Waterville Estates Village District
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*WEVD 2026 WEVD APPROVED Commissioner Meeting Minutes

Approved as amended on June 24, 2026.

June 10, 2026 – 4:00 PM

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

Attendees online: na

Members of the Public in physical location: Ned McElroy (22 Goose Hollow Road), Becky McElroy (22 Goose Hollow Road), Stan Bujalski (11-2 Carey Circle), Denise Bujalski (11-2 Carey Circle), Scott Sallaway (110 Snowood Drive).

Members of the Public online: Jack Zanini

Members Excused: na

Call to Order: Commissioner Patti called the meeting to order at 4:00 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

Ms. Patti asked to move item 9.b to the top of the Agenda. Other Commissioners agreed.

GENERAL CALENDAR ITEMS

Recognition of Mr. Panuczak

Commissioners presented Mr. Panuczak with the cake to celebrate his tenure as the WEVD Commissioner. Commissioners Patti and Canfield spoke about Mr. Panuczak and how outstanding his service to the community was. They thanked him for his service and wished him well in his new endeavors. Ms. Chatel, Ms. Magerer, and Ms. Smith and some attendees also spoke about Mr. Panuczak and working with him.

Approval of Minutes

May 13, 2026 meeting minutes.

Ms. Patti motioned to amend May 13, 2026 meeting minutes according to the 4 amendments contained in the packet. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Mr. Canfield made an additional motion for a correction on page 3 line 128 to strike the word 'whereas'. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Ms. Patti motioned to approve amended May 13, 2026 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

May 27, 2026 non-public meeting minutes.

Ms. Patti motioned to approve May 27, 2026 non-public meeting minutes as written as official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

May 27, 2026 meeting minutes.

Ms. Patti motioned to amend May 27, 2026 meeting minutes according to the 32 amendments contained in the packet. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Ms. Patti motioned to approve amended May 27, 2026 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

General Manager's Report

Administrative:

Department heads are meeting with Ms. Magerer over the next two weeks to review their budgets to expenses, as the District is approaching the mid-point of the year. Mr. Pelchat has already met with her and that went well.

Ms. Chatel will be patrolling the grounds and buildings this week with Mr. Pelchat to discuss maintenance needs, major projects that will qualify for CIP.

Building and Grounds

- The Gym roof has been completed and work on the deck is progressing and should be completed soon.

- Mr. Pelchat will be working on painting and replacing siding over the next few weeks, while daily maintenance will continue.
- Mr. Pelchat is working on his list of items for the CIP committee meeting on Tuesday, June 16, 2026.
- The contract with Patenaude pools has been signed and a five percent deposit has been made.

Water and Roads

- Road grading, trenching continues.
- The leak on McClarian was repaired on Tuesday, June 3, 2026, and the customers were notified.

Recreation and Entertainment

- The restaurant will be open Friday and Saturday 4:00 PM to 9:00 PM - The concessions will open on Saturday Morning at 11:00 AM with some small grab and go orders available for purchase, kitchen will open at 5:00 PM for menu orders.
- Hours for the lounge will be 4:00 PM to 9:00 PM (5:00 PM – 8:00 PM kitchen) on Friday and Saturday until the fourth week of June.
- Homeowners wishing to get grab and go orders on Friday, can call ahead and place their orders. Homeowners/Guests wishing to get To Go family meals and other restaurant items can call ahead [603.726.3082] and place their orders.

Upcoming events Wednesday

- June 17, 2026, 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 homeowners, renters and their guests, starting at 5:30 PM

- June 27, (Saturday) - Will be kids' day on the back lawn from 2:00 PM to 4:00 PM. With games and activities. The District will kick off 4th of July week and concessions will be open daily from Friday June 26th until Sunday, July 5th.

- June 26 to Sunday, July 5 (Friday and Saturday) – The Community Center is open 10:00 AM to 10:00 PM Sunday through Thursday and noon to 8:00 PM on Sundays.

Ms. Patti asked if the deck project could be prioritized so that it is done ASAP.

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

Employee Handbook

Ms. Patti thanked everyone who was involved in producing the Employee Handbook for the Commission to review. She said that all the changes that have been discussed at the previous meeting were addressed.

She also mentioned that she had a few small suggestions that were not related to content and more to the organization of the Employee Handbook.

Ms. Patti also noted the discussion about the liability associated with the carryover of paid leave and the associated liability. She said that Ms. Chatel suggested that the carryover be 10 days in 2026 and then only five days in 2027 to allow for a smoother transition.

Mr. Canfield suggested having the Employee Handbook be reviewed by the employees.

Ms. Patti agreed with Mr. Canfield and suggested to table the approval of the Employee Handbook to the June 26th meeting at 6:00 PM, thus giving Ms. Chatel time to fine tune the Handbook and get it reviewed by the employees before the final version is considered for adoption by the Commission.

Ms. Patti asked Ms. Chatel to explain the email sent to the Commissioners about the liability to pay out the employees who have accrued vacation time in excess of 10 days. Ms. Chatel provided an explanation.

Next Meeting: June 24, 2026 – Regular Meeting and Public Hearings for unanticipated revenue and water rates.

Public Comment Period

- Scott Sallaway, 110 Snowood Drive – asked about the employee carryover time and which equipment has been purchased that has recently been approved. He also thanked Mr. Panuczak for his service.

Ms. Patti said that the roller got purchased.

Non-Public Session

Ms. Patti motioned at 4:50 PM to enter non-public session for the purpose described in RSA 91-A:3, II (a), (c) and (other: to review sealed non-public session minutes). Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Non-public session was entered at 5:04 PM, Commissioners Patti and Canfield were present in person. Also, present was Allison Smith (left at 5:27 PM), and General Manager Helen Chatel (from 5:30 PM to 6:48 PM).

Resumption of Public Session.

Mr. Canfield motioned to exit non-public session. Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield - aye.

Public session was entered at 6:46 PM. Commissioners Patti, Canfield and Panuczak were present in person.

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

Adjourn Meeting

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

Meeting adjourned at 6:48 PM.

Minutes prepared by Alvina Snegach