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

Approved as amended on October 14, 2026

September 29, 2026 – 10:00 AM

Attendees in physical location: Commissioners Maureen Patti, Mark Canfield, General Manager Helen Chatel, Finance Administrator Lisa Magerer, Treasurer Denise Aguiló, Mountain Manager Nina Gray, Maintenance Manager Shawn Pelchat, Water & Roads Manager Steve Baert, Front Desk Manager, Ms. Smart, Rec Business Manager Brian Budak, Chef Tony Pierce, Municipal Assistant & Water Department Administrator Allison Smith.

Attendees online: na

Members of the Public in physical location: na

Members of the Public online: na

Members Excused: na

Call to Order: Commissioner Patti called the meeting to order at 10:00 AM.

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 the first person to address the Commissioners was the Mountain Manager Nina Gray.

Discussion with Staff/Department Heads

Mountain Manager Nina Gray.

Ms. Gray reported that five ski patrollers are returning, including four with Mountain V Corps experience; Jeff Stokeforth also plans to reapply. She is coordinating fire-department, new equipment, CPR/first aid, and lift-evacuation training. Ms. Gray is also completing documentation needed for the non-transport EMS license and developing an incident-response protocol with Lakes Region fire.

Twenty CPR books have been ordered, and a class will be scheduled after J-1 visa staff arrive. CPR training may be open to staff, members, and community volunteers. The WEA newsletter will share the training dates.

Lift-evacuation training will likely have separate weekday staff and weekend member/community sessions.

Maintenance Manager Shawn Pelchat

Mr. Pelchat reported that the pool has closed for the season. The pool contractor is scheduled to begin plaster removal and tile replacement next week, while staff complete exterior cleanup and winterization.

Ski-area lighting installation has been completed and tested. The groomer was also tested, though its windshield wipers still require service. Mr. Pelchat reported difficulty obtaining a response from the maintenance provider and noted that Bombardier replacement parts may be difficult to source.

The outdoor adult hot tub is approximately 90% operational; one bank of jets remains unresolved. Staff will inspect the line with a scope, and outside vendors have been contacted if the issue cannot be repaired in-house.

The lift is approximately 90% complete. Required paperwork and rope-code work are underway, with dynamic testing targeted for October, subject to engineer availability.

When asked about the budget, Mr. Pelchat said his wish list includes paving and walkway improvements, fence maintenance, re-decking, interior building updates, and possible epoxy flooring in the pool area, lobby, and entryway.

Commissioners discussed improving visibility of the deck steps through contrasting materials or markings to reduce trip hazards. They also discussed identifying winter projects for J-1 visa staff if snow is limited. Mr. Pelchat proposed cleaning, protecting, and properly storing the white chairs used for weddings and events. They had been stored in the warming hut on dirt, which caused deterioration; they have since been moved to a better area at the rear of the warming hut.

It was noted that storage remains a concern. Possible solutions such as storage containers were discussed, though there were concerns about placement and appearance. Commissioners also discussed chemical storage: chlorine and CO2 are currently kept under the building, with an eventual goal of a dedicated enclosed storage building that is safer, more protected from vandalism, and less corrosive.

Commissioners asked Mr. Pelchat to develop a list of projects suitable for winter staff, including storage-related needs.

Water & Roads Manager Steve Baert

Mr. Baert reported several recent water leaks which have been repaired. A contract has been signed for new communications poles installations on Liberty Lane and Reservoir street.

A contract has also been signed for plumbing work at Liberty Lane, although dates have not yet been confirmed. The service line behind the recreation center, which has failed multiple times, is scheduled for replacement during the week of October 12. The Community Center may need to close for up to one day while the work is completed; notice will be provided once the date is confirmed.

Staff are continuing GIS mapping work for the water system, including locating and verifying water-main routes and materials where existing maps may be inaccurate. Mr. Baert also spoke about getting ready to end the use of caustic chemicals switching to non-caustic chemicals instead for the water system.

Mr. Baert reported that the new road truck was picked up last Friday and is awaiting final scheduling for its remaining equipment/package installation. Road crews are cleaning culverts, cutting back roadside vegetation, and preparing for winter conditions.

When asked about road patching, Mr. Baert said that patching has been completed where possible, but permanent repairs are limited by weather, deteriorated road bases, and available budget. The Commissioners discussed marking or otherwise addressing areas where pavement is lifting or creating hazards until warmer weather permits proper repair. They also discussed the need for developing a formal road standard to document expectations for road base, durability, and construction quality.

