WEVD COMMISSION MEETING
AGENDA

Wednesday, July 6, 2022, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Minutes
    a. June 15, 2022
    b. June 25, 2022
6. Treasurer's Report
7. General Manager's Report
8. Committee/Planning Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Outdoor Courts
    d. ADA Accessibility
    e. Records
9. Consent Calendar
    a. Manifest
    b. Committee/Planning Board Reports
10. General Calendar Items
    a. Change in Town Tax Card, impact on Water Rate
    b. Grandfather a Connection to Water System?
    c. Water Connection Application Approval
    d. Paving – Roads & impact on Basketball Half Court
    e. Management and Water Department Head produce Newsletter (Water System)
    f. Review of JOB DESCRIPTIONS AND ORGANIZATIONAL CHART
    g. Invite Budget Advisory Committee members to attend NHMA training
11. Upcoming Commission Meeting – JULY 15, 2022 @ 4 p.m.
12. Public Comment Period
13. Signing of previously approved minutes, policies, and/or procedures
14. Non-Public Session
15. Adjourn Meeting

WEVD COMMISSION MEETING PROCEDURES:

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

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

A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
B. THE REQUEST MUST CONTAIN THE SUBJECT MATER OF THE REQUEST.
C. THE FINAL DECISIOAN 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.

Waterville Estates Village District

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

Waterville Estates Village District

June 15, 2022 Commissioners Meeting DRAFT Minutes

Attendees: Commissioners Gerri Panuczak and Dave Spinney. Financial Assistant Allison Smith

Attendees via Zoom: Interim General Manager John Scruton, Dave Ketcham, Ron Beard, and several unidentified persons.

Call to order: Chair Patti called the meeting to order at 4:00 PM. He noted that Ms. Patti was not present at the meeting, however, there was a quorum. He also noted that Interim General Manager Scruton will be joining the meeting later.

Roll Call of Commissioners: Mr. Panuczak and Mr. Spinney were present at the Summit Lodge.

Approval of the Agenda: There were no changes proposed to the agenda. Mr. Panuczak moved to accept the agenda as written. After a second by Mr. Spinney motion carried with a unanimous roll call vote in favor.

PUBLIC HEARING -- WATER SYSTEM CONNECTION FEE

Mr. Panuczak asked if the Commission would need to defer this discussion to a later time in the meeting when Mr. Scruton is present. After a brief discussion Mr. Panuczak opened the public hearing at 4:02 PM. Mr. Panuczak explained that the District has a Water Ordinance which sets the water connection fee at $1,000 in addition to which each developed and undeveloped lot is charged a fee based on the water department budget, where 75 percent of this is paid by the developed lots and 25 percent by undeveloped ones. There was a question of whether the $1,000 fee is to remain the same or be changed, therefore, this public hearing was scheduled to discuss that. *Mr. Spinney said that he has dome some research and could not find any current municipalities that charge both a connection fee and the undeveloped lots, therefore, he would like to make a motion to keep everything as is and leave the connection fee at a $1,000. Mr. Panuczak duly seconded.* He noted that he asked at the previous meeting if the District should get some competitive data. Mr. Panuczak opened the floor to the public, however, there was nobody present at the physical location, no anyone was willing to speak via Zoom. *Mr. Panuczak called the vote and motion passed with a unanimous roll call vote in favor.*
Mr. Panuczak closed the public hearing at 4:06 PM.

Approval of Minutes.

a. June 6, 2022

Mr. Panuczak said that Ms. Patti prepared a list of changes to the draft minutes. He made a motion to approve the June 6, 2022 minutes as amended in accordance with Ms. Patti's list of changes (included). Mr. Spinney duly seconded and motion carried with a roll call vote in favor.

Treasurer's Report

Ms. Patti said that the Treasurer's report did not make it into the packet and made a motion to make the Treasurer's report an official attachment to the June 6, 2022 minutes. Mr. Spinney duly seconded. Motion passed with a unanimous roll call vote in favor.
Ms. Patti said that all the issues previously raised were resolved and thanked staff and Mr. Diefenbach for doing fixing them.

Treasurer's Report
Mr. Panuczak noted that the Treasurer's Report was in the packet. Discussion ensued on whether there was anything in the report that needed attention. Mr. Panuczak said that the previous discrepancy between the bank and QuickBooks amounts has been cleared up. Ms. Smith noted that there is a note on this report from Mr. Diefenbach that he is checking into something, but she is not sure what it refers to. *Mr. Panuczak made a motion to approve the Treasurer's Report as presented. Mr. Spinney duly seconded. Motion passed with a unanimous roll call vote in favor.*
Mr. Panuczak said that due to Mr. Scruton not being there yet, he will take the IGM Report agenda item out of order. Mr. Scruton joined the meeting via Zoom right after that (at 4:13 PM) and went over the following items.

Interim GM's Report
Mr. Scruton spoke about the following items in the IGM Report:

1) Tree cutting for the courts – deferred to later discussion of General Calendar items;
2) There is no evidence that the District extends across the Mad River or that the District or WEA own property on the other side of the river;
3) The District is sending out a Consumer Confidence Report (water) to every residence (contained in the packet at the end of the IGM Report);
4) There was a question raised about the District being able to use eminent domain to acquire water/road rights. He clarified that this was in regard to the discussion of acquiring access to the alternative water source for the District along the Mad River;
5) The lead time for ordering some things if quite long; therefore, it has become clear that the goal of having lights up at the mountain this fall is not attainable. Mr. Spinney asked if some materials could be ordered now, given how long it takes, so that the District will have them on hand. Mr. Scruton said that there is no money in the budget for it right now. Mr. Panuczak explained that WEA paid for fixing the lights on the rope tow and added that if WEA would be interested, it may make sense to ask them. Mr. Scruton said that he contacted WEA with the update and they said that this was not part of their plans for this year. Mr. Scruton also added that this is going to be quite a large expense including materials and labor. He also added that snowmaking and lighting should be looked at together and having a business plan for the mountain to support the investments in infrastructure, as discussed earlier is the beginning for thinking about those items. Mr. Scruton said that making snow using drinking water will also be problematic.
6) The Management is seeking permission to hire Sanborn, Head & Associates (at low or no cost possibly) to take the logs at the DPW yard and rent dumpsters to fill with a backhoe, keeping staff away from manually handling the material. We are not aware of any dangerous material. After providing a brief background to the issue *Mr. Panuczak made a motion to allow staff to*

begin the clean up of the items at the service yard. Mr. Spinney asked how much it will cost to pay for the dumpsters. Mr. Scruton said he thought it may be around $4,000 or less but it would cost as well if the District wanted to take it to the transfer station, which charges for construction debris as well. *Mr. Spinney duly seconded. Motion passed with a unanimous roll call vote in favor.*

Mr. Scruton added that it has been discovered that the oil tank that has been removed from behind the building has not been leaking (may have been overfilled once) and clean up there would not need to be very extensive. Mr. Scruton added that the one place that will need extensive clean up ($15,000 to $20,000) is where the diesel fill up station was, where it seems as though spillage occurred during fueling. With that, Mr. Scruton said that the District has only used about $15,000 out of the $35,000 allocated for Sanborn, Head and Associates to clean up, so it may be that the District will be able to do all that clean up within those limits, whereas the rest of the work planned for the company will have to be included in the next year. Mr. Scruton added that this was all dependent on whether there is nothing additional discovered during clean up and said that the District may need to think about providing containment for the tank in the future to prevent spills from happening.

MID YEAR UPDATES:

1. Campton Mountain
   a. Lift tower safety equipment parts fabricated and is scheduled to be installed June or July;
   b. Painting of towers is due to be done this month;
   c. Lighting - additional work funded or planned and will be very unlikely to occur this year.

Mr. Panuczak asked if the tower safety equipment will be in order by the time staff has to do system maintenance and Mr. Scruton said that he believed it should be.

2. Air conditioning at Summit Lounge, unified system: staff is talking to HVAC companies (Clifford Air which has done a walk-through). As previously indicated, the management has prioritized the gym. Engineer is due this week from that company.

Discussion ensued about priorities and budgeted amount of $100,000 for everything. Mr. Scruton said that there has not been a quote submitted as of yet, therefore it seems that getting anything done soon will be problematic. The Commissioners confirmed that the priority should be given to the gym and other rooms before addressing the cooling of the Summit Lounge.

3. Water Meters. Shawn Pellechuk had spoken a local plumber who is interested and is now seeking update on availability as there are some parts that are still missing due to supply chain issues. Management would expect owners of new construction to use the plumber who is doing the house.

Discussion ensued about the current situation of installing meters, which has not happened as of yet. Ms. Smith confirmed that residents have submitted paperwork that has been approved, but nothing has been installed due to lack of parts.

