WEVD Board of Commissioners

Wednesday, June 24, 2026 – 6:00 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. Public Hearing 1: To accept and expend $10,100.00 from WEA for ski area insurance.
7. Public Hearing 2: To set water rates for the second FY 2026 billing.
8. Approval of Minutes
    a. June 10, 2026
9. Treasurer's Report
10. General Manager's Report
11. Committee/Board Reports
    a. Planning Board
    b. Water & Roads Committee
    c. Budget Advisory Committee
    d. Records & Retention Committee
    e. Capital Improvement Program Committee
12. Consent Calendar
    a. Committee & Board Reports
13. General Calendar Items
    a. Trees – Adam Young
    b. Employee Handbook
    c. Community Communication
14. Next Meeting: Tuesday, July 21, 2026 @ 6:00 PM
15. Public Comment Period
16. Non-Public Session
17. 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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Effective Date:	February 16, 2022	Policy No.:	21
Revision Date:	October 12, 2023	Approved By:	WEVD Commission

Subject: WEVD Public Hearing Policy

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

9. Once all members of the public who wish to address the Commission have had an opportunity to speak once, any member of the public who wishes to speak again will be given an opportunity to speak for up to five (5) minutes.
10. The Chair will then ask the Commissioners and staff if they have any additional comments.
11. The Chair will then close the Public Hearing.
12. The Chair will then consider any motions to be made at this time on the subject matter of the Public Hearing.

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

/s/ Commissioners (Maureen Patti, David Spinney, Gerry Panuczak)

Rates for June 24, 2026 Hearing

2026 Water Budget	
Budget to Collect	$ 517,437.00
3% non-collect	$ 15,523.11
Total to Collect	**$ 532,960.11**
Prior Billed	**$ 317,466.88**
Remaining to Bill	**$ 215,493.23**

July Billing Breakdown		
25% Availability	**$**	**53,873.31**
827 Properties	$	65.14
75% Users of System	**$**	**161,619.92**
2095 Occupants	$	77.15

Tax Card Audit Data		
Group	**Count**	**Occ**
0	266	0
1	22	44
2	192	576
3	268	1072
4	68	340
5	5	30
6	3	21
SKI	1	2
SHOP	1	2
CC	1	8
Totals	**827**	**2095**

Proprosed Jauary 2026 Water Rates

Property Type	2026 Annual	Jan-26	Jul-26
Undeveloped	$ 161.46	$ 96.32	$ 65.14
One Bedroom	$ 542.94	$ 323.51	$ 219.43
Two Bedroom	$ 733.69	$ 437.11	$ 296.58
Three Bedroom	$ 924.44	$ 550.71	$ 373.73
Four Bedroom	$ 1,115.17	$ 664.30	$ 450.87
Five Bedroom	$ 1,305.92	$ 777.90	$ 528.02
Six Bedroom	$ 1,496.66	$ 891.50	$ 605.16
Community Center	$ 1,687.40	$ 1,005.09	$ 682.31
Ski Area	$ 542.94	$ 323.51	$ 219.43
Service Yard (Shop)	$ 542.94	$ 323.51	$ 219.43

Summary of Prior Water Rates

# of Bedrooms	2025 Annual	CY v. PY
Undeveloped	$ 192.11	$ (30.65)
One Bedroom	$ 645.59	$ (102.65)
Two Bedroom	$ 872.33	$ (138.64)
Three Bedroom	$ 1,099.07	$ (174.63)
Four Bedroom	$ 1,325.81	$ (210.64)
Five Bedroom	$ 1,552.55	$ (246.63)
Six Bedroom	$ 1,779.29	$ (282.63)
Community Center	$ 2,006.03	$ (318.63)
Ski Area	$ 645.59	$ (102.65)
Service Yard (Shop)	$ 645.59	$ (102.65)

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*WEVD 2026 WEVD DRAFT Commissioner Meeting Minutes

June 10, 2026 – 4:00 PM

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

Attendees online: na

Members of the Public in physical location: Ned McElroy (22 Goose Hollow Road), Becky McElroy (22 Goose Hollow Road), Stan Bujalski (11-2 Carey Circle), Denise Bujalski (11-2 Carey Circle), Scott Sallaway (110 Snowood Drive).