Planned future work includes continued roadside clearing, culvert replacements, water-system work, and ongoing maintenance.

Front Desk Manager Julie Smart

Ms. Smart reported that the front desk had a challenging summer. She said the WEA Board had been supportive and that procedures will be reviewed before next summer. Front-desk staff are continuing regular building checks and camera monitoring.

Ms. Smart reported that front-desk merchandise is now better organized, labeled, and inventoried. Older items are being sold at 50% off. She noted that the popular items are the winter hats, trucker hats, pajama bottoms and anything with the Campton Mountain logo.

Ms. Smart said the new front-desk area has received many compliments. She identified a need for seating in the open waiting area, particularly for older guests.

Ms. Smart answered questions about the sale items, which she said were old youth hoodies that have been sitting in boxes for a long time, so she discounted them 50%. She said it would be great to expand the merchandise with new-logo items and souvenirs, including mugs, tumblers, magnets, and items connected to the mountain. Ms. Smart was encouraged to explore merchandise that visitors could purchase as vacation souvenirs.

The Commissioners discussed adding an ADA-accessible section to the front desk and adapting the Mountain View Lounge bar height to provide an accessible-height counter. Ms. Smart also noted needed front employee desk improvements such as the desk height and having a proper employee chair.

The discussion moved to snacks and beverages. Ms. Smart reported that snack and ice-cream sales are strong, while the vending machine is unreliable and produces little income. The Commissioners discussed reducing or eliminating the vending machine and selling more shelf-stable snacks, beverages, and grab-and-go items through the front desk or lounge. Available coolers will be used, with attention to waste during slower periods.

The Commissioners asked Ms. Smart to prepare an outline for expanding merchandise and convenience sales, including the possible removal of the vending machine, product selection, margins, and a plan for operating the program profitably. Ms. Smart noted that merchandise sells when it is accessible and easy for guests to buy, citing strong sales of pool tubes once they were inflated and displayed properly.

The conversation next turned to signage. Ms. Smart said that the amount of posted information can overwhelm visitors and that people may not see notices even when they are posted in several locations. She said that there has to be a better way of posting notices.

Ms. Patti suggested that routine notices should be professionally produced and placed in reusable holders rather than being handwritten every time. Ms. Smith noted her earlier signage proposal, including measurements and design examples, but said that she was not sure if anyone reviewed it. The discussion emphasized the need to remain consistent with colors, fonts, and logos to create a more professional and recognizable image throughout the community center and Lodge.

The Commissioners also discussed improving the exterior WEA information board. A suggestion was made about possibly using an existing television display for menu items, events, and specials. Longer-term electronic signage may be considered during the next budget process. The Commissioners agreed that lower-cost improvements to the existing signage system should be completed sooner.

After another question about what she needs, Ms. Smart identified the uneven floor behind the desk and the need for a suitable chair. She confirmed that she has the necessary printers and that outdated paperwork has been removed.

Ms. Gray then raised a potential mountain merchandise item: gloves. She noted that children using the rope tow often damage or lose gloves and may need replacements in cold weather. The Commissioners agreed it was a good retail opportunity.

Recreation Business Manager Brian Budak

Brian Budak was welcomed to the organization and thanked for joining the team. He reported that he was in his third day and had begun meeting with departments to understand their work.

He expressed enthusiasm about supporting the upcoming winter season and working with GM Helen Chatel.

The Commissioners noted that the arrival of J-1 staff should provide sufficient staffing for winter operations. They then discussed the need for a formal business plan for mountain winter activities, including operating plans, expected revenues, staffing and resource needs, and measurable performance goals.

Mr. Budak said he intends to begin preparing a monthly KPI report. The Commissioners said historical operating and sales information, including data tracked by the Chef Tony Pierce, will help establish realistic targets and guide staffing and purchasing decisions.

The Commissioners discussed the importance of integrating municipal-style governance and budgeting with the business operations of food service, lodging, and ski activities. They said Mr. Budak's business background should help improve that integration.

Ms. Patti asked Mr. Budak to review historical recreation programming and the current events schedule to identify successful activities that could be revived or expanded. Examples discussed included beer tastings, wine tastings, family-oriented programs, and other community social events.

