WEVD COMMISSION MEETING AGENDA
Tuesday, November 18, 2025, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
with Zoom access
Will be streamed on YouTube

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. If remote attendance, reason & vote
5. Adoption of Agenda
6. Approval of Minutes
    a. October 15, 2025
    b. November 5, 2025
    c. November 13, 2025
    d. November 14, 2025
7. Treasurer's Report
8. GM's Report
9. Committee / Board Reports:
    a. Planning Board
    b. Water & Roads
    c. Budget Advisory
    d. Records & Retention
    e. CIP
10. CONSENT CALENDAR
    a. Manifests
    b. Committee/Board reports
    c. Appoint Anthony Patti to CIP Committee
11. GENERAL CALENDAR ITEMS
    a. Alternate policy
    b. Set budget/warrant PH date
    c. RCA – Auditor engagement
    d. RCA – 190 Weetamoo exclusion from water billing
    e. Pegwood Fence
12. Next Meetings:
    a. December 2, 2025 @ 10 am
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

WEVD COMMISSIONER MEETING PROCEDURES

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

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

WEVD Commission DRAFT Meeting and Public Hearing Minutes
October 15, 2025 – 4 PM

Attendees: Commissioners Maureen Patti, 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: Scott Sallaway (110 Snowood Drive), David Rose (177 Weetamoo Trail)

Members of the Public on Zoom: Tom H.

Members Excused: Gerry Panuczak

Call to Order: Commissioner Patti called the meeting to order at 4:00 PM.

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

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

If remote attendance, reason & vote:
na

Adoption of Agenda:
Agenda was adopted as is.

Public Hearing 1: To accept and expend $9,999.00 in WEA operating funds for Ski Area Insurance
It was noted that the public hearing was noticed but later was discovered to not be needed as it had already taken place in March of 2025.
Ms. Smith clarified that the invoice was received for the amount that has been approved for 25-26 winter season.
Ms. Patti added that when the new invoice is received the new public hearing will be noticed and held.

Public Hearing 2: To accept the improvement valued at $6,000.00 to the outdoor courts at the community center.
Ms. Patti opened the public hearing at 4:03 PM.
Ms. Smith and Ms. Chatel explained what the amount was for, which is a change to the surface for the court to be a basketball court in addition to the pickle ball court.

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, Ms. Patti closed the public hearing at 4:05 PM.

Ms. Patti moved to accept the improvement valued at $6,000.00 to the outdoor courts at the community center. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.

Public Hearing 3: To adopt a Driveway Ordinance

Ms. Patti opened the public hearing at 4:06 PM.

Ms. Chatel provided the rationale for the Driveway Ordinance adoption. Ms. Patti noted that it would only apply to driveways off the District owned roads. Mr. Canfield noted that he had some questions about the applicability of the statute to the District roads at the last meeting, which was confirmed since then by the District counsel.

- David Rose (177 Weetamoo Trail) - thanked the Commissioners for developing the ordinance. He asked about the budgetary overhead related to enforcement of this ordinance.

Ms. Patti said that the District has staff and the inspections and communications with residents have always been budgeted for.

- Mr. Rose then asked about whether the actual expenses related to the enforcement of this ordinance have been identified and planned for. He also commented on the ordinance itself as, in his opinion, it only refers to the RSA but does not identify specific procedures/parameters. He said that he had a few editorial comments and offered to go over them with staff or Commissioners later.

Ms. Patti said that Mr. Rose should contact Ms. Chatel about his concerns and to discuss his proposed edits to the Driveway Ordinance. She said that the ordinance is being adopted to make sure that there is a process defined to begin with, and that it could be amended and fine-tuned after having been adopted.

- Scott Salaway (110 Snowood Drive) questioned the permit duration of 1 year from the date of issuance.

Ms. Patti noted that Ms. Salaway's concern was valid and that it could be addressed as the ordinance is fine-tuned.

Mr. Canfield concurred with Ms. Patti.

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, Ms. Patti closed the public hearing at 4:23 PM.

Ms. Patti moved to amend the DRAFT Driveway Ordinance on page one to change the effective date from November 1, 2025 to October 16, 2025. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.

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Ms. Patti moved to accept the amended the WEVD Driveway Ordinance. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.

Approval of Minutes

September 24, 2025

*Ms. Patti motioned to amend **September 24, 2025** according to the list of 9 written amendments by her provided in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.*

*Ms. Patti motioned to accept **September 24, 2025** as official meeting minutes. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Ms. Patti – aye, Mr. Canfield – aye.*

September 26, 2025 – Joint Water & Roads

Approval of September 26, 2025 minutes was tabled to November 18, 2025 meeting at 6:0 PM due to Mr. Canfield not being present at the meeting on September 26, 2025.

Treasurer's Report

Ms. Aguiló said that everything was good. Reconciliation was done. Campton tax revenue amount has gone up since the last report.
Ms. Magerer spoke about her analysis of tax revenue receipts from both towns over the last three years and how 2025 compares to previous years.

General Manager's Report

Ms. Chatel spoke about the current activities the District staff is involved in.

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:

- o Undercoated the fleet of vehicles for winter protection
- o Initiated deep cleaning of ski facilities
- o 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.

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• **Lap Pool Temperature Adjustment:** A member contacted the management 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, Ms. Chatel consulted with Shawn Pelchat and Zach. They 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 Baert 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 Baert 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 Baert 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 the staff regarding low water pressure at his residence. Lauren and Steve Baert 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 Baert, 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.

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• **Kitchen Equipment Update & CIF Funding:** As of October 12, 2025, the WEA Board of Directors approved a $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 Mr. and Mrs. Pierce.

• **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:

- o Create a passthrough near the kitchen entrance
- o Remove approximately 32" of bar top and frontage
- o Relocate the end-of-line electrical outlet
- o Construct a new food pickup station with a 12–15' counter from the new bar end to the kitchen entrance

Administration

• The staff and Ms. Chatel are currently hard at work preparing the District annual budget, with guidance and support from Ms. Magerer. This process is progressing steadily as they 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

Ms. Patti commended the District staff, Ms. Chatel, and former GM Ron Beard on their efforts to lower the electricity costs for running the districts water system, having heard from Ms. Chatel that the District well pumps did not activate between midnight and 5 AM the following day, indicating reduced water loss and improved system efficiency.

Committee / Board Reports:

Planning Board
The board as not met and will be meeting next week.

Water & Roads
The committee has not met and will be meeting next week.

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Budget Advisory
The committee met yesterday. Budget discussions ongoing. Next meeting is next Tuesday

Records & Retention
The committee met today and it was a productive meeting. Committee will be working with the District staff on Laserfiche project and going through the District documentation that needs to be scanned.

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

Committee/Board reports
Ms. Patti called made a motion to accept the BAC report as it is presented in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS

Appointing Alternate to BAC – Dave Spinney
Ms. Patti said that she used the Planning Board statute for appointing alternates for Mr. Spinneys appointment.

Discussion ensued about whether Mr. Spinney should be appointed as a voting member. It was noted that any alternate would need to be appointed by the Chair if there are not enough regular members to constitute quorum for that meeting and that is the only time when an alternate member would be voting in place of a regular member.

Ms. Patti noted that the District will have to create a procedure for alternates on various District advisory committees.

Ms. Patti made a motion to appoint Dave Spinny to serve as alternate for the Budget Advisory Committee, effective October 16, 2025 until the next District Annual Meeting date in 2026, and that Mr. Spinney will be invited to be seated as a committee member when necessary to complete a quorum, and when seated as a committee member he will have the authority to vote. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

Purchasing Policy
Ms. Chatel provided a rationale for the adoption of a Purchasing Policy.

Discussion ensued about how the policy will benefit the transparency for reviewing purchases by various District entities.

Ms. Patti moved to adopt the WEVD Purchasing Policy as written and contained in the meeting handout, with the exception of couple grammatical errors that she fixed, to become effective on

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November 1, 2025. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

Next Meetings: November 5, 2025 @ 6 PM

Public Comment Period

- Scott Salaway (110 Snowood Drive) – asked if there were any way to move the closing day for the outdoor pools to middle of September, as they are not used much after then and it is expensive to heat them.

MP responded that this is a valid concern and the District and WEA have been discussing the cost of heating the pools and whether the closing date should be deferred to the District management at some point; however, that is still an ongoing discussion.

- Mr. Salaway asked about Campton and Thornton tax amounts collected as of today compared to other years.

Ms. Magerer explained how to read the numbers in the report that she presented to the Commissioners.

- Mr. Salaway asked spoke about the Horizons Engineering water report and was impressed/shocked about the annual water usage numbers in it.

Ms. Smith explained the numbers in the Horizons Engineering report, which are the readings at the well and not necessarily what is reaching customers. To be able to calculate the actual water usage by each house, meters are needed. She then noted that the company has strongly suggested the use of water meters for that particular reason.

Ms. Patti noted that in when asked by Mr. Panuczak, engineers from Horizons said that the need to invest about 20 percent of the total cost of the water system over the next 15 years is the norm for other water systems. She said that this is where the District is with their needs as well.

17. Non-Public Session
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Non-Public Session
Ms. Patti motioned at 5:24 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c) and (l). Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti, Mr. Canfield – aye.

Non-public session was entered at 5:25 PM, Commissioners Patti and Canfield were present in person as well as General Manager Helen Chatel, and Administrative Assistant Allison Smith (left at 5:30 PM).

Resumption of Public Session.

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Ms. Patti motioned to exit non-public session. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Canfield – aye, Ms. Patti – aye.

Public session was entered at 6:01 PM. Commissioners Patti and Canfield were present in person.

The nonpublic session minutes were sealed by a motion from Ms. Patti, a second by Mr. Canfield, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. Motion carried with a 2:0 roll call vote: Mr. Canfield – aye, Ms. Patti – aye.

Adjourn Meeting

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

Meeting adjourned at 6:03 PM.

Minutes prepared by Alvina Snegach

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

*WEVD Commission DRAFT Meeting and Public Hearing Minutes
November 5, 2025 – 6 PM

Attendees: Commissioners Gerry Panuczak and 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: Bobbi Ketcham, Barry's iPad, Nancy Seward

Members Excused: Maureen Patti

Call to Order: Commissioner Panuczak, who was chairing the meeting due to Ms. Patti being excused, called the meeting to order at 6:05 PM.

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

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

If remote attendance, reason & vote:
na

Adoption of Agenda:
Agenda was adopted as is on a motion by Mr. Canfield and a second by Mr. Panuczak and a 2:0 roll call vote in favor: Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 1: To accept and expend $2,688.72 from WEA for mailboxes

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

He noted that this was the cost of parts and equipment that were purchased to install the mailboxes and the facility that contains them over the summer.
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 6:08 PM.

