WEVD COMMISSION MEETING AGENDA
Tuesday, September 9, 2025, at 9 a.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. If remote attendance, reason & vote
5. Adoption of Agenda
6. Demo of Laserfiche by Ricoh
7. Approval of Minutes
    a. August 18, 2025
8. Treasurer's Report
9. GM's Report
10. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Budget Advisory
    d. Records & Retention
11. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
12. GENERAL CALENDAR ITEMS
    a. RCA – 158 Goose Hollow
    b. Rec Fund 6 mo. Review
    c. Staff Reports
        i. Shawn Pelchat, Maintenance
        ii. Steve Baert, Water & Roads
        iii. Julie Smart, Front Desk
        iv. Heather & Tony Pierce, Food & Beverage
        v. Lisa Magerer, Finance
        vi. Allison Smith, Admin
13. Next Meetings:
    a. September 18, 2025, 9am – Goal setting with staff, no public comment
    b. September 24, 2025, 6pm – Regular meeting and public hearings to: accept and expend unanticipated revenue from WEA, accept the new mailboxes as improvement, update water ordinance sections 5& 9, and adopt a driveway ordinance
14. Public Comment Period
15. Non-Public Session
16. 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.

Laserfiche®

For State & Local Government



Drive Excellent Public Service Agency-Wide

How Enterprise Content Management Serves Staff and Citizens

The phrase "do more with less" has proven more relevant than ever in the modern age. Local governments are facing growing pressure to provide high quality public service despite shrinking budgets and limited staff.

To provide quality public service, governments must have information at their fingertips in order to instantly answer citizen inquiries and requests. They also must minimize manual, repetitive tasks— like finding, filing and indexing documents—so they can focus more time on addressing the needs of the public.

Laserfiche enterprise content management (ECM) solutions help local governments provide information to the public faster and more cost-effectively than ever before.



60% of **city government respondents** view ECM as central to data sharing and retention.

57% of **county respondents** view ECM as central to data sharing and retention.

47% of **county governments** trust Laserfiche ECM solutions.

Survey by the Center for Digital Government

BUILDING & PLANNING

Automate the permitting process and simplify access to GIS data.

CLERK'S OFFICE

Enable citizens to gain online access to public records, agendas and minutes.

COURTS

Free up staff time by automating case filing, e-filing and records requests.



DEPARTMENT OF REVENUE

Expedite processing and capture lost revenue by integrating Laserfiche with tax software.

DEPARTMENT OF SOCIAL SERVICES

Automate case management to ensure that applicants receive benefits as quickly as possible.

DEPARTMENT OF TRANSPORTATION

Streamline information exchange between office workers and workers in the field.

EMERGENCY MEDICAL SERVICES

Digitize medical records and 911 transcripts to cut down on misfiles.

FINANCE

Accelerate the capture, processing, review and approval of A/P documentation.

HEALTH & HUMAN SERVICES

Digitize health records to ensure patients receive timely access to quality healthcare.

HUMAN RESOURCES

Automate HR onboarding, simplify human capital management and securely manage personnel records.

INFORMATION TECHNOLOGY

Easily deploy, administer, maintain and integrate ECM with departmental applications across the enterprise.

LAW ENFORCEMENT

Securely share information with other agencies and officers in the field for a rapid response to threats.

LEGAL

Automate the creation, review and approval of contracts.

PUBLIC WORKS

Easily and cost-effectively scan and manage large blueprints, simplifying access to records from the field.

How Agencies and Departments Use Laserfiche

DEPARTMENTAL INSTALLATION

DOCUMENT IMAGING

Converting paper documents into a digital format.

DOCUMENT MANAGEMENT

Managing physical or digital documents throughout their life cycle, including acquisition, filing, access control and archiving.

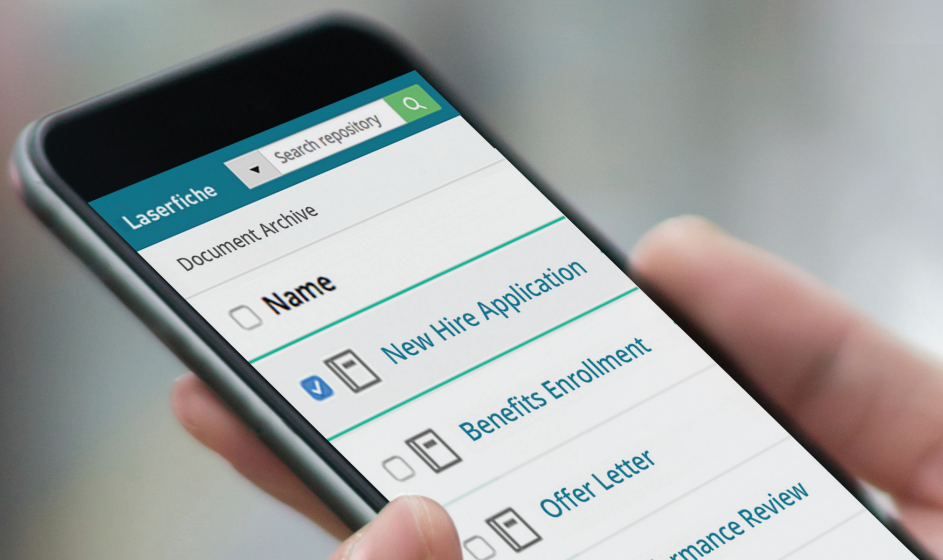
BUSINESS PROCESS MANAGEMENT

Applying workflow technology to repeatable processes in order to standardize and automate them.

LASERFICHE ENTERPRISE CONTENT MANAGEMENT

Managing all organizational content throughout its life cycle, including acquisition, filing, access control, archiving and—where applicable—BPM.

ENTERPRISE-WIDE DEPLOYMENT



Benefits of ECM

ECM at Work

By combining comprehensive document management functionality with powerful business process management (BPM), security and auditing tools, Laserfiche provides a solid ECM infrastructure that enables your organization to generate and protect revenue streams, manage valuable resources and mitigate risk across multiple departments and information sources.

Automate Collaborative Business Processes

- Provide around-the-clock access to **public records** request forms, allowing citizens to easily obtain copies of financial records, town meeting minutes, construction permits and more.
- Optimize **human resources** processes, such as employee onboarding, personnel action forms and benefits enrollment, by automatically routing electronic forms for staff review and approval.
- Streamline **building inspections** by scheduling them with an electronic form and providing contractors with instant access to inspection documents on tablets or mobile phones.
- Expedite **agenda management** by digitizing and automating the distribution of agenda packets.
- Streamline **contract management** by routing contracts for staff review and approval, tracking contract revisions throughout their lifecycle and receiving automatic notifications to renew or amend a contract.
- Improve **case management** by easily receiving, processing and filing documentation for financial assistance, medical care, public housing and more.

> “Sometimes it’s hard to convince different departments that they can all use the same system. But after the Laserfiche seed was planted in one department, suddenly all our departments wanted to know more.”

Ed Yonker
Application Support Manager
Franklin County, PA

> “Implementing Laserfiche has led to faster distribution of information and an increase in data reliability. Citizens no longer have to wait in line to submit forms, and staff can now respond more quickly to customer inquiries.”

Jakub Jedrzejczak
ECM Systems and Database Administration Team Manager
Loudoun County, VA

Improve Information Access

- **Enable staff to easily find important information** by searching for specific words or phrases within document text, metadata, annotations and entry names.
- **Remove the need for time-consuming manual filing** by automatically indexing and filing incoming paperwork with enterprise capture and classification tools.
- **Protect confidential files** with granular, role-based security functionality that enforces information access rights for employees across the organization.

Promote Transparency by Making Public Information Instantly Available to Citizens

- **Deliver improved access to public records** while conserving time and resources.
- **Provide an easy-to-navigate, easy-to-use public Web portal** that supports standard Web browsers and can be viewed from a variety of mobile devices.
- **Customize the color, theme and look and feel of your public web portal** to match your existing website—without complicated coding.

Integrate with Primary Applications

Laserfiche's open architecture allows users across multiple departments to easily access archived content from a wide variety of applications. For example:

- **The Colorado Water Conservation Board** integrates Laserfiche with its GIS system, which allows the public to retrieve flood-related documents directly from a map.
- **Loudoun County, VA**, integrates Laserfiche with its Oracle ERP system to ensure countywide staff can easily access documents that support its daily work—without leaving the application they use the most.
- **Olmsted County, MN**, integrates Laserfiche with Northwoods case management software, allowing human services case workers to spend less time finding documents—and more time providing critical services to the public.

> "Integrating Laserfiche with our ERP system exponentially increased our flexibility, integrity and efficiency."
>
> **Chris Cartrett**
> Document Management Coordinator
> Town of Palm Beach, FL

Reduce Risk with DoD 5015.2-Certified Records Management

- **Enforce consistent records policies** with a DoD 5015.2-certified solution.
- **Ensure that documents being moved between folders are protected from unauthorized modification** by enforcing VERS Classification Levels in documents and folders throughout the repository.
- **Auto-file newly created records** according to recordkeeping regulations and policies.
- **Automatically retain, transfer and archive records** based on record type.
- **Log all system activity**, providing an audit trail to prove adherence to your records management plan and compliance with regulations.

> "We needed an enterprise system. Our CIO had seen a demo of Laserfiche and thought it would work well for our countywide records management needs."
>
> **Maureen Reynolds**
> Tompkins County Clerk
> Tompkins County, NY



Laserfiche®

For State & Local Government

About Laserfiche

Laserfiche Enterprise Content Management transforms how organizations manage information, automate document-driven business processes and make timely, informed decisions. Using Laserfiche, organizations can innovate how documents and unstructured information are processed and analyzed to achieve business results. Laserfiche provides intuitive solutions for capture, electronic forms, workflow, case management, cloud, mobile and government-certified records management. Since 1987, Laserfiche has been the trusted choice of more than 35,000 organizations worldwide.

Your Next Step

Read White Papers and Case Studies
laserfiche.com/slg

Get a Demo
laserfiche.com/demo

Contact Us
(800) 985-8533

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Item #7227

Waterville Estates Village District

Document Management/ Public Portal Proposal



June 25, 2025

PREPARED BY:
Michael Bourne, Business Process Specialist
Phone: (978) 473-4121
Email: Michael.Bourne@ricoh-usa.com

Executive Summary

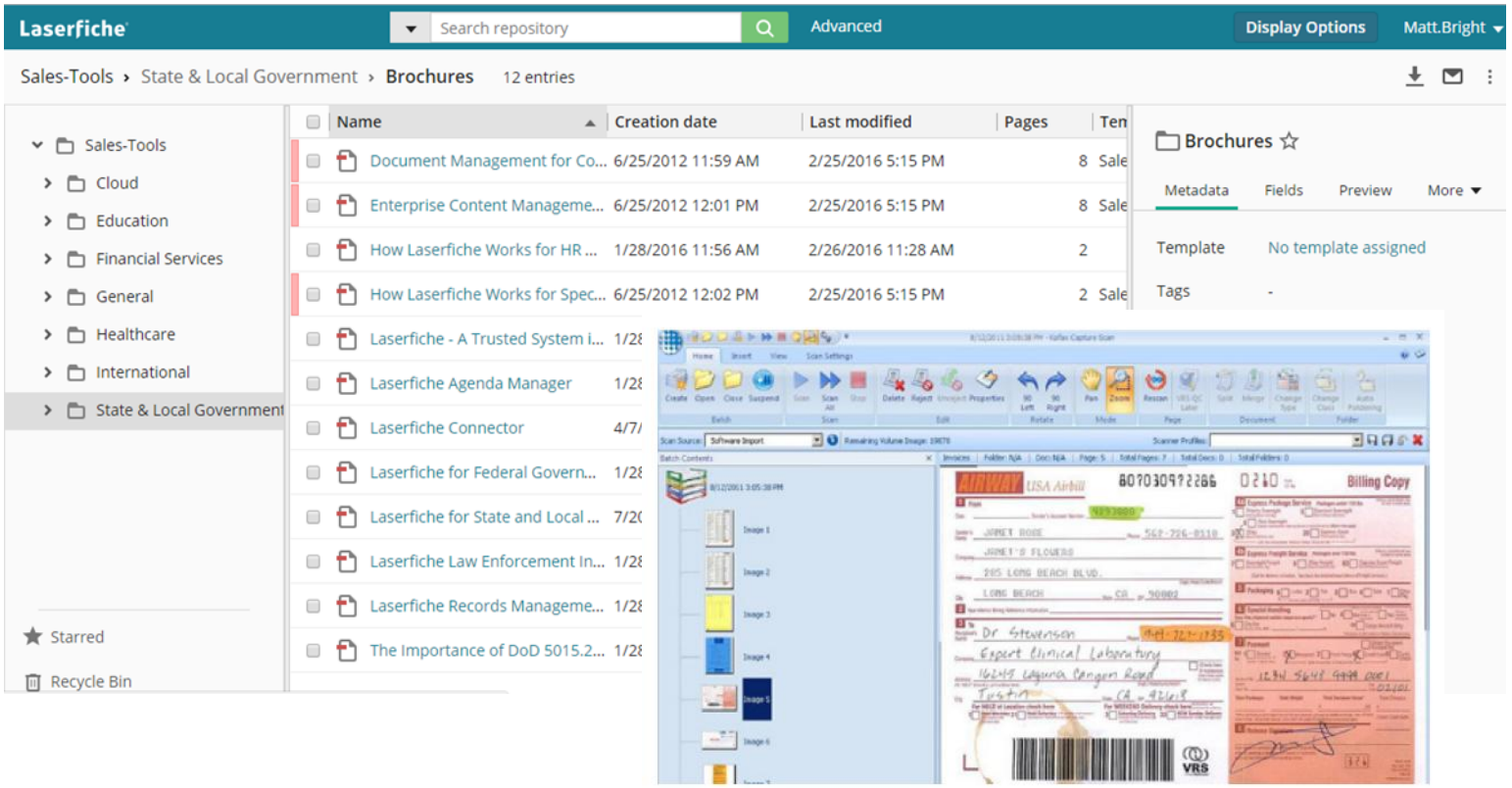


Overview

The Water Department Administrator has expressed interest in the digitization of legacy paper records and establishing a digital repository with public access to public records. Here are findings from those meetings:

- Department is looking for a comprehensive solution to digitize and store all town records.
- Implement a solution for the public to have access to property and other files once they are scanned and made digital (via an online portal).
- Create online fillable forms
- Create automatic digital workflows to route documents between departments and to process 91A requests made by the public
- Flexibility to integrate the solution with other departments for their specific needs and use cases
- Bring all records that will be scanned by Ricoh offsite services into this centralized content management system, categorize them, and make them searchable through the system.

Proposed Solution



Proposed Solution

Based on ongoing conversations with the Waterville Estates Village District, Ricoh recommends the solutions outlined in the following pages.

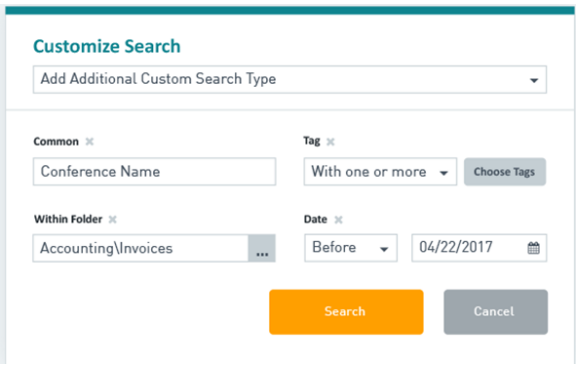
- **Laserfiche Cloud Based Package Key Benefits:**
  - Laserfiche entreprise content management (ECM) solutions help local governments provide information to the public faster and more cost-effectively than ever before.
  - An electronic repository to store files and move documents throughout your organization with workflows and security.
  - Public portal to make designated files accessible to the public.
  - Easy creation of online forms that replace tedious PDFs that must be printed, filled out, and mailed.

