Waterville Estates Village District
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WEVD Commission APPROVED Meeting and Public Hearing Minutes
October 15, 2025 – 4 PM

Approved as amended on December 4, 2025.

Attendees: Commissioners Maureen Patti, 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: Scott Sallaway (110 Snowood Drive), David Rose (177 Weetamoo Trail)

Members of the Public on Zoom: Tom H.

Members Excused: Gerry Panuczak

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

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

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

If remote attendance, reason & vote:
na

Adoption of Agenda:
Agenda was adopted as is.

Public Hearing 1: To accept and expend $9,999.00 in WEA operating funds for Ski Area Insurance
It was noted that the public hearing was noticed but later was discovered to not be needed as it had already taken place in March of 2025.
Ms. Smith clarified that the invoice was received for the amount that has been approved for 25-26 winter season.
Ms. Patti added that when the new invoice is received the new public hearing will be noticed and held.

Public Hearing 2: To accept the improvement valued at $6,000.00 to the outdoor courts at the community center.
Ms. Patti opened the public hearing at 4:03 PM.

Ms. Smith and Ms. Chatel explained what the amount was for, which is a change to the surface for the court to be a basketball court in addition to the pickle ball court.
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, Ms. Patti closed the public hearing at 4:05 PM.

Ms. Patti moved to accept the improvement valued at $6,000.00 to the outdoor courts at the community center. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.

Public Hearing 3: To adopt a Driveway Ordinance
Ms. Patti opened the public hearing at 4:06 PM.
Ms. Chatel provided the rationale for the Driveway Ordinance adoption. Ms. Patti noted that it would only apply to driveways off the District owned roads. Mr. Canfield noted that he had some questions about the applicability of the statute to the District roads at the last meeting, which was confirmed since then by the District counsel.

- David Rose (177 Weetamoo Trail) - thanked the Commissioners for developing the ordinance. He asked about the budgetary overhead related to enforcement of this ordinance.

Ms. Patti said that the District has staff and the inspections and communications with residents have always been budgeted for.

- Mr. Rose then asked about whether the actual expenses related to the enforcement of this ordinance have been identified and planned for. He also commented on the ordinance itself as, in his opinion, it only refers to the RSA, but does not identify specific procedures/parameters. He said that he had a few editorial comments and offered to go over them with staff or Commissioners later.

Ms. Patti said that Mr. Rose should contact Ms. Chatel about his concerns and to discuss his proposed edits to the Driveway Ordinance. She said that the ordinance is being adopted to make sure that there is a process defined to begin with, and that it could be amended and fine-tuned after having been adopted.

- Scott Salaway (110 Snowood Drive) questioned the permit duration of 1 year from the date of issuance.

Ms. Patti noted that Ms. Salaway's concern was valid and that it could be addressed as the ordinance is fine-tuned.

Mr. Canfield concurred with Ms. Patti.

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, Ms. Patti closed the public hearing at 4:23 PM.

Ms. Patti moved to amend the DRAFT Driveway Ordinance on page one to change the effective date from November 1, 2025 to October 16, 2025. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.
Ms. Patti moved to accept the amended the WEVD Driveway Ordinance. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.

Approval of Minutes

September 24, 2025

*Ms. Patti motioned to amend **September 24, 2025** according to the list of 9 written amendments by her provided in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.*

*Ms. Patti motioned to accept **September 24, 2025** as official meeting minutes. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.*

September 26, 2025 – Joint Water & Roads
Approval of September 26, 2025 minutes was tabled to November 18, 2025 meeting at 6:0 PM due to Mr. Canfield not being present at the meeting on September 26, 2025.

Treasurer's Report

Ms. Aguiló said that everything was good. Reconciliation was done. Campton tax revenue amount has gone up since the last report.
Ms. Magerer spoke about her analysis of tax revenue receipts from both towns over the last three years and how 2025 compares to previous years.

General Manager's Report

Ms. Chatel spoke about the current activities the District staff is involved in.

Building & Grounds

• **Outdoor Pool Winterization:** On October 2, staff emptied the outdoor pools and began winterizing the surrounding area. Following the first frost, crews will begin trimming back seasonal plantings.

