WEVD COMMISSION MEETING AGENDA
Wednesday, APRIL 23, 2025, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. If remote attendance, reason & vote
5. Adoption of Agenda
6. Approval of Minutes
    a. April 8, 2025
7. Treasurer's Report
8. GM's Report
9. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Budget Advisory
    d. Records
10. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
    c. Committee Appointments
11. GENERAL CALENDAR ITEMS
    a. Commissioner Values for Legislation Advocacy
    b. Amending Governing Body Policy for Facility Maintenance
    c. Amending Water Department Collection Policy
12. Next Meeting: Wednesday, May 7, 2025 @ 4 p.m.
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

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

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WEVD Commission DRAFT Meeting Minutes
April 8, 2025 – 4 PM

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Mark Canfield (joined via Zoom at 4:15 PM), General Manager Ron Beard, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Members of the Public: None

Members of the Public on Zoom: Nancy Seward, Bobbi Ketcham, Linda Ivers

Members Excused: na

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, Mr. Panuczak were present in person.

Adoption of Agenda:
Agenda was not altered.

Approval of Minutes

a. March 26, 2025
Ms. Patti noted that she had submitted 27 written amendments, which were in the packet, and that she would like to add the 28th amendment by adding the acute accent mark to Ms. Aguiló's last name throughout the document.

*Ms. Patti motioned to amend the draft minutes for **March 26, 2025** according to the list of 27 written and one oral amendment by Ms. Patti provided in the packet. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.*

*Ms. Patti motioned to maned the amended **March 26, 2025** minutes the official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.*

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Treasurer's Report

Ms. Aguiló noted that the General Fund is being reconciled for March. Mr. Panuczak asked for clarification about the float. Ms. Magerer said that she will have to look it up, but that it is much smaller as it is only outstanding checks now and the amount is about $50 thousand.
Ms. Patti asked about the Water Department accounts receivable amount variance in the report. Ms. Smith explained that it got larger after the audit adjustments and that she still needs to figure it out with Ms. Magerer.

General Manager's report

Mr. Beard spoke about the following:

1. Shawn Pelchat has begun upgrading the adult pool area infrastructure.
2. Steve Baert has been working with Horizons Engineering to complete the water model and master plan which is very close to completion.
3. Steve Baert, Lauren Bennett and Mr. Beard are attending four days of water license test prep classes. The goal is for Ms. Bennett and Mr. Beard to get their class 1 water licenses.
4. Allison Smith has organized the 2024 files and has created 2025 files and folders along with other administrative tasks.
5. Lisa Magerer has learned more about our municipal software and its capabilities.

Committee/Board Reports

Planning Board
Has not met.

Water Master Plan & Roads
Has not met.

Budget Advisory Committee
Has not met.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

Committee/Board reports
There were no written reports to approve.

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Ms. Patti called for a vote to accept the manifests as presented in the packet. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.

Volunteer Appointments

Ms. Patti noted that at the end of the manifests in the packet there was a list of volunteers to be appointed to the District various advisory committees. All these volunteers have affirmed their wish to continue.

Ms. Patti called for a vote to appoint all the volunteers listed in the consent action as presented in the packet to the three District advisory committees. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.

GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)

Vote to transfer monies from the Rec Fund in the amount of $70,000 to pay for Recreational Activities, Services, and other Recreation obligations

Ms. Patti explained that the Recreation Fund is limited to being used only for funding recreational activities and services.
Mr. Canfield joined via Zoom at 4:15 PM. Upon joining he stated that he is in North Carolina on family business.

Mr. Panuczak moved to accept Mr. Canfields' remote participation due to being away on family business. Ms. Patti duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye.

Commissioners went back to the Rec Fund discussion. Ms. Patti said that the Rec Fund balances were as follows:
January 1, 2024 - $122,600
December 31, 2024 - $163,300
April 8, 2025 - $185,000.

She said that the reason for this process is because the existing Recreation Management Agreement (RMA) specifies that Rec Fund is to become self-sustaining eventually. It was originally seeded in September of 2023 with $75,000. Prior to that the WEA Board would transfer funds into the Rec Fund several times a year as needed and later moved to transferring money whenever the balance would dip under the $75,000 threshold. As of today, the District has never tapped the Rec Fund for any money in excess the of the $75,000 and given the current

balance of $185,000, the thought is to move some money to the General Fund to be used to fund recreational expenses only.

Ms. Patti made a motion to transfer monies from the Rec Fund in the amount of $70,000 to pay for Recreational Activities, Services, and other Recreation obligations. Mr. Panuczak duly seconded.

Discussion ensued about how much money should be left in the fund following the transfer. Some commissioners have stated that they would prefer to leave a buffer of $75,000 to $90,000 in the Rec Fund, just in case something unexpected happens, like bad weather affecting revenue collection. It was asked whether the District could track the qualifying expenditures, and it was said that the management will determine which bills will be paid with that money. Another question was whether any of these expenses had already been incurred, and the answer was that some possibly have had. It is the management's job to keep track, but the only expenses to be covered by the funds transferred from the Rec Fund would be related to recreational activities.

Ms. Patti also said the $70,000 amount precisely matched the line item in approved budget, and for transparency and compliance purposes, it would be appropriate to vote that amount now. Any additional transfer greater than $10,000 would have to go to a publicly noticed hearing due to unbudgeted revenue requirements under law.
Ms. Patti called for a vote. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

Another discussion ensued about the seed money to have in the Rec Fund and the amount in the account that is over that threshold and whether it should also be moved to the general fund. The amount of cushion to leave in the Rec Fund was also discussed. The fact that the rec operations are a much better endeavor now in all seasons. Consensus was to keep 90000 in the Rec Fund as seeding money going forward.

