WEVD COMMISSION MEETING AGENDA
Wednesday, November 29, 2023, at 4 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. November 8, 2023
6. Treasurer's Report
7. GM's Report
8. CONSENT CALENDAR
    a. Manifests
    b. Treasurer’s Report
9. GENERAL CALENDAR ITEMS
    a. Update from WEA re: mailboxes
    b. Setting additional mandatory meetings for 2024 Annual Meeting
    c. Signing 2024 RMA
    d. Service Yard employee facilities
    e. WEVD Financial Update
    f. Outsourcing Payroll
    g. New Timekeeping System
10. Next Meeting & Public Hearing re: Accepting Improvements to District Assets Funded with CIF Monies: Wednesday, December 13, 2023 @ 6 p.m.
11. Public Comment Period
12. Non-Public Session
13. Adjourn Meeting

562 Winterbrook Road Campton, NH 03223

Phone: (603) 726-3082 | Fax: (603) 726-8611

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WEVD 2023 Meeting Draft Minutes
November 8, 2023 – 6:00 PM

Attendees: Commissioners Gerri Panuczak and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith. Members of the public: Harry Bertino, Eric Hershey, Dave Ketcham, Sean Slattery

Members excused: Maureen Patti

Attendees via Zoom: Tom H., Bill Donohue, and Jaime Oldmixon.

Call to order: Commission Panuczak noted called the meeting to order at 6:00 PM.

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

Roll Call of Commissioners: Mr. Panuczak and Mr. Spinney were present in person at the Summit Lounge.

Adoption of Agenda.
There were no changes to the agenda.
Mr. Panuczak made motion to approve the agenda. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye.

Hershey/Slattery Boundary Line Adjustment
Sean Slattery and Pam Hershey, 517 Winterbrook Road, explained that their leach field had failed and preliminary investigation revealed that there was an issue with their property boundary line and most of their house, leach field, septic system and piping are not on their property. They requested approval to proceed with repairing the septic system and leech field as this is a pressing matter. Mr. Panuczak further explained that once the system is fixed they would need to adjust the property line to make sure that their house and septic system are on their land. They would only affect the District common land by doing so, and they in return will preserve 1.3 acres of land on the other side of their property to make sure that the District land remains the same in size.

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Mr. Panuczak made a motion to allow owners of record of 517 Winterbrook Road to complete septic and leach field repair work even though the system components are on District property. Additionally, the District and owner will work toward determining how to best redefine the property lines of 517 Winterbrook Road such that lot improvements are no longer on District property. Mr. Spinney duly seconded.

There was a question from Dave Ketcham about the lay of the land and where the common land is that is affected. Upon further clarification, it was identified as common land belonging to a homeowner cluster and not the District.

The commission expressed support for Slatter's plan but was unable to decide in this case as they lacked authority. The motion was dropped, and Slatter was advised to contact the cluster homeowners as the majority of the cluster homeowners would make the decision on the common cluster property.

Mailbox update, Paving walkway

James Cahill, from the WEA Commissioners, via Zoom provided an update on the mailboxes and the pavement of the walkway. He said that they mailboxes have been ordered and shipping should take four to six weeks. He noted that in the meantime it will be communicated to the people who have existing mailboxes that they would need to pick up their mail at the post office for the time being. Mr. Cahill said that he will provide a written description of what is going to happen so people know what to expect. After that, he said, they will be offering all the existing Waterville Estates full time residents the remaining mailboxes, and after that the remaining mailboxes will be available to the existing non-resident homeowners in the Estates. Everything will be done on a first come first served basis. Phase two will allow for those who did not get a mailbox to get one then. Mr. Cahill said that part of Phase two will also be repaving the walkway so that the post office driver could turn around in the space. Mr. Beard said that it should be done next weekend and that WEA had agreed to pay the vendor directory for that portion. Ms. Patti noted that after that portion of the walkway is done, the Commission will hold a public hearing to accept the amount paid for the improvements to the District property. Mr. Panuczak added that the value of the mailboxes and the driveway will also have to be accepted via a public hearing.

Approval of Minutes

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a. October 12, 2023

Mr. Panuczak made a motion to amend the 10/12/2023 meeting minutes according to the list of changes Ms. Patti prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak made a motion adopt the amended the 10/12/2023 meeting. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye.

b. October 24, 2023

Mr. Panuczak made a motion to amend the 10/24/2023 meeting minutes according to the list of changes Ms. Patti prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak made a motion adopt the amended the 10/24/2023 meeting. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye.

c. October 25, 2023

Mr. Panuczak made a motion to amend the 10/25/2023 meeting minutes according to the list of changes Ms. Patti prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak made a motion adopt the amended the 10/25/2023 meeting. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye.

GM's Report

Mr. Beard spoke about the following:

1. Still making progress with snowmaking at Campton Mountain. Well company is coming this or early next week to install the well pump. Mr. Beard ordered the booster pump shed and it should arrive in a couple of weeks. This Saturday the electrical conduit will be installed. Mr. Beard had met with the water tank rental and the District will be renting a 21 thousand gallon tank for three months. Mr. Panuczak added that all these things are being paid for by WEA.
2. The pine trees that were adversely affecting the new court surface have been removed.

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3. The Pegwood Water Line Project is progressing slowly as there has been more ledge discovered to blast. He said that it will probably not be finished by wintertime but the road will be graded and compacted for winter use.

There was discussion about the project going over budget due to the ledge discovery.
There was another discussion about the financials were discussed, now that the District moved its accounts to the Bank of NH, with a particular focus on interest earned from the general fund sweep account. The balance in the general fund sweep account was noted to be $614,823.66, with interest year-to-date amounting to $7,234.53. In the water account, the balance was $482,226.58, with interest totaling $257.75. The overall interest earned across both accounts was nearly $10,000 since switching to Bank of New Hampshire, providing a substantial increase compared to the previous bank.

Next was the financial report discussion, and it was highlighted that the District's actual expenditures were running ahead of the budget, standing at 91.67% of the year, while expenses were at 74.8%. Specific lines such as Building and Grounds and Streets were also discussed, with expenditures generally within budgeted limits. The water fund showed a similar trend, with expenses at 91.67% and 81.8% of the year and actual budget, respectively. Capital presentation projects were noted to be at 56%, and it was emphasized that all budgets were within the designated limits. The transparency of the financial information was stressed,
and a motion was made to attach these reports to the minutes for public accessibility, providing clarity on budgeted and actual expenditures.
Mr. Spinney made a motion to attach the financial reports to the minutes of this meeting. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Panuczak – aye.

Committee / Planning Commissioners Reports:

b. Water & Roads
The Committee will be meeting tomorrow morning.

c. Outdoor Courts
Dave Ketcham, from the Outdoor Courts Committee, said that he submitted the last set of minutes and proposed to dissolve the committee based on their recommendation. The outdoor courts were

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discussed, highlighting the improvements made with the initial estimates and the use of a 5% buffer for asphalt overages.
Mr. Panuczak *made a motion, based on the recommendation of the Outdoor Courts Committee, to dissolve the Outdoor Courts Committee. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Panuczak – aye.*
Members recognized the tremendous asset the courts have become and the great work done by the Committee to achieve that.

Budget Advisory Committee
Mr. Spinney provided an update on the BAC which is meeting weekly and has reviewed building and grounds, roads, and water presentations. The committee is on track to finalize the budget by the second or third week of December. He provided updates on WEA's 2024 contributions that are being discussed, estimated at $600,000 for RMA and $110,000 for CIF. Mr. Spinney said that the budget process is going well, with positive impacts from recent accounting changes.

CONSENT CALENDAR

Manifests
Mr. Panuczak made a motion to approve the Manifests contained in the meeting handout. Motion was seconded by Mr. Spinney and passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

GENERAL CALENDAR ITEMS

a. Setting Annual Meeting date for 2024
After a brief discussion members agreed on March 16, 2024.
Mr. Panuczak made a motion to set the date for the WEVD Annual Meeting on March 16, 2024. Motion was seconded by Mr. Spinney and passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

b. Set December Public Hearing re: '23 WEA funded improvements to District assets – Unanticipated Revenue -- (Snowmaking preparations, Paving to prepare for New Mailbox structure, New Mailboxes (if installed in 2023), etc.)

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The members agreed to schedule the public hearing for the 2023 WEA funded improvements to District assets – Unanticipated Revenue for December 13, 2023, focusing on snowmaking preparations and paving. It was noted that new mailboxes might be excluded from this hearing due to uncertainties regarding their installation.

Mr. Panuczak made a motion to set the date for the 2023 WEA funded improvements to District assets – Unanticipated Revenue for December 13, 2023. Motion was seconded by Mr. Spinney and passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

c. ADA Accessibility Committee – no additional volunteer – Eliminate the committee?

Mr. Panuczak made a motion that given that the ADA Accessibility Committee has completed a great deal of work with the WEVD Management to make the Community Center and Campton Mountain Ski Lodge more accessible, given that the ADA Accessibility Committee has not been able to attract additional volunteers, given that the District funded a comprehensive assessment of the compliance in District facilities and WEVD Management is working to improve those items identified in the report, Given that the District has adopted a policy to ensure ADA Accessibility is addressed in future Waterville Estates Village District construction, renovation & repairs (policy below) move to dissolve the WEVD ADA Accessibility Committee. Mr. Spinney duly seconded.

Mr. Panuczak read from the Governing Body Policy for Facility Maintenance "1. Any new construction project or major repair that goes out to bid for buildings or walkways will require the bidder to indicate ADA compliance in the design and construction. 2. Any significant project undertaken by staff that impact accessibility will require review and comment by the ADA committee."

Mr. Spinney noted that the Committee has not been able to have a meeting due to quorum issues. He also noted that the policy will have be amended to reflect the change and ensure ongoing compliance with accessibility standards.

Motion was seconded by Mr. Spinney and passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

d. WEA commitment of CIF for 2024

Projected WEA Commitment to CIF of $110,000 was discussed. Project updates included plans for a playground, storage for tables and chairs, and upgrades to the back portions of the building, including residing and fixing. The Beer Shack or shed was also mentioned, with recommendations from the Outdoor Committee to target available funds for benches in the back.

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Appreciation was expressed for the financial support from WEA, and the importance of their contributions to the Village District was acknowledged.

e. Marketing Campton Mountain and venues – contract and cost

Mr. Panuczak spoke about a proposal sought by the District from EVP Marketing and Media to enhance the marketing and media presence of Campton Mountain ski area and other potential public access venues. The proposal includes website improvements, online ticketing, social media management, and other marketing services. The total cost of the contract is $4,500, with the Waterville Estates Association (WEA) committing to fund half of it.

The discussion also touched upon whether the funds should come from the Recreation Fund or the General Fund, with a suggestion to use the general fund initially and reevaluate later. Mr. Beard noted that this could be treated as a third party expenditure and could come out of the Rec Fund.

The Commissioners emphasized the importance of improving the digital presence and marketing efforts to attract more visitors to Campton Mountain.

Mr. Spinney made a motion to accept the terms of this contract the sum of which is $4,500 of which $2,250 is to be paid by WEA and the remaining $2,250 to be paid by the District. Motion was seconded by Mr. Panuczak and passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

Next Meeting: a. Wednesday, November 22, 2023 @ 4 p.m.

Public Comment Period

- Harry Bertino, 2710 Condo Road, requested clarification on the interpretation of "bedrooms plus one" from ASHRAE 62.2, as discussed during a public hearing.

The Commissioners explained that the definition is based on the number of bedrooms recorded in town records, with each bedroom counted as one person, and an additional person added for the "plus one." The calculation is used to determine water rates.

- Mr. Bertino expressed confusion (several times), suggesting that the method produces a fictitious number of occupants. He also argued that there is a definition of persons.

The Commissioners maintained that they follow the ordinance in using the “number of bedrooms plus one” formula and offered to provide a copy of the Ordinance for reference.

There was nobody else willing to address the Commission either in person or electronically.

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Non-Public Session

Mr. Panuczak motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a). Mr. Spinney duly seconded motion and it passed at 7:06 PM by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

Non-public session was entered at 7:07 PM, Commissioners Panuczak and Spinney were present in person as well as the General Manager Ron Beard and Water Department Administrator Allison Smith.

Resumption of Public Session

Mr. Panuczak motioned to exit non-public session at 7:40 PM, Mr. Spinney duly seconded and the motion passed by a 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

Public session was entered at 7:40 PM. Commissioners Panuczak, and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Panuczak, a second by Mr. Spinney, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner Motion carried by a 2:0 roll call vote: 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 2:0 roll call vote: Mr. Spinney – aye, Mr. Panuczak - aye.

