WEVD COMMISSION MEETING
AGENDA
Wednesday, JANUARY 19, 2022, at 9 a.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Minutes
    a. January 12, 2022
6. Treasurer's Report
7. Interim GM's Report
8. Committee / Board Reports:
    a. Planning Board
    b. Water Master Plan & Roads
    c. Outdoor Courts
    d. ADA Accessibility
    e. Snowmaking
    f. Budget Advisory Committee
9. HOA representative
10. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
11. GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)
    a. Water Rate Collection Policy
    b. Emergency Closure of Community Center / Ski Lodge authority
    c. Availability of Arcade Games at Community Center
    d. Budget development and the RMA
12. Upcoming Meeting: Wednesday, February 2, 2022, at 6 p.m.
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.

2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.

A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
B. THE REQUEST MUST CONTAIN THE SUBJECT MATER OF THE REQUEST.
C. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.

3. THE COMMISSION MAY ASK FOR A REPRESENTATIVE FROM THE WATERVILLE ESTATES ASSOCIATION BOARD OF DIRECTORS TO SPEAK REGARDING WEA ACTIVITIES, CONCERNS, ETC.

4. RECORDING A MEETING OF THE PUBLIC BODY IS ALLOWED. VIDEO EQUIPMENT WILL BE ALLOWED AT THE MEETING SITE AND WILL BE PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.

5. ZOOM OR OTHER REMOTE ACCESS / ELECTRONIC PLATFORM ACCESS WILL BE PROVIDED FOR COMMISSION MEETINGS. A LINK OR MEETING INFORMATION TO GAIN ACCESS WILL BE INCLUDED IN MEETING NOTICES. FAILURE TO BROADCAST WILL NOT BE GROUNDS FOR CANCELLING A COMMISSION MEETING.

6. NO MEETING ADMINISTRATOR OR OTHER PERMISSION WILL BE REQUIRED FOR REMOTE RECORDINGS OF PUBLIC SESSIONS OF COMMISSIONER MEETINGS THROUGH ZOOM OR ANY OTHER PLATFORM UTILIZED BY THE COMMISSION.

7. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING ON WEVD MATTERS. TOTAL TIME FOR PUBLIC COMMENT WILL BE LIMITED TO 15 MINUTES.

8. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

Maureen Patti MOTIONS FOR 011922 COMMISSION MEETING:

1. Motion to amend 011222 Commission Meeting Minutes as follows:
    a. Correct spelling of Herlihy beginning at page 1, line 31
    b. Motion for expenditure "up to $2900" to retain Chris Wheeler
    c. Add to page 4, line 132 after 'operating hours': The issue of whether the Community Center should be used as a shelter arose during the discussion about WEVD Management (GM, IGM, AGM) having authority to close District facilities during severe weather events or emergencies.
    d. Page 4, line 134 to read as follows: The issue of individual lot / home owners installing wells instead of remaining on the municipal water system came up and has been referred to the Water and Road Committee. It is also an issue with lots with very low pressure. The three relevant sections of the water ordinance are attached for Commission to review. No action needed today.
    e. Consent Calendar, B, the report (not manifest) was accepted at page 4, line 163
    f. Page 5, line 204 typo – Mr. Scruton instead of Ms.
    g. Page 5, line 206 – modify existing sentence and add another sentence as follows: *NH Department of Environmental Services Cross Connection Control* Certification requirements are a four day training and a test. *Mr. Scruton believes that District employee Steve Baert can do the training and take the test as part of the continuing education requirements for his license as a Water Operator*.

Waterville Estates Village District

January 12, 2022 Commissioners Meeting

Attendees: Gerry Panuczak, John Herlihy.

Attendees via Zoom: Maureen Patti, IGM John Scruton, Judy Kinney, Allison Smith, Dave Ketcham

Call to order: Mr. Panuczak called the meeting to order at 6:00 PM. Mr. Panuczak stated that Ms. Patti is participating on Zoom, therefore she asked Mr. Panuczak to chair the meeting.

Roll Call of Commissioners: Mr. Panuczak and Mr. Herlihy present at the Summit Lounge. Ms. Patti was present via Zoom.

Approval of the Agenda: *Mr. Panuczak moved to adopt the Agenda as presented. Ms. Patti duly seconded and motion passed with a 3:0 roll call vote: Mr. Panuczak – yes; Mr. Hurlihy – yes: Ms. Patti – yes.*

Treasurer's Report (see attached): Mr. Panuczak noted that the Treasurer was not present and asked Mr. Scruton if he could present it. Mr. Scruton provided a brief summary and noted that overall the District is in good shape. He also said that the auditors are coming within the next week or two and will do two years at once. He added that overall there has been good collection on those who use water.

Mr. Panuczak asked if Mr. Scruton was able to provide information to those users who are emailing with questions about being billed for water now, as they are under the impression that they had not paid for water previously. According to Mr. Panuczak, this is misleading, as they have been paying for water though taxation before. Mr. Scruton said that they are working on disseminating the correct information to people and trying to answer as many of them as they can.

Mr. Panuczak asked Ms. Kinney to clarify why the balance in the Recreation Fund is currently under fifty thousand dollars which was required by the Recreation Management Agreement. Ms. Kinney explained that she was only approved for $35 thousand of the $50 she had requested; however, the release of the funds will only occur once she answers some expense accounting questions to WEA. She is still working on that. Mr. Panuczak also asked Ms. Kinney if she could estimate the weekly run rate for that account given the current state of operations, and she that said she will need to research that and provide it later. Mr. Panuczak noted that the Commission should find out what that run rate is, especially for winter months to make sure that the account balance stays above the required fifty thousand at all times.

