WEVD COMMISSION MEETING AGENDA
Wednesday, May 7, 2025, at 4 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 23, 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
11. GENERAL CALENDAR ITEMS
    a. Committee Appointments
    b. Summer Operations Plan
12. Next Meeting: Wednesday, May 21, 2025 @ 6 p.m. – 2 public hearings to accept and expend unanticipated revenue
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

Waterville Estates Village District

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

WEVD Commission DRAFT Meeting Minutes
April 23, 2025 – 6 PM

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Mark Canfield, General Manager Ron Beard, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Members of the Public: na

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

Members Excused: na

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

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

Roll Call of Commissioners: Ms. Patti, Mr. Panuczak, Mr. Canfield were present in person.

Adoption of Agenda:
There was consensus on adding item 11.d Volunteer Appointments, suggested by Ms. Patti.

Approval of Minutes

a. April 8, 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 **April 8, 2025,** according to the list of 2 written and one oral amendment by Ms. Patti provided in the packet. Mr. Panuczak duly seconded.*

Mr. Canfield suggested six more oral amendments, mostly typographical and grammatical, throughout the document.

Ms. Patti agreed to the friendly amendment and called a vote.

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

DRAFT

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

*Ms. Patti motioned to make the amended **April 8, 2025,** minutes the official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.*

Treasurer's Report

Ms. Aguiló noted that the General Fund has been reconciled, and she added that the float currently is only for the checks that have not cleared.

General Manager's report

Mr. Beard spoke about the following:

1. Shawn Pelchat is about halfway through with the adult pool area infrastructure upgrade.
2. Shawn Pelchat and Zackary Kennedy attended a lift maintenance training seminar last week.
3. The management started the mailbox upgrade Monday with the removal of the pavers. Mr. Pelchat will provide the revised quote to WEA and will order the materials.

Ms. Patti and Mr. Canfield asked Mr. Beard about the materials that have been ordered and are yet to be; which ones have already been delivered and stored; and where the materials are being quoted from and whether the costs have gone up since the project started. Mr. Beard explained that some materials have gone up, but it would not affect the estimates a lot.

Ms. Patti also asked about the timeline of the project. Mr. Beard provided the approximate timeline of the project work schedule and said once the materials are delivered, it should take a week to install. Once the post office signs off it will take another week to finish up and provide the residents with keys to their mailboxes. Thus, he said that hopefully the project will be done in July.

4. Steve Baert, Lauren Bennett and Mr. Beard have completed the 24-hour test prep course for water licensure. The next step is for Lauren and Mr. Beard to schedule their test dates.
5. The pickleball and tennis courts are now open for all to enjoy.

Mr. Canfield asked about the status of repairing the cracks at the pickle ball/tennis courts, which Mr. Beard said will happen soon and added that it is not a hazard right now.

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 Mr. Beard has put

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

up new signage for the lap pool instructing everyone that the lap pool is for lap swimming only.

Discussion ensued about the District needing to adopt the age restriction policy for the hot tubs or set its own policy as the owner of the facility and the liability holder.

Mr. Canfield moved to support and adopt the WEA's decision to limit the hot tub usage policy to individuals 16 and older as the District policy. Mr. Panuczak duly seconded.

Mr. Beard explained that the overuse of the hot tubs by children and teens is costly to the District in terms of maintenance. He added that the high-water temperature in the hot tub can also be an issue for the younger population, and that the State recommends the age of at least 8 for hot tub use.
Mr. Panuczak offered a friendly amendment to say hot tubs (plural) in the motion. Mr. Canfield accepted.
Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

Mr. Canfield asked about ordering the lane dividers for the lap pool. Mr. Beard said that they will look into it.

7. Mr. Beard has ordered the fish to stock our pond for the fishing derby.

Dates were discussed. Sunday May 25, 2025 was chosen.

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 there 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.

Mr. Canfield asked whether the new chef is planning to staff the kitchen. Mr. Beard said that he is working on it.

Committee/Board Reports

Planning Board
Planning Board tried to establish a quorum but was unable to do so at its last meeting. Instead, the members had a working session to have a discussion about adopting the Thornton CIP book as the District's CIP book.
Water Master Plan & Roads
Has not met.

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

Budget Advisory Committee
Has not met. Possibly will meet in the summer.

Records.
Has not met.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

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

Ms. Patti called for a vote to accept the manifests as presented in the packet. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

Volunteer Appointments
Ms. Patti noted that the Commission cannot proceed at this moment under the Consent action as the volunteers are all new and need to be discussed as a separate agenda item.
See 11.d.

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

Commissioner Values for Legislation Advocacy
Ms. Smith explained that creating a set of policy values will help guide staff in advocating for or against legislation without needing a vote each time. The Commissioners needed more time to prepare for this discussion, so the item was tabled to a later meeting on May 21, 2025. All Commissioners were asked to provide their written input to Ms. Smith, who will send them all the communications from NHMA regarding legislation.

Amending Governing Body Policy for Facility Maintenance
Ms. Patti explained the rationale for amending the policy. Ms. Patti then read the existing Policy into the record:
"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 impacts accessibility will require review and comment by the ADA committee."

DRAFT

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

Ms. Patti moved the Proposed modified Government Body 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."
Mr. Panuczak duly seconded.

Discussion ensued about what kind of projects would be considered significant and who would make that determination. Consensus was that the General Manager should be the one having discretion to do that. It was also noted he can always bring anything up to the Commission when in doubt.
Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

Amending Water Department Collection Policy
Ms. Smith provided the rationale for the amendment of the policy, which is to clarify that all costs associated with noticing the intent to lien - including postage, legal fees, and newspaper postings—will be charged to the property owner, in addition to the lien filing fee. Ms. Smith explained the changes and cleanup made to the document. Ms. Patti noted that the Policy and the Appendix to be amended are both in the handout, with all the amendments shown.

Ms. Patti moved to amend the Water Department Policy and Appendix in the manner depicted in the handout. Mr. Panuczak duly seconded.

Mr. Canfield asked about potentially shifting billing responsibility to condo associations rather than individual owners in multi-unit buildings, which was suggested to be further explored by the Water and Roads Committee. Ms. Smith explained the billing software using tax cards use and it would be impossible to have a tax card for the whole condo association unless the open space is used as a location for each of the condo associations. Discussion ensued about the need to find out

DRAFT

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

about the HOA managed structures and how many there are and whether they have individual shut offs.
Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield - aye.

11.d
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's various advisory committees. All these volunteers have affirmed their wish to continue.

Ms. Patti called for a vote to appoint Stan Bujalski to the Planning Board for a 3-year term. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

Ms. Patti called for a vote to appoint Archie Jackson to the Water & Roads Committee for a 1-year term. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.

Ms. Patti called for a vote to appoint Bob Haskins to the Water & Roads Committee for a 1-year term. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye

Ms. Patti also noted that there were no volunteers who wanted to serve on the CIP committee yet. She reiterated that the District needs volunteers for various committees.

Ms. Patti moved to appoint Denise Aguiló to the Budget Advisory Committee. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye

Ms. Patti noted that WEA and the Planning Board would also need to appoint a member each to the CIP Committee. Commission had already appointed Mr. Canfield. She suggested those who are interested to contact District@waterville-nh.com to apply.

Next Meeting: Wednesday, May 7, 2025 @ 4 PM.

Public Comment Period

-
- Bobby Ketcham, 111 Hodgeman Hill Road, via zoom, said that she was very disappointed when the playground was erected and was touted as ADA accessible. She said that getting to the playground may be ADA accessible but there is nothing for a handicapped child to do on the playground. She has a handicapped grandchild, and she finds it difficult for them

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

to get from the family pool area to the area where the food is served. She encouraged the Commissioners to keep working to make it more handicapped accessible.

Ms. Patti noted that there is a discussion to move to a new a point-of-sale system that will allow making orders remotely. She said that it would not resolve the pickup issue, but the Commission could be talking more about making the area more ADA accessible.

- Bobby Ketcham added that the Summit Lounge access was also not very accessible to those who are mobility challenged.

Ms. Patti spoke about the initial suggestion made by Mr. Beard to install a stair lift to help facilitate access to the Summit Lounge. Mr. Canfield suggested that a used lift could be purchased cheaper. Mr. Beard would look for some quotes.

Non-Public Session

Ms. Patti motioned at 7:18 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Panuczak 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 7:18 PM, Commissioners Patti, Canfield and Panuczak were present in person, as well as the General Manager Ron Beard and Administrative Assistant Allison Smith.

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 8:36 PM. Commissioners Patti, Canfield and Panuczak were present in person were present in person.

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.

DRAFT

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

Meeting adjourned at 8:38 PM.

Prepared by Alvina Snegach

DRAFT

Waterville Estates
Village District

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

GM Report May 7, 2025

1. Shawn Pelchat and his team are in the process of filling the outdoor pools and once they are filled we will begin to heat them up.
2. Steve Beart has been busy identifying leaks in our water system and Lauren has been york raking district dirt roads.
3. Last week I had a zoom meeting with a new POS system provider. Dave Ketcham from the WEA board was also present. I received a quote from Square the next day and forwarded it on to the board. In my opinion it is a good value and will resolve the issues that we have had with our current system. I am still waiting for feedback from The WEA board.

