WEVD COMMISSION MEETING AGENDA
Wednesday, September 24, 2025, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. If remote attendance, reason & vote
5. Adoption of Agenda
6. Public Hearing 1: To accept the new mailboxes as an improvement to the Community Center valued at $27,417.68.
7. Public Hearing 2: To accept and expend $1,932.43 in WEA CIF monies for the construction of the mailboxes.
8. Public Hearing 3: To accept and expend $9,999.00 in WEA CIF monies for Ski Area Insurance.
9. Public Hearing 4: To adopt a Driveway Ordinance.
10. Public Hearing 5: To amend the WEVD Community Water System Ordinance sections 5 and 9.
11. Approval of Minutes
    a. September 8, 2025
    b. September 9, 2025
12. Treasurer's Report
13. GM's Report
14. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Budget Advisory
    d. Records & Retention
15. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
16. GENERAL CALENDAR ITEMS
    a. 27 Condo Road Water Bills Post-Fire
    b. Laserfiche
    c. RCA – Dead Tree Removal
17. Next Meetings:
    a. September 26, 2025 @ 9 a.m. – Joint meeting with W&R committee, Horizon's Engineering presentation
    b. October 8, 2025 @ 6 p.m. – Regular meeting
18. Public Comment Period
19. Non-Public Session
20. 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.

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

WEVD Public Hearing Policy

1. The Chair (or other Commissioner in the Chair's absence or to whom the Chair designates the role) will open the hearing by announcing the purpose of the Public Hearing and summarizing these rules by which people may participate.
2. The Chair will ask all persons attending the hearing at the physical location to print their names and addresses on the sign-in sheet.
3. The Chair will ask all persons who are attending remotely online to either send an email to the District at district@waterville-estates.com, or indicate at the appropriate time their desire to speak. The email requests can be made at any time during the hearing. A staff member as designated by the Chair will compile a list of names and addresses in the order the notice is received from those attending remotely. Once those on the list have been allowed to speak, others who are remote will have an opportunity to speak.
4. The Chair will ask all persons who are attending remotely on their telephones to call into the Community Center and a staff member as designated by the Chair will compile a list of all those telephonic attendees (names & addresses) who wish to speak. There should be no difficulty leaving the Zoom meeting to place this call and then re-entering the meeting. THE NUMBER TO MAKE SUCH A REQUEST IS 603-726-3082.
5. An explanation of the item(s) under discussion at the Public Hearing will be given by the Commission or its designees (staff, engineers, etc.). The Commissioners may ask questions to clarify or expand upon what has presented. If it is a Petitioned Article, the petitioner will have up to 10 minutes to explain the Petitioned Article.
6. The Chair will then open the meeting for public input. Each member of the public will be granted up to five (5) minutes to speak. Members of the public can only speak one (1) time until everyone has had a chance to speak. Commissioners or staff may respond but are not required to respond.
7. The Chair will first recognize those attending the physical location where the meeting is broadcast to speak during the public hearing.
8. After every member of the public who is present has had the opportunity to speak once, the Chair will call a brief recess to obtain the list of those attending remotely by Zoom or phone who have made a request to speak. They will be allowed to speak up to 5 minutes in length.
9. Once all members of the public who wish to address the Commission have had an opportunity to speak once, any member of the public who wishes to speak again will be given an opportunity to speak for up to five (5) minutes.

10. The Chair will then ask the Commissioners and staff if they have any additional comments.
11. The Chair will then close the Public Hearing.
12. The Chair will then consider any motions to be made at this time on the subject matter of the Public Hearing.

Adopted & Effective on February 16, 2022
Amended on October 12, 2023

PURCHASE JOURNAL BY VENDOR

Report For: AR WEA Fund: VILLAGE DISTRICT FUND Periods: 2025-01 (Jan 25) thru 2025-06 (Jun 25)

Invoice Date	Period	Vendor ID	Account #	Invoice No	Amount	Check No.	Description
AMWINS PROGRAM UNDERWRITERS, INC							
2/05/2025	2025-02	9735	01.1150.000.004	14499114	9,999.00		Policy Period: 2/8/25 - 2/8/2026
					9,999.00		
BELLETETES INC							
6/06/2025	2025-06	560	01.1150.000.004	22394185	201.74	2007	Center Mailboxes - Quikrete Concrete Mix 80#
6/06/2025	2025-06	560	01.1150.000.004	22394185	20.00	2007	Quikrete Pallet for Center Mailboxes
6/06/2025	2025-06	560	01.1150.000.004	4474049	959.17	1986	Miscellaneous Supplies
6/06/2025	2025-06	560	01.1150.000.004	22394185	97.20	2007	Center Mailboxes - 8" Mill Aluminum
6/06/2025	2025-06	560	01.1150.000.004	22394185	362.32	2007	Center Mailboxes - 8 Kleer PVC trim
6/10/2025	2025-06	560	01.1150.000.004	4480399	292.00	2007	4 each 1x8-18' Kleer PVC Trim
6/20/2025	2025-06	560	01.1150.000.004	239992-V	-170.89	2025, 2025	Credit for Concrete Mix, and earthtone cedar for CenterMailbox
6/20/2025	2025-06	560	01.1150.000.004	239992-V	170.89	2025, 2025	Credit for Concrete Mix, and earthtone cedar for CenterMailbox
					1,932.43		
~~**CITIZENS BANK**~~							
~~3/05/2025~~	~~2025-03~~	~~9693~~	~~01.1150.000.004~~	~~US POST OFFICE~~	~~73.00~~	~~1707~~	~~WEA~~
					~~**73.00**~~		
					~~**12,004.43**~~		

Waterville Estates Village District
Driveway Ordinance

Adopted: September 24, 2025
Effective: October 1, 2025

_____

_____

_____
Board of the Commissioners

DRAFT

1. AUTHORITY

This regulation is adopted by the Waterville Estates Village District Board of Commissioners pursuant to authorization adopted at the 1977 Annual Meeting establishing the Waterville Estates Village District for the purpose of the layout, acceptance, construction and maintenance of roads as authorized by RSA 52:1, I(m) as well as RSA 31:39 and 52:3-a.

All provisions of this Ordinance apply to all driveways connected to District owned roads within the boundaries of Waterville Estates Village District including those driveways constructed prior to the adoption of the Driveway Ordinance.

2. DEFINITION

The term Driveway is interchangeable with the terms "curb cut" and "lot access" and is defined as creation of any manner of entering a lot from any road within the boundaries of Waterville Estates Village District.

DRAFT

3. PURPOSE

The purpose of a driveway permit system is to:

a. Provide maximum safety and protection to the traveling public on District roads.
b. Maintain the serviceability of affected roadways.
c. Provide a uniform practice throughout the District for the application and issuance of driveway permits.
d. Monitor the design and construction of driveway entrances and exits and to ensure drainage, water flow, and construction issues are addressed.
e. Monitor equipment and heavy truck traffic on District roads.

4. DRIVEWAY PERMIT

No person may create a new access to a District road within Waterville Estates Village District without first obtaining a driveway permit from the Commissioners or their designated representative. A permit is also required before undertaking any driveway alterations that in any way affects the size, grade, surface (including paving), or drainage of any existing driveway, entrance, exit or approach within the limits of the right-of-way of any District road within the Village District.

No driveway permit shall create a new access to any road or property outside of Waterville Estates Village District. However, District properties abutting Campton or Thornton town roads may be granted driveway permits by their respective town of ownership.

Two driveway permits are required: a driveway permit for construction and a driveway permit for operation.

5. APPLICATION

All applications for a driveway permit shall be printed legibly or typewritten on the form obtained from exhibit 1. Complete applications shall contain the following (a single document may meet multiple requirements):

1. The property owner's name, address, and telephone number;
2. If different from the applicant, the contact person's name, mailing address, and telephone number;
3. The number of driveways requested;
4. The location of the proposed driveways with respect to which side of the road, distance, and compass direction to the nearest utility pole, indicating the pole number, or to the nearest boundary line if there is no pole in the vicinity;
5. The name of the road with which the driveway intersects;
6. A sketch or plan of the property and adjacent roadway, indicating north arrow, property size, existing and proposed drives, town roads, town lines, or other readily identifiable features or landmarks;
7. A sketch or plan indicating the incline or grade of the proposed driveway and where it meets the road;
8. The NHDES approved septic design plan;
9. The signature of the property owner, or a letter of authorization signed by the landowner authorizing another person to sign the application;
10. The date the application was signed, and;
11. The applicant shall state if the property is considered a subdivision, variance, special exception, or site review approval.
    a. If yes, the applicant shall provide a copy of the subdivision plan or site review plan submitted to the local land use board. This requirement includes the affirmative duty to submit a copy of any revised plan or plans that are filed with the local land use board on or before the date of issuance of the driveway permit.

DRAFT

The Commissioners or their designee may waive any of the above requirements for good cause shown.

The Commissioners or their designee shall review the application and supporting documentation for compliance with this regulation within a reasonable time, not to exceed 60 days, and may visit the site if deemed necessary.

Approval of a permit application may be conditioned upon such factors as are deemed necessary or appropriate and any such conditions shall be noted on the permit. The application shall be considered approved or denied in writing.

If more than one driveway is planned, a separate application and driveway permit for construction is required for each, and the additional driveway may be allowed when site conditions are adequate and meet the requirements of RSA 236:13 and other District requirements.

6. APPLICATION FEES

To cover the costs of monitoring and inspection for changes to an existing driveway, a permit fee of $75 shall be submitted with the application. For new driveways for new construction, addition of a second driveway, or for rerouting an existing driveway a permit fee of $200 shall be submitted with the application.

For driveways for new dwellings, a performance bond, irrevocable letter of credit, or other type of security, shall be submitted with the application, provided that in no event shall the form of security be in the form of cash or a passbook. The amount of performance bond shall be for a minimum of $4,000 or as otherwise determined by the Board of Commissioners. Twenty percent (20%) of the bond shall remain in effect for the year following approval of the driveway for operation. The District shall have the power to enforce such bonds or other securities by all appropriate legal and equitable remedies.

7. CONSTRUCTION

The applicant shall be responsible for all costs of construction of the driveway, including culverts, drainage systems, or other structures relating to access to the property, even when located within the right of way.

All driveways shall be constructed in accordance with the State of New Hampshire Department of Transportation Driveway Policy in effect at the time of application and as amended and as may be subsequently amended. Exhibit 3 illustrates the cut and fill of a typical driveway and Exhibit 2 shows the radius of a driveway meeting the road for different driveway widths and angles of entry.

All new or modified driveways that intersect the road at a positive grade are required to be constructed in such a way that no drainage from the driveway flows onto or undermines the intersecting road.

The following standards shall also apply to all driveways and accesses:

1. No driveway entrance shall be less than 12 feet or more than 20 feet in width.

2. No driveway, including its designated parking area, shall be closer than 15 feet to a side, or back property line.

3. For a corner lot, no driveway shall be located closer than 25 feet to the corner.

4. All driveways, including any driveway designed to have two accesses to District roads, will be required to have all accesses in compliance with all aspects of this Ordinance and NH RSA 236:13.

5. The Board of Commissioners may deny a driveway permit if it is concluded that public safety may be at risk.

DRAFT

6. Any applicant requesting more than one driveway will be required to submit a separate application and fee for each driveway. No property will be allowed more than two driveways.

7. Any applicant requesting to modify an existing driveway shall bring the entire property into compliance with the current Driveway Ordinance.

8. The minimum size for a culvert shall be 15 inches when the culvert is constructed of HOPE, has a corrugated exterior wall, and a smooth interior wall.

9. In cases where the property's development changes the drainage run off, such that existing structures in the road are rendered inadequate, or where runoff will be altered from the pre-construction pattern, the applicant shall be required to provide improvements to drainage structures and to secure drainage rights downstream to accommodate that increased runoff.

10. Driveways can be designed on top of septic systems in accordance with NHDES design criteria but in no case will be allowed to be close than 25 feet from the boundary edge of the septic system.

When the grade for the proposed driveway from the edge of the traveled way or the edge of the street owned by the Waterville Estates Village District exceeds plus or minus 8% then an engineering review, paid for by the applicant, may be required at the discretion of the Board of Commissioners or their designated representative to ensure compliance with the above standards.

8. MAINTENANCE

The District shall be responsible for the maintenance of:

1. Driveway culverts within the limits of the right-of-way of the Village District provided they were installed according to permit conditions.
2. Drainage systems within the limits of the right-of-way of the Village District after they have been approved and accepted.

3. Maintenance of culverts and drainage systems within the right-of- way will be limited to cleaning of the culvert and drainage system to ensure adequate protection for roads.

4. The applicant, or the applicant's successor-in-title, shall be responsible for the repair or replacement of the driveway, culvert, drainage systems, or other structures pertaining to access or permitted alterations on the owner's property whether located in the public right-of-way or not, which result in damage to any road or other property. If the owner or occupant does not correct the situation, the Commissioners or their designated representative may issue a notice and, after providing opportunity for hearing, order (by certified mail) requiring correction of the situation within 60 calendar days, or such

DRAFT

period as may be appropriate under the circumstances. All corrective actions are subject to review and approval by the Commissioners or their designated representative. If an owner or occupant does not take corrective action as ordered, the District may take the action and the owner or occupant shall be liable to the District for all costs incurred in accordance with NHRSA 236:13, VI. In addition, if the driveway, culvert or drainage system, or other structures due to improper installation or construction or to changed circumstances (other than action by the District such as changes to the road), the property owner or occupant shall be responsible for similarly taking corrective action.

9. PERMIT DURATION

Any activity authorized by a permit issued under this regulation shall be commenced within 90 days after issuance and shall be completed within one year after issuance of the permit. A permit may be renewed or extended upon reapplication but shall conform to any new standards, conditions, or fees as may be applicable.

10. REVOCATION OF PERMIT

If the terms and conditions of a permit are violated, then the permit shall be suspended or revoked pending a hearing before the Board of Commissioners. After a hearing, the Commissioners may revoke, alter or amend the permit.

11. WAIVER

The Board of Commissioners or their designee may waive strict compliance with a standard or procedure set forth in this regulation if they find that the purpose or this regulation can be met without requiring strict compliance. Any such determination shall be made in writing with a statement of the reasons justifying the waiver.

12. PENALTY

Any person who violates this regulation shall be deemed to have violated an ordinance of the Village District and may be punished by a fine of not more than $500 with each day of violation considered a separate offense. In the alternative, any violator shall be subject to the penalties by RSA 236:14. In addition, the person responsible for the violation shall be liable for the cost of restoration of the road to a condition satisfactory to the Board of Commissioners.

DRAFT

Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

APPLICATION FOR A DRIVEWAY PERMIT

(Exhibit 1 of the WEVD Driveway Ordinance)

DRIVEWAY PERMITS: It shall be unlawful to construct or alter in any way that substantially affects the size or grade of any driveway, entrance or exit or approach within the limits of the right-of-way of any District Road within the Village District without first obtaining a driveway permit from the Board of Commissioners or their designed.

