Waterville Estates Village District
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WEVD Commission APPROVED Meeting Minutes
December 4, 2025 – 10 AM

Approved as amended on December 17, 2025.

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

Attendees on Zoom: Mark Canfield

Members of the Public: na

Members of the Public on Zoom: Matthew Delude, Pophe, Linda Ivers, Scott Sallaway, Bobbi Ketcham, Nancy Seward, Dave R

Members Excused:

Call to Order: Commissioner Patti called the meeting to order at 10:00 AM.

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 present on Zoom.

If remote attendance, reason & vote:
Mr. Canfield was away from the District physically and it was not practicable for him to participate in person.

Ms. Patti made a motion to allow Mr. Canfield to attend the meeting remotely. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye

Adoption of Agenda:
Ms. Patti suggested taking Pegwood fence item 11.c first and then continuing with item 11.a. There was consensus to do so.

GENERAL CALENDAR ITEMS

Pegwood Fence

Ms. Patti provided some background on the Pegwood fence issue. She said NH Department of Environmental Services (NHDES) had sent some new communication to the District, in which it alluded that it would allow for no fence, but recommends monitoring for animal and human traffic

possibly through signage and a security camera system as measures to protect the water system. Ms. Patti suggested that the District Management prepare over the next 60 days a plan for securing the water system at that location, and that the interested homeowners/parties also submit a very specific plan of what they would like to see at that location. Timeframe for both plans would be 60 days.

Mr. Panuczak noted other things that might be required to protect the water system, should there be no fence, like vent caps and other things. He also suggested that Horizons Engineering be recruited to review the communications from NHDES, the plans suggested by both the Management and the interested parties and provide their opinion on how the water system could be secured without putting a fence there.

Mr. Canfield said that he was agreeable to have no fence and that the security measures should be in line with the natural features but still be visible enough to deter any harm to the water system.

Ms. Patti said that these should be part of the plan that the Management will discuss with the interested parties.

Ms. Chatel spoke about short-term plans for securing the water system in the meantime.

GENERAL CALENDAR ITEMS

Staff Reports

Shawn Pelchat – Buildings & Grounds/Maintenance

Sean Pelchat spoke about the following:

- Landscaping;
- Lift maintenance and inspection;
- Snowmaking;
- Other projects around the District buildings.

He also answered questions from the Commissioners about opening the rope tow, which he said he is hoping to open by Christmas, depending on the weather to allow for more snowmaking.

Ms. Chatel thanked Mr. Pelchat and his staff for their effort during the last snowstorm.

There was discussion about the state of town roads during the storm and whether someone from the District should reach out to the towns to inquire about that.

Steve Baert – Water & Roads

Mr. Baert spoke about the following:

- Water system projects that are ongoing and are being planned bid out for;

- Leaks;
- Roads and transitioning to the winter conditions.

Everyone thanked Mr. Baert and his crew for doing a great job with both the roads and water system.

Heather Pierce – Concessions and events

Ms. Pierce spoke about the following:

- Getting ready for Christmas;
- Past events and weekends being very busy;
- Having received no complaints and things going well;
- Staffing levels.

She answered questions about Sunday brunch hours.

Mr. Panuzcak noted that there was a conversation about a marketing plan for the mountain that EVP was supposed to draft and what the status of that was. He also asked about other events that could be planned, like weddings.

Ms. Pierce described her efforts to disseminate information about the District activities. She also said that she does not have enough staff for many other events.

Mr. Canfield asked if EVP has provided any plans to market the District events?

Ms. Chatel said that EVP agreed to submit a marketing proposal to the District after discussing it with the District staff and that she reminded them last week about it. They said they will get it to her soon.

Mr. Canfield also asked about Lodge repairs needed to facilitate better food delivery.

Ms. Pierce said that expanding the bar area will make it easier to serve more people. She also noted some small changes that were made to increase the number of people seated.

Mr. Canfield asked about any ideas for events for property owners and their guests.

