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

# *WEVD 2026 WEVD DRAFT Commissioner Meeting Minutes

## May 27, 2026 – 6:00 PM

**Attendees in physical location:** Commissioners Maureen Patti, Mark Canfield and Gerry Panuczak, 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
Richard (Dick) Mayo, 42 Taylor Drive
Jack Zanini, 39 Holland Trail
Ned McElroy, 22 Goose Hollow Road (also the chair of the trustees of the trust fund for Campton)
Rebecca McElroy, 22 Goose Hollow Road

**Members of the Public online:** Bobbi Ketcham, David Ketcham - 111 Hodgeman Hill Road

**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

**Public Hearings**

**a. To accept and expend $150,000 from WEA for the 2026 quarter 1RMA payment.**

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 1 RMA payment at 6:02 PM.

Mr. Panuczak explained the rationale for holding the public hearings. He said that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

- Scott Sallaway, 110 Snowood Drive - asked if there were a reason the District would not take that money?

Ms. Patti said that there was no such reason. 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 6:04 PM.

*Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 1RMA payment. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

**b. To accept and expend $150,000 from WEA for the 2026 quarter 2 RMA payment.**

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 2 RMA payment at 6:05 PM.

There was a discussion about the procedure of accepting the unanticipated revenue according to NH law. Ms. Patti reiterated that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

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 6:08 PM.

*Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 2 RMA payment. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

**c. To accept and expend $150,000 from WEA for the 2026 quarter 3 RMA payment.**

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 3 RMA payment at 6:09 PM.

Ms. Patti reiterated that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

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 6:10 PM.

*Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 3 RMA payment. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

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**d. To accept and expend $150,000 from WEA for the 2026 quarter 4 RMA payment.**

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 4 RMA payment at 6:11 PM.

Ms. Patti reiterated that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

- Dave Ketcham – online – asked what is the impact to what the District submitted to the two towns in terms of what they needed to collect for property taxes for 2026?

Lisa Magerer said that revenues are updated in September with the DRA, and at that time the District records all the revenues and future revenues that it anticipates for the rest of the year. That is when the revenues will have an impact on the tax rate, not at this time of year.

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 6:14 PM.

*Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 4 RMA payment. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

**Approval of Minutes**

**May 13, 2026 public meeting minutes.**

Approval of minutes was tabled until June 10, 2026 meeting.

**Treasurer's Report**

Treasurer Denise Aguiló said that everything is up to date. Taxes are updated. The unassigned fund balances are included in the report.

Mr. Canfield asked about the general fund unassigned balance as a percentage of the overall budget.

Ms. Magerer said she can get those numbers to the Commission later and then calculated about 16 percent.

Mr. Canfield noted that this percentage is within the suggested range for the unassigned fund balance.

Ms. Magerer also added that the 2024 financial audit is complete and she is awaiting completed documents from the accountants.

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**General Manager's Report**

**Building and Grounds**

- Roof repair discovered rotten plywood, was replaced, preparing to frame over the roof and put decking back on.
- Porta-Potties ordered; addressing vendor shortages for handicap models, the vendor attempted to deliver blue and WEA has asked for Green.

**Water and Roads**

- Road grading, trenching.
- A leak was discovered last week near McLaren, the vendor should be up, on Thursday, May 28, and we will keep owners apprised of the situation as we continue to resolve this leak which equates to 20,000 gallons of water a day.

**Recreation and Entertainment**

- Tony and Heather Pierce are preparing to open this weekend Friday and Saturday 4 PM to 9 PM. Live music on Saturday 5 PM – 8 PM with Weird Looking Dog.
- Hours for the lounge will be 4 PM to 9 PM on Friday and Saturday until the 4th week of June.

**Upcoming events**

- June 17, 2026 (Wednesday) - The recreation center will be closed for the whole day for employee training and appreciation day with their families at the center.
- June 20, 2026 (Saturday) - This year is the 20th anniversary of Shrek, and Events and Concessions will host a movie night by the pool and an ice cream social for home owners, renters and their guests. Time TBD.
- June 27, 2026 (Saturday) - Will be Kids Day on the back lawn from 2 PM to 4 PM. With games and activities.
- The District will kick off 4th of July week and will be open daily from Friday, June 26th to Sunday, July 5th.
- Friday and Saturday – 10 AM to 10 PM, Sunday - Thursday Noon to 8 PM. A reminder to all guests to change in locker rooms, no glass allowed, no outside beverages, and no beverages in the pool or hot tub or within 4 ft. Lastly shower before getting in the pool.

