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

*WEVD Commission APPROVED Meeting Minutes
February 4, 2026 – 6:00 PM

Approved as amended on February 18, 2026.

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

Attendees on Zoom: na

Members of the Public in physical location: Scott Sallaway, Mike Hering, Sue Hering

Members of the Public on Zoom: Adam Young, Richard Mayo, David Ketcham, Elizabeth Ellinwood

Members Excused: na

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, Mr. Canfield, and Mr. Panuczak were present at the physical location.

If remote attendance, reason & vote: na

Adoption of Agenda:

Approval of Minutes

January 21, 2026

*Ms. Patti moved to amend **January 21, 2026** draft minutes according to the 29 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 **January 21, 2026** amended minutes as official minutes. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

GM Report

Ms. Chatel spoke about the following:

Ongoing Systems and Security Initiatives

The management is currently working with Arcom Systems to look at several key areas for system and security improvements at Pegwood.

Staffing and Operational Challenges

Area	Status	Notes
Phone Systems	In progress	Evaluating current system and future needs.
Additional Security Cameras	Planning	Determining optimal placement for expanded coverage.
Security at Pegwood	Assessment	Comprehensive review of current security measures.

Staffing the mountain to operate the ski lift has been challenging. Ms. Chatel placed an ad looking for more lifties and ski patrol. The management is having a hard time attracting people, as illustrated by one potential employee not having the proper tires to make it up our hills. The management has been told by employees that the road conditions are a deterrent. The management just hired two lift operators that will be working Saturday nights and Sunday mornings. Ms. Chatel has others lined up to interview this week and hope to add another 4 or 5 so that the mountain can be fully staffed for Friday and Saturdays.

The management has faced the same problem getting help at the lodge. With a small crew and two of our cooks out sick, the management had no choice but to close on Saturday, January 24th, and Sunday, January 25th. Sadly, these are the challenges that the District is facing as a small community.

Discussion about staffing levels at the mountain and the need to fulfill the mandate to keep the facilities open for the community. Suggestions were made to ask people from other departments to contribute at the mountain. Commissioners offered their help too. Ms. Chatel said that no community members offered to help out yet.

Ms. Chatel was asked to post another announcement to the community and possibly go back to community members who have stepped up before asking for suggestions.

Water and Roads

The Water and Roads departments have been busy. Fortunately, the issues with well number 2 were resolved quickly, and we had the well was back up and running on Friday, January 23, 2026. The team is doing the best they can.

Administration
The Front Desk is busy helping homeowners and visitors when they come in. The Admin Staff is working hard on checking fine tuning our operation for 2026.

Cyber Security Training

Options:

Free through the Atoms Group Cybersecurity Training focused on Residents of New Hampshire:

Objectives:

- Understand the basics of cybersecurity.
- Learn about common cybercrimes and frauds targeting you and your community.
- Learn best practices for protecting yourself against cyber frauds.
- Recognize the signs of fraudulent emails, websites, and phone calls.
- Gain knowledge on safe online banking and shopping.

Discover resources for reporting cybercrimes and getting help in NH

https://static1.squarespace.com/static/6181875d76e9114fd23d5764/t/691b61e7ed5bd71c42d6e2bc/1763402215367/MCDP+Cybersecurity+Awareness+for+NH+Residents.pdf

Tabletop option for Teams:

Audience: This training is designed for leadership and department heads. A successful tabletop should have representation from senior leadership, HR, IT, Finance, and all of the key functions or departments in your organization.

https://static1.squarespace.com/static/6181875d76e9114fd23d5764/t/691b64f256d034735ec246cb/1763402994718/Cybersecurity+Tabletop+Incident+Response+Workshop.pdf

CONSENT CALENDAR

Committee/Board reports

Planning Board

There was no report from the Planning Board.

Water and Roads

Mr. Panuczak provided a brief recap of the committee meeting on Friday and noted that the committee discussed prioritizing the Water Master Plan projects and also asked Ms. Smith to

include it into the District Annual Report. He also noted that the committee discussed the process of starting the process of communicating to the community regarding metering as this is one of those projects for which community buy in is crucial.

