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

*WEVD 2026 Commissioner APPROVED Meeting Minutes
April 28, 2026 – 10:00 AM

Approved as amended on May 13, 2026.

Attendees in physical location: Commissioners Maureen Patti and Mark Canfield, Gerry Panuczak joined at 11:09 AM, General Manager Helen Chatel, Administrative Assistant Allison Smith, Finance Administrator Lisa Magerer, and Treasurer Denise Aguiló.

Attendees online: na

Members of the Public in physical location: Scott Sallaway, 110 Snowood Drive.

Members of the Public online: David Ketcham, Bobbi Ketcham, Richard Mayo, 42 Taylor Drive

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. Canfield were present at the physical location. Mr. Panuczak joined at 11:09 AM.

If remote attendance, reason & vote: na

Ms. Patti requested that the meeting be started with the staff reports.

GENERAL CALENDAR ITEMS

Staff Reports

Shawn Pelchat, Building's & Grounds
Mr. Pelchat spoke about the following:

- Getting ready for the Community clean up day on May 2nd;
- Bark mulch was delivered on Friday;
- Contract for the gym roof and the roof over the walk in freezer was signed;
- Power washing;
- Filling up the pool;
- Pulling the 20 percent of lift chairs at the mountain and submitting it to non-destructive testing (NDT);

- Participating in lift training by staff;
- Potential upcoming 2027 code updates for lifts;
- Lift maintenance schedule and progress;
- Lift dynamic testing plans;

He answered questions about the plan if the dynamic lift test fails in the fall of 2026 and whether there will be enough time to fix the lift in time for the season, which he did not anticipate to have any issues with because the maintenance of the lift is done well and he is trying to network with people who have access to parts for used lifts.

Mr. Pelchat also answered questions about the pool resurfacing process and said that it will happen over next fall and spring and the pool will be operating as is this summer.

He then continued to talk about the following:

- Plans to continue working on restoring lights on the mountain for skiing;
- Plans to repair the siding on the Community Center building and the fascia;
- Plans to replace the stained plastic sticks on the mountain;
- Plans to sand the wooden posts on the deck of the Community Center;
- Replacement of the pond dock;

He answered a question about his discussion about painting the shuffleboard, which was suggested to be part of the community clean up day. He also answered questions about the pool deck undulation and the presence of bees/insects by the pool area and whether there were plans to resolve both issues. A suggestion was made to have the pest control company take a look at the bees issue. As for the decking, Mr. Pelchat explained that it was an initial construction flaw and only replacing the deck and framing it differently will resolve the issue. It was noted that it will probably need to be a CIP funded project.
Another question was about cleaning up the volleyball court and whether Mr. Pelchat needed to reach out to WEA to discuss this.

Mr. Pelchat continued to talk about the following:

- Vehicle fleet maintenance;
- Plans to stump (grind down/remove stumps from trees cut to comply with new standards for ski trail set back from treelines) the right side of the ski trail;

He then said that his staff are asking if the District has any plans to hire more seasonal employees to assist at the mountain as they do not feel that it is fair to them to be running lifts and ski patrol when there is a personnel shortage as it interrupts their work life balance. He also noted that a lot of the issues with the ski patrol personnel not wanting to come back stemmed from negativity on social media last year.

Ms. Patti noted that the Commissioners are planning to utilize the J-1 visa process to get more seasonal employees to assist with recreational activities on the mountain during the season.

Mr. Canfield asked if Mr. Pelchat has given any thought as to how he might redesign his labor force to adapt more to seasonality of the operations and in particular maybe giving some thought to having a person on his crew to be responsible for the mountain in some way. He added that it represents an opportunity for somebody to gain more experience and have additional responsibility, which can go a long way toward making someone feel as though they are really valuable.

Mr. Pelchat noted that he did not have an answer for that yet.

Commissioners thanked Mr. Pelchat for his report and for the hard work he and his staff put into keeping the facility and grounds well kept.