Public hearing for additional transfer of Rec Fund moneys to the General Fund was scheduled for June 3, 2025, (which was already scheduled for 10 AM) and changed to 6 PM.

Proposed new Procedures re: District Operations

i. Extreme Weather/Natural Disaster

Ms. Patti explained the rationale for having the procedures in place and *made a motion "In the event of extreme weather conditions, natural disasters, or unpredictable situations, the*

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Waterville Estates Village District (WEVD) General Manager (GM) and his/her designee have the power and discretion to limit/extend operating hours of WEVD facilities including the Community Center and the outdoor recreation areas and Campton Mountain, including the Ski Lodge. The GM and his/her designee shall attempt to notify the owners and guests of any/all changes to operating hours. In the event that such weather event, natural disaster, or unpredictable situation requires, in the judgment of the GM/designee, that the facilities can be safely opened and need to be operated to provide owners, renters, and guests shelter, potable water, and/or access to restrooms & locker-rooms, the hours of operation, scope of operation, and conditions for admission shall be determined by the GM/designee." Mr. Panuczak duly seconded.

Discussion ensued about the necessity of these procedures and how helpful they would be.
Ms. Patti called for a vote. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

ii. Water Emergency/Outage

Ms. Patti made a motion "In the event of a water system outage or disruption, the Waterville Estates Village District (WEVD) General Manager (GM) and his/her designee have the power and discretion to limit/extend operating hours of WEVD facilities including the Community Center and the outdoor recreation areas and Campton Mountain, including the Ski Lodge. The GM and his/her designee shall attempt to notify the owners and guests of any/all closures or limitations to operating hours. In the event that such water system outage or disruption requires, in the judgment of the GM/designee, that the facilities can be safely opened and need to be operated to provide owners, renters, and guests potable water and/or access to restrooms & locker-rooms, the hours of operation, scope of operation, and conditions for admission shall be determined by the GM/designee." Mr. Panuczak duly seconded.

Mr. Beard explained that the last outage created some confusion and that having this procedure would streamline the process if similar events were ever to happen again.

Mr. Panuczak asked if there were any conflicts with the Water Ordinance. Ms. Smith said that there were not. There was consensus on the procedure being helpful.

Ms. Patti explained that the intent and purpose of these procedures was to remove any questions when it comes to admission policies giving the General Manager the ability to decide.
Ms. Patti called for a vote. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

iii. Provide opportunity for WEA input re: color, style with

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Repairs/Construction/Renovation

After providing a brief rationale for the motion, *Ms. Patti made a motion "When Waterville Estates Village District (WEVD) undertakes to repair, remodel, construct, and/or improve WEVD recreational facilities, Management and the Commission shall work to ensure the following:*

ADA Accessibility standards are reviewed and met

1. *Projects are designed to be durable & long-lasting*
2. *Fiscal responsibility is employed; Costs are controlled*
3. *Except in the case of an urgent need/emergency, a representative of the*
4. *Waterville Estates Association (WEA) Board has an opportunity to provide input to Management regarding color, style/design, and, when applicable, placement"*

Mr. Panuczak suggested a friendly amendment to remove the word "recreational" in front of the "facilities".
Ms. Patti accepted the friendly amendment.

Mr. Canfield noted that being a smaller community makes it harder to meet the ADA requirements, and if they put an excessive burden, the District needs to give itself some leeway in how and when to meet those obligations.
Ms. Patti responded that chances are that the state of the District-owned facilities would probably not require very expensive changes, and it has already been reviewed. Some things that were identified as needing to be done, have been put on the waiting list for when the District could get to them. She added that the ADA statute does not require changes if they are cost-prohibitive.
Mr. Canfield suggested a friendly amendment to add "met when reasonable."
There was back and forth about other District-owned facilities and the level of their ADA compliance. Mr. Panuczak suggested a friendly amendment instead to say, "when feasible."
Ms. Patti read the original procedures regarding ADA compliance. Ms. Smith suggested to amend the original procedures instead of creating a new one. Ms. Patti suggested working on amending the original procedures and requested to table the item to a later meeting. There was consensus on both.

Discussion re: moving 1st Water Rate billing to the new year

Ms. Patti said that several community members expressed concerns with the water billing for the current year starting in November of the previous year.
Discussion ensued about whether the District had enough surplus at the beginning of the year to accommodate the first billing collection that would be moved to the end of January. Ms. Smith explained that it would be easier for accounting purposes to keep it all in one fiscal year.

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Ms. Magerer talked about the cash flow analysis and said that it would have to be that there is enough money to cover the first two months of the year, and it seems as though that it is possible.

Ms. Smith then explained that the water budget planning is much more defined in January for the water rate discussion than it is in October of the previous year.
Mr. Canfield then suggested pushing the billing this year instead of waiting until 2026 and to also moving the May billing to July in 2025. Ms. Smith said that it to would be beneficial to the collection process too.

After checking the Water Ordinance Ms. Patti suggested splitting the decision into two motions to separate the 2025 and future years.

*Ms. Patti moved to have the **second** 2025 WEVD Water Department water rate billing be issued on July 1 and due on July 31. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

*Ms. Patti moved that beginning in 2026 and future years, WEVD Water Department water rate billings be issued on the following dates: the **first** billing to be issued on January 1 and be due on January 31, and the **second** billing to be issued on July 1st with the due date of July 31. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

Public hearing date for water rate setting

The public hearing for setting the water rate was set for May 21, 2025, at 6 PM.
Discussion ensued about the methodology WEVD is using to estimate occupancy for the water bill and the views of some residents who continuously disagree with that method, which is anticipated to happen at that upcoming public hearing. Ms. Smith explained that complaints about occupancy-based billing are coming from a small minority, not the community as a whole.
It was also noted that past opposition to flat rates and the push for metering had died off after additional public education and a vote not to go ahead with meters. The current practice follows the Water Ordinance, using ASHRAE standards to estimate based on the number of bedrooms, and the practice is consistent and legally grounded.
It was also noted that there have been no formal proposals brought up by anyone to either the Commissioners or the Water and Roads Committee to create an alternative way to estimate the occupancy.
Consensus was to provide a clear written explanation of how the District calculates the water rate and provide this information in the handout for the public hearing.