Check Manifest - by Payee

Date: 4/24/2025 **Batch ID:** 358 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1829	SYSTEM	**4/24/2025**	**60**	**AERIAL NDT INSPECTION INC**			
	2331-1752Q			4/09/2025	1,313.25	0.00	1,313.25
	03.4522.003.851 / SKI - INSPECTIONS					1,313.25	
	Magnetic particle testing						
					Total Check #:	**1829**	**1,313.25**
1830	SYSTEM	**4/24/2025**	**160**	**AMAZON**			
	1GRR-C7JT-KD7F			4/15/2025	236.67	0.00	236.67
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					147.78	
	2 HP Black Laser Jet Cartridge						
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					88.89	
	1 HP Cyan Laser Jet Cartridge						
	1NRM-V7CR-KXXD			4/15/2025	8.31	0.00	8.31
	01.4522.003.663 / SKI - LIFT MAINTENANCE					8.31	
	1/4-20 (30 pack) Phillips flat head machine screws						
	1P11-YWFV-GG7L			4/15/2025	21.76	0.00	21.76
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					21.76	
	2 - 2-3/4 Reducing Bushing Flush Connector						
	1XNF-9K3T-F7W3			3/17/2025	15.00	0.00	15.00
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					15.00	
	Tracks for Robot Pool Cleaner						
					Total Check #:	**1830**	**281.74**
1831	SYSTEM	**4/24/2025**	**250**	**AMERIGAS**			
	3176376416			4/16/2025	1,799.96	0.00	1,799.96
	01.4314.003.341 / B&G - HEAT					1,799.96	
	904.5 Gallons Propane						
					Total Check #:	**1831**	**1,799.96**
1832	ACH	**4/24/2025**	**9697**	**BANK OF NEW HAMPSHIRE**			***ACH***
	ACCT 400011608 42625			4/26/2025	399.70	0.00	399.70
	01.4711.000.004 / DEBT - PRINCIPAL PAYMENTS - BANK OF NH TRAILER					368.62	
	Principal and Interest						
	01.4721.000.004 / DEBT - INTEREST PAYMENTS - BANK NH TRAILER					31.08	

Check Manifest - by Payee

Date: 4/24/2025 **Batch ID:** 358 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		Principal and Interest					
					Total Check #:	**1832**	**399.70**
1833	SYSTEM	**4/24/2025**	**1240**	**CONSOLIDATED COMMUNICATIONS**			
113298733110 41225				4/12/2025	107.36	0.00	107.36
		02.4331.520.350 / WTR - TELEPHONE				107.36	
		3/12/25 - 4/11/25 Service					
					Total Check #:	**1833**	**107.36**
1834	SYSTEM	**4/24/2025**	**1250**	**CONSOLIDATED COMMUNICATIONS**			
186 265 7408 60 41225				4/12/2025	253.25	0.00	253.25
		01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES				253.25	
		3/12/25 - 4/11/25 Service					
					Total Check #:	**1834**	**253.25**
1835	SYSTEM	**4/24/2025**	**1260**	**CONSOLIDATED COMMUNICATIONS**			
113275827930 41225				4/12/2025	107.36	0.00	107.36
		01.4312.002.350 / HWY - TELEPHONE & INTERNET				107.36	
		3/12/25 - 4/11/25 Service					
					Total Check #:	**1835**	**107.36**
1836	SYSTEM	**4/24/2025**	**1320**	**CONSOLIDATED COMMUNICATIONS**			
6037268958353 41225				4/12/2025	77.51	0.00	77.51
		01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES				77.51	
		3/12/25 - 4/11/25 Service					
					Total Check #:	**1836**	**77.51**
1837	SYSTEM	**4/24/2025**	**1340**	**CONSOLIDATED COMMUNICATIONS**			
113276522050 41225				4/12/2025	69.20	0.00	69.20
		02.4331.520.350 / WTR - TELEPHONE				69.20	
		3/12/25 - 4/11/25 Service					
					Total Check #:	**1837**	**69.20**

Check Manifest - by Payee

Date: 4/24/2025 **Batch ID:** 358 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1838	SYSTEM	**4/24/2025**	**1350**	**CONSOLIDATED COMMUNICATIONS**			
	113 275 4707 53 41225			4/12/2025	107.36	0.00	107.36
	02.4331.520.350 / WTR - TELEPHONE					107.36	
	3/12/25 - 4/11/25 Service						
					Total Check #:	**1838**	**107.36**
1839	SYSTEM	**4/24/2025**	**1710**	**DRUMMOND WOODSUM**			
	893123			4/21/2025	170.00	0.00	170.00
	01.4130.002.323 / EXEC - LEGAL SERVICES					170.00	
	Telephone Conference w/General Managerq						
					Total Check #:	**1839**	**170.00**
1840	SYSTEM	**4/24/2025**	**7540**	**HELL'S GATE FIREWORKS, LLC**			
	FIREWORKS 7/4/2025			4/18/2025	4,000.00	0.00	4,000.00
	03.4523.003.612 / LNG - EVENT EXPENSES					4,000.00	
	Fireworks Display 4th of July - Public Event						
					Total Check #:	**1840**	**4,000.00**
1841	SYSTEM	**4/24/2025**	**7580**	**HY-ON-A-HILL TROUT FARM**			
	ORDER # 12466			4/22/2025	1,040.00	0.00	1,040.00
	03.4523.003.612 / LNG - EVENT EXPENSES					1,040.00	
	Fish: Rainbow 6-8", Rainbow 12-14",Brown 6-8",Brook 8-10" for Fishing Derby May						
					Total Check #:	**1841**	**1,040.00**
1842	SYSTEM	**4/24/2025**	**3170**	**JP PEST SERVICES**			
	4072596			4/17/2025	240.00	0.00	240.00
	01.4520.003.619 / REC - PEST CONTROL					240.00	
	Commercial Protection Program for Communicty Ctr						
	4072597			4/17/2025	156.00	0.00	156.00
	01.4520.003.619 / REC - PEST CONTROL					156.00	
	Commercil Protection Program for Campton Mountain Ski Lodge						
					Total Check #:	**1842**	**396.00**

Check Manifest - by Payee

Date: 4/24/2025 **Batch ID:** 358 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1843	SYSTEM	**4/24/2025**	**6280**	**VERIZON WIRELESS**			
	6110497233			4/08/2025	321.97	0.00	321.97
	02.4331.520.351 / WTR - CELL PHONE						41.06
	Ipads Service 4/9/25 - 5/8/25						
	01.4130.002.351 / EXEC - CELL PHONES						41.06
	Ipads Service 4/9/25 - 5/8/25						
	01.4130.002.351 / EXEC - CELL PHONES						117.40
	Ron's Cell Phone Service 4/9/25 - 5/8/25						
	01.4130.002.351 / EXEC - CELL PHONES						122.45
	Steve's Cell Phone Service 4/9/25 - 5/8/25						
					Total Check #:	**1843**	**321.97**
1844	SYSTEM	**4/24/2025**	**6680**	**XEROX FINANCIAL SERVICES**			
	40385750			4/10/2025	433.41	0.00	433.41
	01.4520.002.618 / REC - COPIER LEASE						144.47
	Equipment Protection Contract 3/30/35 - 4/29/2025						
	02.4331.520.618 / WTR - COPIER LEASE						144.47
	Equipment Protection Contract 3/30/35 - 4/29/2025						
	01.4520.002.618 / REC - COPIER LEASE						144.47
	Equipment Protection Contract 3/30/35 - 4/29/2025						
					Total Check #:	**1844**	**433.41**

Check Manifest - by Payee

Date: 4/24/2025 **Batch ID:** 358 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
4/24/2025	**Check Manifest**		**Batch:**	**358**	**Chk Count:**	**16**	**Total Amnt:**	**10,878.07**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	4,055.37
02	WATER FUND	469.45
03	RECREATION FUND	6,353.25

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/01/2025 **Batch ID:** 359 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1845	SYSTEM	**5/01/2025**	**80**	**AFLAC**			
	884289			4/27/2025	575.20	0.00	575.20
		01.2020.000.008 / AFLAC PAYABLE				575.20	
		April Billing Period					
					Total Check #:	**1845**	**575.20**
1846	SYSTEM	**5/01/2025**	**150**	**ALVINA SNEGACH**			
	04232025			4/23/2025	100.00	0.00	100.00
		01.4130.002.390 / EXEC - CONSULTING				100.00	
		Commissioners Meeting 4/23/2025					
					Total Check #:	**1846**	**100.00**
1847	SYSTEM	**5/01/2025**	**160**	**AMAZON**			
	13RH-P4G9-DQGL			4/25/2025	173.94	0.00	173.94
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				173.94	
		2" True Union Full Flow Ball Valve					
	17C3-7H7J-9DWC			4/28/2025	158.02	0.00	158.02
		01.4314.003.617 / B&G - LANDSCAPING				69.05	
		Grass Seed					
		01.4314.003.617 / B&G - LANDSCAPING				88.97	
		Turf Builder					
	1H9M-3NK3-99QQ			4/28/2025	63.69	0.00	63.69
		01.4314.003.614 / B&G - CLEANING SUPPLIES				27.40	
		Disinfecting Wipes					
		01.4314.003.614 / B&G - CLEANING SUPPLIES				36.29	
		95 Gallon Trash Bags					
	1TCJ-11-T-3G6G			4/24/2025	734.40	0.00	734.40
		02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE				734.40	
		6 Panel Single Prehung Front Door					
	1V9T-MG3V-FYF7			4/22/2025	32.99	0.00	32.99
		01.4314.003.614 / B&G - CLEANING SUPPLIES				32.99	
		1 - Watch Your Step sign					
	1XVQ-VQQN-MGWT			4/22/2025	36.78	0.00	36.78
		01.4522.003.662 / SKI - SKI AREA REPAIRS				36.78	
		1 - Bathroom Fan Motor & Blower Wheel Replacement					

