WEVD PUBLIC HEARING & COMMISSION MEETING AGENDA
Tuesday, July 21, at 6 p.m.
Community Center, 562 Winterbrook Rd., Campton, 03223

1. Call to order
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of Agenda
5. Public Hearing # 1 – To accept and expend $38,000.00 from the Waterville Estates Association for the replacement of the roof over the gym/fitness center.
6. Public Hearing # 2 – To accept and expend $10,100 from the Waterville Estates Association for Campton Mountain ski area insurance.
7. Approval of Minutes
    a. June 24, 2026
8. Treasurer's Report
9. General Manager's Report
10. CONSENT CALENDAR
    a. Manifests
    b. Committee, Board Reports
11. GENERAL CALENDAR ITEMS
    a. CIP Committee Handbook
    b. WEVD Personnel Handbook
    c. Remote Participation in and Streaming of WEVD Public Body Meetings
    d. 2024 Audit
    e. Drone Use over WEVD facilities; Developing a Drone Policy
    f. Need Volunteers – Planning Board, Deputy Treasurer, Commissioner
12. Next Meeting: Wednesday, August 5, 2026 @ 6 p.m.
13. Public Comment Period
14. Non-Public Session
15. Adjourn Meeting

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

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)

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

*WEVD 2026 WEVD DRAFT Commissioner Meeting Minutes

June 24, 2026 – 6:00 PM

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

Attendees online: na

Members of the Public in physical location: Dave Ketcham, Adam Young, Richard Mayo, Scott Sallaway

Members of the Public online: na

Members Excused: na

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

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

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

If remote attendance, reason & vote: na

Public Hearing 1: To accept and expend $10,100.00 from WEA for ski area insurance.

Ms. Patti noted that there was new information received by the District after the public hearing had been scheduled and there is a need to table and reschedule this public hearing for the District and WEA to act on that information.

There was consensus to reschedule and re-notice the public hearing on July 21st, 2026.

Public Hearing 2: To set water rates for the second FY 2026 billing.

Ms. Patti called the public hearing at 6:03 PM.

Mr. Canfield asked about the availability fee of 25 percent, which was explained to him to be set in the Water Ordinance.

Mr. Canfield spoke about the three-year average system maintenance costs (system repairs, leak detection and project costs) $141,500 a year. According to his calculations that brings the availably cost of each property around $85.00 per billing cycle as opposed to $65.00 currently used in the billing calculations. He said that maybe Water Ordinance needs to be reviewed for the availability

fee to be more reflective of what the District is actually incurring for system maintenance each year.

Ms. Smith explained that changing the Water Ordinance requires a public hearing and all the billing calculations are set in the Ordinance.

Mr. Canfield suggested having a discussion later about reviewing the Water Ordinance to see if the new data needs to be included in the billing calculations. Ms. Patti said that this would need to be done at a public hearing sometime before the next rate setting (which takes place in December) and suggested forwarding this information to the Chair of the Water and Roads Committee so they could also discuss it.

General consensus was to have this public hearing on October 14, 2026.

Mr. Canfield noted that the rates have gone down due to shows better expense control on the part of the water department and also demonstrates what happens when additional homes are added to the calculation utilized in developing the rates.

Ms. Smith corrected him and said that this particular decrease in rates is due to the use of $90,000 in unassigned fund balance to offset the expenses. She said that these rates will not be permanent.

Ms. Patti spoke about the improvements to the system, like the leak detection process, that allowed the District to have the surplus available to be applied against the budget to offset the rates this year. She concluded by saying that she agrees with the numbers presented by the Water Department for the July 2026 billing.

Ms. Patti then opened the floor for public comment.

- David Ketcham, 111 Hodgeman Hill Road, asked about how the 2026 Warrant Articles for water projects fit into these rates. He clarified that he meant the projects like the pump house and the second water storage tank.

Ms. Smith said that these projects have been paid out of the unassigned fund balance, so rates were not impacted with that. However, then the unassigned fund balance that did affect the rates was what was included in the Water Department's operating budget warrant article.

- Mr. Ketcham said that the Water and Roads Committee originally recommended a different split for availability and use fees for the billing and it was switched after the public hearings.

Ms. Smith said it was originally a 60-40 percent split, which was then changed to 25-75 percent (availability/usage).

- Scott Sallaway – 110 Snowood, asked if people on wells were also billed for water.

Ms. Smith said that they are excluded as properties from the water rates.

DRAFT

- Mr. Sallaway asked whether they should be paying something because they are not being taxed the same way for the communities at the ski area and service yard for usage? He also asked how the bedroom gets defined by the District and if there are more bedrooms used in the house than the records show. He asked if there is away to check the tax card against the short-term rental ads that usually show more bedrooms.

Ms. Patti explained that the tax cards are used to determine the number of bedrooms and there is no authority for the District to inspect homes. She added that the Water Department administrator does not have capacity to check each tax card against short-term rental ads either.

- Mr. Sallaway asked about the Treasurer's report and the $90,000 unassigned fund balance amount and whether it was included in the $821,573.33 amount shown on the report.

Ms. Magerer said that amount shown on the Treasurer's report has not yet been reduced by the $90,000.

Having nobody else willing to address the Commission either in person, online or via phone or email, Ms. Patti closed the public hearing at 6:26 PM.

Ms. Patti moved to adopt the July 2026 billing Water Rates as they are shown in the document named Rates for June 24, 2026 Hearing in the meeting packet. Mr. Canfield duly seconded and motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Approval of Minutes

June 10, 2026 meeting minutes.

Ms. Patti motioned to amend June, 2026 meeting minutes according to the 6 amendments contained in the packet. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Ms. Patti motioned to approve amended June 10, 2026 meeting minutes as official meeting minutes. Mr. Panuczak duly seconded. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye

Treasurer's Report

Ms. Magerer provided a brief overview of the Treasurer's report (including the tax billings from both towns and the unassigned funds' balances).

She asked if the Commissioners would like to discuss the need to put the unassigned fund balances on the Treasurer's report as they fluctuate throughout the year.

Ms. Magerer also spoke about the analysis of cash she prepared and her suggestions to supplement cash flow as contained in the meeting packet.

DRAFT

She answered questions about expenditures and whether the warrant articles were included. She said that not all have been spent yet. She also said that she gave Ms. Chatel some numbers on the line items currently over budget and under budget.

Ms. Magerer then spoke about her analysis on how to supplement cash flow which was also in the meeting packet. Among the suggestions were to have WEA pay a bit earlier, ask the towns to pay what was owed to the District to that date, or obtain a Tax Anticipation Loan (TAN).

