562 Winterbrook Road, Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

WEVD Commission APPROVED Meeting Minutes
August 18, 2025 – 4 PM

Approved as amended on September 9, 2025,

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Attendees on Zoom: Mark Canfield, Interim General Manager (IGM) Carol Granfield,

Members of the Public: David Ketcham, Matthew Delude, Kiel McKivergan, Sarah McKivergan

Members of the Public on Zoom: Pophe, Bobbi Ketcham, JP

Members Excused: na

Call to Order: Commissioner Panuczak was chairing the meeting and called the meeting to order at 4 PM.

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

Roll Call of Commissioners: Ms. Patti and Mr. Panuczak were present at the physical location. Mr. Canfield was attending via Zoom.

If remote attendance, reason & vote
Mr. Canfield said that he was in Maine.
Mr. Panuczak motioned to allow Mr. Canfield to participate remotely. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

Adoption of Agenda:
Mr. Panuzcak suggested a change to the Agenda taking items 11.b first.

GENERAL CALENDAR ITEMS

Recreation Fund six-month review
Ms. Magerer provided an overview of the spreadsheet she prepared that was in the packet. She said that income for the first six months of 2025 will show as a negative as there was about $69,000 loss due to some upfront expenses related to the kitchen operations and cleaning that

were made earlier in the year. She went over the numbers and answered questions from the Commissioners.
Mr. Canfield said that he was not sure if the numbers were reflective of the actual situation and asked Ms. Magerer to work with him after the meeting to go over the numbers line by line to find out what is driving the costs. Mr. Canfield also suggested that there should be a way for the expenditure and income tracking on a weekly basis.
Mr. Panuczak suggested adding the item to the August 27th Commission meeting agenda. Everyone agreed.
Mr. Panuczak noted that it would be necessary to find out which front-loaded expenses occurred in the first six months and in July of 2025 to be able to better understand the nature of operations for food and beverages and how to budget better and how to make them profitable.
Ms. Granfield said that she plans to have a discussion with Tony and Heather about the future plan for food and beverages operations.

Approval of Minutes

July 29, 2025

Ms. Patti motioned to approve the minutes for July 29, 2025 as presented. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

August 5, 2025

Ms. Patti motioned to approve the minutes for August 5, 2025 as presented. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

July 16, 2025

Mr. Panuczak noted that Ms. Patti has submitted 19 written amendments, which were in the packet.

*Mr. Panuczak motioned to amend the draft minutes for **July 16, 2025** according to the list of 19 written amendments. Ms. Patti duly seconded. 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 approve the minutes for **July 16, 2025** as amended. 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 said that things are running smooth.
There was a brief discussion about the timing of the report and when it is best to present it at the Commission meetings.

There was another discussion about the amount of taxes collected for 2025 from the towns and it was decided to check with the towns. Ms. Smith also explained that both towns bill in two increments and the second one had not yet been billed for 2025.

Mr. Panuczak motioned to accept the Treasurer's Report as presented. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

GM's Report
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 reported that Commissioners interviewed three finalists and have made a conditional offer to one contingent upon successful background investigation and contract negotiation. The candidate has signed the conditional offer, and the District is now in the process of conducting background investigation and contract negotiation.

Human Resources Items
The District hired Edward Pope Jr. as a full-time custodian, which now provides Shawn Pelchat with a full complement of employees. The District also promoted Heather Pierce to the full-time position of Concession and Events Coordinator and Ms. Granfield anticipates that the position will not only enhance the effectiveness of the operations and events but also work with WEA on a more consistent basis with their scheduled events.

Marketing
Ms. Granfield said that the District utilizes the marketing company of EVP and that she met with them to work towards having some enhanced marketing on a year-round basis for our facilities, so that there will be more emphasis on Campton Mountain activities in the future.

Administration

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Reminder notices went out for July 1, 2025 Water Rates bills. The District only sent roughly 220 notices, which means that roughly 75% of customers paid by the due date. These collection rates have been made possible by the UMS billing system that the District converted to two years ago.

