WEVD COMMISSION MEETING AGENDA
Wednesday, January 21, 2026, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223
NO ZOOM OR STREAMING

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. December 12, 2025 (public)
    b. December 12, 2025 (non-public)
    c. January 7, 2026 (public)
    d. January 7, 2026 (non-public)
7. Treasurer 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
11. GENERAL CALENDAR ITEMS
    a. Pegwood fence deadline approaches: February 2 marks 60 days
    b. Rumor re: doctored photo being published by District
    c. RMA
    d. Policy reorganization
    e. Laserfiche
    f. Discussion re: remote participation capabilities
    g. Updated commissioner meeting procedure
    h. Employee Handbook

i. Cyber Security and Etiquette training for staff, officials, and volunteers
j. Code of Conduct: Commissioners, Elected Officials, Volunteers re: Cyber Security & Etiquette

12. Next Meeting: February 4, 2026 @ 6 p.m.
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.

WEVD Board of Commissioners

December 12, 2025 – 1:00 PM

562 Winterbrook Rd., Campton, NH 03223

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

Other Attendees: Helen Chatel

Call to Order: Ms. Patti (chair) called the meeting to order at 1:03 PM.

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

Non-public session entered at 1:04 PM. Present for non-public session was General Manager Helen Chatel.

Non-public minutes discussed for approval and amendment were:

a. 4/23/2025
b. 6/3/2025
c. 6/11/2025
d. 6/13/2025
e. 6/18/2025
f. 6/25/2025
g. 7/16/2025
h. 7/29/2025
i. 8/5/2025
j. 9/8/2025
k. 9/24/2025
l. 11/5/2025
m. 11/13/2025
n. 11/18/2025

Annual meeting scheduling conflicts were discussed. A discussion regarding the draft 2026 RMA ensued.

Mr. Canfield motioned to return to public session. Ms. Patti seconded. Motion carried by 3:0 roll call vote: aye – Canfield, Patti, Panuczak.

Public session resumed at 2:02 PM.

Next Meeting: December 17, 2025 @ 4:00 PM

Motion to adjourn by Mr. Panuczak, seconded by Mr. Canfield. Motion carried by 3:0 roll call vote: aye – Canfield, Patti, Panuczak.

Meeting adjourned at 2:04 PM.

Minutes prepared by Allison Smith

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Waterville Estates Village District

Commission Non Public Session Minutes – December 12, 2025

The Non-Public session was called to order at 13:04 hours on December 12, 2025. Present were Gerry Panuczak, Mark Canfield, abd Maureen Patti. Guests included Helen Chatel.

Ms. Patti reviewed correspondence received from WEA regarding the draft RMA. Ms. Chatel will draft a response.

The Annual meeting date was changed to 4/4/2026 due to availability of participants.

Ms. Patti reviewed Commission Non Public minute revisions and approvals:

1) Ms. Patti motioned to approve 4/23/2025, 6/11/2025, 6/13/2025, 6/18/2025, 6/25/2025, 7/16/2025, 7/29/2025, 8/5/2025, 9/8/2025, 11/5/2025, 11/13/2025, and 11/18/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.
2) Ms. Patti motioned amended 6/3/2025, 6/13/2025, and 9/24/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Mr. Panuczak will write a draft Commissioner annual report.

The Non-Public session was concluded at 14:01 hours on December 12, 2025 by unanimous roll call vote of Commissioners present. The Commissioners returned to Public session.

Respectfully Submitted

Gerry Panuczak

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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 Minutes
January 7, 2026 – 6:00 PM

Attendees in physical location: Commissioners Maureen Patti, Mark Canfield, and Gerry Panuczak, 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 in physical location: Scott Sallaway, 110 Snowood Drive, Ned McElroy, 22 Goose Hollow Road, Town of Campton Trustee of the Trust Fund.

Members of the Public on Zoom: na

Members Excused: na

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

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

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

If remote attendance, reason & vote:
na

Adoption of Agenda:
Agenda remained unchanged.

Non-Public Session

Ms. Patti motioned at 6:04 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c). Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield - aye.

Non-public session was entered at 6:04 PM, Commissioners Patti, Canfield and Panuczak were present in person. Also present were General Manager Helen Chatel and Administrative Assistant Allison Smith.

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

Public session was entered at 6:23 PM. Commissioners Patti, Canfield, and Panuczak were present in person.

Approval of Minutes

December 17, 2025

*Ms. Patti moved to amend **December 17, 2025** draft minutes according to the 10 amendments she proposed in the packet. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

*Ms. Pati moved to approve **December 17, 2025** amended minutes as official minutes. Mr. Panuczak duly seconded, and motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.*

Treasurer's Report

Treasurer Denise Aguiló presented the report and briefly answered questions about tax collections from Thornton and Campton.

General Manager's Report

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

GM's Overview

Severe weather conditions, including an ice storm and fluctuating temperatures, have significantly affected District operations over the past several weeks. Buildings & Grounds and Roads crews have been working continuously to maintain safe access, address ice buildup, and support increased holiday activity. Snowmaking efforts have been hindered by warm temperatures, rain, and equipment challenges, though progress has been made whenever conditions allow.

The Water Department successfully located and addressed two long-standing leaks, resulting in improved system performance and increased water pressure for affected homeowners. The Campton Mountain Restaurant experienced a busy and successful holiday season despite delivery challenges. At the Recreation Center, staff managed high visitor volume and resolved technical issues with internet and camera systems promptly and effectively.

Staffing remains stable. Ron Beard has officially stepped into the Mountain Manager role, and additional lift attendant applicants are being reviewed. Continued cooperation from weather and road conditions will be essential as winter operations move forward.

Buildings & Grounds

The Buildings and Grounds team has remained extremely active following the holiday period and the December 29, 2025 ice storm, which left a solid sheet of ice on District roads and parking lots. Staff have been focused on restoring facilities after heavy holiday use and addressing the significant cleanup and treatment required to ensure safe access throughout the property.

Roads

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Road maintenance has been especially challenging due to persistent ice and fluctuating temperatures. Stephen Baert and Lauren Bennett, with assistance from Shawn Pelchat, have been working continuously to keep District roads passable. The ice has required repeated sanding and attention to maintain safe travel conditions.

Several homeowners have expressed concerns about AmeriGas trucks not making deliveries. I contacted our AmeriGas representatives and confirmed that District roads have been cleared to the best of our ability. Even the Recreation Center is running low on propane. While AmeriGas continues to cite driver safety as their primary concern, we are doing everything possible to maintain and improve road conditions to support safe access.

After discussing Amerigas lack of communication with the District, the Commissioners asked Ms. Chatel to start reaching out to other vendors as the District has been given assurances by Amerigas that delivery issues will no longer be happening, which is obviously not the case.

The management has also reached out to both Campton and Thornton, as these conditions are affecting the entire region. This time of year, presents challenges for everyone, and we continue to coordinate efforts to keep roads open and serviceable.

Snowmaking Operations

Snowmaking efforts have been significantly impacted by weather conditions and vandalism. We were initially positioned to open on December 26, 2025; however, a major rain event the weekend prior brought temperatures near 50 degrees, melting and washing away the snow that had been produced.

During that same weekend, power to the snowmaking building was shut off, causing the equipment and interior lines to freeze. Shawn Pelchat was able to thaw, repair, and restart the system, allowing snowmaking to resume on December 26.

Our snowmaking capacity remains limited. With only one snow gun, a single well, and weather-dependent production windows, we are able to make snow only every one to two days. Temperatures above 30 degrees, wind, rain, and ice continue to restrict operations. Despite these challenges, snow has been made on:

- December 26
- December 31
- January 2
- January 4

Shawn Pelchat has been in regular communication with Jaime Oldmixon and Ron Beard regarding the potential opening of the tow rope on January 9 or 10. Current forecasts, however, indicate incoming rain and rising temperatures, which may affect the planned opening.

Additional Snow-Related Issues

During the fall, several trees were cleared in preparation for winter operations. This work left a large pine tree more exposed to high winds. Recent storms caused part of the tree to come down, and the remaining portion began threatening a nearby home. Emergency action was taken to stabilize the situation, and the full removal of the tree is scheduled for this week. Due to the size of the tree and its proximity to the home, the cost to the District is $2,500.

Water Department

Steven Baert and Lauren Bennett identified two leaks in the system—one on Morrel Road and another on Liberty Lane. The Liberty Lane leak was found to be releasing approximately 5 to 8 gallons per minute. This is the leak Mr. Baert has been searching for over the past several years. The homeowner on Liberty Lane was notified prior to Christmas and has since taken steps to locate and address the issue.

The Morrill Circle leak was located on the District's system and repairs have been completed.

Mr. Thomas Schelling of 7 Holland Trail visited the office to report that his water pressure exceeded 40 psi over the holiday period and that he was very pleased with the improvement. He acknowledged that the Liberty Lane leak may have been the source of his previous pressure concerns. Mr. Schelling has committed to keeping the Water Department and District management informed of any future changes.

Campton Mountain Restaurant

Heather McCarthy Pierce and Anthony Pierce have had an exceptionally busy holiday season at the Campton Mountain Restaurant. Their work has included hosting events, accommodating early afternoon football crowds, and managing increased food preparation demands. They have also been navigating the ongoing challenge of delivery trucks accessing the Mountain without getting stuck on Winterbrook, which has required additional coordination and flexibility.

Recreation Center – Front Desk

The Front Desk experienced a significant increase in activity over the past few weeks as homeowners and renters utilized the Recreation Center with their friends and family members during the holiday period. Despite the heavy traffic, staff managed operations smoothly.

There were challenges the day after New Year's when the internet went down. Under the direction of Julie Smart and Allison Smith, staff worked closely with Spectrum to restore service. In addition to resolving the internet outage, they also inspected and verified the proper functioning of the television cable connections.

On the Saturday after Christmas Day, the front desk camera system froze. Although the cameras were not functioning locally, the General Manager was able to access them remotely. After consulting with former GM Ron Beard, Ms. Chatel came in on Sunday to reset the system. The

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cameras were fully operational before the Recreation Center opened to the public on December 28, 2025.

Staff

Staff are doing well as we move through the winter season. Ron Beard has officially signed on as the Mountain Manager for this season, providing experienced leadership during a challenging stretch of weather. We have received several applications for lift attendants, though we could still use a few more to ensure full coverage once operations begin.

Jaime Oldmixon has returned to operate the groomer at the mountain again this year. As always, successful staffing and operations will depend heavily on cooperation from mother nature and on town roads remaining passable so employees can safely make their way up to the mountain.

CONSENT CALENDAR

Committee/Board reports

Planning Board

Planning Board did not have a quorum this week.

Water and Roads

Committee did not have a quorum this week.

Budget Advisory

The Budget Advisory committee met and is very close to completing the budget. The committee will meet next week to draft the BAC Advisory Opinion on the budget to present to the Commissioners.

Ms. Patti noted that she read last night's BAC meeting minutes and learned that they have discussed the Rec Fund and is working on it as well. She commended the committee members for taking it on in addition to the District and Water Department budgets.

Records and Retention

The Committee has not met yet in 2026. Staff is continuing discussions with the digitization vendor.

CIP Committee

The committee needs to get the CIP handbook to start planning the meeting schedule for 2026.

Manifests

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

GENERAL CALENDAR ITEMS

RMA

Ms. Patti noted that the Commissioners will be providing more information on the RMA at their January 21, 2026 meeting.

Discussion re: remote participation capabilities

Ms. Patti noted that due the recent "zoom bombing" of the Commission meeting, there is a need to reassess how the virtual meetings are being done.

Ms. Smith asked the Commissioners what their preference was for offering remote participation.

Discussion ensued about Zoom capabilities and the Commissioners preference for either allowing people to watch the meeting and be able to speak via Zoom or restricting it to phone calls for those who would like to speak to the Commissioners during the meeting, thus preventing any opportunity for unwanted virtual attacks on the meeting.

Ms. Patti noted that there are no legal requirements in New Hampshire to provide virtual access to the public or to stream the meetings live. This option was chosen by the District to be provided to the public, but given the recent events, it needs to be reevaluated.

Commissioners agreed to allow Ms. Smith to find an option that would be as accessible as possible but not become burdensome for the administrator or cost a lot more and present it to them at a future meeting.

Suggested warrant articles

Ms. Patti noted that Ned McElroy (22 Goose Hollow Road), who is the Town of Campton Trustee of the Trust Fund, was present to discuss the warrant articles that he proposed, and the language of these articles was in the meeting packet.

Ms. Canfield spoke about the conversations he had with Mr. McElroy about the need to fund the Capital Improvement Reserve fund and this is what these warrant articles propose to do.

Mr. McElroy explained how the Capital Reserve trust funds are set up and the legal requirements for funding them and using the funds for dedicated expenses. He also explained the mechanics of trust funds and how they are invested and are able to earn interest. Mr. McElroy has been involved with the Town of Campton Trust Fund for over five years and has a lot of experience. He offered his services to the District as well.

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Mr. Panuzcak said that in addition to the warrant articles for water equipment, heavy equipment, roads, and infrastructure/shell of existing buildings, he would add a warrant article for recreation equipment. He noted that the amounts listed in the presented warrant articles will have to be adjusted once the CIP committee determines the actual capital improvement needs for the District.

There was a short discussion about funding recreation equipment from the Capital Reserve fund given the fact that the District sometimes gets reimbursed by WEA through CIF funds. It was noted that CIF funds are usually not planned for and when they are provided, the District will use them, but it is much more reliable to have a Capital Reserve fund to plan for the future.

- Scott Sallaway, (110 Snowood Dr) – asked if there is any other way to fund the Capital Reserve fund. He said that if the funding is from taxes, then shouldn't people who have more bedrooms and use more water put more money into the Capital Reserve fund. He also asked if private donations could be used to fund the Capital Reserve fund.

Mr. McLeroy said that the only way to fund the Capital Reserve fund is through the warrant articles.

Ms. Patti added that there is no way to make people who have bigger houses pay more into the Capital Reserve fund as it does not work this way. She also added that the Commissioners do not know whether private donations could fund the Capital Reserve fund and said that this needs to be investigated.

Management's suggested 2026 Capital Improvements

Ms. Chatel went over the WEVD Management suggested plans for future capital improvements and equipment needs (the documents were provided in the meeting packet) for the Water Department, Roads, Equipment, Buildings and Grounds, Ski Lodge and ski lift equipment, kitchen equipment, equipment service, etc. She also answered Commissioners' questions about each category of infrastructure improvement and equipment needs she presented.

Mr. Canfield noted a few other projects that he had discussed as potential capital improvements with staff that did not make it onto Ms. Chatel's list. He noted that all of them will be part of the upcoming budget discussions. The Commission did not make any motions regarding any of the plans presented to them at this meeting.

Next Meeting: January 21, 2026 @ 6 p.m. – NO ZOOM or STREAMING

Public Comment Period

- Ned McElroy (22 Goose Hollow Road) – said that the Trust that will be established for the Capital Reserve fund has to identify the expenses in general and not go into details as to listing vehicles and their make and year.

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- Scott Sallaway, (110 Snowood Dr) – he thanked the Commissioners for being transparent and noted that the numbers are kind of scary as they are presented and that he is all for those upgrades, but he does not want to pay for them.

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.

Non-Public Session

Ms. Patti motioned at 8:07 PM to enter non-public session for the purposes described in RSA 91-A:3, II (c) and to review sealed non-public minutes. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Ms. Patti – aye, Mr. Canfield - aye.

Non-public session was entered at 8:09 PM, Commissioners Patti, Canfield and Panuczak were present in person. Also present was the Administrative Assistant Allison Smith.

Resumption of Public Session.

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

Public session was entered at 9:19 PM. Commissioners Patti, Canfield, and Panuczak were present in person.

Adjourn Meeting

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

Meeting adjourned at 9:21 PM.

Minutes prepared by Alvina Snegach

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Waterville Estates Village District

Commission Non Public Session Minutes – January 7, 2026

The Non-Public session was called to order at 18:02 hours on January 7, 2026. Present were Gerry Panuczak, Mark Canfield, and Maureen Patti. Guests included Helen Chatel, and Allison Smith.

Ms. Patti led a discussion on the status of the RMA negotiations. Mr. Canfield agreed to meet with Ms. Seward to discuss language that might be agreeable to both parties.

The Commissioners exited to public session at 18:22 hours.

The Commissioners resumed the Non-Public session at 20:09 hours.

Ms. Patti led a review of sealed Non-Public minutes.

Ms. Patti motioned to unseal 7/20/2022. Mr. Panuczak seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 1/17/2023. Mr. Panuczak seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal11/8/2023. Mr. Panuczak seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 2/29/2024. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 9/8/2024. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 10/17/2024. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 10/23/2024. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 11/1/2024. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 2/18/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 3/12/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 3/26/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 4/23/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 5/7/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

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Ms. Patti motioned to unseal 5/21/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to amend 6/3/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to approve amended 6/3/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 6/3/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 6/13/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 6/25/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 7/29/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 8/5/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 9/8/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to approve amended 9/24/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 11/5/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 11/13/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to amend 11/18/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to approve 11/18/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 11/18/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to approve 12/17/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

Ms. Patti motioned to unseal 12/17/2025. Mr. Canfield seconded the motion. All Commissioners present voted affirmative.

The Non-Public session was concluded at 21:19 hours on January 7, 2026 by unanimous roll call vote of Commissioners present. The Commissioners returned to Public session.

Respectfully Submitted

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Gerry Panuczak

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WEVD Treasurer Report
1.21.26

Bank of NH - As of:	12.31.25	12.31.25		
	Per Bank	**Per MTS**	**Float**	
General Fund	$313,826.02	$323,069.14	$ (9,243.12)	unreconciled checks
Water Department	$687,105.42	$680,756.53	$ 6,348.89	Deposit in transit
Credit Card Account	$42,967.83	$42,995.22	$ (27.39)	interest
Totals - BNH	$ 1,043,899.27	$ 1,046,820.89	$ (2,921.62)	

Citizens - As of:	12.31.25	12.31.25	
Savings	$ 50,651.49	$ 50,619.93	$ 31.56
Totals – All	$ 1,094,550.76	$ 1,097,440.82	$ (2,890.06)

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 12.31.25

Per UMS	**Per MTS**	**Variance**
$13,039.03	-$7,234.51	$ 20,273.54

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

General Manager Report

January 21, 2026

Food & Beverage / Ski Lodge Operations

Food & Beverage delivered an exceptional performance over the MLK Weekend. Sales were **well above last year's Three-Day MLK Holiday Weekend**, with every category showing significant growth. The team executed at a high level across kitchen, bar, and lodge operations, and the results reflect that effort. Chef Tony Pierce and Concessions and Events Coordinator Heather Pierce along with their dedicated staff did an outstanding job and demonstrated that the mountain is moving in a positive direction.

Ski Lodge Sales Comparison – MLK Weekend

Category	2024 Sales	2025 Sales	**Positive Difference**
Food	$3,466.00	$11,113.75	$7,647.73
Beverage – Liquor, Beer, Wine, NA	$3,167.56	$11,646.75	$8,479.19
Ski Tickets	$2,782.00	$4,625.00	$1,843.00
Merchandise	$0	$1,073.00	$1,073.00
Total Sales	$9,415.58	$28,458.50	$19,042.93

Summary:

- Food & Beverage sales nearly **tripled** year-over last year.
- Ski ticket revenue increased by **66%**.
- Merchandise generated over **$1,000**, compared to zero last year.
- Overall lodge revenue increased by **202%**,

Buildings & Grounds

Buildings & Grounds have been extremely busy this week, focusing on **snowmaking operations** and maintaining **clean, safe parking lots and walkways** for our visitors. **Mr. Pelchat and the entire B&G team**, along with **Custodial staff**, deserve recognition for their hard work and dedication. Their efforts ensured that **all systems remained up and running** at both the ski area and the recreation center during a high-traffic holiday weekend.

Water Department

The Water Department experienced an operational issue on **January 20, 2026**. **Mr. Baert worked throughout the morning** to stabilize the system, and an additional update will be provided once more information becomes available.

