WEVD Board of Commissioners

Wednesday, June 10, 2026 – 4:00 PM

562 Winterbrook Rd., Campton, NH 03223

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. May 13, 2026
    b. May 27, 2026 – NP Only
    c. May 27, 2026
7. General Manager's Report
8. Consent Calendar
    a. Manifests
9. General Calendar Items
    a. Employee Handbook
    b. Recognition of Mr. Panuczak
10. Next Meeting: June 24, 2026 – Regular Meeting and Public Hearings for unanticipated revenue and water rates
11. Public Comment Period
12. Non-Public Session
13. Adjourn

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, 2026	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

Waterville Estates Village District
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*WEVD 2026 WEVD DRAFT Commissioner Meeting Minutes
May 13, 2026 – 4:00 PM

Attendees in physical location: Commissioners Mark Canfield and Gerry Panuczak, General Manager Helen Chatel, Administrative Assistant Allison Smith, Finance Administrator Lisa Magerer.

Attendees online: na

Members of the Public in physical location: Scott Sallaway, 110 Snowood Drive.

Members of the Public online: Bobbi Ketcham

Members Excused: Maureen Patti

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

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

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

If remote attendance, reason & vote: na

Approval of Minutes

April 28, 2026 public meeting minutes.

*Mr. Panuczak made a motion to amend **April 28, 2026** meeting draft minutes according to the 18 amendments provided by Ms. Patti in the packet. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

*Mr. Panuczak moved to adopt amended **April 28, 2026** meeting minutes as official minutes. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

May 5, 2026 public meeting minutes.

*Mr. Canfield made a motion to adopt **May 5, 2026** meeting draft minutes as written. Mr. Panuczak duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

GM Report

Ms. Chatel spoke about the following:

Building and Grounds

- Repairing the outdoor hot tub, replacing the lights, and filling the pools in anticipation of Memorial Day weekend.
- Roof repair was delayed due to materials; priority is given to completing this quickly.
- Installation of the dock before the weekend of the 23rd.
- Porta-Potties ordered; addressing vendor shortages for handicap models.
- Coordination with JP Pest for wasp spraying before the season.
- Ongoing mulching around the complex to enhance presentation.

Water and Roads

- Road grading
- Water system maintenance.

Administration

Front Desk personnel are working with WEA and setting up the pass process. Allison Smith and Julie Smart will be updating the pricing in the system. Julie Smart would like to remind all residents to send their dues to Evergreen at the address provided in their packets from WEA – the District does not process those payments in house, and in fact it will delay the payments being processed, as the home owners will have to resend their payments to the correct address.

Recreation and Entertainment

- Tony and Heather Pierce are preparing to open this weekend Friday and Saturday 4:00 PM to 9:00 PM. Live music on Saturday 5:00 PM – 8:00 PM with Weird Looking Dog
- Coolers were delayed again, due on May 8th, as the first set was delivered damaged back in March.

Staff will work to get everything organized prior to this week's opening, and next week's holiday weekend.

- Rusty Bones, on the 23rd,
- Tandem changes on the 30th of May.
- In June the District will start with Red Daisy Revival on the 6th,
- Wayfarers on the 13th,
- Rachel Moline on the 19th,
- Finishing the month on the 27th of June is Eric Currier Band

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- All shows start at 5:00 PM and end at 8:00 PM. Upcoming Events
- Fishing Derby: Saturday, May 23, 2026. Volunteers are still needed.
- Refreshments at Loche Nest: Coffee and hot chocolate available morning of the derby

Committee / Board Reports:

Planning Board
Planning Board will meet next Thursday to discuss possibility of regulating driveway construction on District owned roads.

Water & Roads
Water and Roads Committee is having a Town Hall meeting on May 30th at 10:00 AM do provide an information session to the public on residential metering as it was recommended by Verdantes in the Water and Roads Master Plan. The meeting will be hybrid so people can attend in person or virtually.

Budget Advisory
The Committee does not meet this time of year.

Records & Retention
The Committee met last Thursday to discuss Laserfiche and is working on moving documentation into Laserfiche and reviewing policies related to document retention.

CIP
The next meeting will be on May 19th.

CONSENT CALENDAR

Manifests

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

Committee/Board reports

There were no written reports.

Committee/Board reappointments

Mr. Panuczak made a motion to reappoint the following members: Budget Advisory Committee: Billy Mitchell, David Ketcham, Ned McElroy (alt.), Lawrence Peruzzi (alt.)

Mr. Canfield noted that Mr. McElroy would like to be a permanent member of the BAC, whereas Mr. Mitchel no longer wishes to be a member.

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Ms. Smith noted that Consent Calendar items can only be voted upon, and no discussion is allowed. She suggested that moving the BAC reappointment vote to the General Calendar items and then discuss it there.

Mr. Panuzcak said that the BAC reappointment will be moved to the General Calendar items of the Agenda.

Mr. Panuzcak made a motion to reappoint the members as follows: Water & Roads Committee - Anthony Patti; Capital Improvement Program (CIP) Committee - Anthony Patti (PB), and Lawrence Peruzzi. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

GENERAL CALENDAR

Committee/Board reappointments – Budget Advisory Committee (BAC)

Mr. Canfield noted that Ned McElroy should be the permanent member of the BAC and Mr. Mitchel either an alternate or not be a member at all.

Mr. Panuzcak made a motion to reappoint the members as follows: Budget Advisory Committee, David Ketcham and Ned McElroy as regular members and Billy Mitchell and Lawrence Peruzzi as alternate members. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Website Conversion

Ms. Smith explained that the current website vendor CivicPlus requires that the District move to a new platform, which will increase the annual fee as well to almost double the current fee in 2027. Management has looked for alternative vendors to keep the costs down. The two vendors are Civally and Revize. She went over the proposals from both vendors.

Ms. Chatel also opined that Civally seemed to be more user friendly.

Discussion ensued about the cost comparison for Civic Plus and the new vendors.

Mr. Panuczak made a motion to approve Civally as the new website vendor for the District. Mr. Canfield duly seconded.

Ms. Chatel and Ms. Smith provided their perspectives on how Civally is more use friendly to the administrator than Civic Plus. They also answered questions about the timeline to migrate, the new website design, its features, etc.

Motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.

Next Meeting: May 27, 2026 @ 6:00 PM

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Public Comment Period

- Scott Sallaway, 110 Snowood Drive – asked if the new website could facilitate a new calendar of events so that they are advertised not just on Facebook.

Ms. Chatel said that they would look into it.

Non-Public Session

Mr. Panuczak motioned at 4:42 PM to enter non-public session for the purpose described in RSA 91-A:3, II (c). Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield - aye.

Non-public session was entered at 4:43 PM, Commissioners Canfield and Panuczak were present in person. Also, present waw General Manager Helen Chatel.

Resumption of Public Session.

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

Public session was entered at 05:30 PM. Commissioners Canfield and Panuczak were present in person.

Mr. Panuczak motioned to seal the non-public minutes due to the fact that divulgence of that information will adversely affect the reputation of any person other than this commission. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield - aye.

Adjourn Meeting

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

Meeting adjourned at 5: 31 PM.

Minutes prepared by Alvina Snegach

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WEVD Commissioners

May 27, 2026 – 5:45 PM

562 Winterbrook Rd., Campton, NH 03223

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

Call to Order: Maureen Patti called the meeting to order at 5:42 PM.

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

Non-public session entered at 5:44 PM.

Non-public session exited at 5:56 PM.

Commissioner Panuczak motioned to seal the minutes of the non-public session on the basis that their release would adversely affect the reputation of someone other than a member of the Commission. Motion seconded by Commissioner Patti. Motion carried with a 3:0 roll call vote: aye – Patti, Canfield, Panuczak.

Next Meeting: May 27, 2026 at 6:00 PM

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

Meeting adjourned at 5:56 PM

Minutes prepared by Allison Smith

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*WEVD 2026 WEVD DRAFT Commissioner Meeting Minutes

May 27, 2026 – 6:00 PM

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

Attendees online: na

Members of the Public in physical location:
Scott Sallaway, 110 Snowood Drive
Richard (Dick) Mayo, 42 Taylor Drive
Jack Zanini, 39 Holland Trail
Ned McElroy, 22 Goose Hollow Road (also the chair of the trustees of the trust fund for Campton)
Rebecca McElroy, 22 Goose Hollow Road

Members of the Public online: Bobbi Ketcham, David Ketcham - 111 Hodgeman Hill Road

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

Public Hearings

a. To accept and expend $150,000 from WEA for the 2026 quarter 1RMA payment.

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 1 RMA payment at 6:02 PM.

Mr. Panuczak explained the rationale for holding the public hearings. He said that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

- Scott Sallaway, 110 Snowood Drive - asked if there were a reason the District would not take that money?