Mr. Panuczak moved to accept and expend $2,688.72 from WEA for mailboxes. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Mr. Panuczak – aye, Mr. Canfield – aye.

Public Hearing 2: To accept the improvement to the Community Center valued at $28,173.97

Mr. Panuczak **opened at 6:08 PM.**

He noted that the improvement is for the total cost of the mailbox project. It has been accepted previously, and this public hearing is only intended to correct the amount.

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 6:09 PM.

Mr. Panuczak moved to accept the improvement to the Community Center valued at $28,173.97 for the mailboxes. Mr. Canfield duly seconded. Motion carried with a 2:0 vote in favor: Mr. Panuczak – aye, Mr. Canfield – aye.

Approval of Minutes

October 15, 2025

Approval of minutes was tabled until the November 18, 2025 meeting.

General Manager's Report

Ms. Chatel spoke about the current activities the District staff is involved in.

Building & Grounds

The windstorm last week resulted in multiple alarm calls across the property. Tree removal at the ski area has been completed. The lodge experienced a power outage lasting over 12 hours due to the storm. Food delivery was successfully diverted to prevent spoilage. She is awaiting Mr. Pierce's report on the estimated cost of food loss. The Lodge currently does not have a generator to support refrigeration during outages.

Roads & Water

Mr. Baert and Mr. Bobert have been actively inspecting roads and water systems following the storm. Mr. Baert will be providing a more detailed update to the Water & Roads Committee soon.

Lodge Operations & Events

Mr. and Mrs. Pierce prepared the Lodge for its seasonal opening, which took place on October 17th. The Lodge did not open on Friday, October 31st due to a daytime power outage and insufficient time to complete setup before the 4 PM opening. The hayride scheduled for November 1st was canceled due to a lack of volunteers and uncertain weather conditions. The Trunk or Treat event did take place and was pretty successful.

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Administration & Member Services

Budget preparations are progressing well. Ms. Chatel and Ms. Magerer will attend the NHMA Conference on November 19th and 20th. The front desk encountered an issue with a member's early access pass. The management is currently working with CCS to resolve the problem.

Community Programs & Events

A 70th birthday party was recently held at the Lounge and went smoothly. Campton Rec will offer swimming lessons on Mondays and Wednesdays throughout December and January. These sessions are scheduled to avoid holiday weeks and days. Campton Elementary will host afternoon swim sessions for students on Wednesdays from December through early February, also avoiding holiday conflicts.

Then Ms. Chatel answered some questions from the Commissioners about staffing levels at the Lodge.

Committee / Board Reports:

Planning Board

The planning board met last week. Members were tasked to look at both Thornton and Campton CIP manuals to begin working on the CIP handbook for the District.

Water & Roads

The committee did not have a quorum.

Budget Advisory

The committee's report is in the packet.

Records & Retention

The committee will meet on November 18, 2025.

CIP Committee

The committee has not met yet.

CONSENT CALENDAR

Manifests

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

Committee/Board reports

Mr. Panuczak made a motion to accept the BAC report as it is presented in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Mr. Canfield – aye.

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GENERAL CALENDAR ITEMS

Pegwood Tank Fence

Mr. Panuczak noted that NH Department of Environmental Services has issued a Sanitary Study to the District in the spring, and they recommended the fence be installed around Pegwood Tank. He said that Horizons Engineering in the final Water Master Plan also noted that the District is currently not meeting the water storage requirements at the Pegwood location. They recommended a second water tank there to meet the minimum water storage requirement. Horizons Engineering also recommended the fence around the tanks. PRIMEX, which insures the District, also recommended a fence around the tanks. Mr. Panuczak also noted that other water storage areas and wells in the District are currently fenced. He said that the Commission will be taking a vote November 18th, and members of the public are welcome to attend and present their testimony then.

Set annual meeting date

The 2026 District Annual Meeting date was set to March 21, 2026 with the snow date on March 28, 2026 at 9 AM.
Both Commissioners agreed.

Next Meetings: November 18, 2025 @ 6 PM

Public Comment Period

No members of the public in person, on Zoom, via email or phone call wished to speak.

Non-Public Session

Mr. Panuczak motioned at 6:32 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak, Mr. Canfield – aye.

Non-public session was entered at 6:33 PM, Commissioners Panuczak and Canfield were present in person.

Resumption of Public Session.

Mr. Panuczak motioned to exit non-public session. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Canfield – aye, Ms. Patti – aye.

Public session was entered at 6:51 PM. Commissioners Patti 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. Motion carried with a 2:0 roll call vote: Mr. Canfield – aye, Mr. Panuczak – aye.

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Adjourn Meeting

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

Meeting adjourned at 6:57 PM.

Minutes prepared by Alvina Snegach

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

WEVD Board of Commissioners

November 13, 2025 – 4:00 PM

24 Parker Road, Campton, NH 03223

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

Other Attendees: WEA VP Linda Ivers, WEA Treasurer Dave Ketcham, WEA President Nancy Seward, General Manager Helen Chatel

Call to Order: Chair Patti called the meeting to order at 4:00 PM.

Commissioner Patti motioned to enter in to non-public session pursuant to RSA 91-A:3, II (c). Motion duly seconded by Commissioner Panuczak. Motion passed with a 3:0 roll call vote: Panuczak, Patti, Canfield – aye.

Non-public session entered at 4:00 PM. Others present for non-public session were WEA VP Linda Ivers, WEA Treasurer Dave Ketcham, WEA President Nancy Seward, and General Manager Helen Chatel.

Commissioner Canfield left at 5:00 PM.

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

Non-public session exited at 5:34 PM. Commissioner Panuczak motioned to seal non-public minutes on the grounds that divulgence would adversely affect the reputation of a person other than this Commission. Duly seconded by Commissioner Patti. Motion passed with a 2:0 roll call vote: Panuczak, Patti – aye.

No other business was conducted.

Motion to adjourn made by Commissioner Patti. Motion duly seconded by Commissioner Panuczak. Motion passed with a 2:0 roll call vote: Panuczak, Patti – aye.

Meeting adjourned at 5:35 PM

Minutes prepared by Allison Smith

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

WEVD Board of Commissioners

November 14, 2025 – 9:00 AM

562 Winterbrook Road, Campton, NH 03223

Members in Attendance: Maureen Patti, Gerry Panuczak (left 10:00 AM)

Members Absent: Mark Canfield

Other Attendees: General Manager Helen Chatel, Municipal Assistant and Water Department Administrator Allison Smith, Infrastructure Maintenance and Ski Area Manager Shawn Pelchat, Finance Administrator Lisa Magerer, Front Desk Supervisor Julie Smart (9:05 AM – 9:50 AM), Primex Representative Rick Alpers.

Call to Order: Chair Patti called the meeting to order at 9:00 AM.

Rick Alpers of Primex led attendees through a goal setting session.

Meeting adjourned at 10:00 AM

Minutes prepared by Allison Smith

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WEVD Treasurer Report
11.18.25

Bank of NH - As of:	10.31.25	10.31.25		
	Per Bank	**Per MTS**	**Float**	
General Fund	$534,126.20	$511,413.64	$ 22,712.56	unreconciled checks
Water Department	$729,609.05	$724,952.98	$ 4,656.07	Deposit in transit
Credit Card Account	$27,989.62	$28,017.01	$ (27.39)	interest
Totals - BNH	$ 1,291,724.87	$ 1,264,383.63	$ 27,341.24	

Citizens - As of:	10.31.25	10.31.25	
Savings	$ 50,594.09	$ 50,594.09	$ -
Totals – All	$ 1,342,318.96	$ 1,314,977.72	$ 27,341.24

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	$ 6,992,166.01	$ 36,941.99	$ 18,453.65

Thornton

	Billed	**Paid**	**Due**	**Interest Received**
2025		$ 182,764.00		$ 14.47
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	$ 2,456,071.72	$ (226.46)	$ 6,571.74

Water Accounts Receivable – As of 10.31.25

Per UMS	**Per MTS**	**Variance**
$21,450.05	$1,926.51	$ 19,523.54

📝 General Manager's Report

Date: November 18, 2025
To: WEVD Commissioners
From: General Manager
Subject: Department Updates

🏗️ Buildings & Grounds

- **Ski Lodge Maintenance:**
    - A vendor replaced the coil in the kegerator to ensure reliable service during the winter season.
    - Staff are working to replace the water heaters, as the current units cannot maintain adequate temperature for dishwashing.
    - The lodge has transitioned from paper products to reusable plates and silverware, improving sustainability and guest experience.
    - Sufficient budget remains to complete these repairs before year-end.
- **Sauna Repair:**
    - The timer in the sauna broke late last week. The replacement part arrived over the weekend and was installed on Monday.
- **Security Incident:**
    - On Friday, Shawn encountered a group of teens tampering with equipment around the ski area. He issued a warning and made it clear that future incidents will be reported to the police.
- **Winter Surface Prep:**
    - Staff have been actively sanding and salting parking lots to maintain safe access as winter conditions intensify.
- **Ski Lodge Event:**
    - The ski lodge had a busy weekend, highlighted by the "Meet the New GM" event held Friday from 5–7 PM. The gathering was well attended, and I had the pleasure of meeting many wonderful residents and engaging in great conversations.

    - While my food ended up cold—no fault of the kitchen—I was simply enjoying the company too much to eat promptly. It was a fantastic evening, and I look forward to many more up at the lodge.

🚧 Water & Roads

- The Water & Roads team has been busy maintaining and preparing district roads for winter. Their efforts include proactive surface treatment, monitoring infrastructure, and ensuring safe travel conditions for residents and visitors.

🛎️ Front Desk

- The front desk experienced a software issue that prevented proper formatting of guest cards. The affected system has since been replaced, and functionality has been restored.

💼 Administration

- The administrative staff is actively preparing for year-end operations and the launch of the 2024 and 2025 audits.
- We have secured a vendor willing to take on the district's audit work, thanks to a recommendation from Carol Granfield.
- An in-person visit is scheduled for December 10–12 to begin the process.
- **Action Required:** The Commissioners will need to formally approve the engagement, as the expense will exceed $10,000.

Budget Advisory Committee Report (November 13, 2025)

To date the committee has met 6 separate times in the process of building the 2026 WEVD Budget recommendations. This process has involved meeting with the Roads and Water Infrastructure Manager (Steve Baert), the Building and Grounds Lead (Shawn Pelchat), and Beverage and Activities Coordinator (Heather Pierce). Our next meeting will focus on the Food Service Operation with subsequent meetings focusing on payroll and the budgets already developed.

Our latest meeting reviewed the beverage operation and discussed the vision of the activities coordinator. For the most part, focus was on Campton Mountain Operation. Challenges faced there were reviewed and included the need to repair or replace the kegerator that is used to hold beer kegs and to supply draft beers at the service bar. Estimated cost of a replacement is $7000. Hot water is inadequate and needs to be addressed. The solution at this time is not clear but may involve purchase of equipment and storage. This project should not take a lot of time. Tony and Heather have a design that can be shared with a contractor (or Shawn) with the time horizon of only a day or two to complete.