Check Manifest - by Payee

Date: 5/01/2025 **Batch ID:** 359 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	1Y1D-4DCL-GQ6L			4/22/2025	12.94	0.00	12.94
	01.4314.003.614 / B&G - CLEANING SUPPLIES					12.94	
	1 Swifter Wetjet Refill						
					Total Check #:	**1847**	**1,212.76**
1848	SYSTEM	**5/01/2025**	**250**	**AMERIGAS**			
	3176586042			4/22/2025	807.34	0.00	807.34
	01.4314.003.341 / B&G - HEAT					807.34	
	405.7 Gallons Propane						
					Total Check #:	**1848**	**807.34**
1849	SYSTEM	**5/01/2025**	**550**	**BELKNAP TIRE & AUTO REPAIR, LLC**			
	299828			4/23/2025	2,035.00	0.00	2,035.00
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE					2,035.00	
	LT245/75R Cooper Discoverer Tires coplete w/mount and balance plus tire disposal						
					Total Check #:	**1849**	**2,035.00**
1850	SYSTEM	**5/01/2025**	**560**	**BELLETETES, INC.**			
	4395288			4/28/2025	200.88	0.00	200.88
	01.4312.002.822 / HWY - PROJECTS					200.88	
	Plywood and Treated Wood						
	4395297			4/28/2025	231.71	0.00	231.71
	01.4314.003.630 / B&G - BUILDING REPAIRS					231.71	
	2X6 8' and 10' Cedar C & Btr						
					Total Check #:	**1850**	**432.59**
1851	SYSTEM	**5/01/2025**	**570**	**BENJAMIN DEMERS**			
	04192025			4/19/2025	75.00	0.00	75.00
	03.4523.003.612 / LNG - EVENT EXPENSES					75.00	
	Easter Bunny Appearance on Saturday 4/19/25 for Easter Egg Hunt and photos						
					Total Check #:	**1851**	**75.00**
1852	SYSTEM	**5/01/2025**	**1270**	**CONSOLIDATED COMMUNICATION**			

Check Manifest - by Payee

Date: 5/01/2025 **Batch ID:** 359 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	113 295 3542			4/18/2025	214.00	0.00	214.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						214.00
	3/18/25 - 4/17/25 Service						
					Total Check #:	**1852**	**214.00**
1853	SYSTEM	**5/01/2025**	**1290**	**CONSOLIDATED COMMUNICATIONS**			
	603 406 1840			4/24/2025	200.00	0.00	200.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						200.00
	3/24/2025 - 4/23/2025 Service						
					Total Check #:	**1853**	**200.00**
1854	SYSTEM	**5/01/2025**	**1300**	**CONSOLIDATED COMMUNICATIONS**			
	603 406 2057			4/24/2025	3.60	0.00	3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						3.60
	3/24/2025 - 4/23/2025 Service						
					Total Check #:	**1854**	**3.60**
1855	SYSTEM	**5/01/2025**	**1330**	**CONSOLIDATED COMMUNICATIONS**			
	603 401 9573			4/21/2025	200.00	0.00	200.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						200.00
	3/21/25 - 4/20/25 Service						
					Total Check #:	**1855**	**200.00**
1856	SYSTEM	**5/01/2025**	**1360**	**CONSOLIDATED COMMUNICATIONS**			
	113 298 7331			4/18/2025	246.24	0.00	246.24
	02.4331.520.350 / WTR - TELEPHONE						246.24
	3/18/25 - 4/17/25 Service						
					Total Check #:	**1856**	**246.24**
1857	SYSTEM	**5/01/2025**	**1430**	**COREY SIMPSON**			
	1/1-4/30/25			4/30/2025	2,705.00	0.00	2,705.00
	03.4523.002.660 / LNG - EQUIPMENT MAINTENANCE						2,705.00
	Walk-in Freezer issues and keg cooler running warm						

Check Manifest - by Payee

Date: 5/01/2025 **Batch ID:** 359 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**1857**	**2,705.00**
1858	SYSTEM	**5/01/2025**	**9160**	**F.W.WEBB COMPANY**			
	90479215			4/22/2025	250.80	0.00	250.80
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					250.80	
	60 pieces Gray PVC Pipe						
					Total Check #:	**1858**	**250.80**
1859	SYSTEM	**5/01/2025**	**2630**	**HEALTH TRUST**			
	001553536			4/22/2025	20,649.94	0.00	20,649.94
	02.4331.520.210 / WTR - HEALTH INSURANCE					1,981.26	
	5/1/2025 - 5/31/2025 Billing Period						
	02.4331.520.211 / WTR - DENTAL INSURANCE					79.50	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4314.001.210 / B&G - HEALTH INSURANCE					7,925.04	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4314.001.211 / B&G - DENTAL INSURANCE					367.47	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4521.001.210 / FD - HEALTH INSURANCE					2,641.68	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4521.001.211 / FD - DENTAL INSURANCE					106.02	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4130.001.210 / EXEC - HEALTH INSURANCE					5,943.76	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4130.001.211 / EXEC - DENTAL INSURANCE					231.35	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4312.001.210 / HWY - HEALTH INSURANCE					1,320.84	
	5/1/2025 - 5/31/2025 Billing Period						
	01.4312.001.211 / HWY - DENTAL INSURANCE					53.02	
	5/1/2025 - 5/31/2025 Billing Period						
					Total Check #:	**1859**	**20,649.94**
1860	SYSTEM	**5/01/2025**	**9742**	**HORIZONS ENGINEERING, INC.**			
	37097			4/22/2025	13,705.00	0.00	13,705.00
	02.4331.520.862 / WTR - ENGINEERING					13,705.00	
	240609 WE Road and Water Master Services						

Check Manifest - by Payee

Date: 5/01/2025 **Batch ID:** 359 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #: 1860		**13,705.00**
1861	ACH	**5/01/2025**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT - *ACH***			***ACH***
	62715-2025			4/30/2025	1,662.29	0.00	1,662.29
	01.4711.000.003 / DEBT - PRINCIPAL PAYMENTS - KS BANK - EXCAVATOR					1,426.76	
	2024 Excavator Loan - Principal						
	01.4721.000.003 / DEBT - INTEREST PAYMENTS - KS BANK - EXCAVATOR					235.53	
	2024 Excavator Loan Principal and Interest						
					Total Check #: 1861		**1,662.29**
1862	SYSTEM	**5/01/2025**	**3420**	**LOUIE VALENTE**			
	941193			4/27/2025	600.00	0.00	600.00
	02.4331.520.640 / WTR - GENERATOR MAINTENANCE					600.00	
	GOO 722510-3012791993 - Service @ PumphouseShop service - new battery - parts						
					Total Check #: 1862		**600.00**
1863	SYSTEM	**5/01/2025**	**9240**	**MARK JOHNSON CONSTRUCTION, LLC**			
	2025-003			4/22/2025	240.00	0.00	240.00
	02.4331.520.822 / WTR - PROJECTS					240.00	
	20 Bank Run Sand - Caldon pressure issue						
					Total Check #: 1863		**240.00**
1864	SYSTEM	**5/01/2025**	**9658**	**NEW HAMPSHIRE MUNICIPAL ASSOCIATION**			
	4844			1/03/2025	640.00	0.00	640.00
	01.4130.002.320 / EXEC - LICENSES & FEES					640.00	
	Annual Associate Member dues 1/1/25 - 12/31/2025						
					Total Check #: 1864		**640.00**
1865	SYSTEM	**5/01/2025**	**5700**	**STAPLES BUSINESS ADVANTAGE**			
	7005049851			4/25/2025	9.38	0.00	9.38
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					9.38	
	2 - Scissors						
					Total Check #: 1865		**9.38**

Check Manifest - by Payee

Date: **5/01/2025** **Batch ID:** **359** **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1866	SYSTEM	**5/01/2025**	**9698**	**ZACHARY KENNEDY**			
	04282025			4/28/2025	82.54	0.00	82.54
	01.2020.000.001 / PAYROLL LIABILITIES					82.54	
	Direct deposit was returned; bank could not locate his account.						
					Total Check #:	**1866**	**82.54**

Check Manifest - by Payee

Date: 5/01/2025 **Batch ID:** 359 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
5/01/2025	**Check Manifest**		**Batch:**	**359**	**Chk Count:**	**22**	**Total Amnt:**	**46,646.68**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	26,280.28
02	WATER FUND	17,586.40
03	RECREATION FUND	2,780.00

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1867	SYSTEM	**5/08/2025**	**160**	**AMAZON**			
11TK-MMMV-V3YF				5/05/2025	144.28	0.00	144.28
01.4314.003.630 / B&G - BUILDING REPAIRS LIGHT SWITCH						144.28	
13JD-4NCT-9G6N				5/02/2025	72.85	0.00	72.85
01.4314.003.826 / B&G - VEHICLE MAINTENANCE WINDSHIELD MOLDING - FJ						72.85	
169C-4FR4-74D4				4/24/2025	264.99	0.00	264.99
01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES SANITIZER						264.99	
19J3-YN7X-69TX				5/05/2025	5.99	0.00	5.99
01.4314.003.614 / B&G - CLEANING SUPPLIES CLEANING BRUSH						5.99	
1GGG-66FT-1RDF				5/01/2025	254.20	0.00	254.20
01.4314.003.630 / B&G - BUILDING REPAIRS SWIM LANE DIVIDERS						254.20	
1HDF-QTNK-3QJX				5/05/2025	106.94	0.00	106.94
01.4314.003.614 / B&G - CLEANING SUPPLIES CONDITIONER						72.95	
01.4314.003.614 / B&G - CLEANING SUPPLIES DUSTER						33.99	
1TV7-LHWQ-9CT1				4/30/2025	76.90	0.00	76.90
03.3409.001.003 / COG - GENERAL MERCHANDISE SWIM GOGGLES						76.90	
					Total Check #:	**1867**	**926.15**
1868	SYSTEM	**5/08/2025**	**250**	**AMERIGAS**			
3176795179				4/24/2025	398.20	0.00	398.20
01.4314.003.341 / B&G - HEAT PROPANE						398.20	
					Total Check #:	**1868**	**398.20**
1869	SYSTEM	**5/08/2025**	**1890**	**EVERSOURCE**			
56996545091 APRIL				4/28/2025	59.27	0.00	59.27