At this time, **homeowners and tenants are being asked to conserve water**, as the district is currently operating on **one active well**. The system's Variable Frequency Drive (VFD), which regulates flow, has failed and is estimated to take **10 to 15 days** to replace. The failure is believed to have been caused by a **power surge**.

The department is monitoring the situation closely and will continue to keep the community informed.

Roads

Mr. Baert has been ordering additional salt and sand to ensure roads remain safe and passable throughout the season. As a reminder, **residents must bring their own buckets** and may fill **up to two buckets** with district-provided sand and salt for use on their personal driveways within the district. This helps ensure supplies remain available for everyone during periods of heavy icing.

Front Desk

The **Front Desk was busy throughout the weekend**, supporting a steady flow of homeowners, renters, and guests. The team handled the increased activity efficiently, and **they continue to perform well** in managing check-ins, answering inquiries, and assisting visitors during this high-traffic period.

Administration

The **Administrative staff has been busy closing out the year-end**, ensuring all financials and records are finalized accurately. The team is also actively working on **budgets and annual reports** in preparation for the District's **Annual Meeting in April**. Their attention to detail and steady progress are keeping all required documentation on track for timely completion.

Ski Area Update

The District wishes to clearly state that **no District staff member shut off the power or heat to the snowmaking building**. This action is being treated as **vandalism**. If an individual inadvertently flipped the switch, they are encouraged to come forward; however, **only District staff are authorized to handle District property**. The District has implemented additional precautions to ensure this does not occur again, and any future incident will be considered intentional.

The District also wishes to clarify that the **photos included in the Community Updates sent on December 23, 2025, and January 14, 2026, were captured from District security footage**. These images were **reduced in size** for distribution purposes, but they accurately reflect the conditions and circumstances at the time.

Regarding the decision not to open on **December 26, 2025**, the mountain had **no snow base** following the December 18 storm, which eliminated all previously made snow. When **Mr. Pelchat** arrived on December 22 to resume snowmaking, he discovered that the building's power had been shut off. He was able to restore the system by the afternoon of December 24. Although some natural snow fell afterward, it was not sufficient to create a safe base for skiing.

Snowmaking resumed on **December 26**, and the District, together with Mr. Pelchat and his team, worked diligently to prepare the mountain. The ski area successfully opened on **January 16, 2026**. **Mr. Beard** served as Mountain Manager, and **Mr. Gilbert** operated the lift on opening day. Recruitment efforts continue, and we expect to have additional **Ski Patrol** staff and more **lift attendants** on board soon.

Budget Advisory Committee Report – January 21, 2026

The Budget Advisory Committee (BAC) is winding up its analysis of the 2026 Budget and will be preparing an opinion for the Commissioners on Tuesday January 20th. As of this writing, the proposed budget has settled at a modest increase and made more so if suggestions on funding several categories and underspent in 2025 comes from unassigned fund balance. This need impacts both the General Government Executive and Water departments.

The BAC will meet for one last time, hopefully, on the 20th to finalize the opinion, with signing done independently. As chair of the committee, I want to thank all the members and those from management for having achieved a more understandable budget and one that should help best manage our operations.

Check Manifest - by Payee

Date: 1/07/2026 **Batch ID:** 403 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2718	SYSTEM	**1/07/2026**	**160**	**AMAZON**			
	1GVG-DLP1-NPDK			1/03/2026	70.34	0.00	70.34
	03.4522.003.610 / SKI - CLEANING SUPPLIES					70.34	
	REUSABLE MOP PADS FOR SWIFTER WET JET1 CASE PAPER HAND TOWELS						
	1GVG-DLP1-QYGP			1/04/2026	24.50	0.00	24.50
	03.4522.003.610 / SKI - CLEANING SUPPLIES					24.50	
	1 CASE WIPES PLUS						
	1H3J-YKC4-16LR			1/05/2026	110.00	0.00	110.00
	01.4314.003.611 / B&G - SMALL TOOLS					110.00	
	LIGHTWEIGHT PORTABLE ALUMINUM AIR TANK, 10 GALLON						
					Total Check #:	**2718**	**204.84**
2719	SYSTEM	**1/07/2026**	**400**	**ASCAP**			
	100006726559			12/20/2025	605.00	0.00	605.00
	03.4520.000.320 / REC - LICENSES & FEES					605.00	
	LICENSE FEE FOR MUSIC - 1/1/26 - 12/31/2026						
					Total Check #:	**2719**	**605.00**
2720	SYSTEM	**1/07/2026**	**1060**	**CHRIS WHITE**			
	01102026			1/04/2026	400.00	0.00	400.00
	03.4522.003.611 / SKI - ENTERTAINMENT					400.00	
	ENTERTAINMENT 1/10/26 @ SKI LODGE						
					Total Check #:	**2720**	**400.00**
2721	SYSTEM	**1/07/2026**	**7640**	**JARED STEER**			
	01092026			1/04/2026	800.00	0.00	800.00
	03.4522.003.611 / SKI - ENTERTAINMENT					800.00	
	ENTERTAINMENT 1/9/2026 @ SKI LODGE						
					Total Check #:	**2721**	**800.00**
2722	SYSTEM	**1/07/2026**	**9766**	**JOHN O'NEILL**			
	01162026			1/04/2026	450.00	0.00	450.00
	03.4522.003.611 / SKI - ENTERTAINMENT					450.00	

Check Manifest - by Payee

Date: 1/07/2026 **Batch ID:** 403 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			ENTERTAINMENT 1/16/2026 @ SKI LODGE				
					Total Check #:	**2722**	**450.00**
2723	SYSTEM	**1/07/2026**	**9777**	**MARK BRISSON**			
	01172026			1/04/2026	600.00	0.00	600.00
			03.4522.003.611 / SKI - ENTERTAINMENT			600.00	
			ENTERTAINMENT 1/17/2026 @ SKI LODGE				
					Total Check #:	**2723**	**600.00**
2724	SYSTEM	**1/07/2026**	**9658**	**NEW HAMPSHIRE MUNICIPAL ASSOCIATION**			
	10378			11/01/2025	659.00	0.00	659.00
			01.4130.002.320 / EXEC - LICENSES & FEES			659.00	
			NHMA DUES FOR 2026 - 1/1/26 - 12/31/2026				
					Total Check #:	**2724**	**659.00**
2725	ACH	**1/07/2026**	**9675**	**NEW HAMPSHIRE MUNICIPAL BOND BANK**		***ACH***	
	01152026			12/05/2025	5,262.42	0.00	5,262.42
			02.4721.520.001 / DEBT - INTEREST PAYMENTS			5,262.42	
			INTEREST ON BOND PAYMENT				
					Total Check #:	**2725**	**5,262.42**
2726	SYSTEM	**1/07/2026**	**6530**	**WEVD WATER DEPARTMENT**			
	389 SNOW TRAIL			1/01/2026	323.51	0.00	323.51
			01.4314.003.346 / B&G - WATER			323.51	
			WATER CHARGE & WATER AVAILABILITY CHARGE				
	391 - WINTERBROOK			1/01/2026	1,005.09	0.00	1,005.09
			01.4314.003.346 / B&G - WATER			1,005.09	
			WATER CHARGE & WATER AVAILABILITY CHARGE				
	493 - PARKER ROAD			1/01/2026	323.51	0.00	323.51
			01.4314.003.346 / B&G - WATER			323.51	
			WATER CHARGE & WATER AVAILABILITY CHARGE				
	550 - OFF BRAMBLEBERRY			1/01/2026	96.32	0.00	96.32
			01.4314.003.346 / B&G - WATER			96.32	
			WATER AVAILABILITY CHARGE				

Check Manifest - by Payee

Date: 1/07/2026 **Batch ID:** 403 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			577 - WEBSTER COURT				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			641 - MARDEN DRIVE				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			643 - MARDEN DRIVE				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			664 - MCLAREN DRIVE				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			685 - RESERVOIR ROAD				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			707 - DOE RUN				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			710 - BELL VALLEY ROAD				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			711 - BELL VALLEY ROAD				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY CHARGE					96.32	
			712 - BELL VALLEY ROAD				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY					96.32	
			728 - SUMMIT DRIVE				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY					96.32	
			763 - TIMBER TRAIL				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY					96.32	
			786 - PARKER ROAD				1/01/2026	96.32	0.00	96.32
				01.4314.003.346 / B&G - WATER WATER AVAILABILITY					96.32	

Check Manifest - by Payee

Date: 1/07/2026 **Batch ID:** 403 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	792 - LIBERTY LANE				1/01/2026	96.32	0.00	96.32
		01.4314.003.346 / B&G - WATER WATER AVAILABILITY					96.32	
	810 - HOLLAND TRAIL				1/01/2026	96.32	0.00	96.32
		01.4314.003.346 / B&G - WATER WATER AVAILABILITY					96.32	
						Total Check #:	**2726**	**3,096.91**

Check Manifest - by Payee

Date: 1/07/2026 **Batch ID:** 403 **BANK OF NH - DISTRICT**

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

1/07/2026 Check Manifest Batch: 403 Chk Count: 9 Total Amnt: 12,078.17

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	3,865.91
02	WATER FUND	5,262.42
03	RECREATION FUND	2,949.84

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 1/06/2026 **Batch ID:** 402 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2699	SYSTEM	**1/06/2026**	**9763**	**ACE HARDWARE**			
	22908987			12/30/2025	161.07	0.00	161.07
	01.4312.002.612 / HWY - LARGE TOOLS					161.07	
	3 EXTENTION CORDS						
					Total Check #:	**2699**	**161.07**
2700	SYSTEM	**1/06/2026**	**80**	**AFLAC**			
	521736			12/28/2025	492.84	0.00	492.84
	01.2020.000.008 / AFLAC PAYABLE					492.84	
	DECEMBER MONTHLY BILLING PERIOD						
					Total Check #:	**2700**	**492.84**
2701	SYSTEM	**1/06/2026**	**150**	**ALVINA SNEGACH**			
	12042025			12/04/2025	150.00	0.00	150.00
	01.4130.002.390 / EXEC - CONSULTING					150.00	
	WEVD MEETING MINUTES 12/4/25						
					Total Check #:	**2701**	**150.00**
2702	SYSTEM	**1/06/2026**	**160**	**AMAZON**			
	17FT-CKL6-D9N3			12/30/2025	169.90	0.00	169.90
	01.4314.003.630 / B&G - BUILDING REPAIRS					169.90	
	FOREST GREEN SHOWER CURTAIN (10)						
					Total Check #:	**2702**	**169.90**
2703	SYSTEM	**1/06/2026**	**250**	**AMERIGAS**			
	3184427592			12/12/2025	2,689.09	0.00	2,689.09
	01.4314.003.341 / B&G - HEAT					2,689.09	
	1422.8 GALLONS PROPANE						
					Total Check #:	**2703**	**2,689.09**
2704	ACH	**1/06/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38500024			12/30/2025	36.00	0.00	36.00
	03.3409.001.007 / COG - BEER					36.00	

Check Manifest - by Payee

Date: 1/06/2026 **Batch ID:** 402 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			BEER PURCHASE				
					Total Check #:	**2704**	**36.00**
2705	ACH	**1/06/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
38500053				12/31/2025	36.00	0.00	36.00
			03.3409.001.007 / COG - BEER			36.00	
			SAM ADAMS BEER				
					Total Check #:	**2705**	**36.00**
2706	ACH	**1/06/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
39500052				12/31/2025	622.50	0.00	622.50
			03.3409.001.007 / COG - BEER			622.50	
			BEER PURCHASE				
					Total Check #:	**2706**	**622.50**
2707	SYSTEM	**1/06/2026**	**9748**	**BLACK RIVER PRODUCE**			
974992				12/27/2025	2,039.09	0.00	2,039.09
			03.3409.001.002 / COG - FOOD			2,039.09	
			FOOD PURCHASE FOR SKI LODGE				
					Total Check #:	**2707**	**2,039.09**
2708	SYSTEM	**1/06/2026**	**1270**	**CONSOLIDATED COMMUNICATION**			
NOV DEC 3542 10				12/18/2025	214.00	0.00	214.00
			01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES			214.00	
			11/18.25 - 12/17/2025 SERVICE				
					Total Check #:	**2708**	**214.00**
2709	SYSTEM	**1/06/2026**	**1360**	**CONSOLIDATED COMMUNICATIONS**			
NOV DEC 7331 42				12/18/2025	357.02	0.00	357.02
			02.4331.520.350 / WTR - TELEPHONE			357.02	
			11/18.25 - 12/17/2025 SERVICE				
					Total Check #:	**2709**	**357.02**

Check Manifest - by Payee

Date: 1/06/2026 **Batch ID:** 402 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2710	SYSTEM	**1/06/2026**	**7480**	**HANDYMAN HARDWARE INC.**			
B505533				12/02/2025	218.25	0.00	218.25
	01.4314.003.630 / B&G - BUILDING REPAIRS					17.50	
	8 X 3/4 ZC PH FH, SPRAY PAINT BLACK, SPREADER W/BFFLS & GRATE						
	01.4314.003.617 / B&G - LANDSCAPING					225.00	
	8 X 3/4 ZC PH FH, SPRAY PAINT BLACK, SPREADER W/BFFLS & GRATE						
	01.4314.003.617 / B&G - LANDSCAPING					-24.25	
	8 X 3/4 ZC PH FH, SPRAY PAINT BLACK, SPREADER W/BFFLS & GRATE						
B505737				12/03/2025	97.92	0.00	97.92
	01.4314.003.611 / B&G - SMALL TOOLS					35.00	
	TELESCOPE SNOW BROOM						
	01.4314.003.611 / B&G - SMALL TOOLS					60.00	
	SNOW SHOVEL						
	01.4314.003.630 / B&G - BUILDING REPAIRS					13.80	
	MISC. FASTENERS, TELESCOPE SNOW BROOM, FOAM BRUSH AND SNOW SHOVEL						
	01.4314.003.630 / B&G - BUILDING REPAIRS					-10.88	
	MISC. FASTENERS, TELESCOPE SNOW BROOM, FOAM BRUSH AND SNOW SHOVEL						
B505798				12/04/2025	15.75	0.00	15.75
	01.4522.003.663 / SKI - LIFT MAINTENANCE					17.50	
	HOSE FUEL LINE 1/4 X 50						
	01.4522.003.663 / SKI - LIFT MAINTENANCE					-1.75	
	HOSE FUEL LINE 1/4 X 50						
B505804				12/04/2025	10.80	0.00	10.80
	01.4522.003.663 / SKI - LIFT MAINTENANCE					12.00	
	HOSE CLAMP AND HOSE HEATEER						
	01.4522.003.663 / SKI - LIFT MAINTENANCE					-1.20	
	HOSE CLAMP AND HOSE HEATEER						
B506466				12/08/2025	23.85	0.00	23.85
	01.4312.002.611 / HWY - TOOLS					26.50	
	GRAY GRAIN SCOOP						
	01.4312.002.611 / HWY - TOOLS					-2.65	
	GRAY GRAIN SCOOP						
B506544				12/09/2025	27.00	0.00	27.00
	01.4314.003.611 / B&G - SMALL TOOLS					30.00	
	HEAVY DUTY 6 INCH PUNCH CENTER						
	01.4314.003.611 / B&G - SMALL TOOLS					-3.00	
	HEAVY DUTY 6 INCH PUNCH CENTER						

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Date: 1/06/2026 **Batch ID:** 402 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	B506712			12/10/2025	166.50	0.00		166.50
	01.4314.003.611 / B&G - SMALL TOOLS						185.00	
	WET/DRY VACUUM							
	01.4314.003.611 / B&G - SMALL TOOLS						-18.50	
	WET/DRY VACUUM							
	B507446			12/15/2025	31.50	0.00		31.50
	01.4520.003.660 / REC - EQUIPMENT REPAIRS						35.00	
	PYWOOD BC GRADE 3/4 " X 2x							
	01.4520.003.660 / REC - EQUIPMENT REPAIRS						-3.50	
	PYWOOD BC GRADE 3/4 " X 2x							
	B507696			12/17/2025	37.80	0.00		37.80
	01.4314.003.611 / B&G - SMALL TOOLS						17.50	
	FOLDING UTILITY KNIFE, SINK STRAINER AND PLUMBERS PUTTY							
	01.4314.003.630 / B&G - BUILDING REPAIRS						24.50	
	FOLDING UTILITY KNIFE, SINK STRAINER AND PLUMBERS PUTTY							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-4.20	
	FOLDING UTILITY KNIFE, SINK STRAINER AND PLUMBERS PUTTY							
	B507974			12/19/2025	40.50	0.00		40.50
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025						45.00	
	GRAY PESTBLOCK SEALANT							
	01.4990.021.010 / COMMUNITY CENTER IMPROV - WA#10 2021 X 2025						-4.50	
	GRAY PESTBLOCK SEALANT							
	B508298			12/22/2025	9.00	0.00		9.00
	01.4522.003.662 / SKI - SKI AREA REPAIRS						10.00	
	ZINC PLATED HASP SAFETY							
	01.4522.003.662 / SKI - SKI AREA REPAIRS						-1.00	
	ZINC PLATED HASP SAFETY							
	B508479			12/23/2025	364.50	0.00		364.50
	01.1150.000.004 / AR - WEA						405.00	
	WOODLUXE SOLID STAIN, WOODLUXE STAIN 5 GALLON							
	01.1150.000.004 / AR - WEA						-40.50	
	WOODLUXE SOLID STAIN, WOODLUXE STAIN 5 GALLON							
	B509416			12/31/2025	26.55	0.00		26.55
	01.4314.003.615 / B&G - SUPPLIES						17.50	
	LUBRICANT AND PAINT SPRAY							
	01.4314.003.630 / B&G - BUILDING REPAIRS						12.00	
	LUBRICANT AND PAINT SPRAY							
	01.4314.003.615 / B&G - SUPPLIES						-2.95	

Check Manifest - by Payee

Date: 1/06/2026 **Batch ID:** 402 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			LUBRICANT AND PAINT SPRAY				
					Total Check #:	**2710**	**1,069.92**
2711	SYSTEM	**1/06/2026**	**3970**	**MUNICIPAL RESOURCES, INC.**			
26591				12/19/2025	1,440.00	0.00	1,440.00
			01.4130.002.390 / EXEC - CONSULTING			1,440.00	
			C. GRANFIELD - WORK ON UPDATE OF EMPLOYEE HANDBOOK				
					Total Check #:	**2711**	**1,440.00**
2712	ACH	**1/06/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**		***ACH***	
449117				12/31/2025	338.85	0.00	338.85
			03.3409.001.007 / COG - BEER			338.85	
			BEER PURCHASE AND KEGS RETURNED				
					Total Check #:	**2712**	**338.85**
2713	ACH	**1/06/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**		***ACH***	
498131929				12/10/2025	819.78	0.00	819.78
			03.3409.001.002 / COG - FOOD			819.78	
			FOOD PURCHASE FOR SKI LODGE				
					Total Check #:	**2713**	**819.78**
2714	ACH	**1/06/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**		***ACH***	
498138148				12/17/2025	2,363.49	0.00	2,363.49
			03.4522.003.612 / SKI - KITCHEN SUPPLIES			363.00	
			KITCHEN SUPPLIES FOR SKI LODGE				
			03.3409.001.002 / COG - FOOD			2,000.49	
			FOOD PURCHASE FOR SKI LODGE				
					Total Check #:	**2714**	**2,363.49**
2715	ACH	**1/06/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**		***ACH***	
498139614				12/19/2025	-21.99	0.00	-21.99
			03.3409.001.002 / COG - FOOD			-21.99	
			CAYENNE PEPPER SAUCE SHORT ON TRUCK				