As the activity picks up at the Lodge, the bar service is generally limited to two servers due to limited space to operate behind the bar. Making that area bigger, opening up the area close to the kitchen door could alleviate crowding and make the area more efficient. This could also improve food service delivery.

The vision of the coordinator is to provide more and better events and take advantage of the Summit Lounge. It was suggested that a cost model be built for renting out the space. A one-page document can be developed that would help communicate the cost structures given the nature of use of the room and the services to be included or not. A written plan of all the vision ideas should be developed so that it can be used as a measure of success.

Marketing of Campton Mountain and other community property features is critical. It was suggested that EVP be asked to provide cost structures of a variety of marketing initiatives. We need to consider what can best reach our targeted audiences.

Beverage related expenses were discussed but projected revenues were not forecast. These figures are required and it is planned at the next meeting these will be provided. It is anticipated sales from Food and Beverage will show significant increases over prior years operations. We have a great product and need to take advantage of all that is offered.

A listing of capital improvement needs has been developed but until we meet with Chef Tony, the list should be considered incomplete.

Check Manifest - by Payee

Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2468	SYSTEM	**11/06/2025**	**90**	**AIRGAS USA, LLC**			
	5518636926			8/31/2025	196.86	0.00	196.86
	03 3409.001.610 / COG - BAR SUPPLIES					196.86	
	RENTAL OF DMSLL CARBON DIOXIDE CYLINDER AND HAZMAT CHARGE						
	5519350309			9/30/2025	193.05	0.00	193.05
	03.3409.001.610 / COG - BAR SUPPLIES					193.05	
	RENTAL OF SMALL CARBON DIOXIDE CYLINDERAND HAZMAT CHARGE						
					Total Check #:	**2468**	**389.91**
2469	SYSTEM	**11/06/2025**	**160**	**AMAZON**			
	11W1-WFVR-V69G			10/27/2025	127.43	0.00	127.43
	03.4522.003.700 / SKI - EVENT EXPENSES					127.43	
	HALLOWEEN T-SHIRTS						
	17W9-174M-KY1J			10/31/2025	83.88	0.00	83.88
	01.4314.003.630 / B&G - BUILDING REPAIRS					83.88	
	144 COUT AA BATTERIES						
	1GLR-K67K-71N6			10/30/2025	39.26	0.00	39.26
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					16.59	
	2 PACK GAS SHOCK STRUTS AND 1 BATTERY CHARGER						
	01.4522.003.660 / SKI - GROOMER REPAIRS					22.67	
	2 PACK GAS SHOCK STRUTS AND 1 BATTERY CHARGER						
	1LNH-MKGY-LX46			10/26/2025	22.99	0.00	22.99
	03.4522.003.620 / SKI - BAR SUPPLIES					22.99	
	SILVERWARE CADDY						
	1MRG-GQY4-LGTW			10/28/2025	89.98	0.00	89.98
	01.4314.003.609 / B&G - DEPT UNIFORMS					89.98	
	2 CARHARTT MEN'S WORK PANTS						
					Total Check #:	**2469**	**363.54**
2470	SYSTEM	**11/06/2025**	**560**	**BELLETETES, INC.**			
	4719360			10/07/2025	207.05	0.00	207.05
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					209.14	
	PVC 2" CLEANOUT BODY, PUTTY, WELD COMPOUND, WESTERN SPF, BTR KD						
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					-2.09	
	PVC 2" CLEANOUT BODY, PUTTY, WELD COMPOUND, WESTERN SPF, BTR KD						

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Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	4759561			10/28/2025	206.66	0.00	206.66
	01.4522.003.663 / SKI - LIFT MAINTENANCE					10.99	
	4X4-10 MCA GC TREATED #1 AND 12 OZ. FIREBLOCK FOAM SEALANT						
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					197.76	
	4X4-10 MCA GC TREATED #1 AND 12 OZ. FIREBLOCK FOAM SEALANT						
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					-2.09	
	4X4-10 MCA GC TREATED #1 AND 12 OZ. FIREBLOCK FOAM SEALANT						
					Total Check #:	**2470**	**413.71**
2471	SYSTEM	**11/06/2025**	**7060**	**COCA COLA BOTTLING COMPANY**			
	49452497012			10/24/2025	632.58	0.00	632.58
	03.3401.002.005 / SKI - NON-ALOCHOLIC BEVERAGES					632.58	
	ON ALCOHOLIC BEVERAGES						
					Total Check #:	**2471**	**632.58**
2472	SYSTEM	**11/06/2025**	**1890**	**EVERSOURCE**			
	5699 654 5091			10/27/2025	37.07	0.00	37.07
	01.4522.002.340 / SKI - ELECTRIC					37.07	
	9/26/25 - 10/27/25 SERVICE						
					Total Check #:	**2472**	**37.07**
2473	SYSTEM	**11/06/2025**	**1910**	**EVERSOURCE**			
	5657 489 0067			10/27/2025	128.91	0.00	128.91
	02.4331.520.340 / WTR - ELECTRICITY					128.91	
	9/26/25 - 10/27/25 SERVICE						
					Total Check #:	**2473**	**128.91**
2474	SYSTEM	**11/06/2025**	**1920**	**EVERSOURCE**			
	5636 075 1028			10/27/2025	21.50	0.00	21.50
	01.4522.002.340 / SKI - ELECTRIC					21.50	
	9/26/25 - 10/27/25 SERVICE						
					Total Check #:	**2474**	**21.50**
2475	SYSTEM	**11/06/2025**	**1930**	**EVERSOURCE**			

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Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	5629 910	1063			10/27/2025	5,764.62	0.00	5,764.62
		01.4314.003.340 / B&G - ELECTRIC					5,764.62	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2475**	**5,764.62**
2476	SYSTEM	**11/06/2025**	**1990**	**EVERSOURCE**				
	5699 489	0085			10/27/2025	71.52	0.00	71.52
		01.4312.003.340 / HWY - ELECTRIC					71.52	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2476**	**71.52**
2477	SYSTEM	**11/06/2025**	**2020**	**EVERSOURCE**				
	5624 489	0026			10/27/2025	89.93	0.00	89.93
		01.4312.003.340 / HWY - ELECTRIC					89.93	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2477**	**89.93**
2478	SYSTEM	**11/06/2025**	**2040**	**EVERSOURCE**				
	5697 473	5011			10/27/2025	58.27	0.00	58.27
		01.4522.002.340 / SKI - ELECTRIC					58.27	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2478**	**58.27**
2479	SYSTEM	**11/06/2025**	**7270**	**EVERSOURCE**				
	5623 589	0092			10/27/2025	1,425.45	0.00	1,425.45
		01.4522.002.340 / SKI - ELECTRIC					1,425.45	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2479**	**1,425.45**
2480	SYSTEM	**11/06/2025**	**7280**	**EVERSOURCE**				
	5634 489	0025			10/27/2025	355.08	0.00	355.08
		02.4331.520.340 / WTR - ELECTRICITY					355.08	
		9/26/25 - 10/27/25 SERVICE						

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Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
						Total Check #:	**2480**	**355.08**
2481	SYSTEM	**11/06/2025**	**7300**	**EVERSOURCE**				
	5618 155	1029			10/27/2025	48.33	0.00	48.33
		02.4331.520.340 / WTR - ELECTRICITY					48.33	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2481**	**48.33**
2482	SYSTEM	**11/06/2025**	**7310**	**EVERSOURCE**				
	5668 810	1039			10/27/2025	368.40	0.00	368.40
		01.4522.002.340 / SKI - ELECTRIC					368.40	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2482**	**368.40**
2483	SYSTEM	**11/06/2025**	**7320**	**EVERSOURCE**				
	5638 412	6058			10/27/2025	21.00	0.00	21.00
		02.4331.520.340 / WTR - ELECTRICITY					21.00	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2483**	**21.00**
2484	SYSTEM	**11/06/2025**	**7330**	**EVERSOURCE**				
	5634 512	6092			10/27/2025	23.16	0.00	23.16
		02.4331.520.340 / WTR - ELECTRICITY					23.16	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2484**	**23.16**
2485	SYSTEM	**11/06/2025**	**9130**	**EVERSOURCE**				
	5695 649	4017			10/27/2025	88.42	0.00	88.42
		02.4331.520.340 / WTR - ELECTRICITY					88.42	
		9/26/25 - 10/27/25 SERVICE						
						Total Check #:	**2485**	**88.42**
2486	SYSTEM	**11/06/2025**	**9140**	**EVERSOURCE**				

Check Manifest - by Payee

Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	5610 112	9021		10/27/2025	2,638.02	0.00	2,638.02
	02.4331.520.340 / WTR - ELECTRICITY					2,638.02	
	9/26/25 - 10/27/25 SERVICE						
					Total Check #:	**2486**	**2,638.02**
2487	SYSTEM	**11/06/2025**	**7480**	**HANDYMAN HARDWARE INC.**			
	A211437			10/20/2025	31.50	0.00	31.50
	01.4312.002.610 / HWY - SHOP SUPPLIES					35.00	
	DOUBLE ROLL PAPER TOWEL AND CRYSTAL CAR WASH DEEP						
	01.4312.002.610 / HWY - SHOP SUPPLIES					-3.50	
	DOUBLE ROLL PAPER TOWEL AND CRYSTAL CAR WASH DEEP						
	A211451			10/22/2025	72.00	0.00	72.00
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					80.00	
	BLACK GLOSS PAINT SPRAYPRO MULTIPURPOSE RESPIRATOR						
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					-8.00	
	BLACK GLOSS PAINT SPRAYPRO MULTIPURPOSE RESPIRATOR						
	A211613			10/30/2025	117.00	0.00	117.00
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					130.00	
	SM ENGINE FUEL AND WINTER GRADE CHAIN BAR						
	01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					-13.00	
	SM ENGINE FUEL AND WINTER GRADE CHAIN BAR						
	B496486			10/01/2025	60.66	0.00	60.66
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					67.40	
	PVC JUNCTION BOX, COVERALL PAINT, MISC. FASTENERS						
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					-6.74	
	PVC JUNCTION BOX, COVERALL PAINT, MISC. FASTENERS						
	B496533			10/01/2025	-3.50	0.00	-3.50
	01.4312.002.610 / HWY - SHOP SUPPLIES					6.50	
	DISH DETERGENT						
	01.4312.002.610 / HWY - SHOP SUPPLIES					-10.00	
	DISH DETERGENT						
	B496593			10/01/2025	67.50	0.00	67.50
	01.4314.003.611 / B&G - SMALL TOOLS					75.00	
	BIT STEP NO9						
	01.4314.003.611 / B&G - SMALL TOOLS					-7.50	
	BIT STEP NO9						
	B496642			10/02/2025	54.00	0.00	54.00