4. Pest control is up to date and the same company (JP Pest) is hired for the season as in the past.
5. Law/Regulation Compliance
   a. Right to know – Mr. Scruton said he believes that the District is up to date on requests ;
   b. Public pools - some staff is already certified, and the management is working on getting additional staff certified. The District may need to fill a potential vacancy and get that person

certified as well. May need to reschedule staff onto Sundays to make sure pool maintenance is done.

c. ADA Accessibility

- pools, hot tubs, and existing lift all meet test for one indoor pool when working. Battery charging has been an issue for the machine used to life people in an out of the pool and new batteries have been ordered.
- dining areas - the plan is to schedule work based on demands for other projects.
- entering, exiting (including emergency exits) buildings - has not been addressed yet as the Management is waiting for bids from two vendors. Sourcing material has proven to be difficult.
- parking at facilities – there has been no change, but there is no requirement to change. Management is seeking quotes on restriping at community center to make clear location.

d. Concession/bar operations – the plan is to schedule work based on demands for other projects.

6. Repairs/maintenance to Community Center
   a. door replacement lower level – Management is seeking updated quotes.
   b. stucco repair has not been done and is low on the priority list.
   c. computer room fire suppression – Management is waiting on the vendor to provide plan and quote.
   d. exterior trim – ongoing.
   e. pool covers - Management has found a vendor "Latham Pools" with a service call to be scheduled to decide if repairable and what is needed to be repaired.
7. Security system including cameras and surveillance retention - John Adams was on site last week. No further update on status.
8. Pump house clean-up of corrosive materials. Clean Harbors worked at the treatment plant and cleaned the holding tank and repaired the leak. They are working on other water buildings as time allows. Tank and piping at the pump house need replacement, but as of right now the company is working on replacing parts as needed.

Mr. Scruton asked the Commissioners to clarify when the connection fee of $1,000 is to be assessed. Commissioners confirmed that it is to be assessed when someone connects to the system going forward and not by the date of when the building permit was pulled.

CONSENT CALENDAR

b. Committee and Board Reports

There were two reports in the packet: from the Budget Advisory Committee and the Planning Board. Mr. Ketcham (via Zoom) noted that the Outdoor Courts Committee is meeting on June 28th. Mr. Ketcham added that he agreed with Mr. Scruton's comments in his IGM Report about tree cutting and also spoke about his communication about the cost of asphalt and the latest was that there is about a $6,000 increase over the last summer's proposal which is still within the buffer built into the outdoor courts budget.

Mr. Scruton asked Mr. Ketcham if he was aware whether there was a "sub-association" of Green Circle homeowners which he was not. Discussion ensued about tree cutting for courts and how the

voting should be done. Mr. Scruton believed that three quarters of the owners would have to agree to cutting those trees if treated as construction. Mr. Scruton also noted that the Management has been working to seek legal advice on how to conduct that survey. Also discussed was the issue of how many votes does one owner get if he/she owns more than one lot. General consensus was that the letter to the residents should be ready to go out sometime next week.
Ms. Smith said that the Water and Roads Committee is meeting on June 17th.
Ms. Patti joined the meeting via Zoom at 4:52 PM and provided a verbal report for the ADA Accessibility, which she said Mr. Scruton went over in his report, and Records Committee, which she said needs to go over a few things once they meet.
Mr. Panuczak made a motion to approve the BAC and Planning Board reports as written. Mr. Spinney duly seconded, and the report was approved by unanimous roll call vote.

a. Manifests
Mr. Panuczak made a motion to approve the manifests as contained in the packet. Mr. Spinney duly seconded, and the report was approved by unanimous roll call vote.

GENERAL CALENDAR ITEMS
a. Tree Removal for new Tennis Courts.
Mr. Scruton noted that this was discussed earlier with Mr. Ketcham and provided a brief description of the issue. There are two large pine trees in the common land for Green Circle and removing them will require approval from three quarters of the homeowners. The rest of the trees are on District land and do not require any approval for removal. He added that the Management believes that the discussion about removing the trees on common land should go to the Building Committee as a curtesy, no as a requirement. After back and forth between Ms. Patti and Mr. Scruton on when to inform the Building Committee and what to tell them, Mr. Ketcham said that he had talked to the WEA Board about this about a month and a half ago and they are in the know of what is going on.

Mr. Panuczak noted that there was an item in the IGM report that did not get addressed and it was one about a well question.
Mr. Scruton spoke about getting a call from the NH Department of Energy about an owner who called them asking if they could install their own well as opposed to getting tied into the system (which is currently required by the Water Ordinance. Mr. Scruton said that the Commissioners may want to think about exceptions for those who are located at higher elevations and will have issues with water pressure due to that or those who are farther than 100 feet from the line and that this should be decided by the Commissioners on a case by case basis. Ms. Patti asked if an amendment would be needed to the ordinance or a new policy. Mr. Panuczak noted that the District should have some definitive language should that be the case. Mr. Scruton looked at the ordinance language and discussion ensued about potential ways to deal with this issue. Ms. Smith also noted that all new connections are currently required to be reviewed by the Commission so potentially the Commissioners will have access to the information about each connection. General consensus, after reading the ordinance, was that there are standards already set in it (Article 13) that allow the Commission to decide whether to allow a new well, when the District denies providing water to a property due to insufficient pressure.
Mr. Panuczak also asked about charging fees to those who drill a well, given the availability of water,

should they decide to connect to the system if the well fails. Discussion ensued about the current three with wells that are exempt. General consensus was to keep things the same for those who will be deemed needing a well going forward. Should those, who were exempt decide to connect to the system, then they will get charged with the $1,000 availability fee. Mr. Scruton reiterated that it should be clear that denial of a water connection should not be confused with postponement as defined in the ordinance. Mr. Scruton will relay this discussion along with the ordinance excerpt to the DOE.

Upcoming Commission Meetings – JUNE 25, 2022 @ 9 a.m. June 25th meeting will also be a meet and greet with the new General Manager Mr. Beard.

Signing of previously approved minutes, policies, and/or procedures
Commissioners signed the paperwork provided to them by Ms. Smith.

Public Comment Period
There was nobody present in the board room, no emails or phone calls have been received, nor there was anyone willing to speak on Zoom.

Non-Public Session
There was none.
Ms. Patti left the meeting at 5:15 P.M.

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

Meeting adjourned at 5:15 PM.

Prepared by Alvina Snegach

Proposed Amendments to minutes of June 6, 2022:

1. Page 1, line 7 – add “and other unidentified parties”
2. Page 1, line 14 – add “educational power point”
3. Page 1, lines 17 & 20 – correct typo “Winter Brook”
4. Page 1, line 24 – insert after ‘purposes of’ the words “promotion of”
5. Page 1, line 28 – delete ‘Homeowners’ and insert after ‘Association’ the following: “(WEA)”
6. Page 1, line 29 – insert after ‘Article 6’ the words “September 1981”
7. Page 1, lines 29 & 30 – delete ‘only in September of 1981’
8. Page 1, line 35 – correct typo “or” instead of ‘of’ so it reads “…earlier or if the cost…”
9. Page 1, line 37 – insert “annually” after ‘assessed’
10. Page 1, line 38 – insert “operating” before ‘budget’
11. Page 2, line 39 – modify new sentence to read: “This unreserved fund balance was not money

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reserved for water system use only."
12. Page 2, line 43 – deleted 'rate' and insert after '$200' the words "per residence"
13. Page 2, line 46 – insert after Department "in 2021."
14. Page 2, line 61 – correct typos so sentence reads "…that these wells are the only water source for the District means that their failure would stop the flow of…"
15. Page 3, line 83 – insert at new sentence before 'System' the word "The"
16. Page 3 lines 96 to 101 – modify sentences to read: "All these need structural repairs, have various equipment concerns, may require tank replacements (Ski Bowl/Sunset), major pipe corrosion exists, and there are logistical/safety concerns at the Ski Bowl. There are issues with the treatment/distribution system due to age and substandard pipes in the ground transmission system. Pressure management issues related to pipe in the ground breaks and leakage are ongoing. The District has lacked complete hydraulic modeling of the water system for proper management, growth, and expansion."
17. Page 3, lines 102 to 104 – modify sentence to read: "The Asset Management Study focused on the following goals: system reliability, operational performance, effective resource management, and employee development."
18. Page 3, line 108 – substitute for 'was noted as needing to be done' the words "needs were noted:"
19. Page 4, lines 127 to 129 – delete 'Household water meters and'; sentence to read "Water rates were established in 2021 for January 2022 billing and the ordinance provided for household water meters, moving the District to actual water usage rates."
20. Page 4, line 133 – after 'Installation' insert "costs are borne by residents"
21. Page 4, lines 135 to 137 – sentence to read "Mr. Scruton provided a brief history of how the Water Ordinance was developed and adopted beginning with the adoption of the RSA 38:28 process of funding the Water Department on March 17, 2021."
22. Page 4, line 138 – after '$20,000' insert "NH Department of Environmental Services (DES)"
23. Page 5, line 171 – delete 'about' and insert "described"; insert after 'award' the words "from DES"; delete 'water' and insert "small"; capitalize 'Village Districts'
24. Page 5, line 182 – insert after 'to the' the words "possible new well site" and put 'Snowwood location' in parentheses
25. Page 5, line 207 – sentence to read: "Ms. Patti suggested that the District may not have eminent domain authority."
26. Page 5, line 208 – insert after 'shows that' the following: "District owned property" and delete 'it'
27. Page 6, lines 231 & 232 – Move section to follow italicized description of motion re: Minutes of May 22, 2022.
28. Page 6, line 238 – correct typo re: Mr. Spinney
29. Page 7, lines 254, 255 – delete 'District's implied' and add after 'buffer' the following: "built into the outdoor courts budget."
30. Page 7, line 265 – delete 'done and' substituting "proposed."