**Administrative:**

The sick and vacation policy has been given the green light by Upton & Hatfield, as well as the MRI payroll system. The Employee Handbook is now ready. The employee discount policy will be an addendum to the handbook. Both documents will require employee signatures and be held in their employee files, for reference.

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Ms. Patti asked what the plan is for the recreational activities given that the current Rec Fund balance is quite low.

Ms. Chatel said that this is going to be discussed tomorrow at the work meeting and that decisions will need to be made about staffing levels.

There was a lengthy back and forth about the manifests and the Rec Fund balance shown on them.

**Committee / Board Reports:**

**Planning Board**

Planning Board did not meet due to quorum issues. Trying to figure out a better time to meet.

**Water & Roads**

Saturday, May 29 at 10 AM will be a public town hall to discuss a recommendation in the master plan about the metering.

**Budget Advisory**

BAC did not meet.

**Records & Retention**

The committee is meeting next week.

**Capital Improvements Plan**

There are some issues with membership that need to be resolved. Meeting was dedicated to looking at the assets.

CONSENT CALENDAR

**Manifests**

*Ms. Patti called a vote on the manifests as they are presented in the packet. It was a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

**GENERAL CALENDAR ITEMS**

Ms. Patti said that she forgot to put this item on the agenda. She said that Mr. Panuczak is moving outside the community and will no longer be the Commissioner. She added that he was also a member of a few other boards and committees which would need to be taken over by the remaining two Commissioners. By consensus, Ms. Patti will take over the Water and Roads committee, and Mr. Canfield will take over being liaison for the Planning board.

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Ms. Patti thanked Mr. Panuczak for the five and half years of excellent service to this community. She added that he brought level headedness, clarity of purpose, skill, and experience from his professional life that proved very valuable to this commission. She said that everyone appreciates his commitment. There will be a celebration on June 10 at the next Commissioner meeting with cake for Mr. Panuczak.

**WEVD CIP Trust Purpose & Naming (WA #6, 2025)**

Mr. Canfield explained what the issue is. He said that Mr. McElroy, who is the Trustee of the Trust Fund in Campton was trying to make sure that the District worded its warrant article, approved back in 2025, which allowed us to establish a relationship with the trustees in Campton for specific purposes, one of which was a reference to the RSA that established the ability to utilize a trust. McElroy felt that the way the warrant article was worded, the District could probably benefit from an opinion at the state level as to its appropriateness, and whether or not it does, in fact, encompass funding for purchasing new equipment.

Ms. Patti clarified that the CIP funds are only available for replacing equipment costing over $10,000.

- Ned McElroy, 22 Goose Hollow Road - said that he was worried that the wording of the warrant article and the statute that was quoted in it did not allow for equipment replacement. He asked Dave Ketcham whether he should consult with the Department of Justice or the Department of Revenue. He also asked Mr. Canfield if it would be possible to check with the NH Department of Justice rep Amy Nichols.

Ms. Patti said she did not see the issue with consulting with the state agencies and if there is a need for the District to revisit the warrant article, they need to know that to act.

- Mr. McElroy also spoke about his experience as the Chairman of the Trust for the town of Campton and how it operates.

By consensus the Commissioners agreed to let Mr. McElroy consult with the state.

**Square Surcharge Proposal**

Ms. Smith explained that originally when the District switched to Square as its new point of sale system, they did not have an option to offset the credit card processing fees that were charged to the District. The automatic credit card surcharge feature has since been made available and is now in beta (testing) mode. She said that the report that is included in the packet summarizes what it would do, what the District currently pays, and how it might help. This feature only applies to credit card payments, so the District would not be able to charge debit cards, although the latter are a smaller portion of the total card processing volume. Ms. Smith also said that the report assumes charging the processing fee based on the gross total of the transaction, which would include the surcharge amount. If the surcharge percentage is set to 2.7 percent it should be possible to make back all the processing fees for credit card transactions.

