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

June 24, 2026 – 6:00 PM

Approved as amended on July 21, 2026.

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

Attendees online: na

Members of the Public in physical location: Dave Ketcham, Adam Young, Richard Mayo, Scott Sallaway

Members of the Public online: Bobbi Ketcham, Heather Pierce, Jack Letvinchuk

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 and Mr. Canfield were present at the physical location.

If remote attendance, reason & vote: na

Public Hearing 1: To accept and expend $10,100.00 from WEA for ski area insurance.

Ms. Patti noted that there was new information received by the District after the public hearing had been scheduled and there is a need to table and reschedule this public hearing for the District and WEA to act on that information.

There was consensus to reschedule and re-notice the public hearing on July 21st, 2026.

Public Hearing 2: To set water rates for the second FY 2026 billing.

Ms. Patti called the public hearing at 6:03 PM.

Mr. Canfield asked about the availability fee of 25 percent, which was explained to him to be set in the Water Ordinance.

Mr. Canfield spoke about the three-year average system maintenance costs (system repairs, leak detection and project costs) $141,500 a year. According to his calculations that brings the availably

cost of each property around $85.00 per billing cycle as opposed to $65.00 currently used in the billing calculations. He said that maybe Water Ordinance needs to be reviewed for the availability fee to be more reflective of what the District is actually incurring for system maintenance each year.

Ms. Smith explained that changing the Water Ordinance requires a public hearing and all the billing calculations are set in the Ordinance.

Mr. Canfield suggested having a discussion later about reviewing the Water Ordinance to see if the new data needs to be included in the billing calculations. Ms. Patti said that this would need to be done at a public hearing sometime before the next rate setting (which takes place in December) and suggested forwarding this information to the Chair of the Water and Roads Committee so they could also discuss it.

General consensus was to have this public hearing on October 14, 2026.

Mr. Canfield noted that the rates have gone down due to shows better expense control on the part of the water department and also demonstrates what happens when additional homes are added to the calculation utilized in developing the rates.

Ms. Smith corrected him and said that this particular decrease in rates is due to the use of $90,000 in unassigned fund balance to offset the expenses. She said that these rates will not be permanent.

Ms. Patti spoke about the improvements to the system, like the leak detection process, that allowed the District to have the surplus available to be applied against the budget to offset the rates this year. She concluded by saying that she agrees with the numbers presented by the Water Department for the July 2026 billing.

Ms. Patti then opened the floor for public comment.

- David Ketcham, 111 Hodgeman Hill Road, asked about how the 2026 Warrant Articles for water projects fit into these rates. He clarified that he meant the projects like the pump house and the second water storage tank.

Ms. Smith said that these projects have been paid out of the unassigned fund balance, so rates were not impacted with that. However, then the unassigned fund balance that did affect the rates was what was included in the Water Department's operating budget warrant article.

- Mr. Ketcham said that the Water and Roads Committee originally recommended a different split for availability and use fees for the billing and it was switched after the public hearings.

Ms. Smith said it was originally a 60-40 percent split, which was then changed to 25-75 percent (availability/usage).

- Scott Sallaway – 110 Snowood, asked if people on wells were also billed for water.

Ms. Smith said that they are excluded as properties from the water rates.

- Mr. Sallaway asked how many homes have wells in the Estates.

Ms. Smith answered "four" and explained they are not billed by the WEVD Water Department.

- Mr. Sallaway also asked how the bedroom gets defined by the District and if there are more bedrooms used in the house than the records show. He asked if there is away to check the tax card against the short-term rental ads that usually show more bedrooms.

Ms. Patti explained that the tax cards are used to determine the number of bedrooms and there is no authority for the District to inspect homes. She added that the Water Department administrator does not have capacity to check each tax card against short-term rental ads either.

- Mr. Sallaway asked about the Treasurer's report and the $90,000 unassigned fund balance amount and whether it was included in the $821,573.33 amount shown on the report.

Ms. Magerer said that amount shown on the Treasurer's report has not yet been reduced by the $90,000.

