WEVD COMMISSION MEETING AGENDA
Thursday, October 12, 2023, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1) Call to order
2) Pledge of Allegiance
3) Roll Call of Commissioners
4) Adoption of Agenda
5) Approval of Minutes
   a) September 27, 2023
6) Treasurer's Report
7) GM's Report
8) Committee / Planning Board Reports:
   a) Budget Advisory Committee
   b) Planning Board
   c) Water & Roads
   d) Outdoor Courts
   e) ADA Accessibility
   f) Records
   g) Improving Amenity Profitability (IAP)
9) CONSENT CALENDAR
   a) Manifests
   b) Treasurer's Report
   c) Committee / PB Reports
10) GENERAL CALENDAR ITEMS
   a) New WEVD Accounting Procedures for providing Rec Fund information to WEA Board members
   b) Modify Procedure for conduct of a WEVD Public Hearing
   c) Modify WEVD Right-to-Know Form
   d) New Policy re: Committee Requests
   e) Water Meter Refunds for properties that changed hands
   f) Water Meter Installation – issues re: potential refunds
   g) Municipal Bond procedures, post-issuance compliance

h) Setting Annual Meeting date for 2024

11) Next Meetings:

Tuesday, October 24, 2023 @ 10 a.m. which will include a review of previously sealed Non-Public session minutes.

TWO (2) PUBLIC HEARINGS Wednesday, October 25, 2023 @ 6 p.m. –

(1) To amend the WEVD Community Water System Ordinance title, sections 7, 32, and appendix, and;

(2) To set water rates for the 2024 fiscal year

12) Public Comment Period

13) Non-Public Session

14) Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.
2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.
    A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
    B. THE REQUEST MUST CONTAIN THE SUBJECT MATTER OF THE REQUEST.
    C. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.
3. THE COMMISSION MAY ASK FOR A REPRESENTATIVE FROM THE WATERVILLE ESTATES ASSOCIATION BOARD OF DIRECTORS TO SPEAK REGARDING WEA ACTIVITIES, CONCERNS, ETC.
4. RECORDING A MEETING OF THE PUBLIC BODY IS ALLOWED. VIDEO EQUIPMENT WILL BE ALLOWED AT THE MEETING SITE AND WILL BE PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.
5. ZOOM OR OTHER REMOTE ACCESS / ELECTRONIC PLATFORM ACCESS WILL BE PROVIDED FOR COMMISSION MEETINGS. A LINK OR MEETING INFORMATION TO GAIN ACCESS WILL BE INCLUDED IN MEETING NOTICES. FAILURE TO BROADCAST WILL NOT BE GROUNDS FOR CANCELLING A COMMISSION MEETING.
6. NO MEETING ADMINISTRATOR OR OTHER PERMISSION WILL BE REQUIRED FOR REMOTE RECORDINGS OF PUBLIC SESSIONS OF COMMISSIONER MEETINGS THROUGH ZOOM OR ANY OTHER PLATFORM UTILIZED BY THE COMMISSION.
7. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING ON WEVD MATTERS. TOTAL TIME FOR PUBLIC COMMENT WILL BE LIMITED TO 15 MINUTES.
8. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

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WEVD 2023 Public Hearings Draft Minutes
September 27, 2023 – 4:00 PM

Attendees: Commissioners Maureen Patti and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith. Members of the public: Stan Bujalski, Frank Marshall.

Members excused:

Attendees via Zoom: Jeffrey Perry (36 Wanosha Trail), James Cahill, Tom H., Ned, Jaime Oldmixon, Ralph Wilbur.

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

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

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

Adoption of Agenda.
There were no changes to the agenda.

Public Hearing #1 – Refund of CIF Monies (Campton Mountain Ski Trail Lighting) to WEAMs.
Ms. Patti opened the public hearing at 4:02 PM and provided a brief overview of the reason for the public hearing. She explained that the approved amount for the Campton Mountain Ski Trail Lighting was in fact less by $9,449.02 than the amount quoted to WEA and approved by the Commission in the form of CIF funds. Ms. Patti said that at this point the Commission is ready to refund the money to WEA. Mr. Panuczak clarified that WEA had paid the District the full amount, and after the completion of the project, it was discovered that it cost this much less.

- Stan Bujalski asked what the cost of the project was.

Ms. Patti said that she forgot to ask the accounting staff that question and said that the Management can get that number to him later. Mr. Panuczak described the extent of the project and answered that it covers the whole ski area.
Ms. Patti said that there was nobody else willing to address the Commission from the public, either online or in person, no emails or phone calls. *Ms. Patti made a motion to close the public hearing at*

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4:07 PM. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Ms. Patti made a motion that the District will refund to WEA the amount of $9,449.02. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Ms. Patti asked Mr. Beard to issue that check to WEA and he said that it will be done promptly.

Then Ms. Patti asked Mr. Panuczak to hold the second public hearing, and he agreed.

Public Hearing #2 – WATER ORDINANCE MODIFICATIONS following advisory vote @ Annual Meeting

Mr. Panuczak opened the public hearing at 4:08 PM. He then provided a brief background on the subject of it. He said that Article 10 of the 2023 Town Meeting was exploring whether the community would support water meters for all its members and it failed. The Commissioners consulted with Water and Roads Committee and after that reviewed the Water Ordinance to make sure that any language requiring installation of water meters for new homeowners was pulled out. Commissioners left the language regarding voluntary installation of meters and all the necessary specifications. Mr. Panuczak also noted there were some housekeeping amendments, which he listed as follows: removing the word "community" from community water system, amended the definition of discrimination, in the definition of occupancy added a standard number, which does not change the definition, and moved the inspection section withing the Ordinance.

Mr. Bujalski, who is a member of the Water and Roads Committee, asked about the intent of the Warrant Article and whether it was about having no meters at all or having the District pay for the meters this way all the homeowners will switch to meters.

Mr. Spinney read the Warrant Article into the record: "To see if the Village District will vote to voice an advisory opinion that the Village District should explore and consider a purchase and installing of meters." He said that originally there was a dollar amount tied to the Warrant Article and the Commissioners changed it to what he just read to find out the District residents sentiment.

Ms. Patti said that the Commission took the results of this vote as lack of support from the community for requiring meters at this time. Hence, now they are trying to make sure that this sentiment is reflected in the Water Ordinance. She added that the mechanics of going back to requiring meters is still left in the Ordinance.

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There was a brief discussion about the fact that any time in the future it would be possible to revert back to requiring meters and that the language for meters and their installation is still in the ordinance to allow for those who want meters now to install them. It was also noted that the Water Ordinance is a living document reflecting the needs and the realities of the community.

- Jeffrey Perry, 36 Wanosha Trail, via Zoom, asked questions about fundamental fairness and that metering is the right answer for it, and said that he installed the meter already and was wondering if people like him would be reimbursed for the cost of doing so.

Mr. Panuczak noted that there is an item on today's meeting agenda to discuss just that issue.
Ms. Patti noticed that the word community was not taken out from the title page of the Water Ordinance and asked Ms. Smith to remember to notice that next time there is a public hearing for amending the Water Ordinance. She said that it cannot be done today as it was not noticed to the community along with all the other changes.
Then there was discussion about referencing the Federal standard (ASHRAE 62.2) and whether it should be linked to the actual standard or put in as the appendix to the Water Ordinance. Members agreed that in order to be consistent and practical, it would be best if all the technical references in the Water Ordinance were linked on the District website and would be checked once a year for current versions.
Mr. Panuczak said that there was nobody else willing to address the Commission from the public, either online or in person, no emails or phone calls. Mr. Panuczak made a *motion to close the public hearing at 4:30 PM. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.*

Mr. Panuczak began making a motion to approve the amendments when discussion ensued about which ones in particular. Ms. Smith went over the ones she only made as a suggestion in the noticed Water Ordinance document for the public hearing. There was one that the Commissioners agreed to reject, thus Section 7.A.i would be read as "Excavation of the distribution main and tap. All work done on or around the water line must be done by qualified personnel approved by the District and meeting all AWWA standards."
The other issue was with a reference to Section 3.X in Section 32 which did not make sense. After discussing the reference, Members agreed by consensus that it should also not be added and the Water Ordinance language in this case should remain as is.
Ms. Patti made a motion that the Commission, after conducting the public hearing, is voting to modify the Community Water System Ordinance in the following manner: a) all red highlighted changes in the body of the Ordinance with two exceptions: 1) Section 7.A.i on page 10 where the second highlighted change, which reads "and qualified to do business as set forth in paragraph 4, b, above.";

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2) Section 32 on page 18, second highlighted change, which reads "as provided in paragraph 3x."; b) and the removal of the Hookup Application from the Appendices, given that the proposed changes involve the District being much more responsive to contractors who want to build and removing Commissioner approval from the process so for a hookup. Mr. Panuczak 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 report was in the packet and went over the details. She said that at this time the Treasurer is not able to address the water fee collections only because the District is shifting to new financial/accounting software. Ms. Patti the went over the rest of the information provided in the report. She explained that there was a bit of a mix up with a payment to a vendor that ended up being made to a different vendor, however, it is all being straightened out now.

