of Health and Human Services, at <https://www.nh.gov/covid19>, and the United States Centers for Disease Control and Prevention, at <https://www.cdc.gov/coronavirus/2019-ncov>, and include severe illness, personal injury, permanent disability, and death. The risk of transmission of and infection from the Covid-19 virus is inherently higher in any area where people congregate or share facilities, and cannot be prevented. Waterville Estates Village District may establish rules and procedures to reduce that risk, which, by signing this Acknowledgment and Release, the undersigned agrees strictly to follow, Waterville Estates Village District cannot and does not warrant or guaranty the safety of the undersigned when using WEVD facilities and participating in any Waterville Estates Association programming.

The undersigned acknowledges that she or he has full knowledge of those risks, is not relying on any representations or warranties by WEVD or WEA concerning those risks, and is solely responsible for any loss or damage, including personal injury, property damage, or death, arising from or out of use of WEVD facilities or participating in WEA operations/programs/activities.

In the alternative, the following waiver can be modified and/or used:

Waterville Estates Village District (WEVD) and Waterville Estates Association (WEA)  
Acknowledgment and Release

This Acknowledgment and Release is given by the undersigned to the Waterville Estates Village District and the Waterville Estates Association, in consideration of and as a condition to the undersigned's use of WEVD facilities and participation in operations/activities provided by WEA.

#### **A. Acknowledgment of Risk**

The undersigned acknowledges that use of WEVD facilities and WEA programs/activities has certain inherent risks of injury, including without limitation slips, trips, and falls, illness, including exposure to and infection by viruses or bacteria.

In addition, the novel coronavirus known as COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. The risks of COVID-19 are described in information provided by the New Hampshire Department of Health and Human Services, at <https://www.nh.gov/covid19>, and the United States Centers for Disease Control and Prevention, at <https://www.cdc.gov/coronavirus/2019-ncov>, and include severe illness, personal injury, permanent disability, and death. The risk of transmission of and infection from the Covid-19 virus is inherently higher in any area where people congregate or share facilities, and cannot be prevented. WEVD and WEA may establish rules and procedures to reduce that risk, which, by signing this

Acknowledgment and Release, the undersigned agrees strictly to follow, but WEVD and WEA cannot and do not warrant or guaranty the safety of the undersigned when using the WEVD facilities and participating in WEA operations.

The undersigned acknowledges that she or he has full knowledge of those risks, is not relying on any representations or warranties by WEVD and WEA concerning those risks, and is solely responsible for any loss or damage, including personal injury, property damage, or death, arising from or out of use of WEVD facilities or participating in WEA programs/activities/operations.

**B. Release, Waiver, and Covenant Not to Sue**

The undersigned releases and waives any claims or actions against WEVD and WEA, and their officials, board members, employees, and volunteers, (the “Released Parties”) from any causes of action, claims, or demands of any nature whatsoever, including, but in no way limited to, claims of negligence, which she/he, or her/his successors, may have, now or in the future, against any of the Released Parties on account of personal injury, property damage, death, or accident of any kind, arising out of or in any way related to the use of WEVD facilities or equipment or participation in WEA programs/activities/operations, whether that participation is supervised or unsupervised, however the injury or damage occurs, and including without limitation any illness or harm caused by or related to the COVID-19 virus.

The undersigned further acknowledges and certifies that (i) she/he is legally competent to sign and deliver this agreement; (ii) the terms of this agreement are legally binding; and (iii) she/he is signing this agreement, after having carefully read it.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\* Need to add parental consent

**Motion to Add Members to Planning Board:**

I, Gerry Panuczak, hereby move to appoint Mark Canfield, David Spinney, Kelly Cannon and Ryan Timms to the Planning Board Committee. With these appointments, there will be seven members on the Planning Board Committee.

**Waterville Estates Village District  
General Government / Procedure  
WEVD Meeting AGENDA / RCA FORM**

**REQUEST FOR COMMISSION ACTION**

**Instructions for use:** Send at least ten days in advance of WEVD meeting to the GM & AGM on group email \_\_\_\_\_.  
The Commissioners and Treasurer shall be BCC'd on the email. The Commission Chairman shall decide and notify the GM/other if the RCA is included on the Agenda.

