WEVD COMMISSION MEETING AGENDA
Wednesday, May 22, 2024, at 4 PM
Community Center, 562 Winterbrook Rd., Campton, NH 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. Bank Balances
6. GM Report
7. CONSENT CALENDAR
    a. Manifests
8. GENERAL CALENDAR
    a. RCA Organizational Chart
    b. RCA Holiday Policy Update
9. Next Meeting: June 12, 2024 @ 6:00 PM
10. Public Comment Period
11. Non-Public Session
12. 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.

Good Afternoon, ALLISON SMITH

ACCOUNTS

Bank of New Hampshire Gen. Fund. Sweep Act.
Current Balance **$717,298.62**

Holding Account

Bank of New Hampshire Water Dept. Sweep Act.
Current Balance **$623,075.37**

Holding Account

Bank of New Hampshire General Fund
Current Balance **($2,723.51)**
Transactions Pending

Checking Account

Bank of New Hampshire Water Department
Current Balance **($45.00)**
Transactions Pending

Checking Account

Bank of New Hampshire Credit Card Account
Current Balance **$13,715.42**
Transactions Pending

For Rec Credit Card Deposits (FD/F&B)

ASSET SUMMARY

Total General Fund (RED): $714,575.11
Total Water Department (BLUE): $623,030.37

Waterville Estates
Village District

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

GM Report May 22, 2024

1. Steve Baert and Lauren Bennett Have been chipping the road side brush on the sides of the district roads.
2. District road sweeping has begun as of Monday 20th and grading and compacting of district dirt roads also.
3. Shawn Pelchat has completed the necessary plumbing upgrades to the outdoor pools and Shawn asked for an inspection to be performed by Mr. Tim Wilson. Mr. Wilson is the Public Pool and Spa program Manager for NHDES. Mr. Wilson performed a detailed inspection of all pools and hot tubs and only found a couple of minor things that we should try. There was a lengthy discussion about the hot tubs because the two newest hot tubs are not recommended for commercial use. After a review of the maintenance records Mr. Wilson has made an exception and will allow us to continue there use. Mr. Wilson was really impressed with all of the upgrades that Shawn Pelchat and his team have done and is a remarkable improvement from the previous inspection that was performed 4 years ago.
4. Jennifer Franz and her team of bartenders completed a bartender training course Sunday May 19, 2024 . This training consisted of an online portion to be completed prior to the in person training. The goal of this training is to be more efficient and to improve our customer service.
5. The fish we bought for the fishing derby has been delivered and we have posted the pond with no fishing signs and those will be removed the day of the derby. NH Fish and game will be stocking our pond with 250 fish a day or two prior to the permitted youth fishing derby.
6. Tuesday May 21 & 22, MRI met with staff to train them on the new TimeClock Plus system that we are going to use for our time keeping. This new system will streamline our payroll process by eliminating the use of our point of sale system.
7. Thursday May 23, I have scheduled a staff meeting to review where we are at with summer projects and review some of the policies in the employee handbook.

8. Allison Smith has sent out the water bills and we are receiving payments.
9. Shawn Pelchat has ordered the new ada door with door opener to replace the single door that accesses the upper deck and it should be installed by the end of June.
10. The contract for the replacement of the siding at the rear of the community center has been signed and I expect them to begin next week.
11. The clean up of the DPW yard is still in process. From the beginning of the process to date the District spent $17,340.81 for professional services. The District spent $7,160.00 for roll off containers to remove junk wood, building materials, foundation foam insulation and plastics. Steve Baert also took several loads of scrap metal to a recycling facility. This year we poured the recommended concrete slab located at the diesel tank at a cost of $500.00. The District has expended at least 3 weeks of labor for two employees to clean this yard. Items left to do are to remove pieces of foam from the wooded areas and some other items in the far corner to be removed which I expect to be completed by the end of July.

Check Manifest - by Payee

Date: 5/07/2024 **Batch ID:** 210 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
786	ACH	**5/07/2024**	**9697**	**BANK OF NEW HAMPSHIRE**			***ACH***
	400011608 - 04.26.24			4/26/2024	200.00	0.00	200.00
	01.4990.024.002 / EXCAVATOR WA 2 2024						200.00
	CLOSING COSTS BY ACH						
					Total Check #:	**786**	**200.00**

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Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
5/07/2024	**Check Manifest**		**Batch:**	**210**	**Chk Count:**	**1**	**Total Amnt:**			**200.00**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	200.00

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

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Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
756	SYSTEM	**5/07/2024**	**80**	**AFLAC**			
	851077			5/15/2024	545.00	0.00	545.00
	01.2020.000.008 / AFLAC PAYABLE					545.00	
	EMPLOYEE DEDUCTIONS						
					Total Check #:	**756**	**545.00**
757	SYSTEM	**5/07/2024**	**140**	**ALL STATE QUALITY CONSTRUCTION**			
	ESTIMATE #70 2ND PAYME			5/06/2024	10,575.00	0.00	10,575.00
	01.4940.024.003 / CIF - REAR BLDG SIDING					10,575.00	
	REAR BLDG SIDING - PAYMENT DUE UPON START OF PROJECT						
					Total Check #:	**757**	**10,575.00**
758	SYSTEM	**5/07/2024**	**160**	**AMAZON**			
	17YD-NJ44-JD66			5/05/2024	41.85	0.00	41.85
	01.4314.003.611 / B&G - SMALL TOOLS					41.85	
	BLDG & GRNDS SMALL TOOLS - PIPE TAP SET						
	1H9Q-XTJ6-GYMV			5/05/2024	19.98	0.00	19.98
	01.4314.003.631 / B&G - BOILER MAINTENANCE					19.98	
	BLDG & GRNDS BOILER MAINT						
	1NR4-MV14-TCXW			5/02/2024	174.54	0.00	174.54
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					24.59	
	POOL REPAIR & MAINT/						
	01.4314.003.609 / B&G - DEPT UNIFORMS					149.95	
	POOL REPAIR & MAINT/B&G UNIFORMS-BOOTS						
					Total Check #:	**758**	**236.37**
759	SYSTEM	**5/07/2024**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	22281			5/02/2024	2,389.25	0.00	2,389.25
	01.4130.002.342 / EXEC - COMPUTER SERVICES					2,389.25	
	SERVICE CONTRACT - APPS ANNUAL RENEWAL						
					Total Check #:	**759**	**2,389.25**
760	SYSTEM	**5/07/2024**	**5630**	**CHARTER COMMUNICATIONS**			

