WEVD COMMISSION MEETING AGENDA
Wednesday, December 19, 2023, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Minutes
    a. November 29, 2023
7. Treasurer's Report
8. GM's Report
9. CONSENT CALENDAR
    a. Manifests
    b. Treasurer’s Report
10. GENERAL CALENDAR ITEMS
    a. Setting additional mandatory meetings for 2024 Annual Meeting
    b. Setting a snow date for ’24 Annual Meeting
    c. Setting Rec Fund Reconciliation for 4th Quarter
    d. RCA: Requesting Water Meter Install Refund
    e. RCA: 124 Pegwood Water Bill
    f. 2024 Commission Meeting Schedule
    g. WEVD Credit Card Application
    h. WEVD Credit Card Policy
11. Next Meeting: January 10, 2024 @ 6 p.m.
12. Public Comment Period
13. Non-Public Session
14. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

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

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WEVD 2023 Meeting Draft Minutes
November 29, 2023 – 4:00 PM

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

Members excused:

Attendees via Zoom: Mary O'Brien, Jim Cahill, Jaime Oldmixon, Chris Gerber, Beth, Linda Ivers, Nancy Seward.

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

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

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

Adoption of Agenda.
Ms. Patti suggested the following changes to the agenda: Item 9B – setting additional mandatory meetings - to table to December 13, 2023, and Item 9A (mailbox update) - to take out of order to accommodate Mr. Cahill. Other Commissioners agreed.

GENERAL CALENDAR ITEMS
a. Update from WEA re: mailboxes
Jim Cahill, via Zoom, provided an update on the mailbox situation as follows:

1. The Postmaster position has been filled in Campton which resulted in some changes to the existing plans for mailbox installation for the Association:
    a. The WEA selected ratio of parcel boxes to mailboxes would not meet the postal service requirements (1:10), leading to the need to reorder and confirm the correct ratio;
    b. The Association, not the Postal Service, needs to handle the assignment of mailboxes.

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c. Mailboxes are supposed to be in street order, creating challenges as the existing ones are not currently in this order.

2. Due to these changes, the installation will be delayed until 2024, combining Phase 1 and Phase 2 next year.
3. Then the required number of parcel boxes would need to be verified and aim to stay within the existing footprint, possibly using pedestal boxes.
4. An ironclad procedure for assigning boxes will be established.

Ms. Patti asked some clarifying questions about the ability to install pedestal boxes if the ratio turns out to change again and about the need to still widen the walkway, which turned out to be unnecessary, and mailbox assignment process. Mr. Cahill said that there is service called Address Management Service (AMS) and noted the importance of getting AMS approval before proceeding with mailbox installation.
Ms. Patti asked Mr. Cahill to consider and to inquire about ADA compliance when installing the mailboxes and possibly setting some aside and assigning as needed.
There was a brief connection interruption after which the discussion resumed.
Mr. Cahill also mentioned they will need to create another Mailbox Committee to make sure that the project gets completed in 2024.
Mr. Panuczak asked about the budget for the project in light of the recent changes. Mr. Cahill and Mr. Beard said that it should be very close.
Commissioners thanked Mr. Cahill for all his hard work on this project.
There were no members of the public willing to address the Commission or ask questions of Mr. Cahill regarding this matter.

Approval of Minutes

a. November 8, 2023

Mr. Panuczak made a motion to amend the 11/08/2023 meeting minutes according to the list of changes Mr. Panuczak prepared and that were in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0:1 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye. Ms. Patti abstained due to not being present at that meeting.

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Mr. Panuczak made a motion adopt the amended the 11/08/2023 meeting as the official meeting minutes. Mr. Spinney duly seconded. Motion passed by a 2:0:1 roll call vote: Mr. Spinney – aye, Mr. Panuczak – aye. Ms. Patti abstained due to not being present at that meeting.

Treasurer's Report

There was no report to approve.

GM's Report

Mr. Beard spoke about the following:

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. Mr. Beard ordered the tank to be delivered December 8th.
2. Mr. Beard has changed the kitchen operating hours at the Lodge. Now the kitchen is open until 9:30 PM on Friday and Saturday. This should give the District the opportunity to capture more food sales.
3. MRI is working with staff on the payroll portion of the new software. The District should be doing payroll on the new software as of January 1, 2024.

Ms. Patti noted that the agenda for tonight includes Item 9.f for outsourcing payroll and suggested moving its discussion to now. Everyone agreed.

f. Outsourcing Payroll

Mr. Beard read an email from Christian Pearsall from MRI about a proposal to outsource payroll to them which should cost roughly $16,250, and will include full services payroll (processing, revieing to ensure adherence to labor laws, state laws, policies, troubleshooting, tech support, monthly, quarterly, and year end reporting, plus setting up a timeclock plus timekeeping). The timeclock will allow employees to punch in with an app providing flexibility. The timeclock set up will be free to the District as it is the first time MRI will be installing it.

Discussion ensued about current monthly costs, potential savings, and related staff workload and responsibilities. Mr. Beard said that The total monthly cost to process payroll internally is $1,697.48

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per month (with a stipulation that this cost will go down once Rita Davidson from MRI, who is currently working with the District on sorting out the accounting, will finish working), and with outsourcing to MRI it will cost the District $1,354 monthly.

Ms. Patti summarized the discussion about internal versus external payroll handling as follows:
At present, the District expends 29 hours monthly from its paid staff for internal payroll management, accompanied by an additional cost of approximately $420 attributed to MRI staff time and an extra $355 for QuickBooks – summing up to about $1,700 per month. If the District opts to contract MRI for payroll services, there is an anticipation of cost savings. However, if still doing payroll internally, there is an expectation that the workload on District staff will gradually increase, though the extent remains uncertain. The preference for outsourcing stems from the immediate financial savings and the perceived long-term financial advantages; moreover, it ensures adherence to state and federal regulations, given the complexity and precision required in payroll management.
Ms. Patti then noted that Item 9.g on tonight's agenda has to deal with the new timekeeping system and that she would also like to move it up as part of this payroll discussion.

g. New Timekeeping System

Mr. Beard and Ms. Smith answered questions from the Commissioners about the use of the timekeeping system remotely for clock-ins and outs, managing approvals, and other process related issues. The proposed system was said to be expected to streamline payroll processing, improve accuracy, and provide transparency for employees. Members highlighted the potential for cost savings and increased efficiency through automation and allowing staff more time to devote to other matters. The Commissioners expressed overall approval for the technical aspects of the system and decided to proceed with obtaining a formal contract for further consideration.
Another discussion was where the funds should be coming from to cover the expenses and it was decided that it would be under administration.
Commissioners requested Mr. Beard to ask MRI whether the cost of doing payroll bi-weekly will result in savings when it comes to their quote and that they provide both versions of the contract so that they could decide based on the amount.

GM's Report (continued)

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4. Shawn Pelchat and his team have been very busy at the Lodge. They have painted the men's and ladies' bathrooms downstairs. They also have installed donated lockers downstairs which should help free up some space in the dining room.

It was noted that a homeowner donated the lockers and Commissioners requested his name so that they could send him a Thank You note.

There was another discussion about ADA compliance issues that have been identified by the ADA Compliance Committee:

- a designated table which has already been set up and identified with appropriate signage;
- creating a clear and wide enough pathway for those needing ADA accessibility to be able to come into the space, the restroom and to that table, which is still not implemented and needs to be done at some point;
- the need to ensure the locker rooms are ADA accessible. The idea of designating a few lockers as ADA accessible was proposed, potentially by placing doors over some cubbies and labeling them accordingly;
- the bar area does not meet ADA standards as it is too high. Plans were discussed to create an ADA accessible space at the bar, possibly by lowering a counter on the right-hand side where the camera is located.

Ms. Patti made a motion to approve and accept the GM Report that is presented in the meeting handout. Motion was seconded by Mr. Panuczak and passed by a 3:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye, and Mr. Panuczak - aye.

CONSENT CALENDAR

Manifests

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

GENERAL CALENDAR ITEMS

c. Signing 2024 RMA

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The Commission began by expressing gratitude and acknowledging the efforts of Mr. Cahill, WEA Board members, and staff in reaching the final version of the RMA. The finalized document was presented in the handout with a blank space for the date, which was later filled in as January 2, 2024. The discussion highlighted the importance of the RMA in providing transparency and a clear financial blueprint for the operation of the Recreation Department. The Commissioners recognized the collaborative efforts of past WEA leadership, who played crucial roles in conceptualizing the agreement. The significance of having an agreement that clearly outlines financial responsibilities and distributions was emphasized as well as the fact that the RMA allows for rational conversations about tax money allocation, operational costs, and the financial performance of the Recreation Department. The signing of the RMA marked a positive step forward for the community, ensuring accountability, and providing a framework for effective governance in managing recreational activities. Commissioners expressed satisfaction with the collaborative process and the resulting agreement, noting its value in fostering a cooperative and transparent relationship between the District and WEA. Members then signed the RMA Agreement.

d. Service Yard employee facilities

The Commission acknowledged the need to address the lack of restroom facilities at the service yard, and the need to address the issue related to ensuring the well-being and convenience of District employees who maintain the roads and service yard. Budgetary considerations were part of the discussion, with a question about where to find the funds to cover the necessary upgrades. There was a reference to a warrant article in 2021, amounting to $25,000, earmarked for facility improvements and maintenance and to a 2023 warrant article for $29,000, for remodeling old shop and addition. The Commission recognized the need for a thorough discussion with Mr. Pelchat to explore the possibility of finding a way to fund a viable solution for restroom facilities at the service yard.
The discussion also included acknowledgment of the progress made in enhancing the service yard infrastructure over the years, like installing Wi-Fi, cameras to enhance security and deter vandalism, replacing the heating oil tank, and installation of a back up generator.

e. WEVD Financial Update

Mr. Beard provided the current financial status of various departments and funds. As of the report, the Village District was at 91.6% of the year, with the overall budget at 82%. Commissioners discussed anticipated expenses and overages for the year 2023.

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There was another discussion about the Pegwood Road paving project, which had a budget of $140,000 allocated from the 2023 Warrant Article. Members considered the option of encumbering these funds to 2024 since the paving work would not be completed in the current year, emphasizing the necessity of having a signed contract with the paving company before doing so. They acknowledged that the paving company would provide quotes based on current prices, with the understanding that final costs might be adjusted, and any differences would need to be covered from the 2024 budget.

10.Next Meeting & Public Hearing re: Accepting Improvements to District Assets Funded with CIF Monies: Wednesday, December 13, 2023 @ 6 p.m.

Public Comment Period

- Jim Cahill, via Zoom, raised a concern about the significant increase in property tax rates for the portion paid to the Town of Thornton compared to the previous year.