Name(s) of Property Owner(s): _____

_____

WEVD Street Address (E-911): _____

Tax Map and Lot Number: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Alt. Contact (name, address, phone): _____

_____

_____

This application is for a subdivision: Yes___ No___

Applicant agrees to all the conditions of the WEVD Driveway Ordinance.

Signature of Applicant: _____

Date of Signature: _____

NOTES:

1. The driveway must be staked out and lot corners must be located so that a site visit can be made prior to the issuance of a driveway construction permit.
2. Notification must be given to the Board of Commissioners or their designee when the driveway is completed so that a post-construction inspection can be carried out and driveway permit for operation issued.

Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

DRIVEWAY PERMIT FOR CONSTRUCTION

DRIVEWAY PERMIT NUMBER: _____

DATE: _____

TAX MAP & LOT NUMBER: _____

STREET NAME & NUMBER: _____

PROPWERTY OWNER(S): _____

_____

This permit is issued subject to the conditions laid out in the WEVD Driveway Ordinance.

This permit is valid for 1 (one) year from date of issuance.

CONDITIONS: _____

_____

_____

_____

_____

Board of Commissioners or Designee

_____

Date of Approval

The property owner shall remain fully responsible for complying with all applicable state or local laws, ordinances, regulations, or conditions.

Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

DRIVEWAY PERMIT FOR OPERATION

DRIVEWAY PERMIT NUMBER: _____

DATE: _____

TAX MAP & LOT NUMBER: _____

STREET NAME & NUMBER: _____

PROPWERTY OWNER(S): _____

_____

This permit is issued subject to the conditions laid out in the WEVD Driveway Ordinance.

This permit is valid for 1 (one) year from date of issuance.

CONDITIONS: _____

_____

_____

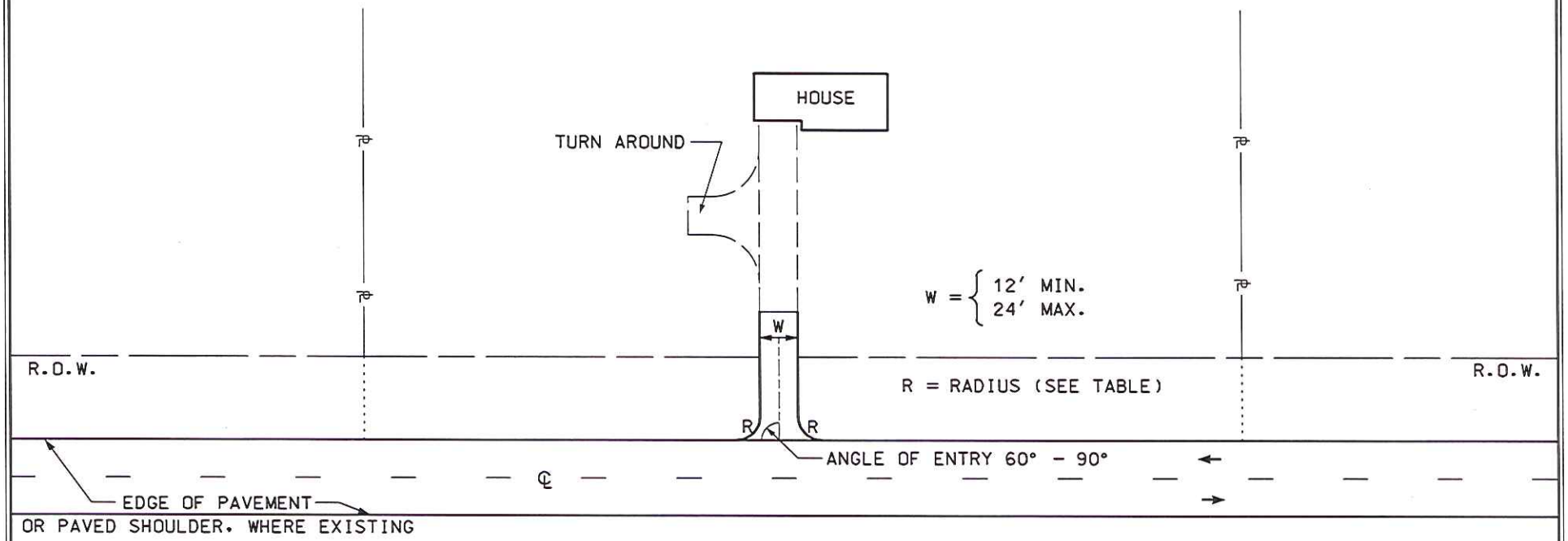
_____

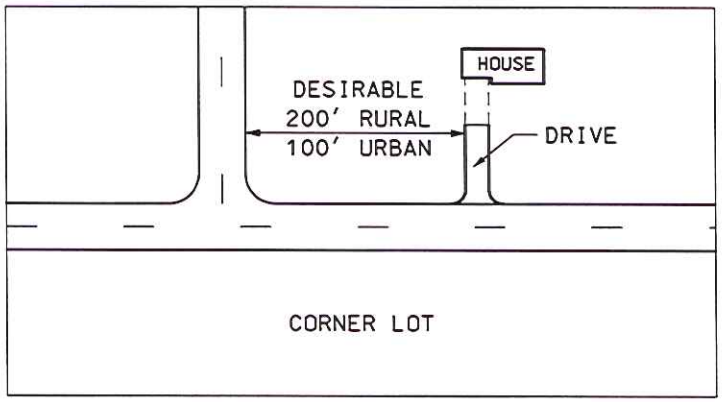
_____

Board of Commissioners or Designee

_____

Date of Approval





VALUES OF R (RURAL)

ANGLE OF ENTRY	W = DRIVE WIDTHS						
	12'	14'	16'	18'	20'	22'	24'
90°	15'	10'	10'	5'	5'	5'	5'
75°	20'	15'	10'	10'	5'	5'	5'
60°	20'	20'	15'	15'	10'	5'	5'

EVERY EFFORT SHOULD BE MADE TO CONSTRUCT NEW DRIVES AND TO REDIRECT EXISTING DRIVES TO AN ANGLE OF ENTRY OF 75° OR MORE

1) IN MOST CASES. URBAN R VALUES WILL BE LARGER.

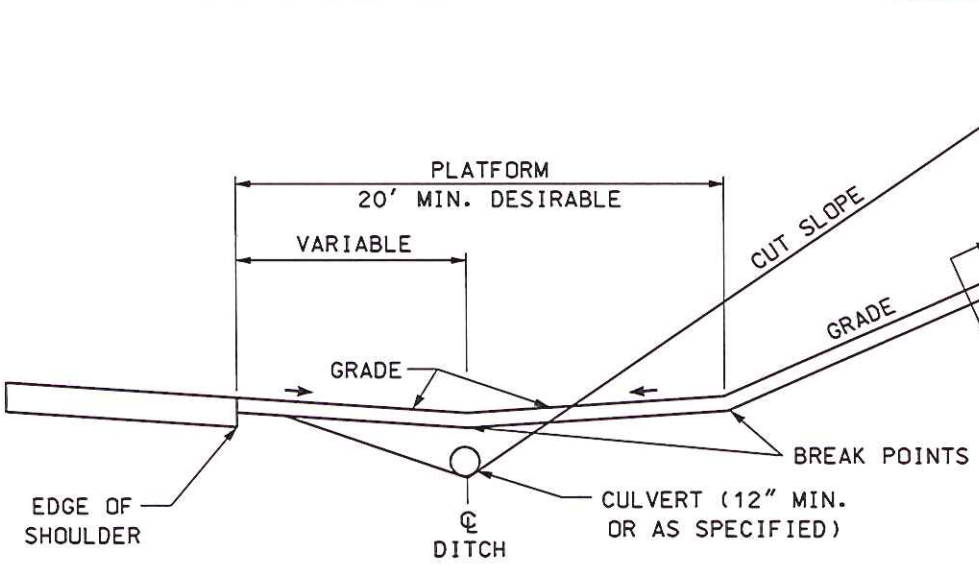
2) CURBING. IF PRESENT. COULD BE FLARED TO FIT DRIVE. OR ENDED AS SHOWN ON FIGURE X.

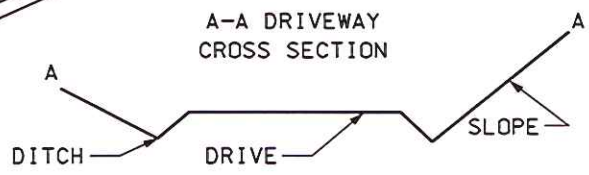
3) NO PART OF ANY DRIVE SHALL BE CONSTRUCTED OUTSIDE OF APPLICANT'S FRONTAGE.

RESIDENTIAL DRIVE -- RURAL/URBAN

DATE
11/27/2006

DGN
Figure1





NOTES:

1) GRADES OF MAJOR ENTRANCES BEYOND THE PLATFORM SHOULD NOT EXCEED 8%.

2) GRADES OF OTHER DRIVES BEYOND THE PLATFORM SHOULD NOT EXCEED 15%.

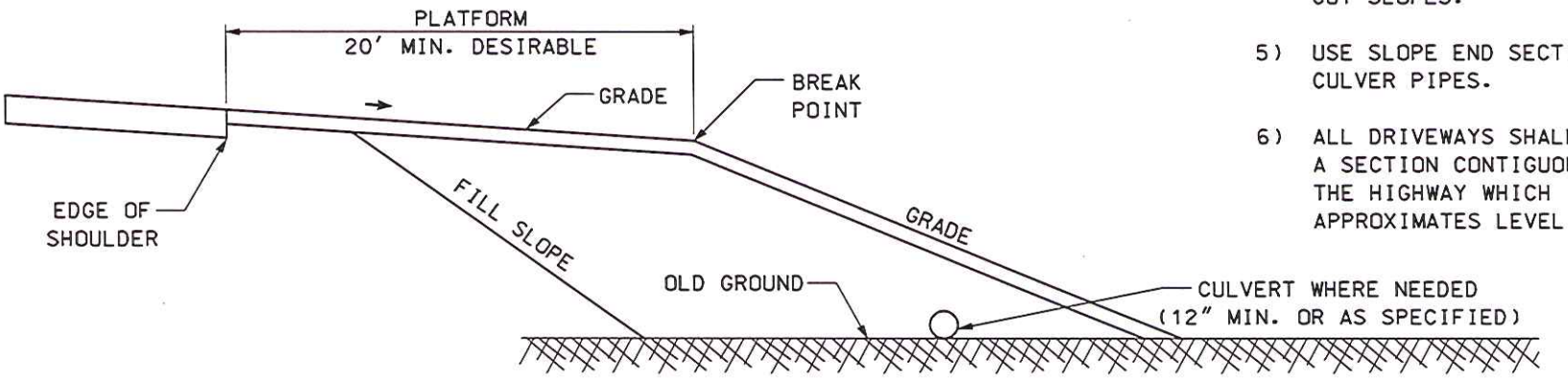
3) THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.

4) DITCHES ARE RECOMMENDED FOR UNCURBED DRIVEWAYS IN CUT SLOPES.

5) USE SLOPE END SECTIONS ON CULVER PIPES.

6) ALL DRIVEWAYS SHALL HAVE A SECTION CONTIGUOUS TO THE HIGHWAY WHICH APPROXIMATES LEVEL GROUND.

TYPICAL RURAL DRIVE IN CUT SECTION



TYPICAL RURAL DRIVE IN FILL SECTION

DATE
11/27/2006

DGN
FigureIX

The Waterville Estates Village District

WATER ORDINANCE

Adopted by the Waterville Estates Village District Commissioners

AUGUST 16, 2021

AMENDED October 25, 2023

The Waterville Estates Village District Water System

Campton and Thornton, New Hampshire

WATER ORDINANCE

Regulating the Use of the Waterville Estates Village District Water System

Table of Contents

1. General Provisions 4
2. The WEVD Commissioners 4
3. Definitions and Abbreviations 4
4. Connection to Community Water System 8
5. Application for Service 9
6. Shut-Off and Restoration of Service 9
7. Connection Assessment 9
8. Water Service Installation and Curb Stop Responsibility 10
9. Ownership and Maintenance of Service Lines 10
10. Owners Service Line Leaks 11
11. Stop Valve 11
12. Cold Weather Construction 11
13. Denial or Postponement of New Service 11
14. Unauthorized Use of Water 11
15. Restriction or Prohibition of Certain Water Uses 11
16. Maintenance of Plumbing 12
17. Cross-Connections, Protected 12
18. Fluctuation of Pressures by Customers' Apparatus 12
19. Safeguarding Water-Using Devices 13
20. Access to Premises 13
21. Water Rates, Special Charges, and Connections Fees 13
22. Water Rates and Responsibility of Property Owners 13
23. Water Fund 14
24. Billing Procedures 14
25. Disconnection of Service 15
26. Interrupted or Unsatisfactory Service 16
27. Meters and Related Apparatus 16
28. Fire Hydrants 17

29. Flushing Hydrants 17
30. Tampering with the Community Water Supply System 17
31. Water Main Extension, Plan Approval, Construction 17
32. Materials 18
33. Protection from Damage 18
34. Enforcement and Penalties 18
35. Severability 19
36. Appendices 19
37. Publication and Effective Date 19
APPENDICES 20

1. General Provisions

All rules and regulations contained herein, together with such additions and amendments as may be hereafter adopted, are hereby designated as the "The Waterville Estates Village District WATER ORDINANCE," herein alternatively referred to as the "Ordinance." This Ordinance is adopted pursuant to the powers granted generally by RSA 52:1 I (d) and 52:3, and pursuant to RSA 38, authorizing the District to regulate a community well drinking water system. These rules and regulations are adopted and supersede all previous water service rules and regulations concerning the Waterville Estates Village District ("WEVD" or "The District") water system.

a. The duly elected WEVD Clerk shall file certified copies of the Ordinance, as well as certified copies of any additions and amendment to this Ordinance as may hereafter be adopted, in the municipal records and provide the same to the District Water Superintendent and any designated enforcement officers.

b. The principal objective of the Water Works, as defined herein, is to provide a potable water supply, permitted by the State of New Hampshire (NH), under efficiently managed conditions.

c. If there is conflict between the terms of this Ordinance and any other applicable regulation, by-law, or ordinance, the stricter shall apply.

d. The Ordinance shall comply with Title VI of the civil rights act of 1964 which prohibits discrimination in a Federally Assisted Program on the basis of Disability, Race, Color or National Origin.

