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

July 21, 2026 – 6:00 PM

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: Richard Mayo (42 Taylor Drive), William Oheley, Margaret Bucheit (59 Snowood Drive)

Members of the Public online: Ron Smith, Bobbi 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 and Mr. Canfield were present at the physical location.

If remote attendance, reason & vote: na

Adoption of Agenda: by consensus Commissioners agreed to move the auditors to immediately following the second public hearing.

Public Hearing # 1 – To accept and expend $38,000.00 from the Waterville Estates Association for the replacement of the roof over the gym/fitness center.

Ms. Patti opened the public hearing at 6:02 PM and explained that the amount for roof replacement was presented to the community as a warrant article at the annual meeting, which they approved, and WEA had agreed to cover the project from CIF money. However, it was discovered later that there was more damage to the roof (damage to the support beams/rafters), than originally discovered when the bid had been approved, therefore, there was a need to spend beyond the $38,000 originally allocated to this project. The $38,000 has already been transferred to the District by WEA and the purpose of this public hearing is to accept this money as unanticipated revenue.

Mr. Canfield noted that the amount beyond the $38,000 that the District had to add to this project for additional repairs discovered after the bid had been approved is about $4,600 and that he would like to go back to WEA to see if they would consider covering it as well, given that the District has not budgeted for that amount.

Ms. Patti noted that this public hearing was only related to the original amount of $38,000. She also noted that the District was able to save quite a few dollars as it reused the existing roof decking material, which was disassembled and assembled by the District staff, although it made the repair process a bit longer than expected, due to the contractor refusing to use the existing decking.

Ms. Patti opened the floor to the public:

- Margaret Bucheit (59 Snowood Drive) – asked the Commissioners to speak louder.

Having nobody else willing to address the Commission either in person, online or via phone or email, Ms. Patti closed the public hearing at 6:10 PM.

Mr. Canfield moved to accept and expend $38,000.00 from the Waterville Estates Association for the replacement of the roof over the gym/fitness center Ms. Patti duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Public Hearing # 2 – To accept and expend $10,100 from the Waterville Estates Association for Campton Mountain ski area insurance.

Ms. Patti called the public hearing at 6:10 PM.

Ms. Patti explained that this is special kind of insurance for the activities on Campton mountain and usually is paid in February. The WEA has already provided the money to the District, and this is a way to accept them via holding a public hearing.

Having nobody else willing to address the Commission either in person, online or via phone or email, Ms. Patti closed the public hearing at 6:12 PM.

Mr. Canfield moved to accept and expend $10,100 from the Waterville Estates Association for Campton Mountain ski area insurance. Ms. Patti duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

2024 Audit

Ms. Patti noted that Ronald Smith from RHR Smith & Company was present online to discuss the 2024 Audit and invited him to speak.

Mr. Smith provided an overview of the 2024 Audit and explained the level of opinions that are usually provided to the audits. In case of the District the opinion provided for 2023 was adverse, which is the lowest level and means that there are major issues with bookkeeping and records and other issues. RHR Smith & Company came onboard when the District was undergoing transition in their financial software and staff, and Ms. Magerer became the Finance Director. She did a lot of clean up for the 2024 audit and really work on the books.

He then went over the presentation he prepared for the 2024 Audit. The opinion issued was unmodified: "In our opinion, the accompanying financial statements referred to above present

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fairly, in all material respects, the respective financial position of the governmental activities, the business type activities and each major fund of Waterville Estates Village District as of December 31, 2024 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

The following findings and comments were made after the 2024 Audit:

Bank Reconciliations: The auditors noted that the bank reconciliation preparer does not sign and date the completed bank reconciliations. The auditors noted that the District has outstanding checks remaining on bank reconciliations that were older than 6 months from the date of issuance.

Capital Assets: The auditors noted that the system to track current and prior year capital asset purchases and disposals of property including infrastructure and land improvements was not maintained or updated consistently. The auditors noted that the District did not identify all capital assets and/or depreciation for appropriate presentation in their financial statements.

Inventory: The auditors noted that the District did not adjust inventory according to their valuation method for the current fiscal year.

Real Estate Taxes: Discrepancies were found between the general ledger balances and the supporting details in the real estate tax subledger accounts.

General Ledger: The auditors noted that the District did not record all accrued liabilities and expenditures required to be recorded in the current fiscal year as part of the modified accrual basis of accounting.

There was a brief discussion that the 2024 Audit underscored that the District is a resort community, which is what it is trying to operate as. It was also noted that the District has introduced a Capital Improvement Program this year and it is focusing on the assets that it has, looking for ways in which to fund their needs over time, and hopefully not jolt the taxpayers with.

