WEVD COMMISSION MEETING
AGENDA
Tuesday, FEBRUARY 21, 2023, at 10 a.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Minutes
    a. May 12, 2021
    b. July 28, 2021
    c. February 8, 2023
    d. February 17, 2023
6. Treasurer's Report
7. GM's Report
8. Committee / Board Reports:
    a. Planning Board
    b. Budget Advisory Committee
9. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
10. GENERAL CALENDAR ITEMS
    a. CCS Contract
    b. WEA President to address Commission and Community -- CIF spending
    c. Appointment to Water & Roads Committee – Scott Monroe
    d. Appointment to Improving Amenity Profitability Committee – Nancy Seward, Kathleen Roy, and Ralph Wilbur
    e. Addressing issues with critical Water Department components on same generator as Ski Lift; addressing generator for Lodge to protect refrigerated goods
11. Next Meeting: Wednesday, March 8, 2023 @ 6 p.m.
    a. Tuesday, March 14, 2023 @ 6 p.m. 2023 WARRANT ARTICLE HEARING
    b. Tuesday, March 21, 2023 @ 6 p.m. 2023 BUDGET HEARING
    c. Wednesday, March 22, 2023 @ 4 p.m.
    d. ANNUAL MEETING – Saturday, April 15, 2023 @ 9 a.m.
12. Public Comment Period
13. Non-Public Session
14. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.
2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.
    a. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
    b. THE REQUEST MUST CONTAIN THE SUBJECT MATTER 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.

WATERVILLE ESTATES VILLAGE DISTRICT

May 12, 2021 MEETING MINUTES

Attendees: Maureen Patti, John Herlihy, Gerry Panuczak, Corey Smith, Judy Kinney, Ryan Timms, Rob Diefenbach

Guests: Harry Bertino, Jim Murphy, other parties via Zoom

Call to Order: Ms. Patti called the meeting to order at 9:03 AM.

Roll Call: Ms. Patti, aye, Mr. Panuczak, aye, Mr. Herlihy, aye.

Covid Zoom Declaration: Ms. Patti read the declaration authorizing a zoom meeting per the Governor's orders.

Adoption of Agenda: Ms. Patti motioned to adopt the agenda, along with 3 additions to General Calendar Items (9L – additional committee members, 9W – COLA/Pay Increases, 9X – Meredith Village Savings Bank LOC). Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

Treasurer's Report: Mr. Diefenbach's report attached. Mr. Diefenbach mentioned the need to move money in order to pay Water bill. Ms. Patti asked if it is possible to meet with the towns of Campton and Thornton about integrating databases. Mr. Diefenbach stated he would talk with the town administration upon his return from vacation in 2 weeks.

Acceptance of Previous Meeting Minutes: Ms. Patti motioned to accept the May 1, 2021 WEVD Commissioner Meeting Minutes. Mr. Herlihy seconded. Minutes accepted with unanimous roll call vote.

General Manager's Report: Mr. C Smith's report attached. Ms. Patti noted that some supplies for locker room renovations were twice purchased at Handyman Hardware and paid out of the District account. Ms. Kinney stated the staff was tracking the purchases for future reconciliation. Discussion took place about the amounts previously approved for the project. Ms. Patti questioned whether the necessary reconciliation has been taking place. Mr. C Smith stated there is no clear delineation between what should be charged to the district versus what should be charged to WEA/CIF. Mr. Herlihy mentioned that Mr. Mike Hering previously stated the district funding was to be allocated toward labor only. Mr. Panuczak asked if a statement could be produced with a financial running total, detailing what has been spent. Mr. C Smith stated approximately $35k has been spent from WEA, but that true reconciliation can't occur until the project is complete. Discussion turned to the DPW/Service Yard. Mr. C Smith stated he heard back from a 3rd vendor, but they are booked 6-8 weeks out. Ms. Patti asked about selling the OshKosh. Mr. C Smith recommended bundling the 2 OshKosh's for sale, one being for parts, and to do so at the end of summer / beginning of fall time frame. Discussion turned back to the DPW yard and Ms. Patti motioned to approve the St. Germaine bid for $1250 site visit / photo documentation. Mr. Panuczak stated the Commissioner's desire to conduct meetings in a consistent manner with formal RCA. As such, the motion did not move.

-Committee Reports-

Outdoor Courts: Mr. Panuczak asked if reconstituting for proper beach volleyball could be within the scope of the committee, or even the funds. Ms. Patti indicated the court committee would look into beach volleyball.

DRAFT

Snow: Mr. Panuczak stated the committee has met on 3 occasions providing 3 options to the consultants. Next meeting scheduled for 9 A.M. May 19 at the Campton Mountain Ski Area for a walkthrough/discussion.

Planning Board: Mr. Panuczak stated the Mr. Mark Canfield met with MRI's Carol Ogilvie for a site visit. Ms. Ogilvie should be able to help the board compose a survey for the community. The next meeting is Thursday 5/20 at 4 P.M.

Water/Roads: Mr. Herlihy stated the committee met the prior week, but the engineer was unavailable. Mr. Herlihy indicated the potential for grant monies for roads will also be investigated, with a submission period around June 1. Next meeting is May 20.

Website: Mr. Herlihy reported the Website Committee met and discussed the desired structure of the web portal, use of ".org" compared to ".com / .gov", etc. IT contractor James Dorr will be invited to the next meeting, as yet unscheduled.

Homeowner's Association: WEA President Mr. Hering mentioned the proposed CIF increase. Mr. Hering stated staffing and electrical vote would be a challenge. Mr. Hering indicated legal counsel is reviewing the Recreation Management Agreement and Lease. Mr. Hering opined about the indoor hot tub.

Consent Calendar:

a. Ms. Patti moved to approve the posted Manifests. Mr. Panuczak seconded, and it carried by roll call vote unanimously.
b. Ms. Patti moved to accept the Committee Reports. Mr. Panuczak seconded, and it was carried unanimously via roll call vote.
c. Ms. Patti indicated she had reached out to current advisory committee members to determine their desire to maintain their appointments. Ms. Patti motioned that those members that indicated interest be re-appointed to their respective advisory committees. Mr. Herlihy seconded and the motion passed with unanimous roll call vote.

General Calendar:

A. Advisory Committee terms
Ms. Patti motioned the term for Advisory Committee appointment shall be 1 year, with members appointed at the second WEVD Commissioner meeting following the District's Annual Meeting. Mr. Panuczak seconded. Discussion ensued around the LTP Advisory Committee. Ms. Patti indicated she had discussed the need to stagger terms with the Planning Board (1yr, 2yr, and 3yr appointments). Motion was passed by unanimous roll call vote.

B. Chlorine for pools
Ms. Patti commended Mr. C Smith for his attention to the industry shortage of chlorine for pools, ensuring this won't impact us.

C. RCA: NHMA/RTK Training for staff, officers, committee chairs
AGM Ms. Kinney looked into RTK training. Ms. Kinney recommended the 2-hr VOD option ($350) over the traditional "classroom" style training (~$40/ea. X 20+ participants). Mr. C Smith mentioned the VOD option would allow us to tailor the training to our needs. Ms. Patti motioned to approve the VOD option. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

DRAFT

D. Mask Policy

Ms. Patti mentioned the recent CDC guidance updates. Discussion took place regarding mask policies at the facilities, but ultimately determined to be premature. This topic was tabled until the next meeting, May 27.

E. American Rescue Plan

Ms. Patti summarized the current issues in regards to Village District recognition by the US Treasury Dept. Ms. Patti indicated the importance of applying pressure to local, state, and federal entities to get WEVD, amongst other Village District's and groups, on the list for pay distribution. Mr. Panuczak echoed the importance of gaining access to these funds, stating that there seemed to be additional avenues where monies could be available to the district, such as:

- HVAC
- COVID Compliance Officer
- Loss of Revenue (Ski Mountain, Restaurant, Bar)
- Additional Custodial salary
- Improvements to Water Systems
- IT Improvements (Cybersecurity considerations)

Mr. Panuczak indicated the importance of identifying specific ways to calculate lost revenue and compiling a list of qualifying expenses for when the opportunities become available.

F. Locker Room Renovation update

Ms. Patti questioned whether coordinating HVAC work with the LR Renovations would be prudent given the possibility that there could be damage to the renovated areas. Mr. C Smith indicated the HVAC was of secondary concern to the boiler issue. Mr. Jaime Oldmixon stated the duct work is intact and should be sufficient to address without harm to the LR.

G. Upgrade emails to Vault update

Ms. Kinney stated WEA Treasurer Mr. Sean Tool was the lead getting the domain transferred to him/WEA. Ms. Kinney understood that Mr. Tool was preparing a letter to Network Solutions Inc (Mr. James Dorr). Mr. Panuczak asked if the email display format will be addressed with the transition. Ms. Kinney answered in the affirmative.

H. Appoint Ellen Witt to Deputy Clerk

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote.

I. Appoint Ryan Timms, WEVD Clerk, to Records Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote

J. Appoint Ben Redden to Website Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote.

K. Appoint Brian Sylvia to RMA Modification Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote.

L. Appoint Joseph Feiner, Trina Luczkow, Karen Beek to ADA Accessibility Committee

Ms. Patti motioned, Mr. Herlihy seconded, and the motion passed with unanimous roll call vote

M. Re-visit motion for: Removing indoor hot tub, performing engineer recommended repairs, resurface flooring, address staircase issue

Discussion took place regarding $1205 quote from Home Energy Services, Inc. for dumpster rental and disposal of debris. Mr. Panuczak pondered, based on the RMA, if the hot tub would fall under "recreational activities" and therefore be WEA's purview. Ms. Patti stated that any

DRAFT

construction within WEVD facilities would remain under the district purview, regardless. Ms. Patti motioned to approve the bid based on the estimate. Mr. Panuczak seconded and discussion ensued. Mr. Herlihy requested an engineering quote to determine if the designated hot tub area can support a hot tub. Mr. C Smith suggested forming a committee to handle this workload. Mr. Panuczak stated WEA has final authority over recreational activities, suggesting the GM should ask WEA BOD what the membership wants. Mr. C Smith suggested funding an engineering study with CIF. Ms. Patti requested pricing for an opinion letter.

N. Boiler Replacement, Chlorine Gas Monitor

Mr. Herlihy has been in communication with Mr. Oldmixon and Mr. Matt Smith. Mr. Oldmixon stated it was determined that connecting the Chlorine Gas Monitor to the SCADA system would be overkill and cost prohibitive. Mr. Oldmixon reiterated the flexibility the monitor will provide, as it will be able to be moved and utilized and at least 3 identified areas. Mr. Oldmixon further indicated the unit should cost less than $1k plus installation fees. Mr. M Smith spoke in detail about the boiler replacement recommendations.

O. Service Yard

Mr. Panuczak updated the community on discussions that have occurred and quotes that have been acquires to this point. Mr. Panuczak recommended having a written motion prepared for the next meeting to act on this.

P. Motion re: Bids from Committee identified contractors for racquet courts

The Courts Committee has asked for permission to work independently regarding bids from contractors. Mr. Herlihy stated it would be appropriate to do due diligence and have RFPs for this process. Mr. Panuczak stated the quotes should come from qualified court vendors, not "Joe's Paving Company".

Q. Motion re: Procedure for Access to Watercraft & Personal Flotation Devices

Mr. Herlihy suggested a safety procedure for the water craft at the Recreation Center pond that includes: locking of all vessels, and provisioning of a procedure that entitles adults to sign out such vessels by number and time with an adult authorization signed for care and proper and safe operation. Ms. Kinney indicated WEA currently has a policy, but that it is largely ignored by membership. Mr. Herlihy motioned that vessels be outfitted with locks/chains to secure, minimum purchase of 10 new Personal Flotation Devices (PFDs) and a plastic locker for proper storage of PFDs. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

R. Motion re: Removal of caustic / hazardous materials outside of Pump House

Mr. Herlihy stated there are several containers of caustic Sodium Hydroxide (NaOH) outside of the Pump House, possibly leaking, and a danger to people if touched or opened. Mr. Panuczak stated there are at least 7 such containers. Mr. C Smith indicated there are additional NaOH containers inside the pump house. Mr. Herlihy motioned that the containers outside the pump house be removed. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

S. Motion re: Labeling WEVD motor vehicles/equipment

Mr. Herlihy motioned to label WEVD motor vehicles and equipment be affixed with vinyl lettering identifying them. Mr. Panuczak seconded the motion and discussion ensued. Mr. Hering opined that magnetic labeling may be worthwhile. Ms. Patti amended the motion to include language stating "up to $150 per vehicle". Motion passed with unanimous roll call vote

T. Motion re: Clearing/Repairing boiler room drain

DRAFT

Ms. Patti motioned to clear the issue with the boiler room drain. Mr. Panuczak seconded and discussion took place. Mr. C Smith stated it was his impression that the drain issue has to do with the septic. Motion passed with unanimous roll call vote.

U. Motion re: Costs for replacing electric heaters with hydronic units in the Community Center

Ms. Patti motioned for Mr. C Smith, working with citizens Mr. Jaime Oldmixon and Mr. Matt Smith, prepare a plan including costs, a timeline, and projected savings for replacing Community Center electric heaters with hydronic units on or before the July 22, 2021 WEVD Commissioner Meeting. Mr. Panuczak seconded the motion. Mr. C Smith asked for clarification on his responsibilities, and the motion passed with unanimous roll call vote.

V. Motion re: Costs for restoring glycol into heating water OR replacing zone valves with spring return valves and transformers at Community Center

Ms. Patti motioned for Mr. C Smith, working with citizens Mr. Jaime Oldmixon and Mr. Matt Smith, prepare a plan including costs, a timeline, and projected savings for the following solutions to controlling heating system costs at the Community Center on or before the July 22, 2021 WEVD Commissioner Meeting:

1. Restoring glycol in the heating water, OR,
2. Replacing zone valves with spring return valves and transformers, OR,
3. Another, more cost effective way to avoid (whenever possible) frozen pipes and the resulting damage

Mr. Panuczak seconded the motion and the motion passed with unanimous roll call vote.

W. COLA/Pay Raises

Mr. Panuczak stated the COLA increase was approved at the Annual Meeting, retroactive to January 2021. Discussion took place surrounding the current policy/practice for pay increases.

X. Meredith Village Savings Bank LOC

This item was tabled until next meeting, May 27.

Date of next meeting: Ms. Patti indicated that the next meeting will be Thursday May 27, 2021 @ 9 AM.

Recess: 8:47 PM for 5 minutes before Public Comment Session.

Resume: 8:53 PM. Open Public Session.

Public Comment: Mr. Harry Bertino commented. Mr. Jim Murphy on the Hot Tub project.

Non-Public Session: Mr. Panuczak motioned to enter into non-public session. The motion was seconded by Ms. Patti and by roll call they voted to enter a non-public session at/around 9:02 PM.

Return to Public Session: Mr. Herlihy motioned to exit non-public session at 10:17 PM. The motion was seconded by Ms. Patti and it was passed by unanimous roll call vote. Ms. Patti motioned to seal non-public session minutes, due to the fact that it will adversely affect the reputation of any person other than this commission, seconded by Mr. Panuczak and passed unanimously by roll call vote.

Adjourn: Mr. Panuczak moved to adjourn the meeting at 10:20 PM. Ms. Patti seconded, and it was passed by unanimously by roll call vote.

DRAFT

Waterville Estates Village District

July 28, 2021 Commissioners Meeting

Attendees: Maureen Patti, Gerry Panuczak, Ellen Witt, John Scruton, Tyler Payne, Judy Kinney, Harry Bertino, Jim Murphy, Bill Mitchell, Matt Smith, Denise Bujalski, Stan Bujalski plus others via zoom.

Call to Order: Ms. Patti called the meeting to order at 9:01 AM. She pointed out that this is a special meeting.

Roll Call: Ms. Patti, Mr. Panuczak

Approval of Agenda: Ms. Patti motioned to amend the agenda as follows:
Add interim update from acting General Manager
Add Treasurer's Report
Address Maureen Patti's participation on RMA modification committee

The motion was seconded by Mr. Panuczak and it was unanimously voted by roll call to adopt the agenda with amendments.

2019 Financial Report-Tyler Payne, Auditor: Ms. Patti recognized T. Payne and went on to ask the following questions:
-Did you see improvements from 2018 to 2019? T. Payne answered yes, there was significant separation of funds.
-Were staff and management helpful, available and cooperative to you? T. Payne answered yes, considering that management was wearing many hats, they worked with us to get it done.
-Ms. Patti went on to say that lack of written policies procedures is an issue. We hope to have written procedures soon. Will we see any changes in 2020 in the audit? T. Payne stated that we will give the client the benefit of the doubt and take all new procedural improvements into account.
-Is there any evidence of misappropriations or theft? T. Payne answered, no.

Ms. Patti asked about negative impact in an audit of the adverse opinions. A brief discussion regarding the importance of having an actuary report followed. J. Scruton said he was interested in adverse opinions, given the fact that the district doesn't offer health insurance benefits, post employment, would you anticipate any significant impact to bottom line. T. Payne went on to name some actuaries firms and answered that was hard to say, and would depend on the actuary's calculations report. J. Scruton than asked T. Payne to send him a list of recommended actuaries. T. Payne stated that the cost has come down to about $3,000 for initial calculations.

Ms. Patti asked how many instances of stale items were found? Is it something of grave concern? T. Payne said that there were not that many, and that it was a clean up concern, an area where there should be policies and procedures. J. Kinney said that stale items do get turned over to the state. T. Payne said that they consider anything three months or older stale.

DRAFT

Ms. Patti asked if there was any issue with the depreciation we are using? T. Payne answered, no, that straight line is pretty standard. Ms. Patti asked if T. Payne had any issues regarding future capitol reserves or needs? T. Payne answered, no.

Ms. Patti asked about exposed deposits, when deposits exceed the limit of federally insured funds. T. Payne said that it would not happen very often and that there were numerous options available working with the banks. J. Scruton said in his experience, there was always collateralization relationships with institutions and you work with your bank on it. T. Payne said that it doesn't happen very often, that you would exceed the limit, that it might happen in times of high tax collection.

Ms. Patti asked about the restated net position of approximately 53K less following the audit. Can you explain why? T. Payne explained that through audit procedures some capitol assets were identified and they played a depreciation that was not recorded or reported, retroactive being on to the 2018 balances. Ms. Patti asked for further explanation and T. Payne agreed to send files to her.

Mr. Panuczak asked for a summary of adverse opinions in three areas that were noted in the audit; proprietary fund, government activities, and business activities. He went on to ask if T. Payne could summarize what the commissioners need to do, given the lack of a report from an actuary. The process to rectify items is to get a valuation report from actuary, then we can amend. Wording would be modified after that. Mr. Panuczak said that there will be major changes with Water Fund soon and asked how will that effect the audit. T. Payne answered that it probably will not effect our audit. Mr. Panuczak went on to explain that instead of a flat rate we will be moving to a Water Dept. as a separate entity and funds will not be co-mingled with the General Fund. T. Payne said that as long as we understand procedures and communicate, it should not change audit procedures.

J. Scruton asked where does the district need to focus? T. Payne said that the District was in compliance regarding post employment and ok with 34. J. Scruton asked if there were other good management procedures that are not required that could be suggested? T. Payne said those items are, revenue budget and operational efficiency. J. Kinney asked if there was a way to adjust in Quick Books, and that she would like more information on it. T. Payne said that it can be worked on. J. Scruton asked that they have a discussion on reconciliation also. T. Payne said that reconciliations were not timely. J. Scruton asked to go to year end rather than summer and fall and if that too, can be a discussion with J. Kinney. M. Patti asked if there were any other questions, none were raised.

Acting General Manager's Interim Report: J. Scruton reported on the progress of an air lock system for the entry doors. He said that it was difficult getting more than one quote. He did have a quote from Granite State Glass which was $7,700 to do the work, asked if it was worth it to save energy and that needs to be looked at. He went on to say that it would cost approximately $2,500 per auto ADA openers for doors and that two doors at the mechanical level are in poor shape and would be safer with an air lock system on them. He mentioned that Matt Smith has been designated to work on energy issues. J. Kinney asked about the doors at the kitchen area. J. Scruton said we should consult with M. Smith and develop an inventory. Mr. Panuczak said that $7,700 is a lot of money, but it is the main entrance to the Rec. Center that we are talking about and air is leaking continuously. He went on to said that it was an original design feature of the building and it should be put back in. J. Kinney mentioned that when the front desk was moved the configuration was changed along with change of location of the mailboxes.

DRAFT

J. Scruton reported that there was a bill from Sanford Head for $2,000. Clean Harbors has been given the ok to proceed. Also, the RFP on salt and sand is ready to go out for bid.

Quotes on carpets are being worked on. He asked if the total office was to be included. Ms. Patti said that she thought the entire office area should be done and gave J. Scruton the ok to explore costs. J. Scruton said that he was working on getting a quote for next year's budget regarding moving the computer area to open attic space and that he would need engineering input to see if it was feasible. It was pointed out that the alternative was to take over the half of the closet space. J. Scruton said that this was a better solution to save needed closet space and it would be more secure. We need to know how much weight that attic area can support. He said he would work on estimates for the 2022 budget.

Ms. Patti asked if the $7,700 for air lock system includes ADA auto openers? It was pointed out that $3,000 is left over from a Warrant Article for ADA upgrades. J. Scruton said that the quote is approximately $2,500 each, for all doors and that the $3,000 would be a good to use as a start for the front doors. Mr. Panuczak said that Granite State is a reputable firm. A discussion continued about which doors could be candidates for updates. J. Scruton pointed out that according to his research, we are under 1991 code, it allows "34" opening, not "36". I would have Granite State inspect all locations to make sure it is ADA compliant. Ms. Patti pointed out that the doors to the basket ball courts have center posts. J. Scruton agreed that that was a problem, as are others, such as the pool doors. Also discussed was the exit door to the bathroom, which is a big problem because it is too heavy and should be replaced. It was agreed that the doors need to be prioritized but that we should start with the two entrances.

Treasurer's Report: Ms. Patti said that we did not have a report on June 23rd. Mr. Panuczak read the report:

	Current	Previous
Northway Bank	72,039	52,641
Water Dept.	9,973	1,231
Rec. Fund	60,065	54,686
Friends of Campton Mountain	37,483	37,483
Meredith Savings	1,020,600	920,539

Taxes Owed:

	Campton	Thorton
2020	3,746	12,746
2019	16,371	200
2018	26,583	3,442

Ms. Patti asked what effect other events such as a public auction could have on taxes numbers. J. Scruton said that an auction does not effect taxes. Mr. Panuczak stated that the Association has made a deposit into the Rec. Fund and that the run rate is approximately $5,000 per month. With that it looks like we will not need another for two months. J. Scruton said that he would like to take a better look at the monthly run numbers. J. Kinney said that R. Diefenbach was working on an invoice for Sean Tole.

H. Bertino asked about figuring income into the Rec. Fund, how much revenue? Ms. Patti said that we can work to get the break down for the August 4th meeting. M. Smith entered the meeting and was

DRAFT

asked about the $7,700 cost for update on doors to be energy efficient and ADA compliant and his thoughts on rate of return on investment. M. Smith said that the main entrance should be a priority. He said that with municipalities, he thought the IRR of 2-3 % is required to make an investment, 5 years is the number. J. Scruton agreed that 5 years is often used in terms of energy efficiency pay back. M. Smith continued that he would look it up, and that energy recovery has been talked about for the locker room, for example, but does not make sense in the summit lounge. J. Scruton added that he also has a meeting scheduled with an electrician regarding LED lights. Ms. Patti asked to clarified that IRR referred to Internal Rate of Return and that you would want your rate of return to be between 4-5%.

Ms. Patti's proposed change to her membership on RMA Modification Committee: Ms. Patti made a motion to remove her as a voting committee member which would reduce the number of members required for a quorum. She explained that post pandemic, we have to consider the laws governing physical meetings now and this would make it easier to have a quorum. Mr. Panuczak seconded. A discussion followed about ex-officio members and their voting positions. J. Scruton pointed out that it is up to the Chair of an advisory committee to decide regarding ex-officio members voting. With that, Ms. Patti withdrew her motion.

