WEVD COMMISSION MEETING AGENDA
Wednesday, JUNE 14, 2023, at 6 p.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 24, 2023
6. Treasurer's Report
7. GM's Report
8. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Outdoor Courts
    d. ADA Accessibility
    e. Records
    f. Amenity Profitability
9. CONSENT CALENDAR
    a. Manifests
10. GENERAL CALENDAR ITEMS
    a. Motion Re: Consultant to assist Amenity Profitability Committee
    b. RCA Re: water rate adjustment, 170 Snowood Drive
    c. Updated Volunteer Handbook/Letter from Commission Chair
11. Next Meeting: Tuesday, June 27, 2023 @ 10 a.m.
12. Public Comment Period
13. Non-Public Session
14. Adjourn Meeting

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

WEVD 2023 Meeting Draft Minutes
May 24 , 2023 – 6:00 PM

Attendees: Commissioners Maureen Patti and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith. Also present were Tarra Sorell, Kelli Olsen, and Rita Donaldson.

Attendees via Zoom: Commissioner Panuczak (intermittently), Jamie Oldmixon, Tanya Moses.

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

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

Roll Call of Commissioners: Ms. Patti and Mr. Spinney were present in person. Ms. Patti said that there is a quorum and that Mr. Panuczak should be joining via Zoom sometime later.

Adoption of Agenda

Ms. Patti made a motion to move item 8a regarding the proposal for updating and changing District banking institution to the beginning of the meeting. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

GENERAL CALENDAR ITEMS

a. Proposal for Updating & Changing District Banking Institution

Rita Donaldson from Municipal Resources Inc., who is currently consulting the District on financial and accounting matters related to moving to the new financial software system, provided a brief background of why the issue of switching banking institutions came up. She said it was in part due to the fact that multiple audits had noted that the District had uninsured funds due to not being with a financial institution that provides such coverage for amounts in excess of $250,000.

Kelly Olsen, Corporate Cash Management Officer and Tarra Sorell from the Cash Management Division of the Bank of New Hampshire introduced themselves and provided an overview of the services that the bank would be able to provide to the District.

Among the services offered were:

- Moving the excess funds that are currently in deposits to Insured Cash Sweep – which is a smart, secure and convenient way to safeguard deposits that exceed FDIC insurance limits. The funds would be deposited into a commercial checking account and funds in excess of FDIC

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limits would be transferred to the Insured Cash Sweep (ICS). All excess funds will sweep to the ICS account and earn a current rate of 4.00 % APY. This rate is subject to change.
- Online Banking access 24/7 to account balances, statement and transaction detail - through the Bank's online banking platform, you have the access to monitor account activity, initiate internal transfers, view and print eighteen months of account statements, check images and initiate stop payment requests. Online Bill Pay, Automated Clearing House (ACH) Services and Online Wire transfers are available to pay bills or payroll. Each online user is set up with specific permissions along with a token access. Online Banking is available 24 hours a day, 7 days a week.
- Commercial Checking Account, which is suitable for the District's daily operations. This account does not earn interest but offers an earning credit ($0.25) to offset monthly maintenance fees. This account will the District the ability to make deposits at our branch offices, online using Remote Deposit Capture or ACH Debit. The District will have the ability to make disbursements by writing checks, using online payment solutions, or visiting a local bank office. Ms. Olsen spoke about the protection that the Bank offers in handling its client's finances, like safeguarding against fraud.
- Positive pay which is a popular automated cash service that helps banks detect fraud by matching the company's issued check with the check presented for payment. The dollar amount, check number and account number must all match, or the check is flagged and sent back to the issuer for review. Ms. Olsen answered questions about possible fraudulent scenarios. Positive Pay and ACH Filter are used to monitor and mitigate fraud activity.

Ms. Patti summarized her understanding of what the District would be getting from switching is: a) solve the problem with the District's funds being woefully underinsured (to the tune of having over a million dollars in balances which are only insured up to $250,000); b) getting various projections from fraud with regards to checks and the Districts accounts; and c) getting interest of 4% compared to .25% which the District is getting currently.

There was discussion about the Recreation Fund and the Water Department Fund and how those two will be handled as well as expanding the use of ACH and how it will work with the Commissioners needing to approve certain transactions. Ms. Olsen and Ms. Donaldson explained that there are multiple ways to set up access and stagger approvals to match the District's needs. As for the Recreation Fund and the Water Department Fund, Ms. Donaldson explained how the new accounting software will manage those funds and related accounts, which will be much more streamlined than the current process. She also explained that the District will have one Operating Account which the municipal financial software will then split into three subaccounts (General Fund, Rec Fund, and Water Fund) and everything will be handled by the software accordingly. Ms. Donaldson said that she will need to check the statutes to make sure that the District is compliant as the Water Department

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Fund is an enterprise fund. Ms. Patti said that the Recreation Fund was voted on in 2006 and that she will send that Warrant Article to Ms. Donaldson to aid her in research.
Then there was discussion about the fact that the District has never developed appropriate financial and accounting procedures which has been flagged by the auditors multiple times. There was also some back and forth on how Insured Cash Sweep works and that if the balance is kept at $750,000 there are no fees charged. Ms. Olsen also explained what the process would be if the balance were to go under and that she will be the point of contact for the District at the Bank of New Hampshire. She also described the process of onboarding for the District.
Ms. Smith asked some questions about the Water Department billing and whether she would be able to continue some practices as is. Ms. Olsen said that such details will be worked out between the Bank and the District in the process of onboarding.
Ms. Patti reiterated that the District currently has no procedures for financial and accounting processes and expressed her desire to have them drafted as part of the District moving to the new financial software and banking institution.
There was another discussion about the District having only one Employee Identification Number (or Tax ID number) and that it should somehow be reflected on the checks to avoid confusion.
Ms. Patti made a motion that the Commissioners are ready to accept the proposal from Bank of New Hampshire to proceed with the opening of a Cash Sweep account and other accounts with the Bank of New Hampshire. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

b. First Quarter 2023 Financial Report

Ms. Donaldson went over the Profit and Loss Budget vs. Actual worksheets for January through March 2023 and answered questions from the Commissioners on several line items and related spending, including tax rates from Campton and Thornton for 2023, HVAC line items, General Government consulting line item, etc. There was a discussion about the District having two consulting line items and which consulting services would be covered from which.
Another discussion was about the new billing software, and new municipal accounting software and how more efficient they are compared to using QuickBooks. Ms. Donaldson also noted that she found that the payment for that new software was supposed to be done in 2022 but is showing as 2023, and that she needs to research that.
Mr. Donaldson said that going forward she will also have the balance sheet prepared for the Commissioners to review.
Commissioners thanked Ms. Donaldson for doing all this work and for helping the District become even more transparent in how it spends it money.

Approval of Minutes

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a. May 10, 2023

Ms. Patti made a motion to adopt the 5/10/2023 meeting minutes according to the list of 11 changes she prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Ms. Patti made a motion to adopt the amended 05/10/2023 meeting minutes as official meeting minutes. Mr. Spinney duly seconded. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

GM's Report

Mr. Beard spoke about the following:

1. Community clean up day was well attended and he thanked all who participated.
2. Pool covers in the adult area appear to be working well and he had Mr. Pelchat order a cover for the family pool. The covers is 40 round disks that float on the surface and are easy to deploy and remove. Due to the unique shape of the pool cover reel this is the most cost effective way to cover the pool and not have to deal with a large pool cover at one end of the pool.
3. Work is progressing on the courts with the paving crew on site on Tuesday.
4. New fence is being installed around the horseshoe pits.
5. The pond is stocked with fish and he is looking forward to the young Fishing Derby this Saturday. NH Fish & Game will match the number of fish at a 1 to 1 ratio.

Mr. Beard also noted that a hotdog steamer and a nacho cheese warmer were purchased and will test them at the Fishing Derby. After that the equipment will be used downstairs at the bar.

CONSENT CALENDAR

b. Manifests

Ms. Patti made a motion to approve the manifests in the handout.
She clarified that Upton and Hatfield sent a legal bill to the District which should have been credited against the money that was set aside for the Annual Meeting and it has been. *Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.*

Mr. Panuczak joined the meeting via Zoom at 5:04 PM.

a. Re-appointing Advisory Committee and Planning Board members

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Ms. Patti asked Mr. Panuczak about the three names on the list of reappointments on the Consent Action sheet for the Improving Amenity Profitability Committee – Linda Ivers, Nancy Seward, and Kathleen Roy, and whether he heard back from them with a positive response. Mr. Panuczak said that only Linda and Nancy confirmed, but he has not heard from Ms. Roy and suggested to table the item.

Ms. Patti made a motion to ament the Consent Action paper that is included in the handout dated May 15, 2023 to delete to delete Kathleen Roy from the list of members for reappointment to the Improving Amenity Profitability Committee and to reappoint only Linda Ivers and Nancy Seward. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

GENERAL CALENDAR ITEMS

c. AmeriGas contract for service, price per gallon, fees/delivery charges

Ms. Patti said that the copy of the contract is in the meeting handout. Mr. Beard spoke about his negotiations for the new pricing for the District which resulted in the price of $1.94 for the upcoming year, compared to $2.29 price.

Members discussed the need to have a local contact for the District with the company as there were instances where in an emergency people did not know who to call. Mr. Beard suggested that he could be a point of contact for the District residence and that he would reach out to AmeriGas as he has always had success reaching them quickly. Mr. Beard also added that he is working with AmeriGas to make sure there is adequate communication between their drivers and the District as to the conditions on the roads and their ability to deliver.