2. The WEVD Commissioners

a. Waterville Estates Village District (WEVD) Commissioners shall be responsible for enacting regulations and policies governing the operation of the WEVD Community Water System. The Commissioners shall make and establish all needful water rates for control and operation of the water system. They shall carry out the duties specifically required of them under state law and the regulations and policies that they enact.

b. The Commissioners shall be comprised of the WEVD Board of Commissioners.

c. The provisions of this Ordinance shall be evaluated at intervals not exceeding five (5) years by the Commissioners to assess their continued applicability and appropriateness; to consider any recommendations proposed for their improvement; and to determine what changes, if any, are advisable due to advances in technical methods or processes of potable water treatment, storage, and transmission from the WEVD Water System.

d. The Commissioners may contract to sell water to such customers outside of the WEVD boundary as they may deem beneficial, providing that there is, at the time such contract is made, water in excess of that necessary for use within the limits of the WEVD, and any such agreement shall not infringe on WEVD's ability to provide water to WEVD's residents.

e. The Commissioners may prescribe emergency rules governing the supply and use of water as it may deem appropriate to accommodate water supply emergencies. Such rules shall be adopted at any duly held meeting of the District.

f. The Commissioners shall adopt rules of procedure and shall comply with the requirements of RSA 91-A, pertaining to New Hampshire's open meeting and public records laws.

3. Definitions and Abbreviations

Unless the context specifically indicates otherwise, the meaning of the terms and abbreviations used in this Ordinance shall be as follows:

a. “Base Fee” shall mean the debt service, operations and maintenance cost, and included water allocation per Equivalent Residential Unit (ERU) over a specified time period that is assessed to the owner of each unit.

b. “Capital Reserve” shall mean a type of account on a municipality’s balance sheet that is reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future.

c. “Clerk” shall mean the duly elected WEVD clerk.

d. “Cold Weather Construction” shall mean non-emergency construction work on the water system during the period from November 15 to April 15 of each year, especially work on distribution mains or service lines during this period.

e. “Commercial” shall mean any building for use other than for residential purposes.

f. “Commissioners” shall mean the Board of Commissioners of the WEVD duly elected by the WEVD voters or appointed when required.

g. “Water System” shall mean a Public Water System as defined by the New Hampshire Water Supply Rules.

h. “Connection Fee” shall mean the charge per ERU to connect to the water system.

i. “Corporation Valve” shall mean the water shut off valve attached to the saddle at the water main, to which the water service line to the right-of-way (ROW) is attached.

j. “Cross-Connection” shall mean any direct or indirect pipe connection between the potable water supply and another supply of liquid or gas.

k. “Curb Stop” shall mean the valve on the service line, typically at the edge of the Town highway right-of-way at the User’s property, which provides water service to the User.

l. “Customer” shall mean any person responsible for payment of water service.

m. “VDWS” – Shall mean the Village District Water System.

n. “Development” shall mean any changes to real property that will result in any additional potable water usage and/or amended State Water or Wastewater Permit that increases the actual or potential potable water usage on the property.

o. “Discontinuance of Water Service” shall mean deliberate interruption of water service by the District to the User for any lawful reason, including, without limitation, for reason of delinquent payment, prevention of excessive water loss, to protect against contamination of the system or for tampering with water system.

p. “Distribution Main” (“Water Main” or “Main”) shall mean the primary supply pipe from which service connections are made, to supply water to the User through service lines.

q. “District” shall mean the Waterville Estates Village District.

r. “Emergency Termination of Water Service” shall mean the execution of an immediate water service shut-off due to:

    i. Water leakage between the curb stop and building;

    ii. Discovery of a direct and unprotected cross-connection;

    iii. Unauthorized or excessive use or distribution of water;

iv. Violation of special “restrictive use” orders issued by the District; and/or,

v. Any other situation that could contaminate or significantly deplete available water in the system or presents a risk of unreasonable harm, including financial harm, to the Users or the public.

s. “ERU" means Equivalent Residential Unit. The minimum allocation per property will be one ERU. Water customers other than single-family residences shall have their ERUs calculated by dividing the estimated water use listed in the current version of the New Hampshire Water/Wastewater Rules by the current gallons per day as identified Env-Dw 405 and Env-Wq 1000.

t. “Extension of Water Main” shall mean any extension of distribution mains in accordance with the rules, regulations, standards and specifications of the District.

u. “Improved” shall mean any improvement to the property that will result in any additional potable water usage and/or amended State Water or Wastewater Permit that increases the potable water usage on the property.

v. “Institutional Facility” shall mean any individual self-contained facility deemed by the District to be essential to the general health and well-being of the community. Such facilities may include municipal offices and facilities.

w. “Main Line” shall mean the distribution main

x. “May” is permissive, indicating a choice. “Shall” is mandatory.

y. “Municipality” means the Waterville Estates Village District.

z. “Municipal Office” shall mean the place designated by the District to receive applications for service, receive payments of water bills and where public notices and notices of discontinuance of service are generated and posted. The location is currently 562 Winterbrook Rd, Campton, NH 03223.

aa. “Municipal Representative” means a duly authorized member of the District or its designee.

bb. “Non-Residential Properties” shall mean all properties located within the District that utilize water services but are not used primarily for residential purposes and do not contain a residential unit and shall include common properties. Non-Residential Properties shall include Commercial properties.

cc. “Non-Transient Non-District (NTND)” shall mean a Water System as defined by New Hampshire Water Supply Rule (Env-Wq 1500: Appendix C).

dd. “Benneficial Owner” means the person, firm, corporation, trusteeship, or governmental agency that has title to the property that is served by the water system and who is ultimately responsible for payment of all rates, fees and charges.

ee. “Person” shall mean any natural person, corporation, municipality, partnership, non-profit, other unincorporated legal entity, including the State of New Hampshire and any department, agency or political subdivision thereof.

ff. “Occupants” shall be defined as the total Occupancy of all Residential Units in the District, which shall be determined annually through a review of the water system area.

gg. “Occupancy” shall refer to the Federal standard (ASHRAE 62.2) for determining the occupancy rating of a home which is the number of bedrooms plus one.

hh. “Property Owner” shall mean any person(s) identified as holding title to real property within the Waterville Estates Village District by recorded deed.

ii. “Reasonable Hours” shall mean Monday through Friday between 8:00 a.m. and 4:00 p.m. except for emergency services.

jj. “Residential Unit” shall mean a livable abode, which includes, at a minimum, a kitchen or kitchenette, bathroom, and bedroom or other room that serves as sleeping quarters.

kk. “ROW” shall mean right-of-way, and the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another.

ll. “Saddle” shall mean the mechanism for attaching a smaller service line to a larger water main; a circular device bolted or otherwise attached to the water main through which a hole is drilled in the water main to supply water to the service line.

mm. “Service Line” shall mean the conduit connected on one end to the corporation stop and the other end terminating just inside the User’s building, at the service stop valve and including the connection to the water meter, to provide water service.

nn. “Service Stop Valve” shall mean the valve installed on the service pipe after it enters a building and before the water meter.

oo. “Subdivision” shall mean the division of any land, parcel, or area of land into two or more lots or parcels for the purpose of conveyance, transfer, improvement or sale, which may include but is not limited to appurtenant roads, streets, lanes, alleys and ways, dedicated or intended to be dedicated to public use.

pp. “Special Charges” shall mean all fees, waivers and penalties other than the Water Rates and the New Service Connection Fees.

qq. “Superintendent, Operator, Water Operator” shall mean the designee of the District responsible for management and operation of the community water system and certified by the New Hampshire Water Supply Division (New Hampshire Department of Environmental Services, Drinking Water and Groundwater Bureau).

rr. “Tap” shall mean any connection of a service line or extended main to the distribution main.

ss. “Unconnected Properties” shall mean those properties, which do not receive water service, but are within the boundaries of the District.

tt. “Usage Charge” shall mean the charge for water usage over the water allocation included in the base fee. A portion of the usage charge is intended to contain a capital reserve component.

uu. “User” shall mean any person who receives water from the Community Water System (CWS) through a pipe connection.

vv. “Water Rates” shall mean a scale of rates, developed by the District pursuant to RSA 38:28, for the defraying of the costs of acquisition, construction, payment of the principal and interest on any debt incurred, management, maintenance, operation, and repair of water systems, or construction, enlargement, or improvement of such systems.

ww. “Water Shut-Off Notice” shall mean notice of discontinuance of service.

xx. “Water Service Area” shall include the boundaries of the WEVD as adopted by the voters. For a map, see the Appendices.

yy. “Water System - Consecutive” shall mean any water distribution system licensed by the State Of New Hampshire not owned by the parent community water system but served by the community water system.

zz. “Water System - Municipal” shall mean the potable water system owned and operated by the municipality through its District. This system includes all sources, pipes, storage and treatment facilities that convey potable water between the source and the curb stop.

aaa. “Water System - Private” shall mean any water system located on the customer’s premises or property not supplied or owned by the municipality and not part of the public water system. The system may be potable or non-potable.

bbb. “WEVD” shall mean the Waterville Estates Village District.

ccc. ABPA - Shall mean the American Backflow Prevention Association

ddd. ANSI - Shall mean American National Standards Institute

eee. ASME - Shall mean American Society of Mechanical Engineers

fff. ASSE – Shall mean American Society of Sanitary Engineering

ggg. ASTM - Shall mean American Society of Testing and Materials

hhh. AWWA - Shall mean American Water Works Association

iii. GPQ - Shall mean Gallons Per Quarter

jjj. IBC – Shall mean the International Building Code version currently adopted by the State of NH

kkk. IPC - Shall mean the International Plumbing Code version currently adopted by the State of NH

lll. NEWWA - Shall mean New England Water Works Association, a section of AWWA

mmm. NFPA – Shall mean National Fire Protection Association

nnn. GSRWA - Shall mean the Granite State Rural Water Association

ooo. Definitions for Calculation When Town Tax Card is Adjusted

i) P: Annual amount paid by customer for water, not including any finance charges

ii) X: Annual rate for water applicable to the number of bedrooms originally billed for

iii) Y: Annual rate for water applicable to the changed number of bedrooms

iv) R: Amount to be refunded to, or still owed by, the customer

v) T_1: Number of months the property was listed with the number of bedrooms originally billed for (in the current year)

vi) T_2: Number of months the property will have a changed number of bedrooms (in the current year)

4. Connection to Community Water System

a. The Water Service Area boundaries of the WEVD Community Water System are shown on the map in the Appendices. A larger and clearer copy of this map may be seen at the District Office.

b. Any Property Owner that wishes to connect to the WEVD Community Water System may apply, by way of an accurate, complete and proper application, to be connected in accordance with the terms, regulations, and procedures set forth elsewhere in this Ordinance.

c. Connected properties may continue to use existing wells and springs only for non-potable use and only if an inspection by the Superintendent for unpermitted cross-connections has occurred and a currently licensed plumber, who is qualified to do business in New Hampshire, has certified that such cross-connections do not exist.

d. Connections to the water system shall be required for all new construction within the service area of the District where the property's boundary is located within 100 feet of a water main owned by the District and the home's foundation is within 500 feet of said water main.

5. Application for Service

Application for new service shall be made in writing to the District on the approved forms~~, provided in the Appendices~~. The owner of the premises who shall be responsible for payment of the connection fee and subsequent water charges shall make such application.

6. Shut-Off and Restoration of Service

Procedures regarding non-payment of Water Rates shall be administered in accordance with RSA 38:22. Except as provided in RSA 38:31, the District may shut off water service for violation of special "restriction of water use" notices, or for continued violation of these regulations. After correction of the cause for water shut-off by the customer and on request by the customer for restoration of service, a turn-on/reconnection fee, plus any other applicable unpaid fees shall be due and payable before service will be restored.

7. Connection Assessment

Per RSA 38:27, a connection fee shall be assessed ("Connection Assessment") and payable to the District, before a new service connection is constructed and only after the WEVD Water Department have approved the connection. The Connection Assessment shall include the costs of equipment furnished to the applicant by the District and a capital cost to offset the impact of the new User to the water system. The Connection Assessment shall be based on the new User's just share of the expense of constructing, acquiring, and operating the system. The Connection Assessment amount may be changed by the Commissioners during a public hearing of which all legal notices have been made. The amount of the fees shall be established by the District, which is authorized to establish or amend water connection fees from time to time by majority vote of the Commissioners. All applicable fees and inspections must be completed by a representative of the District before the connection will be completed. Inspection and approval of waterline by Superintendent is required prior to backfill. A typical connection layout is provided in the Appendices (see "Domestic Water Service Entrance Detail").

Note: The District and its agents will inspect the quality of the materials and their installation. They are not responsible for monitoring the safety practices of the contractor(s) performing the installation. This is the sole responsibility of the contractors and/or property owners.

a. The property owner shall provide:

    i. Excavation of the distribution main and tap. All work done on or around the water line must be done by qualified personnel approved by the District, meeting all AWWA standards, and qualified to do business as set forth in paragraph 4 c above. All approved contractors must provide a current Commercial Liability Insurance certificate to the District.

ii. A dual check backflow prevention device.

iii. A pressure reducing valve.

iv. Saddle, corporation, valve, and piping to curb stop and curb stop. (See Section 8)

v. Excavation of the waterline into the building.

vi. Labor and materials to install waterline from water main into the building.

vii. Labor and materials for all backfill including sand or stone fill around piping as required.

viii. Shut-off service stop valve on the building line. (See Section 11 for specifications)

8. Water Service Installation and Curb Stop Responsibility

Curb stops shall be installed at the property line of the District's right-of-way in which the main water transmission line lies and shall be under the municipality's control and ownership and in accordance with the latest Water Supply rules. The property owner shall be financially responsible for the initial and ongoing "Water Service Installation" costs within the District's right-of-way, including the curb stops, for a period of 1-year after final installation. After 1-year has lapsed from the date of final installation, the District shall be financially responsible for all repairs of the water service between the main line corporation valve and the curb stop, including the curb stop, provided the connection was installed in accordance with the State of New Hampshire water supply rules, it was inspected by the District or its agent, and the service installation warranty has exceeded the 1-year period. Consistent with section 9.b of this Ordinance the property owner shall be financially responsible for the cost of repairing or replacing the service line from the curb stop to the terminus of the service line inside the residence or structure.

a. "Water Service Installation" as used in the section shall be defined to mean all service lines, transmission lines, curb stops, and service stop valve installations required from the main water line corporation valve to the service line terminus inside the residence or structure. "Water Service Installation" specifically includes the initial costs to install curb stops and service stop valves as defined in sections 3.k and 3.mm of this Ordinance.

9. Ownership and Maintenance of Service Lines

a. The line from the water transmission main to the curb stop shall be owned, operated and maintained by the District. Should repair of District water lines on private property be required, the District's agent shall return the ground to its pre-work condition however, the District will not be responsible for restoring plants or other landscaping. Refer to Section 8 for specific information pertaining to new connections.

b. The service lines shall be paid for, installed, operated and maintained by the owner. The cost of repairing or replacing the service line (from the curb stop to the building) shall be the responsibility of the property owner.

c. The minimum service line diameter for a single-family residence shall be 1 inch; all service lines installed, and all fittings shall conform to AWWA Standards, ANR Water Supply Division rules and technical standards, New Hampshire Statutes and the District standards. The District may require a larger than 1 inch I.D. (inside diameter) service line when the demand flow rate will exceed 15 GPM (gallons per minute) or at its discretion. In a new development, the District may permit the developer to install the water main if done in accordance with acceptable standards and under the supervision of the District.

d. If the service line is a non-metal material, a tracer line shall be installed.