Commissioners thanked Mr. Smith for the work, and he said that he will in contact to schedule the 2025 Audit.

Approval of Minutes

June 24, 2026 meeting minutes.

Ms. Patti motioned to amend June 24, 2026 meeting minutes according to the 28 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 24, 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.

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Treasurer's Report

Ms. Magerer provided a brief overview of the Treasurer's report.

General Manager's Report

Ms. Chatel spoke about the following:

Administrative

- Ms. Chatel and Ms. Smith attended the Job Description Workshop on July 14, 2026. Primex provided guidance and tips along with a list of resources;
- Staffing for the winter season registered for the job fair on PSU campus for September 2, 2:00 PM to 4:00 PM; Management will also submit its job listings at PSU;
- Ms. Chatel met with Steve Davis, WEA's VP and lead on Campton Mtn committee, looking forward to future meetings and getting staffing and expectations off the ground. Working on securing ski patrol personnel for the winter, to work on scheduled days, to rotate the staff and to make sure coverage for the mountain is secured.

Building and Grounds

- Staff have been working on the exterior of the building;
- This week staff are working on the weeding & mowing;
- Management is looking to put up a bollard in front of the mailbox building, as Joanna Matos, from WEA, suggested, and management will put a green and white sleeve over the pole to comply with WEA aesthetics;
- Johnson Controls will be on site in August to update the alarm system and the fire panel - still waiting on security camera quote;
- Andre Patenaude came and looked at the adult pool and hot tub. He provided Mr. Pelchat with a contract to further discuss the issue of the jets in the hot tub. Mr. Pelchat was on vacation last week, and management hopes to have more to report in the next week. He will contact Mr. Pelchat the second week of August to discuss setting up a time to begin the family pool project;
- Management received the quote for Mr. Patenaude regarding the adult pool and hot tub; $28,200, if they are done together. They ask for a 10% deposit to get on schedule 40% at the start of the project, 30% at completion excluding the finish, the remainder once the entire project is completed or 20%.

Water and Roads

- Working cutting and ditching: David Thompson, Armsby, Campton, Mt, Porcupine, Belly Valley;
- Ordering road materials;

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- Repairing the rake to continue road repairs;
- Adding a main meter on the South Mt, to gather information from the Armsby, Toby and David Thompson side of the mountain. EEI will be here this week to finish with adding the antenna, to get the system online;
- Lauren Bennett is inpecting the roads for conditions as well as water valves and will report to Steve any serious issues are relayed to management.

Events

- Game Nights - 5:00 PM to 7:00 PM on Thursdays in the lounge - come bring a game or learn a new one;
- July 25, 2026 - Beer, Wine & Hard Cider festival has been canceled. Management is working with the Event committee to see if it could be rescheduled or how to entice vendors to prioritize our community.

CONSENT CALENDAR

Manifests

Ms. Patti called a vote to the manifests as presented in the meeting handout. 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Committee & Board Reports

There were no written reports to approve.

GENERAL CALENDAR ITEMS

CIP Committee Handbook

Ms. Patti noted that the CIP Committee Handbook prepared by the planning board was in the packet. Commissioners reviewed the draft CIP Committee Handbook. One correction was identified: meeting minutes should be submitted to the District Administrative Assistant, not the District Clerk.

Then there was extended discussion on whether the handbook should be adopted by the CIP committee rather than the planning board.

It was also noted that the missing minimum funding amount (the "X") should be determined through CIP committee work and that number is not a mandate but a recommendation.

Commissioners noted the usefulness of the existing 2019 Reserve Study and the importance of integrating long-term planning with other committees' work.

Overall, Commissioners felt the handbook was well-structured and helpful but should ultimately be adopted by the CIP committee after the noted changes.

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Mr. Canfield made a motion to accept this document with one change on page four and send it back to the planning board. Ms. Patti duly seconded, and motion carried with 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

WEVD Personnel Handbook

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

The Commissioners discussed the revised Personnel Handbook. Two minor, non-substantive issues were identified by Ms. Patti:

- The table of contents (page 2) contains an entry for "on-call, call-ins, and after-hours calls," but no such section appears in the body of the document. This entry should be removed or corrected.
- Pg. 36 - 37 – Paid Time Off (Vacation / Sick) paragraph should read as follows: "Full time employees receive two types of paid time off – (1) vacation, which is earned and paid out upon separation from the District, and (2) sick, which is given at the beginning of the year to be used for sickness, Dr. appointments, for self or family members."

No other edits or concerns were raised.

Ms. Patti made a motion to approve the WEVD Employee Handbook, as revised on June 23, 2023 and as contained in the meeting packet, subject to the corrections noted above. Mr. Canfield duly seconded, and motion carried with 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Remote Participation in and Streaming of WEVD Public Body Meetings

The Commission discussed ongoing issues with remote meeting participation and streaming.