Check Manifest - by Payee

Date: 1/06/2026 **Batch ID:** 402 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**2715**		**-21.99**
2716	ACH	**1/06/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498149756			12/31/2025	3,455.71	0.00	3,455.71
	03.3409.001.006 / COG - LIQUOR NON ALCOHOLIC BEVERAGES					281.52	
	03.4522.003.610 / SKI - CLEANING SUPPLIES CLEANING SUPPLIES					54.14	
	03.4522.002.610 / SKI - BAR SUPPLIES BAR SUPPLIES					106.94	
	03.3409.001.002 / COG - FOOD FOOD PURCHASE					3,013.11	
				Total Check #:	**2716**		**3,455.71**
2717	SYSTEM	**1/06/2026**	**9690**	**TREASURER STATE OF NH**			
	211803			12/19/2025	15.00	0.00	15.00
	02.4331.520.860 / WTR - WATER TESTING DW BACTERIA, P/A, CHR, AQUEOUS SAMPLE					15.00	
	211804			12/19/2025	30.00	0.00	30.00
	02.4331.520.860 / WTR - WATER TESTING DW BACTERIA, P/A, CHR, AQUEOUS SAMPLES (2)					30.00	
				Total Check #:	**2717**		**45.00**

Check Manifest - by Payee

Date: 1/06/2026 **Batch ID:** 402 **BANK OF NH - DISTRICT**

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

1/06/2026 Check Manifest Batch: 402 Chk Count: 19 Total Amnt: 16,478.27

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	6,386.82
02	WATER FUND	402.02
03	RECREATION FUND	9,689.43

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2727	SYSTEM	**1/13/2026**	**8990**	**BADGER METER**			
	80221991			12/24/2025	7.92	0.00	7.92
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES					7.92	
	SERVICES FOR DECEMBER 2025						
					Total Check #:	**2727**	**7.92**
2728	SYSTEM	**1/13/2026**	**9693**	**CITIZENS BANK**			
	0035967121425 - SPECTRUI			12/14/2025	561.14	0.00	561.14
	01.4522.002.350 / SKI - CABLE, INTERNET & PHONE					561.14	
	12/14/25 - 1/13/26 SERVICE @ 24 PARKER ROAD						
	0046907121225 - SPECTRUI			12/12/2025	234.46	0.00	234.46
	01.4312.002.350 / HWY - TELEPHONE & INTERNET					234.46	
	SPECTRUM 12/25/25 - 1/11/26 SERVICE @ 8 SNOW TRAIL						
	0057448 - FOOD LICENSE			12/15/2025	450.00	0.00	450.00
	03.4520.000.320 / REC - LICENSES & FEES					450.00	
	FOOD LICENSE FOR SUMMIT LOUNGE						
	0359923			12/09/2025	40.50	0.00	40.50
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE					40.50	
	RECORDS RETENTION - PICKUP, SHRED AND REPLACE BAG						
	5451010749 GOOGLE			12/31/2025	134.40	0.00	134.40
	01.4130.002.320 / EXEC - LICENSES & FEES					134.40	
	12/1/25 - 12/31/25 SERVICE						
	573663 FOOD LICENSE			12/15/2025	350.00	0.00	350.00
	03.4520.000.320 / REC - LICENSES & FEES					350.00	
	FOOD LICENSE FOR CAMPTON MOUNTAIN						
	ADOBE 12-29-25			12/29/2025	19.99	0.00	19.99
	01.4130.002.320 / EXEC - LICENSES & FEES					19.99	
	ADOBE PROGRAM						
	ASH SUPPLY CO #20579			12/17/2025	40.40	0.00	40.40
	01.4314.003.824 / B&G - POWER TOOL EQUIPMENT REPAIRS					40.40	
	SPRING EXTENSION MINUTE MOUNT 2 FOR FISHER SNOWPLOW						
	CAMPTON CUP 12-12-25			12/12/2025	23.12	0.00	23.12
	03.4522.003.620 / SKI - BAR SUPPLIES					7.14	
	BAR SUPPLIES						
	03.4522.003.612 / SKI - KITCHEN SUPPLIES					15.98	

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		KITCHEN SUPPLIES						
	CASCADE RESCUE ORD#2!				12/16/2025	1,213.12	0.00	1,213.12
		01.4522.003.663 / SKI - LIFT MAINTENANCE					1,213.12	
		3X CASCADE RESCUE CHAIR LIFT EVACUATOR SEAT						
	CLOUD COVER 12-1-25				12/17/2025	18.95	0.00	18.95
		01.4130.002.320 / EXEC - LICENSES & FEES					18.95	
		CLOUD COVER MUSIC						
	EBAY ORD# 01-13997-0801!				12/16/2025	140.00	0.00	140.00
		01.4314.003.630 / B&G - BUILDING REPAIRS					140.00	
		LAVIEW 4K 8 MP FIXED DOME NETWORK CAMERA						
	EBAY ORD#06-14024-15862				12/26/2025	39.00	0.00	39.00
		01.4314.003.630 / B&G - BUILDING REPAIRS					39.00	
		MOUNTING/HOLDER KIT FOR BRACKET						
	EBAY ORD#08-14015-67055				12/24/2025	149.35	0.00	149.35
		01.4314.003.630 / B&G - BUILDING REPAIRS					149.35	
		PANIC RIM EXIT DEVICE						
	EBAY ORDER#16-13983-17!				12/18/2025	19.21	0.00	19.21
		01.4314.003.612 / B&G - TOOLS					19.21	
		CARBURETOR KUIT FOR CRAFTSMAN						
	FRITO LAY 12-26-25				12/26/2025	76.28	0.00	76.28
		03.3409.001.002 / COG - FOOD					76.28	
		SNACKS PURCHASE						
	GOOGLE 545318769				12/31/2025	1,062.15	0.00	1,062.15
		01.4130.002.320 / EXEC - LICENSES & FEES					1,062.15	
		12/1/25 - 12/31/25 SERVICE						
	MARKET BASKET 12-19-25				12/19/2025	13.61	0.00	13.61
		03.4522.003.620 / SKI - BAR SUPPLIES					13.61	
		BAR SUPPLIES						
	MARKET BASKET 12-21-25				12/21/2025	44.30	0.00	44.30
		03.4522.003.612 / SKI - KITCHEN SUPPLIES					24.32	
		KITCHEN SUPPLIES						
		03.4522.003.620 / SKI - BAR SUPPLIES					19.98	
		BAR SUPPLIES						
	MARKET BASKET 12-27-25				12/27/2025	97.56	0.00	97.56
		03.3401.003.001 / EVNT - EVENTS					51.81	
		EVENTS						

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment # / Invoice #	Type / PO #	Check Date / Invoice Date	Vendor ID / Invoice Amount	Payee / Discount Taken	Amount Paid
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES NON-ALCOHOLIC BEVERAGES			25.97	
	03.3409.001.002 / COG - FOOD FOOD			19.78	
MARKET BASKET 12-28-25		12/28/2025	82.14	0.00	82.14
	03.3409.001.007 / COG - BEER BEER PURCHASE			16.99	
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES NON-ALCOHOLIC BEVERAGES			5.00	
	03.3409.001.002 / COG - FOOD FOOD PURCHASE			49.68	
	03.3401.003.001 / EVNT - EVENTS EVENT PURCHASE			10.47	
MARKET BASKET 12-31-25		12/31/2025	118.77	0.00	118.77
	03.3409.001.002 / COG - FOOD FOOD PURCHASE			118.77	
METAL DETECTOR		12/17/2025	2,540.00	0.00	2,540.00
	02.4331.520.611 / WTR - TOOLS METAL DETECTOR			2,540.00	
NH LIQUOR 12-13-25		12/13/2025	466.81	0.00	466.81
	03.3409.001.006 / COG - LIQUOR LIQUOR AND WINE PURCHASE			311.41	
	03.3409.001.008 / COG - WINE LIQUOR AND WINE PURCHASE			155.40	
NH LIQUOR 12-19-25		12/19/2025	53.96	0.00	53.96
	03.3409.001.006 / COG - LIQUOR LIQUOR AND WINE PURCHASES			29.98	
	03.3409.001.008 / COG - WINE LIQUOR AND WINE PURCHASES			23.98	
NH LIQUOR 12-20-25		12/20/2025	190.48	0.00	190.48
	03.3409.001.008 / COG - WINE WINE PURCHASES			104.50	
	03.3409.001.006 / COG - LIQUOR LIQUOR PURCHASES			85.98	
NH LIQUOR 12-27-25		12/27/2025	1,082.98	0.00	1,082.98
	03.3409.001.008 / COG - WINE WINE PURCHASE			556.17	
	03.3409.001.006 / COG - LIQUOR			526.81	

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			LIQUOR PURCHASE					
	NH LIQUOR 12-31-25				12/31/2025	286.01	0.00	286.01
		03.3409.001.008 / COG - WINE					131.88	
		WINE PURCHASE						
		03.3409.001.006 / COG - LIQUOR					148.29	
		LIQUOR PURCHASE						
		03.3409.001.610 / COG - BAR SUPPLIES					5.84	
		BAR SUPPLIES						
	NH LIQUOR 12-5-25				12/05/2025	499.66	0.00	499.66
		03.3409.001.006 / COG - LIQUOR					397.88	
		LIQUOR PURCHASE						
		03.3409.001.008 / COG - WINE					101.78	
		WINE PURCHASE						
	NH LIQUOR OUTLET 12-31-:				12/31/2025	14.99	0.00	14.99
		03.3409.001.008 / COG - WINE					14.99	
		WINE PURCHASE						
	SCRIBE 0CE5A9CO-005				12/15/2025	29.00	0.00	29.00
		01.4130.002.320 / EXEC - LICENSES & FEES					29.00	
		SCRIBE PRO PERSONAL						
	SO. CALIFORNIA IMPORTS				12/05/2025	189.95	0.00	189.95
		01.4522.003.663 / SKI - LIFT MAINTENANCE					189.95	
		REBUILT STARTER 12 VOLT FOR SKI LIFT						
	TOUCHBISTRO 01376070				12/31/2025	9.95	0.00	9.95
		01.4130.002.320 / EXEC - LICENSES & FEES					9.95	
		12/31/25 - 1/30/26 MONTHLY SERVICE FEE						
	UNITED CONSTRUCTION				12/30/2025	2,587.48	0.00	2,587.48
		01.4312.002.821 / HWY - EQUIPMENT REPAIR					2,587.48	
		ANNUAL SERVICE FOR BACKHOE						
	USPS 12-17-25				12/17/2025	400.48	0.00	400.48
		01.4130.002.625 / EXEC - POSTAGE					78.00	
		POSTAGE						
		02.4331.520.625 / WTR - POSTAGE					10.48	
		POSTAGE						
		02.4331.520.625 / WTR - POSTAGE					312.00	
		POSTAGE FOR WATER BILLING AND INVOICES						
	USPS 12-17-25 LIEN				12/17/2025	10.48	0.00	10.48
		02.4331.520.625 / WTR - POSTAGE					10.48	

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	POSTAGE FOR LIEN						
	USPS 12-31-25			12/31/2025	312.00	0.00	312.00
	02.4331.520.625 / WTR - POSTAGE					312.00	
	POSTAGE - WATER						
	WALART 12-11-25			12/11/2025	25.16	0.00	25.16
	01.4130.002.622 / EXEC - ANNUAL EMPLOYEE PARTY					25.16	
	CHRISTMAS PARTY PURCHASES						
	WALMART 12-20-25			12/20/2025	20.23	0.00	20.23
	01.4130.002.622 / EXEC - ANNUAL EMPLOYEE PARTY					20.23	
	CHRISTMAS PARTY PURCHASES						
					Total Check #:	**2728**	**13,648.07**
2729	SYSTEM	**1/13/2026**	**1290**	**CONSOLIDATED COMMUNICATIONS**			
	NOV DEC 1840			12/24/2025	200.00	0.00	200.00
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					200.00	
	11/24/25 - 12/23/2025 SERVICE						
					Total Check #:	**2729**	**200.00**
2730	SYSTEM	**1/13/2026**	**1300**	**CONSOLIDATED COMMUNICATIONS**			
	NOV DEC 2057			12/24/2025	3.60	0.00	3.60
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					3.60	
	11/24/25 - 12/23/2025 SERVICE						
					Total Check #:	**2730**	**3.60**
2731	SYSTEM	**1/13/2026**	**1330**	**CONSOLIDATED COMMUNICATIONS**			
	NOV DEC 9573			12/21/2025	200.00	0.00	200.00
	02.4331.520.350 / WTR - TELEPHONE					200.00	
	11/21/25 - 12/20/25 MONTHLY SERVICE						
					Total Check #:	**2731**	**200.00**
2732	SYSTEM	**1/13/2026**	**1480**	**D. LEWIS AND SON CONSTRUCTION SERVICE**			
	PA02025-02			2/28/2025	8,250.00	0.00	8,250.00
	01.4312.002.390 / HWY - SUBCONTRACTORS					8,250.00	
	MARCH THRU DECEMBER 2025 PLOW						

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
							Total Check #:	**2732**		**8,250.00**
2733	SYSTEM	**1/13/2026**	**1770**	**EASTERN MINERALS, INC.**						
					066627		12/31/2025	2,133.85	0.00	2,133.85
					01.4312.002.819 / HWY - ROAD SAND & SALT				2,133.85	
					24.87 TONS SALT					
							Total Check #:	**2733**		**2,133.85**
2734	SYSTEM	**1/13/2026**	**1890**	**EVERSOURCE**						
					DECEMBER 5091		12/30/2025	139.08	0.00	139.08
					01.4522.002.340 / SKI - ELECTRIC				139.08	
					11/26/25 - 12/30/25 SERVICE					
							Total Check #:	**2734**		**139.08**
2735	SYSTEM	**1/13/2026**	**1910**	**EVERSOURCE**						
					DECEMBER 0067		12/30/2025	738.64	0.00	738.64
					02.4331.520.340 / WTR - ELECTRICITY				738.64	
					11/26/25 - 12/30/25 SERVICE					
							Total Check #:	**2735**		**738.64**
2736	SYSTEM	**1/13/2026**	**1920**	**EVERSOURCE**						
					DECEMBER 1028		12/30/2025	21.49	0.00	21.49
					01.4522.002.340 / SKI - ELECTRIC				21.49	
					11/26/25 - 12/30/25 SERVICE					
							Total Check #:	**2736**		**21.49**
2737	SYSTEM	**1/13/2026**	**1930**	**EVERSOURCE**						
					DECEMBER 1930		12/30/2025	7,019.68	0.00	7,019.68
					01.4314.003.340 / B&G - ELECTRIC				7,019.68	
					11/26/25 - 12/30/25 SERVICE					
							Total Check #:	**2737**		**7,019.68**
2738	SYSTEM	**1/13/2026**	**1940**	**EVERSOURCE**						

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	DECEMBER 1074				12/30/2025	89.45	0.00	89.45
	01.4314.003.340 / B&G - ELECTRIC						89.45	
	11/26/25 - 12/30/25 SERVICE							
						Total Check #:	**2738**	**89.45**
2739	SYSTEM	**1/13/2026**	**1990**	**EVERSOURCE**				
	DECEMBER 0085				12/30/2025	145.59	0.00	145.59
	01.4312.003.340 / HWY - ELECTRIC						145.59	
	11/26/25 - 12/30/25 SERVICE							
						Total Check #:	**2739**	**145.59**
2740	SYSTEM	**1/13/2026**	**2020**	**EVERSOURCE**				
	DECEMBER 0026				12/30/2025	155.04	0.00	155.04
	01.4312.003.340 / HWY - ELECTRIC						155.04	
	11/26/25 - 12/30/25 SERVICE							
						Total Check #:	**2740**	**155.04**
2741	SYSTEM	**1/13/2026**	**2040**	**EVERSOURCE**				
	DECEMBER 5011				12/30/2025	761.60	0.00	761.60
	01.4522.002.340 / SKI - ELECTRIC						761.60	
	11/26/25 - 12/30/25 SERVICE							
						Total Check #:	**2741**	**761.60**
2742	SYSTEM	**1/13/2026**	**7270**	**EVERSOURCE**				
	DECEMBER 0092				12/30/2025	2,251.62	0.00	2,251.62
	01.4522.002.340 / SKI - ELECTRIC						2,251.62	
	11/26/25 - 12/30/25 SERVICE							
						Total Check #:	**2742**	**2,251.62**
2743	SYSTEM	**1/13/2026**	**7280**	**EVERSOURCE**				
	DEEMBER 0025				12/30/2025	721.19	0.00	721.19
	02.4331.520.340 / WTR - ELECTRICITY						721.19	
	11/26/25 - 12/30/25 SERVICE							

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
								Total Check #:	**2743**	**721.19**
2744	SYSTEM	**1/13/2026**	**7300**	**EVERSOURCE**						
					DECEMBER 1029		12/30/2025	279.48	0.00	279.48
					02.4331.520.340 / WTR - ELECTRICITY				279.48	
					11/26/25 - 12/30/25 SERVICE					
								Total Check #:	**2744**	**279.48**
2745	SYSTEM	**1/13/2026**	**7310**	**EVERSOURCE**						
					DECEMBER 1039		12/30/2025	646.96	0.00	646.96
					01.4522.002.340 / SKI - ELECTRIC				646.96	
					11/26/25 - 12/30/25 SERVICE					
								Total Check #:	**2745**	**646.96**
2746	SYSTEM	**1/13/2026**	**7320**	**EVERSOURCE**						
					DECEMBER 6058		12/30/2025	21.00	0.00	21.00
					02.4331.520.340 / WTR - ELECTRICITY				21.00	
					11/26/25 - 12/30/25 SERVICE					
								Total Check #:	**2746**	**21.00**
2747	SYSTEM	**1/13/2026**	**7330**	**EVERSOURCE**						
					DECEMBER 6092		12/30/2025	23.28	0.00	23.28
					02.4331.520.340 / WTR - ELECTRICITY				23.28	
					11/26/25 - 12/30/25 SERVICE					
								Total Check #:	**2747**	**23.28**
2748	SYSTEM	**1/13/2026**	**9130**	**EVERSOURCE**						
					DECEMBER 4017		12/30/2025	244.46	0.00	244.46
					02.4331.520.340 / WTR - ELECTRICITY				244.46	
					11/26/25 - 12/30/25 SERVICE					
								Total Check #:	**2748**	**244.46**
2749	SYSTEM	**1/13/2026**	**9140**	**EVERSOURCE**						

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	DECEMBER 9021				12/30/2025	3,729.81	0.00	3,729.81
	02.4331.520.340 / WTR - ELECTRICITY						3,729.81	
	11/26/25 - 12/30/25 SERVICE							
						Total Check #:	**2749**	**3,729.81**
2750	SYSTEM	**1/13/2026**	**9660**	**EVP MARKETING & MEDIA**				
	CAMPTON MTN 01052601				1/05/2026	86.64	0.00	86.64
	03.4522.003.305 / SKI - MARKETING/ADVERTISING						86.64	
	11-21-25 DTO 1-5-26 SERVICE - UPDATED FLYERSWEBSITE UPDATES							
						Total Check #:	**2750**	**86.64**
2751	SYSTEM	**1/13/2026**	**9759**	**GANNETT NEW ENGLAND LOCALIQ**				
	0007487959				12/31/2025	658.03	0.00	658.03
	02.4331.520.320 / WTR - LICENSES AND FEES						658.03	
	12/1/25 - 12/31/2025 ADS - THE ENTERPRISE, THE PATRIOT LEDGER AND NEWPORT DAILY							
						Total Check #:	**2751**	**658.03**
2752	SYSTEM	**1/13/2026**	**2630**	**HEALTH TRUST**				
	91206				1/07/2026	349.34	0.00	349.34
	01.4130.002.320 / EXEC - LICENSES & FEES						8.25	
	FSA ADMIN FEE							
	01.2020.000.010 / FLEX SPENDING WITHHELD						341.09	
	FSA CLAIMS REIMBURSEMENTS PY 2025							
						Total Check #:	**2752**	**349.34**
2753	SYSTEM	**1/13/2026**	**2850**	**IRVING ENERGY**				
	151553-B				10/03/2025	61.60	0.00	61.60
	01.4312.003.341 / HWY - HEAT						61.60	
	22.8 GALLONS DYED OFF ROAD @ GOVERNMENT PRICE							
	151553-CR				10/03/2025	-99.25	0.00	-99.25
	01.4312.003.341 / HWY - HEAT						-99.25	
	DYED OFF ROAD 22.8 GALLONS							
	545785-A				10/07/2025	1,115.24	0.00	1,115.24
	01.4312.002.823 / HWY - DIESEL						1,115.24	