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				60.00	
		ANTIFREEZE RV/MARINE GALLON					
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				-6.00	
		ANTIFREEZE RV/MARINE GALLON					
	B496822			10/03/2025	30.60	0.00	30.60
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				34.00	
		ALE PLUG DWV THIRD, ANTIFREEZE					
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				-3.40	
		ALE PLUG DWV THIRD, ANTIFREEZE					
	B496921			10/03/2025	52.72	0.00	52.72
		01.4312.002.610 / HWY - SHOP SUPPLIES				58.58	
		FILTER CARTRIDGE, FIRE EXTINGUISHER SIGN AND MISC. FASTENERS					
		01.4312.002.610 / HWY - SHOP SUPPLIES				-5.86	
		FILTER CARTRIDGE, FIRE EXTINGUISHER SIGN AND MISC. FASTENERS					
	B497444			10/07/2025	54.00	0.00	54.00
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				60.00	
		ANTIFREEZE RV/MARINE					
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES				-6.00	
		ANTIFREEZE RV/MARINE					
	B497575			10/08/2025	80.46	0.00	80.46
		01.4314.003.630 / B&G - BUILDING REPAIRS				89.40	
		CIRCULAR BLADE SAW, PIPE CAP, WELDING STEEL FLAT BAR AND MISC.FASTENERS					
		01.4314.003.630 / B&G - BUILDING REPAIRS				-8.94	
		CIRCULAR BLADE SAW, PIPE CAP, WELDING STEEL FLAT BAR AND MISC.FASTENERS					
	B497619			10/08/2025	36.00	0.00	36.00
		01.4314.003.611 / B&G - SMALL TOOLS				40.00	
		TITANIUM BIT DRILL SET					
		01.4314.003.611 / B&G - SMALL TOOLS				-4.00	
		TITANIUM BIT DRILL SET					
	B497654			10/08/2025	9.00	0.00	9.00
		01.4314.003.611 / B&G - SMALL TOOLS				10.00	
		PICKUP MAGNETIC 19" FLEX					
		01.4314.003.611 / B&G - SMALL TOOLS				-1.00	
		PICKUP MAGNETIC 19" FLEX					
	B498645			10/14/2025	94.95	0.00	94.95
		01.4522.003.663 / SKI - LIFT MAINTENANCE				105.50	
		FENCE SNOW GUARD 4X50 FEET					
		01.4522.003.663 / SKI - LIFT MAINTENANCE				-10.55	

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		FENCE SNOW GUARD 4X50 FEET						
	B498646				10/14/2025	84.60	0.00	84.60
		01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE					94.00	
		1/2 X 8' COPPER GROUNDING AND 4 STRAND BARE COPPER 198 FT.						
		01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE					-9.40	
		1/2 X 8' COPPER GROUNDING AND 4 STRAND BARE COPPER 198 FT.						
	B498647				10/14/2025	5.85	0.00	5.85
		01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE					6.50	
		5/8 GROUNDING ROD CLAMP						
		01.4312.002.824 / HWY - EQUIPMENT MAINTNANCE					-0.65	
		5/8 GROUNDING ROD CLAMP						
	B498732				10/15/2025	23.85	0.00	23.85
		01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					26.50	
		ANTISEIZE LUBE, SANDING RESPIRATOR AND REFILL BUTANE FUEL MLT						
		01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					-2.65	
		ANTISEIZE LUBE, SANDING RESPIRATOR AND REFILL BUTANE FUEL MLT						
	B498883				10/16/2025	18.90	0.00	18.90
		01.4314.003.826 / B&G - VEHICLE MAINTENANCE					21.00	
		COVERALL PAINT AND 23 OZ WINDEX AMONIA D						
		01.4314.003.826 / B&G - VEHICLE MAINTENANCE					-2.10	
		COVERALL PAINT AND 23 OZ WINDEX AMONIA D						
	B499075				10/17/2025	17.91	0.00	17.91
		01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					19.90	
		ALKALINE BATTERY AND MISC. FASTENERSQ						
		01.4314.003.610 / B&G - MAINTENANCE SUPPLIES					-1.99	
		ALKALINE BATTERY AND MISC. FASTENERSQ						
	B499461				10/20/2025	36.57	0.00	36.57
		01.4312.002.610 / HWY - SHOP SUPPLIES					38.75	
		METAL PAIL, 5 BUNGEE CORD S						
		01.4312.002.610 / HWY - SHOP SUPPLIES					-2.18	
		METAL PAIL, 5 BUNGEE CORD S						
	B499603				10/21/2025	46.80	0.00	46.80
		01.4312.002.610 / HWY - SHOP SUPPLIES					52.00	
		LED BULB, HOSE FAUCET AND HOSE COUPLING						
		01.4312.002.610 / HWY - SHOP SUPPLIES					-5.20	
		LED BULB, HOSE FAUCET AND HOSE COUPLING						
	B499683				10/22/2025	118.12	0.00	118.12

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Payment #	Type	Check Date	Vendor ID / Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE						52.75
			FENCE SNOW GUARD 4X50 FTFLT STK 1/2 X 2X4						
			01.4312.002.821 / HWY - EQUIPMENT REPAIR						78.50
			FENCE SNOW GUARD 4X50 FTFLT STK 1/2 X 2X4						
			01.4312.002.821 / HWY - EQUIPMENT REPAIR						-13.13
			FENCE SNOW GUARD 4X50 FTFLT STK 1/2 X 2X4						
				B499748		10/22/2025	17.10	0.00	17.10
			01.4314.003.611 / B&G - SMALL TOOLS						19.00
			METAL BLADE RECIP - 5 PK						
			01.4314.003.611 / B&G - SMALL TOOLS						-1.90
			METAL BLADE RECIP - 5 PK						
				B499812		10/23/2025	42.75	0.00	42.75
			01.4522.003.663 / SKI - LIFT MAINTENANCE						47.50
			CIRCUIT BREAKER AND SCREW DRYWAL CRSE						
			01.4522.003.663 / SKI - LIFT MAINTENANCE						-4.75
			CIRCUIT BREAKER AND SCREW DRYWAL CRSE						
				B499844		10/23/2025	2.43	0.00	2.43
			01.4522.003.663 / SKI - LIFT MAINTENANCE						2.70
			MISC FASTENERS						
			01.4522.003.663 / SKI - LIFT MAINTENANCE						-0.27
			MISC FASTENERS						
				B499915		10/23/2025	53.10	0.00	53.10
			01.4522.003.662 / SKI - SKI AREA REPAIRS						59.00
			CONDUIT FLEX KIT AND GFCI TAMPER RESIST						
			01.4522.003.662 / SKI - SKI AREA REPAIRS						-5.90
			CONDUIT FLEX KIT AND GFCI TAMPER RESIST						
				B499960		10/24/2025	45.63	0.00	45.63
			01.4314.003.615 / B&G - SUPPLIES						19.00
			BLUE TAPE, SPRAY AINT, TRASH BAGS, QUICK-LINK ZINC PLATED AND CHAIN LINK COIL						
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE						31.70
			BLUE TAPE, SPRAY AINT, TRASH BAGS, QUICK-LINK ZINC PLATED AND CHAIN LINK COIL						
			01.4314.003.826 / B&G - VEHICLE MAINTENANCE						-5.07
			BLUE TAPE, SPRAY AINT, TRASH BAGS, QUICK-LINK ZINC PLATED AND CHAIN LINK COIL						
				B499991		10/24/2025	18.00	0.00	18.00
			02.4331.520.641 / WTR - SYSTEM REPAIRS						20.00
			WRAP CAST REPR PIPE FIBERGLASS						
			02.4331.520.641 / WTR - SYSTEM REPAIRS						-2.00
			WRAP CAST REPR PIPE FIBERGLASS						

Check Manifest - by Payee

Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	B500008			10/24/2025	21.60	0.00		21.60
	01.4522.003.662 / SKI - SKI AREA REPAIRS CONNECT SCREW SET AND GALVINIZED CONDUIT EMT						24.00	
	01.4522.003.662 / SKI - SKI AREA REPAIRS CONNECT SCREW SET AND GALVINIZED CONDUIT EMT						-2.40	
	B500835			10/30/2025	18.00	0.00		18.00
	01.4312.002.610 / HWY - SHOP SUPPLIES LITHIUM AAA BATTERY						20.00	
	01.4312.002.610 / HWY - SHOP SUPPLIES LITHIUM AAA BATTERY						-2.00	
	B501002			10/31/2025	18.90	0.00		18.90
	01.4522.003.663 / SKI - LIFT MAINTENANCE 1/4" WHEEL BRUSH AND MARIGOLD SPRAY PAINT						21.00	
	01.4522.003.663 / SKI - LIFT MAINTENANCE 1/4" WHEEL BRUSH AND MARIGOLD SPRAY PAINT						-2.10	
	B501044			10/31/2025	23.30	0.00		23.30
	01.4522.003.662 / SKI - SKI AREA REPAIRS BLACK HEAVY DUTY BUNGEE CORD						25.50	
	01.4522.003.662 / SKI - SKI AREA REPAIRS BLACK HEAVY DUTY BUNGEE CORD						-2.20	
					Total Check #:	**2487**		**1,370.30**
2488	SYSTEM	**11/06/2025**	**9766**	**JOHN O'NEILL**				
	11032025			11/03/2025	400.00	0.00		400.00
	03.4522.003.611 / SKI - ENTERTAINMENT MUSIC FOR SKI LODGE 11/7/2025						400.00	
					Total Check #:	**2488**		**400.00**
2489	ACH	**11/06/2025**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT - *ACH***			***ACH***	
	09052025			11/01/2025	1,662.29	0.00		1,662.29
	01.4711.000.003 / DEBT - PRINCIPAL PAYMENTS - KS BANK - EXCAVATOR EXCAVATOR LOAN						1,464.62	
	01.4721.000.003 / DEBT - INTEREST PAYMENTS - KS BANK - EXCAVATOR EXCAVATOR LOAN						197.67	
					Total Check #:	**2489**		**1,662.29**

