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

October 14, 2026 – 4:00 PM

Attendees in physical location: Commissioners Maureen Patti, Mark Canfield, General Manager Helen Chatel, Finance Administrator Lisa Magerer, Treasurer Denise Aguiló, Mountain Manager Nina Gray, 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: Scott Sallaway (110 Snowood Drive), Harry Bertino (Condo Road)

Members of the Public online: na

Members Excused: na

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

Pledge of Allegiance: The meeting began with the Pledge of Allegiance.

Roll Call of Commissioners: Ms. Patti and Mr. Canfield were present at the physical location.

If remote attendance, reason & vote: na

Adoption of Agenda: agenda was adopted as is.

Approval of Minutes

September 29, 2026

*Ms. Patti made a motion to amend **September 29, 2026** meeting draft minutes according to the 40 amendments provided by Ms. Patti in the packet. Mr. Canfield duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield – aye.*

*Ms. Patti moved to adopt amended **September 29, 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

Ms. Magerer said that the Treasurer was not present at this meeting and went over the report submitted by her. She also answered questions about the amounts still owed by both towns for previous years.

Mr. Canfield asked for an update on the collection of outstanding taxes from Campton, noting the substantial balance.

Mr. Canfield requested an update on prior year's outstanding taxes.

Ms. Magerer reported that a review was underway and an inquiry to Campton's tax collector had gone unanswered.

Further discussion clarified that collection rests with the towns through established notice, lien, and tax-deed procedures, with no direct enforcement authority available to the reporting entity. Members then discussed the reserve for uncollectible debt, potential recovery through property liens, and elderly tax deferrals, noting that Campton reportedly had no such deferrals.

- Scott Sallaway also had questions about the amounts owed and asked if there is any way to deny the access to the Community Center to those who are delinquent on their property taxes. He said that it would be a good idea to check with WEA on those who are delinquent.

Ms. Patti explained to Mr. Sallaway that WEA only requires a homeowner to be in good standing with the HOA to allow them access to the District facilities and property tax payments are outside of WEA purview.

Financial Manager's Report

Ms. Magerer spoke about the following:

Expenses District

A review of the different departments shows that most of the departments are running in line with the percentage of the year completed. However, she noted that the departments that may be out of line for 75% of the year completed.

Other public safety is notable due to service contracts for generator maintenance and phone lines. Telephones and internet monthly service fees have increased during 2026. In addition, the maintenance contracts have been paid for 2026, this is a once-a-year expense. Ms. Magerer said that she still expects other public safety to be in line for the year.

If one were to review highways and streets, it appears as though they are over budget, however there is a $60,000 encumbrance from FY 2025. As handwritten in, that brings the dept to $189,663.17 for a department total % Exp of 70%.

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Recreation dept is above the 75%, but the department also has some one-time-a-year expenses, such as a larger pest control and Licenses and Fees, which includes payments for recreation front desk, liquor license, a menu planning application and music licensure. Ms. Magerer said that she believes this to be under budgeted, meaning that the District did not budget enough, rather than an overage of expense.

Food and Beverage department has had some changes with the addition of Mr. Budak, which should assist in bringing that department more in line.

This brings the whole district in line, after the encumbrance to 71% of the expenses have been spent, in the 75 % of the year.

Water

The water fund is in line with the budget. The department is running at 55.95% of their budget, having completed 75% of the year.

Recreation

Recreation budget was laid out with a different business model than we are currently subscribing to. The recreation expenses are running at 47% of the budget that was developed. This past quarter the recreation fund realized a profit of $17,804 and year to date, we are running a deficit of $33,802. She said she believes there is an increased awareness of the current financial status, as well as changes in the department to bring that line of business into more profitability.

Revenue District

In reviewing the revenue, one notable item is interest on investments, which is lower due to lower balances being held in the bank.

Water

In the water department there is an opposite issue regarding interest income. The Water Department is running well above its budget for interest income due to its bank balance.