Ms. Patti also asked him to evaluate visitor demographics, seasonal attendance patterns, and front-desk data to better target events. The discussion included using RecDesk software data and pass sales to distinguish participation by owners, guests, adults, and children, and using that information to schedule events during periods of higher attendance. Ms. Patti noted that the community includes approximately 600 homes of which about 300 are advertised as short-term rentals (variably throughout the year). Mr. Budak was encouraged to use available data to understand who uses the community center and Lodge in different seasons and to develop programming accordingly.

The Commissioners welcomed Mr. Budak and Ms. Gray to the organization.

Chef Tony Pierce

Mr. Pierce reported that hood-exhaust cleaning and recertification for both buildings was underway and nearing completion. The fire department requirements had been addressed. He said the transition of food-service equipment to the Lodge was continuing, with larger equipment moved and smaller items still being transferred.

Mr. Pierce reported that staffing is generally in good shape and asked whether J-1 visa staff could assist in food and beverage operations. It was noted that their current job descriptions are limited primarily to maintenance and ski operations; further clarification will be sought on whether tasks such as bussing tables are permitted.

Mr. Pierce described staffing challenges in the kitchen during the prior season, including operating with fewer employees than planned while maintaining food quality and managing busy

ticket volume. He said late-summer attendance declined as weekend weather worsened, making it difficult to predict demand and schedule staffing. Mr. Pierce noted that an outdoor movie night was moved indoors and was more successful there. The Commissioners discussed increasing indoor programming and promotion during poor weather.

Mr. Pierce reviewed upcoming events and entertainment. A Patriots game event and music are planned at the Lodge. He has scheduled mostly solo performers and duos for October and November to control costs, with larger bands to be considered later when revenue supports them. The Commissioners agreed that entertainment costs should be tied to expected attendance and revenue.

Then there was a discussion of the Halloween event. Mr. Pierce said the event is booked, and the trunk or treat and hayride will proceed with volunteer support. Based on last year's success, the event will include an earlier family period followed by entertainment later in the evening. The kitchen may remain open until 9:00 PM, subject to final planning.

Mr. Pierce raised concerns about the downstairs keg room. The room has a deteriorated plywood floor, unfinished insulated walls, and significant moisture or condensation. The Commissioners discussed making it a winter project, including installation of washable finished surfaces, possible ventilation, and a review of the area's condition. Mr. Pierce also noted the accessibility and safety at the rear accessible gate entrance as the pavement by the adult pool is uneven and difficult to navigate. He also discussed the unsafe informal path near the dumpster, where people jump down to access the basketball court.

After a question from Ms. Patti about the need to move kitchen equipment between the Community Center and the Lodge, Mr. Pierce explained that kitchen equipment must still be moved between the two buildings, because only part of the requested portable kitchen equipment was purchased. The Commissioners asked him to prepare an updated list and prices for the remaining equipment, to be considered during budget planning.

The Commissioners asked about near-term kitchen repairs. Mr. Pierce said two fryolators and the grill at the Community Center are in poor condition and should be replaced before next season. At the Lodge, the main line equipment is generally in good condition, including newer fryers, but the ceiling above the convection ovens lacks adequate heat protection and becomes and the ceiling shows evidence of damage. The Commissioners agreed that the Lodge heat issue should be treated as a priority and that a qualified commercial-kitchen or ventilation expert should assess heat shielding, ventilation, and airflow. Funding options will be reviewed.

Mr. Pierce reported that new chairs are expected shortly, while tables remain delayed. The discussion then turned to the Lodge accessibility. It was noted that designated ADA tables are often moved or obscured and Ms. Patti asked that ADA accessible seating area be clearly identified and kept available near the accessible ramp.

Mr. Pierce and Ms. Gray also brought up the large amount of ski gear left both inside and outside of the Lodge, which blocks space and contributes to seating and safety problems. Ms. Patti said that it seems to be an easy enough project to staff to explore placing ski racks outside or near the

deck, additional gear storage on the deck or downstairs, better use of existing lockers, and consistent signage directing guests where to store equipment and possible incentives for storing it in the right place. Placement of any ski racks will need to account for snow, pedestrian access, and safety around the slope, deck and the accessibility ramp.

Ms. Patti emphasized using consistent, lodge-appropriate signage and possibly incentives or clear instructions to encourage use of lockers and storage areas. Management staff were encouraged to develop and implement practical procedures for keeping ski gear and personal items out of seating and paths of travel.

