WEVD COMMISSION MEETING & PUBLIC HEARINGS AGENDA

Wednesday, October 15, 2025, at 4 p.m.

Community Center, 562 Winterbrook Rd., Campton, 03223

with Zoom access

Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. If remote attendance, reason & vote
5. Adoption of Agenda
6. Public Hearing 1: To accept and expend $9,999.00 in WEA operating funds for Ski Area Insurance
    a. Not needed – heard, accepted, and expended in March 2025
7. Public Hearing 2: To accept the improvement valued at $6,000.00 to the outdoor courts at the community center.
8. Public Hearing 3: To adopt a Driveway Ordinance
9. Approval of Minutes
    a. September 24, 2025
    b. September 26, 2025 – Joint W&R Meeting
10. Treasurer's Report
11. GM's Report
12. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Budget Advisory
    d. Records & Retention
13. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
14. GENERAL CALENDAR ITEMS
    a. Purchasing Policy
    b. Appointing Alternate to BAC – Dave Spinney
15. Next Meetings:
    a. November 5, 2025 @ 6 PM
16. Public Comment Period
17. Non-Public Session
18. 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

Waterville Estates Village District
Driveway Ordinance

Adopted: October 15, 2025
Effective: November 1, 2025

_____

_____

_____
Board of the Commissioners

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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.

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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.

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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.

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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

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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.

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562 Winterbrook Road, Campton, NH 03223
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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.

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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.

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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: _____

_____

_____

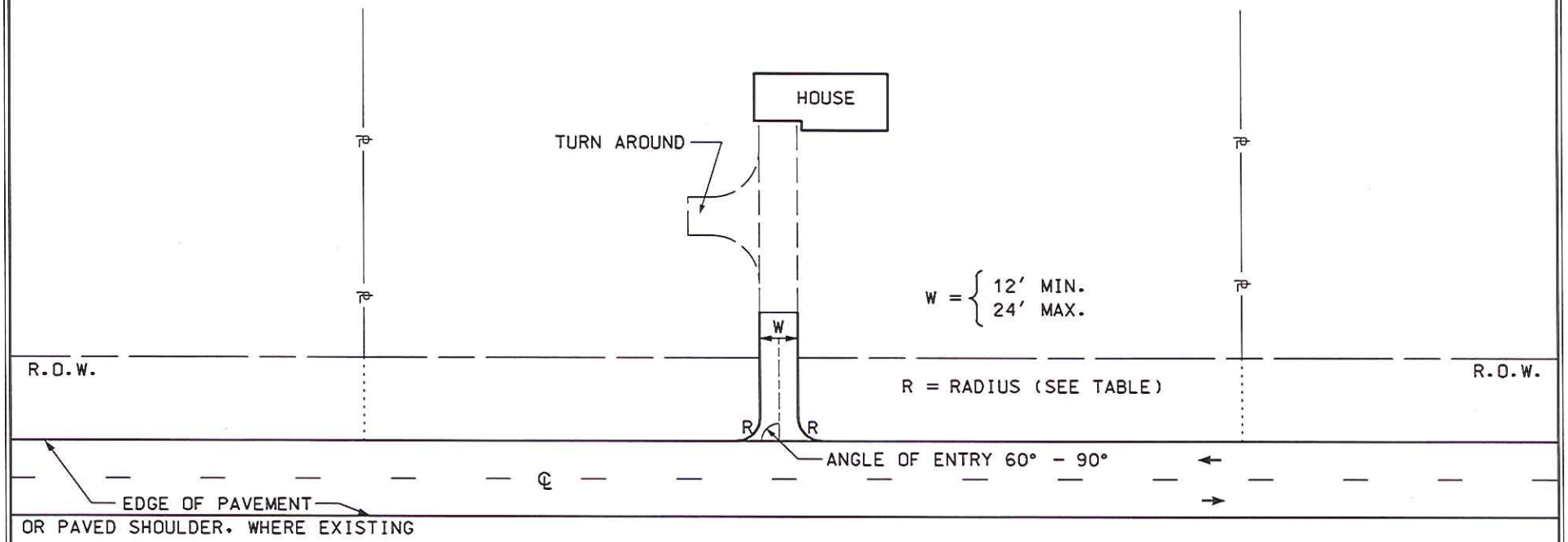
_____

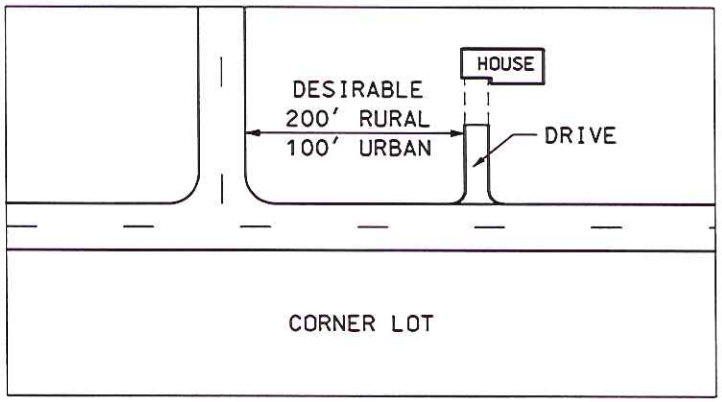
_____

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.

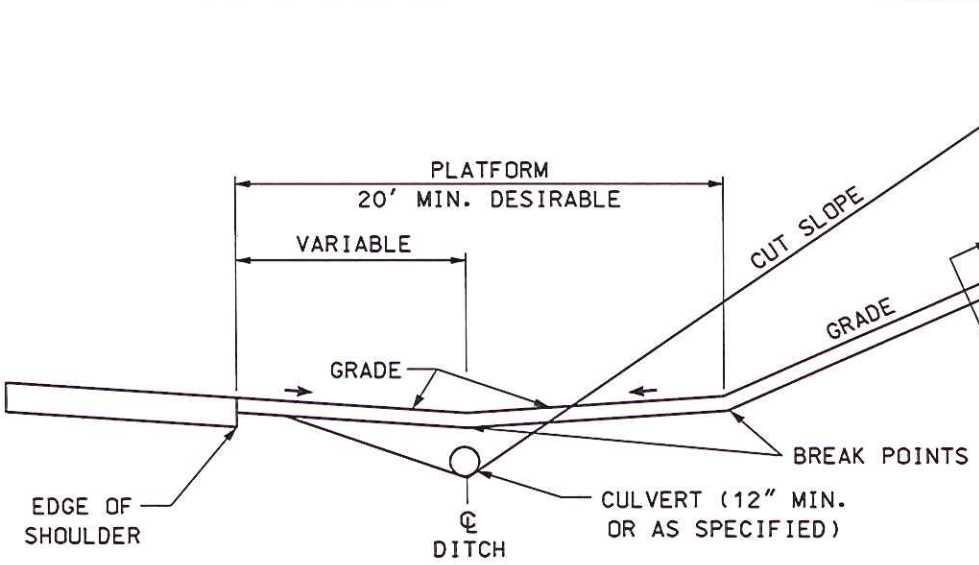
3) NO PART OF ANY DRIVE SHALL BE CONSTRUCTED OUTSIDE OF APPLICANT'S FRONTAGE.

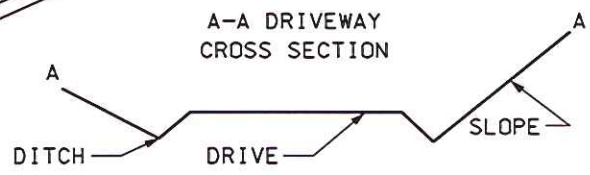
RESIDENTIAL DRIVE -- RURAL/URBAN

DATE
11/27/2006

DGN
Figure1

Exhibit 2 - WEVD Driveway Ordinance





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%.

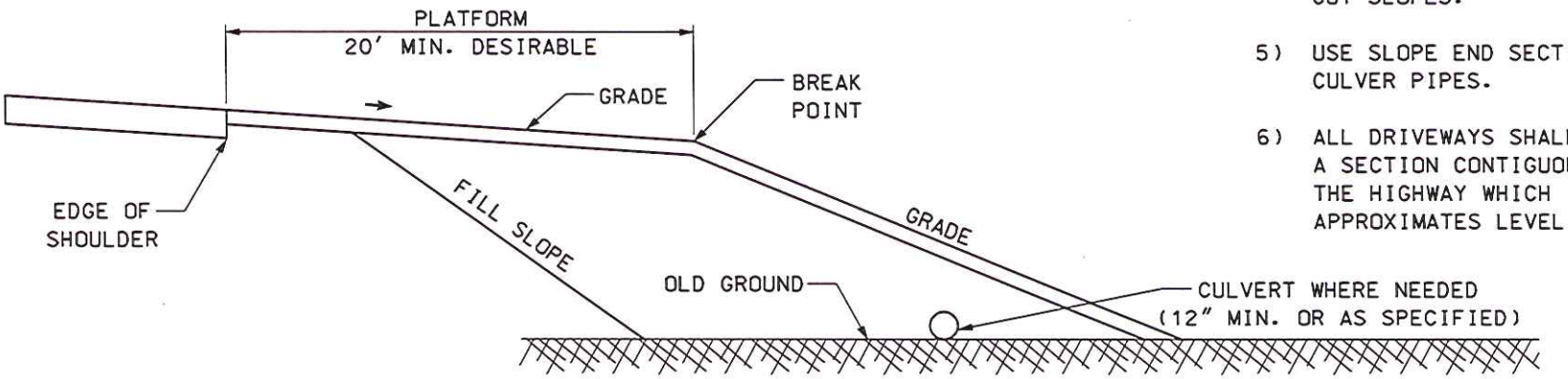
3) THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.

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

Exhibit 3 - WEVD Driveway Ordinance

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

*WEVD Commission DRAFT Meeting Minutes
September 24, 2025 – 9 AM

Attendees: Commissioners Maureen Patti, Gerry Panuczak, Mark Canfield, General Manager (GM), Helen Chatel, Administrative Assistant Allison Smith, Treasurer Denise Aguiló, and Finance Administrator Lisa Magerer.

Attendees on Zoom: na

Members of the Public: na

Members of the Public on Zoom: Matthew Rodger, Linda Ivers, Chris, Ketih Barnes, Tom H, Nancy Seward, Scott Sallaway

Members Excused: na

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

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

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

If remote attendance, reason & vote:
na

Adoption of Agenda:
Agenda was adopted as is.

Public Hearing 1: To accept the new mailboxes as an improvement to the Community Center valued at $27,417.68.
Mr. Panuzcak opened the public hearing #1 at 6:01 PM. He said that the new mailboxes have been installed already. Ms. Patti thanked WEA for the mailbox project completion. Ms. Panuzcak thanked Jim Cahill for his diligence and seeing the project through. Mr. Canfield seconded other Commissioners' sentiments.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:04 PM.

Ms. Patti made a motion to accept the new mailboxes as an improvement to the Community Center valued at $27,417.68. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 2: To accept and expend $1,932.43 in WEA CIF monies for the construction of the mailboxes.

Mr. Panuzcak opened the public hearing at 6:04 PM. Ms. Patti explained that this money is only for supplies related to the mailbox project.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:06 PM.

Ms. Patti made a motion to accept and expend $1,932.43 in WEA CIF monies for the construction of the mailboxes. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 3: To accept and expend $9,999.00 in WEA CIF monies for Ski Area Insurance.

Mr. Panuzcak opened the public hearing at 6:06 PM.

He explained that this is an annual expense which used to be paid directly by WEA. There was discussion about whether CIF is the correct label for this expense.