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Payment #	Type	Check Date	Vendor ID	Payee				
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	0020530042724			4/27/2024	584.26	0.00	584.26	
	01.4520.002.345 / REC - CABLE CABLE						167.49	
	01.4520.002.344 / REC - INTERENET INTERNET						114.99	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET INTERNET						114.99	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET TELEPHONE						24.99	
	01.4520.002.350 / REC - TELEPHONE TELEPHONE						25.00	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET TELEPHONE						25.00	
	01.4520.002.350 / REC - TELEPHONE TELEPHONE						24.99	
	01.4520.002.350 / REC - TELEPHONE TELEPHONE						25.00	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET INTERNET						3.03	
	01.4520.002.350 / REC - TELEPHONE TELEPHONE						3.04	
	01.4520.002.345 / REC - CABLE CABLE						30.75	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET TELEPHONE						24.99	
					Total Check #:	**760**		**584.26**
761	SYSTEM	**5/07/2024**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**				
	108235			5/01/2024	743.60	0.00	743.60	
	03.4522.003.491 / SKI - TRASH REMOVAL WEEKLY SERVICE TRASH REMOVAL						743.60	
					Total Check #:	**761**		**743.60**
762	SYSTEM	**5/07/2024**	**1890**	**EVERSOURCE**				
	56996545091 04.29.24			4/27/2024	57.87	0.00	57.87	
	01.4522.002.340 / SKI - ELECTRIC LIFT RETURN TERMINAL						57.87	

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	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**762**		**57.87**
763	SYSTEM	**5/07/2024**	**1920**	**EVERSOURCE**			
	56360751028 04.29.24			4/29/2024	16.54	0.00	16.54
	01.4522.002.340 / SKI - ELECTRIC					16.54	
	SKATE SHACK						
				Total Check #:	**763**		**16.54**
764	SYSTEM	**5/07/2024**	**1930**	**EVERSOURCE**			
	56299101063 04.29.24			4/29/2024	3,741.48	0.00	3,741.48
	01.4314.003.340 / B&G - ELECTRIC					3,741.48	
	COMMUNITY CTR						
				Total Check #:	**764**		**3,741.48**
765	SYSTEM	**5/07/2024**	**1940**	**EVERSOURCE**			
	56307251074 05.01.24			5/01/2024	68.19	0.00	68.19
	01.4314.003.340 / B&G - ELECTRIC					68.19	
	OVERFLOW PARKING -COMMUNITY CTR						
				Total Check #:	**765**		**68.19**
766	SYSTEM	**5/07/2024**	**1970**	**EVERSOURCE**			
	56458399037 04.29.24			4/29/2024	16.54	0.00	16.54
	01.4522.002.340 / SKI - ELECTRIC					16.54	
	PARKER ROAD LIGHT						
				Total Check #:	**766**		**16.54**
767	SYSTEM	**5/07/2024**	**1990**	**EVERSOURCE**			
	56994890085 04.29.24			4/29/2024	99.58	0.00	99.58
	01.4312.003.340 / HWY - ELECTRIC					99.58	
	SNOW TRAIL						
				Total Check #:	**767**		**99.58**
768	SYSTEM	**5/07/2024**	**2020**	**EVERSOURCE**			

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	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	56244890026 04.29.24				4/29/2024	113.10	0.00	113.10
	01.4312.003.340 / HWY - ELECTRIC SNOW TRAIL						113.10	
						Total Check #:	**768**	**113.10**
769	SYSTEM	**5/07/2024**	**2040**	**EVERSOURCE**				
	56974735011 04.29.24				4/29/2024	70.33	0.00	70.33
	01.4522.002.340 / SKI - ELECTRIC REC LIFT SHACK						70.33	
						Total Check #:	**769**	**70.33**
770	SYSTEM	**5/07/2024**	**7270**	**EVERSOURCE**				
	56235890092 04.29.24				4/29/2024	924.21	0.00	924.21
	01.4522.002.340 / SKI - ELECTRIC SKI LODGE BASE						924.21	
						Total Check #:	**770**	**924.21**
771	SYSTEM	**5/07/2024**	**7310**	**EVERSOURCE**				
	56688101039 04.29.24				4/29/2024	45.41	0.00	45.41
	01.4522.002.340 / SKI - ELECTRIC TRAIL LIGHTS						45.41	
						Total Check #:	**771**	**45.41**
772	SYSTEM	**5/07/2024**	**9160**	**F.W.WEBB COMPANY**				
	85408991				4/25/2024	218.35	0.00	218.35
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE POOL - REPAIRS & MAINT						218.35	
						Total Check #:	**772**	**218.35**
773	SYSTEM	**5/07/2024**	**7480**	**HANDYMAN HARDWARE INC.**				
	A200416				4/19/2024	41.50	0.00	41.50
	02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR CAPITAL - GENERATOR - EXPANSION JOINT, BIT FLAT BORING						41.50	