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	412.8 GALLONS DIESEL @ GOVERNMENT PRICING $2.6844/GALLON							
	54632 CREDIT				10/07/2025	-703.63	0.00	-703.63
	01.4312.003.341 / HWY - HEAT						-703.63	
	162.5 GALLONS DYED OFF ROAD ULSD @4.3128/GALLON							
	546342 - A				10/07/2025	439.02	0.00	439.02
	01.4312.003.341 / HWY - HEAT						439.02	
	162.5 GALLONS DYED OFF ROAD @ GOVERNMENT PRICING @2.6844/GALLON							
	546785 CREDIT				10/07/2025	-1,784.55	0.00	-1,784.55
	01.4312.002.823 / HWY - DIESEL						-1,784.55	
	412.8 GALLONS ULS DIESEL @4.3058/GALLON							
	847352				12/19/2025	562.22	0.00	562.22
	01.4312.003.341 / HWY - HEAT						562.22	
	185.5 GALLONS DYED OFF ROAD @3.0136 GOVERNMENT PRICING							
						Total Check #:	**2753**	**-409.35**
2754	SYSTEM	**1/13/2026**	**4530**	**NUCAR FORD OF PLYMOUTH**				
	RO# 3493 - TAG# 1987				11/04/2025	139.95	0.00	139.95
	01.4312.002.824 / HWY - EQUIPMENT MAINTENANCE						139.95	
	MULTI POINT VEHICLE INSPECTION AND WHEEL ALIGNMENT							
	RO# 3897 - TAG# A04866				11/20/2025	187.00	0.00	187.00
	01.4312.002.824 / HWY - EQUIPMENT MAINTENANCE						187.00	
	TRUCK PULLS TO RIGHT - NUCAR INSPECTED							
						Total Check #:	**2754**	**326.95**
2755	ACH	**1/13/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***	
	498144937				12/24/2025	3,740.92	0.00	3,740.92
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES						114.20	
	NON-ALCOHOLIC BEVERAGES,							
	03.4522.003.612 / SKI - KITCHEN SUPPLIES						173.55	
	KITCHEN SUPPLIES							
	03.4522.002.610 / SKI - BAR SUPPLIES						110.40	
	BAR SUPPLIES							
	03.4522.003.610 / SKI - CLEANING SUPPLIES						80.99	
	CLEANING SUPPLIES							
	03.3409.001.002 / COG - FOOD						3,261.78	
	FOOD							

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**2755**	**3,740.92**
2756	ACH	**1/13/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498145714			12/26/2025	3,821.26	0.00	3,821.26
	03.4522.003.610 / SKI - CLEANING SUPPLIES CLEANING SUPPLIES						80.99
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES NON-ALCOHOLIC BEVEAGES						143.29
	03.4522.003.612 / SKI - KITCHEN SUPPLIES KITCHEN SUPPLIES						173.55
	03.4522.002.610 / SKI - BAR SUPPLIES BAR SUPPLIES						94.65
	03.3409.001.002 / COG - FOOD FOOD						3,328.78
					Total Check #:	**2756**	**3,821.26**
2757	ACH	**1/13/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498146689			12/27/2025	-3,734.42	0.00	-3,734.42
	03.3409.001.002 / COG - FOOD FOOD						-3,255.28
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES NON-ALCOHOLIC BEVERAGES						-114.20
	03.4522.002.610 / SKI - BAR SUPPLIES BAR SUPPLIES,						-110.40
	03.4522.003.612 / SKI - KITCHEN SUPPLIES KITCHEN SUPPLIES						-173.55
	03.4522.003.610 / SKI - CLEANING SUPPLIES CLEANING SUPPLIES						-80.99
					Total Check #:	**2757**	**-3,734.42**
2758	SYSTEM	**1/13/2026**	**9480**	**TRACTOR SUPPLY CO**			
	TICKET #544907			12/01/2025	299.00	0.00	299.00
	01.4314.003.611 / B&G - SMALL TOOLS GREASE GUNN 1 BATTERY						299.00
					Total Check #:	**2758**	**299.00**

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 404 **BANK OF NH - DISTRICT**

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

1/13/2026 Check Manifest Batch: 404 Chk Count: 32 Total Amnt: 46,570.18

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	28,996.34
02	WATER FUND	9,808.77
03	RECREATION FUND	7,765.07

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 405 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2759	SYSTEM	**1/13/2026**	**150**	**ALVINA SNEGACH**			
	01072026			1/07/2026	150.00	0.00	150.00
	01.4130.002.320 / EXEC - LICENSES & FEES					150.00	
	WEVD COMMISSION MEETING 1/7/2026						
					Total Check #:	**2759**	**150.00**
2760	SYSTEM	**1/13/2026**	**160**	**AMAZON**			
	11P6-N3ND-9Y6Y			1/08/2026	39.59	0.00	39.59
	01.4314.003.824 / B&G - POWER TOOL EQUIPMENT REPAIRS					39.59	
	12 VOLT BATTERY						
	1GKC-PRPQ-9TYY CREDIT			1/06/2026	-113.78	0.00	-113.78
	01.4314.003.614 / B&G - CLEANING SUPPLIES					-113.78	
	AMAZON CANCELLED BATH TISSUE AND PAPER TOWELS						
	1MM3-GQ1Y-6XXQ			1/12/2026	54.99	0.00	54.99
	01.4314.003.826 / B&G - VEHICLE MAINTENANCE					54.99	
	PAIR 2 LINK TIRE CHAINS FOR LAWN MOWER						
	1NC9-4VYC-HTMN			1/10/2026	18.09	0.00	18.09
	01.4314.003.630 / B&G - BUILDING REPAIRS					18.09	
	EYE WASH STATION INSPECTION RECORD TAGS						
					Total Check #:	**2760**	**-1.11**
2761	ACH	**1/13/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38500155			1/08/2026	447.00	0.00	447.00
	03.3409.001.007 / COG - BEER					447.00	
	BEER PURCHASE						
	38500156			1/08/2026	72.00	0.00	72.00
	03.3409.001.007 / COG - BEER					72.00	
	SAM ADAMS PURCHASE						
					Total Check #:	**2761**	**519.00**
2762	SYSTEM	**1/13/2026**	**9693**	**CITIZENS BANK**			
	DOLLAR GENERAL 1-3-26			1/03/2026	7.50	0.00	7.50
	03.4522.003.700 / SKI - EVENT EXPENSES					7.50	
	MOVIE NIGHT EVENT						

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 405 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	MARKET BASKET 1-3-26				1/03/2026	19.49	0.00	19.49
	03.3409.001.002 / COG - FOOD FOOD PURCHASE						19.49	
	NE RECORD RET 0361553				1/06/2026	40.50	0.00	40.50
	01.4130.002.610 / EXEC - OFFICE SUPPLIES NE RECORD RETENTION - PICKUP, SHRED & REPLACE BAG						40.50	
	NH LIQUOR 1-3-26				1/03/2026	1,042.55	0.00	1,042.55
	03.3409.001.006 / COG - LIQUOR LIQUOR PURCHASE						831.03	
	03.3409.001.008 / COG - WINE WINE PURCHASE						205.68	
	03.3409.001.610 / COG - BAR SUPPLIES LIQUOR, WINE AND BAR SUPPLIES						5.84	
	NHMA 11740				1/06/2026	55.00	0.00	55.00
	01.4130.002.240 / EXEC - EDUCATION MODERATORS TOWNMEETING WORKSHOP						55.00	
	SQUARE 1-1-26				1/01/2026	204.00	0.00	204.00
	01.4130.002.320 / EXEC - LICENSES & FEES 1/1/26 - 2/1/26 BILLING PERIOD						204.00	
						Total Check #:	**2762**	**1,369.04**
2763	SYSTEM	**1/13/2026**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**				
	11994				1/01/2026	943.80	0.00	943.80
	01.4314.003.616 / B&G - TRASH REMOVAL COMMUNITY CENTER 10 YARD WEEKLY						328.90	
	03.4522.003.491 / SKI - TRASH REMOVAL SKI AREA 8 YARD WEEKLY						614.90	
						Total Check #:	**2763**	**943.80**
2764	SYSTEM	**1/13/2026**	**7060**	**COCA COLA BOTTLING COMPANY**				
	50536541015				1/09/2026	1,119.22	0.00	1,119.22
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES NON ALCOHOLIC BEVERAGES						1,119.22	
						Total Check #:	**2764**	**1,119.22**

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 405 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
2765	SYSTEM	**1/13/2026**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
	[redacted]010226			1/02/2026	12.00	0.00	12.00
	02.4331.520.320 / WTR - LICENSES AND FEES					12.00	
	WATER LIEN FILING - [redacted]						
					Total Check #:	**2765**	**12.00**
2766	SYSTEM	**1/13/2026**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
	[redacted]1-2-26			1/02/2026	12.00	0.00	12.00
	02.4331.520.320 / WTR - LICENSES AND FEES					12.00	
	WATER LIEN - [redacted]						
					Total Check #:	**2766**	**12.00**
2767	SYSTEM	**1/13/2026**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
	[redacted]1-2-26			1/02/2026	12.00	0.00	12.00
	02.4331.520.320 / WTR - LICENSES AND FEES					12.00	
	WATER LIEN FILING - [redacted]						
					Total Check #:	**2767**	**12.00**
2768	SYSTEM	**1/13/2026**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
	[redacted]1-2-26			1/02/2026	12.00	0.00	12.00
	02.4331.520.320 / WTR - LICENSES AND FEES					12.00	
	WATER LIEN FILING - [redacted]						
					Total Check #:	**2768**	**12.00**
2769	SYSTEM	**1/13/2026**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
	[redacted]1-2-26			1/02/2026	12.00	0.00	12.00
	02.4331.520.320 / WTR - LICENSES AND FEES					12.00	
	WATER LIEN FILING - [redacted]						
					Total Check #:	**2769**	**12.00**
2770	SYSTEM	**1/13/2026**	**2850**	**IRVING ENERGY**			
	251154			1/02/2026	894.67	0.00	894.67
	01.4312.002.823 / HWY - DIESEL					894.67	

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 405 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				296.8 GALLONS DIESEL @GOVERNMENT PRICIG 2.9979/GALLON				
						Total Check #:	**2770**	**894.67**
2771	SYSTEM	**1/13/2026**	**3170**	**JP PEST SERVICES**				
	4310337				1/05/2026	255.00	0.00	255.00
				01.4520.003.619 / REC - PEST CONTROL			255.00	
				COMMERCIAL PROTECTION PROGRAM - COMMUNITY CENTER				
	4310338				1/05/2026	166.00	0.00	166.00
				01.4520.003.619 / REC - PEST CONTROL			166.00	
				COMMERCIAL PROTECTION PROGRAM - SKI LODGE				
						Total Check #:	**2771**	**421.00**
2772	ACH	**1/13/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***	
	451946				1/07/2026	725.70	0.00	725.70
				03.3409.001.007 / COG - BEER			725.70	
				BEER PURCHASE				
						Total Check #:	**2772**	**725.70**
2773	SYSTEM	**1/13/2026**	**4530**	**NUCAR FORD OF PLYMOUTH**				
	PARTS INV 1626				1/09/2026	121.61	0.00	121.61
				01.4312.002.826 / HWY - VEHICLE MAINTENANCE			121.61	
				10W-E30 MOTORCRAFT OILELEMENT & GASKET - OIL FILTER				
						Total Check #:	**2773**	**121.61**
2774	SYSTEM	**1/13/2026**	**5390**	**SANEL AUTO PARTS**				
	144689				1/06/2026	245.97	0.00	245.97
				01.4314.003.826 / B&G - VEHICLE MAINTENANCE			245.97	
				BATTERY FOR FJ AND SILICONE FOR 2017 F350				
						Total Check #:	**2774**	**245.97**
2775	SYSTEM	**1/13/2026**	**6180**	**UNIFIRST CORPORATION**				
	1070476828				1/01/2026	211.07	0.00	211.07
				01.4521.003.610 / FD - SUPPLIES			45.65	
				CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, MICROFIBER TOWELS, BEACH TOWEL, FD R				

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 405 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	01.4314.003.614 / B&G - CLEANING SUPPLIES					34.77	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, MICROFIBER TOWELS, BEACH TOWEL, FD R						
	03.4522.003.612 / SKI - KITCHEN SUPPLIES					78.36	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, MICROFIBER TOWELS, BEACH TOWEL, FD R						
	01.4312.002.610 / HWY - SHOP SUPPLIES					42.50	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, MICROFIBER TOWELS, BEACH TOWEL, FD R						
	03.4522.003.610 / SKI - CLEANING SUPPLIES					0.29	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, MICROFIBER TOWELS, BEACH TOWEL, FD R						
	01.4314.003.614 / B&G - CLEANING SUPPLIES					9.50	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, MICROFIBER TOWELS, BEACH TOWEL, FD R						
	1070478402			1/08/2026	222.27	0.00	222.27
	01.4521.003.610 / FD - SUPPLIES					46.47	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, BEACH TOWELS, FD RUG						
	01.4314.003.614 / B&G - CLEANING SUPPLIES					27.46	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, BEACH TOWELS, FD RUG						
	03.4523.003.612 / LNG - EVENT EXPENSES					101.68	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, BEACH TOWELS, FD RUG						
	01.4312.002.610 / HWY - SHOP SUPPLIES					36.87	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, BEACH TOWELS, FD RUG						
	03.4522.003.610 / SKI - CLEANING SUPPLIES					0.29	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, BEACH TOWELS, FD RUG						
	01.4314.003.614 / B&G - CLEANING SUPPLIES					9.50	
	CHEF SHIRTS, APRONS, WET MOP, TERRY CLOTHS, BEACH TOWELS, FD RUG						
					Total Check #:	**2775**	**433.34**
2776	SYSTEM	**1/13/2026**	**4070**	**WESCO DISTRIBUTION INC.**			
	S6388023.001			1/05/2026	103.76	0.00	103.76
	01.4312.002.829 / HWY - EQUIPMENT REPAIRS					105.00	
	FLOODLIGHT AND 120V PHOTO CONTROL						
	01.4312.002.829 / HWY - EQUIPMENT REPAIRS					-1.24	
	FLOODLIGHT AND 120V PHOTO CONTROL						
	S6388328.001			1/06/2026	172.05	0.00	172.05
	01.4312.002.829 / HWY - EQUIPMENT REPAIRS					173.79	
	RAB X17FA80						
	01.4312.002.829 / HWY - EQUIPMENT REPAIRS					-1.74	
	RAB X17FA80						
					Total Check #:	**2776**	**275.81**

Check Manifest - by Payee

Date: 1/13/2026 **Batch ID:** 405 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
1/13/2026	**Check Manifest**		**Batch:**	**405**	**Chk Count:**	**18**	**Total Amnt:**	**7,278.05**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	2,989.07
02	WATER FUND	60.00
03	RECREATION FUND	4,228.98

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

Quote Document for

WATERVILLE ESTATES VILLAGE DISTRICT

Date: January 13,2026

Quantity	Item Description	Ext Selling Price
1	**[OOD]LASERFICHE RECORDS MANAGEMENT WITH BASIC SUPPORT INC1YR**	**$3,950.00**
	Sub Total:	**$3,950.00**

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

Rev. 04/13	**Quote Number** 36478107	**Expires on** January 26,2026

remote platforms
01.21.26 meeting

	Webex	Zoom	GoTo
Base Plan	0	13.33/user/month	0
Webinar Plan	117.50/month	66.67/month	999.96/year
Annual Cost	$1,410.00	$960.00	$999.96
Attendees	1,000	300	1,000
# of Webinars	Unlimited	Unlimited	Unlimited
Registration	Y	Y	Y
Recordings Available	Y	Y	Y
Chat feature	Y	Y	Y
Mics Available to Unmute	Y	Y	Y
Allow participants to record	Y	Y	N
Lifestream	Y	Y	N
Notes			unique link for each attendee

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

Effective Date:	August 4, 2021	Policy No.:	10
Revision Date:	January 21, 2025	Approved By:	WEVD Commission

Subject: WEVD Commissioner Meeting Policy

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 at least 10 days prior to the meeting date requested and using the form in appendix A.
    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. Remote access will be provided for Commission Meetings. Remote access information will be included in meeting notices. Failure to broadcast will not be grounds for cancelling a Commission meeting.

6. Remote recording of public sessions of Commissioner meetings is permissible and no undue barrier will be instituted to prevent recording. If administrator permission is needed any and all requests to record remotely will be approved.

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.

Commission – Chair	Commissioner	Commissioner

DRAFT

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

Appendix A - REQUEST FOR COMMISSION ACTION (RCA)

Submit completed form *10 days in advance of the meeting date requested* to:

- Email: district@waterville-estates.com
- Mail/Drop-off: Attn: Commissioners, 562 Winterbrook Rd., Campton, NH 03223.

Requested Meeting Date: _____

Name of Requestor: _____

Waterville Estates Address (if owner): _____

Title of Request: _____

Summary of why action is sought (be detailed, attach a 2nd page if needed):

_____

_____

_____

Action Requested: _____

_____

FOR INTERNAL USE ONLY

Budget Implications: _____

_____

Plans for implementation: _____

_____

DRAFT

Proposed Change to the 12/30/25 draft

Personal Time Off (PTO) Policy

(Vacation and Personal Leave)

Waterville Estates Village District values employee wellbeing and recognizes the importance of taking time away from work. Regular time off supports productivity, morale, and overall job satisfaction. Employees are encouraged to use their allotted time each year, including taking consecutive days off to allow for meaningful rest and recovery.

Eligibility and Accrual for Full-Time Employees

Full-time employees become eligible for prorated PTO accrual beginning the first month following successful completion of the thirty (30) day orientation period.

PTO is earned monthly based on the employee's date of hire and years of service:

Accrual Schedule

Years of Service	Annual PTO	Accrual Rate
1–5 years	**15 days**	**10 HRs a month**
5+ years	**20 days**	**13.33 HRs a month**

Requesting Vacation or Personal Time

- **Requests must be submitted** through the District's timekeeping system (TCP).
- **Standard notice requirement**: Two (2) weeks in advance for vacation time.
- **Peak season requirement**: June through August, requests must be submitted three (4) weeks in advance and may be denied if adequate staffing coverage cannot be maintained.
- **Sick or personal time** should be requested as soon as possible.
- **Extended leave**: More than two (2) consecutive weeks of PTO requires approval from the General Manager.

Carryover and Payout of Vacation/Personal Time

- **Maximum carryover**: Up to 5 days may be rolled into the next calendar year.

- **Maximum bank**: Employees may hold no more than 15 total accrued days.
- **Year-end payout option**: Vacation/personal time not rolled over may be reimbursed via payroll in December.
- **Separation payout**: Accrued vacation/personal time is paid out in the final paycheck upon separation from employment.

Sick Time for Full-Time Employees

- **Full-time employees earn** up to 5 sick days per year (3.33 hours per month).
- **Carryover limit**: Up to 5 unused sick days may roll over annually, with a maximum bank of 10 days.
- **No payout**: Sick time is not paid out or cashed out under any circumstances.

