WEVD COMMISSION MEETING AGENDA
Tuesday, June 11, 2024, at 10 a.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Approval of Minutes
    a. May 8, 2024
    b. May 22, 2024
6. GM's Report
7. CONSENT CALENDAR
    a. Manifests
8. GENERAL CALENDAR ITEMS
    a. Update from WEVD Staff – Shawn Pelchat, Head of Maintenance
    b. Update from WEVD Staff – Jennifer Franz, Food & Beverage Manager
    c. Update from WEVD Staff – Julie Smart, Front Desk
    d. RCA – 7 Holland Trail
    e. RCA – WEVD Employee Timekeeping Policy
9. Next Meeting: JUNE ___, 2024 @ __ p.m.
10. Public Comment Period
11. Non-Public Session
12. Adjourn Meeting

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WEVD 2024 Meeting DRAFT Minutes
May 8, 2024 – 6:00 PM

Attendees: Commissioners David Spinney and Gerry Panuczak, General Manager Ron Beard, and Administrative Assistant Allison Smith

Members of the public: Harry Bertino

Members excused: Maureen Patti

Attendees via Zoom: Tom H. and one unidentified Zoom participant

Call to Order: Commissioner Panuczak called the meeting to order at 6:00 PM.

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

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

Adoption of Agenda: Agenda adopted without amendment.

RCA – 7 Holland Trail

Mr. Panuczak asked if the resident, Mr. Tom Schelling, was present for the discussion. There was no indication that the resident was present in the physical location nor on Zoom. Mr. Spinney asked if the resident was notified that their RCA was going to be discussed at this meeting. Ms. Smith stated that Mr. Schelling was notified. Mr. Spinney asked that the discussion be postponed until such time the resident can be present. Mr. Panuczak agreed and the item was postponed for discussion until the end of the meeting.

Adoption of Minutes

a. April 17, 2024

Mr. Spinney made a motion to adopt the minutes for April 17, 2024 as written. Mr. Panuczak duly seconded and the motion carried with roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

b. April 10, 2024

Mr. Spinney made a motion to amend the draft minutes for April 10, 2024 consistent with the 9 amendments presented in the handout. Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

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Mr. Spinney made a motion to adopt the amended minutes for April 10, 2024 as the official meeting minutes. Mr. Panuczak duly seconded and the motion carried with roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

c. March 26, 2024

Mr. Spinney made a motion to amend the draft minutes for March 26, 2024 consistent with the 12 amendments presented in the handout. Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

Mr. Spinney made a motion to adopt the amended minutes for March 26, 2024 as the official meeting minutes. Mr. Panuczak duly seconded and the motion carried with roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

GM Report

1. The indoor hot tub was down for 7 days due to damage to one of the three water returns in the bottom. The delay was due to parts availability. One parts were received the hot tub was in service the same morning.
2. Steve Baert has been busy raking the District dirt roads. Once the roads have dried out Mr. Baert will have the grater come to grate the roads and recompact them.
3. Steve Baert has located 2 leaks within the past two weeks and they have been repaired. One of the leaks was located at the Bell Valley interconnect and required staff to chip away at concrete encasing a pipe to access the leak.
4. Steve Baert has taken delivery of the new excavator and trailer. Mr. Panuczak asked if the operator training that was discussed at the Roads and Water meeting had taken place yet. Mr. Beard said it had not but that further training is planned. Mr. Panuczak also asked about OSHA 10 safety training for staff. Mr. Beard said that is also not scheduled yet but that he has already spoken with Mr. Baert about road signage and safety gear which he will work on upgrading.
5. Shawn Pelchat 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 easier. Mr. Beard has also asked Mr. Pelchat to install a secondary exhaust vent over the chlorine and gas used for the pools to better protect the boilers.
6. The new shed has been delivered and assembled on the back lawn and it looks fabulous. Mr. Panuczak agreed that the building looks great. Mr. Beard stated that the Reeds Ferry design team did make a mistake with the size of the slab. He emphasized that the whole structure is on the slab but that an extra 6 inches should have been factored into the slab

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size to ensure that the post's end caps and dressing were entirely on the slab. Mr. Pelchat will be pouring extra concrete to remedy this.

7. Mr. Beard thanked all who participated in Community Clean Up Day. Despite there being a small group of people to participate a lot of work got done. Mr. Beard stated that WEA co-vice president Nancy Seward has already reached out to discuss what is left to be done. Mr. Spinney also thanked the volunteers for their work and emphasized how much work they did and how thorough their work was. Mr. Beard has suggested to the WEA BOD that the new excavator could be used to peel the topping off the garden beds and they could be raked before the winter so they are prepped for the spring.
8. Mr. Spinney added that the District's Northway Bank accounts have been closed and that all money has been moved to the Bank of New Hampshire.

CONSENT CALENDAR

a. Manifests

Mr. Spinney made a motion to accept the manifests as included in the packet. Duly seconded by Mr. Panuczak and motion carried by roll call vote 2:0, Mr. Spinney aye-, Mr. Panuczak – aye.

GENERAL CALENDAR

9a. WEVD Properties and Potential Use

Mr. Panuczak directed everyone to look at the chart in the handout that lists the District-owned property. Mr. Panuczak stated that the purpose of this discussion was to establish if these properties had strategic value to the District and if not they could be considered for sale.

Ms. Smith noted that everything with strategic value has a note on it as to what it is used for or has the potential to be used for. Property 5-3-20 does not have a tax card listed with the town but the District does have the property deed showing it is owned by the District. Ms. Smith stated that she notified Jade with the Town of Campton a while back but the change still has not been made. She will reach out again.

Ms. Smith noted that properties 242-145 and 242-94 are both very small. Mr. Baert did indicate that property 242-94 has water infrastructure on it but he did not note that anything was on 242-145. Mr. Spinney noted that due to the small size of lot 242-145 it wasn't buildable and it should be checked to ensure that 242-145 has no strategic value to the District before considering for sale.

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Ms. Smith stated that property 242-87 was indicated by Mr. Baert to have no strategic value for the water system but when looking at it on the Thornton tax map a small building can be seen on the property. Ms. Smith continued by indicating that the tax card has a note indicating it is common land. Mr. Panuczak asked who the common land was for as he believed if it was common land for condos the property should be under the ownership of the sub-association for those condos. Ms. Smith indicated that the tax card indicates 242-87 is common land but it says nothing more about it and that Thornton should be asked about the Common Land note. Mr. Beard suggested that 242-87 be marked as one that needs more research.

Mr. Bertino asked to address the Commission concerning the discussion on 242-87. Mr. Bertino indicated that there was a fire at one point involving a condo association on Liberty Lane which may be related to property 242-87. Mr. Spinney thanked Mr. Bertino for his contribution.

Ms. Smith listed the properties that Mr. Baert indicated as having potential strategic uses by the District as follows: 242-82, 242-72, 242-73, 5-9-19, 5-9-38, 5-3-36, 5-8-5, 11-5-6, 5-6-11, 242-94, and 5-9-37.

Mr. Panuczak asked what the process was for selling the other properties on the list. Mr. Beard stated that he did speak with the District's counsel who suggested he review the deeds to ensure there is nothing in the deed that indicates the property is not clean to sell. For instance, the right of first refusal or tax deeded. Mr. Bertino also noted that some properties may have been gifted to the District for a particular use such as open space. Mr. Beard affirmed Mr. Bertino's statement and suggested that the Commission, once the deeds are reviewed and cleared by counsel, should hire an appraiser to get each property's independent market value. After they are assessed the Commission could hold a public hearing to state the properties the District is looking to sell and either take offers on them or use a sealed bid process to sell the properties.

Mr. Panuczak listed the properties the District would be looking to investigate selling as:
4-6-13 for 9.33 acres Off Brambleberry
5-3-22 for 1.1 acres on Bell Valley
5-3-19 for 1.07 acres on Bell Valley
5-3-20 for unknown acreage on Bell Valley
242-138 for 1.22 acres on Holland Trail
4-3-10 for 1 acre on McLaren Drive
5-16-4 for 1.02 acres Summit Drive
5-14-3 for 1.32 acres Timber Trail
5-8-8 for 0.31 acres on Webster Court

Mr. Spinney made a motion to send the deeds for the 9 properties listed by Mr. Panuczak to District counsel for review. Mr. Panuczak duly seconded. Mr. Panuczak asked that when the

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deeds are sent to counsel for review that counsel also looks into what the correct steps are for the District to sell the properties. The motion carried by roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

Mr. Panuczak asked Mr. Beard to get quotes from multiple appraisers to prepare for when the counsel's review is finished.

9b. Investment Policy

Mr. Panuczak introduced the proposed Investment Policy stating that he had reviewed it and had no issue with what he read. He clarified that this is a policy suggested by the auditors. Mr. Beard asked if it had been reviewed by District counsel. Ms. Smith affirmed that the policy had been reviewed by District counsel and that they had no issue with the policy presented. Mr. Spinney noted that this policy just emphasizes that the District will comply with NH RSA regarding municipal finances.

Mr. Panuczak made a motion to accept the Investment Policy included in the packet as written. Mr. Spinney duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9c. Fund Balance Policy

Mr. Panuczak introduced the proposed Fund Balance Policy stating that he had reviewed it and had no issue with what he read. He clarified that this is a policy suggested by the auditors and was reviewed by District counsel with no issue.

Mr. Panuczak made a motion to accept the Fund Balance Policy included in the packet as written. Mr. Spinney duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9d. Amendment to Water Department Collection Procedure

Mr. Panuczak asked Ms. Smith to speak to the proposed amendments to the Water Department Collection Procedure. Ms. Smith stated that these changes are not a change of process but rather a detailing of the existing process and including forms to ensure that anyone looking at the procedure knows what to do and when. It also lessens the burden of work on whomever is processing liens because nothing needs to be newly drafted for the process, only the forms need to be filled in. Mr. Panuczak clarified that because this is part of internal process not part of the ordinance it does not need a public hearing to be adopted. Ms. Smith also confirmed that District counsel reviewed the procedure and had no issue with it.

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Mr. Panuczak made a motion to accept the proposed amendments to the Water Department Collection Policy included in the packet as written. Mr. Spinney duly seconded and the motion carried by roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak emphasized that this is movement in the right direction. Mr. Spinney also noted that this is a living document and just shows the District is becoming more efficient.

9e. Cyber Incident Response Plan

Ms. Smith stated that this is also a policy suggested by the auditors and that Certified Computer Solutions, the District's IT provider, already had this policy drafted. Ms. Smith noted that the only part of the policy that needs to be changed is Appendix A: Cyber Incident Contact List. Discussion ensued outlining the following contacts to be listed in Appendix A:

- Response Team Lean: General Manager
- IT Liaison: General Manager
- Team Members 3, 4, 5: General Manager's direct reports Allison Smith, Steve Baert, and Shawn Pelchat
- Law Enforcement – Local: Campton Police Department
- Law Enforcement – County: Grafton County Sherriff
- Cyber Insurance Provider: Primex
- Media Communication Liaison: General Manager
- Software Vendors: Microsoft, MRI, CUSI, RecDesk, SCADA, TouchBistro
- Internet Provider: Spectrum

Mr. Panuczak directed Ms. Smith to update the spreadsheet with the appropriate phone numbers for the vendors and offices outlined above.