Ms. Patti acknowledged the issue and explained that there had been a large difference in tax rates set by NH DRA between Campton and Thornton in the previous year and they were assured that at some point there will be a correction, which is what Mr. Cahill is seeing on his latest tax bill. Mr. Beard noted that Ms. Davidson was investigating the matter to understand the reasons behind the abrupt shift in tax rates as well. The Commissioners assured Jim that they were aware of the situation and would provide updates as more information became available. They asked Mr. Beard to note that in his GM Report when he has more to report.
There was nobody else in person, online, or by phone to address the Commission.

Non-Public Session
Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a) and (c). Mr. Panuczak duly seconded motion and it passed at 5:24 PM by a 3:0 roll call vote: Ms. Patti, Mr. Spinney – aye, Mr. Panuczak - aye.

Non-public session was entered at 5:30 PM, Commissioners Patti, Panuczak and Spinney were present in person as well as the General Manager Ron Beard.

Resumption of Public Session
Mr. Panuczak motioned to exit non-public session at 7:15 PM, Mr. Spinney duly seconded and the motion passed by a 3:0 roll call vote: Ms. Patti, Mr. Spinney – aye, Mr. Panuczak - aye.

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Public session was entered at 7:16 PM. Commissioners Patti, Panuczak, and Spinney were present in person.

The nonpublic session minutes were sealed by a motion from Mr. Spinney, a second by Mr. Panuczak, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner Motion carried by a 3:0 roll call vote: Ms. Patti, Mr. Spinney – aye, Mr. Panuczak - aye.

Adjourn Meeting

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

Meeting adjourned at 7:16 PM.

Prepared by Alvina Snegach

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Waterville Estates
Village District

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GM Report December 19, 2023

1. Work on the snow making project is still moving forward. The tank has been set in place. The power is being installed and then the equipment will be installed in the shed.
2. I will be sending Ken Michaud a thank you letter for his very kind donation of lockers that we have installed at Campton Mountain.
3. Shawn and his team did an amazing job keeping the outflow grates clean at both of our dams during the flooding event last yesterday.
4. Steve and his team kept a close eye on the water system and roads during the storm event. Today they are making minor repairs on pegwood and also will be firming up the muddy area on Richardson trail road.

Check Manifest - by Payee

Date: 11/29/2023 **Batch ID:** 114 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/29/2023**	**9659**	**GENERATING SOLUTIONS LLC**			
	5594		11/03/2023	480.00	0.00	480.00
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES				480.00	
				Total Check #:	**0**	**480.00**
0	**11/29/2023**	**9270**	**NH ELECTTRIC CO-OP**			
	LIBERTY LANE10-13-23		10/13/2023	-552.84	0.00	-552.84
	02.4331.520.340 / WTR - ELECTRICITY				-552.84	
	CREDIT DUE TO OVERPAYMENT					
	LIBERTY LANE 11-15-23		11/15/2023	3,326.56	0.00	3,326.56
	02.4331.520.340 / WTR - ELECTRICITY				3,326.56	
				Total Check #:	**0**	**2,773.72**
0	**11/29/2023**	**9490**	**TREASURER, STATE OF NH**			
	196583		11/01/2023	30.00	0.00	30.00
	02.4331.520.860 / WTR - WATER TESTING				30.00	
	196584		11/01/2023	15.00	0.00	15.00
	02.4331.520.860 / WTR - WATER TESTING				15.00	
				Total Check #:	**0**	**45.00**

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Date: 11/29/2023 **Batch ID:** 114 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/29/2023	**Check Manifest**	**Batch:**	**114**	**Chk Count:**	**3**	**Total Amnt:**	**3,298.72**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	3,298.72

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/28/2023**	**80**	**AFLAC**			
	130197		11/28/2023	532.45	0.00	532.45
	01.2020.000.008 / AFLAC PAYABLE				532.45	
				Total Check #:	**0**	**532.45**
0	**11/28/2023**	**20**	**A.M.RAND COMPANY**			
	N214810		11/21/2023	39.58	0.00	39.58
	01.4312.002.821 / HWY - EQUIPMENT REPAIR				43.98	
	01.4312.002.821 / HWY - EQUIPMENT REPAIR DISCOUNT				-4.40	
				Total Check #:	**0**	**39.58**
0	**11/28/2023**	**550**	**BELKNAP TIRE & AUTO REPAIR, LLC**			
	290402		11/17/2023	280.00	0.00	280.00
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE				280.00	
				Total Check #:	**0**	**280.00**
0	**11/28/2023**	**570**	**BENJAMIN DEMERS**			
	47917		11/28/2023	80.00	0.00	80.00
	01.4521.003.610 / FD - SUPPLIES				80.00	
				Total Check #:	**0**	**80.00**
0	**11/28/2023**	**4440**	**CARDMEMBER SERVICES**			
	113-6547793-7829859		11/20/2023	21.99	0.00	21.99
	01.4314.003.611 / B&G - SMALL TOOLS				21.99	
	113-7707627-8259448		11/20/2023	123.60	0.00	123.60
	01.4314.003.611 / B&G - SMALL TOOLS				123.60	
	113-9147000-6267408		11/20/2023	59.99	0.00	59.99
	01.4314.003.611 / B&G - SMALL TOOLS				59.99	
	114-6921184-6479408		11/24/2023	59.95	0.00	59.95
	01.4521.003.610 / FD - SUPPLIES				59.95	
	114-9382281-3548235		11/24/2023	13.98	0.00	13.98
	01.4521.003.620 / FD - EXPENSES				13.98	

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Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	114-9840393-8718613		11/18/2023	19.95	0.00	19.95	
	01.4314.003.614 / B&G - CLEANING SUPPLIES					19.95	
				Total Check #:	**0**		**299.46**
0	**11/28/2023**	**5640**	**CHARTER COMMUNICATIONS**				
	0046907111223		11/12/2023	169.81	0.00	169.81	
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					169.81	
				Total Check #:	**0**		**169.81**
0	**11/28/2023**	**1270**	**CONSOLIDATED COMMUNICATION**				
	113295354210 11-18-23		11/18/2023	129.47	0.00	129.47	
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPONE LINES					129.47	
				Total Check #:	**0**		**129.47**
0	**11/28/2023**	**1340**	**CONSOLIDATED COMMUNICATIONS**				
	113276522050 11-12-23		11/12/2023	119.28	0.00	119.28	
	01.4520.002.350 / REC - TELEPHONE					119.28	
				Total Check #:	**0**		**119.28**
0	**11/28/2023**	**1360**	**CONSOLIDATED COMMUNICATIONS**				
	113298733142 11-18-23		11/18/2023	124.64	0.00	124.64	
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPONE LINES					124.64	
				Total Check #:	**0**		**124.64**
0	**11/28/2023**	**1350**	**CONSOLIDATED COMMUNICATIONS**				
	113275470753 11-12-23		11/12/2023	59.01	0.00	59.01	
	01.4520.002.350 / REC - TELEPHONE					59.01	
				Total Check #:	**0**		**59.01**
0	**11/28/2023**	**1240**	**CONSOLIDATED COMMUNICATIONS**				
	113298733110 11-12-23		11/12/2023	59.01	0.00	59.01	
	01.4520.002.350 / REC - TELEPHONE					59.01	

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Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**0**	**59.01**
0	**11/28/2023**	**1250**	**CONSOLIDATED COMMUNICATIONS**			
	18626574086 11-12-23		11/12/2023	202.16	0.00	202.16
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPONE LINES				202.16	
				Total Check #:	**0**	**202.16**
0	**11/28/2023**	**1260**	**CONSOLIDATED COMMUNICATIONS**			
	113275827930 11-12-23		11/12/2023	59.01	0.00	59.01
	01.4299.001.812 / PSAFE - SECURITY ALARM MAINTENANCE				59.01	
				Total Check #:	**0**	**59.01**
0	**11/28/2023**	**1320**	**CONSOLIDATED COMMUNICATIONS**			
	6037268958353 11-12-23		11/12/2023	51.32	0.00	51.32
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPONE LINES				51.32	
				Total Check #:	**0**	**51.32**
0	**11/28/2023**	**1730**	**DUBOIS & KING, INC.**			
	1123291		11/22/2023	700.00	0.00	700.00
	01.4312.001.390 / HWY - CONSULTING				700.00	
				Total Check #:	**0**	**700.00**
0	**11/28/2023**	**1770**	**EASTERN MINERALS, INC.**			
	INV059800		11/20/2023	1,968.00	0.00	1,968.00
	01.4312.002.819 / HWY - ROAD SAND & SALT				1,968.00	
				Total Check #:	**0**	**1,968.00**
0	**11/28/2023**	**9660**	**EVP MARKETING & MEDIA**			
	2024 CAMPTON AGREEMEI		11/01/2023	2,250.00	0.00	2,250.00
	03.4522.003.305 / SKI - MARKETING/ADVERTISING				2,250.00	
	Campton Mnt Winter 024 Marketing Agreement					
				Total Check #:	**0**	**2,250.00**

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Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**11/28/2023**	**9617**	**FIRST BANK -0904 CS**				
	633252			11/13/2023	825.00	0.00	825.00
	01.4312.002.820 / HWY - EQUIPMENT RENTAL					825.00	
					Total Check #:	**0**	**825.00**
0	**11/28/2023**	**2630**	**HEALTH TRUST**				
	001487304			10/20/2023	16,878.30	0.00	16,878.30
	02.4331.520.211 / WTR - DENTAL INSURANCE					65.85	
	02.4331.520.210 / WTR - HEALTH INSURANCE					1,618.17	
	01.4314.001.210 / B&G - HEALTH INSURANCE					5,393.90	
	01.4314.001.211 / B&G - DENTAL INSURANCE					219.45	
	01.4521.001.210 / FD - HEALTH INSURANCE					2,157.56	
	01.4521.001.211 / FD - DENTAL INSURANCE					87.78	
	01.4130.001.210 / EXEC - HEALTH INSURANCE					3,775.73	
	01.4130.001.211 / EXEC - DENTAL INSURANCE					150.79	
	03.4520.001.210 / REC - HEALTH INSURANCE					1,078.78	
	03.4520.001.211 / REC - DENTAL INSURANCE					43.89	
	01.4312.001.210 / HWY - HEALTH INSURANCE					1,078.78	
	01.4312.001.210 / HWY - HEALTH INSURANCE					43.88	
	01.4525.001.210 / FBF - HEALTH INSURANCE					1,078.78	
	01.4525.001.211 / FBF - DENTAL INSURANCE					84.96	
					Total Check #:	**0**	**16,878.30**
0	**11/28/2023**	**2750**	**HOWARD P. FAIRFIELD, LLC**				
	8804208			11/22/2023	1,956.26	0.00	1,956.26
	01.4312.002.821 / HWY - EQUIPMENT REPAIR					1,732.50	
	01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE					223.76	
					Total Check #:	**0**	**1,956.26**
0	**11/28/2023**	**2850**	**IRVING ENERGY**				
	938195			11/21/2023	2,037.77	0.00	2,037.77
	01.4312.002.823 / HWY - DIESEL					2,037.77	
					Total Check #:	**0**	**2,037.77**
0	**11/28/2023**	**3170**	**JP PEST SERVICES**				

