WEVD COMMISSION MEETING AGENDA
Tuesday, August 22, 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. WEVD Planning Board DRAFT MASTER PLAN presentation, review
6. Approval of Minutes
    a. August 9, 2023
7. Treasurer's Report
8. GM's Report
9. Committee / Planning Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Outdoor Courts
    d. ADA Accessibility
    e. Records
    f. Improving Amenity Profitability (IAP)
10. CONSENT CALENDAR
    a. Manifests
    b. Committee & PB Reports
11. GENERAL CALENDAR ITEMS
    a. VOLUNTEERS NEEDED – ADA Accessibility Committee
    b. Post-issuance Compliance Policy
12. Next Meeting: Wednesday, September 13, 2023 @ 6 p.m.

Note: Public Hearings re: (1) refund of CIF monies (Campton Mountain Ski Trail Lighting) to WEA, (2) WATER ORDINANCE MODIFICATIONS following advisory vote @ Annual Meeting is scheduled for SEPTEMBER 27, 2023 @ 4 p.m.

13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

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

MASTER PLAN
May 2023



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

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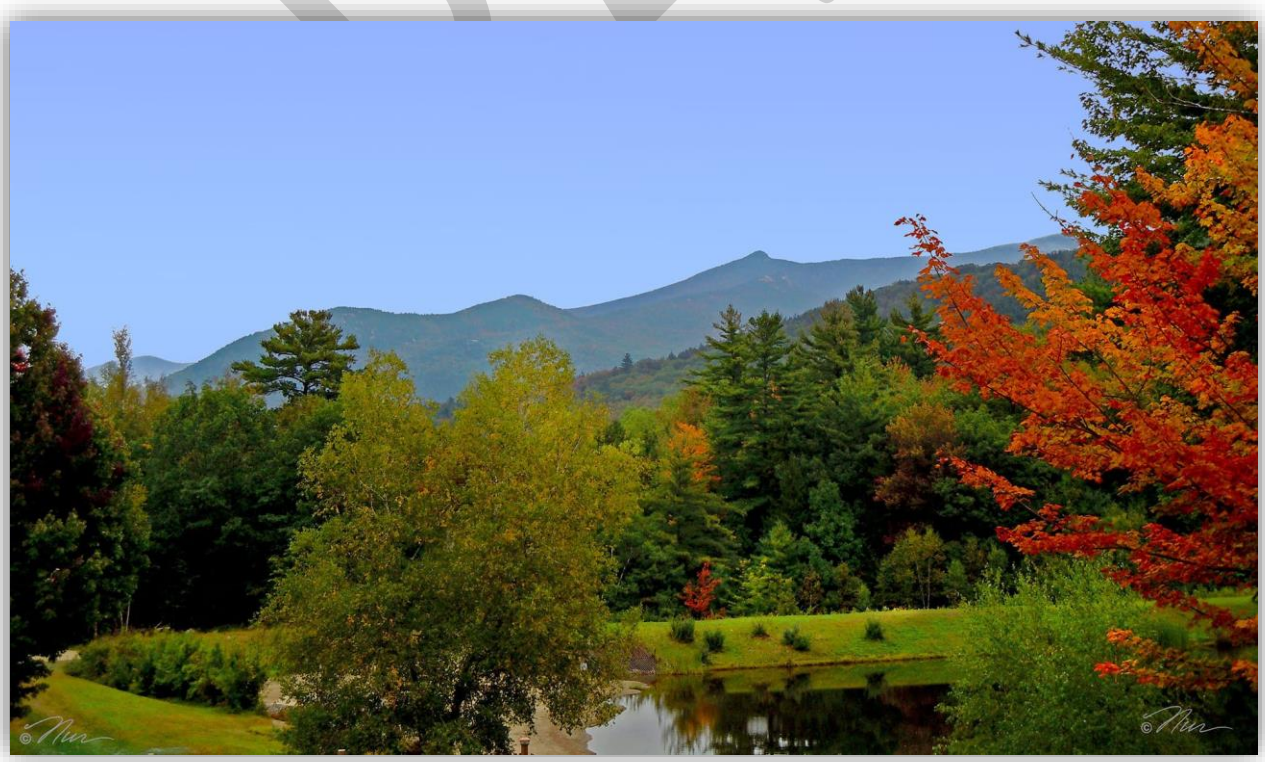

CERTIFICATE OF ADOPTION

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

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Appendices:

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

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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 an updated Master Plan for this community with the intention of exploring the future adoption of a zoning ordinance, as well as initiation of Capital Improvement Plans.

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 Waterville Estates Village District (WEVD) 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.



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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 multi-unit (e.g., condominiums) 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 in 1977 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.

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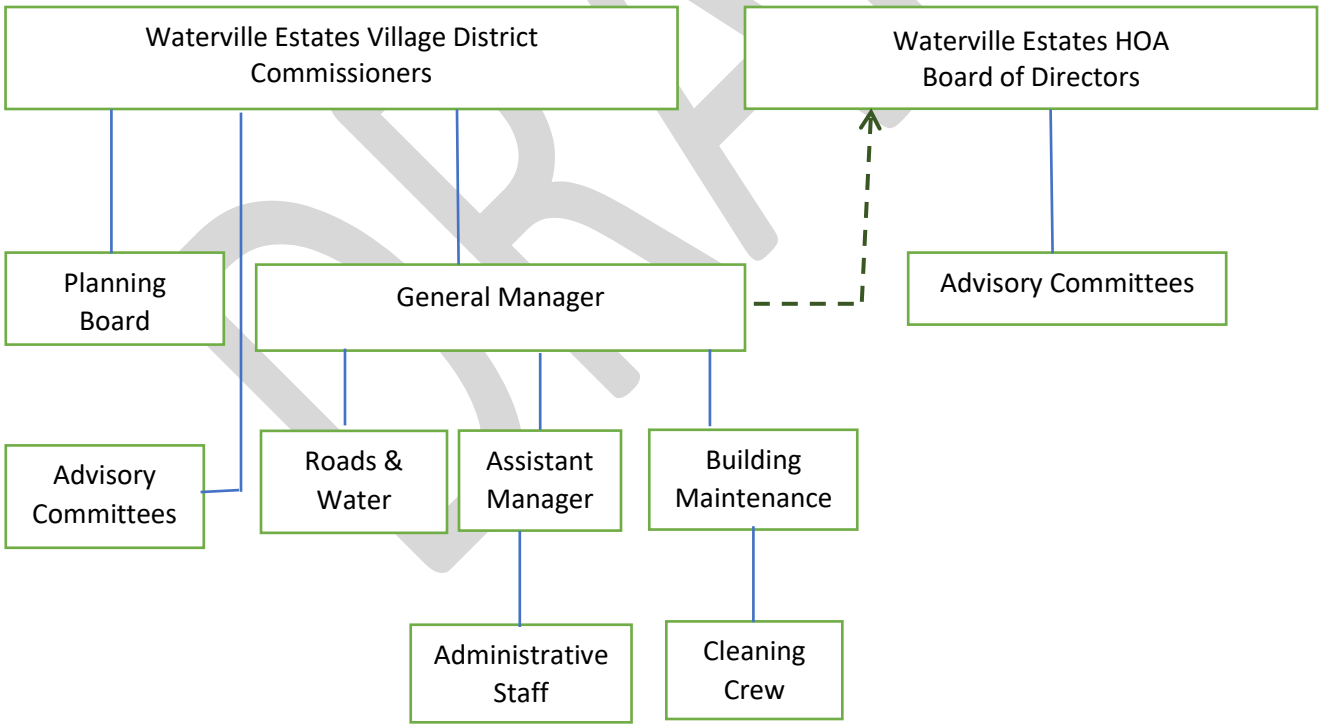
Chapter 2 - Profile of Waterville Estates

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

A Homeowner's Association (HOA), Waterville Estates Association, was established for administering recreational activities and bylaw enforcement. In 1988 and 2010, the recreational physical assets, Community Center, and Campton Mountain were deeded to the Village District with ownership requiring the main facilities to be utilized as Common Property for owners (and guests).

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



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Chapter 2 - Profile of Waterville Estates

District Management – District Commissioners

All administrative matters are in the hands of the WEVD Commissioners. The Commission is the governing body for the District and 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 advisory committees including but not limited to Records, Snow making, Budget Advisory, Water and Roads, and ADA Accessibility.
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.

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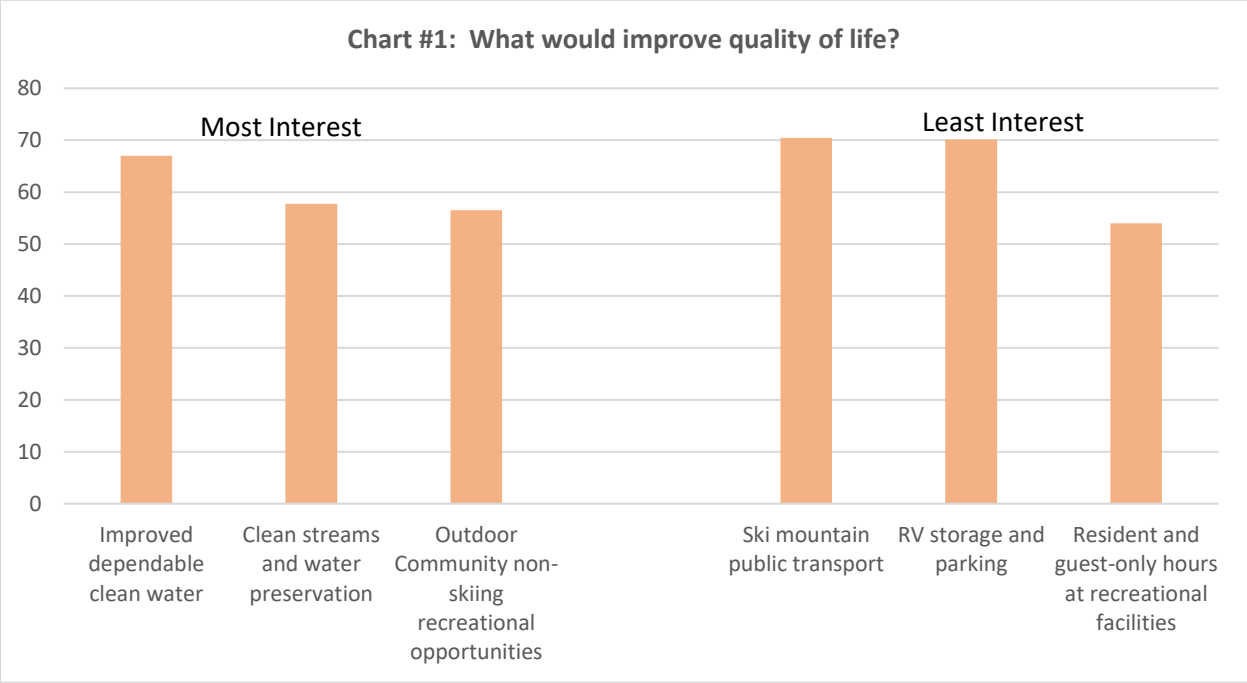
Chapter 3 - Vision

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 body, the Commission, the HOA, and WEA 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. A public roundtable meeting was conducted on October 1st, offering attendees the opportunity to express their ideas and opinions of the summaries of the survey. This information was incorporated into the final results. These results give the WEVD Planning Board and the District 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.



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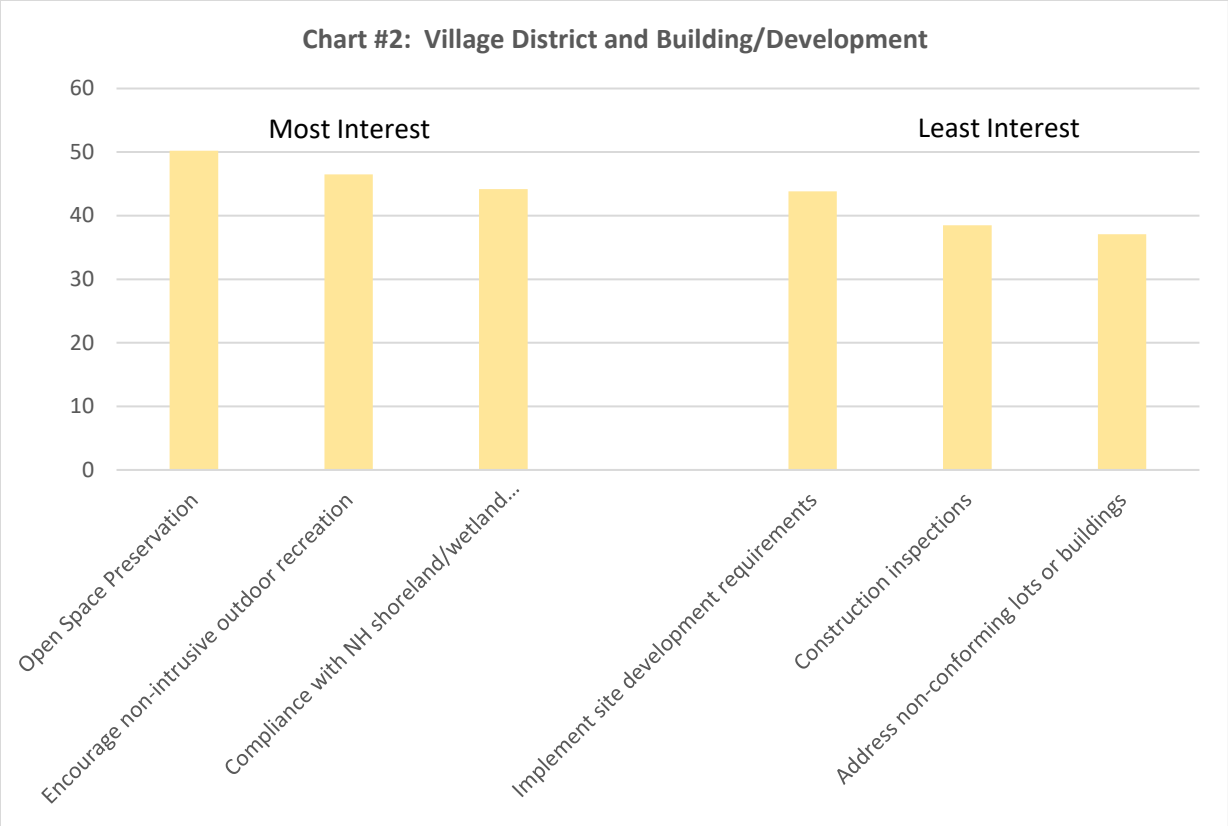
Chart #2: Village District and Building/Development
60
50
40
30
20
10
0
Most Interest
Least Interest
Open Space Preservation
Encourage non-intrusive outdoor recreation
Compliance with NH shoreland/wetland...
Implement site development requirements
Construction inspections
Address non-conforming lots or buildings