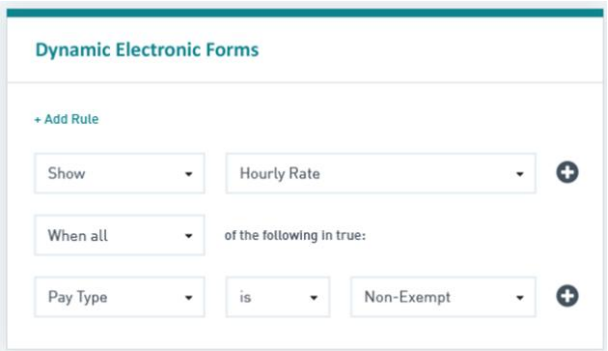
Laserfiche Cloud Package

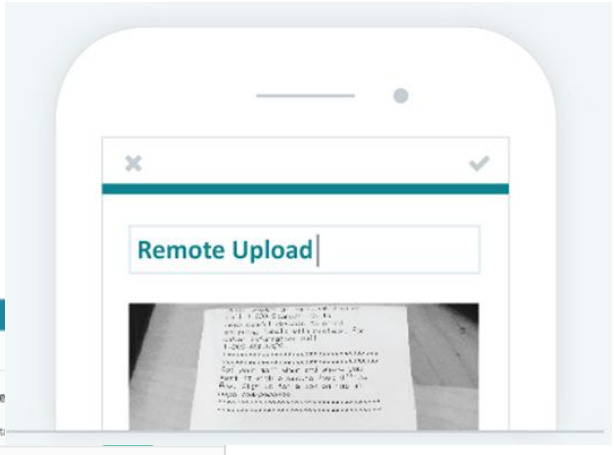
Laserfiche enables organizations to manage documents, videos, photos and other content. Investing in a content services platform helps to eliminate paper, optimize costs and power innovation. Laserfiche ensures that your colleagues view, verify or authorize as needed and that they tackle their tasks in a correct and timely manner. Every processing step can be automatically documented and can be verified for compliance, while a workflow is in process or during the entire storage lifetime of the content. The prepackaged small municipal site license is sold by population.

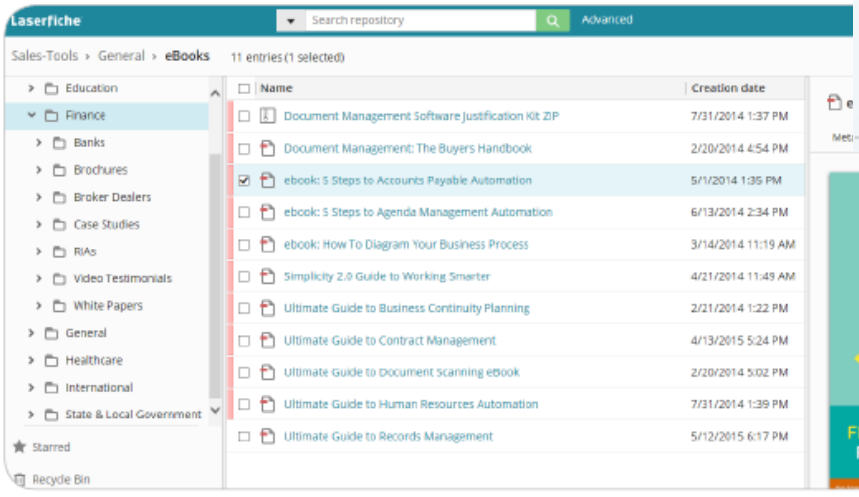
Municipalities with a population less than 15,000 qualify for a package with 100 users with all capabilities available with the Business tier.

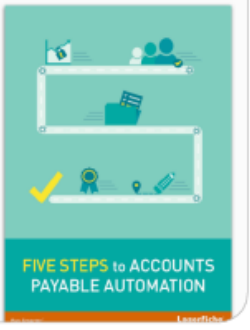
All prepackaged Cloud site licenses include 10 TB of storage. Additional Full, Participant, and Community users can be added through special order.











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Laserfiche- Pricing Overview

Laserfiche Pricing:

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Quote Document for

WATERVILLE ESTATES VILLAGE DISTRICT

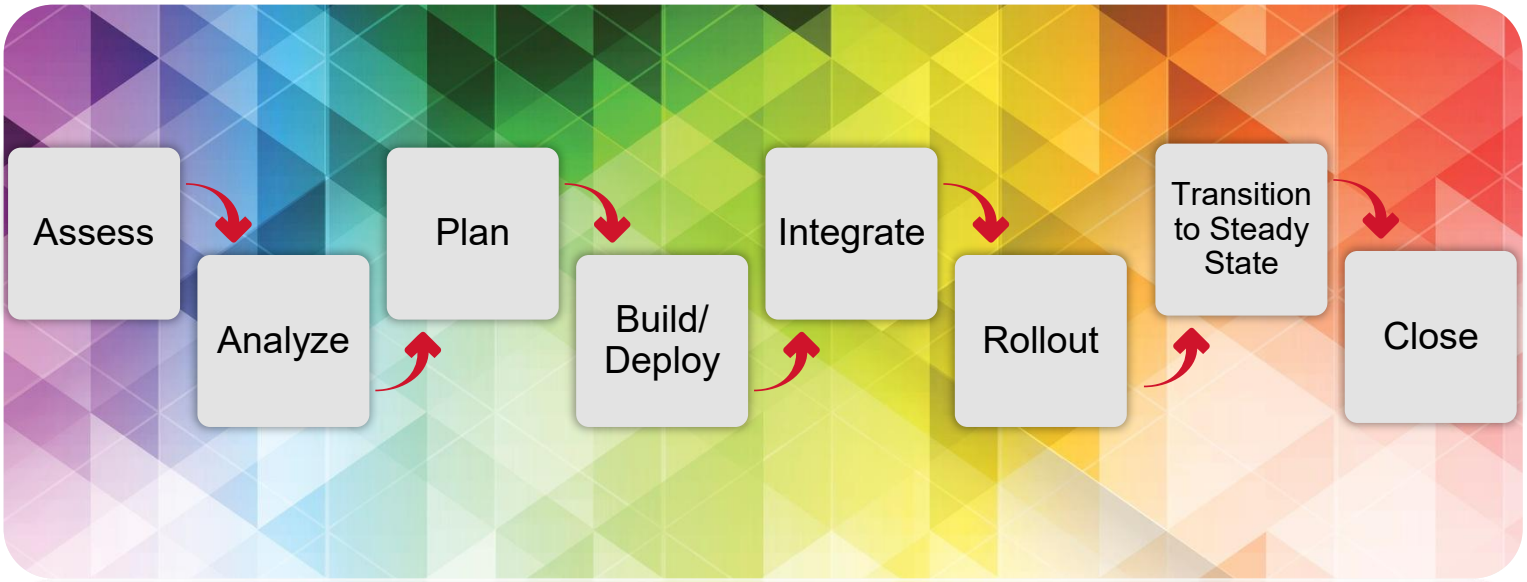
Date: June 25,2025

Quantity	Item Description	Ext Selling Price
1	[OOD]LASERFICHE FORMS PORTAL UP TO 1000 SUBMISSIONS PER MONTH WITH BASIC SUPPORT INC1YR	$1,503.03
35	[SOW]RICOH PREMIER INSTALLATION LASERFICHE (HOURLY) TIME AND MATERIALS/MILESTONE	$6,262.55
5	[OOD]LASERFICHE PROFESSIONAL USERS 5-49 WITH BASIC SUPPORT INC1YR	$3,465.30
1	[OOD]LASERFICHE PUBLIC PORTAL 10000+ WITH BASIC SUPPORT INC1YR	$501.01
	Sub Total:	**$11,731.89**

Key Software Features

- 100 TB of Data Storage
- Electronic Forms
- Forms Portal (electronic forms submissions from the public, constituent requests)
- Self-Service Public Portal for constituent access (FOIA, public records requests, etc.)
- Workflow
- Import Agent with Email Archiving (capture tool for automatic ingestion of documents from hot folders/emails)
- Advanced Audit Trail (audit logs, part of DoD 5015.2 certification)
- Laserfiche Connector (integration utility)
- SDK
- Quick Fields (batch scanning/processing software)
- Records Management (record life cycle & retention tool, the other half of DoD 5015.2 certification)
- Direct Share: A cloud-specific tool that allows you to send links to documents within Laserfiche in emails instead of attachment and securely share documents externally. Track downloads, set expiration dates on links, and delete the links if something was shared in error.

Implementation Plan



Next Steps

Step	Timeframe
Confirmation	Confirm the scope and make selections between alternate investment scenarios
Decision	Decision to move ahead with the project; we will prepare and provide the necessary contract documentation
Approval	All contract documentation executed; project start scheduled

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. This quote is subject to credit approval and valid for a period of 30 days from the date stated on the cover page. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.



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Statement of Work

Laserfiche Cloud

Created for:

WATERVILLE ESTATES VILLAGE DISTRICT

June 25, 2025

BY: Stephen Adams

SOW OPP-ID / CPQ #

O-1002921683 / CPQ-180633

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Introduction

RICOH USA, INC. (“Ricoh”) has prepared the following Statement of Work(“SOW”) to detail services for the Laserfiche Cloud project (the “Project”) at WATERVILLE ESTATES VILLAGE DISTRICT (“Customer”).

This SOW outlines the Project scope and costs. The costs outlined in this SOW are based on Ricoh’s experience and preliminary information received from Customer. The information in this SOW supersedes all previous estimates or verbal discussions on the Project. If there are any desired deliverables not listed in this SOW, Ricoh will manage those requests via our Change Control (“CO”) process (which may be billable).

Project Objective

The main objective of the Project is to implement the Laserfiche Cloud System and the Laserfiche Public Portal.

- Activate
  - 100 Laserfiche Named Users
  - 10 Terabytes of Storage
  - Public Portal
  - Forms Portal

Project Scope

Services Included in the Project Scope

Upon receipt of authorization to proceed, the following functions and deliverables will be fulfilled within the scope of the Project. See below under “Services Detail” for a complete description of these tasks.

1. Design
2. Implementation

Customer Location

The following Customer location is included in the scope of this Project.

562 Winterbrook Rd,

Campton, NH 03223

Services Detail / Project Scope

The following are the services and tasks that Ricoh will perform to fulfill the defined deliverables in this SOW (the "Services"). Ricoh shall provide the Services on a remote basis.

1. Design

Ricoh and Customer Project team members will jointly gather, develop, and finalize the technical requirements for the Project including the validation of the preliminary requirements and configurations. These requirements will be translated into a technical design document ("TDD"). If applicable, the TDD will also include a User Acceptance Test ("UAT") plan, defined in the appendix, the Customer will utilize during the UAT phase of the project. Any changes to the Project scope are identified during this phase, Ricoh will address via the Change Control process.

Deliverable(s): TDD for Customer review and approval

2. Implementation

In this phase, Ricoh will install, configure, and test the solution as defined in the TDD and approved by Customer, as follows:

Laserfiche Repository Configuration

- Setup a Laserfiche Cloud Account and configure up to 5 users with authentication provided through Laserfiche, 1 Department, 3 Groups and 1 Repository
- Configure 5 Laserfiche document template with up to 7 Index fields / Template
    - TBD
    - Document Type (List) – TBD
- Create up to 3 Security Groups
    - Admin
    - Edit
    - Read Only
- Create up to three (3) Saved Searches
- Full Text search enabled

Laserfiche module configuration

- Configure Laserfiche Public Portal Module
    - Create one (1) Custom Search
- Configure Laserfiche Form Module
    - Configure up to one (1) Laserfiche Form
    - Create up to seventeen (17) Fields
    - Configure one (1) Rule
- Configure Laserfiche Business Process
    - Create one (1) Approval/Validation Process
    - Route to the appropriate Folder
- Configure Import Module
    - Setup server/workstation location for Laserfiche Import Agent

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Deliverable(s): Installed solution according to the specifications in the TDD and provide preliminary system testing and demonstrate compliance with requirements from the TDD.

Once installation, configuration, and testing are complete, Customer will conduct the user acceptance testing ("UAT") as discussed below. The order sequence of UAT and training will be identified and noted in the Project plan.

Training and Documentation

In this phase, Ricoh will provide the following materials and training for Customer. This training will be provided to the users that will be participating in the UAT Phase to enable the Customer resources to complete the UAT. These individuals will be the users that will conduct the "Train the Trainer" sessions for all remaining users.

Laserfiche Admin Training

Ricoh will provide one remotely delivered "Train the trainer" sessions of up to 1 hour covering administrative training and system structure knowledge-transfer with network administrators or other assigned client staff. This session may cover, but is not limited to:

- Technical system overview
- Using the Laserfiche web administrative tools
- Basic troubleshooting
- Train on how to monitor the import processes
- Train on how to create additional Laserfiche Templates

Laserfiche End user Training

Ricoh will provide up to one remotely delivered "Train the trainer" sessions of up to 1 hour each covering end-user training and knowledge-transfer with designated client staff. This session may cover, but is not limited to:

- Using the Laserfiche web client
- Document import, indexing, searching and retrieval.

Deliverable(s): Completed delivery of User Acceptance Testing. "Train the Trainer" end user training session. Software Solution Administrative Training. As-Built project specific documentation.

Additional training by Ricoh may be requested through the Change Control process.

User Acceptance Testing

The primary purpose of User Acceptance Testing (UAT) is for the Customer to test the Project from a functional standpoint, prior to company-wide production rollout, in order to verify that all the features documented are working as specified in the UAT test plan defined in the TDD. As a standard, UAT consists of testing the installed application with a subset of no more than3 users and 1 device for a period of up to 2 business days.

UAT support for any new functionality or desired enhancements outside of the TDD will be handled with the established Change Control process.

Prior to production rollout, Ricoh will request signoff of the UAT phase of the project per the mutually approved Project plan/timeline.

Deliverable(s): Acknowledgement of a working system per the UAT test plan, and any subsequent change orders ("CO") via Customer signoff of completion of UAT testing.

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Customer Roles and Responsibilities

Any successful Project is a cooperative effort. With that in mind, the following section provides information on the roles and responsibilities expected of the Customer's Project team. Please note that a single individual may execute the roles and responsibilities listed below. Each role does not necessarily mean that a separate Customer resource is required.

Project Sponsor

Customer will provide a designated Project sponsor who will have policymaking and budgetary authority for the Project and will be responsible for the success of the Project (including participation/delegation of status calls and/or review of status reports).

Project Lead

Customer will provide a designated Project lead who will:

- Support the development of the TDD
- Assist with the success and development of the overall Project plan/timeline and/or implementation schedule.
- Assist with the Change Control process for those tasks that are outside the scope of the Services and the TDD, including obtaining authorized signatures for COs.
- Coordination of Customer authorized signoff of each phase and milestone if required before commencement of another phase or milestone.
- Provide a list of key resources with their contact information for areas affected by the Project to the Ricoh Project lead prior to the Project kickoff.

End User Representative

Customer will designate an end user representative who will:

- Possess a solid understanding of the business processes as well as the overall project objectives.
- Be available throughout the Project Scope Phases of the project.
- Be available to answer questions or provide input during the project.

System Administrator / Technical Support

Customer will designate a representative(s) who will:

- Provide Ricoh a system administrator during implementation.
- Provide Ricoh with local area network ("LAN") access and participate in the personal computer ("PC") workstation software configuration.
- Provide Ricoh with system access and participate in the software installation.
- Be the focal point for the day-to-day administration of the application.
- Work with the Ricoh Project team during the system integration test and UAT as necessary.
- Be available for training and application support as specified in the Project schedule/plan.
- Provide ongoing technical support for the various software components.
- Ensure the network is in proper working order in a stable environment.

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- Execute appropriate backups of the development, test, and production environments, if applicable.
- Ensure appropriate virus protection is enabled throughout the Project.
- Ensure accuracy of data/information supplied to Ricoh.
- Timely meet any deadlines for actions or decisions, including the review and acceptance of all deliverables.
- Provide any and all training not listed in this SOW to the end users.
- If this SOW is dependent upon the availability of certain hardware, software, data, or documentation, Customer agrees to cause those items to be available, installed, configured and operational in advance of commencement of the Services.

Completion Criteria

When the Services or Project detailed in this SOW have been completed and demonstrated through satisfactory UAT or otherwise, the Project will be considered complete and Ricoh will provide to Customer a solutions delivery and acknowledgement, or similar form or document (each a "Completion Notice"). Despite the previous sentence, Ricoh will have fulfilled its obligations under this SOW when any one of the following first occurs:

- Ricoh completes the Services or Project described in this SOW and provides a Completion Notice.
- This SOW is terminated in accordance with Terms and Conditions applicable to this SOW. In this case, Ricoh will invoice Customer for actual hours worked and expenses incurred up to the date of termination. Hardware and software purchases are governed by their own separate agreements and are not included in this definition.