There was a brief discussion about the Rec Fund and how it is being handled after it had been moved to the Bank of New Hampshire. Also discussed was the need to have the Treasurer be trained on how to use the new financial software for his purposes.

Approval of Minutes

a. September 13, 2023

Ms. Patti made a motion to amend the 09/13/2023 meeting minutes according to the list of 23 changes she prepared. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to make the document with 09/13/2023 meeting minutes amendments prepared by her an official attachment to the meeting minutes of this meeting as it was not present in the handout. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

Ms. Patti made a motion to adopt the amended 09/13/2023 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

GENERAL CALENDAR ITEMS

GM's Report

Mr. Beard spoke about the following:

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1. The water issue on Doe Run Road has been resolved. After many days of searching the Management found the valves. There was debris in the valves and one of the water line connections was leaking.

Ms. Patti explained that the residents on Doe Run had temporary water service for the duration of repairs.

2. The Pegwood water line project is proceeding and the District is close to being done with the blasting. Next step will be removing the blasted ledge and properly installing the new water main. Mr. Beard said that he would like to thank Mike Hering for allowing the District to bring about 333 cubic yards of blasted ledge to his property at the top of Pegwood Road which is going to save the District about $45,000.

Ms. Patti explained that originally the quote for the project anticipated a small amount of ledge, which turned out to be different. Therefore, another bill was added to the project related to blasting, and having Mr. Hering kindly agree to store the blasted ledge on his property will greatly reduce that bill.

3. Lauren Bennet, who is the new Water Department new employee, has completed replacing all of the rusted bolts with stainless steel bolts on the valves at the Pegwood Tank. He also sanded off all the rust and has repainted piping and valves. Mr. Beard distributed two pictures to show the results of Mr. Bennet's work.

Ms. Patti made a motion to make these two pictures presented by Mr. Beard official attachments to the meeting minutes for this meeting. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

4. Mr. Pelchat and his team have been working on the exterior of the Summit Lounge.
5. The well company will be on site on Wednesday to test the well.

Mr. Beard explained that this was an old well at Campton Mountain and then went over the yields produced during testing. He talked about the need to decide which pump and what piping to use in order to make sure that the well is beneficial to the snow making cycle and is still recharging at a good rate. He also said that there is potential to set it up for the fire trucks to pull water along the future line serviced by that well which should bring the insurance rates down (as if there were a hydrant on that line) for the homeowners within a 1000 foot radius as well as the District Facilities in the vicinity. Mr. Spinney also noted that the paving around the mailboxes will start tomorrow.

Ms. Patti made a motion to add the following last names to the General Manager's report: Lauren Bennett, Steve Baert, and Sean Pelchat. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak – aye.

CONSENT CALENDAR

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Manifests

Ms. Patti made a motion to approve the Manifests and the Treasurer's Report contained in the meeting handout. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

GENERAL CALENDAR ITEMS

a. Water Connection 11-1-4 Panaway Court

Ms. Patti made a motion to approve the new water connection for the property on 11-1-4 on Panaway Court in Campton. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

b. Water Connection 5-9-4 Green Circle

Ms. Patti made a motion to approve the water connection for the property on 5-9-4 Green Circle in Campton. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

c. Refund to owners who installed meters

Ms. Smith went over the numbers she provided to the Commissioners where she listed all the residents who either installed the meters already or have been refunded due to various reasons. She concluded that the amount that already has been refunded is $1,169.7, and the amount to be refunded is $10,078.00. She noted that there were a few properties that have changed hands since the meter has been installed, therefore, they technically have not paid for the meters, therefore, she opined that they should not be reimbursed. Mr. Spinney said that when they bought their houses they paid for the meter as well.

Then Ms. Smith answered some questions about properties with issues when meters were being installed. She also said that the current meter inventory which could be returned to the vendor is at $16,661.08 and approximately $4,457.88 is in the meters that could possibly be returned to the District by the residents to be then also returned to the vendor. At most the return could result in as much as $21,118.96.

Discussion ensued about the method of returning the meters that have been bought by residents but have not been installed yet.

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Another discussion was about how to find out the installation costs and what should be required for proof. Consensus was to let the Management try to figure out a method to present to the Commissioners at a later date for discussion.
Another discussion ensued about the properties which changed hands since the meter had been purchased and whether the original owner who paid for the meter should be reimbursed as it will be consistent with all the other property owners. Commissioners agreed to run this issue by Legal Counsel and review it again at its October 11th meeting.
Mr. Panuczak made a motion to refund the amount of $7,577.00 to the owners who purchased the meters from the District (highlighted in white, green and orange in the report), with the exception of the three homes with four entries that have been sold since the meters had been purchased. Ms. Patti duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Ms. Patti made a motion to make Ms. Smith modify the report with a list of owners who purchased meters to delete the first two columns of information, which are customer names and address, and make the resulting report an official attachment to these meeting minutes. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

There was discussion about whether the District should keep any meter inventory on hand to avoid waiting for them for those who would like to install them and it would be done in a timely manner if there are some on hand.

Mr. Spinney made a motion for the District to return the meters and associated hardware back to the vendor to get a refund in the amount of $16,661.08. Mr. Panuczak duly seconded. Motion passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Ms. Patti noted that the agenda also needs to be modified to show that the next Commission meeting is on October 11, 2023.

VOLUNTEERS NEEDED – ADA Accessibility Committee
Ms. Patti reiterated the need for volunteers for the ADA Accessibility Committee and invited people to join.

Next Meeting: Wednesday, October 10, 2023 @ 6 p.m.

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Public Comment Period

- Stan Bujalski said that he was confused as to why the requirements to have a licensed in NH plumber install the meter were removed from the Water Ordinance.

Discussion ensued about the fact that the Ordinance only requires that a licensed plumber performs the cross connection which is then inspected by the District Water Department operator and beyond that the District does not have control of who is doing the plumbing in the homes. Mr. Beard explained what cross connections are and they are only for when another private well is connected to the pipes that are connected to the water main (like in a property that has an irrigation system on a private well). There cannot be contamination of the water in the water main from the private well, therefore a licensed plumber installation is required by the Ordinance. He also noted that NH statutes require that a NH licensed plumber is used to do any plumbing work in all properties that are not an individual's primary residence. Ms. Patti clarified that in the ordinance cross-connections are identified as any connection that will prevent the backflow from any other source of water to the District's water system.

Ms. Patti also explained that the language that was referencing the licensed plumber requirement in Section 7.A.i was never in the Ordinance and what the Commissioners did tonight was reject that change that was only proposed. She then read from Ordinance to corroborate that the District does not require a licensed plumber to work on connecting the main to the house.

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a), (c), and (l). Mr. Panuczak duly seconded motion and it passed at 5:57 PM by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, Mr. Panuczak - aye.

Non-public session was entered at 6:01 PM, Commissioners Patti, Panuczak and Spinney were present in person as well as the General Manager Ron Beard.

Resumption of Public Session

Mr. Panuczak motioned to exit non-public session at 7:10 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 7:10 PM. Commissioners Patti, Panuczak, and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Spinney, a second by Mr. Panuczak, as divulgence of the minutes would adversely affect the reputation of someone other than a

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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

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

Meeting adjourned at 7:12 PM.