A short discussion about billing took place. Mr. Hurlihy asked if he could be provided with a spreadsheet of the electrical billing which would show a separation of usage by buildings and snow mountain equipment. Mr. Hurlihy and Ms. Kinney talked about separate meters for the buildings and some of the snow mountain equipment (like the snow gun). In conclusion Mr. Panuczak asked Ms. Kinney and Ms. Patti to work with Mr. Hurlihy to provide him with copies of the Eversource bills. Ms. Kinney said that she will need some time to provide them.

Mr. Panuczak also asked about the balance in the Friends of Campton Mountain being before the latest bills payment. Ms. Kinney concurred that it is. Mr. Panuczak said that this balance is not current then, as there was some money expended towards the betterment of the mountain since this number was pulled for the report.

Ms. Patti moved to accept the Treasurer's report, Mr. Hurlihy duly seconded, and motion passed with a unanimous vote in favor.

Interim GM's Report (see attached):

Mr. Scruton said that item 1 will be handled as a separate agenda item and spoke about the following:

2. Snow making is on and the Lakes Region required to have the system manned, which could be done by the person who is making the snow.
3. $2800 to hire an engineer to assess the state of air handling equipment in the community center and speck something for the ski lodge, as well as make recommendations for replacement schedule, with a report to follow. Mr. Scruton said that engineer's name is Chris Wheeler. Members discussed the scope of work that would be covered. *Ms. Patti mad a motion to authorize expenditure of $2900 dollars to hire the engineer (Chris Wheeler) to address the ventilation and air conditioning issues. Mr. Panuczak made a friendly amendment that the amount should state "up to $2800" and duly seconded the motion.* Discussion ensued about the need to add the lodge to the list of buildings, which Mr. Scruton said he will do. *Motion passed with a unanimous vote roll call in favor*.
4. Someone is riding snowmobiles down a trail cut into the woods about 100 yards up the rope tow and this is done on both skis and snow mobiles, which is a violation of the permit from the state for the rope tow. Discussion ensued about snow mobile riders being the issue for the Association to enforce, whereas going under the rope tow would be the under the District's enforcement. Mr. Scruton suggested that temporary fencing is installed to prevent anyone from going there and noted that he had notified WEA of the issue as well. Mr. Hurlihy asked if signage would help, and Mr. Panuczak suggested that the fencing should be put up sometime before the holiday weekend.
5. Water collection policy (see attached) and the possibility to delay the lien placement process and waive interest on some accounts, as there are still many people who claim to have not received bills. After a short discussion about delaying being reasonable, *Ms. Patti made a motion to authorize the Interim General Manager to delay the lien process and waive interest, given that this is a new endeavor. Mr. Panuczak duly seconded and motion passed with roll call vote.* Then members discussed the draft of the Water Collection Policy and Ms. Smith's comments to it. After going over several changes to the policy, Mr. Scruton suggested that the Commission allow him and Ms. Smith to work on it further and review it again at the next meeting. There was consensus on that. Mr. Panuczak added that having the finance charge part of the policy, should place as much emphasis on working with the homeowner at this stage of billing and only using liens and disconnection as a last resort. Mr. Scruton summarized that the policy in the meantime is to send the first letter at 30 days with the finance change notice, then at 60 days notify them of potential lien and shutoff, then at 75 days provide them with the date for the disconnection somewhere around 90 days. Ms. Smith responded that she would need more time to respond to this plan.
7. Friends of Campton Mountain funds and distinction (noted in the attached email from Thomas Donovan, Director of Charitable Trusts) between donated funds that have to go to the Trustees versus user funds that do not. Mr. Scruton and Mr. Panuczak reiterated that the way the process

has been agreed upon and according to the agreement signed by two boards, the funds need to go to the Trustees, therefore, this point is moot. Mr. Scruton said that he was planning to have the Treasurer cut the check to the Trustees once all the expenditures are done. Ms. Patti concurred and agreed that this has been discussed multiple times, and many resources have been spent to prove the opposite to no avail; therefore, Mr. Scruton should proceed as planned. Mr. Panuczak said that he agrees that Mr. Scruton is hereby given the authority to move the remaining funds into the Trust.

8. The homeowners on Myrtle have demonstrated there is water to their valve, and Lakes Regions confirmed it. It also confirmed that it was the lots at the beginning that were checked, not the ones at the end. It is unclear how the water is fed to do this, but they have water at the shut-off. The homeowner plans to have the driveway come out on Winterbrook and if they are not using Myrtle for access, it is not a District matter at this time.
9. Post-Employment Actuarial Analysis. Two firms proposed by the auditor provided the following proposals to do it: KMS (Kingston NH) from last August - for a four year agreement $3,500 first year, $1,500 second year, $3,500 third year, $1,500 fourth year; and Aquarius Capital (Port Chester, NY) has indicated that their prior proposal is still valid for two years with $4,000 first year, $1,500 second year. Mr. Scruton said that he was leaning towards the two year proposal.
   Ms. Patti made a motion to expend $4,000 to retain Aquarius Capital to assist with the Post-Employment Actuarial Analysis. Mr. Panuczak duly seconded and motion passed unanimously.
10. There was a question about how the Planning Board was established and whether the District Annual Meeting under RSA 674:40 (Improvements in Unapproved Streets) conferred upon the Planning Board platting jurisdiction in accordance with RSA 674:35. Mr. Panuczak said that it is unclear at this point, as it would be determined once the Master Plan is drafted. Ms. Scruton also asked if anyone was aware whether the Annual District Meeting or the Commissioners ever voted to accept the deeds for the roads that were given to them in 1977 and 1981. There was no definitive answer to that and Mr. Scruton suggested, after further research, drafting a warrant article formally accepting those roads. Ms. Patti left the meeting to research the answers and came back later with the following:
    a. Planning Board was established in 2020 by Warrant Article #6 which was by petition;
    b. Warrant articles from 2006 and 1988 appropriating funds for purchasing the ski area public works garage and the community center have no mention of any roads.

