562 Winterbrook Road, Campton, NH 03223
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www.waterville-estatesnh.gov

WEVD Commission APPROVED Meeting Minutes
April 23, 2025 – 6 PM

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Mark Canfield, General Manager Ron Beard, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Members of the Public: na

Members of the Public on Zoom: Bobbi Ketcham, Nancy Seward

Members Excused: na

Call to Order: Commissioner Patti called the meeting to order at 6:00 PM.

Pledge of Allegiance: The meeting began with the Pledge of Allegiance.

Roll Call of Commissioners: Ms. Patti, Mr. Panuczak, Mr. Canfield were present in person.

Adoption of Agenda:
There was consensus on adding item 11.d Volunteer Appointments, suggested by Ms. Patti.

Approval of Minutes

a. April 8, 2025
Ms. Patti noted that she had submitted 2 written amendments, which were in the packet, and that she would like to add the 3rd amendment by adding the acute accent mark to Ms. Aguiló's last name throughout the document.

*Ms. Patti motioned to amend the draft minutes for **April 8, 2025,** according to the list of 2 written and one oral amendment by Ms. Patti provided in the packet. Mr. Panuczak duly seconded.*
Mr. Canfield suggested six more oral amendments, mostly typographical and grammatical, throughout the document.
Ms. Patti agreed to the friendly amendment and called a vote.
Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

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*Ms. Patti motioned to make the amended **April 8, 2025,** minutes the official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.*

Treasurer's Report

Ms. Aguiló noted that the General Fund has been reconciled, and she added that the float currently is only for the checks that have not cleared.

General Manager's report
Mr. Beard spoke about the following:

1. Shawn Pelchat is about halfway through with the adult pool area infrastructure upgrade.
2. Shawn Pelchat and Zackary Kennedy attended a lift maintenance training seminar last week.
3. The management started the mailbox upgrade Monday with the removal of the pavers. Mr. Pelchat will provide the revised quote to WEA and will order the materials.

Ms. Patti and Mr. Canfield asked Mr. Beard about the materials that have been ordered and are yet to be; which ones have already been delivered and stored; and where the materials are being quoted from and whether the costs have gone up since the project started. Mr. Beard explained that some materials have gone up, but it would not affect the estimates a lot.

Ms. Patti also asked about the timeline of the project. Mr. Beard provided the approximate timeline of the project work schedule and said once the materials are delivered, it should take a week to install. Once the post office signs off it will take another week to finish up and provide the residents with keys to their mailboxes. Thus, he said that hopefully the project will be done by July.

4. Steve Baert, Lauren Bennett and Mr. Beard have completed the 24-hour test prep course for water licensure. The next step is for Lauren and Mr. Beard to schedule their test dates.
5. The pickleball and tennis courts are now open for all to enjoy.

Mr. Canfield asked about the status of repairing the cracks at the pickle ball/tennis courts, which Mr. Beard said will happen soon and added that it is not a hazard right now.

6. After attending the WEA 1st quarter meeting, it was recommended that the minimum permissible age for hot tub use be changed to 16 years of age. Also Mr. Beard has put

up new signage for the lap pool instructing everyone that the lap pool is for lap swimming only.

Discussion ensued about the District needing to adopt the age restriction policy for the hot tubs or set its own policy as the owner of the facility and the liability holder.

Mr. Canfield moved to support and adopt the WEA's decision to limit the hot tub usage policy to individuals 16 and older as the District policy. Mr. Panuczak duly seconded.

Mr. Beard explained that the overuse of the hot tubs by children and teens is costly to the District in terms of maintenance. He added that the high-water temperature in the hot tub can also be an issue for the younger population, and that the State recommends the age of at least 8 for hot tub use.
Mr. Panuczak offered a friendly amendment to say hot tubs (plural) in the motion. Mr. Canfield accepted.
Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

Mr. Canfield asked about ordering the lane dividers for the lap pool. Mr. Beard said that they will look into it.

7. Mr. Beard has ordered the fish to stock our pond for the fishing derby.

Dates were discussed. Sunday May 25, 2025 was chosen.

8. The kitchen hood system at the lodge and community center are scheduled to be cleaned and inspected this week. Next week a professional kitchen cleaning service will perform a deep clean in both kitchens and appliances. Tony Pierce, our new chef, has been working on the kitchen setup to support his new menu options that will be offered this summer.

Mr. Canfield asked whether the new chef is planning to staff the kitchen. Mr. Beard said that he is working on it.

Committee/Board Reports

Planning Board
Planning Board tried to establish a quorum but was unable to do so at its last meeting. Instead, the members had a working session to have a discussion about adopting the Thornton CIP book as the District's CIP book.

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Water & Roads Committee
Has not met.

Budget Advisory Committee
Has not met. Possibly will meet in the summer.

Records & Retention Committee
Has not met.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

Committee/Board reports
There were no written reports to approve.

Ms. Patti called for a vote to accept the manifests as presented in the packet. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

Volunteer Appointments
Ms. Patti noted that the Commission cannot proceed at this moment under the Consent action as the volunteers are all new and need to be discussed as a separate agenda item.
See 11.d.

GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)

Commissioner Values for Legislation Advocacy
Ms. Smith explained that creating a set of policy values will help guide staff in advocating for or against legislation without needing a vote each time. The Commissioners needed more time to prepare for this discussion, so the item was tabled to a later meeting on May 21, 2025. All Commissioners were asked to provide their written input to Ms. Smith, who will send them all communications from NHMA regarding legislation.