Having nobody else willing to address the Commission either in person, online or via phone or email, Ms. Patti closed the public hearing at 6:26 PM.

Ms. Patti moved to adopt the July 2026 billing Water Rates as they are shown in the document named Rates for June 24, 2026 Hearing in the meeting packet. Mr. Canfield duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Approval of Minutes

June 10, 2026 meeting minutes.

Ms. Patti motioned to amend the June 10, 2026 meeting minutes according to the 6 amendments contained in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Ms. Patti motioned to approve amended June 10, 2026 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye

Treasurer's Report

Ms. Magerer provided a brief overview of the Treasurer's report (including the tax billings from both towns and the unassigned funds' balances).

She asked if the Commissioners would like to discuss the need to put the unassigned fund balances on the Treasurer's report as they fluctuate throughout the year.

Ms. Magerer also spoke about the analysis of cash she prepared and her suggestions to supplement cash flow as contained in the meeting packet.

She answered questions about expenditures and whether the warrant articles were included. She said that not all have been spent yet. She also said that she gave Ms. Chatel some numbers on the line items currently over budget and under budget.

Ms. Magerer then spoke about her analysis on how to supplement cash flow which was also in the meeting packet. Among the suggestions were to have WEA make the Quarter 2 RMA payment a bit earlier, ask the towns to pay what was owed to the District to that date, or obtain a Tax Anticipation Loan/Note (TAN).

Ms. Patti explained said that the Commission was aware of the cash flow issue before its last meeting, but they lacked the data and the analysis from Ms. Magerer then. That is why they are addressing it now. Ms. Patti noted that this is not the first time this has happened in the community and the Commission has experience in dealing with it by using tax anticipation notes in 2015 & 2017. She also said that WEA has been made aware of this as well, since the Commissioners requested if WEA could make the second quarter RMA payment early. WEA agreed. Ms. Patti expressed her thanks to the WEA Board.

Ms. Magerer than spoke about the three options that could be helpful to address the temporary cash flow issue. Those are as follows:

- Ask WEA if they could pay a bit earlier, which they have already agreed to.
- Ask towns if they could pay what was owed to that date, albeit, a bit early. Tax Receipts are not beginning to come in yet. Tax bills in Campton were sent out roughly on 5/22/26, and in Thornton, 6/6/2026. Selectmen were to give the tax warrant to the tax clerks by 5/15/26 in each town.

- Obtain a TAN loan

What is a TAN loan, Tax Anticipation Loan.

Ms. Magerer then went over the steps needed for obtaining a TAN loan:

- Contract with a Bond Lawyer to obtain an Opinion Letter;
- Smaller loans, less than $100,000 may require a lesser letter and, therefore, a smaller price for the attorney's service (Opinion Letter);
- One of the reasons for the letter is to determine if the District is a tax-exempt entity. Being tax exempt gains the District a lower government interest rate. At the time of her discussion with the bank, the District was quoted at 4.875%, with the Opinion Letter.

- The District also had an option to forgo the letter and take a higher rate on the loan and get a rate of 6.25%. The difference in the rate, for a short-term loan with a smaller amount, could help offset the cost of the Opinion Letter.
- The turnaround time could have been completed in two weeks, even with the opinion letter.
- This is an option that has been used in the past, in 2015 and 2017.
- In order to secure a Tax Anticipation Loan or Note, the voters of Waterville Estates must have ratified RSA 33:7 which grants the Commissioners authority to secure this type of funding.

Ms. Magerer noted that since her talk with the bank and the lawyer, WEA sent the Q2 RMA payment early and there was a small influx of funds, and the District should be able to get by for the next month.

Ms. Patti thanked Ms. Magerer for all the research. She also added that the Warrant Article #5 that had been passed in 1995 allowing the Commissioners to secure tax-anticipation notes or a tax-anticipation loan had a typographical error. Even though the error was shown to the NH Department of Revenue Administration and they did not have an issue with it, the Commissioners are planning to resubmit this Warrant Article at the next Annual Meeting for a vote.