Check Manifest - by Payee

Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2490	SYSTEM	**11/06/2025**	**8010**	**MORGAN CLARK**			
	11032025			11/03/2025	550.00	0.00	550.00
	03.4522.003.611 / SKI - ENTERTAINMENT					550.00	
	MUSIC FOR SKI LODGE 11/15/2025						
					Total Check #:	**2490**	**550.00**
2491	SYSTEM	**11/06/2025**	**4540**	**O'REILLY AUTO PARTS**			
	4989-377935			10/28/2025	322.36	0.00	322.36
	01.4522.003.660 / SKI - GROOMER REPAIRS					322.36	
	BATTERY FOR GROOMER						
					Total Check #:	**2491**	**322.36**
2492	SYSTEM	**11/06/2025**	**5700**	**STAPLES BUSINESS ADVANTAGE**			
	6043302775			9/08/2025	-22.73	0.00	-22.73
	03.4523.002.610 / LNG - BAR SUPPLIES					-22.73	
	CREDIT ON ORDER REFUND						
	6043302776			9/25/2025	26.48	0.00	26.48
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					26.48	
	TOUCH PLUS BLACK AND SHARPIE 36 CT BOX						
	6043302777			9/25/2025	141.55	0.00	141.55
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					141.55	
	24 PK BP STICK, LABEL MAKER TAPE, ROLL THERMAL POS AND 15X12 WALL CALENDAR						
	6043302778			9/25/2025	9.99	0.00	9.99
	01.4130.002.610 / EXEC - OFFICE SUPPLIES					9.99	
	DESKPAD 22X17 BLACK						
					Total Check #:	**2492**	**155.29**
2493	ACH	**11/06/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498075874			10/15/2025	1,966.56	0.00	1,966.56
	03.3401.002.004 / SKI - FOOD					1,714.77	
	FOOD						
	03.3401.002.005 / SKI - NON-ALOCHOLIC BEVERAGES					51.28	
	NON-ALCOHOLIC BEVERAGES						
	03.4522.003.612 / SKI - KITCHEN SUPPLIES					200.51	

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Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			KITCHEN SUPPLIES				
					Total Check #:	**2493**	**1,966.56**
2494	ACH	**11/06/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498089411			11/04/2025	-188.85	0.00	-188.85
			03.4522.003.612 / SKI - KITCHEN SUPPLIES			-188.85	
			FOOD FOR SKI LODGE				
					Total Check #:	**2494**	**-188.85**
2495	ACH	**11/06/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498089412			11/04/2025	-60.75	0.00	-60.75
			03.4522.003.612 / SKI - KITCHEN SUPPLIES			-60.75	
			KITCHEN SUPPLIES				
					Total Check #:	**2495**	**-60.75**
2496	SYSTEM	**11/06/2025**	**9751**	**THE GRANITE GROUP**			
	18021051-00CS			10/28/2025	245.64	0.00	245.64
			02.4331.520.641 / WTR - SYSTEM REPAIRS			245.64	
			ELBOW, COUPLING, ADAPTER, FEMALE BUSHING, NIPPLE AND BALL VALVE				
					Total Check #:	**2496**	**245.64**
2497	SYSTEM	**11/06/2025**	**6180**	**UNIFIRST CORPORATION**			
	1070459028			10/23/2025	161.12	0.00	161.12
			01.4521.003.610 / FD - SUPPLIES			34.49	
			SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			21.21	
			SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			03.4523.002.610 / LNG - BAR SUPPLIES			63.91	
			SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			01.4312.002.610 / HWY - SHOP SUPPLIES			31.72	
			SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			03.4522.003.610 / SKI - CLEANING SUPPLIES			0.29	
			SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG				
			01.4314.003.614 / B&G - CLEANING SUPPLIES			9.50	
			SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG				

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Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	1070460848			10/30/2025	197.63	0.00	197.63	
	01.4521.003.610 / FD - SUPPLIES						34.97	
	SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						21.69	
	SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG							
	03.4523.002.610 / LNG - BAR SUPPLIES						109.49	
	SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG							
	01.4312.002.610 / HWY - SHOP SUPPLIES						21.69	
	SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG							
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.29	
	SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.50	
	SHIRTS, APRONS, MAT, MOP, TERRY CLOTHS, BEACH TOWEL AND FD RUG							
					Total Check #:	**2497**	**358.75**	

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Date: 11/06/2025 **Batch ID:** 390 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/06/2025	**Check Manifest**		**Batch:**	**390**	**Chk Count:**	**30**	**Total Amnt:**			**19,721.01**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	12,110.58
02	WATER FUND	3,619.31
03	RECREATION FUND	3,991.12

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2498	SYSTEM	**11/13/2025**	**9763**	**ACE HARDWARE**			
	2297249			11/03/2025	302.56	0.00	302.56
	02.4331.520.611 / WTR - TOOLS INFLATOR CAROLS					199.99	
	01.4312.002.611 / HWY - SMALL TOOLS SHOVEL,, AND 2 MORTAR HOES					102.57	
					Total Check #:	**2498**	**302.56**
2499	SYSTEM	**11/13/2025**	**150**	**ALVINA SNEGACH**			
	WEVD 11-5-25			11/05/2025	75.00	0.00	75.00
	01.4130.002.390 / EXEC - CONSULTING WEVD MINUTE MEETINGS 11/5/25					75.00	
					Total Check #:	**2499**	**75.00**
2500	SYSTEM	**11/13/2025**	**160**	**AMAZON**			
	14QG-MMK9-1MGQ			10/29/2025	115.96	0.00	115.96
	01.4314.003.609 / B&G - DEPT UNIFORMS MEN'S TACTICAL CARGO PANTS					115.96	
	1K1G-XXPK-7GNJ			11/04/2025	49.99	0.00	49.99
	01.4314.003.611 / B&G - SMALL TOOLS DIGITAL CALIPER					49.99	
	1LKL-4GKR-3LX3			10/29/2025	126.06	0.00	126.06
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES PH INCREASER FOR POOLS					126.06	
	CREDIT INV 1LFY-LYLX-4ML			11/03/2025	-44.99	0.00	-44.99
	01.4314.003.609 / B&G - DEPT UNIFORMS CARHARDT MEN'S RELAXED DUNGAREE					-44.99	
					Total Check #:	**2500**	**247.02**
2501	SYSTEM	**11/13/2025**	**250**	**AMERIGAS**			
	3182736890			10/30/2025	2,457.38	0.00	2,457.38
	01.4314.003.341 / B&G - HEAT 1300.2 GALLONS PROPANE FOR COMMUNITY CTR					2,457.38	

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2501**	**2,457.38**
2502	SYSTEM	**11/13/2025**	**8990**	**BADGER METER**			
	89215466			10/30/2025	7.92	0.00	7.92
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES					7.92	
	OCTOBER 2025 SERVICES						
					Total Check #:	**2502**	**7.92**
2503	SYSTEM	**11/13/2025**	**560**	**BELLETETES, INC.**			
	4772767			11/04/2025	333.01	0.00	333.01
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					336.38	
	KLEER PVC TRIM AND CORTEX PVC PLUGS						
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025					-3.37	
	KLEER PVC TRIM AND CORTEX PVC PLUGS						
					Total Check #:	**2503**	**333.01**
2504	SYSTEM	**11/13/2025**	**9693**	**CITIZENS BANK**			
	ADOBE 10-29-25			10/29/2025	19.99	0.00	19.99
	01.4130.002.320 / EXEC - LICENSES & FEES					19.99	
	ADOBE SERVICE						
	CARHARTT #0294461812			10/14/2025	249.95	0.00	249.95
	01.4312.002.609 / HWY - DEPT UNIFORMS					249.95	
	PANTS, SHORT SLEEVE T-SHIRT AND LONG SLEEVE T-SHIRT						
	CUPBOARD - CAMPTON			10/17/2025	202.58	0.00	202.58
	03.3409.001.002 / COG - FOOD					202.58	
	FOOD PURCHASE FOR SKI LDOGE						
	DOLLAR GENERAL			10/17/2025	28.70	0.00	28.70
	03.3409.001.002 / COG - FOOD					28.70	
	FOOD PURCHASEFOR SKI LDOGE						
	EBAY ORDER# 0717339055:			10/21/2025	23.86	0.00	23.86
	01.4314.003.824 / B&G - POWER TOOL EQUIPMENT REPAIRS					23.86	
	REPLACEMENT BELT FITS CRAFTSMAN						
	EBAY PO #144984			10/21/2025	27.70	0.00	27.70
	01.4314.003.824 / B&G - POWER TOOL EQUIPMENT REPAIRS					27.70	
	AUGER BELL FITS CUB CADET						

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Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	GOOGLE #5397410613				10/31/2025	1,045.20	0.00	1,045.20
	01.4130.002.320 / EXEC - LICENSES & FEES						1,045.20	
	10/1/25 - 10/31/2025 SERVICE							
	GOOGLE #5399541075				10/31/2025	134.40	0.00	134.40
	01.4130.002.320 / EXEC - LICENSES & FEES						134.40	
	10/1/25 - 10/31/2025 SERVICE							
	HERSHEYS INV 0022382529				10/21/2025	738.84	0.00	738.84
	03.3409.001.002 / COG - FOOD						738.84	
	VARIOUS ICE CREAM							
	HOOD & DUCT CLEANING C				10/16/2025	1,765.25	0.00	1,765.25
	03.4523.002.660 / LNG - EQUIPMENT MAINTENANCE						1,765.25	
	REMAINING BALANCE FOR HOOD & DUCT CLEANING							
	KIRKS TRUCK & AND AUTO				10/29/2025	52.17	0.00	52.17
	01.4522.003.663 / SKI - LIFT MAINTENANCE						52.17	
	10.87 GALLONS NON ETHENOL GAS FOR LIFT APU							
	MAILBOX USA PO 144985				10/23/2025	381.00	0.00	381.00
	01.1150.000.004 / AR - WEA						381.00	
	10 MAILBOX LOCKS & 2 #3790 5 SETS OF 5 X 2							
	MARKET BASKET 10-25-25				10/25/2025	14.56	0.00	14.56
	03.3409.001.002 / COG - FOOD						14.56	
	FOOD PURCHASE FOR SKI LODGE							
	MARKET BASKET SUPER				10/19/2025	73.54	0.00	73.54
	03.3409.001.002 / COG - FOOD						73.54	
	FOOD PURCHASE FOR SKI LODGE							
	MARKET BASKET SUPERMI				10/19/2025	13.99	0.00	13.99
	03.3409.001.002 / COG - FOOD						13.99	
	FOOD PURCHASE FOR SKI LODGE							
	MASTER SPA PARTS 14486				10/16/2025	188.42	0.00	188.42
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						188.42	
	TOPSIDE CONTROL PANEL & CLARITY OVERLAY TP600 PANEL							
	MUCK ORDER MB444292				10/14/2025	201.00	0.00	201.00
	01.4312.002.609 / HWY - DEPT UNIFORMS						201.00	
	MEN;S MOSSY OAK ARCTIC PRO BOOT							
	MUSIC FROM CLOUD COVE				10/17/2025	18.95	0.00	18.95
	01.4130.002.320 / EXEC - LICENSES & FEES						18.95	
	CLOUD COVER MUSIC FOR SKI LODGE							