H. Bertino asked about non-officio discussing in a meeting, but not voting or being counted on in a quorum.

June 4, 2021 WEVD Clerk Proposed Procedures (See Attached): Motions to amend the *Procedures For Transmission and Retention By Management of WEVD Commissioner Meeting Minutes* were made by Ms. Patti and seconded by Mr. Panuczak are as follows:

Section:

No. 1. Change-"designated volunteer" to "designee"
No. 2. Change-" meeting, date & time" to meeting and time
No. 5: Unbold type
No. 7: Change- "WEVD Clerk or Deputy Clerk" to WEVD Clerk, Deputy Clerk, or designee

Ms. Patti made a motion to approve the *Procedures For Transmission and Retention By Management of WEVD Commissioner Meeting Minutes* with amendments, it was seconded by Mr. Panuczak and it passed unanimously by roll call vote.

June 9, 2021 WEVD Records Committee Proposed Procedures (See Attached) : Motions to amend the *Proposed Procedures Recommended by the Records Committee* on June 9, 2021 were made by Ms. Patti and seconded by Mr. Panuczak were as follows:

No. 1: Change-"record meeting without WEVD Management/meeting administrator permission" to "the public sessions of any WEVD public body meetings"
No. 2: Delete- entire reference to the catalog of recordings in parenthesis
No. 3: Change- "completion" to "approval". Delete- "with notice or without notice with ___ business days. Delete- "still need destruction/deletion procedure" in parenthesis.
No. 4: (To be approved on Aug. 4) Delete- " To have", Capitalize- "The", Add- committee "shall",
No. 4: Insert- "5" business days in two instances of blanks.

DRAFT

Ms. Patti made a motion to approve the *Proposed Procedures Recommended by the Records Committee* with amendments, it was seconded by Mr. Panuczak and passed unanimously by roll call vote.

WEVD Proposed Governing Body Procedures (See Attached): Motions to amend the *Proposed Governing Body Procedures* made by Ms. Patti and seconded by Mr. Panuczak were as follows:

Section 2: General Provisions

A. Responsibilities of Members:

No. 6: Change- "The Chair shall" to "The Chair or his/her designee shall"
No 8: Add- "who would then take office following the current meeting"
No 10: Delete- "ideally". Begin sentence with "Each"

B. Meetings:

b: Change- "48" to "24" hours. Delete "only 24 hours is required. The WEVD meeting policy sets the notice to 48 hours"

C. Transparency in Expenditures:

Delete-paragraphs a., b. and c.
Changep-aragraph d. to a.

Ms. Patti expressed concern regarding tracking line items, moving funds for line items. She suggested to introduce this in discussion with J. Scruton who is of the opinion that we are not mature enough to sustain this. J. Scruton said that in practice, a major capitol expenditure items; such as doors/windows, should be a record in the minutes. Administration should, however, make commissioners aware of smaller over spending, its a matter of budget management. For example, cat walks towers, is an example of an item that should be in the meeting minutes, this also goes to financial procedures. J. Murphy asked if this was raised at a prior meeting by our accountant? Ms. Patti said that in our audit meeting in January, we had a conversation on this issue and auditor recommended in 2018 budget, not sure about 2019. He recommended an expenditure based budget. J. Kinney added that we have changed auditors over the years, one company took Association assets and put them into District. It created problems that we are still working on today.

D. Advisory Committees:

Section d.- Unbold type
Section i.- Add "committee". Delete comma, add "and", delete "& time".
Section iv.- Unbold type
Section vii.- (To be approved on Aug. 4th) Delete "by the"

Ms. Patti made a motion to approve the *Proposed Governing Body Procedures* with amendments, it was seconded by Mr. Panuczak and passed unanimously by roll call vote.

Ms. Patti asked if there were any additional questions. B. Mitchell asked about the status of the indoor jacuzzi and if it had been authorized to be put back in its original location. Ms. Patti said that it cannot be put back unless it can be ADA accessible. Consideration is being given to putting it on the upper deck to be ADA compliant. This will be determined by engineers and extent of necessary construction work. B. Mitchell asked about the HVAC and how it is being addressed. Ms. Patti said that we are looking at the whole building and that M. Smith, who has been appointed as Energy Czar, is working

DRAFT

on it. B. Mitchell went on to say that all we hear is about problems not solutions. Ms. Patti pointed out that this a special meeting, not a general meeting. The issues have been addressed at Commission meetings and will continue to be. J. Scruton added that a critical problem was the boiler situation and those are being replaced this week. J. Murphy pointed out that the table tops at the lodge, which he worked on, are in need of maintenance.

Ms. Patti asked if there were any other questions or comments.

Next Meeting: August 4, 2021

Convening of Non-Public Session: Ms. Patti motioned to enter non-public session at 11:07 AM, pursuant to RSA 91 A:3, II(a) &(b). Mr. Panuczak seconded and the motion passed unanimously by roll call vote.

H. Bertino asked to address an issue from an earlier meeting per 91-A:3, II (c).

A motion to exit Non-Public meeting was made by Mr. Panuczak and seconded by Ms. Patti. It was passed unanimously by roll call vote.

In public session, it was announced that we were going into Non-Public session per 91-A:3 II (c) at 11:10 AM. Ms. Patti stated all reasons for actions.

Motion was made to enter Non-Public session was made by Mr. Panuczak, seconded by Ms. Patti and passed unanimously by roll call vote.

Non-Public Session entered into at 11:11 AM pursuant to RSA 91 A:3, II(a) &(b). H. Bertino and J. Murphy, J. Kinney were in attendance until 11:30 AM. J. Scruton stayed through whole meeting.

Public Session Reconvened at 11:44 AM. A Motion to seal non-public session minutes, due to the fact that it will adversely affect the reputation of any person other than this commission, was made by Mr. Panuczak, seconded by Ms. Patti and passed unanimously by roll call vote.

Mr. Panuczak made a motion to gather incident report from WEVD employee and concerned citizen regarding an event in the Community Center lobby. It passed unanimously by roll call vote.

Adjournment: Ms. Patti motioned to adjourn the meeting, Ms. Patti seconded, and the Motion passed unanimously by roll call vote at 11:45 AM.

DRAFT

DRAFT

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

www.waterville-estatesnh.gov

Waterville Estates Village District

February 8, 2023 Commissioners Meeting DRAFT Minutes

Attendees: Commissioners Maureen Patti and Gerry Panuczak. General Manager Ron Beard, Assistant General Manager Judy Kinney, Water Department Administrator Allison Smith, and Harry Bertino.

Attendees via Zoom: Keith Barns, William Mitchell, Tanya Moses, Katie Lavelle, Beth Ellinwood, Lin, Nancy Stuart, and other unidentified call-in users.

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

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

Roll Call of Commissioners: Ms. Patti, Mr. Panuczak, and Mr. Spinney were present in person.

Approval of the Agenda:
Ms. Patti requested to add item *10.D Proposal from Certified Computer Solutions Inc*. and take the Agenda out of order by beginning with that item as well. *Ms. Patti made a motion to add item 10.D Proposal from Certified Computer Solutions Inc. and take the Agenda out of order by beginning with that item. Mr. Spinney duly seconded and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.*

GENERAL CALENDAR ITEMS

d. Proposal from Certified Computer Solutions Inc.

Mr. Beard said provided a brief background of the issue which was related to computer and IT related problems that the District has been dealing with and that he noticed when he started working for it. He reached out the Certified Computer Solutions Inc., which he worked with in his previous role and asked if they would take the District on as another client for IT services. He said that the proposal submitted by Certified Computer Solutions Inc. is in the packet and that Katie Lavelle who is the representative of the company is attending via Zoom. Ms. Patti invited Ms. Lavelle to speak about the proposal.

Ms. Lavelle spoke about the company which has been in business for over 30 years and said that about 85 percent of the clients they serve are municipalities and quite a few are in the same area as the District. She then spoke about vulnerabilities and inconsistencies that she found with the District network and the contract options that are offered through the company. One option is the standard that includes the regular monitoring, maintenance and upgrades, whereas the second option allows for replacement of workstations every five years and seems to be preferred by many

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

www.waterville-estatesnh.gov

municipal clients. Ms. Lavelle also said that there is an option offered to include cybersecurity package which is recommended by Homeland Security and Primex. She said that one suggestion she made is to get fiber internet to improve speeds especially in the summertime when the community members are using the pool and the District seems to have an issue with internet.
Ms. Lavelle then answered a number of technical questions from the Commission explaining what multiple internet access points means and how to fix that, and whether there will be a need for more funds, besides what is already listed in the proposal, to accomplish that. She said that it will all depend on the site survey and whether the existing equipment can handle the improvements or not, and if the latter is the case, she will be able to tell the Commission what the associated costs will be after she figures it out.
Ms. Kinney said that the ski lodge also experienced issues with bandwidth to a point where public access had to be shut off and there had to be a separate private access added to allow for the District operations like running the payment system.
Ms. Lavelle said that it is always a good practice to keep the public access separate from the private District network.
Ms. Kinney spoke about the proposed total care and cybersecurity package and how it will be beneficial to the District operations not only making the network more reliable, consistent, safe but also saving a lot of staff time which is currently spent on trying to deal with various systems issues by staff themselves.
Ms. Kinney and Mr. Beard then identified the budget line items that would cover IT services, and Ms. Patti brought up the actual amounts spent under these line items to try to figure out whether there will be savings in outsourcing the IT services. Ms. Patti asked Ms. Lavelle where she got the numbers that she provided in the quote and Ms. Lavelle said that it was based on the information provided by Mr. Beard on what is there currently and what is needed to be acquired (3 laptops).
Commissioners asked Ms. Lavelle some clarifying questions about the number of workstations shown in the contract, the replacement schedule, the rationale for replacing workstations every five years, the ownership of workstations/laptops under the agreement, etc. Ms. Lavelle explained that five years is the industry standard having to do with hardware issues and technology advances. She also said that under the contract the equipment will be amortized over the five years (hence a five year contract) and technically the assets will be leased by the District and paid off withing five years.
Mr. Panuczak summed up the cost of the Total Care proposal ($22,056 per year) with the Cybersecurity Package ($4,450 per year), which came up to the total of $26,506 per year and compared it to the last year spending of $27,401 by the District on computer related expenses, which excludes equipment purchases made last year. Mr. Beard and Ms. Kinney specified that with the server room expansion equipment the total spent would be around $74,000 in 2022.

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

www.waterville-estatesnh.gov

A question arose about whether the Ski Lodge equipment was included in the quoted equipment to be serviced and Ms. Lavelle said that she did not believe that the Lodge tablets are included but she would need to double check.
Mr. Panuczak asked Ms. Lavelle if there were any significant cybersecurity incidents in her experience and how much they cost and she responded that one major recent one took several weeks to clean up and cost about $11,000 which was covered by Primex as they provide cybersecurity insurance. Mr. Beard added that Primex would cover it only if the municipality is doing its due diligence protection wise.
Ms. Patti asked Ms. Lavelle about the password management and G-suite backup features mentioned in the proposal. Ms. Lavelle explained how that feature works and why storing passwords in a secure virtual vault is a much safer option along with replacing them properly. As for G-suite backup feature, Ms. Lavelle said that it is a pretty inexpensive per user monthly fee that helps protect all the information stored in the Cloud.
Members tried to estimate how many users there are so that they could have an idea of what these two features will add to what has already been quoted.
There were additional questions to Ms. Lavelle about administrative tasks associated with using G-suite, submitting tickets to the company and how that would work and the response time.
Commissioners thanked Ms. Lavelle for answering their questions and went into a discussion on how to proceed.

Mr. Panuczak made a motion to proceed pursuing CCS Inc. for the District's computer services and go to the contract phase seeking a contract which will delineate a more definitive cost structure based on the total number of workstations provided by the District. Mr. Spinney duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Spinney – aye.

Approval of Minutes

a. January 25, 2023

Ms. Patti made a motion to adopt the 01/25/2023 meeting minutes according to the list of 26 changes she prepared and that were in the meeting handout as the official minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to make the amended 01/25/2023 meeting minutes the official minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

DRAFT

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

www.waterville-estatesnh.gov

Treasurer's Report.

Ms. Patti noted that the Treasurer's Report dated 02/08/2023 was in the meeting handout. Mr. Panuczak asked whether the Rec Fund amount was just a cumulative total at this point clarifying that he meant that the year-end adjustment given the new RMA has not been made yet. Ms. Kinney answered in the affirmative

Mr. Panuczak made a motion to accept the Treasurer's Report of 02/08/2023. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

General Manager's Report

Mr. Beard spoke about the following:

1. The Community Center did well in the cold weather snap earlier this month. Mr. Beard said that adjusting the heating system for it to work more consistently by balancing the heat zones worked well and resulting in a more efficient operation of the four boilers and the building be heating better throughout. He noted that only two pipes froze but nothing was broken.
4. Mr. Beard performed a test to see the effect of heating the indoor oval pool on the four boilers and he was amazed to see the impact it had on all four boilers. There was discussion on the demand that heating pools puts on the boilers as well as the associated costs and a possibility of supplementing it with solar heat for the pools.
2. Mr. Pelchat and Mr. Oldmixon did lift evacuation training on 02/05/2023. While the training was in progress, Mr. Beard was able to move the snow from the parking lot at the mountain to the bottom of the bunny hill, which Mr. Oldmixon later used to dress up the rope line of part of the slope so that it could open this weekend. Mr. Beard said that he would also like to test the snowmaking machine and its effect on the water system this Saturday as this seems to be the only cold window available so far and Mr. Spinney added that Saturday is the highest water usage time as well so that would be a good time to see how snowmaking may affect the water system.
3. The water system did not have any issues during the cold snap.

Ms. Patti made a motion to accept and adopt the GM Report. Mr. Spinney seconded the motion. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

DRAFT

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

www.waterville-estatesnh.gov

Committee / Board Reports

a. Planning Board & b. Water & Roads
Mr. Panuczak said that the Planning Board is meeting on 02/09/2023 at 4 PM and Water & Roads Committee is meeting on 02/16/2023 at 9 AM.

c. Outdoor Courts
Mr. Spinney said that Outdoor Courts Committee will start meeting in March.

d. ADA Accessibility
Ms. Patti said that the Committee has not met recently but noted that all the outstanding work of the committee in 2022 and all the plans for 2023 will be listed in the Annual Report.

e. Budget Advisory Committee
Mr. Spinney provided an update for the BAC and the progress they are making in working out the budget to present to the Commission. He went over some line items that had been cut to make the budget more realistic and noted that even though the District does need to catch up in deferred maintenance, it is probably not the year to do so, given the economy and increasing costs for many things.
Ms. Patti noted that the current discussion overlaps with the item 10.c of the Agenda and asked Mr. Spinney and Mr. Beard if they would like to make this current version of the budget (#60) as an official amendment to this meeting packet and minutes. Both gentlemen agreed.
Ms. Patti made a motion to make the four documents under the Proposed Budget Version 60 as an official attachment to this meeting minutes. Mr. Spinney seconded the motion. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

f. Records
Ms. Patti said that there have been no meetings of the Records Committee as they are waiting on creating the naming convention for record keeping for the District and the project for scanning the large plat files is still in the works.

CONSENT CALENDAR

a. Manifests
Ms. Patti made a motion to approve the manifests. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

DRAFT

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

www.waterville-estatesnh.gov

GENERAL CALENDAR ITEMS

a. 2022 Water Department Surplus = $126,048 for water system only, how to apply? & c. Discussion re: BAC working budget shortfalls

Ms. Patti noted that the Commission received from Allison Smith, the Water Department Administrator, a three-page breakdown regarding the rates as it would relate to Proposed Budget Version 60. Ms. Patti then asked Ms. Smith to recount how the District ended up with a surplus of a $126 000. Ms. Patti also added that the money in the Water Department account can only be used for Water Department expenditures, so when there is a surplus, it is not lost at the end of the fiscal year and can be used at a future date.

Ms. Smith then provided an explanation and a recap of what the $126,000 surplus in the Water Department could be attributed to. Ms. Smith also went over the issues with the billing system and water rate calculations that she had been uncovering and trying to straighten out since she started working in the Water Department that may have also contributed to the surplus. Ms. Smith said that the surplus is probably closer to $118,000 as her calculations did not include November billing.

Discussion ensued about the previous Commission meeting where the members discussed the possibility of applying the surplus to purchase water meters for the community and whether this was an option, given the District's application for water system grants/forgivable loans through the Drinking Water State Revolving Fund which was for the whole system. It was noted that the system is in constant need of repairs (as leaks keep coming up) and having a reserve on hand would be very helpful especially if the grant application is unsuccessful.

Mr. Panuczak said that according to his math there is about $90,000 that are available for the Water Department (given the $34,000 dollar reduction of the Water Budget according to the Proposed Budget version 60 and the $124,000 surplus). He added that sitting on this money is not how municipal finances work and that it should either be spent down or there should be projects earmarked for this amount.

Ms. Smith then went over the billing and how it will affect the future collection and water rate calculations and said that $24,000 from the surplus could be applied to offset the water rate structure if the Commission decides to go that route.

Mr. Panuczak noted that in this case the surplus is only $66,000 which is roughly 10 percent of the budget and is rather reasonable number.

Mr. Spinney spoke about ways to finance the water system operations and big projects, with the latter needing to be spread out and paid over several years to ease the burden on the system users.

Ms. Patti made a motion that in the event the budget that the commission presents is adopted there will be the total to be collected of $529,957.44 and that the Commission will dedicate the amount of $ 24,000 from the Water Department 2022 surplus to offset the Water Department budget. Mr.

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

www.waterville-estatesnh.gov

Panuczak seconded the motion. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.
Ms. Patti also clarified that the amount of the surplus is actually a little over $118,000 as opposed to the $126,048 shown on the agenda since some of that show amount is actually already dedicated to things like meters and other expenses.

b. Appointment to the Planning Board and Water & Roads advisory committee.

Ms. Patti provided a brief background of the legal requirement to have a quorum physically present in the room for any public body to allow any other members to participate remotely and that remote participation has to be justified by a reason that makes participating in person reasonably practical. Mr. Panuczak brough up the example of the Profitability Committee where there are three members who live locally and two who are remote, which makes meetings possible as three is a quorum. He then said that there were more people interested in becoming members after a call for volunteers by a WEA Board members, however they are all remote only. Adding them to the roster will tip the balance and the quorum requirement will not be met, thus making any future meeting impossible. Ms. Patti said that given those constraints, she thought that the committee chairs should be given some time to figure out the attending situation of those who expressed interest and whether this will affect the quorum requirements for their respective boards; therefore, she suggested to defer any new appointments until after this is done. Mr. Spinney added that if people are interested in certain committees they should participate and get informed about what that committee does even if they are not members yet.
Nancy Stuart on Zoom asked a question about non-residents being able to participate too. Ms. Patti said that in her conversation with Ms. Stuart she forgot to mention the quorum requirement to be present physically.
Ms. Patti then repeated her suggestion to defer this discussion to the meeting on 02/21 giving the committee chairs time to work through their respective committee numbers and quorum requirements to figure out what they can allow for committee membership number.
Ms. Patti made a motion to make the CCS Inc. Proposal as an official attachment to this meeting minutes. Mr. Spinney seconded the motion. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Public comment period

There were no public members willing to address the Commission, no phone calls, emails, or anyone on Zoom and the public comment period was closed.

DRAFT

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

www.waterville-estatesnh.gov

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Mr. Panuczak duly seconded and the motion passed at 7:42 PM by a carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Non-public session was entered at 7:50 PM, Commissioners Patti, Panuczak, and Spinney were present in person as well as the GM Ron Beard, AGM Judy Kinney.

Resumption of Public Session

Mr. Spinney motioned to exit non-public session at 8:16 PM, Ms. Patti duly seconded and the motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Public session was entered at 8:16 PM. Commissioners Patti, Panuczak, and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Mr. Spinney, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner and render proposed action ineffective. The motion passed with a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

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

Meeting adjourned at 8:18 PM.

Prepared by Alvina Snegach

DRAFT

2023 PROPOSED BUDGET FOR THE WATERVILLE ESTATES WATER DEPARTMENT

Water Department Budget Expense Account	Annual 2022 Year Budget	2022 Actuals as of 12/30/2022	Variance to annual budget	Per 2023 Budget
WATER DEPARTMENT INCOME				
3914W. Water Rate	449,581	589,260	247,432	529,957
3503.1. Interest	1	19	13	12
3301. Credit Card Processing Fee	321	0	-321	0
3401. Finance Charges	438	7,868	6,599	500
Grant procedes	50,000	0	-50,000	0
3503 Misc Income		1,020		0
3503.2 Disconnect		9,925		4,000
Conection Fees				6,000
3401.1. Contribution from General Fund			0	
3409 Meter Income	20,000	7,272	-12,728	40,000
Gross Income	***520,341***	***615,364***	***95,023***	***580,469***
WATER DEPARTMENT EXPENSES				
Debt Service				
4711 Backhoe Principle	20,000	20,000	0	0
4721 Bond Interest	1,500	1,500	0	0
Sub-Total Debt Service	***21,500***	***21,500***	***0***	**0**
4300 · WATER DIST & TREATMENT				
4331.1 Wages	43,680	20,988	-26,790	87,260
4331.2 Payroll Taxes	3,778	3,508	-585	6,821
4331.3 Retirement	6,141	2,530	-4,188	12,038
4331.33 Health Insurance		0	0	19,418
4331.34 Dental Insurance		0	0	790
4332.1 · System Repair,Materials,Supply	61,800	150,307	39,340	110,000
4332.11. Generator Maint.	5,781	13,360	-5,308	9,000
4332.12 · Licenses/Fees/Education	18,000	3,818	-14,515	10,000
4332.13 . Finance Charges	773	7,406	5,145	1,000
4332.14. Office Supplies	1,030	3,795	1,923	9,500
4332.15. Postage	1,000	1,053	-322	1,000
4332.16 Legal Expenses	10,000	1,161	-10,000	5,000

2023 PROPOSED BUDGET FOR THE WATERVILLE ESTATES WATER DEPARTMENT

4332.17 Consultant	10,000	13,537	3,537	10,300
4332.18 Misc Expense		466	0	500
4332.19 Tools			0	2,000
4332.2 · Water Testing - DES	2,726	7,495	-1,752	8,000
4332.3 · Leak Repairs	18,497	12,145	-8,572	15,000
4332.4 · Engineering	51,500	14,561	-36,939	30,000
4332.5 · Equip Rental	1,198	194	-1,024	1,500
4332.6 · Telemetry	9,249	3,639	-5,960	7,000
4332.7 · Misc Projects	1,000	1,570	570	1,030
4332.8 · Subscriptions/ Dues	3,399	1,311	-2,699	9,500
4332.9 · Water System Electricity	76,327	97,919	78	110,000
4335.1 · Water Treatment Chemicals	4,120	5,651	1,531	13,000
Sub-Total 4300 · Water Distro & Treatment	**329,999**	**366,414**	-36,415	**479,657**
Total Water Department Expenses	***351,499***	***387,914***	-36,415	***479,657***
GROWTH & NEW			0	
Water Elements			0	
4909.1 Water Line Upgrade	54,200	25,200	-54,200	0
4909.2 New Wells	0		0	0
4909 Strategic planning	50,000	2,145	-50,000	
4909.10 Reservor Building Repairs	6,000	1,401	-4,599	
4909.11 Pegwood Building Repairs	1,200	0	1,200	1,200
4909.12 Pump House Station Painting	2,500	308	-2,192	2,500
4909.15 Ski Bowl Repairs	4,500	178	-4,322	
4909.8 Sunside Building Repairs	3,000	382	-2,618	
Backup Power - Liberty Lane Pump House				0
Sunset Tank Expantion				0
4909.16 Water Billing Software				15,000
Sub-Total Water Elements	**121,400**	**29,615**	91,786	**18,700**
Total Growth & New	**121,400**	**29,615**	91,786	18,700
CAPITAL PRESERVATION			0	
4909.13. Pump Phase Replacement	19,555	0	-19,555	20,000
4909.14 Water Metering Upgrades	40,000	28,400	-25,800	10,000
Water Computer Software Update			0	
4909.3 Equipment - Backhoe	21,500	21,428	-72	move to op budget
Domestic Water & Sub Surface Utilities			0	25,000
Total Capital Preservation	**81,055**	**49,828**	**-45,427**	**55,000**
Total Expenses	***553,954***	***467,356***	86,598	***553,357***
Net Income	**-33,613**	**148,008**	**8,426**	**27,113**