Mr. Panuczak made a motion to approve the Cyber Incident Response plan following the changes that were discussed. Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9f. Bonding of Treasurer and Staff

Ms. Smith explained that the District does have coverage, through Primex, for the Treasurer and staff who are handling deposits being brought to the bank. She elaborated by saying this was not clear at one point in time but that Primex did verify the District's coverage so no further action needs to be taken on this matter.

Mr. Panuczak announced to the Community that the Treasurer position is still vacant and that with the new municipal accounting software, this role is much easier for whoever may choose to step forward. Mr. Panuczak asked if this was something that the District should seek guidance from District counsel. Ms. Smith indicated that she had already reached out to counsel but that

she would follow up. Mr. Spinney emphasized that late Treasurer Robert Diefenbach did a great amount of work to move the District toward its current accounting system. Mr. Panuczak outlined the responsibilities of the treasurer would be checking account balances, running reports for Commission meetings, signing checks, and participating in Budget Committee meetings from October through January. Mr. Spinney emphasized that it is a one to two commitment per week for the majority of the year. Mr. Panuczak emphasized that training would be provided for the accounting software.

9g. Encumbrances from 2023

Mr. Panuczak explained that the Commission needs to vote to encumber these funds in order to spend them. Mr. Beard continued that it was found during the audit that some of the 2023 warrant articles did not contain the phrase "non-lapsing until" and Mr. Spinney elaborated by stating that the purpose of those monies was clear at the time of voting that it was intended to be carried over if not used.

Mr. Panuczak made a motion to encumber $131,050.00 as of 12/31/23 for 2023 Warrant Article #5 titled "Road Infrastructure – Paving". Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak made a motion to encumber $5,769.69 as of 12/31/23 for 2023 Warrant Article #6 titled "Municipal Building Capital Improvements". Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Mr. Panuczak made a motion to encumber $22,656.41 as of 12/31/23 for 2023 Warrant Article #8 titled "Improvements to Municipal Properties". Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

9h. Appointment of H. Bertino to Planning Board

Mr. Panuczak announced that at the last Planning Board meeting Mr. Bertino indicated his interest in joining the Planning Board and asked Mr. Bertino if that was still his desire. Mr. Bertino confirmed that it was. Mr. Panuczak thanked Mr. Bertino for volunteering to join the Planning Board.

Mr. Panuczak made a motion to appoint Harry Bertino to the WEVD Planning Board with a 3-year term ending in 2027. Mr. Spinney duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Next Meeting: May 22, 2024 at 4:00 PM

Public Comment

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Mr. Bertino asked that the Commission consider, as he had brought up at the last Water & Roads Committee, to consider moving the first billing of the year to after the annual meeting where the District legislative body can vote to adopt the budget. Mr. Bertino asked Mr. Panuczak to clarify what billing – May or November – is considered the first billing as he received information at the Water & Roads meeting that conflicted with information posted on the Village District website.

Mr. Panuczak thanked Mr. Bertino for his suggestions and explained that he believes he misspoke at the water and roads committee. Mr. Panuczak asked Ms. Smith to clarify which billing was first. Ms. Smith stated that the November billing is the first billing for each fiscal year. Mr. Spinney stated that now that the Water Department is more established and that there is fund balance in the coffers, this is something that may be possible but more research would need to be done to see how the Water Department could smoothly transition to that billing schedule. Mr. Panuczak reiterated Mr. Spinney's points and asked that staff research how this may be possible.

There was nobody else willing to address the Commission in person, via Zoom, email, or via phone.

RCA – 7 Holland Trail (cont.)

Mr. Spinney asked if Mr. Schelling had reached out or joined the Zoom meeting. Ms. Smith confirmed that he had not. Mr. Spinney asked that the RCA for 7 Holland Trail be postponed until the resident can attend. Mr. Spinney and Mr. Panuczak unanimously agreed to postpone the RCA to the May 22, 2024 meeting pending the resident's availability.

Non-Public Session

Mr. Spinney motioned to enter non-public session for the purposes described in RSA 91-A:3, II (c) and RSA 91-A:3, II (e). Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Non-public session was entered at 6:56 PM. Commissioners Spinney and Panuczak were present in person as well as the General Manager Ron Beard.

Resumption of Public Session

Mr. Spinney motioned to exit non-public session at 7:17 PM. Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Public session was entered at 7:17 PM. Commissioners Spinney and Panuczak were present in person.

The non-public session minutes were sealed by a motion from Mr. Panuczak, with a seconded by Mr. Spinney, as divulgence of the minutes would adversely affect the reputation of any person

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other than a Commissioner and render a proposed action ineffective. Motion carried with a roll call vote 2:0, Mr. Spinney – aye, Mr. Panuczak – aye.

Adjourn Meeting

Mr. Panuczak made a motion to adjourn the meeting. Mr. Spinney duly seconded it and the motion carried with a roll call vote 2:0, Mr. Panuczak – aye, Mr. Spinney – aye.

Meeting adjourned 7:18 PM.

Prepared by Allison Smith

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WEVD 2024 Meeting DRAFT Minutes
May 22, 2024 – 4:00 PM

Attendees: Commissioners Maureen Patti and Gerry Panuczak, General Manager Ron Beard and Administrative Assistant Allison Smith

Members of the Public: None

Members Excused: David Spinney

Attendees via Zoom: Tom H. and Nancy Seward

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

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

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

Adoption of Agenda: The Agenda was adopted without amendment.

Bank Balances

Ms. Patti asked if the checking account in parentheticals means that the money is still waiting to be paid out. Ms. Smith explained that the Bank of New Hampshire accounts are set up to have a checking account and a holding account. One checking and holding for the General Fund and one checking and holding for the Water Department. The checking account is the number that is on the checks given out by the District and at the end of each business day, whatever is being negotiated against the checking account is then either taken from the respective holding account or deposited into the respective holding account. Ms. Smith continued by stating that since the amount is in parentheticals, it means that someone is negotiating a check against the checking account, not that the bank account balance is negative. The fifth account on the bank balance list is the account where all of the recreation credit card payments go. Ms. Patti asked if water credit card payments were deposited into that account. Ms. Smith clarified that they are not deposited into that account and only credit cards are taken at the bar and front desk for recreational charges.

Mr. Beard added that the merchant account had been closed and that is what the credit card account was. Ms. Smith clarified that the District never held a merchant bank account but that it does have merchant services through Chase to process the cards and the merchant services deposits into the credit card account.

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GM Report

1. Steve Baert and Lauren Bennett have been chipping the roadside brush on the sides of the District roads.
2. District road sweeping was completed as of the time of the meeting and road grading of District roads is still ongoing. Once the roads are graded they will be compacted.
3. Shawn Pelchat has completed the necessary plumbing upgrades to the outdoor pools and Mr. Pelchat asked for an inspection to be performed by Mr. Tim Wilson, 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 to make maintenance easier. There was a lengthy discussion about the hot tubs because the two newest hot tubs because they 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 their use. Mr. Wilson was impressed with all of the upgrades that Mr. Pelchat and his team have done and commented that this inspection is a remarkable improvement from the previous inspection that was performed 4 years ago.

Ms. Patti noted that she believes this improvement is due in large part to the training that Mr. Pelchat and his staff have undergone. This training has also resulted in less chemical usage due to staff's increased knowledge of pool maintenance. Ms. Patti also noted that the hot tubs that are in place were bought during Interim General Manager John Scruton's tenure with the District and because of supply issues due to the COVID-19 Pandemic the wait for a commercial tub was at least a year if not longer.

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. The training was well attended.
5. The fish bought for the fishing derby have been delivered and 'no fishing' signs have been posted at the pond to be removed the day of the derby. NH Fish and Game will be stocking the pond with 250 fish a day or two prior to the permitted youth fishing derby. The fishing derby will be held on Saturday May 25, 2024 and has been advertised on FaceBook and TownSq.
6. Tuesday, May 21st & 22nd, MRI met with staff to train them on the new TimeClock Plus system that we are going to use for our timekeeping. This new system will streamline our payroll process by eliminating the use of our point-of-sale system. Another meeting is scheduled with staff for Wednesday the 29th.
7. Thursday, May 23rd, Mr. Beard has scheduled a staff meeting to review the status of summer projects and policies in the employee handbook.

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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.

Ms. Patti further clarified that the door to be replaced is the one located directly ahead of the stairs going towards the Summit Lounge out to the poolside deck.

10. The contract for the replacement of the siding at the rear of the Community Center has been signed and is expected to begin next week.
11. The cleanup 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. This slab was recommended to the District in a prior assessment of the Service Yard to absorb any spills that may happen while fueling trucks at the yard. 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 which I expect to be completed by the end of July.

Ms. Patti thanked Mr. Beard for his attention to this matter and the progress that has been made.

12. Mr. Beard received a quote for a Haines Playstation which includes 2 slides with traditional brown landings and is ADA-accessible. A traditional tic-tac-toe board was added and a spring teeter-totter were added. In total the play station, with black borders, the two additions previously mentioned and installation come to $23,685.00. The budget for this project was $25,000. The District will need to provide the woodchips in addition to the quoted amount. This still needs to be priced out but it can be purchased locally.

Ms. Patti asked if District staff would need to do any site prep work. Mr. Beard said they do not. Ms. Patti also asked Mr. Beard to clarify the ADA-associability features. Mr. Beard stated that the quote is for a 44-foot by 28-foot area with 12” black plastic borders with spikes and a full ADA ramp included. Ms. Patti asked Mr. Beard to elaborate on where the playground would be located. Mr. Beard explained that the playground will be approximately 15 to 20 feet away from the end of the paved access road behind the Community Center. Mr. Beard elaborated that a paved path from the end of the existing asphalt to the playground will be installed. Mr. Panuczak asked if Primex approved this location as the last location was too close to the pond. Mr. Beard has not heard back from Mr. Alpers at Primex and will continue to reach out to get approval. He expanded by saying that the planned location will be farther from the pond and has a good line of sight for oncoming traffic and families using the playground as it will be out in the open.

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Ms. Patti asked if there is any money in the budget to install a couple of durable vinyl or rubber picnic tables near the new playground for people to sit at while kids play. Mr. Beard stated that there are wooden picnic tables in the back lawn that could be repurposed in the playground area. Ms. Patti asked if there was an ADA-accessible table. Mr. Beard replied no. Ms. Patti suggested that funds from the ADA budget or a non-lapsing ADA warrant article be used for that purpose. Ms. Patti remembers pricing ADA tables and recalls them being roughly $1,000 - $1,200.

Mr. Panuczak emphasized that Mr. Alpers of Primex should approve the playground design before construction begins.

13. Mr. Beard was made aware the morning of the meeting that there was a large water leak. Mr. Baert reached out to Lake Region Water (LRW) to see if they could respond. LRW replied that they wouldn't be able to respond in a timely manner. Mr. Beard instructed Mr. Baert to utilize the new excavator to repair the leak. Mr. Beard stated that Mr. Baert and Mr. Bennett were able to locate the damaged section of the pipe and replace it with new materials. Mr. Baert estimated the leak to be around 20 gallons per minute.