Ms. Pierce said that they are still trying to gather information about what people would like to do.

Ms. Chatel thanked both Ms. and Mr. Pierce for a job well done.

Tony Pierce – Kitchen

Mr. Pierce spoke about the following:

- Need for a water heater;

- Need to increase staffing;
- Kitchen operations and being busy;
- Planning for summer events, like concerts and associated logistics;
- Food delivery trucks being affected by the snowstorm and road conditions.

Mr. Panuczak asked about the status of getting new equipment for the kitchen. Mr. Pierce said that he was able to order some equipment which will be delivered soon.

Mr. Canfield thanked Mr. Pierce for keeping the service level high but said that he is worried about staffing levels and how that might affect it. He noted how important it is to recognize the District staffing limitations and plan accordingly.

Ms. Chatel commended Mr. Pierce for doing a great job.

Julie Smart – Front Desk

Ms. Smart spoke about the following:

- Glass being installed around the front desk;
- Staff doing great;
- Working out a process/protocol for notifying homeowners about any issues with the renters;
- Needing new walkie talkies for her staff, which is being discussed with Ms. Chatel;
- Needing a camera for the front parking area as it is very dark and the front desk staff is not able to see what is happening there;
- Communications with Food & Beverage staff is very good.

Ms. Smart answered questions about product sales, noting that the merchandise sales tracking has not been very good, but should improve next year.

Mr. Canfield made a suggestion to provide prepared food at the Summit Lounge. He also commended Ms. Smart for a great job.

Ms. Chantel also thanked Ms. Smart for doing a good job. She also noted the issue of realtors sending their clients to tour the Community Center without any representation to accompany them and ways to deal with that.

Lisa Magerer – Finance

- working on budgets;
- the auditor is coming next week.

There was discussion about purchasing the water heater for Mr. Pierce and how to accommodate that in the budget.

There was another discussion about the budget committee falling a bit behind and the timeframe for the budget to be published.

Allison Smith – Administration

- prepping for annual meetings and the need to finalize the budget for the warrant articles planning;
- water rate hearing scheduled for the Commission meeting on the 17th;
- Progress is being made on the records retention system.

There was discussion about bonding for water system projects and related scheduling if a bond is determined to be needed, and whether it is even possible for 2026 or should be looked into for 2027.

Commissioners thanked Ms. Smith for her professionalism and dedication.

Approval of Minutes

September 26, 2025
*Ms. Patti moved to amend the **September 26, 2025** draft minutes according to the 2 amendments she proposed in the packet. Mr. Panuczak duly seconded, and motion carried with a 2:1:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye. Mr. Canfield abstained as he was not present at that meeting.*

*Ms. Pati moved to approve September **26, 2025** amended minutes as official minutes. Mr. Panuczak duly seconded, and motion carried with a 2:1:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye. Mr. Canfield abstained as he was not present at that meeting.*

October 15, 2025
*Ms. Patti moved to amend the **October 15, 2025** draft minutes according to the 12 amendments she proposed in the packet. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

*Ms. Pati moved to approve the **October 15, 2025** amended minutes as official minutes. Mr. Panuczak duly seconded, Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

November 18, 2025

*Ms. Patti moved to approve the **November 18, 2025** draft minutes according to the 8 amendments she proposed in the packet. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

*Ms. Pati moved to approve the **November 18, 2025** amended minutes as official minutes. Mr. Panuczak duly seconded, Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

General Manager's Report

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

Buildings & Grounds

● Lift project: Staff and contractors have been busy completing the lift installation, ensuring readiness for winter operations.

● Storm response: Ongoing efforts to maintain facilities during recent storms, including monitoring for leaks, securing entrances, and keeping buildings safe and operational.

● Preventive maintenance: Crews continue routine checks to minimize storm-related damage and ensure winter preparedness.

Roads & Infrastructure

● Road maintenance: Steve Baert and Lauren Bennett have been actively maintaining district roads, ensuring safe access during seasonal weather conditions.

