WEVD COMMISSION MEETING AGENDA
Wednesday, May 8, 2024, 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. RCA – 7 Holland Trail
6. Approval of Minutes
    a. April 17, 2024
    b. April 10, 2024
    c. March 26, 2024
7. GM's Report
8. CONSENT CALENDAR
    a. Manifests
9. GENERAL CALENDAR ITEMS
    a. WEVD Properties and potential use
    b. Investment Policy
    c. Fund Balance Policy
    d. Amendment to Water Department Collection Procedure
    e. Cyber Incident Repsonse Plan
    f. Bonding of Treasurer (vacant) & Staff
    g. Encumbrances from 2023
    h. Appointment of H. Bertino to Planning Board
10. Next Meeting: May 22, 2024 @ 4 p.m.
11. Public Comment Period
12. Non-Public Session
13. 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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REQUEST FOR COMMISSION ACTION (RCA)

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

Meeting Date: _____ Agenda Item #: _____

Name of Requestor: **Thomas Schelling**

Waterville Estates Address: **_7 Holland Trail**_____

Title of Request: ___Water Issues_____

Summary of why action is sought (please provide as much background as possible): **I would like a break on my water bill since there was a 3 month period or so we did not have water multiple times. Usually on weekends when there was a lot of use down hill from us. Every weekend we couldn't shower or do dishes or laundry. We often had to shower at fiends or at the rec. center. Since the problem was repaired, we have very low water pressure. I would like to see the pressure increased to the point where it was prior to the pressure valve problem on Holland Trail. Our pressure is under 30 PSI. We can use the water as is, but the pressure when using the sinks etc. is very low.**

Action requested: **Return money that we paid for water when we had none. Figure out how to give us higher pressure.**

Goal sought with this action: **Money returned for water payment. Increased pressure in our house.**

FOR INTERNAL USE ONLY

Budget implications: _____

_____

_____

Plan for implementation: _____

_____

_____

Waterville Estates Village District APRIL 17, 2024
Commission Meeting DRAFT Minutes

Members at physical location: Commissioners Maureen Patti and Dave Spinney.

Members Attending Remotely: Gerry Panuczak

Attendees: Ron Beard, WEVD General Manager

Call to Order: Chair Patti called the meeting to order at 5:05 p.m.

Roll call of Commissioners taken. Ms. Patti, Mr. Panuczak, and Mr. Spinney were present. Mr. Panuczak attending remotely.

Ms. Patti announced that, as was included in the notice for this meeting of the Commissioners, the purpose of this public body meeting is to enter Non-Public Session. Ms. Patti announced that no District business shall be conducted in the Public Session after the Non-Public Session.

At 5:06 p.m., Ms. Patti **moved to enter Non-Public Session** pursuant to RSA 91-A:3, II (c). This motion was seconded by Mr. Spinney. With a roll call vote, the motion passed unanimously.

Mr. Spinney moved to re-enter Public Session. The motion was seconded by Ms. Patti. Roll call vote of the Commissioners approving the motion was unanimous.

Public Session re-convened at 5:51 p.m. Two Commissioners in attendance at the physical location and one attending remotely.

Mr. Panuczak moved to seal the minutes of the Non-Public Session on the grounds that divulgence of this information would adversely affect the reputation of a person other than a Commissioner. Mr. Spinney seconded. A roll call vote was taken and all Commissioners voted "aye."

No business was conducted during the re-convened Public Session.

Ms. Patti moved to adjourn the meeting and that motion was seconded by Mr. Spinney. The vote to adjourn, taken by roll call, was unanimous and the meeting ended at 5:53 p.m.

(Minutes produced by M. Patti.)

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WEVD 2024 Meeting DRAFT Minutes
April 10, 2024 – 6:00 PM

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

Members of the public: Christopher Fagas, Harry Bertino

Members excused: None.

Attendees via Zoom: Linda Ivers, Barry, Nancy Seward

Call to order: Commissioner Patti called the meeting to order at 6:01 PM.

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

Roll Call of Commissioners: Ms. Patti – present, Mr. Spinney – present, Mr. Panuczak – present.

Adoption of Agenda.
Item 9a, the Adoption of Minutes from March 26, 2024, was tabled to May 8, 2024 due to a lack of prepared amendments. Ms. Patti asked for item 8, the Public Hearing on Water Rates, to be moved to the beginning of the meeting to ensure its completion before a member of the Commission needed to leave. Mr. Panuczak and Mr. Spinney duly agreed.

PUBLIC HEARING 1: To accept water rates for the fiscal year 2024's second billing
Ms. Patti called the hearing to order at 6:02 PM.
Ms. Smith explained that the amount to be collected from billing increased by nearly $17,000 from November 2023's rate hearing to now and this is why the rates are increasing from November 2023s billing, but that rates for the fiscal year 2024 will be lower than those for the fiscal year 2023. She continued explaining that the Town of Campton is in the process of a complete reassessment and that more properties than ever before having adjustments made for WEVD water billing. Thornton is also going through the same reassessment but the number of card adjustments within District bounds is far lower than Campton's. All adjustments are for an increased number of bedrooms. Ms. Smith elaborated that Campton's verification of their lots to be adjusted and conservatively estimating Thornton adjustments brings the total increases in the $10,000 range for money owed to the District from users. The increase in the number of bedrooms due to reassessment does mean that the occupancy numbers for water billing calculations increased, however, the Town of Campton tax deeded a property thus decreasing the total number of properties involved in water billing.

Ms. Patti asked to clarify the effect of reassessment on WEVD water billing. Ms. Smith explained that per WEVD policy, tax cards are prorated based on the 1st of the month following the date of pick-up from the town for example, if a house was picked up by Campton in the middle of February the District would prorate based on the first of March. Furthermore, since WEVD billings are for six months at a time if that customer were to have paid a lesser rate for billing one than they will for billing two, they have effectively underpaid for the first billing (i.e. the first 6 months) because of the change to their tax card and thus will owe more depending on the nature of the change.

Ms. Patti thanked Ms. Smith for her clarification and asked if any other members of the board had clarifying questions for Ms. Smith. Mr. Panuczak asked Ms. Smith to explain why if budget amount to be collected is $602,582.00 for the billing calculations presented rather than the $622,554.00 that was approved at the annual meeting. Ms. Smith explained that the difference between the two numbers is made up of connection fees (e.g. water key fees, new connections) and bank interest that the MRI Consultant who did the budget took into account when calculating the final amount that needed to come from water rates. She also mentioned that a 3% non-collect amount is built into the rates billed and that according to the last check, non-collection was around 4%.

Mr. Spinney asked about the balance of available fund balance for the Water Department. Ms. Smith explained that part of what is left over in the water fund is encumbered funds for the Pegwood project and that there was a warrant article dedicating $18,000 to well cleaning for well number 2. Mr. Spinney clarified that he thought the budget for 2023 left the District with $36,000 in the good. Ms. Smith suggested that since the District is getting audited at the end of April and that following the audit, the Commissioners could look at the Water Department's fund balance and see if any of that money can be returned to ratepayers. Mr. Panuczak questioned whether or not the District could allocate those funds outside of the annual meeting. Ms. Patti suggested that the Commission can dedicate those funds after the fact but emphasized that the goal was always to be accurate in our budgeting and get as close as possible in setting rates and that so far that has been achieved. Mr. Spinney was satisfied that the Commission can revisit the purpose of the Water Department's fund balance at a later date.

Ms. Patti opened public comment.

- Chris Fagas: Mr. Fagas owns a house and 2 vacant lots on Isaax Fox and stated his frustration that while his 2 lots equate to 1/7th of his house's value, they account for nearly half of what he is paying to the Water Department.
- David Paradis: Mr. Paradis asked about how rates were set as he was confused looking at the sheet provided.

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Mr. Panuczak stated that the water ordinance outlines how water bills are calculated. The budget for the WEVD Water Department is used to determine how much needs to be raised. ASHRAE 62.2 is used as the supporting document to estimate the number of occupants by taking a census of the tax cards from each town, Campton and Thornton, then calculating the number of bedrooms plus one for each to determine the total occupancy count. Mr. Panuczak further explained that 25% of the budget is billed to everyone (availability), and 75% is billed to users of the system. Ms. Patti further clarified that the availability portion of the calculation is included in the total rate that is seen in the handout for each billing group.

- Mr. Paradis further clarified some of his confusion citing the flat rates for the Ski Area, Service Yard, and Community Center while the rates for the other billing groups change.

Ms. Patti explained that because the District has meters installed in the Community Center and the Ski Area, they have used those meter readings to determine what bedroom group each building would fit best in. She continued by stating that since the District is using the bedrooms plus one model, each building needed to be assigned a 'bedroom' value to be included in the computations. Given the work that is done at the Service Yard, it was given the one-bedroom grouping as it only has a toilet on site and is not metered. Ms. Smith elaborated stating that the District was using a 150 gallons per bedroom per day standard as is referenced in other professional materials on the subject. Ms. Patti also clarified that the water used for snowmaking at the Ski Area is monitored separately and because it is not sourced from water in our municipal water system, it is excluded from the billing calculations.

- Mr. Paradis voiced his desire for the District to revert back to using taxation as the method of collection for the water department funds.
- Mr. Fagas voiced his support for Mr. Paradis's stance that the Water Department funds should be collected through taxation suggesting that collection through taxation would be more equitable and asked what the cost per gallon is for the District facilities.

Ms. Smith emphasized that there is no cost per gallon rate calculated. Mr. Spinney reiterated that the District does not calculate a cost per gallon rate and explained that the District installed meters in its properties because the intention was to go to metering at some point in the future up until the 2023 annual meeting vote that indicated the District did not want to move forward with that plan.

- Mr. Fagas again emphasized that he feels the lots in the District were being unfairly and exorbitantly charged for water, despite not using any, and that the current system is inequitable and that using tax valuations would be a better system.

Mr. Panuczak reminded members of the community present that the current matter at hand was to set rates for the next billing cycle, not to change the ordinance and how billing is being done.

- Harry Bertino questioned the number of occupants as he was told 1977 occupants but now sees that the calculation is based on 2087, asking if the Ski Area, Service Yard, and the Community Center were in the occupancy number included in the handout.

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Ms. Smith agreed in the affirmative stating that all buildings included in the billing calculations need to be assigned a nominal value in order to be calculated.

- Mr. Bertino asked if the Ski Area, Community Center, and Shop were included in the 828 properties listed in the handout and if there was a commercial rate established.

Ms. Smith stated that the Ski Area, Community Center, and Shop are included in the number of properties and that no, there is no commercial rate established in the District. Ms. Patti stated that Winterbrook Realty is charged the 1-bedroom rate.

- Mr. Bertino asked why the 3 District buildings are included in the water rates as they were not included in tax collections.

Ms. Patti spoke about the history of the ordinance's development and that when the Commission was originally discussing the municipality's properties, they were encouraged by the then Interim General Manager John Scruton to not include the District properties in the billing however the Commission at the time felt that the homeowning ratepayers should not be burdened with covering the District's usage and opted to include the District property in rate setting.

There was nobody else to address the Commission in public, via Zoom, by email or by phone. Ms. Patti closed the hearing at 6:34 PM.

Ms. Patti made a motion that the rates presented in the column labeled "May-24" in the handout be adopted. Mr. Spinney duly seconded. No discussion. The motion carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

Public Hearing 2: To accept the improvements to the Community Center for the 2023 calendar year totaling $89,240.

Ms. Patti opened the hearing at 6:36 PM.

Ms. Patti stated that the purpose of this hearing is to accept the improvements to the Community Center for the 2023 calendar year totaling $89,240. Improvements being accepted include the widening of the walkway to the Community Center front entrance and mailboxes as well as the outdoor court construction (court, walkways, retention walls, paving, benches, equipment, fencing). She stated that these improvements were paid for by the Waterville Estates Association (WEA) using Capital Improvement Funds (CIF). Ms. Patti further explained that this hearing is to align the District with New Hampshire RSA which states improvements made to District property that are not paid for using District funds must be accepted in a public hearing. Ms. Patti also stated that the total being discussed does not include improvements or money going to the Ski Area for snowmaking infrastructure. She also commended the collaboration between the District and the Association for making these improvements possible.

Mr. Spinney stated that in the past these sorts of improvements have not been planned but that going forward they will be planned and CIF money from WEA will be formally requested

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through the budgeting process. Mr. Spinney also commended the WEA Board of Directors for their help and willingness to make these improvements.

Ms. Patti again thanked all the volunteers and staff involved in making the CIF funding from WEA a more formal and budgeted process to hopefully end these kinds of hearings for the District in the future because funds will be planned and committed during the budgeting process, rather than after the fact.

Ms. Patti opened the hearing to public comment.

- Mr. Fagas asked what the total amount of money that was spent on these projects was.

The Commission was not sure of the total numbers on hand, but that those numbers could be provided. Mr. Panuczak suggested that Mr. Fagas' question be treated as a Right to Know request.

- Mr. Fagas asked if the Improving Amenity Profitability Committee included the courts in the amenities that they cover to which the Commissioners indicated that the courts are included in the committee's scope of work. He also asked if there was a sign-out process for the key to the court and that why that wasn't being monetized to avoid excess use from the public and potential damage that could come from non-residents using the courts.

Mr. Beard stated that there was not currently a sign-out process for the courts as they are unlocked once winter is over for use at any time by anyone but that the WEA Board would be the one that is approached regarding that topic. Mr. Panuczak reiterated that the Recreation Management Agreement dictates the usage of the facilities for recreational purposes is the purview of WEA.

- Mr. Bertino stated that in the 80s, owners needed to turn in a pass to use the court and that was how usage was tracked.

There was nobody else to address the Commission in public, via Zoom, by email or by phone. Ms. Patti closed the hearing at 6:46 PM.

Ms. Patti made a motion to accept the improvements to the Community Center for the 2023 calendar year totaling $89,240 from the expenditure of CIF monies. Mr. Spinney duly seconded. No discussion. The motion carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

Public Hearing 3: To accept the improvements totaling $46,209.88 for Snowmaking Infrastructure

Ms. Patti opened the public hearing at 6:47 PM

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Mr. Beard stated that WEA CIF paid for the exploration of the well for snowmaking and after testing it was deemed viable at which point WEA committed more money to the project to purchase a snowmaking building, VFD pumps, and running piping and new electrical to feed the new infrastructure.

Ms. Patti opened the hearing to public comment.

- Mr. Bertino asked if the well was tested for drinking water or just for snowmaking.

Mr. Beard stated that the District did send results to the New Hampshire Department of Environmental Services but that at this time the well is only being looked at for snowmaking, however with treatment, it may have potential as potable water.

- Mr. Paradis clarified that the well is only used for snowmaking and asked about a storage tank.