• **Ski Area Preparations:** The team has been actively preparing the ski area for the upcoming season:

- o Undercoated the fleet of vehicles for winter protection
- o Initiated deep cleaning of ski facilities
- o Tree trimming is underway on the ski slopes following a rain and wind event earlier this month that caused a tree to fall. This emergency decision was made to ensure the safety of mountain users and protect our equipment investments.

• **Rec Center Improvements:** Carpet installation on the lower level of the Recreation Center has been completed.
• **Lap Pool Temperature Adjustment:** A member contacted the management with concerns about the lap pool temperature. After reviewing the American Red Cross (ARC) guidelines, which recommend an optimal range of 78–82°F for lap swimming, and 82°F or higher for pools used by young children, Ms. Chatel consulted with Shawn Pelchat and Zach Kennedy. They have agreed to set the lap pool temperature at 80°F to align with ARC standards and maintain comfort for adult swimmers.

Water & Roads

• **Leak Detection & Response:** Steve Baert identified several leaks recently, including two significant longstanding ones—one at 5 gallons per minute and another at 15 gallons per minute. Both were located on private property, and homeowners were promptly notified by Steve and Allison Smith.

• **System Performance:** Encouragingly, Steve Baert reported that the well pumps are regularly not activating between midnight and 5 AM the following day, indicating reduced water loss, reduced use of electricity, and improved system efficiency.

• **Infrastructure Mapping:** Steve Baert located two long-sought valves in the wooded area. He addressed both and updated the system maps accordingly.

• **Road Work:** GSM Paving has begun work at the corner of Summit Drive and Weetamoo Road, marking the start of scheduled road improvements in that area.

• **Water Pressure Concern – Mr. Shilling:** Mr. Shilling contacted the staff regarding low water pressure at his residence. Lauren Bennett and Steve Baert are aware of the issue and have been regularly testing pressure levels along Holland Trail, which remain within acceptable limits. It has been suggested that the line from our valve to Mr. Shilling's home may have an obstruction, and he has been advised to have it inspected.

• **Correspondence – Mr. Bill Donahue:** Mr. Donahue reached out regarding water concerns at his Pegwood residence during busy weekends, particularly when snowmaking operations are active. After conferring with Steve Baert, it was confirmed that engineers from Horizon had previously investigated the matter. Mr. Donahue is on a private well, and according to Horizon's representative, his home sits approximately 250 feet above our wells. Given that our wells extend more than 250 feet deep, it is unlikely they share the same water vein, and the engineers concluded, our operations should not impact his supply.

Front Desk

• The Front Desk staff is performing well, with no issues to report at this time.

Concessions & Events

• A birthday party is scheduled in the lounge on October 18th, from the afternoon until 8:30 PM. Front desk personnel have been informed and are prepared to support the event as needed.
• **Kitchen Equipment Update & CIF Funding:** As of October 12, 2025, the WEA Board of Directors approved an $18,000 CIF appropriation for Ski Lodge kitchen equipment. This includes the purchase of two True 60" Refrigerated Sandwich Prep Tables totaling $15,638.00, along with additional equipment as determined by the Chef to best support operations. The Association expressed enthusiasm for the upcoming winter menu.

• **Dining Table Discussion:** The Board also discussed the condition of the Lodge's standard dining-height tables. While the charm and atmosphere of the original tables were appreciated, it was acknowledged that they need attention. If refurbishing is not practical, the Association is prepared to fund replacements and awaits recommendations from Mr. and Mrs. Pierce.

• **Bar Renovation Proposal:** The Board reviewed Tony's proposed modifications to the bar and food pick-up area. While supportive, they deferred the final decision to management due to the permanent nature of the changes. The Association is willing to seek carpenter volunteers if needed to:

- o Create a passthrough near the kitchen entrance
- o Remove approximately 32" of bar top and frontage
- o Relocate the end-of-line electrical outlet
- o Construct a new food pickup station with a 12–15' counter from the new bar end to the kitchen entrance

Administration

• The staff and Ms. Chatel are currently hard at work preparing the District annual budget, with guidance and support from Ms. Magerer. This process is progressing steadily as they review departmental needs and align priorities for the upcoming fiscal year.