● Leak detection: Staff continues to identify and address leaks, helping prevent further damage and ensuring long-term resilience.

● Resident concerns: Numerous calls were received regarding roads not being clear, specifically Winterbrook, Hodgeman, and Parker. These roads are under the jurisdiction of the Town of Campton.

● Incident report: On Sunday night, a vehicle traveling down Hodgeman struck our apple tree. Police were called, and the Management will follow up regarding damage to district property.

● District efforts: Staff continue to do the best they can to maintain district roads during challenging weather conditions.

Compliance & Conduct

● Renter misconduct: On Friday and Saturday, renters engaged in repeated inappropriate behavior, including entering the women's locker room and acting improperly in the hot tub.

● Staff response: Julie Smart documented the incidents and reported them promptly. Ms. Chatel confirmed the behavior was unacceptable and requested video timestamps to support the record.

● Association action: WEA Board was notified and informed property owners that renter violations can result in suspension of owner privileges/access to the Community Center, as owners are responsible for their guests' conduct.

● Formal warning: The WEA Vice President issued a written warning to the owners regarding repeated rule violations by their guests.

● Process improvement: A new document has been created for the front desk to ensure all pertinent information regarding guest/owner misconduct at WEVD owned facilities is collected and recorded moving forward, strengthening accountability and consistency in handling renter issues.

Finance & Administration

● M535 form completion: Lisa Magerer successfully finalized the M535, enabling the towns of Thornton and Campton to set their tax rates.

● Tax rate confirmation: With rates now established, municipal financial planning can proceed with clarity and accuracy.

● Next steps: Ms. Chatel will be visiting both towns to meet with their administrators, ensuring alignment on district priorities and maintaining strong inter-municipal relationships.

Strategic Goals.

● Operational safety: Continue proactive risk Management to minimize liability.

● Community affordability: Balance facility maintenance with resident-friendly pricing.

● Interagency collaboration: Strengthen coordination with Campton, Thornton, and other partners to address shared infrastructure concerns.

● Institutional resilience: Advance succession planning and regulatory compliance to ensure long-term stability.

CONSENT CALENDAR

Committee/Board reports

Planning Board
Mr. Panuczak provided an update on the Planning Board's work on the CIP handbook.

Water and Roads
Committee is meeting tomorrow.

Records and Retention
The Committee has gone through the last box of documents at its last working session. It will schedule another working session and an actual meeting to discuss some issues that came up while going through the last box of documents.

CIP Committee

Mr. Canfield said that there has been no progress yet in scheduling a meeting. All the members are assigned but they need to get the CIP handbook to start planning. He is hoping they will start in the spring.

Manifests

Ms. Patti called for a vote to accept the manifests as presented in the packet. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield - aye
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 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS

Encumbrances

Ms. Smith and Ms. Patti provided a brief description of why these need to be addressed now.

Ms. Patti, moved, pursuant to RSA 32:7, V, to encumber $1,000.00 as of 12/31/2025 for the purposes of opening the CIP Trust Fund as described in Warrant Article #6 approved at the 2025 WEVD Annual Meeting. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield – aye.

Ms. Patti, moved, pursuant to RSA 32:7, I, to encumber $60,000.00 as of 12/31/2025 in general ledger line number 01.4312.001.390 named HWY – CONSULTING for the road plan contracted with Verdantas, LLC (formerly Horizon's Engineering) as appropriated in the WEVD General Fund 2025 budget approved at the 2025 WEVD Annual Meeting. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield – aye.

Ms. Patti, moved, pursuant to RSA 32:7, I, to encumber $13,342.26 as of 12/31/25 in general ledger line number 01.4130.002.393 named EXEC – DOCUMENT RETENTION for Laserfiche software contract with RICOH as appropriated in the WEVD General Fund 2025 budget approved at the 2025 WEVD Annual Meeting. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield – aye.