**MEETING DATE:** January 20, 2021

**AGENDA ITEM #:**

**TITLE OF REQUEST:** Immediate Reopening Authorization for all Facilities, Immediate Cessation of Redirection or Misappropriation of Funds for purposes not approved by voters

**SUMMARY OF WHY ACTION IS SOUGHT (Need, background):**

In March 2020, in light of the emerging coronavirus pandemic, Waterville Estates closed its facilities to public access pursuant to the governor's orders closing non-essential facilities. In Summer 2020, the governor's order was lifted, yet the facilities remained closed, ostensibly due to insurance concerns from the WEA. These concerns were subsequently resolved, and for several months now, WEA has been attempting to reopen the facilities. The Commission has refused to provide its assent, in violation of the contractual relationship between the entities and both the spirit and letter of the budget passed by the voters. Instead, the board has spent its time misappropriating or redirecting funds for use on items not approved by the voters. The concerns associated with closure have been resolved. WEVD must immediately authorize the reopening of all facilities to the public pursuant to the budget passed by the voters. It must and cease and desist the redirection of funds on capital expenditures such as HVAC changes that were not authorized by the voters. The Commission is the executive branch, and its job is to execute the will of the voters. This majority-un-elected board has been unlawfully acting as both legislature and executive, usurping the rightful role of the voters who voted for a budget that included the operation of amenities.

**GOALS SOUGHT WITH THIS ACTION:**

Immediate authorization for reopening of all WEVD facilities. Realignment of the appropriate role of the WEVD commission with its role as the executive in spending monies appropriated by the voters for its intended purpose. Immediate cessation of all misappropriation and unauthorized expenditure/redirection of funds away from operation of amenities and towards commissioners' pet projects and priorities. Avoidance of lawsuit and associated costs.

**ACTION REQUESTED:** Vote to authorize staff and WEA to reopen all Waterville Estates facilities, in accordance with state industry-specific guidance on COVID-19 mitigation. Direct all parties to move forward without delay.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

This should be covered by the existing budget passed by the voters, provided that the WEVD commission ceases all misappropriation and redirection of funds towards pet projects not explicitly approved by the voters, such as HVAC changes, chairlift catwalks, and "safety cabinets".

**PLAN FOR IMPLEMENTATION:**

Immediately authorize staff and WEA to take appropriate measures and to reopen at their discretion without any further action from WEVD, subject to implementation of appropriate mitigation measures required by the governor's orders. The WEVD commission is a governmental body of three individuals, two of whom were not elected. It lacks the flexibility, democratic legitimacy, sense of urgency, and diversity of viewpoints that exists within the staff and among the WEA board of nine. It must get out of the way and delegate rather than continue to impede the operations of the District.

**MODEL RESOLUTION: I move to approve.....**

- 1) I move to approve the reopening of all indoor facilities, including the gym, pools, restaurant for indoor dining, subject to the implementation and continued adherence to the state's sector-specific guidance found at <https://www.covidguidance.nh.gov/>. Implementation of these measures shall be delegated to WEA and staff members according to the recreation management agreement. Staff and WEA are directed to adhere to the mandatory requirements contained in this sector-specific guidance and to avoid adding restrictive requirements beyond what the state mandates.
- 2) I move to withdraw approval for any funding allocated for HVAC changes not explicitly authorized by the voters at the WEVD annual meeting, and direct the staff to ensure these funding recommendations are contained in next year's budget for the approval of the voters.
- 3) I move that the board acknowledge that its previous statements regarding state HVAC mandates for COVID-19 were mistaken, and that the board apologize for the error. I further move that the board recognize that building code requirements pertain to the issuance of building permits and not to the continued operation or maintenance of systems, and thus there is no legitimacy to the notion that HVAC changes are required prior to reopening.