31. Page 7, line 280 – correct typo ‘“submitted” for that grant’
32. Page 7, line 284 – delete ‘for the deadline’ and substitute “timely.”
33. Page 8, line 295 – insert after “Mr. Scruton’ the words “as a consultant”
34. Page 8, line 298 – correct typo “the” instead of ‘my’
35. Page 8, lines 314 & 320 – substitute “telephone” for ‘Zoom’
36. Page 8, line 321 – insert for ‘(unknown)’ “Mr. Spinney”

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Waterville Estates Village District

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Waterville Estates Village District

June 25, 2022 Commissioners Meeting DRAFT Minutes

Attendees: Commissioners Gerri Panuczak and Dave Spinney. Former Interim General Manager John Scruton, General Manager Ron Beard, Denise Bujalski, Sean Tole, Andy Griffiths, Mr. and Mrs. Barn, Dave and Bobby Ketcham.

Attendees via Zoom: Commissioner Maureen Patti.

Call to order: Gerri Panuczak called the meeting to order at 9:00 AM.

Roll Call of Commissioners: Mr. Panuczak and Mr. Spinney were present at the Summit Lodge, Ms. Patti was participating via Zoom.

Approval of the Agenda: There were no changes proposed to the agenda. *Mr. Panuczak moved to accept the agenda as written. After a second by Mr. Spinney motion carried with a unanimous roll call vote in favor.*

GENERAL CALENDAR ITEMS

a) Fitness Center AC Solution

Ms. Patti asked Mr. Panuczak to take care of the related to this item handout an attachment. Ms. Patti made a motion to make the handout regarding the fitness center AC an attachment. Mr. Panuczak duly seconded and motion passed by a roll call vote with everyone voting in the affirmative.

Mr. Beard then spoke about the issues with the air conditioners in the fitness center and in the upper dining room which were deemed beyond repair by both the District staff and another company, which was called in to provide a second opinion. A quote was obtained from McDonald Property Services (a certified installer of Mitsubishi mini split systems), a company the District currently using for some pool and plumbing related services. Mr. Beard said that this is the quote that is in front of the Commissioners today. There are three options that were quoted, of which number three was recommended by the installer, as that type of unit will allow management to delay putting the demand on the boiler until later in the winter season and be more energy efficient. This equipment is available and it could be installed in two weeks after the company is given the go ahead. Mr. Beard said that for redundancy and efficiency he recommends installing two units. A licensed electrical engineer will have to be hired to install all the electrical connections. Mr. Panuczak asked how the system will work with the inhouse heating system? Mr. Beard said that he checked with staff and the valves are closed for this zone in the spring so that no heat is generated for it. He also said that the Management is checking into whether it is possible for the mini split system to communicate with the inhouse heating system to make sure that no dual heat sources are used simultaneously. Mr. Beard added that as long as the mini splits are registered by the licensed installer within 90 days of installation, the warranty on them will double.

Ms. Patti added that it is known that the was use of AC and inhouse heating system simultaneously before and it is absolutely imperative to her that this does not become the case again with the new system. She asked if there was a way, even if the valves have not been shut off, to make sure that there is no duplication of effort? Is there a way to install a thermostat that will control which heat source is used as she does not feel comfortable for something that does not have this capacity built in.

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Mr. Beard said that he could check with staff and with the installer and table this until the next meeting when he has the answer.
Mr. Scruton said that it should be a question to the electrician as it may be an issue of installing a switch for the thermostats and the switch will determine which thermostat can call for heat.
Ms. Patti also asked about the door to the fitness facility getting caught on the flooring and not being fully shut, thus causing heated/cooled air loss and whether this would be an issue going forward, and Mr. Beard could discuss this with the installer and the electrician.
Mr. Scruton said that the flooring that is causing the door to remain ajar is about to be replaced and that the materials for it have been delivered.
Ms. Patti responded with a question of whether it would be possible to get that flooring installed before the mini splits are installed. Mr. Beard confirmed that it is possible.
Mr. Panuczak made a motion to approve the option #3 as recommended by the General Manager for the fitness center AC solution. After a second by Ms. Patti motion carried with a unanimous roll call vote in favor.
A question from someone in the public who did not identify themselves was about looking into installing the same units in the Summit Lounge.
Mr. Beard said that he will have the installer of the mini splits evaluate the lounge as well when he is there.
Ms. Patti asked whether the Commission needs to take another vote for which funds were to be used to cover the purchase and installation of these units.
Mr. Scruton said that it would be more transparent if the Commissioners voted on it.
Ms. Patti made a motion to approve expenditure that is to come from Warrant Article 4 which was for the HVAC system for the Community Center. After a second by Mr. Panuczak motion carried with a unanimous roll call vote in favor.

b) Sanborn & Head Service Yard Work

Mr. Scruton said that Sanborn & Head is an environmental testing company that has been hired to check the issues in several places for oil and other types of contamination in the soil. The results showed that the oil leek behind the shed was not below the limit that triggers remediation, and the District only needs to do some clean up there. The new outside tank that has been installed last year has a triple wall containment. Other sites also came up clean for contamination with one exception and that is where the diesel fill up station was, where it seems as though spillage occurred during filling up.
Sanborn & Head will have a company on site to remove the soil (about 65 tons) that will have to be hauled to a special disposal site. Clean fill with be put there to replace it. Mr. Scruton said that he believes that a cement pad needs to be installed there to prevent contamination from happening again.
Mr. Scruton said that the Management is hoping that this would be the extent of clean up for this site although there is additional testing that the District needs to do, however, it does not have the money budgeted for it right now. Dig Safe has been notified and work is supposed to begin next Wednesday. The costs are going to be a bit over of what has been estimated, however, the District does not have any choice but to proceed.
Mr. Spinney asked what other environmental testing or clean up has to be done there. Mr. Scruton responded that the Management believes that there have to be some wetlands investigations done, debris piles have to be removed, and there may be other things found once clean up begins. There is a tank there with some diesel fuel that needs to be pumped, which should be done next week. There is also a pile of pipes that has to be put elsewhere as it is too close to the wetlands, there is also fill material that ended up in the wetland.

Ms. Patti asked if the money for the clean up has been budgeted along with the money for the Sanborn and Head contract and Mr. Scruton responded in the affirmative. Ms. Patti then asked if there was a plan to bring in the wetlands company associated with Sanborn and Head to investigate the wetlands issues? Mr. Scruton said that it was Gove Environmental which was doing the wetlands, and the District would call them back at some point, but right now the oil contamination has been the priority.
Ms. Patti asked if there was anyone lined up to build the cement pad, and Mr. Scruton responded that this could be done in house.
Lastly, Ms. Patti asked if it was Clean Harbors who will be emptying the diesel tank, and Mr. Scruton said that it would have to be someone licensed, but he did not yet know who it will be.

c) Water Connections

Mr. Scruton said that this was in reference to some issues with parts availability and the fact that the Water Ordinance requires that the Commission has to approve each water connection and more information is needed at this point for this discussion. Commissioners determined that this item be tabled to the next meeting on July 6, 2022.

Upcoming Commission Meetings – July 6, 2022 @ 6 p.m.

Mr. Panuczak said that this meeting will continue in the form of meet and greet the new General Manager Ron Beard. Mr. Panuczak expressed his gratitude to Mr. Scruton for all his work for the District. Mr. Panuczak said that Mr. Scruton came in a year ago and was able to very quickly assess the tough situation the District was in, build rapport with the staff, helped the District build its budget for this year, helped get through the Annual Meeting, and the District could have not done it without him.
Ms. Patti echoed Mr. Panuczak's kind words and added that Mr. Scruton's professionalism, depth of experience, connections within the State have all proved to be invaluable assets to this community. She also noted Mr. Scruton's help with finding the new General Manager for the District is a lasting legacy of his time with the District and thanked Mr. Scruton for his work. Ms. Patti also thanked MRI for providing services to the community and that it has been instrumental for the District in moving forward.
Mr. Spinney said that Mr. Scruton has moved this community with a steady hand in the right direction, despite the challenges and he is really appreciative of that.
Mr. Scruton thanked the Commissioners, past and present, the staff, the volunteers, the WEA Board for all the support he has received and the trust they had in him. He said that there has been much progress made and that he is leaving the District in good hands and is looking forward to everything to continue going well. Mr. Scruton added that he will be available to the District as a consultant.

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

Meeting adjourned at 9:34 AM.