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Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	NE RECORD RET 0345706				10/15/2025	40.50	0.00	40.50
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE SHRED & REPLACE BAG						40.50	
	NH LIQUOR 1761417170594				10/25/2025	126.66	0.00	126.66
	03.3409.001.008 / COG - WINE WINE PURCHASE						101.67	
	03.3409.001.006 / COG - LIQUOR WINE & LIQUOR PURCHASE						24.99	
	NH LIQUOR INV 16083480				10/16/2025	1,416.39	0.00	1,416.39
	03.3409.001.002 / COG - FOOD FOOD						1,064.61	
	03.3409.001.008 / COG - WINE WINE						330.19	
	03.3409.001.610 / COG - BAR SUPPLIES BAR SUPPLIES						21.59	
	NHMA INV #10531				11/04/2025	810.00	0.00	810.00
	01.4130.002.240 / EXEC - EDUCATION ANNUAL CONFERENCE & EXHIBITIONREGISTRATION - GERRY, LISA & MAUREEN						810.00	
	PENGUIN FUEL INV 27619				10/27/2025	81.60	0.00	81.60
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE MOUNTED 4 TIRES						81.60	
	SCRIBE INV OCE519CO-00(				10/15/2025	29.00	0.00	29.00
	01.4130.002.320 / EXEC - LICENSES & FEES SCRIB PRO PERSONAL - 10/15 - 11/15/2025						29.00	
	SPECTRUM 0020530102725				10/27/2025	597.19	0.00	597.19
	01.4520.002.345 / REC - CABLE 10/27/25 - 11/26/25 SERVICE						178.00	
	01.4520.002.344 / REC - INTERNET 10/27/25 - 11/26/25 SERVICE						115.00	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET 10/27/25 - 11/26/25 SERVICE						115.00	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET 10/27/25 - 11/26/25 SERVICE						25.00	
	01.4520.002.350 / REC - TELEPHONE 10/27/25 - 11/26/25 SERVICE						25.00	
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET 10/27/25 - 11/26/25 SERVICE						25.00	
	01.4520.002.350 / REC - TELEPHONE						25.00	

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Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		10/27/25 - 11/26/25 SERVICE						
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					25.00	
		10/27/25 - 11/26/25 SERVICE						
		01.4520.002.350 / REC - TELEPHONE					25.00	
		10/27/25 - 11/26/25 SERVICE						
		01.4520.002.345 / REC - CABLE					33.00	
		10/27/25 - 11/26/25 SERVICE						
		01.4520.002.350 / REC - TELEPHONE					3.09	
		10/27/25 - 11/26/25 SERVICE						
		01.4130.002.350 / EXEC - TELEPHONE & INTERNET					3.10	
		10/27/25 - 11/26/25 SERVICE						
	SPECTRUM 0035968101425				10/14/2025	561.14	0.00	561.14
		01.4522.002.350 / SKI - CABLE, INTERNET & PHONE					561.14	
		10/14/25 - 11/13/2025 SERVICE FOR 24 PARKER ROAD						
	SPECTRUM 0046907101225				10/12/2025	234.46	0.00	234.46
		01.4312.002.350 / HWY - TELEPHONE & INTERNET					234.46	
		10/12/25 - 11/11/2025 SERVICE - SNOWTRAIL						
	SQUARE 11-1-25				11/01/2025	204.00	0.00	204.00
		01.4130.002.320 / EXEC - LICENSES & FEES					204.00	
		11/1/25 - 12/1/25 BILLING PERIOD						
	TOUCH BISTRO 01341523				10/31/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES					9.95	
		MONTHLY SERVICE FEE 10/31/25 - 11/29/25						
	TOUCH BISTRO 01344741				11/02/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES					9.95	
		TOUCH BISTRO 11/2/25 - 12/1/2025						
	USPS 10-16-25				10/16/2025	10.48	0.00	10.48
		02.4331.520.625 / WTR - POSTAGE					10.48	
		CERTIFIED MAIL W/RETURN RECEIPT						
	USPS 10-8-25				10/08/2025	78.00	0.00	78.00
		01.4130.002.625 / EXEC - POSTAGE					78.00	
		US FLAG COIL						
	USPS 11-5-25				11/05/2025	546.00	0.00	546.00
		02.4331.520.625 / WTR - POSTAGE					546.00	
		POSTAGE STAMPS						
	WALMART 10-22-25				10/22/2025	97.03	0.00	97.03
		03.4522.003.700 / SKI - EVENT EXPENSES					97.03	

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		HALLOWEEN SUPPLIES						
	WALMART MART 10-22-25				10/22/2025	97.58	0.00	97.58
	03.3409.001.002 / COG - FOOD						97.58	
	FOOD PURCHASE FOR SKI LODGE							
	WEBSTAURANT STORE				10/14/2025	440.73	0.00	440.73
	03.4522.003.612 / SKI - KITCHEN SUPPLIES						440.73	
	VARIOUS KITCHEN SUPPLIES FOR THE SKI LDOGE							
	ZORO ORDER#WB5755793				10/30/2025	21.30	0.00	21.30
	01.4520.003.821 / REC - GYM EQUIPMENT INSPECTION						21.30	
	POP PIN WELD ON BARRELL							
						Total Check #:	**2504**	**10,592.06**
2505	SYSTEM	**11/13/2025**	**1290**	**CONSOLIDATED COMMUNICATIONS**				
	OCTOBER 24 INVOICE				10/24/2025	200.00	0.00	200.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						200.00	
	9/24/25 - 10/23/25 SERVICE							
						Total Check #:	**2505**	**200.00**
2506	SYSTEM	**11/13/2025**	**1300**	**CONSOLIDATED COMMUNICATIONS**				
	4062057157 - OCTOBER				10/24/2025	3.60	0.00	3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES						3.60	
	9/24/25 - 10/23/25 SERVICE							
						Total Check #:	**2506**	**3.60**
2507	SYSTEM	**11/13/2025**	**9765**	**EUROFINS ENVIRONMENT TESTING NORTHEAS**				
	4750011180				10/14/2025	350.00	0.00	350.00
	02.4331.520.860 / WTR - WATER TESTING						350.00	
	HALOACETIC ACIDS							
						Total Check #:	**2507**	**350.00**
2508	SYSTEM	**11/13/2025**	**1970**	**EVERSOURCE**				
	56458399037 OCTOBER				10/27/2025	21.50	0.00	21.50
	01.4522.002.340 / SKI - ELECTRIC						21.50	
	9/26/25 - 10/25/25 SERVICE							

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #: 2508		**21.50**
2509	SYSTEM	**11/13/2025**	**9660**	**EVP MARKETING & MEDIA**			
	CAMPTON MTN 11102501			11/10/2025	1,400.00	0.00	1,400.00
	03.4522.003.305 / SKI - MARKETING/ADVERTISING					1,400.00	
	MONTHLY RETAINER PER 6/25 CONTRACT ANDOCTOBER 25 WEBSITE SOCIAL						
					Total Check #: 2509		**1,400.00**
2510	SYSTEM	**11/13/2025**	**9742**	**HORIZONS ENGINEERING, INC.**			
	39033			10/31/2025	3,530.00	0.00	3,530.00
	01.4312.001.390 / HWY - CONSULTING					260.00	
	WATER SYSTEM PLANROAD PLAN						
	02.4331.520.862 / WTR - ENGINEERING					610.00	
	WATER SYSTEM PLANROAD PLAN						
	01.4312.001.390 / HWY - CONSULTING					2,010.00	
	WATER SYSTEM PLANROAD PLAN						
	01.4312.001.390 / HWY - CONSULTING					650.00	
	WATER SYSTEM PLANROAD PLAN						
					Total Check #: 2510		**3,530.00**
2511	SYSTEM	**11/13/2025**	**9719**	**L.E. Johnston Construction Inc.**			
	2025233			11/01/2025	479.00	0.00	479.00
	01.4312.002.613 / HWY - ROAD MATERIALS					479.00	
	DELIVERY 15 YARDS 3-6" ERSION STONE						
					Total Check #: 2511		**479.00**
2512	SYSTEM	**11/13/2025**	**3420**	**LOUIE VALENTE**			
	PO 743535			11/03/2025	425.00	0.00	425.00
	02.4331.520.640 / WTR - GENERATOR MAINTENANCE					425.00	
	SERVICE CALL - CHECKED CHARGING SYSTEM, FAILED CURRENT DRAW TEST, BATTERY REPLA						
					Total Check #: 2512		**425.00**
2513	SYSTEM	**11/13/2025**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	26442			11/05/2025	1,354.17	0.00	1,354.17

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4130.002.391 / EXEC - PAYROLL PROCESSING					1,354.17	
	PAYROLL SERVICES FOR OCTOBER 2025						
					Total Check #:	**2513**	**1,354.17**
2514	ACH	**11/13/2025**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	422279			11/05/2025	317.80	0.00	317.80
	03.3409.001.007 / COG - BEER					317.80	
	BEER PURCHASE						
					Total Check #:	**2514**	**317.80**
2515	SYSTEM	**11/13/2025**	**4930**	**PPC DELAWARE LLC**			
	RENEWAL			11/06/2026	81.95	0.00	81.95
	01.4130.002.320 / EXEC - LICENSES & FEES					81.95	
	NH FEDERAL ENGLISH LAMINATED LABOR LAW POSTER - 1 YEAR PLAN RENEWAL						
					Total Check #:	**2515**	**81.95**
2516	SYSTEM	**11/13/2025**	**9769**	**RHR SMITH & COMPANY**			
	2025-3220			11/12/2025	8,450.00	0.00	8,450.00
	01.4130.002.301 / EXEC - ACCOUNT & AUDITING					8,450.00	
	FIELD WORK- FINANCIAL 2024 STATEEMENTS ANDFINANCIAL PREPARATION ASSISTANCE & R						
					Total Check #:	**2516**	**8,450.00**
2517	SYSTEM	**11/13/2025**	**9767**	**RICOH USA, INC**			
	1104690571			10/24/2025	5,469.34	0.00	5,469.34
	01.4130.002.393 / EXEC - DOCUMENT RETENTION					5,469.34	
	LASERFICHE PROJECT						
					Total Check #:	**2517**	**5,469.34**
2518	SYSTEM	**11/13/2025**	**9768**	**SALAZAR D. da COSTA ROGUE**			
	11052025			11/05/2025	750.00	0.00	750.00
	02.2020.000.002 / METER REFUNDS DUE					750.00	
	METER REFUND - SELLING, PERMIT NON-REFUNDABLE						
					Total Check #:	**2518**	**750.00**