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Continue to oppose HB66 (hearing is 04/10/25)

Ms. Smith noted that HB 66 relates to RTK and provided a brief update on the bill language and its amendments. Even as amended the bill still makes it burdensome for the municipality to provide records to the public. Commissioners agreed to express their continued opposition to HB 66.

Next Meeting: Wednesday, April 23, 2025 @ 6 PM

13. Public Comment Period

- Nancy Seward, via Zoom, 129 Snowood Drive – asked to clarify the budget allocation of $70,000 and the vote that just took place to transfer funds from the Rec Fund to the General Fund.

Ms. Patti explained that the $70,000 amount has been voted to be transferred to the General Fund to cover recreation-related expenses. She said that any additional funds would be discussed later at a public hearing.

- Ms. Seward asked whether Mr. Beard would be comfortable with the Rec Fund being low in funds after additional money is taken out especially given the need to hire additional part-time personnel and having no Food and Beverages Manager on staff.

Ms. Patti explained that the position of Food and Beverage Manager is funded from the General Fund and if anyone is hired for it, it will not impact the Rec Fund. The part-time person would be hired only for events, and the Commission has not even discussed the funding of this position.

- Ms. Seward requested that the propane for the Ski Lodge is not covered by the money taken out from the Rec Fund as the Lodge is mostly used for other than recreational purposes.

Ms. Patti explained that the Management will decide on which expenses are recreation-related.
Mr. Beard and Ms. Patti also explained about the heating of the Lodge.

- Ms. Seward said that she also noticed that someone (an employee possibly) drove the car across the basketball court, which was not allowed.

Mr. Beard said that he will make sure it does not happen again.

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Non-Public Session

Ms. Patti motioned at 5:52 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Non-public session was entered at 5:59 PM, Commissioners Patti and Panuczak, were present in person, Commissioner Canfield was present remotely, as well as the General Manager Ron Beard and Administrative Assistant Allison Smith (left at 6:45 PM).

Resumption of Public Session

Mr. Panuczak motioned to exit non-public session. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Public session was entered at 7:20 PM. Commissioners Patti and Panuczak, were present in person, and Commissioner Canfield was present remotely.

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

Adjourn Meeting

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

Meeting adjourned at 7:22 PM.

Prepared by Alvina Snegach

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WEVD Treasurer Report
4.23.25

Bank of NH - As of:	3.31.25	3.31.25		
	Per Bank	**Per MTS**	**Float**	
General Fund	$657,044.36	$618,355.40	$ 38,688.96	unreconciled current checks
Water Department	$631,705.78	$627,333.34	$ 4,372.44	
Credit Card Account	$23,705.79	$23,778.18	$ (72.39)	
Totals - BNH	$ 1,312,455.93	$ 1,269,466.92	$ 42,989.01	

Citizens - As of:	3.24.25	3.24.25	
Savings	$ 50,390.83	$ 50,390.83	$ -
Totals – All	$ 1,362,846.76	$ 1,319,857.75	$ 42,989.01

Campton

	Billed	**Paid**	**Due**	**Interest Received**
2025				
2024	$ 1,153,572.00	$ 1,153,572.00	$ -	$ 1,194.48
2023	$ 1,313,393.00	$ 1,312,346.60	$ 1,046.40	$ 2,198.07
2022	$ 1,229,625.00	$ 1,187,787.37	$ 41,837.63	$ 3,450.20
2021	$ 1,081,446.00	$ 1,093,153.99	$ (11,707.99)	$ 1,717.17
2020	$ 1,126,745.00	$ 1,121,530.85	$ 5,214.15	$ 4,203.95
2019	$ 1,124,327.00	$ 1,122,635.05	$ 1,691.95	$ 5,449.60
Totals	$ 7,029,108.00	$ 6,991,025.86	$ 38,082.14	$ 18,213.47

Thornton

	Billed	**Paid**	**Due**	**Interest Received**
2025		$ -		
2024	$ 383,066.00	$ 361,838.00	$ 21,228.00	$ 287.26
2023	$ 495,793.00	$ 495,403.00	$ 390.00	$ 427.12
2022	$ 390,209.00	$ 390,207.00	$ 2.00	$ 1,182.15
2021	$ 410,452.00	$ 412,499.46	$ (2,047.46)	$ 1,373.62
2020	$ 415,607.26	$ 415,998.42	$ (391.16)	$ 1,486.38
2019	$ 360,718.00	$ 360,518.00	$ 200.00	$ 1,531.55
Totals	$ 2,455,845.26	$ 2,436,463.88	$ 19,381.38	$ 6,288.08

Water Accounts Receivable – As of 3.31.25

Per UMS	**Per MTS**	**Variance**
$22,938.35	$4,811.28	$ 18,127.07

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GM Report April 23, 2025

1. Shawn Pelchat is about half way through with the adult pool area infrastructure upgrade.
2. Shawn Pelchat and Zackary Kennedy attended a lift maintenance training seminar last week.
3. We started the mail box upgrade Monday with the removal of the pavers.
4. Steve Baert, Lauren Bennett and I have completed the 24 hour test prep course for water licensure. The next step is for Lauren and I to schedule our test dates.
5. The pickleball and tennis courts are now open for all to enjoy.
6. After attending the WEA 1st quarter meeting it was recommended that the minimum permissible age for hot tub use be changed to 16 years of age. Also I have put up new signage for the lap pool instructing everyone that the lap pool is for lap swimming.
7. I have ordered the fish to stock our pond for the fishing derby.
8. The kitchen hood system at the lodge and community center are scheduled to be cleaned and inspected this week. Next week a professional kitchen cleaning service will be here to deep clean both kitchens and appliances. Tony Pierce, our new chef, has been working on the kitchen setup to support his new menu options that will be offered this summer.