Prepared by Alvina Snegach

DRAFT

Waterville Estates Village District

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

MacDonald Property Management
53 West Street
Lincoln, NH 03251
(603) 398-5871
john@johnscontrol.com

Estimate

ADDRESS
Waterville Estates

ESTIMATE # 1139
DATE 06/23/2022

ACTIVITY	QTY	RATE	AMOUNT
mini split option #1 p series comercial grade	1	0.00	0.00
Sales PUZ-HA24NHA1 Mitsubishi 24,000 BTU Single Zone Hyper Heat Pump Outdoor Unit	2		0.00
Sales PKA-A24KA7.TH Mitsubishi 24,000 BTU Wall Mounted Indoor Unit $19200.00 available now	2		0.00
option #2			
Sales MUZ-FS18NAH-U1 Mitsubishi 18,000 BTU Hyper Heat Single-Zone Outdoor Unit With Base Pan Heater	2		0.00
Sales MSZ-FS18NA-U1 Mitsubishi 18,000 BTU Hyper Heat Wall Mounted Indoor Unit $11710.00 not in stock at this time	2		0.00
option #3			
Sales MUZ-GL24NA-U2 Mitsubishi 24,000 BTU Single-Zone High Efficiency Heat Pump Outdoor Unit	2		0.00
Sales MSZ-GL24NA-U1 Mitsubishi 24,000 BTU Wall Mounted Indoor Unit $10780 available now	2		0.00
condensors will be on a wall bracket and line sets will be in white line hide electric and unforseen carpentry by others			

← Install within 3 weeks

Waterville Estates Village District
Treasurer Report 5-Jul

Bank Balances 7/5/2022

Northway Bank	Per Bank	Per QuickBks	
WEVD Op Acct	$48,316	$129,016	
Water Dept	$292,886	$279,961	
Rec Fund	$117,082	$18,171	
Friends of Campton Mtn	$15,130	$15,130	
Meredith Village Savings	**$473,413**	**$442,278**	
WEVD Op Holding Acct		$723,463	could not obtain bank balance
	$473,413	**$1,165,741**	

Tax Summary	Totals	Paid 2021/22	Due
		$2,317,160	**$72,177**

as of 27-Jun

Campton

	Billed	Paid	Paid 2021/22	Due	Interest Recd
2021	$1,081,446	$1,093,154	$1,093,154	-$11,708	$1,717
2020	$1,126,745	$1,115,161	$557,588	$11,584	$2,762
2019	$1,124,327	$1,120,293	$13,090	$4,034	$4,703
2018	$1,069,955	$1,046,217	$5,713	$23,738	$12,842
2017	$976,757	$976,765	$0	-$8	$1,334
2016	$985,552	$978,357	$1,109	$7,195	$8,317
2015	$985,422	$965,048	$1,331	$20,374	$7,711
	$7,350,204	**$7,294,996**	**$1,671,985**	**$55,208**	**$39,386**

Thornton

	Billed	Paid	Paid 2021/22	Due	Interest Recd
2021	$410,452	$400,158	$400,158	$10,294	$754
2020	$416,001	$415,998	$245,017	$3	$1,486
2019	$360,718	$360,518	$0	$200	$1,532
2018	$324,690	$321,248	$0	$3,442	$2,997
2017	$299,741	$298,137	$0	$1,604	$1,334
2016	$290,944	$289,518	$0	$1,426	$1,109
2015		**Incomplete Info**			
Prior		$8,330	$0		
	$2,102,546	**$2,093,908**	**$645,176**	**$16,968**	**$9,212**

Water Fees as of 7/3/2022

	2022 - 1st Half Fees				2022 - 2nd Half Fees				2022	
	Accrued	Paid	Due	% Due	Accrued	Paid	Due	% Due	Total Due	% Due
1 bedroom	5,799.22	5,294.94	504.28	8.7%	8,073.56	6,238.66	1,834.90	22.7%	2,339.18	16.9%
2 bedroom	55,961.96	53,482.93	2,479.03	4.4%	101,113.84	91,331.51	9,782.33	9.7%	12,261.36	7.8%
3 bedroom	83,718.06	80,629.35	3,088.71	3.7%	184,742.45	159,187.23	25,555.22	13.8%	28,643.93	10.7%
4 bedroom	27,987.84	27,210.40	777.44	2.8%	62,788.60	55,612.76	7,175.84	11.4%	7,953.28	8.8%
5 bedroom	1,302.72	1,302.72	-	0.0%	3,220.95	2,147.30	1,073.65	33.3%	1,073.65	23.7%
6 bedroom	479.76	479.76	-	0.0%	1,250.32	1,250.32	-	0.0%	-	0.0%
	175,249.56	**168,400.10**	**6,849.46**	**3.9%**	**361,189.72**	**315,767.78**	**45,421.94**	**12.6%**	**52,271.40**	**9.7%**
Undeveloped	47,685.60	42,852.60	4,833.00	10.1%	4,072.91	2,971.34	1,101.57	27.0%	5,934.57	11.5%
	222,935.16	**211,252.70**	**11,682.46**	**5.2%**	**365,262.63**	**318,739.12**	**46,523.51**	**12.7%**	**58,205.97**	**9.9%**
2022 in 2021	221,992.40	148,100.06			-	-			73,892.34	33.3%
2022 in 2022	942.76	63,152.64			365,262.63	318,739.12			(15,686.37)	-4.3%
	222,935.16	**211,252.70**	**11,682.46**		**365,262.63**	**318,739.12**	**46,523.51**		**58,205.97**	**9.9%**

Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

Report July 6, 2022

1. Tree cutting plan update
2. Water connection request
3. We authorized Steve to take home the water truck. He is getting a lot of call-outs and as he lives close, it makes more sense for him to have the tools with him to respond directly when there are leaks, etc. Corey used to take home a vehicle for responding to water issues.
4. Jolene Wilson-Glah property. House went from 3 bedrooms to a 2 bedroom. Here is the timeline:
5. - December 2021: billed as 3 bedroom. Reached out and said that her house was a 2 bedroom. Referred to the town of Campton to reconcile the difference. No further correspondence was had with the owner regarding the topic.
6. - May - June 2022: billed as 3 bedroom per tax card on file at the time of billing. Owner reached out to again state that her home was a 2 bedroom. I again referred her to the town to get her property reviewed. According to an email from the owner the card was changed on May 13, 2022.
7. Given that this is a precedent setter I think it's important to be clear with what we are accepting as the effective date of changes. My thought is that since tax bills are sent during the same time that our water invoices are, we could use the tax pick-up cycle as the change date. Using Jolene's case as an example, her December 2021 bill would not be affected, only her May 2022 bill as the pick-up date on the card was her spring 2022 taxes.
8. AC units delivered on 6-28-22. Installation to begin 6-29-22 and operational 7-5-22.
9. Floor replacement outside of the fitness room to begin July 6th.
10. Judy reported that the WEA board is still looking into Evergreen Management taking over the front desk and possibly food and

beverage. Judy also said that they would look to still have Judy oversee the front desk.

11. Lift tower painting project has been completed as of 6-29-22 and Shawn says they look great.

12. Steve reported to me that the excavation of the contaminated soil at the DPW garage has been moved to next week. Steve has on roll off container and has started the clean up. Also he has someone that will be taking the old logs off our hands.

13. I asked Judy to send out a memo that we are having a contest among staff to create a new WEVD Logo. Once I have received their submissions I will present them to the commissioners for their consideration and selection. The winning design will get a gift certificate.

Waterville Estates Village District

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District Report July 2021 through June 2022 by John Scruton

Waterville Estates Village District saw a lot of progress over the past year in many areas. Credit goes to many including the District Board of Commissioners, department heads, employees, committee members, other volunteers, consultants, contractors, and the Waterville Estates Association Board of Directors.

The relationship between the Association and the District was clarified with the adoption by both entities of an amended Recreation Management Agreement and Administrative Services Agreement. The implementation of these agreements continues to be a work in progress.

The day-to-day operation of the organization and delivery of services were accomplished as expected. Assistant General Manager Judy Kinney managed the finances, office staff and recreation. The disruption of COVID decreased as the months went by, but the pandemic continued to have impacts of a temporary nature on operations. Meetings continued to be on Zoom as well as in person. Some projects in 2021 were delayed because of lack of funds and difficulty with supply chains and with finding vendors. A budget was developed and approved in March 2022 that started to address long standing maintenance and infrastructure needs. While a lot more needs to be done, especially with water, the past 12 months have seen a good start. This report points out some of the thing that were achieved including the following:

- New employees were hired including a new General Manager, Ron Beard. Compensation was addressed to be internally consistent and externally competitive in this tight labor market. The pay scales were increased last fall and some positions made full-time to attract and retain employees. Continuing education was encouraged. One example is Steve Baert, our water department head, taking classes and passing tests to become a licensed water distribution and treatment operator recognized by the New Hampshire Department of Environmental Services.
- The District contracted with a specialist in doing minutes to remain compliant with RSA 91-A. The processes for handling right-to-know request were streamlined.

