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

WEVD Commission APPROVED Meeting Minutes
July 16, 2025 – 6 PM

Approved as amended on August 18, 2025.

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Mark Canfield, Interim General Manager (IGM) Carol Granfield, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Members of the Public: Scott Sallaway, Denise Bujalski, Dave Ketcham

Members of the Public on Zoom: Bobbi Ketcham, Tom H, Chris Gerber, Nancy Seward, Linda Ivers.

Members Excused: na

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

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

Roll Call of Commissioners: Ms. Patti, Mr. Panuczak, and Mr. Canfield were present at the physical location.

If remote attendance, reason & vote
na

Adoption of Agenda:
Ms. Patti suggested several changes to the Agenda taking items 11.b and 11.a first.

GENERAL CALENDAR ITEMS

Julie Smart – Front Desk
Ms. Smart talked about the new point of sale system which she said is working great. She also mentioned the update of the owner pass distribution and that it has also been done well. Ms. Smart noted that her staff are very good, and she is very pleased with them.
Ms. Smart noted that the early access passes will have to be renewed at some point but not at the same time with the owners passes. She added that the early access passes are still operational

though. Ms. Patti said that the Commissioners and staff will look into the renewal process for the early access passes.
Ms. Smart then answered other questions from the Commissioners, and they thanked her for her work.

Budget Advisory Committee Review of YTD Expenses

Mr. Canfield and Ms. Aguilo provided an update about the BAC report about where the District current financial position after 6 of 12 months of the year.
There was a question about the Water Department numbers that needed Ms. Smith's clarification and was deferred until she comes back.
Dave Ketcham asked a question about vacation time budgeting, and it sparked a discussion about whether the District has a policy and how to budget for it.
Commission went into recess for technical issues at 6:24 PM and came out of recess at 6:25 PM.
Discussion continued about budgeting for vacation time for District staff.
Mr. Canfield said that so far, the District financial situation and revenues look good. He said he is optimistic about the rest of the summer.

Ms. Patti left the room around 6:30 PM. Mr. Panuczak was chairing while she was out.

Approval of Minutes

July 2, 2025
Mr. Panuczak noted that Ms. Patti has submitted 21 written amendments, which were in the packet.

*Mr. Panuczak motioned to amend the draft minutes for **July 2, 2025** according to the list of 21 written amendments. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Canfield - aye.*

*Mr. Panuczak motioned to approve the minutes for **July 2, 2025** as amended. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Canfield - aye.*

Treasurer's Report
Ms. Aguiló said that things are running smooth. There is a higher float amount, which is due to unreconciled checks. She then answered questions about tax revenues from the towns.

IGM's Report

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Ms. Granfield provided an abridged summary of some of the projects and issues that she and the District's dedicated staff have been working on for the benefit of the organization. She said she appreciates all the assistance from the staff during this hopefully brief transition time before a permanent General Manager is hired.

Staff Meetings

Ms. Granfield is typically working in the office two days per week along with some remote work during this transition period. The District has an excellent talented staff and during the first week she held a staff meeting to meet with everyone and decided it would be most beneficial to everyone to have a regular staff meeting every two weeks. This will assist with having more communication so everyone can exchange information.

General Manager Recruitment

Municipal Resources, Inc. (MRI) is handling this process, and the position has been posted and advertised. To date the District received applicants from NH, MA and VT and has commenced a rolling review of applicants. Screening phone call interviews will be taking place next week and she hopes to have the Commissioners interview potentially three to four finalists in the near future.

July 4th Activity

It was a very successful holiday weekend. Participants had positive input regarding the activities, food, and fireworks. There was some debris left from fireworks, and the District hopes to have in future agreements a provision for the vendor to remove any debris from the fireworks. Tony Pierce continues to have an outstanding food menu which receives high marks from everyone.

Roads and Water

➢ Paving has been completed on Pegwood Road and Campton Mountain Road, along with the shoulders of the roads were shimmed up with gravel.

➢ Currently doing roadside cutting and cold patching

➢ Currently doing some ditching on roads that need it.