Next Meeting: December 17, 2025 @ 4 pm – PH to set water rates for Jan. 2026 bill

Public Comment Period

- Jack Zanini (39 Holland Trail) - asked about the Driveway Ordinance and whether it applies to Town owned roads as well.

Ms. Patti said that it only applies to District owned roads.

- Mr. Zanini asked about the Capital Improvements Plan and related funds and whether they have a definition of capital items.

Mr. Panuczak said that it will be in the draft of the CIP Handbook and that it could also be found in the Planning Board minutes.

Ms. Patti added that the definition was also in the Warrant Article #6. Ms. Smith read in the Warrant Article #6 into the record.
Mr. Canfield clarified that the District is trying to distinguish between the operational budget and the capital improvements fund.

- Mr. Zanini asked about the manifests and whether there was an inventory system and controls in place for all of the purchases.

Ms. Patti said that each Department keeps their inventory, and Ms. Chatel concurred.

- Mr. Zanini asked about the rule violation issue by the renters that Ms. Chatel mentioned in her report and whether it was the District that made the decision to not allow violators and whether there is a formal policy.

Ms. Chatel said that the District does not have a formal policy, but the violators were creating a health hazard.

Ms. Patti said that there is a process that has been reduced to a procedure that talks about safety and public health issues and how to report those and also addresses revoking access due to violation of rules. WEA Board has received that procedure too. She suggested Mr. Zanini reach out to Management with any suggestions to modify this procedure.

- Scott Sallaway (110 Snowood Dr.) via Zoom – praised the Chef for the new menu. He also liked the idea of having prepared sandwiches at the bar. He also said that he was concerned about the violator renters and suggested that a strongly worded letter will probably not prevent this from happening in the future as renters would likely already be gone (except maybe the owner won't rent to those particular individuals again). Mr. Sallaway noted that owners are responsible to inform their renters of the rules regarding use of Waterville Estates facilities. He also suggested that the staff should have the authority to kick people off the property for violations. He also said that the idea of having a camera at the back parking area is a good idea for staff.

- Matthew Delude (Attorney for Pegwood property owners) via zoom – asked to clarify what the District needs from the homeowners on the Pegwood water tank plan. He wanted to also confirm that they have 60 days to provide a plan from the homeowners and then the District will address it with them after.

Ms. Chatel said that the plan should contain actual product details and specifications.

Ms. Patti reiterated that the consensus of the Commission is for WEVD Management to prepare a plan regarding securing the area which meets with the satisfaction of the Water Department, Water Superintendent, GM, and possibly Horizons Engineering over the next 60 days in addition to the interested homeowners preparing a detailed plan for products to keep animals and humans out of the area and keep the components safe.

- Mr. Delude said that they plan to submit their plan by February 5, 2026 and asked Ms. Chatel to send him the new NHDES communications as well.

Ms. Patti said that he will get a copy today.

- Mr. Delude thanked the Commissioners and Management for working with the homeowners he represents.

Non-Public Session

Ms. Patti motioned at 11:45 AM 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 11:46 AM, Commissioners Patti and Panuczak were present in person. Also present were General Manager Helen Chatel. Mr. Canfield participated by phone (on speaker function) so that all Commissioners could hear and speak contemporaneously from 12:10 p.m. to 12:20 PM.

Non-public session minutes:

"Ms. Chatel presented the employee bonus schedule.

Ms. Patti motioned to approve the bonuses as presented. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Aye – Panuczak, Patti; Not Present: Canfield.

Ms. Patti motioned to set elected official stipends to $550.00 each with the exception of the role of treasurer, which is to be $1,000.00. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Aye – Panuczak, Patti; Not Present: Canfield.

Mr. Canfield joined the meeting remotely via phone to review the draft 2026 RMA."

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 12:21PM. Commissioners Patti and Panuczak were present in person.

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 12:21 PM.

Minutes prepared by Alvina Snegach