10. Owners Service Line Leaks

In the event a leak is discovered in a service line, water service shall be shut off by a municipal representative and restored after the repair is made. The owner of the service line is responsible for the cost of locating, repairing and/or replacing the service line. Also, if a service line is discovered or known by the District to be constructed of materials not meeting the Village District Water System's materials standards, the District may require the owner to replace the entire line with approved pipe materials regardless of whether or not the line has leaked in the past. The District may assess a special charge in accordance with this ordinance for unaccounted for water. The District shall estimate the water use based on line size and duration of the break. The property owner shall be responsible for paying all fees prior to having the water turned back on at the property.

11. Stop Valve

Every water service line shall require a service stop valve (rated at 250 pounds per square inch pressure) located inside the building near the service entrance, easily accessible, protected from freezing, and installed on the inlet side of the water meter as close to the foundation wall as practical. The installation, maintenance, operation, repairs and replacement of this valve is the responsibility of the property owner.

All residential water services shall conform to the "Typical Service" as specified in the Appendices (see "Domestic Water Service Entrance Detail"). The District shall have the right to visit properties within the service area that are connected to the water system, and inspect the properties for both signs of cross-connection or unauthorized use (refer to section 20-Access to premises). If either is noted by the Municipal representative, water service to the property shall be terminated until the violation has been remedied and all fines have been paid in full as defined by this Ordinance.

12. Cold Weather Construction

New service or extension of mains shall not be constructed during the period November 15 to April 15 without prior cold weather construction approval of the District. The owner may be assessed an additional reasonably related charge as part of the connection fee to cover the additional expense incurred as a result of cold weather construction.

13. Denial or Postponement of New Service

The District may deny or postpone new service due to: cold weather, insufficient water, insufficient pressure, insufficient volume, absence of a deposit for service line construction, absence of connection fee, to prevent contamination through a cross-connection, or when the District determines the service line leaks or does not meet the material standards of the Village District Water System.

14. Unauthorized Use of Water

A customer shall not supply water to another party except as the District may permit such extended use in an emergency. A person shall not obtain water from any hydrant or other fixture of the Village District Water System without the written approval of the District. Any violation of water use shall be grounds for discontinuance of water service until the matter is resolved to the satisfaction of the District and any and all required fees are paid to the District.

15. Restriction or Prohibition of Certain Water Uses

When necessary to conserve the water supply, the District may establish regulations restricting or prohibiting the use of hoses, sprinklers and any other non-essential water use or water-using device for all customers in accordance with RSA 41:11-d. Prior to implementation, notice of the restriction regulations

shall be posted in at least two places in the municipality where the public generally congregates or visits. Posting shall be made at least three calendar days before the restrictions are implemented, not including the day notice is posted. Notice shall also be posted in at least one newspaper of general circulation for the area. Unless an emergency order is required, a public hearing shall be held to adopt any restrictions or prohibitions. Violation of a municipal notice, directive, regulation, or order to conserve water by a customer after two written reminders by registered mail and electronic mail, when possible, by a District representative shall be grounds for immediate discontinuance of service. A hearing, if requested by the affected customer, shall then be held within five days by the Commissioners to determine if the water will continue to be shut off or water service will be restored. If the Commissioners determine the shut-off was due to a violation of municipal notice to conserve, all applicable shut-off and reconnection fees shall apply. If it is determined that no violation occurred, then no shut-off or reconnection fees will apply or be imposed on the consumer and reconnection shall take place as soon as possible.

16. Maintenance of Plumbing

To prevent leaks and damage, all customers shall maintain, at their own expense, the plumbing and fixtures within their own premises in good repair and provide protection from freezing. The cost of replacement or repair of a meter, backflow preventer, and/or pressure reducing valve damaged by freezing, or otherwise damaged by customers, occupants or others shall be paid by the customer by the due date on the bill submitted by the District. Water conserving devices meeting all applicable State and Federal standards should be used whenever fixtures and faucets are replaced.

17. Cross-Connections, Protected

A connection capable of permitting backflow from any other source of water to the public water system is prohibited. Such connections include, but are not limited to any plumbing fixture, device or appliance or from any waste outlet or pipe having direct connection to waste drains or an existing onsite potable water source. If the owner of the building involving such a connection fails or refuses to eliminate or properly protect the cross-connection within a time period established by the District, water service shall be discontinued with all disconnection and reconnection fees applicable once the situation is remedied. A cross-connection shall not be created without the approval of the District. If permitted, it shall be protected against backflow and/or back-siphonage in accordance with accepted cross-connection control methods established by the New Hampshire Department of Health. All new commercial and/or non-residential unit connections shall include an appropriate backflow prevention device installed between the meter (if applicable) and the interior household plumbing. A dual check valve manufactured as per A.S.M.E. specification Number 1024 shall be installed at all domestic and small commercial services (under 15 GPM flow). Other backflow devices shall be installed at industrial, commercial, institutional or other services greater than 15 GPM flow as required by the District and as recommended by the New Hampshire Department of Health.

18. Fluctuation of Pressures by Customers' Apparatus

Customers shall not install water pumps or high-rate water consumption devices that will adversely affect the water system's pressure or operating conditions or use water so as to unduly interfere with the service of another customer. Where a customer has or proposes to install apparatus that requires water in sudden and/or large quantities, that will reduce the operating pressure in the main or service line substantially, or cause damage or inconvenience to other customers or damage to the water system, the District shall require the customer to install devices that will confine such fluctuation of demand and pressure to within reasonable limits determined by the District. If the customer, after receiving written notice from the District, fails to offer an acceptable remedial plan within a time limit set by the District, a hearing shall be held within five days by the Commissioners to determine whether or not service will continue. If waiting five days for a

hearing to be scheduled will, in the opinion of the Commissioners, pose a public health threat to other customers, then water service shall immediately be terminated until it is established at a hearing what action, if any, will be taken. Such action may include continued termination of service or restoration of service on receipt of disconnection and reconnection fees plus assurance of the installation of proper backflow preventer or other devices to maintain pressure changes within an acceptable range.

19. Safeguarding Water-Using Devices

a. All customers having hot water tanks or secondary systems supplied by automatic make-up valves shall install and maintain in operating condition appropriate backflow and temperature/pressure relief valves to prevent damage to the water device or secondary system or their appurtenances should it become necessary for the District to shut off the water main or water service line and to protect against loss of pressure for any other reason. Water service supplied to any customer not providing such protective devices will be done at the customer's risk.

b. A backflow device meeting Standard ASSE 1012 is required if a dual check valve meeting Standard ASSE 1024 does not exist on the boiler. The District shall not assume liability, and specifically disclaims any liability whatsoever, for damage resulting from backflow/pressure where the protective devices required by this section are absent or fail.

20. Access to Premises

Water system employees and/or contractual agents of the District, with suitable credentials and identification, and upon 24-hour notice to the building owner(s) and resident(s) (except in the case of an emergency), shall have access to all premises served water during reasonable hours, for the purposes of inspecting plumbing and fixtures, identification of cross-connections, to set, remove, or read meters, to ascertain the amount of water used and the manner of use, for measurement, sampling or testing purposes, or to enforce these regulations. In the case of an emergency, 24-hour notice is not required but reasonable effort shall be made to notify the owner/resident. If a customer or building occupant prohibits access to the premises, the customer or occupant must arrange for alternative access to occur within 24 hours, otherwise the District may direct that water service be disconnected upon 48 hours of written notice, with reconnection subject to all applicable fees. Reconnection shall not be made until an authorized municipal representative has been permitted to inspect the premises and finds no valid reason to continue the disconnection of service.

21. Water Rates, Special Charges, and Connections Fees

From time to time and at a minimum of every 5 years, the District shall establish Water Rates, special charges, and connection fees in order to provide for the efficient operation and financial stability of the water system. When, in the opinion of the Commissioners, existing rates, charges or fees must be revised, the District will notify ratepayers of its intent by way of a Notice published in a newspaper of local interest. Following such Notice, the District shall hold a public hearing to discuss the proposed revisions and to receive comments from ratepayers. After taking all comments into consideration, the District shall establish rates, charges and fees and will cause Notice of same to be published in a newspaper of local interest and posted at 3 places within the water system service area.

22. Water Rates and Responsibility of Property Owners

a. Pursuant to RSA 38:28, the District shall establish a scale of rates (“Water Rates”) for the defraying of the costs of acquisition, construction, payment of the interest and principal on any debt incurred,

management, maintenance, operation, and repair of water systems, or construction, enlargement, or improvement of such systems.

b. The property owner served by or having availability to the water system is responsible for payment of all charges for water service rendered to the property. The customer is obligated to pay at least the minimum base fee regardless of whether the property has been developed, the residence or business is occupied, or if the service has been temporarily suspended as a result of unpaid billing or is unoccupied due to the seasonality of the property. The minimum allocation per property will be one ERU. The Water Rates, charges and fees shall be established by the District, which is authorized by RSA 38:27 and 38:28 to establish or amend said rates, charges and fees from time to time by resolution. Water service charges constitute a lien against the property served by the district system, collectible in the same manner as are property taxes.

c. The Water Rate shall contain two elements: the "Availability Charge" paid by all properties within the District service area who have a water main within 100 feet of its boundary line (with the exception of those properties who have a private water well at the time of adoption of this ordinance) and the "Usage Charge" paid by all residences connected to the water system based on a property's "occupancy" defined as the number of bedrooms plus one. The total number of Occupants shall be determined annually consistent with Section 3 hh. All water bills shall be itemized to show the "Availability Charge" and "Usage Charge" separately.

   The District shall establish a water system operating budget annually and determine an appropriate amount of capital funds required for repairs to and construction of the water system. The sum of these two figures plus a percentage (minimum 3%) for non-payment shall constitute the Basis for the Water Rate (Basis).

   Twenty-Five percent (25%) of the Basis shall be divided by the number of properties, including undeveloped lots within the District that have a water main within 100 feet of their boundary which will constitute the Availability Charge.

   The other Seventy-Five percent (75%) of the Basis shall be divided by the total number of "occupants" to establish the Usage Charge. Residences which are connected to the water system shall be charged the Usage Charge multiplied by its occupancy.

23. Water Fund

Pursuant to RSA 38:29, funds received from the collection of Water Rates, Special Charges and Connection Fees shall be kept in a separate and distinct fund known as the "Water Fund."

24. Billing Procedures

Bills will be issued to the property owner periodically on a schedule set by the District, no more often than monthly or less often than annually, the amount of which will be in accordance with established rates. Said bills are due at the date provided and will be considered in arrears if unpaid within 30 days of the date appearing on the invoice. Interest will be charged to all bills in arrears at the rate of 12% per annum or the maximum rate allowed under state law, whichever is less. Bills in arrears shall be due and payable in accordance with procedures set forth in RSA 38.22. The WEVD General Manager or their designee shall send out water bills, receive payment for water charges, issue notices for disconnection of water, and otherwise assist the WEVD in the operation of the water department.

In accordance with RSA 80:52-c and RSA 21:48, the treasurer, other appropriate municipal official, and/or his/her designee is authorized to accept payment of bills, by use of a credit card, debit card, or such other means of electronic transaction as approved by the governing body. Every bill issued to the property owner

will provide notice of a service charge should the property owner use a credit card, debit card, or such other means of electronic transaction to make payment as approved by the District. Should the property owner elect to pay the bill with a credit card, debit card or electronic payment which results in a service charge to the District, said charge shall be incurred by the property owner.

Any changes in a tax card brought to the attention of WEVD Water Department staff whether by the owner of the property, a staff member of the town in which the property resides, or through research of their own will first be verified with staff from the town in which the property is located. Adjustment calculations will be based upon the 1st of the month following the date of modification to the tax card by the town. Only those bills issued for the year of the change and future bills will be eligible for adjustment. This formula covers both increases and decreases in bedroom count.

All calculations will be made using the following formula:

$$P - \left[\left(T_1\left(\frac{X}{12}\right)\right) + \left(T_2\left(\frac{Y}{12}\right)\right)\right] = R$$

DEFINITIONS:

P: Annual amount paid by customer for water, not including any finance charges
X: Annual rate for water applicable to the number of bedrooms originally billed for
Y: Annual rate for water applicable to the changed number of bedrooms
R: Amount to be refunded to, or still owed by, the customer
T_1: Number of months the property was listed with the number of bedrooms originally billed for (in the current year)
T_2: Number of months the property will have a changed number of bedrooms (in the current year)

EXAMPLE:

Jane Doe's property went from a 3-bedroom home to a 2-bedroom home on the town's spring tax bill. Jane Doe paid a total of $1,063.50 (P). The annual rate for a 3-bedroom home is $1,063.50 (X) and for a 2-bedroom home it is $841.31 (Y). Because spring tax pick-up is in May, the 1st of the following month is June. Thus, January – May is 5 months (T1) and June – December is 7 months (T2).

Step 1: $\$1{,}063.50 - \left[\left(5\left(\frac{\$1{,}063.50}{12}\right)\right) + \left(7\left(\frac{\$841.31}{12}\right)\right)\right] = R$

Step 2: $\$1{,}063.50 - [\$443.13 + \$490.76] = R$

Step 3: $\$1{,}063.50 - \$933.89 = \$129.61 = R$

This answer means that the owner will be credited $129.61 after the adjustment. Had R come out to be negative, this owner would have owed an additional $129.61.

25. Disconnection of Service

Bills for water service are due and payable when received as indicated on the statement and shall be considered delinquent when unpaid 30 days following the due date. Water service may be discontinued: 1)

by reason of nonpayment of water bills; 2) to eliminate a health hazard; 3) for violation of any special order restricting water use; 4) or for fraudulent use of water. If the customer requests a hearing, one shall be held by the Commissioners within five work days of the request to determine if water service will continue to be denied or, if to be restored, then under what conditions. Service, once discontinued, shall not be restored until the reason for discontinuance of service has been eliminated. Before service is discontinued for delinquency of payment, the Commissioners shall follow the procedure set forth in NH RSA 38. Notice for payment request and shut-off will be mailed at least 14 days in advance of the shut-off date. Shut-off on account of delinquency of payment will not be made on a day immediately preceding a Saturday, a Sunday, or a state or federal holiday. When the District dispatches an agent to affect a shut-off caused by delinquency of payment and, upon arrival, payment is made to the agent for all charges due including the collection fee as permitted under State law, service will be permitted to continue. If a violation of the rules or an emergency incident results in a shut-off, a reconnection charge as indicated on the rate schedule will be assessed for resumption of service in addition to the disconnection charge if the problem is determined to be the responsibility of the customer except as provided in State law.

26. Interrupted or Unsatisfactory Service

If, by reason of shortage of supply or for the purpose of making repairs, extensions, or connections, , or for any reason beyond the control of the District, it becomes necessary to shut water off in a main or service line, the municipality will not be responsible for any damages caused by such shut-off, and no adjustment of rates will be allowed unless the loss of water is in effect for a continuous period in excess of 10 days, in which case a prorated adjustment of the minimum base fee will be made on the next billing. Notice of water shut-off will be issued when feasible, but nothing in this rule shall be construed as requiring the giving of such notice. The District will not be responsible for meeting unusually high water quality standards for specialized industrial processes for its customers nor will it be held responsible for interrupted service or poor water quality caused by the legitimate use of fire hydrants.

