Waterville Estates Village District

Capital Improvement Program Committee

Tuesday May 19th

Meeting Minutes

Meeting was called to order at 4:01 PM

In attendance were committee members Denise Aguillo, Anthony Patti, Dave Ketcham and Larry Peruzzi via GoTo. Absent: Mark Canfield, Maxine Coyle

Helen Chatel (GM), Steve Baert (Roads & Water), Ned McElroy (Planning Board) were also in attendance

No others participated via Go To

Dave K agreed to take minutes.

Dave K made a motion to accept the 4/21/2026 minutes, Denise A 2nd, Denise A & Dave K approved, Tony P abstained, Larry P joined after motion.

**CIP handbook**
No comments or feedback on handbook draft. Tony A stated the handbook is not officially approved yet by the Planning Board. The group agreed to review and provide feedback at next meeting.

**Trustee of the Trust Fund**
Ned M presented a brief overview of the Trust/Trustee process and how the funds are restricted by how the trust is written. The group discussed how the number of trusts might help support the District mission. Ned M will provide a listing of how the Town of Campton has set up its trusts. It is important to insure it's clear, but not too rigid on how it's written. Ned M will also reach out to contact at State of NH to get clarification on trust fund usage for WEVD.

**Roads Department Asset Listing**
Steve B went over his initial inventory of road assets, but unsure how the WIP road master plan may impact CIP. To assist in the discussion, the group walked through the inventory worksheet. We discussed the idea of replacement/refurbish verses maintenance, planned and unplanned. The group agreed to focus on replacement/refurbish when assessing properties, and use more of a replacement/refurbish cost, not just value. A paved road refurbish cost is more useful than the initial install cost as the road would be reclaimed, not started from scratch.

The discussion then turned to the water department and what assets should be included, and how the water master plan impacts the process. Steve B will focus on equipment, structures and replacement of water-mains, not repairs.

Allison is working on a shared drive to store the inventory worksheet so all members of the Committee and staff can access.

Motion made to adjourn by Dave K, 2nd by Tony A, approved and ended at 5:05pm.

Submitted by Dave Ketcham