Recreation

In recreation income the section for accounts 3400 is performing over budget by $25,853 however, $35,000 was received earlier in the year from WEA.

Commissioners commended improved financial tracking and discussed refining budget estimates, particularly for inflation-sensitive expenses. Approximately $37,000 in additional mountain revenue was identified as necessary to meet the revenue budget.

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Discussion then turned to mountain operations, including consistent Friday and Saturday evening fall hours, selected Sunday football openings, winter staffing, and event planning. Staff agreed to follow up on physical posting of operating hours and improve access to mountain schedules through the district website.

Ms. Magerer also reported that auditors would arrive the week of November 2nd to audit 2025. She then reviewed the MS-535, explaining that although labeled 2026, it reports 2025 appropriations, expenditures, revenues, balance-sheet information, and long-term debt.

Commissioners discussed assigning preparation of future filings to the auditors and noted the filing's role in setting the tax rate.

General Manager's Report

Ms. Chatel spoke about the following:

Administrative:

- Working on Budgets for 2027
- Budget Advisory Committee meetings are at 4:00 PM Oct. 19th, 26th, and Nov. 2nd at the Summit Lounge. Residents can also visit the website for meeting links https://waterville-estatesnh.gov/#events-meetings.

Buildings and Grounds/Ski:

- Dynamic Testing scheduled to be done/has been done on Oct. 13, 2026 around 2:00 PM
- Management is waiting on the crew to come and mow the mountain that should be done this week or next week.
- Ryan MacDonald's last day was Friday, October 5, 2026. Staff will miss him and wish him well.
- Management will post a job opening this week for his position on the District website, and Indeed.
- Maintenance is working at the mountain right now, also looking to organize the additional lift parts including lift chairs and pieces for the winter and protect against the elements.

Water & Roads

- The plow truck will be dropped off on October 15th to be outfitted with the lift kit and should be back to us by the 15th of November.
- The Water Department has been busy with leak issues on Parker St. that resulted in water being turned off for almost 24 hours. Management would like to thank the staff for their hard work, the public for notifying the staff, and for the patience of the community while repairs were made. Management is aware that it can be challenging to be without water for long periods of time.

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- Other repairs have been made to leaks on Timber Lane, Pegwood, and Bell Valley.
- Replacement of the waterline to the Recreation Building is scheduled to happen on Tuesday, October 20, 2026 for the whole day, there will be no public access to the building that day.

Recreation:

- Mr. Budak is currently working on the Trunk and Treat events and will be working with WEA's event committee to fine tune the events for the remainder of 2026 and for all of 2027.
- Nina Gray the Mountain Manager is working to set up training for staff and volunteers and coordinating events at the mountain with Mr. Budak.

Ms. Chatel also reported that Linda Ivers's Foundation had offered to purchase replacement safety fencing for Campton Mountain, subject to the District's willingness to accept it. Commissioners expressed appreciation.

Advisory Committee and Planning Board Updates/Reports

Planning Board

Board will meet tomorrow. Potential things to discuss are the driveway ordinance, dark-sky measures, and ways to protect roads from construction traffic.

Capital Improvement Program Committee

Committee will meet next week.

Budget Advisory Committee

BAC written report was in the packet as follows:

The first Budget Year 2027 meeting of the BAC was held on October 5th. Helen Chatel, GM of WEVD, provided an outline of the season's meetings. Discussion centered around the 2026 budget year performance and will continue at the October 13 meeting. Members expressed concerns about cash flow. Several members were interested in the expected impact of any proposed budget on the tax rate and taxpayers. A suggestion was made that the commissioners set a target percentage increase for the 2027 operating budget. This will be presented at their next meeting. The next meeting will focus on the Water department.

Records & Retention

Committee is not meeting until December.

Water & Roads

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Committee has not met recently.

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

Appointment to the Planning Board

Mr. Canfield made a motion to appoint Margie Bucheit to the Planning Board as full-time member. Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Chickenboro Brook/Reservoir (Pond)

The matter was deferred to a future Commission meeting.

Trees – Adam Young

Tabled pending additional information.