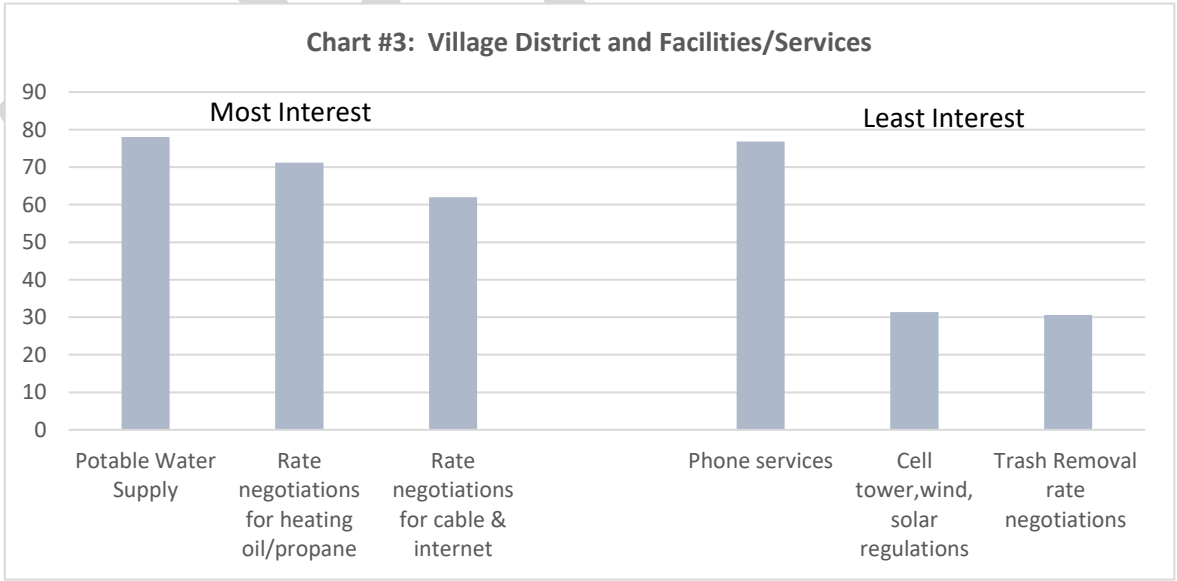
Chart #3: Village District and Facilities/Services
90
80
70
60
50
40
30
20
10
0
Most Interest
Least Interest
Potable Water Supply
Rate negotiations for heating oil/propane
Rate negotiations for cable & internet
Phone services
Cell tower,wind, solar regulations
Trash Removal rate negotiations

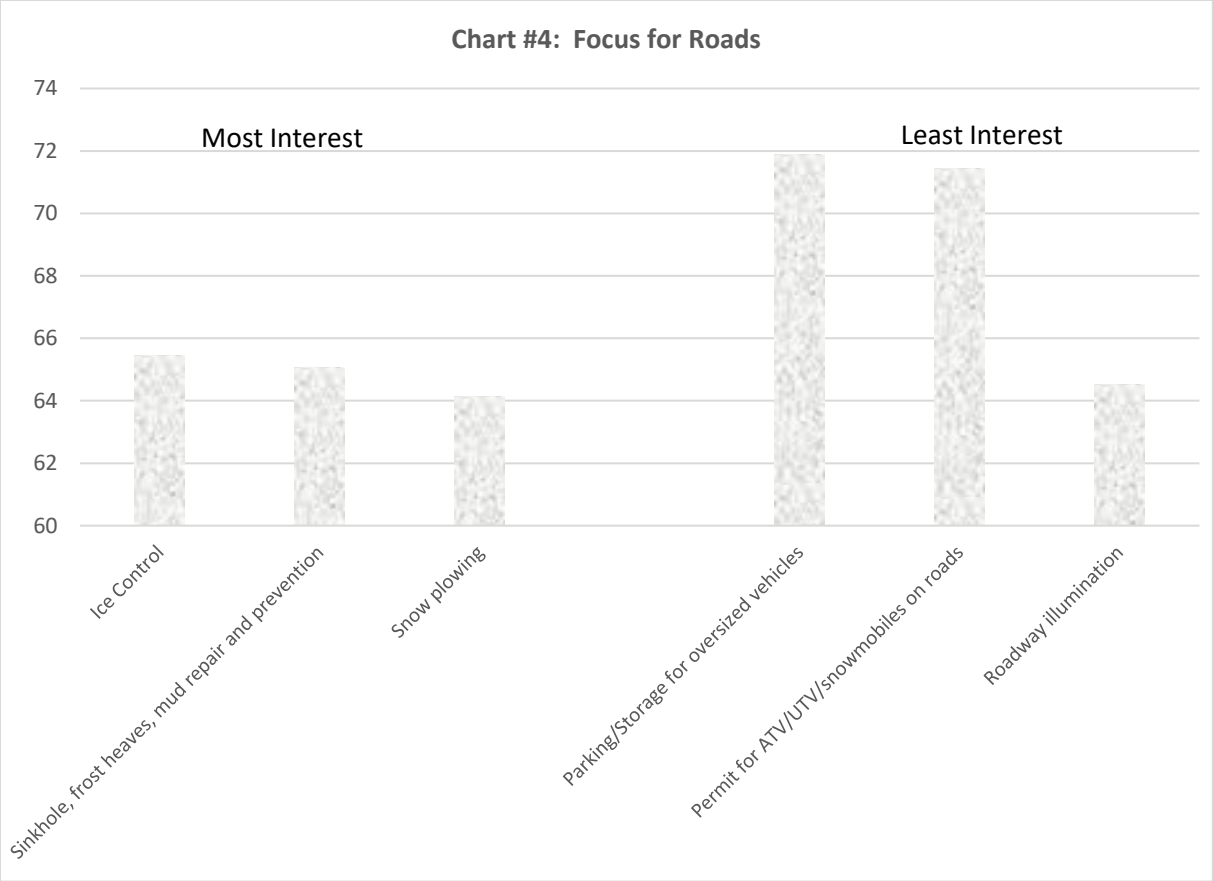
Chart #4: Focus for Roads
74
72
70
68
66
64
62
60
Most Interest
Least Interest
Ice Control
Sinkhole, frost heaves, mud repair and prevention
Snow plowing
Parking/Storage for oversized vehicles
Permit for ATV/UTV/snowmobiles on roads
Roadway illumination

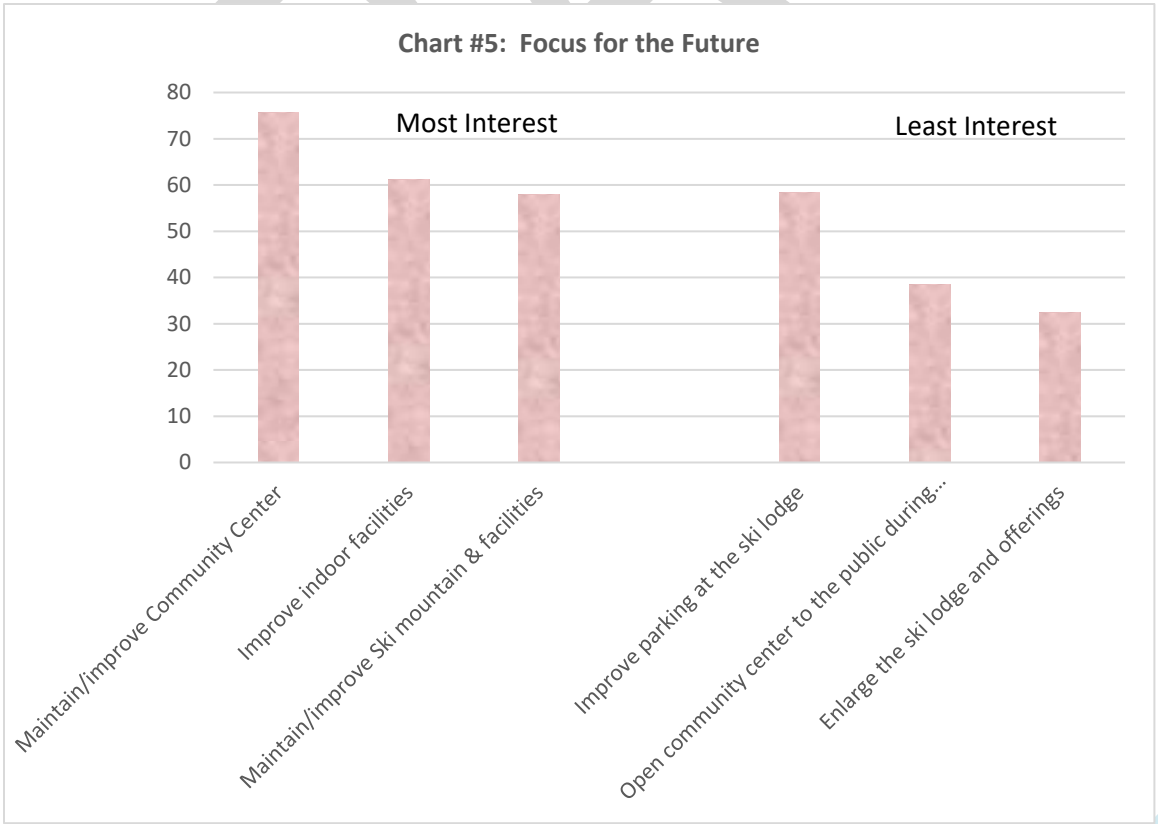
Chart #5: Focus for the Future
80
70
60
50
40
30
20
10
0
Most Interest
Least Interest
Maintain/improve Community Center
Improve indoor facilities
Maintain/improve Ski mountain & facilities
Improve parking at the ski lodge
Open community center to the public during...
Enlarge the ski lodge and offerings



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



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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.

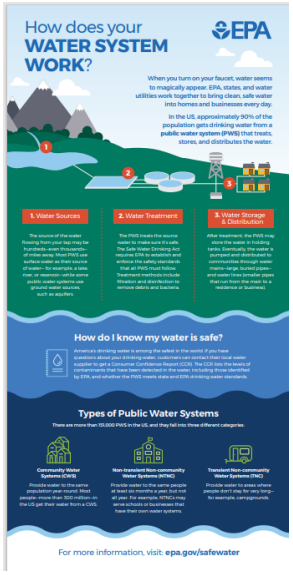


"The area…is a true gem of the state. The Whites are beautiful…The value of living here is high and impacts our lives daily."
Response from the Visioning Survey

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 all upcoming future 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.

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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.

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Chapter 4 – Facilities & Services

When it comes to facilities and services, Waterville Estates 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 (AMPlan). This AMPlan 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 water use 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 current and potential future 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.

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Chapter 4 – Facilities and Services

The Community Center is a facility that functions in a variety of ways for the community. The 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; HVAV upgrade to the office area; and repair of the outdoor pools.



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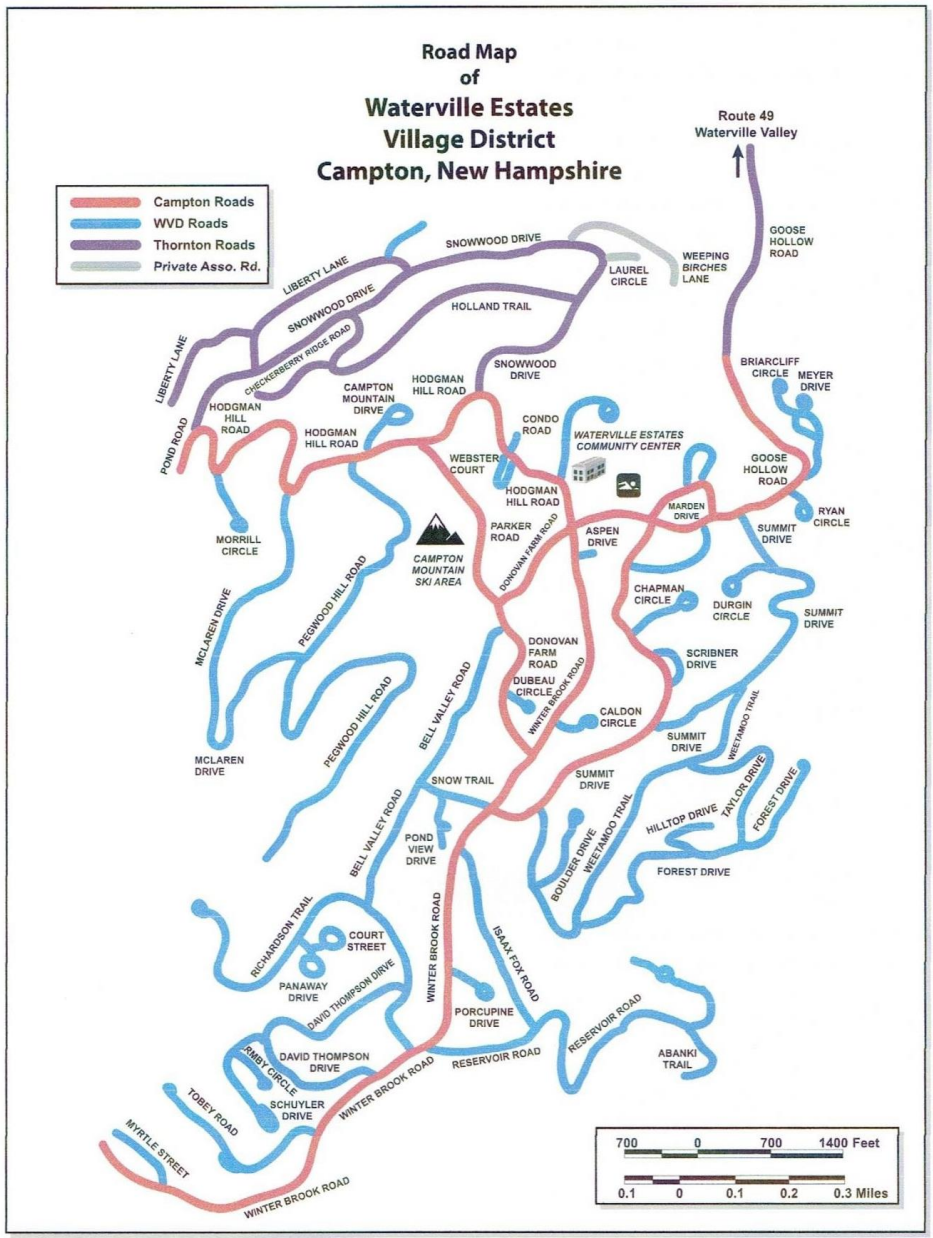
Chapter 4 – Facilities and Services

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 District. 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 on 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.