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			01.4522.002.340 / SKI - ELECTRIC ELECTRICITY				59.27	
						Total Check #:	**1869**	**59.27**
1870	SYSTEM	**5/08/2025**	**1910**	**EVERSOURCE**				
56574890067 APRIL					4/28/2025	332.30	0.00	332.30
			02.4331.520.340 / WTR - ELECTRICITY ELECTRICITY				332.30	
						Total Check #:	**1870**	**332.30**
1871	SYSTEM	**5/08/2025**	**1920**	**EVERSOURCE**				
56360751028 APRIL					4/28/2025	19.11	0.00	19.11
			01.4522.002.340 / SKI - ELECTRIC ELECTRICITY				19.11	
						Total Check #:	**1871**	**19.11**
1872	SYSTEM	**5/08/2025**	**1930**	**EVERSOURCE**				
56299101063 APRIL					4/28/2025	5,437.17	0.00	5,437.17
			01.4314.003.340 / B&G - ELECTRIC ELECTRICITY				5,437.17	
						Total Check #:	**1872**	**5,437.17**
1873	SYSTEM	**5/08/2025**	**1940**	**EVERSOURCE**				
56307251074 APRIL					5/01/2025	76.70	0.00	76.70
			01.4314.003.340 / B&G - ELECTRIC ELECTRICITY				76.70	
						Total Check #:	**1873**	**76.70**
1874	SYSTEM	**5/08/2025**	**1970**	**EVERSOURCE**				
56458399037 APRIL					4/28/2025	18.93	0.00	18.93
			01.4522.002.340 / SKI - ELECTRIC ELECTRICITY				18.93	
						Total Check #:	**1874**	**18.93**

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1875	SYSTEM	**5/08/2025**	**1990**	**EVERSOURCE**			
56994890085 APRIL				4/28/2025	122.22	0.00	122.22
01.4312.003.340 / HWY - ELECTRIC ELECTRICITY						122.22	
					Total Check #:	**1875**	**122.22**
1876	SYSTEM	**5/08/2025**	**2020**	**EVERSOURCE**			
56244890026 APRIL				4/28/2025	121.78	0.00	121.78
01.4312.003.340 / HWY - ELECTRIC ELECTRICITY						121.78	
					Total Check #:	**1876**	**121.78**
1877	SYSTEM	**5/08/2025**	**2040**	**EVERSOURCE**			
56974735011 APRIL				4/28/2025	73.28	0.00	73.28
01.4522.002.340 / SKI - ELECTRIC ELECTRICITY						73.28	
					Total Check #:	**1877**	**73.28**
1878	SYSTEM	**5/08/2025**	**7270**	**EVERSOURCE**			
56235890092 APRIL				4/28/2025	1,036.10	0.00	1,036.10
01.4522.002.340 / SKI - ELECTRIC ELECTRICITY						1,036.10	
					Total Check #:	**1878**	**1,036.10**
1879	SYSTEM	**5/08/2025**	**7280**	**EVERSOURCE**			
56344890025 APRIL				4/28/2025	494.27	0.00	494.27
02.4331.520.340 / WTR - ELECTRICITY ELECTRICITY						494.27	
					Total Check #:	**1879**	**494.27**
1880	SYSTEM	**5/08/2025**	**7300**	**EVERSOURCE**			
56181551029 APRIL				4/28/2025	201.57	0.00	201.57
02.4331.520.340 / WTR - ELECTRICITY						201.57	

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				ELECTRICITY				
						Total Check #:	**1880**	**201.57**
1881	SYSTEM	**5/08/2025**	**7310**	**EVERSOURCE**				
	56688101039 APRIL				4/28/2025	94.09	0.00	94.09
				01.4522.002.340 / SKI - ELECTRIC			94.09	
				ELECTRICITY				
						Total Check #:	**1881**	**94.09**
1882	SYSTEM	**5/08/2025**	**7320**	**EVERSOURCE**				
	56384126058 APRIL				4/28/2025	18.58	0.00	18.58
				02.4331.520.340 / WTR - ELECTRICITY			18.58	
				ELECTRICITY				
						Total Check #:	**1882**	**18.58**
1883	SYSTEM	**5/08/2025**	**7330**	**EVERSOURCE**				
	56945126092 APRIL				4/28/2025	20.90	0.00	20.90
				02.4331.520.340 / WTR - ELECTRICITY			20.90	
				ELECTRICITY				
						Total Check #:	**1883**	**20.90**
1884	SYSTEM	**5/08/2025**	**9130**	**EVERSOURCE**				
	56956494017 APRIL				4/28/2025	223.42	0.00	223.42
				02.4331.520.340 / WTR - ELECTRICITY			223.42	
				ELECTRICITY				
						Total Check #:	**1884**	**223.42**
1885	SYSTEM	**5/08/2025**	**9140**	**EVERSOURCE**				
	56101129021 APRIL				4/28/2025	2,979.36	0.00	2,979.36
				02.4331.520.340 / WTR - ELECTRICITY			2,979.36	
				ELECTRICITY				
						Total Check #:	**1885**	**2,979.36**

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1886	SYSTEM	**5/08/2025**	**9160**	**F.W.WEBB COMPANY**			
90517715				4/24/2025	113.80	0.00	113.80
01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE							59.08
RED CPLG 3X2 PVC							
02.4331.520.611 / WTR - TOOLS							54.72
PIPE CTTR RATCHETING							
					Total Check #:	**1886**	**113.80**
1887	SYSTEM	**5/08/2025**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
05062025 - [redacted]				5/06/2025	12.00	0.00	12.00
02.4331.520.320 / WTR - LICENSES AND FEES							12.00
LIEN FILING - [redacted]							
					Total Check #:	**1887**	**12.00**
1888	SYSTEM	**5/08/2025**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
05062025 - [redacted]				5/06/2025	12.00	0.00	12.00
02.4331.520.320 / WTR - LICENSES AND FEES							12.00
LIEN FILING - [redacted]							
					Total Check #:	**1888**	**12.00**
1889	SYSTEM	**5/08/2025**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
05062025 - [redacted]				5/06/2025	12.00	0.00	12.00
02.4331.520.320 / WTR - LICENSES AND FEES							12.00
LINE FILING - [redacted]							
					Total Check #:	**1889**	**12.00**
1890	SYSTEM	**5/08/2025**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
05062025 - [redacted]				5/06/2025	12.00	0.00	12.00
02.4331.520.320 / WTR - LICENSES AND FEES							12.00
LIEN FILING - [redacted]							
					Total Check #:	**1890**	**12.00**
1891	SYSTEM	**5/08/2025**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	05062025 - [redacted]				5/06/2025	12.00	0.00	12.00
		02.4331.520.320 / WTR - LICENSES AND FEES						12.00
		LIEN FILING - [redacted]						
						Total Check #:	**1891**	**12.00**
1892	SYSTEM	**5/08/2025**	**7480**	**HANDYMAN HARDWARE INC.**				
	A207492				4/08/2025	24.66	0.00	24.66
		01.4522.003.663 / SKI - LIFT MAINTENANCE						-2.74
		DISCOUNT						
		01.4522.003.663 / SKI - LIFT MAINTENANCE						17.00
		10-24 NYL INS LO						
		01.4522.003.663 / SKI - LIFT MAINTENANCE						10.40
		MISC. FASTENERS						
	A207647				4/21/2025	5.40	0.00	5.40
		01.4314.003.615 / B&G - SUPPLIES						-0.60
		DISCOUNT						
		01.4314.003.615 / B&G - SUPPLIES						6.00
		MARKER						
	B468699				4/01/2025	58.50	0.00	58.50
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						65.00
		SCREW CALIBURN						
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-6.50
		DISCOUNT						
	B468813				4/02/2025	22.50	0.00	22.50
		01.4522.003.663 / SKI - LIFT MAINTENANCE						25.00
		WRAP CUSHION						
		01.4522.003.663 / SKI - LIFT MAINTENANCE						-2.50
		DISCOUNT						
	B468909				4/03/2025	16.65	0.00	16.65
		01.4314.003.630 / B&G - BUILDING REPAIRS						10.00
		TRASH BAGS						
		01.4314.003.615 / B&G - SUPPLIES						8.50
		AIR FRESHENER						
		01.4314.003.630 / B&G - BUILDING REPAIRS						-1.00
		DISCOUNT						
		01.4314.003.615 / B&G - SUPPLIES						-0.85
		DISCOUNT						

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
B468924				4/03/2025	49.50	0.00	49.50	
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE PAINT						30.00	
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE DISCOUNT						-5.50	
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE CLEANER						25.00	
B468927				4/03/2025	73.80	0.00	73.80	
	01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT						-8.20	
	01.4312.002.610 / HWY - SHOP SUPPLIES TAPE						82.00	
B468975				4/03/2025	25.20	0.00	25.20	
	01.4314.003.630 / B&G - BUILDING REPAIRS DISCOUNT						-2.80	
	01.4314.003.630 / B&G - BUILDING REPAIRS BX UTIL PRFWTR						6.00	
	01.4314.003.630 / B&G - BUILDING REPAIRS BOX OUTLET						4.50	
	01.4314.003.630 / B&G - BUILDING REPAIRS GFC1 WALL RECP						17.50	
B469288				4/07/2025	23.85	0.00	23.85	
	01.4314.003.630 / B&G - BUILDING REPAIRS DISCOUNT						-2.65	
	01.4314.003.630 / B&G - BUILDING REPAIRS PAINT						20.00	
	01.4314.003.630 / B&G - BUILDING REPAIRS PAINT ROLLER						6.50	
B469322				4/07/2025	47.70	0.00	47.70	
	01.4522.003.663 / SKI - LIFT MAINTENANCE DISCOUNT						-5.30	
	01.4522.003.663 / SKI - LIFT MAINTENANCE 8-32X1-1/4 PH PAN						10.00	
	01.4522.003.663 / SKI - LIFT MAINTENANCE 10-24 NYL LOCK NUT						30.00	
	01.4522.003.663 / SKI - LIFT MAINTENANCE SNAP SPRING INTRLK ZN						13.00	
B469515				4/09/2025	30.60	0.00	30.60	