Meeting adjourned at 7:41 PM.

Prepared by Alvina Snegach

Attachments: General Fund Sweep and Expenditure Detail by Account.

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BNH
Bank of New Hampshire

Good Morning, RONALD BEARD

General Fund Sweep

Last Updated: November 8, 2023 8:00 AM

$614,823.66
Current Balance

Transactions | Details & Settings

DETAILS

Current Balance	$614,823.66	**Interest Rate**	0.00%
Last Deposit Amount	$21,211.23	**Last Deposit Date**	Nov 6, 2023
Last Statement Balance	$0.00	**Previous year-to-date interest amount**	$0.00
Year-to-date interest amount	$7,234.53	**Accrued Interest**	$457.22
Account Number			

SETTINGS

Online Display Name

General Fund Sweep

Visibility on Home

Text Banking

You are not enrolled in Text Banking, enroll in Settings

BNH
Bank of New Hampshire

Good Morning, RONALD BEARD

Water Sweep

Last Updated: November 8, 2023 8:00 AM

$482,226.58
Current Balance

Transactions | Details & Settings

DETAILS

Current Balance	$482,226.58	**Interest Rate**	0.00%
Last Deposit Amount	$1,578.93	**Last Deposit Date**	Nov 7, 2023
Last Statement Balance	$0.00	**Previous year-to-date interest amount**	$0.00
Year-to-date interest amount	$2,577.15	**Accrued Interest**	$357.71
Account Number			

SETTINGS

Online Display Name

Water Sweep

Visibility on Home

Text Banking

You are not enrolled in Text Banking, enroll in Settings

EXPENDITURE DETAIL BY ACCOUNT

Report for: EXECUTIVE ALL FUNDS Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - VILLAGE DISTRICT FUND							
4130 - GENERAL GOVERNMENT: EXECUTIVE							
01.4130.001.110	EXEC - GENERAL MANAGER	86,625.00	3,666.08	80,442.74	0.00	6,182.26	92.86
01.4130.001.111	EXEC - ASSISTANT GENERAL MANAGER	80,880.00	0.00	47,892.51	0.00	32,987.49	59.21
01.4130.001.112	EXEC - MUNICIPAL ASSISTANT	54,809.00	1,078.75	23,011.61	0.00	31,797.39	41.99
01.4130.001.113	EXEC - ADMINISTRATIVE ASSISTANT	15,190.00	2,707.68	44,082.43	0.00	(28,892.43)	290.21
01.4130.001.114	EXEC - BONUSES	12,000.00	0.00	0.00	0.00	12,000.00	0.00
01.4130.001.115	EXEC - COMMISSIONERS STIPEND AND EXPENSES	6,180.00	0.00	50.00	0.00	6,130.00	0.81
01.4130.001.116	EXEC - PAYROLL EXPENSE	1,666.00	0.00	0.00	0.00	1,666.00	0.00
01.4130.001.119	EXEC - ADMIN ASST - OVERTIME	0.00	0.00	255.08	0.00	(255.08)	0.00
01.4130.001.210	EXEC - HEALTH INSURANCE	55,782.00	(99.58)	44,787.51	0.00	10,994.49	80.29
01.4130.001.211	EXEC - DENTAL INSURANCE	1,991.00	(28.33)	1,686.83	0.00	304.17	84.72
01.4130.001.220	EXEC - PAYROLL TAX EXPENSE	19,665.00	570.13	16,615.30	0.00	3,049.70	84.49
01.4130.001.230	EXEC - RETIREMENT	33,168.00	900.30	26,582.01	0.00	6,585.99	80.14
01.4130.001.260	EXEC - WORKERS' COMPENSATION	33,000.00	0.00	18,753.20	0.00	14,246.80	56.83
01.4130.001.291	EXEC - TRAVEL REIMBURSEMENTS	824.00	0.00	310.17	0.00	513.83	37.64
01.4130.002.240	EXEC - EDUCATION	6,000.00	0.00	1,261.75	0.00	4,738.25	21.03
01.4130.002.261	EXEC - PROPERTY & LIABILITY INSRANCE	23,000.00	0.00	6,108.00	0.00	16,892.00	26.56
01.4130.002.301	EXEC - ACCOUNT & AUDTING	20,000.00	0.00	17,125.00	0.00	2,875.00	85.63
01.4130.002.305	EXEC - ADVERTISING	9,000.00	0.00	1,166.38	0.00	7,833.62	12.96
01.4130.002.320	EXEC - LICENSES & FEES	32,462.00	0.00	15,444.78	0.00	17,017.22	47.58
01.4130.002.322	EXEC - ANNUAL MEETING	7,000.00	0.00	6,843.06	0.00	156.94	97.76
01.4130.002.323	EXEC - LEGAL SERVICES	50,000.00	0.00	15,934.00	0.00	34,066.00	31.87
01.4130.002.325	EXEC - INTEREST & LATE FEES	900.00	0.00	334.63	0.00	565.37	37.18
01.4130.002.342	EXEC - COMPUTER SERVICES	15,000.00	0.00	22,809.12	0.00	(7,809.12)	152.06
01.4130.002.343	EXEC - WEBSITE MAINTENANCE	3,308.00	0.00	1,157.55	0.00	2,150.45	34.99
01.4130.002.350	EXEC - TELEPHONE & INTERNET	2,627.00	0.00	1,543.28	0.00	1,083.72	58.75
01.4130.002.351	EXEC - CELL PHONES	2,340.00	0.00	4,862.79	0.00	(2,522.79)	207.81
01.4130.002.390	EXEC - CONSULTING	21,000.00	0.00	52,017.87	0.00	(31,017.87)	247.70
01.4130.002.393	EXEC - DOCUMENT RETENTION	3,361.00	0.00	120.00	0.00	3,241.00	3.57
01.4130.002.609	EXEC - UNIFORMS	1,545.00	0.00	1,449.72	0.00	95.28	93.83
01.4130.002.610	EXEC - OFFICE SUPPLIES	4,880.00	0.00	3,788.16	0.00	1,091.84	77.63
01.4130.002.618	EXEC - COPIER LEASE	0.00	0.00	141.25	0.00	(141.25)	0.00
01.4130.002.620	EXEC - MISCELLANEOUS EXPENSSE	5,000.00	0.00	593.97	0.00	4,406.03	11.88
01.4130.002.625	EXEC - POSTAGE	2,000.00	0.00	561.37	0.00	1,438.63	28.07
4130 - GENERAL GOVERNMENT: EXECUTIVE		**611,203.00**	**8,795.03**	**457,732.07**	**0.00**	**153,470.93**	**74.89**
01 - VILLAGE DISTRICT FUND		**611,203.00**	**8,795.03**	**457,732.07**	**0.00**	**153,470.93**	**74.89**
		611,203.00	**8,795.03**	**457,732.07**	**0.00**	**153,470.93**	**74.89**

EXPENDITURE DETAIL BY ACCOUNT

Report for: BUILDINGS & GROUNDS ALL FUNDS Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - VILLAGE DISTRICT FUND							
4314 - BUILDING & GROUNDS							
01.4314.001.110	B&G- WAGES - BUILDING	159,644.00	5,173.05	146,334.30	0.00	13,309.70	91.66
01.4314.001.111	B&G - WAGES - CLEANING	90,549.00	2,669.64	67,238.01	0.00	23,310.99	74.26
01.4314.001.112	B&G - WAGES - GROUNDS	2,340.00	0.00	325.60	0.00	2,014.40	13.91
01.4314.001.119	B&G - WAGES OVERTIME	0.00	891.80	10,412.02	0.00	(10,412.02)	0.00
01.4314.001.210	B&G - HEALTH INSURANCE	72,494.00	0.00	59,332.90	0.00	13,161.10	81.85
01.4314.001.211	B&G - DENTAL INSURANCE	3,002.00	0.00	2,413.95	0.00	588.05	80.41
01.4314.001.220	B&G - PAYROLL TAX EXPENSE	21,141.00	679.68	17,357.29	0.00	3,783.71	82.10
01.4314.001.230	B&G - RETIREMENT	33,838.00	1,164.38	28,846.47	0.00	4,991.53	85.25
01.4314.002.240	B&G - EDUCATION	2,500.00	0.00	1,514.83	0.00	985.17	60.59
01.4314.002.261	B&G - PROPERTY & LIABILITY INSURANCE	0.00	0.00	381.56	0.00	(381.56)	0.00
01.4314.002.291	B&G - TRAVEL	258.00	0.00	88.78	0.00	169.22	34.41
01.4314.002.351	B&G - CELL PHONES	0.00	0.00	500.00	0.00	(500.00)	0.00
01.4314.003.340	B&G - ELECTRIC	60,000.00	3,908.52	46,230.37	0.00	13,769.63	77.05
01.4314.003.341	B&G - HEAT	50,000.00	0.00	35,801.93	0.00	14,198.07	71.60
01.4314.003.346	B&G - WATER	5,000.00	0.00	2,883.25	0.00	2,116.75	57.67
01.4314.003.609	B&G - DEPT UNIFORMS	0.00	0.00	1,594.19	0.00	(1,594.19)	0.00
01.4314.003.610	B&G - MAINTENANCE SUPPLIES	2,000.00	0.00	1,483.27	0.00	516.73	74.16
01.4314.003.611	B&G - SMALL TOOLS	5,000.00	0.00	3,504.34	0.00	1,495.66	70.09
01.4314.003.612	B&G - LARGE TOOLS	2,000.00	0.00	459.99	0.00	1,540.01	23.00
01.4314.003.613	B&G - GROUNDS REPAIRS & MAINTENANCE	5,000.00	0.00	3,882.23	0.00	1,117.77	77.64
01.4314.003.614	B&G - CLEANING SUPPLIES	6,000.00	0.00	3,188.56	0.00	2,811.44	53.14
01.4314.003.615	B&G - SUPPLIES	1,030.00	0.00	670.59	0.00	359.41	65.11
01.4314.003.616	B&G - TRASH REMOVAL	9,500.00	0.00	11,665.60	0.00	(2,165.60)	122.80
01.4314.003.617	B&G - LANDSCAPING	8,000.00	0.00	7,933.57	0.00	66.43	99.17
01.4314.003.630	B&G - BUILDING REPAIRS	40,000.00	0.00	49,543.22	0.00	(9,543.22)	123.86
01.4314.003.632	B&G - OUTDOOR LIGHTING	6,000.00	0.00	1,796.34	0.00	4,203.66	29.94
01.4314.003.640	B&G - CARPET CLEANING	2,000.00	0.00	430.00	0.00	1,570.00	21.50
01.4314.003.821	B&G - STATE INSPECTIONS	0.00	0.00	200.00	0.00	(200.00)	0.00
01.4314.003.822	B&G - DAM INSPECTION	1,000.00	0.00	800.00	0.00	200.00	80.00
01.4314.003.823	B&G - VEHICLE FUEL	3,000.00	0.00	3,831.47	0.00	(831.47)	127.72
01.4314.003.824	B&G - POWER TOOL EQUIPMENT REPAIRS	100.00	0.00	274.78	0.00	(174.78)	274.78
01.4314.003.826	B&G - VEHICLE MAINTENANCE	0.00	0.00	20,039.44	0.00	(20,039.44)	0.00
01.4314.003.827	B&G - EQUIPMENT REPAIRS	0.00	0.00	883.60	0.00	(883.60)	0.00
4314 - BUILDING & GROUNDS		**591,396.00**	**14,487.07**	**531,842.45**	**0.00**	**59,553.55**	**89.93**
01 - VILLAGE DISTRICT FUND		**591,396.00**	**14,487.07**	**531,842.45**	**0.00**	**59,553.55**	**89.93**
		591,396.00	**14,487.07**	**531,842.45**	**0.00**	**59,553.55**	**89.93**