No later than 5 business days after Customer's receipt of the Completion Notice, Customer shall: (i) accept the Services or Project by signing the Completion Notice (or so inform Ricoh in other writing, including email); or (ii) if the Project or Services contains material defects or fails to conform to the specifications, reject the Project or Services, in which event, Customer shall provide to Ricoh a reasonably detailed written statement outlining the basis for its rejection. Customer's failure to respond within the 5 business day period shall be deemed acceptance of the Services and/or Project.

In the event of rejection by Customer and written notice in accordance with the procedure above, Ricoh shall promptly correct the defect set forth in the written statement and redeliver the Project or Services within a reasonable period of time. Customer shall, as soon as reasonably practicable after such redelivery (but in no event later than 5 business days thereafter), accept or reject the redelivery in accordance with the procedure set forth above, which procedure shall be repeated until the Project or Services are accepted in accordance with this section.

Change Control

Changes to the scope of the Project or Services shall be made only in a written CO signed by both parties. Ricoh shall have no obligation to commence work in connection with any change until the fee and/or schedule impact of the change and all other applicable terms are agreed upon by both parties in writing. The following is the process to follow if changes to components within the scope of this SOW are required.

- A CO will be the vehicle for communicating change. The CO must describe the change, the reason for the change, and the effect the change will have on the Project or Services.
- The designated Project lead of the requesting party will review the proposed change and determine whether to submit the request to the other party.

- Both the Ricoh and the Customer Project leads will review the proposed change and approve it for further investigation. Ricoh will specify if there will be any charges for such investigation, which may be incorporated into the CO. The investigation will determine the effect that the implementation of the CO charge will have on price, schedule, and other terms and conditions of this SOW.
- A written CO must be signed by both parties to authorize the implementation of the changes.

Project Assumptions

To execute the Project successfully, several key assumptions have been made:

- All services will be delivered remotely by Ricoh's technical resources unless otherwise noted in this SOW. If in the course of delivering the Services, Ricoh determines that onsite installation or delivery is required additional charges will apply. In addition, if services are delayed or additional hours are incurred due to Customer IT availability, additional charges may apply as determined by the Change Control Process.
- All discussions of Project duration are dependent upon a timely reception of requisite purchase orders (“POs”) and other Customer-generated paperwork necessary to launch the Project or move forward to the next phase.
- Ricoh will start work once this SOW has been signed and a purchasing agreement received.
- Services provided by Ricoh or its subcontractors will be provided during normal business hours (8:00 am to 5:00 pm) Monday through Friday excluding Ricoh recognized holidays. Required Services provided outside of these hours have not been included in the costs.
- Customer will be responsible for providing a Windows Server/ PC to host the Laserfiche Import Agent to process incoming documents.

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Professional Services Fees

This is a time and materials engagement. The level of effort listed is solely a good faith estimate for Customer's budgeting purposes and Ricoh's resource scheduling purposes, and not a guarantee that the Services will be completed for that amount; the actual time or Fees may be higher or lower.

The total fees for this Project is estimated to be (**$6,262.55**) ("Fees") not including hardware, software, sales tax, or hardware/software technical support. Customer understands that this is estimate and may be exceeded by 10% without additional approval. Ricoh requires a PO for the full estimate to initiate the Project.

This estimate is based upon the experience of Ricoh and is our best effort at being as accurate as possible. There could be circumstances that affect this estimate, and the Customer will only be billed for actual work done as well as any travel and expenses. Travel expenses, if quoted, are estimated, and may exceed estimated amount. This estimate does not include taxes or miscellaneous expenses.

If Ricoh will exceed the Project estimated Fees by more than 10%, an authorized CO will be submitted to the Customer for approval. Any and all changes to this SOW and/or to the scope of the tasks required to complete this Project will require a CO. Ricoh cannot perform work outside of the scope of this SOW without an authorized CO signed by the Customer.

Payment Schedule

Ricoh will submit invoices on a monthly basis and/or at the completion of the Project (whichever comes first).

Customer will pay each invoice in full within 30 days.

If invoices are unpaid and overdue, Customer agrees to pay Ricoh a late charge of one and one-half percent (1.5%) per month on any unpaid amounts or the maximum allowed by law, whichever is less, and in addition shall pay Ricoh all costs and expenses of collection, or in the enforcement of Ricoh's rights hereunder, including, but not limited to, reasonable internal and external legal costs, whether or not suit is brought. Ricoh has no obligation to use Customer's invoicing or billing portals, processes, methods or invoicing formats specific to Customer billing requirements. All remedies hereunder or at law are cumulative. Except to the extent of any applicable and validated exemption, Customer agrees to pay any applicable taxes that are levied on or payable as a result of the use, sale, possession or ownership of the products and/or Services covered hereunder, other than income taxes of Ricoh.

Budget Notes

- All costs are exclusive of applicable taxes.
- This is just an estimate.

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Description	Rate	Hours	Cost
RICOH Premier Laserfiche Installation	$178.93	35	$6,262.55
	Total		**$6,262.55**

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Terms & Conditions:

The performance of the Services described in this SOW by Ricoh for Customer is subject to and governed solely by the following terms and conditions:

1. Term. This SOW is effective as of the date that it is executed by both Customer and Ricoh and it will continue in effect for the shorter of the period necessary to complete the Services or 1 year (unless terminated earlier as specified in the following Section) (the 'Term').

2. Termination. Either party may terminate this SOW for cause if the other party materially breaches the SOW, unless the breach is cured no later than 30 days after the breaching party's receipt of written notice of the breach. Either party may terminate this SOW immediately for cause upon the commencement of any voluntary or involuntary bankruptcy or insolvency proceeding by or against either party. Ricoh may terminate this SOW, for convenience without cause, upon 60 days prior written notice to Customer. In addition to its other legal remedies, Ricoh may suspend the performance of the Services, stop delivery of products and/or terminate this SOW for any non-payment on Customer's accounts that continues for more than 30 days following the due date. If this SOW is terminated by Customer without cause or terminated by Ricoh for cause, then Customer agrees to pay Ricoh the Fees, materials and reimbursable expenses for all non-defective Services that Ricoh provides through the date of termination. If a SOW is terminated by Ricoh without cause or terminated by Customer for cause, then, with respect to Services for which Customer has prepaid and which Ricoh has not yet fully provided to Customer, Ricoh will provide Customer with a prorated refund. The obligations of the parties under this SOW that by their nature would continue beyond expiration or termination of this SOW will survive any such expiration or termination.

3. On-Site Safety. While on Customer's site, Ricoh's personnel will comply with Customer's reasonable site safety and security policies, provided that Customer first provides those polices to Ricoh in writing in advance, they do not conflict with this SOW, and do not impose any additional financial or legal burden on Ricoh.

4. Insurance. Each party certifies that it maintains reasonable amounts of general liability, auto and personal property insurance, and workers' compensation insurance in the amount required by law, and that such insurance will remain in effect during the Term. Upon request, each party agrees to deliver the other evidence of such insurance coverage.

5. Limited Warranty and Disclaimers. Ricoh warrants that the Services will be performed: (i) in a good and workmanlike manner, (ii) using reasonable care and skill, and (iii) according to the description contained in this SOW. Ricoh will re-perform any Services not in compliance with this warranty and brought to Ricoh's attention in writing within a reasonable time, but in no event more than 30 days after such Services are performed, which will be the exclusive remedy for such non-compliance. Customer acknowledges that Ricoh's performance of Services is dependent upon Customer's timely and effective performance of its responsibilities set forth in this SOW. Except for the limited warranty provided above in this Section, (a) the services, work, and any deliverables or other goods are provided "as is", and (b) Ricoh makes no warranties of any kind (express or implied) with respect to any services, work, and any deliverables or other goods provided under this SOW, including (without limitation) any implied warranty of merchantability, fitness for a particular purpose, or non-infringement. No warranties are created by any course of dealing between the parties, course of performances, trade usage, or industry custom.

6. Limits of Liability. In no event will either party be liable for consequential, incidental, punitive, or indirect damages, including any damages for business interruption, loss of use, revenue, or profit, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, regardless of whether such damages were foreseeable and whether or not the breaching party was advised of the possibility of such damages. In no event will (1) Ricoh's liability arising out of or related to this SOW, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, exceed, in the aggregate, the Fees that Ricoh received from Customer under this SOW, and (2) Ricoh be liable to Customer or a third party for any damages arising out of or related to any failure of software, including (but not limited to) loss of data or delay of delivery of services under this SOW. Ricoh assumes no obligation to provide or install any anti-virus or similar software, and the scope of services contemplated under this SOW does not include such services.

7. IP Rights. Intellectual property rights, including the design, development and delivery of all inventions, business methods, processes, concepts, designs, blueprints, photographs, works of authorship, reports, plans, software (in source and object code format), documentation, databases, data, information and other materials (whether intangible or tangible), prepared or created by Ricoh related in the course of the Services will, upon creation, become Ricoh's property ("Ricoh IP") and Ricoh will retain all ownership rights in Ricoh IP; however, that Ricoh IP does not include, and Ricoh will not acquire ownership of data, materials or content provided by Customer. Nothing contained in this SOW will be construed to transfer, convey, restrict, impair or deprive Ricoh of any of its ownership or proprietary interest or rights in technology, information or products that existed prior to the provision of deliverables under this SOW or that may be independently developed by Ricoh outside the scope of this SOW. Customer will not use any Services or deliverables for any unlawful purpose. Subject to payment of all relevant Fees and charges, Ricoh hereby grants Customer a worldwide, perpetual, nonexclusive, non-transferable, royalty-free (other than payments identified in this SOW) license solely for its internal business purposes, and may use, display, and distribute (within Customer's organization only) the Ricoh IP, except as otherwise limited under this SOW. For clarity, this SOW and the foregoing license relates to the Services only, and software programs (whether on-site or

hosted) will not be deemed to be deliverables or “Services.” All licensing of Ricoh and/or third-party software is as provided in the next Section.

8. Software. All Ricoh and/or third-party software provided by Ricoh is licensed, not sold, and is subject to both the server, seat, quantity, and other usage restrictions set forth any applicable license agreement, license terms, or subscription terms (“Software License”), whether pursuant to written, click-through, shrink - wrap or other agreements for such purpose, with the licensor of the software(“Licensor”). Ricoh has no right, title or interest in any third - party software and Ricoh makes no representations and provides no warranties with respect thereto. Customer is solely responsible for entering into Software Licenses with the applicable Licensor and acknowledges that its rights and obligations with respect to such software, as well as those of the Licensor, are solely as set forth in such Software Licenses.

9. Confidentiality. “Confidential Information” means information in any form which may be disclosed in the performance of this SOW and which: (a) is identified as confidential; or(b) should reasonably be understood by the receiving party to be confidential and proprietary(including information relating to the Services, data used or generated in the provision of the Services, or any of a party’s products, operations, processes, plans or intentions, know - how, trade secrets, market opportunities or business affairs). But, “Confidential Information” will not include information which: (i)at the time of disclosure is in the public domain; (ii) after disclosure becomes part of the public domain through no fault of the receiving party; (iii) is required to be disclosed pursuant to applicable federal, state or local law, regulation or a valid order issued by a court or governmental agency of competent jurisdiction; or(iv) can be established to have been independently developed and so documented by the receiving party or obtained by the receiving party from any person not in breach of any confidential obligations to the disclosing party. Neither party may divulge, and each party must ensure that its employees and subcontractors do not divulge, to any third-party, any Confidential Information of the other party without the other party’s prior written consent, except to authorized representatives of Customer or to employees or subcontractors of Ricoh who have a need to access such Confidential Information to perform the Services. Customer acknowledges and agrees that it will not provide any sensitive information, personal data or information that is otherwise regulated by applicable law, rule, statute, regulation or guidance document without first notifying Ricoh in writing, so the parties may, if required, enter into additional terms and conditions related to such information. Ricoh may use general statistics relating to this engagement so long as it does not disclose the identity of Customer or make any reference to any information from which the identity of Customer may be reasonably ascertained. Notwithstanding anything in this SOW to the contrary, Customer is responsible for ensuring its own compliance with any and all applicable legal, regulatory, business, industry, security, compliance and storage requirements relating to data retention, protection, destruction and/or access. It is Customer’s sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect Customer’s business or data retention, and any actions required to comply with such laws.

10. Compliance. Customer will indemnify, defend and hold harmless Ricoh and its representatives and affiliates from and against any fine, penalty, claim, suit, demand, liability, cause of action, damage or cost (including reasonable attorneys’ fees) for any actual or alleged violation of any law or regulation, including, without limitation, claims relating to: (a) shipping of any regulated materials (e.g., hazardous materials) arising from Ricoh’s shipping of materials provided by or on behalf of Customer hereunder; (b) Customer’s use of personal or other regulated data in conjunction with any one or more Services; and (c) import, export and re-export control (collectively, “Import/Export Laws”) arising from Customer’s use of the Services and/or any software or web-based solution provided or contemplated under this SOW. Despite any other provision of this SOW, Customer will at all times remain solely responsible for complying with all applicable laws (including shipping laws or regulations and Import/Export Laws) and for obtaining any applicable authorization or license thereunder. Ricoh does not provide legal, accounting, or tax advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation, or other requirement. Customer represents and warrants to Ricoh that it, its employees and agents will not provide Ricoh with any document, technology, software or item for which any authorization or license is required under any Import/Export Law. Without limiting the survival of any other provisions of this SOW, Ricoh and Customer agree that the terms of this Section will survive the expiration or earlier termination of this SOW. Each party will promptly notify the other if there is a threat or initiation of any claim, demand, action or proceeding to which the indemnification obligations set forth in this Section may apply.

11. Non - Solicitation. Customer agrees that during the term of the Services and for a period of 1 year after termination thereof, it will not directly or indirectly solicit, hire or otherwise retain as an employee or independent contractor any employee of Ricoh that is or was involved with or part of the Services.

12. General. This SOW is the entire agreement between the parties relating to the subject matter of the SOW and supersedes all prior understandings, writings, proposals, representations or communications (oral or written) of either party. Only a CO in writing executed by authorized representatives of both parties may amend this SOW. Any purchase order or other Customer ordering document will not modify or affect this SOW, nor have any other legal effect. All equipment is purchased or leased by Customer under a separate agreement with independent obligations governed solely by the terms in the separate agreement. Customer may not transfer or assign this SOW without Ricoh’s prior written consent. Ricoh will be excused from any delay or failure in performance under this SOW if the delay or failure is caused by any event of force majeure or other factor beyond Ricoh’s reasonable control. The parties are independent contractors. This SOW will be interpreted in accordance with the substantive laws of the Commonwealth of Pennsylvania, without regard to principles of conflicts of law. Electronic signatures of the parties on this SOW will have the same force and effect as manual signatures. This SOW may be executed in multiple counterparts, each of which will be deemed an original.

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This SOW shall be effective as of the date of execution by both Ricoh and Customer. Scheduling of resources and Project duration estimates can only be provided after this SOW has been signed by both parties. By signing below, the undersigned represent that they are duly authorized to enter into this SOW on behalf of their respective entities.

CUSTOMER ACCEPTANCE

Authorized Signature	Name and Title	Date

RICOH ACCEPTANCE

Authorized Ricoh Signature	Name and Title	Date

PLEASE PRINT THE NAME AND TITLE OF THE SIGNER IN THE APPROPRIATE SIGNATURE BLOCK.

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WEVD Commission DRAFT Meeting Minutes
August 18, 2025 – 4 PM

Attendees: Commissioners Gerry Panuczak, Maureen Patti, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Attendees on Zoom: Mark Canfield, Interim General Manager (IGM) Carol Granfield,

Members of the Public: David Ketcham, Matthew Delude, Kiel McKivergan, Sarah McKivergan

Members of the Public on Zoom: Pophe, Bobbi Ketcham, JP

Members Excused: na

Call to Order: Commissioner Panuczak was chairing the meeting and called the meeting to order at 4 PM.

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

Roll Call of Commissioners: Ms. Patti and Mr. Panuczak were present at the physical location. Mr. Canfield was attending via Zoom.

If remote attendance, reason & vote
Mr. Canfield said that he was in Maine.
Mr. Panuczak motioned to allow Mr. Canfield to participate remotely. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

Adoption of Agenda:
Mr. Panuzcak suggested a change to the Agenda taking items 11.b first.

GENERAL CALENDAR ITEMS

Recreation Fund six-month review
Ms. Magerer provided an overview of the spreadsheet she prepared that was in the packet. She said that income for the first six months of 2025 will show as a negative as there was about $69,000 loss due to some upfront expenses related to the kitchen operations and cleaning that were made earlier in the year. She went over the numbers and answered questions from the Commissioners.

