WEVD COMMISSION MEETING & PUBLIC HEARING AGENDA

Wednesday, December 17, 2025, at 4 p.m.

Community Center, 562 Winterbrook Rd., Campton, 03223

with Zoom access

Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. If remote attendance, reason & vote
5. Adoption of Agenda
6. Public hearing: Set 01/2026 water rates
7. Approval of Minutes
    a. December 4, 2025
    b. December 12, 2025
8. GM's Report
9. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Budget Advisory
    d. Records & Retention
    e. CIP
10. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
11. GENERAL CALENDAR ITEMS
    a. Quarterly Policy
    b. Annual Meeting/Budget Hearing Date
    c. 2026 Commissioner Meeting Schedule
12. Next Meeting:
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.
2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.
    A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
    B. THE REQUEST MUST CONTAIN THE SUBJECT MATTER OF THE REQUEST.
    C. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.
3. THE COMMISSION MAY ASK FOR A REPRESENTATIVE FROM THE WATERVILLE ESTATES ASSOCIATION BOARD OF DIRECTORS TO SPEAK REGARDING WEA ACTIVITIES, CONCERNS, ETC.
4. RECORDING A MEETING OF THE PUBLIC BODY IS ALLOWED. VIDEO EQUIPMENT WILL BE ALLOWED AT THE MEETING SITE AND WILL BE PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.
5. ZOOM OR OTHER REMOTE ACCESS / ELECTRONIC PLATFORM ACCESS WILL BE PROVIDED FOR COMMISSION MEETINGS. A LINK OR MEETING INFORMATION TO GAIN ACCESS WILL BE INCLUDED IN MEETING NOTICES. FAILURE TO BROADCAST WILL NOT BE GROUNDS FOR CANCELLING A COMMISSION MEETING.
6. NO MEETING ADMINISTRATOR OR OTHER PERMISSION WILL BE REQUIRED FOR REMOTE RECORDINGS OF PUBLIC SESSIONS OF COMMISSIONER MEETINGS THROUGH ZOOM OR ANY OTHER PLATFORM UTILIZED BY THE COMMISSION.
7. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING ON WEVD MATTERS. TOTAL TIME FOR PUBLIC COMMENT WILL BE LIMITED TO 15 MINUTES.
8. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

562 Winterbrook Road, Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

WEVD Public Hearing Policy

1. The Chair (or other Commissioner in the Chair's absence or to whom the Chair designates the role) will open the hearing by announcing the purpose of the Public Hearing and summarizing these rules by which people may participate.
2. The Chair will ask all persons attending the hearing at the physical location to print their names and addresses on the sign-in sheet.
3. The Chair will ask all persons who are attending remotely online to either send an email to the District at district@waterville-estates.com, or indicate at the appropriate time their desire to speak. The email requests can be made at any time during the hearing. A staff member as designated by the Chair will compile a list of names and addresses in the order the notice is received from those attending remotely. Once those on the list have been allowed to speak, others who are remote will have an opportunity to speak.
4. The Chair will ask all persons who are attending remotely on their telephones to call into the Community Center and a staff member as designated by the Chair will compile a list of all those telephonic attendees (names & addresses) who wish to speak. There should be no difficulty leaving the Zoom meeting to place this call and then re-entering the meeting. THE NUMBER TO MAKE SUCH A REQUEST IS 603-726-3082.
5. An explanation of the item(s) under discussion at the Public Hearing will be given by the Commission or its designees (staff, engineers, etc.). The Commissioners may ask questions to clarify or expand upon what has presented. If it is a Petitioned Article, the petitioner will have up to 10 minutes to explain the Petitioned Article.
6. The Chair will then open the meeting for public input. Each member of the public will be granted up to five (5) minutes to speak. Members of the public can only speak one (1) time until everyone has had a chance to speak. Commissioners or staff may respond but are not required to respond.
7. The Chair will first recognize those attending the physical location where the meeting is broadcast to speak during the public hearing.
8. After every member of the public who is present has had the opportunity to speak once, the Chair will call a brief recess to obtain the list of those attending remotely by Zoom or phone who have made a request to speak. They will be allowed to speak up to 5 minutes in length.
9. Once all members of the public who wish to address the Commission have had an opportunity to speak once, any member of the public who wishes to speak again will be given an opportunity to speak for up to five (5) minutes.

10. The Chair will then ask the Commissioners and staff if they have any additional comments.
11. The Chair will then close the Public Hearing.
12. The Chair will then consider any motions to be made at this time on the subject matter of the Public Hearing.