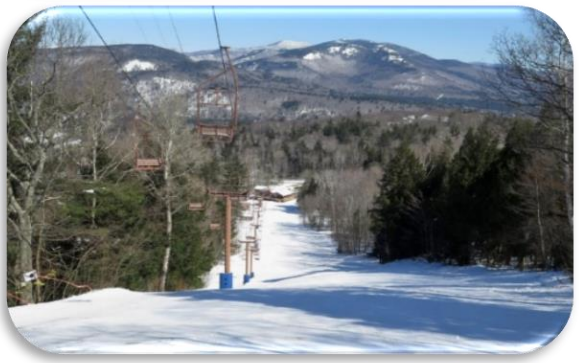
Campton Mountain

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 during the ski season.





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, and other areas of the mountain 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.

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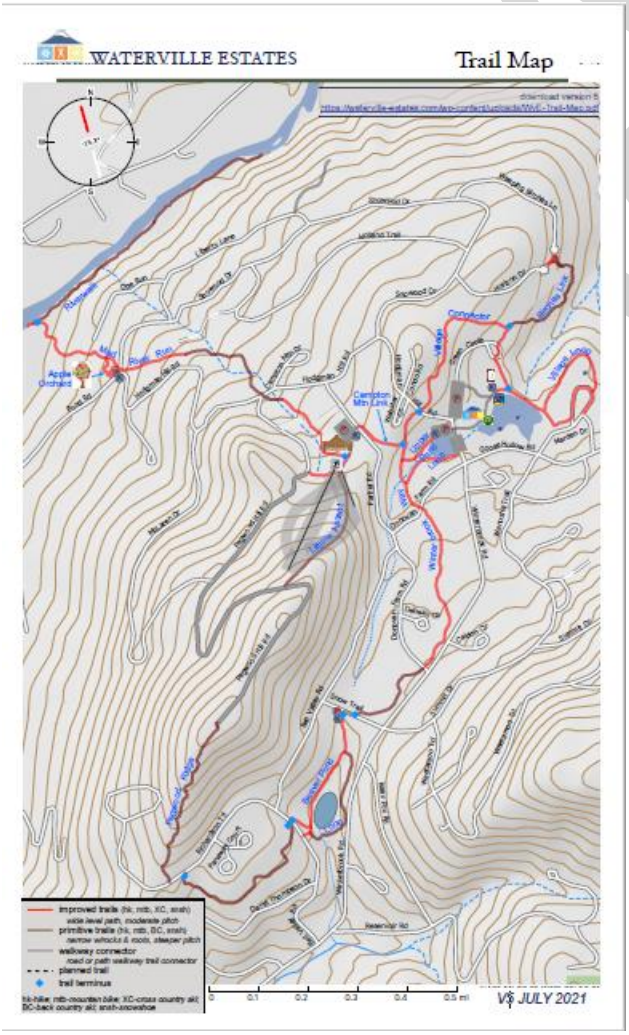
Chapter 5 – Recreation

Community Center

The Community Center, as noted above, is the location for the 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 is always under consideration.

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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), a construction operation (Winterbrook Construction), 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 HOA's Bylaws and 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 HOA's Bylaws and Revised Restrictions, Easements and Covenants cited in the paragraph above.

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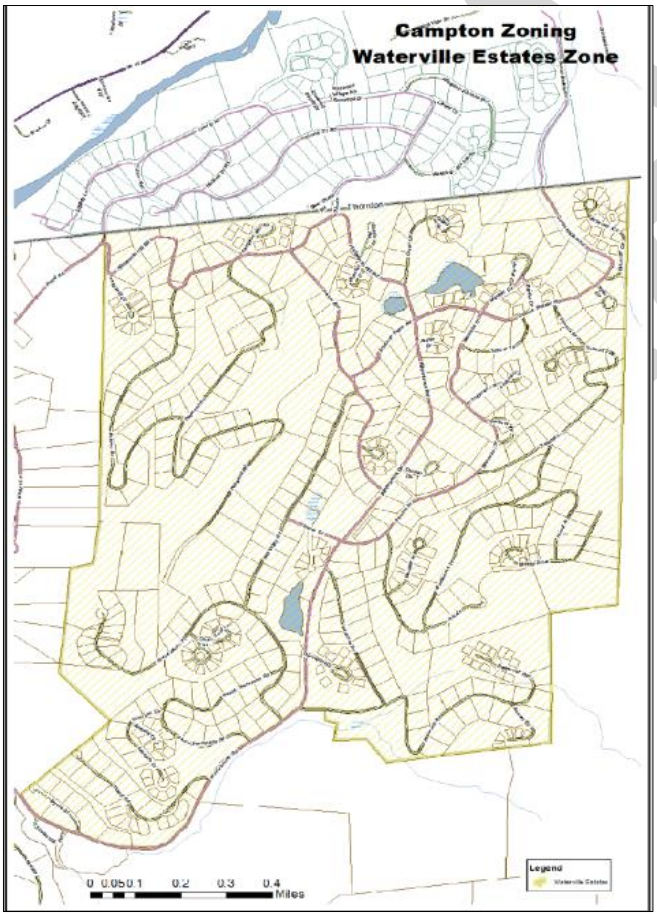
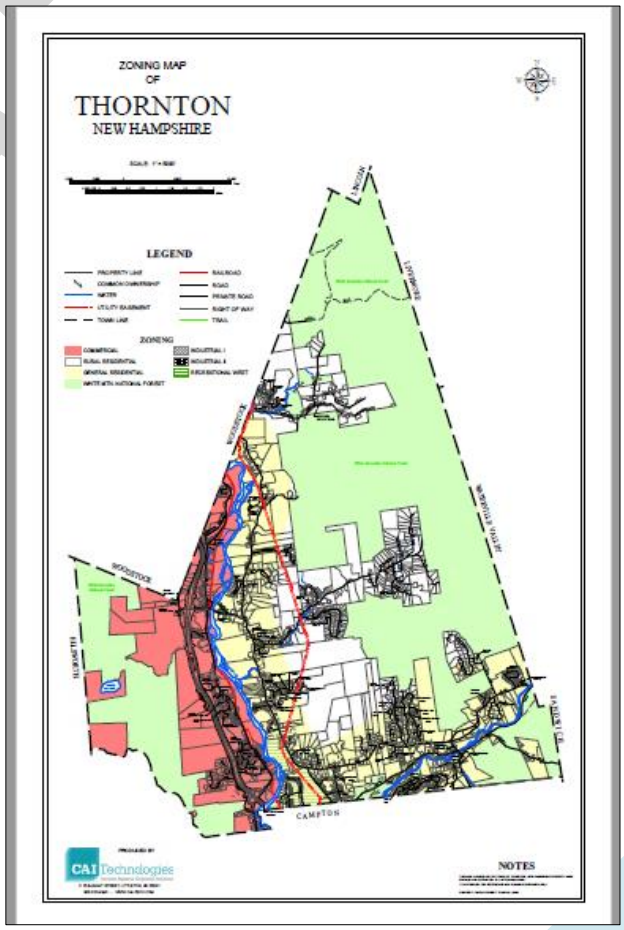
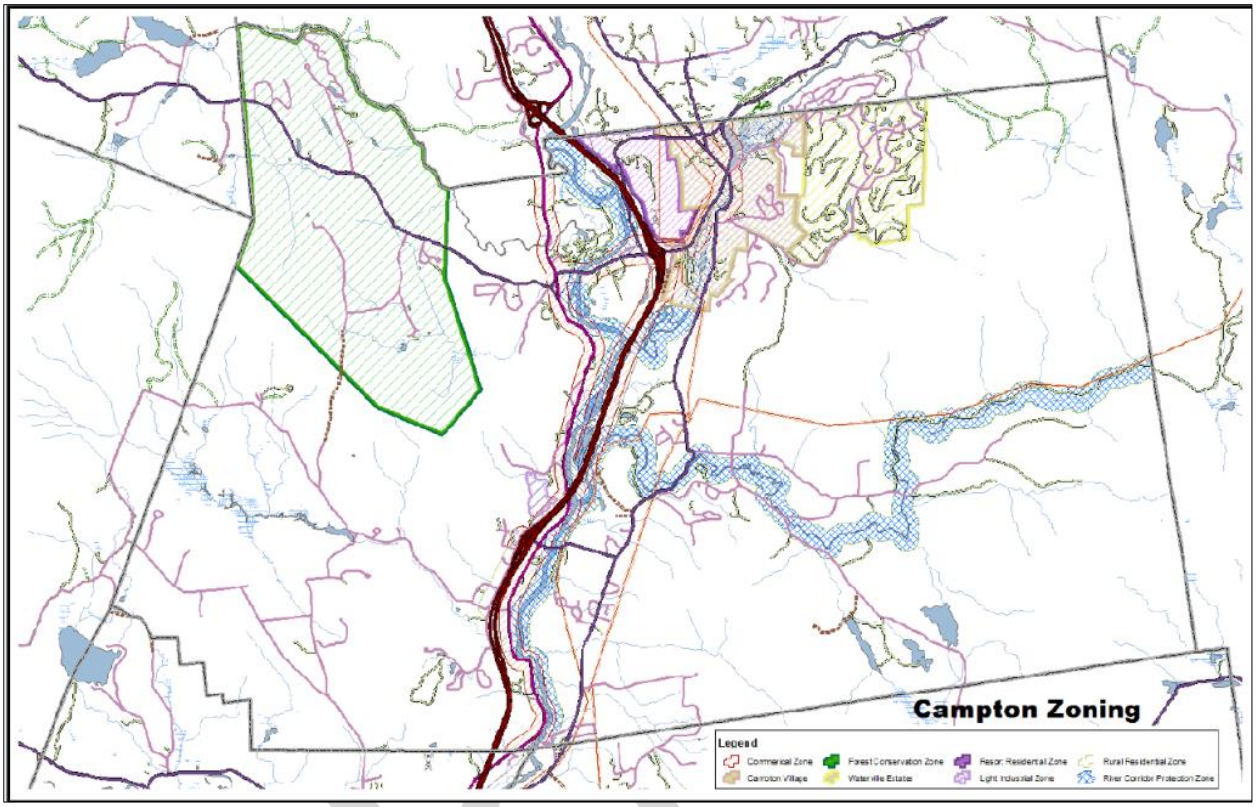
Table #1: Dimensional Lot Standards					
	Lot Size	Frontage	Front Setback	Side & Rear Setback	Other
Campton	1 – 2.4 (based on soil type)	200 feet	50 feet	25 feet	Deduct wetlands and slopes over 35% from lot area.
Thornton	1	100 feet	25 feet	15 feet	Deduct wetlands, slopes over 35% and floodplains from lot area.
Waterville Estates	NA	NA	50 feet	25 feet	

As the table illustrates, the setback requirements for Waterville Estates are more stringent than 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.





Chapter 6 – Existing and Future Land Use



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. 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 currently being monitored. It does, however, bear making note 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 WEVD is a municipality recognized under New Hampshire state law, but does not have land use authority (at this time). Furthermore, existing and potential future land uses are governed by the zoning regulations of Campton and Thornton, as well as the HOA's Bylaws and Restrictions, Easements and Covenants that determine land use in the Estates. For these reasons, this Plan will focus largely on recommendations for the Waterville Estates governing officials, who are authorized and responsible for carrying out specific authorized 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 HOA rules for tree cutting on private property and that they are enforced.
2. Consider whether a District noise ordinance should be adopted beyond what is provided in the HOA's Restrictions, Easements and Covenants.
3. Assess whether the use of snowmobiles and ATV's should be prohibited by District ordinance in addition to the HOA's regulations.
4. HOA to monitor contractors to ensure that they maintain a clean worksite and acceptable construction practices.
5. Enforce HOA 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 outdoor light pollution.

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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 taxes. 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 who 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. Initiate 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. Develop a road improvement and maintenance plan.
8. 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.

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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 new and previously-existing HOA 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 the municipal governance by the WEVD Commission.
2. Ensure that there is adequate human and financial capacity to manage WEVD's 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 the HOA's Bylaws and Restrictions, Easements and Covenants.

Development within the Estates is limited to residential uses only, with the one exception that the HOA/WEA 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 governing body (WEVD Commission) and the HOA's Board of Directors (WEA Board) 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 WEA Building Permit process and a WEA Building Committee that oversees plan approvals, there is a need for better clarification regarding responsibilities for inspections and enforcement. The rules are specific about various aspects of construction, but neither WEA nor the District do their own inspections, nor do either of the towns of Campton and Thornton.

The Planning Board recognizes that Waterville Estates is part of a larger region, as well as being located within two towns, and it is very interested in exploring possible sharing of resources and expertise each community may have at its disposal.

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Chapter 6 – Existing and Future Land Use

Strategies:

1. The Planning Board will work with WEA to ensure that the building permit and enforcement processes are as clear and understandable to all parties involved.
2. Clearly define governance roles and responsibilities.
3. WEVD should describe how it will interact with the state, the towns, and the Association to manage land use.
4. Better inform renters, including short-term rentals, about the community's rules.
5. Develop a process for improving enforcement of community rules and bylaw violations.
6. Work with the Towns of Campton and Thornton to explore the possibility of sharing resources (such as Road Agent, Fire Chief, Conservation Commission, etc.), and otherwise cooperate in areas that are appropriate and possible.
7. Request that the Waterville Estates Master Plan be incorporated by reference into the Master Plans of Campton and Thornton.