➢ Regarding the water pressure issue on 7 Holland Trail, Steve Baert and Ms. Granfield visited the home and spoke with the homeowner. Mr. Baert has been constantly reviewing the situation and keeping the homeowner informed. The management had Horizon Engineering came down to do a site visit and they think the issue comes from the amount of usage at peak times and the size of the water main going by 7 Holland Trail. They still want to collect more data from the pressure gauge at the end of the driveway. Mr. Baert is also working on getting a meter put in at the top of

Holland Trail Road to monitor the flow and gallons per minute that is going down Holland per Horizon's request; He also has a call out to the DES engineer to see if there is a possibility to get a booster pump of some sort put in the residence to help with the pressure in the meantime.

Finance
Lisa Magerer has been working on financials and preparation of bank statements for the meeting. Ms. Magerer has been reviewing budget data, and Ms. Granfield believes it will have some positive suggestions for future budget line items.

Water/Administration
➢ The new Square System was successfully installed on July 9th, and while there are a few internal items that need to be addressed, the responses are quite positive so far. Allison Smith has done a wonderful job working with everyone to ensure a positive result.

➢ Water billing went out on July 1 and payments started to come in last week as expected.

Mailboxes
The new mailbox project is now completed which was accomplished by a joint effort of many, the District, WEA, and the Post Office. Mailboxes were installed, a new keying mechanism installed, and new keys issued. Residents begin to receive mail again at the new facility this week. Many thanks to all who assisted with this project. Also to improve the aesthetics with the new mailbox area, the WEVD employees power washed and painted the bench in the area.

Telephone System
Ms. Granfield began to review a pending project of the District phone system which requires some modifications and will be in discussion with the current and different vendors.

Carpet and Court Resurface
This is a pending project that has quotes and funds already authorized, however there were no final decisions made. Upon evaluation and discussion, Ms. Granfield has been gathering updated information and hopes to be able to proceed with scheduling this. As this is the busy season it will probably be scheduled for early fall.

Policies/Processes
Ms. Granfield is reviewing current policies and processes and hopes to be able to provide some recommendations that will assist the District. When she had served in Interim positions in the past, she found it to be helpful to the organization at the conclusion on her interim time to provide a

transition list for the Commissioners and new General Manager of pending items as well as various policies and practices they may want to review and/or develop.

Mr. Panuczak added that he spoke about 7 Holland Trail with Mr. Baert, and he said that Horizons Engineering will seek an exemption to put the booster pump in the house.

Committee / Board Reports:

Planning Board

Will meet tomorrow at 5 PM.

Water & Roads

Will meet Friday at 9 AM.

Budget Advisory
Na

Records & Retention
Will meet on July 29.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

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.

Welcome Packet
Ms. Patti said that this packet will be relevant to all the District functions. There was back and forth about the Diagram and whether it is correctly showing the overlap between the District, WEA and HOA. There was consensus to remove it.
Ms. Patti moved to approve the amended welcome packet as presented in the packet, but without the Diagram, to be made available at the front desk and on the website. Mr. Panuzcak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

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Next Meeting: Wednesday, July 30, 2025 @ 4 PM.

Public Comment Period

- Scott Salaway, 110 Snowood Drive, made a recommendation about the Welcome packet to add something there for people who short term rent that they should ask questions only to the property owners and not the Front Desk.
- Mr. Salaway asked about the RMA and where it shows up in the budget.

Mr. Canfield explained that it is shown on the revenue side as RMA income It was also shown to Mr. Salaway by staff.

- Mr. Salaway also asked about the electric budget for the Water Department and that it was quite high and if anything could be done like solar or alternative energy sources.

Mr. Panuczak said that Horizons Engineering will be looking at it.

- Denise Bujalski, 11 Carey Circle, said she has an issue remaining on the Budget Advisory Committee if the meetings are on Mondays.

Mr. Canfield that she is a very important member on that committee, and he will work on trying to match her schedule.

Non-Public Session
Ms. Patti motioned at 7:05 PM to enter non-public session for the purposes described in RSA 91-A:3, II (a) (c) and (l). Mr. Panuzcak 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 7:10 PM, Commissioners Patti, Panuczak, and Canfield were present in person as well as the Interim General Manager Carol Granfield, Finance Administrator Lisa Magerer and Administrative Assistant Allison Smith (left at 9:10 PM).

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

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Public session was entered at 9:21 PM. Commissioners Patti, Panuczak and Canfield were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti, 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

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

Meeting adjourned at 9:22 PM.

Prepared by Alvina Snegach