Ms. Patti made a motion to endorse the contract with AmeriGas and encourage Mr. Beard to sign it. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

d. RCA – A/C for Summit Lounge

Ms. Patti said that a non-lapsing Warrant Article was voted on to replace the A/C at the Summit Lounge in 2022 and Mr. Beard obtained a quote for $89,000 to install three units in the lounge. Mr. Beard provided the details of the quote to install new climate control systems in the banquet room and the kitchen with two Samsung DVMS outdoor condensers running six indoor three ton handlers in the former, and a separate Samsung two ton one to one heat pump system with condenser on the roof. The quote includes decommissioning of old systems. Mr. Beard said that the scraps will be sold by the District and he is looking into getting a rebate.

Ms. Patti made a motion to expend $50,000 as a downpayment and to accept the proposal for the whole system to be done at $89,000. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

e. RCA – ATV purchase

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Mr. Beard spoke about the quote for the new ATV which was at $24,999 which is $1 under the approved Warrant Article. He said that the current ATV has some limitations as well as a safety issue of it possibly rolling over. He then described the features of the quoted ATV, which has a lot more features than the existing one and can also be potentially used to mow the mountain. He also added that he will be looking into purchasing tracks for it later on. Mr. Beard said that he will be looking into selling the old ATV.

Mr. Panuczak returned to the meeting at 5:26 PM. and was present via Zoom.

Ms. Patti made a motion to approve the expenditure $24,999 to purchase the new Honda Pioneer 100-6 D Utility Vehicle for the District from the funds that were approved at the Annual Meeting. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

f. RCA – Loan Agreement and Resolution re: NHMBB Application

Ms. Smith said that the District's loan application in the amount of $262,000 for the water main replacement at Pegwood Road has been approved by the NH Municipal Bond Bank. The interest rate was set at 4.25%, which is the maximum rate. Ms. Smith said that the rate could go down but not up and the bonds would not be sold until July 12, 2023. She said that Commission needs to approve the Loan Agreement and some resolutions in order to begin the process. All the paperwork is in the meeting handout as well as the maturity schedule.

There was discussion about the District paying a deposit to the Laker Regional Water in the amount of $70,000 so that they could begin work right away and the Bank will not have any issues with that and the District can them reimburse itself from the Loan later.

Ms. Patti made a motion that under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on April 15, 2022 under Article 2 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a $262,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the purchase and installation of materials related to the replacement of a 3,200 foot section of water main on Pegwood Road.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of four and one quarter percent (4.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium. That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such

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changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.
That the Issuer has no seal.
That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.
That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.
That the useful life of the project being financed is in excess of twenty (20) years.
Ms. Patti added that this also authorizes the Clerk Ryan Timms and herself to sign the agreement and that the Commission approves the Loan Agreement. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.
Ms. Patti noted that the District had purchased the pipes which the funds that were available at the Water Department in 2022 and Lakes Region Water is seeking a deposit of $70,000 to start the project.
Mr. Spinney made a motion to make a $70,000 deposit to Lakes Region Water to start the Project. Ms. Patti duly seconded and motion passed with a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

g. Appointment to the Improving Amenity Profitability Committee, Mr. J. Feiner
Ms. Patti checked with Mr. Panuczak on whether Mr. Feiner had already attended a meeting and he confirmed.
Ms. Patti made a motion to appoint Joseph Feiner to the Improving Amenity Profitability Committee. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

h. Utilizing minute taker for PB/advisory committee(s)?
Ms. Patti said that as was discussed earlier the District does have two line items in its budget for consulting services. She also said that when she brough up the need for a minute taker for the Budget Advisory Committee, Mr. Panuczak expressed a concern that these lines are not overspent. She then asked Mr. Beard whether he had a chance to ask the minute taker and Mr. Beard said that he had and that after a short back and forth she was amenable to do the BAC and the Planning Board minutes. Discussion ensued about letting the chairs of those board know about what the minute taker would need from them. After looking at the hourly cost, Commissioners tried to estimate what these additional minute taking expenses would amount to in order to make sure the budget line items are not overspent.

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After a brief back and forth about where various consulting services are being funded from. Mr. Spinney suggested approving the Planning Board only and table the Budget Advisory Committee until later.
Ms. Patti noted the Water and Roads Committee as well and Mr. Beard said that he did not ask the minute taker about that committee but he noted that she will see this meeting when doing minutes for it so she will be aware.
Ms. Smith suggested using the District's YouTube account to post all the meeting recordings and utilize a template/Google form with minimum statutory minutes requirements during the meetings. The minutes will state the recording is available on YouTube for those who would like to get a more in depth version of what happened at each meeting. She also said that the District website could also be utilized as the repository of all the minutes to make sure that all records are clear and available to the public.
Commissioners agreed to table this message to explore this opportunity and to discuss this with respective committee chairs on July 12, 2023. Ms. Patti also noted that the procedures would need to be addressed if such changes are to be decided upon and that in the volunteer handout it is clearly stated that Ms. Smith has to be informed on who the committee had chosen as their Secretary or minute taker.

Next Meeting:
Commission meeting – Wednesday, June 14, 2023 @ 6 p.m. and Tuesday, June 27, 2023 @ 10 a.m.

Public Comment Period
Ms. Patti checked with Ms. Smith and there were no emails, phone calls, or texts. There was nobody present at the physical location and nobody willing to address the Commission on Zoom. Ms. Patti closed the public comment period.

Adjourn Meeting
Mr. Spinney made a motion to adjourn the meeting. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Meeting adjourned at 5:56 PM.

Prepared by Alvina Snegach

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Waterville Estates
Village District

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GM Report June 14, 2023

1. Shawn has received his new side by side UTV and they are very happy with it.
2. Removal of the old hvac equipment has begun in the summit lounge and the new equipment should be arriving this week. The first unit to be installed will be the kitchen unit.
3. The fencing has been installed around the courts. Now we wait for some dry weather so the courts can have the seal coating and painting to be done.
4. Steve is looking into how to better protect our water system from lightning strikes.
5. Sam is working hard to finalize a busy summer event schedule.
6. Steve is also working on moving fill that was donated up the mountain to fill in low spots on the ski trails that we normally have to fill in with snow so we can open that trail. This will help reduce the amount of snow needed to open the trails this coming season.
7. I have spoken to the owner of the well company that is going to evaluate the well at the mountain and he will be firming up the date in July that they will be here. I also have been looking into different cistern designs and pricing and the location at the mountain that will work the best.

WEVD Recreation Fund
Unpaid Bills Detail
As of June 1, 2023

Type	Date	Num	Split	Open Balance
Amoskeag Beverages, Inc.				
Credit	05/25/2023	Inv #3238035	9005.09 · Beer	-100.00
Bill	05/05/2023	Inv #3312784	9005.09 · Beer	18.00
Bill	05/25/2023	Inv #3333452	-SPLIT-	257.45
Total Amoskeag Beverages, Inc.				175.45
Health Trust				
Bill	05/23/2023	Inv #001464702	-SPLIT-	1,122.67
Total Health Trust				1,122.67
Hell's Gate Fireworks				
Bill	05/27/2023	July 8th Fireworks	9500.27 · Event Expenses	1,000.00
Total Hell's Gate Fireworks				1,000.00
New Hampshire Distributors, Inc.				
Bill	05/10/2023	Inv #533917	-SPLIT-	127.20
Bill	05/24/2023	Inv #542511	-SPLIT-	531.30
Total New Hampshire Distributors, Inc.				658.50
New Hampshire Liquor Commission				
Bill	05/26/2023	Inv #230019535341	-SPLIT-	159.90
Bill	05/26/2023	Inv #230065206048	-SPLIT-	227.88
Total New Hampshire Liquor Commission				387.78
Northway Municipal Card - 0902				
Bill	05/17/2023	#114-4006900-86506...	9005.04 · General Merchand...	99.83
Bill	05/21/2023	#114-1870687-46970...	9300.14 · Kitchen Supplies	199.99
Total Northway Municipal Card - 0902				299.82
Northway Municipal Card - 9944				
Bill	05/19/2023	Order #86029641	-SPLIT-	399.98
Bill	05/19/2023	Inv #050835	9005.14 · Food	85.40
Bill	05/20/2023	Dunkin	9500.27 · Event Expenses	104.18
Bill	05/25/2023	Inv #033276	-SPLIT-	114.61
Total Northway Municipal Card - 9944				704.17
PFG - 62118				
Bill	05/25/2023	Inv #7310894	-SPLIT-	1,741.30
Total PFG - 62118				1,741.30
Ronald R. Beard - E				
Bill	05/25/2023	Dunkin Donuts	9500.27 · Event Expenses	57.05
Bill	05/27/2023	Walmart	9500.27 · Event Expenses	144.04
Total Ronald R. Beard - E				201.09
Tracy Duffy - E				
Bill	05/22/2023	Order #1633207	9500.27 · Event Expenses	111.96
Total Tracy Duffy - E				111.96
UniFirst Corporation				
Bill	05/18/2023	Inv #1070229694	-SPLIT-	71.76
Bill	05/25/2023	Inv #1070231598	-SPLIT-	71.76
Total UniFirst Corporation				143.52

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WEVD Recreation Fund
Unpaid Bills Detail
As of June 1, 2023

