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

*WEVD 2026 WEVD APPROVED Commissioner Meeting Minutes

August 5, 2026 – 6:00 PM

Approved as amended on September 16, 2026.

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

Attendees online: na

Members of the Public in physical location: Richard Mayo

Members of the Public online: na

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 Agenda was unchanged.

Approval of Minutes

July 21, 2026 meeting minutes.

Ms. Patti motioned to amend July 21, 2026 meeting minutes according to the 13 amendments contained in the packet and two verbal amendments as follows: on line 320 replace Ms. Ketcham with Mrs. Bucheit and on line 344 change waw to was. 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 July 21, 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

July 21, 2026 non-public meeting minutes.

Ms. Patti motioned to approve July 21, 2026 non-public meeting minutes as written. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Treasurer's Report

Ms. Aguiló said that there was no Treasurer's report for this meeting.

General Manager's Report

Ms. Chatel spoke about the following:

Administrative

- Met with the Aesthetic Committee - discussed pool tiles sizes and colors. Requested samples from the vendor should have further information next week.
- Vendor believes that the issue with the jets is a diffuser, they have been ordered. Staff are aware that it is vital to have the unit running properly before undergoing the restoration process.
- Have been working on updating job descriptions with Ms. Smith.

Building and Grounds

- Staff have been working on the exterior of the building; they found some rot under the siding around the windows and the corner entrance from the lower level and have replaced it with new materials and used Tyvek as a barrier between the siding and OSB.
- Shortly they will move on to the mailbox.
- Then work on the lights at Campton MT.

Water and Roads

- A leak was found last week 6 gallons a minute, homeowners notified and the water shut off and after repairs were performed, the water was turned back on.

Events

- Paint and sip this Thursday in the lounge.
- August 15 is the Luau in the pool area, music, games, and fun drinks to be had starts at 5:00 PM and ends at 8:00 PM.

People can sign up for those events online.

Front Desk

The District continues to have guests and homeowners trying to sneak alcohol in, Ms. Chatel asked that community members understand, these are the terms of our liquor license and if the state comes in, it will affect the whole community. Ms. Chatel stated, "While it may seem like we want to kill your fun, we actually want to make sure everyone can enjoy their time here, we just have to follow the laws ourselves."

CONSENT CALENDAR

Committee & Board Reports

Planning Board

No meeting last month and no meeting next month due to Mr. Canfield not being able to attend.

Capital Improvement Program Committee

No meeting last month and no meeting next month due to Mr. Canfield not being able to attend.

Budget Advisory Committee

Will start meeting in October.

Water & Roads

Has not met yet but would like to discuss the availability fee and would like to make it an agenda item for the September meeting.

Records & Retention

Committee is continuing to identify which documents need to be digitized and which could just be retained.

Mr. Canfield noted that he thinks that the Water and Roads may need to look into developing a driveway ordinance for future driveways off district roads that addresses run off concerns for all driveways that intersect with WEBD-owned roads. Ms. Patti said that she will bring it up to the Water & Roads Committee.

There were no written reports to approve.

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.

GENERAL CALENDAR ITEMS

Cash Flow Planning Process

Ms. Magerer spoke about the cash analysis she prepared for the remainder of this year to identify periods that may be more stressful for the District in terms of cash flow. This helps guide planning decisions like possibly securing a TAN loan, tightening timelines for District project reimbursements, and adjusting budgeted expenses. She also has been reviewing departments' budgets for cost savings,

She also noted that Ms. Chatel and she discussed budget line items for cost savings to be able to reallocate expenses more accurately, and coordinate purchase timing for 2027.

They also tried to figure out how to schedule receiving CIF funds as soon as the work has been done and funds have been expended to keep those expenses and receipts of CIF funds within the same year to prevent any issues with cash flow.

Ms. Magerer also met with department heads to discuss their needs and better money management practices for each of their departments.

Ms. Magerer also provided an overview of how tax revenue is being transferred from the towns to the District. State law requires towns to send tax revenues to village districts within 30 days of receiving them. Campton generally follows this monthly schedule. Thornton, however, has been paying quarterly for decades, and no formal agreement authorizing this practice can be found. Because Thornton's receipts come in small amounts, monthly checks may be inefficient, but the law still applies.

Ms. Magerer's suggestion is to work with Thornton officials to create an agreed upon plan for possibly a hybrid monthly/quarterly approach that meets legal requirements, supports cash flow, and reduces unnecessary administrative work.

Then Ms. Magerer answered questions about the budget and how it compares to her projections; about Tax Anticipation Note (TAN) loan availability and payout timeline; etc.

Mr. Canfield also noted that t$35,000 of an earlier 2026 RMA payment was assigned to the Rec Fund. This means the General Fund has not received $35,000 of revenue which needs to be reimbursed. The only place.