Ms. Patti asked what would have happened if the leak couldn't have been repaired when it was. Mr. Beard stated that due to the size water service would have needed to be shut off to three roads – Briarcliff, Meyer, and Kamien Way – until it could have been repaired if not done as quickly as it was. Mr. Baert will finish the repair on Thursday the 23rd by filling in the whole with clean fill.

Ms. Patti thanked the Waterville Estates Association Board of Directors (WEA BOD) for their contribution of CIF to complete this project and that because the money was anticipated it could be included in the budget ahead of time. Ms. Patti also thanked the WEA BOD for pursing the fishing derby during the Recreation Management Agreement (RMA) negotiations.

Ms. Patti made a motion to make the playground quote and the images of the excavator and line repair that were reviewed during the meeting as attachments to the minutes for May 22, 2024. Mr. Panuczak duly seconded and the motion was carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

CONSENT CALENDAR

a. Manifests

Ms. Patti called the vote to accept the manifests as included in the packet. Duly seconded by Mr. Panuczak and motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

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GENERAL CALENDAR

8a. RCA Organizational Chart

Ms. Patti thanked Mr. Beard for preparing the organizational chart and found that it is helpful to identify the staff that are in the positions listed. Ms. Patti did request that Mr. Beart's role as Water Department Superintendent and Licensed Water Operator be delineated. She also asked if Mr. MacDonald's last name should be corrected to include a capital 'D'. Mr. Beard stated it should. Mr. Panuczak asked that a dotted line replace the solid line from the General Manager position to the WEA BOD. Mr. Panuczak asked if the vacant finance role should be added to the chart to document the position. Ms. Patti agreed. Mr. Beard stated that the position would be a part-time finance director and human resources role.

Ms. Patti made a motion to accept the proposed WEVD Organizational Chart with the following changes: the addition of Licensed Water Operator & Water Department Superintendent, capitalization of D in MacDonald, a dotted line to the WEA BOD from General Manager, and the addition of the finance position/human resources. Mr. Panuczak duly seconded. Motion carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

8b. RCA Holiday Policy Update

Ms. Patti asked Mr. Beard to clarify if the policy included the same number of holidays that IGM Scruton was seeking the District to adopt. Ms. Smith clarified that the policy as written includes all holidays that are currently observed by the District but that it does not reach the same number that IGM Scruton sought. The handbook included 6, the current policy includes 9, and IGM Scruton sought 12 holidays to be observed.

Mr. Panuczak suggested the addition of MLK Day in January. Ms. Patti asked if it was a holiday observed by the State of New Hampshire. Mr. Panuczak stated that MLK Day is a Federal holiday. Ms. Patti did note that there is a cost to the addition of MLK Day. Mr. Beard asked about a floating holiday. Mr. Panuczak stated that a floating holiday could be provided if desired. Ms. Patti found that the NH Administrative Code does state MLK Day as an observed holiday.

Ms. Smith explained that this policy change is necessitated by the transition to TimeClock Plus to clarify pay on holidays and that it increases the cost if a full-time employee works on the observed holiday. Ms. Patti stated if full-time staff need to get approval to work the holiday then the cost can be managed.

Ms. Patti made a motion to amend the presented Holiday Policy and add MLK Day/Civil Rights Day to the list of observed holidays. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

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Ms. Patti made a motion to approve the amended Holiday Policy. Mr. Panuczak duly seconded and the motion carried by roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Next Meeting: June 12, 2024 at 6:00 PM

Public Comment Period

Ms. Patti opened the public comment period. Ms. Smith stated that Ms. Nancy Seward wished to address the Commission.

- Nancy Seward asked if the owners/guests enjoy having the picnic tables where they are located and that she views the tables by the playground as a reinstallation of an amenity and that since the project is coming in under budget the remaining funds could be used for that purpose so the District and save the warrant article funding to install new ADA-accessible features so more can enjoy the facility. Ms. Seward also stated that it might be nice for the picnic tables to match rather than relocating an old table.

Ms. Patti agreed with Ms. Seward and thanked her for her suggestion.

No one else sought to address the Commission in person, online, or via email/phone. Ms. Patti closed the public comment session.

Non-Public Session

Ms. Patti motioned to enter non-public session for the purposes described in RSA 91-A:3, II (a) and RSA 91-A:3, II (c). Mr. Panuczak duly seconded and the motion carried with a roll call vote 2:0, Ms. Patti – aye, Mr. Panuczak – aye.

Non-public session was entered at 4:41 PM. Commissioners Patti and Panuczak were present in person as well as the General Manager Ron Beard. Commissioner Spinney joined non-public session at 5:00 PM.

Resumption of Public Session

Mr. Spinney motioned to exit non-public session at 5:41 PM. Ms. Patti duly seconded and the motion carried with a roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Public session was entered at 5:41 PM. Commissioners Spinney, Patti, and Panuczak were present in person.

The non-public session minutes were sealed by a motion from Mr. Spinney, with a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of any person other than

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a Commissioner. Motion carried with a roll call vote 3:0, Mr. Spinney – aye, Mr. Panuczak – aye, Ms. Patti – aye.

Adjourn Meeting

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

Meeting adjourned 5:44 PM.

Prepared by Allison Smith

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Village District

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PFB009P
RockWell Teeter Duo - Primary — 795.00 x 1 = 795.00

Fun Bouncers



Freight To 03223 — 2,950.00 x 1 = 2,950.00

12" High Black Plastic Playground Borders — 2,950.00 x 1 = 2,950.00

For an area of 44 x 28

- Includes Borders with Spikes
- Full ADA Ramp
- Freight

*Customer to provide and install their own resilient Playground Safety Surfacing

Pricing available if needed

Labor to Install Playground Equipment and Borders — 9,000.00 x 1 = 9,000.00

Terms & Conditions

- Customer to accept and unload all deliveries

(Please note any discrepancies, missing or damaged items within 72 hrs of unloading deliveries. Otherwise, the customer is responsible for any replacement costs and any additional freight charges)

- Contractor will contact "DigSafe" before work begins. However, it is the customer's responsibility to locate any unmarked items, such as sprinklers, Lighting, Etc. Any repairs to unmarked items will be on a time and material basis.
- Site security is the customer's responsibility
- Customer responsible for the disposal of any pallets, packaging, etc from deliveries.
- Pricing includes normal digging conditions. Any excess digging or need for a jackhammer, additional charges will apply.
- Pricing assumes a level area. Excavation, and leveling is the responsibility of the customer.

*All dirt from digging to stay on site

- Any permits, permit fees or obtaining of permits is the responsibility of the customer. If applicable.
- Customer to provide a water source for mixing of concrete

*Customer to provide and install their own resilient Playground Safety Surfacing

Payment Terms - 50% Deposit, Balance Due After Completion

Waterville Estates Village District

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ALL THINGS RECREATION

QUOTE NUMBER
29083

DATE
May 17, 2024

EXPIRY DATE
June 15, 2024 at 2:00 PM

FROM
Jamee Nesta
All Things Recreation, LLC
P.O. Box 586
Nutley, NJ 07110
www.allthingsrecreation.com

PHONE
(973) 447-7656

FOR
Ronald Beard

EMAIL
r.beard@waterville-estates.com

Playground Quote

PKP127
Ames

7,295.00
x 1
7,295.00

Age Range:2-12 years
Child Capacity:19-22
Fall Height:48"
Post Diameter:3.5-inch
Product Type:Spark
Safety Zone:25' 3" x 27' 0"
ADA Accessibility
Elevated:4 components
Ground Level:2 components
✓ ADA Compliant





PFS002P
Traditional Tic-Tac-Toe w/ Posts - Primary

695.00
x 1
695.00

Freestanding Panels



Waterville Estates Village District

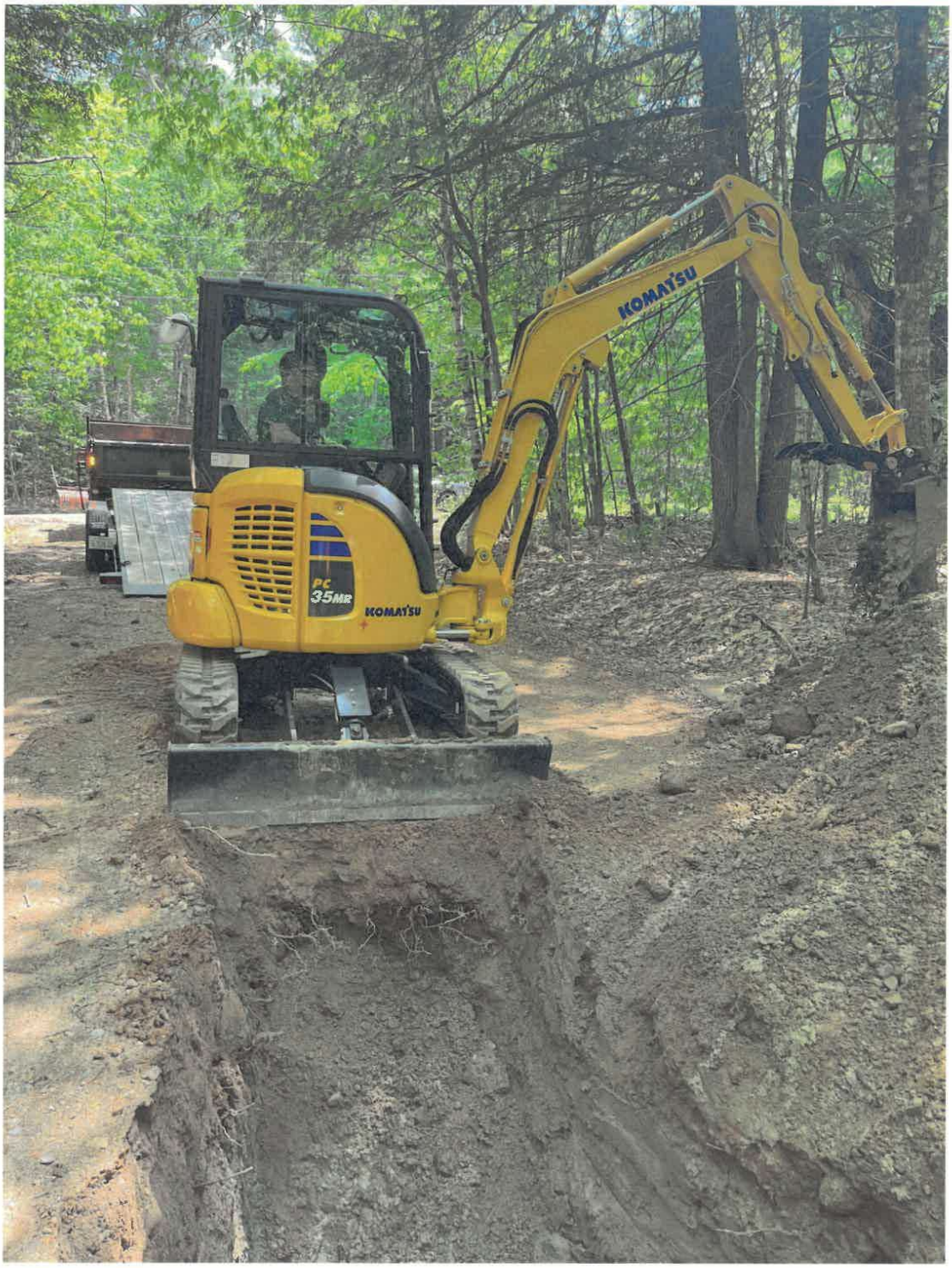
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Total	$23,685.00

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5/22/24, 3:26 PM IMG_1958.jpg



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GM Report June 11, 2024

1. Shawn Pelchat has the new Lockness Bar building nearing completion. The inside bar top is under construction and once that is completed the outside landscaping will commence.
2. Rick Alpers (Primex) returned a call to me last week regarding the playground location. Mr. Alpers was very pleased with the location and the fact that we are using a professional company to do the installation. While I had him on the phone I asked him if Primex had a Template of a reliability release form that parents can sign before their children take part in activities at the community center. Mr. Alpers said they did not and also that it is not required because there is no case law to date that would require it.
3. I worked with Shawn Pelchat on troubleshooting the issue with the jets in the adult outdoor hot tub. What we determined is that we need to replace the existing jets with new ones with a smaller diameter orifice. In the interim we have restricted three jets so all of the remaining will have more velocity and intern will induce more air to each jet.
4. I have ordered the new playground equipment and a tentative installation the first week in July providing that weather events do not push out the date.

