Waterville Estates Village District
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WEVD Commission APPROVED Meeting Minutes
November 18, 2025 – 6 PM

Approved as amended on December 4, 2025.

Attendees: Commissioners Maureen Patti and Gerry Panuczak, General Manager (GM), Helen Chatel, Administrative Assistant Allison Smith (left at 6:06 PM), Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Attendees on Zoom: na

Members of the Public: na

Members of the Public on Zoom: Chris Gerber, Bill Donohue, mike, Bobbi I Pad

Members Excused: Mark Canfield

Call to Order: Commissioner Patti called the meeting to order at 6:00 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 excused.

If remote attendance, reason & vote:
na

Adoption of Agenda:
By consensus Commissioners agreed to put Item 11.b first and table item 6.a.

GENERAL CALENDAR ITEMS
Set budget/warrant PH date
Ms. Patti noted that the 2026 District Annual Meeting date was set to March 21, 2026 with the snow date on March 28, 2026 at 9 AM. Commissioners discussed with Ms. Smith dates that she suggested for the Budget/Warrant Public Hearing which was also suggested to be conducted on the same date. February 7, 2026 at 10 AM with a snow date of February 14, 2026 was settled upon.
MP moved as such for both at the same time. GP AIF
Ms. Patti moved to set the date for the District Budget/Warrant Public Hearings for February 7, 2026 at 10 AM with a snow date of February 14, 2026 at 10 AM. Mr. Panuczak duly seconded, and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye.

Approval of Minutes

October 15, 2025

Approval of minutes was tabled until the December 2, 2025 meeting.

November 5, 2025
*Mr. Panuczak moved to approve the **November 5, 2025** draft minutes as written. Ms. Patti duly seconded, and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye.*

November 13, 2025
*Ms. Patti moved to approve the **November 13, 2025** draft minutes as written. Mr. Panuczak duly seconded, and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye.*

November 14, 2025
*Ms. Patti moved to approve the **November 14, 2025** draft minutes as written. Mr. Panuczak duly seconded, and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye.*

Treasurer's Report
The Treasurer's Report was part of the meeting packet. Ms. Aguiló answered some questions about tax revenues.

General Manager's Report

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

Ski Lodge Maintenance:

A vendor replaced the coil in the kegerator to ensure reliable service during the winter season.

Staff are working to replace the water heaters, as the current units cannot maintain adequate temperature for dishwashing.

Sufficient budget remains to complete these repairs before year-end.

The lodge has transitioned from paper products to reusable plates and silverware, improving sustainability and guest experience. This has created a greater demand on the Lodge dishwasher as a result.

Sauna Repair:

The timer in the sauna broke late last week. The replacement part arrived over the weekend and was installed on Monday.

Security Incident:

On Friday, Shawn encountered a group of teens tampering with equipment around the ski area. He issued a warning and made it clear that future incidents will be reported to the police and parents.

Winter Surface Prep:

Staff have been actively sanding and salting parking lots to maintain safe access as winter conditions intensify.

Ski Lodge Event:

The ski lodge had a busy weekend, highlighted by the "Meet the New GM" event held Friday from 5-7 PM. The gathering was well attended, and Ms. Chatel had the pleasure of meeting many wonderful residents and engaging in great conversations.

Water & Roads

The Water & Roads team has been busy maintaining and preparing district roads for winter. Their efforts include proactive surface treatment, monitoring infrastructure, and ensuring safe travel conditions for residents and visitors.

Front Desk

The front desk experienced a software issue that prevented proper formatting of guest cards. The affected system has since been replaced, and functionality has been restored.

Administration

The administrative staff is actively preparing for year-end operations and the launch of the 2024 and 2025 audits. We have secured a vendor willing to take on the District's audit work, thanks to a recommendation from Carol Granfield. An in-person visit is scheduled for December 10-12 to begin the process.
Action Required: The Commissioners will need to formally approve the retaining of a new auditor as the expense will exceed $10,000

Committee / Board Reports:

Planning Board
The planning board will meet on Thursday, November 20 to continue working on the CIP handbook for the District.

Water & Roads
The committee will meet on December 5.

Budget Advisory
The committee's report is in the packet. Next meeting is next Tuesday, November 25.

Records & Retention
The committee had a work session today and went through more boxes of documents. Members are hoping these are the last ones.

CIP Committee
There is a need to add an additional member to the committee which is on the agenda for this meeting later.

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: Mr. Panuczak - aye, Ms. Patti – aye.

Committee/Board reports

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

Appointing Anthony Patti to CIP Committee

Mr. Panuczak made a motion to appoint Anthony Patti to the CIP Committee as a Planning Board representative, Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye.

GENERAL CALENDAR ITEMS

Alternate policy
Ms. Patti noted that Ms. Smith prepared the draft policy for alternates for the District advisory committees. She noted that this is only for the advisory committees.

Ms. Patti made a motion to approve the Alternates Policy as it is written and presented in the packet. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Ms. Patti – aye.

RCA – Auditor engagement
Ms. Chatel explained the numbers for the audit that were received from the auditor's quote (RHR Smith) for 2024 and 2025, which were as follows for each year:

- Financial Statement Audit $14,365
- Financial Statement Assistance and Review $2,535

Ms. Patti noted that the Commissioners originally budgeted $10,000 for the audit line item. The difference is nearly $7000.

Discussion ensued about the difficulty the District has had with retaining auditors.

Mr. Panuczak moved to engage with RHR Smith for 2024 and 2025 audit. Ms. Patti added amounts for each year (total of $16,900 for 2024 and $16,900 for 2025) and as a friendly amendment. Ms.

Patti duly seconded the amended motion. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Ms. Patti – aye.

RCA – 190 Weetamoo exclusion from water billing
Mr. Panuczak explained that the owner installed a well and would like it to be removed from the water billing as they are not using the water from the District water system.
Ms. Patti made a motion to remove the 190 Wetamoo Trail property from the water system billing given that they have a well. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Ms. Patti – aye.

There was a discussion that the well water and water quality is now the issue between the owner and the well company after a comment was received from Steve Baert about the well testing result.

Pegwood Fence

Tabled to December 4, 2025, at 10 AM

Next Meetings: December ~~2,~~ 4, 2025 at 10 AM.

Commissioners agreed to move the next meeting to December 4, 2025 at 10 AM.

Public Comment Period

- Bill Donahue - asked about the well policy and whether a new construction property could also choose to drill a well to avoid becoming part of the water system.

Ms. Patti explained that 190 Wetamoo Trail property had elevation issues and chose to install a well. She added that Mr. Baert will respond to Mr. Donahue with more details about the District Water Ordinance.

Non-Public Session
Ms. Patti motioned at 6:47 PM to enter non-public session for the purposes described in RSA 91-A:3, II (a). Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Ms. Patti – aye.

Non-public session was entered at 6:59 PM, Commissioners Patti and Panuczak were present in person. Also present were General Manager Helen Chatel and Finance Administrator Lisa Magerer.

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

Public session was entered at 7:48 PM. Commissioners Patti and Panuczak were present in person.

Mr. Panuczak 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 Ms. Patti. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye.

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

Meeting adjourned at 7:49 PM.

Minutes prepared by Alvina Snegach