27. Meters and Related Apparatus

a. General: The customer will receive a meter upon written application to the municipality and after payment of all required fees. The size of the meter will, in all cases, be determined by the District and these rules.

b. Meter Setting: Unless otherwise required by the District, all meters shall be installed at the foundation wall (or the mechanical room in the case of a slab on grade building, condominium unit or mobile home) where the building service line enters the building, and the customer shall provide and maintain a warm and accessible place for it, or in a meter pit. The piping arrangement for meter installations shall be in accordance with the requirements of the District, and shall conform to all Local, State and Federal Plumbing Codes.

   A District representative must inspect and approve the water meter installation before water is permitted to flow through it.

c. Repairs and Replacements: For standard house meters, maintenance, repairs and replacements necessitated by ordinary wear will be provided by the District. The cost of meter repairs and/or replacement necessitated by freezing, hot water, or other causes under the control of the customer will be charged to the property owner. The costs of maintenance, repairs and replacements of meters larger than the standard house meters shall be the responsibility of the property owner.

d. Testing: The District shall arrange for suitable means of testing its meters. All tests will be at the sole expense of the customer unless initiated by the District. The first step in this process is to collect the information contained within the water meter. Each meter has the ability to retain hourly

metered data. From this, the Operator can determine if the meter is working properly and there is high water use, or if there is a leak on the premises. The customer requesting a meter test shall make a deposit in an amount established under “Water Rates, Special Charges and Connection Fees” to cover the cost of the operator making a visit to the property and reviewing the information. The next step would be to physically remove and test the water meter. The customer requesting this type of meter test shall make a deposit in an amount established under “Water Rates, Special Charges, and Connection Fees” to cover the cost of removal, testing and re- installation. If a meter tested at the request of a customer shows the meter does not conform to flow criteria established by AWWA standards, the deposit(s) made by the customer shall be refunded and a new meter installed at no cost to the customer. If the meter conforms to the standards of these rules, the District will retain the customer’s deposit and the meter may be continued in use at the same location. The District reserves the right to remove and test any and all meters.

e. Multiple Meters: Water shall not be double metered. Each newly constructed residential unit of a townhouse, condominium or multifamily building shall be individually metered.

28. Fire Hydrants

Not a service currently authorized or offered by the District. The water system as currently constructed shall be a means of providing safe, reliable drinking water to the residents of the District, and does not meet the requirements of the State of New Hampshire Water Supply rule for Fire Protection.

29. Flushing Hydrants

Flushing hydrants, whether on public or private property, may not be used for any other purpose than the normal flushing operations done by the Operator or such purposes agreed to in writing by the District or by order or direction of the Campton-Thornton Fire Department Chief. In no case shall flushing hydrants be opened by any person other than an agent of the municipality or a duly authorized representative of the fire department. Hydrants shall not be used for irrigation, filling of swimming pools, dust control, water games or any other use not related to fire prevention or suppression. A violation of this provision may be prosecuted as a criminal violation.

30. Tampering with the Community Water Supply System

Tampering with Community Water System property is not permitted. Any valve, pump, pump house, flushing hydrant, curb stop, water main, municipal service line, meter, tank reservoir or any other appurtenant part of the water system, which is deemed the property of the District, shall not be adjusted, operated or tampered with by any person except those authorized by the District. If a customer or owner is known to have tampered with any Community Water System property or its works, such action shall be grounds for discontinuance of water service, and any cost due to such tampering will be charged to said customer or person. Water service shall remain off and not accessible to the customer until all water system property is returned to the previous state of repair at the expense of the customer. A violation of this provision may be prosecuted as a criminal violation.

31. Water Main Extension, Plan Approval, Construction

Any person desirous of constructing an extension to the water system or other modification shall apply to the District. Upon preliminary approval of the application by the Commissioners, the applicant shall have final plans and specifications developed by a professional engineer having demonstrated proficiency in water system design and who is registered to practice civil or sanitary engineering in New Hampshire. Said plans and a letter describing the proposed project shall be submitted to the municipal office at least 45 days prior to the intended date of construction. Construction shall not commence until approval of the plans has been issued by: 1) the state department having authority to approve such projects, and 2) the District. All

work performed by non-municipal agents, such as developers or contractors, shall remain uncovered until an authorized District representative has inspected the work and indicates general satisfaction with it. When water mains are to be constructed, the developer shall engage a professional engineer approved by the District to observe the construction and observe that the work proceeds in accordance with the approved plans. The engineer shall certify to the District the completeness, suitability, and adherence to the approved plans and shall include submission of record drawings to the District within 60 days of work acceptance by the District. If the District believes that the water main extension is not being constructed in accordance with the approved plans, the District may engage a professional engineer to review the work and provide a report to the Commissioners regarding compliance with the plans. The cost of the engineer obtained by the District shall be the responsibility of the applicant if significant discrepancies are noted between the District's approved plans and the constructed water main extension unacceptable to the District. Any discrepancies noted shall be corrected by the applicant under the observation of the professional engineer engaged by the District at the expense of the applicant for both engineering observation and construction correction. Upon the completion of the constructed water mains, final inspections and approvals and after a two-year warranty period the District shall take ownership of the constructed water mains in the ROW and require permanent easements for access to the water main if constructed on private land. The cost of said extension shall be the responsibility of the applicant.

32. Materials

All materials used in the construction, repair, or alteration of any part of the water system must meet existing state and industry standards. If the District finds that any materials used do not meet such standards, it may require that the substandard materials be removed and replaced with materials that meet existing standards at the cost of the applicant. All materials must be compliant with local, state, and federal laws.

33. Protection from Damage

No person shall maliciously, willfully or negligently contaminate, break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment, which is part of the Water System. A violation of this provision may be prosecuted as a criminal violation.

34. Enforcement and Penalties

a. Any violation of this Ordinance, except as otherwise specifically set forth herein, may be pursued as a civil violation utilizing the civil enforcement procedures set forth in NH law. Each day a violation continues shall be considered a new violation. Amounts for waivers and penalties are listed in the appendix. (See "Schedule of waivers and penalties")

   Offenses shall be counted on a calendar year basis.

b. Any violation of the sections of this Ordinance set forth below may be referred to the appropriate state or county law enforcement agency for criminal prosecution or civil liability. Any law enforcement officer may issue a criminal citation for any and all violations of the provisions of the applicable RSA.

c. In addition to the enforcement authority set forth above, the District shall have the right to institute any civil action which it deems appropriate to obtain injunctive or monetary relief, or both. The civil action may result in additional financial penalties.

d. The District shall, when its discretion time allows, provide any person found to be violating any provision of this Ordinance with written notice stating the nature of the violation and providing a reasonable time period for the satisfactory correction thereof. The offender shall, within the period of time stated in the notice, correct the violation.

e. Any Issuing Officer or Municipal Official designated by the District may issue a municipal complaint ticket for violation of the provisions of this Ordinance.

35. Severability

If any part of these rules and regulations are found to be unenforceable by a court law, such findings shall not affect the remaining parts, which shall remain in full force and effect.

36. Appendices

Appendices are not part of the Ordinance. They are subject to the regulatory and policy-making authority of the District and may be revised from time to time to meet the changing needs of the water system.

37. Publication and Effective Date

a. No section of this Ordinance shall be construed to supersede or replace any New Hampshire Statute or any statute of the United States or any administrative agency.

b. The Ordinance shall be entered in Commissioners' meeting minutes. The Notice of Ordinance Adoption shall be posted in at least three (3) conspicuous places within the District and published by title in accordance with state law in a newspaper circulating in the District on a day not more than fourteen (14) days following the date when the Ordinance is so adopted.

c. This Ordinance shall become effective sixty (60) days after the date of its adoption by the Commissioners.

d. Questions about the Ordinance may be directed to the District, 562 Winterbrook Road, Campton, New Hampshire 03223, or by calling telephone number 603-726-3082.

Adopted on August 16, 2021, amended on January 25, 2023, and signed on this 8th day of February in the year 2023 by the WEVD Commissioners.

_____	_____	_____
Commission – Chair	Commissioner	Commissioner

Important Dates Section

Published Date: August 6, 2021

Public Hearing Date: August 16, 2021

Effective Date: October 16, 2021

Amendment Dates: May 18, 2022; October 26, 2022; January 15, 2023; March 8, 2023; September 27, 2023; October 25, 2023

Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

WEVD Board of Commissioners

September 8, 2025 – 2:00 PM

562 Winterbrook Road, Campton, NH 03223

Members in Attendance: Gerry Panuczak, Maureen Patti, Mark Canfield

Other Attendees: General Manager Helen Chatel, Consultant Carol Granfield

Call to Order: Chair Patti called the meeting to order at 1:57 PM.

Gerry Panuczak made a motion to enter into non-public session pursuant to RSA 91-A:3, II (c), seconded by Maureen Patti. Motion passed with a 3:0 roll call vote: Gerry Panuczak – aye, Maureen Patti – aye, Mark Canfield – aye.

Non-public session entered at 1:58 PM. Others present for non-public session were consultant Carol Granfield and General Manager Helen Chatel.

Motion to return to public session made by Maureen Patti, seconded by Gerry Panuczak. Motion passed with a 3:0 roll call vote: Gerry Panuczak – aye, Maureen Patti – aye, Mark Canfield – aye.

Non-public session exited at 3:44 PM. Motion to seal non-public minutes on the grounds that divulgence would adversely affect the reputation of a person other than this Commission and would render a proposed action ineffective. Motion seconded by Mark Canfield and passed with a 3:0 roll call vote: Gerry Panuczak – aye, Maureen Patti – aye, Mark Canfield – aye.

No other business was conducted.

Motion to adjourn made by Gerry Panuczak, seconded by Maureen Patti. Motion passed with a 3:0 roll call vote: Gerry Panuczak – aye, Maureen Patti – aye, Mark Canfield – aye.

Meeting adjourned at 3:45 PM

Minutes prepared by Allison Smith

DRAFT

Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

WEVD Commission DRAFT Meeting Minutes
September 9 , 2025 – 9 AM

Attendees: Commissioners Gerry Panuczak, Mark Canfield, General Manager (GM), Helen Chatel, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer, Water and Roads Department Head Stephen Baert, Maintenance Department Head Shawn Pelchat, Food & Beverage Department Heads Heather Pierce and Tony Pierce.

Attendees on Zoom: na

Members of the Public: Scott Sallaway (110 Snowood Drive), Terry Bennett

Members of the Public on Zoom: Call in user 1, Nancy Seward, Bobbi Ketcham, David Ketcham, Stephen Adams (Ricoh), Michael Bourne (Ricoh), Guest, Linda Ivers, Alyssa Scarsciotti (158 Goose Hollow)

Members Excused: Maureen Patti

Call to Order: Commissioner Panuczak was chairing the meeting and called the meeting to order at 9:03 AM.

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

Roll Call of Commissioners: Mr. Panuczak and Mr. Canfield were present at the physical location.

If remote attendance, reason & vote

Adoption of Agenda:
Mr. Panuzcak suggested several changes to the Agenda to accommodate the people present in person and on Zoom. He then called item 6.

Demo of Laserfiche by Ricoh
Michael Bourne, the Business Process Consultant with Ricoh USA, was there to present the solution offered by Ricoh for document retention. He recapped the discussion and major points of interest that took place with the Records Committee. He then answered some questions from the Commissioners.

Stephen Adams, the Design Architect from Ricoh, demonstrated the Laserfiche control panel and how it works. He also showed an example of a digital form, and the workflow associated with it using Laserfiche. He then showed how the retention schedule is assigned to each record answered questions about naming convention and whether the documents in the system are searchable for record requests.

There were more questions about scanning the existing back log of documents, of which there were a lot, so it was put on the back burner due to the budgetary restrictions.

Ms. Smith said that the Records Committee decided to go through the existing back log of records to see if there is a way to make the number of documents to be scanned smaller before making that decision. She added that any current paper document is being scanned by staff so going forward that is not an issue.

Mr. Adams demonstrated how scanning and importing could be done by staff using Laserfiche. He confirmed that Laserfiche can work with non-Richo scanners as long as they can produce a readable PDF. Mr. Adams also showed how redacting works.

Ms. Smith explained what the District needs are for using Laserfiche for managing digital records and right to know requests.

Mr. Bourne also provided a brief demo of the Laserfiche public portal. He answered questions about the security of the system and assured the Commissioners that Laserfiche storage cloud is very secure.

Then costs were discussed including the first year and later ongoing annual expenses. Then Commissioners discussed budgeting for the project.

- Terry Bennet from the Records Committee spoke about the importance of records retention and said that Richo and Laserfiche are very reputable in that field. She noted how important records retention for the District, given high staff turnover.

The project timeline was discussed, as well training schedules if the project were to proceed. Commissioners agreed to have an additional discussion on this.

Mr. Panuczak then called Agenda Item 12.c

GENERAL CALENDAR ITEMS.

Staff Reports

Shawn Pelchat, Maintenance

Mr. Pelchat provided an overview of the projects his department has accomplished and is currently working on. He answered a question about the tree removal around the trails.

Discussion ensued about the need to budget for a contractor to remove trees as opposed to doing it using staff giving the hazards of the terrain.

Mr. Pelchat asked for a tentative date to close the outside pool which is no longer heated due to lack of fuel.

DRAFT

After checking with WEA (Nancy Seward via Zoom) and the Recreation Management Agreement, it was decided to keep the pool unheated but open until the end of the month. The upstairs hot tub would be working and is heated.

Mr. Pelchat spoke about the ski lift maintenance plans. He answered questions about what needs to be done at the lodge as well.

Steve Baert, Water & Roads

Mr. Baert spoke about competing leak detection with the help of the state grant. He said that they found five leaks and fixed them all. The other leaks will be found by the District without the state grant help. He also said that the Water Master Plan is complete and will be presented to the Water and Roads Committee on September 26. Mr. Pelchat then spoke about other projects his team is working on. He also answered questions about the Pegwood well system maintenance.

Julie Smart, Front Desk

N/A

Heather & Tony Pierce, Food & Beverage

Mr. Pierce spoke about moving the operations to the Lodge for the winter season. Opening is planned for October 17th. He noted that there are some equipment issues (like moving refrigerators). His suggestion was to have refrigerators at the Lodge as well at some point in the future.

Mr. Canfield noted Ms. Pierce's new position and expressed a lot of optimism about this new role and how it will affect events planning and revenue generating for the District.

Mr. *Panuczak* introduced the General Manager, Helen Chatel, and welcomed her to the District. He then announced Agenda item 12.a

GENERAL CALENDAR ITEMS

RCA – 158 Goose Hollow

- Alyssa Scarsciotti (158 Goose Hollow)via zoom - confirmed that the water at the house she just purchased in the District was only turned on at the end of July. She requested that she is only billed from the date the water was tuned on.

Mr. Panuczak motioned to abate the water bill for three weeks for the property on 158 Goose Hollow road. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Canfield - aye.