Check Manifest - by Payee

Date: 5/21/2024 **Batch ID:** 214 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
799	SYSTEM	**5/21/2024**	**160**	**AMAZON**			
	1J7R-7FHF-GYNN			5/14/2024	28.32	0.00	28.32
	01.4314.003.630 / B&G - BUILDING REPAIRS					28.32	
	B&G - BUILDING REPAIRS IN WALL TIMER						
	1RFH-XWLL-FX6X			5/14/2024	64.99	0.00	64.99
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					64.99	
	POOL - SWIM PH INCREASER FOR POOLS						
	1VVR-FLG1-PNCC			5/15/2024	47.28	0.00	47.28
	01.4314.003.631 / B&G - BOILER MAINTENANCE					47.28	
	B&G - BOILER - POOL SPA WATER FILTER GAUGE						
					Total Check #:	**799**	**140.59**
800	SYSTEM	**5/21/2024**	**560**	**BELLETETES, INC.**			
	3784586			5/20/2024	281.04	0.00	281.04
	01.4940.024.004 / CIF - BEER SHACK					275.65	
	CIF - BEER SHACK - MATERIALS						
	01.4314.003.617 / B&G - LANDSCAPING					5.39	
	B&G LAWNMOWER OIL						
					Total Check #:	**800**	**281.04**
801	SYSTEM	**5/21/2024**	**9612**	**Benton Enterprises Sand & Gravel**			
	2634			5/03/2024	116.00	0.00	116.00
	01.4940.024.004 / CIF - BEER SHACK					116.00	
	CIF - BEER SHACK - 1 1/2 CBR CUBIC YARD						
					Total Check #:	**801**	**116.00**
802	SYSTEM	**5/21/2024**	**5640**	**CHARTER COMMUNICATIONS**			
	0046907051224			5/12/2024	200.52	0.00	200.52
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					200.52	
	8 SNOW TRL						
					Total Check #:	**802**	**200.52**
803	SYSTEM	**5/21/2024**	**1250**	**CONSOLIDATED COMMUNICATIONS**			

Check Manifest - by Payee

Date: 5/21/2024 **Batch ID:** 214 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
18626574086 05.12.24				5/12/2024	206.62	0.00	206.62
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						206.62	
WATERVILLE ESTATES ALARM LINE							
					Total Check #:	**803**	**206.62**
804	SYSTEM	**5/21/2024**	**1260**	**CONSOLIDATED COMMUNICATIONS**			
113275827930 05.12.24				5/12/2024	59.88	0.00	59.88
01.4312.002.350 / HWY - TELEPHONE & INTERNET						29.94	
WATERVILLE ESTATES VILLAGE DISTRICT SHOP							
02.4331.520.350 / WTR - TELEPHONE						29.94	
WATERVILLE ESTATES VILLAGE DISTRICT SHOP - WATER DISTRICT							
					Total Check #:	**804**	**59.88**
805	SYSTEM	**5/21/2024**	**1320**	**CONSOLIDATED COMMUNICATIONS**			
6037268958353 05.12.24				5/12/2024	51.16	0.00	51.16
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						51.16	
WATERVILLE ESTATES - FIRE TELEPHONE LINES							
					Total Check #:	**805**	**51.16**
806	SYSTEM	**5/21/2024**	**2710**	**HOME DEPOT CREDIT SERVICES**			
8121448				5/08/2024	199.00	0.00	199.00
01.4312.002.611 / HWY - SMALL TOOLS						199.00	
HWY - SMALL TOOLS - BRUSHLESS CORDLESS CIRCULAR SAW							
8330579				5/08/2024	110.00	0.00	110.00
01.4314.003.612 / B&G - LARGE TOOLS						110.00	
B&G - LARGE TOOLS - 3-YER PAINT SPRAYER PROTECTION PLAN							
					Total Check #:	**806**	**309.00**
807	SYSTEM	**5/21/2024**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT**			
62715-7-2024				5/15/2024	1,662.29	0.00	1,662.29
01.4990.024.002 / EXCAVATOR WA 2 2024						1,662.29	
GOVERNMENT OBLIGATION CONTRACT - EXCAVATOR PAYMENT							
					Total Check #:	**807**	**1,662.29**

Check Manifest - by Payee

Date: 5/21/2024 **Batch ID:** 214 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
808	SYSTEM	**5/21/2024**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	24940			5/16/2024	4,941.47	0.00	4,941.47
	01.4130.002.390 / EXEC - CONSULTING					4,941.47	
	EXEC - CONSULTING						
					Total Check #:	**808**	**4,941.47**
809	SYSTEM	**5/21/2024**	**5750**	**STATE OF NH DEPT. OF SAFETY**			
	ADAM			5/21/2024	25.00	0.00	25.00
	03.4523.001.814 / LNG - CRIMINAL RECORDS					25.00	
	ADAM - CRIMINAL BACKGROUND CHECK						
					Total Check #:	**809**	**25.00**
810	SYSTEM	**5/21/2024**	**5750**	**STATE OF NH DEPT. OF SAFETY**			
	FRANZ			5/21/2024	25.00	0.00	25.00
	03.4523.001.814 / LNG - CRIMINAL RECORDS					25.00	
	FRANZ - CRIMINAL BACKGROUND CHECK						
					Total Check #:	**810**	**25.00**
811	SYSTEM	**5/21/2024**	**5750**	**STATE OF NH DEPT. OF SAFETY**			
	RIZOS			5/21/2024	25.00	0.00	25.00
	03.4523.001.814 / LNG - CRIMINAL RECORDS					25.00	
	RIZOS - CRIMINAL BACKGROUND CHECK						
					Total Check #:	**811**	**25.00**
812	SYSTEM	**5/21/2024**	**5750**	**STATE OF NH DEPT. OF SAFETY**			
	ZERON			5/21/2024	25.00	0.00	25.00
	03.4523.001.814 / LNG - CRIMINAL RECORDS					25.00	
	ZERON - CRIMINAL BACKGROUND CHECK						
					Total Check #:	**812**	**25.00**
813	SYSTEM	**5/21/2024**	**6280**	**VERIZON WIRELESS**			
	9963618538			5/08/2024	308.01	0.00	308.01
	01.4130.002.351 / EXEC - CELL PHONES					110.42	

Check Manifest - by Payee

Date: 5/21/2024 **Batch ID:** 214 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		EXEC - CELL PHONES					
		01.4130.002.351 / EXEC - CELL PHONES					115.47
		EXEC - CELL PHONES					
		01.4130.002.351 / EXEC - CELL PHONES					41.06
		EXEC - CELL PHONES					
		02.4331.520.351 / WTR - CELL PHONE					41.06
		WTR - CELL PHONE					
					Total Check #:	**813**	**308.01**

Check Manifest - by Payee

Date: 5/21/2024 **Batch ID:** 214 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
5/21/2024	**Check Manifest**	**Batch:**	**214**	**Chk Count:**	**15**	**Total Amnt:**				**8,376.58**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	8,205.58
02	WATER FUND	71.00
03	RECREATION FUND	100.00

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/21/2024 **Batch ID:** 213 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
207	SYSTEM	**5/21/2024**	**1240**	**CONSOLIDATED COMMUNICATIONS**			
113298733110 05.12.24				5/12/2024	59.88	0.00	59.88
02.4331.520.350 / WTR - TELEPHONE						59.88	
WATERVILLE ESTATES COMMUNITY CENTER							
					Total Check #:	**207**	**59.88**
208	SYSTEM	**5/21/2024**	**1340**	**CONSOLIDATED COMMUNICATIONS**			
113276522050 05.12.24				5/12/2024	65.84	0.00	65.84
02.4331.520.350 / WTR - TELEPHONE						65.84	
WATERVILLE ESTATES							
					Total Check #:	**208**	**65.84**
209	SYSTEM	**5/21/2024**	**1350**	**CONSOLIDATED COMMUNICATIONS**			
113275470753 05.12.24				5/12/2024	59.88	0.00	59.88
02.4331.520.350 / WTR - TELEPHONE						59.88	
WATERVILLE ESTATES VILLAGE DISTRICT FAX							
					Total Check #:	**209**	**59.88**
210	SYSTEM	**5/21/2024**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
S6192510.001				5/15/2024	36.35	0.00	36.35
02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR						36.35	
CAP - PEGWOOD BACKUP GENERATOR							
S6192510.002				5/15/2024	15.95	0.00	15.95
02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR						15.95	
CAP - PEGWOOD BACKUP GENERATOR WIRE REEL							
					Total Check #:	**210**	**52.30**
211	SYSTEM	**5/21/2024**	**9270**	**NH ELECTTRIC CO-OP**			
0575139110 05.14.24				5/14/2024	2,693.64	0.00	2,693.64
02.4331.520.340 / WTR - ELECTRICITY						2,693.64	
LIBERTY LN							
					Total Check #:	**211**	**2,693.64**

Check Manifest - by Payee

Date: 5/21/2024 **Batch ID:** 213 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
5/21/2024	**Check Manifest**		**Batch:**	**213**	**Chk Count:**	**5**	**Total Amnt:**			**2,931.54**

