WEVD COMMISSION MEETING AND PUBLIC HEARING AGENDA
Wednesday, FEBRUARY 16, 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. Motion to Adopt Public Hearing Policy
6. PUBLIC HEARING:
    a. Warrant Article 2, REVENUE for Operating Budget
    b. Warrant Article 2, EXPENDITURES for Operating Budget
    c. Warrant Article 3 Water Budget
    d. Warrant Article 4 Air Exchange & Cooling Community Center
    e. Warrant Article 5 Diesel Plow Truck
    f. Warrant Article 6 Americans with Disabilities Act Expenditures
    g. Warrant Article 7 Clarification of Road Acceptance
    h. Warrant Article 8 Establishment of Fee Authority
    i. Warrant Article 9 Number of Planning Board Members
    j. Warrant Article 10 + -- if any Petitioned Articles
7. Approval of Minutes
    a. February 3, 2022
    b. December 27, 2021
    c. December 15, 2021
8. Treasurer's Report
9. Interim GM's Report
10. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
11. Upcoming Meeting:
    a. PUBLIC HEARING ?? Tuesday, February 22, 2022, at 6 p.m.
    b. Wednesday, March 2, 2022 at 6 p.m.
12. Public Comment Period
13. Non-Public Session
14. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

PUBLIC HEARING POLICY – if approved during meeting (item #5 of agenda):

WEVD PUBLIC HEARING POLICY:

1. The Chair (or other Commissioner in the Chair's absence or to whom the Chair designates the role) will open the hearing by announcing the purpose of the Public Hearing and summarizing these rules by which people may participate.
2. The Chair will ask all persons attending the hearing at the physical location to print their names and addresses on the sign-up sheet.
3. The Chair will ask all persons who are attending remotely online to either send an email to the AGM, Ms. Kinney at wea.judy@waterville-estates.com, or indicate at the appropriate time their desire to speak. The email requests can be made at any time during the hearing. Ms. Kinney will compile a list of names and addresses in the order she received notice from those attending remotely. Then others who are remote will have an opportunity to speak.
4. The Chair will ask all persons who are attending remotely on their telephones to call into the Community Center so Ms. Kinney can compile a list of all those telephonic attendees (names & addresses) who wish to speak. There should be no difficulty leaving the Zoom meeting to place this call and then re-entering the meeting. THE NUMBER TO REACH MS. KINNEY DURING THE RECESS IS 603.726.3082.
5. An explanation of the item(s) under discussion at the Public Hearing will be given by the Commission or its designees (staff, engineers, etc.). The Commissioners may ask questions to clarify or expand upon what staff has presented. If it is a Petitioned Article, the petitioner will have up to 10 minutes to explain the Petitioned Article.
6. The Chair will then open the meeting for public input. Each member of the public will be granted up to five (5) minutes to speak. Members of the public can only speak one time until everyone has had a chance to speak. Commissioners or staff may respond but are not required to respond.
7. The Chair will first recognize those attending the physical location where the meeting is broadcast to speak during the public hearing.
8. After every member of the public who is present has had the opportunity to speak once, the Chair will call a brief recess to obtain the list of those attending remotely by Zoom or phone who have made the request to Ms. Kinney. They will be allowed to speak up to 5 minutes in length.
9. Once all members of the public who wish to address the Commission have had an opportunity to speak once, any member of the public who wishes to speak again will be given an opportunity to speak for up to five (5) minutes.
10. The Chair will then ask the Commissioners and staff if they have any additional comments.
11. The Chair will then close the Public Hearing.
12. The Chair will then consider any motions to be made at this time on the subject matter of the Public Hearing.

WEVD COMMISSION MEETING POLICY:

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.

Proposed warrant articles for Public Hearing 2-16-2022

1. To choose officers (Commissioner 3 years, Clerk for one year and moderator for two years.
2. To see if the Village District will vote to raise and appropriate the sum of Two million one hundred eighty nine thousand forty-seven Dollars and No Cents ($2,189,047) for general municipal operations. This article does not include appropriation contained in special or individual articles addressed separately. Projected tax rate increase $2.03/$1000 ...Commissioner recommendation
3. To see if the Village District will vote to raise and appropriate the sum of Three Hundred Forty Thousand Eight Hundred Eight Dollars and No Cents ($532,455) for the water department operations, said funds to come from user rates and fees? There is no tax rate impact. ...Commissioner Recommendation
4. To see if the Village District will vote to raise and appropriate the sum of One Hundred Thousand Dollars and No Cents ($100,000) for the purpose of District facilities improvements to the air conditioning, air handling and heating system at the Community Center. This article is non-lapsing until December 31, 2026. This article is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 VI. .... Projected tax rate increase 98 cents/1,000 evaluation...Commissioner recommendation
5. To see if the Village District will vote to raise and appropriate One Hundred Twenty Thousand Dollars and No Cents ($120,000) for the purpose of purchasing a plow truck and related equipment to replace an existing vehicle to come from the unreserved fund balance. This article is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 VI. There is no tax rate increase to this article....Commissioner recommendation
6. To see if the Village District will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars and No Cents ($25,000) for the purpose of improvements to Village District buildings to make them more assessable as outlined in the Americans with Disabilities Act (ADA). This article is non-lapsing until December 31, 2026. Projected Tax Rate increase of 25 cents/1000 evaluation. Commissioner

Recommendation?

7. To see if the Waterville Estates Village District (WEVD) will formally accept the roadsfound in Deed book 1324 page 786 from Waterville Estates Association (WEA) to WEVD October 26, 1977 and Roads correction deed book 1436 page 928 WEA to WEVD Nov 30, 1981....Commissioner recommendation?
8. To see if the Waterville Estates Village District will adopt the provisions of RSA 41:9-a to establish or amend fees, including the issuance of any license or permit which is part of a regulatory program which has been established by vote of the town. and The use or occupancy ofany public revenue-producing facility, as defined in RSA 33-B:1, VI, the establishment of which has been authorized by vote of the town. The authority to set fees for Recreation and Water are in other statutes. Such a vote shall continue in effect until rescinded. Commissioner recommendation?
9. To see if the Waterville Estates Village will establish the size of the Planning Board as 7 members as outlined in RSA 673:2 III. Commissioner recommendation (could be 5)
10. Any Petitioned Articles

Proposed Budgets for 2022

Operating

Capital

Water

It costs to do things right!

- Taxes are the price we pay for civilization. Oliver Wendall Holmes
- Desired services cost money.
- Long-delayed maintenance coming due
- Fram oil filter ad, pay me now or pay me later.

Offsetting Revenues

- **Administrative Services Agreement offset staff and expenses in operating budget does WEA business**
- **Recreation Management Agreement offset staff and expenses in operating budget with recreation services.**
- **Water rates offset all of water budget**

District Priorities

Roads, Water, & maintaining assets

Delivery of Association Recreation priorities

Response to Priorities

Personnel

Infrastructure

Personnel to meet priorities

Partially offset ASA & RMA

Hard to hire and retain part-time employees in this economy

- **Increased wages to be competitive**
- **Hired/promoted to full time.**
- **1 Highway employee**
- **1 Maintenance employee**
- **1 Cleaning employee**
- **2 office employees**

.

Addressing Priority needs in Infrastructure

- Highway Truck
- Strategic Water Study
- Waterline work
- Environmental clean-up DPW Yard
- Repairs to 11 buildings
- Paving maintenance

Changes

Operating Budget

- Line 25-27 Bond repayment
- Line 29,30 GM, Asst GM
- Line 31, 32 Staff
- Lines 35-49 Benefits
- Line 53 Legal/consulting
- Line 57 Continuing Ed
- Line 59 Misc.

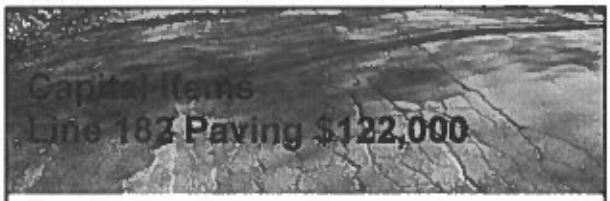
- $45,980
- Instead of -$74,516, 100% in Budget, offset RMA revenue
- Admin Serv Agree, RMA
- Divided by same percentages as ASA & RMA
- To reflect actual use
- More training, education
- Reflect actual

Changes

Operating Budget

- Line 72 Annual Meeting
- Line 73 Website
- Line 82,86,87, 88 Road Wages
- Line 99 Misc.
- Line 117 Consulting
- Line 126-130 Building Wage
- Line 158 Water Bill
- Line 166 Pest Control

- Reflect actual 2021 cost
- New web site & hosting
- Full-time hire, Steve part salary to water
- Clean up costs of DPW Yard
- Envir. Study DPW Yard
- Full time hire
- District pays like everyone else
- Actual cost for professional



Capital Items
Line 182 Paving $122,000

- Roads wear out
- Fixing before it gets really bad saves a lot of money
- Paving postponed in 2021



Line 186 on Operating budget
Various Maintenance
Details tab CapPres. Col Y32-129

Line numbers CapPres	Total requested
33 Server Room	$ 10,000
48 Painting Ski Lift Towers	$ 30,000
53 Computer equipment (phased)	$ 20,736
54 Door replacements	$ 15,000
60 Furnishings/furniture	$ 3,500
61 Kitchen equipment	$ 48,887
70 Plumbing/replace heating lines	$ 30,000
71 HVAC repairs air exchange, air conditioners throughout Com. Ctr.	$100,000

Line 185 Operating Budget
Various Maintenance
Details tab CapPres. Col Y32-129

Line numbers CapPres tab	Total Requested
78 Security System	$ 8,000
79 Camera system	$ 14,000
85 Building Drainage	$ 2,000
117 Spa	$ 20,000

Various Maintenance from tab 'growth/new' V16, V67

Growth/new 22Budget tab for #s	Total Requested
▪ 190 Sand Storage	▪ $ 30,000
▪ 192 Storage	▪ $ 4,000
▪ 192 Mower/snow blower	▪ $ 700
▪ 192 General	▪ $ 25,000
▪ 192 Remodel repair various buildings	▪ $ 22,000

Water Budget Article 3

- General information:
  - Half of Department Head's salary and benefits listed here.
  - Department has its own legal line
  - Capital improvements

Water Budget

Line # Water Tab	Change
▪ 23,24,25 Wage division	▪ $ 53,600
▪ 26 Licenses, training	▪ $ 10,232
▪ 31 Legal	▪ $ 10,000
▪ 33 Leak Repair	▪ $ 11,298
▪ 34 Engineering	▪ $ 31,204
▪ 39 Electricity	▪ $12,758
▪ 41 Consultant	▪ $ 10,000

Water Budget

Line # Water Tab	Change
▪ 46 Waterline Upgrades	▪$ 49,104
▪49 Strategic Planning	▪$ 50,000 *grant sought
▪53 water elements	▪$ 19,555
▪54Water Meters	▪$ 40,000 (mostly reimbursed)

Warrant Article 4 Improvements Air Systems Community Center

- ▪71 HVAC repairs air exchange, air conditioners throughout Com. Ctr. ▪$100,000

Article 5
Diesel Highway Truck
Size Ford 550
Wing, Plow, Sander

- ▪Line 183 $122,000
- ▪Old one near end of life. Probably this is last winter it will pass inspection. Frame damage
- ▪Use of fund balance so no tax rate impact

Warrant Article 6 Building Improvements ADA

- Improvements related to ADA compliance
- $25,000

Other Warrant Articles

- 7 Clarification on Road deeds
- 8 Setting various fees (other than recreation and water)
- 9 Number of members to Planning Board
- ? Petitioned Articles
- Other Business

Proposed 2022 Operating Budget & Water Budget

$9,723.30 avg per month

Admin Fee			116,679.60				IDENTIFY ACCT #s (Varies by Employee)						
Role	Role	Acct	% Amt	%	Total	Wages	Med	SS	NH	Retire	Health	NH Trust	Dental
GM	GM	4130.2 · WEVD Manager	30,506.51	25%	122,026.05	90,000.00	1,305.00	5,580.00	211.00	12,654.00	947.47	10,623.58	705.00
GM	GM Phone	4199.11 · Cellular Phones	80.74	25%	322.95	300.00	4.35	18.60	-	-	-	-	-
Judy Kinney	AGM	4130.3 · Assistant Manager	26,521.38	25%	106,085.51	77,000.00	1,116.50	4,774.00	211.00	10,826.20	829.23	10,623.58	705.00
Judy Kinney	AGM Phone	4199.11 · Cellular Phones	80.74	25%	322.95	300.00	4.35	18.60	-	-	-	-	-
Patti Lindbloom	AP for Rec	4130.7 · Admin Assistant	2,292.52	10%	22,925.15	21,100.00	305.95	1,308.20	211.00	-	-	-	-
Erin Hershey	WEA Admin Help	4130.7 · Admin Assistant	56,708.78	100%	56,708.78	46,420.00	673.09	2,878.04	211.00	6,526.65	-	-	-
Erin Hershey	WEA Admin Help Phone	4199.11 · Cellular Phones	488.93	100%	488.93	450.00	6.53	27.90	4.50				
			116,679.60	37.8%	308,880.32	235,570.00	3,415.77	14,605.34	848.50	30,006.85	1,776.70	21,247.16	1,410.00

Calculations Used as Basis For RMA Income in 2022 Budget

Maint & Rec Svcs			364,743.70				IDENTIFY ACCT #s (Varies by Employee)						
Employee	Role	Acct	% Amt	%	Total	Wages	Med	SS	NH	Retire	Health	NH Trust	Dental
GM	GM	4130.2 · WEVD Manager	30,506.51	25%	122,026.05	90,000.00	1,305.00	5,580.00	211.00	12,654.00	947.47	10,623.58	705.00
GM	GM Phone	4199.11 · Cellular Phones	80.74	25%	322.95	300.00	4.35	18.60	-	-	-	-	-
Judy Kinney	AGM	4130.3 · Assistant Manager	26,521.38	25%	106,085.51	77,000.00	1,116.50	4,774.00	211.00	10,826.20	829.23	10,623.58	705.00
Judy Kinney	AGM Phone	4199.11 · Cellular Phones	80.74	25%	322.95	300.00	4.35	18.60	-	-	-	-	-
GM-AGM Sub-Totals			57,189.37	25%	228,757.46	167,600.00	2,430.20	10,391.20	422.00	23,480.20	1,776.70	21,247.16	1,410.00
Shawn Pelchat	Building	4520.01 · Building Wages	38,466.25	50%	76,932.50	52,950.00	767.78	3,282.90	211.00	7,444.77	947.47	10,623.58	705.00
Shawn Pelchat	Phone	4520.11 · Cell Phone	162.98	50%	325.95	300.00	4.35	18.60	3.00				
Zack Kennedy	Building	4520.01 · Building Wages	28,411.21	50%	56,822.42	36,900.00	535.05	2,287.80	211.00	5,188.14	371.85	10,623.58	705.00
Phone Allowance	Phone	4520.11 · Cell Phone	162.98	50%	325.95	300.00	4.35	18.60	3.00				
Shawn Pelchat	Ski Lift Maint	4520.38 · Lift Maintenance	5,887.72	50%	11,775.44	9,675.00	140.29	599.85	-	1,360.31	-	-	-
Zack Kennedy	Ski Lift Maint	4520.38 · Lift Maintenance	331.32	50%	662.63	540.00	7.83	33.48	5.40	75.92	-	-	-
Wayne Haughes	Ski Lift Maint	4520.38 · Lift Maintenance	228.21	50%	456.41	375.00	5.44	23.25	-	52.73	-	-	-
	Maint Phone	Need Account #	81.49	50%	162.98	150.00	2.18	9.30	1.50	-	-	-	-
Maint Sub-Totals			73,732.16	50%	147,464.28	101,190.00	1,467.26	6,273.78	434.90	14,121.86	1,319.32	21,247.16	1,410.00
Kelsey Toolin	Cleaning - Rec Center	4520.07 · Cleaning Wages Rec Center	15,225.12	75%	20,300.17	18,684.00	270.92	1,158.41	186.84				
Bem Demers	Cleaning - Rec Center	4520.07 · Cleaning Wages Rec Center	34,662.39	75%	46,216.52	28,080.00	407.16	1,740.96	280.80	3,948.05	430.97	10,623.58	705.00
Ryan MacDonald	Cleaning - Rec Center	4520.07 · Cleaning Wages Rec Center	40,672.50	75%	54,230.00	34,488.00	500.08	2,138.26	344.88	4,849.01	581.20	10,623.58	705.00
Phone Allowance	Cleaning - Rec Center Phone	Need Account #	244.46	75%	325.95	300.00	4.35	18.60	3.00	-	-	-	-
Cleaning Staff Sub-Totals			90,804.47	75%	121,072.64	81,552.00	1,182.50	5,056.22	815.52	8,797.06	1,012.17	21,247.16	1,410.00
			221,726.00	45%	497,294.38	350,342.00	5,079.96	21,721.20	1,672.42	46,399.12	4,108.19	63,741.48	4,230.00

4220.3 · Alarm, Fire & Water	1,090.18	13%	8,386.00	4,792.59
4520.18 · Building Electric	50,708.75	81%	62,603.40	62,603.40
4520.19 · Building Heat	45,909.16	80%	57,386.45	57,386.45
4520.8 · Kitchen Equipment Repairs	3,000.00	50%	6,000.00	6,000.00
4520.9 · Maintenance Supplies	1,634.61	50%	3,269.22	3,269.22
4529.1 · Pool Chem & Supplies	9,600.00	80%	12,000.00	12,000.00
Water Usage - NEED ACCT #	7,500.00	75%	10,000.00	10,000.00
4529.11 · Trash Removal	6,400.00	80%	8,000.00	8,000.00
4529.3 · Paddle Boat Repairs	450.00	75%	600.00	600.00
4529.4 · Equipment Rental	75.00	75%	100.00	100.00
4529.5 · Cleaning Supplies	9,600.00	80%	12,000.00	12,000.00
4529.6 · Other Supplies	750.00	75%	1,000.00	1,000.00
4529.8 · Pest Control	6,000.00	50%	12,000.00	12,000.00
4539.2 · Pool & Spa Inspection	300.00	50%	600.00	600.00
	143,017.70	74%	193,945.07	190,351.66
	364,743.70	53%	691,239.45	540,693.66

Proposed 2022 Waterville Estates Village District Budget

Category		Expense account	2021 Budget	2021 actual	2022 bud		line #
		WEVD District Budget					2
		Expense Account	**2021 Budget**	**2021 Actuals as of 2/9/22**	**2022 Budget**		3
1100.0 · WE Village District Income		**1100.0 WE VILLAGE DISTRICT INCOME**					4
1105 · Campton Taxes	3180	**1105 CAMPTON TAXES**					5
1105.6 · Prior Campton Taxes	3180.1	1105.6 Prior Campton Taxes		564,678	563,373.00		6
1105.7 · Current YR Campton Taxes	3180.2	1105.7 Current Yr Taxes		542,137	540,723.00		7
3190.1 · Campton Interest	3190.1	3190.1 Campton Interest		9,775	9,000.00		8
Total 1105 · Campton Taxes		**Total Campton Taxes**		**1,116,590**	**1,113,096.00**		9
1106.6 · Thornton Taxes		**1106.6 THORNTON TAXES**					10
1106.5 · Prior Thornton Taxes	3180.3	1106.5 Prior Thornton Taxes		245,017	208,000.50		11
1106.7 · Current YR Thornton Taxes	3180.4	1106.7 Current Yr Thornton Taxes		194,253	205,271.00		12
3190.2 · Thornton Interest	3190.2	3190.2 Thornton Interest		1,423	1,500.00		13
Total 1106.6 · Thornton Taxes		**Total Thronton Taxes**		**440,693**	**414,771.50**		14
3502 · MISCELLANEOUSE REVENUES		**3502 MISCELLANEOUSE REVENUES**					15
3502.1 · Northway Interest	3502.1	3502.1 Northway Interest		15	178.00		16
3502.2 · Meredith Bank Interest	3502.2	3502.2 MVSB Interest		1,145	1,150.00		17
3503 · Miscellaneous income		3503 Miscellaneouse Income		232,957	200.00		18
Sale of municipal Property		3503.1 CIF Contributions		48,987			19
		3503.3 Admin Serivces Agreement			116,679.59		20
		3503.4 Maintenace & Rec Services			364,743.72		21
		Total of all Income		***1,840,387***	***2,010,818.81***		22
		4100 · GENERAL GOVERNMENT					23
DEBT SERVICE		**Debt Service Expense**	**21,500**			4711-12	24
PRINCIBLE		**Court Loan Princible**			40,000.00	4711	25
INTEREST		**Court Loan Interest**			5,980.00	4721	26
		Total Debt Services	**21,500**		***45,980.00***		27
		4130 - Employee Wages					28
4130.2 · WEVD Manager		4130.2 - WEVD Manager	88,688	63,865	90,000.00	4130	29
4130.3 · Assistant Manager		4130.3 - Assistant GM	68,864	80,509	77,000.00	4130	30
4130.6 · Municipal Assistant		4130.04 - Municipal Assistant	18,720	12,215	42,500.00	4130	31
4130.7 · Admin Assistant		4150 - Admin Assistant	18,000	11,438	71,680.00	4130	32
Total 4130 · WEVD Administration		less Judy & Corey Paid from Rec	-74,516				33
4130.1 · Total WEVD Administration		**Sub-Total 4130 · Employee Wages**	*119,756*	*168,027*	*281,180.00*		34
		4130 - Employee Benefits					35
4130.4 · Retirement Contribution		4130.4 · Retirement Contribution	19,875	14,123	35,982.35	4130	36
4130.5 · Health Reimbursement		4130.5 · Health Reimbursement	7,571	5,131	34,019.29	4130	37
4155.1 · Social Security		4155.1 · Social Security	9,931	10,241	14,091.86	4155	38
4155.2 · Medicare		4155.2 · Medicare	2,565	2,409	0.00	4155	39