Ms. Patti explained that the well in question was at one point connected to the water system but currently, it is viewed as an irrigation well that the District is using for Snowmaking and its future as potable water is still being explored. Mr. Beard further explained that a storage tank was rented this past season but that installing a storage tank is in the works, and that 222,000 gallons were pumped out of the well this past season and that the well stood up to the progressive demands of the season indicating great future potential.

- Mr. Paradis asked how long it would take with the current fan gun to blow enough snow to cover the mountain for use.

Mr. Beard replied that 40 hours of run time at 65 gallons per minute produces enough snow to open the rope-tow only.

- Mr. Fagas commended everyone on a job well done in regard to snowmaking this past year.

There was nobody else to address the Commission in public, via Zoom, by email or by phone. Ms. Patti closed the meeting at 6:53 pm.

Ms. Patti made a motion to accept the increase in value and improvements totaling $46,209.88 to municipal asset Campton Mountain for the purposes of Snowmaking Infrastructure. Mr. Spinney duly seconded. No discussion. The motioned carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

Public Hearing 3: To accept and expend $20,992.75 unanticipated funds from WEA CIF for Snowmaking at Campton Mountain

Ms. Patti opened the hearing at 6:54 pm.

Ms. Patti expanded to say a total of roughly $67,133 was expended for snowmaking but that about $21,000 of that money came through the District and is to be reimbursed by WEA CIF and

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the remainder was paid directly to the vendor by WEA, hence the separate hearing to accept and expend.

Ms. Patti opened the hearing to public comment.

- Mr. Fagas reiterated his affirmations to those involved.
- Mr. Paradis asked for clarification on the total and why it was so high.

Ms. Patti reiterated that some of the money was paid directly to the vendor from WEA and that was accepted as an improvement in the hearing immediately preceding the current hearing which is to accept and expend the funds that WEA will be reimbursing the District for as they pertain to the snowmaking project at Campton Mountain.

There was nobody else to address the Commission in public, via Zoom, by email or by phone. Ms. Patti closed the hearing at 6:56 pm.

Ms. Patti made a motion to accept and expend unanticipated funds totaling $20,992.75 from the WEA-administered CIF funds for snowmaking infrastructure. Mr. Panuczak duly seconded. No discussion. The motion carried with a roll call vote 3:0 Ms. Patti - aye, Mr. Spinney - aye, Mr. Panuczak - aye.

Mr. Panuczak departed the meeting at 6:57 PM.

GM's Report

- Shawn Pelchat and his team have removed the old beer shack on the back lawn and have begun preparing the site for the new building.
- Work has begun pumping out the outdoor pools in preparation for power washing them.
- Steve is going to prep the site where he parks at his shop to refill his trucks with fuel to pour a concrete slab. This will be coordinated with Shawn to have the slab for the beer shack and the refill station slab at Steve's shop to be poured the same day. The cost for each will be separated and charged to the proper GL codes.
- Steve has been York-raking the dirt roads to get them back in shape and ready for re-grading and compacting.
- The excavator loan documents have been received. It will be financed for 4 years instead of 5. The monthly payment will be $1,662.29 and for the 9 months for this year would total $14,960.61.
- Steve has also selected a trailer for the excavator and this will cost $9,000. This is a savings of $11,000 from what was budgeted. The original trailer that was looked at was made of aluminum, but because of how well Steve takes care of his equipment, it was decided that a cheaper aluminum trailer would be a sufficient fit for this purpose.

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Ms. Patti stated that the project of replacing the beer shack is one that already has a CIF contribution committed from WEA and further clarified that when Mr. Beard states in his third item that the projects will be charged to the proper GL codes he is referring to the municipal finance software and that they will be tracked accordingly. She continued by clarifying that the savings related to the excavator's purchase noted in Mr. Beard's report are due to a lower-interest financing option being pursued through the equipment vendor, rather than the bank who originally quoted the district a higher percentage for the whole project. Ms. Patti asked Mr. Beard to confirm if the trailer was still being financed through the Bank of New Hampshire to which Mr. Beard agreed. Ms. Patti then asked that Mr. Beard elaborate on the debt service payments ending on the backhoe and how that timing connects to this financing opportunity. Mr. Beard stated that the John Deer backhoe was financed for 5 years and that the 2024 payment will be the fifth and final payment which will save the District yearly in that respect.

CONSENT CALENDAR

Manifests

Ms. Patti made a motion to approve the manifests as presented in the handout. Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

Re-Appointments

Ms. Patti cited the chart contained in the handout regarding committee reappointments and explained that annually, committee members need to be reappointed to their respective committees by the second meeting following the annual meeting each year except for the members of the Planning Board who have alternating 3-year terms so only 1 is up to reappointment at a time. Ms. Patti asked Ms. Smith for clarification on those marked with "N/A" on the chart. Ms. Smith explained that Ms. Seward and Ms. Ivers expressed their desire to step down from the Improving Amenity Profitability (IAP) committee, Ms. Roy did not respond to requests for reappointment, and Ms. Bennett expressed her desire to step down from the Water & Roads committee.

Ms. Ivers was present on Zoom and explained that due to her increased duties as co-Vice President for the Association, she was going to find it difficult to continue working on the IAP committee however, since she has not heard any desire from another board member to fill her place, she would like to continue serving on the IAP committee. Ms. Patti altered the chart to show Ms. Ivers as a member to be reappointed.

Ms. Seward was also present on Zoom and asked if there had been any changes to the requirement of a quorum at the physical location for committee meetings. Ms. Patti stated that the requirement for attendance has not changed as that is dictated by NH statute.

Ms. Patti made a motion to appoint those individuals marked with an 'X' in the chart contained in the handout for another one-year term with the exception of Mr. Anthony Patti on the

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Planning Board for another 3-year term. Those reappointed to WEVD committees are as follows: Mark Canfield, Denise Bujalski, and Billy Mitchell to the Budget Committee for one-year terms; Linda Ivers, Joseph Feiner, and Anthony Patti to the Improving Amenity Profitability Committee for one-year terms; Anthony Patti to the Planning Board for a three-year term; Anthony Patti and Terry Bennett to the Records Committee for one-year terms; and Stan Bujalski, Scott Monroe, and Anthony Patti to the Water and Roads Committee for one-year terms. Mr. Spinney duly seconded. The motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

GENERAL CALENDAR

a. RCA: 7 Holland Trail

Ms. Patti asked that this item be tabled until the owner can be present. Mr. Fagas asked if he could be involved in the Request for Commissioner Action for 7 Holland Trail. Ms. Patti stated that any resident who has an issue they wish for the Commission to address they too can complete a Request for Commissioner Action form.

Next Meeting: April 23, 2024 @ 10 AM.

Public Comment Period

There was nobody willing to address the Commission in person, via remote platform, by phone.

Non-Public Session

None.

Mr. Spinney made a motion to adjourn the meeting at 7:14 PM. Ms. Patti duly seconded. Motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

Minutes prepared by Allison Smith.

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WEVD 2024 Meeting DRAFT Minutes
March 26, 2024 – 10:00 AM

Attendees: Commissioners Maureen Patti, David Spinney, General Manager Ron Beard, Water Department Administrator Allison Smith, Jennifer Franz, Steve Baert, Shawn Pelchat.

Members of the public: none.

Members excused: Gerry Panuczak

Attendees via Zoom: Ralph Wilbur

Call to order: Commissioner Patti called the meeting to order at 10:00 AM.

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

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

Adoption of Agenda.
By consensus agenda was adopted as is.

Approval of Minutes

a. February 29, 2024
Ms. Patti made a motion to amend the draft minutes of 2/29/2024 consistent with the 19 amendments prepared by Ms. Patti. Mr. Spinney duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

Ms. Patti made a motion to make the amended minutes of 2/29/2024 the official meeting minutes. Mr. Spinney duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

General Manager's Report.
Mr. Beard spoke about the following.

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- Shawn Pelchat and his team have successfully removed all unused heating units from the community center and have begun insulating where necessary.
- During the recent storm, Steve, Lauren, and Shawn's team demonstrated exceptional performance.
- Steve and Lauren have been clearing brush along District roads, and in the next week or two, we will rent a chipper to dispose of it.
- Shawn has deactivated the heating in the lift shacks at the mountain and has also arranged for a required number of chairs to be tested annually.
- Jennifer Franz has been actively organizing the summer schedule.
- The management introduced a second food vendor for some menu items, anticipating cost reductions.

Mr. Spinney commended the staff's efforts and mentioned that there were no immediate concerns or questions.
He also praised Alison Smith for her outstanding job in organizing the annual meeting.

CONSENT CALENDAR

Manifests
Ms. Patti made a motion to approve the manifests as presented in the handout. Mr. Spinney duly seconded and motion carried with a roll call vote 2:0 Ms. Patti – aye, Mr. Spinney – aye.

GENERAL CALENDAR ITEMS

a. **Recreation Fund – reconciliation of 2023, current balance**
b. **District Fund balance**
c. **FY ’23 Audit**

Mr. Spinney provided an update on the Rec Fund balance which currently is at $215,419, whereas on January 1, 2024 it was roughly at $114,000. There was a short discussion about costs and profits related to recreation.
Ms. Patti made a motion to make the two pages from the Bank of New Hampshire titled General Fund Sweep and Water Sweep an official attachment to this meeting minutes. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

DRAFT

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Ms. Patti made a motion to make the document from the municipal software called Fund Balance an official attachment to this meeting minutes. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Mr. Beard provided an overview of the District Find balance as well. He went over the numbers in the Fund Balance document and concluded that so far, the fund equity for the Village District is $1,216,878.08.
Discussion ensued about asking the new Treasurer (when one is available) to include that number into their reports going forward. Another discussion was about the fact that this number includes non-lapsing warrant articles from previous years and whether the Treasurer should note in his report how much of that total is encumbered in any way or is related to warrant articles as well as provide a breakdown by department. There was consensus on both matters.

Ms. Patti made a motion to make the document from the municipal software called Water Department Balance an official attachment to this meeting minutes. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Mr. Beard provided an overview of the Water Department Fund balance as well. He went over the numbers and concluded that so far, the total fund equity for the Water Department is $606,550.07 which also includes the amount for warrant articles and funds encumbered for the Pegwood Road project.
Next the upcoming audit was discussed which had been delayed until April. It was noted that the District addressed a lot of issues previously raised by the auditors about the structure of its accounting and relevant policies and procedures. Remaining was the Investment policy and the post retirement liability for which the actuarial work was approved to be done by the Commissioners. Mr. Beard was asked to provide an update to both the Commissioners and especially the auditors on the status of that work.

d. Discussion with Head of Maintenance, Shawn Pelchat

Head of Maintenance Shawn Pelchat provided an update on the following:

- Summit lounge repairs that were down Uber the winter;
- Projects completed and planned to be done on the pools;
- Planned projects for the lounge and the office that he had obtained quotes for but the decision has not been made yet;

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- Plans for the new beverage shed;
- Plans for a storage shed for various equipment and parts;
- Staffing levels and performance;
- Concerns going forward and plans to fund fixing them;
- Inspections on the lift;
- Ongoing building maintenance projects;
- Plans to perform trail maintenance and possibly creating a glade trail for skiing;
- Heating system ongoing maintenance and planned improvements;

Mr. Pelchat was encouraged to plan for future equipment needs early and provide the Commissioners with equipment needs and costs early on so that they could relay to the voters all the information and start planning early. Commissioners praised all the work done by staff on all the projects to better the District infrastructure and buildings.

e. Discussion with Director of Public Works, Steve Baert

Director of Public Works, Steve Baert provided an update on the following:

- The water system operation;
- Leak detection specialist visit, what he discovered and plans to fix it;
- Upcoming leak detection specialist visit to finish checking the areas that were not covered by the first visit;
- Lead and copper water testing;
- Plans and efforts to address water quality for those who have issues with cooper and lead;
- Efforts to address an issue with water pressure for a property;
- Roadside cutting progress;
- Planning for upcoming roadside sweeping;
- Ongoing road and culvert maintenance;
- Pegwood Road project;
- Paving plans;
- Staff;
- Excavator financing;
- Plans for building compartments for storing bulk supplies;
- Equipment status and needs;

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There was discussion about consistency while planning for the funding for road paving to make sure that there are resources available that are dedicated specifically to road paving. It was also noted that the 20 year Road Paving Plan is a very helpful instrument for financial planning.

g. Discussion with Food & Beverage Manager, Jennifer Franz

Food & Beverage Manager, Jennifer Franz provided and update on the following:

- Current food and beverage operation and how things have been changing for the better;
- The need for a "hook" (something that will draw in a bigger crowd especially out of skiing season) which the band alone is not;
- Plans to do bigger events where the client takes care of set up, running the event and cleaning up after;
- Fishing Derby organization;
- Organizing beer or wine/other spirits events;
- July 4th prep;
- Kentucky Derby set up;
- Easter event planning;
- Other events which are more family oriented;
- Attempts to have the public space renters be separated from the residents using amenities;
- Securing alcohol storage;
- Potential schedule of events;
- Staffing and the fact they are seasonal and the need to plan accordingly if they need to work longer;
- Plans to serve food from the food shack when it is operational;
- Plans to organize a concert on the lawn;
- Plans to organize a software ticketing system.

There was discussion about using the Summit Lounge for events off season or at night and whether it would actually be profitable given the staffing needs and other costs associated with doing so. The need for another adventurous attraction came up again that would help bring more people in.
There was another discussion about the need to carefully balance opening up the District amenities to the general public and the desire of many residents and home owners to keep the use of those amenities to themselves. Suggestion was made to look into organizing more owner events at the mountain in the off season.

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f. Discussion with Water Department Administrator and WEVD Administrative Assistant, Allison Smith

Water Department Administrator and WEVD Administrative Assistant, Allison Smith provided and update on the following:

- Plans to start auditing the meeting minutes from various committees and boards with a goal to scan then into PDFa format required by the statute for electronic record keeping;
- Getting ready for the next water billing cycle;
- Working on auditing the receivables line before the audit;
- Plans to cancel QuickBooks subscription;
- Plans to close the old bam accounts;
- Notifying whoever needs to be notified of the District Treasurer's passing.

There was a brief discussion about posting for a new District Treasurer position and what the requirements would be.
Then there was discussion about Ms. Smith's work load and staffing levels and how the new payroll service is going to be helping that. It was also noted that lack of a financial position prompts having a discussion about certain functions that used to be carried out by those employees.
Ms. Smith made some suggestions as to what the Commission can review in the future in terms of applications and processes matching ordinances. She also provided feedback on future staffing needs and identifying their responsibility.
Then there was a lengthy discussion about WEA requesting taking possession of their records and what that might involve for the District given that a lot of these documents also belong to the District.