Check Manifest - by Payee

Date: 4/10/2025 **Batch ID:** 356 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1797	SYSTEM	**4/10/2025**	**150**	**ALVINA SNEGACH**			
	03262025			3/26/2025	100.00	0.00	100.00
	01.4130.002.390 / EXEC - CONSULTING					100.00	
	Commissioners Meeting 3/26/25						
					Total Check #:	**1797**	**100.00**
1798	SYSTEM	**4/10/2025**	**160**	**AMAZON**			
	11WM-L63T-6616			4/03/2025	12.18	0.00	12.18
	01.4314.003.614 / B&G - CLEANING SUPPLIES					12.18	
	Vacuum Filter						
	13HP-TYJK-CDF1			4/07/2025	128.35	0.00	128.35
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					128.35	
	Envelopes, Headset w/Mic and Computer Speakers						
	1DJH-YFL6-CJX1			4/07/2025	35.43	0.00	35.43
	01.4314.003.614 / B&G - CLEANING SUPPLIES					35.43	
	Magic Erasers and 45 Gallon Trash Bags						
	1DRW-CCP-7G7X			4/02/2025	12.99	0.00	12.99
	01.4314.003.630 / B&G - BUILDING REPAIRS					12.99	
	4 Pack Corner Protectors						
	1PPV-TKTD-77VW			4/02/2025	78.16	0.00	78.16
	01.4314.003.609 / B&G - DEPT UNIFORMS					78.16	
	2 Pairs Work Pants						
	1TCX-WYM3-J1JY			3/31/2025	18.69	0.00	18.69
	01.4520.003.661 / REC - KITCHEN EQUIPMENT REPAIRS					18.69	
	Water inlet valve for ice nachine						
	1V3G-MCMG-44RW			3/27/2025	63.35	0.00	63.35
	01.4521.003.610 / FD - SUPPLIES					63.35	
	Easter Toys, Favors, Fillers, Prizers for Boys,Girls and Teens						
					Total Check #:	**1798**	**349.15**
1799	SYSTEM	**4/10/2025**	**220**	**AMERIGAS**			
	3175705654			3/28/2025	1,068.24	0.00	1,068.24
	01.4522.002.341 / SKI - BUILDING HEAT					1,068.24	
	535.3 Gallons Propane						

Check Manifest - by Payee

Date: 4/10/2025 **Batch ID:** 356 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**1799**	**1,068.24**
1800	SYSTEM	**4/10/2025**	**250**	**AMERIGAS**			
	3175638871			3/26/2025	2,985.00	0.00	2,985.00
		01.4314.003.341 / B&G - HEAT				2,985.00	
		1500 Gallons Propane					
	3175737249			3/29/2025	3,980.00	0.00	3,980.00
		01.4314.003.341 / B&G - HEAT				3,980.00	
		2000 Gallons Propane					
					Total Check #:	**1800**	**6,965.00**
1801	SYSTEM	**4/10/2025**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	1540			3/01/2025	743.60	0.00	743.60
		01.4314.003.616 / B&G - TRASH REMOVAL				109.20	
		10 Yard Bi-Weekly					
		03.4522.003.491 / SKI - TRASH REMOVAL				634.40	
		10 Yard Bi-Weekly and 8 Yard Weekly Fridays					
	2354			4/01/2025	817.96	0.00	817.96
		01.4314.003.616 / B&G - TRASH REMOVAL				120.10	
		10 Yard Bi-Weekly and 8 Yard Weekly					
		03.4522.003.491 / SKI - TRASH REMOVAL				697.86	
		10 Yard Bi-Weekly and 8 Yard Weekly					
					Total Check #:	**1801**	**1,561.56**
1802	SYSTEM	**4/10/2025**	**1940**	**EVERSOURCE**			
	56307251074-1			4/01/2025	80.63	0.00	80.63
		01.4314.003.340 / B&G - ELECTRIC				80.63	
		3/3/25 - 4/1/25 Service					
					Total Check #:	**1802**	**80.63**
1803	SYSTEM	**4/10/2025**	**1970**	**EVERSOURCE**			
	56458399037-1			3/27/2025	30.40	0.00	30.40
		01.4522.002.340 / SKI - ELECTRIC				30.40	
		2/7/25 - 3/27/25 Service					

Check Manifest - by Payee

Date: 4/10/2025 **Batch ID:** 356 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**1803**		**30.40**
1804	SYSTEM	**4/10/2025**	**9660**	**EVP MARKETING & MEDIA**				
	CAMPMOUNT-02182501				2/19/2025	700.00	0.00	700.00
				03.4522.003.305 / SKI - MARKETING/ADVERTISING			700.00	
				February 2025 Monthly Retainer				
	CAMPMOUNT 03182501				3/18/2025	843.67	0.00	843.67
				03.4522.003.305 / SKI - MARKETING/ADVERTISING			700.00	
				March 2025 Monthly Retainer				
				03.4522.003.305 / SKI - MARKETING/ADVERTISING			143.67	
				Facebook Google Ads				
					Total Check #:	**1804**		**1,543.67**
1805	SYSTEM	**4/10/2025**	**2470**	**GRANITE STATE RURAL WATER ASSOCIATION**				
	03312025				4/01/2025	2,190.00	0.00	2,190.00
				02.4331.520.240 / WTR - EDUCATION			2,190.00	
				Certification Preparatory Course for 3 employees				
					Total Check #:	**1805**		**2,190.00**
1806	SYSTEM	**4/10/2025**	**2850**	**IRVING ENERGY**				
	226185				3/28/2025	2,629.37	0.00	2,629.37
				01.4312.002.823 / HWY - DIESEL			2,629.37	
				597.7 Gallons Diesel				
					Total Check #:	**1806**		**2,629.37**
1807	SYSTEM	**4/10/2025**	**3480**	**MACDONALD ACCESSORIES LLC**				
	3025				4/01/2025	6,000.00	0.00	6,000.00
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE			6,000.00	
				Boiler Service - 200K BTU Prop Lownox Heater				
					Total Check #:	**1807**		**6,000.00**
1808	SYSTEM	**4/10/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**				
	25864				4/01/2025	1,354.17	0.00	1,354.17
				01.4130.002.391 / EXEC - PAYROLL PROCESSING			1,354.17	