Prepared by Alvina Snegach

Attachments:

Maureen Patti Motions for September 27, 2023:
1. Agenda Item # 6 A, Adoption of minutes –
Proposed Amendments to minutes of September 13, 2023:
1. Page 1, lines 4, 5 -- insert “Gerry Panuczak” after ‘Maureen Patti’ AND after ‘Allison Smith’ add a comma; correct ‘Members’ to “member”
2. Page 1, line 7 -- insert “None”
3. Page 1, line 12 -- deleted ‘noted’
4. Page 1, line 26 – paste the attachment language as a double indented paragraph in the place of the sentence which read as follows: ‘He then listed…’ Do not include the ‘Respectfully Submitted…” section
5. Page 2, line 34 – correct typo “were” for ‘was’
6. Page 2, line 40 – delete the second ‘and’ AND make a new sentence beginning with “He said that the Master Plan…”
7. Page 2, line 51 – insert after sentence ends “(No date yet set)”
8. Page 3, line 86 – insert “Chapter 7 of” and delete ‘of the’
9. Page 4, line 102 – delete ‘for the time being’ and insert “when the boxes are being installed”
10. Page 4, line 105 – delete the first ‘remaining’
11. Page 4, line 107 – insert after ‘two’ the following: “will be the expansion of the mailbox structure and installation of another 300 boxes and”
12. Page 4, line 108 – delete ‘turn’ AND install after ‘driver could’ the following “service the boxes without turning”

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13. Page 4, line 109 – delete 'it' AND install after 'Mr. Beard said' the following "Dive Safe has been to the site and the expansion of the second walkway from the parking lot to the Community Center"
14. Page 4, line 111 – delete 'the amount paid for'
15. Page 5, line 134 – insert "(BNH) have" after 'Bank of New Hampshire'
16. Page 5, line 135 – insert at end of sentence "(WEVD accounts receiving 4% interest from BNH instead of 0.25% at former institution.)"
17. Page 5, line 150 – delete 'power' and insert "safety"
18. Page 6, line 185 – insert "outdoor" before 'family'
19. Page 6, line 186, 187 – insert "pools heated" after 'adult area' AND delete next sentence 'He said that…"
20. Page 7, line 198 – insert "outdoor" in front of 'heating the'
21. Page 8, line 240 – delete 'hearing' and insert "Commissioner meeting"
22. Page 8, line 255 – insert after 'technological capacity' the following: "and physical space"
23. Page 9, line 288 – correct typo "9:29 PM"

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Waterville Estates Village District

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TID	Meter Serial No.	Radio Seriel No.	Refund Amt.	
5-17-32	211043249	N/A	$ 530.47	
5-11-12	N/A	N/A	$ 639.00	
242-92	211043253	121500075	$ 360.00	
10-5-1	211043243	130476672	$ 360.00	
5-18-10-6	211043558	130595372	$ 360.00	
4-4-4	211043246	N/A	$ 360.00	
4-4-2	211043247	N/A	$ 360.00	
243-14	211043621	N/A	$ 360.00	
5-16-5	211043622	N/A	$ 360.00	
5-17-23	211043560	N/A	$ 584.00	
5-15-13	211043245	121498079	$ 639.00	
242-100	211043623	130476680	$ 639.00	
242-125	211043618	130479258	$ 639.00	
242-154	211043625	130479302	$ 639.00	
11-5-9	211043248	N/A	$ 639.00	
10-1-38-21	211043250	N/A	$ 639.00	
5-16-22	211043615	N/A	$ 639.00	
11-3-3	211043626	N/A	$ 639.00	
5-11-16	211700414	N/A	$ 639.00	
5-15-38	211043624	130595062	$ 639.00	
5-15-38	211700409	N/A	$ 584.00	
TOTALS	**21**	**8**	**$ 11,247.47**	
		Already Refunded	*$ 1,169.47*	
		Yet to be Refunded	*$ 10,078.00*	
			$ 2,501.00	*Sold New Construction*
			$ 2,997.00	*Installed & Inspected*
			$ 639.00	*Installed & NOT inspected*
			$ 3,941.00	*Not known to be installed*
		Stiles Potential Return Refund	**$ 21,118.96**	
		Current Inventory	$ 16,661.08	
		Est. Potentially Returned Inventory	$ 4,457.88	

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Waterville Estates Village District
Treasurer Report 12-Oct

Bank Balances 10/9/2023

Northway Bank	Per Bank	Per MTS	Float	
WEVD Op Acct:	$128,619	$135,434	($6,815)	
Water Dept:	$361,298	$361,283	$15	
Rec Fund:	$14,648	$17,851	($3,203)	
Northway Bank Total	**$504,565**	**$514,569**	**($10,004)**	
WEVD Bank of NH				
WEVD General Fund	$747,803	$711,039	$36,765	
Water Dept:	$275,732	$264,909	$10,823	
Bank Of NH Total	**$1,023,535**	**$975,947**	**$47,588**	
Meredith Village Savings				
WEVD Op Holding Acct:	$3,349	$3,349	$0	**We will be closing this account**
	$1,531,449	**$1,493,865**	**$37,584**	

	Paid 2021/22	Paid 2023	Due
Tax Summary	**$3,635,905**	**$1,573,587**	**$108,223**
as of 19-Sep			

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**

Because the Water Fees are currently in both the two new softwares, I am currently unable to report on them.

Waterville Estates
Village District

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

GM Report October 12, 2023

1. Outdoor pools are closed and being winterized.
2. The ski hill and our two dams have had their annual mowing done.
3. Samantha Banville is busy getting the lodge ready for this winter.
4. I have been working with Rita on The water budget and district budget.

2024 WEVD Budget Season Calendar

Meetings held Mondays a 4:00 PM

Committee Goal

December 15: Committee makes formal recommendations on the budget to the Commissioners.

Oct 16

Objective: evaluate financial report's variances to budget (over/under 5%) and to identify possible causes. List variances by major department and communicate these to the department leads for further investigation and explanation at a future meeting date.

Discuss budget percentage change targets and goals for 2024 (Commissioners are welcome to attend this meeting and to provide input on their thoughts on reasonable future cost increase percentage)

Financial Reports ending September 30th (this will require serious effort to input all incurred expenses and revenues collected)

Oct 23

Objective: Meet with Road and Water Lead, discuss status of the current budgets, outline plans for addressing both favorable and unfavorable variances, and discuss the opportunities and challenges they see for 2023. Discuss budget percentage change targets and goals for 2023

Oct 30

Objective: Meet with Building and Maintenance Leads, discuss status of the current budgets, outline plans for addressing both favorable and unfavorable variances, and discuss the opportunities and challenges they see for 2023. Discuss budget percentage change targets and goals for 2023

Nov 6

Meet with WEA Board to discuss their budget year plans and determine the sum of monies to be paid to the District as "rent" to cover fixed and variable expenses associated with recreational services expected to be provided in 2024.

Nov 13

Objective: Meet with General Management, discuss the status of the current budgets, outline plans for addressing both favorable and unfavorable expected variances, update with the most current completed month (October?) financials, and discuss the opportunities and challenges management sees for 2023. Of particular interest will be

the variable cost estimates for utilities, how and why they are impacted by WEVD and WEA activities. We should have historic facilities use data such as 2022 and 2023 hours of operation, number of clients served, and include special events descriptions held which may have exceeded normal operating hours and expected facilities use such as kitchen operation. Heating (BTUs) and cooling costs for the community center and pool and hot tub operating and heating expenses should be calculated. We want these assignments to be as accurate as possible and substantiated in order for all to understand what is behind the recommended percentages. How do these data driven apportionments compare to the 2023 apportionments? This is an important meeting and could have WEA Board members present.

Nov 20

Objective: Review the first draft of the FY budget and assess appropriateness of the planned expenditures based on previous meeting discussions. Leads may be present to defend their positions if necessary.

Nov 27

Objective: Review the final proposed budget and determine consensus of the committee members on recommending the budget.

Dec 4

Objective: Assemble committee’s formal recommendations for delivery to the commission.