Type	Date	Num	Split	Open Balance
Waterville Estates Village District				
Bill Pmt -Check	02/07/2023	Transfer	1001 · Northway Bank - Rec...	-142.20
General Journal	06/08/2022	RD	1700.1 · Due to WEVD	-35,393.36
Credit	10/07/2022	11567	-SPLIT-	-10,718.16
General Journal	03/31/2022	RD	9300.07 · Payroll Taxes	68.13
Bill Pmt -Check	03/17/2023	6153	1001 · Northway Bank - Rec...	-2,602.98
Bill Pmt -Check	03/21/2023	6159	1001 · Northway Bank - Rec...	-422.38
Credit	12/31/2022	Inv #11628	9500.18 · Reported Tips	-12,474.84
Credit	04/07/2023	Inv #11616	-SPLIT-	-54.13
Bill	03/31/2022	Inv #11531	-SPLIT-	24,085.40
Bill	05/31/2022	11535	-SPLIT-	16,542.91
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
Bill	12/31/2022	Inv #11628	-SPLIT-	13,528.04
Bill	01/06/2023	Inv #11588	-SPLIT-	1,185.33
Bill	01/19/2023	Inv#11590	-SPLIT-	690.89
Bill	01/26/2023	Inv #11591	-SPLIT-	1,040.46
Bill	02/02/2023	Inv # 11592	-SPLIT-	641.38
Bill	02/16/2023	Inv #11598	-SPLIT-	1,143.39
Bill	03/02/2023	Inv #11603	-SPLIT-	2,308.89
Bill	03/30/2023	Inv #11614	-SPLIT-	5,127.24
Bill	04/07/2023	Inv #11616	-SPLIT-	3,544.88
Bill	04/14/2023	Inv #11618	-SPLIT-	2,069.62
Bill	04/21/2023	Inv #11620	-SPLIT-	1,549.81
Bill	04/28/2023	Inv #11623	-SPLIT-	2,456.98
Bill	05/05/2023	Inv #11629	-SPLIT-	1,752.15
Bill	05/11/2023	Inv #11633	-SPLIT-	4,038.09
Bill	05/18/2023	Inv #11636	-SPLIT-	1,054.81
Bill	05/25/2023	Inv #11638	-SPLIT-	1,524.34
Total Waterville Estates Village District				135,488.14
TOTAL				**142,034.40**

QB - 89,871.75
Bank - 98,420.15

Total - 10,413.76

89,871.75
< 10,413.76
79,457.99

WEVD Water Department
Unpaid Bills Detail
As of June 1, 2023

Type	Date	Num	Split	Open Balance
Conway Technology Group				
Bill	05/26/2023	Inv #IN3872375	4332.14 · Office Supplies	128.63
Total Conway Technology Group				128.63
Everett J. Prescott Inc.				
Bill	05/22/2023	Inv #6169064	4332.1 · System Repair...	809.20
Total Everett J. Prescott Inc.				809.20
Handyman Hardware				
Bill	05/03/2023	Inv #B370141	4332.1 · System Repair...	20.00
Bill	05/10/2023	Inv #B371344	-SPLIT-	29.00
Bill	05/11/2023	Inv #B371470	-SPLIT-	18.75
Total Handyman Hardware				~~67.75~~ 64.85
Harcros Chemicals, Inc.				
Bill	05/17/2023	Inv #290215220	4332.1 · System Repair...	1,177.75
Total Harcros Chemicals, Inc.				1,177.75
Waterville Estates Village District				
Bill Pmt -Check	02/28/2023	1342	Northway Water Account	~~-0.03~~
Bill	05/18/2023	Inv #11635	-SPLIT-	1,631.82
Bill	05/25/2023	Inv #11637	-SPLIT-	910.45
Total Waterville Estates Village District				~~2,542.24~~ 2542.27
Xerox Financial Services				
Bill	05/10/2023	Inv #4234011	4332.12 · Licenses/fees...	276.90
Total Xerox Financial Services				276.90
TOTAL				**5,002.47**

(2.90)

QB - 327,854.77

Bank - 326,054.96

Total - 4999.60

327,854.77
(4999.60)
322,855.17

Waterville Estates Village District
Unpaid Bills Detail
As of June 1, 2023

Type	Date	Num	Split	Open Balance
Alvina Snegach				
Bill	05/24/2023	Commission Meeting	4153.1 · Legal	112.50
Total Alvina Snegach				112.50
Amerigas - Pool 202540135				
Bill	05/23/2023	Inv #3150701837	4520.16 · Pool Rep...	35.97
Bill	05/27/2023	Inv #3150850085	-SPLIT-	325.65
Total Amerigas - Pool 202540135				361.62
Belletetes, Inc.				
Bill	05/23/2023	Inv #3129939	50000.7 · Facilities I...	182.22
Total Belletetes, Inc.				180.39 ~~182.22~~
Certified Computer Solutions, LLC				
Bill	05/19/2023	Inv #21296	4199.5 · Computer ...	120.00
Total Certified Computer Solutions, LLC				120.00
Consolidated-BABL Fire Alarm				
Bill	05/18/2023		4220.3 · Fire & Sec...	108.07
Total Consolidated-BABL Fire Alarm				108.07
Consolidated - 1840				
Bill	05/26/2023	May 24 Invoice	4220.3 · Fire & Sec...	101.00
Total Consolidated - 1840				101.00
Consolidated - 2057 Alarm				
Bill	05/24/2023		4220.1 · Alarm, Fire...	3.60
Total Consolidated - 2057 Alarm				3.60
Consolidated -9573-Alarm				
Bill	05/21/2023		4220.1 · Alarm, Fire...	101.00
Total Consolidated -9573-Alarm				101.00
Consolidated Comm. Ctr. 7331-42				
Credit	04/28/2023		4220.1 · Alarm, Fire...	(1.18)
Bill	05/18/2023		4220.1 · Alarm, Fire...	112.24
Total Consolidated Comm. Ctr. 7331-42				111.06
Conway Technology Group				
Bill	05/26/2023	Inv #IN3872375	-SPLIT-	257.28
Total Conway Technology Group				257.28
Deluxe				
Bill	01/18/2023	Inv #02052870249	4311.1 · Office Sup...	486.93
Total Deluxe				486.93
Duffield Engineering & Consulting				
Bill	05/12/2019		4520.26 · Cap - Sep...	1,300.00
Total Duffield Engineering & Consulting				1,300.00
Electrical Installations, Inc.				
Bill	05/23/2023	Inv #S2309801	4902.6 · Cap-Deferr...	2,074.60
Total Electrical Installations, Inc.				2,074.60
First BankCard - 2124 CS				
Bill	05/23/2023	Order #13933119772	-SPLIT-	2,276.22
Total First BankCard - 2124 CS				2,276.22

(1.83)

ACH

Waterville Estates Village District
Unpaid Bills Detail
As of June 1, 2023

Type	Date	Num	Split	Open Balance
Handy Man Hardware				
Bill	05/02/2023	Inv #B369958	-SPLIT-	69.00
Bill	05/03/2023	Inv #B370141	4199.7 · Uniforms	130.00
Bill	05/05/2023	Inv #B369971	-SPLIT-	21.50
Bill	05/05/2023	Inv #A193329	4199.7 · Uniforms	130.00
Bill	05/05/2023	Inv #B370105	4199.7 · Uniforms	6.50
Bill	05/05/2023	Inv #B370096	4520.38 · Cap - Lift ...	80.00
Bill	05/05/2023	Inv #B370341	-SPLIT-	43.53
Bill	05/09/2023	Inv #B370888	4521.3 · Small Tools	195.00
Bill	05/09/2023	Inv #B370859	-SPLIT-	64.94
Bill	05/09/2023	Inv #B371040	50000.7 · Facilities I...	32.00
Bill	05/09/2023	Inv #B371101	-SPLIT-	41.50
Bill	05/09/2023	Inv #B371043	-SPLIT-	219.50
Bill	05/10/2023	Inv #A193514	-SPLIT-	15.50
Bill	05/10/2023	Inv #B371210	-SPLIT-	123.50
Bill	05/11/2023	Inv #B371470	-SPLIT-	35.00
Bill	05/11/2023	Inv #B371434	-SPLIT-	25.00
Bill	05/11/2023	Inv #B371437	-SPLIT-	45.00
Bill	05/12/2023	Inv #B371649	4520.6 · Door Repla...	6.85
Bill	05/12/2023	Inv #B371621	-SPLIT-	9.00
Bill	05/15/2023	Inv #B372112	-SPLIT-	31.00
Bill	05/16/2023	Inv #B372366	4520.16 · Pool Rep...	2.85
Bill	05/17/2023	Inv #B372493	-SPLIT-	67.50
Bill	05/17/2023	Inv #B372511	-SPLIT-	4,126.00
Bill	05/17/2023	Inv #B372609	4529.9 · Landscaping	30.05
Bill	05/18/2023	Inv #A193759	-SPLIT-	60.00
Bill	05/18/2023	Inv #A193769	-SPLIT-	55.00
Bill	05/19/2023	Inv #B372849	4529.9 · Landscaping	125.00
Bill	05/22/2023	Inv #A093908	50000.7 · Facilities I...	26.00
Bill	05/22/2023	Inv #B373395	-SPLIT-	53.63
Bill	05/23/2023	Inv #B373548	50000.7 · Facilities I...	22.00
Bill	05/23/2023	Inv #B373609	4529.9 · Landscaping	80.00
Bill	05/26/2023	Inv #A194012	-SPLIT-	80.00
Bill	05/29/2023	Inv #B374661	-SPLIT-	39.00
Bill	05/30/2023	Inv #B374896	4520.9 · Maintenan...	100.00
Bill	05/30/2023	Inv #B374897	50000.7 · Facilities I...	17.50
Bill	05/30/2023	Inv #A194210	-SPLIT-	395.00
Bill	05/30/2023	Inv #B374820	-SPLIT-	18.28
Bill	05/30/2023	Inv #A194202	-SPLIT-	69.28
Bill	05/30/2023	Inv #B374762	-SPLIT-	26.00
Total Handy Man Hardware				6,717.41
Health Trust				
Bill	05/23/2023	Inv #001464702	-SPLIT-	18,000.97
Total Health Trust				18,000.97
Home Depot				
Bill	05/12/2023		-SPLIT-	2,146.69
Total Home Depot				2,146.69
MacDonald Property Management				
Bill	05/16/2023	Inv #424997	4520.14 · Building I...	960.00
Total MacDonald Property Management				960.00
Mark Johnston Construction				
Bill	05/24/2023	2023.067	-SPLIT-	1,710.75
Total Mark Johnston Construction				1,710.75
Municipal Resources, Inc.				
Bill	05/17/2023	Inv #23968	-SPLIT-	5,298.78
Total Municipal Resources, Inc.				5,298.78