Proposed 2022 Waterville Estates Village District Budget

Category			Expense account	2021 Budget	2021 actual	2022 bud		line #
4155.3 · NH Unemployment			4196 · NH Unemployment	48	968	1,102.60	4196	40
4196.1 · Other Deductible Reimbursements			4196.1 · Employee Benefits - Other deduct	17,828	299	0.00	4196	41
4196.2 · Health Insurance			4196.2 · Health Insurance	21,288	19,780	0.00	4196	42
Planning			4191 Planning	0		1.00		43
4196.4 · Dental Ins		Sub-To	4196.3 · Workers Comp Ins	22,334	16,559	23,004.02	4196	44
4196.5 · Bonuses			4196.4 · Dental Ins	1,410	1,206	2,115.00	4196	45
	4196.6 · Payroll Taxes		4199.12 · Travel Reimbursement	144	783	800.00	4199	46
	4196.5 · Bonuses - Other		4130 · Bonuses	10,238	10,842	11,000.00	4130	47
Total 4196.5 · Bonuses			4130. PR Taxes	835	807	841.50	4130	48
4199.12 · Travel Reimbursement			**Sub-Total 4130 · Employee Benefits**	*114,067*	*83,147*	*122,957.62*		49
Total 4130.1 · Total WEVD Administration		4312	**Sub-Total Employee Wages & Benefits**	*255,323*	*251,173*	*404,137.62*		50
			Other General Government					51
4150.1 · Accounting/Taxes/Audit			4150.1 · Accounting/Taxes/Audit	8,228	15,500	16,475.00	4150	52
4153.1 · Legal / Consulting			4153.1 · Legal / Consulting	40,000	175,340	122,800.00	4153	53
4153.2 · Document retention			4199.14. Document Retention	3,168	1,360	3,263.04	4140,99	54
4196.7 · Insurances			4196.7 · Insurances	27,675	23,428	28,505.25	4196	55
4197.1 · Advertisements			4197.1 · Advertisements	59	2,222	1,000.00	4197	56
4199.10 · Licenses/Fees/Training			4199.10 . Licenses/Fees/Education	1,000	5,620	27,398.80	4199	57
4199.11 · Cellular Phones			4199.11 · Cellular Phones	1,368	1,117	1,500.00	4199	58
4199.13 · Miscellaneous			4199.13 Miscellaneous		13,243	10,757.81	4199	59
4199.2 · Commissioners Stipend & Expense			4199.2 · Commissioners Stipend & Expens	3,879	4,072	6,000.00	4199	60
4199.3 · Telephones			3415.1 Internship	0				61
4199.5 · Computer Services			3415.2 Payroll	0				62
4199.3 · Telephones			4199.3 · Telephones	1,628	1,435	1,676.84	4199	63
4199.4 . Radios/Repeater			4199.4 . Radios/Repeater	0	0			64
4199.5 Computer Services			4199.5 Computer Services	6,175	14,268	20,000.00	4199	65
4199.6 · Postage			4199.6 · Postage	763	415	785.89	4199	66
4199.7 · Uniforms			4199.7. Uniforms	561	1,610	1,500.00	4199	67
4199.8 · Bank/Finance Charge			4199.8 · Bank/Finance Charge	309	258	318.27	4199	68
4199.9 · Payroll Expenses			4199.9 · Payroll Expenses	1,570	997	1,617.10	4199	69
4311.1 · Office Supplies			4311.1. Office Supplies	4,600	5,836	4,738.00	4311	70
4311.2 · Taxes/Fees/Charges			4311.2. Taxes/Charges	1,454	8,241	8,000.00	4311	71
Total 4100 · GENERAL GOVERNMENT			Annual Meeting cost			12,000.00	4140	72
Total 3000.0 · WE Village District Expenses			Website Maintenace			3,000.00	4150	73
				102,437	274,961	271,336.00		74
			Sub-Total Other General Government	**357,760**	**526,134**	**675,473.63**		75
			4220 · Public Safety				RM	76
4220 · PUBLIC SAFETY			4220.1 · Alarm, Fire & Water	4,653	7,391	4,792.59	4220	77
4220.3 · Fire & Security			4220.3 · Fire & Security	8,142	11,924	8,386.26	4220	79
			Total 4220 · Public Safety	**12,795**	**19,315**	**13,178.85**		80

Proposed 2022 Waterville Estates Village District Budget

Category	Expense account	2021 Budget	2021 actual	2022 bud		line #
4312 · HIGHWAYS & STREETS	**4312 · HIGHWAYS & STREETS**					**81**
4312.01 · Roads Wages	4312.01 · Roads Wages	50,623	34,484	81,147.50	4312	**82**
4312.02 · Seasonal Plowing Wages	4312.02 · Seasonal Plowing Wages	17,844	8,255	9,509.00	4312	83
4312.03 · Contractor Plowing	4312.03. Contractor Plowing	17,437	14,250	20,000.00	4312	**84**
4312.04 · Payroll Taxes	4312.04. Payroll Taxes	6,028	4,764	7,953.45	4312	**85**
4312.05 · Health Insurance	4312.05. Health Insurance	7,529	6,839	28,059.37	4312	86
4312.06 · Dental Insurance	4312.06. Dental Insurance	820	881	1,762.50	4312	**87**
4312.07 · Retirement	4312.07. Retirement	7,086	7,453	12,746.30	4312	**88**
4312.08 · Travel Expense	4312.08.Travel expense	423	0	500.00	4312	89
4312.09 · Mechanic Wages	4312.09. Mechanic Wages	9,000	9,924	9,000.00	4312	**90**
4312.10 · Calcium/Magnesium Chloride	4312.10 Calcium/Magnesium Chloride	3,367	17	3,468.01	4312	**91**
4312.11 · Cold Patch	4312.11 Cold Patch	3,000	0	3,000.00	4312	92
4312.12 · Roadside Mowing/Sweeping	4312.12 · Roadside Mowing/Sweeping	8,286	6,674	8,800.00	4312	**93**
4312.13 · Culvert Expense	4312.13 · Culvert Expense	2,327	4,144	3,000.00	4312	**94**
4312.14 · Road Sand & Salt	4312.14 · Road Sand & Salt	19,082	18,649	20,000.00	4312	95
4312.15 · Equipment Rental	4312.15 · Equipment Rental	4,071	0	5,000.00	4312	**96**
4312.16 · Equipment Repair	4312.16 · Equipment Repair	1,454	2,499	3,000.00	4312	**97**
4312.17 · Misc. Projects	4312 · Special Paving	0			4312	98
4312.17 · Misc. Projects	4312.17 · Misc. Projects	3,489	487	10,000.00	4312	**99**
4312.18 · Diesel Fuel	4312.18 · Diesel Fuel	10,130	8,304	12,000.00	4312	**100**
4312.19 · Plow Gear & Sanders	4312.19 · Plow Gears & Sanders	5,146	7,595	6,000.00	4312	101
4312.20 · Oil & Filters	4312.20. Oil & Filters	581	53	600.00	4312	**102**
4312.21 · Maintenance & Tune-ups	4312.21 · Maintenance & Tune-ups	1,013	586	1,043.39	4312	**103**
4312.23 · Truck Repairs	4312.22 · Osh Kosh Repairs	0			4312	104
4312.23 · Truck Repairs	4312.23 · Truck Repairs	6,734	6,534	7,000.00	4312	**105**
4312.25 · Body Maintenance	4312.24 · Back Hoe Repair	0			4312	**106**
4312.25 · Body Maintenance	4312.25 · Body Maintenance	1,013	-302	2,000.00	4312	107
4312.26 · Tires	4312.26 · Tires	3,928	1,764	4,045.84	4312	**108**
4312.27 · Shop supplies	4312.27· Shop supplies	3,039	1,368	3,130.17	4312	**109**
4312.28 · Small Tools/Equipment	4312.28 · Small Tools/Equipment	3,039	4,218	3,130.17	4312	110
4312.29 · Large Equipment/Tools	4312.29 · Large Equipment/Tools	1,571	1,282	1,618.13	4312	**111**
4312.30 · Grader Repairs	4312.30 · Grader Repairs	1,013	0	1,043.39	4312	**112**
4312.31 · Shop Electricity	4312.31 · Shop Electricity	3,489	1,428	3,593.67	4312	113
4312.32 · Shop Heat	4312.32· Shop Heat	3,367	6,289	9,200.00	4312	**114**
4312.34 · Contracted Grading Service	4312.34. Contracted Grader Services	5,000	0	5,150.00	4312	**115**
4312.9 · Misc Material & Supplies	4312.9 · Misc Material & Supplies	19,774	14,761	20,367.22	4312	116
4319.1 · Consulting	4319.1 Consulting	25,730	0	61,502.00	4319	**117**
4319.2 · Cell Phone	4319.2 cell phone	199	300	750.00	4319	**118**
Employee Education	Employee Education		0	1,000.00	4319	119
Total 4312 · HIGHWAYS & STREETS	**Water Distribution & Treatment**	**256,632**	**173,500**	**370,120.11**		**120**
	Total 4914 · Water Distribution & Treatment					**124**

Proposed 2022 Waterville Estates Village District Budget

Category	Expense account	2021 Budget	2021 actual	2022 bud		line #
4520 · CULTURE & RECREATION	4520 · Culture & Recreation					125
4520.01 · Building Wages	4520.01 · Building Wages	86,671	108,573	138,999.00	4520	126
4520.02 · Payroll Taxes	4520.09 · Payroll Taxes	7,624	14,198	19,717.96	4520	127
4520.03 · Health Insurance	4520.03. Health Insurance	16,103	21,180	50,611.34	4520	128
4520.04 · Dental Insurance	4520.04. Dental Insurance	1,295	1,528	3,172.50	4520	129
4520.05 · Retirement	4520.05. Retirement	11,790	14,077	30,243.90	4520	130
4520.06 · Travel	4520.03 · Health Ins.	16,071	0	0.00	4520	131
4520.07 · Cleaning Wages	4520.04· Dental Ins	1,410	0	0.00	4520	132
4520.08 · Grounds Wages	4520.05 · Retirement	7,979	0	0.00	4520	133
4520.06. Travel	4520.06. Travel	232	238	250.00	4520	134
4520.07 · Cleaning Wages rec center	4520.07 · Cleaning Wages rec center	89,920	49,989	81,252.00	4520	135
4520.08. Grounds Wages	4520.08. Grounds Wages	2,408	651	2,949.00	4520	136
Ski Lift Maintenace Wages	Ski Lift Maintenace Wages			10,590.00	4520	137
4520.02. Payroll Taxes	4520.02. Payroll Taxes	7,850	0	0.00	4520	138
9206.32. Payroll Taxes	9206.32. Payroll Taxes	0			4520	139
4520.06 · Travel Reimbursements	4520.06 · Travel Reimbursements	100	0	0.00	4520	140
4194 Building Equipment Repairs	4194 Building Equipment Repairs	15,871	1,156	50,000.00	4194	141
4520.11. Cell Phone	4520.11. Cell Phone	401	425	900.00	4520	142
4520.11. Cell Phone	4520.11. Cell Phone	300	0	0.00	4520	143
4520.12. ski area insurance	4520.12. ski area insurance	0			4520	144
4520.13. SnowCat Maintenance	4520.13. SnowCat Maintenance	0			4520	145
4194 · Building Infrastructure	4194 · Building Infrastructure	65,000	69,932	50,000.00	4194	146
4520.15. Employee Education	4520.15. Employee Education	1,520	200	10,000.00	4520	147
4520.15 · Employee Education	4520.15 · Employee Education	200	0	0.00	4520	148
4194 · Pool Repair & Maint	4194 · Pool Repair & Maint	5,408	19,930	20,000.00	4520	149
4520.17 · Outdoor Lighting	4520.17 · Outdoor Lighting	786	1,524	2,400.00	4520	150
4520.18 · Building Electric	4194 · Building Elec	60,780	45,827	62,603.40	4520	151
4520.19 · Building Heat	4194 · building heat	55,715	30,844	57,386.45	4520	152
4520.41 · Criminal Record	4520 · Criminal Record	50	25	25.00	4520	153
4520.7 · Ski Area Repairs and Maint.	4194. Ski area Repairs & Maintenance	24,005	10,641	10,800.00	4520	154
4520.8 · Kitchen Equipment Repairs	4194. Kitchen Equipment Repairs	5,290	931	6,000.00	4520	155
4520.9 · Maintenance Supplies	4194. Maintenance Supplies	3,174	1,089	3,269.22	4520	156
4529.1 · Pool Chem & Supplies	4520. Pool Chem. & Supplies	18,000	9,979	12,000.00	4520	157
Water Useage	Water Usage			10,000.00	4520	158
4520 · Trash Removal	4520 · Trash Removal	8,000	5,200	8,000.00	4520	159
4520 · Outdoor Repairs & Maintenance	4520 · Outdoor Repairs & Maintenance	1,000	1,081	7,000.00	4520	160
4520 Paddle Boat Repairs	4520 Paddle Boat Repairs	200	396	600.00	4520	161
4520 · Equipment Rental	4520 · Equipment Rental	100	175	100.00	4520	162
4529.5 · Cleaning Supplies	4520 · Cleaning Supplies	12,000	1,231	12,000.00	4520	163
4529.6 · Other Supplies	4520 · Other Supplies	1,000	5	1,000.00	4520	164
4529.7 · Carpet Cleaning	4520 · Carpet Cleaning	300	450	1,500.00	4520	165

Proposed 2022 Waterville Estates Village District Budget

Category	Expense account	2021 Budget	2021 actual	2022 bud		line #
4529.8 · Pest Control	4520 · Pest Control	2,500	8,670	12,000.00	4520	166
4529.9 · Landscaping	4520 · Landscaping	5,000	0	2,500.00	4520	167
4539.2 · Pool & Spa Inspection	4520 · Pool & Spa Inspection	605	0	600.00	4520	168
	9200.15 · Maintenance Supplies	0			4520	169
4529.11 · Trash Removal	9200.17 · Equipment Repair	0			4520	170
4529.12 · Outdoor Repairs & Maintenace	9206.35 · Janitorial Services	0			4520	171
4529.3 · Paddle Boat Repairs	4194 · Building Repairs & Maintenance				4520	172
4529.4 · Equipment Rental	4520 Cleaning Supplies				4520	173
		536,658	**420,143**	**678,469.77**		174
						175
	Total 9200 · Infrastructure	**1,185,345**	**1,139,092**	**1,783,222.36**		180
	Capital Preservation Plan					181
	4312. Road Elements Paving	60,000	1,030	122,000.00	4312	182
	4312. road elements Maintenace Truck w/p	8,000	0	120,000.00	4312-4902	183
	4312. Used Grader	1,000	0			184
	water elements	0				185
	4520. Recreation Elements and Major Build	169,552	163,514	302,122.73	4520-100K	186
	4199. Administration Element	5,725			4119	187
	Total Capital Preservation Plan in Opp Bud	**244,277**	**164,544**	**544,122.73**		188
	Growth and New in General Fund					189
	Total Growth & New Expenses	**20,000**	**1**	**81,700.00**		196
	Total Growth and New	**1,449,622**	**1,303,638**	**2,409,045.09**		197

2021 PROPOSED BUDGET FOR THE WATERVILLE ESTATES WATER DEPARTMENT

		Water Department Budget Expense Account	2021 Budget	2021 Actuals as of 2/9/2022	2022 Budget	Line #	
		WATER DEPARTMENT INCOME					
3914W · Water Fee	3914W	3914W. Water Assessment	106,600	328,671	449,581	6	
3503.1 · Interest Income	3503.1	3503.1. Interest	1	1	1	7	
3301 · Credit Card Processing Fee	3301	3301. Credit Card Processing Fee	200	321	321	8	
3401 · Finance Charges	3401	3401. Finance Charges	550	537	438	9	
Grant Provedes	3359	Grant procedes	20,000		50,000	10	
		3401.1. Contribution from General Fund	0	147,000		11	
Meter Income	3409	Meter Income			20,000	12	
		Gross Income	***127,351***	***476,531***	***520,341***	13	
		WATER DEPARTMENT EXPENSES				14	
		Debt Service				15	
Bond Principle	4711	4711 Bond Principle	0	20,000	20,000	16	2021 in op this ·
Bond Interest	4721	4721 Bond Interest	0	1,500	1,500	17	
		Sub-Total Debt Service	***0***	***21,500***	***21,500***	18	4331
		4300 · WATER DIST & TREATMENT				19	
4300 · Water Dist & Treatment		**Water Wages**				20	
4332.1 · System Repairs,Materials,Supply	4332.1	4332.1 · System Repair,Materials,Supply	60,000	126,701	61,800	21	4332
Wages	4331.1	Wages			43,680	23	4331
Payrol Taxes	4331.2	Payroll Taxes			3,778	24	4331
Retirment	4331.3	Retirement			6,141	25	4331
4332.11 · Generator Maintenance	4331.11	4332.11. Generator Maint.	5,613	5,601	5,781	26	4332
4332.12 · Licenses/fees/education	4332.12	4332.12 · Licenses/Fees/Education	1,628	1,935	18,000	27	4332
4332.13 · Finance Charges	4332.13	4332.13 . Finance Charges	750	3,174	773	28	4332
4332.14 · Office Supplies	4332.14	4332.14. Office Supplies	1,000	2,392	1,030	29	4332
4332.15 Postage	4332.15	4332.15. Postage	500	931	1,000	30	4332
Legal Expenses	4332.16	Legal Expenses			10,000	31	4332
4332.2 · Water Testing - DES	4332.2	4332.2 · Water Testing - DES	2,647	2,197	2,726	32	4332
4332.3 · Leak Repairs	4332.3	4332.3 · Leak Repairs	17,958	7,199	18,497	33	4332
4332.4 · Engineering	4332.4	4332.4 · Engineering	50,000	39,425	51,500	34	4332
4332.5 · Equipment Rental	4332.5	4332.5 · Equip Rental	1,163	0	1,198	35	4332
4332.6 · Telemetry	4332.6	4332.6 · Telemetry	8,980	8,435	9,249	36	4332
4332.7 Misc Projects	4332.7	4332.7 · Misc Projects	0	0	1,000	37	4332
4332.8 · Subscriptions/Dues	4332.8	4332.8 · Subscriptions/ Dues	3,300	432	3,399	38	4332
4332.9 · Water System Electricity	4332.9	4332.9 · Water System Electricity	74,104	66,807	76,327	39	4332
4335.1 · Water Treatment Chemicals	4335.1	4335.1 · Water Treatment Chemicals	4,000	3,756	4,120	40	4335
Consulting	4332.17	Consultant			10,000	41	4331
Total 4300 · Water Dist & Treatment		**Sub-Total 4300 · Water Distro & Treatment**	**231,643**	**268,984**	**330,000**	42	
		Total Water Department Expenses	***231,643***	***290,484***	***351,500***	43	
2010 · Cap Pres		**GROWTH & NEW**				44	
		Water Elements				45	
Water Lines Upgraded	4909.1	4909.1 Water Line Upgrade		22,296	71,400	46	4332
		4909.2 New Wells	0		0	47	
		asset management water matching funds expe	20,000			48	4331
Stratigic Planning	4909.4	Stratigic planning			50,000	49	4331
		Sub-Total Water Elements	**20,000**	**22,296**	**121,400**	50	
Total 2010 · Cap Pres		**Total Growth & New**	**20,000**	**22,296**	**121,400**	51	
2011 · Growth & New		**CAPITAL PRESERVATION**				52	
Water Elements	4909.3	4909.3. Water Elements			19,555	53	4332
Water Meter Upgrades	4909.5	Water Metering Upgrades	75,164		40,000	54	4332
Total 2011 · Growth & New		Water Computer Software Update	14,000	14,956		55	4331
						56	
						57	
		Total Capital Preservation	**89,164**	**14,956**	**59,555**	58	
		Total Expenses	***340,807***	***327,736***	***532,455***	59	
		Net Income	**-213,456**	**148,795**	**-12,114**	60	

Proposed Budget

Waterville Estates

If you have recently made changes to your proposed warrant articles, you must click the "View/Calculate" button at the bottom of the budget tab in the portal to ensure that the values in this report have been updated.

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN BE GENERATED FOR THE PURPOSES OF CERTIFICATION AND PUBLIC POSTING

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
http://www.revenue.nh.gov/mun-prop/

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

Account	Purpose	Article	Expenditures for period ending 12/31/2021	Appropriations for period ending 12/31/2021	Proposed Appropriations for period ending 12/31/2022 (Recommended)	Proposed Appropriations for period ending 12/31/2022 (Not Recommended)
General Government						
0000-0000	Collective Bargaining		$0	$0	$0	$0
4130-4139	Executive	02	$198,929	$140,275	$363,023	$0
4140-4149	Election, Registration, and Vital Statistics	02	$0	$0	$15,263	$0
4150-4151	Financial Administration	02	$15,500	$26,228	$19,475	$0
4152	Revaluation of Property		$0	$0	$0	$0
4153	Legal Expense	02	$175,340	$40,000	$122,800	$0
4155-4159	Personnel Administration	02	$36,078	$12,496	$14,093	$0
4191-4193	Planning and Zoning	02	$0	$235,243	$1	$0
4194	General Government Buildings	02	$2,396	$135,000	$50,000	$0
4195	Cemeteries		$0	$0	$0	$0
4196	Insurance	02	$62,240	$90,582	$54,727	$0
4197	Advertising and Regional Association	02	$2,222	$59	$1,000	$0
4199	Other General Government	02	$45,178	$46,287	$72,355	$0
	General Government Subtotal		**$537,883**	**$726,170**	**$712,737**	**$0**
Public Safety						
4210-4214	Police		$0	$0	$0	$0
4215-4219	Ambulance		$0	$0	$0	$0
4220-4229	Fire	02	$19,315	$12,795	$13,179	$0
4240-4249	Building Inspection		$0	$0	$0	$0
4290-4298	Emergency Management		$0	$0	$0	$0
4299	Other (Including Communications)		$0	$0	$0	$0
	Public Safety Subtotal		**$19,315**	**$12,795**	**$13,179**	**$0**
Airport/Aviation Center						
4301-4309	Airport Operations		$0	$0	$0	$0
	Airport/Aviation Center Subtotal		**$0**	**$0**	**$0**	**$0**
Highways and Streets						
4311	Administration	02	$14,076	$6,054	$12,738	$0
4312	Highways and Streets	02	$199,230	$324,705	$458,868	$0
4313	Bridges		$0	$0	$0	$0
4316	Street Lighting		$0	$0	$0	$0
4319	Other	02	$300	$45,929	$63,252	$0
	Highways and Streets Subtotal		**$213,606**	**$376,688**	**$534,858**	**$0**
Sanitation						
4321	Administration		$0	$0	$0	$0
4323	Solid Waste Collection		$0	$0	$0	$0
4324	Solid Waste Disposal		$0	$0	$0	$0
4325	Solid Waste Cleanup		$0	$0	$0	$0
4326-4328	Sewage Collection and Disposal		$0	$0	$0	$0

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

4329	Other Sanitation		$0	$0	$0	$0
	Sanitation Subtotal		**$0**	**$0**	**$0**	**$0**
Water Distribution and Treatment						
4331	Administration		$36,456	$227,644	$0	$0
4332	Water Services		$287,524	$109,164	$0	$0
4335	Water Treatment		$3,756	$4,000	$0	$0
4338-4339	Water Conservation and Other		$0	$0	$0	$0
	Water Distribution and Treatment Subtotal		**$327,736**	**$340,808**	**$0**	**$0**
Electric						
4351-4352	Administration and Generation		$0	$0	$0	$0
4353	Purchase Costs		$0	$0	$0	$0
4354	Electric Equipment Maintenance		$0	$0	$0	$0
4359	Other Electric Costs		$0	$0	$0	$0
	Electric Subtotal		**$0**	**$0**	**$0**	**$0**
Health						
4411	Administration		$0	$0	$0	$0
4414	Pest Control		$0	$0	$0	$0
4415-4419	Health Agencies, Hospitals, and Other		$0	$0	$0	$0
	Health Subtotal		**$0**	**$0**	**$0**	**$0**
Welfare						
4441-4442	Administration and Direct Assistance		$0	$0	$0	$0
4444	Intergovernmental Welfare Payments		$0	$0	$0	$0
4445-4449	Vendor Payments and Other		$0	$0	$0	$0
	Welfare Subtotal		**$0**	**$0**	**$0**	**$0**
Culture and Recreation						
4520-4529	Parks and Recreation	02	$583,658	$470,966	$882,293	$0
4550-4559	Library		$0	$0	$0	$0
4583	Patriotic Purposes		$0	$0	$0	$0
4589	Other Culture and Recreation		$1	$72,000	$0	$0
	Culture and Recreation Subtotal		**$583,659**	**$542,966**	**$882,293**	**$0**
Conservation and Development						
4611-4612	Administration and Purchasing of Natural Resources		$0	$0	$0	$0
4619	Other Conservation		$0	$0	$0	$0
4631-4632	Redevelopment and Housing		$0	$0	$0	$0
4651-4659	Economic Development		$0	$0	$0	$0
	Conservation and Development Subtotal		**$0**	**$0**	**$0**	**$0**
Debt Service						
4711	Long Term Bonds and Notes - Principal	02	$0	$0	$40,000	$0

