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WEVD Commission APPROVED Meeting Minutes
May 7, 2025 – 4 PM

Attendees: Commissioners Gerry Panuczak, Mark Canfield, General Manager Ron Beard, Municipal Assistant Allison Smith

Members of the Public: N/A

Members of the Public on Zoom: Bobbi Ketcham, Scott Sallaway

Members Excused: Maureen Patti

Call to Order: Commissioner Panuczak called the meeting to order at 4:00 PM.

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

Roll Call of Commissioners: Mr. Canfield and Mr. Panuczak were present in person.

Adoption of Agenda
Agenda adopted as written.

Approval of Minutes

a. **April 23, 2025**
   Mr. Panuczak noted that Ms. Patti, although not present today, had submitted a list of seven written amendments, which were in the packet, and that he would like to add three oral amendments. Page 3, line 116: correct committee name to Water & Roads Committee. Page 4, line 122: correct committee name to Records & Retention Committee. Page 7, line 263: remove duplicative statement to read "in person."

Mr. Panuczak motioned to amend the draft minutes April 23, 2025, according to the list of written motions contained in the handout, and three additional oral amendments. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Mr. Panuczak motioned to make the amended April 23, 2025 minutes the official meeting minutes. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Treasurer's Report
There was none.

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

1. Shawn Pelchat and his team began filling the outdoor pools.
2. Steve Baert has been identifying water leaks while Lauren Bennett has been york raking the District's dirt roads.
3. Mr. Beard and WEA board representative Dave Ketcham met with a new point of sale (POS) system operator, Square. Mr. Beard received a quote and forwarded it to the WEA board with no response as of yet. Mr. Beard feels it will suit the needs of the District well.

Mr. Panuczak asked Mr. Beard for an update on the infrastructure upgrades that Mr. Pelchat was doing. Mr. Beard stated that everything was progressing well and Mr. Pelchat hopes to be testing out the system in the next few days.

Mr. Panuczak asked if Mr. Beard was recommending the District move to a new POS. Mr. Beard stated he was. Her further explained that Square's quote was far more cost effective than competitors due to reusability of the hardware and monthly subscription fees and that annually, the costs for Square are lower than the current POS system. Mr. Beard also recommends that the onsite services listed in the quote be utilized. This service means a team is sent out to do the system programming which will also act as a training session for staff. Both Mr. Beard and Ms. Smith feel that it will alleviate many of the issues that bar and office staff face on a regular basis. Mr. Beard also stated that this system will have a ordering kiosk and online ordering which will allow for reduced ordering wait times and increased accessibility for patrons.

Mr. Canfield suggested that the Commission move forward with this quote but did voice concern about the nearing soft opening of Memorial Day weekend and how that may be quick for a conversion and staff training. Mr. Beard stated that regardless of when we wanted to switch to Square, he would need to confirm with them now so we can get on their schedule.

Mr. Panuczak motioned to approve $10,008.09 for the acquisition of Square, to come from the $70,000 previously approved to move from the Rec Fund to the District. Mr. Canfield duly seconded.
Mr. Canfield asked if the credit card processing fees were lower with Square than the current system and Mr. Beard stated they were and the deposits will be quicker as well.
Motion carried with a roll call vote 2:0: Mr. Panuczak – aye, Mr. Canfield – aye.

Mr. Panuczak motioned to attach the Square quote dated 05/02/2025 to the meeting's minutes. Mr. Canfield duly seconded. Motion carried with a roll call vote 2:0: Mr. Panuczak – aye, Mr. Canfield – aye.

Mr. Canfield complimented the staff's work in getting the outdoor pools ready for the summer and asked if the heating of the pools was also starting now. Mr. Beard stated that heating the pools starts closer to the soft opening date and will take roughly a week.

Committee/Board Reports

Planning Board
There was no quorum at the last scheduled meeting.

Water & Roads Committee
Mr. Panuczak stated that Water & Roads Committee received an update on the Water Master Plan at their last meeting. The committee also started a discussion regarding the water system's rate structure and the community's changing needs and demographics. Mr. Panuczak continued by explaining the idea of a commercial rate for short-term rentals was brought up but no decisions were made as more research needs to be done on the issue before it moves forward in any significant way.

Budget Advisory Committee
Has not met but still plans to meet this summer to review financials.