2023 Proposed Budget

WEVD District Budget Expense Account	Annual 2022 Year Budget	2022 Actuals as of 12/30/2022	Variance to annual budget	Per 2023 Budget	
WE VILLAGE DISTRICT INCOME					
CAMPTON TAXES					
1105.6 Prior Campton Taxes	563,373	568,410	5,037	**708,397**	
1105.7 Current Yr Taxes	540,723	521,228	-19,495	**525,000**	
3190.1 Campton Interest	9,000	5,454	-3,546	6,000	
Total Campton Taxes	**1,113,096**	**1,095,092**	**-18,004**	**1,239,397**	
THORNTON TAXES					
1106.5 Prior Thornton Taxes	208,001	218,246	10,245	**184,229**	
1106.7 Current Yr Thornton Taxes	205,271	205,980	709	**206,000**	
3190.2 Thornton Interest	1,500	1,353	-147	1,500	
Total Thornton Taxes	**414,772**	**425,579**	**10,807**	**391,729**	
MISCELLANEOUSE REVENUES					
3502.1 Northway Interest	178	16	-162	**15**	
3502.2 MVSB Interest	1,150	1,292	142	**1,000**	
3503 Miscellaneous Income	200	172,580	172,380	**200**	
3502.4 CIF Contributions		198,600		100	Need a wag
3503.3 Admin Serivces Agreement WEA (ASA)	116,680	66,720	-49,960	1	
3503.4 Maintenance & Rec Services from Rec (RMA)	364,744	375,443	10,699		
From WEA to pay Recreation expenses per RMA				400,000	
Total of all Income	***2,010,820***	***2,335,321***	***125,901***	***2,032,442***	
GENERAL GOVERNMENT					
Debt Service Expense					
4711 Court Loan Princible	40,000	40,000	0	40,000	
4721 Court Loan Interest	5,980	3,342	-2,638	5,980	
Backhoe Perinciple				19,615	
Backhoe Interest				1,813	
Total Debt Services	***45,980***	***43,342***	**-2,638**	**67,408**	
Employee Wages					
4130.2 - WEVD Manager	90,000	46,304	-43,696	86,625	
4130.3 - Assistant GM	77,000	85,517	8,517	80,880	
4130.6 - Municipal Assistant	42,500	46,123	3,623	54,809	
4130.7 - Admin Assistant	71,680	49,081	-22,599	15,190	
less Judy & Corey Paid from Rec					
Sub-Total Employee Wages	*281,180*	227,024	-54,156	237,504	

Employee Benefits				
4130.4 · Retirement Contribution	35,982	46,904	10,922	33,168
4130.5 · Other Reimbursement		129		
4155.1 · Social Security	14,093	22,339	8,246	14,870
4155.2 · Medicare	0	4,483	4,483	3,478
4155.3 · NH Unemployment	1,103	736	-367	317
4196.1 · Employee Benefits - Other deductable reimb	0			
4196.2 · Health Insurance	34,019	36,946	2,927	55,665
3230 · Fed Unemployment Ins				
4196.3 · Workers Comp Ins	23,004	32,512	9,508	33,000
4196.4 · Dental Ins	2,115	2,828	713	1,991
4199.12 · Travel Reimbursement	800	275	-525	824
4196.5 · Bonuses	11,000	11,977	977	12,000
4196.6 PR Taxes	842	928	86	1,000
4199.07 FSA Fee				117
Sub-Total Employee Benefits	*122,958*	*160,059*	37,101	156,429
Sub-Total Employee Wages & Benefits	*404,138*	387,083	-17,055	393,933
Other General Government				
4150.1 · Accounting/Taxes/Audit	16,475	15,500	-975	20,000
4153.1 · Legal	122,800	48,072	-74,728	50,000
4153.2. Document Retention	3,263	1,864	-1,399	3,361
4196.7 · Insurances	28,505	21,410	-7,095	23,000
4197.1 · Advertisements	1,000	8,400	7,400	5,000
4199.10 . Licenses/Fees/Education	27,399	62,996	35,597	24,222
Education				6,000
4199.11 · Cellular Phones	1,500	1,669	169	2,340
4199.13 Miscellaneous	10,758	167,448	156,690	5,000
4199.2 · Commissioners Stipend & Expense	6,000	7,027	1,027	6,180
3415.1 Internship				
3415.2 Payroll				
4199.3 · Telephones	1,677	723	-954	2,627
4199.4 . Radios/Repeater				
4199.5 Computer Services	20,000	13,201	-6,799	15,000
4199.19 Contracted / Consulting Services		79,200		11,000
4199.6 · Postage	786	1,175	389	2,000
4199.7. Uniforms	1,500	3,218	1,718	1,545
4199.8 · Bank/Finance Charge	318	754	436	900
4199.9 · Payroll Expenses	1,617	749	-868	1,666
4311.1. Office Supplies	4,738	5,356	618	4,880

4311.2. Taxes/Charges	8,000	6,253	-1,747	8,240
4199.17 Annual Meeting cost	12,000	5,656	-6,344	7,000
4199.18 Website Maintenace	3,000	8,320	5,320	3,308
Sub-Total Other General Government	271,336	458,992	187,656	203,269
Total General Government	**675,474**	**846,075**	170,601	**664,610**
Public Safety				
4220.1· Alarm, Fire & Water	4,793	6,333	1,540	4,937
4220.2 · Safety Supplies				
4220.3 · Fire & Security	8,386	10,295	1,909	8,638
Total · Public Safety	13,179	16,628	3,449	**13,574**
HIGHWAYS & STREETS				
4312.01 · Roads Wages	81,148	60,164	-20,984	73,430
4312.02 · Seasonal Plowing Wages	9,509	13,973	4,464	15,042
4312.03. Contractor Plowing	20,000	17,449	-2,551	100
4312.04. Payroll Taxes	7,953	5,020	-2,933	6,932
4312.05. Health Insurance	28,059	16,654	-11,405	19,418
4312.06. Dental Insurance	1,763	942	-821	790
4312.07. Retirement	12,746	7,906	-4,840	13,347
4312.08.Travel expense	500	482	-18	515
4312.09. Mechanic Wages	9,000	23	-8,977	0
4312.10 Calcium/Magnesium Chloride	3,468	0	-3,468	3,000
4312.11 Cold Patch	3,000	589	-2,411	4,000
4312.12 · Roadside Mowing/Sweeping	8,800	8,027	-774	10,000
4312.13 · Culvert Expense	3,000	125	-2,875	3,000
4312.14 · Road Sand & Salt	20,000	16,777	-3,223	20,000
4312.15 · Equipment Rental	5,000	932	-4,068	2,000
4312.16 · Equipment Repair	3,000	5,952	2,952	5,000
4312 · Special Paving				
4312.17 · Misc. Projects	10,000	7,739	-2,261	8,000
4312.18 · Diesel Fuel	12,000	15,067	3,067	15,000
4312.19 · Plow Gears & Sanders	6,000	3,799	-2,201	3,000
4312.20. Oil & Filters	600	3,342	2,742	3,000
4312.21 · Maintenance & Tune-ups	1,043	4,094	3,051	3,000
4312.22 · Osh Kosh Repairs				
4312.23 · Truck Repairs	7,000	12,602	5,602	7,000
4312.24 · Back Hoe Repair	0	2,678	2,678	5,000
4312.25 · Body Maintenance	2,000	0	-2,000	2,000
4312.26 · Tires	4,046	1,003	-3,043	3,000
4312.27· Shop supplies	3,130	5,302	2,172	3,000

4312.28 · Small Tools/Equipment	3,130	5,705	2,575	2,224	
4312.29 · Large Equipment/Tools	1,618	1,651	33	2,000	
4312.30 · Grader Repairs	1,043	33	-1,010	500	
4312.31 · Shop Electricity	3,594	1,924	-1,671	3,000	
4312.32· Shop Heat	9,200	8,829	-371	11,000	
4312.34. Contracted Grader Services	5,150	5,150	0	10,000	
4312.9 · Misc Material & Supplies	20,367	33,527	13,160	4,000	
4319.1 Consulting	61,502	3,323	-58,179	10,000	
4319.2 cell phone	750	610	-140	1,728	
4199.20 Internet/TV/Phone				1,692	
4520.15 Employee Education	1,000	738	-262	1,000	
Total Streets & Highways	**370,119**	**272,132**	**-97,987**	**275,717**	
Water Distribution & Treatment					
4914 · Water Dist & Treatment					
4914W. Contribution to Water Dept					
Total 4914 · Water Distribution & Treatment					
4520 · Culture & Recreation					
4520.01 · Building Wages	138,999	160,510	21,511	159,644	
4520.02 · Payroll Taxes	19,717	18,499	-1,218	21,141	
4520.03. Health Insurance	50,611	54,868	4,257	72,494	
4520.04. Dental Insurance	3,173	2,653	-520	3,002	
4520.05. Retirement	30,244	21,697	-8,547	33,838	
4520.03 · Health Ins.	0				
4520.04· Dental Ins	0				
4520.05 · Retirement	0				
4520.06. Travel	250	173	-77	258	
4520.07 · Custodian Wages rec center	81,252	78,008	-3,244	90,549	Done
4520.08. Grounds Wages	2,949	42	-2,907	2,340	
4521 Ski Lift Maintenace Wages	10,590	9,857	-733	13,350	
4520.02. Payroll Taxes	0				
9206.32. Payroll Taxes					
4520.06 · Travel Reimbursements	0				
4520.10 Building Equipment Repairs	50,000	18,923	-31,077	0	
4520.11. Cell Phone	900	1,518	618	1,350	
4520.11. Cell Phone	0				
4520.12. ski area insurance					
4520.13. SnowCat Maintenance				10,000	
4520.14 · Building Infrastructure	50,000	39,303	-10,697	40,000	
4520.15. Employee Education	10,000	1,821	-8,179	2,500	

4520.16 · Pool Repair & Maint	20,000	14,925	-5,075	16,000
4520.17 · Outdoor Lighting Electric	2,400	2,941	541	6,000
4520.18 · Building Elec	62,603	48,885	-13,718	60,000
4520.19 · Building heat	57,386	55,647	-1,739	50,000
4520.41 · Criminal Record	25	100	75	100
4520.7. Ski area Repairs & Maintenance	10,800	10,863	63	10,800
4520.8. Kitchen Equipment Repairs	6,000	1,929	-4,071	2,000
4520.9. Maintenance Supplies	3,269	2,065	-1,204	2,000
4521.1 Gas - Vehicles				3,000
4521.2 Dam Inspection				1,000
4521.3 Small Tools				5,000
4521.4 Large Tools				2,000
4521.5 Power Tools Equipment Repairs				100
4521.6 Gym Equipment Inspection				1,500
4529.1. Pool Chem. & Supplies	12,000	16,265	4,265	18,000
4589 Water Usage	10,000	3,501	-6,499	5,000
4529.11 · Trash Removal	8,000	9,125	1,125	9,500
4529.12 · Outdoor Repairs & Maintenance	7,000	3,558	-3,442	5,000
4529.3 Paddle Boat Repairs	600	0	-600	0
4529.4 · Equipment Rental	100	0	-100	1,000
4529.5 · Cleaning Supplies	12,000	6,012	-5,988	6,000
4529.6 · Other Supplies	1,000	420	-580	1,030
4529.7 · Carpet Cleaning	1,500	0	-1,500	2,000
4529.8 · Pest Control	12,000	8,640	-3,360	10,000
4529.9 · Landscaping	2,500	11,872	9,372	8,000
4529.2 · Pool & Spa Inspection	600	0	-600	1,000
9200.15 · Maintenance Supplies				
9200.17 · Equipment Repair				
9206.35 · Janitorial Services				
4194 · Building Repairs & Maintenance				
4520 Cleaning Supplies				
Total of Shawns Section	**678,468**	**604,620**		**676,495**
Rec Business Expenses				
4589.02 Copier Lease		1,397		1,400
4589.03 Dues & Subscriptions		8,893		10,983
4589.04 Office Expenses		2,027		2,300
4589.05 Finance Charges		8,589		8,600
4589.06 Licenses & Fees		11,381		13,383
4589.07 Misc Expenses		2,302		2,350

4589.08 Telephones		5,520		5,600
4589.09 Internet Access		2,201		2,300
4589.11 Advertising		5,739		4,000
4589.12 Postage		441		450
4589.13 Computere Services		12,924		13,000
4589.14 Computer Supplies		1,276		1,300
4589.15 Cable		1,340		1,350
Total Business Expenses		**64,031**		**67,017**
Front Desk Expenses				
4589.24 Front Desk Wages		56,528		100,023
4589.25 Payroll Expenses		4,411		8,234
4589.26 Travel		0		50
4589.29 Criminal Record		0		75
4589.30 Cell Phone		225		600
4589.27 Retirement		4,631		11,147
4589.32 Health		11,778		25,891
4589.31 Dental		1,110		1,053
4589.33 Education		0		2,600
4589.34 Front Desk Expenses		2,503		2,600
4589.33 Front Desk Rec Supplies - Tennis balls, basket balls		2,371		500
Murchased Movies		0		
Total Front Desk Expenses		**83,556**		**152,773**
FBF Admin				
4589.16 FBF Admin Wages		35,999		39,296
4589.22 Health Insurance		11,054		10,903
4589.23 Dental Insurance		705		527
4589.17 Retirment		7,305		5,419
4589.18 Cell		300		300
Total FBF Admin		55,363		**56,444**
Campton Mt Expenses				
4589.37 Building Heat				**6,000**
4589.38 Cable, Internet & Phone				**6,000**
4589.36 Electric building & lift				**30,000**
Total Campton Mt Expenses				**42,000**
Total Culture & Recreation	**678,468**	**604,620**	**-73,848**	**994,730**

Total 4520 · Culture & Recreation
Expense Totals Before Capital Items (Main Operating Warrant)

9200.0 · Rec Center Infrastructure Wages				
Total 9200 · Infrastructure	**1,783,220**	**1,134,835**	**2,215**	**1,948,631**
Capital Preservation Plan				
4312.33 Road Elements Paving	122,000	99,008	-113,453	150,000
4902.7 . road elements Maintenace Truck w/plow	120,000	120,000	0	
4312. Used Grader				
water elements				
4520. Recreation Elements and Major Building	327,123	179,102	-148,021	228,288
4199. Administration Element				
Total Capital Preservation Plan in Opp Budget (Deferre	**569,123**	**398,110**	**-261,474**	**378,288**
Growth and New in General Fund				
Enteprise Elements				
4903.01 Road Elements	30,000	3,786	-26,214	7,000
Water Elements - matching Grant		0		
4520 Building Infrastructure Elements	51,700	79,838	28,138	64,000
Total Growth & New Expenses	**106,700**	96,566		71,000
Total of all Expenses including G&N and Cap		**1,629,511**		**2,397,919**
Total Income				**2,032,442**
Net Proffit				**-365,477**

Growth and New	
WaterVille Estates Village District	
Growth and Capitol	
	2023
Indoor Golf	
Indoor Golf Simulator Business	
Total Enterprises	**0**

New Asphalt Pavement, Mill And Overlay, Phased	
Guard Rails	
Sand Storage	
Parking Expansion	
Backup Power for Shop	7,000
Sub-total Road Elements	**7,000**

Power backup Liberty Pump Houses	
Power backup Reservoir Road	
Power backup Ski Bowl	
power backup c center	
Power backup Sunset/Weetamoo	
Power backup Hill Top & pegwood	
Ski Lodge Backup Power	
Water Mastet Plan Upgrades	
asset management water matching funds expense	
Sunset Tank Building Repairs	
Reservor Water Building Repair	
Rubber Track Excavator	
Ski Bowl Building Repairs	
Pegwood Tank Building Repair	1,200
Pump House @ center paint	2,500
WATER LINE UPGRADES	0
Water System Accounting Software	15,000
sunset tank expansion	0
New Wells	0
Sub-Total Water Elements	**18,700**

Sound System Outdoor Pool	
Small Ticket Items	
Storage	
Community Access Signs	
Outdoor Pool Capital Upgrades Pool Cover	
Deck Off Summit Lounge	
Tile Remaining Entry Level Floor	
New Outdoor Furniture	
Mower/Snow-Blower	
Fresh Air Makeup Air in Ski Lodge	
Fitness Expansion	
Racquet Ball Court	
Ski Tower Maintenance Cat Walks Lift Frames	

General Maintenace	
Snowmaking	
Softball Field	
Outdoor Pool Expansion	
Cogeneration / Bio Fuel Heat	
Walkway Paving	35,000
Expand /Upgrade Kitchen?	
Expand Ski Area Base Lodge Septic	
Parking Lot Expansion Ski Area	
Smoking/Dumpster Deck/Fence	
Remodel Old Shop & Addition	11,000
Repair Community Center siding	10,000
Warming Hut Repairs	0
Return Terminal Lift Return Repairs	3,000
New Shop for Building Miantance	
Outdoors Chem Storage	5,000
Pavilon out back	
Band Stand deck repainting & staining	
Sub-total Building Infrastructure Elements	**64,000**

Spa/Pool Water Intrusion	
Spa/Pool Accessability	0
Elevator	
Door - Ski Area/ handycap door	
Basketball Handicap Enterance	
Sub-total ADA Elements	**0**
TOTAL Expense	**96,700**

Waterville Estates Endowment Contribution	
Anticipated CIF Income	
Year End CIF	

Capital Preservation	
	2023
Road Elements	
asphalt pavement, Mill and overlay, phased	150,000
Culvert, Inspections, Capital Repairs	
Vehicle Truck F-350	
equipment, F-550, truck and plow, 2008 revitalized	
F-550 2022	
f-350 diesel 2012	
equipment, Toyota FJ Cruiser	
Osh Kosh	
Grader replacement/repair	
Restroom at DPW garage	1
Sub-total Road Elements	**150,000**
Water Elements	
Vehicle Equipment, Backhoe, 2008	-
Pipes Domestinc Water And Sub-Surface Utilities	25,000
Pumps, Domestic Water,Phased Replacements	20,000
Types, Domestic Water, Capital Repairs/Pump Stations	
New Storage Tank Liner At Ski Bowl	
New Storage Tank At Sunset	
Water Master Planing Upgrades	
Water Metering Upgrades & Instal	10,000
Water Computer Software Update	
Equipment Trailer	100
Sub-total Water Elements	**55,100**
Admin Elements	
WEVD Server	
Internal Wireless Business Network	
Quickbooks System Upgrade	
Google Vault Upgrade	
New Server Room	
Sub-total Admin Elements	-
Recreation Elements	
Exterior Building Elements	
Deck Composite Fire Pump House 500 Ft. Sq.	
Pond side Pump house painting	
400 Ft. Sq.	1,000
Deck Wood Replace W/Composite Ski Lodge 1250 Ft. Sq.	4,500
Structures And Deck Total Replacement Outdoors	
Roof Metal Maintenance Shop	
Walls, Wood Siding, Replacement Recreation Center	22,500
Outdoor Elements	20,000
Playground Equipment	80,000
Ponds, Sediment Removal, Partial	
Ski Lift Poles Paint Finishes	0
Exterior Community Center Painting	0
Windows, Recreation Center, Phased Replacements	
Sub-total Exterior Building Elements	**128,000**
Interior Building Elements	
Ceilings, Acoustic Tiles, Grid Lighting.	-
Computer Equipment, Phased	-

Door Replacements	
Exercise Equipment, Phased Replacements	
Exersize Room Renovation	
Fireplace & Tv For Ski Area - Other End Of Lodge	
Floor Coverings	?
Floor Coverings Wood Lamingate 100 Yard Sq.	
Furnishings/ Furniture	-
Kitchen Equipment Rec Center, Phased	
Phone System Upgrade	1,000
Lockeroom)	
Replace Carpet In Office Area	
Rest Rooms Renovation	
Restrooms, Renovations, Recreation Center	
Ski Lodge Renovation Complete	
Ski Lodge Renovation Partial	
Sub-total Interior Building Elements	**1,000**
Building Services Elements	
Building Services Equipment, Rec Center Phased	10,000
Storage Building Roof & Sidding Replacement by Dumpster	7,000
Hvac Repairs	
boiler replacement	
bioler room design	
Life Safety System, Conrol Panels And Emergency Devices	39,088
Pump Fire Supression, 90-Hp (Includes Controller)	
Pump, Fire Suppression	3,000
Pumps Septic System Phased	
Security System, Recreation Center	5,000
Security Cameras/ Key System	5,000
Septic System Leach Field Rebuild, Recreation Center	
Septic System Leach Field Rebuild, Ski Lodge	
Ski Lift, Electrical Upgrades	2,000
Sli Lift Mechanical Equipment	
Ski Lift Replace Electric Motor	
Building Drainage	
Beer Room at Mt	100
Sub-total Building Services Elements	**71,188**
Property Site Elements	
Asphalt Repaving, Phased 8,368 sq. yds.	
Dams Inspections and Capital Repairs	
Dam repair	
Generators Emergency (includes Transfer Swithch)	
Landscape Ski Trails, Tree Grooming	
Light Fixtures Ski Slope	
Signage Replacement	
Tennis and Basketball Courts total rebuild	
Tennis and Basketball Courts , Fence	
Tennis and Basketball Courts, Light Poles and Fixtures	
drainage around courts	
Treework around courts	
Tennis and Basketball Courts, Surface Replacement	
Pavillion Wood	
Sub-total Property Site Elements	-
Recreation Vehicles	

Vehicle Equipment, Mower	
Vehicle Polaris ATV	25,000
Vehicle Ski Equipment, Snow Mobile	
Vehilcle Snow Equipment, Snow Groomer	
Vehicle - F150 Property Maintance Vehicle	-
Sub-Total Recreation Vehicles	**25,000**
Pool Elements	
Concrete Deck, Textured Coating, Partial Replacement, Indoors	
Concrete Deck, Inspections, Partial Replacement, Outdoors	1,000
Pool Covers	1,000
Pool Deck Composite, 6980 Ft. Sq.	
Fence Mahogany	100
Furniture, Phased	
Mechanical Equipment Spas Pools, Phased	
Pool Finishes Plaster, Indoors	
Pool Finishes appoxy ?, Indoors	1,000
Pool Finishes Plaster, Outdoors	
Pool Finishes Tile, Outdoors	
Pool, Structure, Indoor Oval, Total Replacement	
Redo Flooring In Indoor Pool Area	-
Outdoor pool landscaping	
Sub-Total Pool Elements	**3,100**
General Elements	
Deferred Maintenance	
Misc. General Maintenace	
Sub-total General Maintenance Elements	**-**
Sub-Total Recreation Elements	**228,288**
Total Anticipated Expenditures by Year End	**433,389**

Certified Computer Solutions, LLC
250 Tilton Rd Unit 2
Northfield, NH 03276
603-286-1210
www.ccsnh.com

Waterville Estates IT Services Proposal

1/16/2023

Ron,

Thank you for the opportunity to bid on the IT Service Contract for Waterville Estates. Below are our contract options as well as recommendations based on the initial site survey.

Contract Options:

Equipment included

Servers	1
Workstations	17

1. Our **Standard Service Contract** is a 1–3-year contract and includes the costs of Active EDR antivirus, remote monitoring, daily remote backups, repair and maintenance (excluding parts), and patch management. See the attached Schedule of Services for a complete list of included services. The cost of our Standard Contract is $12,345/annually.

2. Our **Total Care Service Contract** is a 5-year contract and includes everything in the Standard Contract plus workstation and server replacements on a five-year schedule. Replacements consist of a standard system tower, keyboard, mouse, battery backup, 24" monitor, the latest version of Microsoft Office Home and Business (workstations only), and all labor. Total Care is gaining popularity because it prevents large spikes in the budget and instead amortizes the cost of expensive equipment over the course of 5 years. The cost of the Total Care Contract including replacements for 13 workstations, 1 server, and 3 new laptop installations is $22,056/annually. The SCADA system replacement is not included in the cost as the SCADA vendor generally provides this hardware.

3. The **Advanced Cybersecurity Package** is offered as an add-on for the Standard Service Contract or Total Care Service Contract. The Package includes proven, industry-standard software and services to help prevent and/or recover from malicious attacks such as ransomware. Cyberattacks are becoming more prevalent and sophisticated requiring the industry to focus on a 'not if, but when' model. Informational sheets are attached to explain the benefits of each service. The cost for adding the Advanced Cybersecurity Package is $4,450/annually.

Recommendations (additional fees apply):

- Deploy a Mobile Device Management (MDM) solution to manage the iPads and other company mobile devices. MDM allows for central management of mobile devices, ensures they are compliant with security standards, and can remotely wipe the devices if they are lost or stolen.
- Correct and standardize Microsoft 365 and Office licenses. The GM laptop is currently using a Microsoft 365 Personal account, which is not appropriately licensed for business and cannot be centrally managed. Replacements under the Total Care Service Contract include an Office Home & Business perpetual key, however the contract can be modified to replace the keys with Microsoft 365 Business subscriptions to ensure personnel always have the most up to date Office software.
- Replace outdated equipment that may be affecting network speeds, such as network switches and cabling.
- Survey wireless access points and replace or modify as needed to ensure the building and perimeter are receiving a reliable wireless signal. There are currently at least three different brands of access points throughout the building and many appear to be redundant (for example, the networking closet has a Netgear wireless router, a Google wireless router, and a Unifi wireless access point in the same location).
- Mount networking equipment and clean up cabling where possible.