General Manager's Report

Ms. Chatel spoke about the following:

There was a picture of the newly resurfaced deck in the meeting packet for everyone to see the progress. There is a little work remaining on trimming, but it should be done by this weekend. The custodians will be assisting in moving the furniture back onto the deck tomorrow.

Building and Grounds.

- The deck's reconstruction is progressing. Once complete, staff will be back to regular weekly maintenance of the grounds.
- Custodians will be helping with maintenance as needed and have been instructed to walk the grounds daily.
- Summer projects include painting worn areas and replacing siding on the recreation center.
- Waiting on Andre Patenaude to come and look at the adult pool and hot tub to get a quote to repair the plaster/finish.

Water and Roads

- Working hard on cleaning culverts, repairing roads after the recent hard rains.
- Working with Verdantas on the well, projects, and vetting vendors and quotes.

Events

- This week will be Children's Day on June 27 from 2:00 PM to 4:00 PM. The recreation committee from WEA have been working with Ms. Smart, Ms. McCarthy Pierce and the GM to organize a fun event for children of all ages. There will be opportunities for free play, structured activities, as well as crafts and face painting. Families are encouraged to participate; volunteers are wanted to assist with the fun events.
- Rumor has it that popsicles will be available as well as awards.
- On Friday, July 3, 2026: there will be fireworks at 9:00 PM and a band will be playing from 6:45 - 8:45 PM
- July 25, 2026: Beer, Wine & Hard Cider festival - watch for postings on WEA's Facebook and Town Square for pricing and times.

Starting next Thursday, July 2nd adult board games will be available for Adult Game Nite at the Community Center from 5:00 PM to 7:00 PM.

Ms. Magerer also answered questions about the fireworks contractor and said she will check if the contract included clean up after.

Announcements

Ms. Chatel said that she was sad to report that Ms. Heather McCarthy Pierce had given her notice. She said that Ms. Pierce will remain on with Food and Beverage through the 4th of July (Independence Day) in a full-time capacity. She will be greatly missed. She thanked her for all she has done and for her passion for the community. Her dedication to making the experience for owners positive has not gone unnoticed. A further example of her passion and dedication is her willingness to stay, on a part-time basis, through the summer to ensure that planned events continue smoothly. On a personal note, Ms. Chatel was pleased she would continue to be with us, even if it is on a part-time basis. She brings positive energy whether planning for Shrek movie nights or a Fishing Derby. We wish her well in her next chapter.

Committee/Board Reports

Planning Board
Mr. Canfield said that the board discussed the role of the Planning Board in developing the CIP program and its handbook. It was suggested that the CIP Handbook be provided to the Commissioners for review and final approval. The board also discussed the Driveway Ordinance and that further clarification is needed from the Commission on the responsibility of accepting and approving driveway applications as well as enforcing the Driveway Ordinance. And lastly there was a discussion about what's the vision of the planning board moving forward. He added that the Planning Board still needs one member.

Water & Roads Committee
The board report was included in the packet. Members discussed the feedback from the town hall meeting held on May 30th and what next steps are to move residential metering forward, as well as other options for more immediate system metering for leak detection and isolation.

There was a brief discussion about the Committee and the Commissioners making sure that they are responsive to the community's feedback about metering options.

Budget Advisory Committee
Committee has not met but will resume meeting in October.

Records & Retention Committee
Committee is working on identifying which records need to be retained and for what time periods by the District.

Capital Improvement Program Committee
Committee met recently and the objective of that meeting was to review all the assets of the building and grounds operation in order figure out where the future investments might end up being.

CONSENT CALENDAR

Committee & Board Reports
Ms. Patti called a vote to accept the Water & Roads Committee Chairman's report. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Manifests

There were no manifests to approve.

GENERAL CALENDAR ITEMS

Trees – Adam Young
Ms. Chatel explained that the District had to cut some trees last fall and some trees were on the ski area easement on Mr. Young's property. Due to the clearcutting Mr. Young has lost privacy for his property.

Ms. Patti interjected to let the community know that the tree cutting took place because of a change in regulations for clearing trees near ski trails or lift buffers.