Ms. Patti said that there was no such reason. After confirming with Ms. Smith that no one else wished to address the Commission in person, online, by phone, or via email, Ms. Patti closed the public hearing at 6:04 PM.

Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 1RMA payment. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

b. To accept and expend $150,000 from WEA for the 2026 quarter 2 RMA payment.

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 2 RMA payment at 6:05 PM.

There was a discussion about the procedure of accepting the unanticipated revenue according to NH law. Ms. Patti reiterated that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

After confirming with Ms. Smith that no one else wished to address the Commission in person, online, by phone, or via email, Ms. Patti closed the public hearing at 6:08 PM.

Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 2 RMA payment. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

c. To accept and expend $150,000 from WEA for the 2026 quarter 3 RMA payment.

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 3 RMA payment at 6:09 PM.

Ms. Patti reiterated that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

After confirming with Ms. Smith that no one else wished to address the Commission in person, online, by phone, or via email, Ms. Patti closed the public hearing at 6:10 PM.

Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 3 RMA payment. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

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d. To accept and expend $150,000 from WEA for the 2026 quarter 4 RMA payment.

Ms. Patti called the public hearing to accept and expend $150,000 from WEA for the 2026 quarter 4 RMA payment at 6:11 PM.

Ms. Patti reiterated that the RMA was not ready to be signed at the time of the 2026 District budget approval, therefore, the RMA payments were not included into the budget. Accepting them as unanticipated revenue is another option for the District and that is why these public hearings are taking place.

- Dave Ketcham – online – asked what is the impact to what the District submitted to the two towns in terms of what they needed to collect for property taxes for 2026?

Lisa Magerer said that revenues are updated in September with the DRA, and at that time the District records all the revenues and future revenues that it anticipates for the rest of the year. That is when the revenues will have an impact on the tax rate, not at this time of year.

After confirming with Ms. Smith that no one else wished to address the Commission in person, online, by phone, or via email, Ms. Patti closed the public hearing at 6:14 PM.

Ms. Patti made a motion to accept and expend $150,000 from WEA for the 2026 quarter 4 RMA payment. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

Approval of Minutes

May 13, 2026 public meeting minutes.

Approval of minutes was tabled until June 10, 2026 meeting.

Treasurer's Report

Treasurer Denise Aguiló said that everything is up to date. Taxes are updated. The unassigned fund balances are included in the report.

Mr. Canfield asked about the general fund unassigned balance as a percentage of the overall budget.

Ms. Magerer said she can get those numbers to the Commission later and then calculated about 16 percent.

Mr. Canfield noted that this percentage is within the suggested range for the unassigned fund balance.

Ms. Magerer also added that the 2024 financial audit is complete and she is awaiting completed documents from the accountants.

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General Manager's Report

Building and Grounds

- Roof repair discovered rotten plywood, was replaced, preparing to frame over the roof and put decking back on.
- Porta-Potties ordered; addressing vendor shortages for handicap models, the vendor attempted to deliver blue and WEA has asked for Green.

Water and Roads

- Road grading, trenching.
- A leak was discovered last week near McLaren, the vendor should be up, on Thursday, May 28, and we will keep owners apprised of the situation as we continue to resolve this leak which equates to 20,000 gallons of water a day.

Recreation and Entertainment

- Tony and Heather Pierce are preparing to open this weekend Friday and Saturday 4 PM to 9 PM. Live music on Saturday 5 PM – 8 PM with Weird Looking Dog.
- Hours for the lounge will be 4 PM to 9 PM on Friday and Saturday until the 4th week of June.

Upcoming events

- June 17, 2026 (Wednesday) - The recreation center will be closed for the whole day for employee training and appreciation day with their families at the center.
- June 20, 2026 (Saturday) - This year is the 20th anniversary of Shrek, and Events and Concessions will host a movie night by the pool and an ice cream social for home owners, renters and their guests. Time TBD.
- June 27, 2026 (Saturday) - Will be Kids Day on the back lawn from 2 PM to 4 PM. With games and activities.
- The District will kick off 4th of July week and will be open daily from Friday, June 26th to Sunday, July 5th.
- Friday and Saturday – 10 AM to 10 PM, Sunday - Thursday Noon to 8 PM. A reminder to all guests to change in locker rooms, no glass allowed, no outside beverages, and no beverages in the pool or hot tub or within 4 ft. Lastly shower before getting in the pool.

Administrative:

The sick and vacation policy has been given the green light by Upton & Hatfield, as well as the MRI payroll system. The Employee Handbook is now ready. The employee discount policy will be an addendum to the handbook. Both documents will require employee signatures and be held in their employee files, for reference.

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Ms. Patti asked what the plan is for the recreational activities given that the current Rec Fund balance is quite low.

Ms. Chatel said that this is going to be discussed tomorrow at the work meeting and that decisions will need to be made about staffing levels.

There was a lengthy back and forth about the manifests and the Rec Fund balance shown on them.

Committee / Board Reports:

Planning Board

Planning Board did not meet due to quorum issues. Trying to figure out a better time to meet.

Water & Roads

Saturday, May 29 at 10 AM will be a public town hall to discuss a recommendation in the master plan about the metering.

Budget Advisory

BAC did not meet.

Records & Retention

The committee is meeting next week.

Capital Improvements Plan

There are some issues with membership that need to be resolved. Meeting was dedicated to looking at the assets.

CONSENT CALENDAR

Manifests

Ms. Patti called a vote on the manifests as they are presented in the packet. It was a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – aye.

GENERAL CALENDAR ITEMS

Ms. Patti said that she forgot to put this item on the agenda. She said that Mr. Panuczak is moving outside the community and will no longer be the Commissioner. She added that he was also a member of a few other boards and committees which would need to be taken over by the remaining two Commissioners. By consensus, Ms. Patti will take over the Water and Roads committee, and Mr. Canfield will take over being liaison for the Planning board.

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Ms. Patti thanked Mr. Panuczak for the five and half years of excellent service to this community. She added that he brought level headedness, clarity of purpose, skill, and experience from his professional life that proved very valuable to this commission. She said that everyone appreciates his commitment. There will be a celebration on June 10 at the next Commissioner meeting with cake for Mr. Panuczak.

WEVD CIP Trust Purpose & Naming (WA #6, 2025)

Mr. Canfield explained what the issue is. He said that Mr. McElroy, who is the Trustee of the Trust Fund in Campton was trying to make sure that the District worded its warrant article, approved back in 2025, which allowed us to establish a relationship with the trustees in Campton for specific purposes, one of which was a reference to the RSA that established the ability to utilize a trust. McElroy felt that the way the warrant article was worded, the District could probably benefit from an opinion at the state level as to its appropriateness, and whether or not it does, in fact, encompass funding for purchasing new equipment.

Ms. Patti clarified that the CIP funds are only available for replacing equipment costing over $10,000.

- Ned McElroy, 22 Goose Hollow Road - said that he was worried that the wording of the warrant article and the statute that was quoted in it did not allow for equipment replacement. He asked Dave Ketcham whether he should consult with the Department of Justice or the Department of Revenue. He also asked Mr. Canfield if it would be possible to check with the NH Department of Justice rep Amy Nichols.

Ms. Patti said she did not see the issue with consulting with the state agencies and if there is a need for the District to revisit the warrant article, they need to know that to act.

- Mr. McElroy also spoke about his experience as the Chairman of the Trust for the town of Campton and how it operates.

By consensus the Commissioners agreed to let Mr. McElroy consult with the state.

Square Surcharge Proposal

Ms. Smith explained that originally when the District switched to Square as its new point of sale system, they did not have an option to offset the credit card processing fees that were charged to the District. The automatic credit card surcharge feature has since been made available and is now in beta (testing) mode. She said that the report that is included in the packet summarizes what it would do, what the District currently pays, and how it might help. This feature only applies to credit card payments, so the District would not be able to charge debit cards, although the latter are a smaller portion of the total card processing volume. Ms. Smith also said that the report assumes charging the processing fee based on the gross total of the transaction, which would include the surcharge amount. If the surcharge percentage is set to 2.7 percent it should be possible to make back all the processing fees for credit card transactions.

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Ms. Smith answered questions about how the old POS system (Touch Bistro) worked with charging a processing fee and how that would be done with Square, which will be the actual credit card processor and not a point of sale system.

She also answered questions about tips being included into the total amount to which the processing fee applies, but the actual credit card surcharge would only be applied to the amount without the tip. Ms. Smith noted that this automatic surcharge may increase cash tipping, but the overwhelming majority of the District's transactions are done via credit cards.

There was a long discussion about the nature of various fees related to card use and how they differ with the new proposal from the old point of service system.