Budget Advisory

Budget Advisory Committee (BAC) 2026 budget opinion was in the packet. Mr. Canfield provided the update on the work of BAC on the 2026 budget, the result of which was the opinion which lays out where all the major changes occur for 2026. He noted that the budget is only 2.4 percent over the 2025 budget and about 11.5 percent of what was raised and appropriated was actually spent in 2025.

Mr. Canfield asked if the committee's opinion could go in the annual report. Following clarification by Ms. Smith, the opinion will be included with the Voter Information handouts – items which are not part of the Annual Report (which gives information about the previous year) but are distributed with the Annual Report to voters at the annual meeting

Then discussion ensued about the work on the Recreation Fund budget. Ms. Magerer said that this work is ongoing but not yet finished. It was noted that for at least three years there was no new Recreation Fund budget. It will take a while for Management to develop a budget.

Ms. Patti noted the importance to have dialog with the WEA Board and officials while working on the Recreation Fund budget.

Records and Retention

Ms. Patti said that the committee needs to schedule a work session.

CIP Committee

April is when the committee will meet. They now have the draft of the CIP handbook.

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

Committee/Board reports
Ms. Patti called for a vote to approve the BAC 2026 Budget Opinion as presented in the packet. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS

RMA

Ms. Patti said that the Commission is still negotiating with the WEA Board.

2026 Draft Budget
Ms. Patti noted that the draft budget worksheets were in the meeting packet. She said that she had several questions about some lines that were answered by the staff before the meeting. She briefly went over some of them.

Mr. Canfield spoke about the importance of annotating some items that were questioned during working on the budget and put the answers to those into the annual report. It was noted that the Annual Report is for 2025 and this budget will not be covered in it.
A suggestion was made to prepare a PowerPoint for the budget discussion at the Annual Meeting to explain the proposed 2026 budget better.

Mr. Panuczak advised management to consider the possibility that no RMA may be signed by the District and the Homeowners' Association, which could result in a projected annual shortfall of $600,000.

Commissioners thanked the staff and the BAC for their thorough work on the 2026 budget.

Mr. Panuczak also noted the work of MRI consultants [in 2023 & 2024] who were instrumental in putting together the chart of accounts that makes the budgeting process so much easier for the District.

Ms. Magerer said that the actual budget change from 2025 is 2.3 percent due to some additional payments being made since the BAC drafted its opinion. She then asked about past discussions about the annual meeting budget and a Laserfiche invoice.

Members discussed how to handle changes to the budget that are being made between now and the budget hearing.

Appoint R. Timms as alternate to Planning Board

Ms. Patti made a motion to appoint Ryan Timms as an alternate to Planning Board. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield – aye.

Mr. Canfield made a motion to appoint Ned McElroy as an alternate to the Budget Advisory Committee. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield – aye.

Mr. Canfield made a motion to appoint Lawrence Perusi as an alternate to the Budget Advisory Committee. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield – aye.

Alt. remote attendance quote
Ms. Smith provided an update on the quote from GoTo, which was cheaper than previously quoted.

Discussion ensued about which option would be better given the District needs and software capabilities.

Mr. Canfield made a motion to select GoTo as the remote meeting attendance vendor for the District. Mr. Panuczak duly seconded. Motion carried with a 2:1 roll call vote: Mr. Panuczak - aye, Ms. Patti – nay, Mr. Canfield – aye.

Next Meeting: February 18, 2026 @ 6 p.m.

Public Comment Period

- Scott Sallaway- 110 Snowood Rd. - asked about the RMA negotiations and whether there is another way to make money to make up for the funds from it if it is not approved.

Mr. Panuczak said that the Commissioners are still in negotiations with WEA, so there is no answer on whether it will be approved. However, he noted that the District suggested to WEA quite a few ways to make revenue (which he is not yet at liberty to discuss).

- Scott Salaway – asked if there were any way to notify those who rent their properties out about the need to conserve water due to upcoming vacation and the impact on wells with colder weather. He also said that those who rent should all be given the policy on how to behave at the Rec center. He offered to get rid of the three-strike policy and also to inform the property owner of the renters' behavior before the renters leave the property.

Mr. Canfield noted that WEA is the one responsible for the admissions policy, and Ms. Patti said that Ms. Chatel will reach out to WEA with Mr. Sallaway's comments. Ms. Chatel noted that the District does not have the information about who is renting their property in the District.