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 74 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
10/03/2023	**Check Manifest**	**Batch:**	**74**	**Chk Count:**	**32**	**Total Amnt:**	**37,729.28**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	31,202.46
03	RECREATION FUND	6,526.82

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 74 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
0	**10/03/2023**	**80**	**AFLAC**				
	45938		9/28/2023	425.98	0.00	425.98	
	01.2020.000.008 / AFLAC PAYABLE					425.98	
				Total Check #:	**0**		**425.98**
0	**10/03/2023**	**90**	**AIRGAS USA, LLC**				
	5500151328		6/30/2023	181.16	0.00	181.16	
	03.3409.001.010 / COG - BAR SUPPLIES					181.16	
	5501553633		8/31/2023	119.56	0.00	119.56	
	03.3409.001.010 / COG - BAR SUPPLIES					119.56	
	9139627655		6/30/2023	442.94	0.00	442.94	
	03.3409.001.010 / COG - BAR SUPPLIES					442.94	
				Total Check #:	**0**		**743.66**
0	**10/03/2023**	**150**	**ALVINA SNEGACH**				
	MEETING 9-27-23		9/27/2023	130.00	0.00	130.00	
	01.4130.002.390 / EXEC - CONSULTING					130.00	
	Meeting Minutes Transcript 9-27-23						
				Total Check #:	**0**		**130.00**
0	**10/03/2023**	**210**	**AMERIGAS**				
	3155218381		9/22/2023	181.28	0.00	181.28	
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					181.28	
	3155379260		9/27/2023	119.00	0.00	119.00	
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					119.00	
	3154140556		8/23/2023	173.13	0.00	173.13	
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					173.13	
	3154320327		7/29/2023	163.62	0.00	163.62	
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					163.62	
				Total Check #:	**0**		**637.03**
0	**10/03/2023**	**250**	**AMERIGAS**				

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID: 74** **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	315523855		9/22/2023	1,974.92	0.00	1,974.92
	01.4314.003.341 / B&G - HEAT				1,974.92	
				Total Check #:	**0**	**1,974.92**
0	**10/03/2023**	**20**	**A.M.RAND COMPANY**			
	N212931		9/27/2023	494.98	0.00	494.98
	01.4312.002.612 / HWY - LARGE TOOLS				494.98	
				Total Check #:	**0**	**494.98**
0	**10/03/2023**	**560**	**BELLETETES, INC.**			
	3378390		9/22/2023	173.69	0.00	173.69
	01.4314.003.611 / B&G - SMALL TOOLS				168.57	
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8				5.12	
				Total Check #:	**0**	**173.69**
0	**10/03/2023**	**4470**	**CARDMEMBER SERVICE**			
	INV220225669		9/23/2023	199.90	0.00	199.90
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION				199.90	
	Zoom					
				Total Check #:	**0**	**199.90**
0	**10/03/2023**	**9300**	**CARDMEMBER SERVICES**			
	113-2536618-2434623		9/21/2023	39.95	0.00	39.95
	01.4314.003.611 / B&G - SMALL TOOLS				39.95	
	113-3969225-0696237		9/27/2023	125.12	0.00	125.12
	01.4130.002.611 / EXEC - UNIFORMS				125.12	
	113-7936871-6035451		9/27/2023	39.99	0.00	39.99
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES				39.99	
	113-8211420-0013008		9/21/2023	99.99	0.00	99.99
	01.4314.003.632 / B&G - OUTDOOR LIGHTING				99.99	
	LED Corn Bulb					
	113-9236805-5243438		9/25/2023	199.99	0.00	199.99
	01.4130.002.610 / EXEC - OFFICE SUPPLIES				199.99	

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 74 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	113-9522678-6872216		9/21/2023	25.17	0.00	25.17
	01.4314.003.630 / B&G - BUILDING REPAIRS					25.17
	114-8948569-7859410		9/29/2023	32.16	0.00	32.16
	01.4314.003.614 / B&G - CLEANING SUPPLIES					32.16
				Total Check #:	**0**	**562.37**
0	**10/03/2023**	**4440**	**CARDMEMBER SERVICES**			
	113-6360286-3874616		9/28/2023	156.56	0.00	156.56
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					156.56
				Total Check #:	**0**	**156.56**
0	**10/03/2023**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	21639		9/22/2023	150.00	0.00	150.00
	01.4130.002.342 / EXEC - COMPUTER SERVICES					150.00
				Total Check #:	**0**	**150.00**
0	**10/03/2023**	**7060**	**COCA COLA BOTTLING COMPANY**			
	37717991008		9/22/2023	834.64	0.00	834.64
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					834.64
				Total Check #:	**0**	**834.64**
0	**10/03/2023**	**7050**	**COCA-COLA BOTTLING COMPANY**			
	37270931016		8/25/2023	437.51	0.00	437.51
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					437.51
	37717991008		9/22/2023	69.06	0.00	69.06
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					69.06
				Total Check #:	**0**	**506.57**
0	**10/03/2023**	**1270**	**CONSOLIDATED COMMUNICATION**			
	113295354210B 9-18-23		9/18/2023	129.47	0.00	129.47
	01.4299.001.814 / PSAFE - ALARM - SECURITY					129.47
				Total Check #:	**0**	**129.47**

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 74 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/03/2023**	**1290**	**CONSOLIDATED COMMUNICATIONS**			
	6034061840317 9-24-23		9/24/2023	121.00	0.00	121.00
	01.4299.001.814 / PSAFE - ALARM - SECURITY				121.00	
				Total Check #:	**0**	**121.00**
0	**10/03/2023**	**1360**	**CONSOLIDATED COMMUNICATIONS**			
	113298733142 9/18/23		9/18/2023	117.10	0.00	117.10
	01.4299.001.813 / PSAFE - ALARM - FIRE & WATER				117.10	
				Total Check #:	**0**	**117.10**
0	**10/03/2023**	**1330**	**CONSOLIDATED COMMUNICATIONS**			
	6034019573983 9-21-23		9/23/2023	121.00	0.00	121.00
	01.4299.001.813 / PSAFE - ALARM - FIRE & WATER				121.00	
				Total Check #:	**0**	**121.00**
0	**10/03/2023**	**1300**	**CONSOLIDATED COMMUNICATIONS**			
	6034062057157 9-24-23		9/24/2023	3.60	0.00	3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE & WATER				3.60	
				Total Check #:	**0**	**3.60**
0	**10/03/2023**	**9617**	**FIRST BANK -0904 CS**			
	572005		9/25/2023	1,200.00	0.00	1,200.00
	03.4520.000.320 / REC - LICENSES & FEES				1,200.00	
				Total Check #:	**0**	**1,200.00**
0	**10/03/2023**	**2230**	**FIRST BANKCARD**			
	150036		8/08/2023	197.17	0.00	197.17
	01.4314.003.614 / B&G - CLEANING SUPPLIES				197.17	
	trash bags					
	2124 8-29-23		8/29/2023	188.82	0.00	188.82
	01.4130.002.626 / EXEC - INTEREST & LATE FEES				188.82	
	GOOGLE 8-1-23		8/01/2023	927.65	0.00	927.65

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 74 **BANK OF NH - 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					927.65	
	MSFT 8-14-23		8/14/2023	25.00	0.00		25.00
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION					25.00	
	STAMPS 8-10-23		8/10/2023	19.99	0.00		19.99
	01.4130.002.625 / EXEC - POSTAGE					19.99	
	ZOOM 8-24-23		8/24/2023	199.90	0.00		199.90
	01.4130.002.240 / EXEC - LICENSES, FEES, & EDUCATION					199.90	
				Total Check #:	**0**		**1,558.53**
0	**10/03/2023**	**7480**	**HANDYMAN HARDWARE INC.**				
	B386385		8/08/2023	79.00	0.00		79.00
	01.4312.002.610 / HWY - SHOP SUPPLIES					79.00	
	FINANCE CHG 8-31-23		8/31/2023	3.41	0.00		3.41
	01.4130.002.626 / EXEC - INTEREST & LATE FEES					3.41	
				Total Check #:	**0**		**82.41**
0	**10/03/2023**	**2630**	**HEALTH TRUST**				
	001479687		9/21/2023	13,510.29	0.00		13,510.29
	01.4314.001.210 / B&G - HEALTH INSURANCE					5,393.90	
	01.4314.001.211 / B&G - DENTAL INSURANCE					219.45	
	01.4521.001.210 / FD - HEALTH INSURANCE					1,078.78	
	01.4521.001.211 / FD - DENTAL INSURANCE					43.89	
	01.4130.001.210 / EXEC - HEALTH INSURANCE					4,315.12	
	01.4130.001.211 / EXEC - DENTAL INSURANCE					172.74	
	03.4520.001.210 / LNG - HEALTH INSURANCE					2,157.56	
	03.4520.001.211 / LNG - DENTAL INSURANCE					128.85	
				Total Check #:	**0**		**13,510.29**
0	**10/03/2023**	**2710**	**HOME DEPOT CREDIT SERVICES**				
	34020000103598		9/20/2023	313.56	0.00		313.56
	01.4314.003.611 / B&G - SMALL TOOLS					219.00	
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8					94.56	
				Total Check #:	**0**		**313.56**

