Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

WEVD Commission APPROVED Meeting Minutes
September 9 , 2025 – 9 AM

Approved as amended on September 24, 2025.

Attendees: Commissioners Gerry Panuczak, Mark Canfield, General Manager (GM), Helen Chatel, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer, Water and Roads Department Head Stephen Baert, Maintenance Department Head Shawn Pelchat, Food & Beverage Department Heads Heather Pierce and Tony Pierce.

Attendees on Zoom: Stephen Adams (Ricoh), Michael Bourne (Ricoh)

Members of the Public: Scott Sallaway (110 Snowood Drive), Terry Bennett

Members of the Public on Zoom: Call in user 1, Nancy Seward, Bobbi Ketcham, David Ketcham, Guest, Linda Ivers, Alyssa Scarsciotti (158 Goose Hollow)

Members Excused: Maureen Patti

Call to Order: Commissioner Panuczak was chairing the meeting and called the meeting to order at 9:03 AM.

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

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

If remote attendance, reason & vote

Adoption of Agenda:
Mr. Panuzcak suggested several changes to the Agenda to accommodate the people present in person and on Zoom. He then called item 6.

Demo of Laserfiche by Ricoh
Michael Bourne, the Business Process Consultant with Ricoh USA, was there to present the solution offered by Ricoh for document retention. He recapped the discussion and major points of interest that took place with the Records Committee. He then answered some questions from the Commissioners.

Stephen Adams, the Design Architect from Ricoh, demonstrated the Laserfiche control panel and how it works. He also showed an example of a digital form, and the workflow associated with it using Laserfiche. He then showed how the retention schedule is assigned to each record answered

questions about naming convention and whether the documents in the system are searchable for record requests.
There were more questions about scanning the existing back log of documents, of which there were a lot, so it was put on the back burner due to the budgetary restrictions.

Ms. Smith said that the Records Committee decided to go through the existing back log of records to see if there is a way to make the number of documents to be scanned smaller before making that decision. She added that any current paper document is being scanned by staff so going forward that is not an issue.

Mr. Adams demonstrated how scanning and importing could be done by staff using Laserfiche. He confirmed that Laserfiche can work with non-Richo scanners as long as they can produce a readable PDF. Mr. Adams also showed how redacting works.

Ms. Smith explained what the District needs are for using Laserfiche for managing digital records and right to know requests.

Mr. Bourne also provided a brief demo of the Laserfiche public portal. He answered questions about the security of the system and assured the Commissioners that Laserfiche storage cloud is very secure.

Then costs were discussed including the first year and later ongoing annual expenses. Then Commissioners discussed budgeting for the project.

- Terry Bennet from the Records Committee spoke about the importance of records retention and that Richo and Laserfiche are very reputable in that field. She noted how important records retention for the District, given high staff turnover.

The project timeline was discussed, as well training schedules if the project were to proceed. Commissioners agreed to have an additional discussion on this.

Mr. Panuczak then called Agenda Item 12.c

GENERAL CALENDAR ITEMS.

Staff Reports

Shawn Pelchat, Maintenance
Mr. Pelchat provided an overview of the projects his department has accomplished and is currently working on. He answered a question about the tree removal near the lift lines.

Discussion ensued about the need to budget for a contractor to remove trees as opposed to doing it using staff given the hazards of the terrain.

Mr. Pelchat asked for a tentative date to close the outside pool which is no longer heated due to lack of fuel.

After checking with WEA (Nancy Seward via Zoom) and the Recreation Management Agreement, it was decided to keep the pool unheated but open until the end of the month. The upstairs hot tub would be working and is heated.

Mr. Pelchat spoke about the ski lift maintenance plans. He answered questions about what needs to be done at the lodge as well.

Steve Baert, Water & Roads
Mr. Baert spoke about completing leak detection with the help of the state grant. He said that they found five leaks and fixed them all. The other leaks will be found by the District without the state grant help. He also said that the Water Master Plan is complete and will be presented to the Water and Roads Committee on September 26. Mr. Pelchat then spoke about other projects his team is working on. He also answered questions about the Pegwood well system maintenance.

Julie Smart, Front Desk
N/A

Heather & Tony Pierce, Food & Beverage
Mr. Pierce spoke about moving the operations to the Lodge for the winter season. Opening is planned for October 17th. He noted that there are some equipment issues (like moving refrigerators). His suggestion was to have refrigerators at the Lodge as well at some point in the future.

Mr. Canfield noted Ms. Pierce's new position and expressed a lot of optimism about this new role and how it will affect events planning and revenue generating for the District.