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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]**
1. Ensure that the rules for tree cutting on private property are appropriate and that they are enforced.	WEA
2. Consider whether a noise ordinance should be adopted.	WEVD PB/WEA
3. Assess whether the use of snowmobiles and ATV's should be prohibited.	WEA
4. Monitor contractors to ensure that they maintain a clean worksite.	WEA
5. Develop rules regarding the storage of equipment or junk on private property.	WEA/WEVD PB
6. Investigate eco-friendly landscape solutions at the Community Center.	WEVD
7. Create a plan or policy to limit light pollution.	WEA/WEVD PB
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.	WEVD/WEA
2. Develop and maintain plans for maintenance of the facilities.	WEVD
3. Establish clear goals and objectives for the General Manager.	WEVD
4. Initiate and maintain Capital Improvement Plans.	WEVD
5. Ensure adequate financial resources to support the water infrastructure, including ongoing monitoring and capacity to expand as needed.	WEVD
6. Develop a road maintenance plan.	General Manager

[1] WEA = Waterville Estates Homeowner's Association
WEVD = Waterville Estates Village District
WEVD PB = Waterville Estates Village District Planning Board

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7. Ensure the ongoing viability of the Community Center.	WEVD
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.	WEA
2. Ensure maximum utilization of the recreation center and ski area.	WEA
3. Develop a well-defined procedure for renting the facilities.	WEA
4. Improve enforcement of Recreation Center rules.	WEA
5. Regularly test the water at the swimming pond.	WEVD/General Manager
6. Develop protocols for dog walkers.	WEA
7. Develop a plan for improvement of recreation amenities and events.	WEA
8. Improve, maintain, mark, and map existing and previously-existing cross-country ski and hiking trails.	WEA
Theme #4 – Land Use	
Guiding Principles:	
1. It is important to have clear roles of responsibility between the Homeowner's Association and that of municipal governance by the Commission.	
2. Ensure that there is adequate human and financial capacity to manage WEVD's responsibilities, today and into the future.	
Strategies:	**Responsible Party**
1. The Planning Board will work with WEA to ensure that the building permit and enforcement processes are as clear and understandable to all parties involved.	WEVD PB/ WEA
2. Clearly define governance roles and responsibilities of WEVD and the WEA.	WEVD/WEA
3. WEVD should describe how it will interact with the state, the towns, and the Association to manage land use.	WEVD
4. Better inform renters, including short-term rentals, about the community rules.	WEVD
5. Develop a process for improving enforcement of community rules and bylaw violations.	WEVD/WEA
6. Work with the Towns of Campton and Thornton to explore the possibility of sharing resources and expertise, as appropriate (such as Road Agent, Fire Chief, Conservation Commission, etc.), and otherwise cooperate in areas that are appropriate and possible.	WEVD PD
7. Request that the Waterville Estates Master Plan be incorporated by reference into the Master Plans of Campton and Thornton.	WEVD PD

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Appendices

A. Articles of Association

B. Bylaws

C. Property Restrictions, Easements, and Covenants

D. Visioning Survey

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WEVD 2023 Meeting Draft Minutes
August 9, 2023 – 6:00 PM

Attendees: Commissioners Maureen Patti and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith.

Members excused:

Attendees via Zoom: Commissioner Gerry Panuczak, Tanya Moses, Jaime Oldmixon, iPad, James Cahill.

Call to order: Commission Patti noted that Commissioner Panuczak is participating in the meeting via Zoom later and called the meeting to order at 6:00 PM announcing that there is a quorum of Commissioners present.

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

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

Adoption of Agenda.
Ms. Patti asked to add an item 10.h for scheduling a public hearing on September 27, 2023. Other commissioners agreed.

Approval of Minutes
a. June 27, 2023
Ms. Patti made a motion to amend the 6/27/2023 meeting minutes according to the list of 5 changes she prepared and that were in the meeting handout. Mr. Spinney 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 adopt the amended 6/27/2023 meeting minutes as official meeting minutes. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

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b. July 12, 2023

Ms. Patti made a motion to amend the 7/12/2023 meeting minutes according to the list of 24 changes she prepared and that were in the meeting handout. Mr. Spinney 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 adopt the amended 7/12/2023 meeting minutes as official meeting minutes. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Treasurer's Report

Ms. Patti noted that the Treasurer's Report has been submitted and is in the packet. Mr. Diefenbach was not present to speak to it though. Ms. Patti asked Ms. Smith to address the issue with the second half of the 2023 Water Fee percentile that was still due. Ms. Smith explained how the new billing software the Treasurer is not able to pull his reports the same way he used to from QuickBooks. She provided the current balances to the Commissioners and said that Mr. Diefenbach has also received the same numbers. Ms. Smith answered Ms. Patti's question about the non-collect amount currently being at 8.9 percent and said that it was not concerning and that the collections seem to follow a similar pattern as previous years.

Mr. Panuczak noted that he is very happy to see that the bank balances and the QuickBooks balances are matching much more closely now.

GENERAL CALENDAR ITEMS

GM's Report

Mr. Beard spoke about the following:

1. Summit Lounge air conditioning project has been almost completed.
2. Culvert has been installed at the mountain; Mr. Pelchat has ordered three loads of gravel to cover the culvert and firm up the area leading to the wellhead, then the crane can come in to pull the equipment and well testing will commence.
3. Mr. Pelchat has been replacing lighting around the outdoor pool area.
4. The Pegwood water line project should be started this week weather permitting.
5. Transition to Bank of New Hampshire is going well.

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6. Transition to the new MTS software is going well. Rita Donaldson has made some necessary changes for better accountability.
7. The Management is still looking to fill a couple of open positions, one is building maintenance and the other is roads and water maintenance. Mr. Beard will be posting these positions on the District website and on the information board outside.

Mr. Panuczak asked whether it would be a good idea to start researching information on the costs and availability of snow making related equipment, should the well test as being viable for such. Mr. Beard answered that he has been looking at certain things but he does not know the parameters of this equipment (like the size of the water cistern) until the well is tested and the outcomes of this test. After a brief discussion about where to locate the cistern, Mr. Panuczak suggested consulting with Mr. Oldmixon as he may be very helpful in making this decision.

Ms. Patti made a motion to adopt the GM's Report as presented in the meeting packet. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Committee/Board Reports:

Records Committee

Ms. Patti said that the committee met with the General Manager and they are looking to his help finding an appropriate vendor to digitize what the District has and figure out how to make sure that record keeping going forward is done in the best way possible in terms of efficiency and retention.

ADA Accessibility Committee

Ms. Patti said that the committee has lost its chairperson, Ms. Herlihy, who she thanked for her service. She said that despite that the committee met with Mr. Beard to review what has been done thus far.

Outdoor Courts

Mr. Spinney said that the project has almost been completed and the committee will probably meet one more time to discuss any reserve left and if anything could be done to enhance the project.

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Budget Advisory Committee
The committee has not met yet. Coming soon.

Planning Board
Mr. Panuczak said that the board met last week and will be presenting the Master Plan to the Commission on the 22nd of August and to WEA Board in September. Copies of the draft have been provided to both Campton and Thornton. The next step will be to schedule a public hearing to talk about the Master Plan and if there are no objectives, adopting it.

Water & Roads Committee
Mr. Panuczak said that the committee has had trouble finding quorum and the next meeting should be last Friday in September.

Amenity Profitability
Mr. Panuczak said that the committee met with Tim Lithgow of Resort Logic and contract with his has been signed. He already began working on the project and has been reaching out to staff to gather information. He is planning another visit to the facility and his intention is to have the initial report out to the Commissioners b the end of September or early October. Committee members also have been individually analyzing various other ways to generate revenue or cut costs and presenting their analysis back to the committee.
Ms. Patti asked if the committee has approved the suggestions to modify the Water Ordinance based on the outcomes of the 2023 Annual Meeting, and Mr. Panuczak responded that they have yet to approve it and he is hoping it would be done at the next meeting. There was a brief discussion about the committee draft minutes that state that a recommendation has been made to amend a certain article of the Water Ordinance, after which Mr. Panuczak said that he stands corrected and that there has been a recommendation made then.

CONSENT CALENDAR
Manifests
Ms. Patti made a motion to approve the Manifest contained in the meeting handout. 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

a. RCA new Water Connection, 9 Donovan Farm Road

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Ms. Patti said that all the relevant documentation is in the packet and has been provided to the Commissioners ahead of time.
Mr. Panuczak made a motion to approve the new water connection for 9 Donovan Farm Road. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

b. RCA Bond/Grant policies & procedures – Post Issuance Compliance Guidelines
Ms. Patti and Ms. Smith explained that the Legal Counsel retained during the process of preparing the bond documents for the New Hampshire Municipal Bank recommended that the District adopt Bond/Grant Policies and Procedures as a way to protect itself in case it is ever questioned whether the District is entitled to its tax exemption status and to demonstrate that it has written policies that govern and ensure that the administration of any grants or bond funds is being done properly and is transparent.
Ms. Smith said that the preparation of such policies should roughly cost from $450 to $750 and should be ready for the September meeting for the Commission to review.

Ms. Patti made a motion to approve the Request for Commissioner Action and to ask Legal Counsel Renelle L'Huillier to draft the Post-Insurance Guidelines for the District, and that the funds to pay for this service will come out of legal consultation line . Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

c. RCA moving accounts to Bank of New Hampshire (Northway, Meredith Village Savings)
Ms. Patti explained that the District has recently moved its accounts to Bank of New Hampshire, which now requires closing the accounts in the Northway Bank and in the Meredith Village Savings Bank where they used to be held. She reminded everyone that the switch was done for many reasons among which are: 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.

Ms. Patti made a motion to close the District's accounts in the Northway Bank and in the Meredith Village Savings Bank and empowering Management to close them at the right time using correspondence and the Commissioners' signatures to achieve that effect. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

d. RCA Service Contract with Electrical Installations LLC (Scada System, Water Department)

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Mr. Beard explained that the District has paid around $11,000 for their services last year and that is why he would like to sign a service package contact with them in order to avoid extra charges beyond what the contract stipulates (which will be $10,800 for the year). Mr. Beard said that the company has been very reliable and that Mr. Baert also recommends signing the contract.

After a brief discussion *Ms. Patti made a motion to empower General Manager Ron Beard to execute a contract (Service Maintenance Agreement identified as Service Package A) with Electrical Installations LLC Service Group with the money for this contract to be drawn from the Water Department Budget. Mr. Spinney duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.*

e. Changes to Estates driveway permitting process and f. Commission dialogue with WEA Board Re: Building Permit & Materials

Mr. Panuczak said that the idea is to streamline the building permit process and make it more user friendly. WEA Board representatives have worked with Mr. Panuczak and other volunteers on that and what came out is a proposition to take all the policies that are now part of the building permit and make them standalone policies which would be attached to a building permit. Mr. Panuczak clarified that the driveway permits for driveways off the District Roads will be approved by the District and those coming off Campton or Thornton owned roadways will be approved by the respective municipalities. Ms. Patti and Mr. Panuczak thanked everyone involved in the process, noting that it was quite collaborative and successful.

Ms. Smith noted that the only issue would be that the water connection application which is required for the building permit may not align with the timeframe of the building permitting process. She suggested changing the water connection application so that it aligns with the building permit. Ms. Smith noted that currently the water connection application is in the Water Ordinance so to change it the Commission would need to schedule a public hearing, or it could schedule a public hearing to take the water connection application out of the Water Ordinance to be able to change it without a public hearing later on.

Ms. Smith then spoke on what needs to be changed in the water connection application to make the application process more dynamic and productive. There was discussion about the need for the Management of the District and the Water Department to work together to come up with a proposal which the Commission will be discussing at their September 27th meeting.

g. Schedule Sealed NON-PUBLIC Minute review meeting

Members agreed to schedule that meeting for Tuesday, October 24, 2023.

h. Modification of Contract – Resort Logic LLC

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Mr. Panuczak explained that Mr. Lithgow decided instead of modifying the document to send an email to the Amenities Profitability Committee members confirming that he recognizes the two editions and will act on it. He elaborated that the two editions were Mr. Lithgow coming up with a template for the community to use when proposing any new activity, which would help determine what the proceeds might be, what the costs would be and the resulting profitability; and that he would adopt this template to current programs.

i. WEVD Personnel Policy/Procedures Manual, plan for updating

Ms. Patti explained that the work on updating the Personnel Policy/Procedures Manual has started before Mr. Beard came onboard and said that she just wanted to put this on his radar so that he could contact the legal counsel (Ms. Patti will provide him with the contact information) to make sure that the Manual is updated accordingly.

j. VOLUNTEERS NEEDED – ADA Accessibility Committee

Ms. Patti noted that the District is looking for volunteers for this committee. She asked anyone who is interested to reach out to the Management or to herself.

h. Scheduling a public hearing for September 27, 2023.

Ms. Patti explained that there has been an accounting error discovered by Ms. Donaldson when she was getting ready for the 2022 audit and it has to do with the CIF money allocated for the installation of lighting on the ski mountain. The Commission now needs to schedule a public hearing to return that money to the WEA Board and Ms. Patti suggested adding it to the list of other public hearings scheduled for the September 27, 2023 meeting.

Next Meeting: Tuesday, August 22, 2023 @ 10 A.M

Public Comment Period

There was none.

Non-Public Session

Ms. Pattie motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Mr. Spinney duly seconded motion and it passed at 7:03 PM by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Non-public session was entered at 7:07 PM, Commissioners Patti, and Spinney were present in person as well as the Water Department Administrator Allison Smith (left at 7:20 PM). Commissioner Panuczak was present via Zoom.

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Resumption of Public Session

Ms. Patti motioned to exit non-public session at 08:13 PM, Mr. Spinney duly seconded and the motion passed a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Public session was entered at 08:13 PM. Commissioners Patti and Spinney were present in person. Commissioner Panuczak was present via Zoom.

The nonpublic session minutes were sealed by a motion from Ms. Patti, 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. Motion carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Adjourn Meeting

Ms. Patti made a motion to adjourn the meeting. Motion carried by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Meeting adjourned at 8:14 PM.