Members of the Public online: Jack Zanini

Members Excused: na

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

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

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

If remote attendance, reason & vote: na

Ms. Patti asked to move item 9.b to the top of the Agenda. Other Commissioners agreed.

GENERAL CALENDAR ITEMS

Recognition of Mr. Panuczak

Commissioners presented Mr. Panuczak with the cake to celebrate his tenure as the WEVD Commissioner. Commissioners Patti and Canfield spoke about Mr. Panuczak and how outstanding his service to the community was. They thanked him for his service and wished him well in his new endeavors. Ms. Chatel, Ms. Magerer, and Ms. Smith also spoke about Mr. Panuczak and working with him.

Approval of Minutes

May 13, 2026 meeting minutes.

Ms. Patti motioned to amend May 13, 2026 meeting minutes according to the 4 amendments contained in the packet. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Mr. Canfield made an additional motion for a correction on page 3 line 128 to strike the word 'whereas'. Ms. Patti duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Ms. Patti motioned to approve amended May 13, 2026 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

May 27, 2026 non-public meeting minutes.

Ms. Patti motioned to approve May 27, 2026 non-public meeting minutes as written as official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

May 27, 2026 meeting minutes.

Ms. Patti motioned to amend May 27, 2026 meeting minutes according to the 32 amendments contained in the packet. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Ms. Patti motioned to approve amended May 27, 2026 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

General Manager's Report

Administrative:

Department heads are meeting with Ms. Magerer over the next two weeks to review their budgets to expenses, as the District is approaching the mid-point of the year. Mr. Pelchat has already met with her and that went well.

Ms. Chatel 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 and replacing siding over the next few weeks, while daily maintenance will continue.

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- Mr. Pelchat is working on his list of items for the CIP committee meeting on Tuesday, June 16, 2026.
- The contract with Patenaude pools has been signed and a five percent deposit has been made.

Water and Roads

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

Recreation and Entertainment

- The restaurant will be open Friday and Saturday 4:00 PM to 9:00 PM - The concessions will open on Saturday Morning at 11:00 AM with some small grab and go orders available for purchase, kitchen will open at 5:00 PM for menu orders.
- Hours for the lounge will be 4:00 PM to 9:00 PM (5:00 PM – 8:00 PM kitchen) on Friday and Saturday until the fourth week of June.
- Homeowners wishing to get grab and go orders 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 homeowners, renters and their guests, starting at 5:30 PM

- June 27, (Saturday) - Will be kids' day on the back lawn from 2:00 PM to 4:00 PM. With games and activities. The District will kick off 4th of July week and will be open daily from Friday.

- June 26 to Sunday, July 5 (Friday and Saturday) – 10:00 AM to 10:00 PM, (Sunday - Thursday Noon) to 8:00 PM.

Ms. Patti asked if the deck project could be prioritized so that it is done ASAP.

CONSENT CALENDAR

Manifests

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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

Employee Handbook

Ms. Patti thanked everyone who was involved in producing the Employee Handbook for the Commission to review. She said that all the changes that have been discussed at the previous meeting were addressed.

She also mentioned that she had a few small suggestions that were not related to content and more to the organization of the Employee Handbook.

Ms. Patti also noted the discussion about the liability associated with the carryover of paid leave for the employees who have accrued more than five days vacation time. She said that Ms. Chatel suggested that the carryover be 10 days in 2026 and then only five days in 2027 to allow for a smoother transition.

Mr. Canfield suggested having the Employee Handbook be reviewed by the employees.

Ms. Patti agreed with Mr. Canfield and suggested to table the approval of the Employee Handbook to the June 26th meeting at 6:00 PM, thus giving Ms. Chatel time to fine tune the Handbook and get it reviewed by the employees.

Ms. Patti asked Ms. Chatel to explain the email sent to the Commissioners about the liability to pay out the employees who have accrued vacation time in excess of 10 days. Ms. Chatel provided an explanation.

Ms. Patti added that the District is trying to find a solution that is fair and balances the liability to the taxpayers and the needs of its employees.

Next Meeting: June 24, 2026 – Regular Meeting and Public Hearings for unanticipated revenue and water rates.

Public Comment Period

- Scott Sallaway, 110 Snowood Drive – asked about the employee carryover time and which equipment has been purchased that has recently been approved. He also thanked Mr. Panuczak for his service.