Mr. Panuzcak introduced the me General Manager Helen Chatel and welcomed her to the District. He then announced Agenda item 12.a

GENERAL CALENDAR ITEMS

RCA – 158 Goose Hollow

- Alyssa Scarsciotti (158 Goose Hollow)via zoom - confirmed that the water at the house she just purchased in the District was only turned on at the end of July. She requested that she is only billed from the date the water was tuned on.

Mr. Panuczak motioned to abate the water bill for three weeks for the property on 158 Goose Hollow road. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Canfield - aye.

Ms. Smith will be in contact with the homeowner.

Mr. Panuzcak went to Agenda Item 12.c again.

GENERAL CALENDAR ITEMS

Lisa Magerer, Finance
Ms. Magerer provided an update on the financials and said that she is getting ready for the budget season.

Allison Smith, Admin
Ms. Smith began by asking the Commissioners for feedback on the Richo demo. She also answered questions about the backlog scanning of the existing documents and how that could be done. She said that quotes for that were quite high, and the Records Committee has not yet decided whether destruction of backlog documents that were scanned was a good idea. So, it was put on the back burner.

Her recommendation was to move forward with the current document management and retention process with Laserfiche and allowing the Records Committee to keep working out which backlog documents have to be scanned.

Commissioners agreed to discuss this further at the next meeting.

Ms. Smith also answered a question about the water billing that was recently moved to July. Then she spoke about the water permit process being extended from 90 days to a year, and that there will be some related Water Ordinance updates, for which the public hearing is scheduled for Sep 24. That same hearing will also be for the driveway permit, which she is working on currently.

Ms. Smith then noted that the District needs to reevaluate its use of social media, like Facebook, which requires a personal account to be linked to the business account, putting the personal account at risk of being affected if there were a right to know request.

Mr. Panuzcak went to Agenda Item 12.b.

GENERAL CALENDAR ITEMS

Rec Fund Six Month Review
Ms. Magerer spoke about the new template generated by Mr. Canfield that allows for separation of lines of business within the Rec Fund. She produced two of these templates for different periods and they were in the packet. She then went over Jan-August numbers in detail for the Community Center. Overall food and beverage margin was about 38 percent for that period. She also said that food and beverage inventory is currently taking place which should be helpful for the future.

There was back and forth about the cost of food as shown on the template and how it had been calculated.

Ms. Magerer also talked about kitchen equipment which is currently considered kitchen supplies which makes things less clear. Overall, she said that the Lounge turned a profit of over $10,000.

Then Ms. Magerer went over the numbers for Jan-August for the Ski Lodge, which had an overall loss of about $1,400.

Next, she spoke about other recreation expenses. There was a loss of about $9,900 there. She also noted that the amount of $70,000, that the Commission voted to transfer from the Rec Fund to the District, is included in the financial summary. These funds were expensed to cover the front desk wages including health insurance.

Lastly, Ms. Magerer went over the totals, concluding that overall, there was a profit of about $37,000. She also listed some of the expenses to finish her presentation.

There was a brief discussion about ways to keep generating profits from recreational activities.

Approval of Minutes

a. August 18, 2025

Mr. Panuczak noted that Ms. Patti has submitted 11 written amendments, which were in the packet.

*Mr. Panuczak motioned to amend the draft minutes for **August 18, 2025** according to the list of 11 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 **August 18, 2025** as amended as 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
NA

GM's Report

Ms. Chatel provided a brief overview of her first few days on the job.

Committee / Board Reports

Planning Board
Planning Board has not met due to quorum issues and will try to meet next Thursday.

Water & Roads
Will meet on Sept 26 to discuss the Water Master Plan draft.

Budget Advisory
The committee calendar will be posted this week. Meetings will start early October and the meeting day of the week will be changed.

Records & Retention
Mr. Panuczak noted that the work of the Committee was discussed as an earlier agenda item.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

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.

Next Meetings:

a. September 18, 2025, 9am – Goal setting with staff, no public comment

b. September 24, 2025, 6pm – Regular meeting and public hearings to: accept and expend unanticipated revenue from WEA, accept the new mailboxes as improvement, update water ordinance sections 5& 9, and adopt a driveway ordinance

Public Comment Period

- Scott Salaway (110 Snowood Drive) - thanked the Commission for the spreadsheet showing the breakout of recreational cost and revenues. He asked if the snowmaking cost was shown in there.

Ms. Magerer explained where to look for it.

- Mr. Salaway said that he was under the impression that last year about $80,000 was transferred from the Rec Fund for snowmaking.

Both Mr. Panuczak and Ms. Magerer said that that is not true.

Ms. Smith said that CIF funds were accepted from WEA for snowmaking infrastructure improvements.

Adjourn Meeting

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

Meeting adjourned at 11:42 AM.

Prepared by Alvina Snegach