Next discussion was about the warrant article for purchasing the excavator and the trailer. The way it is worded implies financing both items through one financier, however it was discovered that the seller of the excavator provides its own financing which should save the district about 2.1 percent. Members debated a better way to purchase both the excavator and the trailer given the potential savings with seller provided financing. Mr. Beard was asked to provide the numbers for four years instead of five years to pay them off and also check with the trailer seller if they provide financing as well.

Next Meeting: April 10, 2024 @ 6 p.m. – PUBLIC HEARINGS to accept and expend CIF monies, accept improvements to the Community Center and Ski Area, and to SET MAY BILLING WATER RATES

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Ms. Patti noted that on April 10 a separate non-public session will be scheduled for 5:15 PM to go over the non-public meeting minutes. The public meeting on April 10 will still be held at 6 PM.

Public Comment Period

There was nobody willing to address the Commission in person, via remote platform, by phone.

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. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Non-public session was entered at 12:17 PM. Commissioners Patti and Spinney were present in person as well as the General Manager Ron Beard.

Resumption of Public Session

Ms. Patti motioned to exit non-public session at 12:54 PM. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Public session was entered at 12:55 PM. Commissioners Patti and Spinney were present in person.

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

Adjourn Meeting

Ms. Patti made a motion to adjourn the meeting. Mr. Spinney duly seconded and motion carried by a 2:0 roll call vote: Ms. Patti - aye, Mr. Spinney - aye.

Meeting adjourned at 12:56 PM.

Prepared by Alvina Snegach

Attachments below: 4 pages

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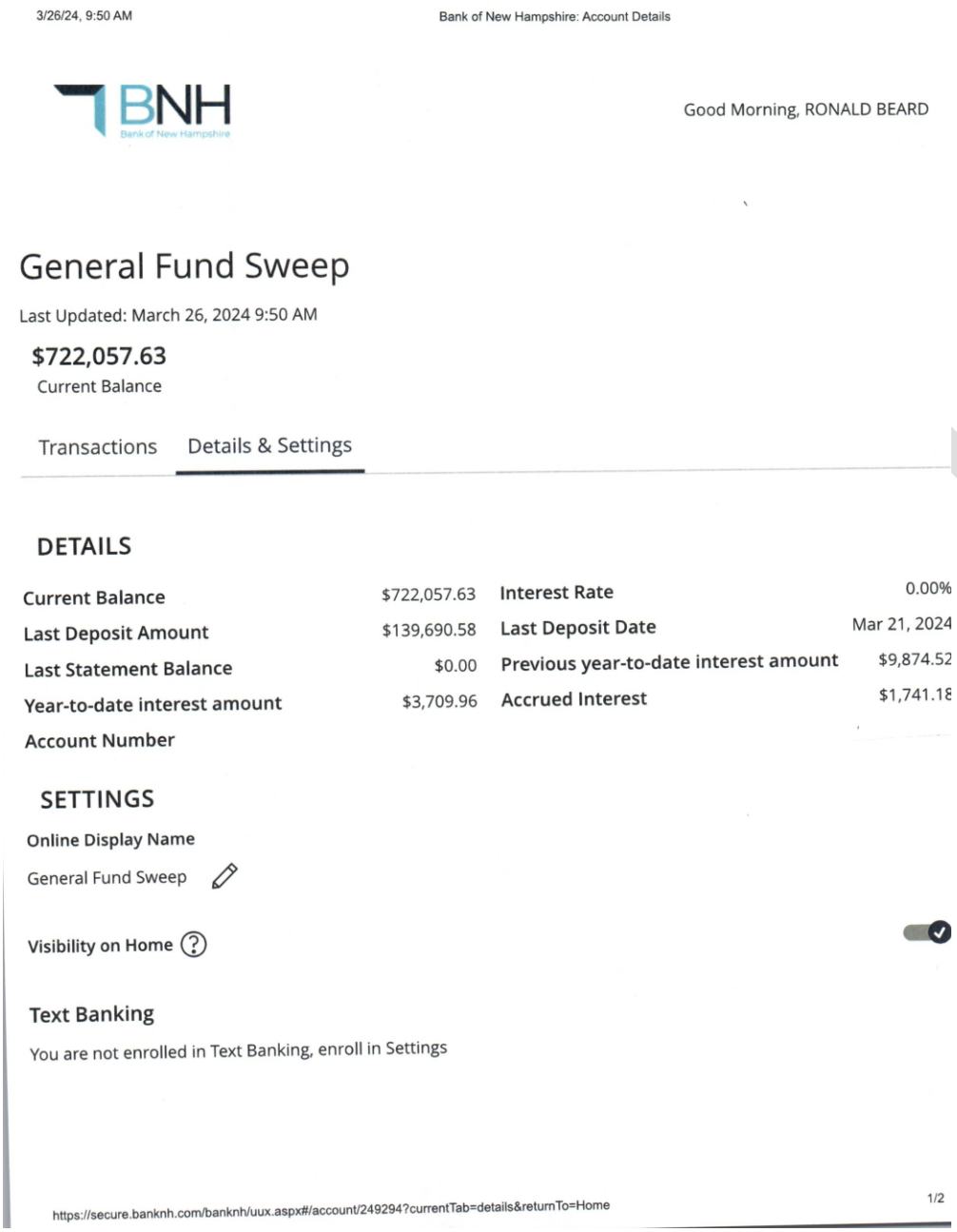

3/26/24, 9:50 AM Bank of New Hampshire: Account Details

BNH Bank of New Hampshire

Good Morning, RONALD BEARD

General Fund Sweep

Last Updated: March 26, 2024 9:50 AM

$722,057.63
Current Balance

Transactions | Details & Settings

DETAILS

Current Balance	$722,057.63	Interest Rate	0.00%
Last Deposit Amount	$139,690.58	Last Deposit Date	Mar 21, 2024
Last Statement Balance	$0.00	Previous year-to-date interest amount	$9,874.52
Year-to-date interest amount	$3,709.96	Accrued Interest	$1,741.18
Account Number			

SETTINGS

Online Display Name
General Fund Sweep

Visibility on Home

Text Banking

You are not enrolled in Text Banking, enroll in Settings

https://secure.banknh.com/banknh/uux.aspx#/account/249294?currentTab=details&returnTo=Home 1/2

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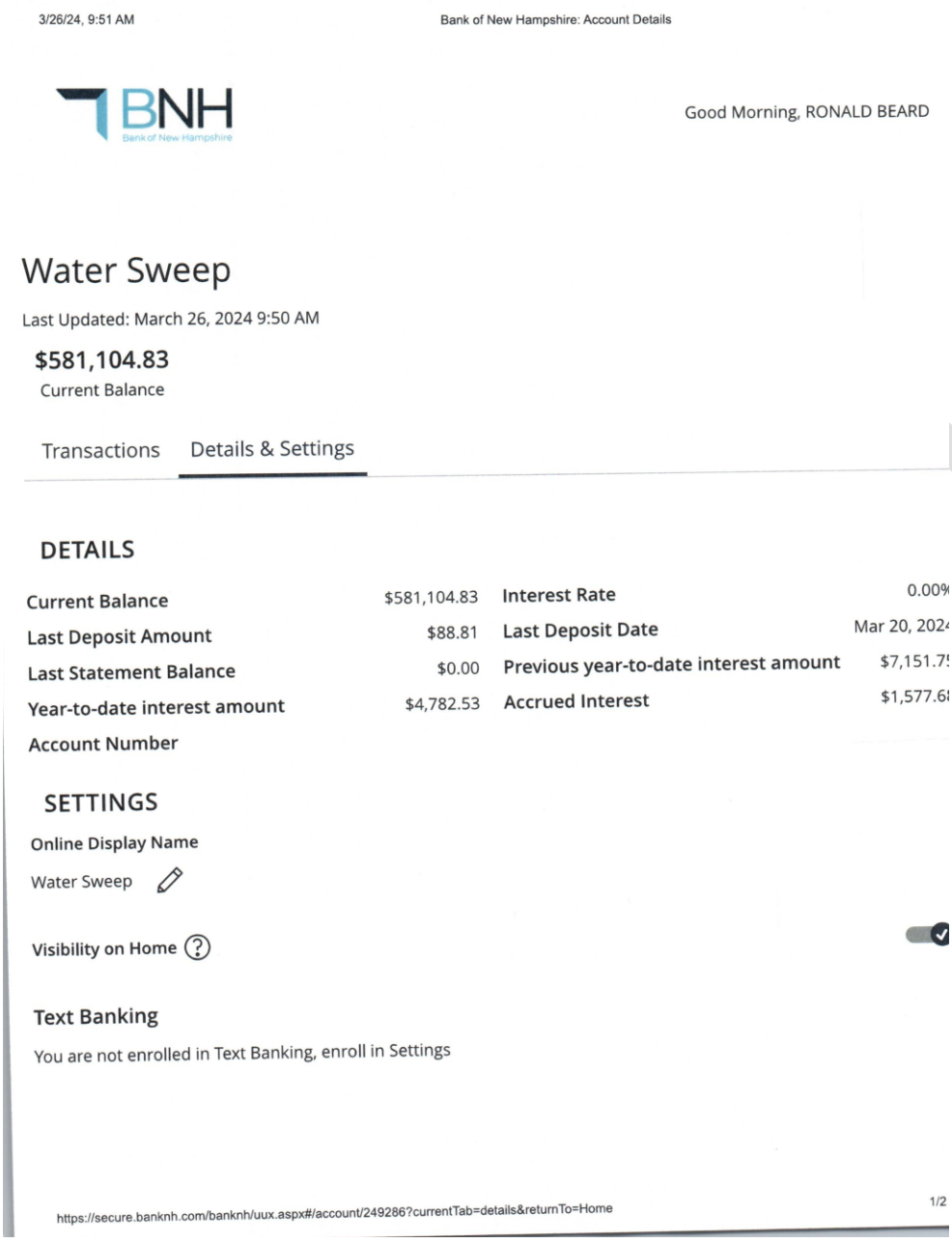

3/26/24, 9:51 AM Bank of New Hampshire: Account Details

BNH Bank of New Hampshire

Good Morning, RONALD BEARD

Water Sweep

Last Updated: March 26, 2024 9:50 AM

$581,104.83
Current Balance

Transactions | Details & Settings

DETAILS

Current Balance	$581,104.83	Interest Rate	0.00%
Last Deposit Amount	$88.81	Last Deposit Date	Mar 20, 202
Last Statement Balance	$0.00	Previous year-to-date interest amount	$7,151.7
Year-to-date interest amount	$4,782.53	Accrued Interest	$1,577.6
Account Number			

SETTINGS

Online Display Name

Water Sweep

Visibility on Home

Text Banking

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https://secure.banknh.com/banknh/uux.aspx#/account/249286?currentTab=details&returnTo=Home 1/2

248

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MUNICIPAL FUND BALANCE SHEET

Fund: VILLAGE DISTRICT FUND Periods: 2024-01 thru 2024-03 [25% of Year] Include: Balance Sheet -

Account #	Account Title	Balance
1-CURRENT ASSETS		
1010 - CASH AND EQUIVALENTS		
01.1010.000.001	NORTHWAY BANK	68,970.10
01.1010.000.003	PETTY CASH	600.00
01.1010.000.004	BANK OF NEW HAMPSHIRE	685,768.95
01.1010.000.005	CITIZENS BANK - SAVINGS	50,000.00
01.1010.000.006	BANK OF NH - CREDIT CARD DEPOSITS	4,250.88
1010 - CASH AND EQUIVALENTS		**809,589.93**
1080 - TAXES RECEIVABLE		
01.1080.001.020	AR CAMPTON TAXES 2020 & PRIOR	62,154.53
01.1080.001.022	AR CAMPTON TAXES 2022	46,116.29
01.1080.001.023	AR CAMPTON TAXES 2023	29,058.99
01.1080.001.112	ALLOWANCE - CAMPTON	(60,000.00)
01.1080.002.021	AR THORNTON TAXES 2021	(1,369.88)
01.1080.002.022	AR THORNTON TAXES - 2022	2.00
01.1080.002.023	AR THORNTON TAXES - 2023	50,480.00
1080 - TAXES RECEIVABLE		**126,441.93**
1150 - ACCOUNTS RECEIVABLE		
01.1150.000.000	ACCOUNTS RECEIVABLE	(14,770.73)
01.1150.000.004	AR - WEA	17,353.40
1150 - ACCOUNTS RECEIVABLE		**2,582.67**
1310 - DUE FROM OTHER FUNDS		
01.1310.000.005	DUE FROM CAPITAL PROJECTS FUND	25,531.00
1310 - DUE FROM OTHER FUNDS		**25,531.00**
1-CURRENT ASSETS		**964,145.53**
2-CURRENT LIABILITIES		
2020 - WARRANTS AND ACCOUNTS PAYABLE		
01.2020.000.000	ACCOUNTS PAYABLES	2,330.40
01.2020.000.001	PAYROLL LIABILITIES	325.76
01.2020.000.003	DUE TO EMPLOYEES - STALE CHECKS	822.61
01.2020.000.005	ACCRUED WAGES	0.00
01.2020.000.007	NHRS PAYABLE	(0.01)
01.2020.000.008	AFLAC PAYABLE	(0.04)
01.2020.000.010	FLEX SPENDING WITHHELD	1,189.31
01.2020.000.011	FEDERAL WIHHOLDING	(9,484.67)
01.2020.000.012	FICA - BOTH	(17,115.10)
01.2020.000.013	MEDICARE - BOTH	(4,002.78)
2020 - WARRANTS AND ACCOUNTS PAYABLE		**(25,934.52)**
2080 - DUE TO OTHER FUNDS		
01.2080.000.002	DUE TO/FROM WATER DEPARTMENT	(10,802.90)
01.2080.000.003	DUE TO/FROM REC FUND	(216,004.13)
2080 - DUE TO OTHER FUNDS		**(226,807.03)**
2-CURRENT LIABILITIES		**(252,741.55)**
2-FUND EQUITY		
2530 - UNASSIGNED FUND BALANCE		
01.2530.000.000	FUND BALANCE	1,525,137.67
01.2530.000.3T	TOTAL REVENUE	5,773.19
01.2530.000.4T	TOTAL EXPENDITURE	(314,023.78)
2530 - UNASSIGNED FUND BALANCE		**1,216,887.08**
2-FUND EQUITY		**1,216,887.08**

Printed 3/25/2024 11:51AM By RBEARD WATERVILLE ESTATES Page 1 of 1

249

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MUNICIPAL FUND BALANCE SHEET

Fund: WATER FUND Periods: 2024-01 thru 2024-03 [25% of Year] Include: Balance Sheet -