Please let me know if you have any questions. I look forward to hearing from you!

Sincerely,

Katie Lavelle

Katie Lavelle
Managing Partner
603-286-1210
klavelle@ccsnh.com

C|C|S



IS YOUR BUSINESS **MITIGATING** IT'S TOP SECURITY RISK – HUMANS?

We all have employees that have made mistakes at one time or another. Maybe they had an overwhelming schedule that caused them to slip up, or maybe they simply typed in an email address incorrectly and hit send. No matter what the cause, employees are human, they make mistakes, and they are being TARGETED.

Why humans? Won't technology keep me safe?

Over 90% of breaches are caused by human error, but why do criminals target humans in the first place? Using technology alone to break into a network is time-consuming and can be expensive. Cybercriminals are running a business, and just as you try to save time and money, so do they. How do they do that? By tricking humans into opening the door for them. Think about it this way, why break through the window when your employees could simply let them in the "main entrance" and welcome them into your network?

How can I keep my business protected?

A comprehensive cybersecurity program designed to improve your organization's security posture by first bulking up your weakest links – your employees – can largely reduce the risks to your organization. A key component of a comprehensive program is running regular phishing simulations – the top attack method used by cybercriminals – to educate users on how to spot these malicious emails.

Identify and educate high-risk employees with video-based training

- ✓ Easy to use dashboard
- ✓ Gamified training increases employee retention
- ✓ Weekly 3-minute micro trainings update users on the latest threats + annual training and monthly newsletter
- ✓ Minimal management required
- ✓ Dark web monitoring
- ✓ Industry-first Employee Vulnerability Assessment identifies high-risk employees by analyzing employee program metrics and calculating their "Employee Secure Score"
- ✓ 'Simulated phishing tests employees' ability to spot malicious phishing attempts

CONTACT US TODAY TO LEARN MORE

info@ccsnh.com www.ccsnh.com 603-286-1210

CCS

SERVICES	STANDARD CONTRACT	TOTAL CARE CONTRACT	ADVANCED CYBERSECURITY SECURITY PACKAGE
SUPPORT			
24/7/365 monitoring of servers & workstations	X	X	
Active Endpoint Detection & Response AI-based antivirus protection	X	X	
Patch management	X	X	
Daily offsite backup of server data	X	X	
Proactive backup monitoring & test restores	X	X	
Remote support	X	X	
On-site support	X	X	
Support for 3rd party vendors	X	X	
Email support	X	X	
Travel time	X	X	
Discount on labor for projects outside of contract scope	X	X	
Annual business review & consultation	X	X	
EQUIPMENT REPLACEMENTS			
Server replacement on 5 year cycle		X	
Workstation replacements on 5 year cycle		X	
Installation of 3 new laptops		X	
SECURITY & TRAINING			
Cybersecurity Awareness training - up to 50 users	Annual	Annual	Weekly
SonicWALL Advanced Gateway Security Suite			X
Firewall threat protection & blocking			X
Annual network assessment & audit			X
Group Policy implementation & management			X
Simulated Phishing Attack - up to 50 users			Bi-annual
Dark web monitoring - up to 50 users			X
Password manager			Add-on per user
G-Suite backup licensing			Add-on per user
ANNUAL TOTAL	$12,345	$22,056	$4,450

SONICWALL

Advanced Gateway Security Suite

Complete network security and firewall management in a single integrated package

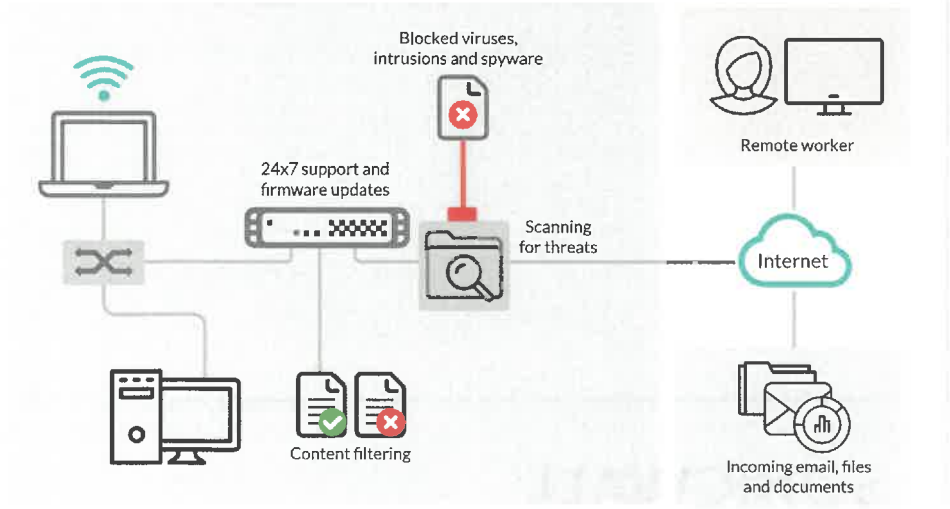
Understanding and managing effective network security is challenging and complex. Fortunately, there is a simple solution to block advanced attacks, assess and mitigate risk, and ease firewall management.

SonicWall Advanced Gateway Security Suite (AGSS) integrates a wide range of network security services into a convenient, affordable package. AGSS is available as an add-on services for all physical and virtual SonicWall firewalls, including our NSsp, NSa, TZ and NSv Series.

Features and benefits

AGSS keeps your network safe from viruses, intrusions, botnets, spyware, trojans, worms and other malicious attacks. As soon as new threats are identified and often before software vendors can patch their software, SonicWall firewalls and Capture Cloud database are automatically updated with signatures that protect against these threats. Inside every SonicWall firewall is a patented Reassembly-Free Deep Packet Inspection® engine that scans traffic against multiple application types and protocols, ensuring your network has around-the-clock protection from internal and external attacks and application vulnerabilities. It integrates everything you need for protection from threats such as ransomware, viruses, spyware, worms, Trojans, adware, keyloggers, malicious mobile code (MMC) and other dangerous applications and web content.

Capture Advanced Threat Protection (ATP) Service revolutionizes advanced threat detection and sandboxing with a cloud-based, multi-engine solution for stopping unknown and zero-day attacks at the gateway. Capture ATP blocks



Benefits:

- Complete network security solution
- ICSA-certified gateway anti-virus and anti-spyware protection
- Cutting-edge IPS technology
- Application intelligence and control
- Content filtering
- 24x7 support with firmware updates and hardware replacement
- Multi-engine network sandbox featuring SonicWall RTDMI

ICSA labs CERTIFIED ANTI-VIRUS

zero-day attacks before they enter your network. It lets you establish advanced protection against the changing threat landscape and analyze a broad range of file types.

Capture ATP features SonicWall's Real-Time Deep Memory Inspection (RTDMI) technology which detects and blocks malware that does not exhibit any malicious behavior or hides its weaponry via encryption. By forcing malware to reveal its weaponry into memory, the RTDMI engine proactively detects and blocks mass-market, never-before-seen threats and unknown malware, accurately utilizing real-time memory-based inspection techniques.

ICSA-certified gateway anti-virus and anti-spyware protection combines network-based anti-malware with a dynamically updated cloud database of tens of millions of malware signatures. This adds deep security protection against advanced modern threats continuously in real time. Dynamic spyware protection blocks the installation of malicious spyware and disrupts existing spyware communications.

Cutting-edge IPS technology protects against worms, trojans, software vulnerabilities and other intrusions by scanning all network traffic for malicious or anomalous patterns, thereby increasing network reliability and performance.

Application intelligence and control is a set of granular, application-specific policies providing application classification and policy enforcement to help administrators control and manage both business and non-business related applications.

Content Filtering Services (CFS) lets you enforce Internet use policies and control internal access to inappropriate, unproductive and potentially illegal web content with comprehensive content filtering. Website ratings cached locally on SonicWall firewalls make response time to frequently visited sites virtually instantaneous. Dynamically updated rating architecture cross-references all requested websites against a database in the cloud containing millions of URLs, IP addresses and domains and then compares each rating to the local policy setting.

24x7 Support with firmware updates and hardware replacement protects your business and your SonicWall investment. Software and firmware updates and upgrades maintain network security to keep your solution as good as new. Support includes around-the-clock access to telephone and web-based support for basic configuration and troubleshooting assistance, as well as hardware replacement in the event of failure. You also receive an annual subscription to SonicWall Service Bulletins and access to electronic support tools and moderated discussion groups.

Feature	CGSS	AGSS
Gateway Anti-Virus	Y	Y
Intrusion Prevention	Y	Y
Application Control	Y	Y
Content Filtering	Y	Y
24 x 7 Support	Y	Y
Capture ATP	N	Y

AGSS is an upgrade over Comprehensive Gateway Security Suite (CGSS) that adds multi-engine sandboxing for superior protection.

Certified Computer Solutions, LLC
250 Tilton Rd Unit 2
Northfield, NH 03276
603-286-1210
www.ccsnh.com

Password Manager Features

$6/user/month

- Records passwords for websites & apps in one secure location
- Two-Factor Authentication
- Creates unique, complex passwords so the same password isn't used across different platforms
- Encrypted vault for every user with folders & subfolders
- Shared team folders
- Access from unlimited devices
- Security audits for passwords
- Activity reporting
- Policy enforcements
- Zero-knowledge encryption- software company has no access to passwords

Certified Computer Solutions, LLC
250 Tilton Rd Unit 2
Northfield, NH 03276
603-286-1210
www.ccsnh.com

Firewall Threat Detection & Blocking Features

- Calculates cyber risk score based on firewall logs
- Automatically detects threats based on over 60 threat feeds
- Automatically updates firewall block list to block high-risk connections
- Monthly reporting

Waterville Estates Village District FEBRUARY 17, 2023 Commission Meeting DRAFT Minutes

Attendees at physical location, 562 Winterbrook Road, Campton, N.H.: Commissioners Maureen Patti and Gerry Panuczak. [Dave Spinney arrived at 4:06 p.m.]

Guests: Ron Beard, WEVD General Manager. John Scruton, MRI Consultant, and Christian Pearsall, MRI Consultant, attended remotely.

Call to Order: Chair Patti called the meeting to order at 4:00 p.m.

Roll call of Commissioners taken. Ms. Patti and Mr. Panuczak present.

Ms. Patti announced that, as was included in the notice for this meeting of the Commissioners, the purpose of this public body meeting is to enter Non-Public Session. No District business shall be conducted in the Public Session either before or after the Non-Public Session except possibly a motion to seal the non-public session minutes.

At 4:01 p.m., Mr. Panuczak **moved to enter Non-Public Session** pursuant to RSA 91-A:3, II (a), (c), and (l). Seconded by Ms. Patti. Both Commissioners Patti and Panuczak in a roll call vote approved the motion.

At 4:06 p.m., Commissioner Dave Spinney joined the meeting at the physical location.

Mr. Spinney moved to re-enter Public Session at 5:33 p.m. The motion was seconded by Mr. Panuczk. Roll call vote of all three Commissioners approving the motion was unanimous.

Public Session re-convened at 5:34 p.m. All three Commissioners in attendance.

Mr. Panuczak moved to seal the minutes of the Non-Public Session on the grounds that divulgence of this information would adversely affect the reputation of a person other than a Commissioner. Mr. Spinney seconded. A roll call vote was taken and all Commissioners voted "aye."

No business was conducted during the re-convened Public Session.

Mr. Panuczak moved to adjourn the meeting and that motion was seconded by Mr. Spinney. The vote to adjourn, taken by roll call, was unanimous and the meeting ended at 5:35 p.m.

(The draft minutes produced by M. Patti.)

DRAFT

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

GM Report February 21, 2023

1. Two exterior doors have been replaced at the community center. The first one replaced was downstairs on the locker room level. This has eliminated the cold draft in that area. The second one is the outside door at the bottom level from the main entrance. This eliminates the cold draft that made the front desk area cold.
2. On Saturday evening 2/11/23 we did a snowmaking test at the mountain for about 3.5 hrs. I closely monitored the condition of the water system during and after we shut down. After reviewing the data I have determined that we will not be able to make snow during heavy demand on our water system and even during off-peak demand it needs to be closely watched due to the way the snow making water withdrawal system was configured to our potable water system.

Written Committee Reports – February 21, 2023

Planning Board

We are very close to a final draft of the Master Plan and want to thank Carol Ogilvie for her consistent and hard work assembling the many pieces we have created over the years we have been working on this project. Even though the Board has not yet fully reviewed the draft, a copy is being given to the commissioners for their review. The board failed to generate a quorum on Feb 9th but each of the members has received a copy. Our next meeting is scheduled for Wednesday February 15th at 5PM

Respectfully submitted,
Mark Canfield

Budget Advisory Committee

At our last meeting, the budget presented was not acceptable. The proposed deficit including Capital Improvement and Growth and New developed a near $900,000 deficit! At that meeting, each member attending as well as the General Manager were asked to provide ideas to significantly reduce or eliminate this deficit. To date, as the Chairman of the Committee and expected recipient of the ideas, I have not received any that will work toward this objective. As one member stated during our session, " we have been living off the equity of our infrastructure for a long time and have come to a point where we are basically bankrupt". As we have been told, the unreserved fund balance has decreased by 50% and much of that money is earmarked for special projects approved by past warrant articles. Clearly we have our hands full and need to take a closer look at where and how we are spending the taxpayer's and HOA's money. It is hoped we will resolve the current dilemma at our next meeting scheduled for February 13th.

Respectfully submitted,
Mark Canfield

Waterville Estates
Village District

MASTER PLAN
2023_Rev1



Waterville Estates in Autumn - Digital Art by Nancy Griswold

ACKNOWLEDGEMENTS

The Waterville Estates Village District Planning Board would like to express its appreciation and thanks to all who helped in the development of this Master Plan. Unfortunately, the COVID-19 pandemic restricted many of the in-person events that would typically be held during such a process; nevertheless, residents and property owners were very responsive to the emailed and online surveys that the Board needed to rely on to collect necessary and important information.

Members who served on the Waterville Estates Village District Planning Board during this process and other interested citizens include:

Stanley Bujalski

Mark Canfield, Chair

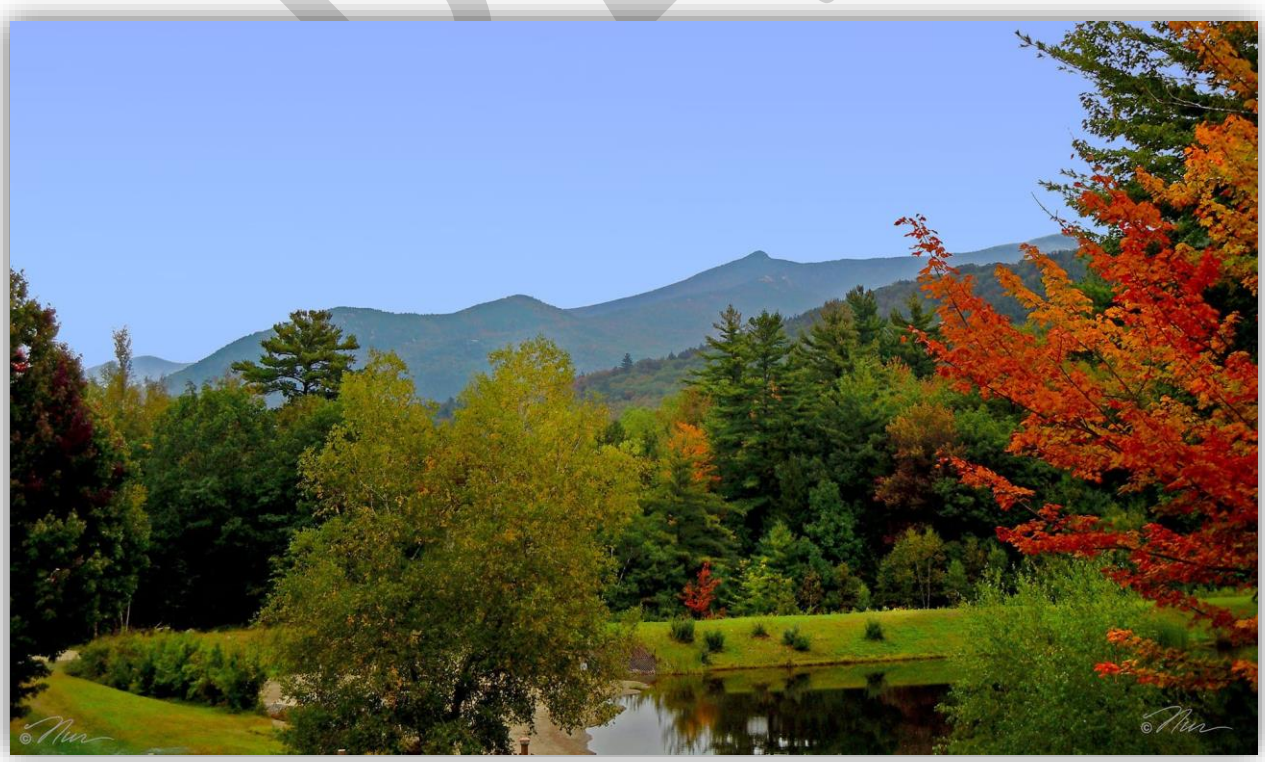
Ned McElroy

Michael Palm

Gerry Panuczak

Ryan Timms

DRAFT



CERTIFICATE OF ADOPTION

The Waterville Estates Village District Master Plan was adopted by the Planning Board following a duly-noticed public hearing on _____, 2023. This Master Plan shall take effect upon the filing of a copy of this certificate with the Town Clerks of Campton and Thornton, New Hampshire.

Attest: Waterville Estates Village District Planning Board
Campton, New Hampshire

_____
Stanley Bujalski

_____
Mark Canfield, Chair

_____
Ned McElroy

_____
Michael Palm

_____
Gerry Panuczak

_____
Ryan Timms

DRAFT

TABLE OF CONTENTS

	Page
Chapter 1 – Introduction	1
Chapter 2 – Profile of Waterville Estates	2
Chapter 3 – Vision	5
Chapter 4 – Facilities/Services	11
Chapter 5 – Recreation	14
Chapter 6 – Existing and Future Land Use	16
Chapter 7 – Implementation	23

Appendices:

A. Articles of Association
B. Bylaws
C. Property Restrictions, Easements, and Covenants
D. Visioning Survey

DRAFT

Chapter 1 - Introduction

In New Hampshire all Planning Boards are required to "prepare and amend from time to time a master plan to guide the development" of the community (RSA 674:2). Furthermore, any community that wishes to adopt a zoning ordinance must, by law, have a master plan in place. The Waterville Estates Village District Planning Board has undertaken the development of the first Master Plan for this community with the intention of exploring the future adoption of a zoning ordinance.

A Master Plan is not a legal document, it is however the foundation for any zoning that results from its recommendations. By law, there are only two required sections of a Master Plan – the Vision and Land Use. There are more than a dozen optional sections that are identified in the statute, and communities can choose to focus only on those that are relevant to their particular interests and circumstances.

This process was enabled by the establishment of the Village District Planning Board in September of 2020. The members of this new Board recognized that a Master Plan is necessary if the District hopes to improve its ability to maintain the road and water infrastructure. The Planning Board began the master planning process in March of 2021 with the creation of several subcommittees tasked with working on a specific topic. The Board also engaged the services of a planning consultant to assist in the process. The first task for the Board was to create and distribute a survey intended to gauge the opinions of residents regarding their vision of the future for this community (the survey can be found in the Appendices).

Data was collected for other chapters, as well as questions in the survey about the residents, e.g., who lives here full-time, part-time, employed, retired, etc. All this information forms the basis of the vision and the goals for the future.



DRAFT

Chapter 2 - Profile of Waterville Estates

Waterville Estates is located in the north central part of Grafton County and straddles two towns - Campton and Thornton. The Estates is adjacent to the White Mountain National Forest and its location provides easy access to major highways linking it to Plymouth, Ashland, and Lincoln. The community encompasses 1400 acres of forested and mountainous terrain dotted with individual and multifamily homesites, common use land, a ski mountain and lodge, as well as the community's centerpiece of a full recreational facility, ponds, and outdoor recreational facilities.

The Estates is comprised of a total of 900 lots, platted at its incorporation. To date 551 homes have been constructed, leaving 349 lots that have not yet been built out. New home construction approximates 8 - 10 units annually.

History

Conceptualized and planned in 1969 and incorporated in 1972, the community was developed by the Locke Waterville Corporation, and has grown from a predominantly seasonal second home recreational community to one that is truly all seasons and home to many full-time residents.

Governance

Originally established as a homeowner's association subject to its own bylaws, the community subsequently elected to incorporate as a Village District under RSA 52 and was subsequently approved by the state legislature.

CHRONOLOGY OF WATERVILLE ESTATES

September 1, 1977

Pursuant to RSA 52:24, notice is hereby given on behalf of the selectman of the towns of Campton and Thornton, New Hampshire that at an organization meeting held on August 20, 1977 a new village district was formed lying partly in the town of Campton and partly in the town of Thornton. The name of the village district is Waterville Estates Village District. Powers granted to said district are for the acceptance and maintenance of roadS.

March 30, 1981

Waterville Estate Village District Meeting voted to accept Article 3: To see if the District will vote to accept a transfer of the corporate properties of Waterville Estates Water District and all of its liabilities and assume and pay all such liabilities, and will vote to authorize the Commissioners to take any and all action necessary to accomplish such transfer of corporate properties and liabilities of the Waterville Estates Water District

July 7, 1981

Whereas, the Selectmen of the towns of Campton and Thornton, New Hampshire have received a petition of more than 10 legal voters requesting establishment of a village district within the towns of Campton and Thornton for the purpose of the supply of water for domestic purposes; the maintenance of activities for recreational promotion and the control of pollen insects and pests as authorized by RSA 52.

April 24, 1982

Warrant of Special Meeting of the District Article 2: To see if the district will vote in accordance with RSA 52:6 to add the purpose of "the impoundment of water" to the purpose for which the district exists, as permitted by RSA 52:1 (K)

April 15, 2006

Waterville Estates Village District at the annual district meeting voted to accept Article 4: To see if the District will vote to establish a Recreation Revolving Fund pursuant to RSA 35-B:2, II. The money received from fees and charges for the use of recreation facilities and concessions shall be allowed to accumulate from year to year, and shall not be considered to be part of the District's unreserved fund balance. The District Treasurer shall have custody of all money in the fund, and shall pay out the same only upon order of the Commissioners (no further town meeting approval required). These funds may only be expended for recreational purposed as stated in RSA 35-B, and no expenditures shall be made in such a way as to require the expenditure of other Town funds other than those specifically authorized.