- Various policies were adopted including ones for conducting Commission meetings, public hearings, minute retention, signs on District property, lot merger, collections, road standards, snow and ice removal, no parking, handling gift and donation, computer use and equipment, passwords, etc.
- A specialist in the American with Disabilities Act completed a review of the Community Center and Ski Lodge. This was a follow-up from one he had done several years ago. Money has been budgeted to address some of the issues that were found.
- A specialist in HVAC did a study of the Community Center and Ski Lodge and developed a list of suggested improvements for heating, cooling and air exchange. The annual meeting appropriated $100,000 as the first step to do this. The work on the fitness center has already begun.
- A secure computer closet was built for both the SCADA system for water and the District's servers and computer supplies.
- Two hot tubs/spas were ordered and are now operational. The indoor one was put near the family pool because the previous location was determined to be too weakened by corrosion to support it. The area around the outdoor hot tub was upgraded to allow greater handicap access to the sitting area.
- Shawn Pelchat and other employees were certified for various functions from ski lifts to swimming pools as well as overseeing a large increase in infrastructure improvements. There has been a focus on repairs of the Community center and 11 other buildings owned by the District.
- The construction of the new locker rooms was completed in the Community Center.
- A new District website has been set-up, separate from the Association website, providing additional means of communication and transparency.
- A contract was awarded for rebuilding the outdoor courts, however work will not begin until fall of 2022 with expected completion in 2023.
- The installation of four new boilers occurred in the Community Center.
- New flooring was installed in various areas of the Community Center, including the office areas and getting the game room back into operation.
- The ski lift towers are being painted and the vendor is scheduled next month to install the safety walkways that had been delayed for many years.
- Through a joint effort of District staff and funding which the Association authorized from the Friends of Campton Mountain funds, the lighting for the ski area along the rope tow was rebuilt to code.

- Snowmaking occurred in 2022 because improvements were made at the Treatment plant to comply with NHDES requirements for snow making. The fact it contributed to a water shortage issue will need to be addressed during any snowmaking and before any expansion of snowmaking occurs.
- After extensive public discussions and meetings, a new water ordinance and rate structure was adopted. The current billing is based upon availability charge for all lots and variable usage rate for residential units based on the number of bedrooms plus one.
- Water meters were ordered for residences, however a supply chain issue with one part is holding up installation. A new water meter was ordered for the Community Center.
- Improvements were made to various water buildings, reporting, and processes to the point the NH inspector told Steve Baert that the improvements from the last inspection was like the difference between night and day.
- The leak of caustic material at the transfer station was cleaned up by Clean Harbors and the leak in the tank repaired.
- Ongoing work continues on finding and repairing water leaks.
- A study is underway to create a water system model that will be especially important in determining the elevation limits of the current water pressure.
- A new grant was applied for to address a) finding greater water supply; b) to address water lines and especially the end-of-life issues at the Sunset Tank with consideration of a new line from the Pegwood tank; and c) to build a new treatment plant given significant corrosion and access issues with the current plant, probably on the other side of the ski area near a road.
- An asset management study using 50% grant funds was completed with the assistance of Dubois and King.
- Funding was increased for leak repairs and has been ongoing with a plan to fix known problem lines before paving.
- Paving was delayed in 2021. While the paving budget was doubled for 2022, the scope has been reduced from the original plan because of inflation having a significant impact on the price of paving, Propane, electricity, and other areas of the budget.
- A new highway truck was purchased in 2022 and is currently being outfitted with plow, wing, sander, body, etc.

- The clean-up of the Department of Public Works yard began with metal removal and an environmental study by Sanborn and Head. Three old vehicles were sold. Work is progress at the cleanup of an oil spill based on the results of that study. A plan is in place to start addressing the collected debris from many years.
- The salt shed construction has been awarded and should occur this summer.
- A new secure area for storage of meter supplies was constructed within one of the buildings.

District

Waterville Estates Village District
Unpaid Bills Detail
As of June 14, 2022

Type	Date	Num	Due Date	Aging	Open Balance
A.M.Rand Company					
Credit	02/07/2022	Trans....			(25.00)
Total A.M.Rand Company					(25.00)
ACCOUNTANT USE ONLY -V					
General Journal	12/31/2019	JE#9 I			28,132.00
General Journal	12/31/2019	JE# 6 ...			(28,132.00)
Total ACCOUNTANT USE ONLY -V					0.00
Airgas AUDIT COMPLETE, WAITING ON REVISED BILL					
Bill	04/11/2022	Inv 91...	04/21/2022	54	2,841.04
Total Airgas					2,841.04
Amerigas - Pool 202540135					
Bill	06/09/2022	Inv. 31...	07/09/2022		316.00
Total Amerigas - Pool 202540135					316.00
AmeriGas 202303137 Center					
Bill	06/07/2022		06/17/2022		2,175.00
Total AmeriGas 202303137 Center					2,175.00
BCN Telecom - Shop					
Bill	06/09/2022	Inv. 23...	06/19/2022		33.27
Total BCN Telecom - Shop					33.27
Bear Creek Property Services					
Bill	06/07/2022	Inv. 93	06/17/2022		540.00
Total Bear Creek Property Services					540.00
Belletetes, Inc.					
Bill	06/07/2022	2458374	06/07/2022	7	159.30
Total Belletetes, Inc.					159.30
Benjamin Demers - E					
Bill	06/13/2022	Sam's...	06/23/2022		64.42
Total Benjamin Demers - E					64.42
Chappell Tractor					
Bill	06/07/2022	P43547	06/17/2022		99.91
Total Chappell Tractor					99.91
Consolidated - 1840					
Bill	06/09/2022		07/04/2022		87.19
Total Consolidated - 1840					87.19
Consolidated - 2057 Alarm					
Bill	06/09/2022		07/04/2022		3.65
Total Consolidated - 2057 Alarm					3.65
Consolidated -9573-Alarm					
Bill	06/09/2022		07/04/2022		86.00
Total Consolidated -9573-Alarm					86.00
Consolidated Comm. - Shop 8279					
Credit	01/12/2022				(0.58)
Total Consolidated Comm. - Shop 8279					(0.58)
Conway Technology Group					

Waterville Estates Village District
Unpaid Bills Detail
As of June 14, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	06/07/2022		06/17/2022		91.93
Total Conway Technology Group					91.93
Delta Dental					
Bill	06/13/2022	May 2...	06/23/2022		587.50
Bill	06/13/2022	June 2...	06/23/2022		587.50
Total Delta Dental					1,175.00
DJ's Septic Pumping Services					
Bill	06/07/2022	Inv. 11...	06/17/2022		4,235.00
Total DJ's Septic Pumping Services					4,235.00
Drummond Woodsum					
Bill	06/14/2022	Inv. 78...	06/24/2022		1,909.50
Total Drummond Woodsum					1,909.50
Duffield Engineering & Consulting					
Bill	05/12/2019		05/22/2019	1119	1,300.00
Total Duffield Engineering & Consulting					1,300.00
Eversource- 5091 Pegwood					
Bill	06/09/2022		06/29/2022		16.21
Total Eversource- 5091 Pegwood					16.21
Eversource - 1028 - Skate Shack					
Bill	06/09/2022		06/29/2022		16.57
Total Eversource - 1028 - Skate Shack					16.57
Eversource - 1063- Comm Center					
Bill	06/09/2022		06/29/2022		3,432.08
Total Eversource - 1063- Comm Center					3,432.08
Eversource - 1074 Over Flow Parking					
Bill	06/09/2022		06/29/2022		65.87
Total Eversource - 1074 Over Flow Parking					65.87
Eversource - 5890067 - 0 Parker Rd					
Bill	06/09/2022		06/19/2022		61.97
Total Eversource - 5890067 - 0 Parker Rd					61.97
Eversource -0085 - 8 Snow Trail					
Bill	06/09/2022		06/29/2022		36.01
Total Eversource -0085 - 8 Snow Trail					36.01
Eversource - 0026 - 8 Snow Trail					
Bill	06/09/2022		06/29/2022		72.57
Total Eversource - 0026 - 8 Snow Trail					72.57
First BankCard - 2124 CS					
Bill Pmt -Check	01/24/2022	DEBIT			(0.60)
Credit	05/12/2022	Intuit ...			(479.04)
Bill	02/07/2022	Interest	02/17/2022	117	55.00
Bill	02/16/2022	Amazon	02/26/2022	108	1,159.98
Bill	02/22/2022	Indeed	03/04/2022	102	500.77
Bill	02/24/2022	Amazon	03/06/2022	100	729.90
Bill	02/25/2022	LMS	03/07/2022	99	255.00
Bill	03/01/2022	Amazon	03/11/2022	95	22.00
Bill	03/01/2022	Const...	03/11/2022	95	70.00
Bill	03/01/2022	Amazon	03/11/2022	95	53.94
Bill	03/01/2022	Amazon	03/11/2022	95	22.00
Bill	03/01/2022	Google	03/11/2022	95	120.00