Account #	Account Title	Balance
1-CURRENT ASSETS		
1010 - CASH AND EQUIVALENTS		
02.1010.000.001	CASH TO BE DEPOSITED	1,196.73
02.1010.000.002	BANK OF NEW HAMPSHIRE	574,457.11
1010 - CASH AND EQUIVALENTS		**575,653.84**
1150 - ACCOUNTS RECEIVABLE		
02.1150.000.000	ACCOUNTS RECEIVABLE	7,563.67
02.1150.000.003	A/R - NEW BILLING SYSTEM	5,457.56
02.1150.000.004	RETURNED WATER METER RECEIVABLE	16,661.00
1150 - ACCOUNTS RECEIVABLE		**29,682.23**
1410 - OTHER CURRENT ASSETS		
02.1410.000.001	PREPAID EXPENSES	10,350.00
1410 - OTHER CURRENT ASSETS		**10,350.00**
1-CURRENT ASSETS		**615,686.07**
2-CURRENT LIABILITIES		
2020 - WARRANTS AND ACCOUNTS PAYABLE		
02.2020.000.000	ACCOUNTS PAYBLE	(1,154.64)
02.2020.000.001	ACCRUED WAGES	0.00
2020 - WARRANTS AND ACCOUNTS PAYABLE		**(1,154.64)**
2080 - DUE TO OTHER FUNDS		
02.2080.000.001	DUE TO/FROM WEVD	10,802.93
02.2080.000.003	DUE TO RECREATION	(422.36)
2080 - DUE TO OTHER FUNDS		**10,380.57**
2220 - DEFERRED REVENUE		
02.2220.000.001	BILLINGS IN ADVANCE	(90.83)
2220 - DEFERRED REVENUE		**(90.83)**
2-CURRENT LIABILITIES		**9,135.10**
2-FUND EQUITY		
2530 - UNASSIGNED FUND BALANCE		
02.2530.000.000	UNASSIGNED FUND BALANCE	495,311.98
02.2530.000.3T	TOTAL REVENUE	305,962.27
02.2530.000.4T	TOTAL EXPENDITURE	(194,723.28)
2530 - UNASSIGNED FUND BALANCE		**606,550.97**
2-FUND EQUITY		**606,550.97**

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250

Waterville Estates
Village District

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GM Report May 08, 2024

1. Indoor hot tub was down for 7 days due to damage to one of the water returns in the bottom. The delay was due to parts availability.
2. Steve has been busy raking district roads.
3. Steve has located 2 leaks within the past two weeks and they have been repaired.
4. Steve has taken delivery of the new excavator and trailer.
5. Shawn has completed replumbing the outdoor family pool and has changed the sand in both of the sand filters which are located in the boiler room. This work has made access to that equipment alot easier to access.
6. The new shed has been delivered and assembled on the back lawn and it looks fabulous.
7. I would like to thank all that participated in the community clean up day.

Check Manifest - by Payee

Date: 4/16/2024 **Batch ID:** 202 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
183	SYSTEM	**4/16/2024**	**560**	**BELLETETES, INC.**			
	3710175			4/11/2024	99.00	0.00	99.00
	02.4331.520.822 / WTR - PROJECTS						99.00
	WATER - REINFORCING WIRE MAT						
					Total Check #:	**183**	**99.00**

Check Manifest - by Payee

Date: 4/16/2024 **Batch ID:** 202 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
4/16/2024	**Check Manifest**		**Batch:**	**202**	**Chk Count:**	**1**	**Total Amnt:**	**99.00**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	99.00

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 4/16/2024 **Batch ID:** 201 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
704	SYSTEM	**4/16/2024**	**160**	**AMAZON**			
	13VD-9LHW-1J6M			4/10/2024	152.46	0.00	152.46
	01.4314.003.630 / B&G - BUILDING REPAIRS					152.46	
	BLDG & GRNDS CRACK REPAIR SEALER KIT						
	1CCX-TQF7-Y6NT			4/09/2024	133.92	0.00	133.92
	01.4314.003.611 / B&G - SMALL TOOLS					133.92	
	BLDG & GRNDS TOOLS						
	1XHW-LNWY-R3DQ			4/14/2024	85.72	0.00	85.72
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE					85.72	
	BLDG & GRNDS GRASS SEED						
					Total Check #:	**704**	**372.10**
705	SYSTEM	**4/16/2024**	**220**	**AMERIGAS**			
	3163091992			4/09/2024	1,126.06	0.00	1,126.06
	01.4522.002.341 / SKI - BUILDING HEAT					1,126.06	
	WATERVILLE ESTATES SKI LODGE						
					Total Check #:	**705**	**1,126.06**
706	SYSTEM	**4/16/2024**	**560**	**BELLETETES, INC.**			
	3710180			4/11/2024	168.12	0.00	168.12
	01.4940.024.004 / CIF - BEER SHACK					168.12	
	CAPITAL - BEER SHACK						
					Total Check #:	**706**	**168.12**
707	SYSTEM	**4/16/2024**	**1940**	**EVERSOURCE**			
	56307251074 04.01.24			4/01/2024	71.63	0.00	71.63
	01.4314.003.340 / B&G - ELECTRIC					71.63	
	WATERVILLE VLG DIST COM CTR OV						
					Total Check #:	**707**	**71.63**
708	SYSTEM	**4/16/2024**	**9617**	**FIRST BANK -0904 CS**			
	CLOSING DATE 03.27.24			3/27/2024	198.99	0.00	198.99
	01.4130.002.320 / EXEC - LICENSES & FEES					19.99	

Check Manifest - by Payee

Date: 4/16/2024 **Batch ID:** 201 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			ADOBE				
			01.4130.002.320 / EXEC - LICENSES & FEES			179.00	
			B2B PRIME				
					Total Check #:	**708**	**198.99**
709	SYSTEM	**4/16/2024**	**2580**	**HARCROS CHEMICALS, INC.**			
291014482				4/10/2024	948.90	0.00	948.90
			01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES			948.90	
			POOL - HYPOCHLORITE SOLUTION				
					Total Check #:	**709**	**948.90**
710	SYSTEM	**4/16/2024**	**2750**	**HOWARD P. FAIRFIELD, LLC**			
8951936				4/10/2024	40.00	0.00	40.00
			01.4312.002.829 / HWY - EQUIPMENT REPAIRS			40.00	
			MARKER KIT				
					Total Check #:	**710**	**40.00**
711	SYSTEM	**4/16/2024**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
S6178783.001				4/09/2024	168.73	0.00	168.73
			01.4940.024.004 / CIF - BEER SHACK			168.73	
			CAPITAL - BEER SHACK				
					Total Check #:	**711**	**168.73**
712	SYSTEM	**4/16/2024**	**4120**	**NEW HAMPSHIRE ELECTRIC MOTORS, INC**			
34887				4/11/2024	705.17	0.00	705.17
			01.4522.003.663 / SKI - LIFT MAINTENANCE			705.17	
			SKI - LIFT MAINTENANCE - PARTS				
					Total Check #:	**712**	**705.17**
713	SYSTEM	**4/16/2024**	**4410**	**NORTHWAY BANK**			
CLOSING DATE 03.26.24				3/26/2024	8.25	0.00	8.25
			01.4130.002.320 / EXEC - LICENSES & FEES			8.25	
			MSBILL INFO				

Check Manifest - by Payee

Date: 4/16/2024 **Batch ID:** 201 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**713**	**8.25**
714	SYSTEM	**4/16/2024**	**9678**	**RAIN FOR RENT**			
	1991962			4/05/2024	2,251.48	0.00	2,251.48
		03.4522.003.690 / SKI - MISCELLANEOUS EXPENSE				2,251.48	
		TANK FLAT TOP COATED / HEATER					
					Total Check #:	**714**	**2,251.48**
715	SYSTEM	**4/16/2024**	**5750**	**STATE OF NH DEPT. OF SAFETY**			
	THERRIEN			4/11/2024	25.00	0.00	25.00
		01.4520.002.814 / REC - CRIMINAL RECORDS				25.00	
		CRIMINALS RECORD THERRIEN					
					Total Check #:	**715**	**25.00**
716	SYSTEM	**4/16/2024**	**6180**	**UNIFIRST CORPORATION**			
	1070317382			4/11/2024	80.91	0.00	80.91
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				25.63	
		KITCHEN SUPPLIES/					
		03.4524.001.610 / REC - FRONT DESK REC SUPPLIES				55.28	
		KITCHEN SUPPLIES/FRONT DESK REC SUPPLIES					
					Total Check #:	**716**	**80.91**
717	SYSTEM	**4/16/2024**	**6240**	**UPTON & HATFIELD, LLP**			
	167664			4/09/2024	3,864.00	0.00	3,864.00
		01.4130.002.322 / EXEC - ANNUAL MEETING				3,266.00	
		ANNUAL TOWN MEETING					
		01.4130.002.323 / EXEC - LEGAL SERVICES				598.00	
		ANNUAL TOWN MEETING/DISTRICT LEGAL					
					Total Check #:	**717**	**3,864.00**
718	SYSTEM	**4/16/2024**	**9622**	**US STANDARD PRODUCTS**			
	771512			4/11/2024	2,399.00	0.00	2,399.00
		01.4314.003.615 / B&G - SUPPLIES				2,399.00	
		BLDG & GRNDS NITRILE SHIELDS					

Check Manifest - by Payee

Date: 4/16/2024 **Batch ID:** 201 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
						Total Check #:	**718**	**2,399.00**

Check Manifest - by Payee

Date: 4/16/2024 **Batch ID:** 201 **BANK OF NH - DISTRICT**

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

4/16/2024 Check Manifest Batch: 201 Chk Count: 15 Total Amnt: 12,428.34

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	10,095.95
03	RECREATION FUND	2,332.39

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Dave Spinney, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 204 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
184	SYSTEM	**4/23/2024**	**1240**	**CONSOLIDATED COMMUNICATIONS**			
	113 298 7331 10 4.24			4/12/2024	59.88	0.00	59.88
	02.4331.520.350 / WTR - TELEPHONE					59.88	
	VOICE 4.24						
					Total Check #:	**184**	**59.88**
185	SYSTEM	**4/23/2024**	**1340**	**CONSOLIDATED COMMUNICATIONS**			
	113 276 5220 50 4.24			4/12/2024	65.84	0.00	65.84
	02.4331.520.350 / WTR - TELEPHONE					65.84	
	VOICE 4.24						
					Total Check #:	**185**	**65.84**
186	SYSTEM	**4/23/2024**	**1350**	**CONSOLIDATED COMMUNICATIONS**			
	113 275 4707 53 4.24			4/12/2024	59.88	0.00	59.88
	02.4331.520.350 / WTR - TELEPHONE					59.88	
	VOICE 4.24						
					Total Check #:	**186**	**59.88**
187	SYSTEM	**4/23/2024**	**9040**	**CONTINENTAL UTILITY SOLUTIONS**			
	U35632			4/19/2024	2,000.00	0.00	2,000.00
	02.4331.520.320 / WTR - LICENSES AND FEEES					2,000.00	
	UMS.NET ACCT INTERFACE MODULE						
					Total Check #:	**187**	**2,000.00**
188	SYSTEM	**4/23/2024**	**9270**	**NH ELECTTRIC CO-OP**			
	0575139110 4.24			4/11/2024	3,254.35	0.00	3,254.35
	02.4331.520.340 / WTR - ELECTRICITY					3,254.35	
	ELECTRICITY - LIBERTY LANE						
					Total Check #:	**188**	**3,254.35**
189	SYSTEM	**4/23/2024**	**6450**	**WATERVILLE ESTATES VILLAGE DISTRICT**			
	DUE TO 1.24 TO 3.24			4/23/2024	25,404.66	0.00	25,404.66
	02.2080.000.001 / DUE TO/FROM WEVD					25,404.66	

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 204 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		DUE TO DISTRICT					
					Total Check #:	**189**	**25,404.66**

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 204 **BANK OF NH - WATER**

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

4/23/2024 Check Manifest Batch: 204 Chk Count: 6 Total Amnt: 30,844.61

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	30,844.61

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 205 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
736	SYSTEM	**4/23/2024**	**9683**	**CHARTER COMMUNICATIONS**			
	8358 31 010 0035967 3.24			3/14/2024	545.91	0.00	545.91
		01.4522.002.350 / SKI - CABLE, INTERNET & PHONE TV, INTERNET, VOICE 3.24				545.91	
	8358 31 010 0035967 4.24			4/14/2024	555.14	0.00	555.14
		01.4522.002.350 / SKI - CABLE, INTERNET & PHONE TV, INTERNET, VOICE 4.24				555.14	
					Total Check #:	**736**	**1,101.05**

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 205 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
4/23/2024	**Check Manifest**		**Batch:**	**205**	**Chk Count:**	**1**	**Total Amnt:**			**1,101.05**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	1,101.05

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 203 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
719	SYSTEM	**4/23/2024**	**160**	**AMAZON**			
	1664-W4YL-1T73			4/22/2024	49.46	0.00	49.46
	01.4314.003.614 / B&G - CLEANING SUPPLIES					49.46	
	KITCHEN TRASH BAGS, HEAVY DUTY TRASH BAGS						
	1MRV-RPX7-WVPT			4/14/2024	31.42	0.00	31.42
	01.4314.003.614 / B&G - CLEANING SUPPLIES					31.42	
	TOILET BOWL CLEANER						
	1RQ7-P947-7R4J			4/15/2024	32.85	0.00	32.85
	01.4314.003.614 / B&G - CLEANING SUPPLIES					32.85	
	DUST MOP TREATMENT						
					Total Check #:	**719**	**113.73**
720	SYSTEM	**4/23/2024**	**1270**	**CONSOLIDATED COMMUNICATION**			
	113 295 3542 10 4.24			4/18/2024	129.47	0.00	129.47
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					129.47	
	ANALOG PRIVATE LINE 4.24						
					Total Check #:	**720**	**129.47**
721	SYSTEM	**4/23/2024**	**1250**	**CONSOLIDATED COMMUNICATIONS**			
	186 265 7408 6 4.24			4/12/2024	206.62	0.00	206.62
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					206.62	
	CENTREX STATION LINE 4.24						
					Total Check #:	**721**	**206.62**
722	SYSTEM	**4/23/2024**	**1260**	**CONSOLIDATED COMMUNICATIONS**			
	113 275 8279 30 4.24			4/12/2024	59.88	0.00	59.88
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					29.94	
	VOICE 4.24						
	02.4331.520.350 / WTR - TELEPHONE					29.94	
	VOICE 4.24						
					Total Check #:	**722**	**59.88**
723	SYSTEM	**4/23/2024**	**1320**	**CONSOLIDATED COMMUNICATIONS**			