Adopted & Effective on February 16, 2022
Amended on October 12, 2023

Rates for December 17, 2025 Hearing

2026 Water Budget

Budget	$ 616,437.00
3% non-collect	$ 18,493.11
Total to Bill	**$ 634,930.11**
25% Availability	**$ 158,732.53**
824 Properties	$ 192.64
75% Users of System	**$ 476,197.58**
2096 Occupants	$ 227.19

Proprosed Jauary 2026 Water Rates

Property Type	Est. '26 Annual	Jan-26	PY vs. CY
Undeveloped	$ 192.64	$ 96.32	$ 0.53
One Bedroom	$ 647.02	$ 323.51	$ 1.43
Two Bedroom	$ 874.22	$ 437.11	$ 1.89
Three Bedroom	$ 1,101.41	$ 550.71	$ 2.34
Four Bedroom	$ 1,328.60	$ 664.30	$ 2.79
Five Bedroom	$ 1,555.80	$ 777.90	$ 3.25
Six Bedroom	$ 1,782.99	$ 891.50	$ 3.70
Community Center	$ 2,010.18	$ 1,005.09	$ 4.15
Ski Area	$ 647.02	$ 323.51	$ 1.43
Service Yard (Shop)	$ 647.02	$ 323.51	$ 1.43

Tax Card Audit Data

Group	Count	Occ
0	263	0
1	22	44
2	192	576
3	267	1068
4	69	345
5	5	30
6	3	21
SKI	1	2
SHOP	1	2
CC	1	8
Totals	**824**	**2096**

Summary of Prior Water Rates

# of Bedrooms	2025 Annual	Last Billing
Undeveloped	$ 192.11	$ 96.02
One Bedroom	$ 645.59	$ 322.36
Two Bedroom	$ 872.33	$ 435.53
Three Bedroom	$ 1,099.07	$ 548.70
Four Bedroom	$ 1,325.81	$ 661.87
Five Bedroom	$ 1,552.55	$ 775.04
Six Bedroom	$ 1,779.29	$ 888.21
Community Center	$ 2,006.03	$ 1,001.38
Ski Area	$ 645.59	$ 322.36
Service Yard (Shop)	$ 645.59	$ 322.36

Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

*WEVD Commission DRAFT Meeting Minutes
December 4, 2025 – 10 AM

Attendees: Commissioners Maureen Patti and Gerry Panuczak, Mark Canfield, 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 required to have some signage and a security camera system as measures to protect the water system. Ms. Patti suggested that the District Management provide a plan for securing the water system at that location, and that the interested parties also

submit a very specific plan of what they would like to see at that location. Timeframe for that 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, and the plans suggested by 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.

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.

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Everyone thanked Mr. Baert and his crew for doing a great job.

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 building repair 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.

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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 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 check out the facilities without any representation 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

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

There was discussion about bonding 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

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- 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 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 was notified and informed property owners that renter violations can result in suspension, 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 is collected and recorded moving forward, strengthening accountability and consistency in handling renter issues.

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Finance & Administration

- M535 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 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

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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, 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, 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, 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, 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

- Zack 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.

Ms. 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 Salaway (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 strong worded letter should be sent to the owner to prevent this from happening in the future. 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.

- 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.

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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.

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

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WEVD Board of Commissioners

December 12, 2025 – 1:00 PM

562 Winterbrook Rd., Campton, NH 03223

Members in Attendance: Gerry Panuczak, Maureen Patti, Mark Canfield

Other Attendees: Helen Chatel

Call to Order: Ms. Patti (chair) called the meeting to order at 1:03 PM.

Mr. Canfield made a motion to enter into non-public session pursuant to RSA 91-A:3, II (c), seconded by Mr. Panuczak. Motion passed by 3:0 roll call vote: Aye – Canfield, Patti, Panuczak.

Non-public session entered at 1:04 PM. Present for non-public session was General Manager Helen Chatel.

Non-public minutes discussed for approval and amendment were:

a. 4/23/2025
b. 6/3/2025
c. 6/11/2025
d. 6/13/2025
e. 6/18/2025
f. 6/25/2025
g. 7/16/2025
h. 7/29/2025
i. 8/5/2025
j. 9/8/2025
k. 9/24/2025
l. 11/5/2025
m. 11/13/2025
n. 11/18/2025

Annual meeting scheduling conflicts were discussed. A discussion regarding the draft 2026 RMA ensued.

Mr. Canfield motioned to return to public session. Ms. Patti seconded. Motion carried by 3:0 roll call vote: aye – Canfield, Patti, Panuczak.

Public session resumed at 2:02 PM.

Next Meeting: December 17, 2025 @ 4:00 PM

Motion to adjourn by Mr. Panuczak, seconded by Mr. Canfield. Motion carried by 3:0 roll call vote: aye – Canfield, Patti, Panuczak.

Meeting adjourned at 2:04 PM.