Records & Retention Committee
Ms. Patti was not present to report.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

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

Mr. Panuczak called for a vote to accept the manifests as presented in the packet. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Mr. Canfield asked what the check needed by the road department that morning was for. Mr. Beard explained it was for blocks to segregate inventory so each have a designated place in the service yard. Ms. Aguiló complimented the cleanliness of the service yard and the hard work of staff. Mr. Panuczak and Mr. Canfield both reiterated that the District and its staff has done a lot of work to improve the site from its prior life as an illegal dumping ground.

GENERAL CALENDAR ITEMS

Committee Appointments
Mr. Canfield presented Maxine Coyle as a volunteer to be on the Capital Improvement Program (CIP) Committee. Mr. Canfield stated that Ms. Coyle is excited to join the CIP Committee and after speaking with her at length feels that she will be a great fit.

Ms. Smith added that there did not appear to have been a formal motion at the last Commissioner meeting to appoint Denise Aguiló to the Capital Improvement Program (CIP) Committee as the Budget Advisory Committee representative, so she was added to the list of appointments.

Mr. Canfield motioned to appoint Maxine Coyle to the CIP Committee, as listed in the handout. Mr. Panuczak duly seconded.
Ms. Smith asked about the term of the volunteer being appointed. A brief discussion regarding what the term structure of the CIP Committee members would be. Mr. Canfield thought it would be a staggered 3-2-1 year structure to ensure consistency in the committee's work. Mr. Panuczak agreed with Mr. Canfield. Ms. Smith stated that all other District committees except for the Planning Board had 1-year terms, so she assumed this committee would be the same and that she wasn't aware of any statutory requirements in term length for this committee, nor of any specific District procedure. Mr. Panuczak suggested appointing all members listed in the packet with 1-year appointments so the committee can begin working and then revising terms as needed after more research can be done.
Mr. Canfield accepted the friendly amendment to add Denise Aguiló and Linda Ivers for appointment and for all previously stated to have 1-year terms. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Summer Operations Plan
Mr. Panuczak opened the discussion with a summary of the roles and responsibilities of the District and the Association, both financially and operationally, in the adopted 2024 Recreation Management Agreement (RMA) which was a 2-year agreement. Mr. Panuczak continued that per this agreement, WEA provides a schedule of activities that they would like to see throughout the year.

Mr. Beard presented the 2025 Summer Season's list of events and their projected financial revenues and expenditures. Included in the packet, Mr. Panuczak explained that page one was the band schedule for the season and that pages two through five outline costs for concessions and events, as well as an estimated profit and loss for the season. Mr. Panuczak explained that with no increase in sales, revenue is expected to be at $15,300, however there is expected to be a 10% increase in sales this summer season.

Mr. Canfield question why events on the back lawn will be free, even though they are open to the public. He sees it as a missed revenue opportunity, even if owners got in for free and the public was charged a nominal fee. Mr. Beard asked if the Commission's desire was for him to reach out to the WEA BOD regarding the change. Mr. Canfield stated he didn't see this as needing their approval because he is not suggesting changing anything for owners, only the public. Mr. Panuczak agreed.

Mr. Panuczak asked how we were doing on staff. Mr. Beard stated that staffing is well under way with the head chef and lead bartender positions already staffed, and ads have already been placed for kitchen and bar support positions.

Next Meeting: May 21, 2025 at 6 PM, 2 public hearings will also be held at this date and time to accept and expend unanticipated revenue.

Public Comment Period

- Scott Sallaway, 110 Snowood Drive, thanked the Commission for the clear breakdown of the recreation expenses. Mr. Sallaway agreed that owners should not have to pay to access these events as they already pay dues and taxes but stated he feels renters should be charged as they are already paying to enter the facility. Mr. Beard asked if Mr. Sallaway was suggesting that renters must show their day pass to enter the event. Mr. Sallaway said no, he feels renters should be charged to enter the events, even just a nominal fee, in order to recoup money for the events. Mr. Sallaway emphasized the need to properly market events open to the public to generate more money coming in. Mr. Beard thanked Mr. Sallaway for bringing this point forward and recommended that the District utilize EVP Marketing to market to the public for the backyard events. Mr. Panuczak agreed that EVP should be utilized and that management and a member of the WEA BOD should meet with EVP regarding a marketing plan for the summer. Mr. Sallaway stated that he feels there are a lot of people in the area that still don't know about Waterville Estates or how they can access it. Mr. Sallaway also complimented the new chef's work this past weekend.
- Bobbi Ketcham, 111 Hodgeman Hill, wanted to point out that the lawn along the walkway seems to be dying. Mr. Panuczak said yes and stated that there is a grub infestation in that area. Mr. Beard stated that staff have been working on the issue all day and will be treating the area soon with GrubEX and will have staff post a notice on the lawn to alert pet owners so they know to stay away from treated areas.