## **IMPROVEMENTS TO HARDWARE AND EMAIL ACCOUNTS**

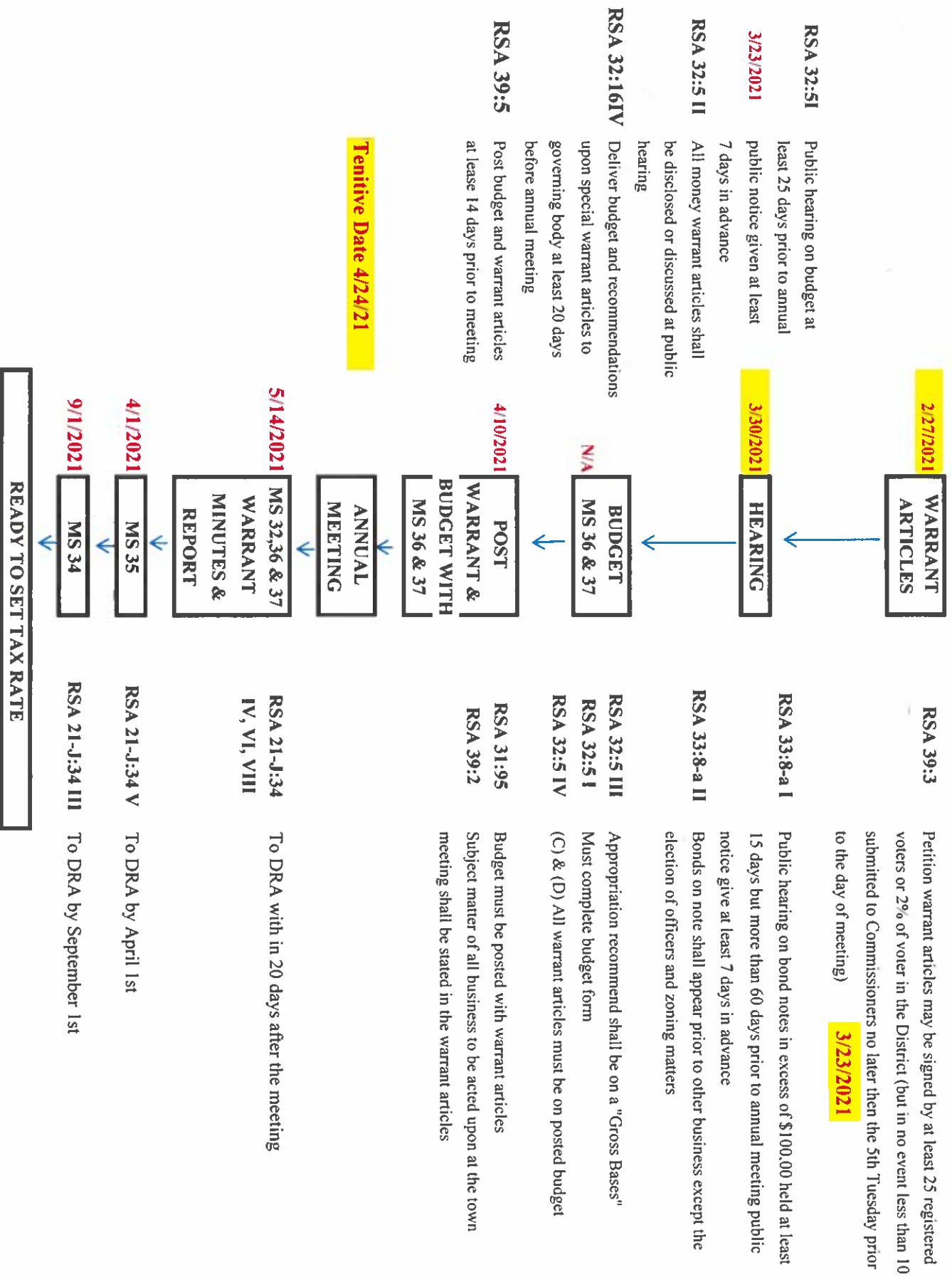
- 1) Determine if there is any administrative search capacity for existing/in use WE email so only one person need perform the searches

The account needs to be upgraded - \$18 per user, per month for 45 users equates to \$810 per month

- 2) Is there added software needed to enable both retention of all email correspondence (with capacity to purge emails once WEVD have met the statutory retention schedule and admin search capacity

The drive in the server will need to be upgraded to a pair of 6TB drivers for under \$200 each and this will expand capabilities of archival. (This will be necessary soon anyway)

# WATERVILLE ESTATES VILLAGE DISTRICT





January 8, 2021

Waterville Estates Village District  
Campton, NH  
(via email)

**Re: Water Ordinance Development Assistance**

Dear Water Committee Members and District Commissioners,

We are pleased to present this proposal for professional engineering services to assist the Waterville Estates Village District (District) with development of a water Ordinance.