There was another discussion about tips and the fact that they fall under the transaction processing fee that the District pays to Square, but the automatic surcharge does not apply to them, thus making it impossible to recoup the processing fee from tips.

Ms. Smith said that there is a likelihood that the surcharge, if implemented, would increase the processing fees because they are likely to be calculated based on the surcharge, which is why I say you will not recover your total processing fees, but your credit card processing fees, you do have the opportunity to fully recover if you charge a surcharge higher than the processing fee.

There was another discussion about other municipalities charging the customer the surcharge fee on all card transactions.

Lastly, Commissioners discussed the percentage of the automatic surcharge that the Commission would be agreeing to charge which ended up being 2.7 percent.

Mr. Panuczak moved to adopt the proposal as recommended by staff and the automatic credit card surcharge to be set at 2.7 percent. Ms. Patti duly seconded.

Mr. Canfield asked whether the commission should consult with the WEA board for their input before approving anything.

Ms. Smith suggested to make the motion conditional on WEA input, if the Commissioners wanted to capitalize on July 4th, being one of the busiest weekends.

Ms. Patti suggested a friendly amendment to have the motion be contingent upon WEA input. Mr. Panuczak agreed.

Ms. Patti added that if management comes back from talking to WEA with concerns, the Commissioners can revisit the motion and vote to rescind it.

Ms. Patti restated the motion is to proceed with the suggested 2.7 surcharge on Square credit card transactions. Mr. Panuczak duly seconded the motion.

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Ms. Patti added that the discussion is that the Commissioners can revisit whether they want to rescind this action on June 10 based on information they receive from management.

Motion carried with a 2:0:1 roll call vote: Ms. Patti – aye, Mr. Panuczak – aye, Mr. Canfield – abstained.

Employee Handbook

Ms. Patti said that the Employee Handbook is in the meeting packet. She noted that she found a few things like scriveners errors and minor formatting issues of no substance.

She also noted that on page 41 in the last sentence at the bottom for workers compensation benefits language. Ms. Chatel suggested new language about job related injuries and drug testing as follows: "If you go to the hospital, drug testing is mandatory. Workers' compensation insurance is carried by WEVD in the event of job related injury or illness."

Ms. Patti suggested other changes as follows:

- Pg 17 to insert the phrase TCP, which is the timekeeping software under enforcement Section A, so the sentence reads, "employees shall not share their TCP user ID and password, etc."

- Pg 31 at the bottom, solicitations, employees are not allowed to solicit another employee, owner, or guest for contributions no matter how worthy of the cause. So, it would be the insertion of owner or owners.

- Pg 33 that firearms policy paragraph Ms. Chatel is going to rework that section because the section refers to people who visit.

- Pg 51 inclement weather language to be modified by Ms. Chatel to include not only the Lodge but the Community Center as well.

Mr. Panuczak asked about the vacation time policy limiting rollover of vacation time to five days on page 40 and what the related liability would be for those who have already accrued much more, which Ms. Magerer estimated at roughly $50,000. He also asked if there were a provision for an employee safety committee.

Ms. Smith said it is in there as the Joint Loss Committee. Ms. Chatel said that the note required by the auditors will also be added to the handbook.

Given all these changes, consensus was to table until June 10th meeting.

Next Meeting: June 10, 2026 @ 4 PM

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Public Comment Period

- Scott Sallaway, 110 Snowood Drive - asked for any updates on taxes owed from both towns.

Ms. Magerer said that she talked with the Town Administrator and their finance person. They told that the town does not have elderly deferrals and everything there were liens. The District will need to do a right to know request for any additional information.

- Scott Sallaway - asked about the new Employee Handbook providing for compensation time accrual and use.

Ms. Chatel said no, however, Ms. Smith said that the Employee Handbook allows up to 204 hours of compensation time to accrue. Ms. Chatel then noted that it must have been overlooked.

- Scott Sallaway asked how the CIP would be funded.

Mr. Panuczak responded that it will be done via warrant articles approval and subsequently taxes.

- Scott Sallaway asked on any updates on the ongoing lawsuit.

Ms. Patti said that the District is hoping it will be resolved in 2026.

- Richard (Dick) Mayo, 42 Taylor Drive – asked about June 17th closing of the Community Center to the public for the employee event, as people need to use the gym, and suggested early access to be used for that day.

Ms. Chatel said that the Community Center is needed for staff to regroup, participate in team building, and discuss upcoming events. She agreed on the early pass for that day.

- Dick Mayo - asked for clarification about the surcharge fee to be used on debit cards and cash.

Ms. Smith said that only credit cards will be subjected to the surcharge and not debit cards. Debit cards will only be charged a processing fee. Cash would not be subject to any fees.

- Dick Mayo – said that in his private sector experience vacation time rollover is usually higher than five days but they were not paid out if unused and that forced people to take vacation time.

That comment lead to a brief discussion about having a good compromise between benefits to the employee and benefits to the District at the same time.

- Jack Zanini, 39 Holland Trail – asked whether tips will be reduced by the processing fee.

Ms. Smith said that the District cannot reduce tips by law whether they are paid in cash or by card.

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- Jack Zanini - question about deck repair timeline and whether he could speak to Ms. Chatel about some inconsistencies he found in the Employee Handbook at some point.

Ms. Chatel said that she was not sure at this time about the timeline for the deck repair as there are some material shortage and agreed to speak to Mr. Zanini about the Employee Handbook.

- Bobby Ketcham – online - wanted an update on the adult swimming pool and whether a contract had been signed with Patenaude for the family pool resurfacing and whether they could also resurface the area around it as it looks terrible. She noted that the hot tub looks terrible and the jets are not working, even though she was informed that they were supposed to be fixed in the fall. There is also a big crack that has been filled with gray substance that looks absolutely terrible.

Ms. Chatel said that the contract has been signed with Patenaude. The staff worked on the hot tub and fixed some things but they discovered further issues, so it may have to be taken care by an outside vendor. Patenaude will come out this week to take a look at the family outdoor pool.

Ms. Patti clarified with questions to Ms. Chatel that the work on the family pool will be done in the fall and that is what the contract was signed for. She added that when whey come out next week, they could also take a look at the adult pool and the hot-tub, and if they agree to work on them as well, that would be done in the fall provided there is money in the budget for that.

There was a lengthy discussion about the situation with the pool infrastructure and how there were many issues for awhile and that transition in leadership did not help with a lot of projects being done in time. It was also noted that the simple resurfacing may turn out to be a much bigger project given the condition of the concrete underneath.

- Bobby Ketcham said that there have been changes in leadership but the person overseeing our swimming pools has not changed. She added that she is just putting that out there for everyone to all think about, because the Commissioners can blame it on the fact that they have changed managers, but this problem is in somebody else's department as well and it just seems to get overlooked. She said that it has actually been going on for two years, because she was asked to look at the color for the resurfacing of the adult pool about two years ago. She concluded that there is some kind of a breakdown and said she wishes the Commissioners could maybe figure that out a little bit.

Ms. Patti responded that she is unable to discuss personnel matters with anyone and that they will continue to discuss this matter with Ms. Chatel.

Non-Public Session

Ms. Patti motioned at 7.56 PM to enter non-public session for the purpose described in RSA 91-A:3, II (a) and (c). Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

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Non-public session was entered at --- PM, Commissioners Patti, Canfield and Panuczak were present in person. Also, present waw General Manager Helen Chatel (left at 9:19 PM).

Resumption of Public Session.

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

Public session was entered at 9:26 PM. Commissioners Patti, Canfield and Panuczak were present in person.

Ms. Patti Mr. Panuczak motioned to seal the non-public minutes due to the fact that divulgence of that information will adversely affect the reputation of any person other than this commission and render proposed action ineffective. Mr. Canfield duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti, Mr. Panuczak - aye, Mr. Canfield - aye.

Adjourn Meeting

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

Meeting adjourned at --- PM.

Minutes prepared by Alvina Snegach

DRAFT

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

GM Report: June 10, 2026

Administrative:

Department heads are meeting with Lisa over the next two weeks to review their budgets to expenses, as we approach the mid-point of the year.

I will be patrolling the grounds and buildings this week with Mr. Pelchat to discuss maintenance needs, major projects that will qualify for CIP.

Building and Grounds

- The Gym roof has been completed and work on the deck is progressing and should be completed soon.
- Mr. Pelchat, will be working on painting the and replacing siding of the next few weeks, while daily maintenance will continue.
- Mr. Pelchat is working on his list of items for the CIP committee meeting on Tuesday, June 16.
- The contract with Patenaude pools has been signed and the 5% deposit has been made.

Water and Roads

- Road grading, trenching
- The leak on McClarian was repaired on Tuesday, June 3, 2026 and customers were notified.