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

4721	Long Term Bonds and Notes - Interest		$0	$0	$0	$0
4723	Tax Anticipation Notes - Interest	02	$0	$0	$5,980	$0
4790-4799	Other Debt Service		$0	$0	$0	$0
	Debt Service Subtotal		**$0**	**$0**	**$45,980**	**$0**
Capital Outlay						
4901	Land		$0	$0	$0	$0
4902	Machinery, Vehicles, and Equipment		$0	$21,500	$0	$0
4903	Buildings		$0	$0	$0	$0
4909	Improvements Other than Buildings		$0	$200,000	$0	$0
	Capital Outlay Subtotal		**$0**	**$221,500**	**$0**	**$0**
Operating Transfers Out						
4912	To Special Revenue Fund		$0	$0	$0	$0
4913	To Capital Projects Fund		$0	$0	$0	$0
4914A	To Proprietary Fund - Airport		$0	$0	$0	$0
4914E	To Proprietary Fund - Electric		$0	$0	$0	$0
4914O	To Proprietary Fund - Other		$0	$0	$0	$0
4914S	To Proprietary Fund - Sewer		$0	$0	$0	$0
4914W	To Proprietary Fund - Water		$147,000	$147,000	$0	$0
4918	To Non-Expendable Trust Funds		$0	$0	$0	$0
4919	To Fiduciary Funds		$0	$0	$0	$0
	Operating Transfers Out Subtotal		**$147,000**	**$147,000**	**$0**	**$0**
	Total Operating Budget Appropriations				**$2,189,047**	**$0**

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

Account	Purpose	Article	Proposed Appropriations for period ending 12/31/2022 (Recommended)	(Not Recommended)
4194	General Government Buildings	04	$100,000	$0
	Purpose: *District Facilities Improvements and Maintenance*			
4194	General Government Buildings	06	$25,000	$0
	Purpose: *Building Improvements ADA*			
4902	Machinery, Vehicles, and Equipment	05	$120,000	$0
	Purpose: *Diesel Plow Truck*			
4915	To Capital Reserve Fund		$0	$0
4916	To Expendable Trust Fund		$0	$0
4917	To Health Maintenance Trust Fund		$0	$0
	Total Proposed Special Articles		**$245,000**	**$0**

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

Account	Purpose	Article	Proposed Appropriations for period ending 12/31/2022 (Recommended)	(Not Recommended)
4914W	To Proprietary Fund - Water	03	$532,455	$0
	Purpose: *Interdepartmental Water Department*			
	Total Proposed Individual Articles		**$532,455**	**$0**

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

Account	Source	Article	Actual Revenues for period ending 12/31/2021	Estimated Revenues for period ending 12/31/2021	Estimated Revenues for period ending 12/31/2022
Taxes					
3120	Land Use Change Tax - General Fund		$0	$0	$0
3180	Resident Tax		$0	$0	$0
3185	Yield Tax		$0	$0	$0
3186	Payment in Lieu of Taxes		$0	$0	$0
3187	Excavation Tax		$0	$0	$0
3189	Other Taxes		$0	$0	$0
3190	Interest and Penalties on Delinquent Taxes	02	$12,343	$4,071	$3,000
9991	Inventory Penalties		$0	$0	$0
	Taxes Subtotal		**$12,343**	**$4,071**	**$3,000**
Licenses, Permits, and Fees					
3210	Business Licenses and Permits		$0	$0	$0
3220	Motor Vehicle Permit Fees		$0	$0	$0
3230	Building Permits		$0	$0	$0
3290	Other Licenses, Permits, and Fees		$0	$0	$0
3311-3319	From Federal Government		$0	$0	$0
	Licenses, Permits, and Fees Subtotal		**$0**	**$0**	**$0**
State Sources					
3351	Municipal Aid/Shared Revenues		$0	$0	$0
3352	Meals and Rooms Tax Distribution		$0	$0	$0
3353	Highway Block Grant		$0	$0	$0
3354	Water Pollution Grant		$0	$0	$0
3355	Housing and Community Development		$0	$0	$0
3356	State and Federal Forest Land Reimbursement		$0	$0	$0
3357	Flood Control Reimbursement		$0	$0	$0
3359	Other (Including Railroad Tax)		$0	$0	$0
3379	From Other Governments		$0	$0	$0
	State Sources Subtotal		**$0**	**$0**	**$0**
Charges for Services					
3401-3406	Income from Departments	02	$0	$107,351	$364,744
3409	Other Charges	02	$0	$138	$116,680
	Charges for Services Subtotal		**$0**	**$107,489**	**$481,424**
Miscellaneous Revenues					
3501	Sale of Municipal Property	02	$0	$5,550	$1,000
3502	Interest on Investments	02	$0	$15	$100
3503-3509	Other	02	$0	$27,407	$5,000
	Miscellaneous Revenues Subtotal		**$0**	**$32,972**	**$6,100**
Interfund Operating Transfers In					

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

3912	From Special Revenue Funds		$0	$0	$0
3913	From Capital Projects Funds		$0	$0	$0
3914A	From Enterprise Funds: Airport (Offset)		$0	$0	$0
3914E	From Enterprise Funds: Electric (Offset)		$0	$0	$0
3914O	From Enterprise Funds: Other (Offset)		$0	$0	$0
3914S	From Enterprise Funds: Sewer (Offset)		$0	$0	$0
3914W	From Enterprise Funds: Water (Offset)	03	$0	$0	$532,455
3915	From Capital Reserve Funds		$0	$0	$0
3916	From Trust and Fiduciary Funds		$0	$0	$0
3917	From Conservation Funds		$0	$0	$0
	Interfund Operating Transfers In Subtotal		**$0**	**$0**	**$532,455**
Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes		$200,000	$200,000	$0
9998	Amount Voted from Fund Balance	05	$405,701	$405,701	$120,000
9999	Fund Balance to Reduce Taxes		$0	$0	$0
	Other Financing Sources Subtotal		**$605,701**	**$605,701**	**$120,000**
	Total Estimated Revenues and Credits		**$618,044**	**$750,233**	**$1,142,979**

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

Proposed Budget

Item	Period ending 12/31/2022
Operating Budget Appropriations	$2,189,047
Special Warrant Articles	$245,000
Individual Warrant Articles	$532,455
Total Appropriations	$2,966,502
Less Amount of Estimated Revenues & Credits	$1,142,979
Estimated Amount of Taxes to be Raised	**$1,823,523**

Waterville Estates Village District

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

Interim General Manager Report 2-16-22

Public Hearing Budget Annual meeting is Saturday March 19 at 9 AM at the Community Center.

Proposed warrant articles

1. To choose officers (Commissioner 3 years, Clerk for one year and moderator for two years.
2. To see if the Village District will vote to raise and appropriate the sum of Two million one hundred eighty nine thousand forty-seven Dollars and No Cents ($2,189,047) for general municipal operations. This article does not include appropriation contained in special or individual articles addressed separately. Projected tax rate increase $2.03/$1000 ...Commissioner recommendation
3. To see if the Village District will vote to raise and appropriate the sum of Three Hundred Forty Thousand Eight Hundred Eight Dollars and No Cents ($532,455) for the water department operations, said funds to come from user rates and fees? There is no tax rate impact. ...Commissioner Recommendation
4. To see if the Village District will vote to raise and appropriate the sum of One Hundred Thousand Dollars and No Cents ($100,000) for the purpose of District facilities improvements to the air conditioning, air handling and heating system at the Community Center. This article is non-lapsing until December 31, 2026. This article is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 VI. .... Projected tax rate increase 98 cents/1,000 evaluation...Commissioner recommendation
5. To see if the Village District will vote to raise and appropriate One Hundred Twenty Thousand Dollars and No Cents ($120,000) for the purpose of purchasing a plow truck and related equipment to replace an existing vehicle to come from the unreserved fund balance. This article is a special warrant article per RSA 32:3 VI (d) and RSA 32:7 VI. There is no tax rate increase to this article....Commissioner recommendation
6. To see if the Village District will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars and No Cents ($25,000) for the purpose of improvements to Village District buildings to make them

more assessable as outlined in the Americans with Disabilities Act (ADA). This article is non-lapsing until December 31, 2026. Projected Tax Rate increase of 25 cents/1000 evaluation. Commissioner Recommendation?

7. To see if the Waterville Estates Village District (WEVD) will formally accept the roadsfound in Deed book 1324 page 786 from Waterville Estates Association (WEA) to WEVD October 26, 1977 and Roads correction deed book 1436 page 928 WEA to WEVD Nov 30, 1981....Commissioner recommendation?
8. To see if the Waterville Estates Village District will adopt the provisions of RSA 41:9-a to establish or amend fees, including the issuance of any license or permit which is part of a regulatory program which has been established by vote of the town. and The use or occupancy ofany public revenue-producing facility, as defined in RSA 33-B:1, VI, the establishment of which has been authorized by vote of the town. The authority to set fees for Recreation and Water are in other statutes. Such a vote shall continue in effect until rescinded. Commissioner recommendation?
9. To see if the Waterville Estates Village will establish the size of the Planning Board as 7 members as outlined in RSA 673:2 III. Commissioner recommendation (could be 5)
10. Any Petitioned Articles

END of Proposed warrant from Commissioners:

1. Annual Meeting. The reason only voters have a right to speak is based on the fact the Annual Meeting is a legislative body. Nonvoters can be allowed to speak by the Moderator (it is common to allow the General Manager, Assistant General Manager, other staff and consultants who have something specific to offer), The law is based upon the fact only the legislators (registered voters) have the right to do so. This is supported by state law and Federal Case Law.
2. Ski Lift will probably be closed the coming week because of lack of snow at the top and expected rain later this week.
3. Deadline for petitioned articles 2/15/2022.
4. Draft Proposed Merger Policy regarding billing:

This policy is to outline the billing procedure for merged lots within the Waterville Estates Village District (hereinafter WEVD).

PROCEDURE:
Only official documents recorded at the Grafton County Registry of Deeds reflecting approval by Campton or Thornton to authorize the merger of a lot(s) will be accepted as reason for changing the status of a lot within WEVD. The reflective date indicated on such paperwork with book and page will be the merger's effective date as it pertains to WEVD records.

Mergers will only impact the next billing cycle from their reflective date. The WEVD Water Department Collection Policy, including for any past due amounts, will be enforced as written based on the tax map number retained after the merger.

Waterville Estates Village District

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

Waterville Estates Village District

February 3, 2022 Commissioners Meeting Draft Minutes

Attendees: Commissioners Maureen Patti, Gerry Panuczak, and John Herlihy, Assistant General Manager Judy Kinney, Mr. Bertino.

Attendees via Zoom: Interim General Manager John Scruton, Rob Diefenbach,

Call to order: Ms. Patti called the meeting to order at 1:03 PM

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

Approval of the Agenda: *Ms. Patti made a motion to skip Item 8 – Committee/Board reports due to the voluminous amount of other materials the Commission needs to cover. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.*
Ms. Patti made another motion to skip Item 9, and to table Item 11 to February 16, 2022. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

Approval of Minutes

Ms. Patti noted that after all these drafts are approved, the Commission will only have two remaining drafts to approve for 2021 and she would like to schedule a meeting in the future to solely address signing all the approved sets of minutes. Mr. Scruton also noted that the amendments to the minutes are in the meeting handout starting at page 57.

a. January 19, 2022

Ms. Patti made a motion to approve the edits to the January 19, 2022 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the January 19, 2022 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.

b. December 21, 2021

Ms. Patti made a motion to approve the edits to the December 21, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the December 21, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

c. December 11, 2021

Ms. Patti made a motion to approve the edits to the December 11, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the December 11, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

d. December 1, 2021

Ms. Patti made a motion to approve the edits to the December 1, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Members discussed item "r" on Ms. Patti's list of changes to the December 1, 2021 minutes and it was determined that it would need to be

removed in its entirety. *Mr. Panuczak made a friendly amendment to Ms. Patti's body of amendments to strike item "r" in its entirety. Ms. Patti agreed with the friendly amendment and Mr. Panuczak seconded the amended motion, which passed with a unanimous roll call vote in favor.*
Ms. Patti made another motion to approve the December 1, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

e. November 17, 2021

Ms. Patti made a motion to approve the edits to the November 17, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the November 17, 2021 minutes as amended. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

f. November 4, 2021

Ms. Patti made a motion to approve the edits to the November 4, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the November, 2021 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.

g. October 21, 2021

Ms. Patti made a motion to approve the edits to the October 21, 2021 minutes provided by her in the meeting packet (attached). Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti made another motion to approve the October 21, 2021 minutes as amended. Mr. Herlihy duly seconded. Motion passed with a unanimous roll call vote in favor.

Treasurer's Report

Mr. Diefenbach answered Commissioners questions regarding the low balance in the Recreation Fund and discussion ensued on how to keep the balance in that account above the required by the RMA $50,000 limit, and how the RMA addresses falling below the limit. Members also discussed the different numbers that are currently floated for invoicing WEA and the fact that more analyses and discussion with WEA are needed and are planned in order to make a determination on the final amounts. Mr. Diefenbach said that he will send all the numbers to the Commissioners once he is done. Mr. Diefenbach and Ms. Kinney also explained why the 2018 and 2019 taxes are still showing on the reports. Mr. Scruton also explained the RMA provisions (3b and 6b) that state that falling below the $50,000 limit for 14 business days would breach the agreement, and what the process would be to initiate replenishment of funds or terminate the agreement otherwise and stop providing services. Ms. Patti said that she can attest to the fact that WEA Board has always been committed to keeping the Rec Fund solvent and that this is a period of transition and everyone is adjusting. Mr. Herlihy noted that despite the transition, the District will not be able to provide services and will have to fire staff if there are no funds to cover those, therefore, he was interested in how this would be communicated to the WEA Board. He added that WEA has to have some way of communicating back to the District on those bills that they feel should not have been billed to them. Mr. Panuczak added that there is snow expected which should ramp up the snow mountain related activities and associated costs, which makes this matter even more pressing, given the low amount in the fund. Mr. Diefenbach said that he

DRAFT

will reference the RMA provisions in his email to WEA and emphasize the urgency of current situation.

Mr. Bertino requested to comment and Ms. Patti allowed public comment.

Mr. Bertino, 27 Condo Road, Unit 10, asked if the District has done a cross analysis of the services it was providing before to have an idea of what it would cost. He continued to say that if the District does not know what its costs are, how the District can know what it can do, given the current balance in the Rec Fund account. He also spoke about fees that the District can charge and whether they are reasonable, given that they are mandatory. Ms. Bertino added that if there was an option for residents, who are not members of association to pay a fee to use the building, these fees could be another revenue stream. Mr. Panuczak confirmed with Mr. Bertino if what he was asking about was the current run rate for providing services, knowing which should help the District in its projections as to how long the money in the Rec Fund will last. Mr. Panuczak added that he had asked about the run rate at one of the previous meetings. Mr. Diefenbach noted that the report that he will send to the Commissioners tomorrow will reflect the multitude of GL accounts that were analyzed for percentages to be attributed to recreation. He added that the gross personnel costs are about $8,000 a week, however, this is only payroll, and does not include other costs. Mr. Herlihy added that the WEA should provide the recreation activities plan to the District, which would help with determining what costs would be related to it; however, the District does not have that information. Mr. Bertino said that the District could open the facilities to the public and start charging fees to the public who are not members of the Association, if it is not working out with the Association. The District will have to know what it costs to provide those services though.

Mr. Panuczak made a motion to approve the Treasurer's report as written. Mr. Herlihy duly seconded and motion passed with a unanimous roll call in favor.

Interim GM's Report:

Mr. Scruton presented the mew timeline based on legal recommendation of moving Annual Meeting to 3/19/22. Discussion ensued about the proposed schedule and possibly adding another meeting on 2/22/2022. Ms. Patti reiterated the changes for the record:

- February 16, 2022 at 9:00 AM is the public hearing for the money warrant articles and the budget;
- February 22, 2022 at 6:00 PM is the second public hearing, if everything has not been addressed on 2/16/2022;

Ms. Patti made a motion to approve amended schedule with amended dates as she stated above. Mr. Herlihy duly seconded and motion passed with a unanimous roll call vote.

Mr. Scruton continued with the items in the IGM report as follows:

1. Proposed Budget for public hearing. (PowerPoint handout)
   Mr. Scruton went over the presentation for the 2022 Operating and Water Budget. Mr. Panuczak noted that the 2022 Water Budget will be funded solely based on the water usage according to the Water Ordinance and not taxation. This, Mr. Panuczak added, will allow the unused funds to be rolled over towards the next year water expenditures and also opens the possibility of receiving federal and state funding that is available for water infrastructure projects. Mr. Herlihy added that applications to NHDES for grants/loans can be made even if the projects is not 'shovel ready', therefore, he thinks that the District should be providing updates on the current status of the water projects to NHDES to keep the application updated and to not miss any application rounds. Mr.

Herlihy made another comment about the budget request for a highway truck that he thought should have been diesel, and Mr. Scruton confirmed that it was in fact quoted for a diesel, which was incorrectly reflected in the presentation, which he fixed right then.

Ms. Patti asked Mr. Scruton to address item 10 on his report out of order, as he mentioned large water related infrastructure investments that will be needed in the future (about three million dollars' worth), whereas in that item he is requesting the Commission to consider to formally withdraw the application to borrow $1,000,000 in June of 2022, which carried a 20 percent grant, due to the plan being to now to finish the asset management plan, then do a Strategic Plan, then go for the infrastructure in 2023. Mr. Scruton said that without the necessary planning, and being so close to the Town Meeting, it would not make sense to bond this much (given that the grant portion is only 20 percent, the District will be responsible for $800,000). The District would need to set the priorities straight first, and the asset management plan will help with that. Mr. Scruton said that when he was asked by NHDES about what these million dollars would be spent on, he did not have an answer. It was NHDES that suggested setting the priorities and then coming back next year with a more defined project list.

Commissioners and Mr. Diefenbach thanked Mr. Scruton for presenting the budget in such a concise yet very informative way.

2. Revenue for Budget: One of the questions related to the revenue projection coming from the RMA to reimburse the District for expenses. The suggestion recommended by the Chair that the Budget Advisory Committee (BAC) will be discussing 1/31/22. The below discussion is about a proper split of services for recreation versus infrastructure.
    a. Heat (propane) and electric use during recreation periods will certainly be higher than a building maintaining a low temperature (55 degrees) and pools filled but unheated.

b. BAC considered the bare bones cost of an unoccupied building as being a percentage of the annual occupied cost of the utilities, but we do not have exact numbers. At best, what can be decided is only an estimate.

c. We had discussed 55 percent to maintain and 45 percent fully in use. This was an early estimate and may not be appropriate.

d. Heating the pools and maintaining a comfortable temperature for clients will likely require more than the bare bones operation.

e. At this point, a 50/50 split, although likely light on the recreation side, would bring us closer to allocating these costs to recreation.

f. On the topic of pool chemicals, they must be used regardless of use; the pools should not be emptied. However, when in use, the amount of these chemicals required would likely be a larger percentage of the total cost.

g. Again, a 50/50 split might be acceptable but that is an estimate as well.

h. Other expenses (highlighted in yellow on the budget) directly related to use demand should be allocated on the higher percentage side than if the buildings were unoccupied.

i. Again, what that percentage should be may be more appropriately set at 75 to 80%, another estimate.

j. If hours of operation are decreased, that would have some impact but a one to one correlation is unlikely, e.g. reducing operations to 5 days from 7 days would not be a 29% reduction in costs.

3. Mr. Scruton noted that he included in this packet a copy of the ad and the job description for the General Manager that he developed and that he is now requesting formal approval by the Commissioners for the job description. After a brief discussion of the job description and the process of its modification since it has been first drafted, it was agreed that the current version addresses all the concerns by the WEA Board and incorporates management of both RMA and Administrative Services Agreement. Ms. Patti also noted that there was a typo in ad for the RSA Chapter which should be 52 not 53.
   Ms. Patti made a motion to adopt the General Manager's job description as presented to the Commission in the packet. Mr. Panuczak duly seconded.
   Discussion ensued about a possibility of WEA choosing to hire either a contracted management company or its own management/staff, and what would the District have to do with the General Manager's job description. Mr. Scruton opined that the Commission can set the opportunity in the employment contract to modify this job description.
   Another issue discussed was the two job description documents in the packet and whether it should be stated in the motion which one is being approved.
   Ms. Patti made amended her motion to adopt the General Manager's job description contained in the Commission's electronic version of the handout at pages 70 through 71. Mr. Panuczak duly seconded and motion passed by a roll call with everyone voting in the affirmative.
   Mr. Scruton then asked the Commissioners to review the Bookkeeper's job description on page 72.
   Mr. Herlihy made a motion to accept the draft job description for a bookkeeper. Ms. Patti duly seconded and added a friendly amendment that this is a job description on page 72 of the electronic meeting handout. Mr. Herlihy accepted the friendly amendment. Ms. Patti seconded the amended motion. Motion passed unanimously in a roll call vote.
4. Friends of Campton Mountain fund paid for the equipment rental to put in the lights on the rope tow slope.
5. The District has been sued by a former employee. The labor attorney for the District will be defending it on behalf of the District.
6. Water Billing: There are some lots that their owners claim are unbuildable. Mr. Scruton said that he believed they should be handled via the abatement process, and that part of that would be a deeded stipulation that they cannot be built upon as evidence of that fact.
7. The management is preparing to order a standalone hot tub for the family pool.
   Ms. Patti asked Mr. Scruton if this was the indoor hot tub and whether it was an in-kind replacement or a bigger/better hot tub as was discussed with HOA representatives who expressed a desire to contribute funds towards a better/bigger hot tub. Mr. Scruton responded that this was the indoor hot tub, as the management wanted to first purchase an indoor one, and if it is the kind that is acceptable, then purchase the outdoor one from the same manufacturer. He also said that he believed that this indoor one ordered was a bigger hot tub, so it was not an in-kind replacement.
   Ms. Patti provided a historical recap of the events that led to the discovery of the faulty concrete under the current location of the indoor hot tub and the engineering study that confirmed and made a determination not to replace the tub in the same location. Dubois&King suggested running another study, which would have been a second opinion, however, due to its costs, neither the District, nor WEA agreed to proceed with it. The Commission then voted to proceed with

relocating the indoor hot tub, which would also allow resolving some ADA accessibility issues on the upper deck.

9. There is a resident who has asked if the District would accept her lot (Myrtle Street, tax map number 10-5-2). Ms. Patti said that she thought that the District had adopted RSA 41:14(a) but she will have to double check and come back to Mr. Scruton. A brief discussion ensued about the motivation for the District to accept lots, whether it is preserving open space or other, provided that it is taking them off the tax roll, however small the taxes may be on an empty lot. Mr. Scruton said that the Commission would need to decide what they would like to do, check if the RSA has been adopted, and then, the easiest way would be a warrant article asking the annual meeting for just this lot, if there is inclination to do so. Mr. Scruton was also asked to look into any strategic needs that accepting this lot may serve. The issue was tabled until the next meeting.
10. Piled up wood at yard: An employee would like to remove some of the wood in the pile at the Highway Garage for personal use in an outdoor furnace that takes all quality of wood. Can he do so and if so with what restrictions? Commissioners expressed concerns with liability and asked Mr. Scruton to check with PRIMEX for assurances that the District will not be liable for any damages.
11. Mr. Scruton asked if the Commission wishes to include this proposed warrant article as recommended to clarify acceptance of roads. He noted that this was a housekeeping matter;
    a. To see if the Waterville Estates Village District (WEVD) will formally accept the roads found in Deed book 1324 page 786 from Waterville Estates Association (WEA) to WEVD October 26, 1977 and Roads correction deed book 1436 page 928 WEA to WEVD Nov 30, 1981.