Ms. Smith will be in contact with the homeowner.

Mr. Panuzcak went to Agenda Item 12.c again.

GENERAL CALENDAR ITEMS

Lisa Magerer, Finance
Ms. Magerer provided an update on the financials and said that she is getting ready for the budget season.

Allison Smith, Admin
Ms. Smith began by asking the Commissioners for feedback on the Richo demo. She also answered questions about the backlog scanning of the existing documents and how that could be done. She said that quotes for that were quite high, and the Records Committee has not yet decided whether destruction of backlog documents that were scanned was a good idea. So, it was put on the back burner.

Her recommendation was to move forward with the current document management and retention process with Laserfiche and allowing the Records Committee to keep working out which backlog documents have to be scanned.

Commissioners agreed to discuss this further at the next meeting.

Ms. Smith also answered a question about the water billing that was recently moved to July. Then she spoke about the water permit process being extended from 90 days to a year, and that there will be some related Water Ordinance updates, for which the public hearing is scheduled for Sep 24. That same hearing will also be for the driveway permit, which she is working on currently.

Ms. Smith then noted that the District needs to reevaluate its use of social media, like Facebook, which requires a personal account to be linked to the business account, putting the personal account at risk of being affected if there were a right to know request.

Mr. Panuzcak went to Agenda Item 12.b.

GENERAL CALENDAR ITEMS

Rec Fund Six Month Review
Ms. Magerer spoke about the new template generated by Mr. Canfield that allows for separation of lines of business within the Rec Fund. She produced two of these templates for different periods and they were in the packet. She then went over Jan-August numbers in detail for the Community Center. Overall food and beverage margin was about 38 percent for that period. She also said that food and beverage inventory is currently taking place, which should be helpful for the future.

There was back and forth about the cost of food as shown on the template and how it had been calculated.

DRAFT

Ms. Magerer also talked about kitchen equipment which is currently considered kitchen supplies which makes things less clear. Overall, she said that the Lounge turned a profit of over $10,000. Then Ms. Magerer went over the numbers for Jan-August for the Ski Lodge, which had an overall loss of about $1,400.

Next, she spoke about other recreation expenses. There was a loss of about $9,900 there. She also noted that the amount of $70,000 that the Commission voted to transfer from the Rec Fund to the District, was applied to the front desk expenses and health insurance, and it was required to be spent on recreation related activities.

Lastly, Ms. Magerer went over the totals, concluding that overall, there was a profit of about $37,000. She also listed some of the expenses to finish her presentation.

There was a brief discussion about ways to keep generating profits from recreational activities.

Approval of Minutes

a. August 18, 2025

Mr. Panuczak noted that Ms. Patti has submitted 11 written amendments, which were in the packet.

*Mr. Panuczak motioned to amend the draft minutes for **August 18, 2025** according to the list of 11 written amendments. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Canfield - aye.*

*Mr. Panuczak motioned to approve **August 18, 2025** as amended as official meeting minutes. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak– aye, Mr. Canfield - aye.*

Treasurer's Report
NA

GM's Report

Ms. Chantel provided a brief overview of her first few days on the job.

Committee / Board Reports

Planning Board
Planning Board has not met due to quorum issues and will try to meet next Thursday.

Water & Roads
Will meet on Sept 26 to discuss the Water Master Plan draft.

Budget Advisory

DRAFT

The committee calendar will be posted this week. Meetings will start early October and the meeting day of the week will be changed.

Records & Retention

Mr. Panuczak noted that the work of the Committee was discussed as an earlier agenda item.

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 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

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

Public Comment Period

- Scott Salaway (110 Snowood Drive) - thanked the Commission for the spreadsheet showing the breakout of recreational cost and revenues. He asked is the snowmaking cost was shown in there.

Ms. Magerer explained where to look for it.

- Mr. Salaway said that he was under the impression that last year about $80,000 was transferred from the Rec Fund for snowmaking.

Both Mr. Panuczak and Ms. Magerer said that that is not true.

Ms. Smith said that CIF funds were accepted from WEA for snowmaking infrastructure improvements.

Adjourn Meeting

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

Meeting adjourned at 11:42 AM.

Prepared by Alvina Snegach

DRAFT

WEVD Treasurer Report
9.24.25

Bank of NH - As of:	8.31.25	8.31.25		
	Per Bank	**Per MTS**	**Float**	
General Fund	$632,913.10	$574,275.59	$ 58,637.51	unreconciled checks
Water Department	$690,960.30	$693,947.90	$ (2,987.60)	Deposit in transit
Credit Card Account	$98,654.71	$98,682.10	$ (27.39)	interest
Totals - BNH	$ 1,422,528.11	$ 1,366,905.59	$ 55,622.52	

Citizens - As of:	8.31.25	8.31.25	
Savings	$ 50,534.84	$ 50,534.84	$ -
Totals – All	$ 1,473,062.95	$ 1,417,440.43	$ 55,622.52

Campton

	Billed	**Paid**	**Due**	**Interest Received**
2025		**$ 478,194.17**		
2024	$ 1,153,572.00	$ 1,153,572.00	$ -	$ 1,194.48
2023	$ 1,313,393.00	$ 1,313,393.00	$ -	$ 2,198.07
2022	$ 1,229,625.00	$ 1,187,881.12	$ 41,743.88	$ 3,450.20
2021	$ 1,081,446.00	$ 1,093,153.99	$ (11,707.99)	$ 1,717.17
2020	$ 1,126,745.00	$ 1,121,530.85	$ 5,214.15	$ 4,203.95
2019	$ 1,124,327.00	$ 1,122,635.05	$ 1,691.95	$ 5,449.60
Totals	$ 7,029,108.00	$ 6,992,166.01	$ 36,941.99	$ 18,213.47

Thornton

	Billed	**Paid**	**Due**	**Interest Received**
2025		$ 125,113.00		
2024	$ 383,066.00	$ 361,838.00	$ 21,228.00	$ 287.26
2023	$ 495,793.00	$ 495,403.00	$ 390.00	$ 427.12
2022	$ 390,209.00	$ 390,207.00	$ 2.00	$ 1,182.15
2021	$ 410,452.00	$ 412,499.46	$ (2,047.46)	$ 1,373.62
2020	$ 415,607.26	$ 415,998.42	$ (391.16)	$ 1,486.38
2019	$ 360,718.00	$ 360,518.00	$ 200.00	$ 1,531.55
Totals	$ 2,455,845.26	$ 2,436,463.88	$ 19,381.38	$ 6,288.08

Water Accounts Receivable – As of 8.31.25

Per UMS	**Per MTS**	**Variance**
$37,325.46	$19,704.94	$ 17,620.52

Waterville Estates Village District
General Manager's Report
Commissioners Meeting – September 24, 2025 | 6:00 PM

Buildings & Grounds Department Updates ⛰️

- **Ski Area Preparation:**
  The Buildings and Grounds team has been working diligently to prepare the ski area for upcoming inspections and seasonal clearing. Their efforts are focused on ensuring all safety and operational standards are met ahead of winter.
- **Tree Removal Planning:**
  Shawn is currently obtaining quotes for necessary tree removal in key areas to support ski area safety and general property maintenance.
- **Fleet Readiness:**
  The full fleet of WEVD vehicles has been inspected and serviced in preparation for the winter season. All vehicles are now winter-ready, ensuring reliable transportation and snow management capabilities.
- **Outdoor Furniture Assessment:**
  At the request of the Waterville Estates Association (WEA), a member of the Buildings and Grounds team will assist in inspecting outdoor furniture across the property. The goal is to identify items in need of repair or replacement so WEA can take advantage of early ordering opportunities before the next season.
- **Property Clean-Up:**
  In response to concerns raised by Dave Ketcham, WEA Treasurer, regarding miscellaneous items left around the property, I will be coordinating with Shawn to ensure these are addressed promptly.

Facilities Update 🛠️

- **Carpet Installation:**
  Baker Valley Floors will be installing new carpeting on the lower levels of the building during the week of **September 22–26**. Please be mindful of work zones and temporary access restrictions during this time.
- **Pickleball Court Warranty Work:**
  VT Rec was onsite last week to complete warranty and additional work on the pickleball courts. They followed up this week to inquire about the fencing project planned for Pegwood. As of this report, the district has not yet received a formal proposal from Mr. McKivergan regarding an alternative fencing solution.

Staff & Operations 🤝

- **Team Collaboration:**
  Staff had a productive meeting last week and expressed interest in continuing to meet biweekly. The goal is to strengthen interdepartmental collaboration and improve communication across all teams.
- **Departmental Coordination:**
  Separate meetings were held with Front Desk Supervisor Julie and Food & Beverage Manager Heather to clarify responsibilities related to booking rooms and services at both the Recreation Center and Ski Lodge. This will help streamline scheduling and improve guest experience.
- **Event Planning:**
  As of the latest update from Heather, we are still awaiting WEA's finalized event schedule for the remainder of 2025 and Fiscal Year 2026. Once received, we'll coordinate staffing and facility support accordingly.

Water Department Update 💧

- **Leak Detection Progress:**
  Steve has continued his diligent work identifying leaks in the water system. Recently, he discovered two leaks located on homeowners' properties and was able to notify them directly. With the state-managed portion of the system now completed, Steve is actively inspecting the remaining roads to locate and address any additional leaks.

Administrative & Interagency Matters 📑

- **Water Billing Discussion:**
  Dave Ketcham raised a concern regarding water billing for an undeveloped parcel of land owned by WEA. He noted that the Association does not bill WEVD for water usage on District-owned lots and suggested a reciprocal agreement. I recommend this matter be reviewed and considered by the Commissioners for potential policy alignment.

Equipment Request for Ski Lodge ❄️

- **Budget Review & Vendor Comparison:**
  Lisa and I reviewed the budget to explore funding options for Tony's equipment request for the Ski Lodge. The budget remains very tight. A memo was sent to WEA on **September 12, 2025**, requesting a decision by **September 24** to allow time for delivery ahead of the **October 17th opening**.

- **Requested Equipment & Costs:**
  The total cost of the proposed equipment is **$23,544.99**, based on quotes from two vendors: Webstraunt Store and The Restaurant Store. Both vendors provided identical pricing for most items. Below is a summary of the requested items:

Item Description	Quantity	Unit Cost	Total Cost
True TSSU-60-16D-4HC Sandwich Prep Table (4 Drawers)	2	$7,819.00	$15,638.00
Avantco CBE-48-HC 48" 2-Drawer Prep Table	1	$1,819.00	$1,819.00
Regency 18" x 60" Wood Top Work Table	1	$440.99	$440.99
Avantco A-49F-HC Reach-In Freezer	1	$2,099.00	$2,099.00
Avantco SS-PT60M-AC ADA Mega Top Prep Table	1	$2,399.00	$2,399.00
Avantco MX20WFB 2 QT Mixer	1	$1,149.00	$1,149.00
Total	—	—	**$23,544.99**

- Awaiting WEA’s response to determine next steps.

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2288	SYSTEM	**9/09/2025**	**160**	**AMAZON**			
	1YL4-QPP6-39QJ			9/03/2025	133.00	0.00	133.00
	01.4314.003.614 / B&G - CLEANING SUPPLIES					133.00	
	CLEANING SUPPLIES						
					Total Check #:	**2288**	**133.00**
2289	SYSTEM	**9/09/2025**	**210**	**AMERIGAS**			
	202540135			8/23/2025	121.68	0.00	121.68
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					121.68	
	62.8 GALLONS PROPANE						
	31880829587			8/30/2025	142.09	0.00	142.09
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					142.09	
	73.6 GALLONS PROPANE						
					Total Check #:	**2289**	**263.77**
2290	SYSTEM	**9/09/2025**	**9693**	**CITIZENS BANK**			
	0035967081425			8/14/2025	561.14	0.00	561.14
	01.4522.002.350 / SKI - CABLE, INTERNET & PHONE					561.14	
	8/14/20250-09/13/2025 SERVICE						
	3172-0689			9/09/2025	-396.00	0.00	-396.00
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					-396.00	
	KITCHEN SUPPLIES						
	ADOBE 9-1-25			9/01/2025	19.99	0.00	19.99
	01.4130.002.320 / EXEC - LICENSES & FEES					19.99	
	ADOBE						
	AMAZON 8-14-25			8/14/2025	14.99	0.00	14.99
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					14.99	
	ICE CREAM CUPS						
	AMAZON PO 144955			8/15/2025	359.99	0.00	359.99
	01.4314.003.630 / B&G - BUILDING REPAIRS					359.99	
	BLINK OUTDOOR 5 CAMERA SYSTEM						
	BLUE SUMMIT 28697			8/07/2025	36.99	0.00	36.99
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					36.99	
	BLUE SUMMIT ENVELOPES, SINGLE WINDOW, SECURITY TINT						

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				CLOUD COVER 8-18-25			8/18/2025	18.95	0.00	18.95
				01.4130.002.320 / EXEC - LICENSES & FEES					18.95	
				CLOUD COVER MUSIC						
				CREDIT 000479874			9/09/2025	-3.68	0.00	-3.68
				03.3409.001.002 / COG - FOOD					-3.68	
				FRITOLAY SNACKS CREDIT						
				CREDIT 14-1341891155			9/09/2025	-487.88	0.00	-487.88
				01.4314.003.826 / B&G - VEHICLE MAINTENANCE					-487.88	
				CREDIT - EBAY FOR TURBOCHARGER FOR KUBOTA						
				EBAY 14-13418-91155			8/08/2025	487.88	0.00	487.88
				01.4314.003.826 / B&G - VEHICLE MAINTENANCE					487.88	
				TURBOCHARGER FOR KUBOTA						
				EBAY ORD#22-13432-65192			8/14/2025	367.00	0.00	367.00
				01.4314.003.826 / B&G - VEHICLE MAINTENANCE					367.00	
				TURBOCHARGER FOR KUBOTA INDUSTRIAL 1.5D VEHICLE PURCHASED FROM LEVEGOAUTOPARTS						
				FRITOLAY #754591444123M			8/07/2025	166.72	0.00	166.72
				03.3409.001.002 / COG - FOOD					166.72	
				COOKIES & SNACKS FOR FRONT DESK						
				GOOGLE 5343910207			8/31/2025	135.47	0.00	135.47
				01.4130.002.320 / EXEC - LICENSES & FEES					135.47	
				GOOGLE WORKSPACE 8/1/25 - 8/31/2025						
				GOOGLE 5346751815			8/31/2025	1,045.20	0.00	1,045.20
				01.4130.002.320 / EXEC - LICENSES & FEES					1,045.20	
				GOOGLE WORKSPACE 8/1/25 - 8/31/25						
				HANNAFORD 8-23-25			8/23/2025	13.48	0.00	13.48
				03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					7.50	
				NON-ALCOHOLIC BEVERAGES						
				03.3409.001.002 / COG - FOOD					5.98	
				FOOD PURCHASE						
				HERSHEYS INV# 002213123			8/21/2025	553.38	0.00	553.38
				03.3409.001.002 / COG - FOOD					606.06	
				ICE CREAM FOR FRONT DESK						
				03.3409.001.002 / COG - FOOD					-52.68	
				CREDIT FOR ICE CREAM FOR FRONT DESK						
				HOME DEPOT ORD#WJ902(			8/14/2025	299.00	0.00	299.00
				01.4312.002.611 / HWY - SMALL TOOLS					299.00	