Ms. Patti said that the roller got purchased.

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Non-Public Session

Ms. Patti motioned at 4:50 PM to enter non-public session for the purpose described in RSA 91-A:3, II (a), (c) and (other: to review sealed non-public session minutes). Mr. Panuczak duly seconded. Motion carried with a 3:0 roll call vote: Ms. Patti – aye, Mr. Panuczak - aye, Mr. Canfield - aye.

Non-public session was entered at 5:04 PM, Commissioners Patti and Canfield were present in person. Also, present was Allison Smith (left at 5:27 PM), and General Manager Helen Chatel (from 5:30 PM to 6:48 PM).

Resumption of Public Session.

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

Public session was entered at 6:46 PM. Commissioners Patti, Canfield and Panuczak were present in person.

Ms. Patti 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: Ms. Patti, Mr. Canfield - aye.

Adjourn Meeting

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

Meeting adjourned at 6:48 PM.

Minutes prepared by Alvina Snegach

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WEVD Treasurer Report
6.24.26

Bank of NH - As of:	5.31.26	5.31.26		
	Per Bank	**Per MTS**	**Float**	
General Fund	$195,470.36	$178,005.87	$ 17,464.49	unreconciled checks
Water Department	$806,018.30	$802,503.18	$ 3,515.12	Deposit in transit
Totals - BNH	$1,001,488.66	$980,509.05	$ 20,979.61	

Citizens - As of:	5.31.26	5.31.26	
Savings	$ 568.70	$ 596.09	$ (27.39)
Totals – All	$ 1,002,057.36	$ 981,105.14	$ 20,952.22

Campton

	Billed	**Paid**	**Due**	**Interest Received**
2026		**$ 27,277.25**		
2025	$ 1,153,572.00	$ 1,103,786.06	$ 49,785.94	$ 1,866.73
2024	$ 1,153,572.00	$ 1,153,572.00	$ -	$ 1,194.48
2023	$ 1,313,393.00	$ 1,313,393.00	$ -	$ 2,414.34
2022	$ 1,229,625.00	$ 1,187,881.12	$ 41,743.88	$ 3,474.11
2021	$ 1,081,446.00	$ 1,093,153.99	$ (11,707.99)	$ 1,717.17
Totals	$ 5,931,608.00	$ 5,879,063.42	$ 79,821.83	$ 10,666.83

Thornton

	Billed	**Paid**	**Due**	**Interest Received**
2026				
2025	$ 341,440.00	$ 336,889.09	$ 4,550.91	$ 423.06
2024	$ 383,066.00	$ 381,063.84	$ 2,002.16	$ 570.92
2023	$ 495,793.00	$ 495,785.00	$ 8.00	$ 427.12
2022	$ 390,209.00	$ 390,207.00	$ 2.00	$ 1,182.15
2021	$ 410,452.00	$ 412,499.46	$ (2,047.46)	$ 1,373.62
Totals	$ 2,020,960.00	$ 2,016,444.39	$ 4,515.61	$ 3,976.87

Water Accounts Receivable – As of 5.31.26

Per UMS	**Per MTS**	**Variance**
$24,251.57	$4,537.43	$ 19,714.14

Unassigned Fund Balance – As of 6.19.26

Fund	**Amount**	**% of Budget**
General Fund	$ 139,958.95	6%
Water Fund	$ 821,573.33	135%
Rec Fund	$ 28,457.81	

Analysis of Cash
24-Jun-26

Bank Balance June 30th

2026	$163,519.00
2025	$495,939.00
2024	$591,502.00
2023	$353,296.00

Tax Receipts to date June 30th		**Expenses spent to June 30th**		
District		**District**		***Net effect on Cash***
2026	$747,122.00	2026	$1,076,478.00	-$329,356.00
2025	$730,690.00	2025	$918,768.00	-$188,078.00
2024	$1,022,710.00	2024	$1,131,702.00	-$108,992.00
2023	$814,366.00	2023	$1,187,771.00	-$373,405.00

Revenue/Expenses to date, June 30th

Recreation Fund	*Rev in*	*Exp out*	*Net*
2026	$155,981.00	$177,385.00	-$21,404.00
2025	$134,940.00	$204,656.00	-$69,716.00
2024	$115,317.00	$88,280.00	$27,037.00
2023	$165,349.00	$121,912.00	$43,437.00

Options available to supplement cash flow

- Ask WEA if they could pay a bit earlier

- Ask towns if they could pay what was owed to that date, albeit, a bit early. Tax Receipts were not beginning to come in yet. Tax bills in Campton were sent out roughly 5/22/26, and in Thornton, 6/6/2026. Selectmen were to give the tax warrant to the tax clerks by 5/15/26 in each town.