Waterville Estates Village District
Unpaid Bills Detail
As of June 1, 2023

Type	Date	Num	Split	Open Balance
Northway Municipal Card - 0902				
Bill	05/22/2023	#112-4865541-3040...	4529.1 · Pool Chem...	141.06
Bill	05/22/2023	#052223-30000-183	4520.16 · Pool Rep...	1,439.60
Bill	05/22/2023	#112-7500539-3349...	4529.1 · Pool Chem...	295.99
Bill	05/22/2023	Gems Sensors	4520.16 · Pool Rep...	392.47
Bill	05/29/2023	#112-0862860-0407...	4529.1 · Pool Chem...	39.48
Bill	05/31/2023	Order #WLP1053256	-SPLIT-	147.93
Total Northway Municipal Card - 0902				2,456.53
Northway Municipal Card - 4916				
Bill	05/23/2023	Order #P62612406	4312.28 · Small Too...	68.45
Total Northway Municipal Card - 4916				68.45
Northway Municipal Card - 9944				
Bill	05/12/2023	#313200664720	4520.8 · Kitchen Eq...	35.58
Total Northway Municipal Card - 9944				35.58
OnSite Computer Service				
Bill	05/10/2023	Inv #7721	4199.19 · Contracte...	240.00
Total OnSite Computer Service				240.00
Sanel NAPA Auto Parts				
Bill	05/18/2023	Inv #1408745	4529.9 · Landscaping	103.22
Total Sanel NAPA Auto Parts				103.22
Small Engine Barn				
Bill	05/30/2023	Inv #5804	4312.21 · Maintena...	78.00
Total Small Engine Barn				78.00
Spectrum - 0530				
Bill	05/14/2023	Inv #0035967051423	-SPLIT-	534.35
Total Spectrum - 0530				534.35
Spectrum - 1223				
Bill	05/12/2023	Inv #0046907051223	4199.20 · Internet/P...	152.45
Total Spectrum - 1223				152.45
Staples Business Advantage				
Bill	05/26/2023	Order #7376672104-0-	4311.1 · Office Sup...	339.58
Bill	05/26/2023	Order #7610090054-0-	4311.1 · Office Sup...	139.98
Total Staples Business Advantage				479.56
State of New Hampshire- DOT				
Bill	05/25/2023	Inv #343414	4521.1 · Fuel - Gas	277.29
Total State of New Hampshire- DOT				277.29
UniFirst				
Bill	05/18/2023	Inv #1070229694	-SPLIT-	36.22
Bill	05/25/2023	Inv #1070231598	-SPLIT-	27.92
Total UniFirst				64.14
United Construction & Forestry				
Bill Pmt -Check	07/01/2022	27574	1001 · Northway Bank	(804.64)
Total United Construction & Forestry				(804.64)

Waterville Estates Village District
Unpaid Bills Detail
As of June 1, 2023

Type	Date	Num	Split	Open Balance
Xerox Financial Services				
Bill	05/10/2023	Inv #4234011	-SPLIT-	553.80
Total Xerox Financial Services				553.80
TOTAL				**46,669.43**

QB - 112,419.53
Bank - 201,723.37

Total 45,433.35

112419.53
(45,433.35)
66,986.18

WEVD Recreation Fund
Unpaid Bills Detail
As of June 9, 2023

Type	Date	Num	Split	Open Balance
Amoskeag Beverages, Inc.				
Bill	06/02/2023	Inv #3333561	-SPLIT-	322.15
Total Amoskeag Beverages, Inc.				322.15
New Hampshire Distributors, Inc.				
Bill	05/24/2023	Inv #542511	-SPLIT-	531.30
Bill	06/01/2023	Inv #547371	-SPLIT-	241.90
Bill	06/01/2023	Inv #547372	9005.09 · Beer	59.85
Total New Hampshire Distributors, Inc.				833.05
Northway Municipal Card - 0902				
Bill	06/07/2023	#113-9133514-1891...	-SPLIT-	49.59
Bill	06/07/2023	#113-4018823-4219...	9600.08 · Front Desk Ex...	73.71
Total Northway Municipal Card - 0902				123.30
Northway Municipal Card - 9944				
Bill	06/06/2023	Ref #1042000314	9300.14 · Kitchen Suppli...	61.75
Total Northway Municipal Card - 9944				61.75
UniFirst Corporation				
Bill	06/01/2023	Inv #1070233377	9500.22 · Kitchen Suppli...	97.70
Bill	06/09/2023	Inv #1070235279	9500.22 · Kitchen Suppli...	99.68
Total UniFirst Corporation				197.38
Waterville Estates Village District				
Bill Pmt -Check	02/07/2023	Transfer	1001 · Northway Bank - ...	-142.20
General Journal	06/08/2022	RD	1700.1 · Due to WEVD	-35,393.36
Credit	10/07/2022	11567	-SPLIT-	-10,718.16
General Journal	03/31/2022	RD	9300.07 · Payroll Taxes	68.13
Bill Pmt -Check	03/17/2023	6153	1001 · Northway Bank - ...	-2,602.98
Bill Pmt -Check	03/21/2023	6159	1001 · Northway Bank - ...	-422.38
Credit	12/31/2022	Inv #11628	9500.18 · Reported Tips	-12,474.84
Credit	04/07/2023	Inv #11616	-SPLIT-	-54.13
Bill	03/31/2022	Inv #11531	-SPLIT-	24,085.40
Bill	05/31/2022	11535	-SPLIT-	16,542.91
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
Bill	12/31/2022	Inv #11628	-SPLIT-	13,528.04
Bill	03/02/2023	Inv #11603	-SPLIT-	2,308.89
Bill	03/30/2023	Inv #11614	-SPLIT-	5,127.24
Bill	04/07/2023	Inv #11616	-SPLIT-	3,544.88
Bill	04/14/2023	Inv #11618	-SPLIT-	2,069.62
Bill	04/21/2023	Inv #11620	-SPLIT-	1,549.81
Bill	04/28/2023	Inv #11623	-SPLIT-	2,456.98
Bill	05/05/2023	Inv #11629	-SPLIT-	1,752.15
Bill	05/11/2023	Inv #11633	-SPLIT-	4,038.09
Bill	05/18/2023	Inv #11636	-SPLIT-	1,054.81
Bill	05/25/2023	Inv #11638	-SPLIT-	1,524.34
Bill	05/31/2023	Inv #11646	-SPLIT-	1,737.60
Bill	06/02/2023	11640	-SPLIT-	2,012.20
Total Waterville Estates Village District				134,536.49
TOTAL				**136,074.12**

QB 87,205.83
Bank 85,308.48

Total 17,439.85
87,205.83
< 17,439.85 >
69,765.98

WEVD Water Department
Unpaid Bills Detail
As of June 9, 2023

Type	Date	Num	Split	Open Balance
Badger Meter				
Bill	05/30/2023	Inv #80129035	4909.14 · Water Meter U...	46.55
Total Badger Meter				46.55
Conway Technology Group				
Bill	06/02/2023	Inv #IN3880375	4332.14 · Office Supplies	128.63
Total Conway Technology Group				128.63
Eversource - 4017 - Pegwood				
Bill	05/25/2023		4332.9 · Water System E...	42.90
Total Eversource - 4017 - Pegwood				42.90
Eversource - 9021 Water System				
Bill	05/25/2023		4332.9 · Water System E...	3,769.78
Total Eversource - 9021 Water System				3,769.78
Eversource - 0025 - 7 Reservoir Rd				
Bill	05/25/2023		4332.9 · Water System E...	279.60
Total Eversource - 0025 - 7 Reservoir Rd				279.60
Eversource - 1029 - Pump House				
Bill	05/25/2023		4332.9 · Water System E...	130.45
Total Eversource - 1029 - Pump House				130.45
Eversource - 1039 43 Pegwood				
Bill	05/25/2023		4332.9 · Water System E...	16.21
Total Eversource - 1039 43 Pegwood				16.21
Eversource - 6058 - Donovan Farm Rd				
Bill	05/25/2023		4332.9 · Water System E...	16.21
Total Eversource - 6058 - Donovan Farm Rd				16.21
Eversource - 6092 - Richardson Trail				
Bill	05/25/2023		4332.9 · Water System E...	17.80
Total Eversource - 6092 - Richardson Trail				17.80
First BankCard - 2124 CS				
Bill	05/31/2023	Inv #0307393	4332.18 · Misc. Expense	27.00
Total First BankCard - 2124 CS				27.00
Treasurer, State Of NH - DES				
Bill	05/25/2023	Inv #192266	4332.2 · Water Testing - ...	15.00
Bill	05/25/2023	Inv #192267	4332.2 · Water Testing - ...	30.00
Total Treasurer, State Of NH - DES				45.00
Waterville Estates Village District				
Bill Pmt -Check	02/28/2023	1342	Northway Water Account	-0.03
Bill	01/31/2023	Inv #11641	-SPLIT-	1,122.68
Bill	02/28/2023	Inv #11642	-SPLIT-	1,122.68
Bill	03/31/2023	Inv #11643	-SPLIT-	1,122.68
Bill	04/30/2023	Inv #11644	-SPLIT-	1,122.68
Bill	05/31/2023	Inv #11645	-SPLIT-	1,122.68
Bill	06/02/2023	Inv #11639	-SPLIT-	1,145.75
Total Waterville Estates Village District				6,759.12