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				MILWAUKEE M18 FUEL 9 GAL. CORDLESS DUAL-BATTERY WET/DRY VAC						
				INTUIT 20304296			9/09/2025	-451.00	0.00	-451.00
				01.4130.002.320 / EXEC - LICENSES & FEES					-451.00	
				REFUND FOR QUICKBOOKS						
				LONGVIEW FARM 8-22-25			8/22/2025	30.90	0.00	30.90
				03.3409.001.002 / COG - FOOD					30.90	
				FOOD PURCHASE						
				MARKET BASKET 8-16-25			8/16/2025	63.26	0.00	63.26
				03.4523.002.611 / LNG - KITCHEN SUPPLIES					63.26	
				FOOD PURCHASE						
				MARKET BASKET 8-24-25			8/24/2025	26.87	0.00	26.87
				03.3409.001.002 / COG - FOOD					26.87	
				FOOD PURCHASE						
				MARKET BASKET 8-30-25			8/30/2025	31.31	0.00	31.31
				03.3409.001.002 / COG - FOOD					31.31	
				FOOD PURCHASE						
				NE RECORD RETENTION 8-			8/19/2025	40.50	0.00	40.50
				01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE					40.50	
				COMMUNITY CENTER P/UP, SHRED & REPLACE BAG						
				NH CRIMINAL - CONF 0594[illegible]			8/07/2025	25.00	0.00	25.00
				03.4522.002.814 / SKI - CRIMINAL RECORDS					25.00	
				CRIMINAL RECORD - SHERRY MARRER						
				NH LIQUOR 8-14-25			8/14/2025	78.97	0.00	78.97
				03.3409.001.006 / COG - LIQUOR					78.97	
				LIQUOR PURCHASE						
				NH LIQUOR 8-22-25			8/22/2025	181.93	0.00	181.93
				03.3409.001.006 / COG - LIQUOR					181.93	
				LIQUOR PURCHASE						
				NH LIQUOR 8-8-25			8/08/2025	399.43	0.00	399.43
				03.3409.001.006 / COG - LIQUOR					279.43	
				LIQUOR PURCHASE						
				03.3409.001.008 / COG - WINE					120.00	
				WINE PURCHASE						
				NH LIQUOR #E0159058			8/14/2025	1,508.03	0.00	1,508.03
				03.3409.001.006 / COG - LIQUOR					1,232.39	
				LIQUOR PURCHASE						

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	03.3409.001.008 / COG - WINE							275.64
	WINE PURCHASE							
	POOLZOOM PO 144856				8/13/2025	239.80	0.00	239.80
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE							239.80
	FLOW VIS RETROFIT FOR JANDY 2X2 1/2 TO CHECK VALVE BODY							
	READY RENTS #3726-1				9/03/2025	276.00	0.00	276.00
	02.4331.520.822 / WTR - PROJECTS							276.00
	TOWABLE CHIPPER 7" FOR CLEARING BRUSH AROUND WATER VALVES							
	READY RENTS #3726-2				9/03/2025	276.00	0.00	276.00
	02.4331.520.822 / WTR - PROJECTS							276.00
	TOWABLE CHIPPER 7" FOR CLEARING BRUSH AROUND WATER VALVES							
	SCRIBE INV 0CE5A9CO-000				8/15/2025	29.00	0.00	29.00
	01.4130.002.320 / EXEC - LICENSES & FEES							29.00
	SCRIBE PRO PERSONAL 8/5/25 - 9/15/25							
	SPECTRUM 0020530082725				8/27/2025	597.19	0.00	597.19
	01.4520.002.345 / REC - CABLE							178.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4520.002.344 / REC - INTERNET							115.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							115.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							25.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4520.002.350 / REC - TELEPHONE							25.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							25.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4520.002.350 / REC - TELEPHONE							25.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4520.002.350 / REC - TELEPHONE							25.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							25.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4520.002.345 / REC - CABLE							33.00
	8/27/2025 - 9/26/2025 SERVICE							
	01.4520.002.350 / REC - TELEPHONE							3.09
	8/27/2025 - 9/26/2025 SERVICE							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							3.10
	8/27/2025 - 9/26/2025 SERVICE							

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	SPECTRUM 0046907081225			8/12/2025	234.46	0.00		234.46
	01.4312.002.350 / HWY - TELEPHONE & INTERNET						234.46	
	8/12/25 - 9/11/2025 SERVICE							
	SQUARE 9-1-25			9/01/2025	194.50	0.00		194.50
	01.4130.002.320 / EXEC - LICENSES & FEES						194.50	
	9/1/25 - 10/01/2025 BILLING PERIOD							
	STAMPMAKER ORDER #12:			9/03/2025	28.00	0.00		28.00
	01.4130.002.610 / EXEC - OFFICE SUPPLIES						28.00	
	SIGNATURE STAMP - HELEN CHATEL							
	TOUCHBISTRO01305709			9/01/2025	9.95	0.00		9.95
	01.4130.002.320 / EXEC - LICENSES & FEES						9.95	
	8/31/25 - 9/29/25 SERVICE PERIODQ							
	TOUCHBISTRO 01308890			9/02/2025	9.95	0.00		9.95
	01.4130.002.320 / EXEC - LICENSES & FEES						9.95	
	9/2/25 - 10/1/25 MONTHLY SERVICE FEE							
	US POSTAL 8-28-25			8/28/2025	65.00	0.00		65.00
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE						65.00	
	RE-KEYED BOX 242 PER GM/COMMISSIONER							
	VISTAPRINT 8-20-25			8/20/2025	47.98	0.00		47.98
	01.4130.002.610 / EXEC - OFFICE SUPPLIES						47.98	
	STANDARD BUSINESS CARDS - HELEN CHATEL							
	WEBSTAURANT 114925546			8/15/2025	102.33	0.00		102.33
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						102.33	
	BAKER'S ALUMINUM BUN/SHEET PAN							
	WEBSTAURANT 115682666			9/03/2025	2,837.72	0.00		2,837.72
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						1,418.86	
	1 FRYER							
	03.4522.003.612 / SKI - KITCHEN SUPPLIES						1,418.86	
	1 FRYER							
					Total Check #:	**2290**		**10,075.70**
2291	SYSTEM	**9/09/2025**	**1890**	**EVERSOURCE**				
	PEGWOOD ROAD			8/27/2025	21.51	0.00		21.51
	01.4522.002.340 / SKI - ELECTRIC						21.51	
	7/29/25 - 8/27/2025 SERVICE							

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2291**	**21.51**
2292	SYSTEM	**9/09/2025**	**1910**	**EVERSOURCE**			
	WEETAMOO TRAIL			8/27/2025	125.57	0.00	125.57
		02.4331.520.340 / WTR - ELECTRICITY				125.57	
		7/29/25 - 8/27/2025 SERVICE					
					Total Check #:	**2292**	**125.57**
2293	SYSTEM	**9/09/2025**	**1920**	**EVERSOURCE**			
	COMMUNITY CENTER			8/27/2025	21.15	0.00	21.15
		01.4522.002.340 / SKI - ELECTRIC				21.15	
		7/29/25 - 8/27/2025 SERVICE					
					Total Check #:	**2293**	**21.15**
2294	SYSTEM	**9/09/2025**	**1930**	**EVERSOURCE**			
	COMMUNITY CTR			8/27/2025	8,000.61	0.00	8,000.61
		01.4314.003.340 / B&G - ELECTRIC				8,000.61	
		7/29/25 - 8/27/2025 SERVICE					
					Total Check #:	**2294**	**8,000.61**
2295	SYSTEM	**9/09/2025**	**1940**	**EVERSOURCE**			
	0 WINTERBROOK			8/27/2025	77.27	0.00	77.27
		01.4314.003.340 / B&G - ELECTRIC				77.27	
		7/29/25 - 8/27/2025 SERVICE					
					Total Check #:	**2295**	**77.27**
2296	SYSTEM	**9/09/2025**	**1970**	**EVERSOURCE**			
	0 PARKER ROAD			8/27/2025	21.15	0.00	21.15
		01.4522.002.340 / SKI - ELECTRIC				21.15	
		7/29/25 - 8/27/2025 SERVICE					
					Total Check #:	**2296**	**21.15**
2297	SYSTEM	**9/09/2025**	**1990**	**EVERSOURCE**			

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	8 SNOW TRAIL				8/27/2025	46.35	0.00	46.35
		01.4312.003.340 / HWY - ELECTRIC						46.35
		7/29/25 - 8/27/2025 SERVICE						
						Total Check #:	**2297**	**46.35**
2298	SYSTEM	**9/09/2025**	**2020**	**EVERSOURCE**				
	8 SNOW TRL				8/02/2025	83.49	0.00	83.49
		01.4312.003.340 / HWY - ELECTRIC						83.49
		7/29/25 - 8/27/2025 SERVICE						
						Total Check #:	**2298**	**83.49**
2299	SYSTEM	**9/09/2025**	**2040**	**EVERSOURCE**				
	SKI AREA LIFT SHACK				8/27/2025	40.61	0.00	40.61
		01.4522.002.340 / SKI - ELECTRIC						40.61
		7/29/25 - 8/27/2025 SERVICE						
						Total Check #:	**2299**	**40.61**
2300	SYSTEM	**9/09/2025**	**7270**	**EVERSOURCE**				
	24 PARKER ROAD				8/27/2025	773.45	0.00	773.45
		01.4522.002.340 / SKI - ELECTRIC						773.45
		7/29/25 - 8/27/2025 SERVICE						
						Total Check #:	**2300**	**773.45**
2301	SYSTEM	**9/09/2025**	**7280**	**EVERSOURCE**				
	7 RESERVOIR ROAD				8/27/2025	294.87	0.00	294.87
		02.4331.520.340 / WTR - ELECTRICITY						294.87
		7/29/25 - 8/27/2025 SERVICE						
						Total Check #:	**2301**	**294.87**
2302	SYSTEM	**9/09/2025**	**7300**	**EVERSOURCE**				
	FOREST DR				8/27/2025	36.73	0.00	36.73
		02.4331.520.340 / WTR - ELECTRICITY						36.73
		7/29/25 - 8/27/2025 SERVICE						

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2302**	**36.73**
2303	SYSTEM	**9/09/2025**	**7310**	**EVERSOURCE**			
	43 PEGWOOD			8/27/2025	40.77	0.00	40.77
	01.4522.002.340 / SKI - ELECTRIC					40.77	
	7/29/25 - 8/27/2025 SERVICE						
					Total Check #:	**2303**	**40.77**
2304	SYSTEM	**9/09/2025**	**7320**	**EVERSOURCE**			
	DONOVAN FARM ROAD			8/27/2025	20.83	0.00	20.83
	02.4331.520.340 / WTR - ELECTRICITY					20.83	
	7/29/25 - 8/27/2025 SERVICE						
					Total Check #:	**2304**	**20.83**
2305	SYSTEM	**9/09/2025**	**7330**	**EVERSOURCE**			
	RICHARDSON TRAIL			8/27/2025	22.86	0.00	22.86
	02.4331.520.340 / WTR - ELECTRICITY					22.86	
	7/29/25 - 8/27/2025 SERVICE						
					Total Check #:	**2305**	**22.86**
2306	SYSTEM	**9/09/2025**	**9130**	**EVERSOURCE**			
	0 PEGWOOD RD			8/27/2025	85.70	0.00	85.70
	02.4331.520.340 / WTR - ELECTRICITY					85.70	
	7/29/25 - 8/27/2025 SERVICE						
					Total Check #:	**2306**	**85.70**
2307	SYSTEM	**9/09/2025**	**9140**	**EVERSOURCE**			
	24 PARKER			8/27/2025	2,456.78	0.00	2,456.78
	02.4331.520.340 / WTR - ELECTRICITY					2,456.78	
	7/29/25 - 8/27/2025 SERVICE						
					Total Check #:	**2307**	**2,456.78**
2308	SYSTEM	**9/09/2025**	**7480**	**HANDYMAN HARDWARE INC.**			

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	B489218			8/14/2025	37.00	0.00	37.00
	01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE					37.00	
	9 HEAVY DUTY BUNGEE CORD						
					Total Check #:	**2308**	**37.00**
2309	SYSTEM	**9/09/2025**	**9742**	**HORIZONS ENGINEERING, INC.**			
	37707			6/19/2025	8,930.00	0.00	8,930.00
	02.4331.520.862 / WTR - ENGINEERING					8,930.00	
	WATER SYSTEM PLAN						
	38059			7/22/2025	14,445.60	0.00	14,445.60
	02.4331.520.862 / WTR - ENGINEERING					12,770.00	
	WATER SYSTEM PLAN AND ENGINEERING SUPPORT						
	02.4331.520.641 / WTR - SYSTEM REPAIRS					1,675.60	
	WATER SYSTEM PLAN AND ENGINEERING SUPPORT						
					Total Check #:	**2309**	**23,375.60**
2310	SYSTEM	**9/09/2025**	**3170**	**JP PEST SERVICES**			
	4131050			6/24/2025	240.00	0.00	240.00
	01.4520.003.619 / REC - PEST CONTROL					240.00	
	COMMERCIAL PROTECTION PROGRAM @ COMMUNITY CENTER						
	4203499			8/29/2025	2,674.00	0.00	2,674.00
	01.4520.003.619 / REC - PEST CONTROL					2,674.00	
	FALL INVADER SERVICE COMMERCIAL @ COMMUNITY CENTER						
	4203659			8/29/2025	1,400.00	0.00	1,400.00
	01.4520.003.619 / REC - PEST CONTROL					1,400.00	
	80' LIFT FEE						
					Total Check #:	**2310**	**4,314.00**
2311	SYSTEM	**9/09/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	26287			8/25/2025	5,640.00	0.00	5,640.00
	01.4130.002.390 / EXEC - CONSULTING					5,640.00	
	GENERAL MANAGER RECRUITMENT						
					Total Check #:	**2311**	**5,640.00**