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 74 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/03/2023**	**2850**	**IRVING ENERGY**			
	235814		9/05/2023	1,394.30	0.00	1,394.30
	01.4130.002.626 / EXEC - INTEREST & LATE FEES				3.41	
	01.4312.002.823 / HWY - DIESEL				1,390.89	
				Total Check #:	**0**	**1,394.30**
0	**10/03/2023**	**4090**	**NEW ENGLAND PRINTWEAR COMPANY**			
	WE-71823		8/14/2023	1,771.50	0.00	1,771.50
	03.3409.001.003 / COG - GENERAL MERCHANDISE				360.00	
	01.4130.002.611 / EXEC - UNIFORMS				1,411.50	
				Total Check #:	**0**	**1,771.50**
0	**10/03/2023**	**4150**	**NEW HAMPSHIRE LIQUOR COMMISSION**			
	230019032649		9/15/2023	395.72	0.00	395.72
	03.3409.001.006 / COG - LIQUOR				49.97	
	03.3409.001.008 / COG - WINE				345.75	
				Total Check #:	**0**	**395.72**
0	**10/03/2023**	**5700**	**STAPLES BUSINESS ADVANTAGE**			
	761585651-000001		9/26/2023	105.90	0.00	105.90
	01.4130.002.610 / EXEC - OFFICE SUPPLIES				41.96	
	01.4520.002.610 / REC - OFFICE SUPPLIES				41.96	
	01.4521.003.610 / FD - SUPPLIES				21.98	
				Total Check #:	**0**	**105.90**
0	**10/03/2023**	**9480**	**TRACTOR SUPPLY CO**			
	441859		9/27/2023	185.78	0.00	185.78
	01.4312.002.611 / HWY - SMALL TOOLS				185.78	
				Total Check #:	**0**	**185.78**
0	**10/03/2023**	**6100**	**TRACY DUFFY**			
	113-6528652-8433011		9/19/2023	79.98	0.00	79.98
	01.4314.003.630 / B&G - BUILDING REPAIRS				79.98	

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 74 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**0**	**79.98**
0	**10/03/2023**	**6180**	**UNIFIRST CORPORATION**			
	1070262420		9/21/2023	116.28	0.00	116.28
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				116.28	
				Total Check #:	**0**	**116.28**
0	**10/03/2023**	**6190**	**UNIFIRST CORPORATION**			
	1070264260		9/28/2023	83.54	0.00	83.54
	03.4523.002.612 / LNG - LOUNGE SUPPLIES				83.54	
				Total Check #:	**0**	**83.54**
0	**10/03/2023**	**9624**	**WATERVILLE ESTATES ASSOCIATION**			
	REFUND OF CIF		10/02/2023	9,449.02	0.00	9,449.02
	01.2020.000.009 / DUE TO WEA - RETURN OF CIF SKI LIGHTS				9,449.02	
	REFUND OF CIF MONIES / LED LIGHTING ON THE MOUNTAIN					
				Total Check #:	**0**	**9,449.02**

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 72 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/03/2023**	**9623**	**DEVINE MILLIMET& BRANCH**			
	006593-120277 9-29-23		9/29/2023	6,300.00	0.00	6,300.00
	02.4331.520.320 / WTR - LEGAL EXPENSES				6,300.00	
	LEGAL SERVICES RENERED AS BOND COUNSEL GENERAL OBLIGATION BOND					
				Total Check #:	**0**	**6,300.00**
0	**10/03/2023**	**2470**	**GRANITE STATE RURAL WATER ASSOCIATION**			
	11766		9/25/2023	69.00	0.00	69.00
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES				69.00	
				Total Check #:	**0**	**69.00**
0	**10/03/2023**	**2580**	**HARCROS CHEMICALS, INC.**			
	291011656		9/20/2023	1,208.00	0.00	1,208.00
	02.4331.520.865 / WTR - CHEMICALS				1,208.00	
				Total Check #:	**0**	**1,208.00**
0	**10/03/2023**	**2630**	**HEALTH TRUST**			
	001479687-W		9/21/2023	1,122.67	0.00	1,122.67
	02.4331.520.211 / WTR - DENTAL INSURANCE				43.89	
	02.4331.520.210 / WTR - HEALTH INSURANCE				1,078.78	
				Total Check #:	**0**	**1,122.67**
0	**10/03/2023**	**5700**	**STAPLES BUSINESS ADVANTAGE**			
	7615815651.000001W		9/26/2023	41.96	0.00	41.96
	02.4331.520.620 / WTR - OFFICE SUPPLIES				41.96	
				Total Check #:	**0**	**41.96**
0	**10/03/2023**	**9120**	**TEAM EJP CONCORD, NH**			
	6230708		9/14/2023	1,573.82	0.00	1,573.82
	02.4331.520.641 / WTR - SYSTEM REPAIRS				1,573.82	
				Total Check #:	**0**	**1,573.82**

Check Manifest - by Payee

Date: 10/03/2023 **Batch ID:** 72 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/03/2023**	**9480**	**TRACTOR SUPPLY CO**			
	441859-W		9/27/2023	439.50	0.00	439.50
	02.4331.520.641 / WTR - SYSTEM REPAIRS				439.50	
				Total Check #:	**0**	**439.50**

Check Manifest - by Payee

Handy Man

Date: 10/12/2023 **Batch ID:** 78 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid

10/12/2023 Check Manifest Batch: 78 Chk Count: 1 Total Amnt: 1,054.18

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	1,054.18

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 10/12/2023 **Batch ID:** 78 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/12/2023**	**7480**	**HANDYMAN HARDWARE INC.**			
	A197352.		9/20/2023	17.55	0.00	17.55
	01.4314.003.630 / B&G - BUILDING REPAIRS				19.50	
	01.4314.003.630 / B&G - BUILDING REPAIRS DISCOUNT				-1.95	
	A197533.		9/29/2023	64.57	0.00	64.57
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8				65.00	
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8 DISCOUNT				-6.50	
	01.4314.003.611 / B&G - SMALL TOOLS				6.75	
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT				-0.68	
	B391030.		9/06/2023	15.75	0.00	15.75
	01.4903.021.002 / BASKET BALL/TENNIS COURTS				17.50	
	01.4903.021.002 / BASKET BALL/TENNIS COURTS DISCOUNT				-1.75	
	B391061.		9/06/2023	54.66	0.00	54.66
	01.4314.003.632 / B&G - OUTDOOR LIGHTING				60.75	
	01.4314.003.632 / B&G - OUTDOOR LIGHTING DISCOUNT				-6.09	
	B391111.		9/06/2023	9.90	0.00	9.90
	01.4314.003.632 / B&G - OUTDOOR LIGHTING				11.00	
	01.4314.003.632 / B&G - OUTDOOR LIGHTING DISCOUNT				-1.10	
	B391325.		9/08/2023	18.00	0.00	18.00
	01.4314.003.662 / B&G - SKI AREA REPAIRS				20.00	
	01.4314.003.662 / B&G - SKI AREA REPAIRS DISCOUNT				-2.00	
	B391416.		9/08/2023	9.00	0.00	9.00
	01.4312.002.610 / HWY - SHOP SUPPLIES				10.00	
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT				-1.00	
	B391808.		9/11/2023	42.30	0.00	42.30
	01.4312.002.611 / HWY - SMALL TOOLS				47.00	
	01.4312.002.611 / HWY - SMALL TOOLS DISCOUNT				-4.70	