audit almost done

Waterville Estates Village District
Unpaid Bills Detail
As of June 14, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	03/10/2022	Amazon	03/20/2022	86	45.99
Bill	03/11/2022	Amazon	03/21/2022	85	83.99
Bill	04/04/2022	Amazon	04/14/2022	61	99.98
Bill	04/04/2022	Amazon	04/14/2022	61	152.53
Bill	04/04/2022	Amazon	04/14/2022	61	144.26
Bill	04/04/2022	Amazon	04/14/2022	61	18.79
Bill	04/04/2022	Amazon	04/14/2022	61	89.90
Bill	04/04/2022	Amazon	04/14/2022	61	199.96
Bill	04/04/2022	Amazon	04/14/2022	61	254.65
Bill	04/04/2022	Amazon	04/14/2022	61	11.99
Bill	04/04/2022	Amazon	04/14/2022	61	18.99
Bill	04/04/2022	Quick...	04/14/2022	61	67.60
Bill	04/05/2022	Amazon	04/15/2022	60	48.40
Bill	04/05/2022	Amazon	04/15/2022	60	51.99
Bill	04/05/2022	Laconi...	04/15/2022	60	21.25
Bill	04/11/2022	Amazon	04/21/2022	54	424.95
Bill	04/11/2022	Amazon	04/21/2022	54	77.89
Bill	04/11/2022	Amazon	04/21/2022	54	77.89
Bill	04/12/2022	Amazon	04/22/2022	53	223.99
Bill	04/12/2022	Amazon	04/22/2022	53	759.99
Bill	04/12/2022	Amazon	04/22/2022	53	1,717.74
Bill	04/12/2022	Indeed	04/22/2022	53	207.99
Bill	04/12/2022	Amazon	04/22/2022	53	16.16
Bill	04/12/2022	NBF	04/22/2022	53	2,220.64
Bill	04/12/2022	Amazon	04/22/2022	53	24.95
Bill	04/01/2022	Laconi...	04/28/2022	47	25.50
Bill	04/04/2022	Google	04/28/2022	47	476.13
Bill	04/27/2022	Micros...	05/07/2022	38	12.50
Bill	05/09/2022	Amazon	05/19/2022	26	308.54
Bill	05/23/2022	Amazon	06/02/2022	12	148.71
Bill	06/01/2022	Const...	06/11/2022	3	140.00
Bill	06/02/2022	Amazon	06/12/2022	2	12.99
Bill	06/03/2022	Amazon	06/13/2022	1	32.22
Bill	06/03/2022	Googl...	06/13/2022	1	120.00
Bill	06/07/2022	Quick...	06/17/2022		67.60
Bill	06/07/2022	NAT A...	06/17/2022		690.00
Bill	06/07/2022	Amazon	06/17/2022		91.00
Bill	06/07/2022	Laconi...	06/17/2022		21.25
Bill	06/07/2022	Zoom	06/17/2022		199.90
Bill	06/07/2022	Crock...	06/17/2022		1,485.20
Bill	06/07/2022	Merrel...	06/17/2022		170.00
Total First BankCard - 2124 CS					13,572.95
GSM Paving					
Bill	06/07/2022	Inv. 62...	06/17/2022		1,500.00
Total GSM Paving					1,500.00
Handy Man Hardware					
Bill	05/23/2022	B3201...	05/18/2022	27	225.00
Bill	05/23/2022	B3204...	05/23/2022	22	82.50
Bill	05/23/2022	A1855...	05/23/2022	22	67.00
Bill	05/24/2022	B3200...	05/24/2022	21	65.00
Bill	05/24/2022	B3205...	05/24/2022	21	48.50
Bill	05/24/2022	B3210...	05/24/2022	21	24.50
Bill	05/24/2022	A1857...	05/24/2022	21	357.00
Bill	05/24/2022	A1857...	05/24/2022	21	10.00
Bill	05/24/2022	B3205...	05/24/2022	21	15.00
Bill	05/24/2022	A1855...	05/24/2022	21	25.50
Bill	06/03/2022	B3227...	06/03/2022	11	106.50
Bill	06/07/2022	B3224...	06/07/2022	7	32.00
Bill	06/07/2022	B3225...	06/07/2022	7	6.50
Bill	06/07/2022	B3225...	06/07/2022	7	271.29
Bill	06/07/2022	B3226...	06/07/2022	7	51.00
Bill	06/07/2022	A1858...	06/07/2022	7	36.50
Bill	06/07/2022	B3217...	06/07/2022	7	24.00
Bill	06/07/2022	A1857...	06/07/2022	7	42.50
Bill	06/07/2022	B3213...	06/07/2022	7	35.00

Separate manifest

Waterville Estates Village District
Unpaid Bills Detail
As of June 14, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	06/07/2022	B3213...	06/07/2022	7	29.52
Bill	06/09/2022	B3194...	06/09/2022	5	63.54
Bill	06/09/2022	A1854...	06/09/2022	5	285.00
Bill	06/09/2022	B3191...	06/09/2022	5	46.00
Bill	06/09/2022	B3183...	06/09/2022	5	103.50
Bill	06/09/2022	B3181...	06/09/2022	5	50.00
Bill	06/09/2022	B3178...	06/09/2022	5	420.00
Bill	06/09/2022	B3173...	06/09/2022	5	71.50
Bill	06/09/2022	B3210...	06/09/2022	5	22.50
Total Handy Man Hardware					2,616.85
Health Trust					
Bill	06/07/2022	00141...	07/07/2022		8,692.02
Bill	06/07/2022	Inv. 69...	07/07/2022		8.25
Total Health Trust					8,700.27
2 checks **High Peaks Painting**					
Bill	06/07/2022	Secon...	06/17/2022		11,655.00
Total High Peaks Painting					11,655.00
Home Depot					
Bill	06/07/2022	5/31/2...	06/17/2022		1,192.30
Total Home Depot					1,192.30
Howard P. Fairfield, LLC					
Bill	06/09/2022	Inv 80...	07/09/2022		131.48
Total Howard P. Fairfield, LLC					131.48
Northway Bank Municipal Card					
Bill	04/26/2022	Amazon	05/06/2022	39	40.49
Bill	04/26/2022	Amazon	05/06/2022	39	17.99
Bill	04/26/2022	Amazon	05/06/2022	39	40.49
Bill	04/26/2022	Hanna...	05/06/2022	39	185.11
Bill	04/26/2022	Dollar ...	05/06/2022	39	30.30
Bill	04/27/2022	Amazon	05/07/2022	38	14.89
Bill	05/03/2022	Amazon	05/13/2022	32	929.00
Bill	05/12/2022	Amazon	05/22/2022	23	244.95
Bill	06/07/2022	Amazon	06/17/2022		223.96
Bill	06/07/2022	Amazon	06/17/2022		113.70
Bill	06/07/2022	Amazon	06/17/2022		24.95
Bill	06/07/2022	Amazon	06/17/2022		74.52
Total Northway Bank Municipal Card					1,940.35
OnSite Computer Service					
Bill	06/09/2022	Inv. 76...	06/09/2022	5	2,690.00
Total OnSite Computer Service					2,690.00
Paysafe					
Bill	04/13/2022	March...	04/23/2022	52	19.95
Total Paysafe					19.95
UniFirst					
Bill	06/01/2022	Inv 10...	06/11/2022	3	48.53
Bill	06/06/2022	Inv 10...	06/16/2022		76.43
Total UniFirst					124.96
Upton & Hatfield, LLP					
Bill Pmt -Check	09/28/2020	25532			(5,821.85)
Total Upton & Hatfield, LLP					(5,821.85)
US Bank Equipment Finance, Inc.					

Waterville Estates Village District
Unpaid Bills Detail
As of June 14, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	06/07/2022	Equip...	07/02/2022		65.45
Total US Bank Equipment Finance, Inc.					65.45
TOTAL					**57,180.62**

WEVD Balance 50,813.40
Bills TBP 39,544.61
11,268.79

6/14/22

Rec

WEVD Recreation Fund
Unpaid Bills Detail
As of June 13, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Amoskeag Beverages, Inc.					
Bill	06/07/2022	Inv. 30...	06/07/2022	6	549.70
Total Amoskeag Beverages, Inc.					549.70
Benjamin Demers - E					
Bill	06/08/2022	Bingo ...	06/08/2022	5	49.46
Total Benjamin Demers - E					49.46
Coca-Cola - Acct #601164057					
Bill	06/08/2022	Inv. 95...	06/18/2022		194.88
Total Coca-Cola - Acct #601164057					194.88
Conway Technology Group					
Bill	06/07/2022	IN336...	06/17/2022		91.93
Total Conway Technology Group					91.93
Delta Dental					
Bill	06/08/2022	June 2...	06/18/2022		436.37
Bill	06/08/2022	May 2...	06/18/2022		436.37
Total Delta Dental					872.74
Eversource - 0092 Ski Area Base Lodge					
Bill	06/09/2022		06/24/2022		794.85
Total Eversource - 0092 Ski Area Base Lodge					794.85
Eversource -5011 Lift Shack					
Bill	06/09/2022		06/24/2022		61.55
Total Eversource -5011 Lift Shack					61.55
Eversource 1039					
Bill	06/10/2022		06/20/2022		16.21
Total Eversource 1039					16.21
First Bankcard - 2124 CS					
Bill	02/22/2022	NH St...	03/24/2022	81	137.90
Bill	02/28/2022	Intuit ...	03/30/2022	75	67.60
Bill	03/17/2022	360Tr...	04/16/2022	58	99.00
Bill	03/31/2022	Quick...	04/30/2022	44	67.60
Bill	03/31/2022	Amos...	04/30/2022	44	150.00
Bill	03/31/2022	Amos...	04/30/2022	44	421.50
Bill	03/31/2022	Indeed	04/30/2022	44	517.21
Bill	05/24/2022	Amazon	06/23/2022		72.44
Bill	06/07/2022	Const...	07/07/2022		140.00
Bill	06/07/2022	Vistap...	07/07/2022		69.49
Total First Bankcard - 2124 CS					1,742.74
Health Trust					
Bill	06/07/2022	Inv. 00...	06/17/2022		2,897.34
Total Health Trust					2,897.34
New Hampshire Distributors, Inc.					
Bill	06/07/2022	Inv. 35...	06/07/2022	6	1,252.85
Total New Hampshire Distributors, Inc.					1,252.85
New Hampshire Liquor Commission					
Bill	06/07/2022	Inv. 22...	06/17/2022		1,401.05
Bill	06/07/2022	Inv. 22...	06/17/2022		59.91
Bill	06/08/2022	Inv. 22...	06/18/2022		11.97
Total New Hampshire Liquor Commission					1,472.93
Northway Bank Municipal Card					