    There was consensus among the Commissioners that this should be a warrant article.
12. Mr. Scruton asked if the Commission wishes to include this proposed warrant article to clarify ability to set and amend fees not covered in other statutes (e.g. separate statute allows fees for water rates and Recreation Revolving Fund)
    a. To see if the Waterville Estates Village District will adopt the provisions of RSA 41-9-a to establish or amend fees, including the issuance of any license or permit which is part of a regulatory program which has been established by vote of the town. The use or occupancy of any public revenue-producing facility, as defined in RSA 33-B:1,VI, the establishment of which has been authorized by vote of the town. Such a vote shall continue in effect until rescinded.

    Ms. Patti suggested to minor corrections on line three change the word town to “Waterville Estate Village District, and substitute a colon in place of the dash in the RSA name. There was consensus among the Commissioners that this should be a warrant article and that it was a housekeeping type.
13. Year end: The Treasurer reports that the district underspent the 2021 operating budget by $35,198 and overspent the 2021 water article by $27,133. DRA considers the net, which we underspent by $8,065. That would also indicate no increase in fund balance available for use against 2022 warrant articles compared to last year.

    Mr. Scruton said that the year-end numbers have changed slightly since he submitted his report, since the vote the Commissioners took allowing the use of the $25,000 in the non-lapsing building and maintenance line, of which about $5,000 could be used towards the boilers.
14. Mr. Scruton said that the lift is operating and the ski runs are open. He said that he wanted to be clear that these decisions are made by staff based upon safety and liability concerns. The main lift

is not operating mainly because conditions are not deemed safe. There have also been COVID exposure issues which impact staff availability.

Motion was made by Ms. Patti to confirm existing practice that the Assistant General Manager and the General Manager will make decisions on open ski runs and lift operations based upon safety and liability concerns upon the recommendations of the staff associated with the ski area. Motion was duly seconded by Mr. Panuczak and unanimously passed with a roll call vote in favor.

15. Water shortage continues as wells fail to recharge adequately; however, improvement has been seen. There were a number of leaks found as well as other issues. The conservation order has been lifted. There are quite a few repairs and maintenance needs anticipated in the spring in addition to those performed in the fall. The District is continuously working in trying to improve the system. Ms. Patti asked if some of the noted repairs by Mr. Scruton are related to NHDES sanitary survey requirement, and he responded that they were.

    Ms. Patti also asked Mr. Scruton about the demand shown in his report and why it has doubled since last January (January 2021 the District used 3,385,603 gallons. January 2022 the District used 6,213,688, almost double the amount the previous year.) Mr. Scruton responded that it is only possible to answer this question partially as there are some leaks that have been found, and there has been dramatic increase due to increased residential consumption from new homes, increased rentals and owners living more days in the District. He added that it is still necessary to see the longer term trends but if this continues at this rate, a third well will become necessary.

17. Email exchange that initiated after the January meeting, which related to Recreation Management Agreement (RMA) clarification. Mr. Scruton provided a quote from the Annual meeting of 2006 which established the Rec Revolving Fund and put it under the authority of the District Treasurer and the District Commissioners. The Recreation Department that was created under the earlier article, is the one that was the RMA was drawn up to give the WEA Board authority to do some planning related to recreational and oversight of recreation; however all staff is reporting back to the District Commissioners and the expenses are paid out of the Rec Fund, which is also under the authority of the Commissioners.

    Mr. Bertino asked for a point of order, and Ms. Patti granted it. Mr. Bertino said that WA 4 from 2006 supersedes WA 3, and that WA 4 specifically identifies the authority with the Commissioners, in accordance with the law. He added that he believes that WA 4 is valid, whereas WA 3 is not. Mr. Scruton disagreed with that characterization as he believes that it is quite clear that WA 3 established the Recreation Department, whereas WA 4 established the Rec Revolving Fund, which is usually done in two separate articles.

CONSENT CALENDAR

a) Manifests

Ms. Patti made a motion to approve the manifests, Mr. Herlihy duly seconded and the manifests were approved by unanimous roll call vote.

b) Committee/Board reports

Mr. Panuczak made a motion to accept the Budget Advisory Committee, Planning Board, and Water Master Plan & Roads Committee reports as written, Mr. Panuczak duly seconded and the report was accepted by unanimous roll call vote.

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

a. Emergency Closure of Community Center / Ski Lodge authority

This item has been tabled.

b. Budget Advisory Committee recommendation on 2022 Budget

c. Budget for Public Hearing

d. WEVD General Manager Job Description

e. Change Annual Meeting Date to March 19, 2022? Change preparatory meeting Dates?

Items b, c, d and e were covered by the earlier discussions.

f. Modify Procedures re: Zoom

The Procedure for the Advisory Committees, Planning Board Meetings, originally adopted by the Commission, was displayed with suggested modifications by Ms. Patti.

Ms. Patti made a motion to amend the two procedures as follows; to fix the typographical errors, to insert clarifying information, and to omit reference to process that we cannot actually provide to the community, as highlighted on page 93 of the electronic version of the handout for this meeting, as reflected in the Procedures for the Advisory Committees, Planning Board Meetings. Mr. Panuczak duly seconded. Motion carried by a unanimous roll call vote in favor.

Next displayed were the Procedures for Public Body Meeting Minutes re: Advisory Committees, Planning Board document with Ms. Patti's suggested changes.

She made a *motion to amend the procedure to omit reference to process that we cannot actually provide to the community, as highlighted on page 98 of the electronic version of the handout for this meeting, as reflected in the Procedures for Public Body Meeting Minutes re: Advisory Committees, Planning Board. Mr. Panuczak duly seconded. Motion carried by a unanimous roll call vote in favor.*

g. Monthly meetings with some WEA Board members

Ms. Patti explained why she added this item to the agenda as she wanted to give the Commissioners and the community a report card. She also noted that she would like that such meetings from now on are conducted on a limited scope of items and pursuant to a written agenda. Discussion ensued about the outcomes of Ms. Patti, Mr. Scruton and Ms. Kinney meeting with sub-committees of the WEA Board, which are the newly modified RMA and the Administrative Services Agreement. General consensus was that from now on the communication should continue, but it should be limited to the questions related to those two agreements and should be carried out and limited through a preliminary agreed upon agenda.

h. Vote on WATER METER VENDOR

Mr. Scruton displayed the quote from Stiles Co. recommended by the Water Master Plan & Roads Committee for the water meters. After Ms. Patti commended the WMP&R Committee on all their work related to making this recommendation and a discussion of the selected quote as being the cheaper option in the long term, despite the initial meter costs being a bit higher. Mr. Herlihy provided a brief description of the meters themselves, which are quite advanced technologically, yet reliable, and the process of selecting the vendor to recommend.

Mr. Herlihy made a motion the Commission selects the Stiles Company to provide Badger water meters for the District's water system, which was unanimously recommended by the Water Master Plan & Roads Committee. Motion was duly seconded by Ms. Patti and unanimously passed by a roll call vote.

i. Appointment of new member for Planning Board, Michael Palm

Mr. Panuczak made a motion to appoint Michal Palm to the Planning Board. Ms. Patti duly seconded and motion passed by a unanimous roll call vote in favor.

Ms. Patti asked to receive the updated terms for the Planning Board members if possible. She also noted that Stan Bujalski has resigned from the Outdoor Courts Committee but will remain available as a consultant. She thanked Mr. Bujalski for his volunteer service.

j. Include updated IGM Report from 11/04/21 meeting as an attachment

Ms. Patti made a motion to identify the updated IGM report from 11/04/2021 that is included in this packet as an attachment to the official minutes of 11/04/2021. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.

k. Modification to WEVD Agenda

Ms. Patti made a motion to delete item 9 (HOA Representative) from the official WEVD Agenda. Mr. Herlihy duly seconded and motion passed with a unanimous roll call vote in favor.

Mr. Scruton asked the Commission if they would agree to staff drafting the Agenda for the February 16, 2022 meeting with the Public Hearing section directly following the adoption of the agenda. There was consensus that it would be allowed.

Upcoming Meeting: Wednesday, February 16, 2022 @ 9 PM.

Public Comment Period

Harry Bertino asked Mr. Scruton to elaborate on his previous comment about an abatement for a water bill. Mr. Scruton explained that the bill was issued to a lot commonly owned by a ten condominiums, which is considered an open space lot and should not have been billed for any water use.

Mr. Bertino also asked about the water rate funding and how much has been spent. Mr. Scruton said that there is no way to tell at this time, as the spending only began on January 1st and it is too early to tell.

There were nobody else to address the Commission at the Summit Lounge, nobody addressed the Commission via Zoom, or sent emails, or called at the front desk.

Non-Public Session

Mr. Panuczak motioned to enter non-public session for the purposes described in RSA 91A:3, II (l). Ms. Patti duly seconded and the motion passed at 3:49 PM by a unanimous roll call vote.

Non-public session was entered at 4:14 PM. Commissioners Patti and Panuczak were the only persons present. Mr. Herlihy left the meeting before the non-public session.

Resumption of Public Session

Mr. Panuczak motioned to re-enter public session, Ms. Patti duly seconded and the motion passed at by 2:0 roll call vote at 4:17 PM.

Public session was entered at 4:20 PM. Ms. Patti and Mr. Panuczak was present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. The motion passed by a 2:0 roll call vote.

Adjournment: *Mr. Panuczak made a motion to adjourn the meeting; Ms. Patti duly seconded. Motion passed with a 2.0 roll call vote in favor.*

Meeting adjourned at 4:21 PM.

Prepared by Alvina Snegach

DRAFT

Maureen Patti MOTIONS FOR 020222 WEVD COMMISSION MEETING:

1. Motion to amend JANUARY 19, 2022 draft WEVD Commission meeting minutes as follows:
    a. Insert title Commissioner title under attendees on page 1.
b. Page 1, line 37, end of Approval of January 12, 2022 minutes – insert "roll call" in between 'unanimous' and 'vote'
c. Page 2, lines 56 & 57, section b – modify sentence to read "Supervisors of the Checklist of the towns of Campton and Thornton will not be holding any additional (correction of the voter checklist) sessions after FEBRUARY 26th.
d. Page 2, line 74, section 1, last sentence – make it a new paragraph and modify the sentence to read "He added that using this methodology for per gallon usage would produce a similar billing amount for a metered three-bedroom home to what is billed now for a three-bedroom home without a meter."
e. Page 2, line 82, end of section 1 – insert "roll call" in between 'unanimous' and 'vote'
f. Page 2, line 83, Section 2 – Correct to "Budget Advisory Committee"
g. Page 2, line 83, Section 2 – substitute "Commission" for 'Board' (in this community, the WEA Board of Directors are generally referred to as the Board. For clarity's sake, it is best to refer to the WEVD governing body as the Commission.)
h. Page 2, line 85, Section 2 – insert between 'indoor' and 'pool' the word "upper"
i. Page 3, line 89 – insert "roll call" in between 'unanimous' and 'vote'
j. Page 3, line 96, Section 3 – correct typo "arose"
k. Page 3, line 105, Section 3 – insert between 'Budget' and 'Committee' the word "Advisory"
l. Page 3, line 121, Section 4 – insert after 'some large water related expenditures' the following: "(estimated by the IGM to be 3 million dollars)"
m. Page 4, line 148 – insert "in a roll call vote" after 'in the affirmative'
n. Page 4, line 167 – insert "roll call" in between 'unanimous' and 'vote'
o. Page 4, line 177, top of page – correct spelling of Terry Bennett
p. Page 6, line 231 – insert after 'all voting in favor' the words "in a roll call vote"
q. Page 6, last line: "Prepared by Alvina Snegach"

2. Motion to amend DECEMBER 21, 2021 draft WEVD Commission meeting minutes as follows:
a. In third paragraph, correct time of motion to enter nonpublic session from 12:20 to 12:18 PM.
b. At end of 3rd paragraph (Ned McElroy left…), insert: Nonpublic Session entered at 12:20 PM.
c. Correct time of resumption of public session from 1:32 to 1:33 PM

DRAFT

3. Motion to amend DECEMBER 11, 2021 draft WEVD Commission meeting minutes as follows:
    a. Correct time of resumption of public session from 11:16 to 11:18 AM

4. Motion to amend December 1, 2021 draft WEVD Commission meeting minutes as follows:
    a. Insert title Commissioner title under Attendees on page 1
b. Substitute “Interim General Manager” for ‘IGM’ and “Assistant General Manager” for ‘AGM’ on Page 1, Attendees section.
c. Correct Call to Order time from 9:00 AM to 6:00 PM
d. Insert on Page 1, in Approval of Agenda section, last line, the words “roll call” in between ‘unanimous’ and ‘vote’
e. Page 1, IGM Report, Section 2, line 3 – insert after ‘will be’ “paid”
f. Page 2, first line – change last sentence to read: “A roll call vote was taken and the motion passed unanimously.”
g. Page 2, last line of Section 2 – insert after ‘unanimous’ the words “roll call”
h. Page 2, last line of Section 7 – insert after “carried” the words “in a roll call vote”
i. Page 2, Section 10 – modify sentence to read: Public Hearing on accepting the increase in value to the Community Center for Locker Room renovation is coming up.”
j. Page 2, Section 11 – sentence to read: “Game Room: the work is planned for late December, assuming materials arrive.”
k. Page 3, first line – modify sentence to read: “Motion carried in a roll call vote with everyone voting in favor.”
l. Page 3, Section 14 – modify sentence to read: “Mr. Scruton requested the Commission vote to accept and expend $2,400 payment received from PRIMEX for damage to a roadway (Item discussed later as Agenda Item 10.h).”
m. Page 3, Section 16 – add to section, at the end, the following sentence: “Commissioners evidenced agreement from their comments.”
n. Page 3, Section 17, line 2 – correct typo, ‘by the **S**tate.’
o. Page 3, Section 17 – add at the end, “Specifically, WEVD needed to secure a modification to the permit to operate a drinking water system.”
p. Page 4, Section 23 – modify to read: “Meeting Schedule: Mr. Scruton suggested the Commission set a schedule…”
q. Page 4, last paragraph, after Section 25, line 3 – delete ‘…which night skiing is.’ and insert the words “is lighting for night skiing beyond resources for recreational activities?”
r. Page 5, HOA representative section, first line – delete ‘has also authorized season passes for employees’ and insert “has also authorized the sale of season passes by employees” ????
s. Page 5, HOA representative section, line 14 – change ‘10$ lease’ to a “$12/year lease”
t. Page 5, Check Manifests, line 2 – insert after ‘unanimous’ the words “roll call”
u. Page 5, Committee/Board Reports, line 2 -- insert after ‘unanimous’ the words “roll call”

v. Page 6, section f, line 3 – add to end of sentence "upon a roll call vote."

Page 5, HOA representative section, lines 15 & 16 – correct typos 'overtime' to "over time"

w. Page 6, section g, Change Annual Date – substitute "tabled to" for the phrase 'will be done on'

x. Page 6, section h, line 3 – modify sentence to read: "Mr. Herlihy duly seconded and motion passed with everyone, in a roll call vote, voting in favor."

y. Page 6, Public Hearing: Amending Water Ordinance, line 9 – modify the end of the sentence to read: "…a **roll call** vote was taken and motion passed unanimously."

z. Page 6, Public Hearing: Acceptance of Locker Room Renovation section – modify section title to read: "Acceptance of Increase in Value to the Community Center from Locker Room Renovation in an amount in Excess of $10,000"

aa. Page 6, Public Hearing: Acceptance of Locker Room Renovation section – modify motion by Ms. Patti to read: "…that the WEVD accept the increase in value of $40,537.48 **to** the Community Center **for the** locker room renovation**s**. The amount of $40,537.48 is in addition to the $34,000 in value added to the District's Community Center, approved at the Public Hearing conducted on February 19, 2021. The total amount of increased value to the Community Center for the renovations is $74,537.48. The cost of renovation of the locker rooms consisted of:

1. The District expended $24,000 from the 2019 non-lapsing Warrant Article (Recreational Elements) which was earmarked for the locker room renovation**s**,

2. The District expended an additional $12, 857.99 toward vendors and supplies for which WEA is to **reimburse** the District,

3. WEA spent an additional $61,679.69. bb. Page 7, line 2 – add to 'Motion passed unanimously' the phrase "upon a roll call vote."

cc. Page 7, Adjournment section, line 2 – insert after 'passed' the words "in a roll call vote"

dd. Page 7, last line – add "Prepared by Alvina Snegach"

The total cost for the renovations to both locker rooms is $98,537.48."

5. Motion to amend NOVEMBER 17, 2021 draft WEVD Commission meeting minutes as follows:

a. Insert title Commissioner title under Attendees on page 1

b. Spell out title for Interim General Manager, Assistant General Manager, and WEVD Clerk (Ryan Timms) in Attendees section on Page 1

c. Page 1, Approval of Minutes section b (09/23/21, etc.) last line – Modify last sentence to read: "Motion to approve the minutes as amended passed with a unanimous roll call vote."

d. Page 1, Approval of Minutes, section a (10/29/21), line 3 – modify sentence as follows: "Mr. Herlihy duly seconded and the motion passed unanimously **with a roll call vote**."

e. Page 1, Approval of Minutes, section a (10/29/21), line 7 – add the words "in a roll call vote" to the end of the sentence

f. Page 2, last sentence before Making Approved Minutes Official – insert after 'and motion passed with' the words "a roll call vote with"

g. Page 3, line 7 – insert after 'passed with' the words "a roll call vote and"

h. Page 3, Section 4, line 3 – insert after 'WEA dues' the words "and CIF contribution."

i. Page 3, Section 4, line 8 – after 'Water' insert "Master Plan"
j. Page 3 Section 4, line 8 – after 'Committee' insert "(WMP&R)"
k. Page 3, Section 4, line 9 – change 'Water and Roads Committee' to "WMP&R Committee"
l. Page 3, Section 5, line 1 – change 'We asked' to "Management requested"
m. Page 3, Section 5, line 2 – insert before 'Highway Garage' the words "Service Yard/"
n. Page 3, Section 5, line 3 – change 'is what we are doing' to "is being done."
o. Page 4, Section 9, line 4 – before 'Volkswagon engine' insert the words "somewhat unique"
p. Page 4, Section 9, line 4 – after 'off a similar lift' add the words "or from one local supplier (who has the particular VW engine and sells individual parts of the engine)"
q. Page 4, Section 9, line 6 – substitute "the lift" for 'WEVD's'
r. Page 4, Section 13, line 1 – sentence to read: "District is working on getting a modification to the Water Department permit to provide drinking water in order to use treated water for snowmaking."
s. Page 4, Section 13, line 6 – modify sentence to read: "It is clear, in the IGM's judgment, that the methods we have used in the past to bring chemicals to the site in winter are not safe."
t. Page 5, Section 18 – modify the sentence to read: "Mr. Scruton read **aloud the** proposed wording for **the** home page of the new website that briefly describes WEVD and WEA as two separate **entities along with their functions**."
u. Page 5, Committee/Board Reports – add "Committee" after 'Water Master Plan & Roads'
v. Page 6, HOA Representative section, line 5 – delete the words 'additional funds' and insert "increased value to the District asset/facility"
w. Page 6, Check Manifests – insert "roll call" after '2-0' and before 'vote'
x. Page 6, Committee/Board Reports – insert after 'unanimous' the words "roll call"
y. Page 6, Section 1, line 2 – correct typo 'have' to "has"
z. Page 6, Section 1, line 2 – correct spelling of **Jaime** Oldmixon
aa. Page 6, Section 1, line 3 – delete 'representative' and insert "member"
bb. Page 6, Section 1, line 3 – delete 'Water and Roads' and insert "WMP&R"
cc. Page 6, Section 1, line 3 – change 'attended a meeting' to "attended a WEA Board sponsored meeting"
dd. Page 6, Section 1, line 3 – 4 – insert after 'explained to the' the words "community members" and delete 'Commissioners'
ee. Page 6, Section 1, line 5 – change 'provided' to "providing"
ff. Page 6, Section 1, line 7 – delete 'some' and change to read "...and other **WMP&R** volunteers who worked on **a water ordinance to bring the Estates into compliance with NH law** since 2019."
gg. Page 6, Section 2, line 5 – add after 'to vote' the words "in the Estates."
hh. Page 6, Section 2, line 6 – add at end of sentence "in a roll call vote."
ii. Page 6 Section 3, line 2 – add to end of sentence "in a roll call vote."
jj. Page 6 Section 3, line 3 – add to end of sentence "in a roll call vote."
kk. Page 7. Section 5, line 7 – add to end of sentence, after 'unanimously' the words "in a roll call vote."

ll. Page 7, Section 6, line 5 – add after 'bookkeeper' the following: 'Patti Lindblom"
mm. Page 7, Section 6, line 9, 10 – delete the parenthetical '(or however Ms. Lindblom's position is called)'
nn. Page 7, Section 6, line 11 – correct typo, "policy" instead of 'polity'
oo. Page 7, Adjournment – insert after 'Motion passed' the words "in a roll call vote"
pp. Page 7, last line – add "Prepared by Alvina Snegach"

6. Motion to amend NOVEMBER 4, 2021 draft WEVD Commission meeting minutes as follows:
    a. Insert title Commissioner title under attendees on page 1
b. Page 1, line 11 – add to last sentence in Approval of Agenda "through a roll call vote."
c. Page 1, line 17 – insert before 'motion passed unanimously' the words "with a roll call vote the"
d. Page 1, line 40, bottom of page – insert after 'duly seconded and' the words "following a roll call vote, the"
e. Page 2, line 52, 2nd full paragraph – correct typo "arose"
f. Page 2, line 53 – insert after 'passed with a 2:1' the words "roll call"
g. Page 2, line 73, Section #6 – change 'Board' to "Commission"
h. Page 2, line 82, Section #7 – Substitute "Mr. Scruton has" for 'I have'
i. Page 3, line 89 – insert after 'duly seconded and' the words "in a roll call vote"
j. Page 3, line 95, Section #11 – Substitute "Mr. Scruton reported finding" for 'We have found'
k. Page 3, line 96, Section #11 – delete 'we can' and insert "possible"
l. Page 3, line 117 – insert after 'with a 2:1' the words "roll call"
m. Page 4, line 138, Section c – correct typo, "slowly" to replace 'slowing'
n. Page 4, line 149, Section d – insert between 'annual' and 'budget' the words "Water Department"
o. Page 6, line 234, Public Comment Section – insert the words "artificial snow" between the words 'the' and 'surface'
p. Page 7, line 273 – insert before 'with all voting in favor' the words "in a roll call vote"
q. Page 7, last line: "Prepared by Alvina Snegach"

7. Motion to amend OCTOBER 21, 2021 draft WEVD Commission meeting minutes as follows:
    a. Page 1, Present, Via Zoom – insert "WEVD Treasurer" in front of Rob Diefenbach
b. Page 5, line 215 – insert after 'Administrative Services' ", NH State Surplus"

DRAFT

Waterville Estates Village District

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

Waterville Estates Village District

December 15, 2021 Commissioners Meeting Draft Minutes

Attendees: Maureen Patti, Gerry Panuczak.