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	B148352			4/08/2024	35.00	0.00	35.00
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					35.00	
	B&G GFCI WALL RECP						
	B148383			4/09/2024	119.50	0.00	119.50
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					119.50	
	B&G OUTDOOR LIGHTING - GFCI, CONDUIT, OUTLET,WIRE, CONNECTOR COVER, BX UTIL						
	B417537			4/01/2024	7.50	0.00	7.50
	01.4522.003.663 / SKI - LIFT MAINTENANCE					7.50	
	SKI LIFT MAINT - COUPLING						
	B417668			4/02/2024	37.50	0.00	37.50
	01.4312.002.610 / HWY - SHOP SUPPLIES					37.50	
	HWY SHOP SUPPLIES - DETERGENT, BRUSH SCRUB, PAPER TOWELS						
	B417825			4/03/2024	19.50	0.00	19.50
	01.4314.003.630 / B&G - BUILDING REPAIRS					19.50	
	BUILDING REPAIRS - PUTTY KNIFE, COUPLING						
	B417934			4/04/2024	89.50	0.00	89.50
	01.4314.003.611 / B&G - SMALL TOOLS					63.00	
	B&G SMALL TOOLS, PLIER, COUPLING, DWV CUT PIPE						
	01.4314.003.611 / B&G - SMALL TOOLS					26.50	
	B&G SMALL TOOLS, PLIER, COUPLING, DWV CUT PIPE						
	B418299			4/08/2024	84.00	0.00	84.00
	01.4314.003.630 / B&G - BUILDING REPAIRS					84.00	
	BUILDING REPAIRS - PAINT, SINK TRAP, CAULKING						
	B418399			4/09/2024	35.00	0.00	35.00
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE					35.00	
	B&G REPAIRS & MAINT - CONDUIT PVC						
	B418412			4/09/2024	91.25	0.00	91.25
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE					91.25	
	B&G REPAIRS & MAINT - TAPE, CONDUIT, PVC						
	B418525			4/10/2024	45.00	0.00	45.00
	01.4314.003.630 / B&G - BUILDING REPAIRS					45.00	
	B&G REPAIRS & MAINT - 10x3 COMP DECK						
	B418660			4/11/2024	4,600.00	0.00	4,600.00
	02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR					4,600.00	
	CAPITAL - 14K GENERAC GENERATOR						
	B419208			4/16/2024	30.00	0.00	30.00

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		01.4312.002.611 / HWY - SMALL TOOLS						30.00
		HWY - SMALL TOOLS - PAINT PAIL, SPONGE, MICROFIBER BLUE						
	B419255				4/16/2024	50.00	0.00	50.00
		01.4312.002.610 / HWY - SHOP SUPPLIES						50.00
		HWY - SHOP SUPPLIES, PAPER TOWELS						
	B419390				4/17/2024	73.50	0.00	73.50
		01.4314.003.610 / B&G - MAINTENANCE SUPPLIES						73.50
		B&G MAINT SUPPLIES - SANDING RESPIRATOR, ROLLER MOP, HI-VIS PLUG, TRUFUEL						
	B419411				4/17/2024	118.00	0.00	118.00
		01.4312.002.822 / HWY - PROJECTS						118.00
		HWY-PROJECTS - WHEEL MEASURING PRO, SPRAY PAINT, BAMBOO STAKE						
	B419453				4/18/2024	12.00	0.00	12.00
		01.4314.003.632 / B&G - OUTDOOR LIGHTING						12.00
		B&G OUTDOOR LIGHTING - CAULKING PURP CLEAR						
	B419483				4/18/2024	13.58	0.00	13.58
		02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR						13.58
		CAPITAL - GENERATOR MISC FASTENERS						
	B419560				4/18/2024	96.58	0.00	96.58
		02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR						96.58
		CAPITAL - GENERATOR - BIT STRTR RETRCTBL, SAW HOLE DIAMOND, MISC FASTNERS						
	B419608				4/19/2024	8.55	0.00	8.55
		01.4314.003.630 / B&G - BUILDING REPAIRS						-166.45
		DISCOUNT - 139.87						
		01.4314.003.823 / B&G - VEHICLE FUEL						175.00
		DISCOUNT - 139.87						
	B420032				4/22/2024	3.33	0.00	3.33
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						3.33
		POOL - REPAIR & MAINT MISC FASTENERS						
	B420063				4/22/2024	5.00	0.00	5.00
		02.4331.520.641 / WTR - SYSTEM REPAIRS						5.00
		WATER - STRIKE LATCH						
	B420250				4/23/2024	49.50	0.00	49.50
		02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR						49.50
		CAPITAL - GENERATOR - XL-FH CONC, PATCH SEAL WTRPRF CLEAR						
	B420488				4/25/2024	28.00	0.00	28.00
		01.4314.003.611 / B&G - SMALL TOOLS						28.00

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		B&G SMALL TOOLS - BLADE SAWZALL					
	B420612			4/26/2024	88.00	0.00	88.00
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				88.00	
		POOL - POOL REPAIRS & MAINT - BATTERY, WIRE TIE, CLEANER, PRIMER					
	B420618			4/26/2024	50.50	0.00	50.50
		01.4312.002.822 / HWY - PROJECTS				11.00	
		HWY PROJECTS - PAINT PAIL LID GASKET, PEN LIGHT ELBOW - RETURNED ITEMS $18.50					
		01.4312.002.610 / HWY - SHOP SUPPLIES				27.50	
		HWY PROJECTS - PAINT PAIL LID GASKET, PEN LIGHT ELBOW - RETURNED ITEMS $18.50					
		01.4312.002.822 / HWY - PROJECTS				12.00	
		HWY PROJECTS - PAINT PAIL LID GASKET, PEN LIGHT ELBOW - RETURNED ITEMS $18.50					
	B421232			4/30/2024	1.35	0.00	1.35
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				1.35	
		POOL - REPAIRS & MAINT - MISC FASTENERS					
	B421237			4/30/2024	15.00	0.00	15.00
		01.4314.003.611 / B&G - SMALL TOOLS				15.00	
		B&G SMALL TOOLS - TORPEDO LEVEL					
					Total Check #:	**773**	**5,848.14**
774	SYSTEM	**5/07/2024**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	24877			5/01/2024	1,354.17	0.00	1,354.17
		01.4130.002.391 / EXEC - PAYROLL PROCESSING				1,354.17	
		PAYROLL SERVICES, APRIL 2024					
					Total Check #:	**774**	**1,354.17**
775	SYSTEM	**5/07/2024**	**571**	**NANCY DEMERS - E**			
	REPLACEMENT CHECK			5/07/2024	47.40	0.00	47.40
		03.3409.003.001 / COGS - EVENTS				47.40	
		REPLACEMENT CHECK EASTER EGG HUNT					
					Total Check #:	**775**	**47.40**
776	SYSTEM	**5/07/2024**	**4860**	**PLODZIK & SANDERSON**			
	PRB19632			4/29/2024	13,725.00	0.00	13,725.00
		01.4130.002.301 / EXEC - ACCOUNT & AUDITING				6,825.50	
		ANNUAL AUDIT FISCAL YEAR END 12.31.23					