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Mr. Canfield said that he was not sure if the numbers were reflective of the actual situation and asked Ms. Magerer to work with him after the meeting to go over the numbers line by line to find out what is driving the costs. Mr. Canfield also suggested that there should be a way for the expenditure and income tracking on a weekly basis.
Mr. Panuczak suggested adding the item to the August 27th Commission meeting agenda. Everyone agreed.
Mr. Panuczak noted that it would be necessary to find out which front-loaded expenses occurred in the first six months and in July of 2025 to be able to better understand the nature of operations for food and beverages and how to budget better and how to make them profitable.
Ms. Granfield said that she plans to have a discussion with Tony and Heather about the future plan for food and beverages operations.

Approval of Minutes

July 29, 2025

Ms. Patti motioned to approve the minutes for July 29, 2025 as presented. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

August 5, 2025

Ms. Patti motioned to approve the minutes for August 5, 2025 as presented. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

July 16, 2025

Mr. Panuczak noted that Ms. Patti has submitted 19 written amendments, which were in the packet.

*Mr. Panuczak motioned to amend the draft minutes for **July 16, 2025** according to the list of 19 written amendments. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.*

*Ms. Patti motioned to approve the minutes for **July 16, 2025** as amended. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.*

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Treasurer's Report
Ms. Aguiló said that things are running smooth.
There was a brief discussion about the timing of the report and when it is best to present it at the Commission meetings.

There was another discussion about the amount of taxes collected for 2025 from the towns and it was decided to check with the towns. Ms. Smith also explained that both towns bill in two increments and the second one had not yet been billed for 2025.

Mr. Panuczak motioned to accept the Treasurer's Report as presented. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak– aye, Ms. Patti – aye, Mr. Canfield - aye.

GM's Report
Ms. Granfield provided an abridged summary of some of the projects and issues that she and the District's dedicated staff have been working on for the benefit of the organization.
She reported that Commissioners interviewed three finalists and have made a conditional offer to one contingent upon successful background investigation and contract negotiation. The candidate has signed the conditional offer, and the District is now in the process of conducting background investigation and contract negotiation.

Human Resources Items
The District hired Edward Pope Jr. as a full-time custodian, which now provides Shawn Pelchat with a full complement of employees. The District also promoted Heather Pierce to the full-time position of Concession and Events Coordinator and Ms. Granfield anticipates that the position will not only enhance the effectiveness of the operations and events but also work with WEA on a more consistent basis with their scheduled events.

Marketing
Ms. Granfield said that the District utilizes the marketing company of EVP and that she met with them to work towards having some enhanced marketing on a year-round basis for our facilities, so that there will be more emphasis on Campton Mountain activities in the future.

Administration
Reminder notices went out for July 1, 2025 bills. The District only sent roughly 220 notices, which means that roughly 75% of customers paid by the due date. These collection rates have been made possible by the UMS billing system that the District converted to two years ago. Square reports have been great to reconcile, and there were none of the back-end issues with reporting that the District was experiencing with TouchBistro, which is quite positive.

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Roads and Water

➢ During the past week several days were devoted to leak detection, and Steve Baert has been able to address locating some leaks which has assisted homeowners.

➢ Shawn Pelchat and his crew are repairing the awning cover over the hot tub and the one in the adult pool needs some major work, so in lieu of closing it down now he is waiting to repair it in the next few weeks. They will be busy with the change of season transitioning to closing the outside pools and ultimately opening the ski area.

Ms. Granfield noted that the outdoor pools cost about $300 a week to run, so it may be helpful to see if closing them earlier this year will make financial sense.

Finance

Finance continues to generate more helpful financial reports and is already working with Accounts Payable to develop some consistent systems to help departments with monitoring expenditures and warrant articles. Additionally, the District is working to find a suitable Auditor so that it can proceed with having a timely audit conducted this year.

Transition of Food/Facilities/Hours of Operation

The District is looking at closing the Poolside Kitchen on Monday, Labor Day at 4 PM, as has been done in the past. Two weeks are needed to close the recreation center kitchen down for deep cleaning, inventory control, and miscellaneous projects. The District plans on opening the ski lodge the weekend of October 17th, Fridays 4-8/9 PM for the bar, Saturdays, lunch and dinner 12-8/9 PM, and Sundays 12-4 PM for the bar initially. The District can increase the number of days and hours as demand increases and also the weather is a factor. Ms. Granfield checked into the feasibility of operating the lift for fall foliage, and due to the mechanics of the lift, it is not capable of moving people up and down the lift as it is an old system. She will keep the Commissioners updated if the days and hours change.

Safety Committee

The District's representative from Primex will conduct a safety walk-through with the committee checking all the District facilities and areas for a safety and risk assessment this month.

Ms. Granfield also met with the WEA Board to present them with the activities report. She also suggested WEA conduct a survey on those activities to gain more insight from the residents.
Mr. Canfield said that he received a complaint from the WEA Board President about the marketing contract with EVP and the lack of action related to this contract.

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Discussion ensued about ways to move forward with the marketing company and how to improve visibility for all events throughout the year.

Mr. Granfield also noted that some more cameras are being installed around the District facilities.

Committee / Board Reports:

Planning Board

Will meet tomorrow this Thursday.

Water & Roads

The Committee is waiting for the Horizons Engineering report. Hoping to meet in September.

Budget Advisory
BAC is moving into the budget season and will work on the calendar. Day of the week for the BAC meeting may change to accommodate one very essential member.

Records & Retention
The Committee met on August 11, 2025. It was a very productive meeting. Next meeting is on Aug 27, 2025 to see the demo presentations from the two vendors for the District files scanning project.

CONSENT CALENDAR

Manifests
Manifests were in the packet.

Mr. Panuczak 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.

GENERAL CALENDAR ITEMS

ASA Ratified
Mr. Panuczak explained what the Administrative Services Agreement covers.

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He said that the new one had been ratified on July 29 for two years and added that the Recreation Management Agreement is still being worked on.

Is WEVD obligated to put up a fence? WEVD Management: yes

Ms. Patti provided the background of the issue of fencing that is being discussed around the Pegwood water tank. She added that the District Management's position (former GM Ron Beard, Water Department Superintendent Steve Baert, and current Interim General Manager Carol Granfield), after consultations with NHDES, is an unambiguous "yes". She added that a Memo from the Water System Superintendent expressing this position is included in the packet.

Ms. Patti made a motion based on the information received from two District General Managers (former and interim) and the Water System Superintendent and to resolve any ambiguity that the District proceed with fencing at the Pegwood tank site. Mr. Panuczak duly seconded.

Ms. Patti offered a friendly amendment as follows: for the District to conclude that there is an obligation for the District, in managing its water system, to put fencing at the Pegwood tank site. Mr. Panuczak duly seconded the amended motion.

Ms. Patti emphasized three points:

- The District's obligation to put up fencing;
- The need to receive the Horizons Engineering report to determine the scope and location of the fence, which is not ready yet;
- Any fencing design needs to be approved by the District management NHDES.

Mr. Panuczak, who is also Chair of the Water & Roads Committee, emphasized that NHDES has required that the tank be secured as it is the primary water storage source for the District. He said that the Water & Roads Committee has also recommended fencing to protect the water source. He also stressed the importance of the Horizons Engineering report for the extent of the fence and its design depending on the future needs identified in the Water Master Plan.

Ms. Patti emphasized that her motion only addresses the obligation part of the District based on the opinion received from the District Management. She added that she is not opposed to the dialogue with the homeowners when it comes to designing the fence.

Mr. Canfield seconded Ms. Patti's and Mr. Panuczak' s sentiment that the protective measures need to be taken for the District water source.

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- Matthew Delude, attorney for Kiel McKivergan, Sarah McKivergan (273 Pegwood Road) - said that he agrees with the fact that protective measures need to be taken, however, maybe it should not be a fence but a less invasive design that will be approved by NHDES. His clients have suggested a different option and are also ready to pay for the new design and its installation.

Ms. Patti said that all communications with the engineers and NHDES were about fencing. If there is another option that is presented to the District and is approved by NHDES and the District Management, the Commissioners are ready to look into it. However, she noted that this vote is on the obligation part alone.

- Sarah McKivergan asked the Commissioners to share the NHDES communications with them.

Ms. Patti noted that once the Right to Know request is submitted to the District, the NHDES reports could be provided to them.

- Kiel McKivergan noted that they are ready to talk to NHDES themselves too.

Ms. Patti stated that the water system is the District asset and is run by the Water System Superintendent and all NHDES communications should be done by the District alone.

Mr. Panuczak reiterated that so far NHDES, Water & Roads Committee, and the District Management have recommended a fence.

Mr. Canfield said that he was open to a more aesthetically pleasing way to protect the water source, but as of right now, the District has to make a decision on where it is and currently it is a fence. Later discussions could determine the design.

Ms. Patti called for the vote on her motion. *Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Ms. Patti – aye, Mr. Canfield – aye.*

- Kiel McKivergan showed a poster of the property he prepared with compared designs by the District and by him. He said that he can pay for the installation of his design himself as he wants to keep the view from his property.

Next Meeting: Wednesday, August 27, 2025 @ 6 PM

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Public Comment Period

- Dave Ketcham – Asked to clarify the $70,000 thousand for health insurance and miscellaneous expenses for the month of June out of the Recreation Fund.

Ms. Patti explained that that amount was taken out of the Recreation Fund, and it was applied to qualified recreational expenses.

- Dave Ketcham clarified some other numbers in the food and beverages category.

- Dave Ketcham also clarified that when EVP Marketing was hired it was recommended only to be used for the winter season activities promotion. He said that it was not WEA that decided to limit the number of events for EVP to market.

There was a short discussion about whether it was a miscommunication between the staff and WEA.

- Bobbi Ketcham - spoke about whether there was a decision made about installing the elevator for the Community Center.

Ms. Patti noted that it has not yet been looked into. Mr. Granfield confirmed and said that maybe in the near future. She said that it will require a building assessment.

- Bobbi Ketcham – said that she has a concern about aesthetics of the light blue siding with dark green trim which was chosen by the staff for one side of the building. In her opinion that was a poor color combination choice.

Adjourn Meeting

Ms. Patti 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 5:46 PM.

Prepared by Alvina Snegach

DRAFT

Check Manifest - by Payee

Date: 8/14/2025 **Batch ID:** 375 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2207	SYSTEM	**8/14/2025**	**160**	**AMAZON**			
	11JHJ-JCWG-R9MG			8/05/2025	132.56	0.00	132.56
	03.3409.001.003 / COG - GENERAL MERCHANDISE 0SWIM GOGGLES, TUBES, DIVE TOYS					132.56	
	163C-YPRR-7XVP			8/06/2025	64.14	0.00	64.14
	01.4314.003.611 / B&G - SMALL TOOLS LED FLASHLIGHT AND ANDROID CHARGER CABLE					64.14	
	17CT-4NHX-7PVD			8/06/2025	55.83	0.00	55.83
	01.4314.003.630 / B&G - BUILDING REPAIRS 3 SHOWER HEADS					55.83	
	197X-VLGL-TVGT			8/05/2025	9.99	0.00	9.99
	03.3409.001.003 / COG - GENERAL MERCHANDISE 6 PCS OCTOPUS WATER BALLS TOY					9.99	
	19JT-JXWY-4643			8/12/2025	177.73	0.00	177.73
	01.4314.003.632 / B&G - OUTDOOR LIGHTING 6 - RAB LIGHTING 13 BRONZE LIGHTS					358.68	
	01.4314.003.632 / B&G - OUTDOOR LIGHTING UNAPPLIED PAYMENT USED					-174.64	
	01.4314.003.632 / B&G - OUTDOOR LIGHTING CREDIT APPLIED					-6.31	
	1MFG-9PH9-GFY9			8/01/2025	115.70	0.00	115.70
	02.4331.520.611 / WTR - TOOLS BLACK NITRILE DISPOSABLE GLOVES					115.70	
	1P3X-YH4N-HPKN			8/07/2025	59.95	0.00	59.95
	03.3409.001.003 / COG - GENERAL MERCHANDISE ADULT SWIM GOGGLES					59.95	
					Total Check #:	**2207**	**615.90**
2208	SYSTEM	**8/14/2025**	**9758**	**ANDREW ENGELWARD**			
	08052025			8/05/2025	549.22	0.00	549.22
	02.1150.000.003 / A/R - NEW BILLING SYSTEM WATER - A/R NEW BILLINGOVERPAYMENT ON ACCOUNT					549.22	
					Total Check #:	**2208**	**549.22**
2209	SYSTEM	**8/14/2025**	**8990**	**BADGER METER**			

Check Manifest - by Payee

Date: 8/14/2025 **Batch ID:** 375 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	80147855			8/12/2025	47.53	0.00	47.53
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES DECEMBER 2023 SERVICESINVOICE NEVER RECEIVED					47.53	
	80169822			8/12/2025	7.84	0.00	7.84
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES AUGUST 2024 SERVICESINVOICE NEVER RECEIVED					7.84	
	80205995			7/29/2025	3.02	0.00	3.02
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES JULY 2025 SERVICESORION CELLULAR LTE SERVICE UNIT					7.92	
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES CREDIT - OVERPAYMENT					-4.90	
					Total Check #:	**2209**	**58.39**
2210	SYSTEM	**8/14/2025**	**560**	**BELLETETES, INC.**			
	4606920			8/11/2025	112.90	0.00	112.90
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025 16' KUD WESTERN SPF 2 & BTR, AND 5 20" SINK SUPPLY					97.26	
	01.4314.003.630 / B&G - BUILDING REPAIRS 16' KUD WESTERN SPF 2 & BTR, AND 5 20" SINK SUPPLY					15.64	
					Total Check #:	**2210**	**112.90**
2211	SYSTEM	**8/14/2025**	**9748**	**Black River Produce**			
	916197			7/30/2025	482.18	0.00	482.18
	03.3409.001.002 / COG - FOOD FOOD					209.98	
	03.4523.003.612 / LNG - EVENT EXPENSES EVENT EXPENSES					272.20	
	916206			8/06/2025	17.86	0.00	17.86
	03.3409.001.002 / COG - FOOD FOOD					17.86	
	918987			8/06/2025	294.44	0.00	294.44
	03.3409.001.002 / COG - FOOD FOOD PURCHASE					294.44	
					Total Check #:	**2211**	**794.48**

Check Manifest - by Payee

Date: 8/14/2025 **Batch ID:** 375 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2212	SYSTEM	**8/14/2025**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	7055			8/01/2025	1,164.02	0.00	1,164.02
	03.4522.003.491 / SKI - TRASH REMOVAL					378.44	
	8 YARD WEEKLY SERVICE						
	01.4314.003.614 / B&G - CLEANING SUPPLIES					785.58	
	10 YARD WEEKLY SERVICE						
					Total Check #:	**2212**	**1,164.02**
2213	SYSTEM	**8/14/2025**	**9759**	**GANNETT NEW ENGLAND LOCALIQ**			
	0007231397			7/31/2025	149.28	0.00	149.28
	02.4331.520.323 / WTR - LEGAL EXPENSES					149.28	
	INTENT TO LIEN - BRUNI						
					Total Check #:	**2213**	**149.28**
2214	SYSTEM	**8/14/2025**	**2580**	**HARCROS CHEMICALS, INC.**			
	291021379			8/06/2025	1,822.80	0.00	1,822.80
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					1,822.80	
	SODIUM HYPOCHLORITE 12.5% - 360 GALLONS						
					Total Check #:	**2214**	**1,822.80**
2215	SYSTEM	**8/14/2025**	**9594**	**JOHNSON CONTROLS SECURITY SOLUTIONS**			
	39195932PY			8/12/2025	-553.43	0.00	-553.43
	01.4299.001.812 / PSAFE - SECURITY ALARM MAINTENANCE					-553.43	
	CREDIY MEMO - BILLING ADJUSTMENT						
	41535956			7/17/2025	4,484.45	0.00	4,484.45
	01.4299.001.812 / PSAFE - SECURITY ALARM MAINTENANCE					4,484.45	
	BALANCE DUE ON KEYLESS ENTRY PROJECT FOR COMM. CTR. - CONTRACT DATED 12/20/22						
	41535958			7/17/2025	3,496.24	0.00	3,496.24
	01.4299.001.812 / PSAFE - SECURITY ALARM MAINTENANCE					3,496.24	
	BALANCE DUE ON KEYLESS ENTRY PROJECT - FOR SKI AREA - CONTRACT DATED 12/20/22 -						
					Total Check #:	**2215**	**7,427.26**
2216	SYSTEM	**8/14/2025**	**3170**	**JP PEST SERVICES**			