WEVD Water Department
Unpaid Bills Detail
As of June 9, 2023

Type	Date	Num	Split	Open Balance
Xerox Financial Services				
Bill	04/10/2023	Inv #4095964	4332.12 · Licenses/fees/...	276.90
Total Xerox Financial Services				276.90
TOTAL				**11,556.15**

QB - 374,245.96

Bank - 366,971.96

Total - 11,556.18

374,245.96

(11,556.18)

362,689.78

Waterville Estates Village District
Unpaid Bills Detail
As of June 9, 2023

Type	Date	Num	Split	Open Balance
Amerigas - Pool 202540135				
Bill	06/06/2023	Inv #3151230330	-SPLIT-	156.83
Total Amerigas - Pool 202540135				156.83
Averys Industrial Services				
Bill	06/02/2023	Inv #1656	-SPLIT-	3,802.50
Total Averys Industrial Services				3,802.50
Belletetes, Inc.				
Bill	05/31/2023	Inv #3146886	4529.9 · Landscaping	488.69
Bill	06/01/2023	Inv #3150728	4523.08 · WA 8 - 2023...	3,693.52
Bill	06/06/2023	Inv #3160367	4523.08 · WA 8 - 2023...	91.46
Total Belletetes, Inc.				4230.92 ~~4,273.67~~
Certified Computer Solutions, LLC				
Bill	06/07/2023	Inv #21369	4199.5 · Computer Ser...	2,208.00
Total Certified Computer Solutions, LLC				2,208.00
CM Whitcher Rubbish Removal				
Bill	05/18/2023	Inv #96235	4529.1 · Pool Chem & ...	863.00
Bill	06/01/2023	Inv #97110	4529.11 · Trash Remo...	1,058.20
Total CM Whitcher Rubbish Removal				1,921.20
Conway Technology Group				
Bill	06/02/2023	Inv # IN3880375	-SPLIT-	257.28
Total Conway Technology Group				257.28
Deluxe				
Bill	01/18/2023	Inv #02052870249	4311.1 · Office Supplies	486.93
Total Deluxe				486.93
DJ's Septic Pumping Services				
Bill	06/05/2023	Inv #12350	-SPLIT-	4,480.00
Total DJ's Septic Pumping Services				4,480.00
Duffield Engineering & Consulting				
Bill	05/12/2019		4520.26 · Cap - Septic...	1,300.00
Total Duffield Engineering & Consulting				1,300.00
Eversource- 5091 Pegwood				
Bill	05/25/2023		4220.3 · Fire & Security	18.08
Total Eversource- 5091 Pegwood				18.08
Eversource - 0067 Parker Rd				
Bill	05/25/2023		4589.36 · Rec Ski Elec...	304.80
Total Eversource - 0067 Parker Rd				304.80
Eversource - 1028 - Skate Shack				
Bill	05/25/2023		4520.17 · Outdoor Ligh...	17.02
Total Eversource - 1028 - Skate Shack				17.02
Eversource - 1063- Comm Center				
Bill	05/25/2023		4520.18 · Building Ele...	3,377.18
Total Eversource - 1063- Comm Center				3,377.18
Eversource - 1074 Over Flow Parking				
Bill	06/01/2023		4520.17 · Outdoor Ligh...	78.97
Total Eversource - 1074 Over Flow Parking				78.97

Waterville Estates Village District
Unpaid Bills Detail
As of June 9, 2023

Type	Date	Num	Split	Open Balance
Eversource - 9037				
Bill	05/25/2023		4589.36 · Rec Ski Elec...	16.74
Total Eversource - 9037				16.74
Eversource -0085 - 8 Snow Trail				
Bill	05/25/2023		4220.3 · Fire & Security	59.46
Total Eversource -0085 - 8 Snow Trail				59.46
Eversource - 0026 - 8 Snow Trail				
Bill	05/25/2023		4312.31 · Shop Electri...	113.10
Total Eversource - 0026 - 8 Snow Trail				113.10
Eversource - 0092 - Base Lodge				
Bill	05/25/2023		4589.36 · Rec Ski Elec...	1,227.61
Total Eversource - 0092 - Base Lodge				1,227.61
Eversource - 5011 - Lift Shack				
Bill	05/25/2023		4589.36 · Rec Ski Elec...	362.29
Total Eversource - 5011 - Lift Shack				362.29
First BankCard - 2124 CS				
Bill	05/31/2023	Inv #0307393	-SPLIT-	54.00
Total First BankCard - 2124 CS				54.00
Handy Man Hardware				
Bill	05/26/2023	Inv #B374023	4529.9 · Landscaping	20.00
Bill	06/02/2023	Inv #B375411	4520.14 · Building Infr...	13.50
Bill	06/02/2023	Inv #B375407	4520.14 · Building Infr...	5.00
Bill	06/02/2023	Inv #B375471	4529.9 · Landscaping	18.00
Bill	06/05/2023	Inv #B375832	-SPLIT-	79.00
Bill	06/05/2023	Inv #B375879	-SPLIT-	76.50
Bill	06/05/2023	Inv #B375878	-SPLIT-	44.00
Total Handy Man Hardware				256.00
Needham Electric Supply Corp.				
Bill	06/02/2023	Inv #S6039458.001	4523.07 · WA #7 2023...	720.17
Total Needham Electric Supply Corp.				720.17
Northway Municipal Card - 0902				
Bill	06/02/2023	#113-9545822-44202...	4529.1 · Pool Chem & ...	64.99
Bill	06/02/2023	#114-7439480-57706...	4529.5 · Cleaning Sup...	26.94
Bill	06/02/2023	#114-7325715-48826...	-SPLIT-	118.05
Bill	06/05/2023	#113-0104175-96634...	4529.1 · Pool Chem & ...	278.00
Bill	06/05/2023	#113-3352776-80914...	4529.5 · Cleaning Sup...	23.48
Bill	06/05/2023	#113-7884494-75642...	4529.1 · Pool Chem & ...	23.04
Bill	06/07/2023	#113-1858522-15498...	4529.1 · Pool Chem & ...	13.99
Bill	06/07/2023	#113-6415564-00514...	4529.1 · Pool Chem & ...	83.50
Total Northway Municipal Card - 0902				631.99
Northway Municipal Card - 4916				
Bill	06/01/2023	Order #0240378730	4199.7 · Uniforms	279.95
Total Northway Municipal Card - 4916				279.95
Staples Business Advantage				
Bill	06/01/2023	Order #7610489705	4589.34 · Front Desk ...	199.99
Total Staples Business Advantage				199.99
United Construction & Forestry				
Bill Pmt -Check	07/01/2022	27574	1001 · Northway Bank	(804.64)
Total United Construction & Forestry				(804.64)

Waterville Estates Village District
Unpaid Bills Detail
As of June 9, 2023

Type	Date	Num	Split	Open Balance
Xerox Financial Services				
Bill	04/10/2023	Inv #4095964	-SPLIT-	553.80
Total Xerox Financial Services				553.80
TOTAL				**26,352.92**

QB 54,755.92

Bank -73,101.61

Total - 25,091.88

54,755.92

<25,091.88>

29,664.04

ResortLogic LLC
Investment Strategy | Economics | Consulting

New Hampshire | USA
www.resortlogic.com
(603) 731-7578

PROPOSAL-CONTRACT FOR CONSULTING SERVICES

May 30, 2023

Submitted To:

Gerry Panuczak
Chairperson
Waterville Estates Profit Improvement Committee

Dear Gerry:

Thanks very much for your interest in formalizing – by this Proposal – the assistance of ResortLogic LLC (RL) in providing consulting services regarding amenity profitability of the public and private amenities of the Waterville Estates Village District (WEVD). This Proposal/Contract will summarize the tasks related to this work as the result of our discussions and the initial site visit of May 17, 2023.

General Consulting Services

The purpose of this undertaking is to determine the optimal revenue and profitability potential of the primary amenities and facilities in Waterville Estates with specific focus on the Recreation Center and Campton Mountain snowsport area. The tasks involved may include but are not limited to the following scope:

- ✓ Review of all historical business and operational results
- ✓ Review of current budget and business plan projections for all profit centers
- ✓ Review of capital maintenance planning and deployment schedules
- ✓ Interview operations staff to gain historical understanding
- ✓ Recommend consultant to assist in understanding of F&B outlets
- ✓ Recommend refinement to Income Statement (P&L) if needed as a means of achieving and tracking functions
- ✓ Make recommendation for business plan framework to guide internal operations management
- ✓ Develop business projections for a 5-year period, assuming snowmaking capability at Campton Mountain for the 2023-24 season
- ✓ Submit draft report of findings and schedule in-person review, followed by production of final report

Professional Fees & Expenses

The fees for General Consulting work will be accounted for on an hourly basis at a rate of $100 per hour – on a Not-to-Exceed (NTE) basis of $5,000 – billed upon acceptance of the Final Report. This fee is inclusive of travel and out-of-pocket expenses. An itemized hourly tally will be provided.