Check Manifest - by Payee

Date: 4/10/2025 **Batch ID:** 356 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		Payroll Services for March, 2025					
					Total Check #:	**1808**	**1,354.17**
1809	ACH	**4/10/2025**	**4230**	**NH RETIREMENT SYSTEM**			***ACH***
	TRACKING # 6548607			3/18/2025	14,189.12	0.00	14,189.12
		01.2020.000.007 / NHRS PAYABLE				14,189.12	
		February 2025 N.H. Retirement					
					Total Check #:	**1809**	**14,189.12**
1810	SYSTEM	**4/10/2025**	**4840**	**PIKE INDUSTRIES**			
	1315742			3/28/2025	1,935.76	0.00	1,935.76
		01.4312.002.819 / HWY - ROAD SAND & SALT				1,935.76	
		Dry Screened Sand - 90.88 tons					
					Total Check #:	**1810**	**1,935.76**
1811	SYSTEM	**4/10/2025**	**9743**	**ULINE**			
	191093903			4/01/2025	778.89	0.00	778.89
		01.4312.002.610 / HWY - SHOP SUPPLIES				778.89	
		1 - Mobile Welded Steel Table 48 x 24"					
					Total Check #:	**1811**	**778.89**

Check Manifest - by Payee

Date: 4/10/2025 **Batch ID:** 356 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
4/10/2025	**Check Manifest**	**Batch:**	**356**	**Chk Count:**	**15**	**Total Amnt:**				**40,775.96**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	35,710.03
02	WATER FUND	2,190.00
03	RECREATION FUND	2,875.93

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1812	SYSTEM	**4/17/2025**	**80**	**AFLAC**			
	600654			3/28/2025	575.20	0.00	575.20
		01.2020.000.008 / AFLAC PAYABLE				575.20	
		March Billing Period					
					Total Check #:	**1812**	**575.20**
1813	SYSTEM	**4/17/2025**	**150**	**ALVINA SNEGACH**			
	04082025			4/08/2025	137.50	0.00	137.50
		01.4130.002.390 / EXEC - CONSULTING				137.50	
		Commission Meeting Minutes and Transciption					
					Total Check #:	**1813**	**137.50**
1814	SYSTEM	**4/17/2025**	**160**	**AMAZON**			
	1736-PWHJ-71NJ			4/09/2025	40.07	0.00	40.07
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				40.07	
		2" PVC Pipe Corner Fittings					
	1NQY-YNL9-491P			4/09/2025	8.55	0.00	8.55
		01.4314.003.614 / B&G - CLEANING SUPPLIES				8.55	
		12 Count Super Glue Gel					
	1NX9-YDTM-6JVH			4/10/2025	48.99	0.00	48.99
		01.4314.003.611 / B&G - SMALL TOOLS				48.99	
		1/2 inch Drive Micrometer Torque Wrench					
	1TGK-RR4K-91R3			4/04/2025	72.63	0.00	72.63
		01.4314.003.630 / B&G - BUILDING REPAIRS				72.63	
		Repair Kit for Slow Close Plain					
					Total Check #:	**1814**	**170.24**
1815	SYSTEM	**4/17/2025**	**250**	**AMERIGAS**			
	747949880			4/01/2025	498.10	0.00	498.10
		01.4314.003.341 / B&G - HEAT				498.10	
		250.3 Gallons Propane					
					Total Check #:	**1815**	**498.10**

Check Manifest - by Payee

Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1816	SYSTEM	**4/17/2025**	**8990**	**BADGER METER**			
	80190822			3/28/2025	7.84	0.00	7.84
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES					7.84	
	Orion Cellular Lte Service Unite						
					Total Check #:	**1816**	**7.84**
1817	SYSTEM	**4/17/2025**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	22894			4/14/2025	2,269.25	0.00	2,269.25
	01.4130.002.320 / EXEC - LICENSES & FEES					2,269.25	
	Service Contract						
					Total Check #:	**1817**	**2,269.25**
1818	SYSTEM	**4/17/2025**	**9693**	**CITIZENS BANK**			
	ADOBE 329			3/29/2025	19.99	0.00	19.99
	01.4130.002.320 / EXEC - LICENSES & FEES					19.99	
	Monhtly Fee						
	ALSCOPLASTICS PO 12485			3/14/2025	154.10	0.00	154.10
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					154.10	
	PVC 90 degree fittings						
	ALSCOPLASTICS PO 12485			3/14/2025	88.00	0.00	88.00
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					88.00	
	Various Sockets, Adapter, Elbow and shipping						
	ALSCOPLASTICS PO 12487			4/04/2025	111.52	0.00	111.52
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					111.52	
	4 PVC Reducing Coupling,						
	AMERIGAS 202318214			3/10/2025	144.00	0.00	144.00
	01.4314.003.341 / B&G - HEAT					144.00	
	Original check never rec'd. Placed stop payment w/no fee. Paid on CC with addit						
	A.M.RAND 0274814			3/21/2025	399.99	0.00	399.99
	01.4312.002.612 / HWY - LARGE TOOLS					399.99	
	Kombi Loop Handle						
	A.M.RAND N228414			3/18/2025	684.97	0.00	684.97
	01.4312.002.612 / HWY - LARGE TOOLS					684.97	
	Bristle Brush, Power Sweep & 50 lb. Premix						