EXPENDITURE DETAIL BY ACCOUNT

Report for: ROADS ALL FUNDS Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - VILLAGE DISTRICT FUND							
4312 - HIGHWAY AND STREETS							
01.4312.001.110	HWY - WAGES - ROAD	73,430.00	967.12	61,813.08	0.00	11,616.92	84.18
01.4312.001.112	HWY - WAGES - PLOWING	15,042.00	0.00	17,648.70	0.00	(2,606.70)	117.33
01.4312.001.119	HWY - WAGES OVERTIME	0.00	44.63	4,179.72	0.00	(4,179.72)	0.00
01.4312.001.210	HWY - HEALTH INSURANCE	19,418.00	0.00	12,945.36	0.00	6,472.64	66.67
01.4312.001.211	HWY - DENTAL INSURANCE	790.00	0.00	493.97	0.00	296.03	62.53
01.4312.001.220	HWY - PAYROLL TAX EXPENSE	6,932.00	77.41	6,730.11	0.00	201.89	97.09
01.4312.001.230	HWY - RETIREMENT	13,347.00	136.89	11,880.67	0.00	1,466.33	89.01
01.4312.001.390	HWY - CONSULTING	10,000.00	0.00	6,680.00	0.00	3,320.00	66.80
01.4312.002.240	HWY - EDUCATION	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01.4312.002.261	HWY - PROPERTY & LIABILITY INSURANCE	0.00	0.00	1,867.24	0.00	(1,867.24)	0.00
01.4312.002.291	HWY - TRAVEL	515.00	0.00	41.16	0.00	473.84	7.99
01.4312.002.350	HWY - TELEPHONE & INTERNET	1,692.00	0.00	1,402.32	0.00	289.68	82.88
01.4312.002.351	HWY - CELL PHONES	1,728.00	0.00	830.75	0.00	897.25	48.08
01.4312.002.390	HWY - SUBCONTRACTORS	7,500.00	0.00	6,887.50	0.00	612.50	91.83
01.4312.002.432	[IA] HWY - VEHCILE MAINTENANCE	0.00	1,002.25	1,002.25	0.00	(1,002.25)	0.00
01.4312.002.609	HWY - DEPT UNIFORMS	0.00	0.00	659.92	0.00	(659.92)	0.00
01.4312.002.610	HWY - SHOP SUPPLIES	3,000.00	0.00	2,716.24	0.00	283.76	90.54
01.4312.002.611	HWY - SMALL TOOLS	2,224.00	0.00	1,972.62	0.00	251.38	88.70
01.4312.002.612	HWY - LARGE TOOLS	2,000.00	0.00	1,912.94	0.00	87.06	95.65
01.4312.002.613	HWY - ROAD MATERIALS	7,000.00	0.00	2,537.08	0.00	4,462.92	36.24
01.4312.002.614	HWY - CALCIUM/MAGNESIUM CHLORIDE	3,000.00	0.00	0.00	0.00	3,000.00	0.00
01.4312.002.814	HWY - CRIMINAL RECORDS	0.00	0.00	25.00	0.00	(25.00)	0.00
01.4312.002.816	HWY - COLD PATCH	4,000.00	0.00	0.00	0.00	4,000.00	0.00
01.4312.002.817	HWY - ROAD SWEEPING	10,000.00	0.00	3,802.50	0.00	6,197.50	38.03
01.4312.002.818	HWY - CULVERT REPAIRS	3,000.00	0.00	175.00	0.00	2,825.00	5.83
01.4312.002.819	HWY - ROAD SAND & SALT	20,000.00	0.00	17,097.22	0.00	2,902.78	85.49
01.4312.002.820	HWY - EQUIPMENT RENTAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
01.4312.002.821	HWY - EQUIPMENT REPAIR	5,000.00	0.00	2,823.06	0.00	2,176.94	56.46
01.4312.002.822	HWY - PROJECTS	8,000.00	0.00	136.20	0.00	7,863.80	1.70
01.4312.002.823	HWY - DIESEL	15,000.00	0.00	9,587.96	0.00	5,412.04	63.92
01.4312.002.824	HWY - EQUIPMENT MAINTNANCE	3,000.00	0.00	2,584.15	0.00	415.85	86.14
01.4312.002.825	HWY - OIL & FILTERS	3,000.00	0.00	339.13	0.00	2,660.87	11.30
01.4312.002.826	HWY - VEHICLE MAINTENANCE	13,000.00	0.00	23,400.16	0.00	(10,400.16)	180.00
01.4312.002.827	HWY - GRADING	10,500.00	0.00	7,778.70	0.00	2,721.30	74.08
01.4312.002.828	HWY - BODY MAINTENANCE	2,000.00	0.00	494.60	0.00	1,505.40	24.73
01.4312.002.829	HWY - EQUIPMENT REPAIRS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
01.4312.003.340	HWY - ELECTRIC	3,000.00	61.00	2,043.02	0.00	956.98	68.10

EXPENDITURE DETAIL BY ACCOUNT

Report for: ROADS ALL FUNDS Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01.4312.003.341	HWY - HEAT	11,000.00	0.00	1,530.62	0.00	9,469.38	13.91
4312 - HIGHWAY AND STREETS		**286,118.00**	**2,289.30**	**216,018.95**	**0.00**	**70,099.05**	**75.50**
01 - VILLAGE DISTRICT FUND		**286,118.00**	**2,289.30**	**216,018.95**	**0.00**	**70,099.05**	**75.50**
		286,118.00	**2,289.30**	**216,018.95**	**0.00**	**70,099.05**	**75.50**

EXPENDITURE DETAIL BY ACCOUNT

Report for: WAGES ALL FUNDS Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - VILLAGE DISTRICT FUND							
4130 - GENERAL GOVERNMENT: EXECUTIVE							
01.4130.001.110	EXEC - GENERAL MANAGER	86,625.00	3,666.08	80,442.74	0.00	6,182.26	92.86
01.4130.001.111	EXEC - ASSISTANT GENERAL MANAGER	80,880.00	0.00	47,892.51	0.00	32,987.49	59.21
01.4130.001.112	EXEC - MUNICIPAL ASSISTANT	54,809.00	1,078.75	23,011.61	0.00	31,797.39	41.99
01.4130.001.113	EXEC - ADMINISTRATIVE ASSISTANT	15,190.00	2,707.68	44,082.43	0.00	(28,892.43)	290.21
01.4130.001.116	EXEC - PAYROLL EXPENSE	1,666.00	0.00	0.00	0.00	1,666.00	0.00
4130 - GENERAL GOVERNMENT: EXECUTIVE		**239,170.00**	**7,452.51**	**195,429.29**	**0.00**	**43,740.71**	**81.71**
4312 - HIGHWAY AND STREETS							
01.4312.001.110	HWY - WAGES - ROAD	73,430.00	967.12	61,813.08	0.00	11,616.92	84.18
01.4312.001.112	HWY - WAGES - PLOWING	15,042.00	0.00	17,648.70	0.00	(2,606.70)	117.33
4312 - HIGHWAY AND STREETS		**88,472.00**	**967.12**	**79,461.78**	**0.00**	**9,010.22**	**89.82**
4314 - BUILDING & GROUNDS							
01.4314.001.110	B&G- WAGES - BUILDING	159,644.00	5,173.05	146,334.30	0.00	13,309.70	91.66
01.4314.001.111	B&G - WAGES - CLEANING	90,549.00	2,669.64	67,238.01	0.00	23,310.99	74.26
01.4314.001.112	B&G - WAGES - GROUNDS	2,340.00	0.00	325.60	0.00	2,014.40	13.91
4314 - BUILDING & GROUNDS		**252,533.00**	**7,842.69**	**213,897.91**	**0.00**	**38,635.09**	**84.70**
4521 - FRONT DESK							
01.4521.001.110	FD - WAGES - FRONT DESK	100,023.00	4,235.16	82,911.92	0.00	17,111.08	82.89
4521 - FRONT DESK		**100,023.00**	**4,235.16**	**82,911.92**	**0.00**	**17,111.08**	**82.89**
4522 - SKI AREA							
01.4522.001.113	SKI - WAGES - CLEANING	0.00	0.00	560.41	0.00	(560.41)	0.00
01.4522.001.118	B&G - WAGES - LIFT MAINTENANCE	13,350.00	300.00	5,238.96	0.00	8,111.04	39.24
4522 - SKI AREA		**13,350.00**	**300.00**	**5,799.37**	**0.00**	**7,550.63**	**43.44**
4525 - FOOD, BEVERAGE AND FUNCTION							
01.4525.001.110	FBF - WAGES - ADMIN	39,296.00	2,180.55	42,855.11	0.00	(3,559.11)	109.06
4525 - FOOD, BEVERAGE AND FUNCTION		**39,296.00**	**2,180.55**	**42,855.11**	**0.00**	**(3,559.11)**	**109.06**
01 - VILLAGE DISTRICT FUND		**732,844.00**	**22,978.03**	**620,355.38**	**0.00**	**112,488.62**	**84.65**
02 - WATER FUND							
4331 - WATER DISTRIBUTION AND TREATMENT: ADMINISTRATION							
02.4331.520.110	WTR - WAGES	87,260.00	4,531.41	38,017.78	0.00	49,242.22	43.57
4331 - WATER DISTRIBUTION AND TREATMENT: ADMINISTRATION		**87,260.00**	**4,531.41**	**38,017.78**	**0.00**	**49,242.22**	**43.57**
02 - WATER FUND		**87,260.00**	**4,531.41**	**38,017.78**	**0.00**	**49,242.22**	**43.57**
03 - RECREATION FUND							
4522 - SKI AREA							
03.4522.002.110	SKI - WAGES - SKI LIFT MANAGER	0.00	0.00	649.59	0.00	(649.59)	0.00

EXPENDITURE DETAIL BY ACCOUNT

Report for: WAGES ALL FUNDS Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
03.4522.002.111	SKI - BARTENDER WAGES	18,142.00	294.73	6,523.47	0.00	11,618.53	35.96
03.4522.002.112	SKI - COOK WAGES	58,393.00	817.25	16,924.54	0.00	41,468.46	28.98
03.4522.002.113	SKI - LIFT & PATROLL WAGES	17,910.00	0.00	13,143.26	0.00	4,766.74	73.39
03.4522.002.114	SKI - GROOMING WAGES	4,860.00	0.00	300.00	0.00	4,560.00	6.17
4522 - SKI AREA		**99,305.00**	**1,111.98**	**37,540.86**	**0.00**	**61,764.14**	**37.80**
4523 - LOUNGE							
03.4523.001.112	LNG - WAGES - BARTENDERS	19,132.00	402.50	5,878.26	0.00	13,253.74	30.72
03.4523.001.115	SUMMER REC PERSON	0.00	0.00	719.98	0.00	(719.98)	0.00
03.4523.001.117	LNG - WAGES - KITCHEN	56,622.00	734.56	29,957.11	0.00	26,664.89	52.91
03.4523.001.118	LNG - CASUAL LABOR	500.00	144.75	632.35	0.00	(132.35)	126.47
03.4523.003.111	LNG - WAGES - EVENT STAFF	0.00	0.00	3,003.65	0.00	(3,003.65)	0.00
4523 - LOUNGE		**76,254.00**	**1,281.81**	**40,191.35**	**0.00**	**36,062.65**	**52.71**
03 - RECREATION FUND		**175,559.00**	**2,393.79**	**77,732.21**	**0.00**	**97,826.79**	**44.28**
		995,663.00	**29,903.23**	**736,105.37**	**0.00**	**259,557.63**	**73.93**