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	2,931.54

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Dave Spinney, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/28/2024 **Batch ID:** 215 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
814	SYSTEM	**5/28/2024**	**80**	**AFLAC**			
239047				5/28/2024	681.25	0.00	681.25
01.2020.000.008 / AFLAC PAYABLE EMPLOYEE DEDUCTIONS						681.25	
					Total Check #:	**814**	**681.25**
815	SYSTEM	**5/28/2024**	**140**	**ALL STATE QUALITY CONSTRUCTION**			
FINAL PAYMENT				5/28/2024	10,575.00	0.00	10,575.00
01.4940.024.003 / CIF - REAR BLDG SIDING FINAL PAYMENT ON CIF SIDING PROJECT						10,575.00	
					Total Check #:	**815**	**10,575.00**
816	SYSTEM	**5/28/2024**	**160**	**AMAZON**			
16GW-VJVM-TKF1				5/16/2024	19.39	0.00	19.39
01.4314.003.630 / B&G - BUILDING REPAIRS B&G BUILDING REPAIRS DIGITAL TEMPERTURE CONTROL						19.39	
16L6-GVXQ-7CW4				5/18/2024	15.99	0.00	15.99
01.4314.003.631 / B&G - BOILER MAINTENANCE B&G BOILER MAINT - DIRECTIONAL FLOW HYDROSTREAM						15.99	
1T1D-WFMC-6NN7				5/17/2024	58.40	0.00	58.40
01.4314.003.631 / B&G - BOILER MAINTENANCE B&G - BOILER - PRESSURE GAGE PARTS						58.40	
					Total Check #:	**816**	**93.78**
817	SYSTEM	**5/28/2024**	**250**	**AMERIGAS**			
3164353837				5/15/2024	3,148.62	0.00	3,148.62
01.4314.003.341 / B&G - HEAT WATERVILLE TK-COMM CTR						3,148.62	
					Total Check #:	**817**	**3,148.62**
818	ACH	**5/28/2024**	**9697**	**BANK OF NEW HAMPSHIRE**			***ACH***
400011608 - 05.13.24				5/13/2024	399.70	0.00	399.70
01.4990.024.002 / EXCAVATOR WA 2 2024						399.70	

Check Manifest - by Payee

Date: 5/28/2024 **Batch ID:** 215 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			WA 2 EXCAVATOR PAYMENT				
					Total Check #:	**818**	**399.70**
819	SYSTEM	**5/28/2024**	**560**	**BELLETETES, INC.**			
	3795483			5/24/2024	634.92	0.00	634.92
			01.4940.024.004 / CIF - BEER SHACK			634.92	
			CIF - BEER SHACK - STRAPPING				
					Total Check #:	**819**	**634.92**
820	SYSTEM	**5/28/2024**	**870**	**CAMPTON POLICE DEPARTMENT**			
	1ST REQUEST			5/20/2024	340.00	0.00	340.00
			01.4130.002.322 / EXEC - ANNUAL MEETING			340.00	
			ANNUAL MEETING				
					Total Check #:	**820**	**340.00**
821	SYSTEM	**5/28/2024**	**9683**	**CHARTER COMMUNICATIONS**			
	0035967051424			5/14/2024	549.89	0.00	549.89
			01.4522.002.350 / SKI - CABLE, INTERNET & PHONE			549.89	
			24 PARKER RD				
					Total Check #:	**821**	**549.89**
822	SYSTEM	**5/28/2024**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	108950			5/20/2024	677.00	0.00	677.00
			01.4940.024.004 / CIF - BEER SHACK			677.00	
			CIF - BEER SHACK - DEMO OLD BLDG & REMOVAL				
					Total Check #:	**822**	**677.00**
823	SYSTEM	**5/28/2024**	**7050**	**COCA-COLA BOTTLING COMPANY**			
	41480725010			5/24/2024	1,089.94	0.00	1,089.94
			03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES			1,089.94	
			COG - NON ALCOHOLIC BEV				
					Total Check #:	**823**	**1,089.94**

Check Manifest - by Payee

Date: 5/28/2024 **Batch ID:** 215 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
824	SYSTEM	**5/28/2024**	**1270**	**CONSOLIDATED COMMUNICATION**			
113295354210 0518.24				5/18/2024	129.47	0.00	129.47
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						129.47	
WATERVILLE ESTATES VILLAGE BAPL FIRE ALARM							
					Total Check #:	**824**	**129.47**
825	SYSTEM	**5/28/2024**	**1330**	**CONSOLIDATED COMMUNICATIONS**			
6034019573983 05.21.24				5/21/2024	121.00	0.00	121.00
02.4331.520.350 / WTR - TELEPHONE						121.00	
WATERVILLE ESTATES WTR TELEPHONE							
					Total Check #:	**825**	**121.00**
826	SYSTEM	**5/28/2024**	**1360**	**CONSOLIDATED COMMUNICATIONS**			
113298733142 05.18.24				5/18/2024	129.14	0.00	129.14
02.4331.520.350 / WTR - TELEPHONE						129.14	
WATERVILLE ESTATES - COMM STR							
					Total Check #:	**826**	**129.14**
827	SYSTEM	**5/28/2024**	**2630**	**HEALTH TRUST**			
001510119				5/22/2024	19,506.56	0.00	19,506.56
02.4331.520.211 / WTR - DENTAL INSURANCE						75.73	
HEALTH INS PER DEPT							
02.4331.520.210 / WTR - HEALTH INSURANCE						75.73	
HEALTH INS PER DEPT							
01.4314.001.210 / B&G - HEALTH INSURANCE						7,482.24	
HEALTH INS PER DEPT							
01.4314.001.211 / B&G - DENTAL INSURANCE						349.99	
HEALTH INS PER DEPT							
01.4521.001.210 / FD - HEALTH INSURANCE						2,494.08	
HEALTH INS PER DEPT							
01.4521.001.211 / FD - DENTAL INSURANCE						100.98	
HEALTH INS PER DEPT							
01.4130.001.210 / EXEC - HEALTH INSURANCE						3,117.60	
HEALTH INS PER DEPT							
01.4130.001.211 / EXEC - DENTAL INSURANCE						122.78	
HEALTH INS PER DEPT							

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	03.4520.001.210 / REC - HEALTH INSURANCE					1,247.04	
	HEALTH INS PER DEPT						
	03.4520.001.211 / REC - DENTAL INSURANCE					50.49	
	HEALTH INS PER DEPT						
	01.4312.001.210 / HWY - HEALTH INSURANCE					1,247.04	
	HEALTH INS PER DEPT						
	01.4312.001.211 / HWY - DENTAL INSURANCE					50.50	
	HEALTH INS PER DEPT						
	01.4525.001.210 / FBF - HEALTH INSURANCE					1,247.04	
	HEALTH INS PER DEPT						
	01.4525.001.211 / FBF - DENTAL INSURANCE					50.49	
	HEALTH INS PER DEPT						
	02.4331.520.210 / WTR - HEALTH INSURANCE					1,794.83	
	HEALTH INS PER DEPT						
					Total Check #:	**827**	**19,506.56**
828	SYSTEM	**5/28/2024**	**2850**	**IRVING ENERGY**			
	47018			5/20/2024	4,172.46	0.00	4,172.46
	01.4312.002.823 / HWY - DIESEL					4,172.46	
	24 SNOWTRAIL						
					Total Check #:	**828**	**4,172.46**
829	SYSTEM	**5/28/2024**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	24953			5/16/2024	5,950.00	0.00	5,950.00
	01.4130.002.390 / EXEC - CONSULTING					5,950.00	
	ANNUAL SUPPORT, MAINT AND UPDATES						
					Total Check #:	**829**	**5,950.00**
830	SYSTEM	**5/28/2024**	**4070**	**NEEDHAM ELECTRIC SUPPLY CORP.**			
	S6194663.001			5/21/2024	1,181.98	0.00	1,181.98
	01.4940.024.004 / CIF - BEER SHACK					1,181.98	
	CIF - BEER SHACK - WIRE/BOLTS/LAMPHOLDER						
	S6194663.002			5/21/2024	162.88	0.00	162.88
	01.4940.024.004 / CIF - BEER SHACK					162.88	
	CIF - BEER SHACK - IN TAP COM						
	S6194663.003			5/22/2024	526.36	0.00	526.36

Check Manifest - by Payee

Date: 5/28/2024 **Batch ID:** 215 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
		01.4940.024.004 / CIF - BEER SHACK					526.36	
		CIF -BEEF SHACK - CDC CUTTING EDGE REEL						
	S6194663.004			5/22/2024	5.24	0.00		5.24
		01.4940.024.004 / CIF - BEER SHACK					5.24	
		CIF - BEER SHACK - STEEL COND STRAP						
	S6194677.001			5/21/2024	203.69	0.00		203.69
		01.4940.024.004 / CIF - BEER SHACK					203.69	
		CIF - BEER SHACK - BREAKER/HUBS/TERMINAL						
	S6195724.001			5/24/2024	44.28	0.00		44.28
		01.4940.024.004 / CIF - BEER SHACK					44.28	
		CIF - BEER SHACK - TRIM RING						
					Total Check #:	**830**		**2,124.43**
831	SYSTEM	**5/28/2024**	**5700**	**STAPLES BUSINESS ADVANTAGE**				
	6002969805			5/25/2024	284.97	0.00		284.97
		01.4130.002.610 / EXEC - OFFICE SUPPLIES					284.97	
		EXEC OFFICE SUPPLIES - BATTERY BACK UP						
					Total Check #:	**831**		**284.97**
832	SYSTEM	**5/28/2024**	**5750**	**STATE OF NH DEPT. OF SAFETY**				
	FRANZ, E			5/24/2024	25.00	0.00		25.00
		03.4523.001.814 / LNG - CRIMINAL RECORDS					25.00	
		CRIMINAL BACKGROUND FRANZ, E						
	GAPONOV			5/24/2024	25.00	0.00		25.00
		03.4523.001.814 / LNG - CRIMINAL RECORDS					25.00	
		CRIMINAL BACKGROUND - GAPONOV						
					Total Check #:	**832**		**50.00**
833	SYSTEM	**5/28/2024**	**9694**	**SYSCO NORTHERN NEW ENGLAND**				
	398499778			5/22/2024	1,028.33	0.00		1,028.33
		03.3409.002.610 / COG - BAR SUPPLIES					281.55	
		BAR SUPPLIES/						
		03.3409.001.002 / COG - FOOD					580.06	
		BAR SUPPLIES/FOOD						
		03.4522.003.612 / SKI - KITCHEN SUPPLIES					158.97	