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2312	ACH	**9/09/2025**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	389473			9/04/2025	-1,037.75	0.00	-1,037.75
		03.3409.001.007 / COG - BEER				-1,037.75	
		BEER - RETURNS					
					Total Check #:	**2312**	**-1,037.75**
2313	SYSTEM	**9/09/2025**	**4540**	**O'REILLY AUTO PARTS**			
	4989-366272			9/03/2025	212.40	0.00	212.40
		01.4314.003.826 / B&G - VEHICLE MAINTENANCE				212.40	
		NHB-5 5 GALLON UNDER FOR VEHICLE					
					Total Check #:	**2313**	**212.40**
2314	ACH	**9/09/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498014491			8/20/2025	1,372.78	0.00	1,372.78
		03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES				45.15	
		NON-ALCOHOLIC BEVERAGE - PINEAPPLE JUICE					
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				132.76	
		KITCHEN SUPPLIESS - NAPKIN DISP. AND ROUND FOIL PANS					
		03.3409.001.002 / COG - FOOD				1,194.87	
		FOOD PURCHASE					
	498029840			9/02/2025	-43.59	0.00	-43.59
		03.3409.001.002 / COG - FOOD				-43.59	
		CREDIT - BRIOCHE HAMBERGER BUNS					
					Total Check #:	**2314**	**1,329.19**
2315	SYSTEM	**9/09/2025**	**9480**	**TRACTOR SUPPLY CO**			
	200325078			8/27/2025	260.70	0.00	260.70
		02.4331.520.641 / WTR - SYSTEM REPAIRS				260.70	
		8 FT. TPOST					
	200925333			8/13/2025	361.85	0.00	361.85
		02.4331.520.641 / WTR - SYSTEM REPAIRS				74.95	
		GLOSS SAIL BLUE & RED SPR, AND MEDIUM SIZE BOOTS					
		01.4312.002.611 / HWY - SMALL TOOLS				286.90	
		FIBERGLASS RAZORBACK, 25 FT RAINX					

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2315**	**622.55**
2316	SYSTEM	**9/09/2025**	**6180**	**UNIFIRST CORPORATION**			
1070447132				9/04/2025	99.58	0.00	99.58
01.4521.003.610 / FD - SUPPLIES						34.78	
TERRY CLOTHS, BAG RACK, BEACH TOWELS, LAUNDRY BAG AND WEVD RUG							
01.4314.003.614 / B&G - CLEANING SUPPLIES						27.50	
TERRY CLOTHS, BAG RACK, BEACH TOWELS, LAUNDRY BAG AND WEVD RUG							
01.4312.002.610 / HWY - SHOP SUPPLIES						27.51	
TERRY CLOTHS, BAG RACK, BEACH TOWELS, LAUNDRY BAG AND WEVD RUG							
03.4522.003.610 / SKI - CLEANING SUPPLIES						0.29	
TERRY CLOTHS, BAG RACK, BEACH TOWELS, LAUNDRY BAG AND WEVD RUG							
01.4314.003.614 / B&G - CLEANING SUPPLIES						9.50	
TERRY CLOTHS, BAG RACK, BEACH TOWELS, LAUNDRY BAG AND WEVD RUG							
					Total Check #:	**2316**	**99.58**
2317	SYSTEM	**9/09/2025**	**9685**	**USABLUEBOOK**			
SO3817722				9/02/2025	308.86	0.00	308.86
02.4331.520.641 / WTR - SYSTEM REPAIRS						308.86	
SPEC CHECK LR DPD CHLORING SECONDARY STANDARDS							
					Total Check #:	**2317**	**308.86**

Check Manifest - by Payee

Date: 9/09/2025 **Batch ID:** 381 **BANK OF NH - DISTRICT**

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

9/09/2025 Check Manifest Batch: 381 Chk Count: 30 Total Amnt: 57,543.60

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	24,001.78
02	WATER FUND	27,615.45
03	RECREATION FUND	5,926.37

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 9/18/2025 **Batch ID:** 382 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2318	SYSTEM	**9/18/2025**	**150**	**ALVINA SNEGACH**			
	9092025			9/09/2025	150.00	0.00	150.00
	01.4130.002.390 / EXEC - CONSULTING					150.00	
	MINUTES FOR COMMISSIONERS' MEETING 9/9/25						
					Total Check #:	**2318**	**150.00**
2319	SYSTEM	**9/18/2025**	**160**	**AMAZON**			
	13CQ-QKVP-4YKC			9/05/2025	125.70	0.00	125.70
	01.4314.003.609 / B&G - DEPT UNIFORMS					125.70	
	CARHARDT MEN'S WORK BOOT						
	1DDJ-RXJD-66Q7			9/08/2025	148.07	0.00	148.07
	01.4314.003.611 / B&G - SMALL TOOLS					148.07	
	BAR SET, EXTRA LONG EXTENSION SET, 20 PIECE RATCHETING WRENCH						
	1KTL-DJGT-9LD9			9/11/2025	139.50	0.00	139.50
	01.4314.003.630 / B&G - BUILDING REPAIRS					139.50	
	BEE BOPPER II WASP & HORNET SPRAY (10)						
	1L3L-DQTL-6CMP			9/05/2025	98.50	0.00	98.50
	01.4522.003.663 / SKI - LIFT MAINTENANCE					98.50	
	10 PACK - SPECIAL MOBIL GREASE						
	1LFN-X1WJ-KDMK			9/13/2025	29.96	0.00	29.96
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					29.96	
	ACCORDIAN FILE ORGANIZER AND 2 PACK COMBINATION LOCK FOR LOCKER						
	1MLK-KW76-3D13			9/03/2025	94.98	0.00	94.98
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					94.98	
	2 UNDERCOATING SPRAY GUN W/SUCTION FEED FOR TRUCK BED LINER COATING, RUBBERIZED						
					Total Check #:	**2319**	**636.71**
2320	SYSTEM	**9/18/2025**	**210**	**AMERIGAS**			
	3181225892			9/08/2025	231.30	0.00	231.30
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					231.30	
	120.8 GALLONS PROPANE FOR POOL						
					Total Check #:	**2320**	**231.30**
2321	SYSTEM	**9/18/2025**	**220**	**AMERIGAS**			

Check Manifest - by Payee

Date: 9/18/2025 **Batch ID:** 382 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	3181199975			9/08/2025	679.04	0.00	679.04
	01.4522.002.341 / SKI - BUILDING HEAT					679.04	
	357.7 GALLONS PROPANE - SKI LODGE						
					Total Check #:	**2321**	**679.04**
2322	SYSTEM	**9/18/2025**	**9732**	**AMERIGAS - FIREPLACE 202318214**			
	3181218467			9/08/2025	144.36	0.00	144.36
	01.4314.003.341 / B&G - HEAT					144.36	
	74.8 GALLONS PROPANE FOR FIREPLACE						
					Total Check #:	**2322**	**144.36**
2323	ACH	**9/18/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	3758210			9/11/2025	-150.00	0.00	-150.00
	03.3409.001.007 / COG - BEER					-150.00	
	3 CASES BEER RETURNED						
					Total Check #:	**2323**	**-150.00**
2324	ACH	**9/18/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	3825464			9/11/2025	-295.55	0.00	-295.55
	03.3409.001.007 / COG - BEER					-295.55	
	9 CASES BEER RETURNED						
					Total Check #:	**2324**	**-295.55**
2325	ACH	**9/18/2025**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	3825465			9/11/2025	-42.65	0.00	-42.65
	03.3409.001.007 / COG - BEER					-42.65	
	1 CASE BEER RETURNED						
					Total Check #:	**2325**	**-42.65**
2326	SYSTEM	**9/18/2025**	**8990**	**BADGER METER**			
	80209041			8/29/2025	7.92	0.00	7.92
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES					7.92	
	AUGUST SERVICES - ORION CELLULAR LTE SERVICE UNIT						

Check Manifest - by Payee

Date: 9/18/2025 **Batch ID:** 382 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2326**	**7.92**
2327	SYSTEM	**9/18/2025**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	8144			9/01/2025	880.88	0.00	880.88
		01.4314.003.616 / B&G - TRASH REMOVAL				625.39	
		WEEKLY SERVICE FOR REC CENTER					
		03.4522.003.491 / SKI - TRASH REMOVAL				255.49	
		WEEKLY SERVICE SKI AREA					
					Total Check #:	**2327**	**880.88**
2328	SYSTEM	**9/18/2025**	**7050**	**COCA-COLA BOTTLING COMPANY**			
	48833929012			9/12/2025	543.47	0.00	543.47
		03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES				543.47	
		COCA COLA BEVERAGES					
					Total Check #:	**2328**	**543.47**
2329	SYSTEM	**9/18/2025**	**2580**	**HARCROS CHEMICALS, INC.**			
	291021913			9/10/2025	1,385.85	0.00	1,385.85
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				1,385.85	
		270 GALLONS SODIUM HYPOCHLORITE 12.5%					
					Total Check #:	**2329**	**1,385.85**
2330	SYSTEM	**9/18/2025**	**3170**	**JP PEST SERVICES**			
	4219587			9/10/2025	240.00	0.00	240.00
		01.4520.003.619 / REC - PEST CONTROL				240.00	
		COMMERCIAL PROTECTION PROGRAM - MONTHLY					
	4219588			9/09/2025	156.00	0.00	156.00
		01.4520.003.619 / REC - PEST CONTROL				156.00	
		SKI LODGE - COMMERCIAL PROTECTION PROGRAM					
	CM 9105461			9/08/2025	-156.00	0.00	-156.00
		01.4520.003.619 / REC - PEST CONTROL				-156.00	
		CREDIT APPLIED TO INV. 4219588.					
					Total Check #:	**2330**	**240.00**

Check Manifest - by Payee

Date: 9/18/2025 **Batch ID:** 382 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2331	SYSTEM	**9/18/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	26323			9/05/2025	1,354.17	0.00	1,354.17
		01.4130.002.391 / EXEC - PAYROLL PROCESSING				1,354.17	
		PAYROLL SERVICES FOR AUGUST 2025					
	26348			9/10/2025	8,791.65	0.00	8,791.65
		01.4130.002.390 / EXEC - CONSULTING				8,791.65	
		INTERIM GENERAL MANAGER SERVICES FOR C. GRANFIELD IN AUGUST 2025					
					Total Check #:	**2331**	**10,145.82**
2332	SYSTEM	**9/18/2025**	**9270**	**NH ELECTRIC CO-OP**			
	9-11-25 BILLING DATE			9/09/2025	3,018.75	0.00	3,018.75
		02.4331.520.340 / WTR - ELECTRICITY				3,018.75	
		LIBERTY LANE SERVICE 8/11/25 - 9/9/25					
					Total Check #:	**2332**	**3,018.75**
2333	SYSTEM	**9/18/2025**	**5390**	**SANEL AUTO PARTS**			
	139548			9/04/2025	394.28	0.00	394.28
		01.4312.002.828 / HWY - BODY MAINTENANCE				394.28	
		FLUID FILM SPRAY GUN, ADAPTER & BLACK UNDERCOATING					
	139683			9/08/2025	-4.29	0.00	-4.29
		01.4312.002.821 / HWY - EQUIPMENT REPAIR				-4.29	
		RETURNED ADAPTER					
					Total Check #:	**2333**	**389.99**
2334	SYSTEM	**9/18/2025**	**9560**	**SHAWN PELCHAT - E**			
	DOLLAR GENERAL STORE			9/12/2025	13.10	0.00	13.10
		01.4314.003.615 / B&G - SUPPLIES				13.10	
		AL SPRING WATER AND BENADRYL ALLERGY					
					Total Check #:	**2334**	**13.10**
2335	ACH	**9/18/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498022607			8/27/2025	1,181.54	0.00	1,181.54
		03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES				127.43	

Check Manifest - by Payee

Date: 9/18/2025 **Batch ID:** 382 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		NON-ALCOHOLIC BEVERAGES						
		03.4523.002.610 / LNG - BAR SUPPLIES					98.79	
		BAR SUPPLIES						
		03.3409.001.002 / COG - FOOD					955.32	
		FOOD PURCHASE						
	498024769				8/29/2025	1,314.25	0.00	1,314.25
		03.3409.001.002 / COG - FOOD					1,314.25	
		FOOD PURCHASE						
						Total Check #:	**2335**	**2,495.79**
2336	SYSTEM	**9/18/2025**	**9666**	**TREASURER STATE OF NH - NHDES**				
	2026-2027 RENEWAL				9/16/2025	100.00	0.00	100.00
		02.4331.520.320 / WTR - LICENSES AND FEES					100.00	
		DISTRIBUTION CERTIFICATE (IA-IV) - $50.00TREATMENT CERTIFICATE (IA-IV) - $50.0						
						Total Check #:	**2336**	**100.00**
2337	SYSTEM	**9/18/2025**	**6240**	**UPTON & HATFIELD, LLP**				
	BILL #175554				9/05/2025	5,157.00	0.00	5,157.00
		01.4130.002.323 / EXEC - LEGAL SERVICES					5,157.00	
		PROFESSIONAL SERVICES						
						Total Check #:	**2337**	**5,157.00**
2338	SYSTEM	**9/18/2025**	**9622**	**US STANDARD PRODUCTS**				
	819460				8/28/2025	1,076.90	0.00	1,076.90
		01.4522.003.663 / SKI - LIFT MAINTENANCE					1,076.90	
		5 PKG. LARGE NITRILE SHIELD BLACK5 PKGS. XL NITRILE SHIELD BLACK						
						Total Check #:	**2338**	**1,076.90**
2339	SYSTEM	**9/18/2025**	**9640**	**WHITE MOUNTAIN CARPET CLEANING**				
	2217				9/08/2025	250.00	0.00	250.00
		01.4314.003.640 / B&G - CARPET CLEANING					250.00	
		CARPET CLEANING HALLWAYS & 1 SET OF STAIRS						
	2233				9/15/2025	455.00	0.00	455.00
		01.4314.003.640 / B&G - CARPET CLEANING					455.00	
		CARPET CLEANING - BASE LODGE						

Check Manifest - by Payee

Date: 9/18/2025 **Batch ID:** 382 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2339**	**705.00**
2340	SYSTEM	**9/18/2025**	**6680**	**XEROX FINANCIAL SERVICES**			
	4071806			9/10/2025	444.52	0.00	444.52
		01.4130.002.618 / EXEC - COPIER LEASE					148.17
		8/30/25 - 9/29/25 MONTHLY - CONTRACT PAYMENT					
		01.4520.002.618 / REC - COPIER LEASE					148.18
		8/30/25 - 9/29/25 MONTHLY - CONTRACT PAYMENT					
		02.4331.520.618 / WTR - COPIER LEASE					148.17
		8/30/25 - 9/29/25 MONTHLY - CONTRACT PAYMENT					
					Total Check #:	**2340**	**444.52**

Check Manifest - by Payee

Date: 9/18/2025 **Batch ID:** 382 **BANK OF NH - DISTRICT**

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

9/18/2025 Check Manifest Batch: 382 Chk Count: 23 Total Amnt: 27,958.20

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	21,876.81
02	WATER FUND	3,274.84
03	RECREATION FUND	2,806.55

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

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

REQUEST FOR COMMISSION ACTION

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

MEETING DATE: _____ AGENDA ITEM#: _____

TITLE OF REQUEST: Dead tree Removal

SUMMARY OF WHY ACTION IS SOUGHT (Need, background):
Dead Ash tree Next to Center

GOAL SOUGHT WITH THIS ACTION:
To Prevent dead tree From Falling on Center of Propane tank 12,000 Gal

ACTION REQUESTED:
Remove tree

BUDGET IMPLICATIONS & ACCOUNT NUMBER (to be completed by Management):
Price From top Notch 2500

PLAN FOR IMPLEMENTATION: