Waterville Estates Village District
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*WEVD 2026 WEVD APPROVED Commissioner Meeting Minutes
May 13, 2026 – 4:00 PM

Approved as amended on June 10, 2026.

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

Attendees online: na

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

Members of the Public online: Bobbi Ketcham

Members Excused: Maureen Patti

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

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

Roll Call of Commissioners: Mr. Canfield and Mr. Panuczak were present at the physical location.

If remote attendance, reason & vote: na

Approval of Minutes

April 28, 2026 public meeting minutes.

*Mr. Panuczak made a motion to amend **April 28, 2026** meeting draft minutes according to the 18 amendments provided by Ms. Patti in the packet. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

*Mr. Panuczak moved to adopt amended **April 28, 2026** meeting minutes as official minutes. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

May 5, 2026 public meeting minutes.

*Mr. Canfield made a motion to adopt **May 5, 2026** meeting draft minutes as written. Mr. Panuczak duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

GM Report

Ms. Chatel spoke about the following:

Building and Grounds

- Repairing the outdoor hot tub, replacing the lights, and filling the pools in anticipation of Memorial Day weekend.
- Roof repair was delayed due to materials; priority is given to completing this quickly.
- Installation of the dock before the weekend of the 23rd.
- Porta-Potties ordered; addressing vendor shortages for handicap models.
- Coordination with JP Pest for wasp spraying before the season.
- Ongoing mulching around the complex to enhance presentation.

Water and Roads

- Road grading
- Water system maintenance.

Administration

Front Desk personnel are working with WEA and setting up the pass process. Allison Smith and Julie Smart will be updating the pricing in the system. Julie Smart would like to remind all residents to send their dues to Evergreen at the address provided in their packets from WEA – the District does not process those payments in house, and in fact it will delay the payments being processed, as the home owners will have to resend their payments to the correct address.

Recreation and Entertainment

- Tony and Heather Pierce are preparing to open this weekend Friday and Saturday 4:00 PM to 9:00 PM. Live music on Saturday 5:00 PM – 8:00 PM with Weird Looking Dog
- Coolers were delayed again, due on May 8th, as the first set was delivered damaged back in March.

Staff will work to get everything organized prior to this week's opening, and next week's holiday weekend.

- Rusty Bones, on the 23rd,
- Tandem Changes on the 30th of May.
- In June the District will start with Red Daisy Revival on the 6th,
- Wayfarers on the 13th,
- Rachel Moline on the 19th,

- Finishing the month on the 27th of June is Eric Currier Band
- All shows start at 5:00 PM and end at 8:00 PM.

Upcoming Events

- Fishing Derby: Saturday, May 23, 2026. Volunteers are still needed.
- Refreshments at Loche Nest: Coffee and hot chocolate available morning of the derby

Committee / Board Reports:

Planning Board
Planning Board will meet next Thursday to discuss possibility of regulating driveway construction on District owned roads.

Water & Roads
Water and Roads Committee is having a Town Hall meeting on May 30th at 10:00 AM to provide an information session to the public on residential metering as it was recommended by Verdantes in the Water and Roads Master Plan. The meeting will be hybrid so people can attend in person or virtually.

Budget Advisory
The Committee does not meet this time of year.

Records & Retention
The Committee met last Thursday to discuss Laserfiche and is working on moving documentation into Laserfiche and reviewing policies related to document retention.

CIP
The next meeting will be on May 19th.

CONSENT CALENDAR

Manifests

Mr. Panuczak called for a vote to accept the manifests as presented in the packet. Motion carried with a 2:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield – aye.

Committee/Board reports

There were no written reports.

Committee/Board reappointments

Mr. Panuczak made a motion to reappoint the following members: Budget Advisory Committee: Billy Mitchell, David Ketcham, Ned McElroy (alt.), Lawrence Peruzzi (alt.)

Mr. Canfield noted that Mr. McElroy would like to be a permanent member of the BAC, and Mr. Mitchel no longer wishes to be a member.

Ms. Smith noted that Consent Calendar items can only be voted upon, and no discussion is allowed. She suggested that moving the BAC reappointment vote to the General Calendar items and then discuss it there.

Mr. Panuzcak said that the BAC reappointment will be moved to the General Calendar items of the Agenda.

Mr. Panuzcak made a motion to reappoint the members as follows: Water & Roads Committee - Anthony Patti; Capital Improvement Program (CIP) Committee - Anthony Patti (PB), and Lawrence Peruzzi. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

GENERAL CALENDAR

Committee/Board reappointments – Budget Advisory Committee (BAC)

Mr. Canfield noted that Ned McElroy should be the permanent member of the BAC and Mr. Mitchel either an alternate or not be a member at all.

Mr. Panuzcak made a motion to reappoint the members as follows: Budget Advisory Committee, David Ketcham and Ned McElroy as regular members and Billy Mitchell and Lawrence Peruzzi as alternate members. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Website Conversion

Ms. Smith explained that the current website vendor CivicPlus requires that the District move to a new platform, which will increase the annual fee as well to almost double the current fee in 2027. Management has looked for alternative vendors to keep the costs down. The two vendors are Civally and Revize. She went over the proposals from both vendors.

Ms. Chatel also opined that Civally seemed to be more user friendly.

Discussion ensued about the cost comparison for Civic Plus and the new vendors.

Mr. Panuczak made a motion to approve Civally as the new website vendor for the District. Mr. Canfield duly seconded.

Ms. Chatel and Ms. Smith provided their perspectives on how Civally is more use friendly to the administrator than Civic Plus. They also answered questions about the timeline to migrate, the new website design, its features, etc.

Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Next Meeting: May 27, 2026 @ 6:00 PM
Public Comment Period

- Scott Sallaway, 110 Snowood Drive – asked if the new website could facilitate a new calendar of events so that they are advertised not just on Facebook.

Ms. Chatel said that they would look into it.

Non-Public Session

Mr. Panuczak motioned at 4:42 PM to enter non-public session for the purpose described in RSA 91-A:3, II (c). Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield - aye.

Non-public session was entered at 4:43 PM, Commissioners 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 2:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield - aye.

Public session was entered at 05:30 PM. Commissioners Canfield and Panuczak were present in person.

Mr. Panuczak motioned to seal the non-public minutes due to the fact that divulgence of that information will adversely affect the reputation of any person other than this commission. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield - aye.

Adjourn Meeting

Mr. Panuczak made a motion to adjourn the meeting. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield - aye.

Meeting adjourned at 5: 31 PM.

Minutes prepared by Alvina Snegach