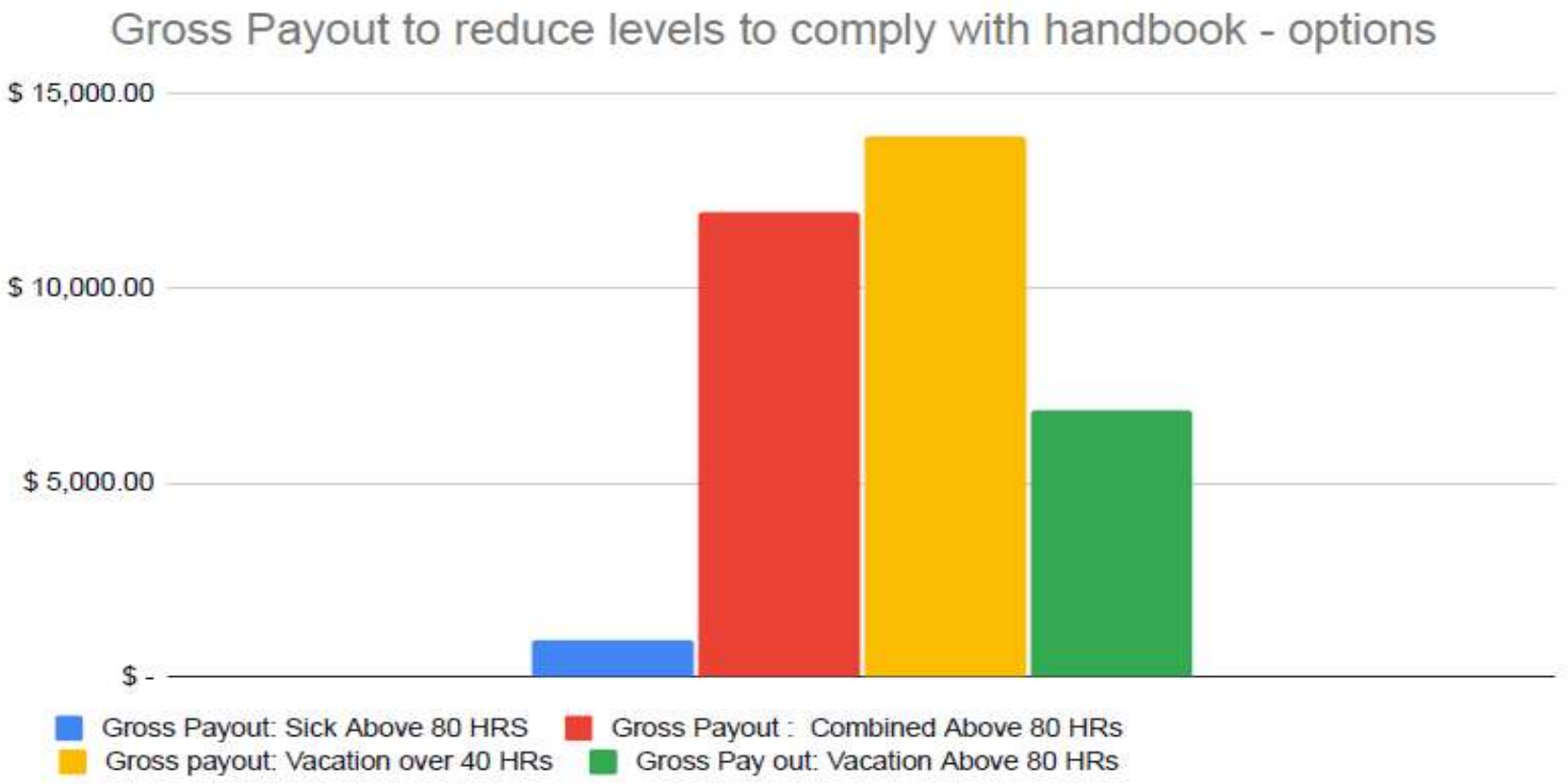
Sick Time for Part-Time Employees

- **Accrual rate**: 0.75 hours of sick time for every 30 hours worked.
- **Carryover limit**: Up to 15 hours may be carried over each year.
- **Usage restrictions**: Sick time may not be used as vacation time.
- **No payout**: Sick time is not paid out or cashed out.

Seasonal Employees

- **Seasonal employees are not eligible** for paid time off or sick time benefits.

Vacation Hours over 80	Sick Time over 40	Combined over 80hrs	Gross Payout: Vacation over 80 HRs	Gross payout: Sick over 40 HRs	Combined Gross payout of all hours over 80	Gross payout: Vacation over 40 HRs
403.11	63.84	675.86	$ 6,842.41	$ 947.95	$ 11,928.41	$ 13,880.03





WATERVILLE ESTATES VILLAGE DISTRICT (WEVD)

EMPLOYEE HANDBOOK

Revised December 2025
WEVD Handbook (6)

RECEIPT OF PERSONNEL POLICIES

Enclosed is the Waterville Estates Village District, herein (hereinafter WEVD) Employee Handbook, containing our personnel policies. It is your responsibility to read these policies, as they will acquaint you with information regarding employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment of any specific duration between the organization and its employees. Although we hope that your employment relationship with us will be long-term, we recognize that, at times, things do not always work out as hoped, and either of us may decide to terminate the employment relationship. Unless altered by contract or law, your employment is at-will, which means that either you or WEVD may terminate the employment relationship at any time, with or without cause.

This handbook generally describes the policies that WEVD follows and the benefits that are currently provided or made available to employees. From time to time, we will revise these policies and will be required to interpret them. These policies, practices, and benefits represent the spirit with which issues and employee relations will be addressed and resolved here at WEVD, but they are subject to revision and/or elimination by WEVD, as it deems necessary.

This form will be placed in the employee's personnel file.

This is to certify that I have received and read WEVD's personnel policies.

_____ _____

Employee Signature Date

_____

Print Name

WELCOME TO THE COMMUNITY!

WEVD is a community located in the White Mountains of New Hampshire. Our goal is to provide top-quality service to our Property Owners and their guests. WEVD takes pride in the service and maintenance of the physical assets we provide which include water, roads, recreation, and covered municipal district responsibilities. We are also committed to providing quality jobs for our employees who are, in turn, willing to apply their skills and give excellent service to our property owners, their families, and guests.

You have been chosen from a select group of outstanding applicants, and we are glad you have made the decision to come and work with us. WEVD strives to provide a working atmosphere that encourages and recognizes personal growth, high achievement, and outstanding services. We hope your experience here will be challenging, enjoyable, and rewarding.

Our employee handbook provides answers to most of the questions you may have about our policies, procedures, and benefits. It explains both WEVD's responsibilities to employees and employees' responsibilities to WEVD. If anything is unclear, please feel free to ask your supervisor for further explanation.

It is important that we, as a team, strive to give our property owners and their guests the best service possible. Because your attitude and work habits have a direct effect on property owners and their guests, it is essential that you understand the policies and guidelines outlined in this manual.

No employee or representative of WEVD, other than the General Manager, has the authority to enter into any agreement to extend the employment of an employee for any specified period of time. These conditions also apply to contracts for specified terms and conditions of employment, including but not limited to benefits, compensation, and workplace procedures.

We believe that each employee contributes to our growth and success, and we hope you will take pride in being a member of our team.

Welcome aboard!

Helen Chatel
General Manager
Waterville
Estates Village
District

TABLE OF CONTENTS

I. EQUAL OPPORTUNITY ……7

EQUAL EMPLOYMENT OPPORTUNITY POLICY ……7

AMERICANS WITH DISABILITIES ACT POLICY ……7

RELIGIOUS ACCOMMODATIONS POLICY ……8

ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY ……8

Definition of Sexual and Other Illegal Harassment ……9

Harassment/Discrimination Grievance Procedure ……10

Harassment/Discrimination Investigation ……11

Disciplinary Action ……11

Retaliation ……11

II. EMPLOYEE CLASSIFICATIONS ……12

EMPLOYEE AT WILL STATEMENT ……12

ORIENTATION PERIOD OF EMPLOYMENT ……12

CRIMINAL RECORD CHECK ……13

JOB STATUS ……13

III. PAYROLL INFORMATION ……14

TIMEKEEPING POLICY ……14

COMPENSATORY TIME ……17

TARDINESS/ABSENCES ……17

LUNCH AND WORK BREAKS ……18

REIMBURSEMENT ……18

PAY PERIOD ……18

WAGE REVIEWS ……19

FINAL PAY ……20

IV. TIME AT WORK ……20

GENERAL CONDUCT……20

CONFLICT OF INTEREST ORDINANCE ……21

PROBLEM SOLVING ……24

TELEPHONE POLICY ……25

COMPUTER, I-PAD & I-POD USE ……25

EMAIL, INTERNET AND SCAN POLICIES ……..26
Email Policy ……..26
Internet Policy…….27
Scan Policy ……27
VEHICLE POLICY …….27
RESTAURANT AND BAR USAGE POLICY ……..…28
SMOKING …….28
EMPLOYEE PARKING ……..…….…28
DRESS CODE/HYGIENE ……..…..28
SOLICITATIONS ……..29
DISCIPLINARY ACTIONS ……..…..29
FIREARMS POLICY ……..…...31
DRUG FREE WORKPLACE ……31
GRIEVANCE PROCEDURE …….....31
PUBLIC EMPLOYEE FREEDOM OF EXPRESSION ……....32
RESIGNATION/TERMINATION …….32
EMPLOYEE RECORDS ……..….33
V. BENEFITS ……...34
CURRENT BENEFITS ……34
COMMUNITY CENTER PASSES ……..34
HOLIDAYS ……..35
HEALTH INSURANCE ……...36
Continuance of Health Insurance Coverage – COBRA ……36
RETIREMENT BENEFIT ……36
SECTION 125 PROGRAM FOR HEALTH INSURANCE …….36
PAID TIME OFF (Vacation/Sick/Personal) ……..37
WORKERS' COMPENSATION BENEFITS ……...38
UNEMPLOYMENT BENEFITS ……..38
MATERNITY LEAVE ……...38
BREASTFEEDING MOTHERS POLICY ……..…..39
FAMILY AND MEDICAL LEAVE ACT (FMLA) ……39
BEREAVEMENT LEAVE …….42
JURY DUTY ……..42

MILITARY LEAVE ……...42
LEAVE OF ABSENCE ……..43
CRIME VICTIM EMPLOYMENT LEAVE ACT …….43
CHILDREN AT WORK POLICY ……..……....45
VI. SAFETY AND HEALTH ……..….45
INCLEMENT WEATHER POLICY……...…...……46
JOINT LOSS SAFETY MANAGEMENT …….49
SAFETY EQUIPMENT ……...49
ACCIDENTS AT WORK ……..……...…….....49
EVACUATION PROCEDURES ……...…….50
EQUIPMENT MAINTENANCE AND USE ……...…...50
ENVIRONMENTAL COMPLIANCE ……...….51
SECURITY ……...……...51
VII. RECREATION CENTER RULES AND REGULATIONS ……...……...52
Admittance Policy ……..……...…....52
Rules and Regulations (Revised 2006) …….……...52
VIOLATIONS…….…….....52

WEVD Mission Statement

The WEVD is the municipality responsible for Roads, Water, and Community Properties in the Estates. The governing body, the Commission, is responsible for complying with New Hampshire law in its operations. The Commission is charged with responsible spending and setting policy in accordance with the actions of the WEVD voters at the Annual Meeting.

The WEVD seeks to efficiently and effectively provide the following: an adequate supply and delivery of quality water; road maintenance; maintenance of the community assets/buildings and other infrastructure owned by the District; and support for recreational programs as agreed upon with the Waterville Estates Association (WEA). Our mission is to maintain or enhance the remarkable and rewarding quality of life experienced by all property owners in Waterville Estates.

I. EQUAL OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY POLICY

WEVD is an equal opportunity employer. WEVD employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of job- related qualifications and competence. These policies and employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, veteran status, or physical or mental disability.

AMERICANS WITH DISABILITIES ACT POLICY

WEVD is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodation to qualified applicants to allow them to perform essential job duties. In general, it is your responsibility to notify your supervisor or the General Manager of the need for an accommodation of any physical or mental disability, which substantially limits a major life activity. When appropriate, we may need your permission to obtain additional information from your physical or other medical or rehabilitation professionals to document that you have a disability and to assist us in assessing any functional limitations for which a reasonable accommodation may be needed.
All medical information will be treated as confidential in accordance with the Americans with Disabilities Act (ADA).

WEVD will take all requests for accommodations seriously and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists, which would allow the employee to perform the essential functions of the job without imposing undue hardship on WEVD or other employees.

RELIGIOUS ACCOMMODATIONS POLICY

WEVD will provide reasonable accommodations for employees' sincerely held religious beliefs unless the accommodation would cause an undue hardship for WEVD.

If you would like to request a reasonable accommodation for a sincerely held religious belief or practice, please contact your supervisor or the General Manager. WEVD does not tolerate retaliation for requesting accommodation for a sincerely held religious belief or practice. If you believe you are being retaliated against, please contact your supervisor or the General Manager immediately.

ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

WEVD will not discriminate against any employee or applicant for employment because of race, color, sex, marital status, sexual orientation, gender identity, national origin, religion, age, physical or mental disability, or veteran status, or any other characteristic protected by law.

WEVD has established the following Complaint Procedures to address all types of discrimination complaints. Employees have the right to use these procedures without jeopardizing their current or prospective employment status.

WEVD believes that each individual employed by us has the right to be free from illegal discrimination or harassment because of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity, physical or mental disability, or veteran status. All employees should be able to work in an environment free from all forms of discrimination, intimidation, and harassment, including sexual harassment. All employees must treat each other with courtesy, consideration, and professionalism.

To achieve the District's goal of providing a workplace free from sexual and other illegal harassment and discrimination, the conduct that is described in this policy will not be tolerated, and a procedure has been provided by which inappropriate conduct will be dealt with. Where inappropriate conduct is found, the District will act promptly to eliminate the conduct and

impose such corrective actions as are necessary, including disciplinary action or termination where appropriate.

Please note that while this policy sets forth the District's goals of promoting a workplace that is free of sexual or other illegal harassment, the policy is not designed or intended to limit the District's authority to discipline or take remedial action for workplace conduct that is deemed unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment or discrimination.

Definition of Sexual and Other Illegal Harassment

Harassment refers to unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the work effectiveness of employees. Examples of harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact, display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, disability or other group listed above; and verbal abuse or insults about or directed at any employee, or group of employees because of their relationship in any of the groups listed above.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors (quid pro quo), and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitute sexual harassment.

The legal definition of sexual harassment is broad, and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.
While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

1. Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;

2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures, graphic commentaries, leering, or obscene gestures;

3. Physical: unwanted physical contact, including touching, interference with an individual's normal work movement, or assault; and

4. Retaliation: making or threatening reprisals as a result of a negative response to harassment.

Each employee must exercise good judgment to avoid engaging in conduct that may be perceived by others as harassment.

Harassment can come from superiors, subordinates, or fellow employees. Anyone can be the victim of sexual or other harassment. **It cannot be stressed enough that WEVD will not tolerate any form of illegal discrimination or harassment. Violations of this policy, whether intended or not, will not be permitted.**

While elected officials may not be disciplined for violations of WEVD's policies, including this Policy prohibiting harassment and discrimination, employees should still report an elected officials conduct if they feel that they are being harassed or discriminated against, or if they have observed harassment or discrimination of an employee by an elected official.

All employees should take special note that retaliation against an individual who has complained about sexual or other harassment or discrimination, and retaliation against individuals for cooperating with an investigation of a sexual or other harassment or discrimination complaint, is unlawful and will not be tolerated by WEVD.

Harassment/Discrimination – Grievance Procedure

Should you feel that you are being harassed or discriminated against or that you have observed harassment or discrimination, please follow these guidelines to help remedy the problem.

Harassment or discrimination by other employees should immediately be brought to the attention of your supervisor or the General Manager. In the event the issue involves the General Manager or a Commissioner, contact Upton and Hatfield Attorneys at 603-224-7791 (Attorney Lauren Irwin). The General Manager is available to discuss any questions or concerns you may have and to provide information to you about the District's policy on sexual or other illegal harassment and discrimination and our complaint process.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No employee of this organization is exempt from this policy.

If, at any point in the process, a complaining employee is dissatisfied with the investigation being conducted, the employee should bring it to the attention of the individuals listed above.

Harassment/Discrimination Investigation

When a complaint of harassment or discrimination is received, a prompt investigation into the allegation will occur. Complaints will be kept confidential to the extent consistent with the obligation to look into and remedy any harassment or discrimination. For most matters, the investigation will include an interview with the person filing the complaint, an interview with the person alleged to have committed the harassment/discrimination, and, to the extent necessary, interviews with co-employees or other witnesses. All employees are expected to be truthful, forthcoming, and cooperative in connection with a complaint investigation.
Once the investigation is complete, the investigator will, to the extent possible, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

If it is determined that inappropriate conduct occurred, the District will act promptly to eliminate the offending conduct, and where it is appropriate, will impose disciplinary action.

There may be instances when, depending upon the nature of the allegations of harassment or discrimination, an alleged wrongdoer will be suspended, with pay, pending investigation. Suspension pending investigation should not be considered as a conclusion of wrongdoing.

Disciplinary Action

WEVD will not condone, permit, or tolerate unlawful harassment or discrimination in any manner whatsoever. Any employee who is found to have engaged in harassment or discrimination contrary to this policy will be subject to disciplinary action, up to and including suspension or termination, depending, among other things, on the nature of the conduct. As stated previously, this sexual and anti-harassment and discrimination policy is not designed or intended to limit the District's authority to discipline or take remedial action for workplace conduct deemed unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment or discrimination.

Retaliation

WEVD also prohibits any form of retaliation against any employee for filing a good-faith complaint under this policy or for assisting in a complaint investigation. Anyone found to have

engaged in such retaliation against a person who has raised a complaint under this policy or to have retaliated against anyone for assisting in the investigation of a complaint will be subject to disciplinary action up to and including suspension or termination. Any employee who believes that they are being retaliated against should bring it to the attention of their supervisor or the General Manager so that appropriate action may be taken.

II. EMPLOYEE CLASSIFICATIONS

EMPLOYMENT-AT-WILL STATEMENT

This handbook is not a contract, nor is any portion of it a contract. It and any portion thereof may be changed by WEVD at any time. All employees shall be provided with a copy of this document and indicate its receipt and review by signature.

Employment with WEVD is employment at-will. "Employment at-will" means that employees may end their employment at any time for any reason; and that the employer (WEVD) may terminate employees at any time for any reason, with or without cause or notice. While WEVD has a disciplinary system in place, this system does not have to be used. WEVD may make the decision to terminate without first taking these disciplinary steps.

ORIENTATION PERIOD OF EMPLOYMENT

Unless modified by contract or law, all employees are employed at-will, which means that either you or WEVD may end the employment relationship at any time, with or without cause or notice.

The first thirty days (30) of employment for a newly hired employee constitute an orientation period to enable the company to evaluate job aptitude and performance. On the employee's starting date, his or her supervisor shall provide a copy of the Employee Handbook, review wage, benefits, organizational structure, and other important personnel information. Reviews, for the purpose of evaluating employee performance, improvements, attitudes, etc., may come at any time. If you take approved time off in excess of five workdays during the orientation period, the orientation period may be extended by that length of time. The employment relationship may be ended during or after the orientation period, with or without cause or notice. During the orientation period, employees are not paid for any personal time off (even if sick).

CRIMINAL RECORD CHECK

It is the practice of WEVD to conduct a criminal record check on employees who will be hired to work. Actual hiring of an individual is contingent upon a satisfactory check. The General Manager or their designee will perform the check using established procedures.

JOB STATUS

It is WEVD's intent to clarify employment classifications, so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Non-Exempt/ Exempt:

Each employee is designated as either Non-Exempt or Exempt from overtime requirements according to Federal and State wage and hour laws.

- Non-Exempt- Employees are entitled to overtime pay or compensatory time under the specific provisions of Federal and State wage and hour laws.

- Exempt - Employees are generally not entitled to overtime or compensatory time under the Fair Labor Standards Act (FLSA).

You will be informed of which category your position falls into. An employee's Non-Exempt or Exempt classification may be changed only upon written notification from the supervisor.

Full Time/Part Time/Seasonal

- Full Time - employees are those who are not in a seasonal or orientation period status and who work a minimum of 32 scheduled hours per week. These employees are eligible for our full benefit package. See the summary of current benefits in this handbook for more information

- Part-time - employees are those who are not assigned to a seasonal or orientation period status and who work less than 32 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security, unemployment benefits, unpaid maternity leave, FMLA leave (if eligible), crime victim leave, military leave, and Worker's Compensation insurance, as well as some holiday pay (see policy), bereavement leave, and jury duty leave, but they are not eligible for our full benefit package. These employees are eligible for Community Center passes.

* Seasonal - employees are those who are hired to temporarily supplement the workforce, or to assist with a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees receive all legally mandated benefits, such as Social Security, unemployment benefits, unpaid maternity leave, FMLA leave (if eligible), crime victim leave, military leave, and Workers' Compensation insurance, but they are not eligible for our full benefit package. These employees are eligible for Community Center passes. Seasonal employees retain that status unless and until they are notified of a change.