Check Manifest - by Payee

Date: 10/12/2023 **Batch ID:** 78 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	B392166.		9/14/2023	112.45	0.00	112.45
	01.4314.003.615 / B&G - SUPPLIES					46.50
	01.4314.003.617 / B&G - LANDSCAPING					77.50
	01.4314.003.615 / B&G - SUPPLIES DISCOUNT					-4.65
	01.4314.003.617 / B&G - LANDSCAPING DISCOUNT					-6.90
	B392307.		9/15/2023	68.85	0.00	68.85
	01.4314.003.611 / B&G - SMALL TOOLS					62.50
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT					-6.25
	01.4314.003.662 / B&G - SKI AREA REPAIRS					14.00
	01.4314.003.662 / B&G - SKI AREA REPAIRS DISCOUNT					-1.40
	B393145.		9/21/2023	47.70	0.00	47.70
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8					45.00
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8 DISCOUNT					-4.50
	01.4314.003.611 / B&G - SMALL TOOLS					8.00
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT					-0.80
	B393794.		9/25/2023	43.20	0.00	43.20
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8					48.00
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8 DISCUNT					-4.80
	B393950.		9/26/2023	78.75	0.00	78.75
	01.4314.003.611 / B&G - SMALL TOOLS					32.50
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT					-3.25
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8					55.00
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8 DISCOUNT					-5.50
	B394101.		9/27/2023	66.60	0.00	66.60
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8					51.50
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8 DISCOUNT					-5.15
	01.4314.003.611 / B&G - SMALL TOOLS					22.50
	01.4314.003.611 / B&G - SMALL TOOLS					-2.25

Check Manifest - by Payee

Date: 10/12/2023 **Batch ID:** 78 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	DISCOUNT					
	B394285.		9/28/2023	364.35	0.00	364.35
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8				403.50	
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8				-39.15	
	DISCOUNT					
	B394448.		9/29/2023	40.55	0.00	40.55
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8				45.06	
	01.4903.023.008 / BUILDING IMPROVEMENTS WA 8				-4.51	
	DISCOUNT					
				Total Check #:	**0**	**1,054.18**

Check Manifest - by Payee

Date: 10/10/2023 **Batch ID:** 76 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
10/10/2023	**Check Manifest**	**Batch:**	**76**	**Chk Count:**	**19**	**Total Amnt:**	**14,593.98**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	14,331.90
03	RECREATION FUND	262.08

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 10/10/2023 **Batch ID:** 76 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/10/2023**	**210**	**AMERIGAS**			
	3155758516		10/05/2023	85.83	0.00	85.83
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				85.83	
				Total Check #:	**0**	**85.83**
0	**10/10/2023**	**20**	**A.M.RAND COMPANY**			
	D261789		10/03/2023	171.18	0.00	171.18
	01.4314.003.824 / B&G - POWER TOOL EQUIPMENT REPAIRS				101.00	
	01.4314.003.615 / B&G - SUPPLIES				77.98	
	01.4314.003.615 / B&G - SUPPLIES				-7.80	
				Total Check #:	**0**	**171.18**
0	**10/10/2023**	**9300**	**CARDMEMBER SERVICES**			
	114-6635543-9789051		9/04/2023	22.99	0.00	22.99
	03.4520.000.690 / REC - MISC. EXPENSES				22.99	
	Cornhole Bean Bags					
				Total Check #:	**0**	**22.99**
0	**10/10/2023**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	21741		10/05/2023	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	**10/10/2023**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	100538		10/01/2023	1,001.00	0.00	1,001.00
	01.4314.003.616 / B&G - TRASH REMOVAL				1,001.00	
				Total Check #:	**0**	**1,001.00**
0	**10/10/2023**	**1920**	**EVERSOURCE**			
	56360751028 9-27-23		9/27/2023	16.59	0.00	16.59
	01.4314.003.632 / B&G - OUTDOOR LIGHTING				16.59	
				Total Check #:	**0**	**16.59**

Check Manifest - by Payee

Date: 10/10/2023 **Batch ID:** 76 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/10/2023**	**1930**	**EVERSOURCE**			
	56299101063 9-27-23		9/27/2023	4,745.69	0.00	4,745.69
	01.4314.003.340 / B&G - ELECTRIC				4,745.69	
				Total Check #:	**0**	**4,745.69**
0	**10/10/2023**	**2020**	**EVERSOURCE**			
	56244890026 9-27-23		9/27/2023	100.03	0.00	100.03
	01.4314.003.340 / B&G - ELECTRIC				100.03	
				Total Check #:	**0**	**100.03**
0	**10/10/2023**	**2030**	**EVERSOURCE**			
	56235890092 9-27-23		9/27/2023	567.86	0.00	567.86
	01.4522.002.340 / SKI - ELECTRIC				567.86	
				Total Check #:	**0**	**567.86**
0	**10/10/2023**	**2040**	**EVERSOURCE**			
	56974735011 9-27-23		9/27/2023	54.31	0.00	54.31
	01.4522.002.340 / SKI - ELECTRIC				54.31	
				Total Check #:	**0**	**54.31**
0	**10/10/2023**	**9150**	**EVERSOURCE**			
	56574890067 9-27-23		9/27/2023	145.77	0.00	145.77
	01.4522.002.340 / SKI - ELECTRIC				145.77	
				Total Check #:	**0**	**145.77**
0	**10/10/2023**	**1890**	**EVERSOURCE**			
	56996545091 9-27-23		9/27/2023	16.21	0.00	16.21
	01.4299.001.812 / PSAFE - ALARM - SECURITY				16.21	
				Total Check #:	**0**	**16.21**
0	**10/10/2023**	**1940**	**EVERSOURCE**			
	56307251074		9/26/2023	73.88	0.00	73.88

Check Manifest - by Payee

Date: 10/10/2023 **Batch ID:** 76 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
01.4314.003.340 / B&G - ELECTRIC					73.88	
			Total Check #:	**0**		**73.88**
0	**10/10/2023**	**1970**	**EVERSOURCE**			
56458399037 9-27-23		9/27/2023	16.59	0.00		16.59
01.4522.002.340 / SKI - ELECTRIC					16.59	
			Total Check #:	**0**		**16.59**
0	**10/10/2023**	**1990**	**EVERSOURCE**			
56994890085 9-27-23		9/27/2023	31.07	0.00		31.07
01.4312.003.340 / HWY - ELECTRIC					31.07	
			Total Check #:	**0**		**31.07**
0	**10/10/2023**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
S6093824.001		9/19/2023	20.38	0.00		20.38
01.4314.003.632 / B&G - OUTDOOR LIGHTING					114.55	
01.4314.003.632 / B&G - OUTDOOR LIGHTING					-94.17	
S6094251.001		9/21/2023	41.82	0.00		41.82
01.4314.003.632 / B&G - OUTDOOR LIGHTING					41.82	
			Total Check #:	**0**		**62.20**
0	**10/10/2023**	**4150**	**NEW HAMPSHIRE LIQUOR COMMISSION**			
230019040816		10/05/2023	142.93	0.00		142.93
03.3409.001.008 / COG - WINE					142.93	
			Total Check #:	**0**		**142.93**
0	**10/10/2023**	**4530**	**NUCAR FORD OF PLYMOUTH**			
46817		8/30/2023	5,035.69	0.00		5,035.69
01.4312.002.826 / HWY - VEHICLE MAINTENANCE					5,035.69	
			Total Check #:	**0**		**5,035.69**
0	**10/10/2023**	**6180**	**UNIFIRST CORPORATION**			

Check Manifest - by Payee

Date: 10/10/2023 **Batch ID:** 76 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	1070266042		10/05/2023	96.16	0.00	96.16
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					96.16
				Total Check #:	**0**	**96.16**

Handyman

Check Manifest - by Payee

Date: 10/09/2023 **Batch ID:** 79 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
10/09/2023	**Check Manifest**	**Batch:**	**79**	**Chk Count:**	**1**	**Total Amnt:**	**186.30**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	186.30

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 10/09/2023 **Batch ID:** 79 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/09/2023**	**7480**	**HANDYMAN HARDWARE INC.**			
	393350		9/22/2023	59.40	0.00	59.40
	02.4331.520.822 / WTR - PROJECTS				66.00	
	02.4331.520.822 / WTR - PROJECTS DISCOUNT				-6.60	
	B391408		9/08/2023	126.90	0.00	126.90
	02.4331.520.641 / WTR - SYSTEM REPAIRS				141.00	
	02.4331.520.641 / WTR - SYSTEM REPAIRS DISCOUNT				-14.10	
				Total Check #:	**0**	**186.30**

Check Manifest - by Payee

Date: 10/11/2023 **Batch ID:** 75 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
10/11/2023	**Check Manifest**	**Batch:**	**75**	**Chk Count:**	**15**	**Total Amnt:**	**35,613.00**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	35,613.00