EXPENDITURE DETAIL BY ACCOUNT

Fund: WATER FUND Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
02 - WATER FUND							
4331 - WATER DISTRIBUTION AND TREATMENT: ADMINISTRATION							
02.4331.520.110	WTR - WAGES	87,260.00	4,531.41	38,017.78	0.00	49,242.22	43.57
02.4331.520.111	WTR - WAGES ADMINISTRATION	0.00	1,078.12	22,783.12	0.00	(22,783.12)	0.00
02.4331.520.119	WTR - WAGES - OVERTIME	0.00	58.80	3,544.86	0.00	(3,544.86)	0.00
02.4331.520.210	WTR - HEALTH INSURANCE	19,418.00	0.00	4,898.39	0.00	14,519.61	25.23
02.4331.520.211	WTR - DENTAL INSURANCE	790.00	0.00	197.52	0.00	592.48	25.00
02.4331.520.220	WTR - PAYROLL TAXES	6,821.00	433.62	4,048.15	0.00	2,772.85	59.35
02.4331.520.230	WTR - RETIREMENT	12,038.00	637.72	7,486.22	0.00	4,551.78	62.19
02.4331.520.260	WTR - WORKERS COMP INSURANCE	0.00	0.00	1,591.80	0.00	(1,591.80)	0.00
02.4331.520.261	WTR - PROPERTY & LIABILITY INSURANCE	0.00	0.00	6,960.53	0.00	(6,960.53)	0.00
02.4331.520.305	WTR - ADVERTISING	0.00	0.00	550.50	0.00	(550.50)	0.00
02.4331.520.320	WTR - LICENSES AND FEEES	10,000.00	0.00	1,415.18	0.00	8,584.82	14.15
02.4331.520.321	WTR - BAD DEBTS	0.00	0.00	593.60	0.00	(593.60)	0.00
02.4331.520.323	WTR - LEGAL EXPENSES	5,000.00	0.00	10,810.81	0.00	(5,810.81)	216.22
02.4331.520.340	WTR - ELECTRICITY	110,000.00	3,065.55	77,192.55	0.00	32,807.45	70.18
02.4331.520.350	WTR - TELEPHONE	0.00	0.00	739.08	0.00	(739.08)	0.00
02.4331.520.351	WTR - CELL PHONE	0.00	0.00	579.30	0.00	(579.30)	0.00
02.4331.520.390	WTR - CONSULTING	10,300.00	0.00	0.00	0.00	10,300.00	0.00
02.4331.520.610	WTR - OFFICE SUPPLIES	9,500.00	57.79	8,384.17	0.00	1,115.83	88.25
02.4331.520.611	WTR - TOOLS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
02.4331.520.618	WTR - COPIER LEASE	0.00	0.00	1,396.83	0.00	(1,396.83)	0.00
02.4331.520.620	WTR - MISCELLANEOUS EXPENSE	500.00	0.00	473.95	0.00	26.05	94.79
02.4331.520.625	WTR - POSTAGE	1,000.00	44.00	1,570.95	0.00	(570.95)	157.10
02.4331.520.640	WTR - GENERATOR MAINTENANCE	9,000.00	0.00	6,011.25	0.00	2,988.75	66.79
02.4331.520.641	WTR - SYSTEM REPAIRS	110,000.00	0.00	139,843.05	0.00	(29,843.05)	127.13
02.4331.520.670	WTR - SUBSCRIPTION & DUES	9,500.00	0.00	298.00	0.00	9,202.00	3.14
02.4331.520.816	WTR - FEES	1,000.00	0.00	1,415.39	0.00	(415.39)	141.54
02.4331.520.822	WTR - PROJECTS	1,030.00	0.00	448.96	0.00	581.04	43.59
02.4331.520.823	WTR - VEHICLE FUEL	0.00	0.00	3,395.10	0.00	(3,395.10)	0.00
02.4331.520.826	WTR - VEHICLE MAINTENANCE	0.00	0.00	9,778.88	0.00	(9,778.88)	0.00
02.4331.520.860	WTR - WATER TESTING	8,000.00	0.00	1,057.00	0.00	6,943.00	13.21
02.4331.520.861	WTR - LEAK REPAIRS	15,000.00	0.00	28,240.50	0.00	(13,240.50)	188.27
02.4331.520.862	WTR - ENGINEERING	30,000.00	0.00	480.00	0.00	29,520.00	1.60
02.4331.520.863	WTR - EQUIPMENT RENTAL	1,500.00	0.00	210.28	0.00	1,289.72	14.02
02.4331.520.864	WTR - TELEMETRY	7,000.00	0.00	3,083.23	0.00	3,916.77	44.05
02.4331.520.865	WTR - CHEMICALS	13,000.00	0.00	5,125.85	0.00	7,874.15	39.43
4331 - WATER DISTRIBUTION AND TREATMENT: ADMINISTRATION		**479,657.00**	**9,907.01**	**392,622.78**	**0.00**	**87,034.22**	**81.85**
4903 - BUILDINGS							
02.4903.023.002	WATER MAIN - W A 2 2023	262,000.00	0.00	86,584.00	0.00	175,416.00	33.05

EXPENDITURE DETAIL BY ACCOUNT

Fund: WATER FUND Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
02.4903.490.002	CAP - PUMP HOUSE PAINTING	2,500.00	0.00	0.00	0.00	2,500.00	0.00
02.4903.490.004	CAP - WATER METER UPGRADES	140,000.00	47.53	10,212.42	0.00	129,787.58	7.29
02.4903.490.005	CAP - COMPUTER SOFTWARE UPDATES	25,000.00	0.00	12,995.50	0.00	12,004.50	51.98
02.4903.490.008	CAP - SKI BOWL TREATMENT BUILDING REPAIRS	1,200.00	0.00	8.50	0.00	1,191.50	0.71
02.4903.490.011	CAP - PUMP PHASE REPLACEMENT	20,000.00	0.00	18,998.01	0.00	1,001.99	94.99
4903 - BUILDINGS		**450,700.00**	**47.53**	**128,798.43**	**0.00**	**321,901.57**	**28.58**
02 - WATER FUND		**930,357.00**	**9,954.54**	**521,421.21**	**0.00**	**408,935.79**	**56.05**
		930,357.00	**9,954.54**	**521,421.21**	**0.00**	**408,935.79**	**56.05**

EXPENDITURE DETAIL BY ACCOUNT

Report for: FRONT DESK ALL FUNDS Periods: 2023-11 thru 2023-11 [91.67% of Year] Include: - Expenditures

Account #	Account Title	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - VILLAGE DISTRICT FUND							
4521 - FRONT DESK							
01.4521.001.110	FD - WAGES - FRONT DESK	100,023.00	4,235.16	82,911.92	0.00	17,111.08	82.89
01.4521.001.210	FD - HEALTH INSURANCE	25,891.00	0.00	22,654.54	0.00	3,236.46	87.50
01.4521.001.211	FD - DENTAL INSURANCE	1,053.00	0.00	920.69	0.00	132.31	87.43
01.4521.001.220	FD - PAYROLL TAX EXPENSE	8,234.00	326.72	4,314.04	0.00	3,919.96	52.39
01.4521.001.230	FD - RETIREMENT	11,147.00	454.15	6,161.30	0.00	4,985.70	55.27
01.4521.002.350	FD - TELEPHONE/CELL PHONE	600.00	0.00	623.40	0.00	(23.40)	103.90
01.4521.003.240	FD - EDUCATION	2,600.00	0.00	0.00	0.00	2,600.00	0.00
01.4521.003.291	FD - TRAVEL	50.00	0.00	0.00	0.00	50.00	0.00
01.4521.003.610	FD - SUPPLIES	500.00	0.00	1,611.87	0.00	(1,111.87)	322.37
01.4521.003.620	FD - EXPENSES	2,600.00	0.00	73.00	0.00	2,527.00	2.81
01.4521.003.814	FD - CRIMINAL RECORDS	75.00	0.00	25.00	0.00	50.00	33.33
4521 - FRONT DESK		**152,773.00**	**5,016.03**	**119,295.76**	**0.00**	**33,477.24**	**78.09**
01 - VILLAGE DISTRICT FUND		**152,773.00**	**5,016.03**	**119,295.76**	**0.00**	**33,477.24**	**78.09**
		152,773.00	**5,016.03**	**119,295.76**	**0.00**	**33,477.24**	**78.09**

Waterville Estates
Village District

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

GM Report November 29, 2023

1. Work on the snow making project is still moving forward. The pumphouse shed has been insulated and will be set in place on Wednesday. The electrician will be pulling the power lines through the conduit to the shed this week. I have ordered the tank to be delivered December 8th.
2. I have changed the kitchen hours of operation at the Lodge. Now the kitchen is open until 9:30 pm on Friday and Saturday. This will give us the opportunity to capture more food sales.
3. MRI is working with staff on the payroll portion of the new software. We should be doing our payroll on the new software on the 1st of January.
4. Shawn Pelchat and his team have been busy at the lodge. They have painted the men's and ladies restrooms downstairs. They have installed the donated lockers downstairs which should help free up space in the dining room.

Check Manifest - by Payee

Date: 11/08/2023 **Batch ID:** 101 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/08/2023**	**7480**	**HANDYMAN HARDWARE INC.**			
	A197591		10/01/2023	13.50	0.00	13.50
		03.4523.002.612 / LNG - LOUNGE SUPPLIES			15.00	
		03.4523.002.612 / LNG - LOUNGE SUPPLIES DISCOUNT			-1.50	
	A198065		10/23/2023	59.40	0.00	59.40
		01.4314.003.614 / B&G - CLEANING SUPPLIES			66.00	
		01.4314.003.614 / B&G - CLEANING SUPPLIES DISCOUNT			-6.60	
	B383470		7/21/2023	54.00	0.00	54.00
		01.4314.003.611 / B&G - SMALL TOOLS			60.00	
		01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT			-6.00	
	B383948		7/24/2023	150.30	0.00	150.30
		01.4314.003.615 / B&G - SUPPLIES			74.50	
		01.4314.003.615 / B&G - SUPPLIES DISCOUNT			-7.45	
		01.4314.003.617 / B&G - LANDSCAPING			92.50	
		01.4314.003.617 / B&G - LANDSCAPING DISCOUNT			-9.25	
	B394935		10/02/2023	9.69	0.00	9.69
		03.3409.001.610 / COG - BAR SUPPLIES			10.77	
		03.3409.001.610 / COG - BAR SUPPLIES DISCOUNT			-1.08	
	B395093		10/03/2023	40.50	0.00	40.50
		01.4312.002.610 / HWY - SHOP SUPPLIES			45.00	
		01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT			-4.50	
	B395948		10/09/2023	175.50	0.00	175.50
		01.4314.003.615 / B&G - SUPPLIES			25.00	
		01.4314.003.609 / B&G - DEPT UNIFORMS			170.00	
		01.4314.003.609 / B&G - DEPT UNIFORMS DISCOUNT			-19.50	
	B396149		10/10/2023	65.70	0.00	65.70
		01.4314.003.615 / B&G - SUPPLIES			73.00	
		01.4314.003.615 / B&G - SUPPLIES DISCOUNT			-7.30	

Check Manifest - by Payee

Date: 11/08/2023 **Batch ID:** 101 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	B396192			10/10/2023	62.10	0.00	62.10
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES						69.00
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES DISCOUNT						-6.90
	B396265			10/11/2023	82.80	0.00	82.80
	01.4522.003.662 / SKI - SKI AREA REPAIRS						92.00
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT						-9.20
	B396314			10/11/2023	66.05	0.00	66.05
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						71.50
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE DISCOUNT						-5.45
	B396323			10/11/2023	41.85	0.00	41.85
	01.4312.002.610 / HWY - SHOP SUPPLIES						46.50
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT						-4.65
	B397197			10/17/2023	48.15	0.00	48.15
	01.4312.002.610 / HWY - SHOP SUPPLIES						53.50
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT						-5.35
	B397273			10/18/2023	29.70	0.00	29.70
	01.4314.003.611 / B&G - SMALL TOOLS						33.00
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT						-3.30
	B397454			10/19/2023	45.00	0.00	45.00
	01.4522.003.662 / SKI - SKI AREA REPAIRS						50.00
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT						-5.00
	B397611			10/20/2023	63.00	0.00	63.00
	01.4314.003.611 / B&G - SMALL TOOLS						70.00
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT						-7.00
	B398170			10/24/2023	202.00	0.00	202.00
	01.4522.003.662 / SKI - SKI AREA REPAIRS						223.50
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT						-21.50
	B398211			10/24/2023	54.00	0.00	54.00

Check Manifest - by Payee

Date: 11/08/2023 **Batch ID:** 101 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4312.002.610 / HWY - SHOP SUPPLIES					60.00	
	01.4312.002.610 / HWY - SHOP SUPPLIES					-6.00	
	DISCOUNT						
	B398427			10/26/2023	112.05	0.00	112.05
	01.4521.003.610 / FD - SUPPLIES					124.50	
	01.4521.003.610 / FD - SUPPLIES					-12.45	
	DISCOUNT						
	B398685			10/27/2023	35.55	0.00	35.55
	01.4312.002.610 / HWY - SHOP SUPPLIES					39.50	
	01.4312.002.610 / HWY - SHOP SUPPLIES					-3.95	
	DISCOUNT						
	B399035			10/30/2023	5.40	0.00	5.40
	01.4522.002.341 / SKI - BUILDING HEAT					6.00	
	01.4522.002.341 / SKI - BUILDING HEAT					-0.60	
	DISCOUNT						
	B399049			10/30/2023	13.50	0.00	13.50
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					15.00	
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					-1.50	
	DISCOUNT						
	B399127			10/31/2023	36.90	0.00	36.90
	01.4314.003.611 / B&G - SMALL TOOLS					34.50	
	01.4522.003.662 / SKI - SKI AREA REPAIRS					-3.45	
	DISTRICT						
	01.4314.003.611 / B&G - SMALL TOOLS					6.50	
	01.4314.003.611 / B&G - SMALL TOOLS					-0.65	
	DISCOUNT						
	B399140			10/31/2023	37.35	0.00	37.35
	01.4312.002.610 / HWY - SHOP SUPPLIES					41.50	
	01.4312.002.610 / HWY - SHOP SUPPLIES					-4.15	
	DISCOUNT						
					Total Check #:	**0**	**1,503.99**

