Waterville Estates Village District
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*WEVD Commission APPROVED Meeting and Public Hearing Minutes
March 4, 2026 – 6:00 PM

Approved as amended on April 15, 2026.

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

Attendees on Zoom: na

Members of the Public in physical location: Scott Sallaway.

Members of the Public on Zoom: Ada Alfonso, Denise Bujalski, Jack Zanini, Jaime Oldmixon.

Members Excused:

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
By consensus it was decided that Item 8 should state General Manager's and Treasurer's Reports.

Public hearing: To accept and expend $16,047.49 from WEA for kitchen equipment

Ms. Patti opened the public hearing at 6:02 PM. She noted that the money is to reimburse the District for the kitchen equipment that was purchased in 2026 and 2025.

Ms. Chatel explained that this equipment was purchased because moving the existing kitchen equipment from one location to another was detrimental to the equipment itself, it was not a good use of staff time, and having equipment stay in place would prolong its lifetime.

Ms. Patti opened the floor to the public.

- Scott Sallaway, 101 Snowood Drive, asked if there was a reason the District would not take this money.

Ms. Patti explained how the CIF funds get accepted and noted that she does not see a scenario where the District would refuse reimbursement from WEA.
After confirming with Ms. Smith that no one else wished to address the Commission in person, online, by phone, or via email, Ms. Patti closed the public hearing at 6:06 PM.

Ms. Patti made a motion to accept the CIF $16,047.49 funds from WEA for kitchen equipment. Mr. Canfield duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Approval of Minutes

March 2, 2026 public meeting minutes.

*Mr. Patti moved to approve **March 2, 2026** draft minutes as written. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

March 2, 2026 non-public meeting minutes.

*Mr. Patti moved to amend **March 2, 2026 non-public** draft minutes according to the five verbal amendments she noted. Mr. Canfield duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

*Mr. Patti moved to approve **March 2, 2026** amended **non-public** minutes as official minutes. Mr. Canfield duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

February 18, 2026 public meeting minutes.

***February 18, 2026 public meeting minutes** were tabled until the next meeting as the Commissioners did not have a chance to review them.*

February 18, 2026 non-public meeting minutes.

*Mr. Patti moved to amend **February, 2026 non-public** draft minutes according to one verbal amendment she noted. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

*Mr. Patti moved to approve **February, 2026** amended **non-public 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:

Water & Sewer Operations

Mr. Baert reported that due to the challenging winter conditions, the District has run out of chemicals at the Snowbowl facility. Because the building is located directly in the ski path, the chemical delivery truck cannot access the site without disrupting the snowpack and staff has to deliver the chemicals manually.

The Water Master Plan includes a future upgrade to expand the chemical tank to 1,000 gallons and transition to a different chemical system. In the interim, Water Department staff will coordinate with Buildings & Grounds to manually transport 55 hand gallon drums into the building. Staff will be required to use full safety gear and pour chemicals until access improves.

As temperatures fluctuate, Mr. Baert reminds residents that water lines are more susceptible to cracking when daytime thawing is followed by nighttime freezing. Staff will continue monitoring for leaks throughout the system.

Mr. Panuczak spoke about the Water Master Plan identifying a need to upgrade and move the treatment area at the Snowbowl facility from where it is located now. It was one of the top 10 projects in the Master Plan.

Highway Department & Fleet

The 2016 Ford F 550 plow truck operated by Mr. Bennet underwent $5,500 in repairs earlier this winter, including new tie rods and axle shafts. On Monday, March 2, 2026, staff observed the truck sitting unevenly. Upon inspection, a crack was found in the front passenger side frame. This vehicle is scheduled for replacement in the 2026 Budget.

Buildings & Grounds

Buildings & Grounds personnel have been working overtime on Saturdays to ensure the chairlift remains operational. This coming Saturday will be the final day of chairlift operation for the season. Despite the forecasted rain, the community is encouraged to come out and enjoy the last day. With temperatures expected to rise throughout the week, this Saturday will likely mark the end of the ski season.

Mr. Pelchat and his team have also been addressing mechanical issues with the FJ vehicle. Additionally, Mr. LeBlanc has been attending to the boilers to ensure efficient operation. Both Mr. LeBlanc and Mr. Pelchat have been troubleshooting the bathing suit dryer in the ladies' locker room, which is out of warranty and was reported nonfunctional over the weekend.

Mr. Canfield asked about the closing date for the mountain, what the thickness of the snowpack was, and whether it might be possible to prolong the ski season. Ms. Chatel said that she was not sure yet, and that is why she noted that it might be the last day.

Recreation Center & Security

Front Desk Supervisor Julie Smart reported a significant increase in individuals attempting to bring alcohol into the recreation facility over the holiday weekend. Staff had to remove several patrons. The community is reminded that outside alcohol is strictly prohibited, and violators will be asked to leave.

The front desk has also requested additional camera coverage in the pool areas to assist with monitoring and incident review. The District's camera vendor has been contacted and will be onsite shortly to assess needs and provide recommendations.