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE DISCOUNT					-3.40
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE PVC					34.00
B470486					4/17/2025	171.00	0.00	171.00
			02.4331.520.641 / WTR - SYSTEM REPAIRS DISCOUNT					-19.00
			02.4331.520.641 / WTR - SYSTEM REPAIRS DEADBOLT					40.00
			02.4331.520.641 / WTR - SYSTEM REPAIRS DEADBOLT					150.00
B470579					4/18/2025	5.40	0.00	5.40
			01.4522.003.662 / SKI - SKI AREA REPAIRS DISCOUNT					-0.60
			01.4522.003.662 / SKI - SKI AREA REPAIRS TAPE					6.00
B470607					4/18/2025	30.60	0.00	30.60
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE DISCOUNT					-3.40
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE PVC					34.00
B470867					4/21/2025	323.55	0.00	323.55
			01.4314.003.630 / B&G - BUILDING REPAIRS DISCOUNT					-35.95
			01.4314.003.630 / B&G - BUILDING REPAIRS STAIN					337.50
			01.4314.003.630 / B&G - BUILDING REPAIRS BRUSH					22.00
B470911					4/21/2025	2.70	0.00	2.70
			02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE DISCOUNT					-0.30
			02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE KEY					3.00
B471030					4/22/2025	93.60	0.00	93.60
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE DISCOUNT					-3.40
			01.4314.003.617 / B&G - LANDSCAPING DISCOUNT					-1.00

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT					-6.00
			01.4314.003.611 / B&G - SMALL TOOLS SHOVEL					60.00
			01.4314.003.617 / B&G - LANDSCAPING ROPE					10.00
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE PVC					34.00
B471031					4/22/2025	18.00	0.00	18.00
			01.4314.003.611 / B&G - SMALL TOOLS DISCOUNT					-2.00
			01.4314.003.611 / B&G - SMALL TOOLS PLIER					20.00
B471346					4/24/2025	51.30	0.00	51.30
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE DISCOUNT					-5.70
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE UNION PVC SOLVENT WELD					12.00
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE UNION PVC IPS					15.00
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE BLADE RECIP					30.00
B471377					4/24/2025	11.25	0.00	11.25
			03.4523.002.660 / LNG - EQUIPMENT MAINTENANCE DISCOUNT					-1.25
			03.4523.002.660 / LNG - EQUIPMENT MAINTENANCE LIGHT					12.50
B471549					4/25/2025	35.55	0.00	35.55
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE DISCOUNT					-0.45
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE CONNECTOR BLUE WIRE					4.50
			01.4314.003.615 / B&G - SUPPLIES GFCI WALL RECP					35.00
			01.4314.003.615 / B&G - SUPPLIES DISCOUNT					-3.50
B471876					4/28/2025	6.75	0.00	6.75
			03.4523.002.611 / LNG - KITCHEN SUPPLIES DISCOUNT					-0.75

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		03.4523.002.611 / LNG - KITCHEN SUPPLIES LIGHTER					7.50
B471986				4/28/2025	54.00	0.00	54.00
		02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE DISCOUNT					-6.00
		02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE COUPLING BRASS					60.00
B472140				4/29/2025	15.75	0.00	15.75
		01.4312.002.610 / HWY - SHOP SUPPLIES DISCOUNT					-1.75
		01.4312.002.610 / HWY - SHOP SUPPLIES FILTER AIR FIBERGLAS					7.00
		01.4312.002.610 / HWY - SHOP SUPPLIES BUNGEE CORD					5.00
		01.4312.002.610 / HWY - SHOP SUPPLIES STRETCH CRD					5.50
B472190				4/30/2025	39.60	0.00	39.60
		01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE CLEANER 67 OZ					12.50
		01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE DECK SCRUB BRUSH					25.00
		01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE DISCOUNT					-4.40
		01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE PAINT PAIL					6.50
					Total Check #:	**1892**	**1,237.41**
1893	SYSTEM	**5/08/2025**	**2580**	**HARCROS CHEMICALS, INC.**			
291019872				4/30/2025	1,208.00	0.00	1,208.00
		02.4331.520.865 / WTR - CHEMICALS SODIUM HYPOCHLORITE					1,208.00
					Total Check #:	**1893**	**1,208.00**
1894	SYSTEM	**5/08/2025**	**3170**	**JP PEST SERVICES**			
4101420				5/01/2025	240.00	0.00	240.00
		01.4520.003.619 / REC - PEST CONTROL COMMERCIAL PROTECTION PROGRAM					240.00

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #: **1894**		**240.00**
1895	SYSTEM	**5/08/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	25950			5/01/2025	1,354.17	0.00	1,354.17
		01.4130.002.391 / EXEC - PAYROLL PROCESSING				1,354.17	
		PAYROLL SERVICES APRIL 2025					
					Total Check #: **1895**		**1,354.17**
1896	SYSTEM	**5/08/2025**	**5060**	**RECDESK LLC**			
	RD-000970			5/01/2025	3,360.00	0.00	3,360.00
		01.4520.002.320 / REC - LICENSES & FEES				3,360.00	
		ANNUAL SUBSCRIPTION					
					Total Check #: **1896**		**3,360.00**
1897	SYSTEM	**5/08/2025**	**9717**	**S.D. IRELAND CONCRETE CONST CORP**			
	372732			5/06/2025	1,722.50	0.00	1,722.50
		01.4312.002.822 / HWY - PROJECTS				1,722.50	
		BLOCKS - DELIVERY 1					
	372740			5/07/2025	1,862.50	0.00	1,862.50
		01.4312.002.822 / HWY - PROJECTS				1,862.50	
		BLOCKS - DELIVERY 2					
					Total Check #: **1897**		**3,585.00**

Check Manifest - by Payee

Date: 5/08/2025 **Batch ID:** 360 **BANK OF NH - DISTRICT**

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

5/08/2025 Check Manifest Batch: 360 Chk Count: 31 Total Amnt: 23,811.78

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	17,896.06
02	WATER FUND	5,820.82
03	RECREATION FUND	94.90

--- Signatures ---

_____
Ron Beard, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

APPOINT VOLUNTEERS TO ADVISORY COMMITTEES

WEVD COMMISSION MEETING MAY 7, 2025

ADVISORY BOARD OR COMMITTEE	MEMBER	TERM	COMMISSIONER REP.
Capital Improvement Program (CIP) Committee	Maxine Coyle	1 year	Canfield
	Denise Aguiló (BAC Rep.)	1 year	
	Linda Ivers (WEA Rep.)	1 year	

2025 Band

May 24th pool side 3pm-6pm

June 28th Pool side 3pm-6pm

July 4th Back lawn 6pm-9pm

July 5th pool side 3pm-6pm

July 12th pool side 3pm-6pm

July 19th pool side 3pm-6pm

July 22nd pool side 3pm-6pm

Aug 2nd Back Lawn (beer Tasting)

Aug 16th Back Lawn (Country Day)

Aug 30th pool side 3pm-6pm

2025 Concessions

May 23, 24, 25, 26 (Bar Staff 2 each day. Kitchen 2 each day) Bar labor=$629.00 Kitchen labor= $2,360.00

June 6, 7, 13, 14, 20, 21 (Bar staff 1 each day-Kitchen 1 each day) Bar labor= $510.00 Kitchen labor= $2,220.00

June 27-July 6th (bar staff 2 each day Kitchen 2 cooks and 1 dish washer)

Bar staff= $1,802.00

Cooks= $6,254.00

Tiki Bar= $280.00

July 9th-Sep 1st

Wednesday and Thursday's will have 1 bartender and 1 cook in the kitchen.

Bartender cost $76.50 per day 8 weeks= $612.00

Cook cost $198.00 per day 8 weeks= $1,584.00

Friday, Saturday and Sunday's will have 2 bartenders, 2 cooks and 1 dishwasher. Saturday's will have 1 bartender in the tiki bar.

Bar labor cost= Friday $187.00 Saturday $280.50 Sunday $153.00

Kitchen labor cost= Friday $847.00 Saturday $847.00 Sunday $539.00

Total Labor and Benefits for 2025 Summer is $43,500.00

2025 Summer Events

FISHING DERBY

Expenses:

Fish= $1,040.00

Trophy's= $410.99

Food= $300.00

Labor= $400.00

Total cost= $2,150.99

REVENUE:

$5.00 per participant@50= $250.00

$5.00 lunch per person@50=$250.00

Total Revenue= $500.00

JULY 4TH

Expenses:

Fireworks= $4,000.00

4th supplies= $400.00

Band= $400.00

Setup, cleanup and bar staff $350.00

Total Expense= $5,150.00

REVENUE:

No charge for the event

Bar revenue last year was $1,885.00

July 26 Kid's Fun Day

Expenses:

Supplies= $500.00

Labor= $350

Total Expenses= $750.00

Revenue:

No charge for this event

August 16th Country Day

Expenses:

Band= $800.00

Country themed BBQ

Food cost $600.00

Setup, cleanup and bar staff= $550.00

Total Expense= $1,950.00

Revenue:

No charge for this event

Bar revenue to be determined

Aug 2nd Beer Tasting

Expenses:

Band= $600.00

Labor $400.00

Total expense= $1000.00

Revenue:

No charge for this event

Bar revenue will be lower due

Free beer sampling

Projected total Expense for event's is $11,000.99

2025 P&L

2024	Alcohol revenue 80k	COG 16k	Profit 64k
2024	Food revenue 21k	COG 7k	Profit 14k
			Total Profit 78k

2025 Concession Labor (43.5K)

2025 Event cost (11k)

2025 Entertainment cost (4k)

2025 Marketing cost (4.2k)

Total expected revenue with no expected increase in sales 15.3k

With the hiring of a new executive chef and the new menu choices I am expecting to see at least a 10% increase in food sales.