- Obtain a TAN loan
    - What is a TAN loan, Tax Anticipation Loan
    - Steps Obtaining a TAN loan:
        - Obtain an Opinion letter from a Bond Lawyer
        - Smaller loans, less than $100,000 may require a lesser letter and therefor a smaller price for the letter.
        - One of the reasons for the letter is to determine if we are a tax-exempt entity. Being tax exempt gains us a lower government interest rate. At the time of my discussion with the bank, what we were quoted was 4.875%, with the Opinion letter.
        - We also had an option to forgo the letter, and take a higher rate on the loan and get a rate of 6.25%. The difference in the rate, for a short-term loan with a smaller amount, could have offset the cost of the Opinion Letter.
        - The turn around time could have been completed in 2 weeks, even with the opinion letter.
        - This is an option that has been used in the past, in 2015 and 2017.
        - What needs to be in place is a vote by the people to ratify RSA 33:7, giving the commissioners authority to take out a TAN loan. This was done as a warrant article in 1995, article #5.

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GM Report: June 24, 2026

Building and Grounds

- The deck's reconstruction is progressing. Once complete, staff will be back to regular weekly maintenance of the grounds.
- Custodians will be helping with maintenance as needed and have been instructed to walk the grounds daily.
- Summer projects include painting worn areas and replacing siding on the recreation building.
- Waiting on Andre Patenaude to come and look at the adult pool and hot tub.

Water and Roads

- Working hard on cleaning culverts, repairing roads after the recent hard rains.
- Working with Verdantas on the well, projects, and vetting vendors and quotes.

Events

- This week, we have Children's Day on June 27 from 2pm to 4pm. The recreation committee from WEA have been working with Ms. Smart, Ms. McCarthy Pierce and myself to organize a fun event for children of all ages. There will be opportunities for free play, structured activities, as well as crafts and face painting. Families are encouraged to participate; we are still seeking volunteers to assist.
- Rumor has it that popsicles will be available as well as awards.
- July 3, 2026: There will be fireworks at 9pm and a band will be playing from 6:45 - 8:45 PM
- July 25, 2026: Beer, Wine & Hard Cider festival - watch for postings on WEA's Facebook and Town Square for pricing and times.

Announcements

We are sad to report that Ms. Heather McCarthy Pierce has given her notice. She will remain on with Food and Beverage through the fourth of July (Independence Day) in a full-time capacity. She will be greatly missed. We thank her for all she has done and for her passion for the community.

Her dedication to making the experience for owners positive has not gone unnoticed. A further example of her passion and dedication is her willingness to stay, on a part-time basis, through the summer to ensure that planned events continue smoothly.

On a personal note, I am pleased she will continue to be with us, even if it is on a part-time basis. She brings positive energy whether planning for Shrek movie nights or a Fishing Derby. We wish her well on her next chapter.



Summary of June 19,2026 Roads and Water Committee Meeting:

Maureen started the meeting by introducing herself and letting us know that Gerry and his wife had purchased a property outside of the estates, so he was resigning as commissioner, and as the Roads and Water Committee Chairman.

We discussed at length the Town Hall Meeting, and some of the public reaction that we had received. Based on that feedback, the committee asked Steve to look into and price Water Main Metering have that estimate ready to discuss at the next meeting. Based on this outcome, the committee will then decide which direction would be better at this time, Residential metering, Watermain metering, or both.

Steve informed us that the Roads Master Plan should be ready for Veredantis to present to us at the next meeting. Due to a conflict, the next meeting is scheduled for July 10th.

Archie Jackson was nominated to be the next Chairperson of the Committee and accepted.



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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, recreation, and municipally owned assets in the Estates (including Campton Mountain and the Community Center). 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 grievance 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. In the event the issue involves the General Manager or a Commissioner, contact Upton and Hatfield Attorneys at 603-224-7791 (Attorney Lauren Irwin).