Recreation and Entertainment

- The restaurant will be open Friday and Saturday 4pm to 9PM - The concessions will open on Saturday Morning at 11am with some small grab and gos available for purchase, kitchen will open at 5 for menu orders.
- Hours for the lounge will be 4pm to 9pm (5pm - 8pm kitchen) on Friday and Saturday until the 4th week of June.
- Home owners wishing to get grab and gos on Friday, can call ahead and place their orders.

Upcoming events

Wednesday - June 17, 2026 The recreation center will be closed for the whole day for employee training and appreciation day with their families at the center.

June 20, 2026 (Saturday) - This year is the 20th anniversary of Shrek, and Events and Concessions will host a movie night by the pool and an ice cream social for home owners, renters and their guests. 5:30

June 27, (Saturday) - Will be kids day on the back lawn from 2pm to 4pm. With games and activities.
We kick off 4th of July week and will be open Daily from Friday, June 26th to Sunday, July 5th
Friday and Saturday - 10am to 10pm, Sunday - Thursday Noon to 8PM,

Check Manifest - by Payee

Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3217	SYSTEM	**5/28/2026**	**60**	**AERIAL NDT INSPECTION INC**			
2331-2428				5/14/2026	320.00	0.00	320.00
03.4522.003.851 / SKI - INSPECTIONS						320.00	
CLEANING,BLASTING, MAGNETIC PARTICLE TESTING & PAINTING OF FIXED GRIPS							
					Total Check #:	**3217**	**320.00**
3218	SYSTEM	**5/28/2026**	**90**	**AIRGAS USA, LLC**			
9172143404				5/19/2026	3,503.55	0.00	3,503.55
01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES						3,503.55	
5 CYCLINDERS - CARBON DIOXIDE IND 300 CGA							
					Total Check #:	**3218**	**3,503.55**
3219	SYSTEM	**5/28/2026**	**150**	**ALVINA SNEGACH**			
COMM MEETING 5-13-26				5/13/2026	62.50	0.00	62.50
01.4130.002.320 / EXEC - LICENSES & FEES						62.50	
2.50 HOURS @ COMMISSIONERS' MEETING 5-13-26							
					Total Check #:	**3219**	**62.50**
3220	SYSTEM	**5/28/2026**	**160**	**AMAZON**			
1QXY-CD7X-F7ND				5/21/2026	344.38	0.00	344.38
01.4314.003.614 / B&G - CLEANING SUPPLIES						344.38	
95 GAL TRASH BAGS, PAPER TOWELS, SWIFTER REFILL,SOAP DISP.,TOILET PAPER, LED BUL							
					Total Check #:	**3220**	**344.38**
3221	ACH	**5/28/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
38563205				5/14/2026	649.55	0.00	649.55
03.3409.001.007 / COG - BEER						649.55	
BEER PURCHASE							
					Total Check #:	**3221**	**649.55**
3222	SYSTEM	**5/28/2026**	**550**	**BELKNAP TIRE & AUTO REPAIR, LLC**			
306761				5/14/2026	322.00	0.00	322.00
01.4312.002.826 / HWY - VEHICLE MAINTENANCE						322.00	

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Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				TUBELESS TRUCK TIRE MOUNTS/DISOUNTS, BOLT ON/OFF - EQUAL FLEXX BALANCE				
						Total Check #:	**3222**	**322.00**
3223	SYSTEM	**5/28/2026**	**9748**	**BLACK RIVER PRODUCE**				
	135944				5/08/2026	381.31	0.00	381.31
				03.3409.001.002 / COG - FOOD			381.31	
				FOOD PURCHASE				
	138641				5/15/2026	401.02	0.00	401.02
				03.3409.001.002 / COG - FOOD			401.02	
				FOOD PURCHASE FOR LOUNGE				
	140336				5/20/2026	501.19	0.00	501.19
				03.3409.001.002 / COG - FOOD			501.19	
				FOOD PURCHASE FOR LOUNGE				
	141387				5/22/2026	527.84	0.00	527.84
				03.3409.001.002 / COG - FOOD			527.84	
				FOOD PURCHASE FOR LOUNGE				
						Total Check #:	**3223**	**1,811.36**
3224	SYSTEM	**5/28/2026**	**9797**	**CIVALLY**				
	051826WE				5/19/2026	6,400.00	0.00	6,400.00
				01.4130.002.343 / EXEC - WEBSITE MAINTENANCE			6,400.00	
				INITIAL SITE DESIGN, HISTORICAL DOCUMENT MIGRATION, ANNUAL SUBSCRIPTION AND DISC				
						Total Check #:	**3224**	**6,400.00**
3225	SYSTEM	**5/28/2026**	**7050**	**COCA-COLA BOTTLING COMPANY**				
	52489158014				5/22/2026	563.66	0.00	563.66
				03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES			563.66	
				NON-ALCOHOLIC BEVERAGES				
						Total Check #:	**3225**	**563.66**
3226	SYSTEM	**5/28/2026**	**1270**	**CONSOLIDATED COMMUNICATION**				
	3542 - APRIL-MAY				5/18/2026	214.00	0.00	214.00
				01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES			214.00	
				APRIL 18 - MAY 17, 2026 SERVICE				

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Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**3226**		**214.00**
3227	SYSTEM	**5/28/2026**	**1240**	**CONSOLIDATED COMMUNICATIONS**				
	7331-10 APRIL MAY				5/12/2026	162.64	0.00	162.64
				02.4331.520.350 / WTR - TELEPHONE			162.64	
				APRIL 12 - MAY 11, 2026 SERVICE				
					Total Check #:	**3227**		**162.64**
3228	SYSTEM	**5/28/2026**	**1250**	**CONSOLIDATED COMMUNICATIONS**				
	7408 APRIL MAY				5/12/2026	426.93	0.00	426.93
				01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES			426.93	
				APRIL 12 - MAY 11, 2026 SERVICE				
					Total Check #:	**3228**		**426.93**
3229	SYSTEM	**5/28/2026**	**1260**	**CONSOLIDATED COMMUNICATIONS**				
	8279 - APRIL MAY				5/12/2026	162.64	0.00	162.64
				01.4130.002.350 / EXEC - TELEPHONE & INTERNET			162.64	
				APRIL 12 - MAY 11, 2026 SERVICE				
					Total Check #:	**3229**		**162.64**
3230	SYSTEM	**5/28/2026**	**1320**	**CONSOLIDATED COMMUNICATIONS**				
	8958 - APRIL MAY				5/12/2026	123.55	0.00	123.55
				01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES			123.55	
				APRIL 12 - MAY 11, 2026 SERVICE				
					Total Check #:	**3230**		**123.55**
3231	SYSTEM	**5/28/2026**	**1340**	**CONSOLIDATED COMMUNICATIONS**				
	5220 - APRIL MAY				5/12/2026	69.41	0.00	69.41
				02.4331.520.350 / WTR - TELEPHONE			69.41	
				APRIL 12 - MAY 11, 2026 SERVICE				
					Total Check #:	**3231**		**69.41**
3232	SYSTEM	**5/28/2026**	**1350**	**CONSOLIDATED COMMUNICATIONS**				

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Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	CONSOL 1350 APRIL MAY				5/12/2026	162.64	0.00	162.64
	02.4331.520.350 / WTR - TELEPHONE APRIL 12 - MAY 11, 2026 SERVICE						162.64	
						Total Check #:	**3232**	**162.64**
3233	SYSTEM	**5/28/2026**	**1360**	**CONSOLIDATED COMMUNICATIONS**				
	7331-42 APRIL MAY				5/18/2026	420.62	0.00	420.62
	02.4331.520.350 / WTR - TELEPHONE APRIL 18 - MAY 17, 2026 SERVICE						420.62	
						Total Check #:	**3233**	**420.62**
3234	SYSTEM	**5/28/2026**	**1640**	**DJ'S SEPTIC PUMPING SERVICES**				
	16196				5/11/2026	4,455.00	0.00	4,455.00
	01.4314.003.630 / B&G - BUILDING REPAIRS 562 WINTERBROOK RD AND 24 PARKER ROAD10250 TOTAL GALLONS SEPTIC TANK PUMPED AN						3,485.00	
	01.4522.003.662 / SKI - SKI AREA REPAIRS 562 WINTERBROOK RD AND 24 PARKER ROAD10250 TOTAL GALLONS SEPTIC TANK PUMPED AN						970.00	
						Total Check #:	**3234**	**4,455.00**
3235	SYSTEM	**5/28/2026**	**2630**	**HEALTH TRUST**				
	001599758				4/22/2026	23,189.55	0.00	23,189.55
	01.2020.000.001 / PAYROLL LIABILITIES 5/1/16 - 5/31/2026 BILLING PERIOD						278.20	
	01.2020.000.001 / PAYROLL LIABILITIES 5/1/16 - 5/31/2026 BILLING PERIOD						61.88	
	02.4331.520.210 / WTR - HEALTH INSURANCE 5/1/16 - 5/31/2026 BILLING PERIOD						2,086.53	
	02.4331.520.211 / WTR - DENTAL INSURANCE 5/1/16 - 5/31/2026 BILLING PERIOD						83.03	
	01.4314.001.210 / B&G - HEALTH INSURANCE 5/1/16 - 5/31/2026 BILLING PERIOD						8,346.06	
	01.4314.001.211 / B&G - DENTAL INSURANCE 5/1/16 - 5/31/2026 BILLING PERIOD						332.10	
	01.4521.001.210 / FD - HEALTH INSURANCE 5/1/16 - 5/31/2026 BILLING PERIOD						2,782.02	
	01.4521.001.211 / FD - DENTAL INSURANCE						110.70	