Ms. Smith provided historical background: remote meetings began during COVID using Zoom, later transitioning to GoToMeeting after a Zoom-bombing incident that resulted in the District's account being permanently banned from YouTube.

The District now uses new microphones and expanded equipment, but managing the technology has become burdensome, requiring significant staff time during meetings.

Commissioners and staff reviewed key considerations:

- Determining whether the goal is remote participation, remote viewing, or both;
- Whether viewing must be live or can be delayed;
- The amount of staff time required to manage equipment and troubleshoot during meetings and the need for the staff to be present at every board and committee meeting;
- Concerns about unreliable internet quality impacting streaming;
- The need for high-quality recordings for the remote minute taker;
- The district's lack of legal obligation to provide real-time remote participation;

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Staff presented options:

- Hire an external service (such as Pemi Baker TV) to manage recording and streaming using their own equipment.
- Record meetings locally (not streamed live) and upload recordings afterward, reducing technological burden.
- Offer public comment only in person or via written comment submitted in advance or after viewing a delayed recording.

Commissioners expressed interest in shifting to delayed-view recordings to reduce staff workload and costs while still maintaining transparency. They emphasized the need for reliable recordings and acknowledged that holding remote public meetings and providing an option for real-time remote comment is not legally required.

Staff will explore best implementation methods and provide recommendations.

Drone Use over WEVD facilities; Developing a Drone Policy

The Buildings and Facilities Committee prepared a proposed District drone use policy based on existing law and legal review. The policy was presented in the meeting handout. The Commission expressed support and noted no objections.

- Richard Mayo (42 Taylor Drive) from WEA said that WEA also had its attorneys review the policy.

Mr. Canfield made a motion to adopt the proposed drone policy as presented in the meeting handout. Ms. Patti duly seconded, and the motion carried with a 2-0 roll call vote: Ms. Patti - aye, Mr. Canfield - aye.

Need Volunteers – Planning Board, Deputy Treasurer, Commissioner

Ms. Patti reminded the community that volunteers are needed for the planning board and the Commission, as well as the Deputy Treasurer position.

Next Meeting: Wednesday, August 5, 2026 @ 6 p.m.

Public Comment Period

- Richard Mayo (42 Taylor Drive) – asked if Johnson Controls was still responsible for the security cameras.

Ms. Chatel said that they are waiting for the quote from them.

- Mr. Mayo noted that he was working on organizing the Cornhole tournament for August 1st, and if that goes well, there may be a Horseshoe tournament to follow. He also asked if there were going to be any restrictions put on the facility for the August 8th wedding.

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Ms. Chatel said that she did not think there were any restrictions at this point, and there will be no wedding activity by the pool.

- Margaret Bucheit (59 Snowood Drive) - raised concerns about a newly built next door short-term rental which is listed on VRBO and is advertised for 20 people, which is becoming an issue for her as a neighbor. She also noted excessive exterior lighting at that property, which is also a problem and asked if there is any indication that the Commission would consider implementing a dark sky policy. She asked if such properties are considered in any of the District policies as it is becoming a quality of life issue for the people who live in the District.

- Mr. Mayo said that the association is working on a rental policy and invited Ms. Ketcham to take part in those discussions. He also noted that there is ongoing effort to draft a lighting policy as well.

Ms. Patti noted that the District does not have any jurisdiction over short-term rentals, however, the homeowner's association does.

- Bobbi Ketcham (111 Hodgeman Hill Road) submitted an online comments which was read into the record by Ms. Smith: "Helen's report on the hot tub jets was not easily heard due to the static or background noise, will the jets be fixed soon? the estimate for the upper deck pool states using diamond bright quartz and is that our only option. Will we have choices for plaster and tile presented to the aesthetics committee? She also asked if Mr. Patenaude would be able to do the work on the adult pool and hot tub this fall?"

Ms. Chatel said that the issue with the jets is a complicated one and will be investigated once the staff draws down the hot tub, which they do once a month. As for the pool, Ms. Chatel said that the adult pool does not need tile replacement and she will reach out to Mr. Patenaude to ask about other options and on the timeframe for the adult pool and hot tub repairs.

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). Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Non-public session was entered at 7:57 PM, Commissioners Patti and Canfield were present in person. Also, present waw General Manager Helen Chatel.

Resumption of Public Session.

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

Public session was entered at 9:06 PM. Commissioners Patti and Canfield were present in person.

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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, Mr. Canfield - aye.

Meeting adjourned at 9:07 PM.

Minutes prepared by Alvina Snegach

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