- Linda Ivers from WEA via Zoom confirmed that it used to be directly paid by WEA and said that she will check with the Board and provide the Commission with accurate information.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:10 PM.

It was decided to table the public hearing until the correct notice could be issued.

GM closed the hearing at 6:10 pm. Will have to vote later when it's noticed correctly.

Public Hearing 4: To adopt a Driveway Ordinance.

Mr. Panuzcak opened the public hearing at 6:10 PM.

Ms. Smith explained the rationale behind adopting the Driveway Ordinance and confirmed that driveway permits under this new ordinance will be issued only on District Roads.

Mr. Canfield said that he was not sure RSA 236:13 applies to the types of roads that the District owns.

Ms. Smith said that this is the RSA that the District shall comply with as per the advice of the District legal counsel. She said that she will refer back to counsel to clarify before the next meeting.

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Commission discussed dates to make sure the public notice is possible for another public hearing. Ms. Patti announced that public hearing #3 and #4 will be held on October 15th.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:19 PM.

Public Hearing 5: To amend the WEVD Community Water System Ordinance sections 5 and 9.

Mr. Panuzcak opened the public hearing at 6:19 PM. Ms. Smith explained the amendments as they were shown in the packet.

After checking with Ms. Smith, it was determined that there was no one willing to address the Commission at the physical location, on the phone, or electronically, Mr. Panuczak closed the public hearing at 6:21 PM.

Mr. Panuzcak made a motion to amend the WEVD Community Water System Ordinance sections 5 and 9 as provided in the handout. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Approval of Minutes

September 8, 2025

*Ms. Patti motioned to accept the draft minutes for **September 8, 2025** as presented and make them official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

September 9, 2025

Mr. Canfield made the following verbal amendments:

Line 9 attendees on Zoom, to include the representatives' names from Richo
Line 81 near the lift lines
Line 84 given
Line 97 completing
Line 186 is included in the financial summary. These funds were expensed to cover the front desk wages including health insurance.
Line 249 he asked if the snowmaking was…

*Mr. Canfield motioned to amend **September 9, 2025** according to the list of 6 verbal amendments by Mr. Canfield. Mr. Panuczak duly seconded. Mr. Canfield duly seconded. Motion carried with a 2:0:1 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti abstained.*

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*Mr. Panuczak motioned to approve **September 9, 2025** as amended as official meeting minutes. Mr. Canfield duly seconded. Motion carried with a 2:0:1 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti abstained.*

Treasurer's Report

Ms. Aguiló said that everything was good. Reconciliation was done and taxes from both towns are up to date, as well as the water accounts.

Mr. Canfield asked Ms. Aguiló to look at the tax collections from both towns last year to compare them to this year collections.

GM's Report

Ms. Chatel noted that a comprehensive GM report is provided in the packet and provided further updates on the following:

The ski area cleanup/mowing will be done tomorrow.

Pickle ball courts updates have been done and she sent the invoice to WEA.

She has received a quote from Mr. Pelchat for tree trimming, which is $13,000 and additional $2,000 for taking the debris, which was recommended by the District staff.

There was discussion about money availability in the budget for the tree removal including the ash tree and the mountain. Other ways to pay for tree removal was discussed.

Another discussion was about the requested equipment for the lodge and the rationale for purchasing it which is mostly related to the safety and longevity of the District owned equipment.

Committee / Board Reports

Planning Board

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

Water & Roads

Will meet on Sept 26 to discuss the Water Master Plan draft with Horizons Engineering.

Budget Advisory

The committee calendar has been posted. First meeting is on October 7th, and the meeting day of the week has changed to Tuesday.

Records & Retention

Committee will meet on October 15th.

CONSENT CALENDAR

Manifests

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Manifests were in the packet.

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

GENERAL CALENDAR ITEMS

27 Condo Road Water Bills Post-Fire

Ms. Smith explained the request. She recommended that bill proration is done only on the usage portion of the bill.

- Matthew Rodger from the management company MTS – via Zoom, explained that there were 11 units that were damaged by fire and that it will be at least a year until anyone can come back to that building.

Ms. Smith provided the numbers to abate. She suggested moving all the 11 units to availability charge only group until they are able to come back to the building.

Mr. Panuczak moved to abate the usage portion of the water bill for all the 11 units beginning from September 4 until the end of the current billing cycle. Ms. Patti duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti, Mr. Panuczak – aye, Mr. Canfield – aye.

Mr. Panuczak made a motion to move the affected 11 units water billing to availability only charge until the units become habitable. Mr. Canfield duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti, Mr. Panuczak – aye, Mr. Canfield – aye.

Laserfiche

Mr. Panuczak said that the decision was tabled at the last meeting. Mr. Canfield spoke about his review of the proposal by Richo and said that the costs seemed reasonable to him. He said that he liked the idea of holding off on the backlog scanning to allow the Records Committee to go through the existing documents to scan. Mr. Canfield continued that the proposal for the current record handling system made sense to him and he thought that it would improve the District staff productivity.

Mr. Panuczak moved to authorize the expenditure of $11,732 for Laserfiche as presented at the last meeting. Mr. Canfield duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti, Mr. Panuczak – aye, Mr. Canfield – aye.

RCA – Dead Tree Removal

Mr. Panuczak noted that the price for removal was quoted at $2,500 from Top Notch. Tree is located by the propane tank and is a safety hazard. Ms. Chatel and Ms. Magerer will figure out the line item from which to draw the money to cover this expense.

Next Meetings:

a. September 26, 2025 @ 9 a.m. – Joint meeting with W&R committee, Horizon's Engineering presentation

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~~**October 8, 2025 @ 6 p.m. – Regular meeting**~~

Mr. Panuzcak said that this meeting will be moved to October 15th at 6 PM.

Public Comment Period

- Scott Salaway (110 Snowood Drive) - on zoom asked if the wood that is to be cut could be offered to the residents to burn.

Mr. Panuczak said that if that were the case, it would have to be offered to everyone in the District. He said the staff will look into that.

- Scott Salaway - asked about the money owed by Thornton and Campton to the District and if there is there a way to find out if these properties are short term rentals and disallow them to rent until the pay their taxes.

Ms. Patti said that Mr. Salaway could provide this suggestion to the town as he is the resident of it. The District does not have any jurisdiction.

- Scott Salaway – asked that since asbestos was found in the burnt units, was there any concern about asbestos being in other buildings.

Mr. Panuczak said that the District does not have much authority when it comes to construction or building permits. It is within the respective town's jurisdiction.

- Nancy Seward (129 Snowood Drive #1) - on Zoom - asked about the outdoor pool furniture. She thanked Ms. Chatel for assigning a staff person to evaluate the furniture. She continued to say that traditionally the GM would inform the HOA about the need to repair/replace these items. However, two years ago, the HOA was receiving a lot of complaints about the chairs, and the Board member called to order the replacements, which were assembled with the help of volunteers. Ms. Seward said that WEA Board would like to put that responsibility back on the District staff. The HOA will only be responsible for paying for the replacement with CIF funds.

Ms. Chatel said she was not sure how it was done before and whether it would take too much of her staff time to figure out which items to replace.

- Nancy Seward reiterated that WEA board would like to switch that responsibility back to the District staff as it was done prior.

Mr. Canfield said that the District is responsible for safely operating the recreation facilities and the furniture falls under that responsibility. He asked if Mr. Pelchat and his team could check the furniture when they put it away and tag the items that need to be repaired or replaced.

- Scott Salaway said that he volunteered to repair the chairs for the HOA and it took about 20 minutes a chair. He would volunteer again throughout the winter if the District were to provide lobster rolls in return.

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Non-Public Session

Ms. Patti motioned at 7:26 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Panuzcak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye, Ms. Patti – aye.

Non-public session was entered at 7:28 PM, Commissioners Patti, Panuczak, and Canfield were present in person as well as the MRI Consultant Carol Granfield (left at 8:30 PM), General Manager Helen Chatel, and Administrative Assistant Allison Smith (left at 7:45 PM).

Resumption of Public Session.

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

Public session was entered at 8:52 PM. Commissioners Patti, Panuczak and Canfield were present in person.

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

Adjourn Meeting

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

Meeting adjourned at 8:54 PM.

Minutes prepared by Alvina Snegach

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Water & Roads Committee

WEVD Commission

September 26, 2025 – 9:00 AM

562 Winterbrook Rd., Campton, NH 03223

Members in Attendance: Stan Bujalski, Gerry Panuczak, Maureen Patti (arrived at 9:09 AM), Archie Jackson, Bob Haskins

Members on Zoom: Scott Monroe

Members Absent: Mark Canfield, Anthony Patti

Other Attendees: Scott Sallaway, Ned McElroy, Horizon's Engineering consultants Cathy Conway and Rachel Hastings, Municipal Assistant Allison Smith

Water & Roads Committee - Call to Order: Gerry Panuczak called the Water & Roads committee meeting to order at 9:03 AM.

Water & Roads Committee - Roll Call: Gerry Panuczak – present, Stan Bujalski – present, Archie Jackson – present, Bob Haskins – present. Member Scott Monroe was present via Zoom but did not participate in roll call.

Mr. Panuczak thanked Horizon's Engineering for their timely and thorough work on the Waterville Estates Village District Water System Improvement Plan. Ms. Conway thanked Mr. Panuczak and staff for their cooperation on the project.

Call to Order & Roll Call of Commission:

Ms. Patti joined the meeting establishing a quorum of the Commission. Mr. Panuczak called the Commissioner meeting to order at 9:10 AM. Maureen Patti – present, Gerry Panuczak – present.

WEVD Water System Improvement Plan Presentation – Horizon's Engineering:

Ms. Conway and Ms. Hastings presented the findings of the WEVD Water System Improvement Plan. The main conclusions of the report as explained by Ms. Conway and Ms. Hastings are as follows:

- Water meters in all residences and increased metering in transmission lines are necessary to see where water is going and determining areas of loss in the system;
- A new well source and more storage is needed to meet state rule requirements;
- Infrastructure across the system is aging and planning for replacement is needed; and
- Rates will need to increase to counter inflation and meet funding demands for system improvements. Other funding options are available for large improvements but consistent savings is key to preparedness.

When doing report calculations, Horizon's Engineering looked at the build-out potential of the community be NHDES design requirements so that a proper list of capital improvements could be developed.

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In order for WEVD to continue expansion more storage and a new well source will need to be established to comply with NH Department of Environmental Service (NHDES hereinafter) rules. Ms. Conway explained that by-rule, once a system is at 80% capacity the state wants to see additional storage and sources sought.

The geologist's report included in the appendices of the Improvement Plan suggests a location near Snowood Village could be viable for a well. Ms. Conway explained that getting a new well will take time but is something that the District needs in order to expand.

Ms. Hastings explained the hydraulic model presented in the Improvement Plan. Based on the well flow data provided to Horizon's, Ms. Hastings found that flow rates followed a standard 24-hour peaking model. Field readings were taken and used to calculated modeled pressure readings throughout the system. Ms. Hastings highlighted areas with high error rates that indicate something else may be happening in the system and suggests staff further investigate these areas.

Ms. Conway reviewed the items on the Capital Improvement Plan contained in the report and stated that they are able to help with the District's future projects as desired.

Ned McElroy, 22 Goose Hollow Road, stated that rates next year with the added 8% would go to $1,300.00 and in 40 years the same rate would go to $3,700.00. Ms. Hastings corrected Mr. McElroy stating what was written in the report is the correct calculation of rate progression over 15 years.

Mr. Bujalski asked Ms. Conway how deep the bedrock is. Ms. Conway stated that the geologist's report notes 60-170 feet of overburden is above the bedrock.