- Mike Hering – 236 Pegwood Rd - asked about Pegwood tank fence agenda item which he did not see on the agenda.

Ms. Patti said that the Commissioners have just received the plan.

- Mike Hering - said that before the engineering gets too underway for the construction of the second water tank, the land survey has to be checked. He added that he made his own measurements out there and discovered that the tank may end up in the middle of the driveway as it stands now. He also said that he thought that the intent was to blast the area to put in the second water tank, and back then the District was blasting, they hit some tough ledge and stopped it. He was not sure if the second tank can even be put in given that blasting near an existing water tank might be a problem. He added that the engineer should be aware of this as that may become an issue for the second tank.

Ms. Patti thanked Mr. Hering for the information.

- Elizabeth Ellinwood - on Zoom - asked about what other revenues are on the table if the RMA does not get approved.

Mr. Panuczak said that as the negotiations with WEA on the RMA are ongoing, it would be premature to discuss it now.

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 7:07 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c) and (e). Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield - aye.

Non-public session was entered at 7:07 PM, Commissioners Patti, Canfield and Panuczak were present in person. Also present was General Manager Helen Chatel.

Resumption of Public Session.
Mr. Panuczak motioned to exit non-public session. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield - aye.

Public session was entered at 8:51 PM. Commissioners Patti, Canfield, 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 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield - aye.

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

Meeting adjourned at 8:52 PM.

Minutes prepared by Alvina Snegach

Attachments: see below.

a.smith@waterville-estates.com

From: Maureen Patti <maureen@waterville-estates.com>
Sent: Wednesday, February 4, 2026 2:17 PM
To: Lisa Magerer
Cc: Helen Chatel
Subject: Re: Questions for Wednesday Meeting

Thank you! Very helpful.

I have Bcc'd my colleagues.

Best,
MAUREEN PATTI,
Commission Chair
WATERVILLE ESTATES VILLAGE DISTRICT

On Wed, Feb 4, 2026, 1:59 PM Lisa Magerer <finance@waterville-estates.com> wrote:

1. I see that Workers' Comp premiums have been spread to the various divisions (hwy, water, gov't, bldg/g, FD, and food service). Is the cost for Workers' comp for the mountain in the Rec Fund?
Yes, I apportioned between all depts that employee someone, and Rec was $4,769.
2. Why the downward departure from '25 actuals for general gov't in both advertising and licenses & fees lines?
In Advertising in 2025 we had $5,851 in sponsored ads with Indeed. If we use indeed again, we will not pay the extra for a sponsored ad. For Lic and Fees we have in 2025 $4,530 in products we aren't using anymore.
3. Does the $12k for document retention in general gov't include the $4k we just approved?
No it doesn't include the $4000, also I don't think it includes the $2,000 that Allison just came up with regarding scanning Large documents. Do we want to wait till Allison has the conversation regarding that extra bill?
4. What is going on with Generator Maintenance in Public Safety?
In 2025, we couldn't find a maintenance company, and to cover the potential of what a new contract is going to cost with a new vendor when we find one.
5. How can the public safety security alarm maintenance & fire telephone lines drop so much?
There were bills paid in 2025, related to 2024 improvements to the system, that were never billed to us till 2025 totalling $7,981.
6. Shouldn't we have $1 for the Hwy consulting line?
Yes we can. We are encumbering the balance of 2025's remaining on the contract. that will be in an encumbrance line.
7. Did we not do any road sweeping in '25 (Hwy & streets)? Did Hwy & Streets not rent any equipment in '25?
We did not rent any equipment and we did not do any road sweeping in 2025, due to rain all the time.
8. I assume the jump in electricity for Bldg/G electricity was due to rate hikes, correct?
The concern was a possible jump in electric rates. There is the rate setting that happens in Aug or sept that is hard to budget so far in advance.
9. What does the Bldg/G outdoor lighting line cover?
This is for actual hardware, not the electric portion. Conduits, bulbs etc.
10. Does the Parks & Rec Property & Liability Insurance line cover the cost to insure the mountain for skiing, etc.? Or is that $10k premium paid out of the Rec Fund?
That line is just the Primex portion, for the actual property. The cost to insure for Skiing is reimbursed by WEA.
11. Why the large increase in Front Desk wages? Were we understaffed in '25? Why is it going up $20k from the amount budgeted for 2025?
The $70,000 payment from Rec to the district was used there, to cover salaries and Health Insurance.
12. In the Ski Area, why was lift maintenance so costly in '25?
Lift maintenance includes a 1 X expense of $15,000 for tree cutting along the lift lines.