Minutes prepared by Allison Smith

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Check Manifest - by Payee

Date: 12/11/2025 **Batch ID:** 395 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2605	SYSTEM	**12/11/2025**	**160**	**AMAZON**			
	17H4-XCDH-9439			12/01/2025	12.99	0.00	12.99
	01.4314.003.609 / B&G - DEPT UNIFORMS CELL PHONE HOLSTER					12.99	
	1CRT-YH19-9NLP			12/01/2025	53.57	0.00	53.57
	01.4314.003.611 / B&G - SMALL TOOLS 12 VOLT BATTERY, 4 AWG BATTERY CABLE ANDRETAINING RING CLIP					53.57	
	1WL7-43MY-1HPP			11/26/2025	28.79	0.00	28.79
	01.4521.003.610 / FD - SUPPLIES BRUSHED GOLD NAME TAG BLANKS					28.79	
	1X4J-K4TG-9GJN			12/04/2025	319.90	0.00	319.90
	01.4314.003.630 / B&G - BUILDING REPAIRS FREE STANDING ICEMAKER					319.90	
					Total Check #:	**2605**	**415.25**
2606	ACH	**12/11/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**		***ACH***	
	3758282			12/04/2025	-100.00	0.00	-100.00
	03.3409.001.007 / COG - BEER 2 CASES BEER RETURNED					-100.00	
					Total Check #:	**2606**	**-100.00**
2607	ACH	**12/11/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**		***ACH***	
	38484469			12/04/2025	534.55	0.00	534.55
	03.3409.001.007 / COG - BEER 13 CASES VARIOUS BEER					534.55	
					Total Check #:	**2607**	**534.55**
2608	ACH	**12/11/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**		***ACH***	
	38484472			12/04/2025	145.00	0.00	145.00
	03.3409.001.007 / COG - BEER 1 CASE NOTH CZECH PILS					145.00	
					Total Check #:	**2608**	**145.00**

Check Manifest - by Payee

Date: 12/11/2025 **Batch ID:** 395 **BANK OF NH - DISTRICT**

Payment #	Type / Invoice #	Check Date / PO #	Vendor ID	Payee / Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2609	SYSTEM	**12/11/2025**	**9748**	**BLACK RIVER PRODUCE**			
	965692			12/02/2025	42.26	0.00	42.26
		03.4522.003.612 / SKI - KITCHEN SUPPLIES PASTRY BRUSH AND BOUILLON SPOON				42.26	
	967186			12/05/2025	339.59	0.00	339.59
		03.3409.001.002 / COG - FOOD CHRISTMAS PARTY				133.02	
		03.3409.001.002 / COG - FOOD FOOD PURCHASE				206.57	
					Total Check #:	**2609**	**381.85**
2610	SYSTEM	**12/11/2025**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	23137			10/01/2025	2,269.25	0.00	2,269.25
		01.4130.002.342 / EXEC - COMPUTER SERVICES OCTOBER SERVICE CONTRACT				2,269.25	
					Total Check #:	**2610**	**2,269.25**
2611	SYSTEM	**12/11/2025**	**9693**	**CITIZENS BANK**			
	01362217			12/02/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES 12/2/25 - 1/1/26 MONTHLY SERVICE FEE				9.95	
	ADOBE DECEMBER			12/01/2025	19.99	0.00	19.99
		01.4130.002.320 / EXEC - LICENSES & FEES MONTHLY ADOBE CHARGE				19.99	
	CAMPTON CUPBOARD 11/9			11/09/2025	32.23	0.00	32.23
		03.3409.001.002 / COG - FOOD FOOD PURCHASE				32.23	
	CAMPTON CUPBOARD NO\			11/08/2025	13.61	0.00	13.61
		03.3409.001.002 / COG - FOOD PRODUCE ITEMS				13.61	
	CLOUD COVER MUSIC NO\			11/18/2025	18.95	0.00	18.95
		01.4130.002.320 / EXEC - LICENSES & FEES CLOUD COVER MUSIC				18.95	
	EBAY PO# 144997			11/21/2025	200.00	0.00	200.00