Check Manifest - by Payee

Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		5/1/16 - 5/31/2026 BILLING PERIOD					
		01.4130.001.210 / EXEC - HEALTH INSURANCE				4,590.34	
		5/1/16 - 5/31/2026 BILLING PERIOD					
		01.4130.001.211 / EXEC - DENTAL INSURANCE				179.64	
		5/1/16 - 5/31/2026 BILLING PERIOD					
		03.4520.001.210 / REC - HEALTH INSURANCE				1,391.01	
		5/1/16 - 5/31/2026 BILLING PERIOD					
		03.4520.001.211 / REC - DENTAL INSURANCE				55.35	
		5/1/16 - 5/31/2026 BILLING PERIOD					
		01.4312.001.210 / HWY - HEALTH INSURANCE				1,391.00	
		5/1/16 - 5/31/2026 BILLING PERIOD					
		01.4312.001.211 / HWY - DENTAL INSURANCE				55.34	
		5/1/16 - 5/31/2026 BILLING PERIOD					
		01.4525.001.210 / FBF - HEALTH INSURANCE				1,391.01	
		5/1/16 - 5/31/2026 BILLING PERIOD					
		01.4525.001.211 / FBF - DENTAL INSURANCE				55.34	
		5/1/16 - 5/31/2026 BILLING PERIOD					
	92044			4/07/2026	894.89	0.00	894.89
		01.2020.000.010 / FLEX SPENDING WITHHELD				881.14	
		FSA CLAIMS REIMBURSEMENTS					
		01.4130.002.320 / EXEC - LICENSES & FEES				13.75	
		FSA ADMIN FEE					
	92311			5/06/2026	13.75	0.00	13.75
		01.4130.002.320 / EXEC - LICENSES & FEES				13.75	
		FSA ADMIN FEE					
					Total Check #:	**3235**	**24,098.19**
3236	SYSTEM	**5/28/2026**	**9742**	**HORIZONS ENGINEERING, INC.**			
	40055			5/11/2026	16,797.75	0.00	16,797.75
		01.4312.002.815 / HWY - ROAD IMPROVEMENT PLAN				15,332.75	
		SERVICES THRU 4/24/26 - ROAD PLANSERVICES FOR ON CALL ENGINEERING SUPPORT					
		02.4331.520.390 / WTR - CONSULTING				1,465.00	
		SERVICES THRU 4/24/26 - ROAD PLANSERVICES FOR ON CALL ENGINEERING SUPPORT					
					Total Check #:	**3236**	**16,797.75**
3237	SYSTEM	**5/28/2026**	**7580**	**HY-ON-A-HILL TROUT FARM**			
	16518			5/15/2026	1,152.50	0.00	1,152.50

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Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			03.4523.003.612 / LNG - EVENT EXPENSES				1,152.50	
			FISHING DERBY - RAINBOW AND BROWN TROUT					
						Total Check #:	**3237**	**1,152.50**
3238	SYSTEM	**5/28/2026**	**9739**	**JIM TYRRELL**				
	LOUNGE ENT 5/30/26				5/07/2026	400.00	0.00	400.00
			03.4523.003.611 / LNG - ENTERTAINMENT				400.00	
			LOUNGE ENTERTAINMENT 5/30/26					
						Total Check #:	**3238**	**400.00**
3239	SYSTEM	**5/28/2026**	**3170**	**JP PEST SERVICES**				
	4443399				5/18/2026	239.00	0.00	239.00
			01.4520.003.619 / REC - PEST CONTROL				239.00	
			WASP SERVICE @ COMMUNITY CENTER					
						Total Check #:	**3239**	**239.00**
3240	SYSTEM	**5/28/2026**	**9681**	**LAUREN BENNETT**				
	CIRCLE K/IRVING				5/12/2026	20.00	0.00	20.00
			01.4312.002.291 / HWY - TRAVEL				20.00	
			4.387 GALLONS GAS - VERY LOW ON GAS					
						Total Check #:	**3240**	**20.00**
3241	SYSTEM	**5/28/2026**	**9719**	**L.E. Johnston Construction Inc.**				
	2015 DYNAPAC BILL OF SAI				5/06/2026	70,000.00	0.00	70,000.00
			01.4990.026.008 / WA #8 ROAD COMPACTION ROLLER				70,000.00	
			BILL OF SALE FOR 20115 DYNAPAC SOLD AS IS					
						Total Check #:	**3241**	**70,000.00**
3242	SYSTEM	**5/28/2026**	**9719**	**L.E. Johnston Construction Inc.**				
	2026103				5/14/2026	1,400.00	0.00	1,400.00
			02.4331.520.860 / WTR - WATER TESTING				1,400.00	
			REPAIRED WATER LEAK ON WEETAMOO TRAIL - 3 INCH PIPE					
						Total Check #:	**3242**	**1,400.00**

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Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3243	SYSTEM	**5/28/2026**	**9719**	**L.E. Johnston Construction Inc.**			
	2026104			5/14/2026	900.00	0.00	900.00
	02.4331.520.860 / WTR - WATER TESTING					900.00	
	EXPLORATORY DIGGING ON WATER MAIN ACROSS FROM SKI AREA						
					Total Check #:	**3243**	**900.00**
3244	SYSTEM	**5/28/2026**	**3420**	**LOUIE VALENTE**			
	PO 937964			5/19/2026	325.00	0.00	325.00
	01.4520.003.661 / REC - KITCHEN EQUIPMENT REPAIRS					325.00	
	SERVICE CALL - REPAIR TOASTMASTER CHAR GRILLCLEAN PILOT ASSEMBLY						
					Total Check #:	**3244**	**325.00**
3245	SYSTEM	**5/28/2026**	**9798**	**MAINSTAY TECHNOLOGIES, INC.**			
	93359			5/14/2026	3,258.00	0.00	3,258.00
	01.4130.002.342 / EXEC - COMPUTER SERVICES					3,258.00	
	SUPPRT OF INFO TECHNOLOGY INFRASTRUTURE, IT PLANNING, UPDATE CLIENT EQUIPMENT, E						
					Total Check #:	**3245**	**3,258.00**
3246	SYSTEM	**5/28/2026**	**9270**	**NH ELECTRIC CO-OP**			
	CYCLE 8 - APRIL MAY			5/13/2026	2,573.03	0.00	2,573.03
	02.4331.520.340 / WTR - ELECTRICITY					2,573.03	
	4/10/26 - 5/11/26 SERVICE PERIOD						
					Total Check #:	**3246**	**2,573.03**
3247	SYSTEM	**5/28/2026**	**4540**	**O'REILLY AUTO PARTS**			
	4989-416516			5/14/2026	128.89	0.00	128.89
	01.4312.002.826 / HWY - VEHICLE MAINTENANCE					128.89	
	CLEANER, WHEEL CLEANER, PENETRANT AND GEAR OIL						
					Total Check #:	**3247**	**128.89**
3248	SYSTEM	**5/28/2026**	**5590**	**SMITTY'S DIESEL REPAIR**			
	1771			5/19/2026	3,084.54	0.00	3,084.54
	01.4312.002.825 / HWY - OIL & FILTERS					1,726.33	