III. PAYROLL INFORMATION

TIMEKEEPING POLICY

I. Purpose

The purpose of this policy is to outline the timekeeping policies of WEVD. Accurately reporting time worked is the responsibility of every nonexempt employee. Federal and State laws require WEVD to keep an accurate record of time worked to calculate employee pay and benefits.

II. Policy

1. Employees are classified as exempt or non-exempt for the purpose of the FLSA regarding minimum wage, overtime, and record keeping.

2. Time worked includes all the time that an employee is required or permitted to perform duties for WEVD. Time worked is also used to determine overtime pay required for nonexempt employees. The hours and days of work are subject to change depending on the circumstances of each department.
3. The workweek shall consist of days and hours that equal forty (40) hours within seven (7) continuous days. WEVD workweek begins on Saturday at 12:00 am and ends on Friday at 11:59 pm.

   Note: The pay period is weekly, consisting of (7) continuous days with a weekly pay date of Thursdays.

Timekeeping - Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period, by clocking in and out of Time Clock Plus (TCP). Non-exempt employees are also required to record the beginning and ending time of any split shift or departures from work for any non-

work- related reason. Hours will be calculated according to the time shown on employee approved time in the digital timesheets (TCP timekeeping software). It is the Supervisor's responsibility to be sure that employees are showing actual hours worked. It is the responsibility of the person processing payroll to follow FLSA standards and pay the employee for hours shown. Actual hours worked over forty (40) within a (7) day period recorded on a digital timesheet, is considered overtime. Employees must receive prior permission from their supervisor to work overtime. While employees will be paid for any overtime work regardless of whether they received permission, employees may be subject to discipline for working overtime without prior permission, up to and including termination.

a. The following provisions are included as ***time worked:***
   - **Work away from premises or at home:** Work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site, or at home unless approved in advance in writing by the General Manager.
   - **Breaks:** Rest periods of 20 minutes or less are counted as time worked.

b. Time Not Worked:
   - **Paid leave:** Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off, are not counted as time worked.
   - **Lunch or dinner periods:** Uninterrupted time off for lunch or dinner is not counted as time worked.
     - Per RSA 275:30a, all employees shall be afforded a meal break of at least one-half hour after five consecutive hours of work. Employees shall take meal breaks per the RSA, and the waiving of said meal break shall only occur with the advance approval of the Supervisor or General Manager.

4. **Approvals** - It is the employee's responsibility to electronically sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and electronically approve the time record before submitting it to payroll for processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor. If a change is made to the time record, it must go through the approval process again before payroll will process.

5. **Enforcement** - Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

a. Employees shall not share their User ID and Password with anyone for any reason.

b. To maintain the integrity and security of the timekeeping system, employees shall only clock in and out and access the timekeeping system from their assigned workstation or device. Use of any other device is not permitted.

c. All non-exempt employees shall clock in/out using the TCP Dashboard through their authorized devices and location. Any work conducted outside of their authorized location must be approved in advance by the General Manager, and their time will be updated manually for the employees' approval.

Our policy is designed to ensure that you are paid for all hours you work in accordance with applicable law. If you ever feel that our policy on payment of non-exempt employees is not being met or that you are being asked by anyone to violate our policy, please notify your supervisor or the General Manager immediately. In addition, if you discover any discrepancies in your pay or have questions about your pay, please contact the accounting department as soon as possible. Your concerns will be reviewed and any problems promptly resolved. In order to ensure that you are being paid for all hours worked, you are responsible for:

1. Accurately recording your time. Clock-in occurs when you are ready to begin your job
   (dressed in uniform with personal belongings stored).

2. Not working "off the clock." That means you must not start working before your recorded work hours or continue working after your recorded work hours.

3. Punching or signing in and out for your meal period.
4. Not working overtime unless it is authorized. If, however, you do work overtime, you must record it accurately so that you can be paid appropriately for it.

5. Not recording time for other employees.

6. Not engaging in conduct that misrepresents the time that you or other employees have actually worked.

Violation of any of these rules will result in disciplinary action, up to and including termination.

COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request time off instead of cash payment before the overtime hours are worked. This is approved on a case-by-case basis by the General Manager. We are not required to grant comp time instead of overtime pay. We may limit the amount of comp time accrued by employees. Maximum accruals of compensatory time off shall
be limited to two hundred and four (204) hours for one hundred thirty-six (136) actual overtime hours worked. After maximum accrual, overtime compensation shall be paid.

Employees may use compensatory time within a reasonable time period after making a request to their supervisor, unless doing so would unduly disrupt operations. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and the organization. Accumulation of compensatory time to be used as a substitute for extended personal time off is not normally permitted.

TARDINESS/ABSENCES*

For the community to run smoothly and efficiently, you must report to work on time each day. Excessive unauthorized absence or tardiness reflects poorly on your overall performance. This behavior may result in appropriate disciplinary action, up to and including termination.

If you are unable to report for work, contact your supervisor at least one hour prior to your scheduled work time to inform him/ her of your circumstance and absence. Failure to report your intended absence may result in an unauthorized day off without pay as well as disciplinary action, up to and including termination.

Please keep your supervisor informed of your status during an extended absence. You will be asked to provide evidence of receiving medical care (doctor's note, pharmaceutical prescription, etc.) if you are sick for more than three days.

*This policy is subject to WEVD's Americans with Disabilities Policy.

LUNCH AND WORK BREAKS

Employees scheduled to work more than five (5) consecutive hours are entitled to a thirty (30) minute unpaid lunch break, except if it is feasible for the employee to eat during the performance of work, and the supervisor gives permission for him or her to do so. Due to the type of business we are in, it may be necessary for you from time to time to work through your lunch break, in which case you will be paid for time worked. If the employee leaves the grounds of WEVD for any personal reason and any length of time during their break, they MUST clock out.

WEVD also provides two (2) fifteen-minute paid work breaks, which will be scheduled by your supervisor. Employees may not leave the premises for these paid fifteen-minute breaks. For those employees who will need coverage for these breaks, prior planning must be done to ensure the best possible service to our owners and their guests.

REIMBURSEMENT

The following expenses, when incurred in the performance of WEVD business and approved by your supervisor, upon presentation of receipts or other documentation, shall be reimbursed at the end of each month:

- Transportation cost, mileage, tolls, etc. – Mileage form must be submitted
- Parking Fees
- Other reasonable business-related expenses

PAY PERIOD

The pay period is from Saturday- Friday with a pay date of the following Thursday. If payday falls on a scheduled holiday, the checks will be available for pick up on the prior business day. Employees are paid every week, on Thursday. If payday falls on a scheduled personal day and you are out of the office, you may either come and pick up your check or wait until your personal time off is completed and you have come back to work. If you need someone other than yourself to pick up your paycheck, you must call HR and give them the name of that person. That person must have a signed note from you, and a valid form of ID to verify they are the person you have told bookkeeping will be picking up your paycheck.

Direct deposit is available for those who wish to have their pay go directly into their bank account. A voided check or another formal form of certification from the bank is required to

be on file before direct deposit can be effective.

Personal day off advances or paying employees in advance of their vacation are not WEVD's policy.

If at any time you have questions regarding your pay, immediately contact the General Manager or Human Resources.

WAGE REVIEWS

WEVD believes in rewarding employees for their hard work. Salary reviews will be given, at a minimum, annually.

It should be understood that an increase in compensation is earned. Performance and attitude are prime considerations. Increases are based upon merit alone – not length of service or cost of living.

The reason for this policy is twofold: WEVD recognizes and rewards employees who contribute to the team and make our community a pleasant and successful place in which to work. WEVD does not reward employees who do not contribute positively to the team or whose performance is substandard.

Whether or not you receive a raise will depend on your performance and contribution to the community, as well as economic conditions.

Our goal is to hire and retain excellent employees. Our benefit package is one way of achieving this goal.

FINAL PAY

Upon termination of employment by WEVD, final pay will be made within 72 hours of termination. Upon resignation, final pay will be obtained on the next regularly scheduled pay date. You may request that WEVD mail your final pay to your home.

IV. TIME AT WORK

GENERAL CONDUCT

WEVD provides outstanding service to property owners and their guests. A business such as ours requires a high level of professionalism from its employees at all times. Property owners and their guests who enter our doors expect superior service. Because our business relies on a continuous flow of property owners and their guests, your professionalism and customer service skills are critical to the success of the community.

Exhibit a helpful, positive attitude in front of property owners and their guests and assist them in every way possible. We have developed what we call our "*Golden Rules Of Customer Service"* and expect our employees to follow them.

Golden Rules of Customer Service

- Maintain professionalism and composure at all times.
- Treat co-workers, property owners, guests, and visitors with respect, courtesy, and friendliness. Always refer to property owners, guests, and visitors as "Ms. Smith," **not Mary,** unless the person asks you to do otherwise.
- Project a positive attitude to owners and guests, make eye contact, say hello, please, and thank you.
- If you are having problems with your home life, work, etc., this information is not appropriate to share with owners and/or guests.
- Take pride in your work and the contribution you make to the team.
- Be willing to help your co-workers.
- Be alert to concerns and complaints from property owners and guests. Report these to the General Manager immediately. In the event that the General Manager is not available, have the property owner and/ or guest fill out a Manager Response form at the front desk.

All employees of WEVD are expected to represent the organization to the public in a professional manner, whether working on or off company premises, which means being courteous, efficient, and helpful. Employees must maintain a clean and neat appearance, appropriate to their work assignment, as determined by their position and supervisor.

Since the proper working relationship between employees and the organization depends on each employee's ongoing job performance, professional conduct, and behavior, WEVD has established

certain minimum standards of personal conduct. Among our expectations are basic tact and courtesy towards the public and fellow employees; adherence to our policies, procedures, safety rules, and safe working practices; compliance with directions from supervisors; preserving and protecting our equipment, grounds, facilities, and resources; and providing orderly and cost-efficient services to our residents.

CONFLICT OF INTEREST ORDINANCE

SECTION 1: AUTHORITY

This conflict-of-interest Ordinance is adopted pursuant to the authority vested in the Waterville Estates Village District ("District"), through the 2024 Annual Meeting of the District's legislative body, under RSA 31:39-a.

SECTION 2: PURPOSE

The purpose of this Ordinance is to establish a conflict-of-interest Ordinance applicable to all employees, officials, commissioners, committee/board members, and representatives of the District, whether elected or appointed, full-time or part-time, paid or volunteer (collectively "District Representatives"), and to ensure consistency in the application of the Ordinance among the various Boards, Commissions, and District Representatives of the District. The Ordinance is intended to encourage a high level of public trust and confidence that District Representatives will always act in the public interest.

This Ordinance shall be known as the "Waterville Estates Villate District Conflict of Interest Ordinance."

SECTION 3: DEFINITIONS

As used in this Ordinance, the following terms shall have the following meanings:

Board: Any Board (including the District Commissioners), committee, or commission, permanent or special, appointed or elected (unless the context indicates otherwise).

Conflict of Interest: A situation, circumstance, or financial interest that has the potential to cause a private or personal interest to interfere with the proper exercise of a public duty. The conflict shall be immediate, definite, and capable of demonstration; not remote, uncertain, contingent, and speculative, that is, such that it would not influence persons of ordinary capacity and intelligence.

Family: Any person who is related to a District Representative in one of the following ways: spouse, domestic partner, parent, grandparent, child, grandchild, sibling, or similar relation to the individual's spouse. This includes all persons who are members of the same

household as the District Representative in question, regardless of whether they are related by blood or marriage.

Firm: A sole proprietorship, joint venture, partnership, corporation, or any other form of enterprise.

Interest: Any legal or equitable right, share, or claim, whether or not subject to an incumbrance or a condition, which is owned or held, in whole or in part, jointly or severally, including, but without limitation or right, share, or claim.

Pecuniary: Any advantage in the form of money, property, commercial interest, or anything else, the primary significance of which is economic gain; it does not apply to economic advantage applicable to the public generally, such as a reduction or increase in prosperity generally.

Principals: Those people who are the subject of the action or application that is before the Board or District Representative.

District Representatives: All officials, employees, commissioners, committee/board members, and officers of the District, whether elected, appointed, paid, or unpaid.

Recuse: Removing or excusing oneself from participating in a specific action or discussion due to a conflict of interest. Recusal requires one to completely remove oneself from all further participation as a District Representative in the matter in question.

SECTION 4: CONFLICTS OF INTEREST

A. District Representatives shall avoid legal conflicts of interest.

1. A District Representative shall not participate in any matter in which the District Representative, or a member of the District Representative's family, has a personal or pecuniary interest.

2. A District Representative shall not participate in any matter in which a member of his or her family is a principal.

3. A District Representative shall not participate in any matter in which his or her employer or employee is a principal.

4. A District Representative shall not accept any gift or gratuity of anything more than nominal value.

5. No District Representative shall use or attempt to use his or her position as a

public servant to obtain any financial gain, contract, license, privilege, or other private or personal advantage for the District Representative, his or her family, or any person or firm associated with the District Representative, or member of the District Representative's family.

6. No District Representative shall appear on behalf of a client or friend, or family member, before the board of which the District Representative is a member.

7. No District Representative shall:

(a) Coerce or attempt to coerce any public servant or municipal employee to engage in political activities;

(b) Coerce or command a District Representative or municipal employee to pay, lend, or contribute anything of value to a political party, committee, organization, agency, candidate, or person for political purposes.

SECTION 5: DUTY TO RECUSE

District Representatives have a duty to recuse themselves from participating in a specific action or discussion where they have a conflict of interest. District Representatives who have been recused may remain in the hearing room for the public input portion of the hearing and shall seat themselves with the other members of the public who are present. When recused, the recused person shall not participate in the discussions, unless she or he clearly states for the record that she or he is doing so only as a general member of the public.

SECTION 6: ADVISORY VOTE

1. Prior to any vote, each District Representative should give consideration to whether a potential violation of this conflict-of-interest Ordinance might exist. If the public servant is not sure whether a potential violation may exist, the public servant should disclose such facts to the Board.

2. When uncertainty arises as to the application of this conflict-of-interest Ordinance to a Board member in a particular circumstance, the public servant shall disclose the nature of the possible conflict and the Board shall, upon the request of that member or another member of the Board, vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to the commencement of any required public hearing. Such a vote shall be advisory and non-binding and may not be requested by persons other than Board members.

SECTION 7: ADMINISTRATION

1. The Village District Commissioners shall be responsible for administering

this Ordinance. The Commissioners shall be the sole arbiter of the terms of this Ordinance, and their decision shall be final.

2. Any resident of the District who believes that a District Representative has violated this Ordinance may report the alleged violation to the District Commissioners by submitting the attached form to the District Manager. This form shall be the only manner by which a complaint may be considered. The form shall be completed in detail.

3. The District Commissioners shall provide a copy of the complaint to the District Representative who is alleged to have violated this Ordinance.

4. The District Commissioners shall, in the first instance, consider the complaint and determine whether a reasonable person could conclude the complaint states a claim that may rise to the level of a violation of this Ordinance. If the complaint does not state sufficient

cause to proceed it shall be dismissed, and the resident and public servant alleged to have violated this Ordinance shall be advised of the decision, in writing.

5. If the District Commissioners determine the complaint could present a violation of this Ordinance, then it may investigate in any manner it sees fit consistent with the law. All documents and short descriptions of the results of interviews, if any, shall be made part of the record and shall be made public unless otherwise exempt from public disclosure under RSA 91-A.

6. Upon completion of any investigation, unless prohibited under RSA 91-A or otherwise prohibited by law, the District Commissioners shall schedule a public hearing where the District Representative shall have the right to make a presentation. The resident also shall have an opportunity to be heard, but may not supplement the complaint as filed.

7. The District Commissioners shall issue a written decision.

8. Unless otherwise exempt from public disclosure under RSA 91-A, all records shall be public documents, and the hearing of the District Commissioners shall be a public proceeding.

PROBLEM SOLVING

It is our hope that staff perform their duties harmoniously. However, if an issue arises between you and a co-worker, it is your responsibility to report it immediately to your supervisor or

manager. The supervisor or manager may take appropriate action in the following manner:

- Gain an understanding of the issue
- Schedule a private meeting with the individuals involved to discuss the issue.
- Facilitate a mutually agreeable solution
- Monitor the success of the solution

If unacceptable behavior persists, the manager/supervisor may initiate disciplinary counseling with the appropriate employee or employees.

If you have a conflict with, or a complaint about, your supervisor or manager, you may communicate it directly to the General Manager, who will meet and follow the above appropriate action. If resolution cannot be obtained at the department level, the General Manager will make the final decision on any issues.
Please also see the complaint process set out in our anti-harassment and non-discrimination policy.

TELEPHONE POLICY

Personal phone calls, texting, and personal use of social media, whether received via WEVD's phones or a personal cell phone, are only allowed in emergency situations. They should be kept brief.

If you wish to use your cell phone for personal calls, texting, or personal use of social media, please do so on your break and in an area away from your normal work assignment.

COMPUTER, I-PAD, and I-POD USE

If your job entails the use of a computer, iPad, or iPod, you need to be aware that anything created or stored on WEVD's computer systems is the property of WEVD. If personal usage is during normal working hours, it should not require substantial expenditures of time or resources, nor should it conflict with an employee's ability to meet job requirements. Always be aware that what you put on the computer, iPad, or iPod, and/or social networking sites should never be accessed from any WEVD's computer system unless you are on the secure network in the course of performing your job. Usage for personal profit is prohibited. Any use that would otherwise violate company policy with regard to employee time commitments, company equipment, or any policy outlined in this Handbook is prohibited.

Authorized individuals within WEVD may monitor equipment, systems, and network traffic at

any time. WEVD reserves the right to audit networks and systems on a periodic basis and remove personal files, correspondence, or saved websites. Employees should have no

expectation of privacy for any data or communications conducted on WEVD equipment or systems.

Employees may use their own computer on the public Wi-Fi provided by WEVD on their own time (not during breaks or during their regular working hours) and not at their regular workstation.

E-MAIL, INTERNET AND SCAN POLICIES

E-Mail Policy

WEVD provides e-mail services for its employees to facilitate business communication with clients and fellow employees. It is permissible to use the company e-mail system for incidental personal purposes, as long as the following guidelines are adhered to:

- If personal usage is during normal working hours, it should not require substantial expenditures of time or resources, nor should it conflict with an employee's ability to meet job requirements.

- Usage for personal profit is prohibited.

- Any use that would otherwise violate company policy with regard to employee time commitments, company equipment, or any policy outlined in this Handbook is prohibited.

Employees should have no expectation of privacy while using WEVD e-mail services and should understand that all e-mail sent or received through our e-mail services is our property. Although not a general practice, WEVD may engage in the monitoring of electronic mail messages or other electronic files created by or sent to employees.
It is expected that employees will not use e-mail for any purpose that could be seen as offensive to any other employee or client. This includes any correspondence that could be construed as sexually harassing, discriminatory, immoral, offensive, and unprofessional, or any language that could be construed as creating a hostile work environment. Any violation of this policy should be brought to the immediate attention of the General Manager. Appropriate disciplinary actions will be utilized, up to and including termination.

Internet Policy

WEVD offers an Internet connection to all employees as a tool for our business. It is permissible to use the company Internet service for incidental personal use. Usage should not require substantial expenditures of time or company resources, which could interfere with employee productivity. Users are responsible for ensuring that their use of the Internet is appropriate and consistent with all policies as outlined in this Handbook. Social Media sites, such as Facebook, Myspace, Twitter, etc., ***are allowed only if*** they are business-related, and you have been given permission from the General Manager to use WEVD's computer equipment at any time. WEVD reserves the right to disallow any current or past employee access to WEVD Social Media Site set up for owners, such as Facebook, for misconduct, derogatory statements made to/or about owners, other employees, management, or WEVD.

No employee should use the Internet for any purpose that could be construed as sexually harassing, discriminatory, immoral, offensive, or unprofessional, or could be construed to create a hostile work environment by any other employee or client.

Internet usage is subject to monitoring by WEVD.

Any violation of this policy should be brought to the immediate attention of the General Manager. Appropriate disciplinary actions will be utilized, up to and including termination.

Scan Policy

WEVD offers scanning services to all employees as a tool for business. The scanning machine is not to be used for non-business purposes.

VEHICLE POLICY

All employees authorized to drive WEVD owned or leased vehicles in conducting WEVD or Association business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. Failure to report changes to the status of their driver's license or record may result in disciplinary action up to and including termination. A valid driver's license must be in your possession while operating a vehicle on or off WEVD's property. In the case of any accident where the employee is taken to the hospital, the employee is required to have a drug test done, and a first report of injury must be filed. ***WEVD vehicles are to be kept clean and neat at all times; smoking in company vehicles is prohibited. For personal safety reasons, Employees must wear seatbelts when driving or riding in a WEVD vehicle.***

RESTAURANT AND BAR USAGE POLICY

Patronage of the food and beverage facilities at WEVD (including Campton Mountain Ski Area) is a privilege and not a right. Conduct and personal presentation while at WEVD facilities must be respectful and courteous of the guests at the facilities, and not interfere with the usage by the membership, their guests, or the general public in any way.

While visiting the food and beverage facilities at WEVD, employees and their guests must:

- Dress in attire that is not WEVD uniform and/or logo.
- While in uniform and while on duty, unless otherwise impossible, meals should be eaten without the visibility of the membership.
- The consumption of alcoholic beverages (when off duty) must be done with utmost care to be responsible and orderly.
- Alcohol consumption while on duty is strictly forbidden.

SMOKING

WEVD is a smoke-free working environment within its facilities. Employees may go outside to the designated smoking area or in their personal vehicle to smoke during appropriate lunch or break times. See Lunch and Work Break policy.

EMPLOYEE PARKING

Employee parking is in the upper parking lot and the overflow parking area. Starting the week before Memorial Day weekend and continuing through the end of August, employees must park in the employee parking areas. The main parking area is for owners and their guests.

DRESS CODE/HYGIENE

Cleanliness is essential in a service industry and good hygiene is expected and required. Our employees must present themselves in a manner reflective of the high level of professionalism we provide our property owners and guests. You should dress appropriately for your job functions and wear district-issued uniforms at all times if they have been issued to you.

Please do not wear the following during your working hours:

- Excessive jewelry, make-up, or perfume
- Ripped, torn, or ill-fitting clothing
- Attire that leaves bare midriff or has an unreasonably low neckline or reveals undergarments
- Skirts or shorts are to be of reasonable length
- Clothing to include hats, shirts, etc., with any political affiliation on it

In accordance with NH RSA 275:37-e (New Hampshire's "CROWN ACT"), WEVD does not tolerate discrimination against an individual because they wear a protective hairstyle. "Protective hairstyles" means hairstyles or hair types, including braids, locs, tight coils or curls, corn rows, Bantu knots, Afros, twists, and head wraps.

Please refrain from the following behavior during working hours:

- Eating food that leaves a strong odor in the front desk area
- Eating or drinking in front of guests
- Talking with co-workers in lieu of tending to a guest's needs
- Loud or excessive talking
- Snapping, blowing bubbles, and popping chewing gum
- Chewing tobacco while on the job is prohibited

SOLICITATIONS

Employees are not allowed to solicit another employee or guest for contributions, no matter how worthy the cause. If you are approached, please inform the manager or your supervisor.

DISCIPLINARY ACTIONS

Unless altered by contract or law, your employment with WEVD is at-will, which means that you or WEVD may end the employment relationship at any time, with or without cause. This policy is designed to give a general summary of some types of prohibited conduct that may lead to disciplinary action, up to and including termination. Disciplinary actions may include verbal warning, written warning, suspension, demotion, and/or termination. The organization is not obligated to follow any steps before termination.

Verbal or Written warnings may be given and will become a permanent part of the employee's personnel record and will specify the issue or reason for the warning, a corrective action plan for remedying the issue (which may include a timeframe), and the consequences if the action or performance continues.

A suspension may be given. It involves temporarily removing an employee from the employee's respective assignment or job responsibilities without pay for the purpose of evaluating the possibility of termination or the development of a corrective action plan.

Termination will be the final action for employees who fail to respond to disciplinary actions and corrective action plans designed to improve their performance. Immediate termination without warning will be considered at the discretion of the organization.

Conduct that may lead to disciplinary action or termination includes, but is not limited to:

- Violation of any of the policies described in this handbook or otherwise communicated to employees;
- Conduct, including speech that physically harms or threatens others or that is abusive to or disrespectful of other employees, contractors, residents, or other persons involved with the organization;
- Use of, or under the influence of, illegal drugs or alcohol during work hours;
- Refusing to take drug test at the hospital as a result of a work-related injury;
- Unauthorized possession of firearms, weapons, or dangerous substances while performing job duties or on work premises (except as permitted by law);
- Discrimination or unlawful harassment or retaliation;
- Failing drug test related to a work-related injury;
- Violating the law on work premises or while on duty (including gambling);
- Unlawful conduct during non-work hours that might lead our residents or the public to lose confidence in you or in the organization;
- Failure to adhere to the work schedule that has been established for you;
- Failure to be honest in your communications with the organization and/or falsifying records or other documents;
- Failure to conduct yourself in a professional and cooperative manner while carrying out your duties;
- Removing WEVD property without written permission of the General Manager;
- Poor work performance, including, but not limited to, neglect of duty, unacceptable work product, and lack of efficiency or productivity;
- Excessive unauthorized absences or tardiness;
- Unsafe conduct at work, including, but not limited to, fighting or starting a disturbance on the premises or while performing job duties and/or violating safety rules or practices or

creating or contributing to unhealthful or unsanitary conditions;

- Acting in conflict with the interest of the organization;
- Failing to fully cooperate in any investigation;
- Insubordination;
- Disclosing confidential information without authorization;
- Discussion of work-related topics with owners or guests;
- Bartering products or services;
- Acting as a sales or rental agent while representing WEVD;

- Theft or misappropriation of supplies or possessions of co-workers, visitors, or the organization;
- WEVD is not a licensed real estate broker, nor do we participate in the rental of properties within WEVD. If an employee of the company is found to partake in such activities, it is grounds for immediate dismissal.

FIREARMS POLICY

Except as otherwise provided by law, employees are prohibited from possessing or using firearms in WEVD buildings. This policy does not apply to visitors of WEVD, who may legally possess firearms in WEVD buildings as long as they do not use them and/or possess them in a dangerous manner.

DRUG FREE WORKPLACE

WEVD has a vital interest in maintaining a safe, healthy workplace, and our employees have a right to expect such a working environment. The unlawful manufacturing, distribution, dispensing, possession, sale, or use of a controlled substance, illegal substance, or use of intoxicating liquor while engaged in employment duties for WEVD, or while representing WEVD in any capacity, is strictly prohibited and will result in discipline, up to and including termination.

GRIEVANCE PROCEDURE

For purposes of this policy, a grievance is a complaint or conflict over an alleged violation of an approved personnel policy, procedure, or practice, or applicable law.

Supervisors' Role: To resolve complaints and problems, employees are encouraged to first seek assistance from their immediate supervisor, who should strive to arrive at a prompt and equitable solution. In meeting with the supervisor, the employee and/or the employer may ask auxiliary workers to be involved.

Alternative Channels: Occasionally, an employee's complaint involves his or her supervisor. Supervisors should realize that employees often do not feel free to express such concerns with them. Therefore, employees are encouraged to discuss complaints with the next higher level of management (refer to Organizational Chart) to avoid an awkward situation. As another alternative, employees may also discuss their complaints with the General Manager at any time.

Appeals: If an employee's grievance is not satisfactorily settled with the immediate supervisor, the employee may appeal it to the next higher level of management. WEVD expects supervisors to support this appeal process to help rectify any remaining dissatisfaction. Employees may appeal a grievance through succeeding levels of management up to the General Manager, if necessary.
Nothing in this policy creates any contractual or legal right or alters the at-will nature of employment. Please also see the complaint procedure set out in the anti-harassment non-discrimination policy.

Disciplinary Action – WEVD will not condone, permit, or tolerate violation of an approved personnel policy, procedure, or practice, or applicable laws. Employees found in violation may be subject to disciplinary action, up to and including suspension or termination, depending, among other things, on the nature of the violation.

Please also see the Complaint procedure set out in the Anti-Discrimination Policy.

PUBLIC EMPLOYEE FREEDOM OF EXPRESSION

In accordance with NH RSA 98-E, WEVD employees shall have the full right to publicly discuss and give opinions as an individual (not as representatives of WEVD) on all matters concerning WEVD and its policies. This shall not permit any WEVD employees from distributing or sharing confidential WEVD information.

RESIGNATION/TERMINATION

If an employee wishes to resign, the employee is asked to give at least two weeks' notice in writing. If possible, a longer notice would be appreciated.

Full-time employees will receive pay for unused accrued personal days/time at the time of their

last paycheck. All uniforms provided to you must be returned clean upon leaving.

WEVD reserves the right to ask you to complete your employment sooner than the date stated in the letter of resignation.

The supervisor or General Manager may schedule an exit interview with any employee leaving the organization. The interview allows employees to communicate their views on their work with WEVD and provides an opportunity for the employee to ask questions concerning continued health insurance.

EMPLOYEE RECORDS

The General Manager, or their designee, responsible for Human Resources, maintains personnel files for each employee.

WEVD relies upon the accuracy of information, as well as the accuracy of the data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in WEVD's elimination of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment. It is the practice of WEVD to check employment references and obtain criminal record checks of all employees.

Personnel files are confidential and are kept locked at all times. Personnel records may be reviewed by authorized persons only, such as managers on a need-to-know basis at the discretion of the General Manager or designee responsible for Human Resources. Employees have a right to review their own personnel file. Copies of any documents in their own file can be made upon request in writing. Copies will typically be available within 72 hours after written request has been submitted. Any written rebuttal or clarification that the employee wishes to submit will be kept in the employee's file.

Items Found In An Employee File include, but are not limited to:

- Job Application
- Criminal Record Check
- Copy of Driver's License
- Performance Reviews
- Copies of Certifications

Your records must be updated:

- When you legally change your name
- When you become married, legally separated, or divorced
- When you change your address and/or phone number
- When you wish to change the person or telephone number to be called in case of emergency
- When you change the number of dependents
- When deductions change affecting automatic payroll
- When you wish to change insurance benefits

V. BENEFITS

CURRENT BENEFITS

Although WEVD strives to provide the best benefits possible for its employees, the organization has the right to change, at any time, the benefits it provides. The following is a summary of the benefits that are currently provided by the organization. If anything in this policy is inconsistent with any other insurance policy language, the insurance policy shall prevail. The term of employment needed for each benefit is listed in its description. If employees have any questions regarding these benefits, they should contact their supervisor or the General Manager. Our goal is to hire and retain excellent employees. Our benefit package is one way of achieving this goal.

COMMUNITY CENTER PASSES

Use of the Community Center is a privilege granted to employees. These facilities are designed for use by our owners and their guests, and employee use may be curtailed when it will impact owners/guests. Employees and their guests should avoid use of the facilities during our busiest times (e.g., February vacation week, July 4th weekend, Labor Day weekend, etc.).

Eligible Employees and their immediate family or guests may use the Community Center during regular business hours. Each employee will be issued three (3) guest passes to be given to their guests to be used at the Community Center and Campton Mountain. Employees must be present (on-duty or off) with their guests when using these passes. If a guest comes without a pass, they will be asked to get the pass before they can use the facilities. This benefit begins upon

employment. Employees and their families/guests must abide by the same rules as owners and their guests. This benefit is based on the usage of the Recreation Center.

HOLIDAYS

WEVD observes the holidays listed below. In the event a holiday falls on a Saturday, the holiday will be observed on the prior Friday; if the holiday falls on a Sunday, the holiday will be observed on the following Monday.

New Year's Day
Martin Luther King, Jr. Civil Rights Day
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

Full-time Employees are entitled to (8) eight hours of holiday pay for the days listed above. If a full-time employee works on a holiday, they will be compensated at time and a half for hours worked plus an additional 8 hours of holiday pay.

If an employee works on a holiday and wishes to take the holiday at another time (floating holiday), they must notify the General Manager. Floating holidays must be used within 30 days.
Office, Public Works, and Building Staff (Excluding Custodians): If there is a need where you must work on one of these holidays, you will need to have prior written permission from the General Manager prior to your coming in to work.

Community Center Employees: The Community Center is *closed on Thanksgiving Day, Christmas Day, and Easter only. Front Desk, Custodians, and Food and Beverage employees are* required to work on all other holidays and will be compensated for working on these holidays as outlined above.
Part-time Employees: If a part-time employee's scheduled workday is on a day that the community center is closed, the part-time employee will be paid holiday pay for those hours.

Holiday Pay & Overtime: All hours *worked by non-exempt employees* over 40 hours will be paid as overtime per the WEVD Handbook. Holiday pay for hours *not worked* is not considered as hours toward overtime. Holiday hours *worked* will be paid as outlined above. All other hours will be considered regular pay.

Seasonal Employees: Seasonal employees do not receive Holiday Pay.

If your religious affiliation or cultural heritage recognizes alternative holidays, please inform your supervisor and see the Religious Accommodations policy.

HEALTH INSURANCE

Health insurance and dental insurance are currently provided to all full-time employees. If an employee wishes to participate in a 2-person or family plan, the difference in cost is paid by the employee. This benefit is available after 30 days of employment.

Continuance of Health Insurance Coverage- COBRA

Under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), you and/or your dependents may be eligible to continue health insurance benefits when your employment terminates or your eligibility for coverage changes. You must notify the benefit administrator within (30) days if any of the previously mentioned events occur. If you have any questions, contact the benefit administrator or the General Manager.

RETIREMENT BENEFIT

WEVD offers retirement benefits to full-time employees. This is a mandatory program that requires 7% of your gross income to be placed in the New Hampshire Retirement System. The company will contribute each year according to the scale set by the NH Retirement System. Information on this program will be provided to all eligible employees.

SECTION 125 PROGRAM FOR HEALTH INSURANCE

WEVD offers Section 125 Program for your share of payroll deducted health insurance premiums. (This is a pre-tax program with information provided by the benefit administrator and explained during onboarding orientation.) In most cases, it is beneficial for employees to elect pretax benefits, as it results in less tax paid and more take home pay. This benefit is available following 30 days of employment.

PAID TIME OFF

(Vacation/Sick/Personal Leave)

Full-time employees are entitled to paid time off, which is a combination of vacation, sick, and personal time. WEVD feels it is important for each employee to take allotted time off each year: it contributes to better productivity and happier employees. WEVD also believes in the importance of taking consecutive days off. This allows you to get more time away from the workplace and a longer length of time to relax and enjoy your time away from work. We further recognize that sickness or family emergencies cannot be avoided.

On the first month following satisfactory completion of the thirty (30) day orientation period of employment, full-time employees will begin to accrue prorated paid time off benefits for each full month of continuous full-time employment.

Paid time off is earned based on your date of hire. The monthly accrual rate, which corresponds to the total days allowed, is:

YEARS OF SERVICE	TOTAL DAYS AND THE ACCRUAL
1 - 5 years	Fifteen (15) Days – 0.04 per day
5+ years	Twenty (20) Days – 0.055 per day

Requests for vacation time must be submitted to your supervisor two weeks in advance through the timekeeping software TCP, and as soon as possible in the case of sick and/or personal time. Due to the nature of our business, during the months of June through August, requests for vacation must be submitted three weeks in advance and are subject to denial if adequate coverage cannot be obtained.

A maximum of 10 days of accrued paid time off may be rolled over to the next calendar year in January, with a maximum banked personal time of 20 days accrual. Taking more than two (2) weeks of paid time off consecutively requires permission from the General Manager. Paid time off that is not rolled over can be reimbursed in the form of payroll in the month of December. Upon leaving employment, any currently accrued personal time will be paid out in the final paycheck.

Part-time and Seasonal Employees are not entitled to paid time off.

WORKERS' COMPENSATION BENEFITS

In the event of a job-related injury or illness, you must immediately report your injury or illness to your supervisor or the General Manager. If you go to the hospital, drug testing is mandatory. Workers' Compensation benefits are totally paid for by WEVD.

UNEMPLOYMENT BENEFITS

WEVD pays the entire cost of Unemployment Benefits through contributions made to the New Hampshire Department of Employment Security. You may be eligible for benefits in the event you are unemployed. Employment Security administrators the program; it is their decision as to whether or not you are eligible for benefits, the amount of benefits, and the duration of your benefits.

MATERNITY LEAVE

Employees affected by pregnancy, childbirth, or related medical conditions shall be treated in the same manner as any employee affected by any other temporary disability.

If an employee has exhausted all paid leave benefits (including paid vacation time) and/or is otherwise ineligible for paid leave benefits, the employee is still allowed to take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions.

When the employee is physically able to return to work, the employee’s original job, or a comparable job, will be made available unless business necessity makes this impossible or unreasonable.

Time off under this policy may run concurrently with FMLA leave. Requests for additional time off to care for a new child will be considered under the terms of our FMLA policy.
If an employee with known limitations related to pregnancy, childbirth, or related medical conditions is able to continue working with a reasonable accommodation, such accommodation will be provided to the employee, unless such accommodation would cause WEVD an undue hardship, in accordance with the Pregnant Workers Fairness Act. Employees should contact their supervisor or the General Manager with accommodation requests.

BREASTFEEDING MOTHERS POLICY

It is the policy of WEVD to support the health and well-being of working mothers and their children. As part of this policy, and in compliance with the Patient Protection and Affordable Care Act of 2010, the FLSA, and the PUMP Act, WEVD will provide eligible employees with:

- Reasonable break periods to express milk during the first year following the birth of a child.
- A private area, other than a restroom, where the employee may express milk and be shielded from view and free from intrusion.
- Appropriate storage areas for pumps and other equipment, as well as expressed milk.

Employee Responsibilities:

- Notify your supervisor before taking your break.
- Label your expressed milk. The label should identify it as expressed milk and include your name and the date it was expressed.
- Keep the breastfeeding area clean and tidy.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

WEVD complies with the Federal Family and Medical Leave Act (FMLA) of 1993 and all applicable State laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, leave required by law will be provided.

FMLA Leave Eligibility: The FMLA provides up to twelve (12) weeks of unpaid leave every twelve (12) months to eligible employees for certain family and medical reasons. To be eligible, you must have worked for WEVD for twelve (12) months, and for one thousand two hundred fifty (1250) hours over the previous twelve (12) months. (See the FMLA regarding exemptions for certain highly compensated employees). Intermittent leave will be permitted for eligible employees where necessary. **Please note: You are not an eligible employee unless there are at least fifty (50) employees (as employees are counted under the FMLA) working for your employer within a 75-mile radius of your work location.**

Reasons for Taking Leave: If you are an eligible employee, you are entitled to FMLA leave for any of the following reasons:

a) To care for a newborn, an adopted child, or a foster child within a year of the child's arrival,

b) To care for a spouse, child, or parent who has a serious health condition, or

c) For a serious health condition that makes you unable to perform the functions of your job.

d) Because of any qualifying exigency (as the Department of Labor Regulations shall define that term) arising out of the fact that the spouse, or a son, daughter, or parent of the employee, is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. Covered active duty for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. Covered active duty for members of the reserve component of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of title 10, United States Code.

Service Member Family Leave: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period. During this 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave (including any time taken because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation). Covered Service member includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. For purposes of this type of leave, "serious injury or illness" includes not only a serious injury or illness that was incurred by the member in the line of duty on active duty but also a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grated, rank or rating. For a veteran, a "serious injury or illness" is defined as a qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Notice: Where your need for FMLA leave is foreseeable, you must provide notice of your need for leave to the General Manager or their designee (if you are the General Manager, to the Commissioner Chair) not less than thirty (30) days before the leave is scheduled to begin. If your need for FMLA is not foreseeable (for example, where a birth or placement of a child or a need for medical treatment requires leave to begin in less than thirty (30) days), you must provide notice as soon as practicable.

If your need for leave is foreseeable based on planned medical treatment, you should make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District, subject to the approval of your health care provider.