Check Manifest - by Payee

Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	3665457		11/27/2023	234.00	0.00	234.00	
	01.4520.003.619 / REC - PEST CONTROL					234.00	
	3665458		11/27/2023	152.00	0.00	152.00	
	01.4520.003.619 / REC - PEST CONTROL					152.00	
				Total Check #:	**0**	**386.00**	
0	**11/28/2023**	**9661**	**JULIE SMART**				
	332000885523		11/16/2023	43.44	0.00	43.44	
	01.4521.003.610 / FD - SUPPLIES					43.44	
	85390141648		11/16/2023	69.92	0.00	69.92	
	01.4521.003.610 / FD - SUPPLIES					69.92	
				Total Check #:	**0**	**113.36**	
0	**11/28/2023**	**3970**	**MUNICIPAL RESOURCES, INC.**				
	24439		11/14/2023	13,497.60	0.00	13,497.60	
	01.4130.002.390 / EXEC - CONSULTING					13,497.60	
	24464		11/16/2023	124.00	0.00	124.00	
	01.4520.002.610 / REC - OFFICE SUPPLIES					41.33	
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					41.33	
	02.4331.520.610 / WTR - OFFICE SUPPLIES					41.34	
				Total Check #:	**0**	**13,621.60**	
0	**11/28/2023**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**				
	S6121812.001		11/16/2023	136.37	0.00	136.37	
	01.4522.003.662 / SKI - SKI AREA REPAIRS					136.37	
				Total Check #:	**0**	**136.37**	
0	**11/28/2023**	**4150**	**NEW HAMPSHIRE LIQUOR COMMISSION**				
	230065020306		11/17/2023	1,258.55	0.00	1,258.55	
	03.3409.001.008 / COG - WINE					729.75	
	03.3409.001.006 / COG - LIQUOR					528.80	
	230065020556		11/18/2023	181.89	0.00	181.89	
	03.3409.001.006 / COG - LIQUOR					34.99	

Check Manifest - by Payee

Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		03.3409.001.008 / COG - WINE				146.90	
	230065021351			11/24/2023	275.77	0.00	275.77
		03.3409.001.006 / COG - LIQUOR				16.99	
		03.3409.001.008 / COG - WINE				258.78	
					Total Check #:	**0**	**1,716.21**
0	**11/28/2023**	**4820**	**PERFORMANCE FOOD GROUP**				
	7472364			11/22/2023	1,017.98	0.00	1,017.98
		03.3409.001.002 / COG - FOOD				940.48	
		03.4522.003.612 / SKI - KITCHEN SUPPLIES				77.50	
	7462892			11/09/2023	994.40	0.00	994.40
		03.3409.001.002 / COG - FOOD				725.53	
		03.3409.002.610 / COG - BAR SUPPLIES				109.75	
		03.4522.003.612 / SKI - KITCHEN SUPPLIES				159.12	
	7468015			11/16/2023	984.71	0.00	984.71
		03.3409.001.002 / COG - FOOD				761.71	
		03.3409.002.610 / COG - BAR SUPPLIES				26.75	
		03.4522.003.612 / SKI - KITCHEN SUPPLIES				196.25	
					Total Check #:	**0**	**2,997.09**
0	**11/28/2023**	**9370**	**PIPE CONNECTIONS LLC**				
	28437			11/21/2023	2,847.40	0.00	2,847.40
		01.4312.002.818 / HWY - CULVERT REPAIRS				2,762.40	
		02.4331.520.641 / WTR - SYSTEM REPAIRS				85.00	
					Total Check #:	**0**	**2,847.40**
0	**11/28/2023**	**8300**	**PURE TAP LLC**				
	2000			11/17/2023	170.00	0.00	170.00
		01.4520.003.660 / REC - EQUIPMENT REPAIRS				170.00	
					Total Check #:	**0**	**170.00**
0	**11/28/2023**	**9662**	**RESORTLOGIC LLC**				
	CONSULTING 10/16/23			10/16/2023	2,325.00	0.00	2,325.00
		03.4522.003.390 / SKI - CONSULTING				2,325.00	

Check Manifest - by Payee

Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	DISTRICT IS PAYING HALF OF THE TOTAL BILL OF $4650.00 AND THE BOARD IS PAYTING T						
					Total Check #:	**0**	**2,325.00**
0	**11/28/2023**	**8410**	**SAMANTHA BANVILLE**				
	112-4077247-3899423			11/19/2023	22.69	0.00	22.69
	03.4522.002.610 / SKI - BAR SUPPLIES					22.69	
	2000114-20771920			11/17/2023	45.84	0.00	45.84
	03.4522.003.612 / SKI - KITCHEN SUPPLIES					45.84	
	32880531634			10/14/2023	22.46	0.00	22.46
	03.4522.002.610 / SKI - BAR SUPPLIES					22.46	
	331200157086			11/08/2023	29.30	0.00	29.30
	03.4522.002.610 / SKI - BAR SUPPLIES					29.30	
					Total Check #:	**0**	**120.29**
0	**11/28/2023**	**5550**	**SMALL ENGINE BARN**				
	14826			10/19/2023	123.00	0.00	123.00
	01.4312.002.821 / HWY - EQUIPMENT REPAIR					123.00	
					Total Check #:	**0**	**123.00**
0	**11/28/2023**	**5700**	**STAPLES BUSINESS ADVANTAGE**				
	7619464400-000002			11/14/2023	444.81	0.00	444.81
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					444.81	
					Total Check #:	**0**	**444.81**
0	**11/28/2023**	**5730**	**STATE OF NEW HAMPSHIRE-DOT**				
	350125			11/16/2023	357.00	0.00	357.00
	01.4314.003.823 / B&G - VEHICLE FUEL					357.00	
					Total Check #:	**0**	**357.00**
0	**11/28/2023**	**8690**	**THE WHEELERSVT PRODUCTIONS**				
	1898			11/22/2023	400.00	0.00	400.00
	03.4522.003.611 / SKI - ENTERTAINMENT					400.00	
	12/2/23 Entertainment Campton Mtn						

Check Manifest - by Payee

Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**0**	**400.00**
0	**11/28/2023**	**9657**	**TOP NOTCH TREE EXPERTS**			
	7294		11/07/2023	7,500.00	0.00	7,500.00
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE				7,500.00	
				Total Check #:	**0**	**7,500.00**
0	**11/28/2023**	**6100**	**TRACY DUFFY**			
	11-23-23		11/23/2023	59.41	0.00	59.41
	03.3409.001.002 / COG - FOOD				51.41	
	03.3409.002.610 / COG - BAR SUPPLIES				8.00	
	11-13-23		11/13/2023	392.48	0.00	392.48
	03.3409.001.002 / COG - FOOD				392.48	
	8822		11/10/2023	47.35	0.00	47.35
	03.3409.001.002 / COG - FOOD				47.35	
				Total Check #:	**0**	**499.24**
0	**11/28/2023**	**6180**	**UNIFIRST CORPORATION**			
	1070276766		11/16/2023	110.66	0.00	110.66
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				110.66	
	1070278791		11/23/2023	112.76	0.00	112.76
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				112.76	
				Total Check #:	**0**	**223.42**
0	**11/28/2023**	**6280**	**VERIZON WIRELESS**			
	9948769653		11/08/2023	308.05	0.00	308.05
	02.4331.520.351 / WTR - CELL PHONE				41.06	
	01.4130.002.351 / EXEC - CELL PHONES				209.24	
	01.4312.002.351 / HWY - CELL PHONES				57.75	
				Total Check #:	**0**	**308.05**
0	**11/28/2023**	**6680**	**XEROX FINANCIAL SERVICES**			
	5004554		11/10/2023	423.75	0.00	423.75

Check Manifest - by Payee

Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4130.002.618 / EXEC - COPIER LEASE						141.25
	01.4520.002.618 / REC - COPIER LEASE						141.25
	02.4331.520.618 / WTR - COPIER LEASE						141.25
					Total Check #:	**0**	**423.75**

Check Manifest - by Payee

Date: 11/28/2023 **Batch ID:** 113 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/28/2023	**Check Manifest**	**Batch:**	**113**	**Chk Count:**	**40**	**Total Amnt:**	**63,533.12**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	49,886.53
02	WATER FUND	1,992.67
03	RECREATION FUND	11,653.92

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 12/08/2023 **Batch ID:** 119 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**12/08/2023**	**7480**	**HANDYMAN HARDWARE INC.**			
	B399420		11/01/2023	27.45	0.00	27.45
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS					30.50
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS DISCOUNT					-3.05
	B399458		11/02/2023	10.80	0.00	10.80
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS					12.00
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS DISCOUNT					-1.20
	B399621		11/03/2023	28.80	0.00	28.80
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS					32.00
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS DISCOUNT					-3.20
				Total Check #:	**0**	**67.05**

Check Manifest - by Payee

Date: 12/08/2023 **Batch ID:** 119 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
12/08/2023	**Check Manifest**	**Batch:**	**119**	**Chk Count:**	**1**	**Total Amnt:**	**67.05**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	67.05

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 12/07/2023 **Batch ID:** 120 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
0	**12/07/2023**	**7480**	**HANDYMAN HARDWARE INC.**				
	A198203		11/01/2023	217.35	0.00		217.35
		01.4522.003.662 / SKI - SKI AREA REPAIRS				241.50	
		01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT				-24.15	
	A198545		11/20/2023	13.50	0.00		13.50
		01.4522.003.662 / SKI - SKI AREA REPAIRS				15.00	
		01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT				-1.50	
	A198552		11/20/2023	18.00	0.00		18.00
		01.4522.003.662 / SKI - SKI AREA REPAIRS				20.00	
		01.4522.003.662 / SKI - SKI AREA REPAIRS				-2.00	
	A198584		11/21/2023	6.75	0.00		6.75
		03.4522.002.610 / SKI - BAR SUPPLIES				7.50	
		03.4522.002.610 / SKI - BAR SUPPLIES DISCOUNT				-0.75	
	A198676		11/29/2023	27.90	0.00		27.90
		01.4312.002.610 / HWY - SHOP SUPPLIES				31.00	
		01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT				-3.10	
	A198692		12/01/2023	45.00	0.00		45.00
		02.4331.520.641 / WTR - SYSTEM REPAIRS				30.00	
		02.4331.520.641 / WTR - SYSTEM REPAIRS DISCOUNT				-3.00	
		01.4312.002.610 / HWY - SHOP SUPPLIES				20.00	
		01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT				-2.00	
	B399549		11/02/2023	67.95	0.00		67.95
		01.4522.003.662 / SKI - SKI AREA REPAIRS				75.50	
		01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT				-7.55	
	B399623		11/03/2023	13.50	0.00		13.50
		01.4522.003.662 / SKI - SKI AREA REPAIRS				15.00	
		01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT				-1.50	
	B400062		11/06/2023	47.25	0.00		47.25