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Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4314.003.630 / B&G - BUILDING REPAIRS						200.00
		3 PIECE CIRCULATOR PUMP						
	GOOGLE NOVEMBER				11/30/2025	134.40	0.00	134.40
		01.4130.002.320 / EXEC - LICENSES & FEES						134.40
		11/1/25 - 11/30/25 GOOGLE WORKSPACE						
	GOOGLE WORKSPACE				11/30/2025	1,045.20	0.00	1,045.20
		01.4130.002.320 / EXEC - LICENSES & FEES						1,045.20
		11/1/25 - 11/30/25 GOOGLE WORKSPACE						
	HANNAFORD 11-21-25				11/21/2025	20.95	0.00	20.95
		03.3409.001.002 / COG - FOOD						20.95
		FOOD PURCHASE						
	HANNAFORD NOVEMBER				11/15/2025	3.54	0.00	3.54
		03.4522.003.620 / SKI - BAR SUPPLIES						3.54
		LIMES						
	HOME DEPOT 11-14-25				11/14/2025	654.00	0.00	654.00
		01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE						654.00
		40 LBS PET FRIENDLY ICE MELT						
	HOME DEPOT ORD#CN419				12/01/2025	398.96	0.00	398.96
		02.4331.520.611 / WTR - TOOLS						398.96
		18v LITHIUM BRUSHLESS CORDLES WRENCH						
	INV01357953				11/30/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES						9.95
		11/30/25 - 12/30/25 MONTHLY SERVICE FEE						
	JUST FLOWERS 11-17-25				11/17/2025	78.97	0.00	78.97
		01.4130.002.610 / EXEC - OFFICE SUPPLIES						78.97
		FLOWERS FOR H. PIERCE (MOTHER'S PASSING)						
	JUST FLOWERS 11-18-25				11/18/2025	78.97	0.00	78.97
		01.4130.002.610 / EXEC - OFFICE SUPPLIES						78.97
		FLOWERS FOR M. PATTI (MOTHER'S PASSING)						
	MARKET BASKET 11-16-25				11/16/2025	60.78	0.00	60.78
		03.3409.001.002 / COG - FOOD						55.01
		FOOD PURCHASE						
		03.4522.003.612 / SKI - KITCHEN SUPPLIES						5.77
		KITCHEN SUPPLIES						
	MARKET BASKET 11-22-25				11/22/2025	62.89	0.00	62.89
		03.3409.001.002 / COG - FOOD						62.89

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Date: 12/11/2025 **Batch ID:** 395 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		FOOD PURCHASE FOR SKI					
	MARKET BASKET 11-23-25			11/23/2025	40.81	0.00	40.81
		03.3409.001.002 / COG - FOOD				40.81	
		FOOD PURCHASE FOR SKI					
	MARKET BASKET 12-1-25			12/01/2025	93.85	0.00	93.85
		03.3409.001.002 / COG - FOOD				93.85	
		FOOD PURCHASE FOR SKI					
	MARKET BASKET NOV			11/08/2025	56.71	0.00	56.71
		03.3409.001.002 / COG - FOOD				56.71	
		FOOD PURCHASE FOR SKI					
	NE RECORD RET 11-11-25			11/11/2025	40.50	0.00	40.50
		01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE				40.50	
		PICKUP,SHRED & REPLACE BAG					
	NH LIQUOR 11-21-25			11/21/2025	392.80	0.00	392.80
		03.3409.001.008 / COG - WINE				249.63	
		WINE PURCHASE					
		03.3409.001.006 / COG - LIQUOR				143.17	
		LIQUOR PURCHASE					
	NH LIQUOR 11-23-25			11/23/2025	986.62	0.00	986.62
		03.3409.001.006 / COG - LIQUOR				986.62	
		LIQUOR PURCHASE					
	NH LIQUOR NOV.			11/08/2025	365.45	0.00	365.45
		03.3409.001.008 / COG - WINE				124.13	
		WINE PURCHASE					
		03.3409.001.006 / COG - LIQUOR				241.32	
		LIQUOR PURCHASE					
	NH LIQUOR STORE 11-15-2			11/15/2025	341.98	0.00	341.98
		03.3409.001.006 / COG - LIQUOR				142.12	
		LIQUOR PURCHASE					
		03.3409.001.008 / COG - WINE				199.86	
		WINE PURCHASE					
	REAL TRUCK			11/18/2025	59.97	0.00	59.97
		01.4312.002.826 / HWY - VEHICLE MAINTENANCE				59.97	
		AVS IN CHANNEL VENTVISOR WINDOW DEFLECTORS					
	SCRIBE			11/15/2025	29.00	0.00	29.00
		01.4130.002.320 / EXEC - LICENSES & FEES				29.00	
		SCRIBE PRO PERSONAL 11/15 - 12/15/2025					

Check Manifest - by Payee

Date: 12/11/2025 **Batch ID:** 395 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	SPECTRUM 11-14-25				11/14/2025	561.14	0.00	561.14
	01.4522.002.350 / SKI - CABLE, INTERNET & PHONE						561.14	
	11/14/25 - 12/13/25 SERVICE							
	SPECTRUM DECEMBER				11/27/2025	597.19	0.00	597.19
	01.4520.002.345 / REC - CABLE						178.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4520.002.344 / REC - INTERNET						115.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET						115.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET						25.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4520.002.350 / REC - TELEPHONE						25.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET						25.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4520.002.350 / REC - TELEPHONE						25.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET						25.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4520.002.350 / REC - TELEPHONE						25.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4520.002.345 / REC - CABLE						33.00	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4520.002.350 / REC - TELEPHONE						3.09	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET						3.10	
	11/27/25 - 12/26/25 SERVICE FOR CABLE, INTERNET AND TELPHONE							
	SPECTRUM SNOW TRAIL N				11/12/2025	234.46	0.00	234.46
	01.4312.002.350 / HWY - TELEPHONE & INTERNET						234.46	
	11/12/25 - 12/11/25 SERVICE FOR SNOW TRAIL							
	SQUARE DECEMBER 2025				12/02/2025	204.00	0.00	204.00
	01.4130.002.320 / EXEC - LICENSES & FEES						204.00	
	12/1/25 - 1/1/26 SERVICE FOR SQUARE RESTAURANTS PLUS							
	US POST SERVICE				11/12/2025	182.80	0.00	182.80
	01.4130.002.625 / EXEC - POSTAGE						78.00	
	STAMPS							
	02.4331.520.625 / WTR - POSTAGE						104.80	
	POSTAGE FOR WATER LIEN PROJECT							