Summary

Staff across departments have made strong progress in transitioning operations for the winter season. From pool closures and ski area prep to water system improvements, road work, facility upgrades, budget planning, and event coordination, the team continues to demonstrate proactive maintenance, responsiveness, and operational readiness

Ms. Patti commended the District staff, Ms. Chatel, and former GM Ron Beard on their efforts to lower the electricity costs for running the districts water system, having heard from Ms. Chatel that the District well pumps did not activate between midnight and 5 AM the following day, indicating reduced water loss and improved system efficiency.

Committee / Board Reports:

Planning Board
The Planning Board has not met and will be meeting next week.

Water & Roads
The committee has not met and will be meeting next week.
Budget Advisory
The committee met yesterday. Budget discussions ongoing. Next meeting is next Tuesday

Records & Retention
The committee met today and it was a productive meeting. Committee will be working with the District staff on Laserfiche project and going through the District documentation that needs to be scanned.

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

Committee/Board reports
Ms. Patti called made a motion to accept the BAC report as it is presented in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS

Appointing Alternate to BAC – Dave Spinney
Ms. Patti said that she used the Planning Board statute for appointing alternates for Mr. Spinney's appointment as the BAC was created by the voters at an Annual Meeting.

Discussion ensued about whether Mr. Spinney should be appointed as a voting member. It was noted that any alternate would need to be appointed by the Chair if there are not enough regular members to constitute quorum for that meeting and that is the only time when an alternate member would be voting in place of a regular member.

Ms. Patti noted that the District will have to create a procedure for alternates on various District advisory committees.

Ms. Patti made a motion to appoint Dave Spinny to serve as alternate for the Budget Advisory Committee, effective October 16, 2025 until the next District Annual Meeting date in 2026, and that Mr. Spinney will be invited to be seated as a committee member when necessary to complete a quorum, and when seated as a committee member he will have the authority to vote. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

Purchasing Policy
Ms. Chatel provided a rationale for the adoption of a Purchasing Policy.

Discussion ensued about how the policy will benefit the transparency for reviewing purchases by various District entities.

Ms. Patti moved to adopt the WEVD Purchasing Policy as written and contained in the meeting handout, with the exception of couple grammatical errors that she fixed, to become effective on November 1, 2025. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

Next Meetings: November 5, 2025 @ 6 PM

Public Comment Period

- Scott Salaway (110 Snowood Drive) – asked if there were any way to move the closing day for the outdoor pools to middle of September, as they are not used much after then and it is expensive to heat them.

MP responded that this is a valid concern and the District and WEA have been discussing the cost of heating the pools and whether the closing date should be deferred to the District management at some point; however, that is still an ongoing discussion.

- Mr. Salaway asked about Campton and Thornton tax amounts collected as of today compared to other years.

Ms. Magerer explained how to read the numbers in the report that she presented to the Commissioners.

- Mr. Salaway asked spoke about the Horizons Engineering water report and was impressed/shocked about the annual water usage numbers in it.

Ms. Smith explained the numbers in the Horizons Engineering report, which are the readings at the well and not necessarily what is reaching customers. To be able to calculate the actual water usage by each house, meters are needed. She then noted that the company has strongly suggested the use of water meters for that particular reason.

Ms. Patti noted that in when asked by Mr. Panuczak, engineers from Horizons said that the need to invest about 20 percent of the total cost of the water system over the next 15 years is the norm for other water systems. She said that this is where the District is with their needs as well.

Non-Public Session
Ms. Patti motioned at 5:24 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c) and (l). Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

Non-public session was entered at 5:25 PM, Commissioners Patti and Canfield were present in person as well as General Manager Helen Chatel, and Administrative Assistant Allison Smith (left at 5:30 PM).

Resumption of Public Session.

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

Public session was entered at 6:01 PM. Commissioners Patti and Canfield were present in person.

Ms. Patti moved to seal the nonpublic session minutes as divulgence of the minutes would adversely affect the reputation of someone other than a commissioner. This motion was seconded by Mr. Canfield. Motion carried with a 2:0 roll call vote: Mr. Canfield – aye, Ms. Patti – aye.

Adjourn Meeting

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

Meeting adjourned at 6:03 PM.

Minutes prepared by Alvina Snegach