Check Manifest - by Payee

Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		2012 FORD F-350 XL - BRAKES, CALIPERS						
		01.4312.002.821 / HWY - EQUIPMENT REPAIR					858.21	
		2012 FORD F-350 XL - HYDRAULIC TANK INSTALLED						
		01.4312.002.821 / HWY - EQUIPMENT REPAIR					500.00	
		2012 FORD F-350 XL - FABRICATE YORK RATE MOUNT						
	1775				5/19/2026	826.87	0.00	826.87
		01.4312.002.826 / HWY - VEHICLE MAINTENANCE					826.87	
		2022 GM Gm515 GM - CHEVROLET SILVERADO MEDIUM DUTY - R & R BRAKE LINES REPLACED						
						Total Check #:	**3248**	**3,911.41**
3249	ACH	**5/28/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**				***ACH***
	498289584				5/20/2026	1,526.38	0.00	1,526.38
		03.4523.002.611 / LNG - KITCHEN SUPPLIES					120.59	
		KITCHEN SUPPLIES						
		03.3409.001.002 / COG - FOOD					1,405.79	
		KITCHEN SUPPLIES AND FOOD PURCHASE						
						Total Check #:	**3249**	**1,526.38**
3250	ACH	**5/28/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**				***ACH***
	498291516				5/22/2026	1,330.62	0.00	1,330.62
		03.4523.003.612 / LNG - EVENT EXPENSES					144.60	
		EVENT EXPENSE, BAR SUPPLIES, KITCHEN SUPPLIES AND FOOD PURCHASE						
		03.4523.002.610 / LNG - BAR SUPPLIES					23.85	
		EVENT EXPENSE, BAR SUPPLIES, KITCHEN SUPPLIES AND FOOD PURCHASE						
		03.4523.002.611 / LNG - KITCHEN SUPPLIES					37.49	
		EVENT EXPENSE, BAR SUPPLIES, KITCHEN SUPPLIES AND FOOD PURCHASE						
		03.3409.001.002 / COG - FOOD					1,124.68	
		EVENT EXPENSE, BAR SUPPLIES, KITCHEN SUPPLIES AND FOOD PURCHASE						
						Total Check #:	**3250**	**1,330.62**
3251	SYSTEM	**5/28/2026**	**9793**	**TALL PINE ROOFINGBEN CONSTANTINE**				
	5-21-26				5/21/2026	4,725.00	0.00	4,725.00
		01.4314.003.630 / B&G - BUILDING REPAIRS					4,725.00	
		PLYWOOD REPLACE FOR GYM						
						Total Check #:	**3251**	**4,725.00**

Check Manifest - by Payee

Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3252	SYSTEM	**5/28/2026**	**6180**	**UNIFIRST CORPORATION**			
	1070511785			5/14/2026	145.97	0.00	145.97
	01.4521.003.610 / FD - SUPPLIES						46.63
	TERRY CLOTHS, BEACH TOWELS, SS COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS & RUG F						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						26.59
	TERRY CLOTHS, BEACH TOWELS, SS COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS & RUG F						
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						35.89
	TERRY CLOTHS, BEACH TOWELS, SS COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS & RUG F						
	01.4312.002.610 / HWY - SHOP SUPPLIES						26.58
	TERRY CLOTHS, BEACH TOWELS, SS COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS & RUG F						
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.30
	TERRY CLOTHS, BEACH TOWELS, SS COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS & RUG F						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.98
	TERRY CLOTHS, BEACH TOWELS, SS COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS & RUG F						
	1070513800			5/21/2026	191.03	0.00	191.03
	01.4521.003.610 / FD - SUPPLIES						41.64
	COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR F						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						30.90
	COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR F						
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						67.84
	COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR F						
	01.4312.002.610 / HWY - SHOP SUPPLIES						40.37
	COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR F						
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.30
	COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR F						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.98
	COOK SHIRTS, APRONS, MULTI-PURPOSE TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR F						
				Total Check #:	**3252**		**337.00**
3253	SYSTEM	**5/28/2026**	**6280**	**VERIZON WIRELESS**			
	6143070731			5/08/2026	156.93	0.00	156.93
	02.4331.520.351 / WTR - CELL PHONE						39.24
	4/9/26 - 5.7.25 BILLING PERIOD FOR GM AND WATER CELLPHONE AND IPADS						
	01.4130.002.351 / EXEC - CELL PHONES						117.69
	4/9/26 - 5.7.25 BILLING PERIOD FOR GM AND WATER CELLPHONE AND IPADS						
				Total Check #:	**3253**		**156.93**

Check Manifest - by Payee

Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
3254	SYSTEM	**5/28/2026**	**4070**	**WESCO DISTRIBUTION INC.**				
	S6425682.001			5/15/2026	110.23	0.00		110.23
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						112.49	
	PVC TERMINAL, STEEL LOCKNUT, CONDUIT PVC, JCT BOX PVC AND PVC CEMENT W/BRUSH							
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-2.26	
	PVC TERMINAL, STEEL LOCKNUT, CONDUIT PVC, JCT BOX PVC AND PVC CEMENT W/BRUSH							
					Total Check #:	**3254**		**110.23**
3255	SYSTEM	**5/28/2026**	**6680**	**XEROX FINANCIAL SERVICES**				
	42005854			5/10/2026	444.52	0.00		444.52
	01.4130.002.618 / EXEC - COPIER LEASE						148.17	
	CONTRACT PAYMENT AND EQUIPMENT PROTECTION							
	01.4520.002.618 / REC - COPIER LEASE						148.17	
	CONTRACT PAYMENT AND EQUIPMENT PROTECTION							
	02.4331.520.618 / WTR - COPIER LEASE						148.18	
	CONTRACT PAYMENT AND EQUIPMENT PROTECTION FOR COPIER							
					Total Check #:	**3255**		**444.52**

Check Manifest - by Payee

Date: 5/28/2026 **Batch ID:** 427 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
5/28/2026	**Check Manifest**		**Batch:**	**427**	**Chk Count:**	**39**	**Total Amnt:**			**154,008.88**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	135,193.80
02	WATER FUND	9,510.32
03	RECREATION FUND	9,304.76

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Gerald Panuczak, Commissioner



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WATERVILLE ESTATES VILLAGE DISTRICT (WEVD)

EMPLOYEE HANDBOOK

Revised June 2026

WEVD Handbook (6)

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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 WEVD 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. WEVD reserves the right to revise, supplement, or rescind any policies or portions of this handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

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

This is to certify that I have received, read and understand WEVD’s personnel policies.

_____ _____

Employee Signature Date

_____

Print Name

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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

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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.

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 or expression, 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 medical provider 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.

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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 or expression, 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 or expression, 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

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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.

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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 official's 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

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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.

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.

Orientation Period of Employment

The first thirty days (30) of employment for a newly hired employee constitute an orientation

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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 leave for pregnancy, childbirth, and/or related medical conditions, 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

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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 leave for pregnancy, childbirth, and/or related medical conditions, 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.

Payroll Information

Timekeeping Policy

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.

Policy

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

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 non-exempt employees. The hours and days of work are subject to change depending on the circumstances of each department.

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

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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 the General Manager 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.

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.

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.

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.

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.

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

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- 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.
- 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.

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.

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*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.

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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.

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. Nothing in this policy changes the at-will nature of employment.

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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

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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 Village District Conflict of Interest Ordinance."

Section 3: Definitions

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

a) Board: Any Board (including the District Commissioners), committee, or commission, permanent or special, appointed or elected (unless the context indicates otherwise).
b) 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.
c) 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.
d) Firm: A sole proprietorship, joint venture, partnership, corporation, or any other form of enterprise.
e) 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.
f) 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.
g) Principals: Those people who are the subject of the action or application that is before the Board or District Representative.
h) District Representatives: All officials, employees, commissioners, committee/board members, and officers of the District, whether elected, appointed, paid, or unpaid.
i) 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

District Representatives shall avoid legal conflicts of interest.

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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.

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

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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
3. 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.
4. The District Commissioners shall provide a copy of the complaint to the District Representative who is alleged to have violated this Ordinance.
5. The District Commissioners shall, in the first instance, consider the complaint
6. 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
7. 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.
8. 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.
9. 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.
10. The District Commissioners shall issue a written decision.
11. 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

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- 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.

WEVD Equipment, Telephones, Facsimile, E-Mail And Internet Use

Except for any privilege or confidentiality recognized by law, individuals have no legitimate expectation of privacy during any use of WEVD's IT resources or in any data on those resources. Any use may be monitored, intercepted, recorded, read, copied, accessed or captured in any manner including in real time, and used or disclosed in any manner, by authorized personnel without additional prior notice to individuals. Periodic monitoring will be conducted of systems used, including but not limited to: all computer files; and all forms of electronic communication (including email, text messaging, instant messaging, telephones, computer systems and other electronic records). In addition to the notice provided in this policy, users may also be notified with a warning banner text at system entry points where users initially sign on about being monitored and may be reminded that unauthorized use of WEVD's IT resources is not permissible.

WEVD may impose restrictions, at the discretion of management, on the use of a particular IT resource. For example, WEVD may block access to certain websites or services not serving legitimate business purposes or may restrict user ability to attach devices to WEVD's IT resources (e.g., personal USB drives, iPods).

Users accessing WEVD's applications and IT resources through personal devices must only do

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so with prior approval or authorization from the organization.

Acceptable Use

All uses of information and information technology resources must comply with organizational policies, standards, procedures, and guidelines, as well as any applicable license agreements and laws including Federal, State, local and intellectual property laws.