Check Manifest - by Payee

Date: 12/07/2023 **Batch ID:** 120 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4314.003.611 / B&G - SMALL TOOLS					52.50	
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT					-5.25	
B400120				11/06/2023	72.00	0.00	72.00
	01.4312.002.610 / HWY - SHOP SUPPLIES BACK UP GAS CANS FOR WHEN WE RENTED CHIPPER					80.00	
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT					-8.00	
B400439				11/08/2023	126.00	0.00	126.00
	02.4331.520.641 / WTR - SYSTEM REPAIRS					45.00	
	02.4331.520.641 / WTR - SYSTEM REPAIRS DISCOUNT					-4.50	
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSSE					95.00	
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSSE DISCOUNT					-9.50	
B400722				11/10/2023	16.65	0.00	16.65
	01.4522.003.662 / SKI - SKI AREA REPAIRS					18.50	
	01.4522.003.662 / SKI - SKI AREA REPAIRS					-1.85	
B400767				11/10/2023	68.40	0.00	68.40
	01.4522.003.662 / SKI - SKI AREA REPAIRS					76.00	
	01.4522.003.662 / SKI - SKI AREA REPAIRS					-7.60	
B401230				11/13/2023	6.75	0.00	6.75
	01.4522.003.662 / SKI - SKI AREA REPAIRS					7.50	
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT					-0.75	
B401400				11/14/2023	99.45	0.00	99.45
	01.4312.002.610 / HWY - SHOP SUPPLIES					110.50	
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT					-11.05	
B401514				11/15/2023	63.00	0.00	63.00
	01.4312.002.610 / HWY - SHOP SUPPLIES					70.00	
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT					-7.00	
B401516				11/15/2023	13.50	0.00	13.50
	01.4312.002.610 / HWY - SHOP SUPPLIES					15.00	
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT					-1.50	

Check Manifest - by Payee

Date: 12/07/2023 **Batch ID:** 120 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
B401700				11/16/2023	66.65	0.00	66.65
	01.4312.002.610 / HWY - SHOP SUPPLIES						68.50
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT						-1.85
B401813				11/17/2023	72.67	0.00	72.67
	01.4522.003.662 / SKI - SKI AREA REPAIRS						80.75
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT						-8.08
B401873				11/17/2023	16.65	0.00	16.65
	01.4312.002.610 / HWY - SHOP SUPPLIES						18.50
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT						-1.85
B402281				11/20/2023	28.80	0.00	28.80
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES						32.00
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES DISCOIUNT						-3.20
B402311				11/20/2023	133.60	0.00	133.60
	01.4312.002.610 / HWY - SHOP SUPPLIES						147.50
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT						-13.90
B402439				11/21/2023	74.70	0.00	74.70
	01.4314.003.611 / B&G - SMALL TOOLS						83.00
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT						-8.30
B402635				11/22/2023	56.25	0.00	56.25
	01.4522.003.662 / SKI - SKI AREA REPAIRS						62.50
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT						-6.25
B402747				11/24/2023	99.90	0.00	99.90
	01.4314.003.611 / B&G - SMALL TOOLS						96.50
	01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT						-9.65
	01.4522.003.662 / SKI - SKI AREA REPAIRS						14.50
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT						-1.45
B403355				11/28/2023	90.00	0.00	90.00
	01.4522.001.118 / SKI - WAGES - LIFT MAINTENANCE						100.00

Check Manifest - by Payee

Date: 12/07/2023 **Batch ID:** 120 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4522.003.662 / SKI - SKI AREA REPAIRS					-10.00
		DISCOUNT					
	B403455			11/28/2023	63.00	0.00	63.00
		01.4312.002.610 / HWY - SHOP SUPPLIES					70.00
		01.4312.002.610 / HWY - SHOP SUPPLIES					-7.00
		DISCOUNT					
	B403540			11/29/2023	66.00	0.00	66.00
		01.4522.003.662 / SKI - SKI AREA REPAIRS					66.00
	B404608			12/06/2023	45.90	0.00	45.90
		01.4312.002.610 / HWY - SHOP SUPPLIES					51.00
		01.4312.002.610 / HWY - SHOP SUPPLIES					-5.10
		DISCOUNT					
					Total Check #:	**0**	**1,737.07**

Check Manifest - by Payee

Date: 12/07/2023 **Batch ID:** 120 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
12/07/2023	**Check Manifest**	**Batch:**	**120**	**Chk Count:**	**1**	**Total Amnt:**	**1,737.07**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	1,662.82
02	WATER FUND	67.50
03	RECREATION FUND	6.75

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 12/09/2023 **Batch ID:** 117 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**12/09/2023**	**1330**	**CONSOLIDATED COMMUNICATIONS**			
	6034019573983 11/21/23		11/21/2023	121.00	0.00	121.00
	02.4331.520.350 / WTR - TELEPHONE				121.00	
				Total Check #:	**0**	**121.00**
0	**12/09/2023**	**2580**	**HARCROS CHEMICALS, INC.**			
	291012499		11/15/2023	1,350.65	0.00	1,350.65
	02.4331.520.865 / WTR - CHEMICALS				1,350.65	
				Total Check #:	**0**	**1,350.65**
0	**12/09/2023**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
	S6115279.001		11/02/2023	57.76	0.00	57.76
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS				58.94	
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS DISCOUNT				-1.18	
	S6115279.002		11/03/2023	195.58	0.00	195.58
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS				199.57	
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS DISCOUNT				-3.99	
	S6115321.001		11/02/2023	18.19	0.00	18.19
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS				18.57	
	02.4903.490.008 / CAP - SKI BOWL TREATMENT BUILDING REPAIRS DISCOUNT				-0.38	
	S6127397.001		12/01/2023	87.91	0.00	87.91
	01.4522.003.662 / SKI - SKI AREA REPAIRS				89.70	
	01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT				-1.79	
				Total Check #:	**0**	**359.44**
0	**12/09/2023**	**9666**	**TREASURER STATE OF NH - NHDES**			
	WATER WORKS RENEWAL		12/01/2023	100.00	0.00	100.00
	02.4331.520.320 / WTR - LICENSES AND FEEES				100.00	
				Total Check #:	**0**	**100.00**

Check Manifest - by Payee

Date: 12/09/2023 **Batch ID:** 117 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
12/09/2023	**Check Manifest**	**Batch:**	**117**	**Chk Count:**	**4**	**Total Amnt:**	**1,931.09**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	87.91
02	WATER FUND	1,843.18

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 12/06/2023 **Batch ID:** 118 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**12/06/2023**	**150**	**ALVINA SNEGACH**			
	MEETING MINUTES 11-29-2		11/29/2023	112.50	0.00	112.50
	01.4130.002.390 / EXEC - CONSULTING				112.50	
				Total Check #:	**0**	**112.50**
0	**12/06/2023**	**250**	**AMERIGAS**			
	3157942426		11/30/2023	4,046.84	0.00	4,046.84
	01.4314.003.341 / B&G - HEAT				4,046.84	
				Total Check #:	**0**	**4,046.84**
0	**12/06/2023**	**4440**	**CARDMEMBER SERVICES**			
	019968		11/28/2023	28.04	0.00	28.04
	01.4522.003.662 / SKI - SKI AREA REPAIRS				28.04	
	113-5413971-8311448		12/05/2023	14.59	0.00	14.59
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE				14.59	
	113-8957185-5201815		11/24/2023	138.48	0.00	138.48
	01.4314.003.609 / B&G - DEPT UNIFORMS				138.48	
	21629		11/30/2023	41.50	0.00	41.50
	01.4314.003.823 / B&G - VEHICLE FUEL				41.50	
	458061818		12/04/2023	375.00	0.00	375.00
	01.4314.002.240 / B&G - EDUCATION				375.00	
	WB7687873746		12/01/2023	163.68	0.00	163.68
	01.4314.003.827 / B&G - EQUIPMENT REPAIRS				163.68	
				Total Check #:	**0**	**761.29**
0	**12/06/2023**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	101595		12/01/2023	486.32	0.00	486.32
	01.4314.003.616 / B&G - TRASH REMOVAL				486.32	
				Total Check #:	**0**	**486.32**
0	**12/06/2023**	**7060**	**COCA COLA BOTTLING COMPANY**			
	38844865002		12/05/2023	381.78	0.00	381.78

Check Manifest - by Payee

Date: 12/06/2023 **Batch ID:** 118 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					381.78	
				Total Check #:	**0**		**381.78**
0	**12/06/2023**	**7070**	**COLIN HART**				
	CAMPTON MTN ENTER 12/2		12/16/2023	200.00	0.00		200.00
	03.4522.003.611 / SKI - ENTERTAINMENT					200.00	
				Total Check #:	**0**		**200.00**
0	**12/06/2023**	**1300**	**CONSOLIDATED COMMUNICATIONS**				
	6034062057157 11-24-23		11/24/2023	3.60	0.00		3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPONE LINES					3.60	
				Total Check #:	**0**		**3.60**
0	**12/06/2023**	**1290**	**CONSOLIDATED COMMUNICATIONS**				
	6034061840317 11-24-23		11/24/2023	121.00	0.00		121.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPONE LINES					121.00	
				Total Check #:	**0**		**121.00**
0	**12/06/2023**	**1380**	**CONWAY TECHNOLOGY GROUP**				
	IN4103146		12/04/2023	385.91	0.00		385.91
	01.4130.002.618 / EXEC - COPIER LEASE					128.64	
	01.4520.002.618 / REC - COPIER LEASE					128.63	
	02.4331.520.618 / WTR - COPIER LEASE					128.64	
				Total Check #:	**0**		**385.91**
0	**12/06/2023**	**9665**	**DUSTIN MARSHALL**				
	CAMPTON MTN ENTER. 12/		12/09/2023	150.00	0.00		150.00
	03.4522.003.611 / SKI - ENTERTAINMENT					150.00	
				Total Check #:	**0**		**150.00**
0	**12/06/2023**	**2630**	**HEALTH TRUST**				
	83319		12/06/2023	8.25	0.00		8.25
	01.4130.001.210 / EXEC - HEALTH INSURANCE					8.25	