- Adam Young, 53 Pegwood Hill Road, said that the tree cutting left his property without as much privacy and he would ask the District to replant some trees to get some privacy back. He noted that it would have been nice if he were informed of the tree cutting and that was done in consultation with him to avoid having this conversation now.

There was a discussion about getting a reasonable proposal from management, in consultation with Mr. Young, as to what could be replanted there to give him back his privacy and not cost too much to the District. There was consensus among the Commissioners on that. Ms. Chatel will add an item to a future meeting agenda once there is a proposal.

Employee Handbook

Ms. Patti noted that the updated Employee Handbook was in the packet and offered a few additional changes as follows:

- Pg. 36 – two instances where the word vacation has to be replaces with paid time off (PTO).
- Pg. 37 – four instances where the word vacation has to be replaces with paid time off (PTO).

Ms. Patti made a motion to amend the Employee Handbook as follows:

- *Pg. 36 – two instances where the word vacation has to be replaces with paid time off (PTO).*
- *Pg. 37 – four instances where the word vacation has to be replaces with paid time off (PTO). Mr. Canfield duly seconded.*

Discussion followed about other changes that had been made as a result of the previous meeting discussion, among which were related to health insurance employee participation possibility in the future, accrual schedule for PTO, and the wording on community center passes. Ms. Chatel also noted that the firearm policy on page 28 only applies to employees and not community members.

After Ms. Smith suggested that PTO and vacation time to remain separate to reflect the fact that vacation time is separate from sick time, and the way the system is currently set up actually separates vacation and sick time. She also added that to be able to implement FMLA policy, sick time is best to be separate.

There was consensus to take some time take some time for the GM to consider before the Commissioner vote the suggestion made by Ms. Smith regarding verbiage for Paid Time Off (PTO) and vacation time.

Community Communication

Ms. Chatel explained that WEA has a Communications Committee and that Andrea Canfield is the editor of the Quarterly WEA Newsletter. Ms. Canfield suggested that the Commissioners have a communications corner in that newsletter.

After a lengthy discussion, with participation of WEA President Richard Mayo, 42 Taylor Drive, about what kind of communications should be in that newsletter from the District, a suggestion was made that Ms. Chatel could answer questions from the community that are submitted to her ahead of time, giving the community the opportunity to provide feedback as well. Commissioners agreed that this was a good idea.

Next Meeting: Tuesday, July 21, 2026 @ 6:00 :00 PM

Public Comment Period

- Scott Sallaway, 110 Snowood Drive – asked if it would be possible not to expend the money for the approved Warrant Articles until after July to avoid cash flow issues. He also asked where he could find information about the Annual Town meeting on the website as

he was unable to do that. He also asked whether the electricity for the ski area night lighting has been fixed.

Ms. Smith said that the website is undergoing a transition and not all the materials are on there right now. She said she could get the information to anyone who asks her in the meantime.

As for the ski area night lights, it should be fixed at the end of August.

- Mr. Sallaway asked about the Treasurer's report numbers for the unassigned fund balances that he was confused about.

Ms. Magerer explained how these numbers are generated and that unassigned fund balances are not cash that is in the bank.

- Mr. Sallaway opined on the employees should have PTO instead of sick time, as they may run out of sick time but still need more, and that is where PTO can be of help.

- David Ketcham said that pool furniture will be delivered Friday morning at 10:00 AM. He also mentioned that before WEA had sent the District GM adult picture passes for the employees and their significant others and something akin to a guest pass for their guests, but it was not the same as the regular guest passes. He said that recent changes in the Employee Handbook made that guest pass verbiage for employees' guests confusing and asked to change the wording to say their accompanying guests.

Ms. Patti clarified that each employee gets two picture passes for themselves and their significant other, and they can get four guest passes per picture pass, but either the employee or their significant other would have to accompany their guests to the mountain.

- Mr. Ketcham also noted that the employees get a season pass to Campton mountain and that should be reflected in the Handbook. He also recommended having a maximum of 10 days of vacation time to be allowed to roll over each year instead of five.

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 07:54 PM.

Minutes prepared by Alvina Snegach