Liquor License expansion RCA

Ms. Chatel provided an update on the liquor license expansion request. She said that the Campton Select Board would consider the request for expansion of the liquor license on November 9th at 4:30 PM. To avoid a conflict, the BAC meeting was moved to November 10th at 4 PM. If they vote in the affirmative, the District will need to get their approval in writing.

If Campton Select Board endorses the request, staff will submit the proposed expansion request and a letter of town approval to the NH Liquor Commission.

Imposing Impact Fees

Ms. Patti said that after the consultation with the District counsel it was confirmed that the District does have the ability to adopt impact fees under RSA 674:21 through Planning Board consideration and voter approval of an ordinance at the annual meeting.

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Discussion focused on fees related to new construction's impact on district roads, with proceeds restricted to their designated purpose rather than general operations. Commissioners also discussed using a dedicated trust fund and ensuring that its terms and disbursements matched the fee's purpose.

Mr. Canfield said that he will bring this matter up to the Planning Board the following day.

Members encouraged early preparation of a warrant article for legal review. No ordinance or fee was adopted during this discussion.

Budget Advisory Committee – Setting a target growth percentage for 2027

Ms. Patti noted that a suggestion was made at the latest Budget Advisory Committee that the commissioners set a target percentage increase for the 2027 operating budget.

Ms. Patti expressed a preference for avoiding tax increases and asked how a target would account for capital improvements presented to voters through separate warrant articles.

Mr. Canfield clarified that the target would apply only to the operating budget; capital projects and special warrant articles would fall outside it.

Rising costs were reviewed, including health insurance, electricity, propane, fuel, chemicals, supplies, contracted services, and vehicle repairs.

A 2.5% growth target was proposed to guide department budgets, with recognition that unavoidable increases could make it difficult to achieve. Employee retention and maintaining essential services remained priorities.

Department-level savings were discussed, including turning off unnecessary lights, weatherizing the building, and asking department leads to identify efficiencies. Pool heating and circulation were noted as substantial energy expenses. Improved departmental budget management was acknowledged, with an emphasis on continuing to examine spending closely.

Additional pressures identified included vehicle repairs, internet and telephone charges, network improvements, and contracted services affected by labor costs. Employee retention remained a priority, particularly for staff willing to cross-train and assist across departments. The discussion emphasized balancing competitive compensation with the impact on taxpayers.

Attention then turned to purchasing practices, bulk buying, and evaluating whether expenditure could produce future savings. A comprehensive energy audit, solar pool heating, and a review of the outdoor pool season were raised as options for further consideration. Capital warrant articles were discussed as a possible means of funding improvements that could reduce operating costs.

Another discussion considered whether departmental proposals should be completed before setting a target. Support developed for excluding wages and benefits and applying the target to the remaining operating expenses. Commissioners discussed preparing comparison reports

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showing prior-year budgets, proposed amounts, and percentage changes. Increases exceeding the target would require clear explanations and further review, supporting transparency throughout the departmental, BAC, and commission budget process.

Mr. Canfield made a motion that for the 2027 Waterville Estates Village District proposed operating budget going to the annual meeting, the target growth percentage will be set at 2.5 percent for all expenses, excluding wages and benefits. Ms. Patti duly seconded, and motion carried with a 2:0 roll call vote: Ms. Patti - aye, Mr. Canfield - aye.

2027 Event Calendar

Ms. Chatel said that the draft calendar was compiled by Mr. Budak using input from recreation representatives and historical event information shared by Bobby Ketchum, Linda Ivers, and Sue Spinney. Staff planned to meet on October 22nd to add event and music dates, with an updated calendar expected to be circulated October 26th.

It was noted that advance scheduling would support promotion, staffing, and equipment arrangements, and that the calendar's submission to the WEA Board was identified as an RMA requirement.

Recurring recreation activities - including outdoor court activities, pub and lawn games, and owner meet-and-greets - were welcomed by the Commissioners as important community offerings. Additional September programming was suggested because the draft largely focused on Labor Day weekend activities and music.