Ms. Patti explained said that the Commission was aware of the cash flow issue before its last meeting, but they lacked the data and the analysis from Ms. Magerer then. That is why they are addressing it now. Ms. Patti noted that this is not the first time this has happened in the community and the Commission has experience in dealing with it by using tax advance notes. She also said that WEA has been made aware of this as well, since the Commissioners requested if WEA could make the second quarter early. WEA agreed.

Ms. Magerer than spoke about the three options that could be helpful to address the temporary cash flow issue. Those are as follows:

- Ask WEA if they could pay a bit earlier, which they have already agreed to.
- Ask towns if they could pay what was owed to that date, albeit, a bit early. Tax Receipts are not beginning to come in yet. Tax bills in Campton were sent out roughly on 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.

Ms. Magerer then went over the steps needed for obtaining a TAN loan:

- Obtain an Opinion letter from a Bond Lawyer;
- Smaller loans, less than $100,000 may require a lesser letter and, therefore, a smaller price for the letter;
- One of the reasons for the letter is to determine if the District is a tax-exempt entity. Being tax exempt gains the District a lower government interest rate. At the time of her discussion with the bank, the District was quoted at 4.875%, with the Opinion Letter.
- The District 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 help offset the cost of the Opinion Letter.
- The turnaround time could have been completed in two weeks, even with the opinion letter.
- This is an option that has been used in the past, in 2015 and 2017.

DRAFT

- 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.

Ms. Magerer noted that since her talk with the bank and the lawyer, there was a small influx of funds, and the District should be able to get by for the next month.

Ms. Patti thanked Ms. Magerer for all the research. She also added that the Warrant Article #5 that had been passed in 1995 allowing the Commissioners to secure tax-advanced notes or a tax-advanced loan had a typographical error. Even though the error was shown to the NH Department of Revenue Administration and they did not have an issue with it, the Commissioners are planning to resubmit this Warrant Article to the next Annual Meeting for a vote.

General Manager's Report

Ms. Chatel spoke about the following:

There was a picture of the newly resurfaced deck in the meeting packet for everyone to see the progress. There is a little work remaining on trimming, but it should be done by this weekend. The custodians will be assisting in moving the furniture back onto the deck tomorrow.

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 will be Children's Day on June 27 from 2:00 PM to 4:00 PM. 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 9:00 PM and a band will be playing from 6:45 - 8:45 PM

DRAFT

- July 25, 2026: Beer, Wine & Hard Cider festival - watch for postings on WEA's Facebook and Town Square for pricing and times.

Starting next Thursday, July 2nd, games will be offered at the Mountain View Lounge from 5:00 PM to 7:00 PM.

Ms. Magerer also answered questions about the fireworks contractor and said she will check if the contract included clean up after.

Announcements

Ms. Chatel said that she was sad to report that Ms. Heather McCarthy Pierce had given her notice. She said that Ms. Pierce will remain on with Food and Beverage through the 4th of July (Independence Day) in a full-time capacity. She will be greatly missed. She thanked 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, Ms. Chatel was pleased she would 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 in her next chapter.

Committee/Board Reports

Planning Board

Mr. Canfield said that the board discussed the role of the Planning Board in developing the CIP program and its handbook. It was suggested that the CIP Handbook is provided to the Commissioners for review and final approval. The board also discussed the Driveway Ordinance and that further clarification is needed from the Commission on the responsibility of accepting and approving driveway applications as well as enforcing the Driveway Ordinance. And lastly there was a discussion about what's the vision of the planning board moving forward. He added that the Planning Board still needs one member.

Water & Roads Committee

The board report was included in the packet. Members discussed the feedback from the town hall meeting held on May 30th and what next steps are to move residential metering forward, as well as other options for more immediate system metering for leak detection and isolation.

There was a brief discussion about the Committee and the Commissioners making sure that they are responsive to the community's feedback about metering options.

Budget Advisory Committee

Committee has not met but will resume meeting in October.

Records & Retention Committee

Committee is working on identifying which records need to be retained by the District.

DRAFT

Capital Improvement Program Committee
Committee met recently and the objective of that meeting was to review all the assets of the building and grounds operation in order figure out where the future investments might end up being.

CONSENT CALENDAR

Committee & Board Reports
Ms. Patti called a vote to accept the Water & Roads Committee Chairman's report. Motion carried with a 2:0 roll call vote: Ms. Patti – aye, Mr. Canfield - aye.

Manifests

There were no manifests to approve.

GENERAL CALENDAR ITEMS

Trees – Adam Young
Ms. Chatel explained that the District had to cut some trees last fall and some trees were on the easement between Mr. Young's property and the ski area. Due to the clearcutting Mr. Young has lost privacy for his property.

Ms. Patti interjected to let the community know that the tree cutting took place because of a change in regulations for ski trails or lift buffers.

- Adam Young, 53 Pegwood Hill Road, said that the tree cutting left his property without any privacy and he would ask the District to replant some trees to get some privacy back. He noted that it would have been nice if he were informed of the tree cutting and that was done in consultation with him to avoid having this conversation now.

There was a discussion about getting a reasonable proposal from management, in consultation with Mr. Young, as to what could be replanted there to give him back his privacy and not cost too much to the District. There was consensus among the Commissioners on that. Ms. Chatel will add an item to a future meeting agenda once there is a proposal.

Employee Handbook
Ms. Patti noted that the updated Employee Handbook was in the packet and offered a few additional changes as follows:

- Pg. 36 – two instances where the word vacation has to be replaces with paid time off (PTO).
- Pg. 37 – four instances where the word vacation has to be replaces with paid time off (PTO).

Ms. Patti made a motion to amend the Employee Handbook as follows:
- *Pg. 36 – two instances where the word vacation has to be replaces with paid time off (PTO).*

DRAFT

- *Pg. 37 – four instances where the word vacation has to be replaces with paid time off (PTO). Mr. Canfield duly seconded.*

Discussion followed about other changes that had been made as a result of the previous meeting discussion, among which were related to health insurance employee participation possibility in the future, accrual schedule for PTO, and the wording on community center passes. Ms. Chatel also noted that the firearm policy on page 28 only applies to employees and not community members.

After Ms. Smith suggested that PTO and vacation time to remain separate to reflect the fact that vacation time is separate from sick time, and the way the system is currently set up actually separates vacation and sick time. She also added that to be able to implement FMLA policy, sick time is best to be separate.

There was consensus to take some time for the Commissioners to reread the policy before approving it, given the suggestion made by Ms. Smith on verbiage for PTO and vacation time.

Community Communication

Ms. Chatel explained that WEA has a Communications Committee and that Andrea Canfield is the editor of the Quarterly WEA Newsletter. Ms. Canfield suggested that the Commissioners have a communications corner in that newsletter.

After a lengthy discussion, with participation of WEA President Richard Mayo, 42 Taylor Drive, about what kind of communications should be in that newsletter from the District, a suggestion was made that Ms. Chatel could answer questions from the community that are submitted to her ahead of time, giving the community the opportunity to provide feedback as well. Commissioners agreed that this was a good idea.

Next Meeting: Tuesday, July 21, 2026 @ 6:00 PM

Public Comment Period

- Scott Sallaway, 110 Snowood Drive – asked if it would be possible not to expend the money for the approved Warrant Articles until after July to avoid cash flow issues. He also asked where he could find information about the Annual Town meeting on the website as he was unable to do that. He also asked whether the electricity for the ski area night lighting has been fixed.

Ms. Smith said that the website is undergoing a transition and not all the materials are on there right now. She said she could get the information to anyone who asks her in the meantime.

As for the ski area night lights, it should be fixed at the end of August.

- Mr. Sallaway asked about the Treasurer's report numbers for the unassigned fund balances that he was confused about.

DRAFT

Ms. Magerer explained how these numbers are generated and that unassigned fund balances are not cash that is in the bank.

- Mr. Sallaway opined on the employees should have PTO instead of sick time, as they may run out of sick time but still need more, and that is where PTO can be of help.

- David Ketcham said that pool furniture will be delivered Friday morning at 10:00 AM. He also mentioned that before WEA had sent the District GM adult picture passes for the employees and their significant others and something akin to a guest pass for their guests, but it was not the same as the regular guest passes. He said that recent changes in the Employee Handbook made that guest pass verbiage for employees' guests confusing and asked to change the wording to say their accompanying guests.

Ms. Patti clarified that each employee gets two picture passes for themselves and their significant other, and they can get four guest passes per picture pass, but either the employee or their significant other would have to accompany their guests to the mountain.

- Mr. Ketcham also noted that the employees get a season pass to Campton mountain and that should be reflected in the Handbook. He also recommended having a maximum of 10 days of vacation time to be allowed to roll over each year instead of five.

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 07:54 PM.

Minutes prepared by Alvina Snegach

DRAFT

WEVD Treasurer Report
7.21.26

Bank of NH - As of:	6.30.26	6.30.26		
	Per Bank	**Per MTS**	**Float**	
General Fund	$161,500.79	$121,484.13	$ 40,016.66	unreconciled checks
Water Department	$812,464.28	$811,931.00	$ 533.28	Deposit in transit
Totals - BNH	$973,965.07	$933,415.13	$ 40,549.94	

Citizens - As of:	6.30.26	6.30.26	
Savings	$ 50,826.97	$ 50,826.97	$ -
Totals – All	$ 1,024,792.04	$ 984,242.10	$ 40,549.94

Campton

	Billed	**Paid**	**Due**	**Interest Received**
2026		**$ 432,361.63**		
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	$ 6,284,147.80	$ 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 6.30.26

Per UMS	**Per MTS**	**Variance**
$21,213.47	$1,499.33	$ 19,714.14

Unassigned Fund Balance - As of 6.30.26

General Fund	$ 228,937.98
Water Fund	$ 814,947.61
Rec Fund	$ 3,496.44

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

GM Report: July 21, 2026

Administrative:

- Attended Job Description Workshop on July 14, 2026
  Primex provided guidance and tips along with a list of resources.
- Staffing for the winter season - registered for the job fair on PSU campus for September 2, 2pm to 4pm
- Meet with Steve Davis, WEA's VP and lead on Campton Mtn committee, looking forward to future meetings and getting staffing and expectations off the ground. Working on securing ski patrol personnel for the winter, to work on scheduled days, to rotate the staff and to make sure coverage for the mountain is secured.

Building and Grounds

- Staff has been working on the exterior of the building
- This week staff is working on the weeding & mowing
- We are looking to put up a bollard in front of the mailbox building, as Joanna Matos from WEA, suggested we will put a green and white sleeve over the pole to comply with WEA aesthetics
- Johnson Controls will be on site in August to update the Alarm system and the Fire Panel - still waiting on security camera - quote
- Andre Patenaude came and looked at the adult pool and hot tub. He provided Mr. Pelchat with a contract to further discuss the issue of the jets in the hot tub. Mr. Pelchat was on vacation last week, and we hope to have more to report in the next week. He will contact Mr. Pelchat the 2nd week of August to discuss setting up a time to begin the family pool project.
- We received the quote for Mr. Patenaude regarding the Adult pool and hot tub $28,200, if they are done together. They ask for a 10% deposit to get on schedule 40% at the start of the project 30% at completion excluding the finish, the remainder once the entire project is completed or 20%.

Water and Roads

- Working cutting and ditching: David Thompson, Armsby, Campton, Mt, Porcupine, Belly Valley
- Ordering road materials
- Repairing the rake to continue road repairs
- Adding a Main meter on the South Mt, to gather information from the Armsby, Toby and David Thompson side of the mountain. EEI will be here this week to finish with adding the antenna, to get the system online.
- Lauren Bennett inspects the roads for conditions as well as water valves and reports to Steve any issues - series issues are relayed to management.

Events

- Game Nights 5pm to 7pm on Thursdays in the lounge - come bring a game or learn a new one
- July 25, 2026 Beer, Wine & Hard Cider festival -has been canceled working with the Event committee to see if we can reschedule or how to entice vendors to prioritize our community .

PROPOSAL

PATENAUDE
POOL PLASTERERS, INC.
P.O. Box 30
Hartland, VT 05048

Email: patenaudepoolplasterersinc@comcast.net
802-436-2733 Fax 802-436-2775

TO: Waterville Estates
Shawn Pelchat
shawnp@waterville-estates.com

PHONE	DATE
Shawn 603-726-3082	07/10/2026

JOB NAME / LOCATION
Waterville Estates - Outdoor Upper Deck Pool & Hot Tub
562 Winterbrook Rd
Campton, NH 03223

JOB NUMBER	JOB PHONE
26-07-10-01	Fax 603-726-8611

We hereby submit specifications and estimates for:

Outdoor Upper Deck Pool:
1. Prep pool surface to accept new finsh...$4,500.00
2. Install staples along cracks in floor (2 cracks approx 16-20' total) @ $120/LF...est $1,920.00 to $2,400.00
3. Install 4" tile trim (2" along top and 2" along face) per NH Code...$800.00
4. Apply new Diamond Brite Quartz - Commercial White finish...$11,500.00

Upper Deck Hot Tub:
1. Prep spa surface to accept new finish...$3,500.00
2. Pressure test...$2,000.00
3. Install 4" tile trim along steps and bench (2" along top and 2" along face) per NH Code...$1,400.00
4. Apply new Diamond Brite Quartz - Commercial White finish...$4,500.00

NOTE: Pricing is for both to be done simultaniously.