Mr. Bujalski asked what "by-rule" and "measured" meant in the context of the report. Ms. Conway explained that "measured" means utilizing current data whereas "by-rule" (aka design rule) means utilizing the NHDES rule regarding average daily use which is 150 gallons per day per bedroom. The design rule must be used when planning for expansion.

Mr. Panuczak asked if the District buying its own GIS system was warranted as the Town of Campton had offered to share layers of their system. Ms. Conway stated that it would be necessary in order for the District to track its own system, but the towns layers would strengthen their data.

Mr. Panuczak asked if Horizon's was recommending a change to the rate system since they are recommending meters. Ms. Conway explained that other communities that have meters typically have a base rate billed regardless of usage and then a per gallon rate based on usage.

Mr. Panuczak asked if a 20% investment in a $20 million dollar over the next 13 years is normal. Ms. Conway said that it is normal and that is why it is important to get towns to think about asset management.

Mr. Haskins stated that customers typically look at cost and availability and given the two large outages that the District had in recent years, would Horizon's change their recommendations? Ms. Conway stated that metering transmission lines and individual users is important to evaluate the health of the system. Mr. Jackson reiterated that metering both allows operators to get a full picture of the system and makes it faster to see where there may be issues in situations like those described by Mr. Haskins.

Mr. Jackson asked if Horizon's Engineering would be able to assist the District with more than just the engineering of a project. Ms. Conway stated that they would be able to assist with any portion of the

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project that the District wanted them to do (e.g. permitting, specs, bidding, installation observations, as-builds, etc.).

Mr. Jackson asked if the pressure rating of the PVC material listed in the report was known for the rest of the system. Ms. Hastings stated it was not but she calculated her report based on a rating of 250 psi which is the known rating of pipes at Liberty Lane, as that is the beginning of the system.

Mr. Bujalski feels that replacing interior piping at Liberty and replacing/lining the ski-bowl holding tank should be numbers 1 and 2 on the improvement plan rather than at the bottom of the schedule. As a quick solution to the supply issue, Mr. Bujalski asked if a deeper well could be drilled in the immediate vicinity of the current wells. Ms. Conway stated that she wouldn't be able to comment on that, but that the District would likely still need to get NHDES approval regardless of the placement.

Mr. McElroy asked for clarification on the difference between "by-rule" versus "measured" as referenced on page 4 and 5 of the report. Ms. Hastings repeated what Ms. Conway stated earlier. Mr. McElroy stated that based on that explanation, he felt the report says the District is at its limit. Ms. Conway agreed that the District's source is in a critical state. Mr. Panuczak stated that this has been known for a number of years and that no one prior had definitively picked a location for a secondary site and he appreciates that this report does.

Mr. McElroy asked if the District could place a moratorium on building given this information. Mr. Panuczak and Ms. Patti stated that the District does not have land use authority and that the towns would be the authority to restrict land use. Ms. Patti did state that telling people they cannot build would likely not be feasible even through the town, but the District could deny water connections and require new builds to install their own well, which has already started to happen in locations that cannot get adequate pressure.

Scott Sallaway, 110 Snowood Drive, asked what time period the usage data examined was from, as he was curious if there was any seasonal variation. Ms. Conway stated that the chart on page 11 used the last 2 years. Mr. Sallaway explained that he felt the reason meters were voted down was because no one could provide an estimated bill amount post-metering and asked if Ms. Conway could. Ms. Conway stated that she could not estimate that as it depends on a number of factors. Ms. Smith explained to Mr. Sallaway how metered billing structures work. Mr. Jackson further explained that data from our system would be needed in able to get a correct rate established.

Ms. Conway and Ms. Hastings exited the meeting at 10:35 AM.

2025 Sanitary Survey:

Mr. Jackson stated that he reviewed the report briefly and stated he did not see any critical recommendations from the state and that there were not many negative comments either. Mr. Panuczak stated the committee will review the report at their next meeting with Mr. Stephen Baert present.

Next Water & Roads Committee Meeting: October 17, 2025 at 9:00 AM

Mr. Panuczak asked the committee to review WEVD Water System Improvement Plan Presentation for the next meeting and be prepared to discuss prioritizing projects.

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Mr. McElroy asked if the second storage tank recommended at the top of Pegwood could be fitted to feed a different part of the system than the tank currently installed, and what the reasoning for placing it at the top of Pegwood was. Mr. Panuczak stated that the District will ask Horizon's Engineering those questions ahead of their next meeting. Mr. McElroy also asked why a new tank would be put where there is infrastructure that is not in good shape. Mr. Jackson explained that it is normal to increase storage and then replace fittings in these types of situations.

Mr. Sallaway asked how the District would seek to fund the projects listed in the report. Mr. Panuczak explained that there are a number of options including warrants and bonding. Ms. Smith explained how the Water Department is currently funded and how bonding and warrants adding to the operating budget would impact the budget and rates. Mr. Jackson clarified that all appropriations have to go through warrants regardless of the source of the money.

Approval of Minutes:

Mr. Panuczak motioned to approve the Water and Roads committee minutes for 06/22/20, 07/22/20, 08/20/20, 11/04/20, 06/28/24, 07/26/24, 10/18/24, 08/23/24, 04/18/25, and 07/18/25 as written. Mr. Bujalski seconded. Motion carried with a 5:0 roll call vote: Scott Monroe – aye, Stan Bujalski – aye, Gerry Panuczak – aye, Bob Haskins – aye, Archie Jackson – aye.

Adjourn:

Motion to adjourn the Water & Roads committee meeting by Mr. Panuczak, seconded by Mr. Jackson. Motion carried with a 5:0 roll call vote: Scott Monroe – aye, Stan Bujalski – aye, Gerry Panuczak – aye, Bob Haskins – aye, Archie Jackson – aye.

Motion to adjourn the Commissioner meeting by Mr. Panuczak, seconded by Ms. Patti. Motion carried with a 2:0 roll call vote: Maureen Patti – aye, Gerry Panuczak – aye

Both adjourned at 10:53 AM

Minutes prepared by Allison Smith

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WEVD Treasurer Report
10.15.25

Bank of NH - As of:	9.30.25	9.30.25		
	Per Bank	**Per MTS**	**Float**	
General Fund	$570,932.50	$614,382.51	$ (43,450.01)	unreconciled checks
Water Department	$734,399.68	$680,627.95	$ 53,771.73	Deposit in transit
Credit Card Account	$18,780.27	$19,115.77	$ (335.50)	Unreconciled transactions
Totals - BNH	$ 1,324,112.45	$ 1,314,126.23	$ 9,986.22	

Citizens - As of:	9.30.25	9.30.25	
Savings	$ 50,565.41	$ 50,565.41	$ -
Totals – All	$ 1,374,677.86	$ 1,364,691.64	$ 9,986.22

Campton

	Billed	**Paid**	**Due**	**Interest Received**
2025		$ 538,166.73		$ 70.72
2024	$ 1,153,572.00	$ 1,153,572.00	$ -	$ 1,194.48
2023	$ 1,313,393.00	$ 1,313,393.00	$ -	$ 2,414.34
2022	$ 1,229,625.00	$ 1,187,881.12	$ 41,743.88	$ 3,474.11
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	$ 7,530,332.74	$ 36,941.99	$ 18,524.37

Thornton

	Billed	**Paid**	**Due**	**Interest Received**
2025		$ 125,113.00		
2024	$ 383,066.00	$ 381,063.84	$ 2,002.16	$ 570.92
2023	$ 495,793.00	$ 495,785.00	$ 8.00	$ 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	$ 2,581,184.72	$ (226.46)	$ 6,571.74

Water Accounts Receivable – As of 9.30.25

Per UMS	**Per MTS**	**Variance**
$25,075.88	$7,702.34	$ 17,373.54

Collections Year to Date

2023		
Campton		
		$ 1,303,385.00
8/30/2023	44%	-571,999
9/30/2023	45%	-10,933
10/31/2023	45%	-6,649
11/30/2023	45%	-5,215
12/31/2023	46%	-7,410
1/31/2024	79%	-433,054
3/31/2024	98%	-249,022
4/30/2024	98%	-2,795
5/31/2024	99%	-15,866
6/30/2024	100%	-2,478
7/31/2024	100%	-308
8/31/2024	100%	-4,498
11/30/2024	100%	-2,120
4/30/2025	100%	-173
5/31/2025	100%	-873

2024		
Campton		
		$ 1,153,572.00
6/28/2025	2%	-26,250
7/30/2025	48%	-523,919
8/30/2025	54%	-76,655
9/30/2025	55%	-7,627
10/31/2025	55%	-4,745
11/30/2025	56%	-3,809
1/29/2025	60%	-51,102
2/28/2025	100%	-459,466

2025			
Campton			
		$ 1,153,572.00	Est fig based on LY
6/30/2025	2%	-21152.21	
7/30/2025	41%	-457042	
10/7/2025	47%	-59973	

2023		
Thornton		
		$ 495,786
7/31/2023	33%	-164,546
11/30/2023	40%	-31,415
1/31/2024	90%	-249,345
4/30/2024	98%	-39,489
7/30/2024	100%	-10,610

2024		
Thornton		
		$ 383,066
7/30/2024	47%	-179,284
1/29/2025	94%	-182,554
5/21/2025	98%	-14,894
7/29/2025	99%	-4,331

2025			
Thornton			
		$ 383,066	Est fig based on LY
7/30/2025	33%	-125113	

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📝 General Manager's Report

Date: October 15, 2025
To: Commissioners
From: General Manager
Subject: Department Updates Since September 25, 2025

🏗️ Building & Grounds

- **Outdoor Pool Winterization:** On October 2, staff emptied the outdoor pools and began winterizing the surrounding area. Following the first frost, crews will begin trimming back seasonal plantings.
- **Ski Area Preparations:** The team has been actively preparing the ski area for the upcoming season:
    - Undercoated the fleet of vehicles for winter protection
    - Initiated deep cleaning of ski facilities
    - Tree trimming is underway on the ski slopes following a rain and wind event earlier this month that caused a tree to fall. This emergency decision was made to ensure the safety of mountain users and protect our equipment investments.
- **Rec Center Improvements:** Carpet installation on the lower level of the Recreation Center has been completed.
- **Lap Pool Temperature Adjustment:** A member contacted us with concerns about the lap pool temperature. After reviewing the American Red Cross (ARC) guidelines, which recommend an optimal range of 78–82°F for lap swimming, and 82°F or higher for pools used by young children, I consulted with Shawn and Zach. We have agreed to set the lap pool temperature at 80°F to align with ARC standards and maintain comfort for adult swimmers.

🚰 Water & Roads

- **Leak Detection & Response:** Steve identified several leaks recently, including two significant ones—one at 5 gallons per minute and another at 15 gallons per minute. Both were located on private property, and homeowners were promptly notified by Steve and Alison.
- **System Performance:** Encouragingly, Steve reported that the well pumps did not activate between midnight and 5 AM the following day, indicating reduced water loss and improved system efficiency.
- **Infrastructure Mapping:** Steve located two long-sought valves in the wooded area. He addressed both and updated the system maps accordingly.
- **Road Work:** GSM Paving has begun work at the corner of Summit Drive and Weetamoo Road, marking the start of scheduled road improvements in that area.
- **Water Pressure Concern – Mr. Shilling:** Mr. Shilling contacted us regarding low water pressure at his residence. Lauren and Steve are aware of the issue and have been regularly testing pressure levels along Holland Trail, which remain within acceptable limits. It has

been suggested that the line from our valve to Mr. Shilling's home may have an obstruction, and he has been advised to have it inspected.

