Waterville Estates Village District
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WEVD Commission APPROVED Meeting and Public Hearing Minutes
November 5, 2025 – 6 PM

Attendees: Commissioners Gerry Panuczak and 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: Bobbi Ketcham, Barry's iPad, Nancy Seward

Members Excused: Maureen Patti

Call to Order: Commissioner Panuczak, who was chairing the meeting due to Ms. Patti being excused, called the meeting to order at 6:05 PM.

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. Ms. Patti was excused.

If remote attendance, reason & vote:
na

Adoption of Agenda:
Agenda was adopted as is on a motion by Mr. Canfield and a second by Mr. Panuczak and a 2:0 roll call vote in favor: Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 1: To accept and expend $2,688.72 from WEA for mailboxes

Mr. Panuczak opened the public hearing at 6:06 PM.

He noted that this was the cost of parts and equipment that were purchased to install the mailboxes and the facility that contains them over the summer.
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 6:08 PM.

Mr. Panuczak moved to accept and expend $2,688.72 from WEA for mailboxes. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 2: To accept the improvement to the Community Center valued at $28,173.97
Mr. Panuczak **opened at 6:08 PM.**

He noted that the improvement is for the total cost of the mailbox project. It has been accepted previously, and this public hearing is only intended to correct the amount.
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 6:09 PM.

Mr. Panuczak moved to accept the improvement to the Community Center valued at $28,173.97 for the mailboxes. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Mr. Panuczak – aye, Mr. Canfield – aye.

Approval of Minutes

October 15, 2025

Approval of minutes was tabled until the November 18, 2025 meeting.

General Manager's Report

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

Building & Grounds

The windstorm last week resulted in multiple alarm calls across the property. Tree removal at the ski area has been completed. The lodge experienced a power outage lasting over 12 hours due to the storm. Food delivery was successfully diverted to prevent spoilage. She is awaiting Mr. Pierce's report on the estimated cost of food loss. The Lodge currently does not have a generator to support refrigeration during outages.

Roads & Water

Mr. Baert and Mr. Bobert have been actively inspecting roads and water systems following the storm. Mr. Baert will be providing a more detailed update to the Water & Roads Committee soon.

Lodge Operations & Events

Mr. and Mrs. Pierce prepared the Lodge for its seasonal opening, which took place on October 17th. The Lodge did not open on Friday, October 31st due to a daytime power outage and

insufficient time to complete setup before the 4 PM opening. The hayride scheduled for November 1st was canceled due to a lack of volunteers and uncertain weather conditions. The Trunk or Treat event did take place and was pretty successful.

Administration & Member Services

Budget preparations are progressing well. Ms. Chatel and Ms. Magerer will attend the NHMA Conference on November 19th and 20th. The front desk encountered an issue with a member's early access pass. The management is currently working with CCS to resolve the problem.

Community Programs & Events
A 70th birthday party was recently held at the Lounge and went smoothly. Campton Rec will offer swimming lessons on Mondays and Wednesdays throughout December and January. These sessions are scheduled to avoid holiday weeks and days. Campton Elementary will host afternoon swim sessions for students on Wednesdays from December through early February, also avoiding holiday conflicts.

Then Ms. Chatel answered some questions from the Commissioners about staffing levels at the Lodge.

Committee / Board Reports:

Planning Board
The planning board met last week. Members were tasked to look at both Thornton and Campton CIP manuals to begin working on the CIP handbook for the District.

Water & Roads
The committee did not have a quorum.

Budget Advisory
The committee's report is in the packet.

Records & Retention
The committee will meet on November 18, 2025.

CIP Committee
The committee has not met yet.

CONSENT CALENDAR

Manifests

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.

Committee/Board reports

Mr. Panuczak 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: Mr. Panuczak, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS

Pegwood Tank Fence

Mr. Panuczak noted that NH Department of Environmental Services has issued a Sanitary Study to the District in the spring, and they recommended the fence be installed around Pegwood Tank. He said that Horizons Engineering in the final Water Master Plan also noted that the District is currently not meeting the water storage requirements at the Pegwood location. They recommended a second water tank there to meet the minimum water storage requirement. Horizons Engineering also recommended the fence around the tanks. PRIMEX, which insures the District, also recommended a fence around the tanks. Mr. Panuczak also noted that other water storage areas and wells in the District are currently fenced. He said that the Commission will be taking a vote November 18th, and members of the public are welcome to attend and present their testimony then.

Set annual meeting date

The 2026 District Annual Meeting date was set to March 21, 2026 with the snow date on March 28, 2026 at 9 AM.
Both Commissioners agreed.

Next Meetings: November 18, 2025 @ 6 PM

Public Comment Period

No members of the public in person, on Zoom, via email or phone call wished to speak.

Non-Public Session
Mr. Panuczak motioned at 6:32 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Mr. Canfield – aye.

Non-public session was entered at 6:33 PM, Commissioners Panuczak and Canfield were present in person.

Resumption of Public Session.
Mr. Panuczak 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 6:51 PM. Commissioners Patti 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. Motion carried with a 2:0 roll call vote: Mr. Canfield – aye, Mr. Panuczak – aye.

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. Canfield – aye, Mr. Panuczak – aye.

Meeting adjourned at 6:57 PM.

Minutes prepared by Alvina Snegach