Check Manifest - by Payee

Date: 8/14/2025 **Batch ID:** 375 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	4191858			8/11/2025	240.00	0.00	240.00
	01.4520.003.619 / REC - PEST CONTROL COMMUNITY CTR. COMMERCIAL PROTECTION PROGRAM					240.00	
	4191859			8/11/2025	156.00	0.00	156.00
	01.4520.003.619 / REC - PEST CONTROL CAMPTON MTN SK LODGE COMMERCIAL PROTECTION PROGRAM					156.00	
					Total Check #:	**2216**	**396.00**
2217	SYSTEM	**8/14/2025**	**9719**	**L.E. Johnston Construction Inc.**			
	2025167			8/09/2025	575.00	0.00	575.00
	01.4312.002.613 / HWY - ROAD MATERIALS 18 YARDS 3"6" CRISION STONE					575.00	
					Total Check #:	**2217**	**575.00**
2218	SYSTEM	**8/14/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	26211			8/01/2025	1,354.17	0.00	1,354.17
	01.4130.002.391 / EXEC - PAYROLL PROCESSING JULY 2025 PAYROLL SERVICES					1,354.17	
	26250			8/05/2025	9,040.35	0.00	9,040.35
	01.4130.002.390 / EXEC - CONSULTING CONSULTING - C. GRANFIELD					9,040.35	
					Total Check #:	**2218**	**10,394.52**
2219	ACH	**8/14/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	398982828			7/23/2025	3,052.00	0.00	3,052.00
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES NON-ALCOHOLIC BEVERAGES					373.79	
	03.4523.002.611 / LNG - KITCHEN SUPPLIES KITCHEN SUPPLIES					461.09	
	03.3409.001.002 / COG - FOOD FOOD					2,217.12	
	398984936			7/25/2025	1,124.21	0.00	1,124.21
	03.3401.002.005 / SKI - NON-ALOCHOLIC BEVERAGES NON-ALCOHOLIC BEVERAGES					291.61	
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					117.90	

Check Manifest - by Payee

Date: 8/14/2025 **Batch ID:** 375 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	KITCHEN SUPPLIES						
	03.3409.001.002 / COG - FOOD					714.70	
	FOOD						
					Total Check #:	**2219**	**4,176.21**
2220	SYSTEM	**8/14/2025**	**9120**	**TEAM EJP CONCORD, NH**			
	07182025			7/18/2025	14.81	0.00	14.81
	02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE					14.81	
	BALANCE DUE ON ACCOUNT MAKING ACCOUNT CURRENT						
					Total Check #:	**2220**	**14.81**
2221	SYSTEM	**8/14/2025**	**8690**	**THE WHEELERSVT PRODUCTIONS**			
	GV9H10FW-0012AC-5			8/10/2025	1,000.00	0.00	1,000.00
	03.4523.003.611 / LNG - ENTERTAINMENT					1,000.00	
	TOM PAQUETTE BAND						
					Total Check #:	**2221**	**1,000.00**
2222	SYSTEM	**8/14/2025**	**9480**	**TRACTOR SUPPLY CO**			
	ACCT #6035301203743321			7/30/2025	179.70	0.00	179.70
	02.4331.520.641 / WTR - SYSTEM REPAIRS					179.70	
	TPOSTG 6.5 FT 1.25 GN RACK GREEN						
					Total Check #:	**2222**	**179.70**
2223	SYSTEM	**8/14/2025**	**6180**	**UNIFIRST CORPORATION**			
	1070440389			8/07/2025	230.09	0.00	230.09
	01.4521.003.610 / FD - SUPPLIES					44.17	
	COOK SHIRTS, APRONS, TERRY CLOTHS, BEACH TOWELS, WET MOP, MAT, AND FD RUG						
	01.4314.003.614 / B&G - CLEANING SUPPLIES					32.17	
	COOK SHIRTS, APRONS, TERRY CLOTHS, BEACH TOWELS, WET MOP, MAT, AND FD RUG						
	03.4523.002.610 / LNG - BAR SUPPLIES					111.77	
	COOK SHIRTS, APRONS, TERRY CLOTHS, BEACH TOWELS, WET MOP, MAT, AND FD RUG						
	01.4312.002.610 / HWY - SHOP SUPPLIES					32.19	
	COOK SHIRTS, APRONS, TERRY CLOTHS, BEACH TOWELS, WET MOP, MAT, AND FD RUG						
	03.4522.003.610 / SKI - CLEANING SUPPLIES					0.29	
	COOK SHIRTS, APRONS, TERRY CLOTHS, BEACH TOWELS, WET MOP, MAT, AND FD RUG						
	01.4314.003.614 / B&G - CLEANING SUPPLIES					9.50	

Check Manifest - by Payee

Date: 8/14/2025 **Batch ID:** 375 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			COOK SHIRTS, APRONS, TERRY CLOTHS, BEACH TOWELS, WET MOP, MAT, AND FD RUG				
					Total Check #:	**2223**	**230.09**
2224	SYSTEM	**8/14/2025**	**4070**	**WESCO DISTRIBUTION INC.**			
S6341793				8/08/2025	156.12	0.00	156.12
			01.4314.003.632 / B&G - OUTDOOR LIGHTING			156.12	
			1 EA. RAB LES2X13N LED 2 HEAD FLOOD BRONZE				
					Total Check #:	**2224**	**156.12**

Check Manifest - by Payee

Date: 8/14/2025 **Batch ID:** 375 **BANK OF NH - DISTRICT**

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

8/14/2025 Check Manifest Batch: 375 Chk Count: 18 Total Amnt: 29,816.70

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	22,085.91
02	WATER FUND	1,067.10
03	RECREATION FUND	6,663.69

--- Signatures ---

Carol Granfield, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 8/21/2025 **Batch ID:** 376 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2225	SYSTEM	**8/21/2025**	**160**	**AMAZON**			
	11HP-16LD-3FLY			8/14/2025	114.25	0.00	114.25
	01.4314.003.614 / B&G - CLEANING SUPPLIES					114.25	
	TOILET PAPER AND PAPER TOWELS						
	11VH-XPNQ-4QQ1			8/13/2025	23.77	0.00	23.77
	01.4314.003.614 / B&G - CLEANING SUPPLIES					23.77	
	55 GALLON TRASH BAGS						
	11VN-KYRQ-46J9-B			7/02/2025	41.99	0.00	41.99
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					41.99	
	FANOVO 2" PVC VALVE						
	11YD-JVM7-7PT1			7/24/2025	22.28	0.00	22.28
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					22.28	
	LASER CUT SHEETS OF PAPER FOR DIRECT DEPOSIT PAYROLL VOUCHERS						
	1HLG-H4YK-7DK3-A			7/14/2025	59.97	0.00	59.97
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					59.97	
	5 PACK ERA 80 PVC 2 INCH 90 DEGREE ELBOWS, SOCKET						
	1MVYJJ-TG3X-M3L			8/12/2025	44.20	0.00	44.20
	01.4314.003.630 / B&G - BUILDING REPAIRS					44.20	
	2 - 2 PACK T12 BULBS						
	1VVF-RHDC-797J			8/14/2025	239.12	0.00	239.12
	01.4314.003.632 / B&G - OUTDOOR LIGHTING					239.12	
	4 - LES 13 RAB OUTDOOR LIGHTING - BRONZE						
					Total Check #:	**2225**	**545.58**
2226	SYSTEM	**8/21/2025**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	23048			8/13/2025	2,469.15	0.00	2,469.15
	01.4130.002.320 / EXEC - LICENSES & FEES					2,269.25	
	SERVICE CONTRACT						
	01.4130.002.320 / EXEC - LICENSES & FEES					199.90	
	ANNUAL CHARGE FOR SINGLE USER REMOTE ACCESS						
					Total Check #:	**2226**	**2,469.15**
2227	SYSTEM	**8/21/2025**	**9693**	**CITIZENS BANK**			
	ADOBE 7/29/25			7/29/2025	19.99	0.00	19.99

Check Manifest - by Payee

Date: 8/21/2025 **Batch ID:** 376 **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						19.99
				MONTHLY FEE						
				AMAZON 1545035			8/02/2025	159.99	0.00	159.99
				03.4523.002.612 / LNG - LOUNGE SUPPLIES						159.99
				QUEUE PAGERS						
				AMAZON $36.11			7/17/2025	36.11	0.00	36.11
				03.4523.002.611 / LNG - KITCHEN SUPPLIES						36.11
				PRE-CUT ALUMINUM FOI8L SHEETS						
				AMAZON 5/14/25			7/23/2025	79.99	0.00	79.99
				01.4314.003.617 / B&G - LANDSCAPING						79.99
				DRIVEWAY FABRIC - COMMERCIAL WEED BARRIER						
				AMAZON 7-19-25			7/19/2025	53.57	0.00	53.57
				03.4523.002.611 / LNG - KITCHEN SUPPLIES						53.57
				COCKTAIL PICKS, MINI GOLD ORKS, COCKTAIL SKEWERS						
				AMAZON 7-8-25 ORDER			7/08/2025	69.46	0.00	69.46
				03.4523.002.611 / LNG - KITCHEN SUPPLIES						69.46
				LIPTON ICED TEA BAGS AND GREEN MOUNTAIN K-CUPS						
				CLOUD COVER MUSIC 7-28			7/28/2025	18.95	0.00	18.95
				01.4130.002.320 / EXEC - LICENSES & FEES						18.95
				CLOUD COVER MUSIC LICENSE						
				CONSOLIDATED 214.00			6/27/2025	214.00	0.00	214.00
				01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						214.00
				PREVIOUSLY PAID - PAYMENT NEVER RECEIVED STOP PAYMENT PLACED 7/14/25						
				CRIMINAL RECORDS 7/31/2			7/31/2025	25.00	0.00	25.00
				01.4130.002.320 / EXEC - LICENSES & FEES						25.00
				CRIMINAL RECORD FOR E. POPE						
				DPS COMPUTER - PO 1349:			7/11/2025	41.00	0.00	41.00
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						41.00
				1 - ETHERNET SWITCH						
				EMAIL NH MUNICIPAL ASSI			7/31/2025	70.00	0.00	70.00
				01.4130.002.240 / EXEC - EDUCATION						70.00
				BUDGET & FINANCE WORKSHOP						
				GOGGLE 8/1/25			8/01/2025	1,043.71	0.00	1,043.71
				01.4130.002.320 / EXEC - LICENSES & FEES						1,043.71
				JULY 1, 2025 - JULY 31, 2025 SERVICE						
				GOOGLE 7/31/25			7/31/2025	129.43	0.00	129.43

Check Manifest - by Payee

Date: 8/21/2025 **Batch ID:** 376 **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					129.43	
		JULY 1, 2025 - 7/31/2025						
	HERSHEYS 22025029				7/24/2025	841.08	0.00	841.08
		03.3409.001.002 / COG - FOOD					841.08	
		ICE CREAM PURCHASE						
	HOMEDEPOT PO 134927				7/08/2025	596.00	0.00	596.00
		01.4314.003.611 / B&G - SMALL TOOLS					596.00	
		2 CORDLESS SCREW GUN AND 2 PACK M18 BATTERY						
	INTUIT 7/29/25				7/29/2025	43.65	0.00	43.65
		01.4130.002.320 / EXEC - LICENSES & FEES					43.65	
		PURCHASED TO FINISH REPORT ARCHIVING						
	INTUIT 8/1/25				8/01/2025	451.00	0.00	451.00
		01.4130.002.320 / EXEC - LICENSES & FEES					451.00	
		PURCHASED IF NEEDED FOR REPORT ARCHIVING						
	LIQUOR OUTLET 7-11-25				7/11/2025	111.38	0.00	111.38
		03.3409.001.006 / COG - LIQUOR					39.59	
		LIQUOR PURCHASE						
		03.3409.001.008 / COG - WINE					71.79	
		WINE PURCHASE						
	LIQUOR STORE 13556951				7/17/2025	1,940.33	0.00	1,940.33
		03.3409.001.006 / COG - LIQUOR					1,814.45	
		LIQUOR PURCHASE						
		03.3409.001.008 / COG - WINE					125.88	
		WINE PURCHASE						
	MARKET BASKET 7-14-25				7/14/2025	24.48	0.00	24.48
		03.3409.001.002 / COG - FOOD					24.48	
		FOOD PURCHASE - MISSING RECEIPT PER HEATHER						
	MARKET BASKET 7-18-25				7/18/2025	31.13	0.00	31.13
		03.3409.001.002 / COG - FOOD					31.13	
		FOOD PURCHASE						
	MARKET BASKET 8/6/25				8/06/2025	15.56	0.00	15.56
		03.3409.001.002 / COG - FOOD					15.56	
		GUACAMOLE AND PEA SHOOTS						
	MICROSOFT 365 7-28-25				7/28/2025	99.99	0.00	99.99
		01.4130.002.320 / EXEC - LICENSES & FEES					99.99	
		ANNUAL SUBSCRIPTION 7/28/25 - 7/25/26						

Check Manifest - by Payee

Date: 8/21/2025 **Batch ID:** 376 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	MUST HAVE MENUS 64AO4				7/26/2025	396.00	0.00	396.00
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						396.00	
	PRO PLAN							
	MUST HAVE MENUS 7-26-2!				7/26/2025	396.00	0.00	396.00
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						396.00	
	PRO PLAN PAID TWICE - CREDIT COMING NEXT MONTH							
	NATIONAL SKI ASSN DUES				7/01/2025	200.00	0.00	200.00
	03.4522.003.690 / SKI - MISCELLANEOUS EXPENSE						200.00	
	SKI AREA MEMBERSHIP DUES							
	NE RECORD 0351833				7/22/2025	40.50	0.00	40.50
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE						40.50	
	PICKUP, SHRED & REPLACE BAG							
	NH LIQUOR 7-24-25				7/24/2025	400.78	0.00	400.78
	03.3409.001.006 / COG - LIQUOR						282.51	
	LIQUOR PURCHASE							
	03.3409.001.008 / COG - WINE						118.27	
	WINE PURCHASE							
	NH LIQUOR 7/29/25				7/29/2025	1,200.00	0.00	1,200.00
	03.4520.000.320 / REC - LICENSES & FEES						1,200.00	
	LIQUOR LICENSE RENEWAL							
	NH LIQUOR 8-1-25				8/01/2025	445.81	0.00	445.81
	03.3409.001.006 / COG - LIQUOR						339.88	
	LIQUOR PURCHASE							
	03.3409.001.008 / COG - WINE						105.93	
	WINE PURCHASE							
	NH LIQUOR 8/1/25				8/01/2025	270.88	0.00	270.88
	03.3409.001.006 / COG - LIQUOR						270.88	
	LIQUOR PURCHASE							
	SPECTRUM - 7/12/25				7/12/2025	234.46	0.00	234.46
	01.4312.002.350 / HWY - TELEPHONE & INTERNET						234.46	
	7/12/25 - 8/11/25 SERVICE							
	SPECTRUM 7/14/25				7/14/2025	561.14	0.00	561.14
	01.4522.002.350 / SKI - CABLE, INTERNET & PHONE						561.14	
	7/14/25 - 8/13/25 SERVICE							
	SPECTRUM 7/27/25				7/27/2025	597.19	0.00	597.19
	01.4520.002.345 / REC - CABLE						178.00	

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Date: 8/21/2025 **Batch ID:** 376 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		SERVICE 7/27/25 THRU 8/26/25					
		01.4520.002.344 / REC - INTERNET				115.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET				115.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET				25.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4520.002.350 / REC - TELEPHONE				25.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET				25.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4520.002.350 / REC - TELEPHONE				25.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4520.002.350 / REC - TELEPHONE				25.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET				25.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4520.002.345 / REC - CABLE				33.00	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4520.002.350 / REC - TELEPHONE				3.09	
		SERVICE 7/27/25 THRU 8/26/25					
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET				3.10	
		SERVICE 7/27/25 THRU 8/26/25					
	SQUARE 7/16/25			7/16/2025	2,500.00	0.00	2,500.00
		01.4520.003.620 / REC - MISC EXPENSES				2,500.00	
		SQUARE INSTALL					
	SQUARE 8/2/25			8/02/2025	194.50	0.00	194.50
		01.4130.002.320 / EXEC - LICENSES & FEES				194.50	
		8/1/25 - 9/1/25 BILLING PERIOD					
	TOUCHBISTRO 1287454			7/31/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES				9.95	
		7/31/25 - 8/30/25 MONTHLY SERVICE FEE					
	TOUCHBISTRO 8/2/25			8/02/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES				9.95	
		8/2/25 - 9/1/25 MONTHLY SERVICE FEE					
	USPS POSTAGE 7/15/25			7/15/2025	468.00	0.00	468.00
		01.1150.000.004 / AR - WEA				78.00	
		WEA POSTAGE STAMPS					
		01.4130.002.610 / EXEC - OFFICE SUPPLIES				156.00	