NOTES:
•DUE TO THE INHERENT NATURE OF THE FINISH, SOME MOTTLING OR DISCOLORATION OF SURFACE MAY OCCUR AND IS NOT COVERED BY WARRANTY. PATENAUDE PLASTERERS WARRANTIES ALL WORK PERFORMED BY PATENAUDE PLASTERERS FOR A PERIOD OF ONE (1) YEAR AFTER APPLICATION OF NEW FINISH.

•DRAINING AND FILLING OF SWIMMING POOL/SPA IS CUSTOMER'S RESPONSIBILITY. FILLING MUST START SHORTLY AFTER APPLICATION OF NEW FINISH AND CONTINUE STEADILY TO PREVENT A RING AROUND POOL/SPA INTERIOR PERIMETER. IT IS RECOMMENDED THAT POOL/SPA IS FULL WITHIN 24 HOURS AFTER COMPLETION OF APPLICATION OF NEW FINISH.

•SEE OUR WEBSITE FOR PHOTOS AND MORE INFORMATION AS WELL AS LINKS TO OUR PRODUCTS AND FINISHES WWW.POOLRENOVATIONS.NET

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:
dollars ($ 28,200.00 & #2).

Payment to be made as follows:

10% Deposit 40% Start of Project 30% Completion of all except finish 20% Upon Completion

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized Signature Andre Patenaude

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

Check Manifest - by Payee

Date: 7/08/2026 **Batch ID:** 437 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3347	SYSTEM	**7/08/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			
	38583708			6/25/2026	459.90	0.00	459.90
		03.3409.001.007 / COG - BEER				459.90	
		BEER PURCHASE					
	38583709			6/25/2026	129.00	0.00	129.00
		03.3409.001.007 / COG - BEER				129.00	
		3 CASES BEER RETURNED					
	38583711			6/25/2026	205.10	0.00	205.10
		03.3409.001.007 / COG - BEER				205.10	
		BEER PURCHASE					
	3867324			6/30/2026	-176.00	0.00	-176.00
		03.3409.001.007 / COG - BEER				-176.00	
		CREDIT FOR BEER PURCHASE					
					Total Check #:	**3347**	**618.00**
3348	ACH	**7/08/2026**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT - *ACH***			***ACH***
	JULY PAYMENT			7/01/2026	1,662.29	0.00	1,662.29
		01.4711.000.003 / DEBT - PRINCIPAL PAYMENTS - KS BANK - EXCAVATOR				1,516.68	
		PRINCIPAL AND INTEREST FOR EXCAVATOR					
		01.4721.000.003 / DEBT - INTEREST PAYMENTS - KS BANK - EXCAVATOR				145.61	
		PRINCIPAL AND INTEREST FOR EXCAVATOR					
					Total Check #:	**3348**	**1,662.29**
3349	ACH	**7/08/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	537444			6/24/2026	466.70	0.00	466.70
		03.3409.001.007 / COG - BEER				466.70	
		BEER PURCHASE					
	537446			6/24/2026	100.00	0.00	100.00
		03.3409.001.007 / COG - BEER				100.00	
		BUD LIGHT PURCHASE					
	538851			6/25/2026	36.00	0.00	36.00
		03.3409.001.610 / COG - BAR SUPPLIES				36.00	
		GLASSWARE					
	538915			6/26/2026	128.00	0.00	128.00

Check Manifest - by Payee

Date: 7/08/2026 **Batch ID:** 437 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		03.3409.001.007 / COG - BEER				128.00	
		BEER PURCHASE					
	722808-A			6/24/2026	-50.00	0.00	-50.00
		03.3409.001.007 / COG - BEER				-50.00	
		BEER KEG RETURN					
					Total Check #:	**3349**	**680.70**
3350	ACH	**7/08/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498328406			6/24/2026	3,791.45	0.00	3,791.45
		03.4523.003.612 / LNG - EVENT EXPENSES				132.49	
		EVENT SUPPLIES, KITCHEN SUPPLIES, BAR SUPPLIES AND FOOD PURCHASEQ					
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				29.14	
		EVENT SUPPLIES, KITCHEN SUPPLIES, BAR SUPPLIES AND FOOD PURCHASEQ					
		03.4523.002.610 / LNG - BAR SUPPLIES				109.22	
		EVENT SUPPLIES, KITCHEN SUPPLIES, BAR SUPPLIES AND FOOD PURCHASEQ					
		03.3409.001.002 / COG - FOOD				3,520.60	
		EVENT SUPPLIES, KITCHEN SUPPLIES, BAR SUPPLIES AND FOOD PURCHASEQ					
	498333131			6/29/2026	52.45	0.00	52.45
		03.3409.001.002 / COG - FOOD				52.45	
		TROPICAL FRUIT MIX					
					Total Check #:	**3350**	**3,843.90**

Check Manifest - by Payee

Date: 7/08/2026 **Batch ID:** 437 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
7/08/2026	**Check Manifest**		**Batch:**	**437**	**Chk Count:**	**4**	**Total Amnt:**	**6,804.89**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	1,662.29
03	RECREATION FUND	5,142.60

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 433 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3305	SYSTEM	**6/25/2026**	**9693**	**CITIZENS BANK**			
	2026 ANNUAL CONFERENC			5/11/2026	140.00	0.00	140.00
	01.4130.002.240 / EXEC - EDUCATION					35.00	
	2026 ANNUAL CONFERENCE & TRADE SHOW REGISTRATION - SKI AREA STAFF AND GM						
	01.4314.002.240 / B&G - EDUCATION					105.00	
	2026 ANNUAL CONFERENCE & TRADE SHOW REGISTRATION - SKI AREA STAFF AND GM						
	ADOBE 5-29-26			6/01/2026	19.99	0.00	19.99
	01.4130.002.320 / EXEC - LICENSES & FEES					19.99	
	MONTHLY FEE						
	BIG APPLE PLYMOUTH			5/23/2026	31.14	0.00	31.14
	03.4523.003.612 / LNG - EVENT EXPENSES					31.14	
	FISHING DERBY EVENT						
	BJ'S WHOLESALE			5/29/2026	19.99	0.00	19.99
	01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE					19.99	
	W/R TOWN HALL						
	BOB'S SHURFINE 5-15-26			5/15/2026	22.39	0.00	22.39
	03.3409.001.002 / COG - FOOD					22.39	
	FOOD PURCHASE						
	CBS DEALS 5-26-26			5/26/2026	49.05	0.00	49.05
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					49.05	
	KITCHEN SUPPLIES						
	CLOUD COVER MUSIC 5-18			5/28/2026	18.95	0.00	18.95
	01.4130.002.320 / EXEC - LICENSES & FEES					18.95	
	MONTHLY FEE FOR CLOUD COVER MUSIC						
	COMMON MAN 5-23-26			5/23/2026	40.00	0.00	40.00
	03.4523.003.612 / LNG - EVENT EXPENSES					40.00	
	FISHING DERBY EVENT						
	COMMON MAN ROADSIDE			5/22/2026	60.00	0.00	60.00
	03.4523.003.612 / LNG - EVENT EXPENSES					60.00	
	FISHING DERBY PURCHASE						
	FRITOLAY 86612548			5/21/2026	63.72	0.00	63.72
	03.3409.000.009 / COG - PACKAGED FOOD					63.72	
	FRITOLAY SNACKS						
	GOOGLE 5581500738			5/31/2026	134.40	0.00	134.40
	01.4130.002.320 / EXEC - LICENSES & FEES					134.40	