Check Manifest - by Payee

Date: 12/06/2023 **Batch ID:** 118 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**0**	**8.25**
0	**12/06/2023**	**9661**	**JULIE SMART**			
	333400714185		11/30/2023	39.73	0.00	39.73
	01.4521.003.610 / FD - SUPPLIES				39.73	
				Total Check #:	**0**	**39.73**
0	**12/06/2023**	**3390**	**LINDA BROOKNER**			
	120312021042		12/02/2023	51.93	0.00	51.93
	01.4521.003.610 / FD - SUPPLIES				51.93	
	450142155		12/02/2023	248.00	0.00	248.00
	01.4521.003.610 / FD - SUPPLIES CHRISTMAS TREE & WREATH				248.00	
				Total Check #:	**0**	**299.93**
0	**12/06/2023**	**9663**	**NEW ENGLAND BACKFLOW, INC.**			
	26329		7/18/2023	65.00	0.00	65.00
	01.4314.003.630 / B&G - BUILDING REPAIRS				65.00	
	26586		8/16/2023	580.00	0.00	580.00
	01.4314.003.630 / B&G - BUILDING REPAIRS				580.00	
				Total Check #:	**0**	**645.00**
0	**12/06/2023**	**4150**	**NEW HAMPSHIRE LIQUOR COMMISSION**			
	230065022429		12/01/2023	182.91	0.00	182.91
	03.3409.001.006 / COG - LIQUOR				172.92	
	03.3409.001.008 / COG - WINE				9.99	
	230065022541		12/02/2023	198.89	0.00	198.89
	03.3409.001.006 / COG - LIQUOR				81.98	
	03.3409.001.008 / COG - WINE				116.91	
				Total Check #:	**0**	**381.80**
0	**12/06/2023**	**4820**	**PERFORMANCE FOOD GROUP**			
	7477379		11/30/2023	838.50	0.00	838.50

Check Manifest - by Payee

Date: 12/06/2023 **Batch ID:** 118 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	03.3409.002.610 / COG - BAR SUPPLIES					16.50	
	03.3409.001.002 / COG - FOOD					822.00	
				Total Check #:	**0**		**838.50**
0	**12/06/2023**	**5750**	**STATE OF NH DEPT. OF SAFETY**				
	MALACHI NICODEMUS		12/04/2023	25.00	0.00	25.00	
	03.4522.002.814 / SKI - CRIMINAL RECORDS					25.00	
				Total Check #:	**0**		**25.00**
0	**12/06/2023**	**8690**	**THE WHEELERSVT PRODUCTIONS**				
	1902		11/29/2023	400.00	0.00	400.00	
	03.4522.003.611 / SKI - ENTERTAINMENT					400.00	
	12/23/23 CAMPTON MTN ENTERTAINMENT						
				Total Check #:	**0**		**400.00**
0	**12/06/2023**	**6100**	**TRACY DUFFY**				
	00683348		11/29/2023	35.18	0.00	35.18	
	03.3409.001.002 / COG - FOOD					35.18	
				Total Check #:	**0**		**35.18**
0	**12/06/2023**	**9664**	**TREASURER, STATE OF NH- DHHS**				
	IN0044064		12/01/2023	450.00	0.00	450.00	
	03.4520.000.320 / REC - LICENSES & FEES					450.00	
	SUMMIT LOUNGE FOOD RENEWAL						
	IN0044080		12/01/2023	350.00	0.00	350.00	
	03.4520.000.320 / REC - LICENSES & FEES					350.00	
	CAMPTON MTN FOOD RENEWAL						
				Total Check #:	**0**		**800.00**
0	**12/06/2023**	**6180**	**UNIFIRST CORPORATION**				
	1070280569		11/30/2023	111.92	0.00	111.92	
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					111.92	
				Total Check #:	**0**		**111.92**

Check Manifest - by Payee

Date: 12/06/2023 **Batch ID:** 118 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**12/06/2023**	**6450**	**WATERVILLE ESTATES VILLAGE DISTRICT**			
	PETTY CASH 12/4/23		12/04/2023	575.63	0.00	575.63
	01.1010.000.003 / PETTY CASH PETTY CASH				505.63	
	01.4130.002.625 / EXEC - POSTAGE				70.00	
				Total Check #:	**0**	**575.63**
0	**12/06/2023**	**6530**	**WEVD WATER DEPARTMENT**			
	389 11-1-23		11/01/2023	311.85	0.00	311.85
	01.4314.003.346 / B&G - WATER				311.85	
	391 11-1-23		11/01/2023	974.91	0.00	974.91
	01.4314.003.346 / B&G - WATER				974.91	
	493 11-1-23		11/01/2023	311.85	0.00	311.85
	01.4314.003.346 / B&G - WATER				311.85	
	550 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	577 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	643 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	664 11-1-23		12/05/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	685 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	707 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	710 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	711 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	712 11-1-23		11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER				90.83	
	728 11-1-23		11/01/2023	90.83	0.00	90.83

Check Manifest - by Payee

Date: 12/06/2023 **Batch ID:** 118 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4314.003.346 / B&G - WATER					90.83
786 11-1-23			11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER					90.83
792 11-1-23			11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER					90.83
810 11-1-23			11/01/2023	90.83	0.00	90.83
	01.4314.003.346 / B&G - WATER					90.83
				Total Check #:	**0**	**2,779.40**

Check Manifest - by Payee

Date: 12/06/2023 **Batch ID:** 118 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
12/06/2023	**Check Manifest**	**Batch:**	**118**	**Chk Count:**	**23**	**Total Amnt:**			**13,589.58**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	10,136.76
02	WATER FUND	128.64
03	RECREATION FUND	3,324.18

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 12/15/2023 **Batch ID:** 121 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**12/15/2023**	**8990**	**BADGER METER**			
	80145108		11/29/2023	47.53	0.00	47.53
	02.4331.520.320 / WTR - LICENSES AND FEEES				47.53	
				Total Check #:	**0**	**47.53**
0	**12/15/2023**	**1890**	**EVERSOURCE**			
	56996545091 11-28-23		12/12/2023	16.37	0.00	16.37
	02.4331.520.340 / WTR - ELECTRICITY				16.37	
				Total Check #:	**0**	**16.37**
0	**12/15/2023**	**7280**	**EVERSOURCE**			
	56344890025 11-28-23		11/28/2023	281.74	0.00	281.74
	02.4331.520.340 / WTR - ELECTRICITY				281.74	
				Total Check #:	**0**	**281.74**
0	**12/15/2023**	**7300**	**EVERSOURCE**			
	56181551029 11-28-23		11/28/2023	147.84	0.00	147.84
	02.4331.520.340 / WTR - ELECTRICITY				147.84	
				Total Check #:	**0**	**147.84**
0	**12/15/2023**	**7310**	**EVERSOURCE**			
	56688101039 11-28-23		11/28/2023	16.37	0.00	16.37
	02.4331.520.340 / WTR - ELECTRICITY				16.37	
				Total Check #:	**0**	**16.37**
0	**12/15/2023**	**7320**	**EVERSOURCE**			
	56384126058 11-28-23		11/28/2023	16.54	0.00	16.54
	02.4331.520.340 / WTR - ELECTRICITY				16.54	
				Total Check #:	**0**	**16.54**
0	**12/15/2023**	**7330**	**EVERSOURCE**			
	56945126092 11-28-23		11/28/2023	19.33	0.00	19.33

Check Manifest - by Payee

Date: 12/15/2023 **Batch ID:** 121 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	02.4331.520.340 / WTR - ELECTRICITY				19.33	
				Total Check #:	**0**	**19.33**
0	**12/15/2023**	**9140**	**EVERSOURCE**			
	56101129021 11-28-23		11/28/2023	2,950.03	0.00	2,950.03
	02.4331.520.340 / WTR - ELECTRICITY				2,950.03	
				Total Check #:	**0**	**2,950.03**
0	**12/15/2023**	**9150**	**EVERSOURCE**			
	56574890067 11-28-23		11/28/2023	323.78	0.00	323.78
	02.4331.520.340 / WTR - ELECTRICITY				323.78	
				Total Check #:	**0**	**323.78**
0	**12/15/2023**	**9130**	**EVERSOURCE**			
	56956494017 11-28-23		11/28/2023	246.06	0.00	246.06
	02.4331.520.340 / WTR - ELECTRICITY				246.06	
				Total Check #:	**0**	**246.06**
0	**12/15/2023**	**9490**	**TREASURER, STATE OF NH**			
	196912		12/01/2023	15.00	0.00	15.00
	02.4331.520.860 / WTR - WATER TESTING				15.00	
	196914		12/01/2023	30.00	0.00	30.00
	02.4331.520.860 / WTR - WATER TESTING				30.00	
				Total Check #:	**0**	**45.00**

Check Manifest - by Payee

Date: 12/15/2023 **Batch ID:** 121 **BANK OF NH - WATER**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
12/15/2023	**Check Manifest**	**Batch:**	**121**	**Chk Count:**	**11**	**Total Amnt:**	**4,110.59**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	4,110.59

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Dave Spinney, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 12/14/2023 **Batch ID:** 122 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**12/14/2023**	**90**	**AIRGAS USA, LLC**			
	5503723778		11/30/2023	116.80	0.00	116.80
	03.3409.001.610 / COG - BAR SUPPLIES				116.80	
				Total Check #:	**0**	**116.80**
0	**12/14/2023**	**220**	**AMERIGAS**			
	3158262961		12/09/2023	168.47	0.00	168.47
	01.4522.002.341 / SKI - BUILDING HEAT				168.47	
				Total Check #:	**0**	**168.47**
0	**12/14/2023**	**250**	**AMERIGAS**			
	315826964		12/09/2023	4,853.10	0.00	4,853.10
	01.4314.003.341 / B&G - HEAT				4,853.10	
				Total Check #:	**0**	**4,853.10**
0	**12/14/2023**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	21893		12/07/2023	2,208.00	0.00	2,208.00
	01.4130.002.342 / EXEC - COMPUTER SERVICES				2,208.00	
				Total Check #:	**0**	**2,208.00**
0	**12/14/2023**	**1990**	**EVERSOURCE**			
	56994890085 11-28-23		10/28/2023	129.30	0.00	129.30
	01.4522.002.340 / SKI - ELECTRIC				129.30	
				Total Check #:	**0**	**129.30**
0	**12/14/2023**	**2020**	**EVERSOURCE**			
	56244890026		11/28/2023	130.79	0.00	130.79
	01.4522.002.340 / SKI - ELECTRIC				130.79	
				Total Check #:	**0**	**130.79**
0	**12/14/2023**	**2040**	**EVERSOURCE**			
	56974735011 11-28-23		11/28/2023	96.12	0.00	96.12