    Mr. Scruton said that he thought so, as neither of the road deeds has been signed as accepted; therefore, there will be a need to draft a warrant article to formally accept the roads.
11. Water Collection Policy discussed under item 5.
12. ARPA funds available for water infrastructure projects this budget season, however the local match is four to one. After discussing this with NHDES, Mr. Scruton thinks that the best plan is to finish the Asset Study and apply for the fifty thousand dollar grant to cover it under the Strategic Planning Grant Program; and then, based on the results of the study, try to submit an application in 2023 for ARPA funds for a specific project.
13. Game Room Floor. It will cost $7,335 to fix the floor as to sealing the concrete, putting down a layer to prevent the chemical problem. This will not fix any moisture issues and it will not include laying the rug. Discussion ensued about the fact that it is still unclear if the moisture is only due to the pipe bursting or if it is indeed coming from under the concrete and fixing the damage caused by the pipe may not be sufficient. *Mr. Panuczak made a motion to authorize*

proceeding with the fix. Mr. Hurlihy duly seconded and motion passed with 2:1 vote, with Ms. Patti voting in the negative.

14. Emergency Shelter: Both Campton and Thornton plan to use the school as the shelter for bigger events, and in other type of emergencies advise people to use hotels, stay with friends and family, or use regional shelters. Mr. Scruton said that he thinks that using the community center should only be authorized as a warming shelter during operating hours. Members agreed and thanked Mr. Scruton for researching the issue.
15. The issue of the ability to install a well came up and has been referred to the Water and Road Committee. It is also an issue with lots with very low pressure. The three relevant sections of the water ordinance are attached for Commission to review. No action needed today.
16. Proposed Job Description for General Manager (see attached). Members were encouraged to review and send further suggestions and changes.

Committee / Board Reports

Planning Board Mr. Panuczak said that the Planning Board is working on the Master Plan survey.

Water Master Plan & Roads – John Herlihy spoke about the Committee's current work on trying to select a water meter to be used in the community.

Outdoor Courts – Dave Ketcham said there is nothing to report.

ADA Accessibility – Ms. Patti said that they are awaiting a walk through with the retained expert to see where they are and what needs to be done.

Records Committee – is looking at storing the oversized records into the storage units that have been secured.

Snowmaking has a meeting next Monday.

Budget Advisory Committee - see attached.

HOA representative

Dave Ketcham said that the annual meeting is on January 30, 2022 at 11:00 AM. He also said that the HOA does know who the snow mobile rider was who was riding on the trail by the rope tow and it was only a one-time thing. The individual was spoken to by the abutting property owner and will not be doing this again.

Consent Calendar

a) Check Manifests

Ms. Patti made a motion to accept the manifest, Mr. Panuczak seconded and the manifest was accepted by unanimous roll call vote.

b) Committee/Board reports

Mr. Panuczak made a motion to accept the Budget Advisory Committee report, Ms. Patti duly seconded and the manifest was accepted by unanimous roll call vote.

General Calendar Items (Request for Commission Action, etc.)

a) Road Policy

Mr. Scruton noted that the District Road Policy was included in the packet and needs updating. He said that the Commission needs to address four additional issues, such as turn-arounds, grades and paving, culverts and ditches.

First, Commissioners discussed adopting a change to require a cul-de-sac or a hammerhead at the end of roads longer than 500 feet. *Mr. Panuczak made a motion to adopt the following language "Where dead-end roads are included in the subdivision in the district; the following shall be laid out at the*

end; a cul-de-sac or hammerhead in conformance with specifications shown in Appendix B." Ms. Patti duly seconded and motion passed with a unanimous roll call vote.

Next Mr. Scruton proposed a change to the current grading policy to require paving on all newly developed roads that are over 8% grade. Currently the policy requires paving on all District maintained roads with grade over 12%. Members discussed the change and how it will only apply to new development. There was some disagreement on whether the change was needed, given that there are existing unpaved roads that are over 8% grade, and the fact that the Budget Committee is trying to come up with a plan to pave all existing unpaved town maintained roads within the next 20 years, therefore, this new change would help in preventing any additional roads that are hard to maintain. *Mr. Panuczak made a motion to adopt Number 2 of the Road Policy changing the 12% to 8% as per Mr. Scruton's recommendation. Mr. Herlihy duly seconded and motion passed with a 2:1 roll call vote with Ms. Patti voting in the negative.*

Next change Mr. Scruton proposed was related to drainage. *Ms. Patti made a motion to adopt as written the Drainage Section as included in the IGM report. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.*