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		02.4331.520.301 / WTR - ANNUAL AUDIT				3,431.25	
		ANNUAL AUDIT FISCAL YEAR END 12.31.23					
		03.4520.001.301 / REC - ANNUAL AUDIT				3,468.25	
		ANNUAL AUDIT FISCAL YEAR END 12.31.23					
					Total Check #:	**776**	**13,725.00**
777	SYSTEM	**5/07/2024**	**9678**	**RAIN FOR RENT**			
	199837			4/25/2024	2,251.48	0.00	2,251.48
		03.4522.003.690 / SKI - MISCELLANEOUS EXPENSE				2,251.48	
		SKI - TANK FLAT TOP COATED / HEATER					
					Total Check #:	**777**	**2,251.48**
778	SYSTEM	**5/07/2024**	**5390**	**SANEL AUTO PARTS**			
	116110			4/30/2024	86.34	0.00	86.34
		01.4312.002.828 / HWY - BODY MAINTENANCE				86.34	
		HWY - BODY MAINTENANCE - BLACK UNDERCOAT					
	116263			5/02/2024	57.56	0.00	57.56
		01.4312.002.828 / HWY - BODY MAINTENANCE				57.56	
		HWY - BODY MAINTENANCE BLACK UNDERCOAT					
					Total Check #:	**778**	**143.90**
779	SYSTEM	**5/07/2024**	**9560**	**SHAWN PALCHAT - E**			
	3231705			5/03/2024	80.00	0.00	80.00
		01.4314.003.615 / B&G - SUPPLIES				80.00	
		REFUND PURCHASE OF LIGHT BULBS					
					Total Check #:	**779**	**80.00**
780	SYSTEM	**5/07/2024**	**5590**	**SMITTY'S DIESEL REPAIR**			
	1424			5/01/2024	592.22	0.00	592.22
		01.4312.002.826 / HWY - VEHICLE MAINTENANCE				592.22	
		HWY - REPAIR/INSTALL BACKRACK					
					Total Check #:	**780**	**592.22**
781	SYSTEM	**5/07/2024**	**5750**	**STATE OF NH DEPT. OF SAFETY**			

Check Manifest - by Payee

Date: 5/07/2024 **Batch ID:** 209 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	LAPPETITO			5/02/2024	25.00	0.00		25.00
	03.4523.001.814 / LNG - CRIMINAL RECORDS						25.00	
	CRIMINAL RECORDS CHECK -LAPPETITO							
					Total Check #:	**781**		**25.00**
782	SYSTEM	**5/07/2024**	**9480**	**TRACTOR SUPPLY CO**				
	STATEMENT 04.29.24			4/29/2024	308.88	0.00		308.88
	01.4312.002.610 / HWY - SHOP SUPPLIES						13.98	
	HWY - SHOP SUPPLIES /							
	01.4312.002.828 / HWY - BODY MAINTENANCE						294.90	
	HWY - SHOP SUPPLIES / HWY BODY MAINT							
					Total Check #:	**782**		**308.88**
783	SYSTEM	**5/07/2024**	**9696**	**TREASURER, STATE OF NH - DEPT. OF TRANSP**				
	354948			5/01/2024	358.13	0.00		358.13
	01.4314.003.823 / B&G - VEHICLE FUEL						358.13	
	BLDG & GRNDS VEHICLE FUEL							
					Total Check #:	**783**		**358.13**
784	SYSTEM	**5/07/2024**	**6180**	**UNIFIRST CORPORATION**				
	1070319151			4/18/2024	80.91	0.00		80.91
	01.4521.003.610 / FD - SUPPLIES						40.28	
	TERRY CLOTHS/LAUNDRY BAGS/BEACH TOWELS							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						30.61	
	TERRY CLOTHS/LAUNDRY BAGS/BEACH TOWELS							
	03.4522.003.610 / SKI - CLEANING SUPPLIES						10.02	
	TERRY CLOTHS/LAUNDRY BAGS/BEACH TOWELS							
	1070320995			4/25/2024	116.61	0.00		116.61
	01.4521.003.610 / FD - SUPPLIES						45.11	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						43.89	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS							
	01.4312.002.610 / HWY - SHOP SUPPLIES						27.31	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS							
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.30	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS							

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	1070322795			5/02/2024	106.11	0.00		106.11
	01.4521.003.610 / FD - SUPPLIES						44.49	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAG BEACH TOWELS							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						34.80	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAG BEACH TOWELS							
	01.4312.002.610 / HWY - SHOP SUPPLIES						26.57	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAG BEACH TOWELS							
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.25	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAG BEACH TOWELS							
					Total Check #:	**784**		**303.63**
785	SYSTEM	**5/07/2024**	**6450**	**WATERVILLE ESTATES VILLAGE DISTRICT**				
	389 05.01.24			5/01/2024	321.64	0.00		321.64
	01.4314.003.346 / B&G - WATER						321.64	
	8 SNOW TRAIL							
	391 05.01.24			5/01/2024	996.85	0.00		996.85
	01.4314.003.346 / B&G - WATER						996.85	
	562 WINTERBROOK ROAD							
	493 05.01.24			5/01/2024	321.64	0.00		321.64
	01.4314.003.346 / B&G - WATER						321.64	
	24 PARKER ROAD							
	550 05.01.24			5/01/2024	96.57	0.00		96.57
	01.4314.003.346 / B&G - WATER						96.57	
	OFF BRAMBLEBERRY LANE							
	577 05.01.24			5/01/2024	96.57	0.00		96.57
	01.4314.003.346 / B&G - WATER						96.57	
	WEBSTER COURT							
	641 05.01.24			5/01/2024	96.57	0.00		96.57
	01.4314.003.346 / B&G - WATER						96.57	
	MARDEN DRIVE							
	643 05.01.24			5/01/2024	96.57	0.00		96.57
	01.4314.003.346 / B&G - WATER						96.57	
	MARDEN DRIVE							
	664 05.01.24			5/01/2024	96.57	0.00		96.57
	01.4314.003.346 / B&G - WATER						96.57	
	MCLAREN DRIVE							