Certification: WEVD requires that you provide a medical certification of your need for leave because of a serious health condition (whether your own or that of your child, spouse, parents, or next of kin in the case of Service Member Family Leave) whenever the leave is expected to extend beyond **five (5)** consecutive working days or will involve intermittent or part time leave.

WEVD requires that you provide a medical certification of your ability to resume work after an FMLA leave for your own serious health condition that extends beyond **ten (10)** consecutive working days.

WEVD may require that a request for leave due to military service be supported by appropriate certification if the regulations prescribe such certification.

Substitution of Paid Leave for FMLA Leave: In the case of leave for the birth, foster placement, or adoption of a child, the serious health condition of a spouse, child or parent, or because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation, an eligible employee must substitute any accrued vacation leave and/or personal leave for any part of the unpaid leave provided for under the FMLA. In the case of the employee's own serious health condition, an eligible employee must substitute any accrued vacation leave, personal leave, and/or sick leave for any part of the unpaid leave provided for under the FMLA. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Your family/medical leave will run concurrently with other types of leave. You will not accrue vacation or holiday benefits while on unpaid leave.

Periodic Reporting: If you take leave for more than two (2) weeks, WEVD requires that you report to your supervisor at least every two weeks on your status and intent to return to work.

Measurement of 12 Month Period During Which FMLA Leave May be Taken:

For purposes of this policy, the "twelve-month period" described in the FMLA will be measured forward from the date the employee's first FMLA leave begins. Accordingly, you are entitled to twelve weeks of leave during the year beginning on the first day you take FMLA leave. The next 12-month period would begin on the first day on which you take FMLA leave after the completion of any previous 12-month period.

The complete provisions of the FMLA are too lengthy to include in this policy. However, if you have questions about the FMLA or would like to review the statute itself, please contact the General Manager or the United States Department of Labor.

BEREAVEMENT LEAVE

WEVD allows up to three (3) regularly scheduled workdays of bereavement leave with pay for death in the immediate family of an eligible employee. For purpose of this policy, immediate family is defined as husband, wife, civil union partner, son, daughter, father, mother, brother, sister, father, or mother-in-law, grandparents, or grandchild.

The three (3) regularly scheduled workdays eligible for pay must occur from the date of death through and including the day of the funeral. Full-time employees who have completed the 30-day orientation period shall be eligible for this paid leave.

Part-time employees are allowed three (3) unpaid days of bereavement leave.

Documentation of funeral leave for a death that occurs out of state may be required. With advanced approval of the supervisor or manager, employees are normally allowed unpaid time off for the purpose of attending the funeral of another relative or a close friend.

JURY DUTY

WEVD encourages employees to fulfill their civic responsibility by serving on jury duty when required. Employees must present a copy of the jury duty summons to the General Manager or their supervisor as soon as possible so that they may make arrangements for coverage. Employees are expected to report for work on days that jury service is not scheduled. Employees summoned for jury duty will be paid their regular rate of pay. The employee must turn into the district the pay provided by the government for jury service, excluding mileage.

MILITARY LEAVE

WEVD shall also comply with all applicable laws concerning military leaves of absence. The USERRA requires service members to provide advance written or verbal notice to their employers of all military duty, unless providing advance notice is impossible, unreasonable, or precluded by military necessity.

LEAVE OF ABSENCE

A full-time employee, who has completed twelve (12) months of employment, may be granted a leave of absence without pay, upon request of the employee and approval of the General Manager. Approval for leave is at the sole discretion of the General Manager.

In all requests, the employee must clearly show the benefit that the leave would be to both the employee and WEVD. The request for leave of absence shall be submitted to the General Manager no later than ninety (90) days prior to the start of the leave.

The employee shall return to work on or before the expiration of the leave and/or extension. Failure of the employee to return to work upon expiration of the leave shall be deemed a resignation.

Seniority, wage, and fringe benefit considerations will be frozen during the leave and will be reinstated when the employee returns to work. Upon return from leave, the employee typically will be restored to the same or equivalent position and benefits to which the employee would have been entitled if the employee had not taken leave (unless extenuating circumstances exist).

Leave of Absence to Attend Medical Appointments for Childbirth, Postpartum Care, and Infant Pediatric Medical Appointments (Effective January 1, 2026)

In accordance with NH RSA: 275:37-f, WEVD shall provide employees up to twenty-five (25) hours of unpaid leave to attend medical appointments associated with childbirth, postpartum care, and their infant's medical appointments within the first year of the child's birth or adoption. Employees have the right to utilize accrued leave for this purpose. If no leave time is available, employees have the right to utilize unpaid leave to cover the time away from work. If both parents are WEVD employees, they may take a combined total of 25 hours of leave during the child's first year.

Please also see WEVD's FMLA and ADA policies. If an employee is eligible for FMLA leave, the FMLA policy shall supersede this policy.

CRIME VICTIM EMPLOYMENT LEAVE ACT

The New Hampshire Crime Victim Employment Leave Act, N.H. RSA 275:61 became effective on January 1, 2006. WEVD complies with this law.

Definitions: For purposes of this policy:

a. "Crime" means an offense designated by law as a felony or a misdemeanor.

b. "Victim" means any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime. "Victim" also includes the immediate family of any victim who is a minor or who is incompetent, or the immediate family of a homicide victim.

c. "Immediate family" means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim; or any person involved in an intimate relationship and residing in the same household with the victim.

Right to Leave Work - WEVD will permit an employee who is a victim of a crime to leave work so that the employee may attend court or other legal or investigative proceedings associated with the prosecution of the crime. This time will be considered an authorized, unpaid leave of absence. The employee will not lose seniority while taking this leave.

Substitution of Paid Leave- The employee must substitute any accrued personal leave for any part of the unpaid leave provided under this policy.

Notice Required- Before taking leave under this policy, the employee must provide WEVD with a copy of the notice of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency responsible for providing notice to the employee. WEVD will maintain the confidentiality of any written documents or records submitted by the employee relative to the employee's request for leave under this policy.

Limitations on Leave - WEVD may limit the leave provided under this policy if the employee's leave creates an undue hardship to WEVD's business.

No Discrimination- WEVD will not discharge, threaten, or otherwise discriminate against any employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee has exercised his or her right to leave work as provided under this policy. Complaints of discrimination should immediately be brought to the attention of the General Manager. Complaints of discrimination will be investigated and, if appropriate, remedial action will be taken.

CHILDREN AT WORK POLICY

WEVD is understanding of and compassionate with employees when the unexpected occurs. However, it is the expectation of the Commissioners that children will generally not be brought into work.

For the purpose of this policy, a "child" is a person under the age of 18 years who is in the legal custody of an employee of WEVD.

- Generally, employees should avoid bringing children to work, and this option should only be used as a last resort with prior approval from the General Manager.
- If, in the determination of the General Manager, the child(ren) are disruptive, then the General Manager may direct you to remove the child(ren) from the premises. This may require that the employee use applicable leave time or leave without pay.
- **Sick children must not be brought to work.**
- Employee worksite must be free of hazards (e.g., no heavy or dangerous equipment, irons, chemicals, no contact with confrontational situations, etc.).
- Children are not to use company equipment (e.g., computers, phones, etc.). Children are to be quietly engaged in an activity that is not distracting to others or interferes with the employee's duties.
- In the event that the child(ren) make a mess, the employee is expected to clean up after their child(ren).
- Children brought to the workplace are not covered by workers' compensation. The safety and well-being of the child(ren) are the sole responsibility of the employee bringing the child(ren) into the workplace. To minimize disruption to other employees as they perform their duties and to ensure that WEVD equipment and personal property are not damaged, the child(ren) must be under the employee's supervision in the immediate location of the employee's workstation at all times.
- There are some employee duties where bringing the child(ren) to the workplace is not feasible at all for the employee to perform their duties.

VI. SAFETY & HEALTH

Your safety, and that of those who work with you, is one of our greatest concerns. WEVD endeavors to provide a clean, healthy, and safe place to work.

This Safety Policy includes basic, minimum requirements for helping to provide a healthy and safe work environment. It is not meant to be all-inclusive or cover every possibility. All employees are required to abide by the Safety Policy, and exercising good judgment, reason, and common sense is

expected from all employees. Employees will be disciplined, up to and including termination, for violating this Safety Policy. All employees are required to:

- Wear safety equipment as recommended.
- Only operate machinery or equipment that you have been properly trained for.
- Keep your work area clean, organized, and safe from hazards.
- Report to work well-rested, and mentally and physically fit to perform your work.
- Drive safely and obey all traffic laws.
- Report any unsafe conditions to your supervisor or the General Manager.
- Keep "horseplay" and roughhousing away from the workplace.
- Stay focused on your job and your temper under control.
- Use good sitting and standing posture.
- Refrain from lifting or moving an object that may be too heavy or awkward for you – always ask for help.
- Refrain from twisting your body while holding heavy objects.
- Refrain from lifting objects over your head.

WEVD firmly believes in preventative safety measures and encourages all employees to participate in the further development of our safety program by making safety suggestions and/or recommendations.

In the case of any health, safety, or environmental emergency, including, but not limited to, injuries, medical emergencies, accidents, chemical leaks or spills, fire, equipment safety issues, or another other situation deemed to be hazardous in any way, immediately contact your supervisor or the General Manager.

INCLEMENT WEATHER POLICY

Purpose

The purpose of this Inclement Weather Policy is to ensure employee safety while maintaining essential District operations during severe weather events. This policy outlines expectations for reporting to work, remote work options, communication procedures, and compensation.

Scope

This policy applies to all Waterville Estates Village District (WEVD) employees, including full-time, part-time, seasonal, and on-call staff.

Operational Priorities

During inclement weather, WEVD prioritizes:

- **Safety of employees and residents**
- **Continuity of essential services**, including Roads, Water, Maintenance, Security, and designated Lodge operations
- **Clear and timely communication** between supervisors and staff

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Definitions

Inclement Weather: Severe weather conditions such as heavy snow, ice, flooding, extreme cold, or other events that create unsafe travel or working conditions.

Essential Employees: Staff whose roles are required for critical operations, including Roads, Water, Maintenance, and designated Lodge personnel.

Non-Essential Employees: Staff whose duties can be delayed or performed remotely without impacting critical operations.

Reporting to Work

Essential Employees

- Essential employees are expected to report to work during inclement weather unless specifically excused by their supervisor.
- WEVD will make reasonable efforts to ensure safe access to facilities.
- Employees unable to report due to unsafe conditions must notify their supervisor as soon as possible.

Non-Essential Employees

- Non-essential employees may be permitted to work remotely if conditions make travel unsafe and if their job duties allow.

- If remote work is not possible, employees may use accrued paid time off (PTO) or take unpaid leave with supervisor approval.

Remote Work During Weather Events

- Supervisors may authorize temporary remote work when appropriate.
- Employees must remain available during scheduled work hours and complete assigned tasks.
- Remote work approval is at the discretion of the General Manager or Department Head.

Delayed Openings, Early Closures, and Full Closures

The General Manager may declare a delayed opening, early closure, or full closure of administrative offices. Essential services will continue operating as conditions allow.

When the District closes administrative offices:

- Non-essential employees will be paid for their scheduled hours.
- Essential employees who must report will be compensated according to the District's overtime and emergency-response pay policies.

Communication Procedures

WEVD will communicate weather-related decisions through:

- District email notifications
- Phone or text alerts from supervisors
- Website or social media updates, when applicable

Employees are responsible for monitoring communications and confirming instructions with their supervisor.

Employee Safety

- Employees should not place themselves in unsafe travel conditions.
- Staff who believe conditions are too hazardous must notify their supervisor immediately.
- Supervisors will evaluate each situation with flexibility and fairness.

Compensation

- Essential employees required to report during a declared closure may receive additional compensation as outlined in the WEVD Overtime and Emergency Response Policy.
- Non-essential employees working remotely will be paid their regular rate for hours worked.
- Employees unable to work remotely during closures will be paid for scheduled hours.

Review and Updates

This policy will be reviewed annually by the General Manager and updated as needed to reflect operational changes, safety considerations, and best practices.

JOINT LOSS SAFETY MANAGEMENT

In accordance with NH RSA 281-A:64, the district established a joint loss management committee composed of equal numbers of employer and employee representatives. Every employee of the district has the right to a workplace free from occupational safety and health hazards. The committee meets regularly to develop and carry out workplace safety programs, reviews safety issues, and provides programs for continuing education of employers and employees on the subject of workplace safety. Employees are encouraged to bring any safety issues or questions to their supervisor and/or this committee.

SAFETY EQUIPMENT

The district provides safety equipment for your protection. This may include safety glasses, gloves, etc. Your supervisor will advise you as to what safety equipment is required to perform your job. Failure to utilize required safety equipment may result in disciplinary action. Any faulty or missing safety equipment must be reported to your supervisor immediately.

ACCIDENTS AT WORK

In the event of an accident at work, no matter how slight, please immediately advise your supervisor. Any injury requiring additional medical attention beyond first aid may require completion of forms by you for a work-related injury, plus medical documentation may

be required. If you go to the emergency room, ***you will be tested for drugs and alcohol;*** if you are found to be under the influence of drugs or alcohol when the accident occurred, disciplinary action and/or termination will occur.

EVACUATION PROCEDURES

Evacuation routes are posted in your area. Your supervisor will show you where they are located. In the event of an emergency, you should use and guide owners/guests to these routes.

In the event of a fire in the Community Center, contact the Front Desk, who will sound the alarm for evacuation of the building. The fire alarm is located to the right of the inner front door above the fire extinguisher.

EQUIPMENT MAINTENANCE AND USE

Equipment is expensive and may be difficult to replace. When using equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent the deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for the maintenance and care of equipment or vehicles used on the job.
No WEVD employee should ever be operating equipment while under the influence of illegal drugs or alcohol. The improper, careless, negligent, or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination of employment. Likewise, violation of WEVD's safety rules is considered a serious matter and also will result in disciplinary action, up to and including discharge.

Safety glasses and hearing protection are mandatory on certain equipment, and if you are to operate any of these machines, your supervisor will inform you of those requirements. Protective guards must be in place on all machines. Floors and work areas are to be clean. Loose-fitting clothing or long hair must be safely secured before operating any machines with moving parts.

ENVIRONMENTAL COMPLIANCE

Employees who handle chemicals or other substances that may cause health hazards or industrial pollution must follow requirements on the handling and disposal of such materials. Material safety data sheets are on file to ensure that the information contained in them is readily available. Employees are expected to observe and follow environmental and safety rules pertaining to these materials and to take precautions to ensure that such materials are not placed in unlabeled containers where inadvertent injury or pollution may occur.

You are expected to obey all safety rules and to exercise good judgment in all work activities. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations when appropriate, may be subject to disciplinary action, up to and including termination of employment.

SECURITY

Because of the constant flow of owners, guests, and visitors through our doors, personal valuables should be kept in a safe place.

Please be aware of unexpected or unrecognizable visitors. Notify a manager or supervisor if you question the presence of any person who is in an area utilized by employees only.

In the event of a robbery attempt, no action should be taken that in any way subjects you to possible bodily injury. No amount of cash or other valuables is worth the risk of harm to our employees. Report the instance to a manager or supervisor as soon as it is safe to do so.

On the job threats should be reported to management as soon as it is safe to do so.

VII. RECREATION CENTER RULES AND REGULATIONS

Admittance Policy

As an employee, you will be issued 3 guest passes that will allow you to use the recreation center facilities. Parents are responsible for the supervision of their children at all times.

A guest of an employee may purchase a day pass at a charge of $10 a day.

Rules and Regulations

Revised on November 6, 2006

The Board of Directors of Waterville Estates Association, on March 1, 2003, adopted the following rules and regulations governing the use of the Community Center and Common Property and the personal conduct of members and their guests thereon. As an employee, any violation of these rules by you or your guests can result in suspension or revocation of your pass.

VIOLATIONS

1. Unauthorized and/or illegal entrance into the Community Center
    A) Lack of valid pass
    B) Helping others gain illegal entrance via emergency exits or other doors
    C) Helping others gain illegal admittance without a valid pass
2. Vandalism and destructive use of the facilities
3. Obscene and/or threatening language to the management, staff, members, and other guests
4. Abusive action towards management, staff, members, and other guests
5. Inappropriate or lewd behavior
6. Bringing alcohol into the Community Center and facilities
7. Public drunkenness
8. Smoking in the Community Center building and grounds, with the exception of the designated smoking area at the back of the upper deck
9. Leaving unaccompanied children aged 14 or below in the building, especially in the pool areas
10. Allowing children under the age of 16 to use the hot tubs
11. Allowing babies to use the pool without proper protective attire to prevent "accidents" from contaminating the water
12. Permitting dogs on the sandy portion of the pond beach; property owners are responsible for keeping their dog litter picked up around the Community Center

Maureen Patti Motions for January 21, 2026

1. **Agenda Item #6, a, Adoption of minutes –**
   Proposed Amendments to draft minutes of December 12, 2026 (public):

   1. Page 1, lines 11 through 26 – delete

2. **Agenda Item #6, c, Adoption of minutes –**
   Proposed Amendments to draft minutes of January 7, 2026 (public):

   1. Lines 61/62, 84/85, 206/207 – correct spacing
   2. Page 2, paragraph 7, line 22 – add at sentence ending 'despite delivery challenges' the words "due to issues with town and District roads."
   3. Page 3, paragraph 2, lines 91-101 – modify last 2 sentences to read as follows: "The GM contacted the District's AmeriGas representatives and has confirmed that District roads have been cleared/sanded by WEVD staff. Even the Community Center was running low on propane. While AmeriGas continues to cite driver safety as their primary concern, the District is doing everything possible to maintain and improve road conditions to support safe access for the propane trucks."
   4. Page 3, paragraph 3, line 103 – correct typo "AmeriGas"
   5. Page 3, paragraph 3, line 103 – modify sentence beginning with 'After discussing…' by substituting "had" for 'has' AND inserting "last spring" after 'been given assurances AND change 'no longer be happening' to "be addressed"
   6. Page 3, paragraph 4, line 107 – delete 'The' and capitalize "Management" AND in second sentence substitute "the District" for 'we' in front of 'continue'
   7. Page 3, paragraph 5, line 113-114 – delete 'We were' and insert "WEVD was"
   8. Page 3, paragraph 7, line 22 – delete 'Our' and insert "WEVD" AND delete, after 'windows,' 'we' insert "District staff"
   9. Page 4, paragraph 1, line 142 – in last sentence add "heavy equipment is required and" after 'proximity to the home,'
   10. Page 4, paragraph 3, line 149-150 – delete in last line the words 'locate and'
   11. Page 4, paragraph 5, line 166 – insert after 'Winterbrook,' the parenthetical "(a town road)"
   12. Page 5, paragraph 2, line 189 – after 'stretch of weather.' modify sentence to read: "Several applications for lift attendants have been received and the District continues to seek applicants to ensure full coverage."
   13. Page 6, paragraph 6, line 252 – modify second sentence to read "…but given the recent events, security concerns need addressing."
   14. Page 6, paragraph 9, line 264 – correct typo "Mr." AND insert after 'these' the parenthetical "(citizen drafted)"
   15. Page 7, paragraph 5, line 287 – correct typo "McElroy"
   16. Page 7, paragraph 1, line 313 – insert after 'identify the' the word "allowed" AND after 'general' insert "language" AND after 'go into' insert "specific"

3. **Agenda Item #11, i -- General Calendar Item "Cyber Security and Etiquette training for staff, officials, and volunteers"**

After attending the New Hampshire Municipal Association's annual conference, I move as we near the time in which the terms start running again for elected officials and volunteers, to have WEVD Management secure training for all District staff, elected officials, appointed volunteers, and, any who want to participate, Waterville Estates Association Board members in CYBER SECURITY and CYBER ETIQUETTE.

The form/delivery of such training shall be determined by WEVD Management

4. **Agenda Item #11, j -- General Calendar Item "Code of Conduct: Commissioners, Elected Officials, Volunteers re: Cyber Security & Etiquette"**

I move to have the GM (1) develop a cyber security and cyber etiquette code of conduct for elected officials and appointed volunteers and, (2) share the approved/adopted code of conduct with the WEA Board