Next Mr. Scruton suggested that the Commissioners consider the change to road policy that roads are only to be accepted for maintenance when they are completed to the District standards. After a short discussion *Mr. Hurlihy made a motion that the District would not accept roads until they are built and constructed to District standards. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote.*

Ms. Patti also asked Mr. Scruton to remind everyone what he wanted to put to a vote regarding the roads, and Mr. Scruton explained that he was not able to find the evidence of formal acceptance of the District maintained roads, therefore, he would like to have a warrant article drafted in order to make sure the roads are finally accepted, as they have been maintained since 1977.

b) Water Cross Connection Policy

Mr. Scruton said that the policy was part of the packet. Ms. Patti noted one change that was needed in Item E setting the timeline to send out the information about water testing, which currently stated "X days". Members agreed to insert "10 days" instead. *Ms. Patti made a motion to adopt the Cross Connection Control Program as proposed by the IGM, and as required by NHDES, with two amendments: 1) change the "X days" to "10 days" in Item E; and 2) change the name from "Cross Connection Control Program" to "Cross Connection Policy". Mr. Panuczak duly seconded.*

Ms. Scruton explained that this is a safety measure to prevent water from syphoning back into the system. Once the meters are put in, they will have a backflow preventer valve put in at the same time. Certification requirements are a four day training and a test. *Mr. Panuczak called a vote and motion passed with a unanimous vote in favor by a roll call.*

c) Send out Volunteer Handbooks – additions from Management?

Ms. Patti made a motion to approve sending out the Volunteer Handbooks to all volunteers in the District. Mr. Herlihy duly seconded and motion passed with a unanimous roll call vote in favor.

d) Revisit Policy re: closing Community Center / Ski Lodge when severe weather event, etc.

The item was tabled until the next meeting.

e) Job Search

Ms. Patti noted that this item was on the agenda as the Commissioners took action during a non-public session to approve expending up to $4,000 to MRI to assist with the job search for a new General Manager and she would like to make sure that the community is aware of that.

Upcoming Meeting: Wednesday, January 19, 2022, at 9 AM

Public Comment Period

There was none.

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II (e) and (l). Mr. :Panuczak seconded and the motion passed at 7:43 PM by unanimous roll call vote.
Non-public session was entered at 7:44 PM. Mr. Scruton and Ms. Kinney were present during the non-public session.

Resumption of Public Session

Mr. Panuczak motioned to re-enter public session, Ms. Patti seconded and the motion passed unanimously by roll call vote at 8:31 PM.
Public session was entered at 8:31 PM.
The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Mr. Herlihy, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render a proposal inactive. The motion passed by 2:0 roll call vote with Mr. Panuczak and Mr. Herlihy voting.

Adjournment: *Mr. Panuczak motioned to adjourn the meeting, Mr. Herlihy seconded, and the motion passed unanimously by 2:0 roll call vote with Mr. Panuczak and Mr. Herlihy voting.*
Meeting adjourned at 8:32 PM.

Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611

1. Water rate for snow gun. I would suggest that we charge the snow gun as follows. The flat overhead charge of $322 divided over 4 months, Jan., Feb., March, and December 2022 plus a charge monthly per gallon derived by taking the variable cost ($180,000, but could be adjusted in May so December would be the correction) divided by total gallons produced and multiplied by the gallons used. The two would be added together for the monthly charge.
2. Hot Tub inside. The chair of the Advisory Budget Committee recommended the Board make a decision on whether it was willing to consider the expensive fix at the end of the lap pool or to work to place a hot tub (similar in size to the one that was removed) on the indoor pool deck where there is no rooms below the location.
3. There has been a need for clarification on the revolving recreation fund and the new RMA.

The agreement states:

In definitions:

General Maintenance	Maintenance and management of District facilities as reasonably required by the District, including but not limited to, rubbish removal, cleaning and other minor nonstructural repairs that arise from WEA's use of premises.
Maintenance of Facilities	Inclusive of but not limited to preventative, ongoing, or emergency actions taken designed to maintain, repair, or improve the condition of the facilities.

Under recitals the District, WEVD, has several duties including these relating to the matter at hand:

c. Operating "recreational programs" in accordance with this agreement.

d. Ensuring a safe and inviting environment of all common areas consistent with their intended uses, managing safe and responsible alcoholic beverage service, and maintaining liquor and food service standards commensurate with licensing for each.

e. Exercising universal and unilateral authority to take actions to manage its responsibilities relative to safety and professionalism.

f. Provide the necessary personnel and equipment to perform the services required by related to such activities as contractually agreed upon.

g. Provide accounting, billing, and clerical services to the Association as contractually agreed upon.