- **Correspondence – Mr. Bill Donahue:** Mr. Donahue reached out regarding water concerns at his Pegwood residence during busy weekends, particularly when snowmaking operations are active. After conferring with Steve, it was confirmed that engineers from Horizon had previously investigated the matter. Mr. Donahue is on a private well, and according to Horizon's representative, his home sits approximately 250 feet above our wells. Given that our wells extend more than 250 feet deep, it is unlikely they share the same water vein, and our operations should not impact his supply.

🛎️ Front Desk

- The Front Desk staff is performing well, with no issues to report at this time.

🎉 Concessions & Events

- A birthday party is scheduled in the lounge on October 18th, from the afternoon until 8:30 PM. Front desk personnel have been informed and are prepared to support the event as needed.
- **Kitchen Equipment Update & CIF Funding:** As of October 12, 2025, the WEA Board of Directors approved an $18,000 CIF appropriation for Ski Lodge kitchen equipment. This includes the purchase of two True 60" Refrigerated Sandwich Prep Tables totaling $15,638.00, along with additional equipment as determined by the Chef to best support operations. The Association expressed enthusiasm for the upcoming winter menu.
- **Dining Table Discussion:** The Board also discussed the condition of the lodge's standard dining-height tables. While the charm and atmosphere of the original tables were appreciated, it was acknowledged that they need attention. If refurbishing is not practical, the Association is prepared to fund replacements and awaits recommendations from Tony and Heather.
- **Bar Renovation Proposal:** The Board reviewed Tony's proposed modifications to the bar and food pick-up area. While supportive, they deferred the final decision to management due to the permanent nature of the changes. The Association is willing to seek carpenter volunteers if needed to:
    - Create a passthrough near the kitchen entrance
    - Remove approximately 32" of bar top and frontage
    - Relocate the end-of-line electrical outlet
    - Construct a new food pickup station with a 12–15' counter from the new bar end to the kitchen entrance

💼 Administration

- The staff and I are currently hard at work preparing our annual budget, with guidance and support from Lisa. This process is progressing steadily as we review departmental needs and align priorities for the upcoming fiscal year.

🔍 Summary

Staff across departments have made strong progress in transitioning operations for the winter season. From pool closures and ski area prep to water system improvements, road work, facility upgrades, budget planning, and event coordination, the team continues to demonstrate proactive maintenance, responsiveness, and operational readiness.

Budget Advisory Committee Report 10/08/25

The committee's first meeting for the 2026 Plan Year budget was held on 10/07/25. At the meeting the committee adopted the calendar of meetings which are scheduled each Tuesday at 4PM. The members include Denise Bujalski, Denise Aguiló, Dave Ketcham, Bill Mitchel, and Mark Canfield. At the meeting were Lisa M and Helen C. Dave Spinney was in the audience and requested to be appointed an alternate. With Dave's knowledge and interest, it is recommended that the commission appoint him in this capacity.

Lisa M reviewed the financial reports for the period 1/1 to 9/30. She identified significant variances by line, explaining the drivers behind each of them. Notably, wages, employee benefits, and insurance were pointed out as having been budgeted far less than actually experienced in 2025. Lisa will strive to get solid program renewal numbers from Primex and our health/dental coverage carriers for use in establishing the 2026 budget. Lisa will also introduce a worksheet tool that will better allocate FICA and payroll related benefits expenses, eliminating differences among departments.

Electric expenses are well above budget for building and grounds which is the community center. This must be monitored closely. Reducing usage in some way is essential.

It was stated that the current District budget is under negative pressure. The District Fund, although on a bottom line, is favorable by approximately 5 ppts, concerns were expressed that it's what we have budgeted but haven't spent that is producing this favorable variance. Underspending in some categories reflects a missed opportunity. Several expense categories were recommended to be "encumbered" so that the specific funds and their purpose could be moved to the 2026 budget without impacting the future tax rate. These included legal expense and consulting for the roads master plan.

Opportunities for possible expense reduction, both in the current year and the plan year were discussed. Among them were renegotiating internet and phone programs and security services, locking in purchase pricing on pool chemicals, negotiating Diesel costs to eliminate road taxes currently be paid, and reducing pest control costs. Helen was having an all-employee meeting on 10/8 where she was planning on discussing a focus on reducing spending through the end of the year. Unnecessary expenditures must be avoided.

The Water Department budget is presently not of concern, standing at 52.68% v. 9 month target of 75%. However, several categories of expense reporting $0 spent appear to require close review with expectations that some expense assigned to other departments may move over.

Our next meeting is scheduled for 10/14 where the committee will focus on the Highway, Roads and Water Departments.

Check Manifest - by Payee

Date: 9/25/2025 **Batch ID:** 383 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2341	SYSTEM	**9/25/2025**	**130**	**ALLISON SMITH**			
20250922				9/17/2025	1,440.00	0.00	1,440.00
01.4130.002.240 / EXEC - EDUCATION						1,440.00	
Tuition reimbursement pt. 2							
					Total Check #:	**2341**	**1,440.00**
2342	SYSTEM	**9/25/2025**	**160**	**AMAZON**			
11FL-KGT6-D3H7				9/17/2025	24.27	0.00	24.27
01.4314.003.826 / B&G - VEHICLE MAINTENANCE						24.27	
LED FLOOD LIGHT							
1PTF-7KTN-7HDY				9/15/2025	232.90	0.00	232.90
01.4314.003.630 / B&G - BUILDING REPAIRS						232.90	
DOOR CLOSER							
1Q6C-K1KK04XNV				9/15/2025	89.99	0.00	89.99
01.4130.002.610 / EXEC - OFFICE SUPPLIES						89.99	
KEURIG							
1W4H-K4DP-99HQ				9/09/2025	146.52	0.00	146.52
01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES						146.52	
reagent							
					Total Check #:	**2342**	**493.68**
2343	SYSTEM	**9/25/2025**	**250**	**AMERIGAS**			
754296488				9/09/2025	3,737.29	0.00	3,737.29
01.4314.003.341 / B&G - HEAT						3,737.29	
PROPANE							
					Total Check #:	**2343**	**3,737.29**
2344	ACH	**9/25/2025**	**9697**	**BANK OF NEW HAMPSHIRE**			***ACH***
202509				9/11/2025	399.70	0.00	399.70
01.4711.000.004 / DEBT - PRINCIPAL PAYMENTS - BANK OF NH TRAILER						380.28	
BNH LOAN PAYMENT							
01.4721.000.004 / DEBT - INTEREST PAYMENTS - BANK NH TRAILER						19.42	
BNH LOAN PAYMENT							

Check Manifest - by Payee

Date: 9/25/2025 **Batch ID:** 383 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2344**	**399.70**
2345	SYSTEM	**9/25/2025**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
23084				9/18/2025	2,269.25	0.00	2,269.25
01.4130.002.342 / EXEC - COMPUTER SERVICES						2,269.25	
SERVICE CONTRACT							
					Total Check #:	**2345**	**2,269.25**
2346	SYSTEM	**9/25/2025**	**1240**	**CONSOLIDATED COMMUNICATIONS**			
202509 7331-10 INV				9/12/2025	139.78	0.00	139.78
02.4331.520.350 / WTR - TELEPHONE						139.78	
8/12-9/11 SERVICE							
					Total Check #:	**2346**	**139.78**
2347	SYSTEM	**9/25/2025**	**1250**	**CONSOLIDATED COMMUNICATIONS**			
202509 7408 INV				9/12/2025	359.11	0.00	359.11
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						359.11	
8/12-9/11 SERVICE							
					Total Check #:	**2347**	**359.11**
2348	SYSTEM	**9/25/2025**	**1260**	**CONSOLIDATED COMMUNICATIONS**			
202509 8279 INV				9/12/2025	139.78	0.00	139.78
01.4312.002.350 / HWY - TELEPHONE & INTERNET						139.78	
8/12-9/11 SERVICE							
					Total Check #:	**2348**	**139.78**
2349	SYSTEM	**9/25/2025**	**1320**	**CONSOLIDATED COMMUNICATIONS**			
202509 8958 INV				9/12/2025	102.70	0.00	102.70
01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						102.70	
8/12-9/11 SERVICE							
					Total Check #:	**2349**	**102.70**
2350	SYSTEM	**9/25/2025**	**1340**	**CONSOLIDATED COMMUNICATIONS**			

Check Manifest - by Payee

Date: 9/25/2025 **Batch ID:** 383 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	20250912 5220 INV				9/12/2025	69.30	0.00	69.30
	02.4331.520.350 / WTR - TELEPHONE 8/12-9/11 SERVICE							69.30
						Total Check #:	**2350**	**69.30**
2351	SYSTEM	**9/25/2025**	**1350**	**CONSOLIDATED COMMUNICATIONS**				
	20250912 4707 INV				9/12/2025	139.78	0.00	139.78
	02.4331.520.350 / WTR - TELEPHONE 8/12-9/11 SERVICE							139.78
						Total Check #:	**2351**	**139.78**
2352	SYSTEM	**9/25/2025**	**2630**	**HEALTH TRUST**				
	001572790				9/16/2025	22,027.40	0.00	22,027.40
	01.2020.000.001 / PAYROLL LIABILITIES BENEFITS - SPOUSE HEALTH							307.15
	01.2020.000.001 / PAYROLL LIABILITIES BENEFITS - SPOUSE DENTAL							68.40
	02.4331.520.210 / WTR - HEALTH INSURANCE BENEFITS - HEALTH							1,981.26
	02.4331.520.211 / WTR - DENTAL INSURANCE BENEFITS - DENTAL							79.50
	01.4314.001.210 / B&G - HEALTH INSURANCE BENEFITS - HEATH							9,245.88
	01.4314.001.211 / B&G - DENTAL INSURANCE BENEFITS - DENTAL							363.48
	01.4521.001.210 / FD - HEALTH INSURANCE BENEFITS - HEALTH							2,641.68
	01.4521.001.211 / FD - DENTAL INSURANCE BENEFITS - DENTAL							106.02
	01.4130.001.210 / EXEC - HEALTH INSURANCE BENEFITS - HEALTH							2,994.94
	01.4130.001.211 / EXEC - DENTAL INSURANCE BENEFITS - DENTAL							117.53
	03.4520.001.210 / REC - HEALTH INSURANCE BENEFITS - HEALTH							1,320.84
	03.4520.001.211 / REC - DENTAL INSURANCE BENEFITS - DENTAL							53.01
	01.4312.001.210 / HWY - HEALTH INSURANCE							1,320.84

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			BENEFITS - HEALTH				
			01.4312.001.211 / HWY - DENTAL INSURANCE				53.02
			BENEFITS - DENTAL				
			01.4525.001.210 / FBF - HEALTH INSURANCE				1,320.84
			BENEFITS - HEALTH				
			01.4525.001.211 / FBF - DENTAL INSURANCE				53.01
			BENEFITS - DENTAL				
					Total Check #:	**2352**	**22,027.40**
2353	SYSTEM	**9/25/2025**	**4540**	**O'REILLY AUTO PARTS**			
4989-369122				9/16/2025	519.09	0.00	519.09
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE				519.09
			AUTO PARTS				
4989-369349				9/17/2025	16.37	0.00	16.37
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE				16.37
			AUTO PARTS				
					Total Check #:	**2353**	**535.46**
2354	SYSTEM	**9/25/2025**	**6180**	**UNIFIRST CORPORATION**			
1070448834				9/11/2025	115.07	0.00	115.07
			01.4521.003.610 / FD - SUPPLIES				34.08
			CLOTHS & TOWELS				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				33.25
			CLOTHS & TOWELS				
			03.4523.002.610 / LNG - BAR SUPPLIES				4.67
			CLOTHS & TOWELS				
			01.4312.002.610 / HWY - SHOP SUPPLIES				33.28
			CLOTHS & TOWELS				
			03.4522.003.610 / SKI - CLEANING SUPPLIES				0.29
			CLOTHS & TOWELS				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				9.50
			CLOTHS & TOWELS				
					Total Check #:	**2354**	**115.07**
2355	SYSTEM	**9/25/2025**	**6280**	**VERIZON WIRELESS**			
6123006781				9/08/2025	303.71	0.00	303.71