Heather Pierce, Bar & Events

Ms. Pierce spoke about the following:

- Last Saturday being the last weekend for the concession operations at the Lodge and things slowing down after that;
- Moving everything back to the Community Center from the lodge to be ready for the summer;
- Upcoming events (Community clean up day and the Derby party) and getting ready for them;
- Plans to open up on May 15th for the summer season, plans for the upcoming summer events and preparations for them;
- Plans to make the Beer Festival bigger this year;
- Preparations for the Fishing Debry on May 23rd;
- Fireworks contract and preparations;
- Trying to line up some fall events;
- Training in event planning;

Ms. Pierce answered questions about a possibility of serving hot drinks at the events held during colder weather, which she said is the plan along with serving breakfast items for morning events or cold sandwiches for other events, instead of having a barbeque after, which sometimes does not get attended as well or has to be moved inside due to the weather.

Mr. Canfield made a suggestion about having temporary signage at the dam (Rte 49) and the intersection of Rte 175 & Winterbrook for the events to advertise them.

Ms. Pierce then answered questions about a possibility of holding events like concerts at the mountain itself and whether there was any progress in planning those. She said that it would involve a lot of logistical planning and support and she was not sure if moving forward with it now would leave enough time to prepare for such an event so soon.
There was a brief discussion on what is needed for the event this size and how to plan for it. A suggestion was made to have Ms. Pierce work on a proposal with actual numbers and timelines before the discussion could go forward and any decisions could be made.

There was another discussion about summer events preparation, including kids friendly ones, and how to advertise them more efficiently.

There was another discussion about beverage sales being very good last year.

Then Ms. Pierce talked about staffing changes and needs in her department and answered questions about the possibility of having an outside on the deck beverage/snack station to reduce the wait times inside and the logistics of organizing and staffing that.

Ms. Chatel noted that there is a meeting with the beer distributors tomorrow and questions could be asked about the outside sales and also having umbrellas supplied by the distributor for the District to use on the deck.

There was another discussion about the possibility of allowing folks to order food from their table and having it delivered to them if they require ADA accommodations to which Ms. Pierce said that her staff is doing its best to look out for its customers and a lot of times, when they are not busy, they would bring the food to all customers.

There was discussion about small technical issues with devices that process orders to the kitchen and online ordering when the kitchen is busy, and the need to fix them.

The Commissioners thanked Ms. Pierce for her hard work.

Allison Smith, Admin

Ms. Smith spoke about the following:

- Laserfiche being done and staff training that will take place on May 5th;
- Plans to start working on the water system Confidence Report for NHDES;
- Plans to start sending out letters to people about their residential service line in order to complete the water service line inventory this year;

She then answered questions about future record retention and Laserfiche needs in either her administrative or water department capacity, which she noted that there is a need to update record retentions policies and procedures. She also noted that scanning oversized documents is another project that needs to be done.

Ms. Patti asked Ms. Smith to write a memo to the Records Retention Committee identifying the need to update the policies and procedures and specifying what the issues are with current policies.

Mr. Panuczak joined the meeting at 11:09 AM.

Ms. Smith also talked about the Water Department purchasing policy and how the low threshold of $10,000 for bidding is very cumbersome to overcome. She noted that the Water and Roads

Committee had already asked management to reach out to staff to see what suggestions they have before this issue comes up for Commission discussion.

When asked about any technical needs, Ms. Smith answered that there has already been a discussion about the District's IT vendor which needs to continue. She also talked about the updated Emergency Plan for the Water Department and the cybersecurity recommendations that need to be addressed.
Commissioners thanked Ms. Smith for doing a great job.

Lisa Magerer, Finance

Ms. Magerer spoke about the following:

- Budget season being over;
- Working with the accountants on 2024 and 2025 audits;

There was a brief back and forth about the issue with 2023 audit which has to do with other post employment benefits (OPEB) liability which needs to be calculated by an actuarial accounting professional and whatever amount is set by that calculation, it needs to be set aside by the District, which has never been done.

Commissioners took a recess at 11:20 AM until 11:22 AM.

Ms. Magerer continued reporting on the 2025 audit which she is getting ready for. She said that she anticipates that 2025 audit will go as well as the 2024.