Square reports have been great to reconcile, and there were none of the back-end issues with reporting that the District was experiencing with TouchBistro, which is quite positive.

Roads and Water

➢ During the past week several days were devoted to leak detection, and Steve Baert has been able to address locating some leaks which has assisted homeowners.

➢ Shawn Pelchat and his crew are repairing the awning cover over the hot tub and the one in the adult pool needs some major work, so in lieu of closing it down now he is waiting to repair it in the next few weeks. They will be busy with the change of season transitioning to closing the outside pools and ultimately opening the ski area.

Ms. Granfield noted that the outdoor pools cost about $300 a week to run, so it may be helpful to see if closing them earlier this year will make financial sense.

Finance

Finance continues to generate more helpful financial reports and is already working with Accounts Payable to develop some consistent systems to help departments with monitoring expenditures and warrant articles. Additionally, the District is working to find a suitable Auditor so that it can proceed with having a timely audit conducted this year.

Transition of Food/Facilities/Hours of Operation

The District is looking at closing the Poolside Kitchen on Monday, Labor Day at 4 PM, as has been done in the past. Two weeks are needed to close the recreation center kitchen down for deep cleaning, inventory control, and miscellaneous projects. The District plans on opening the ski lodge the weekend of October 17th, Fridays 4-8/9 PM for the bar, Saturdays, lunch and dinner 12-8/9 PM, and Sundays 12-4 PM for the bar initially. The District can increase the number of days and hours as demand increases and also the weather is a factor. Ms. Granfield checked into the feasibility of operating the lift for fall foliage, and due to the mechanics of the lift, it is not capable of moving people up and down the lift as it is an old system. She will keep the Commissioners updated if the days and hours change.

Safety Committee

The District's representative from Primex will conduct a safety walk-through with the committee checking all the District facilities and areas for a safety and risk assessment this month.

Ms. Granfield also met with the WEA Board to present them with the activities report. She also suggested WEA conduct a survey on those activities to gain more insight from the residents.
Mr. Canfield said that he received a complaint from the WEA Board President about the marketing contract with EVP and the lack of action related to this contract.

Discussion ensued about ways to move forward with the marketing company and how to improve visibility for all events throughout the year.

Mr. Granfield also noted that some more cameras are being installed around the District facilities.

Committee / Board Reports:

Planning Board

Will meet tomorrow, this Thursday.

Water & Roads

The Committee is waiting for the Horizons Engineering report. Hoping to meet in September.

Budget Advisory
BAC is moving into the budget season and will work on the calendar. Day of the week for the BAC meeting may change to accommodate one very essential member.

Records & Retention
The Committee met on August 11, 2025. It was a very productive meeting. Next meeting is on Aug 27, 2025 to see the demo presentations from the two vendors for the District files scanning project.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

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Mr. Panuczak 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.

GENERAL CALENDAR ITEMS

ASA Ratified
Mr. Panuczak explained what the Administrative Services Agreement covers.
He said that the new one had been ratified on July 29 for two years and added that the Recreation Management Agreement is still being worked on.

Is WEVD obligated to put up a fence? WEVD Management: yes
Ms. Patti provided the background of the issue of fencing that is being discussed around the Pegwood water tank. She added that the District Management's position (former GM Ron Beard, Water Department Superintendent Steve Baert, and current Interim General Manager Carol Granfield), after consultations with New Hampshire Department of Environmental Services (NHDES), is an unambiguous "yes". She added that a Memo from the Water System Superintendent expressing this position is included in the packet.

Ms. Patti made a motion based on the information received from two District General Managers (former and interim) and the Water System Superintendent and to resolve any ambiguity that the District proceed with fencing at the Pegwood tank site. Mr. Panuczak duly seconded.

Ms. Patti offered a friendly amendment as follows: for the District to conclude that there is an obligation for the District, in managing its water system, to put fencing at the Pegwood tank site. Mr. Panuczak duly seconded the amended motion.

Ms. Patti emphasized three points:

- The District's obligation to put up fencing;
- The need to receive the Horizons Engineering report to determine the scope and location of the fence, which is not ready yet;
- Any fencing design needs to be approved by the District management and NHDES.