Finally, Mr. Pierce raised concerns about missing or inadequate lighting near the mountain sign/side entrance. The Commissioners recalled prior discussion of solar lighting and asked that the issue be reviewed as a possible improvement.

Financial Director Lisa Magerer

Ms. Magerer began by saying her update would be brief. She reported that she is working to schedule the 2025 audit, with November 2nd proposed for the auditors' on-site work. She explained that the auditors issued the 2024 report in July and that, after the on-site work is complete, additional time is needed for document processing and preparation of the final audit. She has requested draft audit figures by February so the information can be included in the annual report.

Ms. Magerer said she is completing the audit questionnaire, updating internal-process information, and uploading requested documentation to the auditors' file-sharing system. She is also processing beginning-of-month bank statements and quarter-end financial data. She explained that she had entered two months of data but had not yet completed analysis because she was waiting for the final month of the quarter; once the September 30 revenue is entered, she will complete the quarterly review.

Ms. Magerer reported that budget preparation is underway and she is holding meetings with department heads to collect budget information according to the established schedule. At the same time, she is reviewing 2026 financial performance by each department and overall.

Ms. Patti asked about the Department of Revenue Administration (DRA) form. Ms. Magerer reported that the form had been submitted and was awaiting DRA review. Two signatures will eventually be required, and the Commissioners discussed options for signing remotely.

Mr. Canfield asked whether the audit had been delayed. Ms. Magerer clarified that it had not been postponed; November 2 was the date initially offered, and scheduling depends on aligning the availability of all parties. She confirmed that she provided the auditors with a deadline that includes a buffer so the audit can be completed in time for inclusion in the annual report.

The discussion returned to quarter-end reporting. Ms. Magerer said the recreation fund is approximately two-thirds complete for the quarter and should be finalized shortly after

September 30 revenue is entered. The Commissioners noted that front-desk revenue will be an important part of the final quarter-end figures.

The Commissioners then discussed budget-process communication. They said the public should receive notice of upcoming budget meetings and possibly the schedule for subsequent meetings. They also discussed the need for regular, meaningful financial updates to the Commissioners as the budget is developed, particularly because the Commission will be meeting less frequently given the adopted schedule of 2027 meetings.

The Commissioners asked Ms. Magerer to provide a regular written Financial Director's report as part of meeting materials. They said it could be brief and should include the underlying financial reports along with bullet-point analysis of significant financial matters and budget developments.

The discussion then shifted to DRA-provided warrant-article language. It was noted that DRA has suggested and preformatted language available on its website. It was noted that special warrant articles, including the grant-related article, should continue to be reviewed by the District legal counsel. Ms. Magerer explained that approved language from prior years can be reused in later years for recurring articles, such as paving, while new or unusual articles should receive additional legal review.

The Commissioners noted that DRA is understaffed and responsible for reviewing work for municipalities, school districts, and cooperative school districts, which contributes to processing delays.

Municipal Assistant & Water Department Administrator Allison Smith.

Ms. Smith reported that she will submit the lead service-line inventory to DES before taking most of October off, ensuring the deadline is met. She will otherwise continue policy work and assist staff as needed.

Ms. Smith reported that she trained Brian Budak on RecDesk and the point-of-sale system. The ski area point-of-sale equipment is currently in place, but internet service is not available there; this was to be addressed that day so the system could be ready for the following week's opening. She said Brian has ideas for using Square tools and equipment that were purchased previously but remain underused. She expressed optimism that he will take ownership of those systems.

When asked about needs in her area, Ms. Smith said the principal issue is not necessarily new hardware or software, but the absence of consistent institutional knowledge systems, especially when there is turnover. She said turnover creates risk because procedures and institutional knowledge are not sufficiently documented or enforced. She explained that she and Brian discussed cash-drawer controls and the higher accountability required of a public entity.

Ms. Smith then discussed Square's underused capabilities, including inventory tracking, event contracts, invoicing, and payment processing. She noted that event-related documentation and billing lack a consistent system: staff may receive payments without knowing who is responsible

for the event, whether a fee is due, where documentation should be kept, or whether payment has been received. She identified a similar lack of standardized billing practices for programs and permits, including rentals, driveway permits, and swimming lessons.

Ms. Smith suggested examining MTS's miscellaneous billing module, or another centralized billing solution, for one-time charges such as events and permits. She said it was not appropriate for the water system's approximately 850 customer accounts but may now be useful as the organization expands billing beyond utility accounts. She said bringing Brian into the process may help establish and maintain clearer procedures.