DRAFT

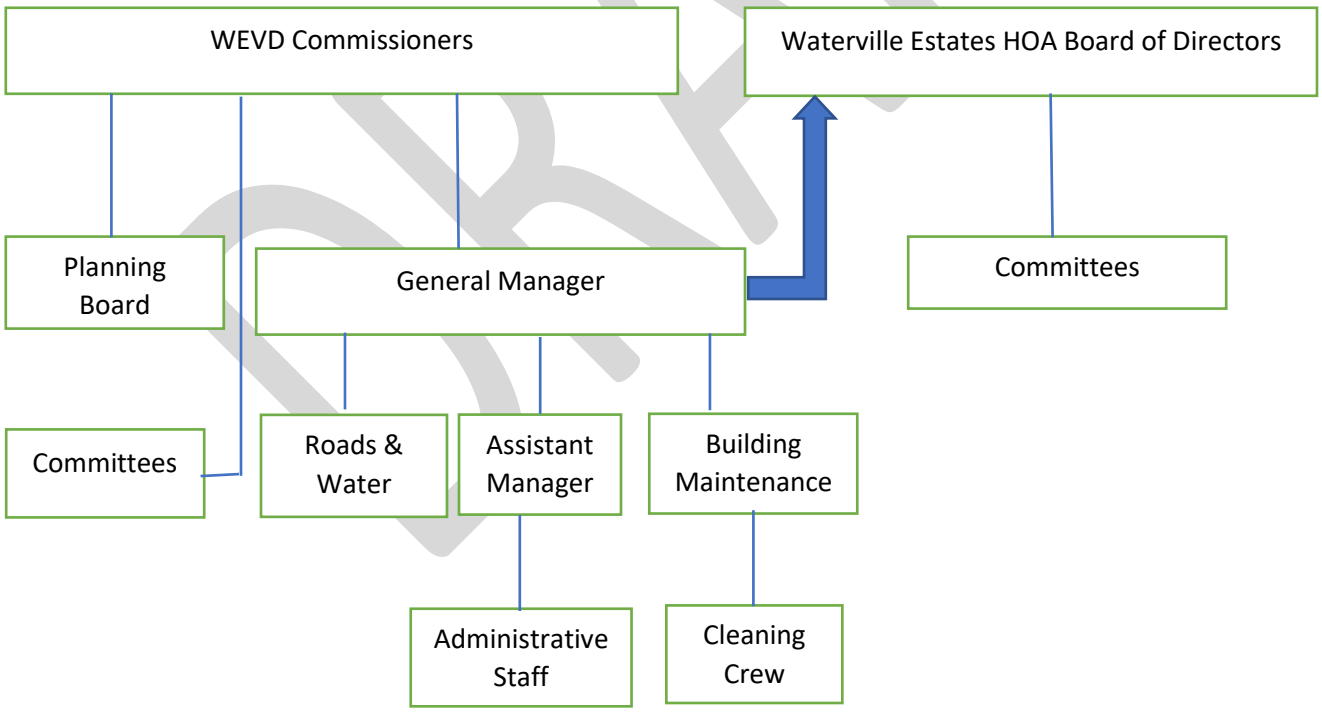
Chapter 2 - Profile of Waterville Estates

A Homeowner's Association (HOA) was established for administering recreational activities and bylaw enforcement. All physical assets were deeded to the Village District with ownership requiring the main facilities to be used for recreational purposes overseen by the Village General Manager and the HOA.

The overall direction, leadership, and administration of Waterville Estates Village District are the responsibility of the three (3) commissioners elected at the annual meeting for staggered three-year terms, are the primary authority in the decision-making process, matters involving personnel supervision, policy making, and fiscal matters (see the Organizational Chart on the following page).

The HOA works in parallel with the Commissioners, with their primary function of conceptualizing and implementing recreational offerings, establishing sound investment, financial, and budget projections for recreational purposes including revenues, and expenses, enforcing bylaw restrictions, and managing a Capital Improvement Fund (CIF) funded by mandatory fees paid by buyers of new and existing homes and property building lots within the Village District.

ORGANIZATIONAL CHART



DRAFT

Chapter 2 - Profile of Waterville Estates

District Management – District Commissioners

All administrative matters are in the hands of the District Commissioners who assume responsibilities according to New Hampshire law for the following:

1. Supervise/manage employees that provide all essential services provided and recreational activities and implement the Master Plan for Waterville Estates Village District.
2. Facilitate regular meetings of the District Commissioners meetings and any other meetings, as necessary.
3. Make appropriate decisions with regard to purchasing, planning, facilities maintenance, and fiscal matters.
4. Appoint persons to the Planning Board and the various committees including but not limited to Records, Snow making, Budget Advisory, Water and Roads, Recreation and Management Agreement,
5. Act as a liaison/Public Relations link to surrounding communities (Campton, Thornton) and any other community groups.
6. Manage the District owned facilities. Administrative functions for the District are located in the Community Center, the facility housing various recreational amenities within Waterville Estates.

DRAFT

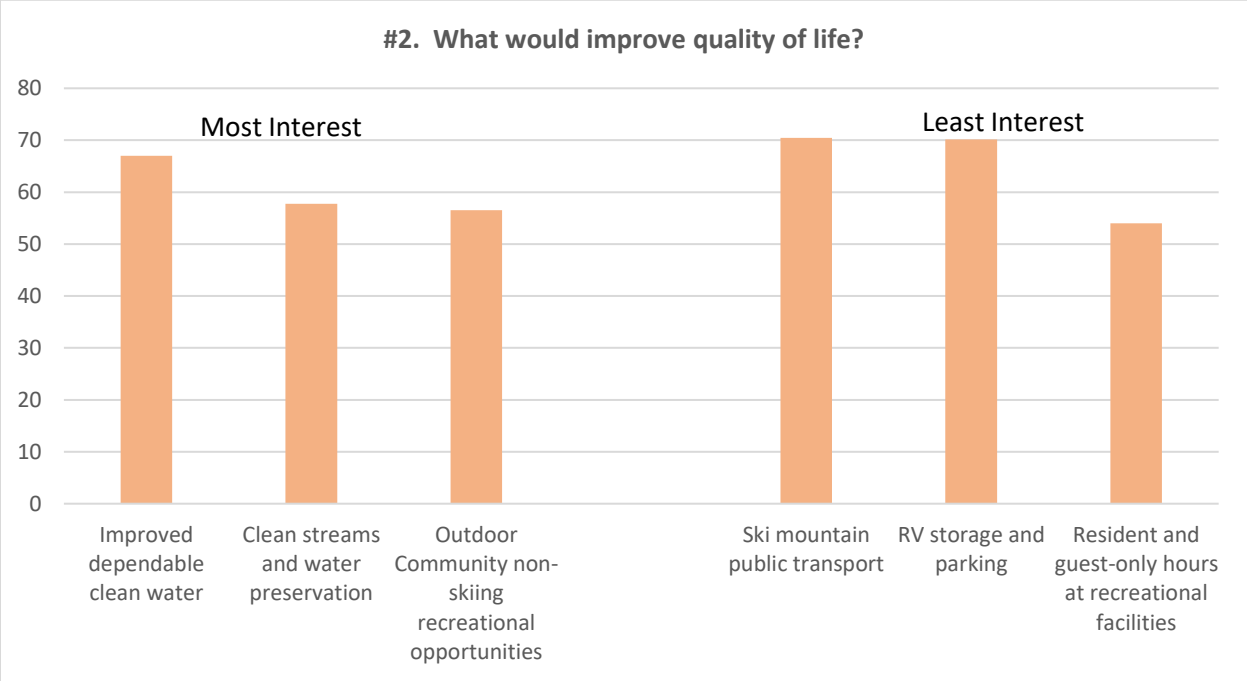
Chapter 3 - Vision

The community Vision statement is intended to provide a clear guiding statement of what the residents of Waterville Estates want their community to be now and how they see it evolving in the future. This statement provides guidance for the Estate governing bodies to make decisions for today and plan for the future that is envisioned by the residents.

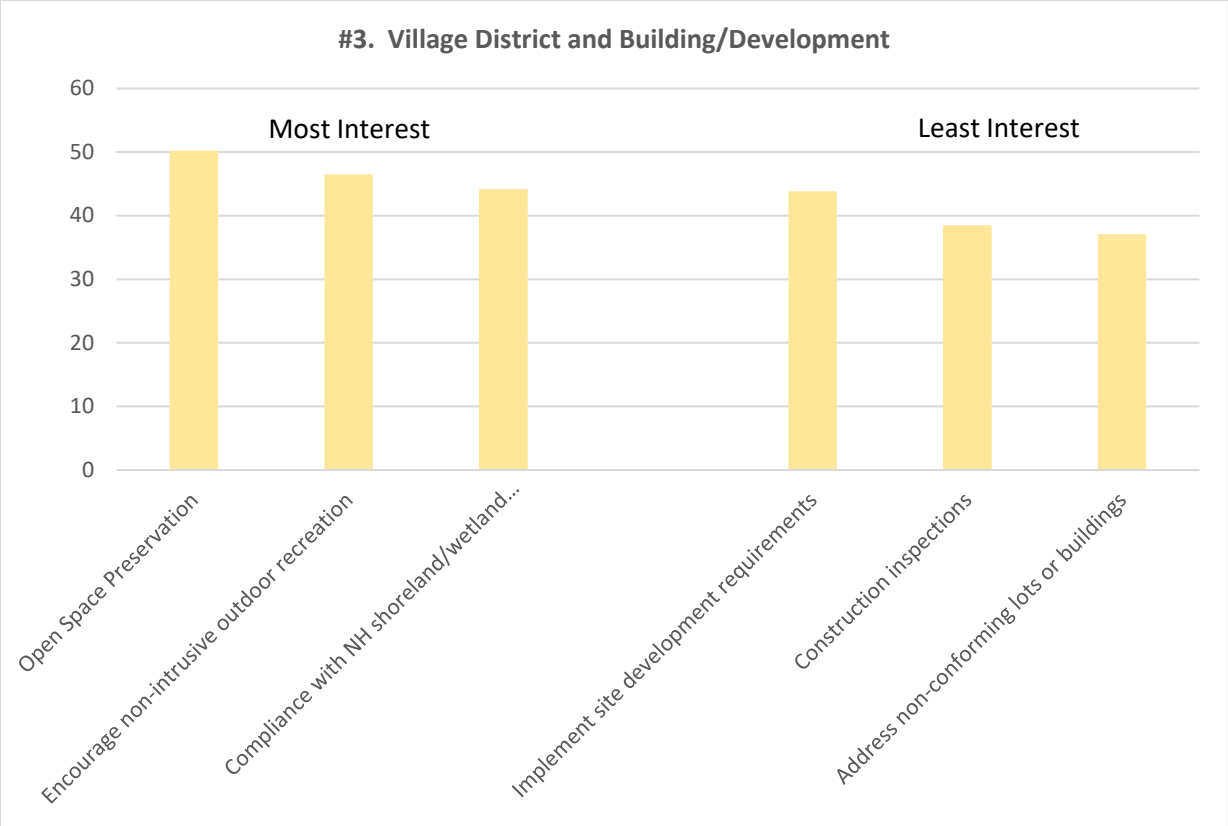
New Hampshire RSA 674:2 states that every Master Plan is required to have: "a vision section that serves to direct the other sections of the plan. This section shall contain a set of statements which articulate the desires of the citizens affected by the master plan, not only for their locality but for the region and the whole state. It shall contain a set of guiding principles and priorities to implement that vision."

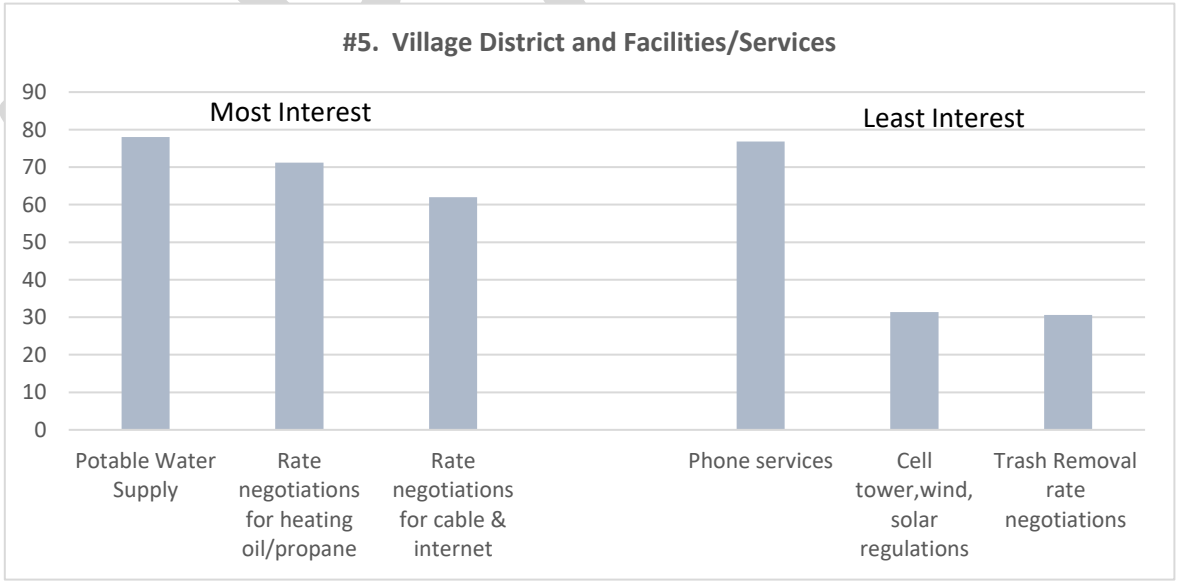
The vision expressed herein is based upon the results of a survey that was distributed to all property owners of Waterville Estates. The response rate of this survey was over 50%, which is significantly higher than what is considered valid for a Master Plan survey. This result gives the Village District Planning Board and the Estates administration a great deal of confidence that the planning that comes out of this exercise reflects the wishes of a majority of the residents.

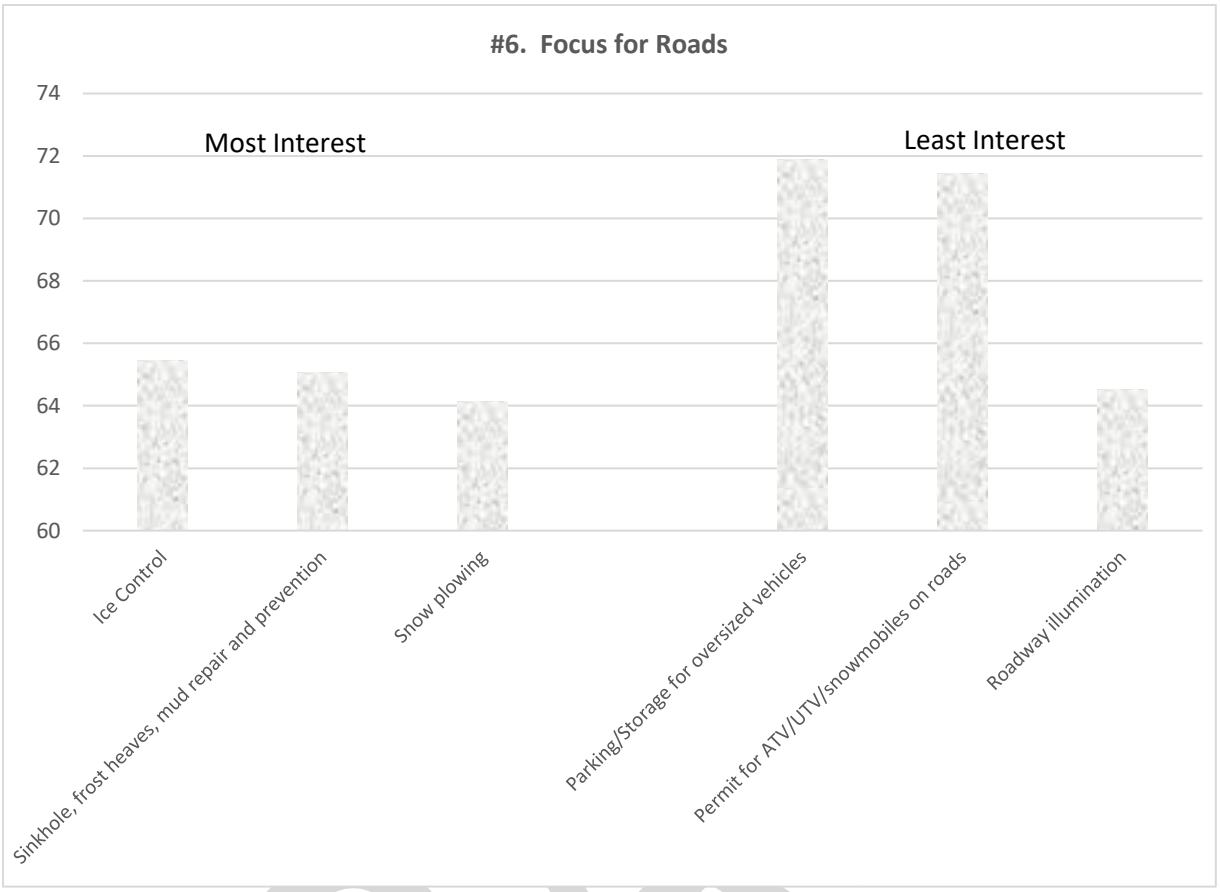
The Planning Board analyzed the results of the survey and distilled the responses to the top three issues that ranked of most important and of least importance to the respondents. The responses are represented visually in the following graphs. The complete survey with responses can be found in the Appendix.

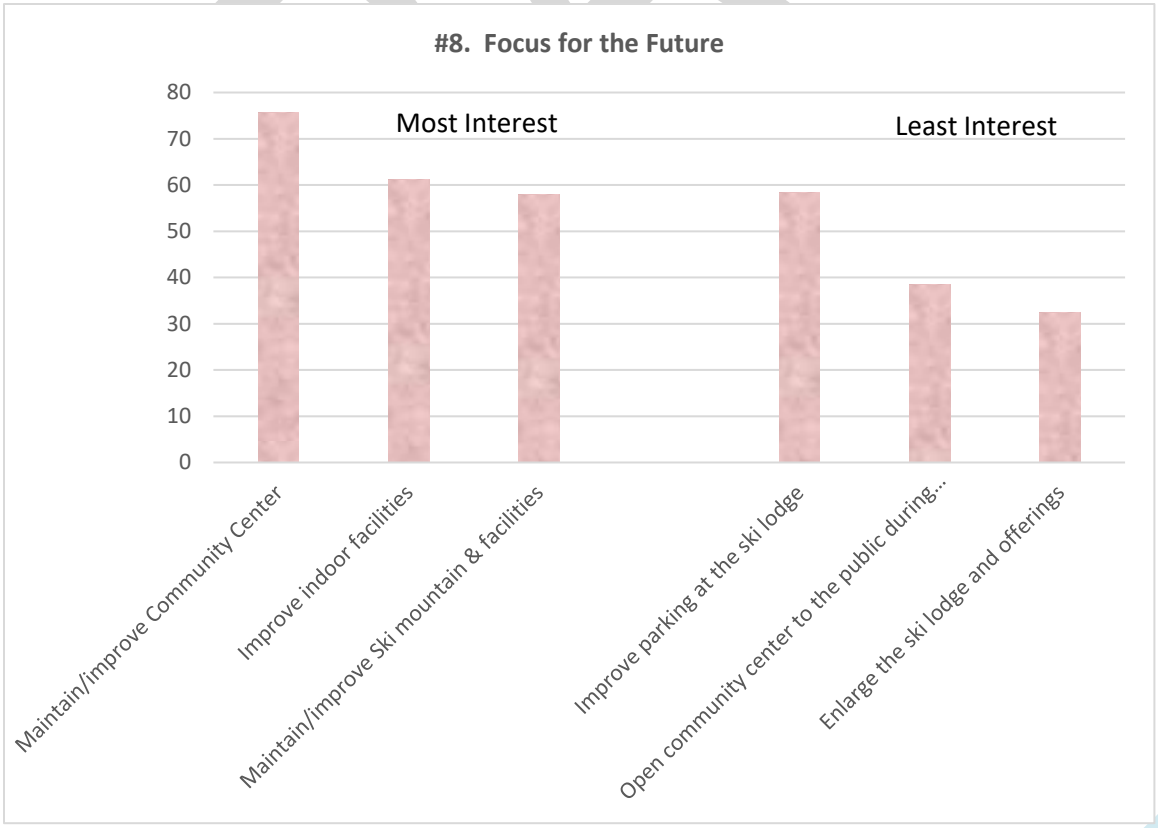


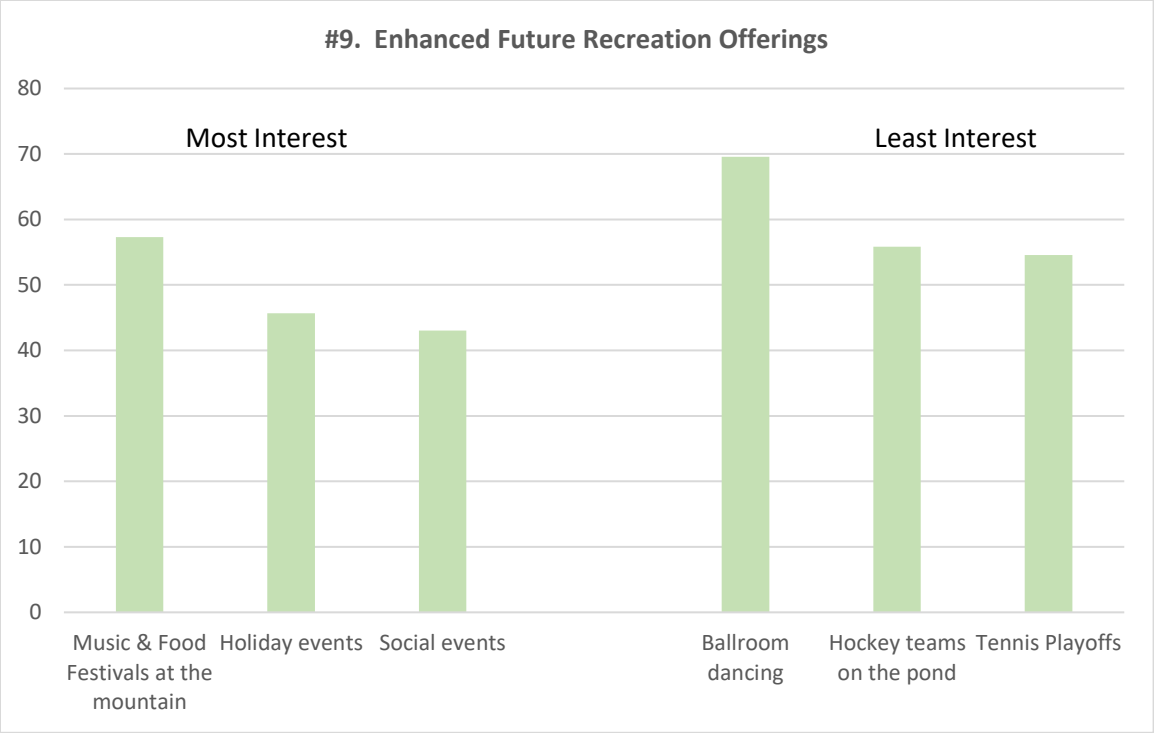
DRAFT


#3. Village District and Building/Development
60
50
40
30
20
10
0
Most Interest
Least Interest
Open Space Preservation
Encourage non-intrusive outdoor recreation
Compliance with NH shoreland/wetland...
Implement site development requirements
Construction inspections
Address non-conforming lots or buildings


#5. Village District and Facilities/Services
90
80
70
60
50
40
30
20
10
0
Most Interest
Least Interest
Potable Water Supply
Rate negotiations for heating oil/propane
Rate negotiations for cable & internet
Phone services
Cell tower,wind, solar regulations
Trash Removal rate negotiations


#6. Focus for Roads
74
72
70
68
66
64
62
60
Most Interest
Least Interest
Ice Control
Sinkhole, frost heaves, mud repair and prevention
Snow plowing
Parking/Storage for oversized vehicles
Permit for ATV/UTV/snowmobiles on roads
Roadway illumination


#8. Focus for the Future
80
70
60
50
40
30
20
10
0
Most Interest
Least Interest
Maintain/improve Community Center
Improve indoor facilities
Maintain/improve Ski mountain & facilities
Improve parking at the ski lodge
Open community center to the public during...
Enlarge the ski lodge and offerings



The Vision for Waterville Estates is articulated through four key themes that were identified from the survey responses: the Natural Environment; Facilities and Services; Recreation; and Land Use.

The Natural Environment



Facilities & Services



Recreation



Land Use



DRAFT

Theme 1. The Natural Environment: The residents of Waterville Estates value the extraordinary natural resources that surround them and recognize the importance of preserving them not only for their enjoyment but also for the benefit of the natural world.



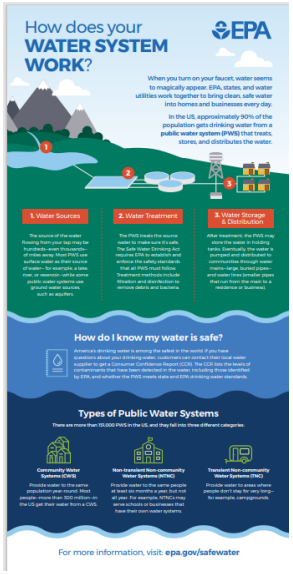
"The area…is a true gem of the state. The Whites are beautiful…The value of living here is high and impacts our lives daily."
Response from the Visioning Survey

GUIDING PRINCIPLES:

1. Maintaining a healthy ecosystem requires good stewardship of all the natural resources, such as forests and waterbodies.
2. Scenic views and wildlife habitat should be protected from development.

Theme 2. Facilities & Services: The residents of Waterville Estates consider the physical facilities and provision of services of utmost importance and support maintaining and improving them.