Consistent with the foregoing, the acceptable use of information and IT resources encompasses the following duties:

- Understanding the baseline information security controls necessary to protect the confidentiality, integrity, and availability of information;
- Protecting organizational information and resources from unauthorized use or disclosure;
- Protecting personal, private, sensitive, or confidential information from unauthorized use or disclosure;
- Observing authorized levels of access and utilizing only approved IT technology devices or services; and
- Immediately reporting suspected information security incidents or weaknesses to the appropriate manager and the Information Security Officer (ISO)/designated security representative.

Unacceptable Use

The following list is not intended to be exhaustive, but is an attempt to provide a framework for activities that constitute unacceptable use. Users, however, may be exempted from one or more of these restrictions during their authorized job responsibilities, after approval from organizational management, in consultation with WEVD IT staff or Managed Service Provider (e.g., storage of objectionable material in the context of a disciplinary matter).

Unacceptable use includes, but is not limited to, the following:

- Unauthorized use or disclosure of personal, private, sensitive, and/or confidential information;
- Unauthorized use or disclosure of organization information and resources;
- Distributing, transmitting, posting, or storing any electronic communications, material or correspondence that is threatening, obscene, harassing, pornographic, offensive, defamatory, discriminatory, inflammatory, illegal, or intentionally false or inaccurate;
- Attempting to represent the organization in matters unrelated to official authorized job duties or responsibilities;
- Connecting unapproved devices to the organization’s network or any IT resource;
- Connecting organizational IT resources to unauthorized networks;
- Connecting to any wireless network while physically connected to the organization’s wired network;

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- Installing, downloading, or running software that has not been approved following appropriate security, legal, and/or IT review in accordance with organizational policies;
- Connecting to commercial email systems (e.g., Gmail, Hotmail, Yahoo) without prior management approval (organizations must recognize the inherent risk in using commercial email services as email is often used to distribute malware);
- Using an organization's IT resources to circulate unauthorized solicitations or advertisements for non-organizational purposes including religious, political, or not-for-profit entities;
- Providing unauthorized third parties, including family and friends, access to the organization's IT information, resources or facilities;
- Using WEVD IT information or resources for commercial or personal purposes, in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, business transactions);
- Propagating chain letters, fraudulent mass mailings, spam, or other types of undesirable and unwanted email content using organizational IT resources; and
- Tampering, disengaging, or otherwise circumventing an organization or third-party IT security controls.

Occasional and Incidental Personal Use

Occasional, incidental and necessary personal use of IT resources is permitted, provided such use: is otherwise consistent with this policy; is limited in amount and duration; and does not impede the ability of the individual or other users to fulfill WEVD's responsibilities and duties, including but not limited to, extensive bandwidth, resource, or storage utilization. Exercising good judgment regarding occasional and incidental personal use is important. WEVD may revoke or limit this privilege at any time.

Individual Accountability

Individual accountability is required when accessing all IT resources and WEVD information. Everyone is responsible for protecting against unauthorized activities performed under their user ID. This includes locking your computer screen when you walk away from your system, and protecting your credentials (e.g., passwords, tokens or similar technology) from unauthorized disclosure. Credentials must be treated as confidential information and must not be disclosed or shared.

Restrictions on Off-Site Transmission and Storage of Information

Users must not transmit restricted organization, non-public, personal, private, sensitive, or confidential information to or from personal email accounts (e.g., Gmail, Hotmail, Yahoo) or use a personal email account to conduct the organization's business unless explicitly authorized. Users must not store restricted organizational, non-public, personal, private, sensitive, or confidential information on a non-organizational issued device, or with a third-party file storage

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service that has not been approved for such storage by WEVD.

Devices that contain organizational information must be attended at all times or physically secured and must not be checked in transportation carrier luggage systems.

User Responsibility for IT Equipment

Users are routinely assigned or given access to IT equipment in connection with their official duties. This equipment belongs to WEVD and must be immediately returned upon request or at the time an employee is separated from WEVD. Users may be financially responsible for the value of equipment assigned to their care if it is not returned to the organization. Should IT equipment be lost, stolen or destroyed, users are required to provide a written report of the circumstances surrounding the incident. Users may be subject to disciplinary action which may include repayment of the replacement value of the equipment. WEVD has the discretion not to issue or re-issue IT devices and equipment to users who repeatedly lose or damage IT equipment.

Use of Social Media

The use of public social media sites to promote WEVD activities requires written pre-approval from the Department Head or their designee. Approval is at the discretion of the Department Head or their designee and may be granted upon demonstration of a business need, and a review and approval of service agreement terms by WEVD's Counsel's Office. Final approval by the Department Head or their designee should define the scope of the approved activity, including, but not limited to, identifying approved users.

Unless specifically authorized, the use of organizational email addresses on public social media sites is prohibited. In instances where users access social media sites on their own time utilizing personal resources, they must remain sensitive to expectations that they will conduct themselves in a responsible, professional, and secure manner with regard to references to the organization and staff. These expectations are outlined below.

Use of Social Media within the Scope of Official Duties

The Department Head, or designee, must review and approve the content of any posting of public information, such as blog comments, tweets, video files, or streams, to social media sites on behalf of the organization. However, Department Head approval is not required for postings to public forums for technical support, if participation in such forums is within the scope of the user's official duties, has been previously approved by his or her supervisor, and does not include the posting of any sensitive information, including specifics of the IT infrastructure. In addition, Department Head approval is not required for postings to private, organization approved social media collaboration sites (e.g., Yammer). Blanket approvals may be granted, as appropriate.

Accounts used to manage WEVD's social media presence are privileged accounts and must be treated as such. These accounts are for official use only and must not be used for personal use.

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Passwords of privileged accounts must follow information security standards, be unique on each site, and must not be the same as passwords used to access other IT resources.

Guidelines for Personal Use of Social Media

Staff should be sensitive to the fact that information posted on social media sites clearly reflects on the individual and may also reflect on the individual's professional life. Consequently, staff should use discretion when posting information on these sites and be conscious of the potential perceptions of and responses to the information. It is important to remember that once information is posted on a social media site, it can be captured and used in ways not originally intended. It is nearly impossible to retract, as it often lives on in copies, archives, backups, and memory cache.

Users should respect the privacy of WEVD's staff and not post any identifying information of any staff without permission (including, but not limited to, names, addresses, photos, videos, email addresses, and phone numbers). Users may be held liable for comments posted on social media sites.

If a personal email, posting, or other electronic message could be construed to be an official communication, a disclaimer is required A disclaimer might be: "The views and opinions expressed are those of the author and do not reflect those of WEVD."

Users should not use their personal social media accounts for official business, unless specifically authorized by WEVD. Users are strongly discouraged from using the same passwords in their personal use of social media sites as those used on WEVD devices and IT resources, to prevent unauthorized access to resources if the password is compromised.

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

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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.

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Solicitations

Employees are not allowed to solicit another employee, owner 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

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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.
- 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

Firearms Policy

Except as otherwise provided by law, employees are prohibited from possessing or using firearms in WEVD buildings.

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,

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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.

Open Door Policy

Employees who are upset with some aspect of their job, feel they have not been treated fairly, or think a personnel policy or department regulation should be changed are encouraged to discuss their concerns with the District. This includes an employee's reasonable belief that there is a violation of law, gross mismanagement or waste of public funds, property, or manpower, or evidence of an abuse of authority or a danger to the public health and safety. Employees are encouraged to first discuss these concerns with their supervisor, General Manager, or Board Member. The District will not tolerate any retaliation against any employee who raises a good faith concern regarding legal, ethical, or safety issues. In addition, the District will not tolerate any retaliation against any employee who raises a good faith concern about fraud, abuse, or waste in the expenditure of public funds.

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.

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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 a 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

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

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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 through our partnership with Waterville Estates Association. 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 a pass to be used at the Community Center and Campton Mountain. Employees or their spouse/partner must be present and bring in up to 4 free guests. No unaccompanied guests. 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. Use of facilities ceases upon termination of employment.

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.

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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 into 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.

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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.

OPEB (Other Post Employee Benefits)

New Hampshire RSA 100-A:50 requires every political subdivision of the State to permit its employees upon retirement to continue to participate in the same group health plan coverage as is provided to active employees. RSA 100-A:50 also provides that Retirees shall be deemed to be part of the same group as active employees of the same employer for purposes of determining medical and dental plan eligibility. Each political subdivision, as employer, may require a Retiree to pay any part or all of the cost of the Retiree's participation in the Retiree health plan. WEVD employees must pay all costs in association with the Retiree Health Plan.

Paid Time Off (Vacation/Sick)

Vacation Policy

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 Vacation accrual beginning the first month following successful completion of the thirty (30) day orientation period.