The Commissioners asked about the move to Mainstay for IT support. Ms. Smith said Mainstay has provided a quote for network upgrades, to be reviewed on October 8, and has been more responsive than prior support. She said staff need to become more consistent in reporting IT problems, noting that internet service at the ski area had apparently been down for two weeks before it was brought to her attention.

The discussion moved to staff reporting systems. Ms. Patti referenced the possibility of using Laserfiche to create simple mobile reporting forms for issues such as vehicle damage or maintenance needs. Ms. Smith said she had not yet developed these forms because Right-to-Know work and policy tasks had taken priority. She emphasized that staff need clear, accessible systems to report issues when they work different hours and may not overlap in person.

Ms. Smith then explained that limited staffing, shifting responsibilities, and incomplete processes and procedures documentation have left employees in a constant reactive mode. She said staff often develop personal systems for their responsibilities, but the organization lacks shared standard operating procedures that will allow others to take over if an employee leaves. Ms. Smith expressed significant frustration with unclear roles, overlapping responsibilities, and inconsistent organizational structure. She said staff are often unsure who is responsible for particular tasks, which create confusion, delays decisions, and leaves work undone. She emphasized that the lack of clear procedures and accountability is personally exhausting. Ms. Smith said she feels overworked, routinely has to make decisions without a defined structure to guide her, and finds the situation increasingly discouraging.

The Commissioners discussed the need for organizational charts, accurate job descriptions, succession planning, shared calendars, procedural guides, and a central place to record accounts, recurring duties, documents, and operating information in order to become more resilient as an institution. An example was given of creating a vendor account: even when the account is properly authorized, the organization needs a reliable way to notify relevant staff that the account exists and explain how it should be used.

The Commissioners agreed that the District has acquired significant technology - including MTS, RecDesk, Square, and Laserfiche - but has not consistently trained staff or implemented the structures needed to use those tools effectively. They discussed the potential benefit of a third-party consultant to interview staff, review workflows and documents, map authority and responsibilities, and help create systems that preserve institutional knowledge.

The discussion then addressed staff initiative. It was noted that systems will not work unless employees also take responsibility for reporting problems. Another note was made that employees are less likely to report issues when they do not know who owns the task, do not have support to resolve it, or expect that raising an issue will simply add to their personal workload outside of their role. The Commissioners agreed that clear responsibilities, easy reporting channels, training, and follow-through are all necessary.

The Commissioners agreed that the organizational issues should be divided into manageable actions. The Commissioners and Management was asked to provide written bullet points outlining the main problems and possible steps. The Commissioners will consider whether to address the work operationally, through a future Commission agenda item, or through the Budget Advisory Committee, including possible funding for outside consulting assistance.

GENERAL CALENDAR ITEMS

Approval of Minutes

September 16, 2026

*Ms. Patti made a motion to amend **September 16, 2026** meeting draft minutes according to the 18 amendments provided by Ms. Patti in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield – aye.*

*Ms. Patti moved to adopt amended **September 16, 2026** meeting minutes as official minutes. Mr. Canfield duly seconded, motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield – aye.*

Treasurer's Report

Treasurer Denise Aguiló began with a review of bank reconciliations through August 31st, which were reported to be in order.

The discussion then turned to the unreserved/unassigned fund-balance figure included in the report. Ms. Patti noted that, although the number may support transparency, it can be misleading because it fluctuates substantially. It was agreed that the financial statements, together with written explanatory bullet points, would provide clearer context.

Ms. Magerer noted that she has also been providing regular bank-balance updates. The Commissioners discussed continuing those reports while reconsidering whether the fund-balance figure should remain in its current form. She also said that she is planning to change recreation reporting beginning January 1, 2027. Rather than emphasizing fund balance, she proposed reporting revenue, expenses, and year-to-date net results by department or activity.

The discussion shifted to tax revenue and amounts billed or paid by the towns. Mr. Canfield asked how the amount paid by Campton is compared with the amount billed. Ms. Magerer

explained that the final warrant and the amounts due from each town are not established until approximately mid-November, after tax rates and relevant values are finalized.

The Commissioners discussed locating assessed-value information for the individual portions of the district in Campton and Thornton. It was suggested that the information may be available in DRA materials, or a prior DRA form used to obtain acreage information. Staff will review those sources.