Attendees via Zoom: John Herlihy (joined at 6:02 PM), IGM John Scruton, AGM Judy Kinney, Dave Ketcham, Mrs. Timms, Mary ?, Jaime Oldmixon.

Call to order: Ms. Patti called the meeting to order at 6:00 PM.

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

Approval of the Agenda: *Ms. Patti made a motion with the following proposed changes to the Agenda: move items 11, 12, and 13 up before the Treasurer's report. Mr. Panuczak duly seconded and motion passed with a 2:0 vote with Ms. Patti and Mr. Panuczak voting.*

Public Hearing #1: No Parking Ordinance

Ms. Patti called the public hearing to order at 6.02 PM just as Mr. Herlihy joined the meeting via Zoom, however due to technical difficulties could not hear the others.

Mr. Scruton provided a brief background as to why the policy was proposed and went over the policy itself which sets parking rules for both town and district roads throughout the year. He then answered questions about a similar policy WEA has. Discussion ensued about proposed parking prohibition at the Ski Lodge, which has a restaurant, in the winter months and how that would work if people called an Uber due to not being able to drive their own vehicle after dining at the restaurant. Consensus was that to address that, Section 3 of the policy would be amended and a second sentence would be added to state: *"At the Ski Lodge, when no snow removal operations are expected overnight and when circumstances necessitate, a vehicle may be left overnight without penalty provided the vehicle displays an approval card from the bartender."*

Ms. Patti opened the floor for public comment.

- David Ketcham spoke about the possibility to also use the overflow lot at the Ski Lodge at the lower level and asked if an emergency parking area could be made in the area by the apple orchard.

Mr. Scruton and Ms. Kinney both said that using the overflow lot is not a good idea due to various circumstances but that the apple orchard parking is something worth looking into for emergency parking. Ms. Kinney will pass the information to Steve Baert.

Having no more comments from the public, *Mr. Panuczak made a motion to adopt the amended Parking Rules and Regulations with the effective date of 12/16/2021. Ms. Patti duly seconded the motion. Motion passed unanimously by a roll call vote.* Ms. Patti will send the amended language to staff for posting and distribution.

Ms. Patti closed the public hearing #1 at 6:23 PM.

Public Hearing#2: Snow Removal Ordinance

Ms. Patti called the public hearing to order at 6:23 PM. Mr. Scruton provided the rationale for adopting such an ordinance and noted that this policy would only apply to the District roads, whereas the Town owned ones will be plowed according to the respective town ordinances. Mr. Herlihy noted

that it would be very helpful to have the information on road ownership readily available to all residents as many are unaware. Mr. Panuczak noted that the policy mentions bus routes, of which the District owns none, as bus routes go along Town owned roads. Mr. Scruton said that it may have been an editing oversight.

- Mrs. Timms corroborated Mr. Panuczak's point about bus routes being only on Town owned roads while some of the bus stops are at the intersections with the District Roads, and how the District was going to handle that. She also said that she would like to see some consistency with snow removal, as she has been living on a steep road for three years and has not seem much consistency so far. Her third question was about the threshold for hiring contracted snow removal services as, again, she wanted to see more consistency as there are a lot of people in the District who need to get to work and get their kids to school.

Mr. Scruton suggested changing the policy's PLOW ROUTE paragraph third sentence to the following: *"The first priority, depending on the storm event, is to keep the roads in the best possible condition during travel hours and to maintain the most traveled roads during commuting and school bus hours."* As for hiring contracted services for plowing, Mr. Scruton said that is really depends on the storm event and is a judgement call on a case by case basis.

Mr. Panuczak also said that he believes there is a map of the estates which identifies the road ownership and asked if it could be posted on the new website, to which Ms. Kinney responded that she thinks it is already up on the current website and will double check. Ms. Patti added that the newly proposed parking area by the apple orchard is also a bus stop, so adding it to the plowing schedule should also benefit those parents. Mr. Ketcham clarified that that parking area by the apple orchard is currently used trailhead parking.

Having nobody else willing to address the Commission, *Mr. Panuczak made a motion to adopt Snow Removal and Ice Control Policy as amended effective 12/16/2021. Mr. Herlihy duly seconded and motion passed unanimously by a roll call vote.*

Ms. Patti closed the public hearing at 6:38 PM.

Public Hearing: Acceptance of Increased Value to Campton Mountain of Improvements to the Rope Tow Lighting in Excess of $5,000

Ms. Patti brought the public hearing to order at 6:39 PM.

Mr. Scruton provided the background for the lights issue at the Mountain, which failed, and after the inspection by both our electrician and the State Inspector, it was determined that it would not be possible to bring them all back at once. WEVD and WEA are trying to work collaboratively to reconstruct the lighting system for the rope tow area in compliance with all codes. This work would include trenching and burying wires, and replacement of lights with LED high efficiency lights to the tune of about $11,000, hence the public hearing. Discussion ensued about a much larger amount which was floated earlier, which was determined to be erroneous and the fact that all the related site work, which would be done by the three District employees with some rental equipment, would not be included in the estimate. Discussion continued on funding the labor of the District employees along with the rental equipment and the fact that WEA has requested to fund the electrical work related to this project from Friends of Campton Mountain money. Members discussed the procedural issues and the need to have the final amount from the electrician, which currently is only an estimate. Mr. Oldmixon, who is one of the District employees working on this project, clarified that the current electrician's estimate is accurate and actually states that, if the District performs the site work, the

estimate would be less, which is why the District is now doing the site work. He then updated the Commissioners on the status of the ongoing work, which he was hoping would be done tomorrow. After clarifying with Mr. Scruton on which invoices would need to be paid from the FOMC money, *Ms. Patti restated that the purpose of this particular public hearing was very narrow in scope and made a motion to accept the increased value to Campton Mountain of improvements to the rope tow lighting in excess of $5,000 pursuant to NH RSA 31:95-e. Mr. Panuczak duly seconded and motion passed with a unanimous roll call vote in favor.*

Treasurer's Report

The item will be covered under the IGM report.

Interim GM's Report:

Mr. Scruton began by saying that he would like the Commission to address the issue with multiple staff having to quarantine due to the recent Covid exposure. Mr. Scruton read in the email from one of the staff members about not being comfortable working while waiting to get tested, even though it is in line with the CDC guidelines. There are events planned for this weekend, like the Ski Lodge opening and planned activities related to that, therefore, Mr. Scruton thought that the Commission would need to make that decision. Consensus was that District can instruct its staff that they can work, if the event is held, following all the necessary CDC guidelines, with Mr. Scruton providing the ability to opt out to those staff who are concerned. The decision on whether to run the planned activities would need to be made by the WEA Board as it is the ultimate body responsible for recreational programming decisions. Mr. Scruton sent an email the to the WEA Board with the details of the decision made by the Commissioners tonight and asking the WEA Board to notify him of its decision regarding running the programming.

Mr. Scruton provided an update on the budget numbers, as per the Treasurer's email, both for the operating budget, which is running tight, and the water budget, and provided some suggestions as to whether some water related expenditures could be covered by the water budget as opposed to the operating one, as it is in much better shape.

Next, Mr. Scruton went back to the issue of using District employees to perform work related to bringing the lights at the rope tow up to code. He noted that the whole issue was caused by a District employee damaging the line, followed by the need to hire an electrician and later bring in the State Inspector who determined that it was not code compliant. Members discussed the fact that one employee's (Jaime Oldmixon) labor would be covered by the Recreation Fund, whereas the two others (Shawn Pelchat & Zack) would be paid from District operating budget for 2021 as budgeted. There was consensus that it should remain that way.

Then discussion ensued about the equipment (mini-excavator) rental that the District staff would need to rent to perform the site work related to making the rope tow lights code compliant. Discussion ensued about lack of budgeted funds for this and whether it would be appropriate to ask WEA to cover it from the FOMC money. *Ms. Patti made a motion to ask WEA to include in the FOCM expenditure toward the four (4) lights on the Rope Tow the cost of the equipment rental of a mini excavator. Mr. Panuczak duly seconded and motion passed unanimously by a roll call vote.*

1-3. Public hearings 1, 2 and 3 were discussed earlier.

4. Well # 1 is planned to be replaced on December 16th with some work remaining to finish up the project. Work on wells has improved the amount being pumped. Expectation is even more efficiency (and greater amount pumped per minute) when second replacement is done.

5. Required valve for snowmaking failed, and a different one has been ordered but will take three weeks, so the snow making will be delayed.
6. Residents who want sand-salt mix may fill two five-gallon buckets. If the gate is up, they may walk into the facility to get the mix. Gate is usually open 8 Am to 4 PM Monday to Friday. Signs have been posted. This is not for straight salt nor is the site for people to load trucks.
7. Would the Commission wish to adopt a policy that projects will be reviewed as to whether a consultant will be engaged to oversee the project? This would be done on a case by case basis. Discussion ensued on whether there is a need to include a provision about having a code compliance person review the projects as well and have it stated somewhere in the policy that all municipal projects not only have to be satisfactory as to the project goals but are code compliant. Another suggestion was that if a project is done with supervision of a certified Clerk of the Works (Professional Engineer) who will be liable for damages, the issue of hiring another code compliance person is moot. There was no action taken.
8. Meter Proposals have been received and the Water and Roads Committee should have a recommendation at the January 6 meeting if they have a quorum.
9. We are in the process of hauling junk away from the DPW yard as well as stored elsewhere. We are paying for containers and loading them ourselves. We are still awaiting Clean Harbors regarding oil spill. Ms. Patti noted that work around the massive debris pile in the service yard should be done with extra caution and with the highest regard to the safety of the District employees. Mr. Scruton said that he will emphasize that to staff.
10. The Treasurer's latest numbers show a balance of less than $100,000 for the remainder of the year. This was discussed earlier.
11. Will the Commission vote to authorize the expenditure of the following non-lapsing warrant article, if necessary, to remain within total expenditures for 2021: Warrant Article #6 - $25,000 for District Facilities Improvements and Maintenance? The funds could only be used for projects which meet the criteria, and the boiler does meet them. Given the responsibility not to overspend the budget, these may be needed to avoid overspending the operating budget but would not occur if unnecessary. *Mr. Panuczak made a motion to authorize the Interim General Manager to use the $25,000 in the 2021 non-lapsing Warrant Article (#6), entitled District Facilities Improvements and Maintenance, for the new Boilers and Boiler system if needed to keep the year end expenditures within approved limits. Mr. Herlihy duly seconded and motion passed with a unanimous roll call vote.*
12. The proposal for the Salt Shed came in at $47,000. There is only $20,000 in the Warrant Article. After consulting with the Budget Committee Mr. Scruton suggested that the budget for 2022 have a warrant article for the difference and inflation allowance, which would be around $35,000.
13. The proposal for Sanborn and Head for assessing environmental issues at service yard came in at $34,200. This quote was from June and was approved at that time by the Commission. The agreement has been worked through but has not been signed based upon concerns for total budget expenditures and how the budget could handle the issue. Mr. Scruton's suggestion was adding a warrant article to the 2022 budget for this. He then answered questions about Clean Harbors oil spill clean-up project from the old oil tank, which is also only happening in 2022, and should probably be added as another warrant article to the 2022 budget.

14. Mr. Scruton provided an update on the issues with air conditioning and exchange issues at the Community Center and noted that he found another vendor from Vermont to do the design that he will try to work with. He asked if the Commission wished to put a place holder in the 2022 budget for $50,000 for the air conditioning and exchange issues at the Community Center. Ms. Patti asked Mr. Scruton to clarify if the $50,000 was in addition to the 2021 Warrant Article #11 for HVAC issues, and he confirmed that it was.
15. The Commission has contracted with Alvina Snegach to do Commission meeting minutes starting in January.
16. The Campton and Thornton Supervisors of the checklist plan for the February 26 update of the checklist to cover the March 26 District meeting under the provisions of RSA 654:27, therefore there is no need to move the District Annual Meeting or the public hearings. Mr. Scruton added that he has not heard back from legal yet, however, that the Supervisors of the Checklist did check with the State and there were no issues.
17. Question has been raised about a payment plan for the water bill based upon the income situation as in keeping with how it has been done in the past. Mr. Scruton noted that he assumed that we have that authority and wanted to confirm with the Commission. There was consensus that it is a reasonable course of action.
18. Engineer's estimate to replace Sunset tank for the same size tank (20,000 gal.) is $330,000, although we know of a project with a smaller tank (15,000 gallons) that is costing almost $500,000 due to recent concrete price increases. Mr. Scruton continued that they do not believe the same size tank is adequate (can drain in 3 hours) as this tank supplies and pressurizes properties to the Northside of Winterbrook Road, therefore, there may be a need to go with at 40,000 gallon one. Lakes Region will do an inspection and write-up regarding the condition. Mr. Scruton briefly spoke about the fact that the community has a lot of deferred maintenance expenses that need to be addressed and needs to start thinking on how to fund those. He also spoke about federal grant/loan money that is becoming available through the ARPA funds and Build Back Better Plan, applying for which can possibly help to offset some of the costs. Mr. Scruton said that the Asset Study that is currently done by Dubois&King would help determine the list of projects that may qualify for the federal/state money.
19. The ADA Committee recommends engaging Jerry Tepe to do a review of accessibility using the $2,957 left from the 2019 article that will lapse at the end of this month. He did the last review in 2015. The committee also recommends budgeting $3,000 in a consultant line in the 2022 Executive District Budget and again budgeting a non-lapsing warrant article for $25,000 for Building maintenance, similar to the Warrant Article 6 this year. *Ms. Patti made a motion to authorize the expenditure from the 2019 non-lapsing Warrant Article for recreational elements of $2,957 towards the ADA accessibility issues for the District to retain architect Jerry Tepe to perform a review of the ADA Accessibility of the Community Center Complex. Mr. Herlihy duly seconded and motion passed with a unanimous roll call vote in.*
    There was consensus on recommending the other two warrant articles for the consultant and for Building maintenance, discussed earlier, to the BAC for the 2022 budget.
20. Campton promoted Corey J. Davenport to be Town Administrator. Before he was Campton's Planning/Zoning & Assessing Coordinator.

Committee / Board Reports

DRAFT

Deferred to the first meeting in January 2022.

ADA Accessibility

It was address in the IGM report earlier.

Water Master Plan & Roads – John Herlihy said that the Committee has been busy discussing building a mission statement for the Committee and communicating it to the Community and also working on the bids for the water meters.

Snowmaking Committee – it was addressed in the earlier discussion about the check valve.

Outdoor Courts – there was nothing to report.

HOA representative

Mr. Ketcham said that District distribution of written materials, sledding and mountain biking at Campton Mountain, and loaning of WEA property to homeowners are on the next meeting agenda, as well as discussion of the four line items related to the FOMC money. Mr. Ketcham asked about which valve failed at the snow making and Mr. Scruton responded that was the backflow preventer valve required by NHDES to use treated water for snow making.

Consent Calendar

a) Check Manifests

Ms. Patti made a motion to approve the manifests, Mr. Panuczak seconded and the manifests were approved by a unanimous roll call vote.

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

a. Annual and other preparatory Meeting Dates

Discussed together with b.

b. 2022 Commission Meeting Schedule

Ms. Patti said that she prepared the Commission schedule with meetings on 1st and 3rd Wednesdays, alternating between 9 AM and 6 PM, and an additional Saturday meeting during months with five Wednesdays.

Ms. Patti made a motion to adopt the new and revised 2022 Commission schedule. Mr. Panuczak seconded and the manifests were approved by a unanimous roll call vote.

c. Modification to the Existing RMA and d. New Administrative Services Agreement

Ms. Patti provided an update on the ongoing process of modifying the existing Recreational Management Agreement and working out the new Administrative Service Agreement. WEA counsel has reviewed both documents and the goal is to finalize them by the end of the month.

e. TK and Meeting Minutes concerning Zoom recordings

Ms. Patti said that she will add an item to the January 5th meeting for the Commission to address the possibility and procedure of making the Zoom meeting recordings available to any member of the community.

Upcoming Meeting: Wednesday, January 5, 2022 @ 6 PM.

Public Comment Period

Todd Alessandi thanked the Commissioners for listening to the concerns of some residents who had issues with meeting attendance and making it easier for them by adjusting the schedule.

Non-Public Session

Mr. Panuczak motioned to enter the non-public session for the purposes described in RSA 91A:3, II (a), (b), and (l). Mr. Herlihy duly seconded and the motion passed at 8:11 PM by unanimous roll call vote.

DRAFT

Non-public session was entered at 8:15 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, Mr. Herlihy seconded and the motion passed unanimously by roll call vote at 9:07 PM.

Public session was entered at 9:09 PM. Ms. Patti and Mr. Panuczak was present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render a proposed action ineffective. The motion passed by a 2:0 roll call vote.

Adjournment: *Ms. Patti made a motion to adjourn the meeting; Mr. Panuczak duly seconded. Motion passed with a 2:0 roll call vote in favor.*

Meeting adjourned at 9:10 PM.

DRAFT

Waterville Estates Village District

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

Waterville Estates Village District

December 27, 2021 Commissioners Meeting Draft Minutes

Attendees: Commissioners Maureen Patti and John Herlihy. Commissioner Gerry Panuczak arrived at 5:49 PM, Allison Smith.

Attendees via Zoom: Interim General Manager John Scruton, Assistant General Manager Judy Kinney, Jaime Oldmixon.

Call to order: Ms. Patti called the meeting to order at 5:00 PM and noted that Mr. Panuczak was running late.

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

Approval of the Agenda: Ms. Patti suggested to skip Item 6 as there were no hard copies of manifests. Mr. Herlihy agreed, and there were no other changes to the agenda.

Interim GM's Report:

Mr. Scruton displayed the report and went over the following:

1. Approval has been received for the web address of Waterville-EstatesNH.gov. There is some work remaining before the website goes live. This new website will allow people to sign up for updates of their own choice.
2. Quote came in below the warrant article amount for the safety walkways on the lift towers. The IGM was granted authority to proceed with this work by the Commission earlier, therefore there was no need for Commission to vote. The walkways will need to be built, and Mr. Scruton said that they should be installed in the spring before the end-of-season work needs to be performed on the lifts.
3. Policy regarding closing the Community Center. Mr. Scruton suggested a motion to clarify that the General Manager/Interim and Assistant General Manager have authority to close if the weather or other conditions warrant. *Mr. Herlihy made a motion that the IGM or AGM have the authority to close the building as necessary per weather related safety issues or other conditions as warranted. Ms. Patti duly seconded.* Discussion ensued about the possibility of using the facility as the emergency shelter and all the issues related to that. Mr. Scruton suggested to look at Campton's and Thornton's emergency plans to see what they propose to use as emergency shelters and provide that information to the residents via the website or other means. *Ms. Patti suggested an amendment as follows: to grant the WEVD GM/IGM/AGM the authority to the close WEVD facilities, including the Ski Lodge and Community Center if weather or other conditions warrant such action. Mr. Herlihy duly seconded and motion passed with a 2:0 roll call vote in favor.*
4. Job Description of General Manager.
   Tabled to the January 5, 2022 meeting.
5. Mr. Scruton said that the lights are now working for rope tow. Ship date on the needed valve is January 5, 2022.
6. Given there is a difference of opinion between NH Secretary of State and the District's counsel about whether or not the town Voter Checklist meetings being held in late February will satisfy the RSA requirements for the WEVD Annual Meeting, Management is going to approach the Keepers

of the Checklist to ask them to have a second meeting on the 19th of March. Mr. Scruton said that he hopes they will agree. Ms. Patti also stated that she would like to thank Ms. Kinney and both Campton and Thornton Supervisors of the Checklist for accommodating the District Annual Meeting schedule last year.

7. Mr. Scruton requested the Commission to vote to approve and sign the Health Trust Application and Membership Agreement for Health Insurance and include in the motion designating the AGM Judy Kinney as directed to execute and deliver it to HealthTrust, on behalf of Waterville Estates Village District. Mr. Scruton and Ms. Kinney gave a brief recap of their phone call with HealthTrust on the Membership Agreement and the benefits provided under it. Ms. Patti provided a comparison of the old health plan, which had a high deductible, partially reimbursed by the District, and noted that switching to HealthTrust will allow the District to come out ahead and will provide better range of benefits to the District's employees.

   Ms. Patti made a motion that WEVD shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and New Hampshire RSA 5-B. Mr. Herlihy duly seconded and motion passed with a 2:0 roll call vote in favor.

   Ms. Patti made a motion that Judy Kinney, WEVD Assistant General Manager, is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of Waterville Estates Village District, the "Application and Membership Agreement" in substantially the form presented to this meeting. Mr. Herlihy duly seconded and motion passed with a 2:0 roll call vote in favor.

   Ms. Patti made a motion that the member, WEVD, elects to receive COBRA Billing Services described in Section 2 of this COBRA Agreement. The member, WEVD, has existing COBRA beneficiaries who are covered and the Member does intend to transfer billing responsibilities for those beneficiaries to HealthTrust as of the effective date of HealthTrust's COBRA Billing Services. The member understands and agrees that HealthTrust will be charging COBRA beneficiaries an administrative fee of 2% of the applicable monthly contribution amount as allowed by federal law. Mr. Herlihy duly seconded and motion passed with a 2:0 roll call vote in favor.

   Ms. Patti made a motion that the member, WEVD, elects to receive HealthTrust Retiree Billing Administrative Services. Mr. Herlihy duly seconded and motion passed with a 2:0 roll call vote in favor.

   Ms. Patti asked Mr. Scruton to make sure that WEVD also signs up for the so called "125 Plan" which covers elderly care, childcare, etc.

8. Mr. Scruton asked if the Commission would sign to get a new credit card through Northway Bank to replace those that have the prior GM's name attached to them?

   Mr. Herlihy made a motion to initiate a new WEVD credit card to with the Interim General Manager and Assistant General Manager as signatories. Ms. Patti duly seconded.

   Mr. Scruton noted that he should not be a signatory as he is the Interim General Manager. Discussion ensued about the new credit card being an improvement in control measures available to the District, as every authorized Department Head signatory will have a sub card issued in his/her name which makes tracking purchases much easier.

   Mr. Herlihy made a new motion to cancel all credit cards (Capital One and Northway) WEVD Credit Cards in the name of our former GM. Motion was seconded by Ms. Patti and passed with a 2:0 roll call vote in favor.

DRAFT

Mr. Herlihy then made a motion to initiate a new WEVD credit card to be authorized by Ms. Judy Kinney or by her title, Assistant General Manager, and to secure four (4) sub cards for business units within WEVD. Motion was seconded by Ms. Patti and passed with a 2:0 roll call vote in favor.

Ms. Patti thanked Ms. Smith for all her work related to researching the credit card options.

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

a. Adoption of Health Trust as medical insurance provider for full-time WEVD Employees

b. Designating AGM as Health Trust representative

Both items a and b were addressed during the Interim General Manager's report earlier.

c. FOCM expenditures as approved by WEA Board

Commissioner Gerry Panuczak joined the other Commissioners in the Summit Lounge at 5:49 PM.

Ms. Patti moved for the expenditure of funds from the Friends of Campton Mountain account as approved by the WEA Board of Directors at their December 21, 2021 meeting. These expenditures are as follows:

1. *Ski Mats -- $5,400.00*
2. *Anti-Siphon Valve -- $2,500.00*
3. *Snowmaking Electrical Engineering Plan -- $2,000.00*
4. *Ski Lights -- $15,000.00*

All of these expenditures from the FOCM account are for projects and improvements to benefit Campton Mountain. Mr. Panuczak duly seconded.