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
		WEVD - POSTAGE STAMPS						
		02.4331.520.625 / WTR - POSTAGE					234.00	
		WATER DEPARTMENT - POSTAGE STAMPS						
	WALMART 25.42			7/08/2025	26.42	0.00		26.42
		01.4314.003.630 / B&G - BUILDING REPAIRS					26.42	
		1 - 12V BATTERY						
	WALMART 7-22-25			7/22/2025	151.65	0.00		151.65
		03.4523.003.612 / LNG - EVENT EXPENSES					151.65	
		EVENT PRODUCT						
	WALMART 7/8/25			7/08/2025	15.86	0.00		15.86
		01.4314.003.630 / B&G - BUILDING REPAIRS					15.86	
		6 PACK BATTERIES						
	WEBSTAURANT STORE 7-1			7/17/2025	83.98	0.00		83.98
		03.4523.002.611 / LNG - KITCHEN SUPPLIES					83.98	
		W3OODEN SPOONS, FILTERS, FRYER OIL FILER PAPER CONE						
					Total Check #:	**2227**		**14,318.87**
2228	SYSTEM	**8/21/2025**	**2830**	**INTUIT PAYMENT SOLUTIONS**				
	INTUIT 8/1/25			8/18/2025	-451.00	0.00		-451.00
		01.4130.002.320 / EXEC - LICENSES & FEES					-451.00	
		CREDIT - DID NOT NEED FOR REPORT ARCHIVING						
					Total Check #:	**2228**		**-451.00**
2229	ACH	**8/21/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**				***ACH***
	398990250			7/30/2025	2,521.38	0.00		2,521.38
		03.4523.002.611 / LNG - KITCHEN SUPPLIES					203.13	
		KITCHEN SUPPLIES						
		03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					207.51	
		NON-ALCOHOLIC BEVERAGES						
		03.3409.001.002 / COG - FOOD					2,110.74	
		FOOD PURCHASE						
	398994017			8/01/2025	571.82	0.00		571.82
		03.4523.002.610 / LNG - BAR SUPPLIES					50.80	
		BAR SUPPLIES						
		03.3409.001.002 / COG - FOOD					521.02	
		FOOD PURCHASE						

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Date: 8/21/2025 **Batch ID:** 376 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
						Total Check #:	**2229**	**3,093.20**

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Date: 8/21/2025 **Batch ID:** 376 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
8/21/2025	**Check Manifest**		**Batch:**	**376**	**Chk Count:**	**5**	**Total Amnt:**	**19,975.80**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	9,820.41
02	WATER FUND	234.00
03	RECREATION FUND	9,921.39

--- Signatures ---

Carol Granfield, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2231	SYSTEM	**8/28/2025**	**90**	**AIRGAS USA, LLC**			
	5517998127			7/31/2025	196.86	0.00	196.86
	03.3409.001.610 / COG - BAR SUPPLIES					196.86	
	SMALL CARBON DIOXIDE RENTAL CYLINDER PLUS HAZMAT						
					Total Check #:	**2231**	**196.86**
2232	SYSTEM	**8/28/2025**	**150**	**ALVINA SNEGACH**			
	08182025			8/18/2025	125.00	0.00	125.00
	01.4130.002.390 / EXEC - CONSULTING					125.00	
	WE Commision Meeting Minutes 8/18/25						
					Total Check #:	**2232**	**125.00**
2233	SYSTEM	**8/28/2025**	**160**	**AMAZON**			
	13QC-CG71-CVHW			8/08/2025	160.58	0.00	160.58
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					160.58	
	TAYLOR REAGENTS FOR POOL						
	14Q6-9MHC-VC39			8/19/2025	251.79	0.00	251.79
	01.4521.003.610 / FD - SUPPLIES					33.06	
	PROZAP INSECT GUARD						
	03.3409.001.003 / COG - GENERAL MERCHANDISE					218.73	
	SWIM GOGGLES, DIVING TOYS, TUBES, AND BEACH BALLS FOR POOL						
	16GV-PWHV-RDWR			8/19/2025	247.42	0.00	247.42
	01.4314.003.614 / B&G - CLEANING SUPPLIES					247.42	
	2 PAPER TOWELS AND 2 PKGS TOILET PAPER						
	19QX-WC41-JVFT			8/15/2025	115.98	0.00	115.98
	01.4314.003.609 / B&G - DEPT UNIFORMS					115.98	
	WORK PANTS - 3 PAIRS						
	1PQN-P37X-4PXW			8/13/2025	279.98	0.00	279.98
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					279.98	
	2 - POOL FLOW METER AND CHECK VALVE						
					Total Check #:	**2233**	**1,055.75**
2234	SYSTEM	**8/28/2025**	**210**	**AMERIGAS**			
	3180095222			8/06/2025	194.83	0.00	194.83

Check Manifest - by Payee

Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES						194.83
		101.5 GALLONS PROPANE						
	3180269999				8/09/2025	50.05	0.00	50.05
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES						50.05
		24.9 GALLONS PROPANE						
						Total Check #:	**2234**	**244.88**
2235	ACH	**8/28/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**				***ACH***
	3794963				8/01/2025	110.00	0.00	110.00
		03.3409.001.007 / COG - BEER						110.00
		BEER PURCHASED						
						Total Check #:	**2235**	**110.00**
2236	ACH	**8/28/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**				***ACH***
	3804884				8/14/2025	447.50	0.00	447.50
		03.3409.001.007 / COG - BEER						447.50
		BEER PURCHASE						
						Total Check #:	**2236**	**447.50**
2237	ACH	**8/28/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**				***ACH***
	3804885				8/14/2025	78.00	0.00	78.00
		03.3409.001.007 / COG - BEER						78.00
		BEER PURCHASE						
						Total Check #:	**2237**	**78.00**
2238	ACH	**8/28/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**				***ACH***
	986				8/21/2025	218.05	0.00	218.05
		03.3409.001.007 / COG - BEER						218.05
		BEER PURCHASE						
						Total Check #:	**2238**	**218.05**
2239	ACH	**8/28/2025**	**9697**	**BANK OF NEW HAMPSHIRE**				***ACH***
	AUGUST PAYMENT				8/11/2025	399.70	0.00	399.70
		01.4711.000.004 / DEBT - PRINCIPAL PAYMENTS - BANK OF NH TRAILER						377.77

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Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			LOAN PAYMENT				
			01.4721.000.004 / DEBT - INTEREST PAYMENTS - BANK NH TRAILER			21.93	
			LOAN PAYMENT				
					Total Check #:	**2239**	**399.70**
2240	SYSTEM	**8/28/2025**	**560**	**BELLETETES, INC.**			
4625548				8/20/2025	281.92	0.00	281.92
			01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025			281.92	
			1/4 - 18' KLEER PVC TRIM				
4625554				8/20/2025	75.54	0.00	75.54
			01.4522.003.662 / SKI - SKI AREA REPAIRS			75.54	
			7 FT. BROWN VINYL GARAGE DOOR SEAL				
					Total Check #:	**2240**	**357.46**
2241	SYSTEM	**8/28/2025**	**9748**	**Black River Produce**			
923073				8/15/2025	580.07	0.00	580.07
			03.3409.001.002 / COG - FOOD			580.07	
			FOOD PURCHASE				
924960				8/20/2025	278.83	0.00	278.83
			03.3409.001.002 / COG - FOOD			278.83	
			FOOD PURCHASE				
					Total Check #:	**2241**	**858.90**
2242	SYSTEM	**8/28/2025**	**1270**	**CONSOLIDATED COMMUNICATION**			
113295 354210				8/18/2025	214.00	0.00	214.00
			01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES			214.00	
			7/18/25 - 8/17/2025 SERVICE				
					Total Check #:	**2242**	**214.00**
2243	SYSTEM	**8/28/2025**	**1240**	**CONSOLIDATED COMMUNICATIONS**			
113298 733110				8/12/2025	139.78	0.00	139.78
			02.4331.520.350 / WTR - TELEPHONE			139.78	
			7/12/25 - 8/11/25 SERVICE				
					Total Check #:	**2243**	**139.78**

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Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2244	SYSTEM	**8/28/2025**	**1250**	**CONSOLIDATED COMMUNICATIONS**			
186265 74086				8/12/2025	359.11	0.00	359.11
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						359.11	
7/12/25 - 8/11/25 SERVICE							
					Total Check #:	**2244**	**359.11**
2245	SYSTEM	**8/28/2025**	**1260**	**CONSOLIDATED COMMUNICATIONS**			
113275 827930				8/12/2025	139.78	0.00	139.78
01.4312.002.350 / HWY - TELEPHONE & INTERNET						139.78	
7/12/25 - 8/11/25 SERVICE							
					Total Check #:	**2245**	**139.78**
2246	SYSTEM	**8/28/2025**	**1320**	**CONSOLIDATED COMMUNICATIONS**			
603726 8958353				8/12/2025	102.70	0.00	102.70
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						102.70	
7/12/25 - 8/11/25 SERVICE							
					Total Check #:	**2246**	**102.70**
2247	SYSTEM	**8/28/2025**	**1340**	**CONSOLIDATED COMMUNICATIONS**			
113276 522050				8/12/2025	69.30	0.00	69.30
02.4331.520.350 / WTR - TELEPHONE						69.30	
7/12/25 - 8/11/25 SERVICE							
					Total Check #:	**2247**	**69.30**
2248	SYSTEM	**8/28/2025**	**1350**	**CONSOLIDATED COMMUNICATIONS**			
113275 470753				8/12/2025	139.78	0.00	139.78
02.4331.520.350 / WTR - TELEPHONE						139.78	
C							
					Total Check #:	**2248**	**139.78**
2249	SYSTEM	**8/28/2025**	**1360**	**CONSOLIDATED COMMUNICATIONS**			
113298 733142				8/18/2025	354.64	0.00	354.64
02.4331.520.350 / WTR - TELEPHONE						354.64	

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Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			7/18/25 - 8/17/2025 SERVICE				
					Total Check #:	**2249**	**354.64**
2250	SYSTEM	**8/28/2025**	**2630**	**HEALTH TRUST**			
001568927				8/19/2025	17,905.85	0.00	17,905.85
			01.2020.000.001 / PAYROLL LIABILITIES				307.15
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.2020.000.001 / PAYROLL LIABILITIES				68.40
			9/1/25 - 9/30/25 BILLING PERIOD				
			02.4331.520.210 / WTR - HEALTH INSURANCE				1,981.26
			9/1/25 - 9/30/25 BILLING PERIOD				
			02.4331.520.211 / WTR - DENTAL INSURANCE				79.50
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4314.001.210 / B&G - HEALTH INSURANCE				6,604.20
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4314.001.211 / B&G - DENTAL INSURANCE				257.46
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4521.001.210 / FD - HEALTH INSURANCE				2,641.68
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4521.001.211 / FD - DENTAL INSURANCE				106.02
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4130.001.210 / EXEC - HEALTH INSURANCE				2,994.94
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4130.001.211 / EXEC - DENTAL INSURANCE				117.53
			9/1/25 - 9/30/25 BILLING PERIOD				
			03.4520.001.210 / REC - HEALTH INSURANCE				1,320.84
			9/1/25 - 9/30/25 BILLING PERIOD				
			03.4520.001.211 / REC - DENTAL INSURANCE				53.01
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4312.001.210 / HWY - HEALTH INSURANCE				1,320.84
			9/1/25 - 9/30/25 BILLING PERIOD				
			01.4312.001.211 / HWY - DENTAL INSURANCE				53.02
			9/1/25 - 9/30/25 BILLING PERIOD				
					Total Check #:	**2250**	**17,905.85**
2251	SYSTEM	**8/28/2025**	**2630**	**HEALTH TRUST**			
89172				6/06/2025	8.25	0.00	8.25
			01.4130.002.320 / EXEC - LICENSES & FEES				8.25

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Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		FSA ADMIN FEE 5/1/25 - 5/31/25					
					Total Check #:	**2251**	**8.25**
2252	SYSTEM	**8/28/2025**	**2630**	**HEALTH TRUST**			
	89472			7/08/2025	328.60	0.00	328.60
		01.4130.002.320 / EXEC - LICENSES & FEES				328.60	
		FSA CLAIMS REIMBURSEMENT PY2025					
					Total Check #:	**2252**	**328.60**
2253	SYSTEM	**8/28/2025**	**2630**	**HEALTH TRUST**			
	89773			8/06/2025	8.25	0.00	8.25
		01.4130.002.320 / EXEC - LICENSES & FEES				8.25	
		FSA ADMIN FEE					
					Total Check #:	**2253**	**8.25**
2254	SYSTEM	**8/28/2025**	**2710**	**HOME DEPOT CREDIT SERVICES**			
	7054724			7/13/2025	72.94	0.00	72.94
		01.4314.003.617 / B&G - LANDSCAPING				72.94	
		BRUSH AND ROUNDUP					
					Total Check #:	**2254**	**72.94**
2255	SYSTEM	**8/28/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	26269			8/19/2025	930.00	0.00	930.00
		01.4130.002.390 / EXEC - CONSULTING				930.00	
		General Manager Recruitment - Advertisements					
					Total Check #:	**2255**	**930.00**
2256	ACH	**8/28/2025**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**		***ACH***	
	380703			8/20/2025	342.25	0.00	342.25
		03.3409.001.007 / COG - BEER				342.25	
		BEER PURCHASE					
					Total Check #:	**2256**	**342.25**

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Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2257	ACH	**8/28/2025**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
722577				8/25/2025	-200.00	0.00	-200.00
03.3409.001.007 / COG - BEER						-200.00	
CREDIT FOR BEER							
					Total Check #:	**2257**	**-200.00**
2258	SYSTEM	**8/28/2025**	**9270**	**NH ELECTRIC CO-OP**			
METER # 628636				8/11/2025	3,461.53	0.00	3,461.53
02.4331.520.340 / WTR - ELECTRICITY						3,461.53	
7/11/25 - 8/11/25 SERVICE							
					Total Check #:	**2258**	**3,461.53**
2259	SYSTEM	**8/28/2025**	**4530**	**NUCAR FORD OF PLYMOUTH**			
534				8/13/2025	159.95	0.00	159.95
01.4312.002.826 / HWY - VEHICLE MAINTENANCE						159.95	
GASKET & OIL KIT, MOTORCRAFT OIL ABD EMISSION EXHAUST CONTROL							
					Total Check #:	**2259**	**159.95**
2260	SYSTEM	**8/28/2025**	**4540**	**O'REILLY AUTO PARTS**			
4989-361725				8/13/2025	66.16	0.00	66.16
01.4312.002.826 / HWY - VEHICLE MAINTENANCE						51.18	
WIPER BLADES							
01.4312.002.610 / HWY - SHOP SUPPLIES						14.98	
ELECTRICAL TAPE							
					Total Check #:	**2260**	**66.16**
2261	ACH	**8/28/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
398999440				8/06/2025	2,137.49	0.00	2,137.49
03.3409.005.005 / COG - NON-ALCOHOL BEBERAGES						118.64	
NON-ALCOHOLIC BEVERAGES							
03.3409.001.002 / COG - FOOD						2,018.85	
FOOD AND NON-ALCOHOLIC BEVERAGES							
					Total Check #:	**2261**	**2,137.49**