Then she spoke about the following:

- Working on financing options for the truck;
- Working with Ms. Smith on record retention and identifying which documents could be disposed of;
- Working with Mr. Pierce to rework the Recreation Budget before presenting it to WEA;
- Working with MRI MTS on trying to build the spreadsheets/reports used by the District accounting into the accounting software provided by MTS;
- Having to complete the federal payroll;

Ms. Magerer answered questions about any financial policies and procedures that may need to be generated or updated for the District.

The next discussion highlighted the need to prioritize the development and implementation of these financial policies in order to enhance the accuracy of financial operations and maintain organizational consistency, especially in the event of staff turnover.

Commissioners thanked Ms. Magerer for doing a great job.

Tony Pierce, Food

Mr. Pierce spoke about the following:

- Finishing inventory;
- Working on moving the operations to the Community Center and working on summer menus;
- The vendor is scheduled in a few weeks to come out to evaluate the exhaust system at the lodge;
- He was not sure what to reply to the residents on whether the Commission had any answers about public membership, which the Commissioners confirmed they do not yet have;
- A possibility about using solar lights to light up the signs in the District as they are not very visible at night;
- Working on coming up with ideas for rebranding the ski lodge with a different logo;
- Setting up a meeting with a vendor and Ms. Chatel on marketing;
- Having a great winter season and that sales were up;

There was a discussion about sales being up but cost of goods and labor being up as well. Hiring difficulties were also noted and hope was expressed that the winter J-1 visa workforce project may be of help in the winter season if it successfully implemented.

Another lengthy discussion was about ways to generate more revenue from the all the recreational activities offered by the District and market them accordingly to create more interest in the community.

A suggestion was made to try selling some grab and go food items which could be an easy way to make some money and utilize the front desk staff who could be handing it, provided they have any needed proper training and certification.

The Commissioners thanked Mr. Pierce for great work.

Commission Chair Election

Mr. Canfield made a motion to nominate Maureen Patti to the position of the Commission Chair. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Approval of Minutes

April 15, 2026 public meeting minutes.

*Ms. Patti made a motion to amend **April 15, 2026** meeting draft minutes according to the five amendments she provided 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. Patti moved to adopt amended **April 15, 2026** meeting 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.*

Treasurer's Report

Denise Aguiló provided an update. She said the tax revenue has been updated and Thornton provided the billed amount of $341,440 and made one additional payment. She will have April reconciliation in the next couple of meetings.

GM Report

GM Report – April 28, 2026

Ms. Chatel spoke about the following:

Maintenance

- The roof construction should have begun today, Tuesday, April 28, 2026 and should be done before the pools open.
- Mr. Pelchat and staff have cleaned the pools and will begin filling them soon.
- Mr. Pelchat and his crew have been working on prepping the grounds for spring.

Upcoming Events

- Community clean up day May 2
    - Working with WEA and organizing everyone's roles to make it a success
    - Sandwiches and water are on the menu for lunch.
    - Mulch has been ordered

Ms. Chatel encouraged community members to sign up for the clean up day and the sign up sheets are available at the Community Center or at the Town Square webpage where there is a link posted to sign up.

- Kentucky Derby Day
    - Saturday, May 2,2026
    - 4:30–7:00 PM
    - Mountain View Bar

- Fishing Derby – May 23, 2026
    - Monthly planning meetings will continue, next on April 29.

Seasonal Operations

- The kitchen staff is in the process of cleaning the lodge and moving production to the lounge. They will open up the weekend before Memorial Day, on Friday, May 15, 2026

Roads & Water

- Mr. Baert and Ms. Magerer working on ordering the equipment approved at The Annual Meeting
- Mr. Baert found two leaks last Friday, the 24th, and they were in the process of repairing them on April 27, 2026

Ms. Chatel also noted that she sent the documents to the IT vendor requesting terminating the District contract with CCS. The decision is to go forward with Mainstay. Ms. Smith and Ms. Chatel had already met with them, and they walked through the facility. She also provided the rationale for switching IT vendors.