Check Manifest - by Payee

Date: **9/25/2025** **Batch ID:** **383** **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			02.4331.520.321 / WTR - BAD DEBTS					42.60
			IPAD					
			01.4130.002.351 / EXEC - CELL PHONES					42.60
			IPAD					
			01.4130.002.351 / EXEC - CELL PHONES					95.48
			GM CELLPHONE					
			01.4130.002.351 / EXEC - CELL PHONES					123.03
			WATER CELLPHONE					
						Total Check #:	**2355**	**303.71**

Check Manifest - by Payee

Date: 9/25/2025 **Batch ID:** 383 **BANK OF NH - DISTRICT**

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

9/25/2025 Check Manifest Batch: 383 Chk Count: 15 Total Amnt: 32,272.01

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	28,440.98
02	WATER FUND	2,452.22
03	RECREATION FUND	1,378.81

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2356	SYSTEM	**10/02/2025**	**80**	**AFLAC**			
	556810			9/28/2025	492.84	0.00	492.84
	01.2020.000.008 / AFLAC PAYABLE SEPTEMBER BILLING PERIOD					492.84	
					Total Check #:	**2356**	**492.84**
2357	SYSTEM	**10/02/2025**	**160**	**AMAZON**			
	14KR-XG7Q-DFTD			9/29/2025	68.38	0.00	68.38
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE ULTRA PIN TWO HOLE RECEPTABLE MOUNTHEAVY DUTY VICE FOR DRILL PRESS					19.39	
	01.4314.003.611 / B&G - SMALL TOOLS ULTRA PIN TWO HOLE RECEPTABLE MOUNTHEAVY DUTY VICE FOR DRILL PRESS					48.99	
	163C-4JDP-3RRD			9/23/2025	42.35	0.00	42.35
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES TAYLOR PH REAGENT					42.35	
	16VF-WJJG-YCCM			9/28/2025	69.98	0.00	69.98
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES POOL GUARD POOL VAC					69.98	
	191R-XJT6-F617			9/26/2025	394.99	0.00	394.99
	01.4314.003.612 / B&G - LARGE TOOLS 7.5 AMP FLOOR DRILL PRESS					394.99	
	1DR1-W31C-4CHV			9/22/2025	74.99	0.00	74.99
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES PH REDUCER					74.99	
	1HN4-63Q9-6KWQ			9/16/2025	169.20	0.00	169.20
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES cHLORINE TESTABS					169.20	
	1NYG-CTPP-1994			9/28/2025	185.45	0.00	185.45
	01.4314.003.609 / B&G - DEPT UNIFORMS 5 PKS HOTHANDS FOOT WARMERS1 LUMEN LED FLASHLIGHTS					185.45	
	1Q3C-DL1L-19LY			9/25/2025	104.03	0.00	104.03
	01.4314.003.614 / B&G - CLEANING SUPPLIES KITCHEN BAGS, 55 GALLON TRASH BAGS, TABLE WIPES AND GALLON GARBAGE CAN LINERS					104.03	
	1VLH-VPKC-D9NW			9/25/2025	99.65	0.00	99.65
	01.4521.003.610 / FD - SUPPLIES					17.03	

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	3 PK SCRUB DADDY & LIQUID HAND SOAPSWIM GOGGLES, KEURIG K CUPS, BEACH BALLS AN							
	03.3409.001.003 / COG - GENERAL MERCHANDISE						82.62	
	3 PK SCRUB DADDY & LIQUID HAND SOAPSWIM GOGGLES, KEURIG K CUPS, BEACH BALLS AN							
	1XX4-NLL6-HHKR				9/26/2025	69.45	0.00	69.45
	01.4314.003.827 / B&G - EQUIPMENT REPAIRS						47.49	
	STROBE LIGHT AND FERRARI HINGE							
	01.4314.003.630 / B&G - BUILDING REPAIRS						21.96	
	STROBE LIGHT AND FERRARI HINGE							
	1Y3R-MFWX-M1QD				9/20/2025	26.99	0.00	26.99
	01.4130.002.610 / EXEC - OFFICE SUPPLIES						26.99	
	1 iPHONE CASE							
						Total Check #:	**2357**	**1,305.46**
2358	SYSTEM	**10/02/2025**	**210**	**AMERIGAS**				
	3181443042				9/17/2025	237.54	0.00	237.54
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES						237.54	
	124.1 GALLONS PROPANE							
						Total Check #:	**2358**	**237.54**
2359	SYSTEM	**10/02/2025**	**250**	**AMERIGAS**				
	3181456260				9/18/2025	2,364.96	0.00	2,364.96
	01.4314.003.341 / B&G - HEAT						2,364.96	
	1251.3 GALLONS PROPANE							
						Total Check #:	**2359**	**2,364.96**
2360	SYSTEM	**10/02/2025**	**1270**	**CONSOLIDATED COMMUNICATION**				
	1123295 354210				9/18/2025	214.00	0.00	214.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						214.00	
	8/18/25 - 9/17/25 SERVICE							
						Total Check #:	**2360**	**214.00**
2361	SYSTEM	**10/02/2025**	**1330**	**CONSOLIDATED COMMUNICATIONS**				
	603401 9573983				9/21/2025	200.00	0.00	200.00
	02.4331.520.350 / WTR - TELEPHONE						200.00	
	8/21/25 - 9/20/25 SERVICE							

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2361**	**200.00**
2362	SYSTEM	**10/02/2025**	**1360**	**CONSOLIDATED COMMUNICATIONS**			
	603401 9573983			9/21/2025	354.64	0.00	354.64
			02.4331.520.350 / WTR - TELEPHONE			354.64	
			8/18/25 - 9/17/25 SERVICE				
					Total Check #:	**2362**	**354.64**
2363	SYSTEM	**10/02/2025**	**1890**	**EVERSOURCE**			
	5699 6545091			9/26/2025	23.87	0.00	23.87
			01.4522.002.340 / SKI - ELECTRIC			23.87	
			8/27/25 - 9/26/25 SERVICE				
					Total Check #:	**2363**	**23.87**
2364	SYSTEM	**10/02/2025**	**1910**	**EVERSOURCE**			
	5657 4090067			9/26/2025	142.55	0.00	142.55
			02.4331.520.340 / WTR - ELECTRICITY			142.55	
			8/27/25 - 9/26/25 SERVICE				
					Total Check #:	**2364**	**142.55**
2365	SYSTEM	**10/02/2025**	**1920**	**EVERSOURCE**			
	5636 0751028			9/26/2025	21.33	0.00	21.33
			01.4522.002.340 / SKI - ELECTRIC			21.33	
			8/27/25 - 9/26/25 SERVICE				
					Total Check #:	**2365**	**21.33**
2366	SYSTEM	**10/02/2025**	**1930**	**EVERSOURCE**			
	5629 9101063			9/26/2025	7,204.65	0.00	7,204.65
			01.4314.003.340 / B&G - ELECTRIC			7,204.65	
			8/27/25 - 9/26/25 SERVICE				
					Total Check #:	**2366**	**7,204.65**
2367	SYSTEM	**10/02/2025**	**1990**	**EVERSOURCE**			

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	5699 4890085			9/26/2025	55.67	0.00	55.67
	01.4312.003.340 / HWY - ELECTRIC					55.67	
	8/27/25 - 9/26/25 SERVICE						
					Total Check #:	**2367**	**55.67**
2368	SYSTEM	**10/02/2025**	**2020**	**EVERSOURCE**			
	5624 4890026			9/26/2025	88.34	0.00	88.34
	01.4312.003.340 / HWY - ELECTRIC					88.34	
	8/27/25 - 9/26/25 SERVICE						
					Total Check #:	**2368**	**88.34**
2369	SYSTEM	**10/02/2025**	**2040**	**EVERSOURCE**			
	5697 4735011			9/26/2025	49.10	0.00	49.10
	01.4522.002.340 / SKI - ELECTRIC					49.10	
	8/27/25 - 9/26/25 SERVICE						
					Total Check #:	**2369**	**49.10**
2370	SYSTEM	**10/02/2025**	**7270**	**EVERSOURCE**			
	5623 5890092			9/26/2025	539.93	0.00	539.93
	01.4522.002.340 / SKI - ELECTRIC					539.93	
	8/27/25 - 9/26/25 SERVICE						
					Total Check #:	**2370**	**539.93**
2371	SYSTEM	**10/02/2025**	**7280**	**EVERSOURCE**			
	5634 4890025			9/25/2025	352.89	0.00	352.89
	02.4331.520.340 / WTR - ELECTRICITY					352.89	
	8/27/25 - 9/26/25 SERVICE						
					Total Check #:	**2371**	**352.89**
2372	SYSTEM	**10/02/2025**	**7300**	**EVERSOURCE**			
	5618 1551029			9/26/2025	35.13	0.00	35.13
	02.4331.520.340 / WTR - ELECTRICITY					35.13	
	8/27/25 - 9/26/25 SERVICE						

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2372**		**35.13**
2373	SYSTEM	**10/02/2025**	**7310**	**EVERSOURCE**				
	5668 8101039				9/26/2025	52.64	0.00	52.64
			01.4522.002.340 / SKI - ELECTRIC				52.64	
			8/27/25 - 9/26/25 SERVICE					
					Total Check #:	**2373**		**52.64**
2374	SYSTEM	**10/02/2025**	**7320**	**EVERSOURCE**				
	5638 4126058				9/26/2025	21.00	0.00	21.00
			02.4331.520.340 / WTR - ELECTRICITY				21.00	
			8/27/25 - 9/26/25 SERVICE					
					Total Check #:	**2374**		**21.00**
2375	SYSTEM	**10/02/2025**	**7330**	**EVERSOURCE**				
	5694 5126092				9/26/2025	23.19	0.00	23.19
			02.4331.520.340 / WTR - ELECTRICITY				23.19	
			8/27/25 - 9/26/25 SERVICE					
					Total Check #:	**2375**		**23.19**
2376	SYSTEM	**10/02/2025**	**9130**	**EVERSOURCE**				
	5695 6494017				9/26/2025	83.96	0.00	83.96
			02.4331.520.340 / WTR - ELECTRICITY				83.96	
			8/27/25 - 9/26/25 SERVICE					
					Total Check #:	**2376**		**83.96**
2377	SYSTEM	**10/02/2025**	**9140**	**EVERSOURCE**				
	5610 1129021				9/25/2025	3,084.48	0.00	3,084.48
			02.4331.520.340 / WTR - ELECTRICITY				3,084.48	
			8/27/25 - 9/26/25 SERVICE					
					Total Check #:	**2377**		**3,084.48**
2378	SYSTEM	**10/02/2025**	**4120**	**NEW HAMPSHIRE ELECTRIC MOTORS, INC**				