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2519	SYSTEM	**11/13/2025**	**9625**	**SALMON PRESS**			
	REF #588509			10/24/2025	44.00	0.00	44.00
	01.4130.002.305 / EXEC - ADVERTISING					44.00	
	MAILBOX & CIF PHONE NOTICE						
					Total Check #:	**2519**	**44.00**
2520	SYSTEM	**11/13/2025**	**5390**	**SANEL AUTO PARTS**			
	142330			11/04/2025	284.98	0.00	284.98
	01.4522.003.663 / SKI - LIFT MAINTENANCE					284.98	
	1 YEAR WARRANTY BATTERY						
	142519			11/07/2025	-36.00	0.00	-36.00
	01.4522.003.663 / SKI - LIFT MAINTENANCE					-36.00	
	CREDIT FOR CORE DEPOSIT ON 2 PURCHASES						
					Total Check #:	**2520**	**248.98**
2521	SYSTEM	**11/13/2025**	**4280**	**STATE OF NEW HAMPSHIRE**			
	2026 ANNUAL DAM REG FE			10/29/2025	1,600.00	0.00	1,600.00
	01.4314.003.613 / B&G - GROUNDS REPAIRS & MAINTENANCE					1,600.00	
	LOCKE 1 DAM AND LOCKE 2 DAM						
					Total Check #:	**2521**	**1,600.00**
2522	ACH	**11/13/2025**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**		***ACH***	
	498084291			10/22/2025	1,738.96	0.00	1,738.96
	03.3409.001.002 / COG - FOOD					1,472.87	
	FOOD						
	03.4522.003.612 / SKI - KITCHEN SUPPLIES					28.80	
	KITCHEN SUPPLIES						
	03.3409.001.005 / COG - NON-ALOCHOLIC BEVERAGES					237.29	
	NON-ALCOHOLIC BEVERAGES						
					Total Check #:	**2522**	**1,738.96**
2523	SYSTEM	**11/13/2025**	**9480**	**TRACTOR SUPPLY CO**			
	OCTOBER STATEMENT			10/24/2025	1,044.92	0.00	1,044.92
	01.4312.002.609 / HWY - DEPT UNIFORMS					319.90	

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		UNIFORMS					
		01.4312.002.611 / HWY - SMALL TOOLS					370.93
		VARIOUS PURCHASES					
		02.4331.520.611 / WTR - TOOLS					207.96
		VARIOUS PURCHASES					
		01.4312.002.821 / HWY - EQUIPMENT REPAIR					6.14
		VARIOUS PURCHASES					
		01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					139.99
		TARP					
					Total Check #:	**2523**	**1,044.92**
2524	SYSTEM	**11/13/2025**	**9649**	**TREASURER STATE OF NH**			
	000508017			10/28/2025	200.00	0.00	200.00
		01.4314.003.630 / B&G - BUILDING REPAIRS					200.00
		BOILER INSPECTION					
					Total Check #:	**2524**	**200.00**

Check Manifest - by Payee

Date: 11/13/2025 **Batch ID:** 391 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
11/13/2025	**Check Manifest**		**Batch:**	**391**	**Chk Count:**	**27**	**Total Amnt:**	**41,724.17**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	30,144.21
02	WATER FUND	3,107.35
03	RECREATION FUND	8,472.61

--- 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 19, 2025	Policy No.:
Revision Date:		Approved By: WEVD Commission

Subject: Advisory Committee Alternates

1. Introduction

This policy is intended to provide the policies and procedures necessary for the appointment and conduct of alternate members to advisory committees.

2. Appointment

No more than 5 alternate members are permitted to be appointed to any advisory committee who shall be appointed as soon as reasonably practical by the WEVD Commission.

3. Qualification

Alternate members appointed must meet any qualifications of the respective committee they wish to be an alternate for.

4. Term

All alternates will have a term of 1 year from the date of appointment until the annual meeting following the appointment.

5. Participation

The use of an alternate at an advisory committee meeting must be stated on the record and recorded in the minutes. Alternate members must attend all meetings of the advisory committee they are appointed to.

Alternates must follow all guidelines for participation as regular members, as outlined in the volunteer handbook.

6. Voting

Alternates are not permitted to vote unless they are designated as a participating member of the meeting as outlined in section 5.

Commission – Chair	Commissioner	Commissioner

DRAFT

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

REQUEST FOR COMMISSION ACTION

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

MEETING DATE: 11/18/2025 AGENDA ITEM#: 11 c

TITLE OF REQUEST: Authorization to sign Audit Engagement Letter

SUMMARY OF WHY ACTION IS SOUGHT (Need background):
Last year, the district's auditors notified us they would not be able to do our 2024 audit. A number of calls were made and interim GM Carol Granfield recommend RHR. I contacted Ron Smith of RHR and after reviewing our previous audits has agreed to do our 2024 and 2025 audits, at just below $17,000 for each year.

December 31, 2024:

- Financial Statement Audit $14,365
- Financial Statement Assistance and Review $2,535
- Additional annual price of Single Audit (if necessary) - $6,000 for each major program.

December 31, 2025:

- Financial Statement Audit $14,365
- Financial Statement Assistance and Review $2,535
- Additional annual price of Single Audit (if necessary) - $6,000 for each major program.

GOAL SOUGHT WITH THIS ACTION:
Per our purchasing policy, I am requesting the approval of the Commissioners to engage **RHR Smith & Company, CPA's to complete WEVD's 2024 and 2025 Financial Audits**

ACTION REQUESTED:
Approval to accepted RHR Smith & Company, CPA's engagement letter for FY25 & FY26

BUDGET IMPLICATIONS & ACCOUNT NUMBER (to be completed by Management):
01.4130.002.301 For Budget year 2025 $16,900.
For Budget FY 2026 $16,900.00

PLAN FOR IMPLEMENTATION:
Will sign and engage RHR Smith & Company, and they will be onsite Dec. 10 – 12, 2025 to begin the 2024 audit. And begin preparation for 2025.

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

November 12, 2025

Ms. Helen Chatel, General Manager
Waterville Estates Village District
562 Winterbrook Road
Campton, New Hampshire 03223

Dear Ms. Chatel,

We are pleased to confirm our understanding of the services we are to provide for the Waterville Estates Village District for the years ending December 31, 2024, and December 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, each major governmental and proprietary fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the Waterville Estates Village District of and for the years ending December 31, 2024, and December 31, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Waterville Estates Village District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Waterville Estates Village District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the District's Proportionate Share of Net Pension Liability
3. Schedule of District's Contributions - Pensions
4. Schedule of the District's Proportionate Share of Net Other Postemployment Benefits Liability
5. Schedule of District's Contributions - Other Postemployment Benefits

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of your accounting records of the Waterville Estates Village District, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing*

Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Waterville Estates Village District's compliance with provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely

and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing and reviewing the financial statements, schedule of expenditures of federal awards, and related notes of the Waterville Estates Village District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, fixed asset assistance, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation and review of the financial statements, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Village District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RHR Smith & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RHR Smith & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ronald H.R. Smith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed the amount broken down as follows:

December 31, 2024:	
Financial Statement Audit	$14,365
Financial Statement Assistance and Review	$2,535

Additional annual price of Single Audit (if necessary) - $6,000 for each major program.

December 31, 2025:	
Financial Statement Audit	$14,365
Financial Statement Assistance and Review	$2,535

Additional annual price of Single Audit (if necessary) - $6,000 for each major program.

We kindly ask that this engagement letter be signed within 30 days from the date of the letter. Along with this, a retainer invoice for 50% of the estimated engagement will be sent separately and will also be due within 30 days. If we do not receive both within this timeframe, we will unfortunately have to consider the engagement concluded. We truly appreciate your attention to these details and look forward to working together.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to conclude our services for nonpayment, our engagement will be deemed to have been completed upon written notification of conclusion, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of conclusion. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue written reports upon completion of our audit of the Waterville Estates Village District's financial statements. Our reports will be addressed to the Board of Commissioners of the Waterville Estates Village District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance,

and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Waterville Estates Village District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Waterville Estates Village District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs
RHRS/YB/24-25

RESPONSE:

This letter correctly sets forth the understanding of the Waterville Estates Village District.

Management signature:_____

Title:_____

Date:_____

Rodrigues, Drum & Company, LLC

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 2979
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the
Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility
The Firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility
Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations
Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion
In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs for the year ended September 30, 2023 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.

Rodrigues, Drum & Company, LLC

June 12. 2024

The contents included are only valid for 30 days from the date of this contract.
If contract is not executed within the 30-day period, terms and conditions, including pricing, may be subject to change.

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

REQUEST FOR COMMISSION ACTION (RCA)

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

Meeting Date: 11/21/2025 Agenda Item #: 11 d

Name of Requestor: Jan Hanzl

Waterville Estates Address: 190 Weetamoo Trail

Title of Request: Water Well Installed

Summary of why action is sought (please provide as much background as possible): We installed water well (Capital Well Company did installation) and I would like to ask you to remove our property from your billing cycles because we are not using town water. Thank you

Action requested: _____

Goal sought with this action: _____

_____

FOR INTERNAL USE ONLY

Budget implications: _____

_____

_____

Plan for implementation: _____

_____

_____

eurofins | Environment Testing

ANALYTICAL REPORT

PREPARED FOR

Attn: Jon Swain
Capital Well Company Inc
150 Concord Stage Road
Dunbarton, New Hampshire 03045

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JOB DESCRIPTION

Jan Hazel | 190 Weetamoo Trail
Campton, NH | JB

JOB NUMBER

475-13747-1

Eurofins Concord
51 Antrim Avenue
Concord NH 03301

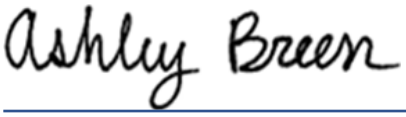
See page two for job notes and contact information.

my EOL

Job Notes

The test results in this report relate only to the samples as received by the laboratory and will meet all requirements of the methodology, with any exceptions noted. This report shall not be reproduced except in full, without the express written approval of the laboratory. All questions should be directed to the Eurofins Environment Testing Northeast, LLC Project Manager.

Authorization



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Authorized for release by
Ashley Breen, Project Manager
Ashley.Breen@et.eurofinsus.com
(603)228-0525

Action Limit Summary

Client: Capital Well Company Inc
Project/Site: Jan Hazel | 190 Weetamoo Trail

Job ID: 475-13747-1
SDG: Campton, NH | JB

Client Sample ID: 190 Weetamoo Trail (Drilled Well - Untreated)

Lab Sample ID: 475-13747-1

Compliance Check

The results obtained from the analytical testing of this data set were checked against compliance limits received from the client. Any results at or above the compliance limits have been highlighted for your convenience.