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Date: 12/11/2025 **Batch ID:** 395 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	USPS 11-14-25				11/14/2025	10.48	0.00	10.48
	02.4331.520.625 / WTR - POSTAGE POSTAGE FOR VIOLATION NOTICE						10.48	
	WALMART 11-25-25				11/25/2025	143.89	0.00	143.89
	03.4522.002.609 / SKI - UNIFORMS SKI UNIFORMS						45.48	
	03.4522.002.610 / SKI - BAR SUPPLIES BAR SUPPLIES						69.94	
	03.4522.003.612 / SKI - KITCHEN SUPPLIES KITCHEN SUPPLIES						28.47	
	WALMART 12-3-25				12/03/2025	10.97	0.00	10.97
	01.4520.002.610 / REC - OFFICE SUPPLIES OFFICE SUPPLIES						10.97	
						Total Check #:	**2611**	**7,195.96**
2612	SYSTEM	**12/11/2025**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**				
	11161				12/01/2025	817.96	0.00	817.96
	01.4314.003.616 / B&G - TRASH REMOVAL 10 YARD BW SERVICE - REC CENTER8 YARD WEEKLY SERVICE - SKI AREA						323.18	
	03.4522.003.491 / SKI - TRASH REMOVAL 10 YARD BW SERVICE - REC CENTER8 YARD WEEKLY SERVICE - SKI AREA						494.78	
						Total Check #:	**2612**	**817.96**
2613	SYSTEM	**12/11/2025**	**9727**	**DENISE AGUILO**				
	TREASURER 2025				12/04/2025	1,000.00	0.00	1,000.00
	01.4130.001.115 / EXEC - ELECTED OFFICIALS STIPENDS COMMISSIONER'S STIPEND						1,000.00	
						Total Check #:	**2613**	**1,000.00**
2614	ACH	**12/11/2025**	**9764**	**DOLE AND BAILEY**				***ACH***
	494216				11/26/2025	579.03	0.00	579.03
	03.3409.001.002 / COG - FOOD WHOLE GRADE FROZEN GEESE 10-12# CASES						579.03	
						Total Check #:	**2614**	**579.03**

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Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2615	SYSTEM	**12/11/2025**	**1920**	**EVERSOURCE**			
	1028 NOVEMBER			11/26/2025	21.33	0.00	21.33
	01.4522.002.340 / SKI - ELECTRIC					21.33	
	10/27/25 - 11/26/25 SERVICE						
					Total Check #:	**2615**	**21.33**
2616	SYSTEM	**12/11/2025**	**1940**	**EVERSOURCE**			
	NOVEMBER 1074			12/02/2025	86.95	0.00	86.95
	01.4314.003.340 / B&G - ELECTRIC					86.95	
	11/3/25 - 12/2/25 SERVICE						
					Total Check #:	**2616**	**86.95**
2617	SYSTEM	**12/11/2025**	**1970**	**EVERSOURCE**			
	OCTOBER 9037			11/26/2025	21.33	0.00	21.33
	01.4522.002.340 / SKI - ELECTRIC					21.33	
	10/27/25 - 11/26/25 SERVICE						
					Total Check #:	**2617**	**21.33**
2618	SYSTEM	**12/11/2025**	**9670**	**GERRY PANUCZAK**			
	COMMISSIONER 2025			12/04/2025	550.00	0.00	550.00
	01.4130.001.115 / EXEC - ELECTED OFFICIALS STIPENDS					550.00	
	COMMISSIONER'S STIPEND						
					Total Check #:	**2618**	**550.00**
2619	SYSTEM	**12/11/2025**	**9742**	**HORIZONS ENGINEERING, INC.**			
	39281			12/02/2025	2,506.40	0.00	2,506.40
	01.4312.001.390 / HWY - CONSULTING					2,506.40	
	PROFESSIONAL SERVICES THRU 11/21/25						
					Total Check #:	**2619**	**2,506.40**
2620	SYSTEM	**12/11/2025**	**2920**	**JAIME OLDMIXON**			
	MODERATOR 2025			12/04/2025	550.00	0.00	550.00
	01.4130.001.115 / EXEC - ELECTED OFFICIALS STIPENDS					550.00	