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	35357			9/24/2025	92.50	0.00	92.50
	01.4522.003.663 / SKI - LIFT MAINTENANCE						92.50
	MOTOR FOR SKI LIFT						
					Total Check #:	**2378**	**92.50**
2379	SYSTEM	**10/02/2025**	**9657**	**TOP NOTCH TREE EXPERTS**			
	PO# 8008			7/29/2025	2,500.00	0.00	2,500.00
	01.4312.002.390 / HWY - SUBCONTRACTORS						2,500.00
	TAKE DOWN & REMOVE 3 TREES AT MAINTENANCE SHOP						
					Total Check #:	**2379**	**2,500.00**
2380	SYSTEM	**10/02/2025**	**6180**	**UNIFIRST CORPORATION**			
	1070452211			9/25/2025	103.99	0.00	103.99
	01.4521.003.610 / FD - SUPPLIES						35.17
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						29.52
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	01.4312.002.610 / HWY - SHOP SUPPLIES						29.51
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.29
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.50
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	1969459487			9/18/2025	103.99	0.00	103.99
	01.4521.003.610 / FD - SUPPLIES						35.17
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						29.52
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	01.4312.002.610 / HWY - SHOP SUPPLIES						29.51
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.29
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.50
	TERRY CLOTHS, AUTO REPLACEMENT OF CLOTHS, BEACH TOWEL, WEVD RUG @ FRONT DOOR, BA						
					Total Check #:	**2380**	**207.98**

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2381	SYSTEM	**10/02/2025**	**4070**	**WESCO DISTRIBUTION INC.**			
	S6356487.001			9/23/2025	17.71	0.00	17.71
		01.4312.002.821 / HWY - EQUIPMENT REPAIR				17.71	
		SINGLE RECEPTICAL, BLK PLUG, COVER W/RECEPTICAL, 1 BOX					
	S6356487.002			9/24/2025	22.33	0.00	22.33
		01.4312.002.821 / HWY - EQUIPMENT REPAIR				22.33	
		BLACK CONNECTOR AND BLACK CORD					
	S6356487.002-A			9/24/2025	22.33	0.00	22.33
		01.4312.002.821 / HWY - EQUIPMENT REPAIR				22.33	
		BLACK CONNECTOR AND CORD					
					Total Check #:	**2381**	**62.37**

Check Manifest - by Payee

Date: 10/02/2025 **Batch ID:** 384 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
10/02/2025	**Check Manifest**		**Batch:**	**384**	**Chk Count:**	**26**	**Total Amnt:**	**19,811.02**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	15,429.98
02	WATER FUND	4,297.84
03	RECREATION FUND	83.20

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 10/09/2025 **Batch ID:** 385 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2382	SYSTEM	**10/09/2025**	**150**	**ALVINA SNEGACH**			
	WE MEETING 9-24-25			9/24/2025	125.00	0.00	125.00
	01.4130.002.390 / EXEC - CONSULTING WEVD COMMISSION MEETING 9/24/25					125.00	
					Total Check #:	**2382**	**125.00**
2383	SYSTEM	**10/09/2025**	**160**	**AMAZON**			
	13FJ-GVQ4-FXMX			9/26/2025	200.85	0.00	200.85
	01.4522.003.663 / SKI - LIFT MAINTENANCE DARK BROWN RUST-OLEUM SPRAY PAINT					200.85	
	1G16-RMGC-46GF			10/01/2025	55.98	0.00	55.98
	01.4314.003.630 / B&G - BUILDING REPAIRS EMERGENCY EXIT RED SIGN ANDEMERGENCY EXIT LIGHT BATTERY					55.98	
	1HLP-NJCL-14V9			10/07/2025	-200.85	0.00	-200.85
	01.4522.003.663 / SKI - LIFT MAINTENANCE DARK BROWN RUST-OLEUM SPRAY PAINT					-200.85	
	1HXP-M6DV-4GF4			10/01/2025	55.98	0.00	55.98
	01.4314.003.630 / B&G - BUILDING REPAIRS 2 - RED EXIT SIGN W/EMERGENCY LIGHTS					55.98	
	1M4V-YP3Y-7RWK			10/06/2025	19.58	0.00	19.58
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE 2 - DEVMO ADJUSTABLE BUCK STEP POWER MODULE					19.58	
	1PG7-MH4W-6NMP			10/01/2025	14.05	0.00	14.05
	01.4314.003.609 / B&G - DEPT UNIFORMS LUMEN LED FLASHLIGHT					14.05	
	1Q76-C79C-9TRD			9/29/2025	127.23	0.00	127.23
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES ZODIAC 100 FEET SKIMMER/STATIC PIPE REPLACEMENT KIT					127.23	
					Total Check #:	**2383**	**272.82**
2384	SYSTEM	**10/09/2025**	**210**	**AMERIGAS**			
	3181623621			9/24/2025	192.18	0.00	192.18
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES 100.1 GALLONS PROPANE - POOL					192.18	

Check Manifest - by Payee

Date: 10/09/2025 **Batch ID:** 385 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	3181834305			9/30/2025	202.01	0.00	202.01
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					202.01	
	105.3 GALLONS PROPANE - POOL						
					Total Check #:	**2384**	**394.19**
2385	SYSTEM	**10/09/2025**	**250**	**AMERIGAS**			
	3181613486			9/24/2025	3,512.38	0.00	3,512.38
	01.4314.003.341 / B&G - HEAT					3,512.38	
	1858.4 GALLONS PROPANE - COMMUNITY CTR						
					Total Check #:	**2385**	**3,512.38**
2386	SYSTEM	**10/09/2025**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	9148			10/01/2025	1,038.18	0.00	1,038.18
	01.4314.003.616 / B&G - TRASH REMOVAL					777.92	
	SERVICE SCHEDULE 10 YARD - REC CENTER						
	03.4522.003.491 / SKI - TRASH REMOVAL					260.26	
	SERVICE SCHEDULE 8 YARD - SKI AREA						
					Total Check #:	**2386**	**1,038.18**
2387	SYSTEM	**10/09/2025**	**1290**	**CONSOLIDATED COMMUNICATIONS**			
	603 4061840317			9/24/2025	200.00	0.00	200.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					200.00	
	8/24/25 - 9/23/2025 SERVICE						
					Total Check #:	**2387**	**200.00**
2388	SYSTEM	**10/09/2025**	**1300**	**CONSOLIDATED COMMUNICATIONS**			
	603 4062057 157			9/24/2025	3.60	0.00	3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					3.60	
	8/24/25 - 9/23/2025 SERVICE						
					Total Check #:	**2388**	**3.60**
2389	SYSTEM	**10/09/2025**	**1940**	**EVERSOURCE**			
	01-56307251074			10/01/2025	79.61	0.00	79.61
	01.4314.003.340 / B&G - ELECTRIC					79.61	

Check Manifest - by Payee

Date: 10/09/2025 **Batch ID:** 385 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			9/2/25 - 10/1/25 SERVICE				
					Total Check #:	**2389**	**79.61**
2390	SYSTEM	**10/09/2025**	**1970**	**EVERSOURCE**			
1 - 5645 839 9037				9/26/2025	21.33	0.00	21.33
			01.4522.002.340 / SKI - ELECTRIC			21.33	
			9/2/25 - 10/1/25 SERVICE				
					Total Check #:	**2390**	**21.33**
2391	SYSTEM	**10/09/2025**	**7480**	**HANDYMAN HARDWARE INC.**			
A210495				9/01/2025	2.34	0.00	2.34
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE			2.60	
			MISC FASTENERS				
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE			-0.26	
			MISC FASTENERS				
A210511				9/02/2025	24.75	0.00	24.75
			01.4314.003.630 / B&G - BUILDING REPAIRS			27.50	
			1000 FT CAUTION TAPE AND ASST COLORED ELECTRICAL TAPE				
			01.4314.003.630 / B&G - BUILDING REPAIRS			-2.75	
			1000 FT CAUTION TAPE AND ASST COLORED ELECTRICAL TAPE				
A210553				9/04/2025	49.50	0.00	49.50
			01.4314.003.630 / B&G - BUILDING REPAIRS			55.00	
			TAPE MEASURER AND SCREW FIN/TRIM 8X2"				
			01.4314.003.630 / B&G - BUILDING REPAIRS			-5.50	
			TAPE MEASURER AND SCREW FIN/TRIM 8X2"				
A210778				9/15/2025	13.50	0.00	13.50
			01.4312.002.826 / HWY - VEHICLE MAINTENANCE			15.00	
			EASY GRIP POLY SPONGE AND DEEP CRYSTAL CAR WASH				
			01.4312.002.826 / HWY - VEHICLE MAINTENANCE			-1.50	
			EASY GRIP POLY SPONGE AND DEEP CRYSTAL CAR WASH				
A210800				9/16/2025	21.15	0.00	21.15
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE			23.50	
			EPOXY REPAIR STICK PLASTIC AND AMT0121 BUTT SPLICE				
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE			-2.35	
			EPOXY REPAIR STICK PLASTIC AND AMT0121 BUTT SPLICE				
A210935				9/23/2025	9.00	0.00	9.00

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4312.002.821 / HWY - EQUIPMENT REPAIR						10.00	
	POWER CORD							
	01.4312.002.821 / HWY - EQUIPMENT REPAIR						-1.00	
	POWER CORD							
A210973					9/26/2025	24.75	0.00	24.75
	01.4522.003.663 / SKI - LIFT MAINTENANCE						27.50	
	DIAMOND BRAIDED POLY ROPE							
	01.4522.003.663 / SKI - LIFT MAINTENANCE						-2.75	
	DIAMOND BRAIDED POLY ROPE							
B492377					9/03/2025	5.40	0.00	5.40
	01.4314.003.630 / B&G - BUILDING REPAIRS						6.00	
	SCREWS WALL PLATE AND PVC OUTLET BOX							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-0.60	
	SCREWS WALL PLATE AND PVC OUTLET BOX							
B492448					9/03/2025	67.50	0.00	67.50
	02.4331.520.611 / WTR - TOOLS						75.00	
	PAPER TOWELS, LITHIUM AAA BATTERY AND ALKALINE PEN LIGHT							
	02.4331.520.611 / WTR - TOOLS						-7.50	
	PAPER TOWELS, LITHIUM AAA BATTERY AND ALKALINE PEN LIGHT							
B492551					9/04/2025	1.80	0.00	1.80
	01.4314.003.630 / B&G - BUILDING REPAIRS						2.00	
	POINT GLACIER PUSH							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-0.20	
	POINT GLACIER PUSH							
B492616					9/04/2025	22.50	0.00	22.50
	01.4312.002.611 / HWY - SMALL TOOLS						25.00	
	HOSE GARDEN FLEXOGEN							
	01.4312.002.611 / HWY - SMALL TOOLS						-2.50	
	HOSE GARDEN FLEXOGEN							
B492689					9/05/2025	27.00	0.00	27.00
	01.4522.003.663 / SKI - LIFT MAINTENANCE						30.00	
	FLAT BROWN ENAMEL PAINT SPRAY							
	01.4522.003.663 / SKI - LIFT MAINTENANCE						-3.00	
	FLAT BROWN ENAMEL PAINT SPRAY							
B492690					9/05/2025	12.60	0.00	12.60
	01.4314.003.630 / B&G - BUILDING REPAIRS						14.00	
	OAK STAIN FINISH AND HIGH DENSITY FOAM BRUSH							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-1.40	