"We love all of the unique, year-round amenities that WVE offers. We particularly sought a community that has well-maintained indoor pools as well as outdoor pools. The ski mountain and the recreation center are the primary reason that we purchased a home in the Estates."
Response from the Visioning Survey



GUIDING PRINCIPLES:

1. It is important to maintain, improve, and where reasonable and feasible, expand the physical facilities in order to ensure continued sustainability and optimal operations.
2. Working together, the Waterville Estates Village District and the Waterville Estates Homeowner's Association will provide the guidance and support needed to ensure the ongoing functionality of all of the Estates facilities and services.

DRAFT

Theme 3. Recreation: Recreational opportunities are a significant factor in the quality of life in Waterville Estates and one that residents envision as being a constant into the future.



Question: Why did you purchase property in Waterville Estates? Answer: *"Loved the area and the home. The amenities were a bonus."*

Response from the Visioning Survey

GUIDING PRINCIPLES:
1. Providing recreational options for all ages and abilities is important and adds to the social fabric.
2. All efforts should be made to consistently maintain existing services before considering expanding with reasonable and feasible additional services.

Theme 4: Land Use: The residents of Waterville Estates recognize that attention to how properties are developed is important to ensure the health and welfare of the community they value. At the same time, they are aware of existing and differing responsibilities of the Estates officials and those of the Towns of Campton and Thornton.



"It's important to think of the quality of the community we want to develop and create guidelines accordingly."

Response from the Visioning Survey

GUIDING PRINCIPLES:
1. It is important to have clear roles of responsibility between the Homeowner's Association and that of Village governance.
2. Ensure that there is adequate human and financial capacity to manage the Estate responsibilities, today and into the future.

DRAFT

Chapter 4 – Facilities & Services

When it comes to facilities and services, Waterville Village district has five distinct assets: a public Water System, maintenance yard, Campton Mountain Ski area, a multipurpose Community Center and an interlaced trail system throughout the district. Each one of these is an integral part of our community, leading to its appeal and success. The Village District is responsible for the future planning, maintenance, and budgeting of these facilities.

The Public Water System supplies water to 520 occupied properties, the Community Center and the Campton Mountain Ski Facility. The system is supported by two operating wells that are located a few hundred yards from the end of Doe Run near the Mad River. The main storage tank is located at the top of Pegwood Drive. The piping system that carries water runs along some of the recreational trails in the district, alongside many roads in the district, and between property lines. Emergency power generators provide uninterrupted water supply. This water system was part of the community from its development and requires continual maintenance to keep up with the needs of our property owners and respond to the demands as new homes are added to the system.

The water system is a critical asset to our community. The Commissioners have identified a number of pressing needs for the water system infrastructure based on an evaluation conducted in 2021 by an engineering firm. The firm was hired to develop a Water Master Plan, of which one component was the creation of an Asset Management Plan. This Plan provides an inventory of the water system components (some of which are more than 50 years old), evaluates their condition, and prioritizes their repair or replacement. Some of the critical issues identified during the evaluation include enlargement of the Sunset Tank, pumps and pump house, the development of a new well for future supply, and possibly moving the water treatment facility to a new more accessible location. The Commissioners applied for and were granted a matching grant from the NH Department of Environmental Services to help offset the cost of hiring the engineering firm. In the future, the Commissioners intend to seek additional state and federal funds to help cover the costs of the improvements identified in the Plan.

In August of 2021 the Commissioners proposed, and the District adopted, a Water Ordinance (amended in October of 2022) that authorizes the District to regulate a community well drinking water system. The adoption of this Ordinance was in response to legal advice regarding a requirement for all Community Water Systems to have a "definitive use water ordinance." The development of this Ordinance was part of the work done by the engineering firm on the Water Master Plan; adoption of this Ordinance was an important step in separating the Water Department budget from the general municipal budget. The current Ordinance sets the rate for water usage based on the number of bedrooms in a home, as well as specifying other rules and regulations applicable to the users of the system.

The maintenance yard consists of two buildings and an area large enough to be used as storage. The facility houses and stores the following: heavy equipment, road sand and salt for the winter season, construction material, water system piping and materials, and road repair materials. Upkeep and repair of our equipment is often conducted in this area. There are plans to construct a salt shed, and funds for that project have been set aside.

DRAFT

Chapter 4 – Facilities and Services

The Community Center is a facility that functions in a variety of ways for the community. The Village District Offices are located here. The facility has an emergency generator and can provide a place for residents to use when there is no electricity in the community. Many of the District's recreation amenities, both indoor and outdoor, are located at the community center, and are described in more detail in Chapter 5.



Recent improvements to the Center consisted of replacing the existing boilers with four high efficiency boilers and an upgrade of all HVAC systems at the Center. The boilers were replaced due to failure and were not included in the HVAC upgrade, which addressed only the Summit Lounge and the Gymnasium in the Community Center. By working together, the Commissioners and the Board of Directors were able to fund the boiler replacement and avert a shutdown of the facility. Other future needed improvements include but are not limited to: a new flooring system around the indoor pools; a new roof over the lap pool; inspection of the roof trusses; accessibility improvements; and repair of the outdoor pools.



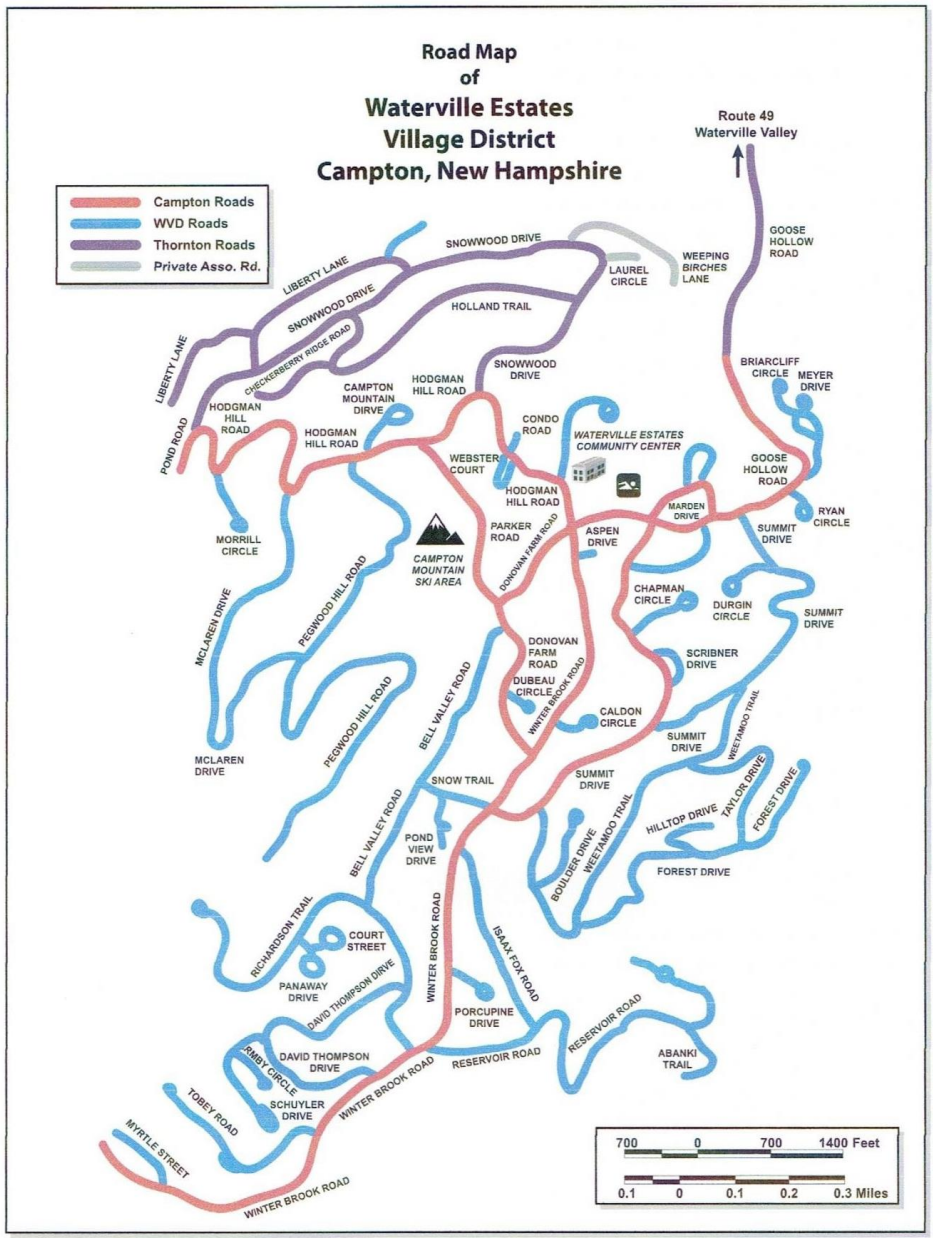
DRAFT

Chapter 4 – Facilities and Services

Roads

Waterville Estates is served by a network of roads, some of which are owned and maintained by the Towns of Campton and Thornton; the remainder are owned and maintained by the Estates. These roads are both paved and unpaved, although the majority of them are unpaved.

In the 2021 Waterville Estates Village District Annual Report the Commissioners note that a plan is being developed to repave all of the paved roads, pave the unpaved roads, and institute a schedule for maintaining them on a 20-year rotating basis.



Chapter 5 – Recreation

Waterville Estates is a planned, four-season community that provides access to recreational opportunities for connection to the natural world that we all chose to be a part of by buying a home in Waterville Estates and within the White Mountains. Be it hiking on our trails or playing tennis in the outdoor courts, we are surrounded by nature and wildlife. The intent of this chapter is to create a clear path to engaging in and preserving our natural wonders as well as maintaining appropriate recreational use in our community, both outdoors and indoors, in our pools, gym and arcade.

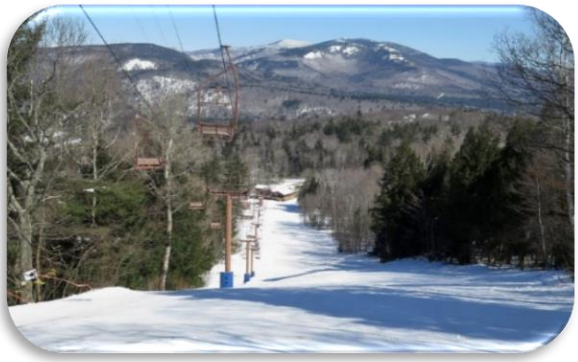
Campton Mountain

Campton Mountain ski area and lodge was created to give Village District residents a local place to ski. The Mountain has three main trails that accommodate beginners, intermediate, and expert skiers. There is also a chair lift and a beginner's rope tow. In addition, there is access to the Estates' recreational trail system. The ski mountain has day and evening skiing capabilities. The lodge at the facility is utilized during the winter months for food and beverage service and entertainment. Currently, the ski mountain and the lodge are open on Fridays, Saturdays, and Sundays.





In 2021 the Campton Mountain Snowmaking Committee was formed to investigate the question of expanding the snowmaking capabilities. The Committee sent out a survey to owners, with 90% responding that snowmaking would improve their overall experience and would increase their frequency of skiing at the Mountain. The Committee contracted with a consultant to develop a snowmaking plan, the goal of which is to make snow in late fall, thereby allowing skiing throughout the entire winter. There are also plans to increase the utilization of the ski lodge by offering the facilities for off-season rental.



The Facility has a backup generator to supply the ski area with power. Recent work at the Mountain consisted of reconstructing the lighting system for the rope tow area, which involved trenching and burying wires and replacing lights with LED high-efficiency lights. The remainder of the lighting has been disconnected and will be addressed in the near future.

DRAFT

Chapter 5 – Recreation

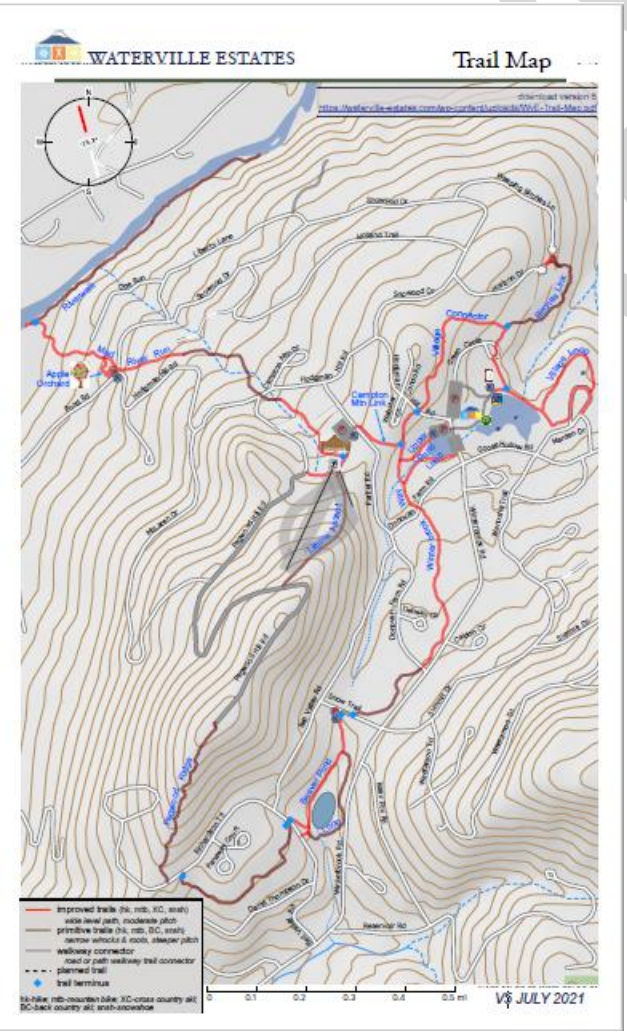
Community Center

The Community Center, as noted above, is the location for the Village District offices. In addition, it provides a number of indoor and outdoor recreational amenities. Outdoor amenities consist of two pools, jacuzzi, patios, food and beverage areas, tennis courts, pickleball courts, basketball court, playground, swimming and fishing pond and beach, and horseshoe pits. Inside the facility the amenities include a swimming pool, lap pool, jacuzzi, fitness room, game room, locker rooms, two conference rooms, and a small lounge.









Recreational Trail System

These facilities comprise several miles of walking, hiking, Cross Country skiing, snowshoeing, and mountain biking trails, bridges, and information kiosks that are located throughout the community. These facilities are primarily maintained by volunteers but occasionally WEVD employees assist when lifting is heavy. Expansion of the trail network to improve the experienceis always under consideration.

Chapter 6 – Existing and Future Land Use

Existing Land Use

The community of Waterville Estates is situated on 1400 acres within the Towns of Campton and Thornton, with the majority of the land in the Town of Campton. Existing land uses in the Estates are predominantly residential. Typical master plans include a description of the existing land uses in a community - for example, active uses such as residential, commercial, public, semi-public, institutional, and passive uses such as forest, farms, or conservation lands.

In the case of Waterville Estates, the existing active land uses are residential only, given that the Estates is not a municipality, but a planned community within two municipalities that was established specifically as a residential community. Commercial uses are not allowed, except for home occupations (that do not change the residential character of the home) or approved public or semi-public professions (e.g., artists, architects). The only existing commercial uses in the Estates are a real estate office (Waterville Estates Realty) and the operations of Campton Mountain ski mountain and lodge. Of the 900 platted lots in the Estates, 551 are developed; 367 of these are single-family homes and 184 are a combination of single- and multi-unit condominiums.

Aside from the easements and covenants governing Waterville Estates, the development is also governed by the zoning ordinances of the Towns of Campton and Thornton. Links to the zoning ordinances of both Town websites can be found here:

TOWN OF CAMPTON ZONING ORDINANCE (camptonnh.org)

Thornton Zoning Ordinance (TZO) (townofthornton.org)

Within Campton, Waterville Estates has its own designation as a zone, although it is incorporated into the Precinct Residential Zone (see Campton Zoning Map below). In the Town of Thornton, that portion of the Estates lies in the General Residence District (see Thornton Zoning Map following).

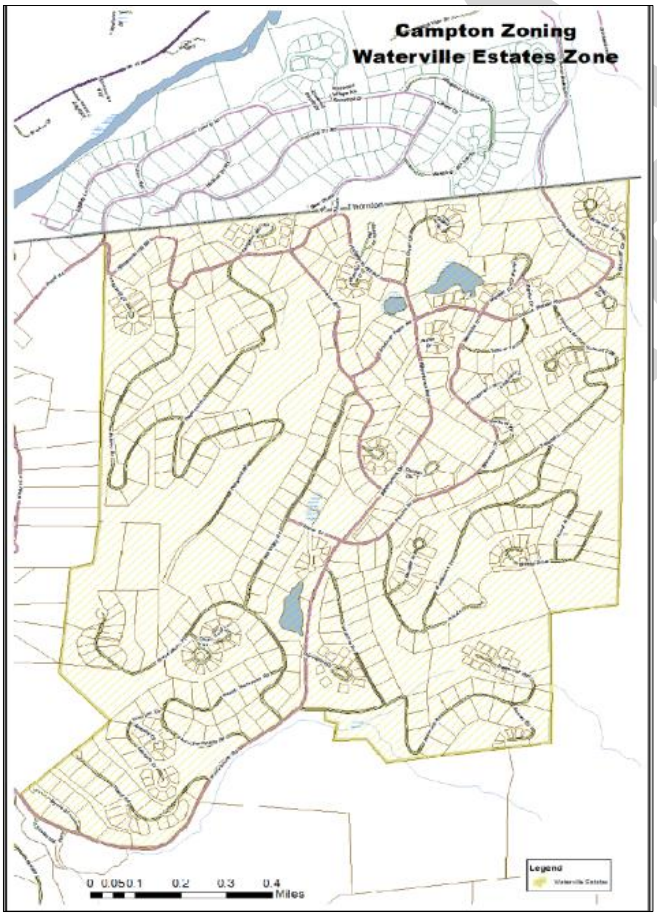
Both zoning ordinances have provisions for a range of varied permitted uses within the zoning districts that cover Waterville Estates, including a variety of non-residential uses. None of these, however, are applicable to Waterville Estates, as the allowed uses in the Estates are governed by the Revised Restrictions, Easements and Covenants (dated January 25, 1972).

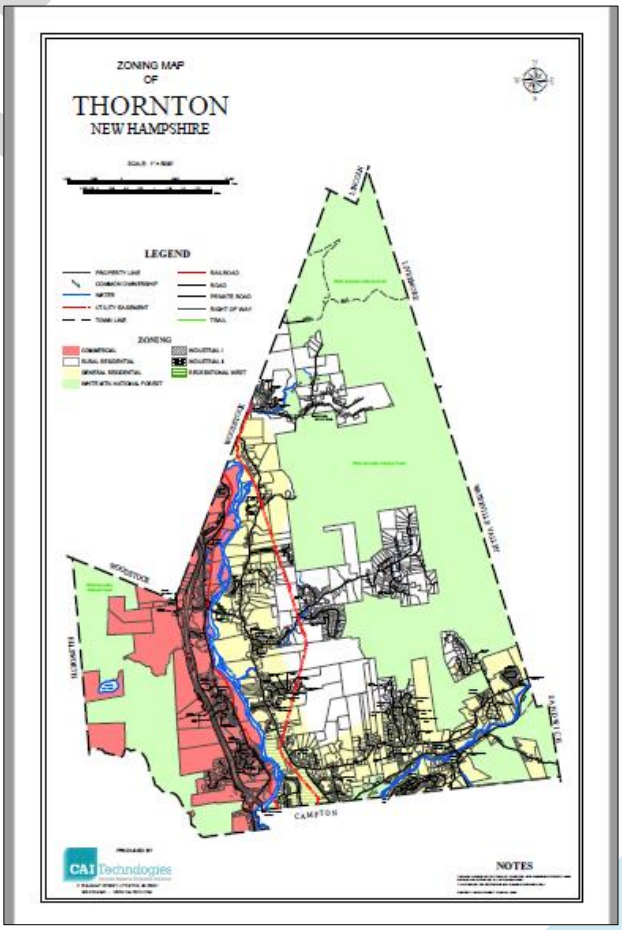
As with permitted uses, both town ordinances contain dimensional requirements for new lots, shown in Table #1 following. These requirements also do not affect lots in Waterville Estates, because they, too, are governed by the document cited above.

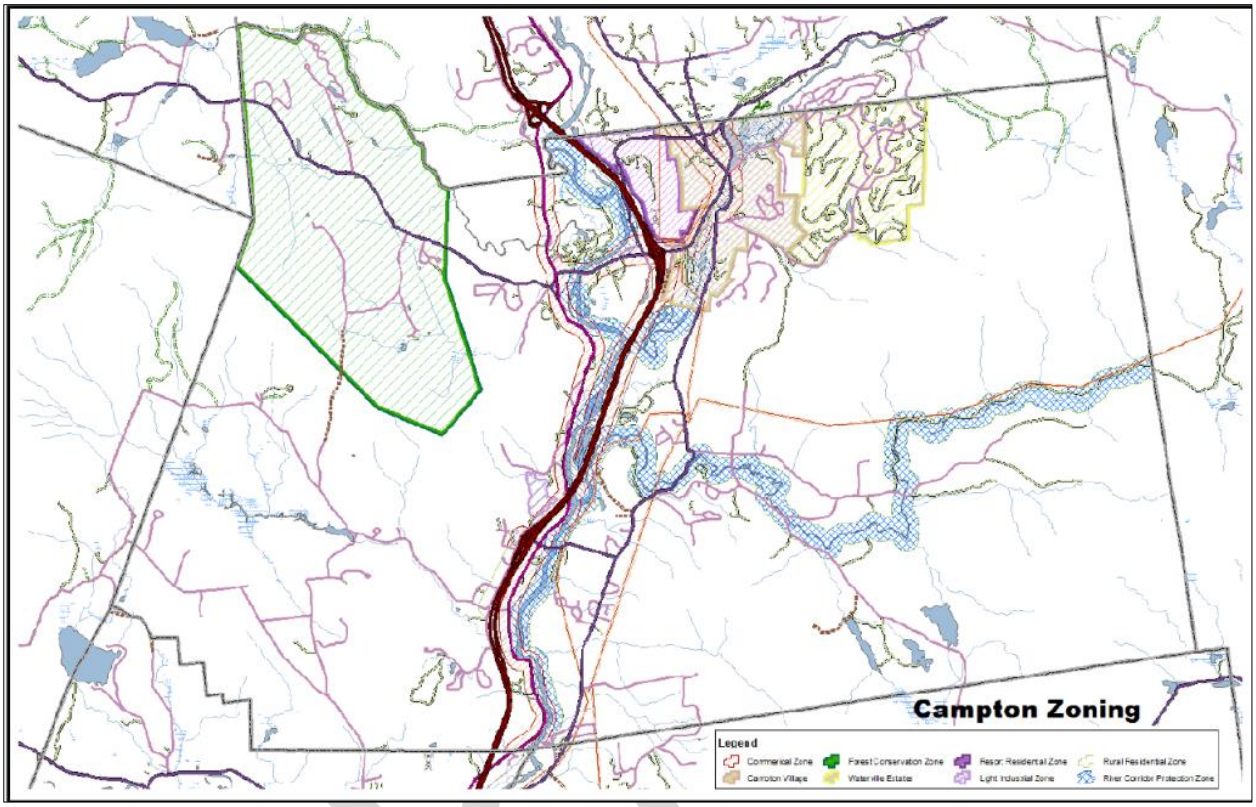
DRAFT

Table #1: Dimensional Lot Standards					
	Lot Size	Frontage	Front Setback	Side & Rear Setback	Other
Campton	1 – 2.4 (based on soil type)	100 feet	50 feet	25 feet	Deduct wetlands and slopes over 35% from lot area.
Thornton	1	100 feet	25 feet	15 feet	Deduct wetlands, slopes over 35% and floodplains from lot area.
Waterville Estates	NA	NA	50 feet	25 feet	

As the table illustrates, the setback requirements for Waterville Estates are more stringent than for either Campton or Thornton. Lot sizes and frontages for the Estates were established at the time the original plans were developed and all lots were platted at that time.







As noted above, commercial uses (with very few exceptions) are not allowed in Waterville Estates. An issue many communities are dealing with recently have to do with Short-Term Rentals (STR's). STR's are typically defined as rental of a residential dwelling unit (house, apartment, accessory apartment) for a short period of time. These types of rentals are managed through online sites such as AirBnB and Vrbo (vacation rental by owner). Many real estate companies also offer STR's.