Check Manifest - by Payee

Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2262	ACH	**8/28/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498001575			8/08/2025	1,672.69	0.00	1,672.69
	03.3409.005.005 / COG - NON-ALCOHOL BEBERAGES NON-ALCOHOLIC BEVERAGES					313.39	
	03.4523.002.611 / LNG - KITCHEN SUPPLIES KITCHEN SUPPLIES					324.03	
	03.3409.001.002 / COG - FOOD FOOD					1,035.27	
					Total Check #:	**2262**	**1,672.69**
2263	SYSTEM	**8/28/2025**	**9751**	**THE GRANITE GROUP**			
	17808725-00			8/15/2025	688.73	0.00	688.73
	01.4312.002.821 / HWY - EQUIPMENT REPAIR ELECTRIC HOT WATER HEATER					688.73	
					Total Check #:	**2263**	**688.73**
2264	SYSTEM	**8/28/2025**	**8710**	**TODD RANDLETT TRUCKING & SEPTIC SOLUTIC**			
	38483			6/10/2025	500.00	0.00	500.00
	03.4520.000.690 / REC - MISC. EXPENSES STANDARD PORTA POTTY RENTAL - JUNE 2025					500.00	
	39311			8/01/2025	600.00	0.00	600.00
	03.4520.000.690 / REC - MISC. EXPENSES STANDARD PORTA POTTY RENTAL & HANDICAP PORTA POTTY RENTAL					600.00	
					Total Check #:	**2264**	**1,100.00**
2265	SYSTEM	**8/28/2025**	**9490**	**TREASURER, STATE OF NH**			
	206847			5/28/2025	540.00	0.00	540.00
	02.4331.520.860 / WTR - WATER TESTING LEAD AND COPPER RULE					540.00	
					Total Check #:	**2265**	**540.00**
2266	SYSTEM	**8/28/2025**	**6180**	**UNIFIRST CORPORATION**			
	1070442129			8/14/2025	209.81	0.00	209.81
	01.4521.003.610 / FD - SUPPLIES					44.17	

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, ETC.				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			41.87	
			TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, ETC.				
			03.4523.002.610 / LNG - BAR SUPPLIES			81.79	
			TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, ETC.				
			01.4312.002.610 / HWY - SHOP SUPPLIES			32.19	
			TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, ETC.				
			03.4522.003.610 / SKI - CLEANING SUPPLIES			0.29	
			TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, ETC.				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			9.50	
			TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, ETC.				
	1070443887			8/21/2025	238.61	0.00	238.61
			01.4521.003.610 / FD - SUPPLIES			44.17	
			Cook Shirts, Aprons, Mat, Towels, Terry Cloths, Beach Towels, Wet Mop and Front				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			32.17	
			Cook Shirts, Aprons, Mat, Towels, Terry Cloths, Beach Towels, Wet Mop and Front				
			03.4523.002.610 / LNG - BAR SUPPLIES			120.29	
			Cook Shirts, Aprons, Mat, Towels, Terry Cloths, Beach Towels, Wet Mop and Front				
			01.4312.002.610 / HWY - SHOP SUPPLIES			32.19	
			Cook Shirts, Aprons, Mat, Towels, Terry Cloths, Beach Towels, Wet Mop and Front				
			03.4522.003.610 / SKI - CLEANING SUPPLIES			0.29	
			Cook Shirts, Aprons, Mat, Towels, Terry Cloths, Beach Towels, Wet Mop and Front				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			9.50	
			Cook Shirts, Aprons, Mat, Towels, Terry Cloths, Beach Towels, Wet Mop and Front				
					Total Check #:	**2266**	**448.42**
2267	SYSTEM	**8/28/2025**	**6240**	**UPTON & HATFIELD, LLP**			
	BILL # 175041			8/06/2025	5,016.00	0.00	5,016.00
			01.4130.002.323 / EXEC - LEGAL SERVICES			5,016.00	
			DISTRICT MATTERS - GENERAL				
					Total Check #:	**2267**	**5,016.00**
2268	SYSTEM	**8/28/2025**	**9685**	**USABLUEBOOK**			
	00796712			8/13/2025	443.02	0.00	443.02
			02.4331.520.611 / WTR - TOOLS			443.02	
			BRUSHLESS STICK TRANSFER PUMP				
					Total Check #:	**2268**	**443.02**

Check Manifest - by Payee

Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2269	SYSTEM	**8/28/2025**	**6280**	**VERIZON WIRELESS**			
6120522742				8/08/2025	322.43	0.00	322.43
02.4331.520.351 / WTR - CELL PHONE							41.06
Ipads 7/9/25 - 8/8/2025 BILLING PERIOD							
01.4130.002.351 / EXEC - CELL PHONES							41.06
7/9/25 - 8/8/2025 BILLING PERIOD							
01.4130.002.351 / EXEC - CELL PHONES							117.63
GM CELLPHONE - 7/9/25 - 8/8/2025 BILLING PERIOD							
01.4130.002.351 / EXEC - CELL PHONES							122.68
WATER DEPT. CELLPHONE - 7/9/25 - 8/8/2025 BILLING PERIOD							
					Total Check #:	**2269**	**322.43**
2270	SYSTEM	**8/28/2025**	**6680**	**XEROX FINANCIAL SERVICES**			
40807691				8/10/2025	444.52	0.00	444.52
01.4130.002.618 / EXEC - COPIER LEASE							148.17
7/30/25 - 8/29/2025 CONTRACT BILLING PERIOD							
01.4520.002.618 / REC - COPIER LEASE							148.18
7/30/25 - 8/29/2025 CONTRACT BILLING PERIOD							
02.4331.520.618 / WTR - COPIER LEASE							148.17
7/30/25 - 8/29/2025 CONTRACT BILLING PERIOD							
					Total Check #:	**2270**	**444.52**

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Date: 8/28/2025 **Batch ID:** 378 **BANK OF NH - DISTRICT**

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

8/28/2025 Check Manifest Batch: 378 Chk Count: 40 Total Amnt: 41,508.27

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	25,353.25
02	WATER FUND	7,398.04
03	RECREATION FUND	8,756.98

--- Signatures ---

Carol Granfield, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2273	SYSTEM	**9/04/2025**	**80**	**AFLAC**			
	231841			8/21/2025	492.84	0.00	492.84
	01.2020.000.008 / AFLAC PAYABLE					492.84	
	AUGUST BILLING						
					Total Check #:	**2273**	**492.84**
2274	SYSTEM	**9/04/2025**	**160**	**AMAZON**			
	1PT1-4QF6-VYN4			8/30/2025	19.95	0.00	19.95
	01.4314.003.614 / B&G - CLEANING SUPPLIES					19.95	
	SIMPLE SCRUB PADS						
	1QHY-JPCL-37NF			8/22/2025	41.44	0.00	41.44
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					41.44	
	2 DIGITAL POSTAL SCALES						
	1W340HJ1Y0GKDR			8/27/2025	88.70	0.00	88.70
	01.4314.003.614 / B&G - CLEANING SUPPLIES					88.70	
	1 MOP HANDE AND 2 CASES SHAMPOO						
					Total Check #:	**2274**	**150.09**
2275	SYSTEM	**9/04/2025**	**210**	**AMERIGAS**			
	3180532812			8/18/2025	103.54	0.00	103.54
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					103.54	
	53.2 GALLONS PROPANE						
					Total Check #:	**2275**	**103.54**
2276	SYSTEM	**9/04/2025**	**560**	**BELLETETES, INC.**			
	4589383			9/02/2025	4,139.19	0.00	4,139.19
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					4,181.00	
	1x6-18' KLEER PVC BEAD BOARD						
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					-41.81	
	1x6-18' KLEER PVC BEAD BOARD						
					Total Check #:	**2276**	**4,139.19**
2277	SYSTEM	**9/04/2025**	**9748**	**Black River Produce**			

Check Manifest - by Payee

Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	928535			8/29/2025	801.18	0.00	801.18
	03.3409.001.002 / COG - FOOD FOOD PURCHASE					801.18	
					Total Check #:	**2277**	**801.18**
2278	SYSTEM	**9/04/2025**	**9709**	**CINTAS**			
	5288309305			8/25/2025	68.57	0.00	68.57
	01.4314.003.615 / B&G - SUPPLIES FIRST AID PRODUCT					68.57	
					Total Check #:	**2278**	**68.57**
2279	SYSTEM	**9/04/2025**	**1290**	**CONSOLIDATED COMMUNICATIONS**			
	603706 1840317			8/24/2025	200.00	0.00	200.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES 7/24/25 - 8/23/2025 SERVICE					200.00	
					Total Check #:	**2279**	**200.00**
2280	SYSTEM	**9/04/2025**	**1300**	**CONSOLIDATED COMMUNICATIONS**			
	603 4062057157			8/24/2025	3.60	0.00	3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES 7/24/25 - 8/23/25 SERVICE					3.60	
					Total Check #:	**2280**	**3.60**
2281	SYSTEM	**9/04/2025**	**1330**	**CONSOLIDATED COMMUNICATIONS**			
	603 4019573 983			8/21/2025	200.00	0.00	200.00
	02.4331.520.350 / WTR - TELEPHONE 7/21/25 - 8/20/25 SERVICE					200.00	
					Total Check #:	**2281**	**200.00**
2282	SYSTEM	**9/04/2025**	**7480**	**HANDYMAN HARDWARE INC.**			
	A210277			8/20/2025	308.25	0.00	308.25
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025 WOODLUXE STAIN 5 GALLON AND EMPTY GALLON PAINT CAN					342.50	
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					-34.25	

Check Manifest - by Payee

Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		WOODLUXE STAIN 5 GALLON AND EMPTY GALLON PAINT CAN					
	A210342			8/25/2025	11.70	0.00	11.70
		01.4314.003.630 / B&G - BUILDING REPAIRS					13.00
		KILLER FOAM WASP/HORNET					
		01.4314.003.630 / B&G - BUILDING REPAIRS					-1.30
		KILLER FOAM WASP/HORNET					
	B48\697			8/05/2025	28.35	0.00	28.35
		01.4314.003.630 / B&G - BUILDING REPAIRS					31.50
		SHOWER HOSE AND JOIST HANGER					
		01.4314.003.630 / B&G - BUILDING REPAIRS					-3.15
		SHOWER HOSE AND JOIST HANGER					
	B487082			8/01/2025	9.45	0.00	9.45
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					10.50
		PAINY PSIL STRAINER					
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					-1.05
		PAINY PSIL STRAINER					
	B487560			8/04/2025	35.10	0.00	35.10
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					39.00
		PAINT BRUSH ANGLE ASH (2)					
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					-3.90
		PAINT BRUSH ANGLE ASH (2)					
	B487585			8/04/2025	32.40	0.00	32.40
		01.4314.003.632 / B&G - OUTDOOR LIGHTING					3.00
		1 G GRAHY BLANK COVER, UTILITY KNIFE, PLIER AND OUTLET BOX					
		01.4314.003.611 / B&G - SMALL TOOLS					33.00
		1 G GRAHY BLANK COVER, UTILITY KNIFE, PLIER AND OUTLET BOX					
		01.4314.003.611 / B&G - SMALL TOOLS					-3.60
		1 G GRAHY BLANK COVER, UTILITY KNIFE, PLIER AND OUTLET BOX					
	B487698			8/05/2025	4.95	0.00	4.95
		01.4314.003.630 / B&G - BUILDING REPAIRS					5.50
		CONN NAIL SMITH HDG					
		01.4314.003.630 / B&G - BUILDING REPAIRS					-0.55
		CONN NAIL SMITH HDG					
	B488090			8/07/2025	33.75	0.00	33.75
		01.4314.003.630 / B&G - BUILDING REPAIRS					37.50
		FAUCET LAUNDRY HANDLE					
		01.4314.003.630 / B&G - BUILDING REPAIRS					-3.75
		FAUCET LAUNDRY HANDLE					

Check Manifest - by Payee

Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	B488750			8/11/2025	18.00	0.00	18.00
	01.4314.003.611 / B&G - SMALL TOOLS						-2.00
	WRENCH BASIN						
	01.4314.003.611 / B&G - SMALL TOOLS						20.00
	WRENCH BASIN						
	B488861			8/12/2025	10.35	0.00	10.35
	01.4312.002.610 / HWY - SHOP SUPPLIES						11.50
	MAGIC ERASER AND PERSONALITY KEY						
	01.4312.002.610 / HWY - SHOP SUPPLIES						-1.15
	MAGIC ERASER AND PERSONALITY KEY						
	B488994			8/13/2025	40.23	0.00	40.23
	01.4522.003.663 / SKI - LIFT MAINTENANCE						44.70
	MISC FASTENERS, RING ZINC PLATED, ROUND STEEL ROD AND ROTARY TOOL						
	01.4522.003.663 / SKI - LIFT MAINTENANCE						-4.47
	MISC FASTENERS, RING ZINC PLATED, ROUND STEEL ROD AND ROTARY TOOL						
	B489223			8/14/2025	5.40	0.00	5.40
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						6.00
	FLY CATCHER RIBBON						
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						-0.60
	FLY CATCHER RIBBON						
	B489940			8/19/2025	28.75	0.00	28.75
	01.4314.003.611 / B&G - SMALL TOOLS						31.95
	EPOCH EYEWEAR AND CHALK REEL SPEEDLINE						
	01.4314.003.611 / B&G - SMALL TOOLS						-3.20
	EPOCH EYEWEAR AND CHALK REEL SPEEDLINE						
	B490352			8/21/2025	20.25	0.00	20.25
	01.4312.002.610 / HWY - SHOP SUPPLIES						-2.25
	MICROFIBER CLOTH						
	01.4312.002.610 / HWY - SHOP SUPPLIES						22.50
	MICROFIBER CLOTH						
	B490450			8/22/2025	29.70	0.00	29.70
	01.4314.003.630 / B&G - BUILDING REPAIRS						33.00
	VALVE BALL BRASS W/DRAIN AND ADAPTER						
	01.4314.003.630 / B&G - BUILDING REPAIRS						-3.30
	VALVE BALL BRASS W/DRAIN AND ADAPTER						
	B491121			8/26/2025	39.15	0.00	39.15
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025						43.50

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Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		GUN STAPLER/TACKER, STAPLE INSULATED AND STAPL F/T25						
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					-4.35	
		GUN STAPLER/TACKER, STAPLE INSULATED AND STAPL F/T25						
	B491303				8/27/2025	3.10	0.00	3.10
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					3.45	
		MISC. FASTENERS						
		01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					-0.35	
		MISC. FASTENERS						
	B491456				8/28/2025	137.25	0.00	137.25
		01.4314.003.617 / B&G - LANDSCAPING					152.50	
		SMALL FUEL ENGINE, SHIELD FACE, KILLER BEE FOAM						
		01.4314.003.617 / B&G - LANDSCAPING					-15.25	
		SMALL FUEL ENGINE, SHIELD FACE, KILLER BEE FOAM						
	B491654				8/29/2025	54.00	0.00	54.00
		02.4331.520.641 / WTR - SYSTEM REPAIRS					60.00	
		BRASS COUPLING						
		02.4331.520.641 / WTR - SYSTEM REPAIRS					-6.00	
		BRASS COUPLING						
						Total Check #:	**2282**	**850.13**
2283	SYSTEM	**9/04/2025**	**2850**	**IRVING ENERGY**				
	650315				8/19/2025	1,613.45	0.00	1,613.45
		01.4312.002.823 / HWY - DIESEL					1,613.45	
		374.0 Gallons Diesel						
						Total Check #:	**2283**	**1,613.45**
2284	ACH	**9/04/2025**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT - *ACH***			***ACH***	
	62715-9-2025				9/01/2025	1,662.29	0.00	1,662.29
		01.4711.000.003 / DEBT - PRINCIPAL PAYMENTS - KS BANK - EXCAVATOR					1,451.89	
		EXCAVATOR LOAN - PRINCIPAL						
		01.4721.000.003 / DEBT - INTEREST PAYMENTS - KS BANK - EXCAVATOR					210.40	
		EXCAVATOR LOAN- INTEREST						
						Total Check #:	**2284**	**1,662.29**
2285	ACH	**9/04/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***	
	498006724				8/13/2025	3,674.90	0.00	3,674.90