Check Manifest - by Payee

Date: 5/07/2024 **Batch ID:** 209 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	685 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER RESERVOIR ROAD						96.57
	707 05.01.2024				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER DOE RUN						96.57
	710 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER BELL VALLEY ROAD						96.57
	711 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER BELL VALLEY ROAD						96.57
	712 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER BELL VALLEY ROAD						96.57
	728 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER SUMMIT DRIVE						96.57
	763 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER TIMBER TRAIL						96.57
	786 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER PARKER ROAD						96.57
	792 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER LIBERTY LANE						96.57
	810 05.01.24				5/01/2024	96.57	0.00	96.57
		01.4314.003.346 / B&G - WATER HOLLAND TRAIL						96.57
						Total Check #:	**785**	**3,088.68**

Check Manifest - by Payee

Date: 5/07/2024 **Batch ID:** 209 **BANK OF NH - DISTRICT**

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

5/07/2024 Check Manifest Batch: 209 Chk Count: 30 Total Amnt: 48,571.71

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	33,788.00
02	WATER FUND	8,237.41
03	RECREATION FUND	6,546.30

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 211 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
5/15/2024	**Check Manifest**		**Batch:**	**211**	**Chk Count:**	**12**	**Total Amnt:**			**18,975.14**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	13,532.25
02	WATER FUND	367.00
03	RECREATION FUND	5,075.89

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Dave Spinney, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 211 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
787	SYSTEM	**5/15/2024**	**160**	**AMAZON**			
	13X4-PW36-TW9N			5/12/2024	37.95	0.00	37.95
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					37.95	
	POOL - REPAIRS & MAINT - FLAGPOLE ROPE						
	1DDL-YN1T-FMG9			5/14/2024	17.99	0.00	17.99
	01.4520.003.620 / REC - MISC EXPENSES					17.99	
	REC - CORNHOLE BAGS						
	1HR9-16J7-1QYY			5/08/2024	79.18	0.00	79.18
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					79.18	
	POOL - REPAIRS & MAINT - PVC ELBOWS, SOCKET						
	1PTP-J6Y1-VCCM			5/12/2024	258.66	0.00	258.66
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					258.66	
	POOL - REPAIRS & MAINT - REPLACEMENT KIT SAND FILTER						
	1TY4-646T-7V3L			5/09/2024	126.72	0.00	126.72
	01.4312.002.610 / HWY - SHOP SUPPLIES					126.72	
	HWY SHOP SUPPLIES - KROIL PENETRATING OIL						
	1W7K-3T1V-G17K			5/09/2024	47.10	0.00	47.10
	01.4314.003.827 / B&G - EQUIPMENT REPAIRS					22.99	
	B&G EQUIP REPAIRS - DIESEL ELECTRIC FUEL PUMP						
	01.4314.003.827 / B&G - EQUIPMENT REPAIRS					11.12	
	B&G EQUIP REPAIRS - DIESEL ELECTRIC FUEL PUMP- FUEL FILTER						
	01.4314.003.827 / B&G - EQUIPMENT REPAIRS					12.99	
	B&G EQUIP REPAIRS - DIESEL ELECTRIC FUEL PUMP- FUEL FILTER - PLASTIC FUEL FILTER						
					Total Check #:	**787**	**567.60**
788	SYSTEM	**5/15/2024**	**9693**	**CITIZENS BANK**			
	APRIL 2024			5/07/2024	11,266.84	0.00	11,266.84
	01.4130.002.320 / EXEC - LICENSES & FEES					19.99	
	EXEC - ZOOM						
	01.4130.002.320 / EXEC - LICENSES & FEES					115.20	
	GOOGLE SUITE						
	01.4314.002.240 / B&G - EDUCATION					67.50	
	JIMINY PEAK						
	01.4314.002.240 / B&G - EDUCATION					106.75	
	JIMINY PEAK						
	01.4520.002.625 / REC - POSTAGE					102.00	

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 211 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			REC - POSTAGE				
			01.4130.002.625 / EXEC - POSTAGE				102.00
			EXEC - POSTAGE				
			03.4520.000.320 / REC - LICENSES & FEES				18.95
			REC - LICENSES & FEES - PANDORA CLOUDCOVER				
			01.4130.002.625 / EXEC - POSTAGE				60.90
			EXEC POSTAGE				
			01.4130.002.320 / EXEC - LICENSES & FEES				219.90
			EXEC - ZOOM				
			01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE				27.00
			EXEC - SHRED PROJECT				
			01.4520.003.620 / REC - MISC EXPENSES				27.00
			REC - SHRED PROJECT				
			02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE				27.00
			WATER - SHRED PROJECT				
			02.4331.520.625 / WTR - POSTAGE				136.00
			WATER - POSTAGE				
			01.4130.002.320 / EXEC - LICENSES & FEES				877.20
			GOOGLE				
			01.4312.002.611 / HWY - SMALL TOOLS				619.00
			EXCAVATOR TRAILER				
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				181.54
			POOL ROBOT PARTS				
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				15.88
			POOL DRAIN FLAP				
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				179.99
			POOL - CAST IRON PUMP				
			01.4940.024.004 / CIF - BEER SHACK				474.99
			WALL MOUNTED AIR CONDITIONER - BEER SHACK				
			01.4314.003.823 / B&G - VEHICLE FUEL				24.51
			FJ FUEL				
			01.4314.002.240 / B&G - EDUCATION				457.44
			HOTEL FOR LMS				
			01.4314.003.823 / B&G - VEHICLE FUEL				20.00
			FJ FUEL				
			01.4314.003.611 / B&G - SMALL TOOLS				226.99
			VACMASTER				
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				96.08
			BOLTIGEN PVC PIPE FITTINGS				
			01.4314.003.610 / B&G - MAINTENANCE SUPPLIES				19.79
			6 PACK SALES ORDER BOOKS				