Check Manifest - by Payee

Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			AUTHORIZE.NET				4/01/2025	30.00	0.00	30.00
			01.4520.002.320 / REC - LICENSES & FEES						30.00	
			CC statement shows $30.00 w/refund next cycle of $25.00$5.00 Monthly Fee and A							
			AVA LAND RECORDS				3/20/2025	1.05	0.00	1.05
			02.4331.520.320 / WTR - LICENSES AND FEES						1.05	
			Deed Research charged - session expired. Refund received on 3/27/25.							
			AVA LAND RECORDS CREC				3/27/2025	-1.05	0.00	-1.05
			02.4331.520.320 / WTR - LICENSES AND FEES						-1.05	
			Credit for Deed Research - session had expired							
			AVA LAND RECORDS PO14				3/20/2025	2.10	0.00	2.10
			02.4331.520.320 / WTR - LICENSES AND FEES						2.10	
			Deed Research - 2 pages printed							
			BATTERIES PLUS BULBS				3/28/2025	215.90	0.00	215.90
			01.4312.002.821 / HWY - EQUIPMENT REPAIR						215.90	
			Batteries for Honda Generators							
			CAMPTON CUPBOARD				4/05/2015	40.49	0.00	40.49
			0[illegible]409.001.002 / COG - FOOD						40.49	
			Lettuce & Tomato							
			CLOUD COVER 317				3/17/2025	18.95	0.00	18.95
			01.4130.002.320 / EXEC - LICENSES & FEES						18.95	
			Monthly Fee							
			CONSOLIDATED 5220 50				2/12/2025	69.13	0.00	69.13
			02.4331.520.350 / WTR - TELEPHONE						69.13	
			1/12/25 - 2/11/25 Service.							
			CONSOLIDATED 7331 10				2/12/2025	107.29	0.00	107.29
			02.4331.520.350 / WTR - TELEPHONE						107.29	
			1/12/25 - 2/11/25 Service							
			CONSOLIDATED 8279 30				3/12/2025	214.58	0.00	214.58
			01.4312.002.350 / HWY - TELEPHONE & INTERNET						214.58	
			Past charges for 2/12/25 - 3/11/25 Service and present month 3/12/25 - 4/11/25							
			EBAY MOTORS - PO 124853				3/17/2025	511.77	0.00	511.77
			01.4314.003.827 / B&G - EQUIPMENT REPAIRS						511.77	
			Plow - light harness, side harness and harness kit plow							
			EBAY PO 124862				3/25/2025	62.52	0.00	62.52
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						62.52	
			3 - 5 Pack Pipe Hangers							

Check Manifest - by Payee

Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
ENVELOPES TEST					4/03/2025	3.25	0.00	3.25
02.4331.520.610 / WTR - OFFICE SUPPLIES							3.25	
Envelope Testing								
FRITOLAY SNACKS 5166M					4/02/2025	71.10	0.00	71.10
03.3409.001.002 / COG - FOOD							71.10	
FritoLay Snacks								
GOOGLE 5213105309					3/31/2025	115.20	0.00	115.20
01.4130.002.320 / EXEC - LICENSES & FEES							115.20	
3/1/25 - 3/31/25 Google Workspace								
GOOGLE 5215226539					3/31/2025	911.89	0.00	911.89
01.4130.002.320 / EXEC - LICENSES & FEES							911.89	
3/1/25 - 3/31/25 Service for employee service								
GRANITE STATE WATER 1C					3/27/2025	285.00	0.00	285.00
02.4331.520.670 / WTR - SUBSCRIPTION & DUES							285.00	
Registration for Water Certification Class								
HERSHEYS 5654					3/11/2025	1,137.36	0.00	1,137.36
03.3409.001.002 / COG - FOOD							1,137.36	
Various Ice Cream								
HORIZON POOLS PO23499					3/14/2025	1,181.32	0.00	1,181.32
01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE							1,181.32	
2 - Flow Cell Assembly								
NORTHEAST RETENTION 3					4/01/2025	81.00	0.00	81.00
01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE							40.50	
3/1/25 - 3/3/2025 Shredding Service								
01.4520.003.620 / REC - MISC EXPENSES							40.50	
3/1/25 - 3/3/2025 Shredding Service								
POOLWEB PO 124903					3/20/2025	86.49	0.00	86.49
01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE							86.49	
Dolphin Wheel Bearing, Large Front Wheel an Active Brush Assembly.								
POOLWEB PO124909					3/14/2025	54.09	0.00	54.09
01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE							54.09	
Dolphin Wheel Bushing & Large Front Wheel								
POOLWEB PO 145028					3/26/2025	60.74	0.00	60.74
01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE							60.74	
Pool robot rear wheel, brush gear, wheel bushing andfront drive wheel								
PRIME BUSINESS RENEWA					3/22/2025	179.00	0.00	179.00