Mr. Panuczak, who is also Chair of the Water & Roads Committee, emphasized that NHDES has required that the tank be secured as it is the primary water storage source for the District. He said that the Water & Roads Committee has also recommended fencing to protect the water source. He

also stressed the importance of the Horizons Engineering report for the extent of the fence and its design depending on the future needs identified in the Water Master Plan.

Ms. Patti emphasized that her motion only addresses the obligation part of the District based on the opinion received from the District Management. She added that she is not opposed to a dialogue with the homeowners when it comes to designing the fence with an understanding that any design requires the approval of both WEVD Management and NHDES .

Mr. Canfield seconded Ms. Patti's and Mr. Panuczak' s sentiment that the protective measures need to be taken for the District water source.

- Matthew Delude, attorney for Kiel McKivergan, Sarah McKivergan (273 Pegwood Road) - said that he agrees with the fact that protective measures need to be taken, however, maybe it could not be a fence but a less invasive design that will be approved by NHDES. His clients have suggested a different option and are also ready to pay for the new design and its installation.

Ms. Patti said that all communications with the engineers and NHDES were about fencing. "If there is another option that is presented to the District which is approved by both District Management and NHDES, the Commissioners are ready to look into it. However, she noted that this vote is on the obligation part alone.

- Sarah McKivergan asked the Commissioners to share the NHDES communications with them.

Ms. Patti noted that her request for DES reports will be treated, per WEVD procedures, as a Right to Know request." AND add sentence "And Ms. Smith will process the request and provide the NHDES reports to her.

- Kiel McKivergan noted that they are ready to talk to NHDES themselves too.

Ms. Patti stated that the water system is the District asset and is run by the Water System Superintendent and all NHDES communications should be done by the District alone.

Mr. Panuczak reiterated that so far NHDES, Water & Roads Committee, and the District Management have recommended a fence.

Mr. Canfield said that he was open to a more aesthetically pleasing way to protect the water source, but as of right now, the District has to make a decision on where it is and currently it is a fence. Later discussions could determine the design.

Ms. Patti called for the vote on her motion. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

- Kiel McKivergan showed a poster of the property he prepared with compared designs by the District and by him. He said that he can pay for the installation of his design himself as he wants to keep the view from his property. While describing his poster and thoughts about how to secure Municipal Water System's components located at the Pegwood tank area, Mr. McKivergan stated, "You [The District] cut our view" when describing the removal of trees and brush from the area several years ago. When Mr. McKivergan was done speaking, Ms. Patti stated that she took issue with the characterization/statement that the District had 'cut their [the McKivergan family's] view.' Ms. Patti said the WEVD Water Department followed the direction and advice of NHDES in clearing the brush & trees surrounding and growing on top of the Pegwood tank.

Next Meeting: Wednesday, August 27, 2025 @ 6 PM

Public Comment Period

- Dave Ketcham – Asked to clarify the $70,000 thousand for health insurance and miscellaneous expenses for the month of June out of the Recreation Fund.

Ms. Patti explained that, as per the voter approved 2025 District Budget, the District used $70,000 of Rec Fund monies - which had been identified as revenue to the Rec Fund -- to pay qualified recreational expenses.

- Dave Ketcham clarified some other numbers in the food and beverages category.

- Dave Ketcham also clarified that when EVP Marketing was hired it was recommended only to be used for the winter season activities promotion. He said that it was not WEA that decided to limit the number of events for EVP to market.

There was a short discussion about whether it was a miscommunication between the staff and WEA.

- Bobbi Ketcham - spoke about whether there was a decision made about installing the elevator for the Community Center.

Ms. Patti noted that it has not yet been looked into. Mr. Granfield confirmed and said that maybe in the near future. She said that it will require a building assessment.

- Bobbi Ketcham – said that she has a concern about aesthetics of the light blue siding with dark green trim which was chosen by the staff for one side of the building. In her opinion that was a poor color combination choice.

Adjourn Meeting

Ms. Patti 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 5:46 PM.

Prepared by Alvina Snegach