Check Manifest - by Payee

Date: 12/14/2023 **Batch ID:** 122 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee				
	Invoice #	PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4522.002.340 / SKI - ELECTRIC					96.12	
					Total Check #:	**0**	**96.12**
0	**12/14/2023**	**1970**	**EVERSOURCE**				
	56458399037 11-28-23			11/28/2023	16.96	0.00	16.96
	01.4522.002.340 / SKI - ELECTRIC					16.96	
					Total Check #:	**0**	**16.96**
0	**12/14/2023**	**1920**	**EVERSOURCE**				
	56360751028 11-28-23			11/28/2023	16.77	0.00	16.77
	01.4522.002.340 / SKI - ELECTRIC					16.77	
					Total Check #:	**0**	**16.77**
0	**12/14/2023**	**1930**	**EVERSOURCE**				
	56299101063 11-28-23			11/28/2023	3,867.36	0.00	3,867.36
	01.4314.003.340 / B&G - ELECTRIC					3,867.36	
					Total Check #:	**0**	**3,867.36**
0	**12/14/2023**	**1940**	**EVERSOURCE**				
	5630725107 12-1-23			12/01/2023	82.42	0.00	82.42
	01.4522.002.340 / SKI - ELECTRIC					82.42	
					Total Check #:	**0**	**82.42**
0	**12/14/2023**	**7270**	**EVERSOURCE**				
	56235890092 11-28-23			11/28/2023	1,354.60	0.00	1,354.60
	01.4522.002.340 / SKI - ELECTRIC					1,354.60	
					Total Check #:	**0**	**1,354.60**
0	**12/14/2023**	**9667**	**RUBBER STAMPS UNLIMITED, INC.**				
	85483			12/07/2023	26.70	0.00	26.70
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					26.70	
					Total Check #:	**0**	**26.70**

Check Manifest - by Payee

Date: 12/14/2023 **Batch ID:** 122 **BANK OF NH - DISTRICT**

Check Number	Check Date	Vendor ID	Payee			
	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
0	**12/14/2023**	**5590**	**SMITTY'S DIESEL REPAIR**			
	1364		12/07/2023	4,095.26	0.00	4,095.26
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE				4,095.26	
				Total Check #:	**0**	**4,095.26**
0	**12/14/2023**	**6180**	**UNIFIRST CORPORATION**			
	1070282428		12/07/2023	112.76	0.00	112.76
	03.4523.002.611 / LNG - KITCHEN SUPPLIES				112.76	
				Total Check #:	**0**	**112.76**

WATERVILLE ESTATES VILLAGE DISTRICT

RSA 32:5-a Cost items to be finelized no later than the 5th Tuesday prior to the day of Meeting

RSA 32:5I Public hearing on budget at least 25 days prior to annual

2/14/2024 - notice public notice given at least 7 clear days in advance

RSA 32:5 II All money warrant articles shall be disclosed or discussed at public hearing

RSA 32:16IV Deliver budget and recommendations upon special warrant articles to governing body at least 20 days before annual meeting

RSA 39:5 Post budget and warrant articles at least 14 clear days prior to meeting

2/13/2024 **WARRANT ARTICLES**

2/20/2024 **HEARING**

BUDGET MS 36 & 37

3/1/2024 **POST WARENT & BUDGET WITH MS 36 & 37**

3/16/2024 **ANNUAL MEETING**

4/5/2024 **MS 32,36 & 37 WARRANT MINUTES & REPORT**

4/1/2024 **MS 35**

9/1/2024 **MS 34**

READY TO SET TAX RATE

RSA 39:3 Petition warrant articles may be signed by at least 25 registered voters or 2% of voter in the District, but in no event less than 10 (whichever is less and submitted to Commissioners no later than the 5th Tuesday prior to the day of meeting)

RSA 33:8-a I Public hearing on bond notes in excess of $100,00 held at least 15 days but more than 60 days prior to annual meeting public notice give at least 7 days in advance and run for 7 days

RSA 33:8-a II Bonds on note shall appear prior to other business except the election of officers and zoning matters

RSA 32:5 III Appropriation recommend shall be on a "Gross Bases"

RSA 32:5 I Must complete budget form

RSA 32:5 IV (C) & (D) All warrant articles must be on posted budget

RSA 31:95 Budget must be posted with warrant articles

RSA 39:2 Subject matter of all business to be acted upon at the town meeting shall be stated in the warrant articles

RSA 21-J:34 IV, VI, VIII To DRA with in 20 days after the meeting

RSA 21-J:34 V To DRA by April 1st

RSA 21-J:34 III To DRA by September 1st

WEVD Annual Meeting Dates

The deadline for the budget hearing is February 20, 2023

Petitioned warrant articles are due by February 13, 2023

1. Option A: Combined budget & Warrant Hearing
    a. Hearing: Wednesday, February 14, 2023 @ 4pm
    b. Snow Date: Thursday, February 15, 2023 @ 4pm
    c. Notice out: Thursday, February 1, 2023
2. Option B: Separate Budget & Warrant Hearing
    a. Budget Hearing: Wednesday, February 14, 2023 @ 6pm
    b. Warrant Hearing: Thursday, February 15, 2023 @ 6pm
    c. Snow Date: Friday, February 16, 2023 @ 4pm
    d. Notice out: February 1, 2023

Annual Meeting Date: March 16, 2023 @ 9am

Snow Date: March 23, 2023 @ 9am

Waterville Estates
Village District

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

REQUEST FOR COMMISSION ACTION (RCA)

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

Meeting Date: Dec. 19, 2023 Agenda Item #: _____

Name of Requestor: Jeffrey & Melanie Perry

Waterville Estates Address: 36 Wanoska Trail

Title of Request: Water Meter Installation Reimbursement

Summary of why action is sought (please provide as much background as possible): _____

The mtg. minutes for Oct. 12, 2023, item E. says that the Board needed "adequate paperwork". I have sent in my bill from the plumber who came out to inspect our water meter installation. (see attached bill)

Action requested: _____

Goal sought with this action: We would like to be reimbursed $233.50

ph# [redacted] email - [redacted]

FOR INTERNAL USE ONLY

Budget implications: _____

Plan for implementation: _____

Squam Lake
Plumbing & Heating
603-968-2181

INVOICE	#19677044
SERVICE DATE	Oct 28, 2022
DUE	Upon receipt
AMOUNT DUE	**$0.00**

Squam Lakes Plumbing & Heating

Melanie Perry
36 Wanosha Trail
Campton, NH 03223

CONTACT US

[redacted]

[redacted]

[redacted]

INVOICE

Services	qty	unit price	amount
Fixture Install	1.0	$233.50	$233.50

Subtotal	$233.50
Total Tax	$0.00
Credit Card Processing Fees ()	$0.00
Total	**$233.50**

Payment History

Oct 28	Fri 11:00am	Other	$233.50

For Estimates:
Please Sign Estimate and return with a 50% Deposit for scheduling.
Note: This Estimate is not a contract or Bill. It is our best guess of the total price to complete work stated above, based on information provided by customer. Any Changes to plans and or scope of work will need to be sent to the office prior

to scheduled apts. These changes need to be made aware to our Techs on site as well as office Manager (Maurice Guyotte, [redacted], Or Steven Guyotte, [redacted]

All material is guaranteed to be as specified. All work to be done in a workmanlike manner according to standard SLP&H practice. All alterations in the above specifications will need to be requested before time of job. Any work requested on job site that is not part of quote will be billed out as a separate invoice @ a time and materials rate. All agreements contingent upon strikers, accidents, pandemic, or delays beyond SLP&H control. Owner to carry all necessary construction insurance. SLP&H is fully insured.

Final Invoices:

Payment due upon receipt. A late fee of 18% APR monthly accrued after 20 days of invoice date.

Any legal fees for nonpayment of work performed will be the responsibility of the customer to pay.

Water Meter Inspection Sheet

WEVD Water Department

562 Winterbrook Rd, Campton NH 03223

Date: 10-26-22

People present: Steve Baert, Squam lakes plumbing

Verify the following:

- ✓ No teflon tape or "pipe dope"
- ✓ Unit is not leaking
- ✓ Meter is reading in gallons
- ✓ Water is running through meter the correct way
- ✓ No cross-threading

Intallation is: ✓ Approved _____ Denied

Reason for denial: _____

Endpoint installed ☑ Serial # 12149807 9

Endpoint activated ☑

Steve Beart
WEVD Water Superintendent

Date

Perry family

For internal use only

Waterville Estates Village District

Water Department

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

Meter Request Form

Name of Owner on Record: Jeffrey + Melanie Perry

36 Wanosha Trail, Campton, NH 03223
Street City State Zip

Tax map number: 5.15.13 Telephone: [redacted]

Email: [redacted]

Is there a designated representative other than the owner? [ ] Yes [X] No

Name of Representative: _____
Contact Address:

_____
Street/Box Number City State Zip

Telephone: _____

Email: _____

Meters and kornerhorns are to be purchased from the District at cost by the property owner. All new construction must have meters installed prior to water service connection. All requests are prioritized in a first come, first serve basis. Whenever feasible, a meter shall be provided in accordance with applicable requirements within 15 working days of the District's receipt of this request form.

By signing below, I acknowledge that I have read and agree to all terms and conditions for new connections as outlined in the Waterville Estates Village District Water Ordinance adopted in August 2021. I also agree to pay all applicable fees upon receipt of my approved request. I understand that my approved request will not be issued to me or valid until all applicable fees are paid in full.

Signature Melanie J. Perry June 14, 2022
Date

Jeffrey R. Perry
Printed Name
Melanie J. Perry

ENTERED
JUN 29 2022

Waterville Estates Village District

Water Department

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

FOR OFFICE USE ONLY

Date request submitted: June 2022 Initials: AS

Request: [X] Approved [ ] Denied

Reason if denied: _____

Meter supplied on: 10/28/23 Kornerhorn supplied on: 10/28/23

Date of site visit: 10/28/23

Attendees: Steve, Squam Lakes Plumbing

Water reconnection: [ ] Denied [X] Approved [ ] Approved with conditions:

Second Site Visit (if necessary)

Date of site visit: _____

Attendees: _____

Water reconnection: [ ] Denied [ ] Approved [ ] Approved with conditions:

All applicable fees have been paid [X] Yes [ ] No

_____
WEVD Water Superintendent or their Representative - Signature

_____
WEVD General Manager or their Representative - Signature

_____
WEVD Water Department Admin Assistant - Signature

Waterville Estates Village District

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

REQUEST FOR COMMISSION ACTION (RCA)

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

Meeting Date: 12.9.23 Agenda Item #: _____

Name of Requestor: Yury Altshuler

Waterville Estates Address: 124 Pegwood Rd, Campton NH 03223

Title of Request: Water Bill

Summary of why action is sought (please provide as much background as possible):

124 Pegwood is still under construction, water has not been connected or used

Action requested: Reduction of charges

Goal sought with this action: Reduction or cancellation of charges

FOR INTERNAL USE ONLY

Budget implications: _____

Plan for implementation: _____

For Consideration on December 19, 2023:

WEVD COMMISION MEETING SCHEDULE, 2024

DAY OF THE WEEK	MONTH	TIME	Public Hearing
Wednesday	January 10, 2024	6 p.m.	
Wednesday	**January 31, 2024**	4 p.m.	
Wednesday	February 14, 2024	6 p.m.	
Wednesday	February 28, 2024	**4 p.m.**	
Wednesday	March 13, 2024	6 p.m.	
ANNUAL MEETING **Saturday**	 **March 16, 2024**	 **------**	
Tuesday	March 26, 2024	10 a.m.	
[***'24 Q1 Reconciliation***] **Saturday**	 ***April 6, 2024***	 **------**	
Wednesday + Review of Sealed Non-Public Minutes	April 10, 2024	6 p.m.	
Wednesday	April 24, 2024	**4 p.m.**	
Wednesday	May 8, 2024	6 p.m.	
Wednesday OR **Tuesday**	May 22, 2024 **May 28, 2024**	4 p.m. **10 a.m.**	
Wednesday	June 12, 2024	6 p.m.	
Tuesday	June 25, 2024	10 a.m.	
Wednesday	July 10, 2024	6 p.m.	
[***'24 Q2 Reconciliation***] **Saturday**	 ***July 13, 2024***	 **------**	
Wednesday	July 24, 2024	**4 p.m.**	
Wednesday	August 14, 2024	6 p.m.	