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 211 **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				479.92
			PVC TRUE UNION				
			01.4940.024.004 / CIF - BEER SHACK				1,780.00
			CONCRETE FOR BEER SHACK				
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				27.01
			TUBING FOR POOL				
			03.3409.003.001 / COGS - EVENTS				2,176.09
			EVENTS				
			03.3409.003.001 / COGS - EVENTS				2,064.83
			EVENTS				
			03.4523.001.240 / LNG - EMPLOYEE EDUCATION				150.00
			TRAINING				
			03.4523.001.240 / LNG - EMPLOYEE EDUCATION				45.00
			TRAINING				
			03.3409.002.610 / COG - BAR SUPPLIES				25.55
			BAR SUPPLIES				
			03.3409.001.002 / COG - FOOD				68.95
			FOOD SUPPLIES				
			03.4520.000.324 / REC - CREDIT CARD FEES				9.95
			REC - TOUCH BISTRO				
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				11.94
			POOL REPAIRS				
			02.4331.520.625 / WTR - POSTAGE				204.00
			WATER - POSTAGE				
					Total Check #:	**788**	**11,266.84**
789	SYSTEM	**5/15/2024**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
108235-2				5/01/2024	171.60	0.00	171.60
			01.4314.003.610 / B&G - MAINTENANCE SUPPLIES				171.60
			CORRECTED INVOICE - B&G MAINT SUPPLIES				
					Total Check #:	**789**	**171.60**
790	SYSTEM	**5/15/2024**	**7050**	**COCA-COLA BOTTLING COMPANY**			
40154956011-2				3/01/2024	315.24	0.00	315.24
			03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES				315.24
			COG - INVOICE PARTIAL PAID IN MARCH				
					Total Check #:	**790**	**315.24**

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 211 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
791	SYSTEM	**5/15/2024**	**9160**	**F.W.WEBB COMPANY**			
	85408991-2			4/29/2024	67.80	0.00	67.80
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					67.80	
	POOL - REPAIRS & MAINT - PVC						
	85408991-3			4/30/2024	33.30	0.00	33.30
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					33.30	
	POOL - REPAIRS & MAINT - PVC						
	85469859			4/30/2024	185.04	0.00	185.04
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					185.04	
	POOL - REPAIRS & MAINT - PVC						
	85540988			5/02/2024	272.42	0.00	272.42
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					272.42	
	POOL REPAIRS & MAINT - PRMR/SOLV/VALVE BALL/TEE/PIPE NIP						
					Total Check #:	**791**	**558.56**
792	SYSTEM	**5/15/2024**	**2630**	**HEALTH TRUST**			
	84729			5/07/2024	13.75	0.00	13.75
	01.4130.001.210 / EXEC - HEALTH INSURANCE					13.75	
	FSA CLAIMS & ADMIN FEES						
					Total Check #:	**792**	**13.75**
793	SYSTEM	**5/15/2024**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
	S6190995.001			5/10/2024	231.26	0.00	231.26
	01.4314.003.630 / B&G - BUILDING REPAIRS					231.26	
	BUILDING REPAIRS - BERKO FLCH4R CHARGE HEATER						
					Total Check #:	**793**	**231.26**
794	SYSTEM	**5/15/2024**	**8300**	**PURE TAP LLC**			
	2147			5/09/2024	185.00	0.00	185.00
	03.4523.002.660 / LNG - EQUIPMENT MAINTENANCE					185.00	
	LNG - CLEANING FOR DRAFT BEER LINES						
					Total Check #:	**794**	**185.00**

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 211 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
795	SYSTEM	**5/15/2024**	**5390**	**SANEL AUTO PARTS**			
	116553			5/08/2024	1.98	0.00	1.98
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE					1.98	
	HWY - VEHICLE MAINT - LMP BOXED MINIATURES						
					Total Check #:	**795**	**1.98**
796	SYSTEM	**5/15/2024**	**6180**	**UNIFIRST CORPORATION**			
	1070324542			5/09/2024	108.21	0.00	108.21
	01.4312.002.610 / HWY - SHOP SUPPLIES					24.83	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS						
	01.4314.003.614 / B&G - CLEANING SUPPLIES					33.06	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS						
	01.4521.003.610 / FD - SUPPLIES					33.99	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS						
	03.4523.002.612 / LNG - LOUNGE SUPPLIES					16.08	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS						
	03.4522.003.610 / SKI - CLEANING SUPPLIES					0.25	
	TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/BEACH TOWELS						
					Total Check #:	**796**	**108.21**
797	SYSTEM	**5/15/2024**	**6240**	**UPTON & HATFIELD, LLP**			
	168065			5/09/2024	2,678.50	0.00	2,678.50
	01.4130.002.323 / EXEC - LEGAL SERVICES					2,678.50	
	GENERAL MATTERS						
					Total Check #:	**797**	**2,678.50**
798	SYSTEM	**5/15/2024**	**9622**	**US STANDARD PRODUCTS**			
	771513			5/10/2024	2,876.60	0.00	2,876.60
	01.4314.003.615 / B&G - SUPPLIES					2,876.60	
	B&G SUPPLIES - NITRILE SHIELDS						
					Total Check #:	**798**	**2,876.60**