Check Manifest - by Payee

Date: 11/08/2023 **Batch ID:** 101 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/08/2023	**Check Manifest**	**Batch:**	**101**	**Chk Count:**	**1**	**Total Amnt:**			**1,503.99**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	1,480.80
03	RECREATION FUND	23.19

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 11/10/2023 **Batch ID:** 99 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/10/2023**	**9654**	**CHAD CAMIRAND**			
	CAMPTON MTN ENTERT 11		11/11/2023	600.00	0.00	600.00
	03.4522.003.611 / SKI - ENTERTAINMENT				600.00	
				Total Check #:	**0**	**600.00**
0	**11/10/2023**	**9643**	**DAVID KETCHAM**			
	WEVD OUTDOOR COURTS		10/19/2023	456.04	0.00	456.04
	01.4903.021.002 / BASKET BALL/TENNIS COURTS				456.04	
				Total Check #:	**0**	**456.04**
0	**11/10/2023**	**2040**	**EVERSOURCE**			
	56974735011 10-26-23		10/26/2023	65.89	0.00	65.89
	01.4522.002.340 / SKI - ELECTRIC				65.89	
				Total Check #:	**0**	**65.89**
0	**11/10/2023**	**1940**	**EVERSOURCE**			
	5630725074 11-1-23		11/01/2023	80.16	0.00	80.16
	01.4314.003.340 / B&G - ELECTRIC				80.16	
				Total Check #:	**0**	**80.16**
0	**11/10/2023**	**1970**	**EVERSOURCE**			
	56458399037 10-26-23		10/26/2023	16.79	0.00	16.79
	01.4522.002.340 / SKI - ELECTRIC				16.79	
				Total Check #:	**0**	**16.79**
0	**11/10/2023**	**1990**	**EVERSOURCE**			
	56994890085 10-26-23		10/26/2023	61.00	0.00	61.00
	01.4312.003.340 / HWY - ELECTRIC				61.00	
				Total Check #:	**0**	**61.00**
0	**11/10/2023**	**2020**	**EVERSOURCE**			
	56244890026 10-26-23		10/26/2023	104.22	0.00	104.22

Check Manifest - by Payee

Date: 11/10/2023 **Batch ID:** 99 **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					104.22	
				Total Check #:	**0**		**104.22**
0	**11/10/2023**	**2030**	**EVERSOURCE**				
	56235890092 10-26-23		10/26/2023	837.58	0.00	837.58	
	01.4522.002.340 / SKI - ELECTRIC					837.58	
				Total Check #:	**0**		**837.58**
0	**11/10/2023**	**1890**	**EVERSOURCE**				
	56996545091 10-26-23		11/07/2023	16.21	0.00	16.21	
	01.4299.001.812 / PSAFE - ALARM - SECURITY					16.21	
				Total Check #:	**0**		**16.21**
0	**11/10/2023**	**1910**	**EVERSOURCE**				
	56574890067 10-26-23		10/26/2023	169.30	0.00	169.30	
	01.4522.002.340 / SKI - ELECTRIC					169.30	
				Total Check #:	**0**		**169.30**
0	**11/10/2023**	**1920**	**EVERSOURCE**				
	56360751028 10-26-23		10/26/2023	16.79	0.00	16.79	
	01.4314.003.340 / B&G - ELECTRIC					16.79	
				Total Check #:	**0**		**16.79**
0	**11/10/2023**	**1930**	**EVERSOURCE**				
	56299101063 10-26-23		10/26/2023	3,707.35	0.00	3,707.35	
	01.4314.003.340 / B&G - ELECTRIC					3,707.35	
				Total Check #:	**0**		**3,707.35**
0	**11/10/2023**	**4150**	**NEW HAMPSHIRE LIQUOR COMMISSION**				
	230019050764		10/27/2023	556.31	0.00	556.31	
	03.3409.001.006 / COG - LIQUOR					338.86	
	03.3409.001.008 / COG - WINE					209.46	
	03.3409.001.610 / COG - BAR SUPPLIES					7.99	

Check Manifest - by Payee

Date: 11/10/2023 **Batch ID:** 99 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	230019053973		11/04/2023	752.20	0.00	752.20
	03.3409.001.006 / COG - LIQUOR				743.21	
	03.3409.001.610 / COG - BAR SUPPLIES				8.99	
				Total Check #:	**0**	**1,308.51**
0	**11/10/2023**	**4530**	**NUCAR FORD OF PLYMOUTH**			
	48509		11/01/2023	1,002.25	0.00	1,002.25
	01.4312.002.432 / HWY - VEHCILE MAINTENANCE				1,002.25	
				Total Check #:	**0**	**1,002.25**
0	**11/10/2023**	**4820**	**PERFORMANCE FOOD GROUP**			
	7451917.		10/26/2023	198.50	0.00	198.50
	03.3409.002.610 / COG - BAR SUPPLIES				102.75	
	03.4522.003.612 / SKI - KITCHEN SUPPLIES				95.75	
				Total Check #:	**0**	**198.50**
0	**11/10/2023**	**6100**	**TRACY DUFFY**			
	041975.		11/07/2023	34.74	0.00	34.74
	03.3409.002.610 / COG - BAR SUPPLIES				34.74	
				Total Check #:	**0**	**34.74**
0	**11/10/2023**	**6180**	**UNIFIRST CORPORATION**			
	1070271461		10/26/2023	110.66	0.00	110.66
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				110.66	
				Total Check #:	**0**	**110.66**

Check Manifest - by Payee

Date: 11/10/2023 **Batch ID:** 99 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/10/2023	**Check Manifest**	**Batch:**	**99**	**Chk Count:**	**17**	**Total Amnt:**			**8,785.99**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	6,533.58
03	RECREATION FUND	2,252.41

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: **11/09/2023** **Batch ID:** **100** **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/09/2023**	**7480**	**HANDYMAN HARDWARE INC.**			
	B395214		10/04/2023	57.15	0.00	57.15
	02.4331.520.641 / WTR - SYSTEM REPAIRS				63.50	
	02.4331.520.641 / WTR - SYSTEM REPAIRS				-6.35	
	DISCOUNT					
	B397036		10/16/2023	50.85	0.00	50.85
	02.4331.520.641 / WTR - SYSTEM REPAIRS				52.50	
	02.4331.520.641 / WTR - SYSTEM REPAIRS				-1.65	
	DISCOUNT					
				Total Check #:	**0**	**108.00**

Check Manifest - by Payee

Date: 11/09/2023 **Batch ID:** 100 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/09/2023	**Check Manifest**	**Batch:**	**100**	**Chk Count:**	**1**	**Total Amnt:**			**108.00**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	108.00

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 11/07/2023 **Batch ID:** 98 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/07/2023**	**8990**	**BADGER METER**			
	80142454		10/30/2023	47.53	0.00	47.53
	02.4903.490.004 / CAP - WATER METER UPGRADES				47.53	
				Total Check #:	**0**	**47.53**
0	**11/07/2023**	**4490**	**CARDMEMBER SERVICE**			
	384-W		10/27/2023	44.00	0.00	44.00
	02.4331.520.625 / WTR - POSTAGE				44.00	
				Total Check #:	**0**	**44.00**
0	**11/07/2023**	**9130**	**EVERSOURCE**			
	56956494017 10-26-23		10/26/2023	138.85	0.00	138.85
	02.4331.520.340 / WTR - ELECTRICITY				138.85	
				Total Check #:	**0**	**138.85**
0	**11/07/2023**	**9140**	**EVERSOURCE**			
	56101129021 10-26-23		10/26/2023	2,540.45	0.00	2,540.45
	02.4331.520.340 / WTR - ELECTRICITY				2,540.45	
				Total Check #:	**0**	**2,540.45**
0	**11/07/2023**	**7330**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**			
	56945126092 10-26-23		10/26/2023	18.75	0.00	18.75
	02.4331.520.340 / WTR - ELECTRICITY				18.75	
				Total Check #:	**0**	**18.75**
0	**11/07/2023**	**7280**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**			
	56344890025 10-26-23		10/26/2023	193.45	0.00	193.45
	02.4331.520.340 / WTR - ELECTRICITY				193.45	

Check Manifest - by Payee

Date: 11/07/2023 **Batch ID:** 98 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**0**	**193.45**
0	**11/07/2023**	**7300**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**			
	56181551029 10/31/23		10/31/2023	157.68	0.00	157.68
	02.4331.520.340 / WTR - ELECTRICITY				157.68	
				Total Check #:	**0**	**157.68**
0	**11/07/2023**	**7320**	**EVERSOURCE PO BOX 650047 DALLAS, TX 7526**			
	56384126058 10-26-23		10/26/2023	16.37	0.00	16.37
	02.4331.520.340 / WTR - ELECTRICITY				16.37	
				Total Check #:	**0**	**16.37**
0	**11/07/2023**	**9617**	**FIRST BANK -0904 CS**			
	7469852-W		10/26/2023	57.79	0.00	57.79
	02.4331.520.610 / WTR - OFFICE SUPPLIES				57.79	
				Total Check #:	**0**	**57.79**
0	**11/07/2023**	**9655**	**ROGER SICOTTE AND/OR LINDSAY HILL**			
	REFUND PROPERTY SOLD		11/01/2023	0.88	0.00	0.88
	02.1150.000.003 / A/R - NEW BILLING SYSTEM				0.88	
				Total Check #:	**0**	**0.88**

Check Manifest - by Payee

Date: 11/07/2023 **Batch ID:** 98 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/07/2023	**Check Manifest**	**Batch:**	**98**	**Chk Count:**	**11**	**Total Amnt:**	**3,248.33**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	3,248.33

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 11/16/2023 **Batch ID:** 104 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/16/2023	**Check Manifest**	**Batch:**	**104**	**Chk Count:**	**25**	**Total Amnt:**	**24,121.81**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	21,591.62
02	WATER FUND	13.50
03	RECREATION FUND	2,516.69

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 11/16/2023 **Batch ID:** 104 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/16/2023**	**90**	**AIRGAS USA, LLC**			
	5503035798		10/31/2023	119.56	0.00	119.56
	03.4522.002.610 / SKI - BAR SUPPLIES				119.56	
				Total Check #:	**0**	**119.56**
0	**11/16/2023**	**150**	**ALVINA SNEGACH**			
	MEETING MINUTES 11-8-23		11/08/2023	87.50	0.00	87.50
	01.4130.002.390 / EXEC - CONSULTING				87.50	
				Total Check #:	**0**	**87.50**
0	**11/16/2023**	**9615**	**Andrew Marshall**			
	ENTERTAINMENT 11-25-23		11/25/2023	350.00	0.00	350.00
	03.4522.003.611 / SKI - ENTERTAINMENT				350.00	
				Total Check #:	**0**	**350.00**
0	**11/16/2023**	**4440**	**CARDMEMBER SERVICES**			
	06011203A0A000		11/25/2023	48.00	0.00	48.00
	03.4522.003.700 / SKI - EVENT EXPENSES				48.00	
	111-0350625-1521062		11/09/2023	271.99	0.00	271.99
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				271.99	
	111-2652931-3767440		11/09/2023	117.80	0.00	117.80
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				117.80	
	329800854054		10/25/2023	16.95	0.00	16.95
	03.4522.003.700 / SKI - EVENT EXPENSES				16.95	
	G1396464		11/09/2023	12.89	0.00	12.89
	01.4314.003.630 / B&G - BUILDING REPAIRS				12.89	
				Total Check #:	**0**	**467.63**
0	**11/16/2023**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	21686		11/01/2023	677.50	0.00	677.50
	01.4130.002.342 / EXEC - COMPUTER SERVICES				677.50	
	21817		11/02/2023	2,208.00	0.00	2,208.00

Check Manifest - by Payee

Date: 11/16/2023 **Batch ID:** 104 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4130.002.342 / EXEC - COMPUTER SERVICES				2,208.00	
				Total Check #:	**0**	**2,885.50**
0	**11/16/2023**	**9617**	**FIRST BANK -0904 CS**			
	318151		11/14/2023	40.50	0.00	40.50
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSSE				13.50	
	01.4520.003.620 / REC - MISC EXPENSES				13.50	
	02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE				13.50	
				Total Check #:	**0**	**40.50**
0	**11/16/2023**	**7480**	**HANDYMAN HARDWARE INC.**			
	B398596		10/27/2023	97.50	0.00	97.50
	03.4522.003.700 / SKI - EVENT EXPENSES				47.50	
	01.4314.003.611 / B&G - SMALL TOOLS				50.00	
				Total Check #:	**0**	**97.50**
0	**11/16/2023**	**2630**	**HEALTH TRUST**			
	83044		11/07/2023	8.25	0.00	8.25
	01.4130.001.210 / EXEC - HEALTH INSURANCE				8.25	
				Total Check #:	**0**	**8.25**
0	**11/16/2023**	**3480**	**MACDONALD PROPERTY MANAGEMENT**			
	2732		11/08/2023	150.00	0.00	150.00
	01.4314.003.630 / B&G - BUILDING REPAIRS				150.00	
				Total Check #:	**0**	**150.00**
0	**11/16/2023**	**4150**	**NEW HAMPSHIRE LIQUOR COMMISSION**			
	230019055513		11/09/2023	74.97	0.00	74.97
	03.3409.001.006 / COG - LIQUOR				74.97	
	230065019079		11/08/2023	217.72	0.00	217.72
	03.3409.001.006 / COG - LIQUOR				25.99	
	03.3409.001.008 / COG - WINE				191.73	
	230065019803		11/13/2023	80.97	0.00	80.97