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Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				MODERATOR STIPEND				
					Total Check #:	**2620**		**550.00**
2621	SYSTEM	**12/11/2025**	**9771**	**MARK CANFIELD**				
	COMMISSIONER 2025				12/04/2025	550.00	0.00	550.00
				01.4130.001.115 / EXEC - ELECTED OFFICIALS STIPENDS			550.00	
				2025 STIPEND				
					Total Check #:	**2621**		**550.00**
2622	SYSTEM	**12/11/2025**	**3680**	**MAUREEN PATTI**				
	COMMISSIONER 2025				12/04/2025	550.00	0.00	550.00
				01.4130.001.115 / EXEC - ELECTED OFFICIALS STIPENDS			550.00	
				2025 STIPEND				
					Total Check #:	**2622**		**550.00**
2623	SYSTEM	**12/11/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**				
	26516				12/01/2025	1,354.17	0.00	1,354.17
				01.4130.002.391 / EXEC - PAYROLL PROCESSING			1,354.17	
				PAYROLL SERVICES FOR NOVEMBER 2025				
					Total Check #:	**2623**		**1,354.17**
2624	ACH	**12/11/2025**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**				***ACH***
	435495				12/03/2025	1,365.70	0.00	1,365.70
				03.3409.001.007 / COG - BEER			1,365.70	
				BEER PURCHASE				
					Total Check #:	**2624**		**1,365.70**
2625	SYSTEM	**12/11/2025**	**4540**	**O'REILLY AUTO PARTS**				
	4989-223063				10/12/2023	58.92	0.00	58.92
				01.4312.002.825 / HWY - OIL & FILTERS			58.92	
				VARIOUS PARTS				
	4989-255729				4/02/2024	104.54	0.00	104.54
				01.4312.002.826 / HWY - VEHICLE MAINTENANCE			104.54	
				1 BATTERY W/6 MONTH WARRANTY				

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Date: 12/11/2025 **Batch ID:** 395 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	4989-261458				4/30/2024	63.01	0.00	63.01
	01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE						63.01	
	5 MINI BULBS, MICROFIBER TOWEL AND 28 OZ. PROTECT							
	4989-336570				4/25/2025	13.73	0.00	13.73
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE						13.73	
	16 OZ PROTECT AND 2-10 CT FO WIPES							
	4989-363547				8/21/2025	112.75	0.00	112.75
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE						112.75	
	14 OZ BRAKE CLEAN AND1 GALLON BRAKE FLUID							
						Total Check #:	**2625**	**352.95**
2626	SYSTEM	**12/11/2025**	**9772**	**R. MICHAEL ARCHER**				
	OVERPAYMENT				12/03/2025	20.16	0.00	20.16
	02.2020.000.002 / METER REFUNDS DUE						20.16	
	OVERPAYMENT							
						Total Check #:	**2626**	**20.16**
2627	SYSTEM	**12/11/2025**	**9669**	**RYAN TIMMS**				
	CLERK 2025				12/04/2025	550.00	0.00	550.00
	01.4130.001.115 / EXEC - ELECTED OFFICIALS STIPENDS						550.00	
	2025 STIPEND							
						Total Check #:	**2627**	**550.00**
2628	SYSTEM	**12/11/2025**	**5590**	**SMITTY'S DIESEL REPAIR**				
	1721				12/04/2025	2,996.65	0.00	2,996.65
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE						2,996.65	
	SYSTEM UPDATE AND PARTS							
						Total Check #:	**2628**	**2,996.65**
2629	SYSTEM	**12/11/2025**	**9480**	**TRACTOR SUPPLY CO**				
	NOVEMBER STATEMENT				10/30/2025	434.48	0.00	434.48
	01.4312.002.611 / HWY - TOOLS						55.98	
	TARPS							
	02.4331.520.609 / WTR - DEPT UNIFORMS						98.98	