Recreation Committee

The Recreation Committee has been meeting regularly on Wednesdays and Thursdays to review recent events and develop strategies for smoother operations at both Campton Mountain and the Recreation Center. These discussions have focused on improving coordination, enhancing the visitor experience, and planning future programming. The District looks forward to continued collaboration with the WEA Board and the broader community to ensure that our events and activities remain responsive to resident interests and provide meaningful value to the community.

Ms. Chatel answered questions about the work of the Recreation Committee.

There was discussion about the recreation committee and whether it was a committee or a department and the warrant article that created it.

Security at Wells & Storage Facilities

A meeting is scheduled for Thursday to review security options for the District's wells and storage tanks. An update will be provided at the mid-March Commissioners' meeting.

Administration & Finance Administrative staff are working diligently to close the books for 2025. Auditors have begun requesting documentation so that the 2024 audit can be completed, followed promptly by the 2025 report.

There was an interruption in bandwidth 6:29 PM to 6:30 PM.

CONSENT CALENDAR

Committee/Board reports

Planning Board

Planning Board is unable to meet due to quorum issues. Next meeting is planned for March 19, 2026.

Water and Roads

Water and Roads Committee's work will be discussed later this meeting as Item 11.c.

Budget Advisory

Committee has not met since the 2026 Budget Opinion has been written.

Records and Retention

Committee is trying to schedule a meeting.

CIP Committee

Committee will be activating in March and start meeting in April.

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

Committee/Board reports

There were no written reports.

GENERAL CALENDAR ITEMS

Recreation Management Agreement (RMA)

Ms. Patti said that the dialogue is continuing on several terms within the agreement, however, WEA had agreed to continue making the payment of $600,000 to the District in partial payments as was always done under the old RMA. Copy of the current Agreement was in the meeting handout and will be signed by all the Commissioners later this evening.

Ms. Patti noted that the meeting with WEA on Monday was very productive and thanked everyone involved.

Letter to Residents from W&R Committee

Mr. Panuczak provided the background information for the proposed water meter installation in the community. He noted that this is the beginning of the community discussion only and the below letter will go out to the community soon:

"February, 2026

Dear Residents,

On behalf of the Roads and Water Committee, we are writing to share important information about the future of our municipal water system and an upcoming initiative to install water meters in residential homes throughout our community.

As many of you know, our water system is aging, and a recent master plan prepared by an independent engineering firm evaluated the long-term needs of the system. For many years, our system has operated without individual residential meters, and currently water usage has been billed using a flat rate based on the number of bedrooms in each home. While this approach has served us in the past, it no longer reflects how modern water systems are managed. We believe residential metering will provide long-term planning benefits and may provide financial benefits to many community members while promoting responsible water use and fair distribution of operating costs.

Metering will also provide critical information that the Commission currently does not have. Without accurate usage data, it is more difficult to identify leaks, understand peak demand, and plan infrastructure improvements responsibly. We understand that the installation of meters comes with an upfront expense, and we want to be transparent about why this cost is important. In the long run, meters provide fairness, accountability, and better system management: benefits that help both individual households and the community.

The Committee is also committed to open communication and public outreach throughout this process. We will be holding two town hall–style meetings where the costs, details of the metering program, and next steps will be discussed directly with the Committee. These meetings will include time for residents to ask questions, share feedback, and better understand how the proposed changes may affect their households. Additional information, including the exact dates and locations, will be shared soon on the District's website (waterville-estatesnh.gov).

Your input is essential as we work to modernize our water system in a way that is responsible, cost-effective, and sustainable for the future. We encourage you to participate in the upcoming discussions and share your thoughts with us.

Thank you for your time, your partnership, and your continued support of our community.

Sincerely,

The Roads and Water Committee."

Next Meeting: March 4, 2026 @ 6 PM – Public Hearing for unanticipated revenue

Budget & Warrant & Snowplow Bond Hearing: March 7, 2026 @ 9 AM with the snow date: March 8, 2026 @ 4 PM

Mr. Panuczak said that this is the day for people to ask questions about the budget.

Mr. Canfield explained that the budget worksheets for the budget are in the packet for everyone to review.

Public Comment Period

- Scott Sallaway - 110 Snowood - asked about the money owed by Campton shown on the Treasurer's report and how to get that from the Town.

Ms. Magerer explained how tax liens work, and Ms. Patti added that this would be only the town's prerogative, not the District's.

- Mr. Sallaway then talked about the need for stricter enforcement of unauthorized alcohol use in the District facilities; the need to diversify the recreational activities on the mountain and the need for the mountain to make money to offset taxes and asked about ways CIP gets funded.

Mr. Panuczak noted that the District is working on making recreation activities be less of a burden on the taxpayer within the District and more self-sustaining. He also said that the District cannot make a profit due to its municipal nature, therefore, breaking even is a more correct terminology when it comes to recreational activities.

Mr. Canfield then explained how CIP projects get funded.

Non-Public Session

Ms. Patti motioned at 7:01 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti, Mr. Panuczak - aye, Mr. Canfield - aye.

Non-public session was entered at 7:01 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. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti, Mr. Panuczak - aye, Mr. Canfield - aye.

Public session was entered at 7:37 PM. Commissioners Patti, Canfield, and Panuczak were present in person.

Adjourn Meeting

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

Meeting adjourned at 7:38 PM.

Minutes prepared by Alvina Snegach