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Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4130.002.320 / EXEC - LICENSES & FEES					179.00	
		Renewal of Prime Business Membership						
	SPECTRUM 24 PARKER RO				3/14/2025	561.14	0.00	561.14
		01.4522.002.350 / SKI - CABLE, INTERNET & PHONE					561.14	
		3/24/25 - 4/13/25 Service						
	SPECTRUM 562 WINTERBR				2/27/2025	597.19	0.00	597.19
		01.4520.002.345 / REC - CABLE					178.00	
		2/27/25 - 3/26/25 Service						
		01.4520.002.344 / REC - INTERNET					115.00	
		2/27/25 - 3/26/25 Service						
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					115.00	
		2/27/25 - 3/26/25 Service						
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					25.00	
		2/27/25 - 3/26/25 Service						
		01.4520.002.350 / REC - TELEPHONE					25.00	
		2/27/25 - 3/26/25 Service						
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					25.00	
		2/27/25 - 3/26/25 Service						
		01.4520.002.350 / REC - TELEPHONE					25.00	
		2/27/25 - 3/26/25 Service						
		01.4520.002.350 / REC - TELEPHONE					25.00	
		2/27/25 - 3/26/25 Service						
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					25.00	
		2/27/25 - 3/26/25 Service						
		01.4520.002.345 / REC - CABLE					33.00	
		2/27/25 - 3/26/25 Service						
		01.4520.002.350 / REC - TELEPHONE					3.09	
		2/27/25 - 3/26/25 Service						
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					3.10	
		2/27/25 - 3/26/25 Service						
	SPECTRUM 8 SNOW TRAIL				3/12/2025	234.46	0.00	234.46
		01.4312.002.350 / HWY - TELEPHONE & INTERNET					234.46	
		3/12/25 - 4/11/25 Service						
	SUPPLY HOUSE - PO 12486				3/28/2025	122.90	0.00	122.90
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					122.90	
		10 Pack Male Adapter						
	TOUCHBISTRO 2429				3/31/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES					9.95	
		3/31/25 - 4/29/25 Monthly Service Fee						

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Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	TOUCHBISTRO 9507				4/02/2025	9.95	0.00	9.95
	01.4130.002.320 / EXEC - LICENSES & FEES						9.95	
	4/2/25 - 5/1/25 Monthly Service Fee							
	ZEQUIP PO 124854				3/17/2025	99.78	0.00	99.78
	01.4314.003.827 / B&G - EQUIPMENT REPAIRS						99.78	
	1 Pivot Bolt Kit							
	ZORO TOOLS - PO124908				4/04/2025	43.90	0.00	43.90
	01.4522.003.663 / SKI - LIFT MAINTENANCE						43.90	
	10 Wire Wheel Brushes							
						Total Check #:	**1818**	**8,721.01**
1819	SYSTEM	**4/17/2025**	**1770**	**EASTERN MINERALS, INC.**				
	065376				4/04/2025	1,710.66	0.00	1,710.66
	01.4312.002.819 / HWY - ROAD SAND & SALT						1,710.66	
	21.41 Tons Salt							
						Total Check #:	**1819**	**1,710.66**
1820	SYSTEM	**4/17/2025**	**2470**	**GRANITE STATE RURAL WATER ASSOCIATION**				
	13507-A				4/03/2025	204.00	0.00	204.00
	02.4331.520.240 / WTR - EDUCATION						204.00	
	Textbook Fee							
						Total Check #:	**1820**	**204.00**
1821	SYSTEM	**4/17/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**				
	25910				4/07/2025	325.00	0.00	325.00
	01.4130.002.390 / EXEC - CONSULTING						325.00	
	Finance Services March 2025							
						Total Check #:	**1821**	**325.00**
1822	SYSTEM	**4/17/2025**	**9270**	**NH ELECTRIC CO-OP**				
	LIBERTY LANE 0575139110				4/09/2025	3,140.11	0.00	3,140.11
	02.4331.520.340 / WTR - ELECTRICITY						3,140.11	
	3/11/2025 - 4/9/2025 Service							

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Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**1822**		**3,140.11**
1823	SYSTEM	**4/17/2025**	**4840**	**PIKE INDUSTRIES**			
	1314514			3/11/2025	1,004.94	0.00	1,004.94
		01.4312.002.819 / HWY - ROAD SAND & SALT				1,004.94	
		47.18 Tons Dry Screened Sand					
				Total Check #:	**1823**		**1,004.94**
1824	SYSTEM	**4/17/2025**	**9744**	**RED DOOR TITLE, LLC**			
	FILE # 2024-54070			4/11/2025	250.00	0.00	250.00
		02.4331.520.323 / WTR - LEGAL EXPENSES				250.00	
		Title Search - 27 Condo Rd., Unit 3, Campton, NH 03223					
				Total Check #:	**1824**		**250.00**
1825	SYSTEM	**4/17/2025**	**5750**	**STATE OF NH DEPT. OF SAFETY**			
	PIERCE 04142025			4/14/2025	25.00	0.00	25.00
		03.4523.001.814 / LNG - CRIMINAL RECORDS				25.00	
		Criminal Record - Anthony Pierce					
				Total Check #:	**1825**		**25.00**
1826	SYSTEM	**4/17/2025**	**9480**	**TRACTOR SUPPLY CO**			
	STATEMENT CLOSING 3/30			3/30/2025	396.64	0.00	396.64
		02.4331.520.609 / WTR - DEPT UNIFORMS				179.99	
		Various equipment					
		01.4312.002.610 / HWY - SHOP SUPPLIES				21.99	
		Various equipment					
		01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE				20.77	
		Various equipment					
		01.4312.002.610 / HWY - SHOP SUPPLIES				25.97	
		Various equipment					
		01.4314.003.617 / B&G - LANDSCAPING				14.99	
		Various equipment					
		01.4314.003.612 / B&G - LARGE TOOLS				65.98	
		Various equipment					
		01.4314.003.615 / B&G - SUPPLIES				34.98	
		Various equipment					