Discussion then turned to event reporting (whether successful or not), including advance plans and post-event reviews covering attendance, revenue, labor, and other expenses. An existing reporting form was noted that had been developed before. Highlights presented by Mr. Budak to help the Commission and the community understand which activities were successful and whether weather or other circumstances affected participation.

The discussion broadened to using attendance and cost information to evaluate recreation services and events. An example was given of the outdoor pool's September operating season. It was cautioned against relying on a single year's weather and emphasized seeking owner input, including the needs of owners' guests and renters.

The need to balance cost-effectiveness with owner expectations was also emphasized. Consistent reporting and sharing results would help explain future programming decisions. The timely draft and collaboration among staff and community representatives were appreciated.

Mr. Canfield also provided an update on the WEA meeting that he attended. He said that he relayed to the WEA Board that the Commission is planning to create a working group to review the proposal potential unintended consequences, with a meeting date still being coordinated and remote participation considered. The importance of reaching a timely consensus was emphasized.

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Other WEA updates were mentioned such as work on rental and tree policies, the purchase of lodge tables, and approval of $750 for a plan for the Chickenboro reservoir. It was clarified that this amount did not include water testing, and no testing price was available. The WEA Board's organization and contributions to the community were commended by the Commissioners.

Review of Previous Action Items

The prior action list was reviewed in order:

- The Financial Director's report was completed, counsel had been contacted about the driveway ordinance, and the True North Ventures proposal working group is being organized.
- It was confirmed that J-1 staff could perform food-and-beverage work but could not drive vehicles. Their primary responsibility would remain lift and ski operations, rather than filling food-and-beverage staffing gaps. Appreciation was expressed to the two host families who agreed to sponsor the J-1 workers.
- Work on the ceiling above the Lodge's convection ovens and work needed in the keg room remained outstanding.
- Expansion of the merchandise display and additional lobby bench seating had not yet been completed.
- Lift-evacuation and CPR training are being scheduled.
- The proposed RFP for ski-bowl replumbing has not yet been issued.
- The maintenance and grounds master calendar remain in progress.
- Signage would need to be coordinated by Mr. Budak when he is fully onboarded.
- Road-warning signs are ready to go, and some temporary patching had been completed..
- The path between the community center, basketball court, and the dumpster was identified as a safety concern to address when possible or prioritize in spring.
- An existing mountain ski rack would be brought out and painted. Additional racks could be considered for 2027 during budget season.
- Staff cleanup would improve basement access, clear the passageway, and support use of existing lockers.
- Creating a better organizational structure remains a task to address.

There was a brief discussion about formal training on the point-of-sale and technology systems to improve staff self-reliance. It was noted that cybersecurity training was being arranged with Mainstay, with a virtual option considered for staff unable to attend.

Another discussion revisited the need to assess organizational structure and clarify staff responsibilities, reporting lines, and delegated decision-making authority. An example was provided of multiple sources of input regarding the front desk, which highlighted the need for clearly assigned responsibility. Although Ms. Chatel as the General Manager retained overall accountability, defined areas of authority should be delegated and documented in writing. The goal was to strengthen staff ownership of assigned duties and encourage problem-solving as an opportunity to improve operations as opposed to creating further burdens on staff.

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Future Action Items

The closing action items were:

- Broaden publication/posting of the fourth-quarter concession calendar and post on the website.
- Discuss next year's pool-closing schedule with WEA and recreation staff, considering heating costs and maintenance scheduling.
- Ask department heads to identify budget savings.
- Schedule an energy audit.
- Bring impact fees to the Planning Board and begin advancing a warrant article.
- Arrange pre-event and post-event reporting for Trunk & Treat, with a report from Mr. Budak for the November 18th Commission meeting.

Public Comment Period

There was nobody in person, online or via phone or email to address the Commission.

Non-Public Session

Ms. Patti motioned at 6:00 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 6:00 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 7:14 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 7:16 PM.

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Minutes prepared by Alvina Snegach

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