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 433 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				5/1/26 - 5/312026 SERVICE						
				GOOGLE 5581675761			5/31/2026	1,113.60	0.00	1,113.60
				01.4130.002.320 / EXEC - LICENSES & FEES					1,113.60	
				5/1/26 - 5/31/26 SERVICE						
				HARRY AND DAVID			6/01/2026	113.98	0.00	113.98
				01.4130.002.620 / EXEC - MISCELLANEOUS EXPENSE					113.98	
				SYMPATHY GIFT BASKET [redacted]						
				HOME DEPOT 30915997			5/08/2026	220.91	0.00	220.91
				01.4314.003.630 / B&G - BUILDING REPAIRS					220.91	
				TREX DECK FASTENERS						
				IAP COLLEGE CAREER			5/11/2026	6.49	0.00	6.49
				01.4130.002.320 / EXEC - LICENSES & FEES					6.49	
				MONTHLY MEMBERSHIP AND FOREIGN EXCHANGE FEE (HEATHER CANCELLED IT A/O 6/9/3026						
				LOWES ORD3009011422506			5/22/2026	1,554.00	0.00	1,554.00
				01.4314.003.630 / B&G - BUILDING REPAIRS					1,554.00	
				6 20'LX16'W RUBBER FISH POND LINERS						
				MARKET BASKET 5-22-26			5/22/2026	44.66	0.00	44.66
				03.3409.001.002 / COG - FOOD					44.66	
				FOOD PURCHASE						
				MARKET BASKET 5-29-26			5/29/2026	13.96	0.00	13.96
				03.3409.001.002 / COG - FOOD					13.96	
				FOOD PURCHASE						
				NE RETENTION 0368917			5/27/2026	215.66	0.00	215.66
				01.4130.002.610 / EXEC - OFFICE SUPPLIES					215.66	
				SHREDDING OF CONTAINERS PICKUP, SHRED & REPLACE BAG						
				NH CRIMINAL REPORT 5-7-			5/07/2026	25.00	0.00	25.00
				01.4130.002.320 / EXEC - LICENSES & FEES					25.00	
				NH CRIMINAL REPORT - HEATHER H-K						
				NH LIQUOR 5-15-26			5/15/2026	145.80	0.00	145.80
				03.3409.001.006 / COG - LIQUOR					125.90	
				LIQUOR PURCHASE						
				03.3409.001.008 / COG - WINE					19.90	
				WINE PURCHASE						
				NH LIQUOR 5-29-26			5/29/2026	951.05	0.00	951.05
				03.3409.001.008 / COG - WINE					490.30	
				WINE PURCHASE						

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 433 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	03.3409.001.006 / COG - LIQUOR							460.75
	WINE AND LIQUOR PURCHASE							
	POOLWEB 1595219				5/11/2026	1,882.00	0.00	1,882.00
	01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE							1,882.00
	5 - TREO RGB COLOR LED UNDERWATER POOL LIGHT							
	RESTAURANT SUPPLY CO				5/20/2026	131.28	0.00	131.28
	03.4523.002.611 / LNG - KITCHEN SUPPLIES							131.28
	TACO PLATTERS							
	SPECTRUM 0020530052726				5/27/2026	641.76	0.00	641.76
	01.4520.002.345 / REC - CABLE							185.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4520.002.344 / REC - INTERNET							115.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							115.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							25.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4520.002.350 / REC - TELEPHONE							25.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							25.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4520.002.350 / REC - TELEPHONE							25.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							25.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4520.002.350 / REC - TELEPHONE							25.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4520.002.345 / REC - CABLE							41.00
	5/27/26 - 6/26/26 SERVICE\							
	01.4520.002.350 / REC - TELEPHONE							17.88
	5/27/26 - 6/26/26 SERVICE\							
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET							17.88
	5/27/26 - 6/26/26 SERVICE\							
	SPECTRUM 0035967051426				5/14/2026	579.01	0.00	579.01
	01.4522.002.350 / SKI - CABLE, INTERNET & PHONE							579.01
	5/14/26 - 6/13/26 SERVICE							
	SPECTRUM 0046907051226				5/12/2026	250.63	0.00	250.63
	01.4312.002.350 / HWY - TELEPHONE & INTERNET							250.63
	5/12/26 - 6/11/26 SERVICE							

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 433 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				SQUARE 6-2-26			6/02/2026	194.50	0.00	194.50
				01.4130.002.320 / EXEC - LICENSES & FEES					194.50	
				RESTAURANTS PLUS 5/1/25 - 7/1/26 BILLING PERIOD						
				TOUCHBISTRO 1460701			5/31/2026	9.95	0.00	9.95
				01.4130.002.320 / EXEC - LICENSES & FEES					9.95	
				MONTHLY SERVICE FEE 5/21/26 - 6/29/2026						
				UNITED SITE QUOTE 14724			5/15/2026	561.86	0.00	561.86
				03.4520.000.690 / REC - MISC. EXPENSES					561.86	
				STANDARD RESTROOM AND ADA RESTROOM (PORTA POTTY)						
				US POST OFFICE 5-20-26			5/20/2026	6.09	0.00	6.09
				01.4130.002.625 / EXEC - POSTAGE					6.09	
				S & S 15X12X10 ENVELOPE						
				US POST OFFICE 5-21-26			5/21/2026	16.75	0.00	16.75
				01.4130.002.625 / EXEC - POSTAGE					16.75	
				USPS GROUND ADVANTAGE SERVICE						
				US POST OFFICE 5-7-26			5/07/2026	10.48	0.00	10.48
				01.4130.002.625 / EXEC - POSTAGE					10.48	
				CERTIFIED MAIL TO CERTIFIED COMPUTER SERVICES						
				WALMART 6J-3-26			6/03/2026	30.81	0.00	30.81
				03.4523.002.611 / LNG - KITCHEN SUPPLIES					30.81	
				LABELS AND PHOTO PAPER						
				WEBSTAURANT 125594751			5/13/2026	1,698.00	0.00	1,698.00
				03.4523.002.820 / LNG - EQUIPMENT					1,698.00	
				UNDERBAR ICE BIN W/COLD PLATE & BOTTLE HOLDERS						
				WEBSTAURANT 236122225			5/26/2026	219.50	0.00	219.50
				03.4523.002.611 / LNG - KITCHEN SUPPLIES					219.50	
				CAST IRON SKILLETS (2)						
								Total Check #:	**3305**	**11,237.36**