Wednesday	August 28, 2024	**4 p.m.**	
Tuesday	September 10, 2024	10 a.m.	
Wednesday	September 25, 2024	**4 p.m.**	
[***'24 Q3 Reconciliation***] **Saturday**	***October 5, 2024***	------	
Wednesday + Review of Sealed Non-Public Minutes	October 9, 2024	6 p.m.	
Wednesday OR **Tuesday**	October 23, 2024 **October 29, 2024**	4 p.m. 10 a.m.	
Wednesday	November 13, 2024	6 p.m.	
Wednesday	December 11, 2024	6 p.m.	
[***'24 Q4 Reconciliation***] Saturday	***January 18, 2025***	------	

Campton Board of Selectmen meets the 1st and 3rd Wednesdays @ 4:30 p.m.

The Campton Town Election Day is Tuesday, March 12, 2024.

Thornton Board of Selectmen meets the 2nd and 4th Wednesdays @ 3 p.m.

Citizens
Commercial Business Mastercard® Program with Everyday Points® Set-Up Form

Citizens™

To Submit Form:

1. An Authorized Officer from the Company must sign this application.
2. Send the completed form to your Relationship Manager or Sales Specialist.

Company Information

Full Legal Name: Waterville Estates Village District

Tax ID #:

Legal Address: 562 WINTERBROOK RD, CAMPTON NH. 03223

Billing Address: (if different)

Headquarters Location: SAME

State of Incorporation: N/A

Legal Structure (C Corporation, LLC, Partnership, etc.): VILLAGE DISTRICT

Annual Revenue:

Type of Business: MUNICIPALITY

SIC Code*:

NAICS Code*:

*To be completed by Citizens.

Program Administrators

(Company contact person responsible for card program management):

Name: RONALD BEARD

(Do not exceed 21 characters, including spaces and punctuation)

Telephone: 603 - 726 - 3082 Ext:

Fax: - -

Email Address: R.BEARD@WATERVILLE-ESTATES.COM

(Do not exceed 50 characters, including spaces and punctuation)

Name:

(Do not exceed 21 characters, including spaces and punctuation)

Telephone: - - Ext:

Fax: - -

Email Address:

(Do not exceed 50 characters, including spaces and punctuation)

Citizens
Commercial Business Mastercard® Program
with Everyday Points® Set-Up Form

Citizens™

Name:
(Do not exceed 21 characters, including spaces and punctuation)

Telephone: - - Ext:

Fax: - -

Email Address:
(Do not exceed 50 characters, including spaces and punctuation)

Card Account Information

Company Name on Card/Statement: WATERVILLE ESTATES DISTRI
(Do not exceed 25 characters, including spaces and punctuation)

Requested Company Credit Line: $50,000

Total # of Cardholders: 4

Minimum Payment Amount: Full Balance

Autopay: Yes ■ No

Bank:

T/R # (routing #): DDA #: (Checking Account or Money Market Account)

Program Administrator or Authorized Signer:

■ Consolidated Bill – Payment due at Company level. Monthly statements will be sent to the Company. No payments by cardholder. Memo statements will be sent to each cardholder.

Individual Bill – Monthly statements will be sent to each cardholder for individual payments.

Everyday Points Business Mastercard Information

How the Rewards Program Works

Your Company may select from the following rewards earning options. All cards within this company program are eligible for the selected program:

■ **Consolidated Bill Program:** Business-Earn. All points roll to a master Company account. All cards tied to the master account accrue points for the Company. Only an authorized person may redeem accrued points on a Business-Earn Rewards Account.

Individual Bill Program: Cardholder-Earn. Each employee participates independently, earning and redeeming points related to the activity of his/her unique account.

Citizens
Commercial Business Mastercard® Program with Everyday Points® Set-Up Form

Citizens™

For additional information on Everyday Points, visit Citizens Everyday Points Business Mastercard website at www.citizensbankeverydaypoints.com.

You are solely responsible for any taxes that may be owed as a result of rewards earned and/or redeemed under this card. Please consult your tax advisor. Citizens Financial Group does not provide tax advice.

I have opted to NOT participate in the Citizens Everyday Points Mastercard Rewards program.

Cardholder Information

IMPORTANT – Complete either A or B below. All information is required unless otherwise noted.

A) Double click the paperclip icon to open the embedded Excel document. Complete and email the saved document as a second attachment to your Relationship Manager or Sales Specialist along with this Set-Up Form.

– OR –

B) Complete the interactive table below. If requesting 10 or more cardholders, please use the embedded Excel File referenced above.

	Cardholder Name* ** (Limit – 20 characters) Use an asterisks (*) for spaces and do not include punctuation.	**Email Address** Required for Electronic Memo Statements	**Cell Phone Number** Please provide individual cardholder cell phone numbers as they may be used for account servicing.	**Credit Limit $** All Limits DO NOT have to total the above Company Credit Line	**Address for Statements**				**SSN, TIN or NI#** Last 4 Digits Only	**Cash Access*** Yes/No**	**Mother's Maiden Name** Only for security reasons. If you'd prefer to use a security code, please insert the prefix "SEC" in front of the word below. i.e. "SEC Rover"
					Street Address	**City**	**State**	**Zip Code**			
	John*Sample	Sample@ sample.com	XXX-XXX-XXXX	5,000	12 Main St.	Boston	MA	12345	1234	Yes	Jones
1	Ron			15K							
2	Steve			7500							
3	Shawn			7500							
4	Sam			7500							
5											
6											
7											
8											
9											

*Cash advance limits on cards held by employees will be 50% of each employee's respective credit limit or 50% of the overall Company line, whichever is less.

**If completing the interactive table, you must click a Yes or No value.

*** If "Department Card" see the section labeled "Department Card" on Page 5 of this document.

Citizens
Commercial Business Mastercard® Program with Everyday Points® Set-Up Form

Card Delivery: ■ Mail all cards to the Program Administrator to distribute to the individual cardholders.
Mail cards to each individual cardholder at the corresponding address listed above.

Reporting & Customer Service

Citizens offers free online reporting for your Cardholders and Program Administrators. By utilizing this URL www.centresuite.com/centre?Citizens your Cardholders can self enroll in our online reporting tool called CentreSuite. The Program Administrator ("Company Contact") should call Customer Service once the accounts have been created to obtain program administration access to CentreSuite to access all of your organization's accounts online under one login and password. Please access your account information at www.centresuite.com/centre?Citizens.

INTEREST RATES AND INTEREST CHARGES	
Annual Percentage Rate (APR) for Purchases	APR of **17.99%**. This APR will vary with the market based on the Prime Rate.**
APR for Cash Advances	APR of **27.24%.** This APR will vary with the market based on the Prime Rate.**
Paying Interest	Your Payment Due Date is at least 20 days after the close of each Billing Cycle. We will not charge you Interest on Purchases if you pay your entire balance by the Due Date of each month. You will pay Interest on Cash Advances from the Transaction Date, unless promotional terms apply. Our Commercial Business Card programs are pay in full programs. The Minimum Payment Due is the full amount necessary to pay the entire balance of your Account. The APR for purchases will be applied to your account if you fail to pay in full by the Payment Due Date.
Minimum Interest Charges	If you are charged interest, the charge will be no less than $2.00.

The APRs noted above are current as of 1/4/2023

Annual Fees	None
Transaction Fees:	
Cash Advance	Either **$10** or up to **5%** of the amount advanced, whichever is greater.
Cash Equivalent	Either **$10** or **5%** of the transaction for certain Cash Equivalent Transactions, whichever is greater. (Cash equivalent transactions are those transactions performed using a merchant or service provider that Mastercard* identifies as a seller of travelers' checks, foreign currency, money orders, wire transfers, or similar products or services.)
Foreign Transaction	Either **$1.50** or up to **3%** of the U.S. dollar amount of transactions, whichever is greater.
Penalty Fees:	
Late Fee	**$39** late fee will be applied if you have not paid your entire balance in full each month.
Over the Credit Limit	**$39**
Returned Payment	**$20**

-- SEE NEXT PAGE for more important information about your account –

How We Will Calculate Your Balance In The Event That You Do Not Pay Balance Off In Full:
We use a method called "Average Daily Balance" (including new purchases). See Cardholder Agreement for more details.

**Your APR for purchases may vary monthly and will be reset on the first day of each billing cycle by adding the Index to a margin of 10.99 percentage points for Commercial Business Mastercard® with Everyday Points®. The APR for Cash Advances is determined monthly by adding the Index to a margin of 20.24 percentage points, but the APR will not be less than 20.24%.The Index is determined monthly and it is the Prime Rate published in the northeastern edition of The Wall Street Journal in its Money Rates table on the first day of the preceding month. If the first day of the preceding month is not a business day, the Bank will use the Prime Rate published on the next business day.Your margin and APR will be shown on the pricing addendum, which will be provided with your credit card and your agreement.

Payment:
You are responsible for the payment of all of your Account and you agree to the following: Upon receipt of the Statement, you promise to pay us the "Amount Due" shown on the Statement. The "Amount Due" will be the full amount necessary to pay the entire balance of your Account, including without limitation the following amounts: (i) the total of all Purchases and Cash Advances charged to your Account during the prior billing cycle; (ii) the fees and any other charges you have agreed to pay; and (iii) all other charges posted to your Account.

This offer is only valid on new accounts. The offer is only available if the business does not already have a Business Mastercard with Citizens Financial Group Inc. The information about the costs of the card described in this application is accurate as of 1/04/2023. This information may have changed after that date. To find out what may have changed, write to us at Commercial Card Service, P.O. Box 18290, Bridgeport, CT 06601.

Department Card: The Bank shall not be held liable for any unauthorized use of a Card/VCN (Virtual Card Number) established in the name of "Authorized Representative," a department name or other such designation that is not an actual individual (a "Department Card"). The Company agrees to indemnify the Bank and hold the Bank harmless from all claims, actions, losses, costs and expenses incurred by the Bank arising from any unauthorized use of a Department Card. This provision takes precedence over any limitation on the Company's liability contained in this Agreement.