13. Why the large amount of actual '25 manager overtime in Food, Beverage AND why expected to be nothing in 2026?
What hit that line is Tony's OT. It really should not have hit there. It should be rec. It has been fixed effective in Dec. Not sure if you want me to change to rec what already hit there????? Please advise. Also, going forward in 2026 the conversation with Helen and I is to limit OT to just vacation weeks.
14. Please give me an approximate monthly cost for the current intrusion detection and fire alarm monitoring.
The yearly amount for the Community center is $4485 and the ski area is $3496. In addition there is a monthly cost of the internet to those systems. The monthly costs for internet that feeds those alarm systems is $885/month. Helen is already is
discussions with companies to try and find a better more economical solution, for a variety of reasons.
15. Would the addition of a roller/Road Compaction equipment mean we prepare the base and save on costs whenever paving is needed? It appears no equipment was rented in '25 so not sure how is going to be a savings. Would the savings be in the Subcontractor line? Will this be helpful for culvert repairing? In the maintenance of District dirt roads?
Helen
16. Do we have the cost for installation for the Lodge/Lift Generator AND the Kegerator? Do we know if extensive work and/or expansion of the electrical service for these items will be required? Did the request to WEA for CIF monies for the Kegerator and Generator include the installation costs? We are going to need to know if they will fund before the 7th of March!!!
Helen

On Tue, Feb 3, 2026 at 2:54 PM Maureen Patti <maureen@waterville-estates.com> wrote:

> After reviewing the budget and capital plan information, I thought I would give you a head's up with my questions. I hope this will make our meeting run smoother and more efficiently. I have not Bcc'd my colleagues but, if there is time to respond to me before the meeting, you can share your responses with them as a Bcc communication.
>
> I totally understand if there is not enough time to get me answers at this time. No worries at all.
>
> 1. I see that Workers' Comp premiums have been spread to the various divisions (hwy, water, gov't, bldg/g, FD, and food service). Is the cost for Workers' comp for the mountain in the Rec Fund?
>
> 2. Why the downward departure from '25 actuals for general gov't in both advertising and licenses & fees lines?
>
> 3. Does the $12k for document retention in general gov't include the $4k we just approved?
>
> 4. What is going on with Generator Maintenance in Public Safety?
>
> 5. How can the public safety security alarm maintenance & fire telephone lines drop so much?
>
> 6. Shouldn't we have $1 for the Hwy consulting line?
>
> 7. Did we not do any road sweeping in '25 (Hwy & streets)? Did Hwy & Streets not rent any equipment in '25?
>
> 8. I assume the jump in electricity for Bldg/G electricity was due to rate hikes, correct?
>
> 9. What does the Bldg/G outdoor lighting line cover?
>
> 10. Does the Parks & Rec Property & Liability Insurance line cover the cost to insure the mountain for skiing, etc.? Or is that $10k premium paid out of the Rec Fund?
>
> 11. Why the large increase in Front Desk wages? Were we understaffed in '25? Why is it going up $20k from the amount budgeted for 2025?

12. In Ski Area, why was lift maintenance so costly in '25?

13. Why the large amount of actual '25 manager overtime in Food, Beverage AND why expected to be nothing in 2026?

14. Please give me an approximate monthly cost for the current intrusion detection and fire alarm monitoring.

15. Would the addition of a roller/Road Compaction equipment mean we prepare the base and save on costs whenever paving is needed? It appears no equipment was rented in '25 so not sure how is going to be a savings. Would the savings be in the Subcontractor line? Will this be helpful for culvert repairing? In the maintenance of District dirt roads?

16. Do we have the cost for installation for the Lodge/Lift Generator AND the Kegerator? Do we know if extensive work and/or expansion of the electrical service for these items will be required? Did the request to WEA for CIF monies for the Kegerator and Generator include the installation costs? We are going to need to know if they will fund before the 7th of March!!!