Vacation 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 Time

Requests must be submitted through the District's timekeeping system (TCP).

Standard notice requirement

Two (2) weeks in advance for vacation time.

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Peak season requirement

June through August and the month of December, requests must be submitted four (4) weeks in advance and may be denied if adequate staffing coverage cannot be maintained.

Extended leave

More than two (2) consecutive weeks of vacation requires approval from the General Manager.

Carryover and Payout of Vacation Time

Maximum carryover

Up to 10 days may be rolled into the 2027 calendar year. After January 1, 2027 employees will be able to roll over 5. All additional time will be forfeited ("use it or lose it").

Year-end payout option

If an employee has more than 10 days of accrued unused vacation time as of November 30, 2026 and has not requested the use of such days of vacation in December, the employee will be paid out for this time on the first payroll of December. This policy will not continue past December 31, 2026.

Separation payout

Currently accrued vacation time is paid out in the final paycheck upon separation from employment.

Sick Time for Full-Time Employees*

- Full-time employees will get 5 sick days on January 1.
- Carryover limit: There is no carryover of sick time.
- Usage restrictions: Sick time may not be used as vacation time.
- No payout: Sick time is not paid out or cashed out under any circumstances.

Sick Time for Part-Time Employees*

- 0.025 hours of sick time for every 1 hour worked starting on January 1.
- Carryover limit: There is no carryover of sick time.
- Usage restrictions: Sick time may not be used as vacation time.
- No payout: Sick time is not paid out or cashed out under any circumstances.

Requesting Sick Time

- Requests must be submitted through the District's timekeeping system (TCP).
- Sick time should be requested as soon as possible.

Seasonal Employees

- Seasonal employees are not eligible for vacation or sick time benefits.

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*Please also see Waterville Estate's FMLA, Americans with Disabilities Act, and Maternity policies.

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. WEVD carries Workers' Compensation Insurance.

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.

Pregnancy, Childbirth, And Related Medical Conditions Policy

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:

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- 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

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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.

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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.

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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 the 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.

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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 who are new parents with 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, not 25 hours per parent.

Employees must provide reasonable advance notice and make a reasonable effort to schedule appointments in a way that minimizes disruption to WEVD's operations. WEVD may ask for documentation from the employee to ensure the time is being used for its intended purpose.

Please also see WEVD's FMLA and ADA policies. If an employee is eligible for FMLA leave, the FMLA leave will run concurrently with this leave.

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

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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.**
- An employee's worksite must be free of hazards (e.g., no heavy or dangerous equipment, irons, chemicals, no contact with confrontational situations, etc.).

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- 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.

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

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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 and Community Center operations
- Clear and timely communication between supervisors and staff

Definitions

a) Inclement Weather: Severe weather conditions such as heavy snow, ice, flooding, extreme cold, or other events that create unsafe travel or working conditions.
b) Essential Employees: Staff whose roles are required for critical operations, including Roads, Water, Maintenance, and designated Community Center and Lodge personnel.
c) 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.

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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 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 and non-essential employees working remotely will be compensated for time worked as outlined in the timekeeping policy.
- Employees unable to work remotely during closures will be paid for scheduled hours.

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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

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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.

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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

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Maureen Patti Motions for June 10, 2026

1. **Agenda Item # 6a, Adoption of minutes –**
   Proposed Amendments to draft minutes of May 13, 2026:

    1. Page 2, line 82 – correct typo “Changes”
    2. Page 3, line 87 – insert paragraph break after ‘8:00 PM’ so ‘Upcoming Events’ is its own header
    3. Page 3, line 97 – correct typo “to provide”
    4. Page 5, line 190 – “was General Manager”

2. **Agenda Item # 6c, Adoption of minutes –**
   Proposed Amendments to draft minutes of May 27, 2026:

    5. Page 1, line 40 – substitute Mr. Canfield for Mr. Panuczak
    6. Page 1, line 42 – modify sentence that begins ‘Accepting them’ so it reads: “Ms. Patti explained that in order to receive the RMA payments from the Association, the District needs to accept them as unanticipated revenue following a public hearing. She noted the first 2026 payment was already received.”
    7. Page 4, line 140 – insert a new sentence “Ms. Chatel said completion of this project is a priority so all of the deck seating area can be re-opened.”
    8. Page 4, line 141 – after semi colon, modify the remainder of the sentence to read: “while there were some delays in securing the handicap accessible models, a green accessible unit was delivered today.”
    9. Page 4, line 151 – delete ‘with Weird Looking Dog’
    10. Page 4, line 163 – modify to read “…July week and concessions will be operating daily from Friday June 26th to Sunday July 5th.”
    11. Page 4, line 165 – 167 – modify sentence to read: “Ms. Chatel provided the Community Center operating hours -- Friday & Saturday 10 a.m. to 10 p.m. with remaining days are open from 10 a.m. to 8 p.m. The GM reminded owners and guests that
        a. All Owners/Guests are to change clothes in the locker/family changing rooms,
        b. No glass containers are allowed,
        c. No outside alcohol is allowed,
        d. No beverages are allowed in the pools and hot tubs. No beverages are allowed within 4 feet of both pools and hot tubs, and
        e. Owners/Guests are to shower before entering any pool or hot tub
    12. Page 5, line 191 – modify sentence to read: “…to discuss the Water Master Plan recommendation for residential water meters.”
    13. Page 5, line 220 – capitalize “Board’
    14. Page 6, lines 229 to 231 – delete ‘what the issue is’ and insert “the agenda item.” AND modify the next sentence so it reads “…Mr. McElroy, who is a Trustee of the Trust Fund for Campton, had some concern about the language of the Warrant Article passed by the WEVD voters in 2025.”

15. Page 6, line 233 – insert “Mr.” in front of McElroy.
16. Page 6, line 242 to 243 – insert after ‘Dave Ketcham’ the phrase “of the CIP Committee” AND insert “and/” after ‘Justice’ and before ‘the Department of Revenue” AND insert after ‘Revenue’ the word “Administration.”
17. Page 6, line 246 – insert after ‘know that’ the words “in order to”
18. Page 6, line 248 – insert after ‘Chairman of’ the word “Trustees” AND insert “Fund” after ‘Trust’
19. Page 6, line 259 to 260 – end sentence after ‘charge debit cards’ AND delete ‘although the latter’ AND modify new sentence to read “Debit card payments are a small portion of the total…”
20. Page 6, line 262 to 263 – insert a comma after ‘2.7 percent’ AND insert after ‘processing fees’ the words “charged to the District”
21. Page 7, line 267 – insert “simply” after ‘and not’
22. Pag 7, line 271 – insert after ‘may increase’ the words “the practice of owners and guests providing tips in cash.” AND delete ‘but’ AND create a new sentence reading “She pointed out the overwhelming majority of the District’s transactions with and without tips are done via credit cards.”
23. Page 7, lines 278 – 279 – after ‘Square’ delete ‘how’ AND insert “and” AND before ‘automatic’ insert “proposed” AND end sentence at ‘them’ AND last sentence to read “Thus under the Square surcharge being proposed, it will be impossible to recoup the processing fee from tips.”
24. Page 7, lines 281 to 284 – insert after ‘that’ the word “adopting” AND delete ‘if implemented’ AND delete ‘I say’ AND insert “the District will” AND modify sentences to read in part “not recover the total of all credit card processing fees charged to WEVD. If you charge a surcharge which is higher than the processing fee, there is an opportunity to recover the total processing fee charged to the District.”
25. Page 7, line 298 – modify sentence to read: “Ms. Smith suggested to delay implementing the motion would mean the Commissioners would be unable to capitalize on July 4th, one of the biggest weekends for concession sales.”
26. Page 8, line 342 – end sentence at ‘more’
27. Page 8, line 343 – delete ‘which’ AND insert after ‘estimated’ the phrase “the total”
28. Page 9, line 359 – insert after ‘does not have’ the word “any” AND delete ‘there were’ AND insert “that is within Waterville Estates and is unpaid is on”
29. Page 9, line 360 – add at end of sentence “or information regarding individual properties”
30. Page 9, line 368 – end sentence after ‘articles’ AND next sentence to read “Upon approval, it would be tax revenues.”
31. Page 10, line 400 – insert after ‘resurface the’ the word “adult” AND after ‘area’ delete ‘around it’ AND insert “hot tub and pool”
32. Page 10, line 404 – insert after ‘hot tub’ the word “jets”
33. Page 10, line 406 – end sentence at ‘this week’ deleting the remainder.
34. Page 10, line 415 – insert after ‘resurfacing’ the words “for the adult pool and hot tub”
35. Page 11, line 436 – insert “7:57” before ‘PM’
36. Page 11, line 456 – insert “9:29” before ‘PM’