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.

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Orientation Period of Employment

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

Criminal Record Check

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

Job Status

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

Non-Exempt/Exempt:

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

- Non-Exempt: Employees are entitled to overtime pay or compensatory time under the specific provisions of Federal and State wage and hour laws.
- Exempt: Employees are generally not entitled to overtime or compensatory time under the Fair Labor Standards Act (FLSA).

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

Full Time/Part Time/Seasonal

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

Part Time: employees are those who are not assigned to a seasonal or orientation period status and who work less than 32 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security, unemployment benefits, unpaid leave for pregnancy, childbirth,

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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 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

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.

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.

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Timekeeping Policy

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.

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

Timesheets

All 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). All employees are also required to record the beginning and ending time of any split shift or departures from work for any non-work- related reason. Hours will be calculated according to the time shown on employee approved time in the digital timesheets (TCP timekeeping software). It is the Supervisor's responsibility to be sure that employees are showing actual hours worked. It is the responsibility of the person processing payroll to follow FLSA standards and pay the employee for hours shown.

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.

Overtime

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

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received permission, employees may be subject to discipline for working overtime without prior permission, up to and including termination.

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.
- 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.

SchedulingTardiness/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 them 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 consecutive days.

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

Lunch And Work Breaks

Employees scheduled to work more than five (5) consecutive hours are entitled to a thirty (30)

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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 them 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.

Pay Period & Paychecks/Paystubs

The pay period is from Saturday- Friday with a pay date of the following Thursday. If payday falls on a scheduled holiday, the checks will be available for pick up on the prior business day.

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

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

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

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

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

Wage Reviews

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

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

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 – and are standardized through the review process.

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.

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.

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.

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- 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.

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.

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

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

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

If you have a conflict with, or a complaint about, your supervisor 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. If you have a conflict with, or a complaint about, the General Manager you may communicate it directly to the Commissioners, who will meet and follow the above appropriate action. If resolution cannot be obtained the Commissioners will make the final decision.

Please also see the complaint process set out in our anti-harassment and non-discrimination policy.

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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.

Some positions are eligible for a $25 cell-phone allowance. This allowance will be paid to eligible employees in the last paycheck of each month.

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 (including email services) and IT resources through personal devices must only do so with prior approval or authorization from the organization and IT provider.

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

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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 IT provider.

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;
- 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

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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 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

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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. 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.

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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 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.

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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.

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

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obligated to follow any steps before termination.

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

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

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

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

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

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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, 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

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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.

Currently accrued vacation time is paid out in the final paycheck upon separation from employment. 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, is responsible for Human Resources and maintains personnel files for each employee.

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

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

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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

Conflict Of Interest Ordinance

Section 1: Authority

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

Section 2: Purpose

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

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

Section 3: Definitions

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

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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.

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

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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 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,

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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.

Benefits

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

Community Center Passes

The employee and their spouse or domestic partner residing at the **same physical address** will each be issued a picture pass. **Dependent children living in the same household** are eligible for

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picture passes under the employee's account. Each employee is entitled to four (4) complimentary accompanying guest passes, 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. This benefit is offered through our collaboration with WEA and is subject to change, due to WEA policies. All employees will be asked to sign a WEA Code of Conduct, upon applying for this benefit.

Holidays Observed & Holiday Pay

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

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

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

If an employee works on a holiday and wishes to take the holiday at another time (floating holiday), they must notify the General Manager. Floating holidays must be used within 30 days.

Office, Public Works, and Building Staff (Excluding Custodians)

If there is a need where you must work on one of these holidays, you will need to have prior written permission from the General Manager prior to your coming into work.

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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. If a part-time employee's regularly 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 at 100% by the Village District. This policy is subject to change due to escalating costs of health insurance, which may require employee participation in the future. 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. This percentage is controlled by the NH State Legislature and subject to change. 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

Paid Time Off 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
1-2 years	10 days	6.666 HRs a month
3-5 years	15 days	10 HRs a month
5+ years	20 days	13.33 HRs a month

Requesting PTO Time

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

Standard notice requirement

Two (2) weeks in advance for planned time off.