Mr. Beard also stated that tomorrow staff will be finishing the work started on the flower beds following Community Clean-Up Day and thanked volunteers for all their work this past weekend.

No one else wished to address the Commission.

Non-Public Session

Mr. Panuczak motioned at 5:06 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c), Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye. Mr. Canfield – aye.

Non-public session was entered at 5:09 PM. Commissioners Canfield and Panuczak were present in person, as well as the General Manager Ron Beard.

Resumption of Public Session

Mr. Canfield motioned to exit non-public session. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Public session was entered at 5:51 PM. Commissioners Canfield and Panuczak were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Canfield, and seconded by Mr. Panuczak, as divulgence of the minutes would adversely affect the reputation of any person other than this commission. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Adjourn Meeting

Mr. Canfield made a motion to adjourn the meeting. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Meeting adjourned at 5:52 PM.

Prepared by Allison Smith

Square

Quote Date: 5/2/2025
Quote Number: Q-159619
Company: Waterville Estates Village District

Account Representative: Zack Goldberg
Email: zgoldberg@squareup.com

DETAILS

PAYMENT PROCESSING FEES:

Card Present transactions:	2.60% + $ .00/transaction
Card Not Present transactions:	3.50% + $ .15/transaction
API transactions:	2.40% + $ .30/transaction
Invoices transactions:	3.30% + $ .30/transaction

HARDWARE FEES:

Item	Unit Price	Quantity	Discount	Total Price
Square Register Kit	$1,219.00	7.00	$4,266.50	$4,266.50
Apple iPad 64Gb, Wi-Fi, 10th generation, 10.9in - Silver (USB-C)	$349.00	1.00	$349.00	$0.00
Square Stand (2nd generation, USB-C)	$149.00	1.00	$222.01	$-73.01
Bosstab Floor Stand for Square Kiosk	$299.00	1.00	$299.00	$0.00
Square Terminal	$299.00	1.00	$299.00	$0.00
Ethernet Kitchen Printer	$349.00	2.00	$0.00	$698.00
Kitchen Touchscreen Display (15.6)	$499.00	1.00	$469.40	$29.60
Wall Mount for Kitchen Touchscreen Display	$79.00	1.00	$0.00	$79.00
			$5,904.91	$5,000.09

SOFTWARE FEES:

Item	Details	Monthly Price	Discount	Total Monthly Price*
Square for Restaurants Plus 2025		$69.00	$34.50	$34.50
• Square for Restaurants (Mobile POS)	1 Devices	$20.00	$10.00	$10.00
• Square for Restaurants (Additional Device)	6 Devices	$300.00	$150.00	$150.00
Square Online Store Plus		$29.00	$14.50	$14.50
		$418.00	$209.00	$209.00

PROFESSIONAL SERVICES FEES:

Item	What's Included	Total Price
Onsite Services		$2,500.00
		$2,500.00

Quote Summary

SOFTWARE

Item Subtotal	USD 403.50
Discount	(USD 209.00)
Total Monthly Price*	USD 209.00

HARDWARE & PROFESSIONAL SERVICES

Item Subtotal	USD 13,405.00
Discount	(USD 5,904.91)
Total One-Time Price	USD 7,500.09

*You will not be billed for the enterprise service monthly cost detailed above until the conclusion of your 30-day free trial. Upon the conclusion of your free trial, your payment method will be automatically charged the total subscription cost detailed on this page (varying based on plan selections, usage, number of locations, and number of employees), plus any applicable taxes, on the first of each month thereafter, on a recurring basis, unless you cancel. If you start your free trial anytime after the first of the month, you will be charged a prorated amount for your first month after your free trial ends and will then be charged your standard monthly subscription rate, plus taxes, on the first of each month thereafter, on a recurring basis, unless you cancel.

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