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Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES				515.61	
		NON-ALCOHOLIC BEVERAGES					
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				211.19	
		KITCHEN SUPPLIES					
		03.4523.002.610 / LNG - BAR SUPPLIES				3.83	
		BAR SUPPLIES					
		03.3409.001.002 / COG - FOOD				2,944.27	
		FOOD					
	498008782			8/15/2025	979.63	0.00	979.63
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				176.45	
		KITCHEN SUPPLIES					
		03.3409.001.002 / COG - FOOD				803.18	
		FOOD PURCHASE					
					Total Check #:	**2285**	**4,654.53**
2286	SYSTEM	**9/04/2025**	**9490**	**TREASURER, STATE OF NH**			
	209936			8/25/2025	30.00	0.00	30.00
		02.4331.520.860 / WTR - WATER TESTING				30.00	
		3 SAMPLES DW BACTERIA, P/A, CHR.,AQUEOUS					
	209937			8/25/2025	30.00	0.00	30.00
		02.4331.520.860 / WTR - WATER TESTING				30.00	
		1 SAMPLE E.COLI, MPN, AQUEOUS					
	209939			8/25/2025	15.00	0.00	15.00
		02.4331.520.860 / WTR - WATER TESTING				15.00	
		DW BACTERIA, P/A, CHR.,AQUEOUS					
					Total Check #:	**2286**	**75.00**
2287	SYSTEM	**9/04/2025**	**6180**	**UNIFIRST CORPORATION**			
	1070445335			8/28/2025	190.06	0.00	190.06
		01.4521.003.610 / FD - SUPPLIES				33.99	
		COOK SHIRTS, TOWELS, WET MOP, TERRY CLOTHS, BEACH TOWEL AND FRONT DOOR MAT					
		01.4314.003.614 / B&G - CLEANING SUPPLIES				31.93	
		COOK SHIRTS, TOWELS, WET MOP, TERRY CLOTHS, BEACH TOWEL AND FRONT DOOR MAT					
		03.4523.002.610 / LNG - BAR SUPPLIES				82.41	
		COOK SHIRTS, TOWELS, WET MOP, TERRY CLOTHS, BEACH TOWEL AND FRONT DOOR MAT					
		01.4312.002.610 / HWY - SHOP SUPPLIES				31.94	
		COOK SHIRTS, TOWELS, WET MOP, TERRY CLOTHS, BEACH TOWEL AND FRONT DOOR MAT					

Check Manifest - by Payee

Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			03.4522.003.610 / SKI - CLEANING SUPPLIES				0.29
			COOK SHIRTS, TOWELS, WET MOP, TERRY CLOTHS, BEACH TOWEL AND FRONT DOOR MAT				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				9.50
			COOK SHIRTS, TOWELS, WET MOP, TERRY CLOTHS, BEACH TOWEL AND FRONT DOOR MAT				
					Total Check #:	**2287**	**190.06**

Check Manifest - by Payee

Date: 9/04/2025 **Batch ID:** 380 **BANK OF NH - DISTRICT**

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

9/04/2025 Check Manifest Batch: 380 Chk Count: 15 Total Amnt: 15,204.47

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	9,331.66
02	WATER FUND	329.00
03	RECREATION FUND	5,543.81

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

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

REQUEST FOR COMMISSION ACTION (RCA)

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

Meeting Date: _____ Agenda Item #: _____

Name of Requestor: Michael and Alyssa Scarsciotti

Waterville Estates Address: 158 Goose Hollow Rd, Thornton, NH 03223

Title of Request: Water bill abatement

Summary of why action is sought (please provide as much background as possible): We just purchased the property in April. The previous owner did not finish the house and the water was not turned on. No water has been used. We only just turned on the water in July.

Action requested: Abatement

Goal sought with this action: Abatement of water bill. We paid the bill to avoid late payments, but would like to request a refund.

FOR INTERNAL USE ONLY

Budget implications: _____

Plan for implementation: _____

Lounge

January - August 2025

Revenue		COG		COG %	Expense		EXP %	P:rofit/Loss
Food	76,878.00	Food	42,582.00	55.4%	CC fees		0.0%	10,394.00
Non Alcohol	7,951.00	Non Alcohol	4,298.00	54.1%	Misc			
Packaged Food	6,825.00	Packaged Food	2,961.00	43.4%	Health Ins		0.0%	
Liquor	45,686.00	Liquor	5,643.00	12.4%	Dental Ins		0.0%	
Beer	37,577.00	Beer	12,098.00	32.2%	Bar Tend Wage	8,881.00	4.9%	
Wine	6,207.00	Wine	1,508.00	24.3%	Wages OT	3,742.00	2.1%	
		Bar Supplies	832.00		Kitchen Wage	36,289.00	20.0%	
Total	**181,124.00**	**Total**	**69,922.00**	38.6%	Casual Labor	14,439.00	8.0%	
					Payroll Tax	7,406.00	4.1%	
					Retirement	4,494.00	2.5%	
					Cell Phone	200.00	0.1%	
					Criminal Rec	225.00	0.1%	
					Cash Over/Sho	1,371.00	0.8%	
					Bar Supplies	2,550.00	1.4%	
					Kitchen Supplie	10,264.00	5.7%	
					Equip maint	3,221.00	1.8%	
					Entertainment	7,726.00	4.3%	
					total	**100,808.00**	55.7%	

Ski Lodge Jan - Aug

Revenue		COG		COG %
Food	32,487.00	Food	14,268.00	
Non Alcohol	3,234.27	Non Alcohol	1,586.00	
Liquor	14,498.00	Liquor	3,326.00	
Beer	21,649.00	Beer	5,545.00	
Wine	4,753.00	Wine	1,696.00	
Total	**76,621.27**	Bar Supplies	826.00	
		Total	**27,247.00**	

Expense		EXP %	P:rofit/Loss
CC fees		0.0%	(1,455.73)
Misc		0.0%	
Health Ins		0.0%	
Dental Ins		0.0%	
Bar Tend Wage	6,231.00	8.1%	
Wages OT	4,566.00	6.0%	
Kitchen Wage	22,544.00	29.4%	
Casual Labor		0.0%	
Payroll Tax	5,452.00	7.1%	
Retirement	2,617.00	3.4%	
Cell Phone		0.0%	
Criminal Rec	75.00	0.1%	
Cash Over/Short		0.0%	
Bar Supplies	671.00	0.9%	
Kitchen Supplie	1,899.00	2.5%	
Equip maint		0.0%	
Entertainment	6,775.00	8.8%	
total	50,830.00	66.3%	

Other Rec Jan to Aug

Revenue		COG		COG %
Day Pass	41,915.00			
Rooms & Meals disc	523.00			
Convenience Fee inc	4,175.00			
Rec Vending games	1,064.00			
Rec Vending Snack	70.00			
Rec Merchandise	7,409.00	General Merch	1466	19.8%
Rec Miscellaneous	177.00			
Ski Tickets	32,618.00			
Events	2,254.00			
Total	**90,205.00**	**Total**	**1,466.00**	1.6%

Expense		EXP %	P:rofit/Loss
Rec lic fee	1,850.00	2.1%	(9,962.00)
CC fees	10,440.00	11.6%	
Misc	58,303.00	64.6%	
Health Ins	22,844.00	25.3%	
Dental Ins	374.00	0.4%	
LNG Event Exp	6,507.00	7.2%	
Events Cater	233.00	0.3%	
Events Payroll Ta	-	0.0%	
total	98,701.00	109.4%	

Total Operations

Jan to Aug

Revenue	
Food	109,365.00
Non Alcohol	11,185.27
Packaged Food	6,825.00
Liquor	60,184.00
Beer	59,226.00
Wine	10,960.00
Total	**257,745.27**

COG		COG %
Food	56,850.00	52.0%
Non Alcohol	5,884.00	52.6%
Packaged Food	2,961.00	43.4%
Liquor	8,969.00	14.9%
Beer	17,643.00	29.8%
Wine	3,204.00	29.2%
Bar Supplies	1,658.00	
Total	**97,169.00**	37.7%

Expense	
Ski related wages, taxes etc	20,460.00
Misc lodge expense	5,889.00
Marketing	2,944.00
Bar Tend Wage	15,112.00
Wages OT	8,308.00
Kitchen Wage	58,833.00
Casual Labor	14,439.00
Payroll Tax	12,858.00
Retirement	7,111.00
Cell Phone	200.00
Criminal Rec	300.00
Cash Over/Short	1,371.00
Bar Supplies	3,221.00
Kitchen Supplies	12,163.00
Equip maint	3,221.00
Entertainment	14,501.00
	180,931.00

Revenue	
Day Pass	41,915.00
Rooms & Meals disc	523.00
Convenience Fee inc	4,175.00
Rec Vending games	1,064.00
Rec Vending Snack	70.00
Rec Merchandise	7,409.00
Rec Miscellaneous	177.00
Ski Tickets	32,618.00
Events	2,254.00
Total	**90,205.00**

COG		COG %
General Merch	1466	19.8%
Total	**1,466.00**	1.6%

Overhead	
Rec lic fee	1,850.00
CC fees	10,440.00
Misc	58,303.00
Health Ins	22,844.00
Dental Ins	374.00
LNG Event Exp	6,507.00
Events Cater	233.00
Events Payroll Tax	0.00
	100,551.00

Notes

Within this profit and loss is built in $70,000 of expenses from District to Rec, per vote of the Commisioners. Those expenses are contained in Misc and Health Insurance Accts, under Overhead.

Had the $70,000 entry been made, the profit would be $37,883, over all platforms of business.

2024 Revenue	278,286.00
2024 Expense	215,851.00
Profit	62,435.00

Total Revenue	347,950.27
Total Expenses	380,117.00
Profit/Loss	-32,166.73

Lounge January - June 2025

Revenue		COG		COG %	Expense		EXP %	P:rofit/Loss
Food	16,883.00	Food	8,861.00	52.5%	CC fees		0.0%	(13,022.00)
Non Alcohol	1,832.00	Non Alcohol	1,474.00	80.5%	Misc			
Packaged Food	3,503.00	Packaged Food	1,931.00	55.1%	Health Ins		0.0%	
Liquor	8,405.00	Liquor	393.00	4.7%	Dental Ins		0.0%	
Beer	9,584.00	Beer	3,678.00	38.4%	Bar Tend Wage	2,643.00	6.3%	
Wine	2,141.00	Wine	317.00	14.8%	Wages OT	3,742.00	8.9%	
		Bar Supplies	65.00		Kitchen Wage	11,569.00	27.4%	
Total	**42,348.00**	**Total**	**16,719.00**	39.5%	Casual Labor	6,290.00	14.9%	
					Payroll Tax	2,599.00	6.2%	
					Retirement	1,674.00	4.0%	
					Cell Phone	150.00	0.4%	
					Criminal Rec	175.00	0.4%	
					Cash Over/Sho	832.00	2.0%	
					Bar Supplies	1,695.00	4.0%	
					Kitchen Supplie	3,041.00	7.2%	
					Equip maint	2,716.00	6.4%	
					Entertainment	1,525.00	3.6%	
					total	**38,651.00**	91.6%	

Ski lodge Jan to June

Revenue		COG		COG %
Food	32,487.00	Food	14,268.00	43.9%
Non Alcohol	3,526.00	Non Alcohol	1,586.00	45.0%
Liquor	14,498.00	Liquor	3,326.00	22.9%
Beer	21,649.00	Beer	5,545.00	25.6%
Wine	4,671.00	Wine	1,696.00	36.3%
Total	**76,831.00**	Bar Supplies	826.00	
		Total	**27,247.00**	35.5%

Expense		EXP %	P:rofit/Loss
CC fees		0.0%	(1,246.00)
Misc		0.0%	
Health Ins		0.0%	
Dental Ins		0.0%	
Bar Tend Wage	6,231.00	8.1%	
Wages OT	4,566.00	5.9%	
Kitchen Wage	22,544.00	29.3%	
Casual Labor		0.0%	
Payroll Tax	5,452.00	7.1%	
Retirement	2,617.00	3.4%	
Cell Phone		0.0%	
Criminal Rec	75.00	0.1%	
Cash Over/Short		0.0%	
Bar Supplies	671.00	0.9%	
Kitchen Supplie	1,899.00	2.5%	
Equip maint		0.0%	
Entertainment	6,775.00	8.8%	
total	50,830.00	66.2%	

Other Rec Jan to June

Revenue		COG		COG %	Expense		EXP %	P:rofit/Loss
Day Pass	18,660.00				Rec lic fee	650.00		(26,710.00)
Rooms & Meals disc	350.00				CC fees	6,096.00	14.4%	
Convenience Fee inc	3,470.00				Misc	56,602.00		
Rec Vending games	567.00				Health Ins	17,560.00	41.6%	
Rec Vending Snack	43.00				Dental Ins	161.00	0.4%	
Rec Merchandise	3,175.00	General Merch	332	10.5%	LNG Event Exp	5,860.00	13.9%	
Rec Miscellaneous	153.00				Events Cater	155.00	0.4%	
Ski Tickets	32,618.00				Events Payroll Ta	-	0.0%	
Events	1,020.00				**total**	86,434.00	204.8%	
Total	**60,056.00**	**Total**	**332.00**	0.6%				

Total Operations Jan to June

Revenue	
Food	49,370.00
Non Alcohol	5,358.00
Packaged Food	3,503.00
Liquor	22,903.00
Beer	31,233.00
Wine	6,812.00
Total	**119,179.00**

COG		COG %
Food	23,129.00	46.8%
Non Alcohol	3,060.00	57.1%
Packaged Food	1,931.00	55.1%
Liquor	3,719.00	16.2%
Beer	9,223.00	29.5%
Wine	2,013.00	29.6%
Bar Supplies	891.00	
Total	**43,966.00**	36.9%

Expense	
Ski related wages, taxes etc	20,083.00
Misc lodge expense	5,055.00
Marketing	2,944.00
Bar Tend Wage	8,874.00
Wages OT	8,308.00
Kitchen Wage	34,113.00
Casual Labor	6,290.00
Payroll Tax	8,051.00
Retirement	4,291.00
Cell Phone	150.00
Criminal Rec	250.00
Cash Over/Short	832.00
Bar Supplies	2,366.00
Kitchen Supplies	4,940.00
Equip maint	2,716.00
Entertainment	8,300.00
	117,563.00

Revenue	
Day Pass	18,660.00
Rooms & Meals d	350.00
Convenience Fee	3,470.00
Rec Vending gam	567.00
Rec Vending Sna	43.00
Rec Merchandise	3,175.00
Rec Miscellaneou	153.00
Ski Tickets	32,618.00
Events	1,020.00
Total	**60,056.00**

COG		COG %
General Merch	332	10.5%
Total	**332.00**	0.6%

Overhead	
Rec lic fee	650.00
CC fees	6,096.00
Misc	56,602.00
Health Ins	17,560.00
Dental Ins	161.00
LNG Event Exp	5,860.00
Events Cater	155.00
Events Payroll Tax	0.00
	87,084.00

Notes

Within this profit and loss is built in $70,000 of expenses from District to Rec, per vote of the Commisioners. Those expenses are contained in Misc and Health Insurance Accts, under Overhead.

2024	Total Revenue	153610
2024	total Expenses	126578
	Profit	27032

Total Revenue	179,235.00
Total Expenses	248,945.00
Loss	-69,710.00

Maureen Patti Motions for September 9, 2025

1. **Agenda Item # 7a, Adoption of minutes –**
   Proposed Amendments to draft minutes of August 18, 2025:

    1. Page 3, line 110 – insert “Water Rates” after ‘July1, 2025’
    2. Page 3, line 112 – create a new paragraph beginning with ‘Square reports’
    3. Page 5, line 163 – insert comma after ‘tomorrow’
    4. Page 6, line 198 – modify ‘NHDES’ as follows “New Hampshire Department of Environmental Services (NHDES)
    5. Page 6, line 214 – insert after ‘management’ the word “AND”
    6. Page 6, line 224 – substitute “a” for ‘the’ after ‘opposed to’ AND insert after ‘fence’ the following “with an understanding that any design requires the approval of both WEVD Management and NHDES.”
    7. Page 7, line 231 – substitute “could” for ‘should’
    8. Page 7, line 235 – modify sentence as follows: “If there is another option that is presented to the District which is approved by both District Management and NHDES, the Commissioners are ready to look into it.”
    9. Page 7, line 241 – modify sentence to read: “Ms. Patti noted that her request for DES reports will be treated, per WEVD procedures, as a Right to Know request.” AND add sentence “And Ms. Smith will process the request and provide the NHDES reports to her.”
    10. Page 8, lines 268-269 – modify sentence to read: “Ms. Patti explained that, as per the voter approved 2025 District Budget, the District used $70,000 of Rec Fund monies -- which had been identified as revenue to the Rec Fund -- to pay qualified recreational expenses.”
    11. Page 7, line 260 – Add additional sentence as follows: “While describing his poster and thoughts about how to secure Municipal Water System’s components located at the Pegwood tank area, Mr. McKivergan stated, “You [The District] cut our view” when describing the removal of trees and brush from the area several years ago. When Mr. McKivergan was done speaking, Ms. Patti stated that she took issue with the characterization/statement that the District had ‘cut their [the McKivergan family’s] view.’ Ms. Patti said the WEVD Water Department followed the direction and advice of NHDES in clearing the brush & trees surrounding and growing on top of the Pegwood tank.”