Check Manifest - by Payee

Date: 5/07/2024 **Batch ID:** 208 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
195	SYSTEM	**5/07/2024**	**1910**	**EVERSOURCE**			
	56574890067 04.29.24			4/29/2024	279.24	0.00	279.24
	02.4331.520.340 / WTR - ELECTRICITY WATERVILLE VILL DIST					279.24	
					Total Check #:	**195**	**279.24**
196	SYSTEM	**5/07/2024**	**7280**	**EVERSOURCE**			
	56344890025 04.29.24			4/29/2024	406.73	0.00	406.73
	02.4331.520.340 / WTR - ELECTRICITY WATERVILLE VILL DIST					406.73	
					Total Check #:	**196**	**406.73**
197	SYSTEM	**5/07/2024**	**7300**	**EVERSOURCE**			
	56181551029 04.29.24			4/29/2024	168.95	0.00	168.95
	02.4331.520.340 / WTR - ELECTRICITY WAERVILLE DIST PUMP HOUSE					168.95	
					Total Check #:	**197**	**168.95**
198	SYSTEM	**5/07/2024**	**7320**	**EVERSOURCE**			
	56384126058 04.29.24			4/29/2024	16.21	0.00	16.21
	02.4331.520.340 / WTR - ELECTRICITY WATERVILLE ESTATES VILLAGE DIS					16.21	
					Total Check #:	**198**	**16.21**
199	SYSTEM	**5/07/2024**	**7330**	**EVERSOURCE**			
	56945126092 04.29.24			4/29/2024	18.42	0.00	18.42
	02.4331.520.340 / WTR - ELECTRICITY WATERVILLE ESTATES VILLAGE DIS					18.42	
					Total Check #:	**199**	**18.42**
200	SYSTEM	**5/07/2024**	**9130**	**EVERSOURCE**			
	56956494017 04.29.24			4/29/2024	197.06	0.00	197.06
	02.4331.520.340 / WTR - ELECTRICITY					197.06	

Check Manifest - by Payee

Date: 5/07/2024 **Batch ID:** 208 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			WATERVILLE VILL DIST				
					Total Check #:	**200**	**197.06**
201	SYSTEM	**5/07/2024**	**9140**	**EVERSOURCE**			
56101129021 05.24.24				5/07/2024	2,522.22	0.00	2,522.22
			02.4331.520.340 / WTR - ELECTRICITY			2,522.22	
			WATERVILLE ESTATES VILLAGE DIS				
					Total Check #:	**201**	**2,522.22**
202	SYSTEM	**5/07/2024**	**9690**	**TREASURER STATE OF NH**			
198682				4/25/2024	30.00	0.00	30.00
			02.4331.520.860 / WTR - WATER TESTING			30.00	
			TOTAL COLIFORM RULE - 2 TESTS SAME DAY DW BACTERIA				
198685				4/25/2024	15.00	0.00	15.00
			02.4331.520.860 / WTR - WATER TESTING			15.00	
			GENERAL SYSTEM EVAL - DW BACTERIA				
					Total Check #:	**202**	**45.00**

Check Manifest - by Payee

Date: 5/07/2024 **Batch ID:** 208 **BANK OF NH - WATER**

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

5/07/2024 Check Manifest Batch: 208 Chk Count: 8 Total Amnt: 3,653.83

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	3,653.83

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 212 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
5/15/2024	**Check Manifest**		**Batch:**	**212**	**Chk Count:**	**4**	**Total Amnt:**	**9,782.47**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	9,782.47

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Dave Spinney, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/15/2024 **Batch ID:** 212 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
203	SYSTEM	**5/15/2024**	**160**	**AMAZON**			
1CHK-4QNC-7JYC				5/09/2024	189.00	0.00	189.00
02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR						189.00	
CAP PEGWOOD GENERATOR							
					Total Check #:	**203**	**189.00**
204	SYSTEM	**5/15/2024**	**8980**	**AMERIGAS**			
3164143872				5/09/2024	491.72	0.00	491.72
02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE						491.72	
PEGWOOD GENERATOR							
					Total Check #:	**204**	**491.72**
205	SYSTEM	**5/15/2024**	**8990**	**BADGER METER**			
80158547				5/02/2024	47.53	0.00	47.53
02.4331.520.670 / WTR - SUBSCRIPTION & DUES						47.53	
WATER - SUBSCRIPTIONS							
					Total Check #:	**205**	**47.53**
206	SYSTEM	**5/15/2024**	**6450**	**WATERVILLE ESTATES VILLAGE DISTRICT**			
APRIL 2024 WAGES & PAYA				5/07/2024	9,054.22	0.00	9,054.22
02.2080.000.001 / DUE TO/FROM WEVD						9,054.22	
DUE TO / FROM WEVD PAYROLL & PAYABLES							
					Total Check #:	**206**	**9,054.22**

Waterville Estates Village District
General Government / Procedure
WEVD Meeting AGENDA/ RCA
FORM

REQUEST FOR COMMISSION ACTION

Instructions for use: Send at least ten days in advance of WEVD Commission meeting to the GM & AGM on group email with the Commissioners and Treasurer Bcc'd. The Commission Chair shall decide and notify the GM/other if the RCA is included on the meeting Agenda.

MEETING DATE: 05/22/2024 AGENDA ITEM#: General Calendar

TITLE OF REQUEST: Update Organizational Chart

SUMMARY OF WHY ACTION IS SOUGHT (Need, background):
The WEVD Organization Chart was adopted on July 6, 2022 and since then there have been changes in staffing that need to be reflected in this chart.

GOAL SOUGHT WITH THIS ACTION:
To update the WEVD organizational chart to reflect the organization's current structure