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Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			VARIOUS PRODUCT				
			01.4312.002.612 / HWY - LARGE TOOLS				96.77
			GLOSS PAINT AND BRUSH				
			01.4312.002.612 / HWY - LARGE TOOLS				101.43
			PRO MARKING SPRAYING WHITE PAINT, PRIMER, TRAY LINER PLASTIC AND ROLLER				
			01.4312.002.610 / HWY - SHOP SUPPLIES				81.32
			SAIL BLUE PAINT, ARMORALL PROTECTANT TRIGGER, RUST KILL STRAY AND DAWN ULTRA				
					Total Check #:	**2629**	**434.48**
2630	SYSTEM	**12/11/2025**	**9490**	**TREASURER, STATE OF NH**			
	211589			11/25/2025	30.00	0.00	30.00
			02.4331.520.860 / WTR - WATER TESTING				30.00
			2 SAMPLES DW BACTERIA, P/A, CHR,AQUEOUS				
					Total Check #:	**2630**	**30.00**
2631	SYSTEM	**12/11/2025**	**6180**	**UNIFIRST CORPORATION**			
	1070469720			12/04/2025	182.25	0.00	182.25
			01.4521.003.610 / FD - SUPPLIES				33.40
			COOK SHIRTS, APRONS, TOWELS, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				31.93
			COOK SHIRTS, APRONS, TOWELS, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			03.4523.002.610 / LNG - BAR SUPPLIES				79.69
			COOK SHIRTS, APRONS, TOWELS, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			01.4312.002.610 / HWY - SHOP SUPPLIES				27.44
			COOK SHIRTS, APRONS, TOWELS, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			03.4522.003.610 / SKI - CLEANING SUPPLIES				0.29
			COOK SHIRTS, APRONS, TOWELS, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				9.50
			COOK SHIRTS, APRONS, TOWELS, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
					Total Check #:	**2631**	**182.25**
2632	SYSTEM	**12/11/2025**	**9773**	**WATERVILLE ESTATES REALTY**			
	12032025			12/03/2025	200.00	0.00	200.00
			01.3503.001.000 / INC - MISCELLANEOUS INCOME				200.00
			WRONG PAYEE - PETERSEN/SCHUYLER				
					Total Check #:	**2632**	**200.00**

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Date: 12/11/2025 **Batch ID:** 395 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
12/11/2025	**Check Manifest**		**Batch:**	**395**	**Chk Count:**	**28**	**Total Amnt:**	**25,561.22**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	18,800.84
02	WATER FUND	663.38
03	RECREATION FUND	6,097.00

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

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Date: 12/16/2025 **Batch ID:** 396 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2633	SYSTEM	**12/16/2025**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
	12152025			12/15/2025	48.00	0.00	48.00
	02.4331.520.320 / WTR - LICENSES AND FEES					48.00	
	LIEN FILING FOR: [redacted]						
					Total Check #:	**2633**	**48.00**

Check Manifest - by Payee

Date: 12/16/2025 **Batch ID:** 396 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
12/16/2025	**Check Manifest**		**Batch:**	**396**	**Chk Count:**	**1**	**Total Amnt:**	**48.00**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	48.00

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

General Manager's Report – December 17, 2025

Lift Operations

- On December 8, 2025, the lift failed to turn over.
- Shawn and crew diagnosed the issue, pulled the starter, and identified a bad bushing.
- The bad bushing has been replaced.
- Updates will follow once installation and testing are complete.

Staff Christmas Party

- A successful Christmas party was held for staff on December 11, 2025.
- Everyone had a pleasant time and expressed gratitude to the Commissioners, staff, and the community.
- Staff were appreciative of the gifts presented by WEA.
- Tony and Khanan did a fantastic job with the food service.
- Kayla and Heather provided beautiful decorations and created a welcoming atmosphere for all attendees.

Winter Operations

- The winter weather has provided many opportunities for snowmaking and snow plowing.
- Although the crew is small, they are working diligently to keep roads and culverts clear.
- Steve is in the process of conducting scratch testing of the water for the state.

Staffing

- Recruitment efforts are ongoing for lift attendants and line cooks.
- Staffing remains a priority to ensure smooth winter operations and food service coverage.

Audit Review

- The auditors spent two full days with Lisa reviewing WEVD policies and procedures.
- Their focus included financial matters, staff conflict-of-interest policies, and the existence of a performance review policy.
- The auditors provided a final suggestion that management had already identified as an area for improvement.
- Management will be meeting with department heads to develop a formal procedure moving forward.

Waterville Estates Village District
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(603) 726-3082 | www.waterville-estatesnh.gov

Effective Date: Policy No.:

Revision Date: Approved By: WEVD Commission

Subject: Procedure for WEVD and WEA Quarterly Meetings

1. **Purpose**
   As continued successful operations of Campton Mountain benefit all Waterville Estates homeowners, it is imperative that the WEA Board is included in discussions regarding concessions, ski activities, and snowmaking on a quarterly basis. This procedure seeks to clarify expectations for these quarterly meetings between Waterville Estates Association (WEA) and Waterville Estates Village District (WEVD).

2. **Schedule**
   The annual schedule for quarterly meetings will be agreed upon by all parties no later than November 1st of the year prior. WEVD will be responsible for drafting the list of dates and forwarding them to WEA for agreement no later than October 1st. The schedule will include the dates by which all reports for the meeting are to be sent to all parties. These dates will in no event be any later than 7 clear days prior to the meeting.