will stop spending money on supplies. Try to add

6/14/22

audit almost done

WEVD Recreation Fund
Unpaid Bills Detail
As of June 13, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Bill	06/07/2022	Quick...	06/17/2022		67.60
Total Northway Bank Municipal Card					67.60
OnSite Computer Service					
Bill	06/09/2022	Inv. 76...	06/09/2022	4	1,399.99
Total OnSite Computer Service					1,399.99
PFG - 62118					
Bill	06/08/2022	Inv. 70...	06/18/2022		2,990.16
Total PFG - 62118					2,990.16
Terri Tole - V					
Bill	06/07/2022	Entert...	06/17/2022		139.80
Bill	06/08/2022	Event ...	06/18/2022		255.67
Total Terri Tole - V					395.47
Tiffany Royea					
Bill	06/08/2022	Supplies	06/18/2022		267.57
Total Tiffany Royea					267.57
Tracy Duffy - E					
Bill	06/08/2022	Walm...	06/18/2022		96.00
Total Tracy Duffy - E					96.00
UniFirst Corporation					
Bill	06/07/2022	Inv. 10...	07/07/2022		39.47
Bill	06/07/2022	Inv. 10...	07/07/2022		64.90
Total UniFirst Corporation					104.37
US Bank Equipment Finance, Inc.					
Bill	05/17/2022	Inv 47...	05/27/2022	17	~~90.99~~
Bill	06/07/2022	Inv. 47...	06/17/2022		65.45
Total US Bank Equipment Finance, Inc.					~~156.44~~
Waterville Estates Village District					
Bill	05/31/2022	Inv 11...	06/10/2022	3	23,177.81
Bill	05/31/2022	Inv 11...	06/10/2022	3	27,864.59
Bill	06/01/2022	Inv 11...	06/11/2022	2	35,393.36
Bill	06/01/2022	Inv 11...	06/11/2022	2	14,244.90
Total Waterville Estates Village District					100,680.66
Wicked Good Web					
Bill	06/08/2022	Inv. W...	06/18/2022		486.00
Total Wicked Good Web					486.00
TOTAL					**116,641.44**

while awaiting New Credit Card

Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223
Phone: (603) 726-3082 | Fax: (603) 726-8611
www.waterville-estatesnh.gov

Assistant General Manager Job Description

Job Summary

The Waterville Estates Village District (WEVD) Assistant General Manager is specifically responsible for oversight of finance, general administration, and human resources. This is an hourly position under FLSA.

Supervision

The WEVD Assistant General manager reports to the General Manager and supervises the office employees including bookkeeping, finance and Human Resources as well as the Beverage and Event Supervisor. Supervises other staff when acting as the General Manager.

Duties and Essential Job Functions

- Assist the General Manager in a wide variety of functions including, as delegated, support for the Waterville Estates Association (WEA) per the Administrative Services Agreement (ASA) and Recreational Management Agreement (RMA)
- Carry out operational policies, programs, procedures, and methods consistent with Commission-approved policies including the personnel policy, purchasing policy and other policies
- Supervise employees who report to the Assistant General Manager including finance and human resources.
- Provides support to the General Manager and Advisory Budget Committee in the development of operating and capital budgets.
- Regularly monitors financial statements and assist in the management of cash flow, financial controls, etc. within policy guidelines. Takes corrective action as needed.
- Coordinates the development of long-range plans including for capital expenditures.
- Attends meetings as requested.
- Provide support for relationships with governmental agencies including Department of Revenue, Liquor Board, Department of Revenue, Employment Security, NH Retirement System, etc.
- Responsible to oversee details of Human Resources including, as delegated by the General Manager, advertising, selection, hiring, on-boarding, benefits administration, etc.
- Renewal of insurances
- Filing of all employment quarterly and yearly reports and payments including quarterly 941, year-end W-2, 1099 forms, etc.
- Complete all necessary forms for the state, benefit providers, etc. in a timely fashion

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- Oversee staff providing responses to Right to Know request
- Provide back-up for the General Manager in times of that person's absence
- Oversee the bookkeeping and payroll employees and the auditors.
- Review reconciled bank statements prior to the Treasurer to address any issues found
- Assist department heads with their budget preparation and management of spending

Knowledge, Skills and Abilities

- Thorough knowledge of Quick books, Microsoft Office, and use of standard office equipment including computer, calculator, phone, fax, copier, etc.
- Knowledge of NH Department of Revenue and Liquor Commission regulations and requirements
- Experience with benefit administration including Health Insurance and NH Retirement System
- Knowledge of sound human resource and bookkeeping practices.

Licenses/Certifications

- Valid driver's license
- Bachelor Degree, preferably in related field, plus one year related experience, or Associate Degree plus four years of experience in related field, or equivalent.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting. Some travel to offsite locations may be required. Employee may be exposed to stress due to scope of position.

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Waterville Estates Village District
Buildings, Grounds and Ski Area Department Head

Job Summary

The Buildings, Grounds and Ski Area Department Head is responsible for oversight of general maintenance and custodial care of buildings, grounds, and ski area. This is an hourly position as a working supervisor position responsible for safe and wise management of the department.

Supervision

The Buildings, Grounds and Ski Area Department Head reports to the General Manager and supervises employees within the department.

Duties and Job Functions

- Responsible for preparing the budget with the General Manager, both annual and long-term capital improvements, and managing within the approved appropriations.
- Supervises all employees within the department including schedule, direction, oversight, delegation, evaluation, and discipline.
- Oversees staff to maintain pools and spas, including daily monitoring and adjustment.
- Performs preventive and other maintenance to ensure all equipment and facilities continue to run smoothly, building systems operate efficiently while maintaining and improving the physical condition of buildings and recreational facilities.
- Maintains NH certifications for ski lifts.
- Oversees summer and winter maintenance including mowing, pool and grounds maintenance, ski lift and associated buildings maintenance
- Works with the Water and Roads Department Head on various issues including snow removal, repair of DPW and water facilities, and other projects as needed.
- Oversee ski lift including operations and training.
- This is a working supervisory position.
- Other duties as assigned.

Knowledge, Skills, Abilities

- Maintenance skills including knowledge of electrical, plumbing, carpentry, custodial, ski lifts, landscaping, swimming facility regulations, applicable building codes, plowing
- Ability to manage employees, prioritize projects, work within a budget
- Computer skills including use of basic office software, operating and maintaining alarm systems, automatic pool controllers, etc.
- Mechanical: Understand basic operational and safety procedures in using construction, maintenance equipment and cleaning and lawn care products.
- Building and Construction: Understanding of materials, methods, and the tools involved in the construction or repair of houses, buildings, etc.

Licenses/certifications/Membership

Certified Pool Operator's License
Membership in National Ski Area Association or similar

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Valid driver's license

Physical Requirements Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Occasionally required.	Twisting: Occasionally required. Bending: Occasionally required. Crawling: Occasionally required. Squatting: Occasionally required. Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Occasionally required.
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Frequently required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Rarely required	
	Work Surface(s)
Reach above shoulder height: Required. Reach at shoulder height: Required. Reach below shoulder height: Required.	Roads, ditches, trenches and other uneven ground. Garage floors, parking areas. Standard office desk and chair. Carpeted and tile floors.
Long hours may be required including substantial overtime hours, especially in winter storm conditions. Push/Pull: Occasionally required	Work is both inside and outside in all weather conditions including snow, rain, ice, mud, dust, Will involve handling special waste or hazardous materials including frequently Chlorine and caustic
Hand Manipulation	During an 8 Hour Day Employee is Required to:
Grasping: Frequently required. Handling: Frequently required. Torqueing: Frequently required Fingering: Frequently required. Controls and Equipment: Heavy equipment, backhoe, trucks, plow sanders, water pumps, meters, controls Copy/scanner, calculator,	**Consecutive Hours** **Total Hours** Sit around 1 up to 2 Stand more than 2 up to 8 Walk more than 2 up to 8

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Waterville Estates Village District
Water and Roads Department Head

Job Summary

The Water and Roads Department Head is responsible for oversight and general maintenance of the water system and District roads within the approved budget. This is an hourly working-supervisor position responsible for safe and wise management.

Supervision

The Water and Roads Department Head reports to the General Manager and supervises employees within the water and road department.