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			BAR SUPPLIES/FOOD/ KITCHEN SUPPLIES/				
			03.4522.003.612 / SKI - KITCHEN SUPPLIES				7.75
			BAR SUPPLIES/FOOD/ KITCHEN SUPPLIES/				
					Total Check #:	**833**	**1,028.33**
834	SYSTEM	**5/28/2024**	**6180**	**UNIFIRST CORPORATION**			
1070326284				5/16/2024	108.21	0.00	108.21
			01.4521.003.610 / FD - SUPPLIES				22.47
			TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/ BEACH TOWELS				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				25.76
			TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/ BEACH TOWELS				
			03.4523.002.610 / LNG - BAR SUPPLIES				25.75
			TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/ BEACH TOWELS				
			01.4312.002.610 / HWY - SHOP SUPPLIES				25.75
			TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/ BEACH TOWELS				
			01.4522.001.113 / SKI - WAGES - CLEANING				0.25
			TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/ BEACH TOWELS				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				8.23
			TOWELS/TERRY CLOTHS/BAG RACK/LAUNDRY BAGS/ BEACH TOWELS				
1070328125				5/23/2024	116.61	0.00	116.61
			01.4521.003.610 / FD - SUPPLIES				31.22
			TOWELS/TERRY CLOTHS/BAG RACKS/LAUNDRY BAGS/BEACH TOWELS				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				34.16
			TOWELS/TERRY CLOTHS/BAG RACKS/LAUNDRY BAGS/BEACH TOWELS				
			03.4523.002.610 / LNG - BAR SUPPLIES				17.00
			TOWELS/TERRY CLOTHS/BAG RACKS/LAUNDRY BAGS/BEACH TOWELS				
			01.4312.002.610 / HWY - SHOP SUPPLIES				25.75
			TOWELS/TERRY CLOTHS/BAG RACKS/LAUNDRY BAGS/BEACH TOWELS				
			01.4522.001.113 / SKI - WAGES - CLEANING				0.25
			TOWELS/TERRY CLOTHS/BAG RACKS/LAUNDRY BAGS/BEACH TOWELS				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				8.23
			TOWELS/TERRY CLOTHS/BAG RACKS/LAUNDRY BAGS/BEACH TOWELS				
					Total Check #:	**834**	**224.82**

Check Manifest - by Payee

Date: 5/28/2024 **Batch ID:** 215 **BANK OF NH - DISTRICT**

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

5/28/2024 Check Manifest Batch: 215 Chk Count: 21 Total Amnt: 51,911.28

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	46,206.30
02	WATER FUND	2,196.43
03	RECREATION FUND	3,508.55

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

ACH

Date: 6/04/2024 **Batch ID:** 216 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/04/2024	**Check Manifest**		**Batch:**	**216**	**Chk Count:**	**2**	**Total Amnt:**			**2,602.42**

--- Subtotals by Fund ---

Fund	Description	Amount
03	RECREATION FUND	2,602.42

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Dave Spinney, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 216 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
835	ACH	**6/04/2024**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	3540000			5/23/2024	518.00	0.00	518.00
		03.3409.001.007 / COG - BEER				518.00	
		COG - BBER					
	3540018			5/23/2024	108.00	0.00	108.00
		03.3409.001.007 / COG - BEER				108.00	
		COG - BEER					
					Total Check #:	**835**	**626.00**
836	ACH	**6/04/2024**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	137441			5/22/2024	1,353.25	0.00	1,353.25
		03.3409.001.007 / COG - BEER				1,353.25	
		COG - BEER					
	141948			5/30/2024	623.17	0.00	623.17
		03.3409.001.007 / COG - BEER				623.17	
		COG - BEER					
					Total Check #:	**836**	**1,976.42**

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
837	SYSTEM	**6/04/2024**	**90**	**AIRGAS USA, LLC**			
	9150001179			5/16/2024	1,981.63	0.00	1,981.63
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES POOL - SUPPLIES					1,981.63	
					Total Check #:	**837**	**1,981.63**
838	SYSTEM	**6/04/2024**	**160**	**AMAZON**			
	1NJ4-LKK3-9RRFV			5/28/2024	84.85	0.00	84.85
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES POOL CHEMICALS					84.85	
	1NJ4-LKK3-H6YR			5/29/2024	12.98	0.00	12.98
	01.4314.003.614 / B&G - CLEANING SUPPLIES B&G CLEANING SUPPLIES					12.98	
					Total Check #:	**838**	**97.83**
839	SYSTEM	**6/04/2024**	**210**	**AMERIGAS**			
	3164648506			5/24/2024	364.41	0.00	364.41
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES POOL SUPPLIES					364.41	
					Total Check #:	**839**	**364.41**
840	SYSTEM	**6/04/2024**	**20**	**A.M.RAND COMPANY**			
	B328069			5/10/2024	193.96	0.00	193.96
	01.4312.002.611 / HWY - SMALL TOOLS HWY - FUEL					193.96	
	B328636			5/20/2024	7.00	0.00	7.00
	01.4314.003.617 / B&G - LANDSCAPING B&G LANDSCAPING - SHOP PARTS					7.00	
	D266552			4/29/2024	23.10	0.00	23.10
	01.4940.024.004 / CIF - BEER SHACK CIF - BEER SHACK					23.10	
	E558213			5/02/2024	56.89	0.00	56.89
	01.4312.002.828 / HWY - BODY MAINTENANCE HWY BODY MAINTENANCE					-7.09	

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4312.002.828 / HWY - BODY MAINTENANCE					63.98
		HWY BODY MAINTENANCE					
	N218911			5/02/2024	1.89	0.00	1.89
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					1.89
		POOL - REPAIRS & MAINTENANCE					
					Total Check #:	**840**	**282.84**
841	SYSTEM	**6/04/2024**	**450**	**AVERYS INDUSTRIAL SERVICES**			
	1771			5/25/2024	3,100.00	0.00	3,100.00
		01.4312.002.817 / HWY - ROAD SWEEPING					3,100.00
		HIGHWAY - SWEEPING ROADWAYS					
					Total Check #:	**841**	**3,100.00**
842	SYSTEM	**6/04/2024**	**5630**	**CHARTER COMMUNICATIONS**			
	0020530052724			5/27/2024	584.26	0.00	584.26
		01.4520.002.345 / REC - CABLE					167.49
		CABLE					
		01.4520.002.344 / REC - INTERENET					114.99
		INTERNET					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					114.99
		INTERNET					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					24.99
		TELEPHONE					
		01.4520.002.350 / REC - TELEPHONE					25.00
		TELEPHONE					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					25.00
		TELEPHONE					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					24.99
		TELEPHONE					
		01.4520.002.345 / REC - CABLE					30.75
		CABLE					
		01.4520.002.350 / REC - TELEPHONE					3.04
		TELEPHONE					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					3.03
		INTERNET					
		01.4520.002.350 / REC - TELEPHONE					24.99
		TELEPHONE					
		01.4520.002.350 / REC - TELEPHONE					25.00

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	TELEPHONE						
					Total Check #:	**842**	**584.26**
843	SYSTEM	**6/04/2024**	**1140**	**CLIFFORD AIR**			
	3861			5/28/2024	10,592.06	0.00	10,592.06
	01.4314.003.631 / B&G - BOILER MAINTENANCE					10,592.06	
	BOILER MAINTENANCE						
					Total Check #:	**843**	**10,592.06**
844	SYSTEM	**6/04/2024**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	109546			6/01/2024	800.80	0.00	800.80
	03.4522.003.491 / SKI - TRASH REMOVAL					208.00	
	SKI						
	01.4314.003.616 / B&G - TRASH REMOVAL					592.80	
	B&G TRASH REMOVAL						
					Total Check #:	**844**	**800.80**
845	SYSTEM	**6/04/2024**	**1290**	**CONSOLIDATED COMMUNICATIONS**			
	6034061840317 05.24.24			5/24/2024	121.00	0.00	121.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					121.00	
	WATERVILLE ESTATES CMMNTY CNTR						
					Total Check #:	**845**	**121.00**
846	SYSTEM	**6/04/2024**	**1300**	**CONSOLIDATED COMMUNICATIONS**			
	6034062057157 05.24.24			5/24/2024	3.60	0.00	3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					3.60	
	PSAFE ALARM FIRE TELEPHONE						
					Total Check #:	**846**	**3.60**
847	SYSTEM	**6/04/2024**	**1640**	**DJ'S SEPTIC PUMPING SERVICES**			
	13268			5/20/2024	4,480.00	0.00	4,480.00
	01.4314.003.630 / B&G - BUILDING REPAIRS					3,257.50	
	562 WINTER BROOK						
	01.4522.003.662 / SKI - SKI AREA REPAIRS					1,222.50	

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		24 PARKER RD						
						Total Check #:	**847**	**4,480.00**
848	SYSTEM	**6/04/2024**	**1890**	**EVERSOURCE**				
	56996545091 05.28.24				5/28/2024	25.51	0.00	25.51
		01.4522.002.340 / SKI - ELECTRIC					25.51	
		SKI ELECTRIC - LIFT RETURN TERMINAL						
						Total Check #:	**848**	**25.51**
849	SYSTEM	**6/04/2024**	**1920**	**EVERSOURCE**				
	56360751028 05.28.24				5/28/2024	16.54	0.00	16.54
		01.4522.002.340 / SKI - ELECTRIC					16.54	
		SKI ELECTRIC - 1028 SKATE SHACK						
						Total Check #:	**849**	**16.54**
850	SYSTEM	**6/04/2024**	**1930**	**EVERSOURCE**				
	56299101063 05.28.24				5/28/2024	4,332.47	0.00	4,332.47
		01.4314.003.340 / B&G - ELECTRIC					4,332.47	
		B&G ELECTRIC 1063 COMM CENTER						
						Total Check #:	**850**	**4,332.47**
851	SYSTEM	**6/04/2024**	**1970**	**EVERSOURCE**				
	56458399037 05.28.24				5/28/2024	16.68	0.00	16.68
		01.4522.002.340 / SKI - ELECTRIC					16.68	
		9037 LIGHT PARKER RD						
						Total Check #:	**851**	**16.68**
852	SYSTEM	**6/04/2024**	**1990**	**EVERSOURCE**				
	56994890085 05.28.24				5/28/2024	55.50	0.00	55.50
		01.4312.003.340 / HWY - ELECTRIC					55.50	
		HWY - ELECTRIC 8 SNOW TRAIL						
						Total Check #:	**852**	**55.50**

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
853	SYSTEM	**6/04/2024**	**2020**	**EVERSOURCE**				
	56244890026 05.28.24			5/28/2024	97.02	0.00		97.02
	01.4312.003.340 / HWY - ELECTRIC						97.02	
	HIGHWAY ELECTRIC - 8 SNOW TRAIL							
					Total Check #:	**853**		**97.02**
854	SYSTEM	**6/04/2024**	**2040**	**EVERSOURCE**				
	56974735011 05.28.24			5/28/2024	48.72	0.00		48.72
	01.4522.002.340 / SKI - ELECTRIC						48.72	
	SKI ELECTRIC - 5011 LIFT SHACK							
					Total Check #:	**854**		**48.72**
855	SYSTEM	**6/04/2024**	**7270**	**EVERSOURCE**				
	56235890092 05.28.24			5/28/2024	667.51	0.00		667.51
	01.4522.002.340 / SKI - ELECTRIC						667.51	
	SKI ELECTRIC - 92 SKI AREA BASE LODGE							
					Total Check #:	**855**		**667.51**
856	SYSTEM	**6/04/2024**	**7310**	**EVERSOURCE**				
	56688101039 05.28.24			5/28/2024	17.79	0.00		17.79
	01.4522.002.340 / SKI - ELECTRIC						17.79	
	SKI ELECTRIC - 1039 43 PEGWOOD							
					Total Check #:	**856**		**17.79**
857	SYSTEM	**6/04/2024**	**2300**	**FREEDOM PRINTERS**				
	16052			5/31/2024	94.92	0.00		94.92
	01.4130.002.610 / EXEC - OFFICE SUPPLIES						31.64	
	LASER SECURITY CHECKS							
	01.4520.002.610 / REC - OFFICE SUPPLIES						31.64	
	LASER SECURITY CHECKS							
	02.4331.520.610 / WTR - OFFICE SUPPLIES						31.64	
	LASER SECURITY CHECKS							
					Total Check #:	**857**		**94.92**