Prepared by Alvina Snegach

DRAFT

Waterville Estates Village District
Treasurer Report 23-Aug

Bank Balances 8/18/2023

Northway Bank	Per Bank	Per MTS	Float
WEVD Op Acct:	$170,200	$161,872	$8,328
Water Dept:	$411,792	$393,815	$17,977
Rec Fund:	$127,356	$133,442	($6,086)
Northway Bank Total	**$709,348**	**$689,129**	**$20,220**
WEVD Bank of NH			
WEVD General Fund	$819,582	$824,877	($5,295)
Water Dept:	$266,668	$266,681	($12)
Bank Of NH Total	**$1,086,250**	**$1,091,557**	**($5,307)**
Meredith Village Savings			
WEVD Op Holding Acct:	$3,296	$3,296	$0
	$1,798,894	**$1,783,982**	**$14,912**

	Paid 2021/22	Paid 2023	Due
Tax Summary	**$3,635,905**	**$1,573,587**	**$108,223**
as of 14-Aug			

Campton

	Billed	Paid	Paid 2021/22	Paid 2023	Due	Interest Recd
2023		$571,999	$571,999	$571,999		$45
2022	$1,229,625	$1,173,449	$521,228	$667,241	$56,176	$2,062
2021	$1,081,446	$1,093,154	$1,093,154	$0	-$11,708	$1,717
2020	$1,126,745	$1,120,610	$562,443	$594	$6,135	$3,861
2019	$1,124,327	$1,122,635	$15,432	$0	$1,692	$5,450
2018	$1,069,955	$1,046,217	$5,713	$0	$23,738	$12,842
2017	$976,757	$976,765	$0	$0	-$8	$1,334
2016	$985,552	$978,357	$1,109	$0	$7,195	$8,317
2015	$985,422	$965,048	$1,331	$0	$20,374	$7,711
	$8,579,829	**$9,048,235**	**$2,772,408**	**$1,239,834**	**$103,593**	**$43,339**

Thornton

	Billed	Paid	Paid 2021/22	Paid 2023	Due	Interest Recd
2023		$164,546	$0	$164,546		$0
2022	$390,209	$390,207	$205,980	$169,207	$2	$1,182
2021	$410,452	$412,499	$412,499	$0	-$2,047	$1,374
2020	$416,001	$415,998	$245,017	$0	$3	$1,486
2019	$360,718	$360,518	$0	$0	$200	$1,532
2018	$324,690	$321,248	$0	$0	$3,442	$2,997
2017	$299,741	$298,137	$0	$0	$1,604	$1,334
2016	$290,944	$289,518	$0	$0	$1,426	$1,109
2015		**Incomplete Info**				
Prior		$8,330	$0	$0		
	$2,492,755	**$2,661,002**	**$863,497**	**$333,753**	**$4,629**	**$11,014**

2023 Water Fees **as of 8/2/2023**

	2022+2023				2023 1st Half				2023 2nd Half			
	Total Billed	Total Paid	Total Due	% Due	Billed	Paid	Due	% Due	Billed	Paid	Due	% Due
1 bedroom	29,074	25,993	3,081	10.6%	7,912	7,224	688	8.7%	7,289	6,135	1,154	15.8%
2 bedroom	324,247	309,184	15,062	4.6%	88,639	87,705	933	1.1%	78,585	66,139	12,447	15.8%
3 bedroom	554,179	531,418	22,762	4.1%	150,473	149,392	1,082	0.7%	134,465	113,168	21,297	15.8%
4 bedroom	183,726	176,974	6,752	3.7%	51,231	51,231	-	0.0%	42,629	35,877	6,752	15.8%
5 bedroom	9,230	8,881	349	3.8%	2,502	2,502	-	0.0%	2,204	1,855	349	15.8%
6 bedroom	3,529	3,396	133	3.8%	957	957	-	0.0%	842	709	133	15.8%
7+ bedroom	2,029	1,879	150	7.4%	1,079	1,079	-	0.0%	950	800	150	15.8%
Late Fees	421	421	-	0.0%	421	421	-	0.0%	-	-	-	0.0%
Subtotals	**1,106,434**	**1,058,145**	**48,289**	**4.4%**	**303,214**	**300,511**	**2,703**	**0.9%**	**266,965**	**224,682**	**42,283**	**15.8%**
Undeveloped	103,572	96,413	7,159	6.9%	27,918	26,433	1,485	5.3%	24,622	20,722	3,900	15.8%
Totals	**1,210,006**	**1,154,558**	**55,449**	**4.6%**	**331,132**	**326,944**	**4,188**	**1.3%**	**291,586**	**245,404**	**46,182**	**15.8%**

2022 Water Fees

	2022 All				2022 - 2nd Half Fees				2022 - 1st Half Fees			
	Billed	Paid	Due	% Due	Billed	Paid	Due	% Due	Billed	Paid	Due	% Due
1 bedroom	13,873	12,635	1,238	8.9%	8,074	7,340	734	9.1%	5,799	5,295	504	8.7%
2 bedroom	157,023	155,340	1,683	1.1%	101,064	99,977	1,087	1.1%	55,959	55,363	595	1.1%
3 bedroom	269,241	268,858	383	0.1%	184,359	183,976	383	0.2%	84,882	84,882	-	0.0%
4 bedroom	89,866	89,866	-	0.0%	62,789	62,789	-	0.0%	27,077	27,077	-	0.0%
5 bedroom	4,524	4,524	-	0.0%	3,221	3,221	-	0.0%	1,303	1,303	-	0.0%
6 bedroom	1,730	1,730	-	0.0%	1,250	1,250	-	0.0%	480	480	-	0.0%
7+ bedroom	-	-	-	0.0%	-	-	-	0.0%	-	-	-	0.0%
Undeveloped	51,032	49,258	1,775	3.5%	4,152	3,989	164	3.9%	46,880	45,269	1,611	3.4%
Totals	**587,288**	**582,210**	**5,078**	**0.9%**	**364,909**	**362,541**	**2,368**	**0.6%**	**222,379**	**219,669**	**2,711**	**1.2%**

Waterville Estates
Village District

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

GM Report August 22, 2023

1. Summit Lounge AC project has been completed inside.
2. MRI is working on the payroll module conversion to our new system and should be completed in a couple of weeks.
3. I spoke to the well company and they are getting the equipment together to come up next week to test the well.

Written Committee Reports – 08/22/2023

Planning Board

The PB members are taking action to brief the latest Master Plan draft to the WEVD Commissioners and WEA Board. After their endorsement, the PB will set a public meeting to present the Master Plan to the community and finally vote to finalize the Master Plan. The PB is developing a mission statement for future actions to pursue.

Respectfully Submitted,
Michael Palm - Chair

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 14 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
0	**8/11/2023**	**80**	**AFLAC**				
	750837		8/01/2023	425.96	0.00		425.96
	01.2020.000.008 / AFLAC PAYABLE					425.96	
				Total Check #:	**0**		**425.96**
0	**8/11/2023**	**210**	**AMERIGAS**				
	3153354260		8/07/2023	103.68	0.00		103.68
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					103.68	
				Total Check #:	**0**		**103.68**
0	**8/11/2023**	**250**	**AMERIGAS**				
	3153163581		7/28/2023	344.20	0.00		344.20
	01.4314.003.341 / B&G - HEAT					344.20	
				Total Check #:	**0**		**344.20**
0	**8/11/2023**	**250**	**AMERIGAS**				
	3153163583		7/28/2023	534.17	0.00		534.17
	01.4314.003.341 / B&G - HEAT					534.17	
				Total Check #:	**0**		**534.17**
0	**8/11/2023**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***	
	3365393		7/20/2023	370.50	0.00		370.50
	03.3409.001.007 / COG - BEER					370.50	
	3375085		7/27/2023	396.50	0.00		396.50
	03.3409.001.007 / COG - BEER					396.50	
	3375181		8/03/2023	592.00	0.00		592.00
	03.3409.001.007 / COG - BEER					592.00	
				Total Check #:	**0**		**1,359.00**
0	**8/11/2023**	**560**	**BELLETETES, INC.**				
	16342170		7/26/2023	189.94	0.00		189.94
	01.4903.023.001 / MAINTENANCE SKI AREA					189.94	

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	3273049		7/31/2023	273.29	0.00		273.29
	01.4903.021.002 / BASLKET BALL/TENNIS COURTS					273.29	
				Total Check #:	**0**		**463.23**
0	**8/11/2023**	**6880**	**BENJAMIN GEIS**				
	08/12/2023		8/12/2023	400.00	0.00		400.00
	03.4523.003.611 / LNG - ENTERTAINMENT					400.00	
				Total Check #:	**0**		**400.00**
0	**8/11/2023**	**4440**	**CARDMEMBER SERVICES**				
	113-2722421-1979418		8/07/2023	138.56	0.00		138.56
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					138.56	
	113-7646062-1370623		8/02/2023	67.28	0.00		67.28
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					67.28	
	113-8992100-6456258		8/01/2023	56.97	0.00		56.97
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					56.97	
	113-9330457-3980252		8/02/2023	62.85	0.00		62.85
	01.4314.003.614 / B&G - CLEANING SUPPLIES					62.85	
				Total Check #:	**0**		**325.66**
0	**8/11/2023**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**				
	21540		8/03/2023	2,208.00	0.00		2,208.00
	01.4130.002.342 / EXEC - COMPUTER SERVICES					2,208.00	
				Total Check #:	**0**		**2,208.00**
0	**8/11/2023**	**1150**	**CM WHITCHER RUBBISH REMOVAL**				
	98863		8/01/2023	800.80	0.00		800.80
	01.4314.003.616 / B&G - TRASH REMOVAL					800.80	
				Total Check #:	**0**		**800.80**
0	**8/11/2023**	**9595**	**Emaline Hart**				
	572130322001		7/08/2023	100.92	0.00		100.92
	03.3409.002.004 / COG - FOOD					100.92	

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 14 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	8/4/23		8/04/2023	18.95	0.00		18.95
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					18.95	
				Total Check #:	**0**		**119.87**
0	**8/11/2023**	**1930**	**EVERSOURCE**				
	56299101063 7/27/23		7/27/2023	5,441.47	0.00		5,441.47
	01.4314.003.340 / B&G - ELECTRIC					5,441.47	
				Total Check #:	**0**		**5,441.47**
0	**8/11/2023**	**1940**	**EVERSOURCE**				
	56307251074 7/31/23		7/28/2023	77.80	0.00		77.80
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					77.80	
				Total Check #:	**0**		**77.80**
0	**8/11/2023**	**1970**	**EVERSOURCE**				
	56458399037 7/27/23		7/27/2023	16.74	0.00		16.74
	01.4522.002.340 / SKI - ELECTRIC					16.74	
				Total Check #:	**0**		**16.74**
0	**8/11/2023**	**1990**	**EVERSOURCE**				
	56994890085 7/27/23		7/27/2023	27.41	0.00		27.41
	01.4312.003.340 / HWY - ELECTRIC					27.41	
				Total Check #:	**0**		**27.41**
0	**8/11/2023**	**1890**	**EVERSOURCE**				
	56996545091 7/27/23		7/27/2023	17.02	0.00		17.02
	01.4299.001.814 / PSAFE - ALARM - SECURITY					17.02	
				Total Check #:	**0**		**17.02**
0	**8/11/2023**	**2030**	**EVERSOURCE**				
	56235890092		7/27/2023	823.17	0.00		823.17
	01.4522.002.340 / SKI - ELECTRIC					823.17	

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 14 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
				Total Check #:	**0**		**823.17**
0	**8/11/2023**	**2040**	**EVERSOURCE**				
	56974735011 7/27/23		7/27/2023	56.64	0.00		56.64
	01.4522.002.340 / SKI - ELECTRIC					56.64	
				Total Check #:	**0**		**56.64**
0	**8/11/2023**	**2020**	**EVERSOURCE**				
	56244890026 7/27/23		7/27/2023	119.51	0.00		119.51
	01.4312.003.340 / HWY - ELECTRIC					119.51	
				Total Check #:	**0**		**119.51**
0	**8/11/2023**	**1910**	**EVERSOURCE**				
	56574860067 7/27/23		7/27/2023	206.43	0.00		206.43
	01.4522.002.340 / SKI - ELECTRIC					206.43	
				Total Check #:	**0**		**206.43**
0	**8/11/2023**	**1920**	**EVERSOURCE**				
	56360751028		7/27/2023	17.02	0.00		17.02
	01.4314.003.340 / B&G - ELECTRIC					17.02	
				Total Check #:	**0**		**17.02**
0	**8/11/2023**	**2230**	**FIRST BANKCARD**				
	113.1362263-3726649		7/27/2023	148.56	0.00		148.56
	01.4314.003.662 / B&G - SKI AREA REPAIRS					148.56	
	113-1522825-2579413		8/02/2023	79.99	0.00		79.99
	01.4314.003.614 / B&G - CLEANING SUPPLIES					79.99	
	113-1976010-2805804		8/03/2023	33.76	0.00		33.76
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					33.76	
	113-231-7791-8886605		8/04/2023	141.21	0.00		141.21
	01.4314.003.662 / B&G - SKI AREA REPAIRS					141.21	
	113-2317791-8886605		8/04/2023	141.21	0.00		141.21
	01.4314.003.662 / B&G - SKI AREA REPAIRS					141.21	

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 14 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	113-2747459-6155405		8/07/2023	280.52	0.00		280.52
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					280.52	
	113-3004692-1034662		8/07/2023	79.96	0.00		79.96
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					79.96	
	113-7350173-1369858		8/04/2023	22.99	0.00		22.99
	01.4314.003.630 / B&G - BUILDING REPAIRS					22.99	
	113-9713090-5895437		8/07/2023	120.00	0.00		120.00
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					120.00	
	560843501		7/27/2023	199.85	0.00		199.85
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					101.00	
	01.4520.002.610 / REC - OFFICE SUPPLIES					98.85	
	560843501 WATER		7/27/2023	160.83	0.00		160.83
	02.4331.520.620 / WTR - OFFICE SUPPLIES					160.83	
	INV00835962		8/02/2023	9.95	0.00		9.95
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION					9.95	
	P1-86732531 D&R		7/31/2023	236.66	0.00		236.66
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION					118.33	
	01.4520.002.240 / REC - LICENSES & FEES					118.33	
				Total Check #:	**0**		**1,655.49**
0	**8/11/2023**	**7480**	**HANDYMAN HARDWARE INC.**				
	B382982		8/02/2023	80.00	0.00		80.00
	01.4902.023.002 / CAP - HVAC REPAIRS					80.00	
	B383233		8/02/2023	127.00	0.00		127.00
	02.4331.520.641 / WTR - SYSTEM REPAIRS					127.00	
	B383352		8/02/2023	51.50	0.00		51.50
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					51.50	
	B383458		8/02/2023	107.00	0.00		107.00
	01.4902.023.002 / CAP - HVAC REPAIRS					107.00	
	B384150		8/02/2023	39.50	0.00		39.50
	01.4902.023.002 / CAP - HVAC REPAIRS					39.50	
	B384304		8/02/2023	20.00	0.00		20.00
	01.4314.003.617 / B&G - LANDSCAPING					20.00	
	B384432		8/02/2023	202.50	0.00		202.50