Amending Governing Body Policy for Facility Maintenance
Ms. Patti explained the rationale for amending the policy. Ms. Patti then read the existing Policy into the record:
"Governing Body Policy for Facility Maintenance
1. Any new construction project or major repair that goes out to bid for buildings or walkways will require the bidder to indicate ADA compliance in the design and construction.

2. Any significant project undertaken by staff that impacts accessibility will require review and comment by the ADA committee."

Ms. Patti moved the Proposed modified Government Body Policy for Facility Maintenance:
"1. When WEVD undertakes to repair, remodel, construct, and/or improve WEVD facilities, Management and the Commission shall work to ensure the following:

A. Projects are designed, when possible, to be durable & long-lasting
B. Fiscal responsibility is employed; costs are controlled
C. Except in the case of an urgent need/emergency, a representative of the Waterville Estates Association (WEA) Board has an opportunity to provide input to Management regarding color, style/design, and, when applicable, placement.

2. Any new construction project or major repair that goes out to bid for buildings or walkways will require the bidder to indicate ADA compliance in the design and construction
3. Any significant project undertaken by staff that impacts accessibility will require the Waterville Estates Village District (WEVD) General Manager (GM) to obtain review and comment by an ADA Accessibility Consultant. The GM will then advise the Commission of any determination(s) as well as the costs and feasibility of modifying the project to meet ADA Accessibility standards/ADA compliance."
Mr. Panuczak duly seconded.

Discussion ensued about what kind of projects would be considered significant and who would make that determination. Consensus was that the General Manager should be the one having discretion to do that. It was also noted he can always bring anything up to the Commission when in doubt.
Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

Amending Water Department Collection Policy
Ms. Smith provided the rationale for the amendment of the policy, which is to clarify that all costs associated with noticing the intent to lien - including postage, legal fees, and newspaper postings—will be charged to the property owner, in addition to the lien filing fee. Ms. Smith explained the changes and cleanup made to the document. Ms. Patti noted that the Policy and the Appendix to be amended are both in the handout, with all the amendments shown.

Ms. Patti moved to amend the Water Department Policy and Appendix in the manner depicted in the handout. Mr. Panuczak duly seconded.

Mr. Canfield asked about potentially shifting billing responsibility to condo associations rather than individual owners in multi-unit buildings, which was suggested to be further explored by the Water and Roads Committee. Ms. Smith explained the billing software using tax cards use and it would be impossible to have a tax card for the whole condo association unless the open space is

used as a location for each of the condo associations. Discussion ensued about the need to find out about the HOA managed structures and how many there are and whether they have individual shut offs.
Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

11.d
Ms. Patti noted that at the end of the manifests in the packet there was a list of volunteers to be appointed to the advisory committees and Planning Board. All these volunteers will be appointed as new members.

Ms. Patti called for a vote to appoint Stan Bujalski to the Planning Board for a 3-year term. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

Ms. Patti called for a vote to appoint Archie Jackson to the Water & Roads Committee for a 1-year term. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

Ms. Patti called for a vote to appoint Bob Haskins to the Water & Roads Committee for a 1-year term. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye

Ms. Patti also noted that there were no volunteers who wanted to serve on the CIP committee yet. She reiterated that the District needs volunteers for various committees.

Ms. Patti moved to appoint Denise Aguiló to the Budget Advisory Committee. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye

Ms. Patti noted that WEA and the Planning Board would also need to appoint a member each to the CIP Committee. Commission had already appointed Mr. Canfield. She suggested those who are interested to contact district@waterville-estates.com to apply.

Next Meeting: Wednesday, May 7, 2025 @ 4 PM.

Public Comment Period

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- Bobby Ketcham, 111 Hodgeman Hill Road, via zoom, said that she was very disappointed when the playground was erected and was touted as ADA accessible. She said that getting to the playground may be ADA accessible but there is nothing for a handicapped child to

do on the playground. She has a handicapped grandchild, and she finds it difficult for them to get from the family pool area to the area where the food is served. She encouraged the Commissioners to keep working to make it more handicapped accessible.

Ms. Patti noted that there is a discussion to move to a new a point-of-sale system that will allow patrons to place orders remotely. She said that it would not resolve the pickup issue, but the Commission could be talking more about making the area more ADA accessible.

- Bobby Ketcham added that the Summit Lounge access was also not very accessible to those who are mobility challenged.

Ms. Patti spoke about the initial suggestion made by Mr. Beard to install a stair lift to help facilitate access to the Summit Lounge. Mr. Canfield suggested that a used lift could be purchased cheaper. Mr. Beard would look for some quotes.

Non-Public Session

Ms. Patti motioned at 7:18 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Non-public session was entered at 7:18 PM, Commissioners Patti, Canfield and Panuczak were present in person, as well as the General Manager Ron Beard and Administrative Assistant Allison Smith.

Resumption of Public Session
Mr. Panuczak motioned to exit non-public session. Ms. Patti duly seconded. . Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Public session was entered at 8:36 PM. Commissioners Patti, Canfield and Panuczak were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Mr. Canfield, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Adjourn Meeting

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Mr. Canfield made a motion to adjourn the meeting. Mr. Panuczak duly seconded. . Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Meeting adjourned at 8:38 PM.

Prepared by Alvina Snegach