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type / Invoice #	Check Date / PO #	Vendor ID	Payee / Invoice Date	Invoice Amount	Discount Taken	Amount Paid
858	SYSTEM	**6/04/2024**	**9619**	**GILL ID SYSTEMS**			
	61881			5/31/2024	550.00	0.00	550.00
		01.4521.003.814 / FD - CRIMINAL RECORDS FIRE - TESLIN ID CARDS				550.00	
					Total Check #:	**858**	**550.00**
859	SYSTEM	**6/04/2024**	**7480**	**HANDYMAN HARDWARE INC.**			
	A201577			5/30/2024	118.80	0.00	118.80
		01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026 HVAC REPAIRS				132.00	
		01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026 HVAC REPAIRS				-13.20	
	A201591			5/30/2024	22.50	0.00	22.50
		01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026 HVAC REPAIRS				25.00	
		01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026 HVAC REPAIRS				-2.50	
	A201613			5/31/2024	25.20	0.00	25.20
		01.4314.003.630 / B&G - BUILDING REPAIRS BUILDING REPAIRS				28.00	
		01.4314.003.630 / B&G - BUILDING REPAIRS BUILDING REPAIRS				-2.80	
	B421390			5/01/2024	61.20	0.00	61.20
		01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE B&G REPAIRS & MAINT PVC CEMENT				-6.80	
		01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE B&G REPAIRS & MAINT PVC CEMENT				68.00	
	B421544			5/02/2024	10.35	0.00	10.35
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE POOL REPAIRS & MAINT				11.50	
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE POOL REPAIRS & MAINT				-1.15	
	B422083			5/06/2024	8.10	0.00	8.10
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE POOL REPAIRS & MAINT- PIPE CUT DMV				9.00	
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				-0.90	

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	POOL REPAIRS & MAINT- PIPE CUT DMV							
	B422118			5/06/2024	4.95	0.00		4.95
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						5.50	
	POOL REPAIRS & MAINT - ADAPTER, PLUG							
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-0.55	
	POOL REPAIRS & MAINT - ADAPTER, PLUG							
	B422358			5/08/2024	17.10	0.00		17.10
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						19.00	
	POOL REPAIRS & MAINT CABLE TIE, FORM A GASKET							
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-1.90	
	POOL REPAIRS & MAINT CABLE TIE, FORM A GASKET							
	B422426			5/08/2024	24.30	0.00		24.30
	01.4312.002.610 / HWY - SHOP SUPPLIES						27.00	
	HWY SHOP SUPPLIES- TARP CORDS							
	01.4312.002.610 / HWY - SHOP SUPPLIES						-2.70	
	HWY SHOP SUPPLIES- TARP CORDS							
	B422515			5/09/2024	38.25	0.00		38.25
	01.4314.003.611 / B&G - SMALL TOOLS						42.50	
	B&G SMALL TOOLS - PLIER TONGUE							
	01.4314.003.611 / B&G - SMALL TOOLS						-4.25	
	B&G SMALL TOOLS - PLIER TONGUE							
	B422516			5/09/2024	18.00	0.00		18.00
	01.4940.024.004 / CIF - BEER SHACK						20.00	
	CIF - BEER SHACK							
	01.4940.024.004 / CIF - BEER SHACK						-2.00	
	CIF - BEER SHACK							
	B422518			5/09/2024	13.00	0.00		13.00
	01.4940.024.004 / CIF - BEER SHACK						13.00	
	CIF BEER SHACK							
	B422558			5/09/2024	111.15	0.00		111.15
	01.4312.002.610 / HWY - SHOP SUPPLIES						42.50	
	HWY SHOP SUPPLIES/							
	01.4312.002.828 / HWY - BODY MAINTENANCE						81.00	
	HWY SHOP SUPPLIES/ODY MAINT							
	01.4312.002.828 / HWY - BODY MAINTENANCE						-12.35	
	HWY SHOP SUPPLIES/							
	B422583			5/09/2024	83.02	0.00		83.02

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	01.4314.003.631 / B&G - BOILER MAINTENANCE						92.25	
	BOILER MAINTENANCE							
	01.4314.003.631 / B&G - BOILER MAINTENANCE						-9.23	
	BOILER MAINTENANCE							
B422649				5/10/2024	12.60	0.00		12.60
	01.4314.003.631 / B&G - BOILER MAINTENANCE						14.00	
	BOILER MAINTENANCE							
	01.4314.003.631 / B&G - BOILER MAINTENANCE						-1.40	
	BOILER MAINTENANCE							
B422650				5/10/2024	36.00	0.00		36.00
	01.4314.003.611 / B&G - SMALL TOOLS						40.00	
	B&G SMALL TOOLS							
	01.4314.003.611 / B&G - SMALL TOOLS						-4.00	
	B&G SMALL TOOLS							
B422688				5/10/2024	47.70	0.00		47.70
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						53.00	
	POOL REPAIRS & MAINT							
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-5.30	
	POOL REPAIRS & MAINT							
B423294				5/14/2024	39.15	0.00		39.15
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE						43.50	
	B&G REPAIRS & MAINT FLAGS							
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE						-4.35	
	B&G REPAIRS & MAINT FLAGS							
B423392				5/15/2024	58.50	0.00		58.50
	01.4314.003.611 / B&G - SMALL TOOLS						65.00	
	B&G SMALL TOOLS							
	01.4314.003.611 / B&G - SMALL TOOLS						-6.50	
	B&G SMALL TOOLS							
B423550				5/16/2024	5.85	0.00		5.85
	01.4314.003.611 / B&G - SMALL TOOLS						6.50	
	B&G SMALL TOOLS							
	01.4314.003.611 / B&G - SMALL TOOLS						-0.65	
	B&G SMALL TOOLS							
B423827				5/17/2024	36.00	0.00		36.00
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						40.00	
	POOL REPAIRS & MAINT							
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-4.00	

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	POOL REPAIRS & MAINT							
B424427					5/21/2024	9.22	0.00	9.22
	01.4314.003.611 / B&G - SMALL TOOLS						10.25	
	B&G SMALL TOOLS							
	01.4314.003.611 / B&G - SMALL TOOLS						-1.03	
	B&G SMALL TOOLS							
B424506					5/21/2024	35.50	0.00	35.50
	01.4312.002.610 / HWY - SHOP SUPPLIES						39.00	
	HWY SHOP SUPPLIES							
	01.4312.002.610 / HWY - SHOP SUPPLIES						-3.50	
	HWY SHOP SUPPLIES							
B424650					5/22/2024	57.10	0.00	57.10
	01.4314.003.611 / B&G - SMALL TOOLS						63.45	
	B&G SMALL TOOLS							
	01.4314.003.611 / B&G - SMALL TOOLS						-6.35	
	B&G SMALL TOOLS							
B424798					5/23/2024	20.70	0.00	20.70
	01.4940.024.004 / CIF - BEER SHACK						13.00	
	CIF BEER SHACK							
	01.4314.003.615 / B&G - SUPPLIES						-2.30	
	CIF BEER SHACK							
	01.4314.003.615 / B&G - SUPPLIES						10.00	
	CIF BEER SHACK							
B424914					5/24/2024	175.50	0.00	175.50
	01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026						195.00	
	HVAC REPAIRS							
	01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026						-19.50	
	HVAC REPAIRS							
B425661					5/28/2024	48.60	0.00	48.60
	01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026						54.00	
	HVAC REPAIRS							
	01.4990.022.004 / HVAC REPAIRS WA#4 2022 X 2026						-5.40	
	HVAC REPAIRS							
B425670					5/28/2024	14.85	0.00	14.85
	01.4314.003.615 / B&G - SUPPLIES						16.50	
	B&G SUPPLIES							
	01.4314.003.615 / B&G - SUPPLIES						-1.65	
	B&G SUPPLIES							

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	B425706			5/28/2024	4.50	0.00		4.50
	01.4940.024.004 / CIF - BEER SHACK CIF BEER SHACK						5.00	
	01.4940.024.004 / CIF - BEER SHACK CIF BEER SHACK						-0.50	
	B425900			5/29/2024	28.35	0.00		28.35
	01.4312.002.610 / HWY - SHOP SUPPLIES HWY SHOP SUPPLIES						31.50	
	01.4312.002.610 / HWY - SHOP SUPPLIES HWY SHOP SUPPLIES						-3.15	
	B426043			5/30/2024	9.90	0.00		9.90
	01.4940.024.004 / CIF - BEER SHACK CIF BEER SHACK						11.00	
	01.4940.024.004 / CIF - BEER SHACK CIF BEER SHACK						-1.10	
	B426062			5/30/2024	31.50	0.00		31.50
	01.4312.002.610 / HWY - SHOP SUPPLIES HWY SHOP SUPPLIES						35.00	
	01.4312.002.610 / HWY - SHOP SUPPLIES HWY SHOP SUPPLIES						-3.50	
	B426143			5/31/2024	5.85	0.00		5.85
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE POOL REPAIRS & MAINT						6.50	
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE POOL REPAIRS & MAINT						-0.65	
					Total Check #:	**859**		**1,233.29**
860	SYSTEM	**6/04/2024**	**2850**	**IRVING ENERGY**				
	448160			5/14/2024	791.96	0.00		791.96
	01.4312.003.341 / HWY - HEAT 8 SNOW TRAIL						791.96	
					Total Check #:	**860**		**791.96**
861	SYSTEM	**6/04/2024**	**3170**	**JP PEST SERVICES**				
	3798515			5/28/2024	237.00	0.00		237.00
	01.4520.003.619 / REC - PEST CONTROL						237.00	

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		REC - COMM PROTECTION PROGRAM					
	3798517			5/29/2024	154.00	0.00	154.00
		01.4520.003.619 / REC - PEST CONTROL				154.00	
		REC PEST CONTROL - COMM PROTECTION PROGRAM					
					Total Check #:	**861**	**391.00**
862	SYSTEM	**6/04/2024**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	24996			6/03/2024	1,354.17	0.00	1,354.17
		01.4130.002.391 / EXEC - PAYROLL PROCESSING				1,354.17	
		PAYROLL SERVICES - MAY					
					Total Check #:	**862**	**1,354.17**
863	SYSTEM	**6/04/2024**	**4530**	**NUCAR FORD OF PLYMOUTH**			
	14726			6/03/2024	259.75	0.00	259.75
		01.4312.002.826 / HWY - VEHICLE MAINTENANCE				259.75	
		HWY - VEHICLE MAINTENANCE OIL CHANGE					
					Total Check #:	**863**	**259.75**
864	SYSTEM	**6/04/2024**	**9678**	**RAIN FOR RENT**			
	2009716			5/23/2024	3,002.49	0.00	3,002.49
		03.4522.003.690 / SKI - MISCELLANEOUS EXPENSE				3,002.49	
		SKI - TANK FLAT TOP COATED, HEATER					
					Total Check #:	**864**	**3,002.49**
865	SYSTEM	**6/04/2024**	**8710**	**TODD RANDLETT TRUCKING & SEPTIC SOLUTIC**			
	33216			5/28/2024	600.00	0.00	600.00
		03.4526.004.610 / EVENTS - CATERING & FUNCTION EXPENSES				600.00	
		PORTA POTTY RENTALS JUNE					
					Total Check #:	**865**	**600.00**
866	SYSTEM	**6/04/2024**	**9696**	**TREASURER, STATE OF NH - DEPT. OF TRANSP**			
	355917			5/28/2024	280.92	0.00	280.92
		01.4314.003.823 / B&G - VEHICLE FUEL				280.92	
		FUEL DISTRIBUTION REPORT					