The Commissioners returned to the distinction between appropriations, warrants, and payments. It was clarified that the appropriation is the amount needed to operate the District, while the warrant establishes the amounts due from the two towns.. Current figures show payments received to date, but the complete annual amount owed will not be known until the tax warrant is finalized.

Ms. Magerer explained that the towns bill for property taxes based initially on estimates and later reconcile the amount once final values and tax rates are known. The process was compared to the former water-billing system: an initial bill is based on expected need, followed by a later adjustment once the required amount is known.

General Manager's Report

Ms. Chatel spoke about the following:

Administrative:

- Brian Budak has begun his WEVD training with staff and learning about operations.

- New Chairs and tables for the Lodge at Campton Mtn. ordered by WEA will arrive on Tuesday, Sept. 29. The old tables will be staged in the basement of the lodge and WEA will conduct a silent auction, watch for announcements from the WEA board.

- Snowood condos will be holding their HOA meeting 8:00-10:00 AM, in the lobby of the Community Center on Saturday, Oct. 10, 2026. the WEA Board Quarterly Meeting will be held that same morning in the Summit Lounge.

- Ms. Chatel will be out of town the weekend of Oct. 9 - 12th for a family event

Ms. Chatel then reported receiving a homeowner complaint concerning litter, trash dumping, and skid marks Reservoir Road. She forwarded the concern to the Campton Police Department and let the homeowner know that she did. She will also ask the road staff to watch for dumping while being out on the District roads.

Commissioners noted that the District has no enforcement authority and must rely on the police but agreed that reporting concerns and encouraging residents to report suspicious activity is appropriate. They noted that similar dumping had occurred on in the past and was cleaned up by staff.

Advisory Committee and Planning Board Updates/Reports

Planning Board

Mr. Canfield reported that the Planning Board had a discussion about Driveway Ordinance enforcement, including whether enforcement is the Planning Board's or Commissioners' responsibility.

Ms. Patti noted that the current process as written in the Driveway Ordinance assigns review and approval of driveway plans and as-built work to the road agent, while enforcement and penalties remain with the District and Commissioners.

The Commissioners then reviewed the ordinance's penalty provisions, including fines of up to $500 per day, potential statutory penalties, and responsibility for restoring damaged roads. Ms. Patti said that for new driveways, the existing approval and inspection process is clear. For existing driveways that are altered or cause water damage to District roads, the road agent can identify the issue and refer it to the Commissioners, who may seek legal assistance, require repairs, perform necessary repairs, and recover costs from the responsible owner.

Because questions remain about the District's authority over existing driveways that create new drainage or road-damage problems, the Commissioners agreed to ask legal counsel for clarification. The Driveway Ordinance will be forwarded for review to counsel, and the issue will be placed on the October 14th agenda.

Mr. Canfield continued to report that the Planning Board also discussed possible future work. It will consider whether the District may impose an impact fee related to new construction and heavy equipment affecting District roads. Ms. Patti said that she will seek legal advice about available authority for the District and whether an impact fee could be coordinated with WEA building permit process.

Mr. Canfield said that the Planning Board is also seeking additional members and will consider appointing a potential member next meeting.

Capital Improvement Program Committee

Mr. Canfield reported that the Capital Improvement Program Committee is developing a more manageable approach to long-term asset planning. The committee is updating its asset spreadsheet to identify major assets and estimate replacement and maintenance costs.

Budget Advisory Committee – no meeting until October

There was no Budget Advisory Committee meeting to report; budget meetings are expected to begin in October.

Records & Retention

Ms. Patti said that the Records Committee will not meet again until December but has held work sessions to review and eliminate documents which do not need to be retained by the District and/or digitized in the individual property files. Materials are being retained for WEA review rather than destroyed, and only unnecessary records or items beyond required retention periods are being identified for removal. The committee is preserving items required by law and materials that WEA wishes to retain. The work is progressing slowly, but the committee hopes to complete it before the first of the year.

Water & Roads

Ms. Patti reported that the Water and Roads Committee discussed paving standards, including sub-base materials, paving design, and depth. The group concluded that the standards recommended by those members who are knowledgeable in the field, are already substantially consistent with the approach Mr. Baert has used for several years.