Services we propose to provide on this project include professional expertise and assistance as detailed in the following Scope of Services. DuBois & King, Inc. (D&K) will complete all services with in house staff.

### **SCOPE OF SERVICES**

#### **Meetings**

It is understood that development of a Water Ordinance for the District will include a public participation component. During the process, D&K will attend meetings with the Water Committee and/or the Board of Commissioners to provide input relating to the Ordinance. The following meetings are anticipated and included in this proposal:

- Kick-off meeting to review Ordinance development and example ordinances from other municipalities and to assign tasks to various committee members.
- A coordination meeting on the development of the Ordinance is anticipated to review sections and discuss revisions to the proposed language. This meeting is anticipated to occur at approximately 50% completion point of the Ordinance development work.
- A 90% review meeting with the committee will provide an opportunity to review the Ordinance in more detail and solicit feedback from the Committee and/or the Commissioners prior to a Public Hearing.
- A Public Hearing is required to review the Ordinance and solicit feedback from the community prior to adoption of the Ordinance by the Commissioners.

#### **Ordinance Development**

It is understood that the development of the Water Ordinance will be a collaborative effort with the Community (Water Committee). D&K will provide an outline for the Ordinance identifying various

sections to be addressed, including guidance to the Committee on the intent of each section. The Water Committee and/or the Commissioners will provide feedback and decision making with regards to each component of the Ordinance including but not limited to Connection Fees, Ownership of Service Lines, Curb Stops, Requests to Shut-off Water, Access to Property, etc. It is understood that the District will facilitate review and comments by the District's legal team on any Ordinance draft language. D&K will recommend specifications for components of the water system associated with new service connections. It is anticipated that D&K will develop a sketch (figure) which will be incorporated into the Ordinance to demonstrate a typical water service connection and required components.

D&K anticipates that the Ordinance will consist of the following sections or similar.

*General Provisions*

*Definitions and Abbreviations*

*Connection to Community Water System*

*Application for Service*

*Shut-Off and Restoration of Service*

*Connection Fees*

*Curb Stops*

*Ownership and Maintenance of Service Lines*

*Service Line Leaks*

*Stop Valve*

*Cold Weather Construction*

*Denial or Postponement of Service*

*Unauthorized Use of Water*

*Restriction or Prohibition of Certain Water Uses*

*Maintenance of Plumbing*

*Cross Connections, Protected*

*Fluctuation of Pressures by Customers' Apparatus*

*Safeguarding Water-Using Devices*

*Access to Premises*

*Responsibility for Water Charges*

*Billing Procedures*

*Disconnection of Service*

*Interrupted or Unsatisfactory Service*

*Meters and Related Apparatus*

*Water Use Adjustments*

*Flushing Hydrants*

*Tampering with the Community Water Supply System*

*Water Main Extension, Plan Approval, Construction Materials*

*Protection from Damage*

*Enforcement and Penalties*

*Water Rates, Special Charges, and Connections Fees*

*Appendices*

*Publication and Effective Date*

## **ASSUMPTIONS**

This proposal has been prepared based on the following assumptions:

1. DuBois and King will act in an advisory role for the development of the Ordinance in conjunction with the District's Water Committee and the District's legal counsel.



2. The work outlines a basis for involvement to assist the District. Fees are based on hourly estimates of the work. Work will be billed based on actual time spent on the project with a "Not to Exceed" budget.

### **CLIENT RESPONSIBILITIES**

Your responsibilities for this project shall include:

1. The Water Committee will meet regularly to review Ordinance sections and make recommendations to the Commissioners for acceptance and incorporation into the Ordinance.
2. Provide a contact person that can act with authority on behalf of the District for this project.