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Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4314.003.615 / B&G - SUPPLIES					31.97
		Various equipment					
					Total Check #:	**1826**	**396.64**
1827	SYSTEM	**4/17/2025**	**9690**	**TREASURER STATE OF NH**			
	205859			4/01/2025	30.00	0.00	30.00
		02.4331.520.860 / WTR - WATER TESTING					30.00
		3 Samples DW Bacteria, P/Am Chr.,Aqueous					
	205867			4/01/2025	15.00	0.00	15.00
		02.4331.520.860 / WTR - WATER TESTING					15.00
		WELL sample DW, Bacteria, P/A, Chr., Aqueous					
	205917			4/07/2025	12.00	0.00	12.00
		02.4331.520.860 / WTR - WATER TESTING					12.00
		Sample SDWA Nitrate & Nitrite					
					Total Check #:	**1827**	**57.00**
1828	SYSTEM	**4/17/2025**	**6240**	**UPTON & HATFIELD, LLP**			
	BILL # 173217			4/07/2025	4,680.00	0.00	4,680.00
		01.4130.002.323 / EXEC - LEGAL SERVICES					1,248.00
		General Matter #090304 - WEVD Legal and Annual Meeting					
		01.4130.002.322 / EXEC - ANNUAL MEETING					3,432.00
		General Matter #090304 - WEVD Legal and Annual Meeting					
					Total Check #:	**1828**	**4,680.00**

Check Manifest - by Payee

Date: 4/17/2025 **Batch ID:** 357 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
4/17/2025	**Check Manifest**		**Batch:**	**357**	**Chk Count:**	**17**	**Total Amnt:**			**24,172.49**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	18,592.83
02	WATER FUND	4,305.71
03	RECREATION FUND	1,273.95

--- Signatures ---

Ron Beard, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

CONSENT ACTION

APPOINT VOLUNTEERS TO ADVISORY COMMITTEES AND PLANNING BOARD

WEVD COMMISSION MEETING APRIL 23, 2025

ADVISORY BOARD OR COMMITTEE	MEMBER	TERM	COMMISSIONER REP.
Planning Board	Stan Bujalski	3 year	Panuczak
Water & Roads Committee	Archie Jackson	1 year	Panuczak
	Bob Haskins	1 year	

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

WEVD Water Department Collection Policy

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

PROCEDURE:

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

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

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

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

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

Effective date: January 19, 2022
Adopted on: January 19, 2022
Amended: April 23, 2025, May 8, 2024, August 27, 2022

_____
Commissioner

_____
Commissioner

_____
Commissioner

WEVD Water Department Collection Policy
Appendix A

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

WEVD Water Department

Notice of Intent to Lien

[Letter Date]

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

A. Property Owner(s): _____

B. Property Owner(s) Address: _____

C. Property Address: _____

D. Amount Due: _____

E. Lien Execution Date: _____

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

[Item E]
By 8:00 am

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

- Cash dropped off at 562 Winterbrook Rd., Campton, NH 03223
- Check made payable to WEVD Water Department and dropped off at or mailed to 562 Winterbrook Rd., Campton, NH 03223 (if mailed, checks must be **received** before ~~[item E]~~the date listed above)
- Via phone at 603-726-3082
- Online at www.waterville-estates.epayub.com
- All credit card payments are subject to a 2.25% processing fee

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

NOTICE OF WATER DEPARTMENT LIEN
Waterville Estates Village District

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

A. Property Owner(s): _____

B. Property Owner(s) Address: _____

C. Property Address: _____

D. Amount of Lien: $_____

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

Dated this _____ day of _____, _____.

WATERVILLE ESTATES VILLAGE DISTRICT

By: _____
Its duly authorized representative

STATE OF NEW HAMPSHIRE
GRAFTON, ss

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

_____

_____, Notary Public

My Commission Expires: _____

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

NOTICE OF WATER DEPARTMENT RELEASE OF LIEN
Waterville Estates Village District

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

A. Property Owner(s): _____

B. Property Owner(s) Address: _____

C. Property Address: _____

D. Recorded Date(s): _____

E. Book & Page Number(s): _____

Dated this _____ day of _____, _____.

WATERVILLE ESTATES VILLAGE DISTRICT

By: _____
Its duly authorized representative

STATE OF NEW HAMPSHIRE
GRAFTON, ss

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

_____

_____, Notary Public

My Commission Expires: _____

M. PATTI MOTIONS FOR WEVD COMMISION MEETING ON APRIL 23, 2025:

1. Agenda Item # 6a, Amendments to Draft Minutes of **April 8, 2025**:

    1. Page 1, line 34 – correct typo “make” not ‘maned’
    2. Page 8, line 299 – correct sentence to read: “…as the Lodge is regularly and most often used by District staff in the service bay/area and having lunch breaks. Concession operations happen far less frequently (i.e., the number of days in a year).”

2. Agenda Item #11b, Modification of Governing Body Policy for Facility Maintenance:

    Existing Policy:

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

    Proposed modified Policy for Facility Maintenance:

    1. **When WEVD undertakes to repair, remodel, construct, and/or improve WEVD facilities, Management and the Commission shall work to ensure the following:**

        A. Projects are designed, when possible, to be durable & long-lasting

        B. Fiscal responsibility is employed; costs are controlled

        C. Except in the case of an urgent need/emergency, a representative of the Waterville Estates Association (WEA) Board has an opportunity to provide input to Management regarding color, style/design, and, when applicable, placement.

    2. **Any new construction project or major repair that goes out to bid for buildings or walkways will require the bidder to indicate ADA compliance in the design and construction**

    3. **Any significant project undertaken by staff that impacts accessibility will require the Waterville Estates Village District (WEVD) General Manager (GM) to obtain review and comment by an ADA Accessibility Consultant. The GM will then advise the Commission of any determination(s) as well as the costs and feasibility of modifying the project to meet ADA Accessibility standards/ADA compliance.**