Ms. Patti said that the committee also received an update on the Liberty pump station upgrade. Members also discussed the acquisition of Horizons Engineering by Verdantas and whether it could affect the billing rates. Ms. Smith and Ms. Chatel are tracking the issue. Horizons has continued to honor contractual rates, except where outside (Verdantas) engineers are used, and the current amount of the Verdantas engineering billing at the higher rate remains below $210. Ms. Smith will provide quarterly reports to the Water & Roads Committee on any rate changes.

Ms. Patti said that the committee also discussed the Roads Improvement Plan prepared by Horizons. The report catalogs roads and culverts, includes field investigations and borings, and provides a prioritized schedule of needed road work. Ms. Patti said that the committee noted that priorities for needed road work identified in the report may not be obvious to residents because they depend on road-base conditions, deterioration rates, and coordination with planned water-system work. The report estimates that approximately $250,000 to $300,000 per year may be needed over roughly 14 years to complete identified road improvements. Ms. Patti said that it is too late in the current budget and annual meeting cycle to introduce a major road-bonding proposal while also pursuing the $5.39 million grant and its related warrant articles. Both Commissioners agreed that the report should instead be reviewed carefully, incorporated into future planning, and potentially introduced to the community through the Road Master Plan which is available on the website and a public-information or town-hall process.

The Water and Roads Committee meets on the third Friday of each month.

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.

Ms. Patti called for a vote to accept the Water and Roads chair report. 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

GENERAL CALENDAR ITEMS

Chickenboro Brook/Reservoir (Pond)

Ms. Chatel said that she is waiting to hear back from the vendor. The matter was deferred to the October 14, 2026 Commission meeting.

Trees – Adam Young

Tabled pending additional information.

Liquor License expansion RCA

Ms. Chatel provided an update on the liquor license expansion request. Approval had been received from the police chief and fire department, and the remaining step is scheduling the request before the Campton Select Board. The town manager had indicated no opposition but Select Board approval is still required.

Next Meeting: Tuesday, October 14, 2026 @ 4:00 PM

Public Comment Period

After checking with Ms. Smith, it was determined that there was nobody willing to address the commission from the audience in person, online or on the phone.

Action items

The Commissioners then reviewed action items from the meeting as follows:

- Prepare a bullet-point summary of the organizational challenges discussed and send it to Helen for future discussion and action.
- Address the community-center cooler/ice-room issues, including the unfinished flooring and insulation/wall conditions.
- Promptly address the need for a heat deflector and any related ventilation improvements above the lodge convection ovens.
- Have Ms. Smart prepare an outline for expanding merchandise sales.
- Arrange for an outside contractor to assess and replace or repair the ski-bowl piping; ask Northeast Earth Mechanics, if appropriate, to evaluate the issue while working on the Liberty project.
- Continue to monitor and report on the liquor-license expansion request.

- Continue to track the Chickenboro Brook/Reservoir drainage and beach restoration proposal while awaiting needed information from third parties.
- Contact Nathan for legal clarification on whether existing driveways that damage district roads are clearly covered by the Driveway Ordinance.
- Contact Nathan for legal clarification on whether the District may impose impact fees.
- Research the road standards.
- Develop a shared calendar of recurring maintenance activities and seasonal preparation, using the 2021 maintenance-planning document and Mr. Pelchat's existing calendar as starting points.
- Add a Finance Director's Report to future meeting agendas.
- Schedule CPR and lift-evacuation training.
- Confirm with the J-1 visa contractor whether J-1 visa workers may assist with kitchen duties, including bussing tables, within their authorized job duties.
- Contact Dick Mayo to identify WEA volunteers who can work with the Village District volunteers on the True North Ventures/Venture North initiative. Schedule an initial True North Ventures/Venture North work group meeting to define the project's goals, expected benefits, risks, legal needs, and operational requirements. Determine promptly whether to pursue a possible $150,000 warrant article for True North Ventures/Venture North, taking into account the March budget hearing, April 3 annual meeting, legal requirements, and the goal of completing repairs and becoming operational before the following winter.

Non-Public Session

Ms. Patti motioned at 1:33 PM to enter non-public session for the purpose described in RSA 91-A:3, II (a), (c), (d) 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 1:43 PM, Commissioners Patti and Canfield were present in person. Also, present was General Manager Helen Chatel.

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 - aye, Mr. Canfield - aye.

Public session was entered at 2.34 PM. Commissioners Patti and Canfield were present in person.

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

Adjourn Meeting

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

Meeting adjourned at 2:36 PM.

Minutes prepared by Alvina Snegach