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 203 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	603 726 8958 353 4.24			4/12/2024	51.16	0.00	51.16
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						51.16
	VOICE 4.24						
					Total Check #:	**723**	**51.16**
724	SYSTEM	**4/23/2024**	**1360**	**CONSOLIDATED COMMUNICATIONS**			
	113 298 7331 42 4.24			4/18/2024	129.14	0.00	129.14
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						129.14
	CENTREX STATION LINE 4.24						
					Total Check #:	**724**	**129.14**
725	SYSTEM	**4/23/2024**	**2440**	**GRANITE STATE GLASS**			
	H0037630			4/20/2024	432.00	0.00	432.00
	01.4312.002.821 / HWY - EQUIPMENT REPAIR						432.00
	BACK WINDOW INSTALL						
					Total Check #:	**725**	**432.00**
726	SYSTEM	**4/23/2024**	**2630**	**HEALTH TRUST**			
	001506311			4/17/2024	19,506.56	0.00	19,506.56
	02.4331.520.211 / WTR - DENTAL INSURANCE						75.73
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	02.4331.520.210 / WTR - HEALTH INSURANCE						1,870.56
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	01.4314.001.210 / B&G - HEALTH INSURANCE						7,482.24
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	01.4314.001.211 / B&G - DENTAL INSURANCE						349.99
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	01.4521.001.210 / FD - HEALTH INSURANCE						2,494.08
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	01.4521.001.211 / FD - DENTAL INSURANCE						100.98
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	01.4130.001.210 / EXEC - HEALTH INSURANCE						3,117.60
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	01.4130.001.211 / EXEC - DENTAL INSURANCE						122.78
	HEALTH INSURANCE 5.1.24 TO 5.31.24						
	03.4520.001.210 / REC - HEALTH INSURANCE						1,247.04

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		HEALTH INSURANCE 5.1.24 TO 5.31.24					
		03.4520.001.211 / REC - DENTAL INSURANCE				50.49	
		HEALTH INSURANCE 5.1.24 TO 5.31.24					
		01.4312.001.210 / HWY - HEALTH INSURANCE				1,247.04	
		HEALTH INSURANCE 5.1.24 TO 5.31.24					
		01.4312.001.211 / HWY - DENTAL INSURANCE				50.50	
		HEALTH INSURANCE 5.1.24 TO 5.31.24					
		01.4525.001.210 / FBF - HEALTH INSURANCE				1,247.04	
		HEALTH INSURANCE 5.1.24 TO 5.31.24					
		01.4525.001.211 / FBF - DENTAL INSURANCE				50.49	
		HEALTH INSURANCE 5.1.24 TO 5.31.24					
	84443			4/05/2024	585.98	0.00	585.98
		01.4130.001.210 / EXEC - HEALTH INSURANCE				585.98	
		FSA CLAIMS REIM					
					Total Check #:	**726**	**20,092.54**
727	SYSTEM	**4/23/2024**	**2710**	**HOME DEPOT CREDIT SERVICES**			
	8622689			3/19/2024	805.60	0.00	805.60
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025				805.60	
		TOOLS AND SUPPLIES					
					Total Check #:	**727**	**805.60**
728	SYSTEM	**4/23/2024**	**2750**	**HOWARD P. FAIRFIELD, LLC**			
	8960375			4/17/2024	332.81	0.00	332.81
		01.4312.002.821 / HWY - EQUIPMENT REPAIR				332.81	
		ANGLE CYLINDER					
					Total Check #:	**728**	**332.81**
729	SYSTEM	**4/23/2024**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT**			
	62715-04-2024			4/02/2024	1,662.29	0.00	1,662.29
		01.4990.024.002 / EXCAVATOR WA 2 2024				1,662.29	
		CONTRACT FOR EXCAVATOR					
					Total Check #:	**729**	**1,662.29**
730	SYSTEM	**4/23/2024**	**3970**	**MUNICIPAL RESOURCES, INC.**			

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 203 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	24852			4/12/2024	8,010.39	0.00	8,010.39
	01.4130.002.390 / EXEC - CONSULTING FINANCIAL SERVICES 3.24					8,010.39	
					Total Check #:	**730**	**8,010.39**
731	SYSTEM	**4/23/2024**	**4930**	**PPC DELAWARE LLC**			
	INV-32005-S2X1			4/19/2024	82.90	0.00	82.90
	01.4130.002.320 / EXEC - LICENSES & FEES LABOR LAW POSTER					82.90	
					Total Check #:	**731**	**82.90**
732	SYSTEM	**4/23/2024**	**5590**	**SMITTY'S DIESEL REPAIR**			
	1390 CONTINUED			1/31/2024	3,237.62	0.00	3,237.62
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE REMAINING BALANCE ON INVOICE					3,237.62	
					Total Check #:	**732**	**3,237.62**
733	SYSTEM	**4/23/2024**	**9683**	**SPECTRUM #5967 Ski AreaCHARTER COMMUNIC**			
	0046907041224			4/12/2024	200.52	0.00	200.52
	01.4312.002.350 / HWY - TELEPHONE & INTERNET TV, INTERNET, VOICE					200.52	
					Total Check #:	**733**	**200.52**
734	SYSTEM	**4/23/2024**	**6280**	**VERIZON WIRELESS**			
	542383357-00001 4.24			4/08/2024	308.01	0.00	308.01
	02.4331.520.351 / WTR - CELL PHONE CELLPHONES 4.24					41.06	
	01.4130.002.351 / EXEC - CELL PHONES CELLPHONES 4.24					110.42	
	01.4312.002.351 / HWY - CELL PHONES CELLPHONES 4.24					115.47	
	01.4130.002.351 / EXEC - CELL PHONES CELLPHONES 4.24					41.06	
					Total Check #:	**734**	**308.01**

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 203 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
735	SYSTEM	**4/23/2024**	**6680**	**XEROX FINANCIAL SERVICES**			
	5617779			4/10/2024	423.75	0.00	423.75
		01.4130.002.618 / EXEC - COPIER LEASE				141.25	
		CONTRACT PAYMENT 3.30.24 THROUGH 4.29.24					
		01.4520.002.618 / REC - COPIER LEASE				141.25	
		CONTRACT PAYMENT 3.30.24 THROUGH 4.29.24					
		02.4331.520.618 / WTR - COPIER LEASE				141.25	
		CONTRACT PAYMENT 3.30.24 THROUGH 4.29.24					
					Total Check #:	**735**	**423.75**

Check Manifest - by Payee

Date: 4/23/2024 **Batch ID:** 203 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
4/23/2024	**Check Manifest**		**Batch:**	**203**	**Chk Count:**	**17**	**Total Amnt:**			**36,278.43**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	32,822.36
02	WATER FUND	2,158.54
03	RECREATION FUND	1,297.53

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 206 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
737	SYSTEM	**4/30/2024**	**90**	**AIRGAS USA, LLC**			
	5507234511			4/01/2024	2,350.00	0.00	2,350.00
	03.4523.002.610 / LNG - BAR SUPPLIES					200.00	
	NITROGEN:4 CYLINDERS FOR BAR						
	03.4523.002.610 / LNG - BAR SUPPLIES					650.00	
	CO2 - 13-20# CYCLINDERS FOR BAR						
	03.4523.002.610 / LNG - BAR SUPPLIES					50.00	
	1 ACETYLENE TANKS FOR BAR (MAINT)						
	03.4523.002.610 / LNG - BAR SUPPLIES					100.00	
	2 OXYGEN TANKS FOR BAR						
	01.4314.003.615 / B&G - SUPPLIES					100.00	
	B&G 2 SMALL ACETYLENE TANK						
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					1,050.00	
	B&G C02 - 21 - 75# CYLINDERS FOR POOL						
	01.4314.003.615 / B&G - SUPPLIES					50.00	
	B&G 1 MIG WELDER TANK						
	01.1010.000.002 / MEREDITH VILLAGE SAVINGS					100.00	
	B&G 2 OXYGEN TANKS						
	01.4314.003.615 / B&G - SUPPLIES					50.00	
	B&G 1 ACETYLENE TANK (MAINT)						
					Total Check #:	**737**	**2,350.00**
738	SYSTEM	**4/30/2024**	**140**	**ALL STATE QUALITY CONSTRUCTION**			
	ESTIMATE #70 - DEP DUE			2/09/2024	2,350.00	0.00	2,350.00
	01.4940.024.003 / CIF - REAR BLDG SIDING					2,350.00	
	CIF REAR BLDG SIDING - DEPOSIT DUE						
					Total Check #:	**738**	**2,350.00**
739	SYSTEM	**4/30/2024**	**160**	**AMAZON**			
	19H6-FFQL-NL6R			4/24/2024	90.76	0.00	90.76
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					90.76	
	POOL - CHEMICALS DPD LIQUID						
	1JHP-TWRN-C4MM			4/11/2024	149.00	0.00	149.00
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					149.00	
	POOL - SUPPLIES - STG REGULATOR						
	1LP1-D13W-K6QX			4/24/2024	18.96	0.00	18.96

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 206 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					18.96	
	POOL - REPAIRS - STAINLESS STEEL, THREADED ROD, THREADED SCREWS						
	1M3TT-HHVN-TTJN			4/25/2024	173.68	0.00	173.68
	01.4314.003.611 / B&G - SMALL TOOLS					23.69	
	BLDG & GRNDS TOOLS /						
	01.4522.003.662 / SKI - SKI AREA REPAIRS					149.99	
	BLDG & GRNDS TOOLS / SKI AREA LAWN SEED MIX						
	1RHP-W7L1-JWDD			4/24/2024	18.66	0.00	18.66
	01.4314.003.617 / B&G - LANDSCAPING					18.66	
	BLDG & GRNDS LANDSCAPING PRESSURE WASHER						
					Total Check #:	**739**	**451.06**
740	SYSTEM	**4/30/2024**	**20**	**A.M.RAND COMPANY**			
	E556368			3/26/2024	206.98	0.00	206.98
	01.4312.002.609 / HWY - DEPT UNIFORMS					-23.00	
	HWY - HVY JACKETS						
	01.4312.002.609 / HWY - DEPT UNIFORMS					229.98	
	HWY - HVY JACKETS						
					Total Check #:	**740**	**206.98**
741	SYSTEM	**4/30/2024**	**560**	**BELLETETES, INC.**			
	3741629			4/29/2024	31.26	0.00	31.26
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					31.26	
	POOL - REPAIRS SPLIT RING HANGERS						
	3741631			4/29/2024	7.83	0.00	7.83
	01.4940.024.004 / CIF - BEER SHACK					7.83	
	CIF - BEER SHACK 2X4 16' KD SPF'S & BTR						
					Total Check #:	**741**	**39.09**
742	SYSTEM	**4/30/2024**	**9682**	**CONSOLIDATED COMMUNICATION #1840**			
	6034061840317 04.24.24			4/24/2024	121.00	0.00	121.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					121.00	
	WATERVILLE EST						
					Total Check #:	**742**	**121.00**

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 206 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
743	SYSTEM	**4/30/2024**	**1300**	**CONSOLIDATED COMMUNICATIONS**			
6034062057157 04.24.24				4/24/2024	3.60	0.00	3.60
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						3.60	
WTVL ESTATES ASSOC							
					Total Check #:	**743**	**3.60**
744	SYSTEM	**4/30/2024**	**1710**	**DRUMMOND WOODSUM**			
854849				4/22/2024	64.00	0.00	64.00
01.4130.002.323 / EXEC - LEGAL SERVICES						64.00	
E. GENERAL REPRESENTATION							
					Total Check #:	**744**	**64.00**
745	SYSTEM	**4/30/2024**	**9160**	**F.W.WEBB COMPANY**			
85266717				4/19/2024	245.40	0.00	245.40
01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						245.40	
POOL - REPAIRS PVC PIPE							
					Total Check #:	**745**	**245.40**
746	SYSTEM	**4/30/2024**	**2440**	**GRANITE STATE GLASS**			
50% QUOTE R24-14911				4/24/2024	5,210.00	0.00	5,210.00
01.4990.022.006 / ADA ACCESS WA #6 2022						5,210.00	
ADA ACCESS WA #6 - 50% DEPOSIT FOR OPTION #1							
					Total Check #:	**746**	**5,210.00**
747	SYSTEM	**4/30/2024**	**3170**	**JP PEST SERVICES**			
3770661				4/25/2024	237.00	0.00	237.00
01.4520.003.619 / REC - PEST CONTROL						237.00	
REC COMM PROTECTION PROGRAM							
3770662				4/25/2024	154.00	0.00	154.00
01.4520.003.619 / REC - PEST CONTROL						154.00	
REC COMM PROTECTION PROGRAM							
					Total Check #:	**747**	**391.00**

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 206 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
748	SYSTEM	**4/30/2024**	**3395**	**LIVunLtd**			
	166844			4/02/2024	325.00	0.00	325.00
	01.4520.003.821 / REC - GYM EQUIPMENT INSPECTION					325.00	
	REC - CONTRACT RATE PER VISIT- QUARTERLY						
					Total Check #:	**748**	**325.00**
749	SYSTEM	**4/30/2024**	**3480**	**MACDONALD PROPERTY MANAGEMENT**			
	2819			4/15/2024	1,782.00	0.00	1,782.00
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					1,782.00	
	POOL MAINT - REMOVED HEATER AND REPLUMBED, ZONE VALVE OPEN & CLOSED, PIPE & FITT						
					Total Check #:	**749**	**1,782.00**
750	SYSTEM	**4/30/2024**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
	S6173634.001			3/27/2024	45.37	0.00	45.37
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					45.37	
	BLDG & GRNDS OUTDOOR LIGHTING						
	S6179531.001			4/11/2024	138.58	0.00	138.58
	01.4940.024.004 / CIF - BEER SHACK					138.58	
	CIF BEER SHACK						
					Total Check #:	**750**	**183.95**
751	SYSTEM	**4/30/2024**	**4540**	**O'REILLY AUTO PARTS**			
	4989-260445			4/25/2024	64.73	0.00	64.73
	01.4312.002.610 / HWY - SHOP SUPPLIES					64.73	
	HWY SHOP SUPPLIES - CARB CLEANERS						
					Total Check #:	**751**	**64.73**
752	SYSTEM	**4/30/2024**	**9400**	**REEDS FERRY SMALL BUILDINGS, INC**			
	40327			3/28/2024	15,608.10	0.00	15,608.10
	01.4940.024.004 / CIF - BEER SHACK					15,608.10	
	CIF BEER SHACK BALANCE DUE						
					Total Check #:	**752**	**15,608.10**