Payment Should Be Sent To:
Tom Lithgow
ResortLogic LLC
763 Penacook Rd
Contoocook, NH 03229

Responsibilities and Assumptions

The fees stated herein assume that resource documentation and files be provided in Excel or Word formats. For essential PDF documents requiring conversion via manual keyboard entry, such associated time will be billed separately, per the terms depicted above, in addition to the NTE fee.

Obligation of Confidentiality and Limited Use

ResortLogic LLC will prevent the disclosure, and protect the confidentiality of, all information provided by Waterville Estates Village District (WEVD) and its professional advisors, agents, and employees.

The Disclosure and Confidentiality periods of this assignment are eternal. The confidential information provided by WEVD may only be utilized in connection with this consulting assignment. ResortLogic LLC will not use the confidential information for the benefit of or transmit the confidential information to any third party without obtaining your (the Client) express written consent.

ResortLogic LLC shall not copy, distribute, disseminate, publish, advertise or disclose the results of this consulting work and WEVDs confidential information except to those employees, officers, directors, attorneys, accountants, advisors, agents or affiliates of WEVD, as directed by you (the Client), and solely to accomplish the intended purpose and tasks of the consulting assignment.

Timing

Term of the Work
Substantial completion by September 15, 2023.

Commencement Date:
Commencement of consulting tasks shall be defined as the date of your verbal or written acceptance of this Proposal/Contract, whichever occurs first.

Delivery:
Draft report of findings submitted for review on or before September 15, 2023. Final report delivered no later than September 29, 2023.

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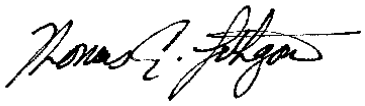
Termination

Your written or verbal contact can terminate this contract. Time and expense will be charged only to the date of termination, per the rates and conditions depicted above.

Acceptance

If you agree with the terms and conditions described above, please return a signed copy of this Proposal/Contract. Upon acceptance, modifications to this agreement can be confirmed in writing by simple email correspondence between us.

Sincerely,
RESORTLOGIC LLC



By: Thomas E. Lithgow

ACKNOWLEDGED AND ACCEPTED:
FOR: WATERVILLE ESTATES
PROFIT IMPROVEMENT COMMITTEE

By: Gerry Panuczak
Chairperson

DRAFT

Waterville Estates
Village District

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

REQUEST FOR COMMISSION ACTION (RCA)

Instructions: Please complete to the best of your ability. Completed forms are to be sent to Management (GM & AGM) and *no later than 10 days in advance* of the WEVD Commission meeting indicated below. The Commission Chair shall decide and notify the GM/others if the RCA is included on the meeting agenda.

Meeting Date: _____ Agenda Item #: _____

Name of Requestor: Anita Farber-Robertson

Waterville Estates Address: 170 Snowood Drive, Thornton, NH

Title of Request: Adjust water bill

Summary of why action is sought (please provide as much background as possible): I have not had the water turned on in my house all of 2023. The first weekend in Feb my furnace burned out & the pipes split, Waterville Estates turned main water off 4/17/23 approximately one month later (5/17-23). I'm not sure when it actually got done.

Action requested: _____

Goal sought with this action: ~~minimum~~ one month pro rated water bill

FOR INTERNAL USE ONLY

Budget implications: _____

Plan for implementation: _____

Background Information re: 170 Snowood Drive

Account History

- 3 bedroom home
- Account history has no late fees assessed
- Paid both November 2022 and May 2023 invoices
- Water off on: 04/17/2023
- Water restored on: May 24, 2023
    - 1 month & 7 days without water
    - Equation based on 12 months in year, rounded down to 1 month

Proration

$$\$1{,}108.20 - \left[\left(11\left(\frac{\$1{,}108.20}{12}\right)\right) + \left(1\left(\frac{\$189.73}{12}\right)\right)\right] = R$$

$$\$1{,}108.20 - [\$1{,}031.66] = R$$

$$\$76.54 = R$$

WATERVILLE ESTATES VILLAGE DISTRICT

Volunteer Handbook

Adopted on July 28, 2021

Amended on June 14, 2023

_____ _____

Commissioner Commissioner

_____

Commissioner

DRAFT

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

Dear _____,

I wish to thank you for volunteering to serve the WEVD. Enclosed in this packet are materials that you will need in performing your volunteer duties as required by NH State law.

WEVD advisory committee service has a one-year term. The term lasts from the date of appointment until the second regular Commissioner meeting following the next Annual Meeting. This gives the Commission time to reach out to all volunteers to confirm that they wish to continue to serve as committee and/or Board members. The Planning Board members serve in rotating 3 year terms. If you, at any time, want to end your commitment to the advisory committee or Board you are on, please contact the WEVD Commission chair and your committee/Board chairperson in a written format.

The WEVD Planning Board and all advisory committees are public bodies under NH law. As a result, the NH Right-to-Know law applies to the committee/Board.

Each advisory committee/Board will select a Chair who is responsible for scheduling meetings, conducting meetings, and setting agendas. Each committee/Board will appoint a Recording Secretary whose responsibility will be to prepare the official minutes of each meeting. While Commissioners may serve on advisory committees and/or Boards, the best practice is to not have a member of the governing body (WEVD Commission) serve as Chair of a committee or Board.

Each advisory committee will establish a written purpose, mission, or goals & objectives document. Any purpose or mission must be consistent with the committee's statutory purpose to advise and make recommendations to the Commission.

The attached procedures outline the Right-To-Know law.

A great deal of additional information is attached to assist you in being a truly successful advisory committee/Board. Your participation on a committee or Board in Waterville Estates is a great opportunity to meet your neighbors, make friends, and improve our quality of life.

Thank you.

Maureen Patti
WEVD Commission Chair

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PROCEDURES FOR Advisory Committees, Planning Board Meetings

Requirements of RSA Chapter 91-A, Right-To-Know

Conducting Advisory Committee / Planning Board meetings

1) Where possible, committee chairs will create a 6-month meeting schedule and submit it electronically to both WEVD Management and their. The schedule will include the date, time, and place of each meeting.

2) Posting meetings – WEVD Management and/or their designee will post notice of a committee/Board meeting no less than 24 hours in advance not to include Sundays or State or Federal Holidays.

   The Posted notice must, by law, include the following:
   a) Name of the advisory committee or Board calling the meeting
   b) Location of the meeting
   c) Time of the meeting
   d) Date of the meeting
   e) Remote access information

3) In the event additional meetings are needed, the chair or a designee must submit a request for posting of notice to Management and their designee at least 5 business days in advance. Management retains authority to allow exceptions to this rule so long as the requirements of 91-A are met.

REMEMBER: Sundays and holidays do not count toward the noticing of a meeting. Also, keep in mind that staff are not in the office every day and that per WEVD policy holidays falling on Saturdays or Sundays are observed on the preceding Friday or following Monday, respectively.

4) The chair can submit a meeting agenda to Management and their designee to be included with the meeting notice. WEVD Procedures do not require the preparation of agenda for advisory committee and/or Board meetings.

5) All public body meetings shall be conducted in a physical location. There must be a quorum (a simple majority of committee members) present at the physical location for the meeting to occur. WEVD procedures and NH law allow for the remote participation of members when physical attendance is not reasonably practical (i.e., traveling, illness). (See #9, below.)

CAUTION: In the event of an emergency, please watch for information from WEVD Management / Commissioners if State or Federal actions mandate that public body meetings be conducted virtually.

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6) WEVD Procedures require that public body meetings provide electronic transmission and/or Zoom access. WEVD Management will retain Zoom recordings until the corresponding meeting minutes are approved by the advisory committee/Planning Board. These recordings are available to the public through RTK until they are destroyed.

7) Your meetings are open to the public. Anyone may attend, record, or photograph the meeting, and may be offered the right to speak in an appropriate manner on an appropriate topic. Be prepared to share copies of any/all materials the committee or Board is reviewing with members of the public at the physical location. The best practice is to screen share the materials under review at the meeting with any Zoom attendees as well.

8) By law, no session of advisory committee/Board meetings at which evidence, information, or testimony in any form is received should be closed to the public with some exceptions. See RSA 91-A:3, II for the procedure and list of topics which can be considered and acted upon in a non-public session. Non-public sessions do not apply to most advisory committees.

9) The committee/Board Chair may allow limited members to participate in a meeting by telephone or other electronic means if physical attendance is not reasonably practical so long as all members can contemporaneously hear and speak with each other, a quorum is still physically present in the location where the public was told the meeting would occur, and all parts of the meeting are audible or otherwise discernible to all at the location.

10) In the event a member of the public in attendance at a meeting requests records from the advisory committee/Board or any member of the committee/Board, the volunteer shall report the request to WEVD Management. (See Compliance with RTK, below.)

<u>Advisory committee/Board minutes/records</u>:

Meeting Minutes:

1) The purpose of preparing minutes is to promote openness in the conduct of public business and to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and their accountability to the people.