Payment #	Type	Check Date	Vendor ID	Payee				
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	OAK STAIN FINISH AND HIGH DENSITY FOAM BRUSH							
B493287				9/09/2025	61.20	0.00		61.20
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE						68.00	
	SHOE COVER, H.D.NO HOOD COVERALL AND Xl; PAINT COVERALL							
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE						-6.80	
	SHOE COVER, H.D.NO HOOD COVERALL AND Xl; PAINT COVERALL							
B493336				9/09/2025	8.10	0.00		8.10
	01.4314.003.630 / B&G - BUILDING REPAIRS						9.00	
	SINGLE SIDED KEY							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-0.90	
	SINGLE SIDED KEY							
B493445				9/10/2025	9.00	0.00		9.00
	01.4314.003.630 / B&G - BUILDING REPAIRS						10.00	
	SEALANT SILI RUBB CLEAR							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-1.00	
	SEALANT SILI RUBB CLEAR							
B493561				9/11/2025	64.35	0.00		64.35
	01.4314.003.630 / B&G - BUILDING REPAIRS						71.50	
	STORAGE KEY WALL MOUNT, BLACK FLAT PAINT SPRAY AND 12X3/4 HX SELF DR							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-7.15	
	STORAGE KEY WALL MOUNT, BLACK FLAT PAINT SPRAY AND 12X3/4 HX SELF DR							
B493654				9/11/2025	10.35	0.00		10.35
	01.4522.003.662 / SKI - SKI AREA REPAIRS						11.50	
	VALVE PACK AND BLACK PIPE NIPPLE							
	01.4522.003.662 / SKI - SKI AREA REPAIRS						-1.15	
	VALVE PACK AND BLACK PIPE NIPPLE							
B493779				9/12/2025	54.90	0.00		54.90
	01.4314.003.630 / B&G - BUILDING REPAIRS						61.00	
	CLEAR WOOD CLEANER, MULTI-BIT SCREWDRIVER, OAK STAIN FINISH & H.D. FOAM BRUSH							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-6.10	
	CLEAR WOOD CLEANER, MULTI-BIT SCREWDRIVER, OAK STAIN FINISH & H.D. FOAM BRUSH							
B494254				9/15/2025	13.50	0.00		13.50
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE						15.00	
	AMT-124 BUTT SPLICE							
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE						-1.50	
	AMT-124 BUTT SPLICE							
B494400				9/16/2025	5.04	0.00		5.04

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					5.60	
	MISC. FASTENERS						
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					-0.56	
	MISC. FASTENERS						
B494496				9/17/2025	15.30	0.00	15.30
	01.4314.003.611 / B&G - SMALL TOOLS					17.00	
	SINGLE SIDED KEY AND TORCH POCKET LIGHTER						
	01.4314.003.611 / B&G - SMALL TOOLS					-1.70	
	SINGLE SIDED KEY AND TORCH POCKET LIGHTER						
B494781				9/19/2025	16.65	0.00	16.65
	01.4314.003.609 / B&G - DEPT UNIFORMS					18.50	
	9/19/2025						
	01.4314.003.609 / B&G - DEPT UNIFORMS					-1.85	
	NITR DIP GLOVES - 3 PAIRS						
B495203				9/22/2025	5.40	0.00	5.40
	01.4522.003.662 / SKI - SKI AREA REPAIRS					6.00	
	LITHIUM BATTERY WATCH & CALCULATOR						
	01.4522.003.662 / SKI - SKI AREA REPAIRS					-0.60	
	LITHIUM BATTERY WATCH & CALCULATOR						
B495356				9/23/2025	91.03	0.00	91.03
	01.4522.003.663 / SKI - LIFT MAINTENANCE					4.65	
	MISC FASTENERS (6) WRECKING GLOVE, SOCKET ADAPTER SET AND HYDRAULIC OIL						
	01.4314.003.609 / B&G - DEPT UNIFORMS					38.50	
	MISC FASTENERS (6) WRECKING GLOVE, SOCKET ADAPTER SET AND HYDRAULIC OIL						
	01.4314.003.611 / B&G - SMALL TOOLS					14.00	
	MISC FASTENERS (6) WRECKING GLOVE, SOCKET ADAPTER SET AND HYDRAULIC OIL						
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					44.00	
	MISC FASTENERS (6) WRECKING GLOVE, SOCKET ADAPTER SET AND HYDRAULIC OIL						
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					-10.12	
	MISC FASTENERS (6) WRECKING GLOVE, SOCKET ADAPTER SET AND HYDRAULIC OIL						
B495390				9/23/2025	40.50	0.00	40.50
	01.4312.002.610 / HWY - SHOP SUPPLIES					45.00	
	PAPER TOWELS, BRAIDED CABLE AND NITRO GLOVES						
	01.4312.002.610 / HWY - SHOP SUPPLIES					-4.50	
	PAPER TOWELS, BRAIDED CABLE AND NITRO GLOVES						
B495657				9/25/2025	27.00	0.00	27.00
	01.4522.003.663 / SKI - LIFT MAINTENANCE					30.00	
	BROWN FLAT SPRAY PAINT ENAMEL						

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	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
		01.4522.003.663 / SKI - LIFT MAINTENANCE					-3.00	
		BROWN FLAT SPRAY PAINT ENAMEL						
	B495785			9/26/2025	13.50	0.00		13.50
		01.4522.003.663 / SKI - LIFT MAINTENANCE					15.00	
		6 OUTLET TAP SURGE						
		01.4522.003.663 / SKI - LIFT MAINTENANCE					-1.50	
		6 OUTLET TAP SURGE						
	B496172			9/29/2025	85.05	0.00		85.05
		01.4522.003.663 / SKI - LIFT MAINTENANCE					94.50	
		COUPLING CONDUIT, ALUM BOX OUTLET, WATERPROOF COVER AND LT. BLUE UNDERGROUND CON						
		01.4522.003.663 / SKI - LIFT MAINTENANCE					-9.45	
		COUPLING CONDUIT, ALUM BOX OUTLET, WATERPROOF COVER AND LT. BLUE UNDERGROUND CON						
	B496184			9/29/2025	32.85	0.00		32.85
		01.4522.003.663 / SKI - LIFT MAINTENANCE					36.50	
		CONDUIT FLE KIT, PVC CONDUIT ADAPTER AND RAINPROOF CONDUIT CONNECTOR						
		01.4522.003.663 / SKI - LIFT MAINTENANCE					-3.65	
		CONDUIT FLE KIT, PVC CONDUIT ADAPTER AND RAINPROOF CONDUIT CONNECTOR						
					Total Check #:	**2391**		**835.51**
2392	SYSTEM	**10/09/2025**	**2580**	**HARCROS CHEMICALS, INC.**				
	291022271			10/01/2025	1,208.00	0.00		1,208.00
		02.4331.520.865 / WTR - CHEMICALS					1,208.00	
		275 GALLONS SODIUM HYPOCHLORITE 12.5%						
					Total Check #:	**2392**		**1,208.00**
2393	SYSTEM	**10/09/2025**	**7560**	**HORIZON FORESTRY LLC**				
	5681			9/29/2025	3,029.00	0.00		3,029.00
		03.4522.003.690 / SKI - MISCELLANEOUS EXPENSE					3,029.00	
		SKI TRAIL MOWED IN GRAFTON COUNTY - FINISHED ON 9/29/25						
					Total Check #:	**2393**		**3,029.00**
2394	ACH	**10/09/2025**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT - *ACH***			***ACH***	
	62715-10-2025			10/01/2025	1,662.29	0.00		1,662.29
		01.4711.000.003 / DEBT - PRINCIPAL PAYMENTS - KS BANK - EXCAVATOR					1,458.24	
		PRINCIPAL - OCTOBER PAYMENT - EXCAVATOR LOAN						
		01.4721.000.003 / DEBT - INTEREST PAYMENTS - KS BANK - EXCAVATOR					204.05	

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Date: 10/09/2025 **Batch ID:** 385 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			INTEREST - OCTOBER PAYMENT - EXCAVATOR LOAN				
					Total Check #:	**2394**	**1,662.29**
2395	SYSTEM	**10/09/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	26375			10/01/2025	1,354.17	0.00	1,354.17
			01.4130.002.391 / EXEC - PAYROLL PROCESSING			1,354.17	
			PAYROLL SERVICES FOR SEPTEMBER 2025				
					Total Check #:	**2395**	**1,354.17**
2396	SYSTEM	**10/09/2025**	**4530**	**NUCAR FORD OF PLYMOUTH**			
	PARTS INVOICE 898			10/02/2025	168.16	0.00	168.16
			01.4312.002.826 / HWY - VEHICLE MAINTENANCE			168.16	
			ELEMENT & GASKET, 10w-30 MOTORCRAFT OIL, ANDAIR CLEANER				
					Total Check #:	**2396**	**168.16**
2397	SYSTEM	**10/09/2025**	**9625**	**SALMON PRESS**			
	587859			9/11/2025	77.00	0.00	77.00
			01.4130.002.305 / EXEC - ADVERTISING			61.60	
			RECORD ENTERPRISE PUBLICATION8/23/25 - 9/25/25 BILLING PERIOD				
			02.4331.520.305 / WTR - ADVERTISING			15.40	
			RECORD ENTERPRISE PUBLICATION8/23/25 - 9/25/25 BILLING PERIOD				
					Total Check #:	**2397**	**77.00**
2398	SYSTEM	**10/09/2025**	**9761**	**STATE OF NH - TRAMWAY BOARD**			
	YEAR: 2025-2026			10/01/2025	1,123.40	0.00	1,123.40
			03.4522.003.851 / SKI - INSPECTIONS			878.40	
			TRAMWAY REGISTRATION CERTIFICATE FORDOUBLE CHAIR				
			03.4522.003.851 / SKI - INSPECTIONS			245.00	
			TRAMWAY REGISTRATION CERTIFICATE FORROPE TOW				
					Total Check #:	**2398**	**1,123.40**
2399	SYSTEM	**10/09/2025**	**9480**	**TRACTOR SUPPLY CO**			
	200929943			9/08/2025	89.97	0.00	89.97
			01.4312.002.611 / HWY - SMALL TOOLS			89.97	

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Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			WEED BARRIER, 2/5 GALLON GAS CANS				
					Total Check #:	**2399**	**89.97**
2400	SYSTEM	**10/09/2025**	**6180**	**UNIFIRST CORPORATION**			
	1070453913			10/02/2025	103.99	0.00	103.99
			01.4521.003.610 / FD - SUPPLIES			35.17	
			TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS AND WEVD RUG AT FRONT DOOR				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			29.52	
			TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS AND WEVD RUG AT FRONT DOOR				
			01.4312.002.610 / HWY - SHOP SUPPLIES			29.51	
			TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS AND WEVD RUG AT FRONT DOOR				
			03.4522.003.610 / SKI - CLEANING SUPPLIES			0.29	
			TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS AND WEVD RUG AT FRONT DOOR				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			9.50	
			TERRY CLOTHS, BAG RACK, LAUNDRY BAGS, BEACH TOWELS AND WEVD RUG AT FRONT DOOR				
					Total Check #:	**2400**	**103.99**
2401	SYSTEM	**10/09/2025**	**4070**	**WESCO DISTRIBUTION INC.**			
	S6357258.001			9/26/2025	189.23	0.00	189.23
			01.4522.003.663 / SKI - LIFT MAINTENANCE			191.24	
			VARIOUS PRODUCT				
			01.4522.003.663 / SKI - LIFT MAINTENANCE			-2.01	
			VARIOUS PRODUCT				
	S6357258.002			9/29/2025	15.40	0.00	15.40
			01.4522.003.663 / SKI - LIFT MAINTENANCE			15.40	
			HEX WASH SCREWS				
					Total Check #:	**2401**	**204.63**

Check Manifest - by Payee

Date: 10/09/2025 **Batch ID:** 385 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
10/09/2025	**Check Manifest**		**Batch:**	**385**	**Chk Count:**	**20**	**Total Amnt:**	**15,503.23**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	9,799.38
02	WATER FUND	1,290.90
03	RECREATION FUND	4,412.95

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

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

Effective Date: November 1, 2025 Policy No.:

Revision Date: Approved By: WEVD Commission

Subject: WEVD Purchasing Policy

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1. Introduction

This policy is intended to provide the policies and procedures necessary for the conduct of purchasing activities for the Waterville Estates Village District. This policy is designed to:

- Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders.
- Provide a uniform procedure for the procurement of material, equipment, supplies, and services.
- Ensure that the taxpayers are getting the "best overall value" for their dollars.
- Provide an accounting of purchases to enable better financial management within the budget.
- Apply to all WEVD Departments.