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 10/11/2023 **Batch ID:** 75 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**10/11/2023**	**9632**	**ALDEN WHITNEY**			
	METER REFUND		10/04/2023	360.00	0.00	360.00
	02.3401.520.003 / REV - METER INCOME				360.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23					
				Total Check #:	**0**	**360.00**
0	**10/11/2023**	**9639**	**BENJAMIN REDDEN**			
	METER REFUND		10/04/2023	639.00	0.00	639.00
	02.3401.520.003 / REV - METER INCOME				639.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23					
				Total Check #:	**0**	**639.00**
0	**10/11/2023**	**9629**	**DANIEL AND/OR MEGHAN LULLEY**			
	METER REFUND		10/04/2023	360.00	0.00	360.00
	02.2020.000.002 / METER REFUNDS DUE				360.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23					
				Total Check #:	**0**	**360.00**
0	**10/11/2023**	**9633**	**JARED WAITKUS**			
	METER REFUND		10/04/2023	360.00	0.00	360.00
	02.2020.000.002 / METER REFUNDS DUE				360.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23					
				Total Check #:	**0**	**360.00**
0	**10/11/2023**	**9635**	**JEFFREY AND/OR JENNIFER STONER**			
	METER REFUND		10/04/2023	360.00	0.00	360.00
	02.2020.000.002 / METER REFUNDS DUE				360.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23					
				Total Check #:	**0**	**360.00**
0	**10/11/2023**	**9637**	**JEFFREY AND/OR MELANIE PERRY**			
	METER REFUND		10/04/2023	639.00	0.00	639.00
	02.2020.000.002 / METER REFUNDS DUE				639.00	

Check Manifest - by Payee

Date: 10/11/2023 **Batch ID:** 75 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**	**639.00**
0	**10/11/2023**	**9626**	**JOHN MANONEY JR**			
METER REFUND		10/04/2023	639.00	0.00	639.00	
02.2020.000.002 / METER REFUNDS DUE				639.00		
METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**	**639.00**
0	**10/11/2023**	**9636**	**KEITH AND/OR DEBORAH BARNES**			
METER REFUND		10/04/2023	584.00	0.00	584.00	
02.3401.520.003 / REV - METER INCOME				584.00		
METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**	**584.00**
0	**10/11/2023**	**9230**	**LRW WATER SERVICES**			
103408		7/09/2023	7,980.00	0.00	7,980.00	
02.4331.520.861 / WTR - LEAK REPAIRS				7,980.00		
103471		9/28/2023	16,635.00	0.00	16,635.00	
02.4331.520.861 / WTR - LEAK REPAIRS				16,635.00		
103473		9/28/2023	4,060.00	0.00	4,060.00	
02.4331.520.641 / WTR - SYSTEM REPAIRS				4,060.00		
				Total Check #:	**0**	**28,675.00**
0	**10/11/2023**	**9630**	**NANCY PERLMUTTER AND/OR JOSEPH FEINER**			
METER REFUND		10/04/2023	360.00	0.00	360.00	
02.2020.000.002 / METER REFUNDS DUE				360.00		
METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**	**360.00**
0	**10/11/2023**	**9628**	**ROBERT DIEFENBACH**			
METER REFUND		10/04/2023	639.00	0.00	639.00	
02.3401.520.003 / REV - METER INCOME				639.00		

Check Manifest - by Payee

Date: 10/11/2023 **Batch ID:** 75 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	METER PURCHASE REFUND PER COMMISSIONER VOTE 9-27-23						
				Total Check #:	**0**		**639.00**
0	**10/11/2023**	**9627**	**ROGER AND/OR DIANE PICARD**				
	METER REFUND		10/04/2023	639.00	0.00		639.00
	02.2020.000.002 / METER REFUNDS DUE					639.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**		**639.00**
0	**10/11/2023**	**9638**	**UWE AND/OR SHARLENE HEMP**				
	METER REFUND		10/04/2023	639.00	0.00		639.00
	02.2020.000.002 / METER REFUNDS DUE					639.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**		**639.00**
0	**10/11/2023**	**9631**	**VLADIMIR BAVELSKY**				
	METER REFUND		10/04/2023	360.00	0.00		360.00
	02.2020.000.002 / METER REFUNDS DUE					360.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**		**360.00**
0	**10/11/2023**	**9634**	**YURI ALTSHULER AND/OR EKATERIINA LEMBEF**				
	METER REFUND		10/04/2023	360.00	0.00		360.00
	02.2020.000.002 / METER REFUNDS DUE					360.00	
	METER PURCHASE REFUND PER COMMISSION VOTE 9-27-23						
				Total Check #:	**0**		**360.00**

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

Accounting / Procedure
RMA Administration

1. Immediately following the transmission to Commission members of Waterville Estates Village District (WEVD) of the Manifests, WEVD staff shall send electronically the Rec Fund invoices and an itemized list / manifest of proposed Rec Fund expenditures to the following Waterville Estates Association (WEA) Board officers: President, Vice-President, and Treasurer.

2. Following the completion of payroll, WEVD staff shall provide a summary of those wages, tips, & benefits paid to the employees / positions which are referenced in the Recreation Management Agreement (RMA). This summary will not include private information that identifies these employees (name, social security number, etc.) and the individual's hourly wage/salary. Instead, the payroll summary will provide the total amounts paid to all employees in each position or job classification as paid to them for the previous pay period.

Adopted & Effective on October 12, 2023

_____ _____
Commissioner Date

_____ _____
Commissioner Date

_____ _____
Commissioner Date

DRAFT

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

WEVD Public Hearing Policy

1. The Chair (or other Commissioner in the Chair's absence or to whom the Chair designates the role) will open the hearing by announcing the purpose of the Public Hearing and summarizing these rules by which people may participate.
2. The Chair will ask all persons attending the hearing at the physical location to print their names and addresses on the sign-in~~up~~ sheet.
3. The Chair will ask all persons who are attending remotely online to either send an email to the ~~AGM~~District~~, Ms. Kinney~~ at ~~wea.judy~~district@waterville-estates.com, or indicate at the appropriate time their desire to speak. The email requests can be made at any time during the hearing. ~~Ms. Kinney~~A staff member as designated by the Chair will compile a list of names and addresses in the order ~~she~~ the notice is received ~~notice~~ from those attending remotely. Once those on the list have been allowed to speak, ~~Then~~ others who are remote will have an opportunity to speak.
4. The Chair will ask all persons who are attending remotely on their telephones to call into the Community Center ~~so Ms. Kinney~~and a staff member as designated by the Chair ~~can~~ will compile a list of all those telephonic attendees (names & addresses) who wish to speak. There should be no difficulty leaving the Zoom meeting to place this call and then re-entering the meeting. THE NUMBER TO ~~REACH MS. KINNEY DURING THE RECESS~~MAKE SUCH A REQUEST IS 603~~-~~.726~~-~~.3082.
5. An explanation of the item(s) under discussion at the Public Hearing will be given by the Commission or its designees (staff, engineers, etc.). The Commissioners may ask questions to clarify or expand upon what ~~staff~~ has presented. If it is a Petitioned Article, the petitioner will have up to 10 minutes to explain the Petitioned Article.
6. The Chair will then open the meeting for public input. Each member of the public will be granted up to five (5) minutes to speak. Members of the public can only speak one (1) time until everyone has had a chance to speak. Commissioners or staff may respond but are not required to respond.
7. The Chair will first recognize those attending the physical location where the meeting is broadcast to speak during the public hearing.
8. After every member of the public who is present has had the opportunity to speak once, the Chair will call a brief recess to obtain the list of those attending remotely by Zoom or phone who have made a~~the~~ request to ~~Ms. Kinney~~speak. They will be allowed to speak up to 5 minutes in length.

PROPOSED

9. Once all members of the public who wish to address the Commission have had an opportunity to speak once, any member of the public who wishes to speak again will be given an opportunity to speak for up to five (5) minutes.
10. The Chair will then ask the Commissioners and staff if they have any additional comments.
11. The Chair will then close the Public Hearing.
12. The Chair will then consider any motions to be made at this time on the subject matter of the Public Hearing.

Adopted & Effective on February 16, 2022
Amended on October 12, 2023

PROPOSED

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

Right-To-Know Information Request Form

REQUESTER INFORMATION:

Name: _____ Date of Request: _____/_____/_____

Address: _____

Phone #: _____ Email Address: _____

DIRECTIONS: Please describe the records or information sought with enough detail for WEVD to respond to your request. Be as specific as you can about the records or information that you are seeking. If possible, include name(s), location(s), and date(s).

