Waterville Estates Village District
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WEVD Commission APPROVED Meeting and Public Hearing Minutes
September 24, 2025 – 9 AM

Approved as amended on October 15, 2025.

Attendees: Commissioners Maureen Patti, Gerry Panuczak, Mark Canfield, General Manager (GM) Helen Chatel, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Attendees on Zoom: na

Members of the Public: na

Members of the Public on Zoom: Matthew Rodger, Linda Ivers, Chris, Keith Barnes, Tom H, Nancy Seward, Scott Sallaway

Members Excused: na

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

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:
Agenda was adopted as is.

Public Hearing 1: To accept the new mailboxes as an improvement to the Community Center valued at $27,417.68.
Mr. Panuzcak opened the public hearing #1 at 6:01 PM. He said that the new mailboxes have been installed already. Ms. Patti thanked WEA for the mailbox project completion. Mr. Panuzcak thanked Jim Cahill for his diligence and seeing the project through. Mr. Canfield seconded other Commissioners' sentiments.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:04 PM.

Ms. Patti made a motion to accept the new mailboxes as an improvement to the Community Center valued at $27,417.68. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 2: To accept and expend $1,932.43 in WEA CIF monies for the construction of the mailboxes.
Mr. Panuzcak opened the public hearing at 6:04 PM. Ms. Patti explained that this money is only for supplies related to the mailbox project.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:06 PM.

Ms. Patti made a motion to accept and expend $1,932.43 in WEA CIF monies for the construction of the mailboxes. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 3: To accept and expend $9,999.00 in WEA CIF monies for Ski Area Insurance.
Mr. Panuzcak opened the public hearing at 6:06 PM.
He explained that this is an annual expense which used to be paid directly by WEA. There was discussion about it whether CIF is the correct label for this expense.

- Linda Ivers from WEA via Zoom confirmed that it used to be directly paid by WEA and said that she will check with the Board and provide the Commission with accurate information.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:10 PM.

It was decided to table the public hearing until the correct notice could be issued.

Mr. Panuczak closed the hearing at 6:10 pm. Will have to vote later when it's noticed correctly.

Public Hearing 4: To adopt a Driveway Ordinance.
Mr. Panuzcak opened the public hearing at 6:10 PM.

Ms. Smith explained the rationale behind adopting the Driveway Ordinance and confirmed that driveway permits under this new ordinance will be issued only on District Roads.

Mr. Canfield said that he was not sure RSA 236:13 applies to the types of roads that the District owns.

Ms. Smith said that this is the RSA that the District shall comply with as per the advice of the District legal counsel. She said that will refer back to counsel to clarify before the next meeting.

Commission discussed dates to make sure the public notice is possible for another public hearing. Ms. Patti announced that public hearing #3 and #4 will be held on October 15th.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:19 PM.

Public Hearing 5: To amend the WEVD Community Water System Ordinance sections 5 and 9.
Mr. Panuzcak opened the public hearing at 6:19 PM. Ms. Smith explained the amendments as they were shown in the packet.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:21 PM.

Mr. Panuzcak made a motion to amend the WEVD Community Water System Ordinance sections 5 and 9 as provided in the handout. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Approval of Minutes

September 8, 2025

*Ms. Patti motioned to accept the draft minutes for **September 8, 2025** as presented and make them official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

September 9, 2025

Mr. Canfield made the following verbal amendments:

Line 9 attendees on Zoom, to include the representatives' names from Richo
Line 81 near the lift lines
Line 84 given
Line 97 completing
Line 186 is included in the financial summary. These funds were expensed to cover the front desk wages including health insurance.
Line 249 he asked if the snowmaking was…

*Mr. Canfield motioned to amend **September 9, 2025** according to the list of 6 verbal amendments by Mr. Canfield. Mr. Panuczak duly seconded. Mr. Canfield duly seconded. Motion carried with a 2:0:1 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti abstained.*

*Mr. Panuczak motioned to approve **September 9, 2025** as amended as official meeting minutes. Mr. Canfield duly seconded. Motion carried with a 2:0:1 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti abstained.*

Treasurer's Report
Ms. Aguiló said that everything was good. Reconciliation was done and taxes from both towns are up to date, as well as the water accounts.
Mr. Canfield asked Ms. Aguiló to look at the tax collections from both towns last year to compare them to this year collections.

GM's Report

Ms. Chatel noted that a comprehensive GM report is provided in the packet and provided further updates on the following:

The ski area cleanup/mowing will be done tomorrow.

Pickle ball courts updates have been done and she sent the invoice to WEA.

She has received a quote from Mr. Pelchat for tree trimming which is $13,000 and additional $2,000 for taking the debris, which was recommended by the District staff.

There was discussion about money availability in the budget for the tree removal including the ash tree and the mountain. Other ways to pay for tree removal was discussed.