"**The Association's rights and responsibilities include the following:**

a. Establish and maintain an "admission policy" to all recreational facilities falling within the scope of this agreement.

b. Protect and provide access to "Waterville Estates'" common property owned by the District enjoyed by all eligible property owners and those non-property owners approved by the board members and which are in the best interest of the owners.

c. Exercises final approval of all "recreational activities" which are to be funded by the Association.

d. Accept and/or annex new property for use in common by eligible "Waterville Estates" property owners. "

3g states:

g. Monies deposited into the revolving Rec Fund pursuant to this agreement are fees & charges. As such, they are not subject to the Trustee of the Trust Fund process. Fees and Charges provided by WEA per this RMA go directly into the revolving Rec Fund in accordance with RSA 35-B:2, II. Fees & Charges provided by WEA into the Revolving Rec Fund are intended to be used for the following purposes:

i. General Maintenance and upkeep of District facilities which are used for recreation;

ii. Supplies, equipment, and utilities (attributable to recreation) used to deliver services required by the RMA; and

iii. Payroll for District employees engaged in the provision of recreational services

Staff believes expenditures from the Revolving Recreation fund are under the absolute authority of the Board of Commissioners. When the Commission approves the manifest the expenditure is taken from the Revolving Recreation fund. WEVD will also monthly bill the Revolving fund for payment of staff, utilities and other items within the District Budget. WEA can question the Board as to the applicability of a charge but this does not stop the payment from the Revolving Recreation Fund or the need to maintain $50,000 balance while that matter is discussed.

One issue that should be decided upon is how to apportion the utilities.

4. Well repair #1 cost just over $50,000 to fix. That used a pump on the shelf and we need to order another one.
5. Collection Policy Draft

Collection Policy

PURPOSE:
This policy is to outline the collection procedure for the Waterville Estates Village District (hereinafter WEVD) Water Department as outlined by the Water Ordinance adopted August 16, 2021 and RSA 38.

PROCEDURE:
A reminder will be sent to all outstanding accounts the week after the bill is due and either a statement or the invoice will be included with the reminder. Reminder letters referenced hereinafter will not be sent earlier than the day specified but will be sent as soon as reasonable after the date.

All accounts at least thirty days (30) past due will be assessed a 1% finance charge on the first of each month (totaling 12% annually) until the balance of the unpaid bill(s) is/are paid in full. A statement will be sent to all accounts with an outstanding balance detailing the total monies owed to WEVD Water Department.

After ninety days (90) past due, letters requesting payment will be sent to all accounts with outstanding balances. Those properties using water will also receive a notice outlining their date of disconnection for non-payment. Disconnection will follow guidelines set in RSA 38 and WEVD Water Ordinance at the direction of the Commissioners.

Once payment of all past due invoices have been made in full water will be reconnected during regular business hours.

RSA 38:22 indicates that all unpaid water bills create a lien upon the property. Waterville Estates Village District may place a lien after bills are unpaid for eighteen (18) months or balance owed exceeds $2,000 with the Grafton Country Registry of Deeds. This will be done after when the Board of Commissioners votes to do so for those unpaid water bills.

DRAFT

Committee Reports – January 19, 2022 Commissioner Meeting

Budget Advisory Committee
Our most recent meeting was January 17. At this meeting the "final budget" was reviewed including the capital expenditures planned for the year. The committee reviewed these exhibits during the two hour meeting and made minor change recommendations including reassignment of portions of some facility and recreation related expenses. It is not the intent of the committee to further debate any of the projected expense figures. Over the course of the past meetings, the projected expenses have been carefully evaluated and discussed with those who are closest to the operations having the expertise to make appropriate expenditure recommendations. Management is updating the "final budget" and is expected to provide it to the committee members this week. At the next meeting the committee will formulate a budget opinion and the details behind projected expenses that most impact the overall budget. As a result, the committee should be able to provide the commissioners with a workable budget to be used during future hearings.

Respectfully submitted,
Mark Canfield
BAC Chair

Planning Board
There is no update. Our next meeting is scheduled for Thursday, January 20.

Respectfully submitted,
Mark Canfield
Interim Chair - Planning Board

TOTAL DUE $ 37523.64

47851.71
(37523.64)
10328.07

Waterville Estates Village District
Unpaid Bills Detail
As of December 28, 2021

Type	Date	Num	Due Date	Split	Open Bala...
ACCOUNTANT USE ONLY -V					
General ...	12/31/2019	JE#9 I		1800.2 · Due From R...	28,132.00
General ...	12/31/2019	JE# 6 REVIS		-SPLIT-	(28,132.00)
Total ACCOUNTANT USE ONLY -V					0.00
Airgas					
Credit	11/11/2021	CREDIT		4312.27 · Shop suppl...	(91.04)
Bill	07/31/2021	Inv # 9981301920	08/10/2021	-SPLIT-	20.00
Total Airgas					(71.04)
BCN Telecom - Shop					
Bill	12/01/2021	Inv. # 23222248	12/11/2021	4199.3 · Telephones	33.27
Total BCN Telecom - Shop					33.27
Belletetes, Inc.					
Credit	12/06/2021			4902.6 · Cap-Deferre...	(1.06)
Total Belletetes, Inc.					(1.06)
CivicPlus LLC					
Bill	12/21/2021	Inv. # 220320	12/31/2021	4153.1 · Legal / Cons...	4,579.80
Total CivicPlus LLC					4,579.80
Consolidated- 7408 Alarm					
Bill	12/12/2021		01/06/2022	4220.1 · Alarm, Fire ...	186.17
Total Consolidated- 7408 Alarm					186.17
Consolidated - BAPL Fire Alarm					
Bill	12/18/2021		01/12/2022	4220.1 · Alarm, Fire ...	92.02
Total Consolidated - BAPL Fire Alarm					92.02
Consolidated -8958 - Alarm					
Bill	12/12/2021		12/22/2021	4220.1 · Alarm, Fire ...	47.33
Total Consolidated -8958 - Alarm					47.33
Consolidated Comm. - Shop 8279					
Bill	12/12/2021		12/22/2021	4199.3 · Telephones	50.94
Total Consolidated Comm. - Shop 8279					50.94
Conway Technology Group					
Bill	12/03/2021	INV. # 3151340	12/13/2021	4311.1 · Office Suppl...	87.60
Total Conway Technology Group					87.60
Delta Dental					
Bill	12/15/2021	January Bill	12/25/2021	-SPLIT-	646.25
Total Delta Dental					646.25
Drummond Woodsum					
Bill	12/09/2021	Inv. # 772131	12/19/2021	4153.1 · Legal / Cons...	3,360.80
Total Drummond Woodsum					3,360.80
DTL Electric					
Bill	12/19/2021	Inv. # 1151	12/29/2021	4520.14 · Building Inf...	5,075.48
Bill	12/19/2021	Inv. # 1152	12/29/2021	4520.14 · Building Inf...	1,375.41
Total DTL Electric					6,450.89
Duffield Engineering & Consulting					
Bill	05/12/2019		05/22/2019	4520.26 · Cap - Septi...	1,300.00
Total Duffield Engineering & Consulting					1,300.00