Pursuant to the Right-To-Know law (RSA 91-A), I am requesting public access, within 5 business days, to the governmental records reasonably described as follows:

_____

_____

_____

_____

_____

_____

_____

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PROPOSED

AVAILABILITY: Records must be available during business hours at the premises of the public body. If not immediately available, respond within five business days – provide the record, deny it in writing with reasons, or acknowledge it in writing with a note of the time needed to respond. RSA 91-A:4.

THIS PAGE IS FOR OFFICE USE ONLY

Date Received: _____ File #:_____

WEVD staff receiving request: _____

_____

This request was received as follows:

- ☐ WEVD RTK Form
- ☐ Verbal Request
- ☐ Email
- ☐ Other written form
- ☐ Received from a WEVD officer/employee/volunteer

REQUEST/REPLY GRANTED:

- ☐ We have received your request for information and will attempt to respond within _____ business days of the receipt of your request.
  If the request extends beyond five (5) business days, the following is the reason for the delay is:

  _____

  _____

  _____

- ☐ Attached is/are the document(s) we have found that address your request.
- ☐ Document (s) is/are available for your review in the office. Please make an appointment with WEVD General Manager or Assistant General Manager at (603) 726-3082

REQUEST/REPLY DENIED:

- ☐ The document contains sensitive information pertaining to internal personnel practices
- ☐ The document contains sensitive information related to medical, welfare of a person related to WEVD
- ☐ The document contains confidential, commercial or financial information, or any other record whose disclosure would be an invasion of privacy
- ☐ The document you request is protected under attorney client privilege
- ☐ The document you request is a matter of a non-public session and is at sealed at this time
- ☐ We do not have documents that address your request
- ☐ Notes or material made for personal use without a relationship to WEVD business
- ☐ Preliminary drafts, notes, memos and other records not in their final form and not disclosed or available to a quorum of a WEVD public body

POSED

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

WEVD RSA 91-A Right-to-Know Procedures
WEVD Advisory Committees, Planning Board Volunteer Requests

1. Waterville Estates Village District (WEVD) is committed to conducting its business in compliance with NH law and with transparency. District Management and staff are committed to providing to any member of the Waterville Estates community information, records, and documents in a timely manner and as required by NH law.

2. From time to time, volunteers serving on WEVD advisory committees and/or the Planning Board (PB) may need information, records, and/or documents from District staff to perform their duties and fully participate in the committee/PB process.

3. When requested, WEVD Management and staff will provide appropriate material to advisory committee and/or the PB members to assist with the actions and activities of these public bodies as time and resources allow and subject to any privacy/privilege issues.

4. When WEVD advisory committee and Planning Board members request from District staff any information, records, or documents, the committee or Planning Board member needs to expressly state whether or not the materials are sought pursuant to their role as a committee or Planning Board member or pursuant to RSA 91-A (the Right-to-Know (RTK) law). Unless expressly stated otherwise, WEVD will treat all requests for information for committee and Planning Board members as right-to-know requests.

5. Volunteers can utilize the form provided by Management to make a written request for information, records, or documents. The form can be transmitted electronically to district@waterville-estates.com or delivered to the Community Center front desk.

6. Volunteers can also request information, records, or documents orally or through email without using the form. However, volunteers must expressly state whether or not they are seeking the material(s) pursuant to RTK.

7. In the event an oral or written request is made of WEVD staff that does not identify whether or not the volunteer is seeking the materials pursuant to RSA 91-A/RTK, District staff will clarify with the person before providing the material.

DRAFT

8. WEVD advisory committee and PB volunteers and any member of the Waterville Estates community are welcome to make RTK requests for District documents. Those requests will be processed and responded to consistent with the requirements of RSA 91-A and WEVD Procedures.

9. Included with this policy is the appropriate form to be used for such committee requests.

Adopted & Effective on October 12, 2023

_____ _____

Commissioner Date

_____ _____

Commissioner Date

_____ _____

Commissioner Date

DRAFT

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

COMMITTEE/BOARD MEMBER DOCUMENT/RECORD REQUEST (NON-RTK)

Instructions: Please complete to the best of your ability. Completed forms are to be sent to the General Manager, dropped off at the front desk, or emailed directly to district@waterville-estates.com.

I, _____, pursuant to my roles and responsibilities as a member of the
Name
WEVD _____ am requesting the information, documents, and/or
Board/Committee Name
records outlined below. By completing this form I understand and acknowledge that I am not making a Right-to-Know (RTK) request pursuant to RSA 91-A. I acknowledge that any request to inspect governmental records pursuant to the Right-to-Know law (RSA 91-A) shall be made in a separate communication and/or separate form as required by WEVD procedure and New Hampshire law.

_____ _____
Signature *Date*

Documents requested: _____

_____

_____

_____

_____

_____

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_____

_____

_____

DRAFT

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

[DATE]

RE: Meter Purchase Refund

Dear [OWNER NAME],

We hope this letter finds you well. During the 2023 Annual Meeting, a negative advisory vote indicated to the WEVD Commission that the community does not want to pursue metering in the District at this time. As a result, a public hearing was held on September 27, 2023, to amend the Water Ordinance per a recommendation from the WEVD Water & Roads Committee. Following this hearing, the Commissioners voted to remove references to mandatory meter installations and any billing changes resulting from metered readings. The WEVD Commission also voted to refund the money that owners spent to purchase a meter from the District while the previous version of the ordinance was in effect.

Enclosed with this communication is a refund check in the amount of [AMOUNT] for the purchase of a water meter that was installed in the home located at [ADDRESS] that you purchased as the District believes you are the designated recipient of such refund. If you feel you are receiving this refund in error, or that you are not the designated recipient of this refund, please contact the District to inform them of the rightful recipient.

If you have any questions, please contact Allison Smith at a.smith@waterville-estates.com or via phone at 603-726-3082.

Sincerely,

Allison Smith
Water Department Administrator
WEVD Administrative Assistant
a.smith@waterville-estates.com
603-726-3082

DRAFT

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

October ___, 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.

Maureen Patti Motions for October 12, 2023:

1. **Agenda Item # 5 A, Adoption of minutes –**
   Proposed Amendments to minutes of September 27, 2023:

    1. Page 1, line 4 – add Gerry Panuczak as Attendee
    2. Page 1, line 13 – delete typo 'noted'
    3. Page 1, line 22 – correct typo "**to WEA**."
    4. Page 1, line 25 – insert after 'quoted to' the following: "the homeowners association, Waterville Estates Association (WEA),…"
    5. Page 1, lines 25, 26 – modify sentence to read "…and approved by the Commission through a Public Hearing accepting the CIF funds."
    6. Page 2, line 38 – delete 'will'
    7. Page 2, line 49 – delete 'of it' AND substitute "Annual" for 'Town'
    8. Page 2, line 52 – insert "mandatory" after 'requiring' AND substitute "construction" for 'homeowners'
    9. Page 2, line 64 – delete 'find out' AND substitute "discover the sentiment of" for 'sentiment'
    10. Page 3, line 83 – insert after 'agreed' the following: "with the suggestion of Ms. Smith, Water Department Administrator,"
    11. Page 4, line 107 – delete typo 'so'
    12. Page 4, line 117 – insert after 'Also' the words "the Commissioners and GM" AND delete 'was' after 'discussed'
    13. Page 5, line 144 – substitute "subcontractor' for "District"
    14. Page 5, line 151 – substitute "receive" for 'store'
    15. Page 5, line 152 – delete typo, the 2nd 'new'
    16. Page 5, line 161 – insert after '…explained that' the following: "the well company has already begun their work." AND start a new sentence with "This…" AND substitute "he" for 'then'
    17. Page 7, line 208 – delete 'how to find out the' AND insert "whether to address"
    18. Page 7, line 209 – insert "if" between 'out' and 'a' AND insert "could be devised and" after 'method'
    19. Page 7, line 222 – correct typo "addresses" instead of address'
    20. Page 8, line 242 – correct typo October 11th not 10th

2. **RTK Information Request Form – Agenda Item # 10 C:**
    a. Modify the "AVAILABILITY" paragraph as follows: "If not immediately available, WEVD to respond in writing within five (5) business days with: (1) record will be provided, (2) request denied including reasons, or (3) additional time is needed to determine whether request shall be granted or denied, with estimate of time reasonably necessary to make such determination and the reason for the delay. RSA 91-A:4."