Check Manifest - by Payee

Date: 11/16/2023 **Batch ID:** 104 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		03.3409.001.006 / COG - LIQUOR				80.97	
					Total Check #:	**0**	**373.66**
0	**11/16/2023**	**9658**	**NEW HAMPSHIRE MUNICIPAL ASSOCIATION**				
	29897			11/09/2023	615.00	0.00	615.00
		01.4130.002.240 / EXEC - EDUCATION				615.00	
					Total Check #:	**0**	**615.00**
0	**11/16/2023**	**8180**	**OM MANI MAMA**				
	ENTERTAINMENT 11-18-23			11/07/2023	450.00	0.00	450.00
		03.4522.003.611 / SKI - ENTERTAINMENT				450.00	
					Total Check #:	**0**	**450.00**
0	**11/16/2023**	**4860**	**PLODZIK & SANDERSON**				
	PRB19438			10/31/2023	13,050.00	0.00	13,050.00
		01.4130.002.301 / EXEC - ACCOUNT & AUDTING				13,050.00	
					Total Check #:	**0**	**13,050.00**
0	**11/16/2023**	**8300**	**PURE TAP LLC**				
	1990			11/08/2023	130.00	0.00	130.00
		03.4522.003.615 / SKI - KITCHEN MAINTENANCE				130.00	
					Total Check #:	**0**	**130.00**
0	**11/16/2023**	**8380**	**RONALD R. BEARD - E**				
	DENTAL REFUND			11/01/2023	15.48	0.00	15.48
		01.4130.001.211 / EXEC - DENTAL INSURANCE				15.48	
					Total Check #:	**0**	**15.48**
0	**11/16/2023**	**8410**	**SAMANTHA BANVILLE**				
	024548-030595			10/24/2023	15.00	0.00	15.00
		03.4522.003.690 / SKI - MISCELLANEOUS EXPENSE				15.00	
	112-2564215-0857805			11/14/2023	110.99	0.00	110.99

Check Manifest - by Payee

Date: 11/16/2023 **Batch ID:** 104 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	03.4522.002.610 / SKI - BAR SUPPLIES					110.99	
	112-5460082-8203443			11/05/2023	23.97	0.00	23.97
	03.4522.003.700 / SKI - EVENT EXPENSES					23.97	
	DENTAL REFUND			11/01/2023	229.24	0.00	229.24
	01.4130.001.211 / EXEC - DENTAL INSURANCE					229.24	
					Total Check #:	**0**	**379.20**
0	**11/16/2023**	**5630**	**SPECTRUM**				
	0046720092923			9/29/2023	-6.00	0.00	-6.00
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET CREDIT					-6.00	
	0046720102923			10/29/2023	1,281.67	0.00	1,281.67
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					186.15	
	01.4522.002.350 / SKI - CABLE, INTERNET & PHONE					529.14	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET					192.94	
	01.4520.002.350 / REC - TELEPHONE					77.85	
	01.4520.002.344 / REC - INTERENET					114.99	
	01.4520.002.345 / REC - CABLE					180.60	
					Total Check #:	**0**	**1,275.67**
0	**11/16/2023**	**5700**	**STAPLES BUSINESS ADVANTAGE**				
	7617697684-000002			10/25/2023	229.47	0.00	229.47
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					229.47	
					Total Check #:	**0**	**229.47**
0	**11/16/2023**	**5750**	**STATE OF NH DEPT. OF SAFETY**				
	SABRINA COSTA			11/14/2023	25.00	0.00	25.00
	03.4522.002.814 / SKI - CRIMINAL RECORDS					25.00	
					Total Check #:	**0**	**25.00**
0	**11/16/2023**	**8710**	**TODD RANDLETT TRUCKING & SEPTIC SOLUTIC**				
	31889			11/01/2023	600.00	0.00	600.00
	03.4526.004.613 / EVENTS - CATERING AND EVENTS					600.00	

Check Manifest - by Payee

Date: 11/16/2023 **Batch ID:** 104 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**0**	**600.00**
0	**11/16/2023**	**6180**	**UNIFIRST CORPORATION**			
	1070275073		11/09/2023	110.66	0.00	110.66
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				110.66	
				Total Check #:	**0**	**110.66**
0	**11/16/2023**	**6240**	**UPTON & HATFIELD, LLP**			
	165379		11/08/2023	1,395.00	0.00	1,395.00
	01.4130.002.323 / EXEC - LEGAL SERVICES				1,395.00	
				Total Check #:	**0**	**1,395.00**
0	**11/16/2023**	**6530**	**WEVD WATER DEPARTMENT**			
	641		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
				Total Check #:	**0**	**90.83**
0	**11/16/2023**	**9640**	**WHITE MOUNTAIN CARPET CLEANING**			
	1618		11/10/2023	1,080.00	0.00	1,080.00
	01.4314.003.640 / B&G - CARPET CLEANING				1,080.00	
				Total Check #:	**0**	**1,080.00**
0	**11/16/2023**	**9656**	**YEATON AGWAY**			
	71393		10/25/2023	95.40	0.00	95.40
	03.4522.003.700 / SKI - EVENT EXPENSES				95.40	
				Total Check #:	**0**	**95.40**

Check Manifest - by Payee

Date: 11/17/2023 **Batch ID:** 103 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/17/2023	**Check Manifest**	**Batch:**	**103**	**Chk Count:**	**4**	**Total Amnt:**	**1,034.76**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	1,034.76

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 11/17/2023 **Batch ID:** 103 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/17/2023**	**4490**	**CARDMEMBER SERVICE**			
	517-W		11/07/2023	528.00	0.00	528.00
	02.4331.520.625 / WTR - POSTAGE				528.00	
				Total Check #:	**0**	**528.00**
0	**11/17/2023**	**7310**	**EVERSOURCE**			
	56688101039 10-26-23		10/26/2023	16.37	0.00	16.37
	02.4331.520.340 / WTR - ELECTRICITY				16.37	
				Total Check #:	**0**	**16.37**
0	**11/17/2023**	**9617**	**FIRST BANK -0904 CS**			
	331100449723		11/07/2023	20.93	0.00	20.93
	02.4331.520.610 / WTR - OFFICE SUPPLIES				20.93	
				Total Check #:	**0**	**20.93**
0	**11/17/2023**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
	S6114181.001		11/01/2023	84.27	0.00	84.27
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS NEW LIGHTS ON ALL PUMP STATIONS				84.27	
	S6114181.002		11/02/2023	350.28	0.00	350.28
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS				350.28	
	S6114859.001		11/01/2023	34.91	0.00	34.91
	02.4331.520.641 / WTR - SYSTEM REPAIRS THERM BROKE IN SKI BOWL				34.91	
				Total Check #:	**0**	**469.46**

2024 Recreation Management Agreement

This Agreement is made this_____day of January, 2024, by and between Waterville Estates Village District, a municipal corporation, with a principal mailing address of 562 Winterbrook Road, Campton, NH 03223 (hereinafter the "District" or "WEVD"), and Waterville Estates Association, a New Hampshire corporation, with a principal mailing address of 562 Winterbrook Road Campton NH, 03223 (hereinafter the "Association" or "WEA"). This Agreement supersedes and replaces, in its entirety, the 2023 Recreation Management Agreement executed by the District and WEA.

AUTHORITY

This Agreement is entered into under the authority of RSA 35-B.

PURPOSE

The purpose of this Agreement is to formalize the amount of anticipated recreational fees and charges paid by WEA to the District in exchange for WEA's use of District property, for members/owner events and recreational activities, and the provision of member services by WEVD. As outlined below, fees and charges paid by WEA to the District shall be processed in two separate ways. First, a portion of anticipated recreational fees and charges received by the District from WEA shall be deposited into the District's general operation account/general fund. Second, a portion of anticipated recreational fees and charges received by the District from WEA shall be deposited into the District's revolving recreational fund pursuant to RSA 35-B:1 and 35B:2, II. This Agreement further memorializes the terms and scope of WEA's use of District property relative to the operation of Recreational Activities, Recreational Promotion, the construction of Recreational Capital Improvements, and the maintenance and care of parks and common areas in order to ensure that activities and services provided by the District and financing of those aforementioned items are consistent with RSA 35-B.

DEFINITIONS

The meaning of the following words or phrases used in this document are as described below, unless the context indicates otherwise:

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2024 Recreation Management Agreement

Admission policy:	A formal statement outlining the eligibility requirements and application procedures for admission to common areas and recreational facilities of Waterville Estates
Business activities:	The revenue generated by WEA activities including but not limited to recreational activities.
General Manager:	An individual that oversees and coordinates recreational activities on behalf of the District and WEA (as authorized by the District). The General Manager's duties are described in the Job Description identified as Attachment A.
Usage Policy:	An enforceable formal code of conduct for all members and guests of "Waterville Estates" while visiting WEVD facilities.
Recreational Activities:	Management of Recreational Programs.
Recreational Capital Improvements:	Improvements, expansions, or updates made to existing facility amenities including but not limited to exercise and weight rooms, saunas, hot tubs, indoor/outdoor furniture, teen room, tennis courts, swimming pools, audio and video systems, snow making equipment, trail systems, ski area lighting, ski area lifts, and ski area equipment and bars and restaurants.
Recreational Programs:	Activities and entertainment that provides benefits to the WEA's members as well as WEVD residents and guests
Recreation Promotion:	The process involved in operating and maintaining the amenities and recreational facilities within Waterville Estates
Waterville Estates:	The community of residences and building lots, facilities, and community amenities contained in the Waterville Estates Village District
District Property:	All District property owned by the District as municipal property, including recreational property and facilities, and subject to New Hampshire's municipal law requirements.

RECITALS

A. The District has been formed pursuant to RSA Chapter 52 as a municipal corporation funded through property taxes for the purpose of funding community services such as the supply of water for domestic purposes (RSA 52:1, I(d)), the maintenance of roads (RSA 52:1, I(m)), the impoundment of water (RSA

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52:1, I(d)), the maintenance of facilities and activities for "recreational promotion" (RSA 52:1, I(h)), and the maintenance and care of parks and commons (RSA 52:1, I(g) and (h)).

The District's rights and responsibilities include the following:

a. Maintenance of District facilities and District property and management of District facilities and District property.
b. Construction of any "recreational capital improvements" and maintenance of District parks and common areas.
c. Operating "recreational programs" in accordance with this agreement.
d. Ensuring a safe and inviting environment of all common areas consistent with their intended uses, managing safe and legal alcoholic beverage service, and maintaining liquor and food service standards commensurate with licensing for each. All alcohol service shall be performed in a manner compliant with applicable District liquor licenses.
e. Exercising universal and unilateral authority to take actions to manage its responsibilities relative to safety and professionalism.
f. Provide the necessary personnel and equipment to perform the services required by related to such activities as contractually agreed upon.
g. Provide accounting, billing, and clerical services regarding the revolving recreational fund to the Association as contractually agreed upon.

B. The Association was formed as the successor to Waterville Estates developer, Locke Waterville Corporation, and represents all owners of property in "Waterville Estates." In recognition of the fees and charges paid by the Association to the District pursuant to RSA 35-B:1 and 35-B:2, II and described herein,

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the Association shall maintain the following rights and responsibilities regarding District property as long as this Agreement remains in effect.

The Association's rights and responsibilities include the following:

a. Establish, maintain, and enforce a "usage policy" to all recreational facilities falling within the scope of this Agreement.
b. Organize, schedule, plan, and administer recreational activities as authorized by WEVD. Cooperate with WEVD regarding recreational activities and help facilitate the organization and administration of recreational activities.
c. In consideration of this Agreement, the District and WEA agree that WEA is specifically receiving the right and benefit of planning and participating in recreational programing and activities on behalf of its owners members and guests. These rights include, but are not limited to, WEA's oversight and approval of recreational activities on District property.
d. Accept and/or annex new property for use in common by eligible "Waterville Estates" property owners.
e. WEA shall commit no waste on or to District facilities.