While the use is "residential," in that commerce is not taking place, the quandary for many communities is that the impacts of these STR's can be similar (or worse) than a commercial use. Depending on the location of the home, and the frequency and number of people using the home, these can be very disruptive and can strain local services, such as police and solid waste disposal. The transitory nature of the use is not dissimilar to a commercial lodging facility.

Some towns have adopted regulations or ordinances to address STR's. For example, the Town of Thornton has adopted a regulation that permits them in all zoning districts in town, subject to site plan review and other conditions, including the receipt of a permit.

Whether these rentals pose any issues for the Estates is not clear at this time. It does, however, bear making note of it so that should problems arise, the Planning Board could make recommendations to the HOA for appropriate changes to the governing documents to address the issue.

Future Land Use

The Future Land Use Plan described here is based on opinions received from public outreach efforts, as well as incorporating the Guiding Principles presented in the Vision section. As explained in the Vision section, the Guiding Principles are goals the residents hope to achieve relative to each of the identified themes. The strategies spelled out in this section represent the specific actions needed in order to achieve the Vision. The matrix in Chapter 7 presents these strategies along with the parties/entities that have the authority and/or ability to accomplish them.

In developing strategies to implement the vision, it must be emphasized that the Planning Board has a limited role in this regard, given that the Village District – as noted earlier, is not a municipality recognized under New Hampshire state law. Furthermore, existing and potential future land uses are governed by the zoning regulations of Campton and Thornton, as well as the Restrictions, Easements and Covenants that determine land use in the Estates. For these reasons, this Plan will focus largely on recommendations for the governing officials, who are authorized and responsible for carrying out certain actions.

Theme #1: The Natural Environment

Guiding Principles:

1. Maintaining a healthy ecosystem requires good stewardship of all the natural resources, such as forests and waterbodies.
2. Scenic views and wildlife habitat should be protected from development.

The natural environment was clearly a major concern expressed in the resident survey. That is the primary reason many people said they moved to the Estates, so that they could live and recreate in such a special place. The strategies described below are those intended to address various issues raised by residents who place high value on ensuring this natural environment is not despoiled.

Strategies:

1. Ensure appropriate rules for tree cutting on private property and that they are enforced.
2. Consider whether a noise ordinance should be adopted.
3. Assess whether the use of snowmobiles and ATV's should be prohibited.
4. Monitor contractors to ensure that they maintain a clean worksite.
5. Develop rules regarding the storage of equipment or junk on private property.
6. Investigate eco-friendly landscape solutions at the Community Center.
7. Create a plan or policy to limit light pollution.

DRAFT

Theme #2: Facilities and Services

Guiding Principles:

1. It is important to maintain, improve, and where reasonable and feasible, expand the physical facilities in order to ensure continued sustainability and optimal operations.
2. Working together, the Waterville Estates Village District and the Waterville Estates Homeowner's Association will provide the guidance and support needed to ensure the ongoing functionality of all of the Estates facilities and services.

The theme of Facilities and Services is of particular significance to the residents of Waterville Estates, in that the Village District owns and is responsible for maintaining certain facilities and providing particular services, which are funded by property owner dues. The water system is of critical importance, as it is owned, operated, and maintained by the District and not either of the two towns in which the Estates are located. Aside from infrastructure, the District maintains facilities for recreational opportunities, which are also key reasons for people to move to the Estates.

Strategies:

1. Ensure cooperation between the Waterville Estates Village District and the Waterville Estates Association.
2. Clearly delineate the roles and responsibilities of the WEVD and the WEA.
3. Develop and maintain plans for maintenance of the facilities.
4. Establish clear goals and objectives for the General Manager.
5. Update and maintain Capital Improvement Plans.
6. Ensure adequate financial resources to support the water infrastructure, including ongoing monitoring and capacity to expand as needed.
7. Conduct regular, periodic water testing.
8. Develop a road maintenance plan.
9. Ensure the ongoing viability of the Community Center.

Theme #3: Recreation

Guiding Principles

1. Providing recreational options for all ages and abilities is important and adds to the social fabric.
2. All efforts should be made to consistently maintain existing services before considering expanding with reasonable and feasible additional services.

The recreational opportunities available to the residents ranked as being very important to life in the Estates. These consist of the many outdoor opportunities – both in the Estates, as well as beyond, and numerous indoor recreation amenities. Survey responses expressed concern about ensuring a safe and enjoyable experience is available to all users.

DRAFT

Strategies:

1. Develop a procedure for recruiting volunteers.
2. Ensure maximum utilization of the recreation center and ski area.
3. Develop a well-defined procedure for renting the facilities.
4. Improve enforcement of Recreation Center rules.
5. Regularly test the water at the swimming pond.
6. Develop protocols for dog walkers.
7. Develop a plan for improvement of recreation amenities and events.
8. Improve, maintain, mark, and map existing and previously-existing cross-country ski and hiking trails.

Theme #4: Land Use

Guiding Principles:

1. It is important to have clear roles of responsibility between the Homeowner's Association and that of Village governance.
2. Ensure that there is adequate human and financial capacity to manage the Estate responsibilities, today and into the future.

A typical future land use plan created for a municipality would address various types of land uses and certain/specific locations or zoning districts where uses are or are not allowed. This Plan will not do that since, as noted above, the land uses in the Estate are, while subject to Campton and Thornton zoning ordinances, governed by Waterville Estates.

Development within the Estates is limited to residential uses only, with the one exception that the Building Committee may approve of certain professional or semi-professional occupations to be conducted at the home site, provided that it does not alter the residential character thereof.

Given these restrictions, the applicable strategies focus on the two governing entities and the ways in which they can best carry out their respective responsibilities. There is one particular issue, however, that the Planning Board recognizes as a problem that can be addressed in this Plan, and that is building construction, inspections, and enforcement. While there is a Building Committee that oversees construction approvals, neither the Commissioners nor the HOA Board of Directors are involved in inspections or enforcement. The rules are specific about various aspects of construction, but the Estates does not do its own inspections, nor do either of the towns of Campton and Thornton. There is potentially a path forward for the two towns to cede enforcement authority from the towns to the Village District; this will need further research.

DRAFT

Chapter 6 – Existing and Future Land Use

Strategies:

1. Clearly define governance roles and responsibilities.
2. Village District should describe how it will interact with the state, the towns, and the Association to manage land use.
3. Better inform renters, including short-term rentals, about the community rules.
4. Develop a process for improving enforcement of community rules and bylaw violations.
5. Work with the Towns of Campton and Thornton to explore the feasibility of empowering the Village District with code enforcement authority.

DRAFT

Chapter 7 – Implementation

Theme #1 – The Natural Environment	
Guiding Principles:	
1. Maintaining a healthy ecosystem requires good stewardship of all the natural resources, such as forests and waterbodies.	
2. Scenic views and wildlife habitat should be protected from development.	
Strategies:	**Responsible Party**
1. Ensure that the rules for tree cutting on private property are appropriate and that they are enforced.	
2. Consider whether a noise ordinance should be adopted.	
3. Assess whether the use of snowmobiles and ATV's should be prohibited.	
4. Monitor contractors to ensure that they maintain a clean worksite.	
5. Develop rules regarding the storage of equipment or junk on private property.	
6. Investigate eco-friendly landscape solutions at the Community Center.	
7. Create a plan or policy to limit light pollution.	
Theme #2 – Facilities and Services	
Guiding Principles:	
1. It is important to maintain, improve, and where reasonable and feasible, expand the physical facilities in order to ensure continued sustainability and optimal operations.	
2. Working together, the Waterville Estates Village District and the Waterville Estates Homeowner's Association will provide the guidance and support needed to ensure the ongoing functionality of all Estates facilities and services.	
Strategies:	**Responsible Party**
1. Ensure cooperation between the Waterville Estates Village District and the Waterville Estates Association.	
2. Develop and maintain plans for maintenance of the facilities.	
3. Establish clear goals and objectives for the General Manager.	
4. Update and maintain Capital Improvement Plans.	
5. Ensure adequate financial resources to support the water infrastructure, including ongoing monitoring and capacity to expand as needed.	
6. Conduct regular, periodic water testing.	
7. Develop a road maintenance plan.	
8. Ensure the ongoing viability of the Community Center.	

DRAFT

Theme #3 - Recreation	
Guiding Principles	
1. Providing recreational options for all ages and abilities is important and adds to the social fabric.	
2. All efforts should be made to consistently maintain existing services before considering expanding with reasonable and feasible additional services.	
Strategies:	**Responsible Party**
1. Develop a procedure for recruiting volunteers.	
2. Ensure maximum utilization of the recreation center and ski area.	
3. Develop a well-defined procedure for renting the facilities.	
4. Improve enforcement of Recreation Center rules.	
5. Regularly test the water at the swimming pond.	
6. Develop protocols for dog walkers.	
7. Develop a plan for improvement of recreation amenities and events.	
8. Improve, maintain, mark, and map existing and previously-existing cross-country ski and hiking trails.	
Theme #4 – Land Use	
Guiding Principles:	
1. It is important to have clear roles of responsibility between the Homeowner's Association and that of Village governance.	
2. Ensure that there is adequate human and financial capacity to manage the Estate responsibilities, today and into the future.	
Strategies:	**Responsible Party**
1. Clearly define governance roles and responsibilities of WEVD and the WEA.	
2. Village District should describe how it will interact with the state, the towns, and the Association to manage land use.	
3. Better inform renters, including short-term rentals, about the community rules.	
4. Develop a process for improving enforcement of community rules and bylaw violations.	
5. Work with the Towns of Campton and Thornton to explore the feasibility of empowering the Village District with code enforcement authority.	

DRAFT

Appendices

A. Articles of Association

B. Bylaws

C. Property Restrictions, Easements, and Covenants

D. Visioning Survey

DRAFT

WEVD Recreation Fund
Unpaid Bills Detail
As of February 8, 2023

Type	Date	Num	Split	Open Balance
Amoskeag Beverages, Inc.				
Credit	01/05/2023	Inv #3170829	9005.09 · Beer	-50.00
Credit	01/26/2023	Inv #3170850	9005.09 · Beer	-100.00
Credit	02/01/2023	Credit #3170858	9005.09 · Beer	-100.00
Credit	02/08/2023	Inv #3170862	9005.09 · Beer	-50.00
Bill	12/05/2022	Inv #3218458	-SPLIT-	4.35
Bill	12/29/2022	Inv #3240834	9005.09 · Beer	299.00
Bill	01/05/2023	Inv #3240955	-SPLIT-	328.00
Bill	02/01/2023	Inv #3258690	9005.09 · Beer	430.00
Bill	02/08/2023	Inv #3267002	9005.09 · Beer	428.50
Total Amoskeag Beverages, Inc.				1,189.85
Coca Cola Acct #601165065 Ski				
Bill	02/08/2023	Inv #9547210255	9005.08 · Non Alcoh...	27.48
Bill	02/08/2023	Inv #9547210254	9005.08 · Non Alcoh...	533.41
Total Coca Cola Acct #601165065 Ski				560.89
Creakin Jones				
Bill	02/08/2023		9500.26 · Entertainm...	300.00
Total Creakin Jones				300.00
First Bankcard - 2124 CS				
Bill	02/08/2023		9501.06 · Advertisem...	1,001.70
Total First Bankcard - 2124 CS				1,001.70
Gina Lima				
Bill	02/08/2023		9500.26 · Entertainm...	300.00
Total Gina Lima				300.00
Handyman Hardware Inc.				
Bill	02/01/2023	Inv #A191905	9005.12 · Bar Supplies	36.00
Total Handyman Hardware Inc.				36.00
Health Trust				
Bill	02/08/2023	Inv #001449913	-SPLIT-	1,122.67
Total Health Trust				1,122.67
Jared Steer				
Bill	02/08/2023		9500.26 · Entertainm...	200.00
Total Jared Steer				200.00
New Hampshire Distributors, Inc.				
Bill	12/05/2022	Inv #451284	-SPLIT-	186.15
Bill	12/20/2022	Inv #466459	9005.09 · Beer	65.00
Bill	12/28/2022	Inv #465291	9005.09 · Beer	129.00
Bill	01/05/2023	Inv #469484	9005.09 · Beer	24.50
Bill	01/05/2023	Inv Tuckerman#469...	9005.09 · Beer	593.30
Bill	01/26/2023	Inv #475825	9005.09 · Beer	490.65
Bill	02/01/2023	Inv #478323	9005.09 · Beer	59.85
Bill	02/01/2023	Inv #478322	9005.09 · Beer	496.18
Bill	02/01/2023	Inv #479724	9005.09 · Beer	91.05
Bill	02/08/2023	Inv #481900	9005.09 · Beer	433.15
Total New Hampshire Distributors, Inc.				2,568.83
New Hampshire Liquor Commission				
Bill	02/08/2023	Inv #230065191124	-SPLIT-	513.78
Total New Hampshire Liquor Commission				513.78
PFG - 83114 - Ski Area				
Bill	02/08/2023	Inv #7225149	-SPLIT-	1,671.75

WEVD Recreation Fund
Unpaid Bills Detail
As of February 8, 2023

Type	Date	Num	Split	Open Balance
Total PFG - 83114 - Ski Area				1,671.75
Sanel Napa Plymouth Auto Parts				
Bill	02/08/2023	Inv #1372079	-SPLIT-	56.42
Total Sanel Napa Plymouth Auto Parts				56.42
Seven Birches Winery				
Bill	01/16/2023	Inv #125786	9005.09 · Beer	189.00
Bill	02/08/2023	Inv #125792	9005.09 · Beer	189.00
Total Seven Birches Winery				378.00
UniFirst Corporation				
Bill	02/08/2023	Inv #1070200889	-SPLIT-	33.01
Total UniFirst Corporation				33.01
Waterville Estates Village District				
Credit	10/07/2022		-SPLIT-	-11,308.30
Bill	06/30/2022	Inv #11543	-SPLIT-	32,334.55
Bill	07/31/2022	Inv #11545	-SPLIT-	30,115.06
Bill	08/22/2022	Inv #11539	9300.25 · Electric	500.09
Bill	08/31/2022	Inv #11547	-SPLIT-	23,965.83
Bill	09/30/2022	Inv #11564	-SPLIT-	26,027.92
Payroll — Bill	02/02/2023	Inv # 11592	-SPLIT-	2,721.33
Total Waterville Estates Village District				104,356.48
TOTAL				**114,289.38**

Total - 8859.55

QB - 109,117.02

Bank - 121,903.49

APPROVED
BY: DATE: 2/8/23

Waterville Estates Village District
Unpaid Bills Detail
As of February 8, 2023

APPROVED
BY: DATE: 2/8/23

Type	Date	Num	Split	Open Balance
AmeriGas 202303127 Ski				
Bill	02/07/2023	Inv #3146277933	4589.37 · Rec Ski Building ...	1,405.62
Total AmeriGas 202303127 Ski				1,405.62
Andrea Canfield - V				
Bill	02/07/2023	Ref #132101171042	4199.17 · Annual Meeting ...	12.46
Bill	02/07/2023	Ref #153101031042	4199.17 · Annual Meeting ...	16.96
Bill	02/07/2023		4199.17 · Annual Meeting ...	3.99
Bill	02/07/2023	Ref #131802021042	4199.17 · Annual Meeting ...	20.00
Total Andrea Canfield - V				53.41
C M Whitcher Rubbish Removal LLC				
Bill	02/07/2023	Inv #93491	-SPLIT-	1,001.00
Total C M Whitcher Rubbish Removal LLC				1,001.00
Deluxe				
Bill	01/18/2023	Inv #02052870249	4311.1 · Office Supplies	486.93
Total Deluxe				486.93
Duffield Engineering & Consulting				
Bill	05/12/2019		4520.26 · Cap - Septic Syst...	1,300.00
Total Duffield Engineering & Consulting				1,300.00
First BankCard - 2124 CS				
Bill	02/07/2023	#113-5505367-4422...	4520.14 · Building Infrastru...	54.99
Bill	02/07/2023	#113-9221871-5576...	-SPLIT-	61.92
Bill	02/08/2023	Inv #75190242	4312.29 · Large Equipment...	39.99
Bill	02/08/2023	Inv #75113589	-SPLIT-	581.98
Bill	02/08/2023	Inv #E0700LXQ8r	4311.1 · Office Supplies	12.50
Bill	02/08/2023	#114-8394246-2726...	4520.14 · Building Infrastru...	159.96
Bill	02/08/2023	Inv #73364128	4197.1 · Advertisements	504.92
Bill	02/08/2023	Inv #73292483	4197.1 · Advertisements	510.67
Bill	02/08/2023	Inv #74244812	4197.1 · Advertisements	150.79
Bill	02/08/2023	#114-8323805-6186...	4520.14 · Building Infrastru...	129.72
Bill	02/08/2023	January Subscription	4311.2 · Taxes/Fees/Charg...	69.99
Bill	02/08/2023		-SPLIT-	12.00
Bill	02/08/2023		-SPLIT-	33.33
Bill	02/08/2023		-SPLIT-	33.33
Total First BankCard - 2124 CS				2,356.09
Friedman Feeney, PLLC				
Bill	02/07/2023	Inv #9185	4153.1 · Legal	225.00
Total Friedman Feeney, PLLC				225.00
Handy Man Hardware				
Credit	01/26/2023	Inv #357947	4521.5 · Power Tool Equip...	(1.41)
Bill	01/23/2023	Inv #B357546	4520.38 · Cap - Lift Mainte...	100.00
Bill	01/23/2023	Inv #B357512	-SPLIT-	22.50
Bill	01/26/2023	Inv #B358249	-SPLIT-	57.00
Bill	01/26/2023	Inv #B357947	-SPLIT-	14.11
Bill	01/31/2023	Inv #358702	-SPLIT-	90.20
Bill	01/31/2023	Inv #A191989	4312.17 · Misc. Projects	7.00
Bill	02/08/2023	Inv #B359421	-SPLIT-	41.50
Bill	02/08/2023	Inv #B359651	-SPLIT-	94.00
Total Handy Man Hardware				424.90
Health Trust				
Bill	02/08/2023	Inv #001449913	-SPLIT-	16,877.30
Total Health Trust				16,877.30
MacDonald Property Management				
Bill	02/07/2023	Inv #2603	-SPLIT-	2,400.00

ACH

Waterville Estates Village District
Unpaid Bills Detail
As of February 8, 2023

Type	Date	Num	Split	Open Balance
Total MacDonald Property Management				2,400.00
NHAV				
Bill	02/01/2023	WEVD Annual Meet...	4199.17 · Annual Meeting ...	3,255.00
Total NHAV				3,255.00
Northway Municipal Card - 0902				
Bill	02/08/2023	#113-2790471-4747...	-SPLIT-	23.98
Bill	02/08/2023	#113-7603451-5657...	4520.14 · Building Infrastru...	56.88
Bill	02/08/2023	#114-9487901-2975...	-SPLIT-	78.37
Bill	02/08/2023	#114-5685511-5459...	4529.5 · Cleaning Supplies	17.96
Total Northway Municipal Card - 0902				177.19
O'Reilly Auto Parts				
Credit	02/07/2023	Inv #4989171130	-SPLIT-	(108.21)
Bill	02/07/2023	Inv #4989-170983	4312.23 · Truck Repairs	3.51
Bill	02/07/2023	Inv #4989-170981	-SPLIT-	125.57
Total O'Reilly Auto Parts				20.87
Prinoth				
Bill	02/08/2023	Inv #2305000343	4520.13 · Snowcat Repairs...	156.46
Total Prinoth				156.46
Sanel NAPA Auto Parts				
Credit	02/07/2023	Cr #0903183	4520.38 · Cap - Lift Mainte...	(36.00)
Bill	02/07/2023	Inv #1372131	4312.23 · Truck Repairs	37.29
Bill	02/08/2023	Inv #0705877	-SPLIT-	351.97
Total Sanel NAPA Auto Parts				353.26
Sherwin Williams				
Credit	04/28/2022	20600IR	4529.72 · GN - General Ma...	(299.58)
Total Sherwin Williams				(299.58)
UniFirst				
Bill	02/07/2023	Inv #1070200889	-SPLIT-	76.43
Total UniFirst				76.43
United Construction & Forestry				
Bill Pmt -Check	07/01/2022	27574	1001 · Northway Bank	(804.64)
Total United Construction & Forestry				(804.64)
Wicked Good Web LLC				
Bill	02/07/2023	Inv #WGW-02008	-SPLIT-	486.00
Total Wicked Good Web LLC				486.00
TOTAL				**29,951.24**

QB - 447,196.83

Bank - 525-40662

Total - 25,588.63

447,196.83
(25,588.63)

421,608.20

Waterville Estates Village District
Unpaid Bills Detail
As of February 15, 2023

APPROVED
BY: JR DATE: 2/15/23

Type	Date	Num	Split	Open Balance
Alvina Snegach				
Bill	02/13/2023		4199.19 · Contracted/ C...	100.00
Total Alvina Snegach				100.00
Deluxe				
Bill	01/18/2023	Inv #02052870249	4311.1 · Office Supplies	486.93
Total Deluxe				486.93
Duffield Engineering & Consulting				
Bill	05/12/2019		4520.26 · Cap - Septic S...	1,300.00
Total Duffield Engineering & Consulting				1,300.00
Eversource - 1074 Over Flow Parking				
Bill	02/13/2023		4520.17 · Outdoor Lighting	99.14
Total Eversource - 1074 Over Flow Parking				99.14
First BankCard - 2124 CS				
Bill	02/15/2023	Inv #E0700MC4S9	4311.2 · Taxes/Fees/Ch...	12.50
Total First BankCard - 2124 CS				12.50
Handy Man Hardware				
Credit	01/26/2023	Inv #357947	4521.5 · Power Tool Equ...	(1.41)
Bill	01/23/2023	Inv #B357546	4520.38 · Cap - Lift Main...	100.00
Bill	01/23/2023	Inv #B357512	-SPLIT-	22.50
Bill	01/26/2023	Inv #B358249	-SPLIT-	57.00
Bill	01/26/2023	Inv #B357947	-SPLIT-	14.11
Bill	01/31/2023	Inv #358702	-SPLIT-	90.20
Bill	01/31/2023	Inv #A191989	4312.17 · Misc. Projects	7.00
Bill	02/08/2023	Inv #B359421	-SPLIT-	41.50
Bill	02/08/2023	Inv #B359651	-SPLIT-	94.00
Bill	02/09/2023	Inv #B360227	4529.9 · Landscaping	215.00
Bill	02/09/2023	Inv #B360093	4521.3 · Small Tools	40.00
Bill	02/09/2023	Inv #B360183	-SPLIT-	13.00
Bill	02/09/2023	Inv #B360065	4312.23 · Truck Repairs	20.00
Bill	02/09/2023	Inv #A192090	-SPLIT-	65.00
Bill	02/09/2023	Inv #B360392	-SPLIT-	62.50
Bill	02/09/2023	Inv #B359207	4520.38 · Cap - Lift Main...	15.00
Bill	02/09/2023	Inv #B359208	-SPLIT-	31.50
Bill	02/13/2023	Inv #A192157	4520.7 · Ski Area Repair...	20.00
Bill	02/15/2023	Inv #B360935	-SPLIT-	38.75
Bill	02/15/2023	Inv #B360894	-SPLIT-	66.50
Total Handy Man Hardware				1,012.15
Health Trust				
Bill	02/09/2023	Inv #72522	4199.07 · FSA Fee	11.00
Total Health Trust				11.00
Irving Energy				
Credit	02/15/2023	Ref #1622438	4312.18 · Diesel Fuel	(3,761.00)
Bill	02/13/2023	Inv #539175	4312.18 · Diesel Fuel	3,037.93
Total Irving Energy				(723.07)
JP Pest Services				
Bill	02/09/2023	Inv #3439874	4529.8 · Pest Control	234.00
Bill	02/15/2023	Inv #3432410	4529.8 · Pest Control	234.00
Bill	02/15/2023	Inv #3432411	4529.8 · Pest Control	152.00
Total JP Pest Services				620.00
Kimball Midwest				
Bill	02/13/2023	Inv #100744963	-SPLIT-	196.94
Total Kimball Midwest				196.94