2) Minutes must be available for public inspection within 5 business days after the meeting (these minutes are unapproved drafts) under NH law. Unapproved draft minutes can include handwritten notes but, if typed, shall include a “DRAFT” watermark, pagination at the bottom, and a footer identifying the committee/Board and meeting date. Draft minutes shall be sent electronically to WEVD Management, their designee, and, via BCC (i.e. blind carbon copy) each Commissioner. Ensuring compliance with NH law, draft minutes are then available for production to members of the public in the event a Right-to-Know request is received.

3) At the next meeting or when practical, these draft minutes will be approved formally and released for archival and posting purposes with the signature of the chairperson and a stamp of the WEVD Clerk.

4) To be included in the meeting minutes:
   a) At the top: the name of the committee/Board, physical location, time & date
   b) A footer with the name of the committee/Board and the meeting date
   c) At the bottom: Pagination
   d) Committee/Board members in attendance
   e) Name all attendees. Attendees are persons who speak during the meeting. It is optional to identify all guests in attendance (physical location & remote access)
   f) Identify both the persons chairing and taking minutes
   g) Time the meeting was called to order
   h) Brief description of the subject matters discussed and any final decision reached or action taken, including any motions, naming who made each motion, naming who seconded any motion, and resulting vote tally (yeas & nays).
   i) If public comment was included, identify who spoke and include a brief description of their statement
   j) Date and time for next meeting
   k) Name who motioned and seconded for adjournment and, if carried, time adjourned

5) Minutes should be fair, objective, and respectful

6) Review Procedures for Public Body Meeting Minutes (Advisory Committees, Planning Board) for more details

7) Recordings of the committee/Board meetings made to assist with the production of meeting minutes shall be destroyed/deleted at the direction of the WEVD Clerk upon approval of the corresponding public body meeting minutes.

<u>Tape/video recordings of advisory meetings</u>:

If an advisory committee or the Planning Board chooses to record the meeting in order to assist in the preparation of meeting minutes, the tape/video will be available for inspection by members of the public until the minutes are approved, at which time, following WEVD procedures, they shall be destroyed. If recordings are not destroyed, they remain available for publication to the public pursuant to NH's RTK law for as long as they exist. If a Right-To-Know request is made, the recording secretary or other committee/Board member who took notes and/or produced the draft or official meeting minutes shall be required to produce any (non-Zoom) recordings and handwritten notes used to assist in preparing the meeting minutes if they remain in existence.

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Communications among members outside of public meetings:

Email

1) Advisory committee and Planning Board meetings may never be conducted by email or any other format which does not allow the PUBLIC to hear or read or discern discussion at the meeting location. Stated another way, all advisory committee and Planning Board meetings must be conducted in public. By definition, members of WEVD committees and Board(s) cannot conduct meetings through the use of email. When an email is sent to a quorum of committee/Board members and a discussion ensues on that email thread, a meeting has occurred – without following the mandates of NH's RTK law.

2) It is permissible to utilize email communications with all committee/Board members so long as the content does not involve official business of the public body. Simply stated, email conversations about scheduling are permissible as no official business of the committee or Board is being discussed. Information/data can be shared with all committee/Board members via email so long as no one engages in a discussion of it the with a quorum of committee/Board members in the email thread/chain. The best practice to share data/information is to send by email to all with delivery to committee/Board members as "BCC" or blind carbon copy. In that manner, no one can "reply all" to the whole public body and trigger a meeting which is NOT in compliance with NH law.

3) Many committees have evolved the practice of circulating by email a draft of the meeting minutes to all members, seeking edit input. Such input needs to be provided in a 'direct' communication with the member who is drafting the minutes; there cannot be any 'reply all' conversations. Doing so would be to convene a meeting of the committee (as a quorum of members will be participating in the email thread). Again, best practice would be to send the minutes as "BCC" delivery to all members.

Compliance with Right-To-Know (RTK) Requirements

1) Some records are NOT subject to disclosure pursuant to statute, RSA 91-A:5, and RSA 91A:4, I.

2) Compliance with RTK requests shall be provided in accordance with RSA 91-A:4, IV.

3) Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release. WEVD Management will process any RTK requests and instruct committee/Board chairs and recording secretaries on procedure.

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4) If an advisory committee is unable to make a governmental record available for immediate inspection and copying, the public body or WEVD Management shall, within 5 business days of a request:
   a) Make such record available
   b) Deny the request
   c) Provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.

5) WEVD Management or a public body denying, in whole or part, inspection or copying of any record shall provide a written statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

6) Appropriate reasons for the delay can include needing time to determine if the record exists, needing time to determine if the record is disclosable, and needing time to determine how much time it will take to make the requested records ready for review/copying.

7) In the WEVD RTK Logbook or computer file, the WEVD General Manager or Assistant General Manager shall enter the details of when the requesting party received compliance (access or copies), what records were provided, any denials of access, statements regarding why a delay is necessary beyond the 5 days, and any other pertinent information. A best practice is to include in the logbook/file copies of any correspondence with requesting parties.

8) In the event a member of the public makes a request for records/documents/correspondence, the committee/Board member who received the request must alert WEVD Management by close of business on the next business day. Volunteers may receive such requests at public meetings or through other forms of communication – email, text, phone, face-to-face verbal. The form in which a RTK request is made does not change the obligation of the municipality to timely and completely provide compliance under NH law. Please be aware – the reason(s) for the request for records ARE NOT to be questioned or addressed in any manner. The responsibility of the volunteer is to communicate the request, as soon as reasonably possible but not more than the following business day, to WEVD Management. It is appropriate to advise the person making the request for records that you consider their statement/question/request as a Right-to-Know inquiry AND tell them that you will so notify WEVD Management. If the request concerns committee/Board materials the volunteer has readily available, feel free to immediately provide the materials to the requesting party. If the request requires a search for documents or correspondence and compliance cannot be immediately made, please alert the requesting party that WEVD Management will be in touch regarding RTK compliance.

Approved on: July 28, 2021
Amended on: June 14, 2023; August 4, 2021

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NEW HAMPSHIRE MUNICIPAL ASSOCIATION

Meeting Minutes 101

Boards often wrestle with taking meeting minutes—worrying that too much information will get them in trouble if an issue goes to court. This fear is balanced against the desire of board members to make sure their minutes are informative and helpful to citizens and to the board itself. Does the law require that meeting minutes contain certain information? Is it better to be brief and vague when preparing the minutes? Should meetings be tape recorded so that greater detail can be put into the minutes? If the meeting is tape recorded, does that mean the tape is available to members of the public?

Meeting minutes need not be a dreaded part of service as a selectman, land use board member or any other public official that is required by law to take meeting minutes of their proceedings. Keeping in mind the purpose of meeting minutes, which is to promote openness in the conduct of public business and to ensure the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people, will help as you wrestle with producing meeting minutes that comply with the law.

Q. Selectmen, planning boards and boards of adjustment are required to take minutes. Are there other boards that must take meeting minutes?
A. All “public bodies" are required to have open meetings, and thus must take minutes of their meetings. Public bodies include all committees, boards, subcommittees, agencies, etc. that perform a governmental function in the community. This includes all informal advisory committees as well. A committee formed by the selectmen to “study and advise the selectmen on whether or not an addition is needed for the town hall" is a “public body" and must meet in public and take minutes. Other examples of public bodies include recreation committees, budget committees, conservation commissions, trustees of trust funds and library trustees. **RSA 91-A:1-a**.

Q. When must the minutes be ready for public inspection?
A. Minutes must be made available for public inspection within five business days after the meeting*, except in the case of nonpublic session meeting minutes which must be made available within 72 hours, unless the body has voted to seal the minutes of the nonpublic session.

Q. Our board meets only once a month—the minutes won't be approved within five days business days after the meeting* so how can they be released to the public?
A. There is no legal requirement to formally *approve* minutes, but many boards do approve their minutes. A policy of formally approving minutes does not mean the board may wait until the next meeting, when the minutes will be formally *approved*, to release the minutes. The minutes, in draft form if necessary, must be made available within five days after the meeting*. The board may address this issue by placing "draft" or "not yet approved" on the minutes to alert the public that the minutes being released are not yet approved. Formal approval by the board cannot delay the release of the minutes if the delay will go beyond five business days* (or 72 hours for nonpublic minutes that have not been sealed).

Q. What should go into the meeting minutes?
A. At a minimum, minutes must include the names of board members present, other people participating (not necessarily all members of the public present), a brief summary of the subject matter discussed, and any final decisions reached or action taken, which includes the time the meeting was called to order and the time the meeting was adjourned. To this list you may want to add the name of the person taking the minutes and the name of the person chairing the meeting. The name of the board and date of the meeting should always be included.

When considering the "brief summary of the subject matter discussed," the board may want to recall that the purpose of meeting minutes is to promote openness in government and to inform citizens about what their government is doing. Citizens should be able to read minutes of a meeting and get a good idea about what happened. This does not mean, however, that stenographic or verbatim minutes must be taken. Most boards do not have staff with specialized stenographic skills, nor is there any legal requirement to prepare minutes in this manner. Minutes should be fair and objective. They should not include insulting remarks even if such remarks were made during the meeting. The focus of the minutes should be to record the important and relevant things that occurred at the meeting, not bickering or insults.