Peak season requirement

June through August and the month of December, requests must be submitted four (4) weeks in advance for planned time off 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 PTO

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 PTO as of November 30, 2026 and has not requested the use of such days of PTO 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.
- Doctor's note required to return to work after 3 consecutive days off
- PTO can be used in lieu of sick time.

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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Orientation Period

During the orientation period, employees are not paid for any personal time off (even if sick).

*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.

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Breastfeeding Mothers Policy

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

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

Employee Responsibilities:

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

Family And Medical Leave Act (FMLA)

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

FMLA Leave Eligibility

The FMLA provides up to twelve (12) weeks of unpaid leave every twelve (12) months to eligible employees for certain family and medical reasons. To be eligible, you must have worked for WEVD for twelve (12) months, worked at least one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and work at a location where there are at least fifty (50) employees working for WEVD within a 75-mile radius of your work location. (See the FMLA regarding exemptions for certain highly compensated employees). Intermittent leave will be permitted for eligible employees where necessary. The definition of 'employee' will mirror FMLA for this policy. **Please note: At the time of adoption, no employee working for WEVD is eligible for FMLA. If eligibility status changes, employees will be notified as required by FMLA.**

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

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

Service Member Family Leave

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

Notice

Where your need for FMLA leave is foreseeable, you must provide notice of your need for leave to the General Manager or their designee (if you are the General Manager, to the Commission 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

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medical treatment requires leave to begin in less than thirty (30) days), you must provide notice as soon as practicable.

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

Certification

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

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

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

Substitution of Paid Leave for FMLA Leave

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

Periodic Reporting

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

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

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

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completion of any previous 12-month period.

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

Bereavement Leave

WEVD allows up to three (3) regularly scheduled workdays of bereavement leave with pay for death in the immediate family of an eligible employee. For 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- and part-time employees are eligible for 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 Leave

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.

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

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

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

In accordance with NH RSA: 275:37-f, WEVD shall provide employees 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.

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Right to Leave Work

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

Substitution of Paid Leave

The employee may 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

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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.).
- 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 section 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 these guidelines. Exercising good judgment, reason, and common sense is expected from all employees. Employees will be disciplined, up to and including termination, for violating these guidelines. 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.

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

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

Joint Loss Safety Management (Safety Committee)

In accordance with NH RSA 281-A:64, the district established a joint loss management committee (also referred to as a Safety 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.

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.

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

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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.

Equipment Maintenance And Use

Equipment is expensive and may be difficult to replace. When using equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent the deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for the maintenance and care of equipment or vehicles used on the job.

No WEVD employee should ever be operating equipment while under the influence of illegal drugs or alcohol. The improper, careless, negligent, or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination of employment. Likewise, violation of WEVD's safety rules is considered a serious matter and also will result in disciplinary action, up to and including discharge.

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

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. Fire emergency response plans are located around the building with more details on your role as an employee during a fire emergency. Please ask your supervisor, the General Manager, or the chair of the Joint Loss Management Committee if you have any questions regarding the fire emergency response plan.

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.

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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.

Inclement Weather Policy

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.

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

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

Reporting to Work

Essential Employees

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

Non-Essential Employees

- Non-essential employees may be permitted to work remotely if conditions make travel unsafe and if their job duties allow.
- If remote work is not possible, employees may use accrued paid time off (PTO) or take

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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.

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.

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M. PATTI MOTIONS FOR COMMISSIONER MEETING ON JUNE 23, 2026:

1. Agenda Item # 8a, Amendments to Draft Minutes of **June 10, 2026**:

    1. Page 1, line 38 – delete the first 'and' AND insert after Ms. Smith "and some attendees"
    2. Page 3, lie 106 – modify sentence to read "Homeowners/Guests wishing to get To Go family meals and other restaurant items can call ahead [603.726.3082] and place their orders."
    3. Page 3, line 119 – insert "concessions" after 'July week and' AND insert after 'Friday' the words "June 26th until Sunday, July 5th."
    4. Page 3, line 122 – modify sentence to read "The Community Center is open 10:00 a.m. to 10:00 p.m. Sunday through Thursday and noon to 8:00 p.m. on Sundays."
    5. Page 4, line 149 – insert after 'employees' the words "before the final version is considered for adoption by the Commission."
    6. Page 5, lines 195 & 200 – insert after 'Ms. Patti' the following: " – aye, "