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 206 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
753	SYSTEM	**4/30/2024**	**5580**	**SMITHFIELD PLUMBING & HEATING SUPPLY**			
	B103726			4/25/2024	19.05	0.00	19.05
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					19.05	
	POOL - BLUE MONSTER PIPE SEAL TEFLON TAPE						
					Total Check #:	**753**	**19.05**
754	SYSTEM	**4/30/2024**	**5700**	**STAPLES BUSINESS ADVANTAGE**			
	6001481684			4/25/2024	168.68	0.00	168.68
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					31.59	
	EXEC OFFICE SUPPLIES						
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					36.78	
	EXEC OFFICE SUPPLIES						
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					68.73	
	EXEC OFFICE SUPPLIES						
	01.4520.002.610 / REC - OFFICE SUPPLIES					31.58	
	REC OFFICE SUPPLIES						
	6001481686			4/25/2024	33.09	0.00	33.09
	01.4520.002.610 / REC - OFFICE SUPPLIES					33.09	
	REC OFFICE SUPPLIES						
	6001481689			4/25/2024	70.77	0.00	70.77
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					70.77	
	EXEC OFFICE SUPPLIES						
					Total Check #:	**754**	**272.54**
755	SYSTEM	**4/30/2024**	**9676**	**ZORO TOOLS, INC.**			
	INV14115432			4/26/2024	98.95	0.00	98.95
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					98.95	
	POOL - REPAIRS & MAINT STRAINER/SUCTION LINE						
					Total Check #:	**755**	**98.95**

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 206 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
4/30/2024	**Check Manifest**		**Batch:**	**206**	**Chk Count:**	**19**	**Total Amnt:**	**29,786.45**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	28,786.45
03	RECREATION FUND	1,000.00

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 207 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
190	SYSTEM	**4/30/2024**	**1330**	**CONSOLIDATED COMMUNICATIONS**			
	6034019573983 04.21.24			4/21/2024	121.00	0.00	121.00
	02.4331.520.350 / WTR - TELEPHONE WATERVILLE ESTATES					121.00	
					Total Check #:	**190**	**121.00**
191	SYSTEM	**4/30/2024**	**1730**	**DUBOIS & KING, INC.**			
	424187			4/24/2024	160.00	0.00	160.00
	02.4331.520.862 / WTR - ENGINEERING WTR - DWSRF PRE-APPLICATION					160.00	
					Total Check #:	**191**	**160.00**
192	SYSTEM	**4/30/2024**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
	S6182820.001			4/19/2024	605.09	0.00	605.09
	02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR CAP - PEGWOOD BACKUP GENERATOR					605.09	
	S6182820.002			4/23/2024	152.76	0.00	152.76
	02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR CAP - PEGWOOD BACKUP GENERATOR					152.76	
	S6182820.003			4/23/2024	16.56	0.00	16.56
	02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR CAP - PEGWOOD BACKUP GENERATOR					16.56	
	S6184201.001			4/23/2024	220.21	0.00	220.21
	02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR CAP - PEGWOOD BACKUP GENERATOR					-20.44	
	02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR CAP - PEGWOOD BACKUP GENERATOR					240.65	
					Total Check #:	**192**	**994.62**
193	SYSTEM	**4/30/2024**	**5700**	**STAPLES BUSINESS ADVANTAGE**			
	6001481684-1			4/25/2024	68.72	0.00	68.72
	02.4331.520.610 / WTR - OFFICE SUPPLIES WTR - OFFICE SUPPLIES					68.72	
	6001481688			4/25/2024	17.37	0.00	17.37

Check Manifest - by Payee

Date: 4/30/2024 **Batch ID:** 207 **BANK OF NH - WATER**

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

4/30/2024 Check Manifest Batch: 207 Chk Count: 5 Total Amnt: 25,596.58

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	25,596.58

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Tax ID #	Acres	Location	Notes
4-6-13	9.33	Off Brambleberry Lane	
5-3-22	1.1	Bell Valley Road	
5-3-20	No tax card	Bell Valley Road	Campton aware there is no tax card, deeds located
5-3-19	1.07	Bell Valley Road	
242-82	10.5	Doe Run	Common Land, potential well site
242-72	3.28	Doe Run	"Water supply shed", Liberty Pump Building
242-138	1.22	Holland Trail	
242-87	4.13	Liberty Lane	Common Land
242-73	5	Liberty Lane	Wells
5-9-19	3.97	Marden Drive	Possible well site
5-9-38	2.93	Marden Drive	Possible well site
4-3-10	1	McLaren Drive	
5-3-36	0 w/ building	24 Parker Road	Pumphouse/Ski Bowl, Ski Area
5-8-5	1	Parker Road	Overflow parking, possible site for pump station
11-5-6	1.3	Reservoir Road	Blow-off
5-6-11	0	8 Snow Trail	Shop - 8 Snow Trail
242-94	0.11	Snowood Drive	Common Land, Water Infrastructure
242-145	0.05	Snowood Drive	Common Land, very small sliver within 242-144
5-16-4	1.02	Summit Drive	
5-14-3	1.32	Timber Trail	
5-8-8	0.31	Webster Court	
5-9-37	0	562 Winterbrook Rd	Community Center

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

Investment Policy

PURPOSE

The purpose of this Policy is to comply with RSA 41:9 VII, which requires the WEVD Commission to annually review and adopt an investment policy for the investment of public funds, and to provide a framework for the WEVD Treasurer to carry out the policy objectives.

AUTHORITY

This Policy has been enacted pursuant to the statutory authority granted to the Commission and WEVD Treasurer by RSA 52:8, RSA 41:9 VII, RSA 41:29 IV. These RSA's are incorporated by reference as Appendix A.

POLICY STATEMENT

The primary objective of the WEVD investment policy is to set forth appropriate investment activities that provide for, first and foremost, the safety of principal, as well as sufficient liquidity to support operations while generating a reasonable investment yield.

The specific investment policy objectives are stated below:

1. To ensure the preservation of capital and the protection of investment principal by investing in instruments authorized by State Law, as outlined in section VIII of this policy.
2. To maintain sufficient liquidity to meet operating requirements for WEVD.
3. To satisfy all legal requirements.
4. To attain market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.

DEFINITIONS

A. “Commission”: Means the Board of Commissioners.
B. "Collateral": Underlying securities that are pledged to secure deposits of public funds.
C. "Market-average Rate of Return": The amount of income received from an investment, expressed as a percentage (also referred to as an investment yield) that an investor can expect to receive in the current interest-rate environment.

PROPOSED

D. "Repurchase Agreement": A transaction in which a holder of securities sells those securities to an investor with an agreement to repurchase those securities for a fixed price at an agreed upon date.
E. 'Safekeeping": A procedure where securities are held by a third party acting as a custodian.

SCOPE

The investment policy applies to all public funds held in the custody of the District. This does not include funds held by the trustees of the Trust Funds. The funds are accounted for in the District's annual audited financial reports and include the following:

- General Fund
- Capital Project Funds
- Rec Fund
- Any new funds created by the District, unless specifically exempted by the Governing Body, in accordance with law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activities of all the foregoing funds.

This policy does not apply to funds held in escrow for performance bonds, which are held in an interest bearing deposit account at an approved banking institution.

DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

1. In accordance with RSAs 41:29 VI and 52:8, the responsibility for conducting investment transactions resides with the WEVD Treasurer, with the approval of the Commission. However, the Treasurer may delegate investment functions to the General Manager provided such delegation is in writing and includes written procedures acceptable to the Commission, and is agreeable to all parties involved. Any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the Commissioner of Revenue Administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.
2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

PRUDENCE AND ETHICAL STANDARDS

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

PROPOSED

> *Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.*

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the Commission any material financial interest in financial institutions that conduct business with WEVD, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio.

INVESTMENT ACTIVITIES

Internal Controls

The internal controls for WEVD shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by elected officials and employees of the District.

1. Indemnification: In accordance with RSA 41:6 (Surety Bond Required)(Appendix A), "Town Treasurers...Shall be bonded by position under a blanket bond from a surety company authorized to do business in this State. The bond shall indemnify against losses through:
    a) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
    b) Fraudulent or dishonest acts committed by the covered officers."
2. The Treasurer conducts investment transactions via written instructions and reviews the bank statements to ensure that the appropriate transactions were made per the instructions. The General Manager, and/or his/her designee, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger. On a quarterly basis, the General Manager or Treasurer provides a report to the Commission, summarizing any significant investment activity for that quarter, based upon investment information provided by the Treasurer.

Investment Instruments

In accordance with RSA 41:29 II and IV, funds of the District may be invested in any of the following:

a) Deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state; or funds may be deposited in federally insured banks outside the state if

PROPOSED

such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

i. United States government obligations;
ii. United States government agency obligations; or
iii. Obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

b) New Hampshire Public Deposit Investment Pool (NHPDIP) established pursuant to RSA 383:22
c) Obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management type investment company or investment trust registered under 15 U.S.C. section 80a-1 et.seq., if the portfolio of the investment company or investment trust is limited to such obligations.
d) Other instruments as may be specifically authorized by amendments to the State Law.

Whenever possible, maturities of investments purchased shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures as well as anticipated revenue inflows. However, the maturity characteristics of the portfolio must comply with the following schedule:

Total Portfolio Investments Maturing	Required Minimum Percentage Of Total Portfolio
1 Year or Under	100%
90 Days or Under	50%

Qualified Institutions

The WEVD Treasurer shall determine the primary banking institution to be used by the District, in conjunction with the Commission, who is responsible for establishing the budgetary parameters under which the Treasurer may operate. WEVD shall utilize Appendix B as the source and foundation of its qualified institution criteria for the deposit of public funds.

Any entity outside of the list in Appendix B, that the District may utilize to purchase investment instruments, must have an investment grade rating issued by Moody's and S&P at a minimum of Aa2 and AA, respectively. Refer to Appendix C for the Moody's and S&P ratings definitions.

The Commission, in conjunction with the Treasurer, shall periodically review the banking relationship and determine if there is a need to undertake a competitive bidding process for the selection of banking, investment, and/or cash management provider(s). If a competitive bid is sought, the investment of District funds, in accordance with this policy, will be a key consideration in assessing and awarding such bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding

PROPOSED

that each individual investment will not necessarily be competitively bid by the provider, but will meet the investment criteria as proposed and agreed.

Safekeeping and Collateralization
In accordance with RSA 41:29 V, the Treasurer shall ensure that prior to acceptance of any moneys for deposit and investment, including repurchase agreements, the federally insured bank shall have such funds, at the time of deposit or investment, secured by collateral having a market value at least equal to 102% of the amount deposited or invested. Such collateral shall be held by a third-party custodian and segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral. refer to Appendix B for the relevant section of the New Hampshire Administrative Rules.

The banking institution shall provide the ~~Town~~ Treasurer with at least monthly reports of the District's collateral position. In addition, collateral agreements shall comply with provisions set forth in the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement be:

1) in writing
2) approved by the Board of Directors of the depository or its loan committee;
3) lists no specific pledged securities; and
4) has been, continuously, from the time of its execution, an official record of the depository institution.

For purposes of this section, District funds that are invested with a federally insured financial institution that that provides for the insurance of those funds through the Federal Deposit Insurance Corporation (FDIC) will not require separate collateralization through a third-party custodian.

Reporting
At least annually, and in periods of significant investment activity, on a monthly basis, the ~~Town~~ Treasurer shall include a summary of investment activity in the Treasurer's report submitted to the Commission. The report shall summarize the investment strategies employed, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the transaction detail, expected total investment return and actual results.

Performance Evaluation
WEVD shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the District's investment program as it relates to the District's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

PROPOSED

AMENDMENTS

This Policy may, from time to time, be amended by a majority vote of the Commission, at a regularly scheduled Commission meeting. It will, at a minimum, be reviewed and adopted annually by the Commission.

EFFECTIVE DATE

This policy, and any amendments made thereto shall take effect immediately following a majority vote of the Commission at a regularly scheduled Commission meeting.

Adopted May 8, 2024

_____

Maureen Patti

_____

David Spinney

_____

Gerry Panuczak

PROPOSED

WEVD Investment Policy

Appendix A

PROPOSED

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

CHAPTER 52
VILLAGE DISTRICTS

Section 52:8

52:8 Duties. – The moderator, clerk, treasurer and commissioners shall severally qualify and possess the same powers and perform the same duties in respect to the district's meetings and business affairs that the moderator, clerk, treasurer and selectmen of towns respectively possess and perform in respect to like matters in towns.

Source. 1849, 852:5, 6. CS 116:5, 6. GS 97:3. GL 107:3. PS 53:7. 1905, 99:1. PL 57:8. RL 70:8.

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

CHAPTER 41
CHOICE AND DUTIES OF TOWN OFFICERS

Bonds

Section 41:6

41:6 Surety Bond Required. –
I. Town treasurers, trustees as provided in RSA 31:22 and 23, trustees as provided in RSA 53-B:8-a, I, library trustees including alternate library trustees, if any, town clerks, tax collectors and their deputies, agents authorized to collect the boat fee, and persons delegated treasury functions under RSA 41:29, VI shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:
(a) The failure of the officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions; or
(b) Fraudulent or dishonest acts committed by the covered officers.
II. A blanket bond may exclude the town treasurer if a separate fidelity bond for the faithful performance of his duties is furnished by the surety writing the blanket bond.
III. Premiums shall be paid by the town.
IV. The required bonds shall provide for at least a 2-year discovery period from the date their coverage terminates.
V. The commissioner of revenue administration shall adopt rules under RSA 541-A, concerning the amount and form of the surety bonds required under this section.

Source. 1931, 111:1. RL 59:42. 1945, 7:1. RSA 41:6. 1969, 135:1. 1973, 544:8. 1975, 68:1. 1979, 376:7. 1981, 323:8. 1983, 264:6. 1988, 198:9. 1994, 367:16. 2000, 9:1. 2007, 246:1, eff. Aug. 27, 2007.

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

CHAPTER 41
CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:9

41:9 Financial Duties. –

I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.

II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefor.

III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.

IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.

V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.

VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.

VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total $500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

Source. 1869, 26:3. 1874, 85:1. GL 40:9. PS 43:7. PL 47:14. RL 59:13. RSA 41:9. 1993, 181:1. 1994, 147:2. 2007, 246:2, eff. Aug. 27, 2007.

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

CHAPTER 41
CHOICE AND DUTIES OF TOWN OFFICERS

Town Treasurer

Section 41:29

41:29 Duties of Elected and Appointed Town Treasurers. –
I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only as follows:
(a) Upon orders of the selectmen in a public meeting or by a noncontemporaneously signed manifest signed by a majority of the board; or,
(b) In the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission; or
(c) In the case of a heritage fund established pursuant to RSA 674:44-d upon the order of the heritage commission; or
(d) In the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent; or
(e) In the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission; or
(f) In the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.
II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 6:45 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:
(a) United States government obligations;
(b) United States government agency obligations; or
(c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.
III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town and to the department of revenue administration, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.
IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 6:45, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks authorized to accept deposits under RSA 6:8, I and I-a, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15

U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.
V. (a) The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 383-B:3-301(e) shall be eligible to be pledged as collateral.
(b) As an alternative to the option of collateralization for excess funds provided in subparagraph (a), the town treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:
(1) The funds are initially invested through a federally insured bank authorized to accept deposits under RSA 6:8, I and I-a, selected by the treasurer.
(2) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.
(3) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.
(4) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.
(5) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.
VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.
VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals $1,500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d. In any municipality where there is either no bank or other depository institution within the municipality the treasurer shall make deposits consisting of funds remitted from all departments and collectively totaling $1,500 or more on a weekly basis or more frequently as directed by the board of selectpersons in the investment policy adopted pursuant to RSA 41:9, VII.