Thank you for your attention to this matter.

Sincerely,

MAUREEN PATTI,
Commission Chair
WATERVILLE ESTATES VILLAGE DISTRICT

--

Lisa Magerer
Finance Administrator
Waterville Estates Village District
562 Winterbrook Rd,
Campton, NH 03223
P: 603-726-3082 | E: finance@waterville-estates.com

Gmail

Allison Smith <a.smith@waterville-estates.com>

Re: Questions for Wednesday Meeting

Helen Chatel <gm@waterville-estates.com> Thu, Feb 12, 2026 at 1:51 PM
To: Allison Smith <a.smith@waterville-estates.com>

Helen Chatel
General Manager
Waterville Estates Village District
562 Winterbrook Road Campton, NH 03223
Office: 603-726-3082
Cell: 603-728-8593
Water/Road Emergency: 603-728-9790

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---------- Forwarded message ---------
From: **Helen Chatel** <gm@waterville-estates.com>
Date: Wed, Feb 4, 2026 at 3:57 PM
Subject: Re: Questions for Wednesday Meeting
To: Maureen Patti <maureen@waterville-estates.com>

The Generator Cost - This was all sent to WEA, I will send with the updated cost of installation, as it varies on the complexity of the situation.

Scope of Work

- **Procurement of generator** (factory-direct purchase)
- **Installation materials and labor** including pad, wiring, conduit, and electrical integration
- **Terminal switch** (if required based on final electrical configuration)
- **Startup, testing, and commissioning**

Cost Summary

Item	Cost
Generac RG10090C 100kW Generator	**$35,959**

Installation materials & labor	**$5,000 - $10,000**
Terminal switch (contingent)	**$3,500**
Total (with terminal switch)	**$44,459 -$49,459**
Base total (without terminal switch)	**$40,959**

Funding Request $54,000 ($5,000 contingency)

Helen Chatel
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On Wed, Feb 4, 2026 at 2:25 PM Maureen Patti <maureen@waterville-estates.com> wrote:

> Are we sure there isn't a big cost for the electrician putting in a generator?
>
> If so, let's get that to WEA too.
>
> **MAUREEN PATTI,**
> Commission Chair
> WATERVILLE ESTATES VILLAGE DISTRICT
>
> On Wed, Feb 4, 2026, 2:13 PM Helen Chatel <gm@waterville-estates.com> wrote:
>
> > Hello Maureen,
> >
> > 15. Would the addition of a roller/Road Compaction equipment mean we prepare the base and save on costs whenever paving is needed? It appears no equipment was rented in '25 so not sure what is going to be a savings. Would the savings be in the Subcontractor line? Will this be helpful for culvert repairing? In the maintenance of District dirt roads?
> > I spoke with Steve this morning, and he clarified that we did rent a roller last year. While the daily rate was $200, the total cost for the week was between $5,000 and $6,000. The crew uses the roller after raking the dirt roads. The primary advantage of owning our own equipment is the ability to repair roads immediately following significant rain or washouts, rather than waiting for a rental to become available. Last year's drought resulted in fewer washouts after the spring, which reduced our overall rental needs for that period of time.

The mulch head: We used to rent a mower for a week, and would cost between $4,000 and $5,000 for the week. Then the vendor we use had their unit break beyond repair, and subsequently, our people have been doing this by hand, renting a chipping machine for after they cut at $800 a day. This will be attached to our excavator and mulch, so no need to chip and we will be able to reach higher up and will take up less space on the roads to allow traffic to flow.

16. Do we have the cost for installation for the Lodge/Lift Generator AND the Kegerator? Do we know if extensive work and/or expansion of the electrical service for these items will be required? Did the request to WEA for CIF monies for the Kegerator and Generator include the installation costs? We are going to need to know if they will fund before the 7th of March!!!

We have not heard back from WEA, the Kegerator and the Generator were both sent over. The Kegerator can be installed by Shawn and his team. I was asked if the unit could be mobile, yes it can be, but it is 80" in length and weighs over 400lb, so removing it from behind the bar may be a challenge.

I appreciate your questions.

Best,

Helen Chatel
General Manager
Waterville Estates Village District
562 Winterbrook Road Campton, NH 03223
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