There was another discussion about the need to time accepting CIF funds as close as possible to the work being complete to avoid issues with cash flow. Ms. Smith explained that taking CIF funds in advance comes with a risk and explained how taking such funds in advance would require a contract for that work to be signed and the money taken has to match the cost of the work to a cent, otherwise it would have to be returned and that is a cumbersome process that involves the trustees.

- Richard Mayo (42 Taylor Drive) – asked if there was an option for WEA to pay the contractors directly instead of reimbursing the District after the fact. He suggested that the Commissioners consider that option.

Ms. Patti said that the owner of the equipment is the District and that may be a problem for any issues like warranties. She also noted that given the notice requirements and the fact that the Commissioners do not meet every week, will also create an issue with scheduling a timely receipt of CIF funds.

Mr. Canfield suggested to form a discussion group with representatives from the management, staff, WEA, and the Commission to study alternatives and ensure legal compliance.

Ms. Patti said that she would do her research and come back with information to the Commission on the issue of WEA paying for some contractor work directly.

Ms. Smith explained the process of budgeting for CIF funds, notice requirements, etc.

There was another discussion about expense-control suggestions such as regularly reviewing and trimming recurring costs and subscriptions, exploring long-term savings from switching email platforms, looking for small operational efficiencies such as better phone plans or eliminating overlapping services, closely tracking spending through the end of the year due to tight cash flow, and keeping in mind that labor remains the largest driver of overall expenses.

Campton Mountain Manager position

Ms. Chatel gave the rationale for proposing this position. This seasonal leadership role would oversee winter operations at Campton Mountain, including staffing, safety coordination, and ensuring an exceptional experience for residents and guests. The position has been posted.

Recreation Business Manager position

Ms. Chatel provided a rationale for creating a new position. The Recreation Business Manager would plan, direct, and oversee the operations, financial performance, and programming of fitness, leisure, and outdoor facilities. They would manage departmental budgets, supervise staff, and coordinate vendor contracts to ensure both visitor satisfaction and profitability. They would ensure facility safety, organize community events to maximize participation and revenue, and ensure high guest satisfaction across amenities like pools, fitness centers, and outdoor recreation.

Ms. Chatel said that for this upcoming season she wanted to make sure that there is at least a mountain manager, therefore, the other position was posted for this winter. She was hoping to combine this position with the Recreation Business Manager in the future.

Discussion ensued about the fact that the district budget needs stronger controls and financial management as recreation spending takes a big portion of the budget. Having a recreation business manager would help stabilize operations, especially on nights and weekends. The manager would help with staffing and aid in the control of labor costs and service consistency. Since combining

mountain and recreation management into one role would take a rare "unicorn" skill set, the decision was made to keep those positions separate this season.

There was also discussion on how many hours should the role have, and what would make the role attractive in terms of benefits, and how to avoid avoidable retirement expenses.

Commissioners emphasized that they are very aware that hiring a new employee will increase the cost of labor in an environment where recreation expenditures are already high, and there are issues with cash flow. They recognized that it is an expensive proposition and highlighted the importance of not increasing the cost of taxes and making the community unaffordable. However, they noted that there is an expectation that the creation of this position will result in efficiencies that will lower the cost and raise the sales. There will be efficient processes, development of the business, and services that will ensure the customers will get good value for their money. Although this is a short-term increase in the recreation expenses, there is an expectation that through better management and additional revenues, recreation will be able to break even or even generate surplus.

There was another discussion about expanding District facility utilization with consistent concession hours, better grab-and-go food options, offering more regular activities like game nights, as well as increased access for facility usage by owners, visitors, and tenants. The purpose is to increase traffic, engage the community, and increase food service revenue so that recreational facilities remain sustainable in the long term.

Next Meeting: Wednesday, September 2, 2026 @ 4:00 PM

Public Comment Period

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

- Mr. Mayo spoke about WEA working on the Code of Conduct policy, which will have a list of violations in it. He also said that the Rental Committee will be meeting tomorrow morning. He also asked Ms. Chatel about the security cameras.

Ms. Chatel said that she will check with the company on the cameras and will let him know.

Non-Public Session

Ms. Patti motioned at 7:38 PM to enter non-public session for the purpose described in RSA 91-A:3, II (a), (b), (c) and (l). 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 7:39 PM, Commissioners Patti and Canfield were present in person. Also, present waw General Manager Helen Chatel and Administrative Assistant Allison Smith (left at 7:50 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 8:31 PM. Commissioners Patti and Canfield were present in person.

Ms. Patt made a motion to seal the non-public session minutes as not doing so 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, 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, Mr. Canfield - aye.

Meeting adjourned at 8:32 PM.

Minutes prepared by Alvina Snegach