In consideration of the mutual covenants stated within this document, the parties willingly enter into this Recreation Management Agreement concerning the management and maintenance of Recreational Activities, Recreational Programs, the construction of Recreational Capital Improvements, capital improvements, and the maintenance and care of parks and commons areas pursuant to the terms of this Agreement.

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2024 Recreation Management Agreement

1. <u>Duration and Termination</u>

a. This agreement supersedes all prior agreements between the parties concerning "recreational activities," including but not limited to the Recreation Management Agreement executed by WEA and the District on December 30, 2021, and the 2023 Recreation Management Agreement executed by the parties.

b. This Agreement shall be effective January 1, 2024 and shall run to December 31, 2025. Annual review of the agreement's terms and conditions will be conducted by representatives of the contracting parties starting October 1st of each year. Changes, if any, are to be in written form on the original agreement document or by addendum and to include the names and signatures of the approving representatives. Copies of the updated original agreement or addendum are to be provided to WEVD and WEA.

c. <u>Non-appropriation clause:</u> The District and WEA understand this Agreement contemplates a multi-year agreement subject to the District's municipal budget process. In the event no funds are appropriated for the provisions of this Agreement through the District's Annual Meeting process, this Agreement shall automatically terminate without any further obligations owed to either the District or WEA.

2. <u>Insurance</u>

a. The Association agrees to maintain insurance as well as insurance for Directors' and Officers'. The specifics of required coverage include Liability ISO forms or their equivalent without limiting endorsements, $1,000,000 CSL, WEVD named as additional insured, volunteers as additional insured and provided by an insurer rated

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"A" or better by AM Best. Directors and Officers is provided by a "A" or better rated carrier and provides a $1,000,000 limit. A certificate of insurance evidencing this coverage is to be provided to WEVD on an annual basis and prior to the annual anniversary of this agreement.

b. WEA further agrees to compensate WEVD for the annual cost of insurance for ski operations at Campton Mountain with WEA to be named as additional insured.

3. <u>Servicing of Recreational Activities and Business Activities</u>

a. The District shall supply necessary qualified personnel and equipment in order to provide "recreational activities" agreed upon by the parties on an annual basis, within the limits of the funds made available by the Association.

b. **<u>Anticipated WEA Quarterly Fees:</u>** As an anticipated recreational fee and charge, WEA shall pay to the District an annual sum of six hundred thousand dollars ($600,000.00) for the rights and responsibilities provided pursuant to this Agreement (including, but not limited to, WEA's right to participate in the administration of recreational programing). WEA shall make payments quarterly in the amount of one hundred fifty thousand dollars ($150,000.00) each quarter (hereinafter "WEA Quarterly Fee"). WEA's first Quarterly Fee is due on March 31ST

2024. WEA's second Quarterly Fee is due June 30TH 2024. WEA's third Quarterly Fee is due September 30th 2024. WEA's fourth Quarterly Fee is due December 31st 2024. All WEA Quarterly Fees are considered anticipated funds, and shall be deposited into the District's Operating Fund, as authorized through the District's Annual Meeting and budgeting process, to be used for recreational purposes and expenses.

TO BE APPROVED

c. The District intends all Quarterly Fee payments made by WEA pursuant to this Agreement to be used for recurring recreational operating expenses as budgeted by the District and approved by District voters at the Annual Meeting.

d. **Additional WEA Revolving Recreation Fund Payments:** In addition to the WEA Quarterly Payments outlined in Section 3.b of this Agreement, in prior years WEA and the District have agreed to an additional one-time payment from WEA to fund the District's revolving recreational fund. The District anticipates the revolving recreational fund will have approximately $120,000 at the end of the 2023 fiscal year, and that for 2024 there is no requirement that WEA make a one-time payment to the District's revolving recreational fund. WEA and the District agree the recreational fund shall continue to be further funded with profits from concessions and other revenue generated as a result of running recreational activities throughout the year, including, but not limited to, daily/day use passes, Campton Mountain ski lift/rope tow tickets, merchandise sales, rental & event proceeds, and miscellaneous front desk revenue. WEA and the District further agree that nothing in this 2024 RMA shall be construed as to limit the party's ability to agree to a one-time recreational fund payment in future years. WEA and the District acknowledge and agree that all monies ~~(including the $50,000 fee received by WEA)~~ deposited into the revolving recreation fund are properly considered District monies, which the District can use 100% of, in its sole discretion, to invoice costs and pay for recreational activities, services, and other obligations as permitted by law.

e. Recreational expenses to be charged to the revolving recreational fund shall include, but are not limited to, the following:

TO BE APPROVED

All supplies to operate food/beverage (Liquor/food/soda/linens/paper products/condiments etc.)

All third-party event expenses (ex: linens, paper goods, cleaning and set up fees) for weddings/functions, room rentals etc.

All bands and entertainment subcontractors

All sub-contractors including cooks, bartenders, and wait staff

All ski operation sub-contractors including lift operators and ski patrol

f. District food-service employee's (cook) wages and benefits as long as the employee is performing duties related to concessions and recreation for the District. When District food-service employee (cook) is not performing duties related to concessions and recreation the employee's wages and benefits shall not be considered expenses charged to the revolving recreational fund. Any surplus funds above $75,000 created in the Recreation Fund in a given year shall remain in the Recreation Fund to be utilized in the sole discretion of the District for additional costs for providing recreation. The District shall provide WEA with detailed reports each quarter of the Recreation Fund's income and expenses – having reconciled with the bank statements – in order to determine the amount of surplus funds above $75,000. This accounting or reconciliation shall be provided to WEA on the following dates: March 31st, June 30th, September 30th, 2024 and January 15th, 2025. The parties agree that any accounting or reconciliation of costs for administrative services provided to WEA by District employees pursuant to the separate Administrative Services Agreement will also follow the same yearly reconciliation schedule.

g. Nothing contained herein shall prevent the WEA from making additional funds separate from the fees and payments contemplated in this Agreement, that are available to WEA, to WEVD

TO BE APPROVED

for Recreational Programs during the fiscal year. However, any additional funds must be administered pursuant to applicable New Hampshire Municipal laws.

4. <u>Unforeseen Circumstances:</u>

a. In the event of unforeseen circumstances, including but not limited to force majeure, fire, earthquake, etc., which render District facilities unavailable for use for recreational activities for more than 30 consecutive days, WEVD shall release WEA from an obligation to pay the remaining WEA Quarterly Fee due that fiscal year, and instead, shall set a minimum fee and charge of $25,000.00 for the remainder of the period in which the facilities are unavailable to operate recreation. The parties agree that any outstanding invoices for services already rendered, or payment obligations or promises already agreed to, which are not covered by the remaining Rec Fund balance, shall be paid by the Association upon presentation to the Board.

5. The parties specifically agree that this Agreement does not obligate the District to pay or promise any money in any form, and it does not require the District to raise and appropriate money within the meaning of RSA Chapters 31 and 33 outside of funds raised and appropriated through the District's Annual Meeting process.

6. On or before October 15, 2024, WEA shall provide a formal program proposal of Recreational Activities together with the description of the events and activities. The format of the proposal should consist of an event calendar and community center operating hours. See attached addendum

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– anything similar to the exemplar is satisfactory. WEA to provide reasonable notice upon any change or addition to either the event calendar or operating hours. Both WEVD and WEA agree to meet, discuss, and produce a 2024 Recreational Activities schedule.

7. Monies deposited into the revolving Rec Fund pursuant to this agreement are fees & charges. As such, they are not subject to the Trustee of the Trust Fund process.
8. On or before November 1, 2024, WEA shall provide a separate formal proposal for Recreational Improvements and capital improvements that includes a corresponding commitment of CIF or WEA funds. Any additional funds must be administered pursuant to applicable New Hampshire Municipal laws. It is the intent of the parties to work together in maintaining, improving, and/or expanding assets and facilities which support recreation.
9. On or before November 1, 2024, WEVD and WEA will work jointly to forecast expenses for the upcoming year's Recreational Services considering any expected cost increases in salary, benefits, materials, and any chargeable miscellaneous items to allow WEVD and WEA to adequately plan costs related to the ensuing year's recreational programming.
10. WEVD, at its sole discretion, may provide support for recreational services in accordance with NH municipal law.
11. **Separate Capital Payments**

    All additional payments made with respect to Recreation Capital Improvements shall be paid before project completion dates. Such additional fund payments must be administered pursuant to applicable New Hampshire Municipal laws.

12. **WEA Third-Party Requirements**

    The parties agree that, in the event WEA intends to hire a contract service or employee(s) to supervise and run Recreational Programming for the Association, the

TO BE APPROVED

WEA Board must provide the District with a detailed proposal outlining which Recreational Operation duties are going to be assumed by the Association. In no event shall the WEA contract service provider or WEA employee supervise WEVD employees. Upon receipt of said proposal, the District will work diligently with WEA to determine which WEVD staffing changes will be necessary as well as the timing to implement said plan, including moving WEVD employees who are currently paid from the Revolving Rec Fund to the WEA payroll. Working cooperatively, the parties can agree to amend or terminate this Agreement if necessary.

13. Books and Records

WEVD shall oversee maintaining books, accounts, and records that reflect all expenditures incurred in the revolving rec fund. These books, accounts, and records shall be maintained at the WEVD's offices and shall be available for inspection by the Association during regular business hours.

At all times, WEVD staff who are assisting WEA are performing their duties as municipal employees. WEVD Employees remain municipal employees while performing recreational services and any WEA administrative/bookkeeping functions. As municipal employees, all WEVD staff are subject to NH municipal law including, but not limited to, RSA Chapter 91-A (Right-To-Know law) and Chapter 31 of the RSA.

14. Remedies

a. If WEVD breaches any term of this Agreement, WEA shall give written notice of the breach to WEVD. If WEVD fails to remedy the breach within 30 days of such notice, or if such breach shall have been of a nature that the same could not have been cured within 30 days, and if WEVD shall not have, in good faith, commenced the curing or remedying of such

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breach, within such 30-day period, WEA may, at its option, terminate this Agreement. Upon termination, WEVD shall return to the Association all unexpended fees and charges which are not encumbered by a contract with a third party or owed to WEVD for services already rendered.

b. WEA shall timely make each WEA Quarterly Fee in the amount of $150,000.00 to the District's Operating Fund. If WEA fails to timely pay each WEA Quarterly Fee WEA shall be considered in material breach of this Agreement. Thereupon, the WEVD may terminate the provision of services for Recreational Activities until WEA makes the required WEA Quarterly Fee due. If WEA breaches any term of this Agreement, WEVD shall give written notice of the breach to WEA. If WEA fails to remedy the breach within 30 days of such notice, or if such breach shall have been of a nature that the same could not have been cured within 30 days, and if WEA shall not have, in good faith, commenced the curing or remedying of such breach, within such 30-day period, WEVD may, at its option, terminate this Agreement. Upon termination, WEA shall not have any of the rights and responsibilities regarding District property, including programing and access rights, contemplated by this Agreement.

c. Notwithstanding anything to the contrary contained herein, WEVD will not be obligated, by this Agreement, to perform services beyond the amount funded by the WEA.

15. Successors Assigns and Non-Assignability

This Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties hereto, however, this Agreement may not be assigned by either party without prior written consent.

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16. Validity

This Agreement is understood to comply fully with the laws of the State of New Hampshire relative to Village Districts, and in particular, relative to the authority and duties of the commissioners, and therefore, to the extent any provision of this Agreement in any way may conflict with or breach such laws, such provision shall be null and void.

17. Severability Clause

Any party, provision, representation or warranty of this Agreement which is prohibited or which is held to be void or unenforceable shall be ineffective to the extent such prohibition or unenforceability without invalidating the remaining provisions thereof. If the invalidity of any part, provision, representation or warranty of this Agreement shall deprive any party of the economic benefit intended to be conferred by this Agreement, the parties shall negotiate, in good faith, to develop a structure the economic effect of which is as close as possible to the economic effect of this Agreement without regarding to such invalidity.

18. Notices

a. Notice to the Association shall be in writing to the President of the WEA Board of Directors.

b. Notice to WEVD shall be to the Commissioners of WEVD and the WEVD General Manager.

WHEREFORE, the parties have signed this eleven (11) page Agreement on the date first written above.