Duties and Job Functions

- Oversee all aspects of the water system including compliance with New Hampshire Environmental Service system requirements, leak detection and repair, replacement of water lines, monitoring chemical treatment, testing, tank levels and pressure, metering, enforcement of the Water Ordinance, etc.
- Responsible for year-round road maintenance including plowing, drainage, paving, gravel roads, construction, etc.
- Responsible for Department of Public Works yard, buildings, material storage, etc.
- Responsible for maintenance of all DPW equipment
- Responsible for preparing the budget, both annual and long-term capital improvements with the General Manager and working within the approved appropriations.
- Supervise all employees within the department including schedule, direction, delegation, evaluation, and discipline.
- Work with Building Department Head on various issues including pools, security and fire alarms, and other projects as needed..
- Submits timely reports to NHDES, General Manager and others of activities.
- Other duties as assigned or needed

Knowledge, Experience and Abilities

- Thorough knowledge of drinking water regulations including water treatment and distribution systems.
- Computer and technical skills associated with operating and maintaining water control systems including a S.C.A.D.A. water system.
- Ability to manage personnel, projects and budgets for water and highway, including development of the budget.
- Understanding NH budgetary regulations, budget development and management of a budget.
- Mechanical and construction abilities for management of projects, equipment and buildings.

Licenses and Certifications

New Hampshire Department of Environmental Services T1D1 water license, i.e. level one transmission and level 1 distribution license.
Valid driver's license

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Waterville Estates Village District

Physical Requirements Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Occasionally required.	Twisting: Occasionally required. Bending: Occasionally required. Crawling: Occasionally required. Squatting: Occasionally required.
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Frequently required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Rarely required	Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Occasionally required.
Reach above shoulder height: Required. Reach at shoulder height: Required. Reach below shoulder height: Required.	**Work Surface(s)** Roads, ditches, trenches and other uneven ground. Garage floors, parking areas. Standard office desk and chair. Carpeted and tile floors.
Long hours may be required including substantial overtime hours, especially in winter storm conditions. Push/Pull: Occasionally required	Work is both inside and outside in all weather conditions including snow, rain, ice, mud, dust, Will involve handling special waste or hazardous materials including frequently Chlorine and caustic
Hand Manipulation	During an 8 Hour Day Employee is Required to:
Grasping: Frequently required. Handling: Frequently required. Torqueing: Frequently required Fingering: Frequently required. Controls and Equipment: Heavy equipment, backhoe, trucks, plow sanders, water pumps, meters, controls Copy/scanner, calculator,	**Consecutive Hours** **Total Hours** Sit around 1 up to 2 Stand more than 2 up to 8 Walk more than 2 up to 8

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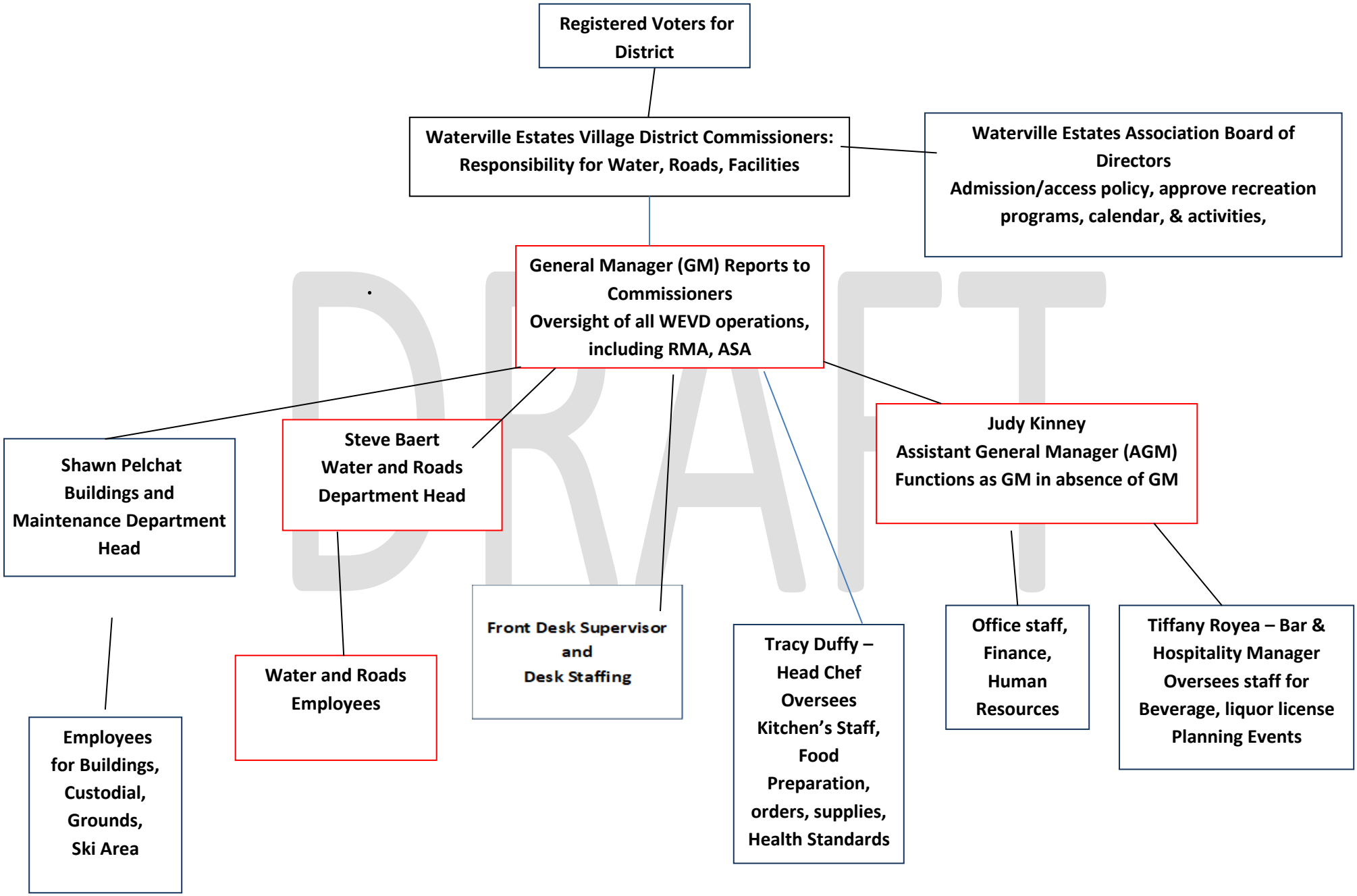

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DRAFT Waterville Estates Village District Organizational Chart June 2022

MP motions for July 6, 2022:

Agenda Item # 5, Adoption of minutes –

a. Proposed Amendments to minutes of June 15, 2022:

1. Page 1, line 4 – insert after 'Ron Beard' the following "Ms. Patti joined the meeting during Consent Calendar items,"
2. Page 1, line 6 – correct to read: "Commissioner Panuczak, acting as Chair for this meeting, called the meeting to order…"
3. Page 1, line 22 – correct typo "done"
4. Page 1, line 23 – insert after 'and' the following "an availability charge to"
5. Page 1 & 2, lines 38 to 43 – delete
6. Page 2, line 65 – after 'Mad River' insert a period followed by the following: "The District is able to use Eminent Domain and the District is not restricted to locating any water lines to the designated trail(s). Also, the District can use easements if the property owners are agreeable;"
7. Page 2, line 76 – after 'Mr. Scruton said' substitute the following language: "we cannot use as much treated water as we used last year to make snow. He wanted to put everyone on notice that the District cannot allow the amount of snowmaking with treated water that we had last winter for this next season;"
8. Page 2, line 78 – correct to read: "Management would like permission to clean up on the piles of debris at the Service Yard now that we have Sanborn & Head using the backhoe and dumpsters to start clearing. The insurance provider, PRIMEX, approved staff working to remove trees etc. provided they take necessary precautions." Continue line 80 with 'We are not aware of any dangerous material.'
9. Page 2, line 81 – after 'issue' insert "including an old diesel tank which still has fuel in it"
10. Page 4, line 128 – correct typos "lift" people "in and out"
11. Page 4, line 135 – correct to read: "quotes on repainting the parking spots at the Community Center to make clear the location of handicapped parking."
12. Page 5, line 185 – correct typo to read "not as a requirement"
13. Page 5, line 198 – insert parenthesis after 'Ordinance'
14. Page 5, line 208 – correct to read: "…a new well because the District can refuse to hood up a property to the water system if there is insufficient pressure (psi)."
15. Page 6, line 213 – insert "hook-up" and delete 'availability'

b. Proposed Amendments to draft minutes of June 25, 2022:
    1. Page 1, line 3 – "Barnes" not 'Barn'
    2. Page 1, line 4 – "Bobbi" not 'Bobby'
    3. Page 1, Line 6 – add "and other unidentified parties"
    4. Page 1, line 16 – delete first sentence
    5. Page 1, line 23 – after 'services' insert ", for fitness center."
    6. Page 1, line 34 – substitute "to ten years" for 'double'
    7. Page 2, line 66 – correct typo "leak"