**Waterville Estates Village District**
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# *WEVD Commission APPROVED Meeting and Public Hearing Minutes
## December 17, 2025 – 4:00 PM

**Approved as amended on January 7, 2026.**

**Attendees in physical location:** Commissioners Maureen Patti and Gerry Panuczak, General Manager (GM), Helen Chatel, Administrative Assistant Allison Smith, and Finance Administrator Lisa Magerer.

**Attendees on Zoom:** Mark Canfield

**Members of the Public in physical location:** Scott Sallaway

**Members of the Public on Zoom:** Linda Ivers, Bobbi's ipad.

**Members Excused:** n/a

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

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

**Roll Call of Commissioners:** Ms. Patti and Mr. 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, Mr. Canfield – aye.*

**Adoption of Agenda:**
Agenda remained unchanged.

**Public hearing: Set 01/2026 water rates**
Ms. Patti opened the public hearing at 4:02 PM. She noted that the meeting handout has the breakdown and shows the bedroom counts based upon the tax card audit. Ms. Patti then spoke about some reasonable increases in the water rates for the January 2026 billing and noted that this proposed set of water rates is based on three percent non collect assumption as always.

Mr. Canfield asked about a previous discussion related to the water budget being underspent in 2025 to the tune of $90,000-$100,000. He wondered if this unreserved fund balance could be applied to water infrastructure improvements or put into the CIP for water related projects.
Ms. Smith said that she does not remember that discussion and added that the staff will be discussing ways to plan for water system capital improvement expenditures, now that there is a Water Master Plan in place.

Mr. Canfield said that he was not sure why roughly $100,000 that have not been spent are being used in calculating the future water rate for this upcoming billing cycle.

Ms. Smith said that the year is not over yet and not all expenditures have been processed. She also said that she does not yet know what the unassigned balance would be.

Mr. Canfield noted the importance of knowing what the unassigned balance is.

Mr. Panuczak noted that at the last Water and Roads committee meeting Mr. Baert gave a good overview of the strategic plan for the Water Department. He is currently working on determining low hanging fruit projects and trying to get them done, to get them out of the way, so that the District can figure out how to fund the big-ticket infrastructure improvement items.

Ms. Smith spoke about the internal staff discussions about the underspent funds from 2025 from the water budget and how to use some of them on future projects and to offset revenues in 2026.

Discussion ensued about whether these projects would need to be included in the budget calculations for 2026.

Ms. Smith clarified that currently the water rate is being set for January 2026 billing only. Any adjustments to the water rate will be done for the July 2026 billing and this discussion may be premature at this point. The District has historically determined whether to apply surplus/unused monies to the second billing.

Mr. Canfield spoke about the importance of having a balance sheet for the water budget in order to be able to plan for funding long-term infrastructure improvements of the water system.

Ms. Patti opened the floor to public comment:

- Scott Sallaway (110 Snowood Dr.) - asked how the water rate was determined for the ski area and the Community Center.

Ms. Smith said that not all the water to the Community Center is metered (which she just learned recently) and that the calculations were based on a 7-bedroom home rate.

- Mr. Sallaway asked if the water from the building is used to fill the pools.

Ms. Patti confirmed.

- Mr. Sallaway - asked about the numbers on the water rate calculation sheet in the handout and suggested determining occupancy by counting the number of beds in the house as compared to bedrooms as it is done currently.

Mr. Panuczak said that the Water Master Plan has a recommendation for metering all the properties connected to the District water system. It is not the case currently, and the Water and Roads committee will propose this project to the CIP committee.

Ms. Smith clarified how the CIP process would work.

- Mr. Sallaway - asked if $100,000 from the unreserved fund balance could be put into the CIP.

Ms. Smith explained which projects can be classified as capital improvements.

- Mr. Sallaway - asked how the District can use the number of beds to set the rate as opposed to using the number of bedrooms.

There was an uninvited and unwelcomed interruption of the Zoom meeting (a "bombing" of offensive images and sound) at 4:30 p.m. This external intrusion of material caused the suspension of both the Zoom and physical location meetings.

At 4:36 PM the Zoom meeting was started again and the meeting at the physical location resumed as well. Only Mr. Canfield was present via Zoom this time as it was not safe to reopen the previous Zoom meeting. Ms. Smith sent out a notification to all those who were present on Zoom and to the District (individuals who had registered to receive information emails from WEVD) about the new meeting link.

Ms. Patti explained how the water rate is calculated currently. She said that having people report the number of beds is probably not going to solve the issue of knowing true water usage per property. Currently, bedrooms – listed on the town tax cards -- are used to estimate occupancy. This formula is used by various government agencies and is considered reliable.