Waterville Estates Village District
Unpaid Bills Detail
As of December 28, 2021

Type	Date	Num	Due Date	Split	Open Bala...
Eversource - 1074 Over Flow Parking					
Bill	12/01/2021		12/21/2021	4520.17 · Outdoor Li...	71.28
Total Eversource - 1074 Over Flow Parking					71.28
First BankCard - 2124 CS					
Bill	11/30/2021	Google	12/10/2021	-SPLIT-	471.16
Bill	11/30/2021	QuickBooks	12/10/2021	4199.10 · Licenses/F...	64.40
Bill	12/08/2021	Amazon	12/18/2021	4312.28 · Small Tool...	147.88
Bill	12/08/2021	Amazon	12/18/2021	4312.16 · Equipment ...	39.39
Bill	12/10/2021	Amazon	12/20/2021	4529.5 · Cleaning Su...	54.54
Bill	12/14/2021	Zerbee	12/24/2021	4529.5 · Cleaning Su...	79.49
Bill	12/14/2021	Amazon	12/24/2021	4311.1 · Office Suppl...	131.98
Bill	12/16/2021	Ord.#5710649	12/26/2021	9014.19 · Covid Com...	89.90
Bill	12/16/2021	Common Man ...	12/26/2021	4199.2 · Commission...	150.00
Bill	12/16/2021	Laconia Daily Sun	12/26/2021	4197.1 · Advertiseme...	21.25
Bill	12/17/2021	Amazon	12/27/2021	4220.3 · Fire & Secur...	87.32
Bill	12/23/2021	Zoom	01/02/2022	4311.2 · Taxes/Fees/...	199.90
Bill	12/24/2021	Amazon	01/03/2022	4902.6 · Cap-Deferre...	384.00
Bill	12/27/2021	Amazon	01/06/2022	4902.6 · Cap-Deferre...	57.92
Total First BankCard - 2124 CS					1,979.13
Grainger					
Credit	11/12/2021	#9067629635		4902.6 · Cap-Deferre...	(412.52)
Total Grainger					(412.52)
Handy Man Hardware					
Bill	12/06/2021	Inv. # B300320	12/06/2021	4520.14 · Building Inf...	6.00
Bill	12/07/2021	Inv. # B300390	12/07/2021	4312.28 · Small Tool...	65.00
Bill	12/07/2021	Inv. # B300461	12/07/2021	4520.7 · Ski Area Re...	20.00
Bill	12/08/2021	Inv. # B300537	12/08/2021	4529.12 · Outdoor R...	70.00
Bill	12/08/2021	Inv. # B300598	12/08/2021	-SPLIT-	12.50
Bill	12/13/2021	Inv. # A182616	12/13/2021	-SPLIT-	65.00
Bill	12/13/2021	Inv. #B301220	12/13/2021	-SPLIT-	62.50
Bill	12/16/2021	Inv. # B301672	12/16/2021	-SPLIT-	55.00
Bill	12/21/2021	Inv. # B302364	12/21/2021	-SPLIT-	68.72
Bill	12/22/2021	Inv. # B302503	12/22/2021	4312.28 · Small Tool...	12.00
Bill	12/24/2021	Inv. # B302791	12/24/2021	-SPLIT-	62.00
Bill	12/27/2021	Inv. # B302946	12/27/2021	4902.6 · Cap-Deferre...	28.00
Total Handy Man Hardware					526.72
HD Supply Facilities Maintenance					
Credit	07/09/2021	Memo #180095...		4520.14 · Building Inf...	(890.40)
Credit	07/20/2021	Inv. # 14036556...		4520.14 · Building Inf...	(249.00)
Bill	07/27/2021	Inv. # 91937841...	08/06/2021	-SPLIT-	196.09
Bill	08/04/2021	Inv. # 91940557...	08/14/2021	4520.14 · Building Inf...	249.00
Bill	08/05/2021	Inv. # 91940995...	08/15/2021	4520.14 · Building Inf...	498.00
Bill	11/05/2021	Inv. # 91972163...	11/15/2021	-SPLIT-	39.98
Bill	12/21/2021	Inv. # 91985300...	12/31/2021	4520.14 · Building Inf...	1,321.08
Total HD Supply Facilities Maintenance					1,164.75
Home Depot					
Bill	12/13/2021		12/23/2021	4312.27 · Shop suppl...	109.00
Total Home Depot					109.00
Irving Energy - Sales					
Bill	10/21/2021		11/05/2021	-SPLIT-	2,432.00
Total Irving Energy - Sales					2,432.00
JP Pest Services					
Bill	12/13/2021	Inv. # 3107530	01/12/2022	4529.8 · Pest Control	146.70
Bill	12/13/2021	Inv. # 3107529	01/12/2022	4529.8 · Pest Control	191.50
Total JP Pest Services					338.20

Waterville Estates Village District
Unpaid Bills Detail
As of December 28, 2021

Type	Date	Num	Due Date	Split	Open Bala...
Municipal Resources, Inc.					
Bill	12/10/2021	Inv. # 22643	12/20/2021	4153.1 · Legal / Cons...	8,352.96
Total Municipal Resources, Inc.					8,352.96
Nancy Demers - E					
Bill	12/19/2021	Belmont Clear ...	12/29/2021	4196.1 · Other Deduc...	214.00
Total Nancy Demers - E					214.00
Northway Bank Visa-8454					
Bill	12/09/2021	Inv. # 56022	12/19/2021	4312.19 · Plow Gear ...	187.00
Total Northway Bank Visa-8454					187.00
Sanel NAPA Auto Parts					
Bill	12/27/2021	Inv. # 200005507	01/16/2022	-SPLIT-	124.46
Total Sanel NAPA Auto Parts					124.46
Shawn Pelchat - E					
Bill	12/19/2021	CVS Pharmacy	12/29/2021	4196.1 · Other Deduc...	23.99
Total Shawn Pelchat - E					23.99
Staples Business Advantage					
Bill	12/03/2021	Ord. #73450962...	01/02/2022	-SPLIT-	187.33
Total Staples Business Advantage					187.33
Tenco Industries, Inc					
Bill	11/29/2021	Inv. # 7828020	12/09/2021	4312.19 · Plow Gear ...	4,800.00
Total Tenco Industries, Inc					4,800.00
Tiffany Royea - E					
Bill	12/23/2021	PO # 276590	01/02/2022	4199.2 · Commission...	100.00
Total Tiffany Royea - E					100.00
Upton & Hatfield, LLP					
Bill Pmt ...	09/28/2020	25532		1001 · Northway Bank	(5,821.85)
Item Re...	12/31/2020	Check # 106590		4153.1 · Legal / Cons...	5,821.85
Bill	11/30/2021	Statement # 15...	12/25/2021	4153.1 · Legal / Cons...	3,666.00
Total Upton & Hatfield, LLP					3,666.00
Vermont Recreational Surfacing & Fencing,					
Bill	12/03/2021	Inv. # 15611	12/13/2021	4520.30 · Cap - Tenn...	2,649.60
Total Vermont Recreational Surfacing & Fencing,					2,649.60
TOTAL					**43,276.87**

TOTAL DUE $ 8433.80

$ 26003.12
(8433.80)
$ 17569.32

9:14 AM
12/28/21

WEVD Rec Fund
Unpaid Bills Detail
As of December 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
Chris Palermo					
Bill	12/23/2021	PO # 276592	01/02/2022	9500.26 · Entertainment	200.00
Total Chris Palermo					200.00
Consolidated- 7331 10					
Bill	12/12/2021		12/27/2021	9101.13 · Telephone	51.51
Total Consolidated- 7331 10					51.51
Consolidated - 7331 42					
Credit	12/18/2021			9101.13 · Telephone	-0.56
Total Consolidated - 7331 42					-0.56
Consolidated Comm. - 5220					
Bill	12/12/2021		12/22/2021	9101.13 · Telephone	107.50
Total Consolidated Comm. - 5220					107.50
Consolidated Comm. - Fax 4707					
Bill	12/12/2021		12/22/2021	9101.13 · Telephone	50.94
Total Consolidated Comm. - Fax 4707					50.94
Conway Technology Group					
Bill	12/03/2021	Inv. # 3151340	12/13/2021	9101.09 · Office Supplies	87.60
Total Conway Technology Group					87.60
Delta Dental					
Bill	12/07/2021		12/17/2021	-SPLIT-	436.37
Total Delta Dental					436.37
First Bankcard - 2124 CS					
Bill	11/30/2021	QuickBooks	12/30/2021	9101.08 · Dues & Subsc...	64.40
Bill	12/02/2021	TouchBistro	01/01/2022	9101.08 · Dues & Subsc...	9.95
Bill	12/03/2021	NH Food Protection	01/02/2022	9101.11 · Licenses & Fe...	450.00
Bill	12/14/2021	TouchBistro	01/13/2022	9101.11 · Licenses & Fe...	2,988.00
Total First Bankcard - 2124 CS					3,512.35
PFG - 83114 - Ski Area					
Bill	12/09/2021	Inv. # 6883696	12/19/2021	-SPLIT-	1,476.49
Bill	12/16/2021	Inv. # 6889142	12/26/2021	-SPLIT-	536.42
Total PFG - 83114 - Ski Area					2,012.91
RecDesk LLC					
Bill	12/07/2021	Inv. # 12061	12/17/2021	9101.11 · Licenses & Fe...	3,300.00
Total RecDesk LLC					3,300.00
Spectrum - Ski Area					
Bill	12/15/2021	Inv.#7170099011...	12/25/2021	-SPLIT-	424.86
Total Spectrum - Ski Area					424.86
Staples Business Advantage					
Credit	12/21/2021			9101.09 · Office Supplies	-26.64
Bill	12/03/2021	Ord.# 7345096204	01/02/2022	-SPLIT-	427.51
Total Staples Business Advantage					400.87
Stephen Centola					
Bill	12/23/2021	PO # 276591	01/02/2022	9500.26 · Entertainment	1,000.00
Total Stephen Centola					1,000.00
Tracy Duffy - E					
Bill	11/23/2021	Tractor Supply	12/03/2021	9005.12 · Bar Supplies	12.99
Bill	11/26/2021	Hannaford	12/06/2021	9005.07 · Food	51.41

WEVD Rec Fund
Unpaid Bills Detail
As of December 28, 2021

Type	Date	Num	Due Date	Split	Open Balance
Bill	12/03/2021	Hannaford	12/13/2021	9005.07 · Food	89.06
Bill	12/07/2021	Hannaford	12/17/2021	9005.07 · Food	204.99
Bill	12/09/2021	Hannaford	12/19/2021	9005.07 · Food	60.37
Total Tracy Duffy - E					418.82
UniFirst Corporation					
Bill	12/09/2021	Inv. # 11070087533	01/08/2022	9500.29 · Laundry & Uni...	115.97
Bill	12/16/2021	Inv. # 1070089529	01/15/2022	9500.29 · Laundry & Uni...	113.66
Bill	12/23/2021	Inv. # 107091403	01/22/2022	9500.29 · Laundry & Uni...	113.66
Total UniFirst Corporation					343.29
TOTAL					**12,346.46**

TOTAL DUE $27655.05

$94538.23
- 27655.05
$66,883.18

3:21 PM
12/28/21

WEVD Water Department
Unpaid Bills Detail
As of December 28, 2021

Type	Date	Num	Due Date	Split	Open Bala...
Conway Technology Group					
Bill	12/03/2021	Inv. # 3151340	01/02/2022	4332.14 · Office Supplies	87.60
Total Conway Technology Group					87.60
Dirt Design					
Bill	12/02/2021	Statement	12/12/2021	4332.1 · System Repair...	4,200.00
Total Dirt Design					4,200.00
DuBois & King, Inc.					
Bill	12/06/2021	Inv. # 1221009	12/16/2021	4332.4 · Engineering	13,442.00
Bill	12/27/2021	Inv. # 1221214	01/06/2022	4332.4 · Engineering	5,687.00
Total DuBois & King, Inc.					19,129.00
First BankCard - 2124 CS					
Bill	11/30/2021	QuickBooks	12/10/2021	4332.12 · Licenses/fees...	64.40
Bill	12/16/2021	Stamps.com	12/26/2021	4332.15 · Postage	50.00
Total First BankCard - 2124 CS					114.40
Granite State Rural Water Association					
Credit	08/10/2021	Inv. # 9856		4332.12 · Licenses/fees...	-99.00
Total Granite State Rural Water Association					-99.00
Handyman Hardware					
Bill	12/10/2021	Inv. # B300785	12/20/2021	-SPLIT-	17.50
Total Handyman Hardware					17.50
Harcros Chemicals, Inc.					
Bill	12/10/2021	Inv. # 290207306	12/20/2021	-SPLIT-	856.15
Total Harcros Chemicals, Inc.					856.15
NH Electric Co-Op - Liberty Lane					
Bill	12/14/2021		12/24/2021	-SPLIT-	3,279.64
Total NH Electric Co-Op - Liberty Lane					3,279.64
Verizon Wireless					
Bill	12/08/2021	Inv. # 9894585585	12/18/2021	4332.1 · System Repair...	85.16
Total Verizon Wireless					85.16
TOTAL					**27,670.45**

Waterville Estates Village District

Water Department

562 Winterbrook Rd, Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
a.smith@waterville-estates.com

Collection Policy

PURPOSE:
This policy is to outline the collection procedure for the Waterville Estates Village District (hereinafter WEVD) Water Department as outlined by the Water Ordinance adopted August 16, 2021 and RSA 38.

PROCEDURE:
A reminder will be sent to all outstanding accounts the week after the bill is due and either a statement or the invoice will be included with the reminder. Reminder letters referenced hereinafter will not be sent earlier than the day specified but will be sent as soon as reasonable after the date.

All accounts at least thirty days (30) past due will be assessed a 1% finance charge on the first of each month (totaling 12% annually) until the balance of the unpaid bill(s) is/are paid in full. A statement will be sent to all accounts with an outstanding balance detailing the total monies owed to WEVD Water Department.

After ninety days (90) past due, letters requesting payment will be sent to all accounts with outstanding balances. Those properties using water will also receive a notice outlining their date of disconnection for non-payment. Disconnection will follow guidelines set in RSA 38 and WEVD Water Ordinance at the direction of the Commissioners. Once payment of all past due invoices have been made in full water will be reconnected during regular business hours.

RSA 38:22 indicates that all unpaid water bills create a lien upon the property. Waterville Estates Village District may place a lien after bills are unpaid for eighteen (18) months or balance owed exceeds $2,000 with the Grafton Country Registry of Deeds. This will be done after when the Board of Commissioners votes to do so for those unpaid water bills.

Effective date:

Adopted on _____

_____ _____
Commissioner Date

_____ _____
Commissioner Date

_____ _____
Commissioner Date

DRAFT