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Ms. Smith answered questions about how the old POS system (Touch Bistro) worked with charging a processing fee and how that would be done with Square, which will be the actual credit card processor and not a point of sale system.

She also answered questions about tips being included into the total amount to which the processing fee applies, but the actual credit card surcharge would only be applied to the amount without the tip. Ms. Smith noted that this automatic surcharge may increase cash tipping, but the overwhelming majority of the District's transactions are done via credit cards.

There was a long discussion about the nature of various fees related to card use and how they differ with the new proposal from the old point of service system.

There was another discussion about tips and the fact that they fall under the transaction processing fee that the District pays to Square, but the automatic surcharge does not apply to them, thus making it impossible to recoup the processing fee from tips.

Ms. Smith said that there is a likelihood that the surcharge, if implemented, would increase the processing fees because they are likely to be calculated based on the surcharge, which is why I say you will not recover your total processing fees, but your credit card processing fees, you do have the opportunity to fully recover if you charge a surcharge higher than the processing fee.

There was another discussion about other municipalities charging the customer the surcharge fee on all card transactions.

Lastly, Commissioners discussed the percentage of the automatic surcharge that the Commission would be agreeing to charge which ended up being 2.7 percent.

*Mr. Panuczak moved to adopt the proposal as recommended by staff and the automatic credit card surcharge to be set at 2.7 percent. Ms. Patti duly seconded.*

Mr. Canfield asked whether the commission should consult with the WEA board for their input before approving anything.

Ms. Smith suggested to make the motion conditional on WEA input, if the Commissioners wanted to capitalize on July 4th, being one of the busiest weekends.

*Ms. Patti suggested a friendly amendment to have the motion be contingent upon WEA input. Mr. Panuczak agreed.*

Ms. Patti added that if management comes back from talking to WEA with concerns, the Commissioners can revisit the motion and vote to rescind it.

*Ms. Patti restated the motion is to proceed with the suggested 2.7 surcharge on Square credit card transactions. Mr. Panuczak duly seconded the motion*.

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Ms. Patti added that the discussion is that the Commissioners can revisit whether they want to rescind this action on June 10 based on information they receive from management.

*Motion carried with a 2:0:1 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – abstained.*

**Employee Handbook**

Ms. Patti said that the Employee Handbook is in the meeting packet. She noted that she found a few things like scriveners errors and minor formatting issues of no substance.

She also noted that on page 41 in the last sentence at the bottom for workers compensation benefits language. Ms. Chatel suggested new language about job related injuries and drug testing as follows: "If you go to the hospital, drug testing is mandatory. Workers' compensation insurance is carried by WEVD in the event of job related injury or illness."

Ms. Patti suggested other changes as follows:

- Pg 17 to insert the phrase TCP, which is the timekeeping software under enforcement Section A, so the sentence reads, "employees shall not share their TCP user ID and password, etc."

- Pg 31 at the bottom, solicitations, employees are not allowed to solicit another employee, owner, or guest for contributions no matter how worthy of the cause. So, it would be the insertion of owner or owners.

- Pg 33 that firearms policy paragraph Ms. Chatel is going to rework that section because the section refers to people who visit.

- Pg 51 inclement weather language to be modified by Ms. Chatel to include not only the Lodge but the Community Center as well.

Mr. Panuczak asked about the vacation time policy limiting rollover of vacation time to five days on page 40 and what the related liability would be for those who have already accrued much more, which Ms. Magerer estimated at roughly $50,000. He also asked if there were a provision for an employee safety committee.

Ms. Smith said it is in there as the Joint Loss Committee. Ms. Chatel said that the note required by the auditors will also be added to the handbook.

Given all these changes, consensus was to table until June 10th meeting.

**Next Meeting: June 10, 2026 @ 4 PM**

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**Public Comment Period**

- Scott Sallaway, 110 Snowood Drive - asked for any updates on taxes owed from both towns.

Ms. Magerer said that she talked with the Town Administrator and their finance person. They told that the town does not have elderly deferrals and everything there were liens. The District will need to do a right to know request for any additional information.

- Scott Sallaway - asked about the new Employee Handbook providing for compensation time accrual and use.