ACH

Waterville Estates Village District
Unpaid Bills Detail
As of February 15, 2023

Type	Date	Num	Split	Open Balance
Louie Valente				
Bill	02/13/2023	Inv #958993	4520.10 · Building Equip...	635.40
Total Louie Valente				635.40
Mark Johnston Construction				
Bill	02/09/2023	Inv #2023.006	-SPLIT-	954.00
Total Mark Johnston Construction				954.00
Needham Electric Supply Corp.				
Credit	02/15/2023	S5990064.002	4312.9 · Misc Material &...	(80.10)
Total Needham Electric Supply Corp.				(80.10)
NHAV				
Bill	02/01/2023	WEVD Annual Meeting	4199.17 · Annual Meetin...	3,255.00
Total NHAV				3,255.00
Northway Municipal Card - 0902				
Bill	02/13/2023	#113-3943919-8021000	4529.1 · Pool Chem & S...	33.94
Bill	02/15/2023	#113-5284394-6161052	4199.7 · Uniforms	119.98
Total Northway Municipal Card - 0902				153.92
Nucar Ford of Plymouth				
Bill	02/09/2023	Inv #10415	4312.23 · Truck Repairs	81.27
Total Nucar Ford of Plymouth				81.27
OnSite Computer Service				
Bill	02/13/2023	7688R	4589.13 · Rec Computer...	1,580.01
Bill	02/13/2023	Inv #7688	4199.5 · Computer Servi...	1,340.01
Total OnSite Computer Service				2,920.02
Pike Industries				
Bill	02/13/2023	Inv #1219724	4312.14 · Road Sand & ...	3,431.20
Total Pike Industries				3,431.20
Prinoth				
Bill	02/15/2023	Inv #2205010526	4520.13 · Snowcat Repa...	84.37
Total Prinoth				84.37
Sanel NAPA Auto Parts				
Credit	02/09/2023	Inv #1375067	4312.23 · Truck Repairs	(72.29)
Bill	02/09/2023	Inv #0706625	-SPLIT-	319.03
Bill	02/09/2023	Inv #1375094	4312.23 · Truck Repairs	19.14
Bill	02/09/2023	Inv #0899535	-SPLIT-	267.98
Bill	02/09/2023	Inv #1373470	-SPLIT-	142.58
Bill	02/09/2023	Inv #1374291	4312.23 · Truck Repairs	65.49
Total Sanel NAPA Auto Parts				741.93
Staples Business Advantage				
Bill	02/15/2023	Inv #7605163094	-SPLIT-	61.46
Total Staples Business Advantage				61.46
State of New Hampshire- DOT				
Bill	02/13/2023	Inv# 340554	4521.1 · Fuel - Gas	628.86
Total State of New Hampshire- DOT				628.86
UniFirst				
Bill	02/13/2023	Inv #1070202796	-SPLIT-	76.43
Total UniFirst				76.43
United Construction & Forestry				

Waterville Estates Village District
Unpaid Bills Detail
As of February 15, 2023

Type	Date	Num	Split	Open Balance
Bill Pmt -Check	07/01/2022	27574	1001 · Northway Bank	(804.64)
Total United Construction & Forestry				(804.64)
Upton & Hatfield, LLP				
Bill	02/13/2023	Inv #160537	4153.1 · Legal	1,407.50
Total Upton & Hatfield, LLP				1,407.50
TOTAL				**16,662.21**

QB - 411,269.13

Bank - 499,077.46

Total - 11,888.92

411,269.13
(11,888.92)
399,380.21

WEVD Water Department
Unpaid Bills Detail
As of February 8, 2023

Type	Date	Num	Split	Open Balance
Badger Meter				
Bill	02/08/2023	Inv #80118630	4909.14 · Water Mete...	18.05
Total Badger Meter				18.05
First BankCard - 2124 CS				
Bill	02/08/2023		4332.15 · Postage	16.67
Bill	02/08/2023		4332.14 · Office Supp...	5.00
Bill	02/08/2023		4332.15 · Postage	16.67
Total First BankCard - 2124 CS				38.34
Grainger				
Bill	02/08/2023	Inv #147809069	-SPLIT-	389.56
Total Grainger				389.56
Treasurer, State Of NH - DES				
Bill	02/08/2023	Inv #190536	4332.2 · Water Testin...	15.00
Bill	02/08/2023	Inv #190541	4332.2 · Water Testin...	30.00
Total Treasurer, State Of NH - DES				45.00
Waterville Estates Village District				
Bill	02/02/2023	Inv # 11593	-SPLIT-	820.53
Total Waterville Estates Village District				820.53
TOTAL				**1,311.48**

Total- 1311.48

QB- 299,674.06

Bank- 304,728.71

299,674.06
{ 1311.48 }
298,362.58

APPROVED
BY: JH DATE: 2/8/23

WEVD Water Department
Unpaid Bills Detail
As of February 15, 2023

APPROVED
BY: JH DATE: 2/15/23

Type	Date	Num	Split	Open Balance
Handyman Hardware				
Bill	02/15/2023	Inv #B360882	4332.1 · System Repair...	28.50
Total Handyman Hardware				28.50
Intimus International NA				
Bill	02/13/2023	Inv #1028222	4332.14 · Office Supplies	5,565.00
Total Intimus International NA				5,565.00
Mark Johnson Construction, LLC				
Bill	02/09/2023	Inv #2023.006	4332.3 · Leak Repairs	168.00
Total Mark Johnson Construction, LLC				168.00
Needham Electric Supply				
Bill	02/09/2023	Inv #S5986204.001	4332.1 · System Repair...	180.96
Total Needham Electric Supply				180.96
OnSite Computer Services				
Bill	02/13/2023	Inv #7688	4332.1 · System Repair...	579.97
Total OnSite Computer Services				579.97
Stiles Company				
Bill	02/13/2023	Inv #303659	4332.1 · System Repair...	659.73
Total Stiles Company				659.73
Upton & Hatfield, LLP				
Bill	02/13/2023	Inv #160537	4332.16 · Legal Expens...	1,035.00
Total Upton & Hatfield, LLP				1,035.00
Waterville Estates Village District				
Bill	02/09/2023	Inv #11595	-SPLIT-	818.94
Total Waterville Estates Village District				818.94
TOTAL				**9,036.10**

QB – 294,299.33

Bank – 301,870.55

Total 9036.10

294,299.33
(9036.10)

285,263.23

CERTIFIED COMPUTER SOLUTIONS
And
WATERVILLE ESTATES
IT EQUIPMENT MAINTENANCE AGREEMENT

CUSTOMER: Waterville Estates
ADDRESS: 562 Winterbrook Rd
Campton, NH 03223

EFFECTIVE DATE: 2/20/2023 to 2/19/2028

GENERAL

The equipment to be serviced and services provided by Certified Computer Solutions ("CCS") for Waterville Estates ("Customer"/"Client") are outlined in the attached "Schedule of Services". Both parties agree to the terms and conditions set forth in this Agreement:

The yearly fee for this agreement is **$26,496**, to be billed monthly at **$2,208**.

a) This agreement may be terminated by the Client upon ninety (90) days written notice if CCS
   - Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within 30 days of receipt of written notice
   - Terminates or suspends its business operations.

b) This Agreement may be terminated by CCS upon ninety (90) days written notice to the Client.

c) This Agreement may be terminated if the funds for the annual cost of the contract are not appropriated by the Town's voters.

d) If either party terminates this Agreement, CCS will assist the Client in the orderly termination of services, including timely transfer of services to another provider. Client agrees to pay CCS for the actual cost of rendering such assistance as well as the cost of any equipment or services for which CCS has not been fully reimbursed.

e) Termination of this Agreement prior to the end date may result in early termination fees.

f) It is understood that any and all services requested by the Client that fall outside of this Agreement will be considered Projects, and will be quoted and billed as separate, individual services.

This Agreement shall be governed and interpreted according to the laws of the State of New Hampshire.

TERM OF AGREEMENT: 5 Years

This Agreement is for a period of {5} year(s), unless otherwise noted in this Agreement.

MAINTENANCE CHARGES

Maintenance charges will commence on the date of the contract for those units, which are installed on that date. Maintenance charges will be billed on an annual, quarterly, or monthly basis, unless noted in this Agreement, in advance, and are due and payable within ten (10) days of invoice date. CCS will provide thirty (30) days written notice on any changes in regular maintenance charges.

ACCEPTANCE OF EQUIPMENT

CCS accepts responsibility for the equipment listed subject to performing a site survey. In the event that the site survey reveals defects in the equipment listed sufficient to exclude it from coverage under this Agreement, CCS will notify the customer, in writing, prior to thirty (30) days after the effective date of this Agreement.

WORK TO BE PERFORMED

CCS will provide labor to maintain covered equipment in satisfactory operating condition, subject to the following exclusions.

EXCLUSIONS

Services rendered shall exclude:

- The cost of parts, equipment, or shipping charges of any kind except for those identified on the attached "Schedule of Services".
- The cost of any software, licensing, or software renewals of any kind except for those identified on the attached "Schedule of Services".
- Failure to maintain required environmental conditions.
- The cost of any required 3rd party support.
- Failure due to accidents, transportation, neglect, abuse, acts of God, building modifications, power failures or other adverse environmental conditions or factors.
- Service or repairs made necessary by alteration or modification of software or equipment other than that authorized by CCS.
- If equipment needs to be replaced due to inability to purchase repair parts for equipment, the Client will be responsible for the cost of new equipment.
- Training Services of any kind.
- IoT (Internet of Things) devices unless explicitly mentioned.
- Support of software and/or hardware beyond end-of-life maintenance or unsupported by manufacturer and/or vendor.

TIME AND MATERIAL CHARGES (T/M)

Additional work requested by the customer, not specifically identified as part of this Agreement, and performed by CCS will be billed immediately at quoted T/M rates for parts, labor, and travel. T/M rates are subject to change without notice. Work classified as T/M is subject to the terms and conditions of this Agreement and its amendments.

HOURS OF SERVICE

Maintenance rates are for work performed during normal hours of business 8:30 AM to 5:00 PM, Monday through Friday, exclusive of holidays (unless by choice of CCS). Overtime service, when requested and available, will be provided at the CCS rates then current.

LIABILITY

CCS shall not bear any liability in excess of the pro-rated monthly charge received in payment for services performed during the calendar month prior to the event leading to any claim, except for personal injury or damage to tangible property directly caused by the negligence of CCS or its personnel. In no event will CCS be liable for Punitive, Incidental, Consequential, Indirect or Special damages, including, without limitation, loss of use of the equipment, data, or software, or loss of profit, or liability to third parties, however caused, even if CCS has been informed of that possibility.

Customer will contact CCS to monitor all third party access to the network. CCS is not responsible for any modifications or additions made by a third party or any damages that may result from third party access and Client understands resolving these damages may result in charges.

CCS is not responsible for any modifications or damages caused by unmanaged and/or unsupported devices accessing the network and Customer understands resolving damages caused by these devices may result in charges.

CANCELLATION

In the event either party cancels this Agreement and there are pro-rated annual maintenance and/or T/M repair charges due and payable to CCS on account of which CCS commences collection proceedings, the other party hereby agrees to pay the expenses of collection, including court costs and reasonable attorney's fees.

SUBSTITUTIONS

Both parties understand that where a covered item is not present in sufficient quantity to justify CCS's procurement of all required parts, CCS shall not be responsible for failure to perform service due to circumstances beyond its control.

MAINTENANCE RESPONSE

Service will be performed as promptly as practicable; regular service calls will be placed in the schedule Queue. Customer will be notified one day in advance of a technician's visit. For Emergency calls (Server down), customer will be contacted within 2 hours of us receiving the message and a technician will respond on site within 4 regular business hours of CCS receiving the initial call. Emergency calls received on weekends and holidays during the day will have a 4-hour contact time and 8-hour response time. Emergency calls that come in overnight will receive a response the following day. CCS representatives shall have full and free access to the equipment to perform service thereon. CCS shall not be responsible for failure to perform service due to circumstances beyond its control.

MAINTAINABILITY

If, in the opinion of CCS, any individual item(s) listed under maintenance can no longer be properly or economically maintained to CCS's standards of performance, CCS will provide the customer options to resolve such conditions. Should the customer choose not to select one of the corrective options by CCS, CCS shall not be responsible for any failures which are directly attributable to such noted condition, and unit in question will be removed from the maintenance contract.

CUSTOMER'S OPERATIONAL RESPONSIBILITIES

Customer has sole responsibility for use of the products (hardware and software), including operating procedures, accuracy and security of input and output data, restart and recovery routines, and other procedures necessary for customer's intended use of the products.

Customer is fully responsible to maintain verified back-ups of data files necessary to replace Customer data in the event of loss or damage to such data from any cause.

Customer understands that cybersecurity is a shared responsibility and there is no such thing as complete protection from cyber threats. Cybersecurity services are in place to reduce risk however they do not guarantee protection against a cyberattack. Customer is responsible for employees' actions on the network. Customer understands this agreement is not a replacement for cybersecurity insurance. CCS highly recommends Customer obtain cybersecurity insurance to help prevent loss of funds and/or data that may occur because of a cyberattack.

Customer acknowledges it has read and understands this Agreement (including all attached schedules and amendments) and is not entering into this Agreement on the basis of any representations expressly not set forth in it.

RENEWAL

This Contract automatically renews unless the customer notifies CCS in writing at least 30 days before the expiration date.

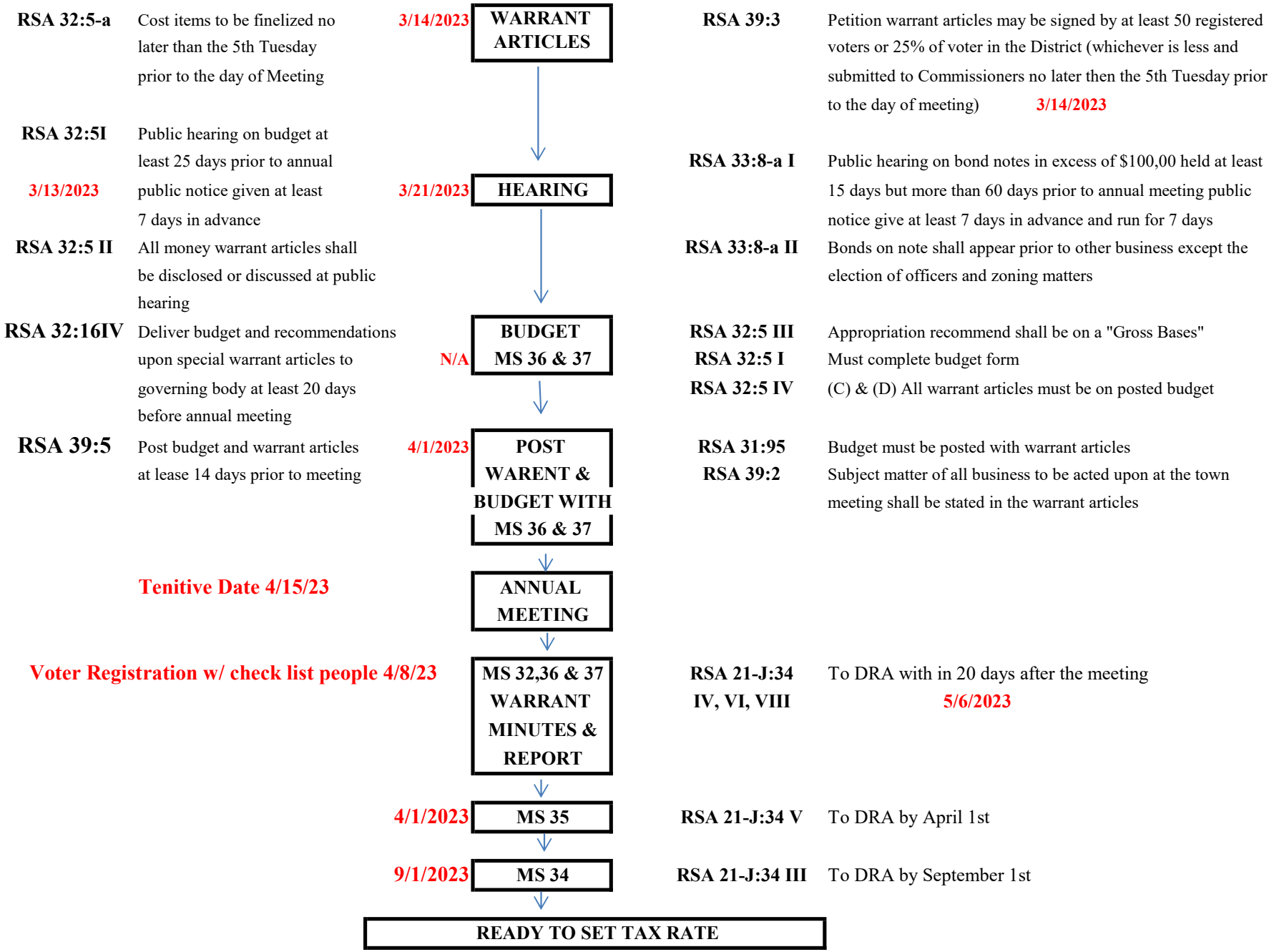
AGREED TO AND ACCEPTED BY:

CERTIFIED COMPUTER SOLUTIONS		**WATERVILLE ESTATES**	
Katie Lavelle			
Signature		Signature	
Katie Lavelle			
Printed/Typed name		Printed/Typed name	
Managing Partner	2/13/2023		
Title	Date	Title	Date

Waterville Estates
Service Contract Schedule of Services

Location	Servers	Workstations
Main office	**1**	**17**

Services – Servers –
Proactive Server Monitoring of all server systems, 24/7/365
Proactive repair of issues found through monitoring
Patch Management
Server Management (Add and remove users, computers, etc.)
Remote Server Support for Customer and 3rd party vendors
Remote Server Repair Action
On Site Server Repair Action
Daily Remote Backup of Data from Server
Proactive monitoring of Backups, test restores
Restore Data from Daily Backup when necessary
Active Endpoint Detection & Response licensing
Proactive maintenance of Active EDR software (new definitions, etc.)
Virus and Malware Removal – including wipe and reload of server (labor only)
One (1) standard Server replacement at end of life
Services – Workstations
Proactive workstation monitoring when system is on, 24/7/365
Proactive repair of issues found through monitoring
Patch Management
Workstation Management (adding users, etc.)
Remote Support for Customer and 3rd party vendors
Remote Workstation Repair Action
On Site Workstation Repair Action
Active Endpoint Detection & Response licensing
Proactive maintenance of Active EDR software (new definitions, etc.)
Virus or Malware Removal – including wipe and reload of Workstations (labor only)
Installation of three (3) new standard laptops
Replacement of thirteen (13) standard workstations/laptops on a 5-year schedule (SCADA system replacement not included)
Services – Advanced Cybersecurity Package
Cybersecurity Awareness Training for up to 50 users
Bi-annual Simulated Phishing Attacks for up to 50 users
Dark Web Monitoring for up to 50 users
SonicWALL Advanced Gateway Security Suite
Firewall threat protection & blocking
Group Policy implementation & management
Annual network assessment & audit
Other Included Cost and Services
Email support both on site and remote
3rd party software loads or updates
Network Maintenance and repair (parts not included)
Travel time (portal to portal) and mileage
Discount on labor for projects outside of the contract scope
Annual IT review & consultation


RSA 32:5-a
Cost items to be finelized no later than the 5th Tuesday prior to the day of Meeting
3/14/2023
WARRANT ARTICLES
RSA 39:3
Petition warrant articles may be signed by at least 50 registered voters or 25% of voter in the District (whichever is less and submitted to Commissioners no later then the 5th Tuesday prior to the day of meeting) 3/14/2023
RSA 32:5I
Public hearing on budget at least 25 days prior to annual public notice given at least 7 days in advance
3/13/2023
3/21/2023
HEARING
RSA 33:8-a I
Public hearing on bond notes in excess of $100,00 held at least 15 days but more than 60 days prior to annual meeting public notice give at least 7 days in advance and run for 7 days
RSA 32:5 II
All money warrant articles shall be disclosed or discussed at public hearing
RSA 33:8-a II
Bonds on note shall appear prior to other business except the election of officers and zoning matters
RSA 32:16IV
Deliver budget and recommendations upon special warrant articles to governing body at least 20 days before annual meeting
N/A
BUDGET MS 36 & 37
RSA 32:5 III
Appropriation recommend shall be on a "Gross Bases"
RSA 32:5 I
Must complete budget form
RSA 32:5 IV
(C) & (D) All warrant articles must be on posted budget
RSA 39:5
Post budget and warrant articles at lease 14 days prior to meeting
4/1/2023
POST WARENT & BUDGET WITH MS 36 & 37
RSA 31:95
Budget must be posted with warrant articles
RSA 39:2
Subject matter of all business to be acted upon at the town meeting shall be stated in the warrant articles
Tenitive Date 4/15/23
ANNUAL MEETING
Voter Registration w/ check list people 4/8/23
MS 32,36 & 37 WARRANT MINUTES & REPORT
RSA 21-J:34 IV, VI, VIII
To DRA with in 20 days after the meeting
5/6/2023
4/1/2023
MS 35
RSA 21-J:34 V
To DRA by April 1st
9/1/2023
MS 34
RSA 21-J:34 III
To DRA by September 1st
READY TO SET TAX RATE

M. PATTI MOTIONS FOR WEVD COMMISION MEETING ON FEBRUARY 21, 2023:

Agenda Item # 5 c, Amendments to Draft Minutes of **February 8, 2023**:

1. Page 1, lines 4, 5 – delete 'and Harry Bertino'
2. Page 1, line 7 – correct typo "Seward"
3. Page 1, line 22 – delete 'for it' and insert "as GM"
4. Page 2, line 45 – delete 'payment system' and insert "POS, Point of Sale, system."
5. Page 3, lines 88, 89 – correct beginning of sentence to read: "*Mr. Panuczak made a motion to seek a contract from CCS Inc. which will delineate a more definitive cost structure….*"
6. Page 4, lines 121, 122 – delete 'be heating' and insert after 'better' the following: "heated"
7. Page 5, line 172 – delete 'plat files' and insert "plot plans and other oversized documents"
8. Page 6, line 194 – delete 'probably closer to'
9. Page 6, line 194 – delete 'as her calculations did not include November billing' and insert "of the $126,000 is remaining once you take into account the income that is earmarked for expenses like credit card and lien processing fees as well as meter income."
10. Page 6, line 195 – modify sentence to read "Discussion ensued about: (1) the previous…"
11. Page 6, line 197 – modify sentence to read "…an option, (2) the District's application for $2.1 million in water system grants…"
12. Page 6, line 198 – after 'State Revolving Fund' insert "and all 3 projects were ranked in the top 100 of all applications and the continued Water & Roads Committee, strategic plan, and licensed water operator work (Mr. Steve Baert) can help the next water system application receive an even higher ranking, and (3) the latest application for a leak detection grant seeks to cover the remaining District roads (instead of 3 miles at a time) and the water department needs funds to make repairs of leaks which are discovered." Delete 'which was for the whole system.'
13. Page 6, line 198 – delete 'It was noted that'
14. Page 6, line 200 – insert "for the remaining District roads" after 'application' and correct typo "successful" not 'unsuccessful'
15. Page 6, line 206 – insert after 'over the' the following: "May 2023" and delete 'it will' and insert "applying the surplus would" in front of 'affect'
16. Page 6, line 207 – delete 'and said' and insert "saying"
17. Page 6, line 208 – delete 'to go that route' and insert "use Budget version #60"
18. Page 6, line 216 – insert after 'to offset the' the term "2023"
19. Page 7, line 225 – insert after 'public body' the word "meeting" and end sentence at 'remotely'
20. Page 7, line 225 – after 'remotely.' insert the following: "Public Bodies include advisory committees, the Planning Board as well the Commission. Historically, public bodies could only meet the locations announced to the community. When Covid struck, the Governor and later NH State Representatives changed the law to loosen up remote meeting attendance by members of public bodies. As it stands now, at the physical location for each public body meeting there must be a quorum (simple majority) of the committee/Planning Board/Commissioners present in order for some members to attend remotely."
21. Page 7, line 225 – delete 'and' and start new sentence with "That remote…"

22. Page 7, line 226 – insert after ‘makes’ the words “it not reasonably practical to participate in person.”; delete ‘participating in person reasonably practical’
23. Page 7, line 233 – delete ‘attending’
24. Page 7, line 234 – delete ‘boards’ and substitute “committees”
25. Page 7, lines 238, 239 – correct typo “Nancy Seward”
26. Page 7, line 239 – delete ‘mention’ and substitute “volunteer the information about”
27. Page 7, lines 239, 240 – delete ‘to be present physically’ and insert “at the physical location for each meeting.”
28. Page 7, line 243 – insert after sentence ends the following: “Mr. Spinney and Mr. Panuczak agreed to table to the February 21st meeting”