Waterville Estates Village District

By Commissioners

_____

_____

TO BE APPROVED

_____

Waterville Estates Association

By the President of the Board of Directors

_____

TO BE APPROVED

ATTACHMENTS

TO BE APPROVED

Attachment A

GENERAL MANAGER
Waterville Estates Village District

JOB SUMMARY

The Waterville Estates Village District General Manager (hereinafter General Manager) is responsible for carrying out the direction of the Waterville Estates Village District Commissioners (hereinafter Commissioners) to plan, direct, and coordinate the operations of Waterville Estates Village District (hereinafter WEVD). This position does not function as a manager as outlined in RSA 37, but as an administrator at the direction of the Commissioners. Duties and responsibilities include implementing policies and procedures and suggesting changes, managing daily operations, and planning the use of materials and staff, in accordance with all applicable local, state and federal laws and Commission policies, and anticipating problems and recommending policies to deal with them. Under the direction of the Commissioners, manages the agreements with the Waterville Estates Association (hereinafter Association).

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Implements general policies established by the District Commissioners and directs their administration and execution.
- Plans, develops and recommends specific operational policies, programs, procedures and methods in concert with Commission-approved policies including the personnel policy and purchasing policy
- Coordinates the development of long-range plans including capital expenditures.
- Supervise all staff employed by WEVD including those doing work for the Association and those paid by the Revolving Recreation Fund.
- Stays current with relevant trends and developments.
- Coordinates development of operating and capital budgets, including construction, alterations, maintenance, materials, supplies, and equipment regularly monitors financial statements and manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary. (within policy guidelines).
- Attends meetings of the Commission and as requested of the Commission meetings of the planning board, advisory committees and the Association Board of Directors.
- Serves as liaison between all management staff and the Commission. As directed by the Commission and in keeping with agreements between the Commissioners and Association the revolving recreation staff and WEVD staff doing work for the Association.
- Prepares reports and other support material for the Commission.
- Negotiates and recommends Commission approval for contracts.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.

- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- At the request of the Commissioners ensure staff properly post meetings, provide space, documentary support and technology for the meetings and ensure minutes are properly posted, saved and made available under RSA 91-A.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the District.
- Responsible for maintaining safe facilities and good risk management practices.
- Performs other duties as directed by the Commission in keeping with a managerial position.

KNOWLEDGE, SKILLS AND ABILITIES

The following is a representative list of desired skills and abilities, however the absence of some will not exclude a candidate from consideration. The Ideal Candidate will have these:

- Understanding of governmental accounting practices with emphasis on General Ledger, Accounts Payable, Budget preparation, audits, and Quickbooks or other financial software.
- Excellent written and oral communication
- Strong computer skills including expertise in Word, Excel, PowerPoint website management, and ability to implement good computer policy and procedures.
- Understanding of community water supply systems.
- Understanding road summer and winter maintenance including care and operation of highway equipment.
- Knowledge of the legal constraints/authorities of Village Districts
- Flexibility in responding courteously to needs of staff, board members and owners; ability to establish priorities and maintain productivity despite numerous interruptions
- Cultural sensitivity and ability to relate well and effectively in diverse workplace with a diverse client population
- Good Risk Management including safety consciousness for facilities and staff
- Experience managing recreation programs including pools, gym and ski area.

QUALIFICATIONS -LICENSES

Minimum

- Degree in Business Management, Public Administration, Accounting and five years of managerial experience or equivalent
- Motor Vehicle Operator's license

Desired upon hire or ability to obtain after hire.

- Pool and water testing certification
- Completion of NH Liquor Commission T.I.P.S. course

Attachment B

Waterville Estates Association

Annual Operating Schedule by Facility

Community Center:

1. Open daily (same hours for outdoor facilities)
    a. Monday – Thursday: 10 a.m. to 8:00 p.m.
    b. Friday & Saturday: 10:00 a.m. to 10:00 p.m
    c. Sunday: 10:00 a.m to 8:00 p.m

2. CLOSED for Holidays – Easter, Thanksgiving, Christmas.

3. Subject to closure for Severe Weather events/safety concerns by WEVD Management.

4. Indoor concession operations – Mountain View Lounge (beverages, snack food), Food Service for special events.

5. Outdoor facilities = Basketball Courts, Tennis Courts, Multi-Use Court, Sand Volleyball, Pond & Beach, Pools and Hot Tubs.

6. Outdoor pools, hot tubs only
    a. Open daily Memorial Day weekend through END OF SEPTEMBER OR END OF COLUMBUS DAY WEEKEND
    b. Heating pools and hot tubs from Memorial Day Weekend through END OF SEPTEMBER OR END OF COLUMBUS DAY WEEKEND

7. Summertime Concession Operations (outdoors, poolside)
        i. Dates:
            1. Memorial Day weekend, limited menu
            2. Fourth Week of June through Labor Day Weekend

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ii. Hours of concession service:
    1. Friday: Noon to 8 p.m.
    2. Saturday: Noon to 8 p.m.
    3. Sunday: Noon to 5 p.m.
    4. Extended to Monday – Thursday 4th of July Weekend/week

8. Community Center special events to include but are not limited to:
    a. Live music/DJ at pavilion and/or poolside
    b. Country Western Day
    c. Fourth of July celebration
    d. Pirate Day
    e. Fishing Derby
    f. Wine/beer tastings
    g. Trunk or Treat (or at Campton Mountain depending on weather)
    h. Comedy Night
    i. BBQ on lawn

CAMPTON MOUNTAIN:

1. Ski Operations – snow and weather dependent – Mid December through March
    a. Thursday: 3:00 p.m. to 9:00 p.m.
    b. Friday: 10:00 a.m. to 4:00 p.m.; 5:00 to 9:00 p.m.
    c. Saturday: 10:00 to 4:00 p.m.; 5:00 p.m. to 9:00 p.m.
    d. Sunday: 10:00 a.m. to 4:00 p.m.
    e. Christmas Vacation Week: Monday – Thursday 10:00 a.m. to 4:00 p.m.; 5:00 to 9:00 p.m. in addition to regular schedule
    f. MLK Weekend – extend Sunday to include 5:00 p.m. to 9:00 p.m.
    g. Mass Vacation Week: Monday – Thursday 10:00 a.m. to 4:00 p.m.; 5:00 to 9:00 p.m. in addition to regular schedule
    h. NH Vacation Week: Wednesday 10:00 a.m. to 4:00 p.m.; Thursday 10:00 to 4:00 p.m.; 5:00 p.m. to 9:00 p.m. in addition to regular schedule
    i. WEVD Management to determine if weather conditions and snow conditions will cancel ski operations
2. Ski Lodge Operations

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   a. When skiing open, Lodge follows the same schedule with the exception of staying open until 10 p.m.
   b. If ski lifts are not running, the Lodge will be open evenings only from 5:00 p.m. to 10:00 p.m.
3. Ski Lodge Special Events to include but are not limited to:
   a. Live Music/DJ
   b. Trivia Contests
   c. New Year's Eve Celebration
   d. Ski Race(s)
   e. Cardboard Box Derby

All dates and times subject to change due to weather and unpredictable situations, at the discretion of the WEA Board of Directors.

TO BE APPROVED

APPENDICIES

TO BE APPROVED

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 35-B
PUBLIC RECREATION AND PARKS

Section 35-B:1

35-B:1 Establishment and Management. – Any town, city, county, village district or school district acting through its governing body, may either independently or in conjunction with the United States, the state of New Hampshire, or any other political subdivision acquire land within or without its jurisdiction by gift, purchase or lease, for a public recreation and park area and may prepare, equip, and maintain said land for said purpose. Said town, city, county or district may establish a system of reasonable fees and charges thereon; may conduct and promote leisure-time activities thereon. In connection therewith, any such town, city, county, or district may construct, reconstruct, equip, operate, and maintain any recreation building or recreation support facility; and may employ an administrative officer and such other persons as it deems necessary to carry out the provisions of this chapter. Any town, city, county or district shall have the power to jointly enter into any contract with any organization or organizations for the purpose of conducting leisure-time programs, acquiring recreational lands or facilities, or exercising any other power granted by this chapter.

Source. 1979, 185:1, eff. Aug. 5, 1979.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 35-B
PUBLIC RECREATION AND PARKS

Section 35-B:2

35-B:2 Tax and Appropriations. –
Any town, city, county, village district or school district may raise annually revenues and appropriate funds for the purpose described in RSA 35-B:1 and also may raise such sums when the land upon which such activities are conducted belongs to or is leased by the state. The money necessary to pay for lands or other recreation purposes described in RSA 35-B:1 may be raised and appropriated by the board or body having control over the finances of a political subdivision by the following methods:
I. General taxation, as other taxes are raised and levied or by the issuance of temporary loan bonds or by the issuance of permanent bonds to the extent, and with the authority authorized by existing law.
II. By fees and charges for recreation park services and facilities. All revenue from such fees and charges may be deposited into a special fund established for such purposes pursuant to RSA 31:95-c, or into a recreation revolving fund established by vote of the legislative body. If such a recreation revolving fund is created, the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all moneys in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose. If such recreation revolving fund is rescinded by vote of the legislative body, any remaining amounts in the fund shall become part of the general fund accumulated surplus.

Source. 1979, 185:1. 1993, 161:1, eff. July 23, 1993. 2012, 181:3, eff. Aug. 10, 2012.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 52
VILLAGE DISTRICTS

Section 52:1

52:1 Establishment. –

I. Upon the petition of 10 or more voters, persons domiciled in any village situated in one or more towns, the selectmen of the town or towns shall fix, by suitable boundaries, a district including such parts of the town or towns as may seem convenient, for any of the following purposes:

(a) The extinguishment of fires;
(b) The lighting or sprinkling of streets;
(c) The planting and care for shade and ornamental trees;
(d) The supply of water for domestic and fire purposes, which may include the protection of sources of supply;
(e) The construction and maintenance of sidewalks and main drains or common sewers;
(f) The construction, operation, and maintenance of sewage and waste treatment plants;
(g) The construction, maintenance, and care of parks or commons;
(h) The maintenance of activities for recreational promotion;
(i) The construction or purchase and maintenance of a municipal lighting plant;
(j) The control of pollen, insects, and pests;
(k) The impoundment of water;
(*l*) The appointing and employment of watchmen and police officers;
(m) The layout, acceptance, construction, and maintenance of roads; and
(n) The maintenance of ambulance services.

II. The voters who are domiciled in any village shall cause a record of the petition, pursuant to paragraph I, and their proceedings thereon to be recorded in the records of the towns in which the district is situate.

Source. 1849, 852:1. CS 116:1. GS 97:1. GL 107:1. 1889, 82:1. PS 53:1. 1909, 27:1. 1911, 5:1. PL 57:1. 1939, 108:1. RL 70:1. RSA 52:1. 1957, 179:1. 1961, 120:3. 1975, 13:1; 455:1. 1977, 154:1. 1981, 375:1. 2003, 289:14, eff. Sept. 1, 2003.

Gmail

Ron Beard <r.beard@waterville-estates.com>

Payroll Services

1 message

Christian Pearsall <
To: Ron Beard <r.beard@waterville-estates.com>

Tue, Nov 28, 2023 at 2:21 PM

Ron,

After much discussion here's what we are thinking - $16,250 – this would include full services payroll (processing, reviewing to ensure adherence to labor laws, state laws, policies, troubleshooting, technical support, monthly, quarterly and year end reporting--- everything you discussed with Carrie) plus the setup and use of the TimeClock Plus system for all employees.

While you are small, you do have a lot of variables for each employee so there's always that complexity that we have to deal with. Even if everything is set up as planned things happen, incorrect time entries are approved, etc. Also retirement system continues to be a complicated challenge these days.

Because this is our first install of the timeclock plus timekeeping (Carrie is using it in Maine), we will not charge any setup fees or anything like that, as Carrie will be ensuring that its all squared away appropriately.

I can develop a full proposal if the commissioners want one. Please let me know if this is something that you think will be a viable option at this cost. As you know sometimes fixing mistakes can be more expensive in the long run!

Thanks for the opportunity.

Christian

Christian Pearsall

Municipal Resources, Inc.

Municipal Technology Systems, LLC

Office

Cell

www.mrigov.com

Waterville Estates Village District

Commission Draft Minutes Amendments – November 8, 2023

1) Line 4: Replace Gerri with Gerry
2) Line 5: Replace Eric with Erin
3) Line 12: Replace Commission with Commissioner
4) Line 25: Replace Pam with Erin
5) Line 41: Replace Slatter's with Slattery's
6) Line 42: Replace Slatter's with Slattery's
7) Line 50: Replace "time being" with "a period of time"
8) Line 118: Replace the second occurrence of Spinney with Panuczak
9) Line 119: Replace the second occurrence of Panuczak with Spinney
10) Line 133: Replace the second occurrence of Panuczak with Spinney

Respectfully Submitted

Gerry Panuczak