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
		01.4312.002.611 / HWY - SMALL TOOLS				135.00	
		03.4522.003.621 / SKI - CLEANING SUPPLIES				67.50	
	B384681		8/02/2023	4.13	0.00		4.13
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				4.13	
				Total Check #:	**0**		**631.63**
0	**8/11/2023**	**2580**	**HARCROS CHEMICALS, INC.**				
	290216233		7/25/2023	502.05	0.00		502.05
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				502.05	
	290216255		7/26/2023	1,019.55	0.00		1,019.55
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				1,019.55	
				Total Check #:	**0**		**1,521.60**
0	**8/11/2023**	**9594**	**Johnson Controls Security Solutions**				
	39091424		7/27/2023	862.95	0.00		862.95
		01.4299.001.814 / PSAFE - ALARM - SECURITY				862.95	
				Total Check #:	**0**		**862.95**
0	**8/11/2023**	**7670**	**JUSTIN FERREN**				
	08/05/2023		8/05/2023	450.00	0.00		450.00
		03.4523.003.611 / LNG - ENTERTAINMENT				450.00	
				Total Check #:	**0**		**450.00**
0	**8/11/2023**	**3970**	**MUNICIPAL RESOURCES, INC.**				
	24159		7/28/2023	2,999.23	0.00		2,999.23
		01.4130.002.390 / EXEC - CONSULTING				2,655.03	
		01.4314.003.341 / B&G - HEAT				344.20	
				Total Check #:	**0**		**2,999.23**
0	**8/11/2023**	**8060**	**NEEDHAM ELECTRIC SUPPLY**				
	S6062021.001		7/14/2023	92.87	0.00		92.87
		01.4902.023.002 / CAP - HVAC REPAIRS				92.87	
	S6069005.001		8/07/2023	393.96	0.00		393.96

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4314.003.632 / B&G - OUTDOOR LIGHTING				393.96	
	S6070585.002		8/02/2023	148.88	0.00	148.88
	01.4902.023.002 / CAP - HVAC REPAIRS				148.88	
	S6070585.003		8/03/2023	16.34	0.00	16.34
	01.4902.023.002 / CAP - HVAC REPAIRS				16.34	
	S6072132.001		8/04/2023	5.74	0.00	5.74
	01.4314.003.632 / B&G - OUTDOOR LIGHTING				5.74	
				Total Check #:	**0**	**657.79**
0	**8/11/2023**	**4150**	**NEW HAMPSHIRE LIQUOR COMMISSION**			
	230065002877		7/28/2023	228.82	0.00	228.82
	03.3409.001.006 / COG - LIQUOR				32.97	
	03.3409.001.008 / COG - WINE				195.85	
	230065002878		7/27/2023	62.97	0.00	62.97
	03.3409.001.003 / COG - GENERAL MERCHANDISE				62.97	
				Total Check #:	**0**	**291.79**
0	**8/11/2023**	**4530**	**NUCAR FORD OF PLYMOUTH**			
	45360		7/28/2023	9,434.68	0.00	9,434.68
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE				9,434.68	
				Total Check #:	**0**	**9,434.68**
0	**8/11/2023**	**4810**	**PERFORMANCE FOOD GROUP**			
	7369026		7/27/2023	907.02	0.00	907.02
	03.3409.001.010 / COG - BAR SUPPLIES				648.43	
	03.3409.002.004 / COG - FOOD				258.59	
	7375729		8/03/2023	1,167.23	0.00	1,167.23
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				316.98	
	03.3409.002.004 / COG - FOOD				703.00	
	03.3409.001.010 / COG - BAR SUPPLIES				147.25	
				Total Check #:	**0**	**2,074.25**
0	**8/11/2023**	**8410**	**SAMANTHA BANVILLE**			

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 14 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	573045472001		7/28/2023	21.92	0.00		21.92
	03.3409.002.004 / COG - FOOD					21.92	
				Total Check #:	**0**		**21.92**
0	**8/11/2023**	**5630**	**SPECTRUM**				
	0020530072723		7/27/2023	564.93	0.00		564.93
	01.4521.002.350 / FD - TELEPHONE/CELL PHONE					24.99	
	01.4520.002.345 / REC - CABLE					22.20	
	01.4520.002.345 / REC - CABLE					156.92	
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					114.99	
	01.4520.002.344 / REC - INTERENET					114.99	
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					25.00	
	01.4520.002.351 / REC - CELL PHONE					24.99	
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					25.00	
	01.4520.002.351 / REC - CELL PHONE					24.99	
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					25.00	
	01.4521.002.350 / FD - TELEPHONE/CELL PHONE					2.93	
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					2.93	
				Total Check #:	**0**		**564.93**
0	**8/11/2023**	**5700**	**STAPLES BUSINESS ADVANTAGE**				
	7902699102		8/07/2023	37.32	0.00		37.32
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					37.32	
	7902699102 7/27/23		7/27/2023	66.80	0.00		66.80
	01.4521.003.610 / FD - SUPPLIES					20.59	
	01.4520.002.610 / REC - OFFICE SUPPLIES					46.21	
	7902708654		7/27/2023	37.30	0.00		37.30
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					18.65	
	01.4520.002.610 / REC - OFFICE SUPPLIES					18.65	
	7902708654 WATER		7/27/2023	18.65	0.00		18.65
	02.4331.520.620 / WTR - OFFICE SUPPLIES					18.65	
				Total Check #:	**0**		**160.07**
0	**8/11/2023**	**8710**	**TODD RANDLETT TRUCKING & SEPTIC SOLUTI**				
	30986		8/08/2023	600.00	0.00		600.00

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 14 **Northway District**

Check Number	Check Date	Vendor ID	Payee			
Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
03.4525.004.613 / CATERING AND EVENTS					600.00	
			Total Check #:	**0**		**600.00**
0	**8/11/2023**	**6100**	**TRACY DUFFY**			
028524		8/03/2023	62.40	0.00		62.40
03.3409.002.610 / COG - BAR SUPPLIES					5.18	
03.3409.002.004 / COG - FOOD					57.22	
			Total Check #:	**0**		**62.40**
0	**8/11/2023**	**6180**	**UNIFIRST CORPORATION**			
1070247941		7/27/2023	132.88	0.00		132.88
03.4523.002.611 / LNG - KITCHEN SUPPLIES					132.88	
			Total Check #:	**0**		**132.88**
0	**8/11/2023**	**6180**	**UNIFIRST CORPORATION**			
1070249744		8/03/2023	134.86	0.00		134.86
03.4522.003.612 / SKI - KITCHEN SUPPLIES					134.86	
			Total Check #:	**0**		**134.86**

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 14 **Northway District**

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
8/11/2023	**Check Manifest**	**Batch:**	**14**	**Chk Count:**	**38**	**Total Amnt:**			**36,144.25**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	30,123.30
02	WATER FUND	306.48
03	RECREATION FUND	5,714.47

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 15 **Northway Water Department**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**8/11/2023**	**8990**	**BADGER METER**				
	80134385			7/29/2023	47.53	0.00	47.53
	02.4903.490.004 / CAP - WATER METER UPGRADES					47.53	
					Total Check #:	**0**	**47.53**
0	**8/11/2023**	**1790**	**ELECTRICAL INSTALLATIONS, LLC**				
	S2319101			8/28/2023	1,087.25	0.00	1,087.25
	02.4331.520.864 / WTR - TELEMETRY					1,087.25	
					Total Check #:	**0**	**1,087.25**
0	**8/11/2023**	**9140**	**EVERSOURCE**				
	56101129021 7/27/23			7/27/2023	3,901.42	0.00	3,901.42
	02.4331.520.340 / WTR - ELECTRICITY					3,901.42	
					Total Check #:	**0**	**3,901.42**
0	**8/11/2023**	**9130**	**EVERSOURCE**				
	56956494019			8/06/2023	106.43	0.00	106.43
	02.4331.520.340 / WTR - ELECTRICITY					106.43	
					Total Check #:	**0**	**106.43**
0	**8/11/2023**	**7310**	**EVERSOURCE P.O. BOX 650047 DALLAS, TX 752**				
	56688101039 7/27/23			7/27/2023	16.21	0.00	16.21
	02.4331.520.340 / WTR - ELECTRICITY					16.21	
					Total Check #:	**0**	**16.21**
0	**8/11/2023**	**7330**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**				
	56945126092 7/27/23			7/27/2023	19.69	0.00	19.69
	02.4331.520.340 / WTR - ELECTRICITY					19.69	
					Total Check #:	**0**	**19.69**
0	**8/11/2023**	**7280**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**				
	56344890025 7/27/23			7/27/2023	224.82	0.00	224.82

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 15 **Northway Water Department**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	02.4331.520.340 / WTR - ELECTRICITY						224.82
					Total Check #:	**0**	**224.82**
0	**8/11/2023**	**7300**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**				
	56181551029 7/27/23			7/27/2023	18.61	0.00	18.61
	02.4331.520.340 / WTR - ELECTRICITY						18.61
					Total Check #:	**0**	**18.61**
0	**8/11/2023**	**7320**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**				
	56384126058 7/27/23			7/27/2023	16.21	0.00	16.21
	02.4331.520.340 / WTR - ELECTRICITY						16.21
					Total Check #:	**0**	**16.21**
0	**8/11/2023**	**2230**	**FIRST BANKCARD**				
	111-8893160-1176256			7/20/2023	1,197.00	0.00	1,197.00
	02.4331.520.641 / WTR - SYSTEM REPAIRS						1,197.00
	P1-86732531			8/06/2023	118.34	0.00	118.34
	02.4331.520.240 / WTR - LICENSES, FEEES, & EDUCATION						118.34
					Total Check #:	**0**	**1,315.34**
0	**8/11/2023**	**2110**	**F.W. WEBB COMPANY**				
	81501779-2			7/18/2023	303.05	0.00	303.05
	02.4331.520.641 / WTR - SYSTEM REPAIRS						303.05
					Total Check #:	**0**	**303.05**
0	**8/11/2023**	**3240**	**KIMBALL MIDWEST**				
	101310817			8/03/2023	4,861.00	0.00	4,861.00
	02.4331.520.641 / WTR - SYSTEM REPAIRS						4,861.00
					Total Check #:	**0**	**4,861.00**
0	**8/11/2023**	**9370**	**PIPE CONNECTIONS LLC**				
	26298			7/25/2023	3,000.00	0.00	3,000.00

Check Manifest - by Payee

Date: 8/11/2023 **Batch ID:** 15 **Northway Water Department**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	02.4331.520.641 / WTR - SYSTEM REPAIRS						3,000.00
					Total Check #:	**0**	**3,000.00**
0	**8/11/2023**	**4960**	**PREMIER PUMP & SUPPLY**				
	0169649-IN			7/21/2023	2,089.15	0.00	2,089.15
	02.4331.520.641 / WTR - SYSTEM REPAIRS						2,089.15
					Total Check #:	**0**	**2,089.15**
0	**8/11/2023**	**5700**	**STAPLES BUSINESS ADVANTAGE**				
	10238266 WATER			8/07/2023	111.98	0.00	111.98
	02.4331.520.620 / WTR - OFFICE SUPPLIES						111.98
					Total Check #:	**0**	**111.98**
0	**8/11/2023**	**9490**	**TREASURER, STATE OF NH**				
	194070			7/27/2023	30.00	0.00	30.00
	02.4331.520.860 / WTR - WATER TESTING						30.00
	194097			7/27/2023	15.00	0.00	15.00
	02.4331.520.860 / WTR - WATER TESTING						15.00
					Total Check #:	**0**	**45.00**

Date: 8/11/2023 Batch ID: 15 Northway Water Department

Check Manifest - by Payee

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
8/11/2023	**Check Manifest**	**Batch:**	**15**	**Chk Count:**	**16**	**Total Amnt:**			**17,163.69**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	17,163.69

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 21 **Northway District**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**8/18/2023**	**150**	**ALVINA SNEGACH**			
	8/9/23 MINUTES		8/09/2023	75.00	0.00	75.00
	01.4130.002.390 / EXEC - CONSULTING				75.00	
				Total Check #:	**0**	**75.00**
0	**8/18/2023**	**210**	**AMERIGAS**			
	3153618966		8/08/2023	177.78	0.00	177.78
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				177.78	
				Total Check #:	**0**	**177.78**
0	**8/18/2023**	**250**	**AMERIGAS**			
	3153675335		8/11/2023	429.99	0.00	429.99
	01.4314.003.341 / B&G - HEAT				429.99	
				Total Check #:	**0**	**429.99**
0	**8/18/2023**	**280**	**AMOSKEAG BEVERAGES, INC.**			ACH
	3384473		8/10/2023	398.50	0.00	398.50
	03.3409.001.007 / COG - BEER				398.50	
				Total Check #:	**0**	**398.50**
0	**8/18/2023**	**4440**	**CARDMEMBER SERVICES**			
	11193224185309831		8/08/2023	83.43	0.00	83.43
	03.3409.005.005 / COGS - NON-ALCOHOL BEBERAGES				12.49	
	03.4524.001.612 / REC - FRONT DESK REC SUPPLIES				31.95	
	03.4520.000.390 / REC - MISC. EXPENSES				38.99	
				Total Check #:	**0**	**83.43**
0	**8/18/2023**	**7050**	**COCA-COLA BOTTLING COMPANY**			
	37037970015		8/11/2023	470.77	0.00	470.77
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES				470.77	
				Total Check #:	**0**	**470.77**