Source. 1869, 26:2-4. GL 40:8. 1883, 111:1. PS 43:20. PL 47:24. 1931, 177:3. 1939, 170:2. RL 59:24. RSA 41:29. 1959, 197:3. 1971, 158:1. 1973, 490:1. 1977, 139:1. 1987, 318:3. 1991, 268:8; 377:6; 383:9. 1992, 64:3. 1993, 161:2. 1996, 209:10. 1997, 208:8. 1998, 40:2. 2003, 100:2. 2007, 35:6; 246:3, 4. 2008, 120:25; 174:5. 2009, 14:1. 2010, 7:3, eff. July 3, 2010. 2013, 97:3, eff. Aug. 19, 2013; 124:1, eff. Aug. 24, 2013. 2015, 272:43, eff. Oct. 1, 2015. 2021, 65:14-16, eff. Aug. 3, 2021. 2023, 36:2, eff. July 16, 2023.

WEVD Investment Policy

Appendix B

PROPOSED

PART Ban 1450 COLLATERALIZATION OF PUBLIC DEPOSITS

Statutory Authority: RSA 383-B:3-301(e)(2)

Ban 1450.01 Purpose. The purpose of this rule is to identify and classify by risk those securities that are appropriate for the collateralization of public funds.

Source. #5465, eff 9-8-92, EXPIRED: 9-8-98

New. #6961, eff 3-25-99, EXPIRED: 3-25-07

New. #9187, eff 6-24-08, INTERIM, EXPIRED: 12-21-08

New. #9557, eff 10-3-09; ss by #10997, INTERIM, eff 12-23-15, EXPIRES: 6-20-16; ss by #11113, eff 6-1-16

Ban 1450.02 Definitions.

(a) "Nationally Recognized Statistical Rating Organization (NRSRO)" means a nationally recognized statistical rating organization designated by the U.S. Securities and Exchange Commission.

(b) "Public funds" means moneys belonging to or in an account of any public unit.

(c) "Public unit" means the state of New Hampshire or any county, city, town, district, school district, or other political subdivision of the state of New Hampshire.

Source. #5221 (Emergency) eff 9-6-91, EXPIRED 1-7-92; #5307, eff 1-9-92, EXPIRED 5-8-92 (Int 91-9)

New. #5465, eff 9-8-92, EXPIRED: 9-8-98

New. #6961, eff 3-25-99, EXPIRED: 3-25-07

New. #9187, eff 6-24-08, INTERIM, EXPIRED: 12-21-08

New. #9557, eff 10-3-09; ss by #10997, INTERIM, eff 12-23-15, EXPIRES: 6-20-16; ss by #11113, eff 6-1-16

Ban 1450.03 Amount of Collateralization.

(a) If a public unit exercises the option to have its public funds secured by the pledge of securities, the value of securities pledged as collateral shall be equal to or in excess of the amount of public funds, less any portion thereof that is covered by federal deposit insurance.

(b) For purposes of Ban 1450, securities shall be valued at market value.

Source. #5465, eff 9-8-92, EXPIRED: 9-8-98

New. #6961, eff 3-25-99, EXPIRED: 3-25-07

New. #9187, eff 6-24-08, INTERIM, EXPIRED: 12-21-08

New. #9557, eff 10-3-09; ss by #10997, INTERIM, eff 12-23-15, EXPIRES: 6-20-16; ss by #11113, eff 6-1-16

Ban 1450.04 Public Obligations.

(a) All public obligations described in RSA 383-B:3-303(c), shall be appropriate and acceptable for the collateralization of public funds.

(b) For purposes of RSA 383-B:3-303(c)(2), the following obligations shall be appropriate and acceptable for the collateralization of public funds:

(1) Obligations of the following federal agencies, federal corporations, and other entities:

a. Export-Import Bank of the United States;

b. General Services Administration;

c. Maritime Administration of the U.S. Department of Transportation;

d. Small Business Administration; and

e. The following obligations of the Department of Housing and Urban Development, its government corporations, entities, and programs:

1. Federal Housing Administration;

2. Government National Mortgage Association (Ginnie Mae);

3. Community development; and

4. Public housing notes and bonds.

(2) Obligations of the following federal government-sponsored enterprises shall qualify as acceptable collateral for public funds:

a. Federal Farm Credit Banks, including:

1. Banks for Cooperatives;

2. Federal Intermediate Credit Banks;

3. Federal Land Banks.

b. Federal Home Loan Banks, including irrevocable standby letters of credit issued by a Federal Home Loan Bank possessing the highest rating issued by at least one NRSRO;

c. Federal Home Loan Mortgage Corporation (Freddie Mac);

d. Federal National Mortgage Association (Fannie Mae); and

e. Tennessee Valley Authority.

Source. #5221 (Emergency) eff 9-6-91, EXPIRED 1-7-92; #5307, eff 1-9-92, EXPIRED 5-8-92 (Int 91-9)

New. #5465, eff 9-8-92, EXPIRED: 9-8-98

New. #6961, eff 3-25-99, EXPIRED: 3-25-07

New. #9187, eff 6-24-08, INTERIM, EXPIRED: 12-21-08

New. #9557, eff 10-3-09; ss by #10997, INTERIM, eff 12-23-15, EXPIRES: 6-20-16; ss by #11113, eff 6-1-16

Ban 1450.05 Corporate Securities.

(a) All bonds and notes authorized as legal investments for banks under RSA 383-B:303(d)(1), shall qualify as appropriate and acceptable collateral for public funds.

(b) Notwithstanding the provisions of RSA 383-B:303(d)(1), convertible bonds not rated among the 3 highest ratings of any NRSRO shall not qualify as acceptable collateral for public funds.

Source. #5221 (Emergency) eff 9-6-91, EXPIRED 1-7-92; #5307, eff 1-9-92, EXPIRED 5-8-92 (Int 91-9)

New. #5465, eff 9-8-92, EXPIRED: 9-8-98

New. #6961, eff 3-25-99, EXPIRED: 3-25-07

New. #9187, eff 6-24-08, INTERIM, EXPIRED: 12-21-08

New. #9557, eff 10-3-09; ss by #10997, INTERIM, eff 12-23-15, EXPIRES: 6-20-16; ss by #11113, eff 6-1-16

Ban 1450.06 Classification by Risk. All collateral enumerated in Ban 1450.04 and Ban 1450.05 shall be identically classified as low risk collateral for public funds on deposit.

Source. #6961, eff 3-25-99, EXPIRED: 3-25-07

PROPOSE

WEVD Investment Policy

Appendix C

PROPOSED

Moody's Long-term Debt Rating Symbols:

Aaa – Highest quality obligations

Aa – High-quality obligations

A – Upper-medium-grade obligations

Baa – Medium-grade obligations

Ba – Possesses speculative elements

B – Speculative, generally lack characteristics of desirable investments

Caa – Poor standing

Ca – Speculative in a high degree

C – Lowest-rated class of bonds

Modifiers:

1 – Higher end of letter rating category

2 – Mid-range of letter rating category

3 – Lower end of letter rating category

S&P Long-Term Debt Rating Symbols:

AAA – Highest rating, extremely strong

AA – Differs slightly from the highest rating, very strong

A – Somewhat more susceptible to adverse effects of change in economic condition, strong

BBB – Exhibits adequate protection parameters but is more susceptible to adverse effects of change in economic condition

BB, B, CCC, CC, C – Have significant speculative characteristics. BB least speculative, C highest degree of speculation.

D – Payment default

Modifiers:

+ or - show relative standing within the category

PROPOSED

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

Fund Balance Policy

PURPOSE

The purpose of this policy is to improve the Waterville Estates Village District's (WEVD) financial stability by protecting itself against economic downturns and emergencies. This policy is designed to help WEVD with its day-to-day continuity of financial operations. This policy is in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting, and Governmental Fund Type Definitions. The WEVD Commissioners recognize the following with regard to fund balance.

1. Non-spendable Fund Balance – permanent trust funds (nonexpendable portion) non-cash assets such as inventories or prepaid items.

2. Restricted Fund Balance – funds legally restricted for specific purposes, such as grants, library, income balance of permanent funds, and capital project funds that cannot change purpose.
   - This includes grants and capital project funds, as well as income balances of permanent funds.

3. Committed Fund Balance – amounts that can only be used for specific purposes pursuant to a formal vote at the WEVD Annual Meeting, such as expendable trust (capital reserve), non-lapsing appropriations, and other special revenue funds not listed under restricted.
   - The Annual WEVD Meeting, as the government's highest level of decision-making authority, may authorize special revenue funds in accordance with the provisions of the New Hampshire Revised Statues Annotated (RSAs) and expendable trusts (capital reserve funds).

4. Assigned Fund Balance – amounts intended by the Commission for specific purposes. The Commission can choose to delegate this authority to the General Manager depending on the situation. Items that would fall under this type of fund balance could be encumbrances.
   - Lapse of Appropriations. All appropriations shall lapse at the end of the fiscal year unless authorized in accordance with the provision of RSA 32:7.

5. Unassigned Fund Balance – residual spendable fund balance after subtracting all of the above amounts.

PROPOSED

6. Spending Prioritizations:
    a. When expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid first from restricted funds.
    b. When expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
    1) Committed 2) Assigned 3) Unassigned.

7. WEVD will follow the provisions of the State Municipal Budget Law (RSA 32) in emergency situations which may cause an over-expenditure of total appropriations.

8. The WEVD Commission will maintain an appropriate level of unassigned fund balance following the guidelines established by the NH Government Finance Officers Association (GFOA), which are as follows:
    a. 5% to 15% of regular general fund operating revenues, or
    b. 8% to 17% of regular general fund operating expenditures

9. The District will endeavor to continue to maintain the level of unassigned fund balance in the amount of 10% of regular general fund operating expenditures.

10. In compliance with the provisions of this policy, the Commission shall review this policy each year as part of the annual budget adoption process.

Adopted: May 8, 2024

_____
Maureen Patti

_____
David Spinney

_____
Gerry Panuczak

PROPOSED

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

WEVD Water Department Collection Policy

PURPOSE:
This policy is to outline the collection procedure for the Waterville Estates Village District (hereinafter WEVD) Water Department as outlined by the Water Ordinance adopted August 16, 2021, as well as RSA Chapter 38.

PROCEDURE:

Reminders
A reminder, both written, and, if possible, electronic, will be sent to all outstanding accounts the week after the bill is due and either a statement ~~or,~~ a copy of the invoice, or a link to where those documents can be found will be included with the reminder. Reminder letters referenced hereinafter will not be sent earlier than the day specified but will be sent as soon as reasonable after the date.

Penalties
All accounts at least thirty days (30) past due will be assessed a 1% finance charge on the first of each month (totaling 12% annually) until the balance of the unpaid bill(s) is/are paid in full. A statement will be sent to all accounts with an outstanding balance detailing the total monies owed to WEVD Water Department.

Disconnections
After ninety days (90) past due, letters requesting payment will be sent to all accounts with outstanding balances. Those properties using water will also receive a notice outlining their date of disconnection for nonpayment. Disconnection will follow guidelines set in RSA 38 and the WEVD Water Ordinance at the direction of the Commissioners. Once payment of all past due invoices has been made in full water will be reconnected during regular business hours. Those properties with outstanding balances which cannot be physically disconnected from water services will be subject to a lien for the full amount owed to the WEVD Water Department in accordance with RSA 38:22 (see below).

Liens
In accordance with RSA 38:22, WEVD may secure a lien on the property for all unpaid water bills. Waterville Estates Village District may ~~place~~file a lien with the Grafton County Registry of Deeds after water bills are unpaid for eighteen (18) months, ~~or~~ the balance owed exceeds $2,000, or the account outstanding cannot be physically disconnected as outlined in the "Disconnections" section of this procedure ~~with the Grafton County Registry of Deeds~~. This will be done following a Board of Commissioners vote. Notice of intent to lien will be mailed to the customer 30 clear days before the lien execution date listed on the notice. If the amount listed on the notice is paid before the lien execution date, no lien will be filed. All notices and liens referenced in this

section will utilize the forms included in Appendix A. Any fees charged to the District for filing a lien with the Grafton County Registry of Deeds will be passed on to the customer and will be included in the liened amount filed. Once payment for any lien is received by WEVD the release of lien will be mailed to the Grafton County Registry of Deeds, along with any applicable payment, within 15 business days of the lien payoff being received. The cost of releasing the lien will be passed onto the customer and will be due upon receipt of charge.

Effective date: January 19, 2022
Adopted on: January 19, 2022
Amended: May 8, 2024, August 27, 2022

_____ _____

Commissioner Commissioner

_____

Commissioner

WEVD Water Department Collection Policy
Appendix A

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

WEVD Water Department

Notice of Intent to Lien

[Letter Date]

Pursuant to the WEVD Water Department Collection Policy you are hereby notified of the impending lien on the following property which you own:

A. Property Owner(s): _____

B. Property Owner(s) Address: _____

C. Property Address: _____

D. Amount Due: _____

E. Lien Execution Date: _____

The impending lien is due to unpaid water department bills and penalties that were assessed prior to _____. To prevent the execution of the lien for the Real Estate specified above, the amount due of [Item D], including all interest costs, must be paid in full on or before:

[Item E]
By 8:00 am

Contact the Water Department Administrator at 603-726-3082 for the revised penalties calculation if making payment prior to [Item E]. Payments can be made via:

- Cash dropped off at 562 Winterbrook Rd., Campton, NH 03223
- Check made payable to WEVD Water Department and dropped off at or mailed to 562 Winterbrook Rd., Campton, NH 03223 (if mailed, checks must be **received** before [item E])
- Via phone at 603-726-3082
- Online at www.waterville-estates.epayub.com

Return to:
Waterville Estates Village District
Attn: Water Department
562 Winterbrook Road
Campton, NH 03223

NOTICE OF WATER DEPARTMENT LIEN
Waterville Estates Village District

In accordance with RSA 38:22, II(c) a **NOTICE OF LIEN** against the following property is hereby asserted.

A. Property Owner(s): _____

B. Property Owner(s) Address: _____

C. Property Address: _____

D. Amount of Lien: $_____

Further, interest at the rate of twelve percent (12%) shall accrue on the outstanding unpaid balance plus reasonable costs and attorneys' fees.

Dated this _____ day of _____, _____.