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 433 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/25/2026	**Check Manifest**		**Batch:**	**433**	**Chk Count:**	**1**	**Total Amnt:**			**11,237.36**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	7,174.14
03	RECREATION FUND	4,063.22

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID / PO #	Payee / Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3256	SYSTEM	**6/04/2026**	**9763**	**ACE HARDWARE**			
	22913310			5/26/2026	83.18	0.00	83.18
	01.4312.002.611 / HWY - TOOLS					30.59	
	2 pk RTC TIE DOWN						
	01.4312.002.824 / HWY - EQUIPMENT MAINTENANCE					42.43	
	URETHANE PAINT						
	01.4312.002.610 / HWY - SHOP SUPPLIES					10.16	
	STRETCH STRAP						
				Total Check #:	**3256**		**83.18**
3257	SYSTEM	**6/04/2026**	**80**	**AFLAC**			
	094544			5/28/2026	492.84	0.00	492.84
	01.2020.000.008 / AFLAC PAYABLE					492.84	
	MAY BILLING PERIOD						
				Total Check #:	**3257**		**492.84**
3258	SYSTEM	**6/04/2026**	**150**	**ALVINA SNEGACH**			
	WEVD MTG 5-27-26			5/27/2026	150.00	0.00	150.00
	01.4130.002.320 / EXEC - LICENSES & FEES					150.00	
	6 HOURS TRANSCRIBING WEVD COMMISSIONER'S MEETING MINUTES						
				Total Check #:	**3258**		**150.00**
3259	SYSTEM	**6/04/2026**	**160**	**AMAZON**			
	19X9-HYMX-FDW3			5/28/2026	48.06	0.00	48.06
	01.4314.003.614 / B&G - CLEANING SUPPLIES					48.06	
	DRAIN CLOG REMOVER KIT, DRAIN BRUSH AND CLOG REMOVER & CLEANER						
	1PFM-M1NN-NNK1			5/26/2026	60.92	0.00	60.92
	03.3409.001.003 / COG - GENERAL MERCHANDISE					33.98	
	2 KIDS SWIM GOGGLES, 3 -30 CT MICROWAVE POPCORN						
	03.3409.000.009 / COG - PACKAGED FOOD					26.94	
	2 KIDS SWIM GOGGLES, 3 -30 CT MICROWAVE POPCORN						
	1Q4P0JTRH-H6F7			5/26/2026	113.00	0.00	113.00
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					113.00	
	2 CASES CHLORINE TABLETS						

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	1QG4-X6XV-RKHW			5/26/2026	177.61	0.00	177.61
	03.4523.002.611 / LNG - KITCHEN SUPPLIES					177.61	
	PRINTER RIBBON, AA ALKALINE BATTERIES, MELAMINE DIPPING BOWS, 4 OZ PORTION CUPS						
	1XKL-HYH1-3MJD			5/22/2026	52.71	0.00	52.71
	01.4314.003.614 / B&G - CLEANING SUPPLIES					52.71	
	LYSOL TOILET BOWL CLEANER AND INDOOR/OUTDOOR EXTENSION CORD WATERPROOF						
					Total Check #:	**3259**	**452.30**
3260	SYSTEM	**6/04/2026**	**8990**	**BADGER METER**			
	80238262			5/28/2026	7.92	0.00	7.92
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES					7.92	
	MAY 2026 SERVICES						
					Total Check #:	**3260**	**7.92**
3261	SYSTEM	**6/04/2026**	**560**	**BELLETETES, INC.**			
	25597745			5/27/2026	2,041.13	0.00	2,041.13
	01.4314.003.630 / B&G - BUILDING REPAIRS					2,041.13	
	DECKING SCREWS, TAPE FOR ZIP SYSTEM, 2X6-12 AND 16 MCA GC TREATED #1 - FOR DECK						
	5114917			5/27/2026	79.21	0.00	79.21
	01.4522.003.662 / SKI - SKI AREA REPAIRS					80.01	
	24 SQUARE BALUSTER AND 2X6-10 MCA GC TREATED #1 WOOD						
	01.4522.003.662 / SKI - SKI AREA REPAIRS					-0.80	
	24 SQUARE BALUSTER AND 2X6-10 MCA GC TREATED #1 WOOD						
					Total Check #:	**3261**	**2,120.34**
3262	SYSTEM	**6/04/2026**	**9680**	**CIVICPLUS, LLC**			
	374772			5/27/2026	2,734.89	0.00	2,734.89
	01.4130.002.343 / EXEC - WEBSITE MAINTENANCE					2,734.89	
	ANNUAL FEE MUNICIPAL WEBSITES FOR WEVD1/1/26 - 9/30/2026						
					Total Check #:	**3262**	**2,734.89**
3263	SYSTEM	**6/04/2026**	**7480**	**HANDYMAN HARDWARE INC.**			
	A214016			5/01/2026	25.20	0.00	25.20
	01.4312.002.610 / HWY - SHOP SUPPLIES					28.00	

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				DROP CLOTH						
				01.4312.002.610 / HWY - SHOP SUPPLIES						-2.80
				DROP CLOTH						
					A214490		5/22/2026	1.75	0.00	1.75
				01.4314.003.630 / B&G - BUILDING REPAIRS						1.94
				MISC. FASTENERS						
				01.4314.003.630 / B&G - BUILDING REPAIRS						-0.19
				MISC. FASTENERS						
					A214620		5/26/2026	9.00	0.00	9.00
				01.4314.003.615 / B&G - SUPPLIES						10.00
				270 FT MASON LINE REEL						
				01.4314.003.615 / B&G - SUPPLIES						-1.00
				270 FT MASON LINE REEL						
					A214726		5/29/2026	4.50	0.00	4.50
				01.4314.003.630 / B&G - BUILDING REPAIRS						5.00
				SNAP BOLT						
				01.4314.003.630 / B&G - BUILDING REPAIRS						-0.50
				SNAP BOLT						
					B524014		5/04/2026	47.70	0.00	47.70
				01.4314.003.617 / B&G - LANDSCAPING						53.00
				PLM TRIGGER HOSE NOZZLE						
				01.4314.003.617 / B&G - LANDSCAPING						-5.30
				PLM TRIGGER HOSE NOZZLE						
					B524174		5/05/2026	60.75	0.00	60.75
				01.4522.003.663 / SKI - LIFT MAINTENANCE						30.00
				MISC FASTENERS AND 8-32 NULON LOCK NUT						
				01.4314.003.617 / B&G - LANDSCAPING						-6.75
				MISC FASTENERS AND 8-32 NULON LOCK NUT						
				01.4314.003.617 / B&G - LANDSCAPING						37.50
				MISC FASTENERS AND 8-32 NULON LOCK NUT						
					B524486		5/07/2026	47.25	0.00	47.25
				01.4314.003.611 / B&G - SMALL TOOLS						52.50
				TONGUE & GROOVE PLIER, BRASS BRACE CORNER AND BLACK GLOSS SPRAY PAINT						
				01.4314.003.611 / B&G - SMALL TOOLS						-5.25
				TONGUE & GROOVE PLIER, BRASS BRACE CORNER AND BLACK GLOSS SPRAY PAINT						
					B524489		5/07/2026	13.50	0.00	13.50
				01.4314.003.615 / B&G - SUPPLIES						15.00
				DUCT TAPE						