3. **Stakeholder Involvement**
   The following stakeholders are to be required to be involved in each quarterly meeting:
   a. WEVD Board of Commissioner representative(s) – up to 3
   b. WEA Board of Directors representative(s) – up to 3
   c. WEVD General Manager
   d. WEVD Finance Administrator

   If a quorum of the Board of Commissioners will be present, a WEVD Commissioner meeting will be noticed in accordance with RSA 91-A. Other WEVD staff may be involved in quarterly meetings as deemed appropriate by WEVD management. Participants are expected to be fully prepared to respectfully and thoroughly discuss the reports provided in section 4.

4. **Reporting**
   To ensure evaluation consistency, the following reports will be provided to stakeholders for each meeting:
   a. Rec Fund expenses for the quarter, prior year & current year
   b. Rec Fund revenue for the quarter, prior year & current year
   c. Balance sheet year to date
   d. Profit and loss report for the quarter, prior year & current year

DRAFT

Commissioner Commissioner Commissioner

Date	Time	
Wednesday, January 7, 2026	6:00 PM	
Wednesday, January 21, 2026	6:00 PM	
Wednesday, February 4, 2026	6:00 PM	
Wednesday, February 18, 2026	6:00 PM	
Wednesday, March 4, 2026	6:00 PM	
Wednesday, March 18, 2026	6:00 PM	
Wednesday, April 1, 2026	4:00 PM	
Wednesday, April 15, 2026	6:00 PM	
Tuesday, April 28, 2026	10:00 AM	
Wednesday, May 13, 2026	4:00 PM	
Wednesday, May 27, 2026	6:00 PM	
Wednesday, June 10, 2026	4:00 PM	NP minute review
Wednesday, June 24, 2026	6:00 PM	set water rates
Wednesday, July 8, 2026	4:00 PM	
Wednesday, July 22, 2026	6:00 PM	
Wednesday, August 5, 2026	6:00 PM	
Wednesday, August 19, 2026	6:00 PM	
Wednesday, September 2, 2026	4:00 PM	
Wednesday, September 16, 2026	6:00 PM	
Tuesday, September 29, 2026	10:00 AM	
Wednesday, October 14, 2026	4:00 PM	
Wednesday, October 28, 2026	6:00 PM	
Wednesday, November 18, 2026	4:00 PM	
Wednesday, December 16, 2026	4:00 PM	NP minute review, set water rates

Maureen Patti Motions for December 17, 2025

1. **Agenda Item # 7 a, Adoption of minutes –**
   Proposed Amendments to draft minutes of December 4, 2025:

    1. Page 1, line 5 – insert "**at Physical Location**" after '**Attendees**' AND delete 'Mark Canfield'
    2. Page 1, line 42 – delete after 'but' the phrase 'required to have some' AND insert after 'but' the following "recommends monitoring for animal and human traffic possibly through"
    3. Page 1, line 44 – delete 'provide' AND insert "prepare over the next 60 days" AND insert in front of 'parties' the following "homeowners/"
    4. Page 2, line 45 – insert after 'timeframe for' the words "both plans"
    5. Page 2, line 50 – delete 'and' following 'NHDES' AND substitute "both" for 'the' at the end of the line
    6. Page 2, line 75 – insert at end of line "to allow for more snowmaking"
    7. Page 3, line 90 – insert at end of line "with both the roads and water system."
    8. Page 3, line 115 – delete 'building' and insert "Lodge" AND modify 'repair' to be "repairs"
    9. Page 4, line 156 – insert "merchandise" in front of 'sales tracking'
    10. Page 4, line 163 – delete 'check out the facilities' AND insert "tour the Community Center" AND insert after 'representation' the words "to accompany them"
    11. Page 5, line 180 – insert after 'for the' the words "Commission meeting on"
    12. Page 5, line 182 – insert after 'bonding' the words "for water system projects"
    13. Page 6, line 234 – insert last name "Bennett" after 'Loren'
    14. Page 6, line 258 – insert "Board" after 'WEA'
    15. Page 6, line 259 – insert after 'suspension' the words "of owner privileges/access to the Community Center"
    16. Page 6, line 265 – insert after 'information' the words "regarding guest/owner misconduct at WEVD owned facilities"
    17. Page 7, line 271 – insert "form" after second reference to 'M535'
    18. Page 7, lines 278 – 279 – delete 'Strategic Goals'
    19. Page 7, line 285 – insert after 'Campton' the word "Thornton"
    20. Page 8, lines 316, 329, 335, and 341 – insert after 'Panuczak' the following " – aye, "
    21. Page 8, line 347 – correct typo "Jack Zanini"
    22. Page 9, line 360 – correct typo "Mr. Canfield"
    23. Page 9, line 380 – correct typo "Sallaway"
    24. Page 9, lines 382 - 383 – modify 'strong' to "strongly" AND delete phrase 'should be sent to the owner to' AND insert "will probably not" AND insert at end of line 383 "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."
    25. Page 9, line 392 – add at end of line "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."

26. Page 10, line 413 – insert new sentence as follows "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 p.m."
27. Page 10, line 414: insert 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."