WATERVILLE ESTATES VILLAGE DISTRICT

By: _____
Its duly authorized representative

STATE OF NEW HAMPSHIRE
GRAFTON, ss

Then personally appeared before me the above-named _____, known to me to be the duly authorized representative of Waterville Estates Village District and acknowledges that he executed the within instrument, on behalf of said municipal corporation, for the purposes set forth therein.

_____

_____, Notary Public

My Commission Expires: _____

Return to:
Waterville Estates Village District
Attn: Water Department
562 Winterbrook Road
Campton, NH 03223

NOTICE OF WATER DEPARTMENT RELEASE OF LIEN
Waterville Estates Village District

A lien filed in accordance with RSA 38:22, II(c) against the following real property located within Waterville Estates Village District is hereby released.

A. Property Owner(s): _____

B. Property Owner(s) Address: _____

C. Property Address: _____

D. Recorded Date(s): _____

E. Book & Page Number(s): _____

Dated this _____ day of _____, _____.

WATERVILLE ESTATES VILLAGE DISTRICT

By: _____
Its duly authorized representative

STATE OF NEW HAMPSHIRE
GRAFTON, ss

Then personally appeared before me the above-named _____, known to me to be the duly authorized representative of Waterville Estates Village District and acknowledges that he executed the within instrument, on behalf of said municipal corporation, for the purposes set forth therein.

_____

_____, Notary Public

My Commission Expires: _____

Cybersecurity Incident Response Plan

Organization Name:	
Date of Approval:	
Name of Approver	
Date of Review:	
Name of Reviewer:	

Mission

The proliferation of cybersecurity threats in the current landscape makes it is crucial for all organizations that rely on information sharing over the Internet to identify risks, reduce vulnerabilities, and plan for contingencies. Federal agencies such as the National Institute of Standards and Technology (NIST) and the Cybersecurity & Infrastructure Security Agency (CISA) have included Cybersecurity Incident Response Plans as well as Business Continuity Plans as part of their Cybersecurity Framework to ensure organizations are prepared in the event of a cyber incident. This document describes the plan for responding to cybersecurity incidents.

Strategies & Goals

- Establish a Cyber Incident Response Team & assign roles & responsibilities.
- Document the applicable external contacts for incident response & reporting.
- Establish Incident Impact Chart to determine the appropriate response to cyber incidents.
- Define terms for detection, investigation, containment, data collection, threat remediation, and post incident procedures.

Cyber Incident Response Team (see Appendix A)

Response Team Lead

The Response Team Lead is responsible for delegating responsibilities, communicating with all applicable parties, gathering all data pertinent to a cyber incident, and reporting on the incident status both during & after the investigation.

Information Technology Liaison

The IT Liaison is responsible for notifying & providing ongoing information & support to the IT Service Provider, Local/County/State/Federal Law Enforcement Agencies, and the Cyber Insurance Provider.

Response Team Members

The Response Team Members are designated employees whose responsibilities are determined by the Response Team Lead to assist with implementation of the Cyber Incident Response Plan.

Incident Impact Chart (see Appendix B)

The Incident Impact Chart is divided into three categories to describe the impact and appropriate response for a cyber incident:

- GREEN: Minor impact – all systems operating normally
- YELLOW: Medium impact- isolated to one or a few systems
- RED: Major impact on operations - several or all systems affected

External Contacts for Incident Reporting (see Appendix A)

The Contact List includes important external contacts that may need to be notified in the event of a cyber incident. All contacts will be notified in the case of a RED incident.

Incident Response Chart (see Appendix C)

The Incident Response Chart establishes a flowchart for responding to a cybersecurity incident. It includes 6 categories that should be followed in order:

1. DETECT: Determine how the threat was detected, follow Incident Report Checklist (Appendix D), fill out Incident Intake Questionnaire (Appendix E).
2. INVESTIGATE & ANALYZE: Determine if the threat is real or perceived & if real declare an incident in accordance with the Incident Impact Chart. Determine the investigation scope and the parties that will need to be notified based on the type of threat & its potential impact.
3. CONTAIN: Contain the threat by isolating the affected systems.
4. COLLECT & PRESERVE DATA: Preserve any evidence that may be required by law enforcement, cyber insurance providers, or other agencies for a forensic investigation.
5. REMEDIATE THREAT: Scan & wipe affected systems as necessary, restore data from backups as necessary, change passwords, monitor network.
6. POST INCIDENT PROCEDURES: Review the procedures & network configuration in place to determine if any modifications should be made to prevent a future infection. Assess damages, costs, and legal obligations.

Cybersecurity Resources

- Cybersecurity & Infrastructure Security Agency https://www.cisa.gov/
- Multi State Information Sharing & Analysis Center https://learn.cisecurity.org/ms-isac-registration
- State of New Hampshire Department of Safety https://www.nh.gov/safety/
- Primex https://nhprimex.org/

Appendix A: Cyber Incident Contact List

Contact	Name	Job Title (internal contacts only)	Business hours phone number	Off-hours phone number
Response Team lead				
IT Liaison				
Team member #3				
Team member #4				
Team member #5				
IT Service Provider	Certified Computer Solutions		603-286-1210	603-286-1210
Law Enforcement – Local				
Law Enforcement - County				
Law Enforcement - State	NH State Police			
Law Enforcement - Federal	Dept of Homeland Security/FBI			
Cyber Insurance Provider				
Media Communications Liaison				
Software Vendors				
Internet Service Provider				

Appendix B: Cyber Incident Impact Chart

GREEN	YELLOW	RED
Description		
Minor impact - all systems operating normally	Medium impact- isolated to one or a few systems	Major impact on operations - several or all systems affected
Examples		
Phishing/social engineering attempts, browser hijacks	Information or computer access granted to an unauthorized party	Ransomware attack
Unconfirmed infection	Confirmed infection	DDoS attack
Response		
Report to Incident Response Team lead to escalate as necessary	Isolate affected systems (unplug ethernet cable)	Isolate affected systems (unplug ethernet cable)
	Report to Incident Response Team lead, escalate to IT Service Provider	Report to Incident Response Team lead, escalate to all parties on Incident Contacts List

Appendix C: Cyber Incident Response Chart

DETECT	User reported Instrumentation/logging Contractor reported Cyber threat intelligence -DHS, Primex, etc
INVESTIGATE & ANALYZE	Real or perceived threat Declare incident Determine incident impact (green, yellow, red) Determine investigation scope Notify appropriate external agencies
CONTAIN	Isolate affected systems Determine if the incident is still in progress Disable all network entry points as necessary
COLLECT & PRESEVE DATA	Evidence preservation Forensic investigation as determined by State, Federal, Cyber Insurance, Legal agencies Forensic investigation should include information on data extraction
REMEDIATE THREAT	Prioritize system recovery Restore data from backup as necessary (to an unaffected device) Scan affected systems & servers, wipe as necessary prior to reconnection Review network configuration Monitor network for reinfection
POST INCIDENT PROCEDURES	Assess damage & cost Asses legal ramifications & necessary notifications - HIPPA, PID, PCI, etc Review incident response Update policies Document changes made to prevent reinfection

Appendix D: Cyber Incident Report Checklist

	Action	Impact Level*	Responsible parties	Completed by	Date/Time
DETECT	Notify Incident Response Team lead	Green Yellow Red	Person discovering issue		
	Follow Incident Intake Questionnaire (Appendix D)	Green Yellow Red	Person discovering issue or supervisor		
INVESTIGATE & ANALYZE	Determine Incident Impact	Green Yellow Red	Response Team lead		
	Notify Response Team	Yellow Red	Response Team lead		
	Notify IT Service Provider	Yellow Red	IT Liason		
	Notify appropriate external contacts	Yellow Red	Response Team		
CONTAIN	Isolate affected systems by either shutting them down or unplugging network	Yellow Red	IT Service Provider and IT Liason		
	Disable all Network Entry Points – Internet Routers, Wireless Routers, Cell Service Access Points	Red	IT Service Provider and IT Liason		
	Unplug network switch	Red	IT Service Provider and IT Liason		
COLLECT & PRESERVE DATA	Gather available information about incident	Yellow Red	IT Service Provider and Response Team		
	Prepare an action plan based on the findings in the previous step	Yellow Red	IT Service Provider and Response Team		
	Preserve evidence as requested by forensic agencies (law enforcement, cyber insurance provider, etc)	Red	IT Service Provider and IT Liason		

	Ensure the Incident is fully understood and completely isolated before remediation	Yellow Red	IT Service Provider and IT Liason		
REMEDIATE THREAT	Scan and wipe affected systems as necessary	Yellow Red	IT Service Provider		
	Restore data from local or off-site backup as necessary	Yellow Red	IT Service Provider		
	Change affected passwords: active directory, local computer, email, networking equipment, software programs, etc	Yellow Red	IT Service Provider and Software Vendors		
	Monitor network for reinfection or spread	Yellow Red	IT Service Provider and all personnel		
POST INCIDENT PROCEDURES	Review network configuration and make changes to prevent future infection	Yellow Red	IT Service Provider and IT Liason		
	Assess damages such as productivity loss, data loss, costs	Yellow Red	Response Team, IT Service Provider, and other appropriate external contacts		
	After all forensics have been completed review procedures for modifications or improvements that may prevent a future infection	Yellow Red	IT Service Provider and Response Team		

*Action required for Incidents meeting these Impact levels

Appendix E: Cyber Incident Intake Questionnaire	
Reported by	
Date & time of call	
Caller name	
Caller contact information	
Nature of incident	
Persons involved	
Equipment involved	
How was the incident detected?	
When was the incident detected?	
Name of Response Team Member contacted	
Date/time of confirmed Response Team Member contact	
Suspected incident impact (green, yellow, red)	

Proposed Motions for May 8, 2024

These Motions are made by Commissioner Gerry Panuczak on May 8, 2024:

1. **Agenda Item # 6 - b, Adoption of minutes –**
   Proposed Amendments to minutes of April 10, 2024:

    1. Page 2, line 44 – add period after 'town' AND capitalize "For example,…"
    2. Page 2, line 63 – delete 'well' in front of cleaning AND substitute "of" for the word 'for'
    3. Page 3, line 96 – modify sentence to read "…as it has no toilet…"
    4. Page 3, line 99 – insert after 'monitored' the following "(metered)"
    5. Page 3, line 112 – insert after 'not using any' the word "water"
    6. Page 7, line 262 – insert "Baert" after 'Steve'
    7. Page 8, line 286 – delete everything after 'payment'
    8. Page 8, line 311 – insert after end of sentence "[At the physical location, there must be a quorum of Public Body members present for the meeting to take place. Additional members of the WEVD Advisory Committees and/or Planning Board can attend remotely IF their attendance is not "reasonably practical." If a public body member attends remotely, there must be a statement at the start of the meeting (to be included in the minutes) as to why their attendance is not reasonably practical.]"
    9. Page 9, line 330 – insert the following sentence: "However, Mr. Fagas is not a part of the 7 Holland Trail Agenda item or discussion."

2. **Agenda Item # 6 - c, Adoption of minutes –**
   Proposed Amendments to minutes of March 26, 2024:

    10. Page 1, line 11 – add "and unidentified person(s)"
    11. Page 2, line 38 – add last names, Steve "Baert" and Lauren "Bennett"
    12. Page 3, line 89 – delete 'which also included' and substitute "including"
    13. Page 4, line 102 – delete 'down Uber' and substitute "done over"
    14. Page 4, line 107 – insert after 'Plans for' the following: "moving the existing beverage shed to Campton Mountain for use as"
    15. Page 4, line 115 – delete 'early' and insert in front of 'Commissioner' the words "Budget Advisory Committee and"
    16. Page 4, line 116 – delete 'could relay to the voters all the information and start planning early' and insert "can be included in the proposed '25 Budget"
    17. Page 5, line 142 – substitute "a" for 'the' in front of '20 year Road Paving Plan'
    18. Page 5, line 149 – insert after ' "hook" ' the words "or attraction at Campton Mountain/the Lodge"
    19. Page 6, line 183 – substitute "Pdf-A" for 'PDFa' AND delete 'electronic' and 'keeping' AND insert "municipal" in front of 'record' AND "retention" after 'record'

Proposed Motions for May 8, 2024

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    6. Page 7, line 262 – insert "Baert" after 'Steve'
    7. Page 8, line 286 – delete everything after 'payment'
    8. Page 8, line 311 – insert after end of sentence "[At the physical location, there must be a quorum of Public Body members present for the meeting to take place. Additional members of the WEVD Advisory Committees and/or Planning Board can attend remotely IF their attendance is not "reasonably practical." If a public body member attends remotely, there must be a statement at the start of the meeting (to be included in the minutes) as to why their attendance is not reasonably practical.]"
    9. Page 9, line 330 – insert the following sentence: "However, Mr. Fagas is not a part of the 7 Holland Trail Agenda item or discussion."

2. **Agenda Item # 6 - c, Adoption of minutes –**
   Proposed Amendments to minutes of March 26, 2024:

    1. Page 1, line 11 – add "and unidentified person(s)"
    2. Page 2, line 38 – add last names, Steve "Baert" and Lauren "Bennett"
    3. Page 3, line 89 – delete 'which also included' and substitute "including"
    4. Page 4, line 102 – delete 'down Uber' and substitute "done over"
    5. Page 4, line 107 – insert after 'Plans for' the following: "moving the existing beverage shed to Campton Mountain for use as"
    6. Page 4, line 115 – delete 'early' and insert in front of 'Commissioner' the words "Budget Advisory Committee and"
    7. Page 4, line 116 – delete 'could relay to the voters all the information and start planning early' and insert "can be included in the proposed '25 Budget"
    8. Page 5, line 142 – substitute "a" for 'the' in front of '20 year Road Paving Plan'
    9. Page 5, line 149 – insert after ' "hook" ' the words "or attraction at Campton Mountain/the Lodge"
    10. Page 6, line 183 – substitute "Pdf-A" for 'PDFa' AND delete 'electronic' and 'keeping' AND insert "municipal" in front of 'record' AND "retention" after 'record'

11. Page 7, line 192 – delete ‘Then’
12. Page 7, lines 209 & 210 – modify to read “to SET WATER RATES FOR MAY BILLING”

3. Agenda Item # 9 – g, Encumbrances from 2023

I, Gerry Panuczak, move to encumber $131,050.00 as of 12/31/23 for 2023 Warrant Article #5 titled “Road Infrastructure – Paving”.

I, Gerry Panuczak, move to encumber $5,769.69 as of 12/31/23 for 2023 Warrant Article #6 titled “Municipal Building Capital Improvements”.

I, Gerry Panuczak, move to encumber $22,656.41 as of 12/31/23 for 2023 Warrant Article #8 titled “Improvements to Municipal Properties”.

4. Agenda Item # 9 – h, Appointment of H. Bertino to Planning Board

I, Gerry Panuczak, move to appoint Harry Bertino to the WEVD Planning Board with a 3-year term ending in 2027.