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
		01.4314.003.615 / B&G - SUPPLIES					-1.50	
		DUCT TAPE						
	B525131			5/12/2026	22.95	0.00		22.95
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					25.50	
		WIRE PULLING LUBRICANT AND BIT EXTENSION WOOD SPADE						
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					-2.55	
		WIRE PULLING LUBRICANT AND BIT EXTENSION WOOD SPADE						
	B525294			5/13/2026	45.90	0.00		45.90
		01.4314.003.615 / B&G - SUPPLIES					51.00	
		SAWZALL BLADE 5 PACK AND BLACK RECIP BLADE						
		01.4314.003.615 / B&G - SUPPLIES					-5.10	
		SAWZALL BLADE 5 PACK AND BLACK RECIP BLADE						
	B525433			5/14/2026	76.50	0.00		76.50
		01.4314.003.615 / B&G - SUPPLIES					85.00	
		MULTI-PURPOSE CARTRIDGE, CLEAR CAULK AND MULTI-PURPOSE PRO RESPIRATOR						
		01.4314.003.615 / B&G - SUPPLIES					-8.50	
		MULTI-PURPOSE CARTRIDGE, CLEAR CAULK AND MULTI-PURPOSE PRO RESPIRATOR						
	B525464			5/14/2026	23.40	0.00		23.40
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					26.00	
		PVC WHITE CUT PIPE, 3' COUPLING AND 90 DEGREE STREET ELBOW						
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					-2.60	
		PVC WHITE CUT PIPE, 3' COUPLING AND 90 DEGREE STREET ELBOW						
	B525617			5/15/2026	30.60	0.00		30.60
		01.4312.002.822 / HWY - PROJECTS					34.00	
		HYDRAULIC WATER STOP CEMENT AND PLAST CTNR PAINT DISPO						
		01.4312.002.822 / HWY - PROJECTS					-3.40	
		HYDRAULIC WATER STOP CEMENT AND PLAST CTNR PAINT DISPO						
	B525643			5/15/2026	23.40	0.00		23.40
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					26.00	
		IPS PVC UNION 1-1/2 INCH						
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					-2.60	
		IPS PVC UNION 1-1/2 INCH						
	B526063			5/18/2026	15.75	0.00		15.75
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					17.50	
		LT BLUE UNDERGROUND CONNECTION						
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE					-1.75	
		LT BLUE UNDERGROUND CONNECTION						

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
B526111							5/18/2026	47.02	0.00	47.02
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						39.75
				HYDRAULIC WATERPROOF CEMENT, PUTTY KNIFE SET, PAINT MIXER, PAINT PAIL AND AEROSO						
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-5.23
				HYDRAULIC WATERPROOF CEMENT, PUTTY KNIFE SET, PAINT MIXER, PAINT PAIL AND AEROSO						
				01.4314.003.615 / B&G - SUPPLIES						12.50
				HYDRAULIC WATERPROOF CEMENT, PUTTY KNIFE SET, PAINT MIXER, PAINT PAIL AND AEROSO						
B526265							5/19/2026	60.75	0.00	60.75
				01.4314.003.615 / B&G - SUPPLIES						67.50
				BI-METAL SAW HOLE, SELF-FEED DRILL BIT						
				01.4314.003.615 / B&G - SUPPLIES						-6.75
				BI-METAL SAW HOLE, SELF-FEED DRILL BIT						
B526480							5/20/2026	91.80	0.00	91.80
				01.4314.003.630 / B&G - BUILDING REPAIRS						102.00
				SCREW LW-PRFL CBNT, LEVEL BOX BEAM ALUMINUM AND JOIST HANGER						
				01.4314.003.630 / B&G - BUILDING REPAIRS						-10.20
				SCREW LW-PRFL CBNT, LEVEL BOX BEAM ALUMINUM AND JOIST HANGER						
B526535							5/20/2026	13.50	0.00	13.50
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						15.00
				SILICONE TAPE 11" X 14'						
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-1.50
				SILICONE TAPE 11" X 14'						
B526592							5/20/2026	-8.10	0.00	-8.10
				01.4314.003.610 / B&G - MAINTENANCE SUPPLIES						-9.00
				RETURNED SINGLE SIDED KEY						
				01.4314.003.610 / B&G - MAINTENANCE SUPPLIES						0.90
				RETURNED SINGLE SIDED KEY						
B526645							5/21/2026	117.00	0.00	117.00
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						130.00
				DCKNG SCREW						
				01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE						-13.00
				DCKNG SCREW						
B527577							5/26/2026	13.95	0.00	13.95
				01.4314.003.611 / B&G - SMALL TOOLS						15.50
				BLUE REFILL MARKING CHALK AND BLUE LINE/SURFACE LEVEL						
				01.4314.003.611 / B&G - SMALL TOOLS						-1.55
				BLUE REFILL MARKING CHALK AND BLUE LINE/SURFACE LEVEL						