### **SCHEDULE**

We propose to complete the proposed work in conjunction with the Water Committee schedule.

### **PROFESSIONAL FEES**

For accomplishing the above Scope of Services, DuBois & King, Inc., will be paid on a time and material, hourly rate basis. Budgets for our estimated fees for the Scope of Services indicated above are depicted in the following table:

<b>SCOPE ITEMS</b>	<b>ESTIMATED FEE</b>
Meetings	\$1,900
Ordinance Development	\$5,500
Total	\$7,400

The above fee estimate includes customary reimbursable expenses for this project, including phone, travel, mailings, and reproduction. If during the development of the Ordinance, we identify additional budget is necessary to assist the District, we will notify the Water Committee before exceeding the estimated budget.

### **Additional Services**

Additional Services, if required and authorized by you in writing (email is acceptable), would be provided on an hourly basis in accordance with our Standard Schedule of Fees and Contract Conditions then in effect.

### **ACCEPTANCE**

If the Scope of Services and terms outlined herein are acceptable, please sign original letter in the space provided below, retain one (1) copy for your records and return one (1) original to us. This letter, along with standard terms and conditions in effect for projects with the District, will serve as our Agreement. This proposal shall be valid for a period of 30 days from the date of the proposal.

This proposal is a Professional Instrument of Service prepared specifically for you and this project. This document may not be copied, reproduced or disseminated to other parties other than the Waterville Estates Village District, without the expressed written permission of DuBois & King, Inc.

We appreciate the opportunity to submit this proposal, and look forward to working with you on this project. Please call if you have any questions or need any additional information.

Very truly yours,  
DuBois & KING, INC.

A handwritten signature in black ink, appearing to read "Nicholas Sceggell".

Nicholas J. Sceggell, PE  
Project Manager

WATERVILLE ESTATES VILLAGE DISTRICT  
ACCEPTED AND AUTHORIZED TO PROCEED:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_



# Water System Ordinance



Project No.: 22\*\*\*\*

Project Phases & Tasks		Labor Categories									
		Principal	Project Manager	Senior Project Engineer	Staff Engineer						Total Hours
I. Basic Services											
A. <u>Ordinance Development</u>											
Develop Boilerplate Ordinance from Examples			2		12						14
Miscellaneous Assistance			8								8
Specifications			2	12	8						22
Typical Service Sketch			1	2	4						7
Total Hours:		0	13	14	24	0	0	0	0	0	51
Direct Labor	Total Hours:	0	13	14	24	0	0	0	0	0	51
	Hourly Rate:	\$150.00	\$125.00	\$115.00	\$90.00						
	Labor Cost:	\$0	\$1,625	\$1,610	\$2,160	\$0	\$0	\$0	\$0	\$0	\$5,395
Direct Expenses											
I. Subsistence											
Transportation:		Vehicles	0	Miles @	\$0.560	/ Mile =	\$0				
				Travel-Air / Ground / Parking Allowance =			\$0				
Meals:		Partial Per Diem	0	Days @	\$6.00	/ Day =	\$0				
		Full Per Diem	0	Days @	\$25.00	/ Day =	\$0				
Rooms & Lodging:		Hotel	0	Days @	\$70.00	/ Day =	\$0	Subsistence Total =		\$0	
II. Support Expenses											
							Phone =	\$10			
							Postage =	\$0			
							Reproduction =	\$15			
							Copying =	\$0	Support Total =		\$25
III. Other Consultants (Contract Directly with Town)											
							Archaeological Resources Assessment =	\$0	Subcontractor Total =		\$0
IV. Miscellaneous Expenses											
							Computer Charges =	\$0			
							Plotting Charges =	\$0			
							Special Equipment =	\$0			
							Miscellaneous =	\$0	Miscellaneous Total =		\$0
							Total Direct Expenses =			\$25	
							Administrative Fee =			\$2	
							Total Cost =			\$27	
Cost Summary											
					Labor Cost	\$5,395					
					Direct Expenses	\$27					
					Total Price	\$5,422					