Analyte	Result	Qualifier	Unit	NHDWMCL Limit	RL	Method	Prep Type
Chloride	14		mg/L	250	1.0	300.0	Total/NA
Fluoride	0.45		mg/L	4	0.10	300.0	Total/NA
Iron	0.071		mg/L	0.3	0.050	200.7	Total/NA
Sodium	4.3		mg/L	250	0.50	200.7	Total/NA
Arsenic	0.0029		mg/L	0.005	0.0010	200.8	Total/NA
Lead	<0.0010		mg/L	0.015	0.0010	200.8	Total/NA
Manganese	**0.11**		mg/L	**0.05**	0.0050	200.8	Total/NA
Uranium	1.0		ug/L	30	0.50	200.8	Total/NA
Hardness as calcium carbonate	85		mg/L	500	0.50	SM 2340B	Total/NA
Nitrate as N	<0.50		mg/L	10	0.50	353.2	Total/NA
pH	7.59	HF	SU	8.5	0.10	SM 4500 H+ B	Total/NA
Radon	631		pCi/L	4000	300	Radon	Total/NA
Escherichia coli	Absent		/100mL	Present		SM 9223B	Total/NA
Coliform, Total	Absent		/100mL	Present		SM 9223B	Total/NA

Accreditation/Certification and Definitions Summary

Client: Capital Well Company Inc
Project/Site: Jan Hazel | 190 Weetamoo Trail

Job ID: 475-13747-1
SDG: Campton, NH | JB

Laboratory: Eurofins Concord

Unless otherwise noted, all analytes for this laboratory were covered under each accreditation/certification below.

Authority	Program	Identification Number	Expiration Date
New Hampshire	NELAP	1012	01-20-26

The following analytes are included in this report, but the laboratory is not certified by the governing authority. This list may include analytes for which the agency does not offer certification.

Analysis Method	Prep Method	Matrix	Analyte
Radon		Drinking Water	Radon

Qualifiers

General Chemistry

Qualifier	Qualifier Description
HF	Parameter with a holding time of 15 minutes. Test performed by laboratory at client's request. Sample was analyzed outside of hold time.

Glossary

Abbreviation	These commonly used abbreviations may or may not be present in this report.
¤	Listed under the "D" column to designate that the result is reported on a dry weight basis
%R	Percent Recovery
1C	Result is from the primary column on a dual-column method.
2C	Result is from the confirmation column on a dual-column method.
CFL	Contains Free Liquid
CFU	Colony Forming Unit
CNF	Contains No Free Liquid
DER	Duplicate Error Ratio (normalized absolute difference)
Dil Fac	Dilution Factor
DL	Detection Limit (DoD/DOE)
DL, RA, RE, IN	Indicates a Dilution, Re-analysis, Re-extraction, or additional Initial metals/anion analysis of the sample
DLC	Decision Level Concentration (Radiochemistry)
EDL	Estimated Detection Limit (Dioxin)
LOD	Limit of Detection (DoD/DOE)
LOQ	Limit of Quantitation (DoD/DOE)
MCL	EPA recommended "Maximum Contaminant Level"
MDA	Minimum Detectable Activity (Radiochemistry)
MDC	Minimum Detectable Concentration (Radiochemistry)
MDL	Method Detection Limit
ML	Minimum Level (Dioxin)
MPN	Most Probable Number
MQL	Method Quantitation Limit
MRL	Method Reporting Limit
NC	Not Calculated
ND	Not Detected at the reporting limit (or MDL or EDL if shown)
NEG	Negative / Absent
POS	Positive / Present
PQL	Practical Quantitation Limit
PRES	Presumptive
QC	Quality Control
RER	Relative Error Ratio (Radiochemistry)
RL	Reporting Limit or Requested Limit (Radiochemistry)
RPD	Relative Percent Difference, a measure of the relative difference between two points
SDL	Sample Detection Limit

Glossary (Continued)

Abbreviation	These commonly used abbreviations may or may not be present in this report.
SDL	Sample Detection Limit
SDL	Sample Detection Limit
TEF	Toxicity Equivalent Factor (Dioxin)
TEQ	Toxicity Equivalent Quotient (Dioxin)
TNTC	Too Numerous To Count

eurofins | Environment Testing Eastern Analytical

EA# 475-13747 COC

Capital Well Chain of Custody

Person Requesting Analysis

Name___Capital Well Company, Inc._____

Address__150 Concord Stage Road _____

City, State & Zip__Dunbarton NH 03045_____

Telephone__(603) 774-6155___ **E-Mail Address**__results@capitalwell com___**Website**__www capitalwell com_

Sample Information

Customer Name Jan Hanzl **Customer Phone #**_____

Sample Address 190 Weetamoo Trail Campton NH

Customer E-Mail Address_____

Date Sample Collected 10/9/25 **Time Sample Collected** 11.15 am

Source of Water Sample (circle) Drilled Well / Dug Well / Municipal / Lake-Pond / Other_____

Has this water been sampled recently (circle): YES or (NO)

Any type of water treatment (circle) YES or (NO) **If YES, type of treatment:**_____

If YES, water was sampled (circle) Treated (Untreated) Unknown

Type of Test (circle) (Complete) Bacteria Arsenic Radon pH Hardness Iron Manganese Chloride Sodium Fluoride Nitrate VOCs PFAS Other:_____

Name of Person Collection Water Sample (Print Clearly) JB

Relinquished by Signature _____ Date _____ Time _____

Received by Signature _____ Date _____ Time _____

Relinquished by _____Date _____Time _____

Received by:_____Date _____Time _____

Relinquished by _____Date._____Time _____

Received by _____Date 10/10/25 Time 0800 Temp 3.2 Ice (Y/N)

Capital Well Company, Inc.
150 Concord Stage Road
Dunbarton, New Hampshire 03046
(603) 774-6155
Fax (603) 774-6165

234 Summer Street
Lancaster, New Hampshire 03584
(603) 788-5550
Fax (603) 774-6165

Toll Free: (800) 924-1192
www.capitalwell.com

CAPITAL WELL TEN (10) YEAR WARRANTY

Components Installed:

Berkeley SS 10 GPM 1.5 HP Pump	Date Installed	**06/10/2025**	Invoice #	**95357255**
Flexcon FL-12 Pressure Tank	Date Installed	**06/10/2025**	Invoice #	**95357255**
Vu-Flow NT11/4-60PBB Sediment Filter	Date Installed	**06/10/2025**	Invoice #	**95357255**
	Date Installed		Invoice #	

Workmanship:
Capital Well Company, Inc. warrants that all work invoiced has been performed in accordance to the agreed upon work, and said work was performed in a proper workmanlike manner, free from all defects for **three (3) years** from the date the work was performed.

Materials:
Capital Well Company, Inc. warrants that **all materials** (including those listed above) installed in accordance to the agreed upon work are new and said materials installed are warranted for **ten (10) years** from the date of installation. This Warranty is limited to correcting defects only with the materials installed by Capital Well.

Acts of God:
This warranty does not cover acts of God; including, but not limited to, lightning, freezing temperatures, flood, earthquakes, or other acts of God. The future yield of water located during the drilling process, or during hydrofracture is not warranted.

Customer's Responsibilities:
The customer shall notify Capital Well Company, Inc. as soon as a problem arises, before further damages can occur. Repairs or attempted repairs performed by anyone other than Capital Well Company, Inc. will render this Warranty null and void.

Capital Well's Responsibilities:
Capital Well reserves the right to honor this Warranty only during business hours, and will make that determination based on information known at the time.

What is covered:
Capital Well Company, Inc. will replace any defective materials, or make workmanship repairs at no charge, including labor for three (3) years from the date of installation or performance of work. After the third year, all materials will be covered until ten (10) years from the date of installation.

What is not covered:
This Warranty does not include the cost of any excavation that may be required to perform warranty repairs at any time during the coverage period. Labor to replace defective materials, after the third year, will not be covered.

Transfer of Ownership:
This Warranty is transferable throughout the 10-year period. All rules of the original warranty, including the start & end date will apply.



where water meets innovation

PROPOSAL

Vermont Recreational Surfacing & Fencing, Inc.
13 Tammy's Way
Monroe, NH 03771
www.vt-recreational.com

Toll Free: (800) 639-8071
Phone: (603) 638-2738
Fax: (603) 638-4458
Email: vtrecnh@gmail.com

Date: 5/20/2025

Submitted to: Steven Baert

Waterville Estates Village District
562 Winterbrook Road
Campton, NH 03223

Direct: (603) 254-8869
Cell:
Email: steveb@waterville-estates.com

Proposal #: 2025-211
Job: Pigland Tank
Campton, NH

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Fence

> Supply and install approximately 350LF of 8' high black vinyl chain link fence with 3 strands of barb
> 3” terminal posts, 2-1/2” line posts, 1-5/8" top rail
> Bottom tension wire
> Braced a
> SS40 Pipe
> 2" x 9 GA Class 2B black vinyl wire
> One (1) - 4' walk gate
> One (1) - 12'double drive gate

PRICE: **$27,176.00**

> Supply and install approximately 350LF of 6' high black vinyl chain link fence with 3 strands of barb
> 3” terminal posts, 2-1/2” line posts, 1-5/8" top rail
> Bottom tension wire
> Braced a
> SS40 Pipe
> 2" x 9 GA Class 2B black vinyl wire
> One (1) - 4' walk gate
> One (1) - 12'double drive gate

PRICE: **$23,700.00**

> Supply and install approximately 350LF of 8' high galvanized chain link fence with 3 strands of barb
> 3” terminal posts, 2-1/2” line posts, 1-5/8" top rail
> Bottom tension wire
> Braced a
> SS40 Pipe
> 2" x 9 GA aluminized wire
> One (1) - 4' walk gate
> One (1) - 12'double drive gate

PRICE: **$23,376.00**

> Supply and install approximately 350LF of 6' high galvanized chain link fence with 3 strands of barb
> 3” terminal posts, 2-1/2” line posts, 1-5/8" top rail
> Bottom tension wire
> Braced a
> SS40 Pipe
> 2" x 9 GA aluminized wire
> One (1) - 4' walk gate
> One (1) - 12'double drive gate

PRICE: **$20,399.00**

NO RETAINAGE

PRICES ARE GOOD FOR TEN (10) DAYS FROM THE DATE OF THIS PROPOSAL

Unforeseen ground conditions may add costs to the project.
Digsafe premarks and marking of private utilities not covered by Digsafe is the responsibility of the owner or GC.
All material is guaranteed to be specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workman-like manner:
Handsetting of posts an additional $100.00 per post. Does not cover hand digging in hard pack or rock/rip rap.
Downtime billed out $750.00 per hour if site is not properly prepared.

Respectfully Submitted: _____
Stephen Shattuck

The above prices, specifications and conditions are hereby accepted.
You are authorized to do the work as specified.
Acceptance of Proposal

Signature: _____ Date: _____

***Payments must be made within 30 days from invoice date.**

****An annual finance charge of 18% will be charged on all invoices over 30 days.**

*****You will also be responsible for any collection fees that may occur should the account become delinquent, including but not limited to court filings, experts, consultants, service of process, and attorney fees**