CONSENT CALENDAR

Committee/Board reports

Planning Board

Planning Board approved the CIP handbook. The board has also discussed who should be responsible for enforcing the driveway regulations for driveways on the District owned roads and it was noted that NHMA guidance suggests that it should be the planning board and the road agent, whereas currently the road agent comes to the Commissioners in cases that need to be reviewed further.

Water and Roads

Committee met with Verdantas, and they explained the different projects that they were recommending moving forward with that have been approved through the Annual Meeting. They have task orders for two projects. One of them was the discussion on the purchasing policy and the other is the second well site, which they will work with the District to prepare for bonding for next year. Grant applications will also be done this year.

The public meeting to discuss possible residential metering in the District will take place on May 30, 2026 at 10 AM. It will be advertised accordingly.

Budget Advisory

n/a

Records and Retention

Committee's meeting is a priority and the management is working to make that happen.

CIP Committee

Committee met on April 21st. Members have not been able to elect officers yet and Mr. Canfield agreed to serve as Chair and Secretary in the meantime. Ms. Chatel will work with Mr. Ketcham on the asset worksheet. Ms. Chatel will also facilitate a walkthrough for the members of all the District facilities to familiarize themselves with those. Committee also agreed on the three percent inflation rate going forward.

There was a discussion spiked by a question about how the CIP funds would be invested and what are the regulatory requirements for such investments.

Next CIP meeting will take place on May 19th with Mr. Baert attending to talk about his department assets.

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.

Committee and Board reappointments

By consensus Commissioners agreed to table the Budget Advisory Committee appointments as there was a question about an additional member who may want to join the Committee.

Ms. Patti made a motion to reappoint the following people:

Records & Retention Committee - Terry Bennett (2026);
Water & Roads Committee - Stan Bujalski (2026), Scott Monroe (2026), Archie Jackson (2026), Bob Haskins (2026), and David Rose as an alternate (2026);
Capital Improvement Program (CIP) Committee - Denise Aguiló (BAC) (2026), and David Ketcham (WEA) (2026).
Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

By consensus Commissioners agreed to keep their board assignments as is: Ms. Patti – Records and Retention Committee; Mr. Panuczak – Planning Board and Roads and Water Committee; Mr. Canfield – Budget Advisory Committee and Capital Improvements Program Committee.

Next Meetings:

Regular Meeting: Wednesday, May 13, 2026 @ 4:00 PM

Special Town Meeting: Wednesday, April 29, 2026 @ 6:00 PM

Public Comment Period

- Scott Sallaway, 110 Snowood Drive – Thanked the management for putting the unassigned fund balance amount on the Treasurer's report. He also asked if the contract for the fireworks this year included clean up, as it did not have that last year. He also asked if someone could reach out to the town of Campton to discuss the amount owed to the District as it has been four years already.

Ms. Magerer said that she is planning to do that.

- Mr. Sallaway asked if there could be an advertisement fee to the short term rental owners, because short-term rentals feature in their advertising/listings the Community Center and Mountain and they have beautiful pictures of the pool, clubhouse, lodge, and trails. Can the District charge an advertisement fee as part of their ability to do short-term rentals here? He added that he knows of some communities/municipalities that charge such a fee.

Ms. Patti said that she did not have an answer to that question and that she will need to ask legal counsel about it.

- Mr. Sallaway asked if there was any update for the lawsuit.

Ms. Patti said that it is progressing and the expectation is that it would be resolve this year.

- Richard Mayo, 42 Taylor Drive – online - said that the volleyball field clean up will be done by WEA volunteers. He asked if they could have the volleyball net and padding so that they could install it after cleanup. He also asked about the date of the wedding event that was mentioned during the discussion earlier. He then asked if the beer umbrellas could be of the same brand for aesthetic purposes. He also thanked the management for sending out the budgets and asked when the date of the meeting is for them to meet.

Ms. Chatel said that date is was on August 2, 2026. She said that the meeting with him has not yet been scheduled as she was waiting for Ms. Patti to provide her availability. Ms. Patti said that she will send it to her soon.

Adjourn Meeting

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

Meeting adjourned at 12:36 AM.

Minutes prepared by Alvina Snegach