With the new energy in the bar staff as well as the addition of the (tiki bar) for the busy days this will help relieve the lines at the bar which will help increase sales.

As we look to changing our Point of Sale System we will be able to be more efficient with customer orders and offer the customer to be able to place there own food order from there chase lounge pool side and be notified when it is ready for pick-up. This also will help in preventing long lines at the bar and increase sales.

With the addition of operating the bar and kitchen on Wednesday and Thursday at a reduced staffing level this should increase sales.

2024 Recreation Management Agreement

This Agreement is made this 2nd day of January, 2024, by and between Waterville Estates Village District, a municipal corporation, with a principal mailing address of 562 Winterbrook Road, Campton, NH 03223 (hereinafter the "District" or "WEVD"), and Waterville Estates Association, a New Hampshire corporation, with a principal mailing address of 562 Winterbrook Road Campton NH, 03223 (hereinafter the "Association" or "WEA"). This Agreement supersedes and replaces, in its entirety, the 2023 Recreation Management Agreement executed by the District and WEA.

AUTHORITY

This Agreement is entered into under the authority of RSA 35-B.

PURPOSE

The purpose of this Agreement is to formalize the amount of anticipated recreational fees and charges paid by WEA to the District in exchange for WEA's use of District property, for members/owner events and recreational activities, and the provision of member services by WEVD. As outlined below, fees and charges paid by WEA to the District shall be processed in two separate ways. First, a portion of anticipated recreational fees and charges received by the District from WEA shall be deposited into the District's general operation account/general fund. Second, a portion of anticipated recreational fees and charges received by the District from WEA shall be deposited into the District's revolving recreational fund pursuant to RSA 35-B:1 and 35B:2, II. This Agreement further memorializes the terms and scope of WEA's use of District property relative to the operation of Recreational Activities, Recreational Promotion, the construction of Recreational Capital Improvements, and the maintenance and care of parks and common areas in order to ensure that activities and services provided by the District and financing of those aforementioned items are consistent with RSA 35-B.

DEFINITIONS

The meaning of the following words or phrases used in this document are as described below, unless the context indicates otherwise:

2024 Recreation Management Agreement

Admission policy:	A formal statement outlining the eligibility requirements and application procedures for admission to common areas and recreational facilities of Waterville Estates
Business activities:	The revenue generated by WEA activities including but not limited to recreational activities.
General Manager:	An individual that oversees and coordinates recreational activities on behalf of the District and WEA (as authorized by the District). The General Manager's duties are described in the Job Description identified as Attachment A.
Usage Policy:	An enforceable formal code of conduct for all members and guests of "Waterville Estates" while visiting WEVD facilities.
Recreational Activities:	Management of Recreational Programs.
Recreational Capital Improvements:	Improvements, expansions, or updates made to existing facility amenities including but not limited to exercise and weight rooms, saunas, hot tubs, indoor/outdoor furniture, teen room, tennis courts, swimming pools, audio and video systems, snow making equipment, trail systems, ski area lighting, ski area lifts, and ski area equipment and bars and restaurants.
Recreational Programs:	Activities and entertainment that provides benefits to the WEA's members as well as WEVD residents and guests
Recreation Promotion:	The process involved in operating and maintaining the amenities and recreational facilities within Waterville Estates
Waterville Estates:	The community of residences and building lots, facilities, and community amenities contained in the Waterville Estates Village District
District Property:	All District property owned by the District as municipal property, including recreational property and facilities, and subject to New Hampshire's municipal law requirements.

RECITALS

A. The District has been formed pursuant to RSA Chapter 52 as a municipal corporation funded through property taxes for the purpose of funding community services such as the supply of water for domestic purposes (RSA 52:1, I(d)), the maintenance of roads (RSA 52:1, I(m)), the impoundment of water (RSA

52:1, I(d)), the maintenance of facilities and activities for "recreational promotion" (RSA 52:1, I(h)), and the maintenance and care of parks and commons (RSA 52:1, I(g) and (h)).

The District's rights and responsibilities include the following:

a. Maintenance of District facilities and District property and management of District facilities and District property.
b. Construction of any "recreational capital improvements" and maintenance of District parks and common areas.
c. Operating "recreational programs" in accordance with this agreement.
d. Ensuring a safe and inviting environment of all common areas consistent with their intended uses, managing safe and legal alcoholic beverage service, and maintaining liquor and food service standards commensurate with licensing for each. All alcohol service shall be performed in a manner compliant with applicable District liquor licenses.
e. Exercising universal and unilateral authority to take actions to manage its responsibilities relative to safety and professionalism.
f. Provide the necessary personnel and equipment to perform the services required by related to such activities as contractually agreed upon.
g. Provide accounting, billing, and clerical services regarding the revolving recreational fund to the Association as contractually agreed upon.

B. The Association was formed as the successor to Waterville Estates developer, Locke Waterville Corporation, and represents all owners of property in "Waterville Estates." In recognition of the fees and charges paid by the Association to the District pursuant to RSA 35-B:1 and 35-B:2, II and described herein,

the Association shall maintain the following rights and responsibilities regarding District property as long as this Agreement remains in effect.

The Association's rights and responsibilities include the following:

a. Establish, maintain, and enforce a "usage policy" to all recreational facilities falling within the scope of this Agreement.
b. Organize, schedule, plan, and administer recreational activities as authorized by WEVD. Cooperate with WEVD regarding recreational activities and help facilitate the organization and administration of recreational activities.
c. In consideration of this Agreement, the District and WEA agree that WEA is specifically receiving the right and benefit of planning and participating in recreational programing and activities on behalf of its owners members and guests. These rights include, but are not limited to, WEA's oversight and approval of recreational activities on District property.
d. Accept and/or annex new property for use in common by eligible "Waterville Estates" property owners.
e. WEA shall commit no waste on or to District facilities.

In consideration of the mutual covenants stated within this document, the parties willingly enter into this Recreation Management Agreement concerning the management and maintenance of Recreational Activities, Recreational Programs, the construction of Recreational Capital Improvements, capital improvements, and the maintenance and care of parks and commons areas pursuant to the terms of this Agreement.

2024 Recreation Management Agreement

1. Duration and Termination

a. This agreement supersedes all prior agreements between the parties concerning "recreational activities," including but not limited to the Recreation Management Agreement executed by WEA and the District on December 30, 2021, and the 2023 Recreation Management Agreement executed by the parties.

b. This Agreement shall be effective January 1, 2024 and shall run to December 31, 2025. Annual review of the agreement's terms and conditions will be conducted by representatives of the contracting parties starting October 1st of each year. Changes, if any, are to be in written form on the original agreement document or by addendum and to include the names and signatures of the approving representatives. Copies of the updated original agreement or addendum are to be provided to WEVD and WEA.

c. Non-appropriation clause: The District and WEA understand this Agreement contemplates a multi-year agreement subject to the District's municipal budget process. In the event no funds are appropriated for the provisions of this Agreement through the District's Annual Meeting process, this Agreement shall automatically terminate without any further obligations owed to either the District or WEA.

2. Insurance

a. The Association agrees to maintain insurance as well as insurance for Directors' and Officers'. The specifics of required coverage include Liability ISO forms or their equivalent without limiting endorsements, $1,000,000 CSL, WEVD named as additional insured, volunteers as additional insured and provided by an insurer rated

"A" or better by AM Best. Directors and Officers is provided by a "A" or better rated carrier and provides a $1,000,000 limit. A certificate of insurance evidencing this coverage is to be provided to WEVD on an annual basis and prior to the annual anniversary of this agreement.

b. WEA further agrees to compensate WEVD for the annual cost of insurance for ski operations at Campton Mountain with WEA to be named as additional insured.

3. Servicing of Recreational Activities and Business Activities

a. The District shall supply necessary qualified personnel and equipment in order to provide "recreational activities" agreed upon by the parties on an annual basis, within the limits of the funds made available by the Association.

b. **Anticipated WEA Quarterly Fees:** As an anticipated recreational fee and charge, WEA shall pay to the District an annual sum of six hundred thousand dollars ($600,000.00) for the rights and responsibilities provided pursuant to this Agreement (including, but not limited to, WEA's right to participate in the administration of recreational programing). WEA shall make payments quarterly in the amount of one hundred fifty thousand dollars ($150,000.00) each quarter (hereinafter "WEA Quarterly Fee"). WEA's first Quarterly Fee is due on March 31ST

2024. WEA's second Quarterly Fee is due June 30TH 2024. WEA's third Quarterly Fee is due September 30th 2024. WEA's fourth Quarterly Fee is due December 31st 2024. All WEA Quarterly Fees are considered anticipated funds, and shall be deposited into the District's Operating Fund, as authorized through the District's Annual Meeting and budgeting process, to be used for recreational purposes and expenses.

c. The District intends all Quarterly Fee payments made by WEA pursuant to this Agreement to be used for recurring recreational operating expenses as budgeted by the District and approved by District voters at the Annual Meeting.

d. **Additional WEA Revolving Recreation Fund Payments:** In addition to the WEA Quarterly Payments outlined in Section 3.b of this Agreement, in prior years WEA and the District have agreed to an additional one-time payment from WEA to fund the District's revolving recreational fund. The District anticipates the revolving recreational fund will have approximately $120,000 at the end of the 2023 fiscal year, and that for 2024 there is no requirement that WEA make a one-time payment to the District's revolving recreational fund. WEA and the District agree the recreational fund shall continue to be further funded with profits from concessions and other revenue generated as a result of running recreational activities throughout the year, including, but not limited to, daily/day use passes, Campton Mountain ski lift/rope tow tickets, merchandise sales, rental & event proceeds, and miscellaneous front desk revenue. WEA and the District further agree that nothing in this 2024 RMA shall be construed as to limit the party's ability to agree to a one-time recreational fund payment in future years. WEA and the District acknowledge and agree that all monies ~~(including the $50,000 fee received by WEA)~~ deposited into the revolving recreation fund are properly considered District monies, which the District can use 100% of, in its sole discretion, to invoice costs and pay for recreational activities, services, and other obligations as permitted by law.

e. Recreational expenses to be charged to the revolving recreational fund shall include, but are not limited to, the following:

All supplies to operate food/beverage (Liquor/food/soda/linens/paper products/condiments etc.)