- Mr. Sallaway talked about owners and renters and the fact that there are those who use more water and are not paying their share fare. He asked what it would take to change the billing system.

Mr. Panuczak noted that the Water Ordinance dictates how the occupancy is determined for the water rate, and any changes would have to be made via amending the Water Ordinance.

Ms. Patti noted that the District does not have the authority to inspect people's homes to count the number of beds.

- Mr. Sallaway - said that he wished there was a way the Water Department could make any money and put it away on a CD to earn some interest.

Ms. Magerer noted that the Water Fund money is kept in a separate bank account which earns interest, which in 2025 was about $15,000.

Ms. Patti added that she does not know if a surplus in the Water Fund can be transferred to a CIP Trust fund account and what process would be involved. This will require a consultation with the District attorney.

- Mr. Sallaway - said that according to the Water Plan bonding for large projects can significantly raise the water rates.

Ms. Patti said that the District does have the authority to use tax money to fund big infrastructure projects without having to make large increases to the water rate.

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 4:48 PM.

*Mr. Panuczak moved to approve the water rate for the January 2026 billing cycle as presented in the meeting handout. Ms. Patti duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

**Approval of Minutes**

**December 4, 2025**
*Ms. Patti moved to amend December **4, 2025** draft minutes according to the 27 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 **December 4, 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.*

**December 12, 2025**
Approval of December 12, 2025 meeting minutes was tabled to a meeting in January 2026.

**General Manager's Report**

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

**Lift Operations**

On December 8, 2025, the lift failed to turn over. Shawn Pelchat 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.

Snowmaking has been in progress for a few days already.

**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 Pierce and Khanan Fields did a fantastic job with the food service. Kayla and Heather Pierce provided beautiful decorations and created a welcoming atmosphere for all attendees.

**Winter Operations**

The winter weather has provided many opportunities for snowmaking. The weather has also required a great deal of snow plowing. Although the crew is small, they are working diligently to keep roads and culverts clear. Steve Baert 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 Magerer 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.

Ms. Patti asked about staff conflict of interest policies noted by the auditor. Ms. Magerer noted that they are in the employee handbook.

**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 worked on prioritizing the Water Master Plan projects.

**Budget Advisory**
The Budget Advisory committee met and reviewed and updated forecasted budget for 2026.

**Records and Retention**
The Committee is waiting until the January meetings have been scheduled.

**CIP Committee**
The committee needs to get the CIP handbook to start planning.

**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*

**GENERAL CALENDAR ITEMS**

**Quarterly Policy**
Ms. Patti noted that this agenda item is regarding creating the procedure for WEVD and WEA Board to conduct quarterly joint meetings about the operations of Campton mountain. She then provided the rationale for such meetings which is to facilitate collaboration and dialogue between those involved.

*Ms. Patti moved to amend the quarterly policy (contained in the meeting handout) subject line to add the words "regarding Campton Mountain Ski Area." and to adopt it as amended. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak, Ms. Patti – aye, Mr. Canfield – aye.*

**b. Annual Meeting/Budget Hearing Date**
Ms. Patti noted that due to availability issues the Annual Meeting will have to be moved to April 4, 2026 at 9 AM with a snow date of April 11, 2026 at 9 AM.

*Ms. Patti moved to move the date of the District Annual meeting from March 21, 2026 with the snow date on March 28, 2026 at 9 AM to April 4, 2026 at 9 AM with a snow date of April 11, 2026 at 9 AM. 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 to move the date of the District Budget and Warrant Article Hearing to March 7, 2026 at 9 AM with the snow date of March 8, 2026 at 4 PM. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak, Ms. Patti – aye, Mr. Canfield – aye.*

**2026 Commissioner Meeting Schedule**
**Ms. Patti noted that the 2026 Commissioner Meeting schedule is in the handout.**
*Ms. Patti moved to amend the 2026 Commissioner Meeting schedule by adding a non-public meeting minutes review to the January 7, 2026 meeting and to adopt the amended 2026 Commissioner Meeting schedule. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak, Ms. Patti – aye, Mr. Canfield – aye.*

Ms. Patti noted that there will be no Zoom Commissioner meetings until February 2026 due to the uninvited and unwelcomed "bombing" of the Zoom meeting.

**Next Meeting: January 7, 2026 at 4 PM.**

**Public Comment Period**
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.

**Non-Public Session**

*Ms. Patti motioned at 5:21 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Ms. Patti – aye.*
Non-public session was entered at 5:22 PM, Commissioners Patti and Panuczak were present in person. Also present were General Manager Helen Chatel and Administrative Assistant Allison Smith.

**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 6:03 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: Mr. Panuczak – aye, Ms. Patti – aye.*

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

Meeting adjourned at 6:05 PM.

Minutes prepared by Alvina Snegach