All purchases are subject to approval of the Accounts Payable check manifest being signed by the WEVD Commissioners.

2. Purchasing Procedure

It is the WEVD's policy to have issuance of purchase orders for all items above $10,000 other than the listed exceptions.

- All purchases require prior authorization by the Department Head or his/her designee.
- Some purchases and expenditures for service shall have a purchase order as detailed in Section 15 of in this policy.
- Purchase orders, when required, shall be issued prior to purchase.
- Some of the factors considered when determining the "best overall value" are:
    - Price
    - Quality
    - Warranty
    - Service
    - Availability
    - Past Performance with Waterville Estates Village District
    - References

Spending approval guidelines are as follows for all but exempted items. Note that if there is not

enough funds in a budget line and that amount exceeds $1,000, the purchase must receive prior Commission approval

Dollar Range & Item Type	Expense Approval Level	PO Required
$0 - $2,500 (goods & services)	Department head	No
$2,501 - $4,999 (goods & services)	Department head quotes required at least 3 vendors contacted	No
$5,000 - $10,000 (goods & services)	General Manager or his/her designee with a documented attempt to have at least 3 quotes	No
Non-repeating goods or services above $10,000	Commissioners via sealed bid/proposal unless exempted by Commission	Yes
Repeating services, utilities, bulk items over $10,000	RFQ if requested by Commissioners	Yes
Emergency expenditures within the budget	Does not require approval by Commissioners but the emergency must be documented	If over $10,000
Emergency expenditures that exceed the budget	Commission Chair must be contacted for scheduling an emergency meeting and emergency must meet legal definition for notice of meeting under 24 hours	If over $10,000

Examples of "repeating services" are legal and subcontractors for winter maintenance.

3. Cases that do not require the bidding procedure (exemptions)

The Department Head or WEVD General Manager may approve a purchase without bid under the following conditions:

- Items acquired is by using a State bid purchase price;
- Emergency repairs and/or acquisitions where a delay would have an immediate adverse impact on public safety;
- Utilities (telephone, propane, heating fuel, cable television, electricity, etc.);
- Bulk goods of a recurring nature or items acquired under a centralized purchasing program as may be approved by the Purchasing Agent (e.g. road salt, paper);
- Only one known source of purchase, and there is no comparable substitute product or service; Written documentation supporting the sole source may be required;
- Expenditures made in accordance with the terms and conditions of a grant or contractual agreement that has been approved by the WEVD Commissioners; such as the RFQ solicitation process, change orders, fee increases, etc.;
- Parts and/or supplies that are purchased in order to maintain or repair equipment and vehicles. This includes specific type or brand of supply or part necessary for acceptable

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operation of a machine or device, or as required by warranty or contract on the machine or device; written documentation supporting the purchase of a specific brand or part necessary for acceptable operation of a machine or device may be required.
- An item or service that is required on an emergency basis
- An item previously awarded by a bid process within the past twelve {12) months (may be extended to 24 by WEVD General Manager for items under $15,000 and WEVD Commissioners for items over $15,000;

4. Competitive Proposals (other than exemptions see Section 3)
All purchases of items in excess of ten thousand dollars ($10,000) shall be made by competitive sealed proposals and contracts shall be awarded to the lowest responsible bidder.

There are three types of proposals: 1. Sealed bids are based on a detailed specification normally awarded to the lowest responsible bidder. 2. Request for proposal in which there is flexibility in what is being provided and various features make it more difficult to compare price, e.g. design build. 3 Request for Qualification where price is not a factor in the initial selection. This is most common on professional services such as engineering, legal, architectural, etc. This normally a two envelop bid where the qualifications are examined and a decision made on the first choice. The price is then opened as it relates to that choice. A decision is made to accept or reject the proposal. If rejected the price for the second choice is opened and a decision made to accept or reject, but going back to the first choice is not allowed. This is required in some state contracts.

Competitive sealed bids (#1 above) shall at a minimum incorporate the following features:
- Formal bid specifications which shall, at a minimum, include the terms and conditions of the proposed purchase, requirements of the bidder, form of contract and the forms for submission of bids
- Product or service specifications
- Adequate public notice, of a minimum of seven (7) calendar days prior to the date set for the opening of the bids; notice shall include the WEVD website and any other location that can be reasonably expected to improve response including electronic and/or print media.
- Sealed bids shall be opened publicly at the time and place designated in the invitation for bids which does not need to be a WEVD Commissioners meeting.
- The award of bids shall be by the WEVD Commissioners at a properly convened meeting.

5. Emergency Purchasing Process
Emergency Procurements Definition: Emergency procurements may be made when a threat to public health, welfare or safety exists, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.
In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the WEVD General Manager hereby authorizes the Department Heads to approve such emergency purchase if the situation permits. The WEVD General Manager shall be notified as soon as possible as to the emergency, and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or

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vendor shall accompany the purchase order and voucher. As soon as is practicable, standard purchasing procedures will be reinstated.

6. Major Construction Projects

In the case of contracts for the construction, reconstruction, alteration, repair or refurbishing of real property a determination of responsibility of interested contractors may precede the issuance of invitations to bid. Invitations to bid may be issued only to firms which have, in the WEVD's sole determination, been pre-qualified.

Prequalification of firms shall be based on:

- The ability, capacity and skill of the bidder to perform the contract or service
- How promptly can the service be provided - can it be done within the specified timeframe
- The character, integrity, reputation, judgment, experience and efficiency of the bidder
- The quality of performance of previous contracts or services
- The sufficiency of financial resources of the bidder
- The ability of the bidder to perform warranty or future maintenance
- Others as required

7. Cancellation/Rejection of bids

An invitation to bid, request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the WEVD. The WEVD reserves the right to waive informalities and what it determines to be minor errors in the bidding process. The reasons shall be made part of the formal bid file.

8. Professional Services

The procurement of certain services where technical expertise or knowledge of a specialized field are critical to the performance of that service including but not limited to attorneys, engineers, planning consultants, architects, accountants and other similar professionals, shall not require bidding but may be subject to a Request for Qualification or Request for Proposal. A prequalification process may be followed if so desired.

9. Conflict of interest/Ethics in Purchasing

- It shall be unethical for any WEVD employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.
- It shall be unethical for any person to offer, give, or agree to give any Waterville Estates Village District employee, or for any Waterville Estates Village District employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.
- Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.
- Failure to comply with the provisions of this policy will result in disciplinary action.

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- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit

10. Local Advantage
The Waterville Estates Village District will make every effort to purchase from businesses located within the local area if the purchase fits into the category of "best overall value." The Waterville Estates Village District employees have a responsibility to the taxpayers of the WEVD to ensure that bids are awarded to vendors offering their products or services at the "best overall value" to the WEVD.

11. Artificial Division
Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the WEVD General Manager.

12. Exceptions
Exceptions to the policy will be determined on a case-by-case basis by the WEVD General Manager under $10,000 and the WEVD Commissioners over $10,000.

13. Authority
These policies are adopted by the WEVD Commissioners in accordance with RSA 31:39 as it relates to their management of the WEVD's prudential affairs and their authority over expenditures.

14. Invoicing
Invoices are to be handled by the appropriate department head. The department head should promptly fill out the appropriate information and review the invoice for accuracy. Invoices will be stamped requesting the proper budget code, date, signature and description of the item purchased and sent promptly to the Finance Department for payment. Invoices for which a purchase order has been done, shall prominently note the purchase order number and additional details such as whether this completes the purchase under that purchase order.

15. Purchase orders
It is the responsibility of the department head to fill out the purchase order form and submit it to the WEVD General Manager or his/her designee for approval, along with a description of, and reason for, the purchase. Purchase orders are required as noted above in the chart in Section 2. This applies to all items whether being purchased by grant, operating budget, warrant article, capital reserve or other funds. Items and services purchased in an emergency are not exempt from the Purchase Order system; however, the Purchase Order can be done at the earliest reasonable convenience of the Department Head. Any item for which a contractual obligation exists at the end of the year and which has not yet been received shall have a purchase order for encumbrance purposes regardless of the amount.

_____	_____	_____
Commission – Chair	Commissioner	Commissioner

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TITLE LXIV
PLANNING AND ZONING

CHAPTER 673
LOCAL LAND USE BOARDS

Appointment and Terms of Local Land Use Board Members

Section 673:6

673:6 Appointment, Number and Terms of Alternate Members. –

I. (a) The local legislative body may provide for the appointment of not more than 5 alternate members to any appointed local land use board, who shall be appointed by the appointing authority. The terms of alternate members shall be 3 years.

(b) In a town which votes to elect its planning board members on a staggered basis according to the provisions of RSA 673:2, II(b)(2), alternate members of the planning board shall continue to be appointed according to the provisions of this paragraph until each member of the board is an elected member. Thereafter, the alternate planning board members shall be appointed according to the provisions of paragraph II.

II. An elected planning board may appoint 5 alternate members for a term of 3 years each, which shall be staggered in the same manner as elected members pursuant to RSA 673:5, II.

II-a. An elected zoning board of adjustment may appoint 5 alternate members for a term of 3 years each, which shall be staggered in the same manner as elected members pursuant to RSA 673:5, II.

III. The alternate for a city or town council member, selectman, or village district commission member shall be appointed by the respective council, board, or commission in the same manner and subject to the same qualifications as the city or town council member, selectman, or village district commission member under RSA 673:2. The terms of alternate members shall be the same as those of the respective members and may be in addition to the alternates provided for in paragraph I.

IV. Every alternate member appointed to a planning board under this section shall comply with the multiple membership requirements of RSA 673:7, I.

V. An alternate member of a local land use board may participate in meetings of the board as a nonvoting member pursuant to rules adopted under RSA 676:1.

Source. 1983, 447:1. 1986, 29:1. 1987, 197:1. 1991, 176:1. 1993, 69:2. 1996, 217:1. 2010, 270:1, eff. July 6, 2010. 2017, 143:1, eff. Aug. 15, 2017. 2019, 105:1, eff. Aug. 20, 2019.

Maureen Patti Motions for October 15, 2025

1. **Agenda Item # 9a, Adoption of minutes –**
   Proposed Amendments to draft minutes of September 24, 2025:

   1. Page 1, line 6 – remove comma after “(GM)”
   2. Page 1, line 13 – Keith
   3. Page 1, line 35 – Mr. Panuczak
   4. Page 2, line 75 – “Mr. Panuczak closed the hearing…”
   5. Page 5, lines 182, 198, 202, 213 – “Ms. Patti – aye”
   6. Page 5, line 190 – delete double space between "Rodger" and "from"
   7. Page 5, line 190 – MTR not MTS
   8. Page 6, line 238 – delete ‘Ms. Patti’ and insert “Mr. Panuczak”
   9. Page 7, line 273 – Carol Granfield was via zoom (although the checklist does not reflect this)

2. **Agenda Item # 9b, Adoption of minutes –**
   Proposed Amendments to draft minutes of September 26, 2025:

   1. Page 2, line 64 – modify sentence to read: “Mr. Panuczak asked if, given the WEVD Water System is a $20 million dollar asset, whether it is normal or common to find the need for a 20% investment (roughly $4 million) over the next 13 years.”
   2. Page 3, line 88 – delete ‘one’ and insert “engineering firm or water utility/service vendor”