Commissioners discussed the amounts stated in the motion and whether they should be revised based on previous discussions. It was agreed that these numbers are only a budget estimate of money to be transferred and the sole purpose of this vote is to determine how much money to hold back before the balance in the FOCM account is sent to the Trustees of the Trust Funds before the end of the year. *Ms. Patti amended her motion to add the following: The balance of the FOCM account to be sent to the Campton Trustee of the Trust Fund. Gerry Panuczak duly seconded the amended motion.*

After a brief discussion of the procedure for approving expenditures from FOMC and moving the balance of funds from FOMC to the Trustee of the Trust Funds. Mr. Herlihy suggested to amend the motion to state that these are not expenditures but estimates. Ms. Patti agreed and restated the fully amended version of the motion *for the expenditure of funds from the Friends of Campton Mountain account as approved by the WEA Board of Directors at their December 21, 2021 meeting. The estimates of these expenditures are as follows:*

1. *Ski Mats -- $5,400.00*
2. *Anti-Siphon Valve -- $2,500.00*
3. *Snowmaking Electrical Engineering Plan -- $2,000.00*
4. *Ski Lights -- $15,000.00*

All of these expenditures from the FOCM account are for projects and improvements to benefit Campton Mountain. The balance of the FOCM account to be sent to the Campton Trustee of the Trust Fund. Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

d. Modifications to the Existing RMA

Ms. Patti said that there are three documents in front of the Commissioners that they have reviewed previously and approved and to which Ms. Patti made two minor changes, one being a typographical error, and another is the change in the date language for the signatures. She explained how the process

of updating these documents went, as she was authorized by the Commission to negotiate with the WEA Board with constant communication with Mr. Scruton and the Counsel, also keeping the rest of the Commissioners informed.

Ms. Patti made a motion to approve the same version of the Recreation Management Agreement dated 12/30/2021 that the Commission has already approved at its last public session with the modification of a typographical error and the signature date language, sign it and send it to the WEA Board. Mr. Panuczak seconded motion.

Discussion continued about the process of negotiating the changes for these documents and the fact that there is a reference to a "lease agreement" that does not yet exist. Ms. Patti reiterated that the Commission has voted her to negotiate on their behalf with Mr. Sylvia and that there have been multiple versions shared with the Commissioners each time there were changes made. As for the lease agreement that is referenced in the documents, she said that it is to be drafted next.

Then the vote was taken. *Motion passed with a 2:1 roll call vote. Mr. Herlihy voted in the negative.*

e. Second Addendum to the RMA

Ms. Patti said that the Second Addendum would allow to extend the modification to the RMA period from 04/15/2021 to 12/30/2021. Mr. Panuczak asked Ms. Patti whether it was necessary to sign this knowing that the WEA Board had not signed it. Ms. Patti responded that signing it would show that the Commission is acting in good faith and if the WEA Board does not sign it, it will not become active. *Ms. Patti made a motion to approve and sign the Second Agreement for an Addendum to the RMA. Mr. Panuczak seconded motion. Motion passed with a 2:1 roll call vote. Mr. Herlihy voted in the negative.*

f. New Administrative Services Agreement

Ms. Patti provided a short background of how this agreement was initiated. Mr. Scruton then went over the main provisions of the Agreement. He read in the services listed under this Agreement which are proposed to be billed to WEA for reimbursement as they are provided on their behalf. Ms. Patti provided a list of most recent changes that were made since the last Commission's public session. These were signature pages changes, addition of pages with NH RSA, and changes on Pg. 5 to Section 3C dealing with WEA's hiring a contract management company or hiring their own employees, which led to another change on Pg. 3, Item B, where the following was added: "In the event the parties recognize the Association needs a new or different administrative service to be provided by the District, both parties agree to confer and work cooperatively to make any needed changes to this agreement". Mr. Herlihy noted that there was discussion of a timeline horizon for this process that they expressed to WEA. Ms. Patti said that the six month time limit was not palatable for the WEA Board and their counsel suggested the language where the two bodies will work cooperatively to establish the time needed for such a change.

Ms. Patti made a motion to approve and sign the 12/30/21 version of the Admin Services Agreement that was mildly modified with the addition of a sentence and other couple technical changes from what the Commission approved at its last meeting. Mr. Panuczak seconded motion.

Mr. Panuczak clarified that the services under this agreement would be paid directly from WEA to the District's General Fund and after receiving confirmation from staff, asked if they already had a process set up to receive that money, does WEA pay that money if it has been billed, and how would that money be put into the 2022 budget so that it could be seen in absolute terms what is it going to cost for this to happen. Mr. Scruton provided a description of how the budget would reflect these

services being paid by WEA and how they plan to bill WEA for the services. Mr. Panuczak then asked how the non-payment would be handled with WEA. Mr. Scruton showed the provision in the agreement that handles non-payment by WEA. Then Mr. Scruton also answered questions about the employees' fate should the agreement be terminated and how this budget arrangement would need to be handled by the Commission as this would be considered anticipated revenue for the budget purposes.

Vote was taken and motion passed with a 2:1 roll call vote. Mr. Herlihy voted in the negative.

Ms. Patti made a motion to make the following attachments to the 12/27/2021 meeting minutes:

1. *the 12/27/21 IGM report (attached)*
2. *the motions prepared by Maureen Patti for the meeting (attached)*
3. *the 2nd agreement to extend the window of time to allow modifications to the RMA (attached)*
4. *the complete 12/30/21 version of the RMA (attached)*
5. *the 12/30/21 version of the Admin Services Agreement (attached).*

Mr. Panuczak duly seconded. Motion passed with a unanimous roll call vote in favor.

g. New WEVD corporate business credit card

This item was discussed with the IGM report earlier.

h. Discussion of need for Road Policy

Item deferred to the January 5, 2022 meeting.

Upcoming Meeting: Wednesday, January 5, 2022 @ 6 PM.

Public Comment Period

There were nobody present in person at the Summit Lounge, nobody addressed the Commission via Zoom, or sent emails or called at the front desk.

Non-Public Session

There was nothing needed to be discussed in a non-public session.

Adjournment: *Mr. Panuczak made a motion to adjourn the meeting; Ms. Patti duly seconded. Motion passed with a unanimous roll call vote in favor.*

Meeting adjourned at 7:02 PM.

Prepared by Alvina Snegach.

DRAFT

Waterville Estates Village District

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

---

1. We have received approval for the web address of Waterville-EstatesNH.gov
2. Quote came in below warrant article amount for the safety walkways on the towers. We are proceeding.
3. Policy regarding closing community center. I suggest a motion to clarify that the General Manager/Interim and Assistant General Manager have authority to close if weather or other conditions warrant.
4. Job Description of General Manager.
5. Lights are now working for rope tow. Ship date on needed valve January 5
6. While Secretary of State's office does not think we need a separate Supervisor of the Checklist session 3/19, Nathan does. If we had a bond issue, I would rely upon bond counsel to weigh in.
7. I request the Board vote to approve and sign the Health Trust Application and Membership Agreement for Health Insurance and include in the motion designating Judy Kinney as directed to execute and deliver it to HealthTrust, on behalf of Waterville Estates Village District.
8. Will the Board sign to get a new credit card through Northway Bank to replace those that have Corey's name attached to them?

Maureen Patti motions for December 27, 2021 Commission Meeting

1. Authorize expenditure from FOCM

   "I, Maureen Patti, move for the expenditure of funds from the Friends of Campton Mountain account as approved by the WEA Board of Directors at their December 21, 2021 meeting. These expenditures are as follows:

   1. Ski Mats -- $5400.00
   2. Anti-Siphon Valve -- $2500.00
   3. Snowmaking Electrical Engineering Plan -- $2,000.00
   4. Ski Lights -- $15,000.00

   All of these expenditures from the FOCM account are for projects & improvements to benefit Campton Mountain."

2. Approval of Second Addendum to RMA
3. Approval of modifications (version dated 12/30/21) to the Rec Management Agreement
4. Approval of Administrative Services Agreement (version dated 12/30/21)

Maintenance and Recreation Management Agreement

This agreement is made this 30th day of December 2021, by and between Waterville Estates Village District, a municipal corporation, with a principal mailing address of 562 Winterbrook Road, Campton, NH 03223 (hereinafter the "District" or "WEVD"), and Waterville Estates Association, a New Hampshire corporation, with a principal mailing address of 562 Winterbrook Road Campton NH, 03223 (hereinafter the "Association" or "WEA").

AUTHORITY

This Agreement is entered into under the authority of RSA 35-B

PURPOSE

The purpose of this Agreement is to formalize the amount of recreational fees and charges paid by WEA to the District pursuant to RSA 35-B:1 and 35-B:2, II. This Agreement further memorializes the terms and scope of WEA's use of District property relative to the operation of Recreational Activities, Recreational Promotion, the construction of Recreational Capital Improvements, and the maintenance and care of parks and common areas in order to ensure that activities and services provided by the District and financing of those aforementioned items are consistent with RSA 35-B.

DEFNITIONS

The meaning of the following words or phrases used in this document are as described below, unless the context indicates otherwise:

Admission policy:	A formal statement outlining the eligibility requirements and application procedures for admission to common areas and recreational facilities of Waterville Estates
Business activities:	The revenue generated by WEA activities including but not limited to recreational activities.
District Property	All District Property owned by the District as municipal property, including recreational property and facilities, and subject to New Hampshire's municipal law requirements.
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.
Owner Usage Policy	An enforceable formal code of conduct for all members, guests, and renters of "Waterville Estates"
Recreational Activities	Management and maintenance of Recreational Programs, the construction of Recreational Capital Improvements, and the maintenance and care of parks and common areas
Recreational Capital Improvements	Improvements, expansions, or updates made to existing facility amenities including but not limited to exercise and weight rooms, saunas, hot tubs, indoor/outdoor furniture, tanning booth, Teen Room, tennis courts, swimming pools, audio and video systems, snow making equipment, trail systems, and bars and restaurants.
Recreational Programs	Activities and entertainment that provides benefits to the WEA's members, WEVD residents, and eligible guests pursuant to the admission policy.
Recreation Promotion	The process involved in fostering interest in WEA Recreational Programs.
Waterville Estates	The community of residences and building lots, facilities, and community amenities contained in the Waterville Estates Village District

RECITALS

A. The District has been formed pursuant to RSA Chapter 52 as a municipal corporation funded through the property taxes for the purpose of funding community services such as the supply of water for domestic purposes (RSA 52:1, I(d)), the maintenance of roads (RSA 52:1, I(m)), the impoundment of water (RSA 52:1, I(d)), the maintenance of facilities and activities for "recreational promotion" (RSA 52:1, I(h)), and the maintenance and care of parks and commons (RSA 52:1, I(g) and (h)).

The District's rights and responsibilities include the following:

a. Maintenance of District facilities and District property, other than general maintenance by the WEA as required by lease agreement(s), and management of District facilities and District property.

b. Construction of any "recreational capital improvements" and maintenance of District parks and common areas.

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.

B. The Association was formed as the successor to Waterville Estates developer, Locke Waterville Corporation, and represents all owners of property in "Waterville Estates". In recognition of the fees and charges paid by the Association to the District pursuant to RSA 35-B:1 and 35-B:2, II and described herein, the Association shall maintain the following rights and responsibilities regarding District property as long as this agreement remains in effect.

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.

Maintenance and Recreation Management Agreement

In consideration of the mutual covenants stated within this document, the parties willingly enter into this **Maintenance and Recreation Management Agreement** concerning the management and maintenance of Recreational Activities, Recreational Programs, the construction of Recreational Capital Improvements, capital improvements, and the maintenance and care of parks and commons areas pursuant to the terms of this Agreement.

1. **Duration and Termination**

    a. This agreement supersedes all prior agreements between the parties concerning "recreational activities".

    b. This Agreement shall be effective December 30, 2021, and shall run to April 15, 2025. Annual review of the agreement's terms and conditions will be conducted by representatives of the contracting parties prior to April 15 each year. Changes, if any, are to be in written form on the original agreement document or by addendum and to include the names and signatures of the approving representatives. Copies of the updated original agreement or addendum are to be provided to the WEVD and the WEA.

2. **Insurance**

    The Association agrees to maintain insurance as well as insurance for Directors' and Officers'. The specifics of required coverage include Liability ISO forms or their equivalent without limiting endorsements, $1,000,000 CSL, WEVD named as additional insured, volunteers as additional insured and provided by an insurer rated "A" or better by AM Best. Directors and Officers is provided by a "A" or better rated carrier and provides a $1,000,000 limit. A certificate of insurance evidencing this coverage is to be provided to WEVD on an annual basis and prior to the annual anniversary of this agreement.

3. **Servicing of Recreational Activities and Business Activities**

   a. The District shall supply necessary qualified personnel and equipment in order to provide "recreational activities" agreed upon by the parties on an annual basis, within the limits of the funds made available by the Association.

   b. As a recreational fee and charge pursuant to RSA 35-B:1 and 35-B:2, II, WEA shall maintain at least a $50,000 balance in the Revolving Rec Fund, including any & all surplus monies (RSA 35-B:1, 35-B:2, II). WEVD shall invoice WEA monthly. If the balance drops below $50,000 for more than 14 business days, WEA will immediately authorize a transfer of adequate supplemental fees & charges to restore the $50,000 balance.

   c. In the event of unforeseen circumstances, including but not limited to force majure, fire, earthquake, governmental restrictions/orders regarding pandemic(s) , etc., which render District facilities unavailable for use for recreational activities for more than 30 consecutive days, WEVD shall release WEA from the revolving Rec Fund $50,000 minimum fee and charge balance requirement and set the minimum fee and charge balance at $5,000 for the remainder of the period in which the facilities are unavailable to operate recreation. The parties agree that any outstanding invoices for services already rendered, or payment obligations or promises already agreed to, which are not covered by the remaining $5,000 Rec Fund balance, shall be paid by the Association upon presentation to the Board.

   d. The parties specifically agree that this Agreement does not obligate the District to pay or promise any money in any form, and it does not require the District to raise and appropriate money within the meaning of RSA Chapters 31 and 33.

   e. As outlined in section 3.b above, the funds contemplated in this Agreement provided from WEA to the District, are recreational fees and charges pursuant to RSA 35-B:1 and 35-B:2, II. Any funds provided from WEA to the District separate from this Agreement are subject

to New Hampshire municipal laws regarding receiving and utilizing outside funds, including, but not limited to, approval by the District governing body.

f. On or before November 1 of each year, WEA shall provide a formal program proposal of Recreational Activities together with the description of the events and activities. The format of the proposal should consist of an event calendar and community center operating hours. See attached addendum – anything similar to the exemplar is satisfactory. WEA to provide reasonable notice upon any change or addition to either the event calendar or operating hours.

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 the portion of 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

h. On or before November 1 of each year, WEA may provide a separate formal proposal for Recreational Improvements and capital improvements that includes a corresponding commitment of CIF or WEA funds separate from fees and charges under RSA 35-B:2, II. Any additional funds must be administered pursuant to New Hampshire Municipal laws. It is

the intent of the parties to work together in maintaining, improving, and/or expanding assets and facilities which support recreation.

i. On or before November 1 of each year, WEVD will forecast expenses for the upcoming year's Recreational Services considering any expected cost increases in salary, benefits, materials, and any chargeable miscellaneous items to allow WEA to adequately plan costs related to the ensuing year's recreational programming.

j. WEVD, at its sole discretion, may provide support for recreational services in accordance with NH municipal law.

k. Thereafter, but not later than January 15, WEVD and WEA shall meet to discuss information from this section of the agreement, paragraphs (a) through (g). Both WEVD and WEA shall share information to the maximum extent possible and may establish joint working groups and committees.

l. Any surplus funds created in the Recreation Fund in a given year shall remain in the Recreation Fund and will be utilized solely for providing recreation in the following year. Any such funds shall count toward the minimum balance that must be maintained.

m. Nothing contained herein shall prevent the WEA from making additional funds separate from fees and charges under RSA 35-B:2, II available to WEVD for Recreational Programs during the fiscal year. Any additional funds must be administered pursuant to New Hampshire Municipal laws.

4. <u>Payments</u>

a. The Association shall pay as a Management Fee pursuant to a separate agreement, the WEVD/WEA Administrative Services Agreement. Payment pursuant to the WEVD/WEA Administrative Services Agreement is not going into the Rec Fund as a fee and charge.

b. All additional payments made with respect to Recreation Capital Improvements separate from fees and charges under RSA 35-B:2, II shall be paid before project completion dates. Such payments must be administered pursuant to applicable New Hampshire Municipal laws.

c. The parties agree that, if WEA seeks to hire an outside management company/employee(s) to supervise and run Recreational Programming using WEA's taxpayer ID and not through the Rec Fund, this will not be treated as a breach of this Agreement provided there is created a new agreement and/or a new lease agreement delineating the rights and responsibilities of both entities. Both parties pledge to work cooperatively in making modifications to/creating new agreements and leases. In the event WEA intends to hire a contract service or employee(s) to supervise and run Recreational Programming for the Association, the WEA Board must provide the District with a detailed proposal outlining which Recreational Operation duties are going to be assumed by the Association. In no event shall the WEA contract service provider or WEA employee supervise WEVD employees. Upon receipt of said proposal, the District will work diligently with WEA to determine which WEVD staffing changes will be necessary as well as the timing to implement said plan, including moving WEVD employees who are currently paid from the Revolving Rec Fund to the WEA payroll. Working cooperatively, the parties can agree to amend or terminate this Agreement and the Administrative Services Agreement if necessary.

5. **Books and Records**

WEVD shall oversee maintaining books, accounts, and records that reflect all expenditures incurred in connection with the provision of Recreational Activities by the WEVD. These books, accounts, and records shall be maintained at the WEVD's offices and shall be available for

inspection by the Association during regular business hours. The WEVD will endeavor to provide the WEA with end of quarter close financial Recreational Fund data no more than 30 days beyond the quarter's close.

At all times, WEVD staff who are assisting WEA are performing their duties as municipal employees. WEVD Employees remain municipal employees while performing recreational services and any WEA administrative/bookkeeping functions. As municipal employees, all WEVD staff are subject to NH municipal law including, but not limited to, RSA Chapter 91-A (Right-to-Know law) and Chapter 31 of the RSA.

6. **Remedies**

a. If WEVD breaches any term of this Agreement, WEA shall give written notice of the breach to WEVD. If WEVD fails to remedy the breach within 30 days of such notice, or if such breach shall have been of a nature that the same could not have been cured within 30 days, and if WEVD shall not have, in good faith, commenced the curing or remedying of such breach, within such 30-day period, WEA may, at its option, terminate this Agreement. Upon termination, WEVD shall return to the Association all unexpended fees and charges which are not encumbered by a contract with a third party or owed to WEVD for services already rendered.

b. WEA shall make timely payments to maintain a $50,000 balance of fees and charges in the Revolving Rec Fund for Recreational Services, as those services are rendered. If WEA lets the Revolving Rec Fund for Recreational Services fall below a $50,000 balance for more than fourteen (14) business days, WEA shall be considered in material breach of this Agreement. If WEA fails to make timely payments maintain the $50,000 balance as set forth in this Agreement, the WEVD may terminate the provision of services for Recreational Activities until WEA provides the necessary fees and charges and provides assurance that the

fund balance will be maintained in the future. If WEA breaches any term of this Agreement, WEVD shall give written notice of the breach to WEA. If WEA fails to remedy the breach within 30 days of such notice, or if such breach shall have been of a nature that the same could not have been cured within 30 days, and if WEA shall not have, in good faith, commenced the curing or remedying of such breach, within such 30-day period, WEVD may, at its option, terminate this Agreement. Upon termination, WEA shall not have any of the rights and responsibilities contemplated by this Agreement.

c. WEVD shall return to the Association all unexpended funds which are not encumbered by a contract with a third party or owed to WEVD for services already rendered.

d. Notwithstanding anything to the contrary contained herein, WEVD will not be obligated, by this Agreement, to perform services beyond the amount funded by the WEA.

7. **Successors Assigns and Non-Assignability**

This Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties hereto, however, this Agreement may not be assigned by either party without prior written consent.

8. **Validity**

This Agreement is understood to comply fully with the laws of the State of New Hampshire relative to Village Districts, and in particular, relative to the authority and duties of the commissioners, and therefore, to the extent any provision of this Agreement in any way may conflict with or breach such laws, such provision shall be null and void.

9. **Severability Clause**

Any part, provision, representation or warranty of this Agreement which is prohibited or which is held to be void or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof. If the invalidity of any part, provision,

representation or warranty of this Agreement shall deprive any party of the economic benefit intended to be conferred by this Agreement, the parties shall negotiate, in good faith, to develop a structure the economic effect of which is as close as possible to the economic effect of this Agreement without regard to such invalidity.

10. Notices

a. Notice to the Association shall be in writing to the President of the WEA Board of Directors.

b. Notice to WEVD shall be to the Commissioners of WEVD and the WEVD General Manager.

WHEREFORE, the parties have signed this eleven (11) page Agreement on the date written.

Waterville Estates Village District

By commissioners

_____ _____
MAUREEN PATTI Date

_____ _____
JOHN HERLIHY Date

_____ _____
GERRY PANUCZAK Date

Waterville Estates Association

By the President of the Board of Directors and a second Board member

_____ _____
MIKE HERING Date

_____ _____
Name: Date

RMA ADDENDUM

Waterville Estates Association

Annual Operating Schedule by Facility

Community Center:

Inside Facilities:

- Open Daily
- Monday - Thursday: 10:00am - 8:00pm
- Friday & Saturday: 10:00am - 10:00pm
- Sunday: 10:00am - 8:00pm
- closed Thanksgiving, Christmas
- Includes all amenities
- Mountain View Pub
- no food service except for special events

Outside Facilities: • Pools & Hot Tub

- Open Daily - Memorial Day weekend through Columbus Day
- *same hours as above*
- Basketball, Racket Courts, Volleyball Court, Pond Beach
- Open Daily 7:00am - 10:00pm

Food & Beverage Operations (Summit Lounge & Poolside):

- Memorial Day weekend (*limited menu*)
- Fourth week of June through Labor Day weekend
- Friday, Saturday, Sunday (*same hours as above*)

Special Events

- Various special activities coordinated with staff (ie fireworks, outback BBQ, band at pavilion, etc) between Memorial Day and Labor Day

Campton Mountain:

Ski Operations & Lodge (*snow & weather dependent*):

- Mid-December through March:

- Friday night 5:00pm - 10:00pm
- Saturday Day 11:00am - 4:00pm (*ski lodge stays open 4:00pm-5:00pm*)
- Saturday Night 5:00pm - 10:00pm
- Sunday Day 11:00am - 4:00pm
- Holiday & Vacation Periods:
- Christmas Vacation week: Monday through Friday day and night
- MLK Weekend: regular schedule plus Sunday night and Monday day
- Mass Vacation week: Monday through Friday day and night
- NH Vacation week: Wednesday, Thursday & Friday day and night

Ski Lodge Additional Openings

- PreSeason - Thanksgiving to mid-December
- Friday & Saturday evenings 5:00pm to 10:00pm
- If ski lifts are not running during ski season due to weather or lack of snow, the lodge will be open evenings only 5:00pm to 10:00pm.

Special Events

- New Years Eve
- Ski Lodge & Community Center
- Mass Vacation Week
- Activities, ski lodge band
- Ski Race - Campton Mtn
- Cardboard Box Derby - Campton Mtn
- Memorial Day Weekend
- Activities, poolside bands
- 4th of July
- Activities, poolside band, gazebo band & fireworks
- Comedy Night
- Labor Day Weekend
- Activities, poolside band
- Christmas Vacation Week
- Activities, ski lodge bands

All dates and times subject to change due to weather and unpredictable situations, at the discretion of the WEA Board of Directors.

ATTACHMENTS

MAINTENANCE AND RECREATION MANAGEMENT AGREEMENT

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 35-B
PUBLIC RECREATION AND PARKS

Section 35-B:1

35-B:1 Establishment and Management. – Any town, city, county, village district or school district acting through its governing body, may either independently or in conjunction with the United States, the state of New Hampshire, or any other political subdivision acquire land within or without its jurisdiction by gift, purchase or lease, for a public recreation and park area and may prepare, equip, and maintain said land for said purpose. Said town, city, county or district may establish a system of reasonable fees and charges thereon; may conduct and promote leisure-time activities thereon. In connection therewith, any such town, city, county, or district may construct, reconstruct, equip, operate, and maintain any recreation building or recreation support facility; and may employ an administrative officer and such other persons as it deems necessary to carry out the provisions of this chapter. Any town, city, county or district shall have the power to jointly enter into any contract with any organization or organizations for the purpose of conducting leisure-time programs, acquiring recreational lands or facilities, or exercising any other power granted by this chapter.

Source. 1979, 185:1, eff. Aug. 5, 1979.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 35-B
PUBLIC RECREATION AND PARKS

Section 35-B:2

35-B:2 Tax and Appropriations. –
Any town, city, county, village district or school district may raise annually revenues and appropriate funds for the purpose described in RSA 35-B:1 and also may raise such sums when the land upon which such activities are conducted belongs to or is leased by the state. The money necessary to pay for lands or other recreation purposes described in RSA 35-B:1 may be raised and appropriated by the board or body having control over the finances of a political subdivision by the following methods:
I. General taxation, as other taxes are raised and levied or by the issuance of temporary loan bonds or by the issuance of permanent bonds to the extent, and with the authority authorized by existing law.
II. By fees and charges for recreation park services and facilities. All revenue from such fees and charges may be deposited into a special fund established for such purposes pursuant to RSA 31:95-c, or into a recreation revolving fund established by vote of the legislative body. If such a recreation revolving fund is created, the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all moneys in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose. If such recreation revolving fund is rescinded by vote of the legislative body, any remaining amounts in the fund shall become part of the general fund accumulated surplus.

Source. 1979, 185:1. 1993, 161:1, eff. July 23, 1993. 2012, 181:3, eff. Aug. 10, 2012.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 52
VILLAGE DISTRICTS

Section 52:1

52:1 Establishment. –

I. Upon the petition of 10 or more voters, persons domiciled in any village situated in one or more towns, the selectmen of the town or towns shall fix, by suitable boundaries, a district including such parts of the town or towns as may seem convenient, for any of the following purposes:

(a) The extinguishment of fires;

(b) The lighting or sprinkling of streets;

(c) The planting and care for shade and ornamental trees;

(d) The supply of water for domestic and fire purposes, which may include the protection of sources of supply;

(e) The construction and maintenance of sidewalks and main drains or common sewers;

(f) The construction, operation, and maintenance of sewage and waste treatment plants;

(g) The construction, maintenance, and care of parks or commons;

(h) The maintenance of activities for recreational promotion;

(i) The construction or purchase and maintenance of a municipal lighting plant;

(j) The control of pollen, insects, and pests;

(k) The impoundment of water;

(*l*) The appointing and employment of watchmen and police officers;

(m) The layout, acceptance, construction, and maintenance of roads; and

(n) The maintenance of ambulance services.

II. The voters who are domiciled in any village shall cause a record of the petition, pursuant to paragraph I, and their proceedings thereon to be recorded in the records of the towns in which the district is situate.

Source. 1849, 852:1. CS 116:1. GS 97:1. GL 107:1. 1889, 82:1. PS 53:1. 1909, 27:1. 1911, 5:1. PL 57:1. 1939, 108:1. RL 70:1. RSA 52:1. 1957, 179:1. 1961, 120:3. 1975, 13:1; 455:1. 1977, 154:1. 1981, 375:1. 2003, 289:14, eff. Sept. 1, 2003.

Second Agreement for Addendum to Maintenance and Recreation Management Agreement

This Agreement is entered into this ___ day of December 2021 by and between Waterville Estates Village District, a municipal corporation, with a principal mailing address of 562 Winterbrook Road, Campton, NH 03223 (hereinafter the "District") and Waterville Estates Association, a New Hampshire corporation, with a principal mailing address of 562 Winterbrook Road Campton, NH 03223 (hereinafter "WEA").

RECITALS:

1. The District and WEA executed a Maintenance and Recreation Management Agreement on June 9, 2020 ("RMA") agreeing to certain terms and conditions for the operation of recreational activities on the District's property.
2. Under the RMA, "Annual review of the Agreement's terms and conditions will be conducted by representatives of the contracting parties prior to April 15 each year." RMA, p. 4.
3. Under the RMA, the RMA "may be changed by mutual consent of both contracting parties only upon each anniversary date. Changes, if any, are to be in written form o[f] the original agreement document or by addendum and to include the names and signatures of the approving representatives." RMA, p. 4.
4. The Parties have previously amended the RMA to indicate, in 2021, Annual review of the terms and conditions will be conducted by July 15, 2021 (First Amendment).
5. The Parties subsequently informally agreed to amend the RMA to indicate, in 2021, Annual review of the terms and conditions will be conducted by December 15, 2021.

AGREEMENT:

1. In recognition of the foregoing RMA terms and conditions, WEA and the District hereby agree to amend the RMA and execute this second addendum to the RMA as follows:

   "Annual review of the Agreement's terms and conditions will be conducted by representatives of the contracting parties prior to **December 30, 2021. In all other years, annual review of the agreement shall be conducted prior to April 15.**"

2. This addendum shall be construed as the intention of WEA and the District to amend the date of modification of the terms of the RMA from July 15 to December 30 for the year 2021. This second addendum shall not be construed as amending the date of the modification of the terms of the RMA for any other years under the RMA.

3. All other terms and conditions of the RMA remain in full force and effect accept as expressly modified herein.

WHEREFORE, the parties have signed this two (2) page Agreement for Addendum to Maintenance and Recreations Management Agreement on the date written.

Waterville Estates Village District

By commissioners

_____ _____
MAUREEN PATTI Date

_____ _____
JOHN HERLIHY Date

_____ _____
GERRY PANUCZAK Date

Waterville Estates Association

By the President of the Board of Directors and a second Board member

_____ _____
MIKE HERING Date

_____ _____
Name: Date

Administrative Services Agreement
Waterville Estates Association and Waterville Estates Village District

This Agreement is made this 30th day of December in the year of 2021 by and between Waterville Estates Village District, a municipal corporation, with a principal mailing address of 562 Winterbrook Road, Campton, NH 03223 (hereinafter the "District" or "WEVD"), and Waterville Estates Association, a New Hampshire corporation, with a principal mailing address of 562 Winterbrook Road Campton NH, 03223 (hereinafter the "Association" or "WEA").

AUTHORITY

This Agreement is entered into under the authority of RSA 31:3 and 52:8.

PURPOSE

The purpose of this agreement is to formalize the financial arrangements relative to the administrative services provided by the District and financing of those aforementioned items is consistent with the use of the Association funds.

DEFNITIONS

The meaning of the following words or phrases used in this document are as described below, unless the context indicates otherwise:

Administrative Services:	The services done by WEVD staff on behalf of the WEA Board pursuant to this agreement and, as outlined below, including supplies, equipment costs, employee wages and benefits, postage, etc.

RECITALS

A. The District has been formed pursuant to RSA Chapter 52 as a municipal corporation funded through the property taxes for the purpose of funding community services such as the supply of water for domestic purposes (RSA 52:1, I(d)), the maintenance of roads (RSA 52:1, I(m)), the impoundment of water (RSA 52:1, I(d)), the maintenance of facilities and activities for "recreational promotion" (RSA 52:1, I(h)), and the maintenance and care of parks and commons (RSA 52:1, I(g) and (h)).

The District's roles and responsibilities pursuant to this Agreement include the following Administrative Services which are illustrative:

- 1) Reconciling WEA Bank Statements/Bookkeeping
- 2) Processing building applications (start to finish)
- 3) Entering WEA deposits daily
- 4) Bank drops for WEA
- 5) Initiation of new owners
- 6) Processing, handling member fees and dues, CIF
- 7) Applying and releasing liens
- 8) Working closely with BOD on minutes, committees
- 9) Collection procedures
- 10) Processing payroll weekly
- 11) Minutes of Board meetings
- 12) Preparation and administrative processes involved with BOD meetings and member annual meeting
- 13) Management and processing of all WEA member voting activities
- 14) Receipt, tracking, and processing of building permits
- 15) Tracking, billing, and enforcement of violations.
- 16) Other Administrative services historically provided to the Association

B. The Association was formed as the successor to Waterville Estates developer, Locke Waterville Corporation, and represents all owners of property in "Waterville Estates".

The Association's roles and responsibilities include the following:

a. Communicate and provide information in a timely manner.

Administrative Services Agreement
Waterville Estates Association and Waterville Estates Village District

In consideration of the mutual covenants stated within this document, the parties willingly enter into this **Administrative Services Agreement** concerning administrative support.

Duration and Termination

a. This agreement supersedes all prior agreements regarding administrative support for WEA by WEVD employees including those contained in the prior Recreation Management Agreement.

b. This Agreement shall be effective from January 2, 2022, to April 15, 2023. Thereafter the term of the agreement shall be April 15 and shall run to the ensuing April 14. Annual review of the agreement's terms and conditions will be conducted by representatives of the contracting parties prior to April 15 each year. Changes, if any, are to be in written form on the original agreement document or by addendum and to include the names and signatures of the approving representatives. Copies of the updated original agreement or addendum are to be provided to the WEVD and the WEA. In the event the parties recognize the Association needs a new or different administrative service to be provided by the District, both parties agree to confer and work cooperatively to make any needed changes to this Agreement.

c. Non-Appropriations Clause: In the event no funds are appropriated for the provisions of this Agreement through the WEVD Annual Meeting process, this Agreement shall automatically end

1. **Insurance**

The Association agrees to maintain insurance as required in the Maintenance and Recreation Management Agreement.

2. **Servicing of Administrative Activities**

   a. The District shall supply necessary qualified personnel and equipment in order to provide administrative services agreed upon by the parties on an annual basis, within the limits of the funds made available by the Association.

   b. On or before November 15 each year, WEA shall provide a request for any changes in the scope of services.

   c. On or before December 15 each year, WEVD shall provide a formal estimate of the costs for Administrative Services.

   d. On or before December 15 each year, WEVD and WEA will agree upon whether there will be a flat rate every month based off projected budget or an invoice based off actual costs for WEA Administrative Services.

   e. Supervision of the recreation program provided by the WEVD General Manager and WEVD Assistant General Manager is reimbursed separately from this Agreement through the recreational fees and charges within the Revolving Fund and pursuant to the Recreation Management Agreement

   f. Nothing contained herein shall prevent the WEA from making additional funds available to WEVD for additional Administrative Services mutually agreed upon. All unanticipated funds received by WEVD and not reflected in the Annual Meeting budget process are subject to all municipal laws regarding unanticipated funds, including but not limited to, RSA 31:95-b.

3. **Payments**

   a. The District will invoice the Association monthly. The invoice will be based upon the format agreed upon before the year began and will be one of the following.

      i. An agreed upon flat monthly fee based upon a projection of total cost, or

      ii. An invoice based upon time and materials actually devoted to administrative services.

   b. All payments made with respect to Administrative Services shall be paid monthly within 2 weeks of receipt of the invoice.

   c. In the event WEA intends to hire a contract service or employee(s) to perform administrative services for the Association using WEA's taxpayer ID, the WEA Board must provide the District with a detailed proposal outlining which administrative duties are going to be assumed by the Association. Upon receipt of said proposal, the District will work diligently with WEA to determine which WEVD staffing changes will be necessary as well as the timing to implement said plan. Working cooperatively, the parties agree to amend or terminate this Agreement as needed to allow the WEA Board to employ contractor or personnel to directly perform administrative services to the Association.

4. **Books and Records**

WEVD shall oversee maintaining books, accounts, and records that reflect all expenditures incurred in connection with the provision of services by the WEVD. These books, accounts, and records shall be maintained at the WEVD's offices and shall be available for inspection by the

Association during regular business hours. The WEVD will endeavor to provide WEA with end of quarter close financial data no more than 30 days beyond the quarter's close.

At all times, WEVD staff who are assisting WEA are performing their duties as municipal employees. Employees remain municipal employees while performing administrative services and any WEA administrative/bookkeeping functions. As municipal employees, all WEVD staff are subject to NH municipal law including the Right to Know law, Chapter 91-A.

5. **Remedies**

   a. If WEVD or WEA breaches any term of this Agreement, the other entity shall give written notice of the breach. If the entity fails to remedy the breach within 30 days of such notice, or if such breach shall have been of a nature that the same could not have been cured within 30 days, and if the entity shall not have, in good faith, commenced the curing or remedying of such breach, within such 30-day period, the other entity may, at its option, terminate this Agreement. Upon termination, both entities shall settle all outstanding accounts.

   b. Notwithstanding anything to the contrary contained herein, WEVD will not be obligated, by this Agreement, to perform services beyond those agreed upon to be funded by WEA.

6. **Successors Assigns and Non-Assignability**

This Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties hereto, however, this Agreement may not be assigned by either party without prior written consent.

7. **Validity**

This Agreement is understood to comply fully with the laws of the State of New Hampshire relative to Village Districts, and, in particular, relative to the authority and duties of the commissioners, and therefore, to the extent any provision of this Agreement in any way may conflict with or breach such laws, such provision shall be null and void.

8. **Term and Amendments**

If either party wishes to amend or change this agreement, notice will be given to the other of such desire by November 1. If parties are unable to reach agreement upon the cost of services and scope of services for the upcoming year, this agreement will terminate April 15 of the next year. This agreement will be for one year and can be renewed upon vote of both the WEA Board and the WEVD Commissioners to do so.

9. **Severability**

Any part, provision, representation or warranty of this Agreement which is prohibited or which is held to be void or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof. If the invalidity of any part, provision, representation or warranty of this Agreement shall deprive any party of the economic benefit intended to be conferred by this Agreement, the parties shall negotiate, in good faith, to develop a structure the economic effect of which is as close as possible to the economic effect of this Agreement without regard to such invalidity.

10. Notices

a. Notice to the Association shall be in writing to the President of the WEA Board of Directors.

b. Notice to WEVD shall be to the Commissioners of WEVD and the WEVD General Manager.

WHEREFORE, the parties have signed this eight (8) page Agreement on the date written.

Waterville Estates Village District

By commissioners

_____ _____
MAUREEN PATTI Date

_____ _____
JOHN HERLIHY Date

_____ _____
GERRY PANUCZAK Date

Waterville Estates Association

By the President of the Board of Directors and a second Board member

_____ _____
MIKE HERING Date

_____ _____
Name: Date

ATTACHMENTS

ADMINISTRATIVE SERVICES AGREEMENT

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31
POWERS AND DUTIES OF TOWNS

Powers

Section 31:3

31:3 In General. – Towns may purchase and hold real and personal estate for the public uses of the inhabitants, and may sell and convey the same; may recognize unions of employees and make and enter into collective bargaining contracts with such unions; and may make any contracts which may be necessary and convenient for the transaction of the public business of the town.

Source. RS 31:3. CS 32:3. GS 34:3. GL 37:3. PS 40:3. PL 42:3. RL 51:3. RSA 31:3. 1955, 255:1, eff. July 14, 1955.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 52
VILLAGE DISTRICTS

Section 52:8

52:8 Duties. – The moderator, clerk, treasurer and commissioners shall severally qualify and possess the same powers and perform the same duties in respect to the district's meetings and business affairs that the moderator, clerk, treasurer and selectmen of towns respectively possess and perform in respect to like matters in towns.

Source. 1849, 852:5, 6. CS 116:5, 6. GS 97:3. GL 107:3. PS 53:7. 1905, 99:1. PL 57:8. RL 70:8.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 52
VILLAGE DISTRICTS

Section 52:1

52:1 Establishment. –

I. Upon the petition of 10 or more voters, persons domiciled in any village situated in one or more towns, the selectmen of the town or towns shall fix, by suitable boundaries, a district including such parts of the town or towns as may seem convenient, for any of the following purposes:

(a) The extinguishment of fires;
(b) The lighting or sprinkling of streets;
(c) The planting and care for shade and ornamental trees;
(d) The supply of water for domestic and fire purposes, which may include the protection of sources of supply;
(e) The construction and maintenance of sidewalks and main drains or common sewers;
(f) The construction, operation, and maintenance of sewage and waste treatment plants;
(g) The construction, maintenance, and care of parks or commons;
(h) The maintenance of activities for recreational promotion;
(i) The construction or purchase and maintenance of a municipal lighting plant;
(j) The control of pollen, insects, and pests;
(k) The impoundment of water;
(*l*) The appointing and employment of watchmen and police officers;
(m) The layout, acceptance, construction, and maintenance of roads; and
(n) The maintenance of ambulance services.

II. The voters who are domiciled in any village shall cause a record of the petition, pursuant to paragraph I, and their proceedings thereon to be recorded in the records of the towns in which the district is situate.

Source. 1849, 852:1. CS 116:1. GS 97:1. GL 107:1. 1889, 82:1. PS 53:1. 1909, 27:1. 1911, 5:1. PL 57:1. 1939, 108:1. RL 70:1. RSA 52:1. 1957, 179:1. 1961, 120:3. 1975, 13:1; 455:1. 1977, 154:1. 1981, 375:1. 2003, 289:14, eff. Sept. 1, 2003.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31
POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-b

31:95-b Appropriation for Funds Made Available During Year. –
I. Notwithstanding any other provision of law, any town or village district at an annual meeting may adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:
(a) Such warrant article to be voted on shall read: "Shall the town (or village district) accept the provisions of RSA 31:95-b providing that any town (or village district) at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen (or commissioners) to apply for, accept and expend, without further action by the town (or village district) meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year?"
(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town or village district meeting votes to rescind its vote.
II. Such money shall be used only for legal purposes for which a town or village district may appropriate money.
III. (a) For unanticipated moneys in the amount of $10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.
(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than $10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.
IV. Action to be taken under this section shall:
(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and
(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.

Source. 1979, 42:1. 1991, 25:1. 1993, 176:3, eff. Aug. 8, 1993. 1997, 105:1, eff. Aug. 8, 1997. 2005, 188:2, eff. Aug. 29, 2005. 2014, 237:1, eff. Sept. 19, 2014.

MP MOTIONS FOR 02/16/21 MEETING:

1. AGENDA ITEM #5 – WEVD Public Hearing Policy, Proposed

PROPOSED WEVD PUBLIC HEARING POLICY:

1. The Chair (or other Commissioner in the Chair's absence or to whom the Chair designates the role) will open the hearing by announcing the purpose of the Public Hearing and summarizing these rules by which people may participate.
2. The Chair will ask all persons attending the hearing at the physical location to print their names and addresses on the sign-up sheet.
3. The Chair will ask all persons who are attending remotely online to either send an email to the AGM, Ms. Kinney at wea.judy@waterville-estates.com, or indicate at the appropriate time their desire to speak. The email requests can be made at any time during the hearing. Ms. Kinney will compile a list of names and addresses in the order she received notice from those attending remotely. Then others who are remote will have an opportunity to speak.
4. The Chair will ask all persons who are attending remotely on their telephones to call into the Community Center so Ms. Kinney can compile a list of all those telephonic attendees (names & addresses) who wish to speak. There should be no difficulty leaving the Zoom meeting to place this call and then re-entering the meeting. THE NUMBER TO REACH MS. KINNEY DURING THE RECESS IS 603.726.3082.
5. An explanation of the item(s) under discussion at the Public Hearing will be given by the Commission or its designees (staff, engineers, etc.). The Commissioners may ask questions to clarify or expand upon what staff has presented. If it is a Petitioned Article, the petitioner will have up to 10 minutes to explain the Petitioned Article.
6. The Chair will then open the meeting for public input. Each member of the public will be granted up to five (5) minutes to speak. Members of the public can only speak one time until everyone has had a chance to speak. Commissioners or staff may respond but are not required to respond.
7. The Chair will first recognize those attending the physical location where the meeting is broadcast to speak during the public hearing.
8. After every member of the public who is present has had the opportunity to speak once, the Chair will call a brief recess to obtain the list of those attending remotely by Zoom or phone who have made the request to Ms. Kinney. They will be allowed to speak up to 5 minutes in length.
9. Once all members of the public who wish to address the Commission have had an opportunity to speak once, any member of the public who wishes to speak again will be given an opportunity to speak for up to five (5) minutes.
10. The Chair will then ask the Commissioners and staff if they have any additional comments.
11. The Chair will then close the Public Hearing.
12. The Chair will then consider any motions to be made at this time on the subject matter of the Public Hearing.

2. Amendments to draft WEVD Commission Meeting Minutes dated February 3, 2022

i. Page 1, line 4 – insert "Harry" in front of 'Bertino'
ii. Page 1, line 5 – insert "WEVD Treasurer" in front of Mr. Rob Diefenbach

iii. Page 2, line 55 – insert “4” after ‘November’
iv. Page 2, line 65 – insert “newly modified” in front of ‘RMA’
v. Page 9, line 369 – correct typo “were” present

3. Amendments to draft WEVD Commission Meeting Minutes dated December 27, 2021

i. Page 1, line 4 – insert, after ‘Allison Smith,’ the words, “WEVD Finance & Administrative Assistant.”
ii. Page 1, line 8 – insert after ‘running late’ the words “due to participation in a rescue mission with Pemigewasset Valley Search & Rescue Team.”
iii. Page 1, line 35 – delete ‘needed valve,’ and insert the following: “valve needed to secure NH Department of Environmental Services (DES) approval for a modification to the residential drinking water permit to allow snowmaking at the mountain will be shipped on/about January 5, 2022.”
iv. Page 2, line 71 – insert after ‘etc.’ the following words: “at the cost of $2.25 per month for each full-time employee who signs up for it.”
v. Page 3, line 87 – insert “Allison” before ‘Smith’
vi. Page 4, line 135 – change ‘with Mr. Sylvia’ to read “with WEA Board Member Mr. Brian Sylvia”
vii. Page 4, line 141 – insert after ‘12/30/21’ the following new sentence: “Mr. Panuczak stated we already signed an agreement to extend the time for modifying the existing RMA to December 15th and we were told that the WEA Board had agreed to such an extension.”

4. Amendments to draft WEVD Commission Meeting Minutes dated December 15, 2022

i. Page 1 title AND Footer – insert “Public Hearing and” before ‘Meeting’
ii. Page 1, line 3 – insert “Commissioners” before ‘Maureen Patti’
iii. Page 1, line 4 – insert “Commissioner” before ‘John Herlihy’
iv. Page 1, line 4 – spell out “Interim General Manager,” “Assistant General Manager”
v. Page 1, line 14 – insert after ‘could not hear the others’ the words “for several minutes – until a stable Zoom link was established.”
vi. Page 2, lines 42, 44, and 45 – change ‘bus routes’ and ‘stops’ to “school bus route”" and “stops”
vii. Page 3, line 88 – insert after ‘RSA 31:95-e’ in a new sentence line the following: “No one addressed the Commissioners regarding this matter.”
viii. Page 3, line 94 – after ‘Covid exposure’ insert the following: “(a WEA member event – a New Year’s Eve celebration at the Ski Lodge)”
ix. Page 3, line 111 – after ‘damaging the line,’ insert the following: (when assisting with site work to enable removal of a tree which threatened the ski lift)”

x. Page 4, line 145 – after ‘District employees’ insert the following sentence: “The Commissioners have great concern for both employee and public safety as well as risk that our insured will not cover the municipality given the state of the Service Yard.”
xi. Page 6, line 243 – correct typo (from final agenda) “RTK” instead of ‘TK’
xii. Page 7, line 259 -- correct typo “were” present

TOTAL DUE $9187.85

27044.88
(9187.85)
$17857.03

WEVD Rec Fund
Unpaid Bills Detail
As of February 7, 2022

Type	Date	Num	Due Date	Split	Open Balan...
AmeriGas 202303127 Ski					
Bill	01/17/2022	Ref. # 692812261	02/16/2022	9300.10 · Building Heat	878.70
Total AmeriGas 202303127 Ski					878.70
Coca-Cola - Acct #601164057					
Bill	01/07/2022	Inv. # 9543206...	01/17/2022	9005.08 · Non Alcohol...	137.07
Total Coca-Cola - Acct #601164057					137.07
Consolidated- 7331 10					
Credit	01/12/2022			9101.13 · Telephone	-52.25
Total Consolidated- 7331 10					-52.25
Consolidated - 7331 42					
Credit	12/18/2021			9101.13 · Telephone	-0.56
Bill	01/18/2022		01/28/2022	9101.13 · Telephone	105.60
Total Consolidated - 7331 42					105.04
Consolidated Comm. - 5220					
Bill	01/12/2022		01/22/2022	9101.13 · Telephone	106.28
Total Consolidated Comm. - 5220					106.28
Consolidated Comm. - Fax 4707					
Credit	01/12/2022			9101.13 · Telephone	-52.25
Total Consolidated Comm. - Fax 4707					-52.25
Conway Technology Group					
Bill	01/04/2022	Inv. # 3190684	01/14/2022	9101.09 · Office Suppl...	87.60
Total Conway Technology Group					87.60
First Bankcard - 2124 CS					
Bill	12/16/2021	Stamps.com	01/15/2022	9101.16 · Postage	12.50
Bill	12/23/2021	Gill ID Systems	01/22/2022	9600.08 · Front Desk ...	723.00
Bill	12/29/2021	The WeCard Pr...	01/28/2022	-SPLIT-	47.93
Bill	12/30/2021	Stamps.com	01/29/2022	9101.16 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/30/2022	9101.08 · Dues & Sub...	67.60
Bill	12/31/2021	Indeed.com	01/30/2022	9101.15 · Advertising	375.38
Bill	01/02/2022	Inv. # 00484906	02/01/2022	9101.08 · Dues & Sub...	9.95
Bill	01/14/2022	Canva	02/13/2022	9101.08 · Dues & Sub...	119.40
Bill	01/14/2022	NH Liquor	02/13/2022	9005.11 · Wine	37.76
Bill	01/20/2022	Stamps.com	02/19/2022	9101.16 · Postage	12.50
Bill	01/20/2022	NH Liquor	02/19/2022	-SPLIT-	407.60
Bill	01/30/2022	QuickBooks	03/01/2022	9101.08 · Dues & Sub...	67.60
Total First Bankcard - 2124 CS					1,893.72
JP Pest Services					
Bill	01/18/2022	Inv. # 3125413	02/17/2022	9200.19 · Pest Control	146.70
Total JP Pest Services					146.70
New Hampshire Distributors, Inc.					
Bill Pmt -Ch...	12/28/2021	DEBIT		1001 · Northway Bank...	-190.75
Bill Pmt -Ch...	01/25/2022	DEBIT		1001 · Northway Bank...	-401.80
Bill	01/20/2022	Inv. # 287019	01/20/2022	9005.09 · Beer	140.25
Bill	01/21/2022	Inv. # 287875	01/21/2022	9005.09 · Beer	140.25
Bill	01/26/2022	Inv. # 289579	01/26/2022	9005.09 · Beer	132.00
Bill	01/26/2022	Inv. # 289578	01/26/2022	9005.09 · Beer	330.45
Total New Hampshire Distributors, Inc.					150.40
OnSite Computer Service					
Bill	12/29/2021	Inv. # 7532	12/29/2021	-SPLIT-	1,233.34
Bill	12/31/2021	Inv #7535	12/31/2021	-SPLIT-	1,491.64
Total OnSite Computer Service					2,724.98

WEVD Rec Fund
Unpaid Bills Detail
As of February 7, 2022

Type	Date	Num	Due Date	Split	Open Balan...
PFG - 62118					
Bill	01/04/2022	Inv. # 6897823	01/14/2022	-SPLIT-	939.93
Total PFG - 62118					939.93
PFG - 83114 - Ski Area					
Bill	01/13/2022	Inv.# 6907212	01/23/2022	-SPLIT-	1,060.43
Bill	01/18/2022	Inv. # 691240	01/28/2022	-SPLIT-	834.28
Bill	01/27/2022	Inv. # 6917374	02/06/2022	-SPLIT-	1,118.76
Total PFG - 83114 - Ski Area					3,013.47
Spectrum - Ski Area					
Bill	01/15/2022	Inv. #71700990...	01/25/2022	-SPLIT-	430.63
Total Spectrum - Ski Area					430.63
Staples Business Advantage					
Bill	12/30/2021	Ord.# 7346987...	01/29/2022	-SPLIT-	32.70
Bill	01/04/2022	Ord.# 7347184...	02/03/2022	-SPLIT-	29.02
Bill	01/13/2022	Ord.#73480070...	02/12/2022	9600.08 · Front Desk ...	103.96
Bill	01/20/2022	Ord. # 7348536...	02/19/2022	-SPLIT-	50.74
Bill	01/27/2022	Ord.# 7348905...	02/26/2022	9600.08 · Front Desk ...	91.16
Total Staples Business Advantage					307.58
Tracy Duffy - E					
Bill	01/13/2022	Hannaford	01/23/2022	9005.07 · Food	31.53
Bill	01/19/2022	Hannaford	01/29/2022	9005.07 · Food	17.73
Bill	01/20/2022	Hannaford	01/30/2022	9005.07 · Food	32.69
Bill	01/27/2022	Hannaford	02/06/2022	9005.07 · Food	74.35
Bill	01/27/2022	Walmart	02/06/2022	9005.12 · Bar Supplies	17.41
Total Tracy Duffy - E					173.71
UniFirst Corporation					
Bill	01/20/2022	Inv. # 1183054	02/19/2022	9500.29 · Laundry & U...	113.66
Bill	01/27/2022	Inv. # 1070101...	02/26/2022	9500.29 · Laundry & U...	113.66
Total UniFirst Corporation					227.32
TOTAL					**11,218.63**

216.42

TOTAL DUE $19294.45

$89404.25
(19294.80)
$70109.80

8:57 AM
02/03/22

WEVD Water Department
Unpaid Bills Detail
As of February 3, 2022

Type	Date	Num	Due Date	Split	Open Bala...
Conway Technology Group					
Bill	01/04/2022	Inv. # 3190684	02/03/2022	4332.14 · Office Supp...	87.60
Total Conway Technology Group					87.60
DTL Electric					
Bill	12/30/2021	Inv. # 1157	01/09/2022	-SPLIT-	187.75
Total DTL Electric					187.75
DuBois & King, Inc.					
Bill	01/20/2022	Inv #122111	01/30/2022	4332.4 · Engineering	455.00
Total DuBois & King, Inc.					455.00
Electrical Installations					
Bill	01/24/2022	Inv. # 22SC020...	02/03/2022	-SPLIT-	1,039.84
Total Electrical Installations					1,039.84
First BankCard - 2124 CS					
Bill	12/30/2021	Stamps.com	01/09/2022	4332.15 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/10/2022	4332.8 · Subscription...	67.60
Bill	01/20/2022	Stamps.com	01/30/2022	4332.15 · Postage	12.50
Bill	01/30/2022	QuickBooks	02/09/2022	4332.8 · Subscription...	67.60
Total First BankCard - 2124 CS					160.20
Granite State Rural Water Association					
Credit	08/10/2021	Inv. # 9856		4332.12 · Licenses/fe...	-99.00
Total Granite State Rural Water Association					-99.00
LRW Water Services					
Bill	01/07/2022	Inv. # 103023	01/17/2022	4332.1 · System Rep...	12,245.00
Total LRW Water Services					12,245.00
NH Electric Co-Op - Liberty Lane					
Bill	01/14/2022		01/24/2022	4332.9 · Water Syste...	3,427.60
Total NH Electric Co-Op - Liberty Lane					3,427.60
OnSite Computer Services					
Bill	12/29/2021	inv. # 7532	01/08/2022	-SPLIT-	473.34
Bill	12/31/2021	Inv #7535	01/10/2022	-SPLIT-	186.67
Total OnSite Computer Services					660.01
Premier Pump & Supply					
Credit	01/14/2022	Inv.# 0153276-...		4332.1 · System Rep...	-41.88
Bill	12/31/2021	Inv. # 0152901	01/30/2022	4332.1 · System Rep...	10,000.00
Total Premier Pump & Supply					9,958.12
Staples Business Advantage					
Bill	12/30/2021	Ord.#73469874...	01/09/2022	-SPLIT-	32.68
Bill	01/04/2022	Ord.# 7347184...	01/14/2022	-SPLIT-	29.00
Bill	01/20/2022	Ord. # 7348536...	01/30/2022	-SPLIT-	50.73
Total Staples Business Advantage					112.41
Verizon Wireless					
Bill	01/08/2022	Inv. # 9896825...	01/18/2022	4332.1 · System Rep...	121.12
Total Verizon Wireless					121.12
TOTAL					**28,355.65**

TOTAL DUE: 43746.94

23926.16

Waterville Estates Village District
Unpaid Bills Detail
As of February 7, 2022

Type	Date	Num	Due Date	Split	Open Bala...
A.M.Rand Company					
Bill	11/02/2021	Inv. # N188938	12/02/2021	-SPLIT-	175.01
Bill	01/12/2022	Trans. # E505808	02/11/2022	-SPLIT-	27.40
Total A.M.Rand Company					202.41
ACCOUNTANT USE ONLY -V					
General Jour...	12/31/2019	JE#9 I		1800.2 · Due From...	28,132.00
General Jour...	12/31/2019	JE# 6 REVIS		-SPLIT-	(28,132.00)
Total ACCOUNTANT USE ONLY -V					0.00
AmeriGas 202303137 Center					
Bill	01/16/2022	Inv. # 31316412...	01/26/2022	4520.19 · Building ...	1,457.69
Total AmeriGas 202303137 Center					1,457.69
AmeriGas 202318214 Fireplace					
Bill	01/22/2022	Inv. # 31318896...	02/01/2022	4520.19 · Building ...	35.09
Total AmeriGas 202318214 Fireplace					35.09
AmWINS Program Underwriters, Inc.					
Bill	01/27/2022	Inv. # 10407359	02/06/2022	4520.12 · Ski Area...	9,999.00
Total AmWINS Program Underwriters, Inc.					9,999.00
ASNE					
Bill	01/09/2022	Inv.3/1220109006	01/19/2022	4199.10 · Licenses...	4,872.00
Total ASNE					4,872.00
Belletetes, Inc.					
Bill	01/12/2022	Inv. # 2204311	01/12/2022	-SPLIT-	212.36
Total Belletetes, Inc.					212.36
CM Whitcher Rubbish Removal					
Bill	01/19/2022	Inv. # 66992	01/29/2022	4312.17 · Misc. Pr...	752.50
Total CM Whitcher Rubbish Removal					752.50
Consolidated- 7408 Alarm					
Bill	01/12/2022		02/06/2022	4220.1 · Alarm, Fir...	184.84
Total Consolidated- 7408 Alarm					184.84
Consolidated - 1840					
Bill	01/24/2022		02/18/2022	4220.1 · Alarm, Fir...	86.00
Total Consolidated - 1840					86.00
Consolidated - 2057 Alarm					
Bill	01/24/2022		02/18/2022	4220.1 · Alarm, Fir...	3.60
Total Consolidated - 2057 Alarm					3.60
Consolidated - BAPL Fire Alarm					
Bill	01/18/2022		02/12/2022	4220.1 · Alarm, Fir...	92.02
Total Consolidated - BAPL Fire Alarm					92.02
Consolidated -8958 - Alarm					
Bill	01/12/2022		01/22/2022	4220.1 · Alarm, Fir...	47.21
Total Consolidated -8958 - Alarm					47.21
Consolidated -9573-Alarm					
Bill	01/21/2022		02/15/2022	4220.1 · Alarm, Fir...	86.00
Total Consolidated -9573-Alarm					86.00
Consolidated Comm. - Shop 8279					

Waterville Estates Village District
Unpaid Bills Detail
As of February 7, 2022

Type	Date	Num	Due Date	Split	Open Bala...
Credit	01/12/2022			4199.3 · Telephones	(0.58)
Total Consolidated Comm. - Shop 8279					(0.58)
Conway Technology Group					
Bill	01/04/2022	Inv. # 3190684	01/14/2022	4311.1 · Office Su...	87.60
Total Conway Technology Group					87.60
Domain Listings					
Bill	01/10/2022	# 242-1848	01/20/2022	4199.5 · Computer...	288.00
Total Domain Listings					288.00
Drummond Woodsum					
Bill	01/20/2022	Inv. # 775132	01/30/2022	4153.1 · Legal / C...	980.50
Total Drummond Woodsum					980.50
DuBois & King, Inc.					
Bill	01/19/2022	Inv.# 122093	01/29/2022	4319.1 · Consulting	500.00
Total DuBois & King, Inc.					500.00
Duffield Engineering & Consulting					
Bill	05/12/2019		05/22/2019	4520.26 · Cap - Se...	1,300.00
Total Duffield Engineering & Consulting					1,300.00
First BankCard - 2124 CS					
Bill Pmt -Che...	01/24/2022	DEBIT		1001 · Northway B...	(0.60)
Bill	12/29/2021	Amazon	01/08/2022	4902.6 · Cap-Defe...	27.86
Bill	12/30/2021	Stamps.com	01/09/2022	4199.6 · Postage	12.50
Bill	12/31/2021	QuickBooks	01/10/2022	4199.10 · Licenses...	67.60
Bill	01/06/2022	Amazon	01/16/2022	4529.6 · Other Su...	287.68
Bill	01/06/2022	Amazon	01/16/2022	4529.6 · Other Su...	125.94
Bill	01/07/2022	Laconia Daily Sun	01/17/2022	4197.1 · Advertise...	34.00
Bill	01/10/2022	Amazon	01/20/2022	4529.5 · Cleaning ...	27.81
Bill	01/13/2022	Amazon	01/23/2022	4199.7 · Uniforms	56.94
Bill	01/13/2022	Amazon	01/23/2022	4199.7 · Uniforms	101.70
Bill	01/20/2022	Stamps.com	01/30/2022	4199.6 · Postage	12.50
Bill	01/20/2022	Amazon	01/30/2022	4312.27 · Shop su...	20.00
Bill	01/20/2022	Amazon	01/30/2022	4529.5 · Cleaning ...	24.19
Bill	01/21/2022	Microsoft	01/31/2022	4199.10 · Licenses...	69.99
Bill	01/21/2022	Amazon	01/31/2022	4529.5 · Cleaning ...	26.51
Bill	01/24/2022	Microsoft 365 P...	02/03/2022	4199.10 · Licenses...	69.99
Bill	01/25/2022		02/04/2022	4311.2 · Taxes/Fe...	199.90
Bill	01/25/2022	RockAuto.com	02/04/2022	-SPLIT-	86.57
Bill	01/25/2022	Zerbee	02/04/2022	4529.5 · Cleaning ...	78.44
Bill	01/26/2022	Amazon	02/05/2022	4520.14 · Building ...	189.90
Bill	01/27/2022	NAC	02/06/2022	4520.15 · Employe...	690.00
Bill	01/31/2022	QuickBooks	02/10/2022	4199.10 · Licenses...	67.60
Bill	01/31/2022	Amazon	02/10/2022	4312.28 · Small To...	60.37
Bill	01/31/2022	Amazon	02/10/2022	4312.20 · Oil & Filt...	92.58
Bill	01/31/2022	Ebay	02/10/2022	4312.20 · Oil & Filt...	106.44
Total First BankCard - 2124 CS					2,536.41
Handy Man Hardware					
Bill	01/03/2022	Inv.# B 303885	01/03/2022	-SPLIT-	107.00
Bill	01/03/2022	Inv. # B304095	01/03/2022	-SPLIT-	88.00
Bill	01/06/2022	Inv. # B304248	01/06/2022	-SPLIT-	35.50
Bill	01/12/2022	Inv. # B304922	01/12/2022	-SPLIT-	39.50
Bill	01/13/2022	Inv. # B305079	01/13/2022	-SPLIT-	7.00
Bill	01/14/2022	Inv. # B305190	01/14/2022	-SPLIT-	39.50
Bill	01/14/2022	Inv. # B305191	01/14/2022	4312.28 · Small To...	7.00
Bill	01/19/2022	Inv # B305758	01/19/2022	-SPLIT-	65.00
Bill	01/20/2022	Inv. # B305948	01/20/2022	-SPLIT-	67.75
Bill	01/21/2022	Inv # B306050	01/21/2022	-SPLIT-	22.00
Bill	01/21/2022	Inv. # B306087	01/21/2022	-SPLIT-	88.50
Bill	01/22/2022	Inv. # B306225	01/22/2022	-SPLIT-	12.20
Bill	01/22/2022	Inv. # B306164	01/22/2022	-SPLIT-	4.59

Waterville Estates Village District
Unpaid Bills Detail
As of February 7, 2022

Type	Date	Num	Due Date	Split	Open Bala...
Bill	01/22/2022	Inv. # B306167	01/22/2022	4529.6 · Other Su...	54.00
Bill	01/24/2022	Inv. # A183354	01/24/2022	-SPLIT-	68.50
Bill	01/25/2022	Inv. # B 306603	01/25/2022	-SPLIT-	29.00
Bill	01/26/2022	Inv. # B306721	01/26/2022	-SPLIT-	42.50
Bill	01/27/2022	Inv.# B 306793	01/27/2022	-SPLIT-	25.00
Bill	01/28/2022	Inv. # B307010	01/28/2022	-SPLIT-	76.69
Bill	01/28/2022	Inv. # B306960	01/28/2022	4529.12 · Outdoor ...	90.00
Bill	01/28/2022	Inv. # B307007	01/28/2022	-SPLIT-	30.00
Bill	01/29/2022	Inv. # B307107	01/29/2022	4312.27 · Shop su...	6.00
Bill	01/31/2022	Inv. # B307262	01/31/2022	4312.28 · Small To...	124.00
Bill	01/31/2022	Inv # B307289	01/31/2022	-SPLIT-	28.10
Bill	01/31/2022	Inv. # B307287	01/31/2022	-SPLIT-	81.00
Total Handy Man Hardware					1,238.33
Hunter Indutrial Corp					
Bill	01/07/2022	Inv. # 22994	01/17/2022	4902.6 · Cap-Defe...	75.92
Total Hunter Indutrial Corp					75.92
Irving Energy					
Bill	01/20/2022	Ref. # 274026	02/03/2022	-SPLIT-	172.61
Total Irving Energy					172.61
Jaime Oldmixon - E					
Bill	01/05/2022		01/15/2022	4902.6 · Cap-Defe...	44.99
Total Jaime Oldmixon - E					44.99
JP Pest Services					
Bill	01/18/2022	Inv. # 3125408	02/17/2022	4529.8 · Pest Cont...	191.50
Total JP Pest Services					191.50
Mad River Property Management					
Bill	01/03/2022	Inv. # 4000-668	01/13/2022	4312.03 · Contract...	910.00
Bill	01/20/2022	Inv. # 4000-674	01/30/2022	4312.03 · Contract...	2,180.00
Total Mad River Property Management					3,090.00
Med Check Urgent Care					
Bill	01/05/2022	Acct.# 645094864	01/15/2022	4196.1 · Other De...	31.50
Total Med Check Urgent Care					31.50
Municipal Resources, Inc.					
Bill	01/14/2022	Inv. # 22704	01/24/2022	4153.1 · Legal / C...	7,421.44
Total Municipal Resources, Inc.					7,421.44
O'Reilly First Call					
Bill	01/26/2022	Inv. # 4989-496...	02/05/2022	4312.23 · Truck R...	6.33
Bill	01/26/2022	Inv. # 4989-496...	02/05/2022	-SPLIT-	73.96
Bill	01/26/2022	Inv. # 4989-496...	02/05/2022	4312.23 · Truck R...	305.07
Total O'Reilly First Call					385.36
OnSite Computer Service					
Bill	12/29/2021	Inv. # 7532	12/29/2021	-SPLIT-	2,713.34
Bill	12/31/2021	Inv# 7535	12/31/2021	-SPLIT-	1,380.00
Total OnSite Computer Service					4,093.34
Pike Industries					
Bill	01/03/2022	Inv. # 1170418	02/02/2022	-SPLIT-	970.28
Bill	01/07/2022	Inv. # 1170682	02/06/2022	4312.14 · Road Sa...	1,390.75
Bill	01/18/2022	Inv. # 1171162	02/17/2022	4312.14 · Road Sa...	1,719.49
Total Pike Industries					4,080.52
Staples Business Advantage					
Bill	12/30/2021	Ord.#7346987421	01/29/2022	-SPLIT-	32.70

DISC. $117.0
$1121.

Waterville Estates Village District
Unpaid Bills Detail
As of February 7, 2022

Type	Date	Num	Due Date	Split	Open Bala...
Bill	01/04/2022	Ord# 7347184616	02/03/2022	-SPLIT-	29.02
Bill	01/11/2022	Ord. # 7347575...	02/10/2022	4311.1 · Office Su...	7.98
Bill	01/20/2022	Ord. # 7348536...	02/19/2022	-SPLIT-	50.75
Bill	01/21/2022	Ord. # 2025958	02/20/2022	-SPLIT-	58.97
Total Staples Business Advantage					179.42
State of NH - Criminal Record					
Bill	02/03/2022		02/13/2022	4520.41 · Criminal ...	25.00
Total State of NH - Criminal Record					25.00
Tracy Duffy - E					
Bill	12/14/2021	Speare Memorial	12/24/2021	4196.1 · Other De...	61.22
Bill	01/29/2022	Walmart	02/08/2022	4529.6 · Other Su...	149.00
Total Tracy Duffy - E					210.22
TSC -Tractor Supply Co					
Bill	01/21/2022	tICKET # 660217	01/31/2022	-SPLIT-	38.98
Total TSC -Tractor Supply Co					38.98
Upton & Hatfield, LLP					
Bill Pmt -Che...	09/28/2020	25532		1001 · Northway B...	(5,821.85)
Item Receipt	12/31/2020	Check # 106590		4153.1 · Legal / C...	5,821.85
Bill	12/31/2021	Statement # 15...	01/25/2022	4153.1 · Legal / C...	2,457.00
Total Upton & Hatfield, LLP					2,457.00
US Bank Equipment Finance, Inc.					
Bill	01/21/2022	Inv. # 463286112	02/15/2022	4199.10 · Licenses...	90.99
Total US Bank Equipment Finance, Inc.					90.99
White Mountain Cleaning					
Bill	12/30/2021	Inv. # 1004	01/09/2022	4529.7 · Carpet Cl...	400.00
Total White Mountain Cleaning					400.00
TOTAL					**49,139.77**

$120.45