Another discussion was about the requested equipment for the lodge and the rationale for purchasing it which is mostly related to the safety and longevity of the District owned equipment.

Committee / Board Reports

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

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

Budget Advisory
The committee calendar has been posted. First meeting is on October 7th, and the meeting day of the week has changed to Tuesday.

Records & Retention
Committee will meet on October 15th.

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 3:0 roll call vote: Ms. Patti, Mr. Panuczak – aye, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS

27 Condo Road Water Bills Post-Fire
Ms. Smith explained the request. She recommended that bill proration is done only on the usage portion of the bill.

- Matthew Rodger from the management company MTR – via Zoom, explained that there were 11 units that were damaged by fire and that it will be at least a year until anyone can come back to that building.

Ms. Smith provided the numbers to abate. She suggested moving all the 11 units to availability charge only group until they are able to come back to the building.

Mr. Panuczak moved to abate the usage portion of the water bill for all the 11 units beginning from September 4 until the end of the current billing cycle. Ms. Patti duly seconded, and motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Mr. Panuczak made a motion to move the affected 11 units water billing to availability only charge until the units become habitable. Mr. Canfield duly seconded, and motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Laserfiche
Mr. Panuczak said that the decision was tabled at the last meeting. Mr. Canfield spoke about his review of the proposal by Richo and said that the costs seemed reasonable to him. He said that he liked the idea of holding off on the backlog scanning to allow the Records Committee to go through the existing documents to scan. Mr. Canfield continued that the proposal for the current record handling system made sense to him and he thought that it would improve the District staff productivity.

Mr. Panuczak moved to authorize the expenditure of $11,732 for Laserfiche as presented at the last meeting. Mr. Canfield duly seconded, and motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

RCA – Dead Tree Removal
Mr. Panuczak noted that the price for removal was quoted at $2,500 from Top Notch. Tree is located by the propane tank and is a safety hazard. Ms. Chatel and Ms. Magerer will figure out the line item from which to draw the money to cover this expense.

Next Meetings:
a. September 26, 2025 @ 9 a.m. – Joint meeting with W&R committee, Horizon's Engineering presentation

~~**October 8, 2025 @ 6 p.m. – Regular meeting**~~
Mr. Panuzcak said that this meeting will be moved to October 15th at 6 PM.

Public Comment Period

- Scott Salaway (110 Snowood Drive) - on zoom asked if the wood that is to be cut could be offered to the residents to burn.

Mr. Panuczak said that if that were the case, it would have to be offered to everyone in the District. He said the staff will look into that.

- Scott Salaway - asked about the money owed by Thornton and Campton to the District and if there is there a way to find out if these properties are short term rentals and disallow them to rent until the pay their taxes.

Mr. Panuczak said that Mr. Salaway could provide this suggestion to the town as he is the resident of it. The District does not have any jurisdiction.

- Scott Salaway – asked that since asbestos was found in the burnt units, was there any concern about asbestos being in other buildings.

Mr. Panuczak said that the District does not have much authority when it comes to construction or building permits. It is within the respective town's jurisdiction.

- Nancy Seward (129 Snowood Drive #1) - on Zoom - asked about the outdoor pool furniture. She thanked Ms. Chatel for assigning a staff person to evaluate the furniture. She continued to say that traditionally the GM would inform the HOA about the need to repair/replace these items. However, two years ago, the HOA was receiving a lot of complaints about the chairs, and the Board member called to order the replacements, which were assembled with the help of volunteers. Ms. Seward said that WEA Board would like to put that responsibility back on the District staff. The HOA will only be responsible for paying for the replacement with CIF funds.

Ms. Chatel said she was not sure how it was done before and whether it would take too much of her staff time to figure out which items to replace.

- Nancy Seward reiterated that WEA board would like to switch that responsibility back to the District staff as it was done prior.

Mr. Canfield said that the District is responsible for safely operating the recreation facilities and the furniture falls under that responsibility. He asked if Mr. Pelchat and his team could check the furniture when they put it away and tag the items that need to be repaired or replaced.

- Scott Salaway said that he volunteered to repair the chairs for the HOA and it took about 20 minutes a chair. He would volunteer again throughout the winter if the District were to provide lobster rolls in return.

Non-Public Session
Ms. Patti motioned at 7:26 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). 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 7:28 PM, Commissioners Patti, Panuczak, and Canfield were present in person as well as the MRI Consultant Carol Granfield via Zoom (left at 8:30 PM), General Manager Helen Chatel, and Administrative Assistant Allison Smith (left at 7:45 PM).

Resumption of Public Session.
Mr. Panuczak motioned to exit non-public session. Mr. Canfield 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 8:52 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 Mr. Canfield, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render proposed action ineffective. 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 8:54 PM.

Minutes prepared by Alvina Snegach