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 21 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
0	**8/18/2023**	**1260**	**CONSOLIDATED COMMUNICATIONS**				
	113275827930 8/12/23		8/12/2023	62.64	0.00		62.64
	01.4299.001.814 / PSAFE - ALARM - SECURITY					62.64	
				Total Check #:	**0**		**62.64**
0	**8/18/2023**	**1320**	**CONSOLIDATED COMMUNICATIONS**				
	6037268958353 8/12/23		8/12/2023	50.82	0.00		50.82
	01.4299.001.813 / PSAFE - ALARM - FIRE & WATER					50.82	
				Total Check #:	**0**		**50.82**
0	**8/18/2023**	**1340**	**CONSOLIDATED COMMUNICATIONS**				
	113276522050 8/12/23		8/12/2023	111.74	0.00		111.74
	01.4520.002.350 / REC - TELEPHONE					111.74	
				Total Check #:	**0**		**111.74**
0	**8/18/2023**	**1350**	**CONSOLIDATED COMMUNICATIONS**				
	113275470753 8/12/23		8/12/2023	57.84	0.00		57.84
	01.4520.002.350 / REC - TELEPHONE					57.84	
				Total Check #:	**0**		**57.84**
0	**8/18/2023**	**1240**	**CONSOLIDATED COMMUNICATIONS**				
	113298733110 8/12/23		8/12/2023	57.84	0.00		57.84
	01.4520.002.350 / REC - TELEPHONE					57.84	
				Total Check #:	**0**		**57.84**
0	**8/18/2023**	**1250**	**CONSOLIDATED COMMUNICATIONS**				
	18626574086 8/12/23		8/12/2023	194.47	0.00		194.47
	01.4299.001.813 / PSAFE - ALARM - FIRE & WATER					194.47	
				Total Check #:	**0**		**194.47**
0	**8/18/2023**	**2230**	**FIRST BANKCARD**				
	E0700ORKHO		8/14/2023	12.50	0.00		12.50

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 21 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION					12.50	
	MICROSOFT 365 8/14/23		8/14/2023	69.99	0.00		69.99
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION					69.99	
				Total Check #:	**0**		**82.49**
0	**8/18/2023**	**3420**	**LOUIE VALENTE**				
	680154		8/01/2023	965.54	0.00		965.54
	01.4903.023.007 / BACK UP GENERATOR WA 7					965.54	
				Total Check #:	**0**		**965.54**
0	**8/18/2023**	**8010**	**MORGAN CLARK**				
	8/19/23 ENTERTAINMENT		8/18/2023	450.00	0.00		450.00
	03.4523.003.611 / LNG - ENTERTAINMENT					450.00	
				Total Check #:	**0**		**450.00**
0	**8/18/2023**	**8060**	**NEEDHAM ELECTRIC SUPPLY**				
	S6073494.001		8/08/2023	263.86	0.00		263.86
	01.4903.023.007 / BACK UP GENERATOR WA 7					263.86	
	S6073494.002		8/10/2023	24.72	0.00		24.72
	01.4903.023.007 / BACK UP GENERATOR WA 7					24.72	
	S6074569.001		8/09/2023	18.61	0.00		18.61
	01.4903.023.007 / BACK UP GENERATOR WA 7					18.61	
	S6074569.002		8/10/2023	188.64	0.00		188.64
	01.4903.023.007 / BACK UP GENERATOR WA 7					188.64	
	S6074928.001		8/10/2023	32.36	0.00		32.36
	01.4903.023.007 / BACK UP GENERATOR WA 7					32.36	
	S6075581.001		8/11/2023	80.94	0.00		80.94
	01.4903.023.007 / BACK UP GENERATOR WA 7					80.94	
	S6075597.001.		8/11/2023	57.50	0.00		57.50
	01.4903.023.007 / BACK UP GENERATOR WA 7					57.50	
	S6076133.001		8/14/2023	25.90	0.00		25.90
	01.4903.023.007 / BACK UP GENERATOR WA 7					25.90	
	S6076946.001		8/15/2023	94.07	0.00		94.07

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 21 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	01.4903.023.007 / BACK UP GENERATOR WA 7					94.07	
				Total Check #:	**0**		**786.60**
0	**8/18/2023**	**4810**	**PERFORMANCE FOOD GROUP**				
	7382382		8/10/2023	1,048.44	0.00		1,048.44
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					341.00	
	03.3409.002.004 / COG - FOOD					610.19	
	03.4523.002.620 / LNG - BAR SUPPLIES					97.25	
	7388710		8/17/2023	1,051.21	0.00		1,051.21
	03.3409.001.010 / COG - BAR SUPPLIES					104.00	
	03.3409.002.004 / COG - FOOD					764.21	
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					183.00	
				Total Check #:	**0**		**2,099.65**
0	**8/18/2023**	**8410**	**SAMANTHA BANVILLE**				
	11100088372737864		7/24/2023	13.06	0.00		13.06
	03.3409.003.001 / COGS - EVENTS					13.06	
	11160799277822661		7/24/2023	11.95	0.00		11.95
	03.3409.003.001 / COGS - EVENTS					11.95	
	11229120559908213		6/25/2023	7.99	0.00		7.99
	03.3409.003.001 / COGS - EVENTS					7.99	
	11250135142664258		7/26/2023	64.89	0.00		64.89
	03.3409.003.001 / COGS - EVENTS					64.89	
	114233		8/11/2023	136.96	0.00		136.96
	03.3409.001.006 / COG - LIQUOR					136.96	
				Total Check #:	**0**		**234.85**
0	**8/18/2023**	**5480**	**SHAWN PELCHAT**				
	776912		8/08/2023	79.99	0.00		79.99
	01.4130.002.611 / EXEC - UNIFORMS					79.99	
				Total Check #:	**0**		**79.99**
0	**8/18/2023**	**5730**	**STATE OF NEW HAMPSHIRE-DOT**				

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 21 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	347244		8/11/2023	203.12	0.00	203.12	
	01.4314.003.823 / B&G - FUEL				203.12		
				Total Check #:	**0**		**203.12**
0	**8/18/2023**	**6100**	**TRACY DUFFY**				
	010843		8/16/2023	60.43	0.00	60.43	
	03.3409.002.610 / COG - BAR SUPPLIES				10.86		
	03.3409.002.004 / COG - FOOD				49.57		
	03303364		7/27/2023	88.80	0.00	88.80	
	03.3409.002.610 / COG - BAR SUPPLIES				28.57		
	03.3409.001.002 / COG - FOOD				60.23		
	056339		8/10/2023	42.93	0.00	42.93	
	03.4523.002.620 / LNG - BAR SUPPLIES				5.17		
	03.3409.001.002 / COG - FOOD				37.76		
				Total Check #:	**0**		**192.16**
0	**8/18/2023**	**6190**	**UNIFIRST CORPORATION**				
	1070251497		8/10/2023	132.88	0.00	132.88	
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				132.88		
				Total Check #:	**0**		**132.88**
0	**8/18/2023**	**6240**	**UPTON & HATFIELD, LLP**				
	164067		8/09/2023	607.50	0.00	607.50	
	01.4130.002.323 / EXEC - LEGAL SERVICES				607.50		
				Total Check #:	**0**		**607.50**
0	**8/18/2023**	**6280**	**VERIZON WIRELESS**				
	994150888		8/08/2023	225.58	0.00	225.58	
	01.4130.002.351 / EXEC - CELL PHONES				110.25		
	01.4312.002.351 / HWY - CELL PHONES				115.33		
				Total Check #:	**0**		**225.58**
0	**8/18/2023**	**6680**	**XEROX FINANCIAL SERVICES**				

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 21 **Northway District**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	4630289		8/09/2023	16.78	0.00	16.78	
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION					16.78	
				Total Check #:	**0**	**16.78**	

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 21 **Northway District**

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
8/18/2023	**Check Manifest**	**Batch:**	**21**	**Chk Count:**	**25**	**Total Amnt:**			**8,247.96**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	4,185.72
03	RECREATION FUND	4,062.24

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 22 **Default Bank**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**8/18/2023**	**9598**	**Caroline Delaney and / or Andrew Gauthier**			
	REFUND 8/8/23		8/18/2023	3.20	0.00	3.20
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				3.20	
	Refund credit cust. #1081					
				Total Check #:	**0**	**3.20**
0	**8/18/2023**	**1790**	**ELECTRICAL INSTALLATIONS, LLC**			
	S2322601		7/31/2023	338.23	0.00	338.23
	02.4331.520.864 / WTR - TELEMETRY				338.23	
	SERVICE AGREEMENT 202:		8/01/2023	10,800.00	0.00	10,800.00
	02.4331.520.510 / WTR - CONSULTING				10,800.00	
				Total Check #:	**0**	**11,138.23**
0	**8/18/2023**	**9606**	**Jeffrey Marchese**			
	REFUND 8/8/23		8/08/2023	3.20	0.00	3.20
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				3.20	
	Refund Credit Cust #894					
				Total Check #:	**0**	**3.20**
0	**8/18/2023**	**3190**	**JS ADAMS LOCK & SECURITY**			
	026699		8/09/2023	602.00	0.00	602.00
	02.4331.520.641 / WTR - SYSTEM REPAIRS				602.00	
				Total Check #:	**0**	**602.00**
0	**8/18/2023**	**9597**	**Kennedy Family Trust**			
	REFUND 8/8/23		8/08/2023	3.20	0.00	3.20
	01.2020.000.000 / ACCOUNTS PAYABLES				3.20	
	01.2020.000.000 / ACCOUNTS PAYABLES				-3.20	
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				3.20	
				Total Check #:	**0**	**3.20**
0	**8/18/2023**	**9603**	**Kevin Donovan and / or Helga Donovan**			

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 22 **Default Bank**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	REFUND 8/8/23		8/08/2023	3.20	0.00		3.20
	02.1150.000.003 / A/R - NEW BILLING SYSTEM					3.20	
	Refund Credit Cust #916						
				Total Check #:	**0**		**3.20**
0	**8/18/2023**	**9609**	**Lighthouse Title & Closing Services LLC**				
	REFUND 8/17/23		8/17/2023	4.12	0.00		4.12
	02.1150.000.003 / A/R - NEW BILLING SYSTEM					4.12	
				Total Check #:	**0**		**4.12**
0	**8/18/2023**	**9601**	**Paul Joly and / or Linda Joly**				
	REFUND 8/8/23		8/08/2023	3.20	0.00		3.20
	02.1150.000.003 / A/R - NEW BILLING SYSTEM					3.20	
	Refund Credit Cust #985						
				Total Check #:	**0**		**3.20**
0	**8/18/2023**	**9604**	**Peter Murphy and / or Marie Murphy**				
	REFUND 8/8/23		8/08/2023	2.00	0.00		2.00
	02.1150.000.003 / A/R - NEW BILLING SYSTEM					2.00	
	Refund Credit Cust #900						
				Total Check #:	**0**		**2.00**
0	**8/18/2023**	**9605**	**Richard Martins and / or Elaine Martins**				
	REFUND 8/8/23		8/08/2023	3.27	0.00		3.27
	02.1150.000.003 / A/R - NEW BILLING SYSTEM					3.27	
	Refund Credit Cust #699						
				Total Check #:	**0**		**3.27**
0	**8/18/2023**	**9600**	**Robert Handley and / or Jennifer Handley**				
	REFUND 8/8/23		8/08/2023	3.20	0.00		3.20
	02.1150.000.003 / A/R - NEW BILLING SYSTEM					3.20	
	Refund Credit Cust #1067						
				Total Check #:	**0**		**3.20**

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 22 **Default Bank**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**8/18/2023**	**9602**	**Ross and / or Sally Humer**			
	REFUND 8/8/23		8/08/2023	3.20	0.00	3.20
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				3.20	
	Refund Credit Cust #919					
				Total Check #:	**0**	**3.20**
0	**8/18/2023**	**9607**	**Samantha Cyrs**			
	REFUND 8/8/23		8/08/2023	2.00	0.00	2.00
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				2.00	
	Refund Credit Cust #872					
				Total Check #:	**0**	**2.00**
0	**8/18/2023**	**9608**	**Scott Mullowney and / or Pricilla Mullowney**			
	REFUND 8/8/23		8/08/2023	3.20	0.00	3.20
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				3.20	
	Refund Credit Cust #870					
				Total Check #:	**0**	**3.20**
0	**8/18/2023**	**9596**	**Tracy & Mark Horne**			
	METER REFUND 8/7/23		8/07/2023	530.47	0.00	530.47
	02.3401.520.003 / REV - METER INCOME				530.47	
	Refund for meter returned					
				Total Check #:	**0**	**530.47**
0	**8/18/2023**	**6280**	**VERIZON WIRELESS**			
	9941508444		8/08/2023	82.12	0.00	82.12
	02.4331.520.240 / WTR - LICENSES, FEEES, & EDUCATION				82.12	
				Total Check #:	**0**	**82.12**
0	**8/18/2023**	**9599**	**Vincent Vindice**			
	REFUND 8/18/23		8/18/2023	4.11	0.00	4.11
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				4.11	
	Sold-Refund of Credit					

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 22 **Default Bank**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**0**	**4.11**

Check Manifest - by Payee

Date: 8/18/2023 **Batch ID:** 22 **Default Bank**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
8/18/2023	**Check Manifest**	**Batch:**	**22**	**Chk Count:**	**17**	**Total Amnt:**	**12,393.92**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	0.00
02	WATER FUND	12,393.92

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

MEMORANDUM

To: Waterville Estates Village District, New Hampshire (the "District")
From: Renelle L. L'Huillier, Devine, Millimet & Branch, P.A. ("Bond Counsel")
Re: Post-Issuance Tax Compliance Policies and Procedures
Date: August 16, 2023

At the closing of a tax-exempt bond or note issuance, the District's governing board signs a No Arbitrage and Tax Certificate. This document provides Bond Counsel with the information necessary to make a determination that the bond or note is tax exempt at the time of issuance. However, there are a number of things that can occur "post-issuance" that could adversely affect the tax-exempt status of the bonds or notes, such as (i) the direct or indirect use of the proceeds by a non-governmental person that might cause the bonds or notes to be taxable private activity bonds; or (ii) the District's potential liability for rebate payments to the federal government due to the failure to expend funds quickly enough to qualify for one of the spending exceptions to the rebate rules.

Over the past few years, the Internal Revenue Service (the "IRS") has focused on the post-issuance tax compliance of municipal bond issuers. During that time, we have seen an increased number of IRS examinations of bonds and tax notes to determine compliance with the requirements of the Internal Revenue Code of 1986, as amended (the "Code"). One of the questions posed by the IRS in such examinations is whether the issuer has adopted written procedures to ensure compliance with the Code provisions applicable to tax-exempt bonds and notes.

In addition, the IRS includes guidance on its website that makes it evident that written procedures are an important part of an issuer's tax-exempt bond program. Moreover, in the fall of 2011, the IRS updated its Form 8038-G to add questions about whether the issuer has established written procedures to address private activity concerns and to monitor the requirements of section 148 related to arbitrage rebate. The IRS also now requests more detail about an issuer's reimbursement for pre-issuance expenditures on this form.