All third-party event expenses (ex: linens, paper goods, cleaning and set up fees) for weddings/functions, room rentals etc.

All bands and entertainment subcontractors

All sub-contractors including cooks, bartenders, and wait staff

All ski operation sub-contractors including lift operators and ski patrol

f. District food-service employee's (cook) wages and benefits as long as the employee is performing duties related to concessions and recreation for the District. When District food-service employee (cook) is not performing duties related to concessions and recreation the employee's wages and benefits shall not be considered expenses charged to the revolving recreational fund. Any surplus funds above $75,000 created in the Recreation Fund in a given year shall remain in the Recreation Fund to be utilized in the sole discretion of the District for additional costs for providing recreation. The District shall provide WEA with detailed reports each quarter of the Recreation Fund's income and expenses – having reconciled with the bank statements – in order to determine the amount of surplus funds above $75,000. This accounting or reconciliation shall be provided to WEA on the following dates: March 31st, June 30th, September 30th, 2024 and January 15th, 2025. The parties agree that any accounting or reconciliation of costs for administrative services provided to WEA by District employees pursuant to the separate Administrative Services Agreement will also follow the same yearly reconciliation schedule.

g. Nothing contained herein shall prevent the WEA from making additional funds separate from the fees and payments contemplated in this Agreement, that are available to WEA, to WEVD

for Recreational Programs during the fiscal year. However, any additional funds must be administered pursuant to applicable New Hampshire Municipal laws.

4. **Unforeseen Circumstances:**

   a. In the event of unforeseen circumstances, including but not limited to force majeure, fire, earthquake, etc., which render District facilities unavailable for use for recreational activities for more than 30 consecutive days, WEVD shall release WEA from an obligation to pay the remaining WEA Quarterly Fee due that fiscal year, and instead, shall set a minimum fee and charge of $25,000.00 for the remainder of the period in which the facilities are unavailable to operate recreation. The parties agree that any outstanding invoices for services already rendered, or payment obligations or promises already agreed to, which are not covered by the remaining Rec Fund balance, shall be paid by the Association upon presentation to the Board.

5. The parties specifically agree that this Agreement does not obligate the District to pay or promise any money in any form, and it does not require the District to raise and appropriate money within the meaning of RSA Chapters 31 and 33 outside of funds raised and appropriated through the District's Annual Meeting process.
6. On or before October 15, 2024, WEA shall provide a formal program proposal of Recreational Activities together with the description of the events and activities. The format of the proposal should consist of an event calendar and community center operating hours. See attached addendum

– anything similar to the exemplar is satisfactory. WEA to provide reasonable notice upon any change or addition to either the event calendar or operating hours. Both WEVD and WEA agree to meet, discuss, and produce a 2024 Recreational Activities schedule.

7. Monies deposited into the revolving Rec Fund pursuant to this agreement are fees & charges. As such, they are not subject to the Trustee of the Trust Fund process.
8. On or before November 1, 2024, WEA shall provide a separate formal proposal for Recreational Improvements and capital improvements that includes a corresponding commitment of CIF or WEA funds. Any additional funds must be administered pursuant to applicable New Hampshire Municipal laws. It is the intent of the parties to work together in maintaining, improving, and/or expanding assets and facilities which support recreation.
9. On or before November 1, 2024, WEVD and WEA will work jointly to forecast expenses for the upcoming year's Recreational Services considering any expected cost increases in salary, benefits, materials, and any chargeable miscellaneous items to allow WEVD and WEA to adequately plan costs related to the ensuing year's recreational programming.
10. WEVD, at its sole discretion, may provide support for recreational services in accordance with NH municipal law.
11. **Separate Capital Payments**

    All additional payments made with respect to Recreation Capital Improvements shall be paid before project completion dates. Such additional fund payments must be administered pursuant to applicable New Hampshire Municipal laws.

12. **WEA Third-Party Requirements**

    The parties agree that, in the event WEA intends to hire a contract service or employee(s) to supervise and run Recreational Programming for the Association, the

WEA Board must provide the District with a detailed proposal outlining which Recreational Operation duties are going to be assumed by the Association. In no event shall the WEA contract service provider or WEA employee supervise WEVD employees. Upon receipt of said proposal, the District will work diligently with WEA to determine which WEVD staffing changes will be necessary as well as the timing to implement said plan, including moving WEVD employees who are currently paid from the Revolving Rec Fund to the WEA payroll. Working cooperatively, the parties can agree to amend or terminate this Agreement if necessary.

13. **Books and Records**

WEVD shall oversee maintaining books, accounts, and records that reflect all expenditures incurred in the revolving rec fund. These books, accounts, and records shall be maintained at the WEVD's offices and shall be available for inspection by the Association during regular business hours.

At all times, WEVD staff who are assisting WEA are performing their duties as municipal employees. WEVD Employees remain municipal employees while performing recreational services and any WEA administrative/bookkeeping functions. As municipal employees, all WEVD staff are subject to NH municipal law including, but not limited to, RSA Chapter 91-A (Right-To-Know law) and Chapter 31 of the RSA.

14. **Remedies**

a. If WEVD breaches any term of this Agreement, WEA shall give written notice of the breach to WEVD. If WEVD fails to remedy the breach within 30 days of such notice, or if such breach shall have been of a nature that the same could not have been cured within 30 days, and if WEVD shall not have, in good faith, commenced the curing or remedying of such

breach, within such 30-day period, WEA may, at its option, terminate this Agreement. Upon termination, WEVD shall return to the Association all unexpended fees and charges which are not encumbered by a contract with a third party or owed to WEVD for services already rendered.

b. WEA shall timely make each WEA Quarterly-Fee in the amount of $150,000.00 to the District's Operating Fund. If WEA fails to timely pay each WEA Quarterly Fee WEA shall be considered in material breach of this Agreement. Thereupon, the WEVD may terminate the provision of services for Recreational Activities until WEA makes the required WEA Quarterly Fee due. If WEA breaches any term of this Agreement, WEVD shall give written notice of the breach to WEA. If WEA fails to remedy the breach within 30 days of such notice, or if such breach shall have been of a nature that the same could not have been cured within 30 days, and if WEA shall not have, in good faith, commenced the curing or remedying of such breach, within such 30-day period, WEVD may, at its option, terminate this Agreement. Upon termination, WEA shall not have any of the rights and responsibilities regarding District property, including programing and access rights, contemplated by this Agreement.

c. Notwithstanding anything to the contrary contained herein, WEVD will not be obligated, by this Agreement, to perform services beyond the amount funded by the WEA.

15. **Successors Assigns and Non-Assignability**

This Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties hereto, however, this Agreement may not be assigned by either party without prior written consent.

16. Validity

This Agreement is understood to comply fully with the laws of the State of New Hampshire relative to Village Districts, and in particular, relative to the authority and duties of the commissioners, and therefore, to the extent any provision of this Agreement in any way may conflict with or breach such laws, such provision shall be null and void.

17. Severability Clause

Any party, provision, representation or warranty of this Agreement which is prohibited or which is held to be void or unenforceable shall be ineffective to the extent such prohibition or unenforceability without invalidating the remaining provisions thereof. If the invalidity of any part, provision, representation or warranty of this Agreement shall deprive any party of the economic benefit intended to be conferred by this Agreement, the parties shall negotiate, in good faith, to develop a structure the economic effect of which is as close as possible to the economic effect of this Agreement without regarding to such invalidity.

18.Notices

a. Notice to the Association shall be in writing to the President of the WEA Board of Directors.

b. Notice to WEVD shall be to the Commissioners of WEVD and the WEVD General Manager.

WHEREFORE, the parties have signed this eleven (11) page Agreement on the date first written above.

Waterville Estates Village District

[redacted]

2024 Recreation Management Agreement

[redacted]

Waterville Estates Association

By the President of the Board of Directors

[redacted]

ATTACHMENTS

Attachment A

GENERAL MANAGER
Waterville Estates Village District

JOB SUMMARY

The Waterville Estates Village District General Manager (hereinafter General Manager) is responsible for carrying out the direction of the Waterville Estates Village District Commissioners (hereinafter Commissioners) to plan, direct, and coordinate the operations of Waterville Estates Village District (hereinafter WEVD). This position does not function as a manager as outlined in RSA 37, but as an administrator at the direction of the Commissioners. Duties and responsibilities include implementing policies and procedures and suggesting changes, managing daily operations, and planning the use of materials and staff, in accordance with all applicable local, state and federal laws and Commission policies, and anticipating problems and recommending policies to deal with them. Under the direction of the Commissioners, manages the agreements with the Waterville Estates Association (hereinafter Association).

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Implements general policies established by the District Commissioners and directs their administration and execution.
- Plans, develops and recommends specific operational policies, programs, procedures and methods in concert with Commission-approved policies including the personnel policy and purchasing policy
- Coordinates the development of long-range plans including capital expenditures.
- Supervise all staff employed by WEVD including those doing work for the Association and those paid by the Revolving Recreation Fund.
- Stays current with relevant trends and developments.
- Coordinates development of operating and capital budgets, including construction, alterations, maintenance, materials, supplies, and equipment regularly monitors financial statements and manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary. (within policy guidelines).
- Attends meetings of the Commission and as requested of the Commission meetings of the planning board, advisory committees and the Association Board of Directors.
- Serves as liaison between all management staff and the Commission. As directed by the Commission and in keeping with agreements between the Commissioners and Association the revolving recreation staff and WEVD staff doing work for the Association.
- Prepares reports and other support material for the Commission.
- Negotiates and recommends Commission approval for contracts.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.

- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- At the request of the Commissioners ensure staff properly post meetings, provide space, documentary support and technology for the meetings and ensure minutes are properly posted, saved and made available under RSA 91-A.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the District.
- Responsible for maintaining safe facilities and good risk management practices.
- Performs other duties as directed by the Commission in keeping with a managerial position.

KNOWLEDGE, SKILLS AND ABILITIES

The following is a representative list of desired skills and abilities, however the absence of some will not exclude a candidate from consideration. The Ideal Candidate will have these:

- Understanding of governmental accounting practices with emphasis on General Ledger, Accounts Payable, Budget preparation, audits, and Quickbooks or other financial software.
- Excellent written and oral communication
- Strong computer skills including expertise in Word, Excel, PowerPoint website management, and ability to implement good computer policy and procedures.
- Understanding of community water supply systems.
- Understanding road summer and winter maintenance including care and operation of highway equipment.
- Knowledge of the legal constraints/authorities of Village Districts
- Flexibility in responding courteously to needs of staff, board members and owners; ability to establish priorities and maintain productivity despite numerous interruptions
- Cultural sensitivity and ability to relate well and effectively in diverse workplace with a diverse client population
- Good Risk Management including safety consciousness for facilities and staff
- Experience managing recreation programs including pools, gym and ski area.

QUALIFICATIONS -LICENSES

Minimum

- Degree in Business Management, Public Administration, Accounting and five years of managerial experience or equivalent
- Motor Vehicle Operator's license

Desired upon hire or ability to obtain after hire.

- Pool and water testing certification
- Completion of NH Liquor Commission T.I.P.S. course

2024 Recreation Management Agreement

Attachment B

Waterville Estates Association

Annual Operating Schedule by Facility

Community Center:

1. Open daily (same hours for outdoor facilities)
    a. Monday – Thursday: 10 a.m. to 8:00 p.m.
    b. Friday & Saturday: 10:00 a.m. to 10:00 p.m
    c. Sunday: 10:00 a.m to 8:00 p.m

2. CLOSED for Holidays – Easter, Thanksgiving, Christmas.

3. Subject to closure for Severe Weather events/safety concerns by WEVD Management.

4. Indoor concession operations – Mountain View Lounge (beverages, snack food), Food Service for special events.

5. Outdoor facilities = Basketball Courts, Tennis Courts, Multi-Use Court, Sand Volleyball, Pond & Beach, Pools and Hot Tubs.

6. Outdoor pools, hot tubs only
    a. Open daily Memorial Day weekend through END OF SEPTEMBER OR END OF COLUMBUS DAY WEEKEND
    b. Heating pools and hot tubs from Memorial Day Weekend through END OF SEPTEMBER OR END OF COLUMBUS DAY WEEKEND

7. Summertime Concession Operations (outdoors, poolside)
        i. Dates:
            1. Memorial Day weekend, limited menu
            2. Fourth Week of June through Labor Day Weekend

2024 Recreation Management Agreement

ii. Hours of concession service:
   1. Friday: Noon to ~~8 p.m.~~ 10 PM
   2. Saturday: Noon to ~~8 p.m.~~ 10 PM
   3. Sunday: Noon to 5 p.m.
   4. Extended to Monday – Thursday 4th of July Weekend/week

8. Community Center special events to include but are not limited to:
   a. Live music/DJ at pavilion and/or poolside
   b. Country Western Day
   c. Fourth of July celebration
   d. Pirate Day
   e. Fishing Derby
   f. Wine/beer tastings
   g. Trunk or Treat (or at Campton Mountain depending on weather)
   h. Comedy Night
   i. BBQ on lawn

CAMPTON MOUNTAIN:

1. Ski Operations – snow and weather dependent – Mid December through March
   a. Thursday: 3:00 p.m. to 9:00 p.m.
   b. Friday: 10:00 a.m. to 4:00 p.m.; 5:00 to 9:00 p.m.
   c. Saturday: 10:00 to 4:00 p.m.; 5:00 p.m. to 9:00 p.m.
   d. Sunday: 10:00 a.m. to 4:00 p.m.
   e. Christmas Vacation Week: Monday – Thursday 10:00 a.m. to 4:00 p.m.; 5:00 to 9:00 p.m. in addition to regular schedule
   f. MLK Weekend – extend Sunday to include 5:00 p.m. to 9:00 p.m.
   g. Mass Vacation Week: Monday – Thursday 10:00 a.m. to 4:00 p.m.; 5:00 to 9:00 p.m. in addition to regular schedule
   h. NH Vacation Week: Wednesday 10:00 a.m. to 4:00 p.m.; Thursday 10:00 to 4:00 p.m.; 5:00 p.m. to 9:00 p.m. in addition to regular schedule
   i. WEVD Management to determine if weather conditions and snow conditions will cancel ski operations
2. Ski Lodge Operations

2024 Recreation Management Agreement

   a. When skiing open, Lodge follows the same schedule with the exception of staying open until 10 p.m.
   b. If ski lifts are not running, the Lodge will be open evenings only from 5:00 p.m. to 10:00 p.m.
3. Ski Lodge Special Events to include but are not limited to:
   a. Live Music/DJ
   b. Trivia Contests
   c. New Year's Eve Celebration
   d. Ski Race(s)
   e. Cardboard Box Derby

All dates and times subject to change due to weather and unpredictable situations, at the discretion of the WEA Board of Directors.



APPENDICIES

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

CHAPTER 35-B
PUBLIC RECREATION AND PARKS

Section 35-B:1

35-B:1 Establishment and Management. – Any town, city, county, village district or school district acting through its governing body, may either independently or in conjunction with the United States, the state of New Hampshire, or any other political subdivision acquire land within or without its jurisdiction by gift, purchase or lease, for a public recreation and park area and may prepare, equip, and maintain said land for said purpose. Said town, city, county or district may establish a system of reasonable fees and charges thereon; may conduct and promote leisure-time activities thereon. In connection therewith, any such town, city, county, or district may construct, reconstruct, equip, operate, and maintain any recreation building or recreation support facility; and may employ an administrative officer and such other persons as it deems necessary to carry out the provisions of this chapter. Any town, city, county or district shall have the power to jointly enter into any contract with any organization or organizations for the purpose of conducting leisure-time programs, acquiring recreational lands or facilities, or exercising any other power granted by this chapter.

Source. 1979, 185:1, eff. Aug. 5, 1979.

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

CHAPTER 35-B
PUBLIC RECREATION AND PARKS

Section 35-B:2

35-B:2 Tax and Appropriations. –
Any town, city, county, village district or school district may raise annually revenues and appropriate funds for the purpose described in RSA 35-B:1 and also may raise such sums when the land upon which such activities are conducted belongs to or is leased by the state. The money necessary to pay for lands or other recreation purposes described in RSA 35-B:1 may be raised and appropriated by the board or body having control over the finances of a political subdivision by the following methods:
I. General taxation, as other taxes are raised and levied or by the issuance of temporary loan bonds or by the issuance of permanent bonds to the extent, and with the authority authorized by existing law.
II. By fees and charges for recreation park services and facilities. All revenue from such fees and charges may be deposited into a special fund established for such purposes pursuant to RSA 31:95-c, or into a recreation revolving fund established by vote of the legislative body. If such a recreation revolving fund is created, the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all moneys in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose. If such recreation revolving fund is rescinded by vote of the legislative body, any remaining amounts in the fund shall become part of the general fund accumulated surplus.

Source. 1979, 185:1. 1993, 161:1, eff. July 23, 1993. 2012, 181:3, eff. Aug. 10, 2012.

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

CHAPTER 52
VILLAGE DISTRICTS

Section 52:1

52:1 Establishment. –

I. Upon the petition of 10 or more voters, persons domiciled in any village situated in one or more towns, the selectmen of the town or towns shall fix, by suitable boundaries, a district including such parts of the town or towns as may seem convenient, for any of the following purposes:

(a) The extinguishment of fires;
(b) The lighting or sprinkling of streets;
(c) The planting and care for shade and ornamental trees;
(d) The supply of water for domestic and fire purposes, which may include the protection of sources of supply;
(e) The construction and maintenance of sidewalks and main drains or common sewers;
(f) The construction, operation, and maintenance of sewage and waste treatment plants;
(g) The construction, maintenance, and care of parks or commons;
(h) The maintenance of activities for recreational promotion;
(i) The construction or purchase and maintenance of a municipal lighting plant;
(j) The control of pollen, insects, and pests;
(k) The impoundment of water;
(*l*) The appointing and employment of watchmen and police officers;
(m) The layout, acceptance, construction, and maintenance of roads; and
(n) The maintenance of ambulance services.

II. The voters who are domiciled in any village shall cause a record of the petition, pursuant to paragraph I, and their proceedings thereon to be recorded in the records of the towns in which the district is situate.

Source. 1849, 852:1. CS 116:1. GS 97:1. GL 107:1. 1889, 82:1. PS 53:1. 1909, 27:1. 1911, 5:1. PL 57:1. 1939, 108:1. RL 70:1. RSA 52:1. 1957, 179:1. 1961, 120:3. 1975, 13:1; 455:1. 1977, 154:1. 1981, 375:1. 2003, 289:14, eff. Sept. 1, 2003.

Amendments for April 23, 2025 Meeting Minutes:

1. typo Page 1, line 26 -- two amendments only (not 27)
2. Page 2, line 66 -- "by July" instead of 'in'
3. Page 3, lines 103 & 104 -- "...cleaning service will perform a deep clean in both kitchens..."
4. Page 4, line 147 -- "...Ms. Smith, who will be sending them all communications..."
5. Page 6, lines 203 & 204 -- "...to the advisory committees and the Planning Board. All these volunteers will be appointed as new members."
6. Page 6, line 227 – the email should read “district@waterville-estates.com”
7. Page 7, line 240 -- replace 'making' with "patrons to place"