Ms. Chatel said no, however, Ms. Smith said that the Employee Handbook allows up to 204 hours of compensation time to accrue. Ms. Chatel then noted that it must have been overlooked.

- Scott Sallaway asked how the CIP would be funded.

Mr. Panuczak responded that it will be done via warrant articles approval and subsequently taxes.

- Scott Sallaway asked on any updates on the ongoing lawsuit.

Ms. Patti said that the District is hoping it will be resolved in 2026.

- Richard (Dick) Mayo, 42 Taylor Drive – asked about June 17th closing of the Community Center to the public for the employee event, as people need to use the gym, and suggested early access to be used for that day.

Ms. Chatel said that the Community Center is needed for staff to regroup, participate in team building, and discuss upcoming events. She agreed on the early pass for that day.

- Dick Mayo - asked for clarification about the surcharge fee to be used on debit cards and cash.

Ms. Smith said that only credit cards will be subjected to the surcharge and not debit cards. Debit cards will only be charged a processing fee. Cash would not be subject to any fees.

- Dick Mayo – said that in his private sector experience vacation time rollover is usually higher than five days but they were not paid out if unused and that forced people to take vacation time.

That comment lead to a brief discussion about having a good compromise between benefits to the employee and benefits to the District at the same time.

- Jack Zanini, 39 Holland Trail – asked whether tips will be reduced by the processing fee.

Ms. Smith said that the District cannot reduce tips by law whether they are paid in cash or by card.

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- Jack Zanini - question about deck repair timeline and whether he could speak to Ms. Chatel about some inconsistencies he found in the Employee Handbook at some point.

Ms. Chatel said that she was not sure at this time about the timeline for the deck repair as there are some material shortage and agreed to speak to Mr. Zanini about the Employee Handbook.

- Bobby Ketcham – online - wanted an update on the adult swimming pool and whether a contract had been signed with Patenaude for the family pool resurfacing and whether they could also resurface the area around it as it looks terrible. She noted that the hot tub looks terrible and the jets are not working, even though she was informed that they were supposed to be fixed in the fall. There is also a big crack that has been filled with gray substance that looks absolutely terrible.

Ms. Chatel said that the contract has been signed with Patenaude. The staff worked on the hot tub and fixed some things but they discovered further issues, so it may have to be taken care by an outside vendor. Patenaude will come out this week to take a look at the family outdoor pool.

Ms. Patti clarified with questions to Ms. Chatel that the work on the family pool will be done in the fall and that is what the contract was signed for. She added that when whey come out next week, they could also take a look at the adult pool and the hot-tub, and if they agree to work on them as well, that would be done in the fall provided there is money in the budget for that.

There was a lengthy discussion about the situation with the pool infrastructure and how there were many issues for awhile and that transition in leadership did not help with a lot of projects being done in time. It was also noted that the simple resurfacing may turn out to be a much bigger project given the condition of the concrete underneath.

- Bobby Ketcham said that there have been changes in leadership but the person overseeing our swimming pools has not changed. She added that she is just putting that out there for everyone to all think about, because the Commissioners can blame it on the fact that they have changed managers, but this problem is in somebody else's department as well and it just seems to get overlooked. She said that it has actually been going on for two years, because she was asked to look at the color for the resurfacing of the adult pool about two years ago. She concluded that there is some kind of a breakdown and said she wishes the Commissioners could maybe figure that out a little bit.

Ms. Patti responded that she is unable to discuss personnel matters with anyone and that they will continue to discuss this matter with Ms. Chatel.

**Non-Public Session**

*Ms. Patti motioned at 7.56 PM to enter non-public session for the purpose described in RSA 91-A:3, II (a) and (c). Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.*

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Non-public session was entered at --- PM, Commissioners Patti, Canfield and Panuczak were present in person. Also, present waw General Manager Helen Chatel (left at 9:19 PM).

**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 9:26 PM. Commissioners Patti, Canfield and Panuczak were present in person.

*Ms. Patti 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 and render proposed action ineffective. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti, Mr. Panuczak - aye, Mr. Canfield - aye.*

**Adjourn Meeting**

*Mr. Canfield 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 --- PM.

Minutes prepared by Alvina Snegach

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