In order to address this increased level of review by the IRS, we have prepared a form of Post-Issuance Tax Compliance Policies and Procedures. This form of policy names a "Coordinator" who has the responsibility to monitor compliance with the policy. It follows the requirements of the Code and closely tracks the information included in the No Arbitrage and Tax Certificate that is signed at the closing of a bond or tax note financing.

We have also included a form of resolution that the governing board may pass in order to adopt this formal policy.

As the District may be planning to finance a project with tax exempt bonds or may be considering a lease-purchase arrangement in the near future, we recommend implementing these policies as soon as possible. As a result, the District would be able to answer "yes" to the questions on the Form 8038-G, thereby showing the IRS that it is aware of its post-issuance

obligations under the Code and that it intends to meet those obligations. An additional reason for the timely adoption of these policies is the IRS's indication that an issuer who discloses a compliance issue that is discovered as a result of its own internal review will be looked upon favorably by the IRS in determining a resolution to the problem.

If you have questions about the policy or the resolution or would like to review these materials together, please let us know. Once the governing board adopts the policy, please send us a copy of the minutes of the meeting at which the board voted and a copy of the policy as adopted.

RESOLUTION OF
THE BOARD OF COMMISSIONERS
OF WATERVILLE ESTATES VILLAGE DISTRICT, NEW HAMPSHIRE

August ___, 2023

WHEREAS, the Waterville Estates Village District, New Hampshire (the "District") from time to time, on a tax-exempt basis, issues (i) bonds and bond anticipation notes to finance capital projects and (ii) municipal leases to finance the lease-purchase of certain equipment, all pursuant to the provisions of New Hampshire RSA Chapter 33, as amended;

WHEREAS, the federal income tax laws included in the Internal Revenue Code of 1986, as amended (the "Code), require that issuers of tax-exempt debt comply with certain post-issuance requirements set forth in the Code;

WHEREAS, for purposes of maximizing the likelihood that the District complies with such requirements of the Code, the Board of Commissioners of the District (the "Board") desires to adopt the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

VOTED: That the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A are hereby approved.

VOTED: That the Board hereby names the _____ as the "Coordinator" under the Post-Issuance Tax Compliance Policies and Procedures and that the _____ has accepted such nomination.

VOTED: That this resolution shall take effect from and after its adoption.

_____

_____

_____

EXHIBIT A

POST-ISSUANCE TAX COMPLIANCE POLICIES AND PROCEDURES

WATERVILLE ESTATES VILLAGE DISTRICT, NEW HAMPSHIRE

POST-ISSUANCE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS

The purpose of this Post-Issuance Tax Compliance Policy and Procedures is to establish policies and procedures in connection with tax-exempt bonds and notes (the "Bond" or "Bonds") issued by Waterville Estates Village District, New Hampshire (the "Issuer") so as to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the Bonds are met.

1. Compliance Coordinator:

a) The _____ ("Coordinator") shall be responsible for monitoring post-issuance compliance.

b) The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. The Coordinator will obtain such records as are necessary to meet the requirements of this policy.

c) The Coordinator shall consult with bond counsel, a rebate consultant, financial advisor, Internal Revenue Service ("IRS") publications and such other resources as are necessary to understand and meet the requirements of this policy.

d) Training and education of the Coordinator and his/her staff will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

2. Record-Keeping.

a) Financing Transcripts. The Coordinator shall confirm the proper filing with the IRS of an 8038 Series return, and maintain a transcript of proceedings for all tax-exempt obligations issued by the Issuer, including but not limited to all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained for as long as the Bonds are outstanding, plus three (3) years after the final redemption date of the Bonds. Said transcript may be maintained in electronic format and shall include, at a minimum:

1) Form 8038s;
2) minutes, resolutions, and certificates;
3) certifications of issue price from the underwriter, if applicable;
4) formal elections required by the IRS;

5) trustee statements, if applicable;
6) records of refunded bonds, if applicable;
7) correspondence relating to bond financings;
8) reports of any IRS examinations for bond financings;
9) documents related to governmental grants associated with construction, renovation or purchase of bond financed facilities, if applicable; and
10) publications, brochures, and newspaper articles, where applicable.

b) Modification to Financing Documents. The Coordinator shall determine if there is any "significant modification" to bond documents resulting in reissuance under Treasury Regulations §1.1001-3, in consultation with bond counsel and any other legal counsel and financial advisor. The Coordinator shall retain proof of filing new Form 8038 and relevant documentation plus final rebate calculation on pre-modification bonds.

3. Proper Use of Proceeds. The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the Issuer and shall:

a) obtain a computation of the yield on such issue from the Issuer's financial advisor;

b) create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) and a separate Cost of Issuance Fund as necessary to allocate proceeds to Bond issuance costs into which the proceeds of the issue shall be deposited, as applicable;

c) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;

d) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);

e) maintain records of the payment requests and corresponding records showing payment;

f) maintain records showing the earnings on, and investment of, the Project Fund;

g) ensure that all investments acquired with proceeds are purchased at fair market value;

h) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-

restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;

i) maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds; and

j) monitor and maintain records of the reimbursement of costs previously expended by the Issuer to ensure that such reimbursement occurs not more than 18 months after the later of (i) the dates of the expenditures or (ii) the date the project/asset was placed in service (but not more than 3 years after the original expenditures were paid) except with respect to those expenditures for which the Issuer obtained a certificate of licensed engineer/architect to the effect that (I) at least five (5) years was necessary to complete the construction of the part of the project for which such expenditures were required; and (II) such expenditures shall be reimbursed not more than five (5) years after the date that the original expenditures were paid.

4. Arbitrage/Rebate Compliance and Timely Expenditure of Proceeds. The Coordinator shall review the No Arbitrage and Tax Certificate (or equivalent) (the "Certificate") for each tax-exempt obligation issued by the Issuer and the expenditure records provided in Section 2 of this policy, above, and shall ensure that the Issuer takes the following actions:

a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in the Certificate;

b) if at the time of issuance, it appears that that the Bonds will qualify for the small issuer exception to the rebate requirement, the Coordinator will monitor the amount of subsequent tax-exempt obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the $5 million or $15 million threshold, as applicable, in such calendar year;

c) if at the time of issuance, based on reasonable expectations set forth in the Certificate, it appears likely that the issue will qualify for an exemption from the rebate requirement, the Issuer may defer taking any of the actions set forth in subsection (d) below. Not later than the time of completion of construction or acquisition of the project, and depletion of all funds from the Project Fund, the Issuer shall make a determination if the expenditure of the Bond proceeds qualified for an exemption from the rebate requirements based on spending within a 6 month, 18 month or 2 year period after issuance. If a rebate exemption is determined to be applicable, the Issuer shall prepare and keep in the permanent records of the issue a memorandum evidencing this conclusion together with records of expenditure to support such conclusion. If the transaction does not qualify

for rebate exemption, the Issuer shall initiate the steps set forth in (d) below;

d) if at the time of issuance it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (c) above, the Issuer shall:

i. engage the services of expert advisors (each a "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds, or else shall ensure that it has adequate financial, accounting and legal resources of its own to make such calculations, and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider;

ii. provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider;

iii. monitor efforts of the Rebate Service Provider;

iv. assure payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed;

v. during the construction period of each capital project financed in whole or in part by Bonds, monitor the investment and expenditure of Bond proceeds and consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 2 years, as applicable, following the issue date of the Bonds;

vi. retain copies of all arbitrage reports, trustee statements and other documents as required herein; and

vii. in lieu of engaging an outside Rebate Service Provider, the Issuer may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction.

5. <u>Proper Use of Bond Financed Assets.</u>

a) The Coordinator shall maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets.

b) With respect to each bond financed asset, the Coordinator will monitor and confer with bond counsel with respect to all proposed:

i. management contracts,
ii. service agreements,
iii. research contracts,
iv. naming rights contracts,
v. leases or sub-leases,
vi. joint venture, limited liability or partnership arrangements,
vii. sale of property, or
viii. any other change in use of such asset.

c) Section 141 of the Code sets forth private activity tests for the purpose of limiting the volume of tax-exempt bonds that finance activities of persons other than state and local governmental entities. These tests serve to identify arrangements that actually or reasonably expect to transfer the benefits of tax-exempt financing to non-governmental persons, including the federal government. The Coordinator shall provide to the users of any bond financed property a copy of this Compliance Policy and other appropriate written guidance advising that:

i. "Private business use" means use by any person other than the Issuer, including business corporations, partnerships, limited liability companies, associations, non-profit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency, as a result of ownership of the property or use of the property under a lease, management or service contract (except for certain "qualified" management or service contracts), "naming rights" contract, "public-private partnership" arrangement, or any similar use arrangement that provides special legal entitlements for the use of the bond financed property;

ii. No more that 10% of the proceeds of any tax-exempt bond issue (including the property financed with the Bonds) may be used for private business use, of which no more than 5% of the proceeds of the tax-exempt bond issue (including the property financed with the bonds) may be used for any "unrelated" private business use – that is, generally, a private business use that is not functionally related to the government's purposes of the Bonds; and no more that the lesser of $5,000,000 or 5% of the proceeds of a tax-exempt bond issue may be used to make or finance a loan to any person

other than a state or local government unit;

iii. Before entering into any special use arrangement with a non-governmental person that involves the use of bond financed property, the Coordinator will consult with bond counsel, provide bond counsel with a description of the proposed non-governmental use arrangement, and determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property; and

iv. In connection with the evaluation of any proposed non-governmental use arrangement, the Issuer will consult with bond counsel to obtain federal tax advice in whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property, and, if not, whether any "remedial action" permitted under §141 of the Code may be taken as means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the Bonds.

d) The Coordinator shall maintain a copy of any such proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets;

e) The Coordinator shall consult with bond counsel and other legal counsel and advisers in the review of any change in use of bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Certificate;

f) The Coordinator shall confer at least annually with other personnel responsible for bond-financed or refinanced assets to identify and discuss any existing or planned use of bond-financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Certificate; and

g) To the extent that the Coordinator discovers that any applicable tax restrictions regarding use of bond proceeds and bond-financed or refinanced assets will or may be violated, the Coordinator shall consult promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

6. Bank Qualification. If the Bonds are issued in a par amount of $10 million or less and designated by the Issuer as "bank qualified" under Section 265(b)(3) of the Code, the Coordinator will monitor the amount of subsequent tax-exempt

obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the $10 million threshold in such calendar year.

7. General Project Records. For each project financed with tax-exempt obligations, the Coordinator shall maintain a copy of all material documents relating to capital expenditures financed or re-financed by tax-exempt proceeds, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations including (without limitation), the following:

a) appraisals, demand surveys or feasibility studies,
b) applications, approvals and other documentation of grants,
c) depreciation schedules,
d) contracts respecting the project, including construction contracts,
e) purchase orders,
f) invoices,
g) trustee requisitions and payment records,
h) documents relating to costs reimbursed with Bond proceeds, and
i) records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of proceeds.

8. Advance Refundings. The Coordinator, shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

a) Identify and select bonds to be advance refunded with advice from internal financial personnel, and a financial advisor;

b) The Coordinator shall identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;

c) The Coordinator shall review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue; (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds; (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”; (iv) that the proposed issuance will not result in the issuer’s exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive

transaction for federal tax purposes; and (v) that the proposed refunding complies with applicable State law.

d) The Coordinator shall collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Coordinator shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.

e) The Coordinator shall, whenever possible, purchase SLGS to size each advance refunding escrow. The financial advisor and/or bond counsel shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Coordinator shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.

f) To the extent the Issuer elects to purchase a guaranteed investment contract, the Coordinator shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.

g) In determining the issue price for any advance refunding issuance, the Coordinator shall obtain and retain issue price certification by the purchasing underwriter at closing.

h) After the issuance of an advance refunding issue, the Coordinator shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

9. Continuing Disclosure. The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than ten (10) Business Days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

a) Principal and interest payment delinquencies;

b) Non-payment related defaults, if material;

c) Unscheduled draws on debt service reserves reflecting financial difficulties;

d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;

e) Substitution of credit or liquidity providers, or their failure to perform;

f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;

g) Modifications to rights of Holders of the Bonds, if material;

h) Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;

i) Defeasances of the bonds;

j) Release, substitution, or sale of property securing repayment of the bonds, if material;

k) Rating changes on the bonds;

l) Bankruptcy, insolvency, receivership or similar event of the Issuer;

m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

n) Appointment of a successor or additional trustee or the change of name of a trustee, if material; and

o) Incurrence of a financial obligation of the Obligated Person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Obligated Person, any of which affect security holders, if material*; and

p) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Obligated Person, any of which reflect financial difficulties*.

10. Compliance with Continuing Disclosure Filings Under S.E.C. Rule 15c2-12. Under S.E.C. Rule 15c2-12, the Issuer may be required to periodically provide financial documentation, reports, notice and updates of documents to EMMA, the Electronic Municipal Market Access website managed by the Municipal Securities Rulemaking Board. Compliance is required in accordance with the Issuer's Material Events Disclosure Certificate and/or Continuing Disclosure Certificate executed in connection with a bond or note issue.

11. Due Diligence and Remedial Actions. In all activities related to the Issuer's Bonds, the Coordinator and his/her staff will exercise due diligence to comply with the Code provisions governing tax-exempt obligations. The Issuer is aware of (a) the Voluntary Closing Agreement Program (known as "VCAP") operated by the IRS which allows issuers to voluntarily enter into a closing agreement in the event of certain non-compliance with Federal tax requirements and (b) the remedial actions available under Section 1.141-12 of the Income Tax Regulations for private use of bond financed property which was not expected at the time the Bonds were issued.

12. Periodic Review. The Issuer will monitor compliance with the guidelines contained in this policy as well as any other covenants not specifically included herein and will review and update these guidelines at least annually and whenever necessary due to change in law or circumstances.

* For purposes of events (o) and (p), "financial obligation" shall mean (a) a debt obligation, (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (c) a guarantee of (a) or (b); provided, however, that a "financial obligation" shall not include any municipal security for which a final official statement has been provided to the MSRB consistent with the Continuing Disclosure S.E.C. Rule 15c2-12. "Obligated Person" shall mean the Issuer or any person committed by contract or other arrangement to support payment of all, or part, of the obligations on municipal securities. This definition does not include providers of municipal bond insurance, letters of credit or other liquidity facilities.