Negative sentiments expressed by board members or members of the public need not be avoided entirely, if the comments are relevant; it is the inclusion of the inflammatory words that should be avoided. For example, suppose a citizen comes in to complain about his neighbor and wants the selectmen to take enforcement action to make the neighbor clean up his yard. During 30 minutes of high octave complaint before the selectmen, this citizen uses plenty of choice words to describe his neighbor. The meeting minutes need not include specific derogatory statements made by the citizen, but could

instead state: *"Mr. [Citizen] met with the board to discuss his concerns that his neighbor, John Doe, is in violation of several town ordinances in that Mr. Doe is storing junk on his property. Further, Mr. Citizen informed the board that he has serious doubts that Mr. Doe will follow through with promises to clean up the property as he has not followed through with promises made in the past."* Anyone reading the minutes will get the idea that Mr. Citizen is not happy and that he wants the selectmen to take action against Mr. Doe for violations of zoning ordinances.

Minutes not only serve the important purpose of informing citizens about what their government is doing, it also serves as a tool for boards to memorialize their work. Minutes can be helpful when memories fade, or when new board members join the board, as a way to look back in time and understand how the board dealt with an issue.

Q. Is there a difference in content between regular meeting minutes, public hearing meeting minutes, and nonpublic session meeting minutes?
A. No, all meeting minutes should contain a brief summary of the subject matters discussed and any decisions or actions taken by the board. The differences in the various types of meetings are more about procedures, than the content of the minutes.

Q. Are nonpublic session meeting minutes automatically sealed by virtue of the fact that the meeting was not open to the public?
A. No. In fact, meeting minutes of a nonpublic session must be made available to the public sooner than regular meeting minutes: 72 hours for nonpublic minutes versus five business days* for all other meeting minutes. However, if two-thirds of the members present, in a recorded vote, decide to seal the minutes because the reasons justifying the need for nonpublic session remain—such as the concern for injury to someone's reputation (other than a board member), or public release of the minutes would make the action taken ineffectual, or the information pertains to emergency plans to thwart terrorism.

Minutes that the board has voted to seal should be placed in a secure place within the office, and a notation attached that they are sealed, so that they are not inadvertently released to the public. The board may want to institute a policy of reviewing sealed meeting minutes on a periodic basis to determine if any should be released because the reasons for the nonpublic session no longer exist. Once the reason to seal the minutes no longer exists, the minutes should be released.

Q. What can a board do to ensure accurate minutes?
A. Meetings that are conducted in an organized fashion will likely result in meeting minutes that are organized and complete. Rules of procedure that require announcing the name of each case or issue as it is taken up by the board, requiring those speaking on the matter to state their name, requiring board members to clearly state the motions they are putting forth, and generally making sure the recording secretary has the time to keep up with often fast paced meetings will help to ensure that the best possible meeting minutes are recorded.

Q. Should the board tape-record all meetings? If so, what happens to the tapes?
A. Whether to tape record (or video record) is a decision for each board to make. Allowing the recording secretary to tape the meeting may assist him or her in preparing minutes that are more accurate and complete. However, if the board decides to tape record the meeting, the tape is available for inspection, and copying, by the public just as the meeting minutes are. The board must retain the tapes at least until the meeting minutes are approved, at which time the tape may be destroyed. If the board has a policy of keeping the tapes after the minutes are approved, then the tapes remain available to the public as long as they exist. Note that while the board may decide not to tape record its own meetings, members of the public must be allowed to tape record or video record the meetings.

Q. Are the notes taken by the recording secretary, and used to prepare the minutes, available for public inspection along with the minutes?
A. Yes. After completion of the meeting, every citizen, during regular business hours, has the right to inspect all notes, materials, tapes or other sources used for compiling the minutes of the meeting, except as otherwise prohibited by statute or **RSA 91-A:5**. This does not mean that the recording secretary must immediately turn over the notepad that contains the notes taken during the meeting if it is being used to prepare the minutes at the time of the request. If the notes are unavailable for immediate inspection, the public body shall, within five business days of the request, make the record available, or deny the request in writing stating the reason for denial. Once the minutes are prepared, the notes may be disposed of. However, notes that are retained by the board continue to be subject to public inspection.

Q. If a citizen submits a prepared statement to the board and demands that it be included as part of the minutes, must it be included?
A. No. The board prepares their minutes and cannot be forced to include statements or documents presented by members of the public.

Q. How long must minutes be kept?
A. Like other important town records, meeting minutes must be kept permanently.

** This article has been revised to reflect changes to the law.*
Article Topics:
Right to Know Law
records
minutes
Legal Q & A

June 2007

Right to Know Law

NHMA
NEW HAMPSHIRE MUNICIPAL ASSOCIATION
EST. 1941

RSA Chapter 91-A

MEETINGS
(RSA 91-A:1 through 91-A:3)

BASIC RULE: Every meeting of a public body must have proper notice and be open to the public.

- ***What Is a Meeting?*** The convening of a quorum (majority) of any public body to discuss or act on any of that body's business, including work sessions. What is *not* a meeting? Consultation with legal counsel; chance or social meetings neither planned nor intended to discuss official matters and at which no decisions are made; strategy or negotiations regarding collective bargaining.
- ***What Is a Public Body?*** All committees, subcommittees, boards, commissions, agencies, etc., that perform a governmental function, including all informal advisory committees.
- ***What Notice Is Required?*** Minimum of 24 hours (not including Sundays or holidays), either published in a local newspaper or posted in two prominent public places. Other statutes or local rules may require more notice in certain cases.
- ***What Is Open to the Public?*** Anyone, not just local residents, may attend, and may take notes, record or photograph the meeting. However, except for certain people at public hearings, the public is not guaranteed the right to speak.

MINUTES: Minutes must be kept of all public meetings and must be made available to the public upon request within 5 business days after the meeting. Minutes must include the names of members present, others participating, a brief summary of subject matter discussed, and any final decisions or votes.

NONPUBLIC SESSIONS: Meetings or portions of meetings that the public may not attend.

- Allowed only for reasons listed in RSA 91-A:3, II, including:
  - Dismissal, promotion, compensation, disciplining, investigation, or hiring of any public employee
  - Matters that would adversely affect the reputation of a non-board member
  - Buying, selling or leasing property if public discussion would give someone an unfair advantage over the municipality
  - Lawsuits actually filed or threatened in writing against or by the municipality, until fully adjudicated or settled
  - Preparation for and carrying out of emergency functions including anti-terrorism issues
  - Consideration of legal advice provided by legal counsel even where counsel is not present.
- Entering nonpublic session: Begin in a properly-noticed public meeting. A motion must be made and seconded to enter nonpublic session, citing the reason from the statute, and a majority roll-call vote is required. Once in nonpublic session, only the reason(s) cited in the original motion may be discussed.
- Minutes of nonpublic sessions must include the names of members present, others participating, a brief summary of subject matter discussed, and any final decisions on votes. All votes while in nonpublic sessions must be taken and recorded in such a manner that the vote of each member is ascertained and recorded.Unless the board votes to seal the minutes, they must be made available to the public upon request within 72 hours after the meeting.

Important note: This is a very simplified overview of the Right to Know Law. It is not intended to be legal advice and is provided for convenience only.
Please refer to RSA Chapter 91-A or legal counsel for further information.

New Hampshire Municipal Association
25 Triangle Park Drive
Concord, New Hampshire 03301
Tel: 603.224.7447
Members Only: 800.852.3358
E-mail: nhmainfo@nhmunicipal.org
Web site: www.nhmunicipal.org

Waterville Estates Village District
Amenities Profit Improvement Committee Motion
562 Winterbrook Road, Campton NH 03223
June 14, 2023

Motion to approve the recommendation from the WEVD Improving Amenities Profitability committee to enter into an agreement with Resort Logic LLC for consulting consistent with the attached proposal. The agreement describes timeline, deliverables, and cost for such consulting work. The committee will meet on June 19, 2023 agreement and/or possible changes to the project specifics. The cost for the consulting will not exceed $2,500 as WEA has agreed to split the cost with the District.

Maureen Patti motions for June 14, 2023:

1. **Agenda Item # 5 a, Adoption of minutes –**
   Proposed Amendments to minutes of May 24, 2023:

    1. Page 2, line 40 – delete 'you have' and, after 'the,' insert "District can"
    2. Page 2, line 48 – insert after '…account will' the word "allow" and delete 'our'
    3. Page 2, line 60 – after 'b) getting' delete 'various projections' and insert "improved protection"
    4. Page 3, line 73 – insert after 'Fund was' the words "created by Annual Meeting" and delete 'on'
    5. Page 3, line 84 – delete 'no' and insert "insufficient written"
    6. Page 4, line 124 – insert a comma after 'pool' and delete 'cover reel'
    7. Page 5, line 159 – insert "/gallon" after 'of $1.94'
    8. Page 5, line 160 – insert after 'compared to' the following "last year's price of" and insert "/gallon" after '$2.29' and then delete 'price' at very end of sentence
    9. Page 6, line 161 – insert "Amerigas" after 'local' and delete 'with the company'
    10. Page 6, line 163 – modify 'residences' to "residents/owners"
    11. Page 6, line 166 – add after end of sentence "The GM envisions staff responding to Amerigas delivery drivers to assist with clearing District roads during weather events to ensure urgent deliveries are completed."
    12. Page 6, line 184 – add at end of line after 'under the' the following "amount described in the 2023"
    13. Page 9, line 265 – delete 'as well and' AND insert after 'Roads Committee' the following "minutes are often technical and require a great deal of volunteer time to produce. This takes away from meeting participation."
    14. Page 9, line 274 – delete 'message' and insert "discussion"
    15. Page 9, line 275 – insert "before the meeting" after 'respective committee chairs'