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**866**	**280.92**
867	SYSTEM	**6/04/2024**	**6180**	**UNIFIRST CORPORATION**			
1070329786				5/30/2024	114.81	0.00	114.81
01.4521.003.610 / FD - SUPPLIES						39.57	
TOWELS, TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS							
01.4314.003.614 / B&G - CLEANING SUPPLIES						25.06	
TOWELS, TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS							
03.4523.002.610 / LNG - BAR SUPPLIES						16.65	
TOWELS, TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS							
01.4312.002.610 / HWY - SHOP SUPPLIES						25.05	
TOWELS, TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS							
01.4522.001.113 / SKI - WAGES - CLEANING						0.25	
TOWELS, TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS							
01.4314.003.614 / B&G - CLEANING SUPPLIES						8.23	
TOWELS, TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS							
					Total Check #:	**867**	**114.81**
868	SYSTEM	**6/04/2024**	**6580**	**WICKED GOOD WEB LLC**			
WGW-02271				5/25/2024	486.00	0.00	486.00
01.4130.002.320 / EXEC - LICENSES & FEES						486.00	
EXEC - MAGAGED HOSTING ANNUAL/ ESSENTIAL PACKAGE ANNUAL							
					Total Check #:	**868**	**486.00**

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 217 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/04/2024	**Check Manifest**		**Batch:**	**217**	**Chk Count:**	**32**	**Total Amnt:**	**36,845.48**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	32,986.70
02	WATER FUND	31.64
03	RECREATION FUND	3,827.14

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Dave Spinney, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 218 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
212	SYSTEM	**6/04/2024**	**1910**	**EVERSOURCE**			
	56574890067 05.28.24			5/28/2024	193.83	0.00	193.83
	02.4331.520.340 / WTR - ELECTRICITY					193.83	
	WTR - 67 WEETAMOO						
					Total Check #:	**212**	**193.83**
213	SYSTEM	**6/04/2024**	**7280**	**EVERSOURCE**			
	56344890025 05.28.24			5/28/2024	266.03	0.00	266.03
	02.4331.520.340 / WTR - ELECTRICITY					266.03	
	WTR 7 RESERVOIR RD						
					Total Check #:	**213**	**266.03**
214	SYSTEM	**6/04/2024**	**7300**	**EVERSOURCE**			
	56181551029 05.28.24			5/28/2024	86.91	0.00	86.91
	02.4331.520.340 / WTR - ELECTRICITY					86.91	
	WTR - PUMP HOUSE						
					Total Check #:	**214**	**86.91**
215	SYSTEM	**6/04/2024**	**7320**	**EVERSOURCE**			
	56384126058 05.28.24			5/28/2002	16.21	0.00	16.21
	02.4331.520.340 / WTR - ELECTRICITY					16.21	
	WTR - DONOVAN FARM RD						
					Total Check #:	**215**	**16.21**
216	SYSTEM	**6/04/2024**	**7330**	**EVERSOURCE**			
	56945126092 05.28.24			5/28/2024	18.10	0.00	18.10
	02.4331.520.340 / WTR - ELECTRICITY					18.10	
	WTR - RICHARDSON TRAIL						
					Total Check #:	**216**	**18.10**
217	SYSTEM	**6/04/2024**	**9130**	**EVERSOURCE**			
	56956494017 05.28.24			5/28/2024	111.48	0.00	111.48
	02.4331.520.340 / WTR - ELECTRICITY					111.48	

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 218 **BANK OF NH - WATER**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		WTR - HOLDING TANK					
					Total Check #:	**217**	**111.48**
218	SYSTEM	**6/04/2024**	**9140**	**EVERSOURCE**			
	56101129021 05.28.24			5/28/2024	2,676.21	0.00	2,676.21
		02.4331.520.340 / WTR - ELECTRICITY				2,676.21	
		WTR - WATER SYSTEM					
					Total Check #:	**218**	**2,676.21**
219	SYSTEM	**6/04/2024**	**3420**	**LOUIE VALENTE**			
	680185			5/24/2024	1,175.90	0.00	1,175.90
		02.4903.490.012 / CAP - PEGWOOD BACKUP GENERATOR				1,175.90	
		CAP PEGWOOD BACKUP GENERATOR					
					Total Check #:	**219**	**1,175.90**

Check Manifest - by Payee

Date: 6/04/2024 **Batch ID:** 218 **BANK OF NH - WATER**

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

6/04/2024 Check Manifest Batch: 218 Chk Count: 8 Total Amnt: 4,544.67

--- Subtotals by Fund ---

Fund	Description	Amount
02	WATER FUND	4,544.67

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Dave Spinney, Commissioner

_____
Gerald Panuczak, Commissioner

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

REQUEST FOR COMMISSION ACTION (RCA)

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

Meeting Date: _____ 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
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: 06/11/2024 AGENDA ITEM#: General Calendar

TITLE OF REQUEST: Timekeeping Policy

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

Request from payroll processing consultant for move to new time keeping software

GOAL SOUGHT WITH THIS ACTION:

Complete transition to new timekeeping software

ACTION REQUESTED:

Commission vote

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

PLAN FOR IMPLEMENTATION:

Waterville Estates

Timekeeping Policy

Effective June 1, 2024

I. Purpose

The purpose of this policy is to outline the timekeeping policies of Waterville Estates Village District. Accurately reporting time worked is the responsibility of every nonexempt employee. Federal and State laws require Waterville Estates Village District to keep an accurate record of time worked to calculate employee pay and benefits.

II. Policy

1. Employees are classified as exempt or non-exempt for the purpose of the FLSA regarding minimum wage, overtime, and record keeping.

2. Time worked includes all the time that an employee is required to perform duties for Waterville Estates Village District. Time worked is also used to determine overtime pay required for nonexempt employees. The hours and days of work are subject to change depending on the circumstances of each department.

3. The workweek shall consist of days and hours that equal forty (40) hours within seven (7) continuous days. Waterville Estates Village District workweek begins on Saturday at 12:00 am and ends on Friday 11:59 pm.

Note: The pay period is weekly, consisting of (7) continuous days with a weekly pay date of Thursdays.

4. Timekeeping - Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period by clocking in and out of Time Clock Plus (TCP). Non-exempt employees are also required to record the beginning and ending time of any split shift or departures from work for any non-work-related reason. Hours will be calculated according to time shown on employee approved timesheets. It is the Supervisor's responsibility to be sure that employees are showing actual hours worked. It is the responsibility of the person processing payroll to follow FLSA standards and pay the employee for hours shown. Actual hours over forty (40) within a (7) day period recorded on a timecard is considered overtime. Please see the employee handbook and holiday policy for more information on overtime.

a. The following provisions are included as ***time worked***:

- **Work away from premises or at home:** Work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the General Manager.
- **Breaks:** Rest periods of 20 minutes or less are counted as time worked.

b. **Time Not Worked:**

- **Paid leave:** Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
- **Lunch or dinner periods:** Uninterrupted time off for lunch or dinner is not counted as time worked.
  - Per RSA 275:30a all employees shall be afforded a meal break of at least one-half hour after five consecutive hours of work. Employees shall take meal breaks per the RSA, and the waiving of said meal break shall only occur with the advance approval of the Supervisor or General Manager.

5. Approvals - It is the employee's responsibility to electronically sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and electronically approve the time record before submitting it to payroll for processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor. If a change is made to the time record, it must go through the approval process again before payroll will process.

6. Enforcement - Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

a. Employees shall not share their User ID and Password with anyone for any reason.

b. To maintain the integrity and security of the timekeeping system, employees shall only clock-in-out, and access the timekeeping system from their assigned workstation or device. Use of any other device is not permitted.

c. All non-exempt employees shall clock in/out using the TCP Dashboard through their authorized devices and location. Any work conducted outside of their

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authorized location must be approved in advance by the General Manager and their time will be updated manually for the employee's approval.

Time Clock Plus Credentials

Employee Name_____

Authorized Device(s):_____ Employee Initials_____

User Name:_____ Employee Initials_____

Password:_____ Employee Initials_____

History of Updates to Credentials:

Change Made:_____

Date_____ Employee Initials_____

Change Made:_____

Date_____ Employee Initials_____

I have received a copy of the Timekeeping Policy for Waterville Estates, and my credentials to utilize Time Clock Plus (TCP).

_____ _____

Employee Signature Date

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Waterville Estates Village District

Commissioner Draft Minutes Amendments – May 8, 2024

Line 54 – change “One” to “Once”

Line 188 – change “ordinance” to “Water Ordinance”

Line 203 – change “lean” to “lead”

Line 229 – add after “counsel” “as to strategies to fill the position”

Line 234 – add after two” “hour”

Maureen Patti Motions for June 11, 2024:

1. **Agenda Item # 5 -- 2, Adoption of minutes –**
   Proposed Amendments to minutes of May 22, 2024:

    1. Page 3, line 85 – insert “work” between ‘and’ and ‘is’
    2. Page 3, line 90 – delete ‘we poured’ AND insert after ‘diesel tank’ the words “was poured”
    3. Page 3, line 95 – delete ‘I expect’ and insert “Mr. Beard expects”
    4. Page 3, line 103 – delete ‘This’ and insert “The bark”
    5. Page 3, line 113 – delete ‘expanded by saying that’ and insert “stated”
    6. Page 4, line 132 – modify sentence to read as follows: “Ms. Patti asked what would have happened if WEVD waited for LRW to repair the large leak.”
    7. Page 4, line 133 – insert “of the leak” after ‘due to the size’ AND delete ‘needed to be’ AND insert “been”
    8. Page 4, lines 134 & 135 – delete ‘until it could have been repaired if not done as quickly as it was’
    9. Page 4, line 139 – delete ‘complete this project’ AND insert “purchase and install of a new ADA Compliant playground”
    10. Page 6, lines 204 & 205 – end the sentence (line 204) after ‘amenity’ AND delete on 205 ‘and that’ AND capitalize ‘Since’ AND insert after ‘could be used’ the words “to purchase new picnic tables.”
    11. Page 6, line 206 – delete ‘for that purpose so the District’ AND insert after ‘save the’ the words “ADA upgrades”