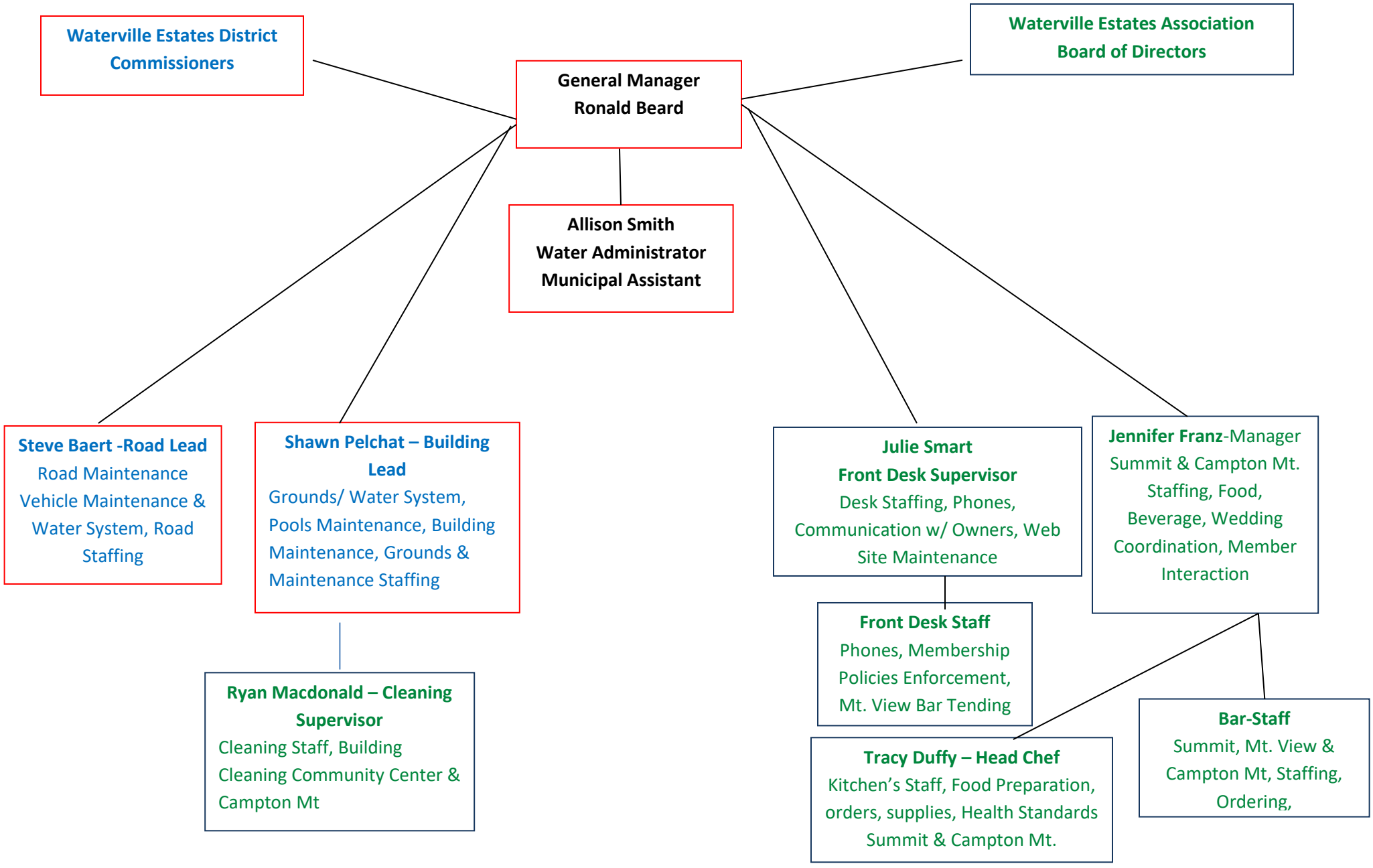
ACTION REQUESTED:
Commissioner vote

BUDGET IMPLICATIONS & ACCOUNT NUMBER (to be completed by Management):
N/A

PLAN FOR IMPLEMENTATION:
Publish to WEVD website and retain internally

WATERVILLE ESTATES

PROPOSED - STAFF ORGANIZATION CHART



Waterville Estates Village District
General Government / Procedure
WEVD Meeting AGENDA/ RCA
FORM

REQUEST FOR COMMISSION ACTION

Instructions for use: Send at least ten days in advance of WEVD Commission meeting to the GM & AGM on group email with the Commissioners and Treasurer Bcc'd. The Commission Chair shall decide and notify the GM/other if the RCA is included on the meeting Agenda.

MEETING DATE: 05/22/2024 AGENDA ITEM#: Gen Cal

TITLE OF REQUEST: Holiday Policy Update

SUMMARY OF WHY ACTION IS SOUGHT (Need, background):

Converstion to a new time keeping software requires detailed policy language to ensure accurate calculations as the software is programmed in "if-then" statements. CUrrent handbook and amended policy is not specific enough for third-party company to use.

GOAL SOUGHT WITH THIS ACTION:

To clarify holiday pay policy in order to complete payroll converstion process

ACTION REQUESTED:

Vote from Commission

BUDGET IMPLICATIONS & ACCOUNT NUMBER (to be completed by Management):

Wages will increase for FT staff who have to work holidays. Management will make an effort to reduce FT hours worked on holidays that the Community Center is open. Custodian, F&B, Front Desk would be departments affected. Budget lines impacted would be wage lines and payroll liabilities (taxes, NHRS).

PLAN FOR IMPLEMENTATION:

If approved policy will be distributed to employees in next paycheck and posted with other employee notices. Policy will also be forwarded to the converstion team for implementaion in the software.

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

Waterville Estates Village District Employee Holidays

Waterville Estates observes the holidays listed below. In the event a holiday falls on a Saturday, the holiday will be observed on the prior Friday; if the holiday falls on a Sunday, the holiday will be observed on the following Monday.

New Year's Day	Independence Day	Thanksgiving
President's Day	Labor Day	Day after Thanksgiving
Memorial Day	Veteran's Day	Christmas Day

Full-time Employees are entitled to (8) eight hours of holiday pay for the days listed above. If a full-time employee works on a holiday, they will be compensated at time and a half for hours worked plus an additional 8 hours of holiday pay.

If an employee works on the holiday and wishes to take the holiday at another time (floating holiday), they must notify the GM. Floating holidays must be used within 30 days.

Office, Public Works, and Building Staff (Excluding Custodians): If there is a need where you must work on one of these holidays you will need to have prior written permission from the GM prior to your coming into work.

Community Center Employees: The Community Center is closed on *Thanksgiving*, *Christmas Day, and Easter* only. *Front Desk, Custodians, and Food and Beverage employees* are required to work on all other holidays and will be compensated for working on these holidays as outlined above.

Part-time Employees: If a part-time employee's scheduled workday is on a day that the community center is closed, the part-time employee will be paid holiday pay for those hours.

Holiday Pay & Overtime: All hours *worked* over 40 hours will be paid as overtime per the WEVD Handbook. Holiday pay for hours *not worked* is not considered as hours toward overtime. Holiday hours *worked* will be paid as outlined above. All other hours will be considered regular pay.

If your religious affiliation or cultural heritage recognizes alternative holidays, please inform your supervisor.

PROPOSED

Adopted: May 22, 2024
Effective: May 22, 2024

_____
Maureen Patti – Chair

_____
David Spinney

_____
Gerry Panuczak

PROPOSED