Important information about procedures for opening a new account: To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, organization name, address, and other information that will allow us to identify you and your business. We may also ask to see other identifying documents.

AUTHORIZATION AGREEMENT

By signing below, you acknowledge and agree on behalf of the Company listed above and yourself as Authorized Officer as follows: You certify that you are an owner of or otherwise affilated with the Company, that you have the full authority to act on behalf of the Company, and that all of the information in this form is true and correct in all respects. You authorize us to verify any information (including tax information) provided in this form. You authorize us to obtain credit information from any source (including but not limited to reports from reporting agencies) about the Company in connection with this form and the administration of any credit card that may be granted as a result of this form, to the extent not prohibited by law. This form will be our property whether or not a credit card is granted. You agree that the card is being used for business purposes only. The Company shall be liable for all charges and balances on the account ("Obligations"), including without limiation all Obligations arising under or in connection with the Mastercard Agreement and any other credit agreements between the Company and us (together with all related documents, the "Documents"). You grant us and our affiliates a security interest in and right of setoff against all deposits and property of the Company now or hereafter in our or one of our affiliate's possession without regard to the adequacy of any collateral.

Citizens
Commercial Business Mastercard® Program with Everyday Points® Set-Up Form

Citizens™

1) Sign digitally. Save and email to your bank representative.
   – OR –
2) Print this form and sign. Fax or scan and email to your bank representative.

Name of Company
WATERVILLE ESATES VILLAGE DISTRICT

Authorized Signer Signature
X

Print Name

Title

Date

Citizens Bank, N.A.

Authorized Signer Signature
X

Print Name

Title

Date

GUARANTY AGREEMENT [If Applicable]

By signing below, you acknowledge and agree on behalf of yourself as personal guarantor as follows: You unconditionally guarantee and promise to pay all present and future obligations of the Company to us. Both the Company and you shall be liable individually and jointly for all Obligations, including without limitation all Obligations arising under or in connection with the Documents.

Personal Guarantor 1 N/A	**Signature**	**Date**
Personal Guarantor 2	**Signature**	**Date**
Personal Guarantor 3	**Signature**	**Date**
Personal Guarantor 4	**Signature**	**Date**

Mastercard and Commercial Business Mastercard are all registered trademarks, and the circles design is a trademark of Mastercard International Incorporated.
©2022 Citizens Financial Group, Inc. All rights reserved. Citizens is a brand name of Citizens Bank, N.A. Member FDIC. All credit cards are issued by Citizens Bank, N.A.

FOR INTERNAL USE:

CFGCIS Key:

CASH SECURED: ☐ **YES** ☐ **NO (RM/PM CHOOSE ONE)**

AMOUNT PLEDGED:

RM NAME: **ID:** **RC:**

ATTACH THIS FORM AND T&C TO SFDC.

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

WEVD Credit Card Policy

The primary advantages of establishing a Credit Card Program are the various ways that the Village District and the Departments utilizing the program can establish limits and restrictions on individual purchases. These features allow the Village District to tailor the program to fit its needs and to extend Credit responsibility to more individuals while maintaining or increasing accountability. Prompt payment to vendors enhances the Village District's relationships with suppliers. In addition, the increased ability to track small purchase activity with vendors can allow the Village District to negotiate discounts.

The success of the Waterville Estates Village District Credit Card Program relies on the cooperation and professionalism of all personnel associated with this initiative. The Cardholder is the most important participant and is the key element in making this program successful.

PURPOSE

1. To establish those procedures under which departments will control the use of Credit Cards assigned to and utilized by Village District employees for Credit non-stock materials and services. These procedures are intended to accomplish the following:
2. To ensure that the procurement with Credit Cards is accomplished in accordance with the policy and procedures established by the Village District.
3. To enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost associated with small purchases.
4. To ensure appropriate internal controls are established within each department procuring with Credit Cards so that they are used only for authorized purposes.
5. To ensure that the Village District bears no legal liability from inappropriate use of Credit Cards.

DEFINITIONS

a. Cardholder – An authorized employee issued credit card.
b. Credit Limit – The maximum balance allowed for a particular cardholder.
c. Credit Card – A card issued by a financial institution giving the authorized user the ability to charge purchases within their credit limit.
d. Purchase Order – Documents generated by departments directly for purchases that include the vendor name, item(s) to be purchased, quantity of items to purchase, and amounts to be charged.

PROPOSED

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

e. Transaction Limit – The maximum amount that can be charged for one purchase.

SCOPE
The General Manager will make all decisions regarding the issuing of individual cards and the establishment of any and all additional controls for their use.

APPLICABILITY
This procedure applies to all departments of the Waterville Estates Village District.

USE OF CREDIT CARD
The credit card is to be used for Village District purchases only. Cash advances through bank tellers or automated teller machines are prohibited.

The Credit Card will not be used for personal purchases of any kind. Use of the Credit Card for personal purchases or expenses with the intention of reimbursing the Village District is prohibited.

Each Credit Card is embossed with the Cardholder's name and shall not be lent to any other person. Cardholders are responsible for the security of their Credit Card. All precautions shall be used to maintain the confidentiality of the Cardholder's account number and expiration date of the Credit Card.

A single purchase may comprise multiple items. Unless previously approved the total amount of each single purchase may not exceed the limit established by the General Manager. Payments for purchases are not to be split in order to stay within the single purchase limit.

When using the Credit Card, the Cardholder should:

1. Ensure that the goods or services to be purchased are budgeted and allowable.
2. Determine if the intended purchase is within the Cardholder's Credit Card limits.
3. Tell the supplier/merchant that the purchase will be made using the Credit Card issued by Credit Card Issuer through the Waterville Estates Village District.
4. Inform the merchant that the purchase is tax-exempt. Review the receipt before leaving the store and request a credit if taxes were charged in error.
5. The Cardholder is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The Cardholder should contact the

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vendor to obtain instructions for return and review the next card statement to ensure that the return was properly credited.

DOCUMENTATION, RECONCILIATION, AND PAYMENT PROCEDURES

It is important to the success of the Credit Card Program that Cardholders adhere to the following procedures. Failure to keep adequate receipts or frequent abuse of these provisions will result in cancellation of the Cardholder's Credit Card.

1. Documentation – Any time a purchase is made using the Credit Card, the Cardholder is to obtain a customer copy of the charge slip, which will become the accountable document. All carbons, if any, should be destroyed.
2. Missing Documentation – If the Cardholder does not have a receipt or documentation to submit with the statement, a reconciliation statement that includes a description of the item, date of purchase, merchant's name, and an explanation for the missing support documents must be submitted with the Cardholder's statement. Frequent instances of missing documentation will cause a Cardholder's Credit Card use privilege to be revoked.
3. Payment & Invoice Procedures – Purchases made by employees will be paid by Accounts Receivable once the Cardholder certification and approving official verification has been completed and account numbers assigned for each transaction.
4. Payments will be made by Invoice, each time the credit card is used an invoice or purchasing record must be submitted to Accounts Receivable. All Credit Card Statements will be received by Accounts Receivable for reconciliation. Any department may request a copy of the statement for their own records. Any missing invoice or purchasing record will need to follow the instructions on line 2 above (Missing Documentation). It is the card users' responsibility to submit the check request promptly, if the check requests are not submitted on time, the department that is using the card will be responsible for interest or late charges added for that item purchased from their department's expense lines.

APPROVAL

The designated approving official for each department, because of their knowledge of the job responsibilities of the Cardholders, will review each transaction on the statement. At a minimum, the items, vendor, and account number will be reviewed to determine if the purchase was made for Official Use and in accordance with policies and procedures.

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If for any reason the approving official questions the purchases, it is their responsibility to resolve the issue with the Cardholder. If it cannot be determined that the purchase was necessary, for Official Use, and in accordance with policies and procedures, the Cardholder must provide a Credit Voucher proving the items have been returned for credit. Resolution for improper use of the Credit Card will be the responsibility of the approving official and the department director. Disciplinary action for misuse will also be the department's responsibility. Flagrant abuse of the Credit Card Program could result in termination. Should it be evident that an unauthorized purchase was knowingly made; the General Manager will determine what action will be taken.

If items purchased with the Credit Card are found defective or the repair or services faulty, the Cardholder has the responsibility to return the items to the merchant for replacement or credit. Cash refunds will not be permitted. If the merchant refuses to replace or correct the faulty item, the purchase of this item will be considered to be in dispute.

It is essential that the time frames and documentation requirements established by Credit Card Issuer be followed to protect the Cardholder's rights in dispute. Dispute policies and procedures issued by Credit Card Issuer will be provided at the time the Credit Cards are issued to Cardholders.

REQUEST FOR INITIAL, ADDITIONAL, OR CHANGES TO CREDIT CARD

All requests for new Cardholders or changes to current Cardholders must be approved by the General Manager. The designated representative's name must be provided to Accounts Receivable and kept current.

When Accounts Receivables receives the Credit Card from the Credit Card Issuer, the Cardholder will be required to personally sign for their Credit Card.

LOST OR STOLEN CREDIT CARDS

It is the responsibility of the Cardholder to immediately notify Accounts Receivable of a lost or stolen Credit Card.

Failure to promptly notify the issuing bank of the theft or loss of the Credit Card could make the Village District responsible for any fraudulent use of the card and result in loss of privileges for the Cardholder.

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TERMINATION OR TRANSFER

Upon termination of employment for any reason, a Cardholder must relinquish their Credit Card at the time of separation from the Village District. The General Manager will inform Accounts Receivable of the termination. Accounts Receivable will notify the Credit Card Issuer and the Cardholder's card will be immediately deactivated. A Cardholder who fraudulently uses the Credit Card after separation from the Village District will be subject to legal action.

AUDITS

Random audits may be conducted for both card activity and receipt retention as well as statement review by Accounts Receivable, the General Manager, or their designee.

Adopted on _____

_____	_____	_____
Commissioner	Commissioner	Commissioner

I have read and understand the Credit Card Policy for Waterville Estates Village District.

_____	_____
Employee Signature	Date
_____	_____
Witness Signature	Date

PROPOSED

Maureen Patti Motions for December 19, 2023:

1. **Agenda Item # 6 A, Adoption of minutes –**
   Proposed Amendments to minutes of November 29, 2023:

    1. Page 2, line 37 – insert after 'verified and' the words "the WEA" AND insert after 'aim' the following: "remains,"
    2. Page 2, line 39 – delete 'ironclad' and insert "suitable" AND insert after 'will be' the following: "reviewed by Postal Service Management and"
    3. Page 2, line 54 – insert after 'Commission' the following: "in person, via remote platform, by phone or by email"
    4. Page 3, line 92 – insert after 'flexibility' the words "and increasing efficiency"
    5. Page 4, line 104 – delete 'summing' and insert "rounding"
    6. Page 6, line 168 – change from 'performance of the Recreation Department' to "performance of recreation."
    7. Page 7, line 195 – delete 'before doing' and insert "in order to"