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken		Amount Paid
	B527866			5/28/2026	23.85	0.00		23.85
	01.4314.003.630 / B&G - BUILDING REPAIRS						26.50	
	5 INCH SAND DISC							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-2.65	
	5 INCH SAND DISC							
	B542268			5/05/2026	16.20	0.00		16.20
	01.4314.003.630 / B&G - BUILDING REPAIRS						18.00	
	SINGLE SIDED KEY							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-1.80	
	SINGLE SIDED KEY							
	BB523586			5/01/2026	137.70	0.00		137.70
	01.4314.003.630 / B&G - BUILDING REPAIRS						153.00	
	CLEAR CLEANER, 90 DEG ELBOW, PVC CEMENT, PURPLE PRIMER, GLOVES, 3" COUPLING							
	01.4314.003.630 / B&G - BUILDING REPAIRS						-15.30	
	CLEAR CLEANER, 90 DEG ELBOW, PVC CEMENT, PURPLE PRIMER, GLOVES, 3" COUPLING							
					Total Check #:	**3263**		**961.82**
3264	SYSTEM	**6/04/2026**	**2850**	**IRVING ENERGY**				
	940382			10/27/2025	199.38	0.00		199.38
	01.4312.002.823 / HWY - DIESEL						608.73	
	DYED OFF ROAD FUEL - THIS INVOICE NEVER REC'DHAD CREDIT ON THE ACCOUNT THAT WA							
	01.4312.002.823 / HWY - DIESEL						-409.35	
	DYED OFF ROAD FUEL - THIS INVOICE NEVER REC'DHAD CREDIT ON THE ACCOUNT-APPLIED							
					Total Check #:	**3264**		**199.38**
3265	ACH	**6/04/2026**	**9695**	**KS STATEBANK - GOVT FINANCE DEPT - *ACH***				***ACH***
	6275-6-2026			6/01/2026	1,662.29	0.00		1,662.29
	01.4711.000.003 / DEBT - PRINCIPAL PAYMENTS - KS BANK - EXCAVATOR						1,510.07	
	PRINCIPAL AND INTEREST PAYMENT ON EXCAVATOR LOAN							
	01.4721.000.003 / DEBT - INTEREST PAYMENTS - KS BANK - EXCAVATOR						152.22	
	PRINCIPAL AND INTEREST PAYMENT ON EXCAVATOR LOAN							
					Total Check #:	**3265**		**1,662.29**
3266	SYSTEM	**6/04/2026**	**9799**	**PATENAUDE POOL PLASTERERS INC**				
	DEPOSIT 10%			5/29/2026	5,300.00	0.00		5,300.00
	01.4940.025.002 / CIP - POOL REPLASTERING						5,300.00	

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			CIF PROJECT REPLASTER POOL - 10% DEPOSIT				
					Total Check #:	**3266**	**5,300.00**
3267	SYSTEM	**6/04/2026**	**9751**	**THE GRANITE GROUP**			
	18619244-00			5/22/2026	535.00	0.00	535.00
			01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				535.00
			3" PVC T/U BALL VALVE - SPECIAL ORDER				
					Total Check #:	**3267**	**535.00**
3268	SYSTEM	**6/04/2026**	**6180**	**UNIFIRST CORPORATION**			
	1070515641			5/28/2026	211.08	0.00	211.08
			01.4521.003.610 / FD - SUPPLIES				46.58
			COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR FD				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				36.00
			COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR FD				
			03.4523.002.611 / LNG - KITCHEN SUPPLIES				82.22
			COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR FD				
			01.4312.002.610 / HWY - SHOP SUPPLIES				36.00
			COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR FD				
			03.4522.003.610 / SKI - CLEANING SUPPLIES				0.30
			COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR FD				
			01.4314.003.614 / B&G - CLEANING SUPPLIES				9.98
			COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, RUG FOR FD				
					Total Check #:	**3268**	**211.08**

Check Manifest - by Payee

Date: 6/04/2026 **Batch ID:** 428 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/04/2026	**Check Manifest**		**Batch:**	**428**	**Chk Count:**	**13**	**Total Amnt:**			**14,911.04**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	14,582.07
02	WATER FUND	7.92
03	RECREATION FUND	321.05

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 6/11/2026 **Batch ID:** 429 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3269	ACH	**6/11/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
38563369				5/28/2026	442.24	0.00	442.24
03.3409.001.007 / COG - BEER BEER PURCHASE						442.24	
					Total Check #:	**3269**	**442.24**
3270	ACH	**6/11/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
522778				5/28/2026	821.55	0.00	821.55
03.3409.001.007 / COG - BEER BEER PURCHASE						821.55	
					Total Check #:	**3270**	**821.55**
3271	ACH	**6/11/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
522779				5/28/2026	25.50	0.00	25.50
03.3409.001.007 / COG - BEER GINGER BEER PURCHASE						25.50	
					Total Check #:	**3271**	**25.50**
3272	ACH	**6/11/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
522780				5/28/2026	-39.00	0.00	-39.00
03.3409.001.007 / COG - BEER TUCKERMAN PALE ALE RETURED						-39.00	
					Total Check #:	**3272**	**-39.00**
3273	ACH	**6/11/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
498291129				5/22/2026	-273.83	0.00	-273.83
03.3409.001.002 / COG - FOOD FOOD SHORT/DAMAGED ON TRUCK						-273.83	
					Total Check #:	**3273**	**-273.83**
3274	ACH	**6/11/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
498295230				5/26/2026	-60.79	0.00	-60.79
03.3409.001.002 / COG - FOOD						-60.79	

Check Manifest - by Payee

Date: 6/11/2026 **Batch ID:** 429 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
FETA CHEESE DRESSING OVERLOOKED/RETURNED TO WHSE							
					Total Check #:	**3274**	**-60.79**
3275	ACH	**6/11/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
498296767				5/27/2026	1,113.90	0.00	1,113.90
03.4523.002.611 / LNG - KITCHEN SUPPLIES						66.75	
KITCHEN SUPPLIES							
03.3409.001.002 / COG - FOOD						1,047.15	
FOOD PURCHASE							
					Total Check #:	**3275**	**1,113.90**
3276	ACH	**6/11/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
498305140				6/03/2026	-54.99	0.00	-54.99
03.3409.001.002 / COG - FOOD						-54.99	
RICOTTA CHEESE NOT ON TRUCK							
					Total Check #:	**3276**	**-54.99**
3277	ACH	**6/11/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
498305770				6/03/2026	1,000.66	0.00	1,000.66
03.4523.002.611 / LNG - KITCHEN SUPPLIES						183.25	
KITCHEN SUPPLIES							
03.3409.001.002 / COG - FOOD						817.41	
FOOD PURCHASE AND KITCHEN SUPPLIES							
					Total Check #:	**3277**	**1,000.66**

Check Manifest - by Payee

Date: 6/11/2026 **Batch ID:** 429 **BANK OF NH - DISTRICT**

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

6/11/2026 Check Manifest Batch: 429 Chk Count: 9 Total Amnt: 2,975.24

--- Subtotals by Fund ---

Fund	Description	Amount
03	RECREATION FUND	2,975.24

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

_____
Gerald Panuczak, Commissioner

Check Manifest - by Payee

Date: 6/18/2026 **Batch ID:** 430 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3278	SYSTEM	**6/18/2026**	**150**	**ALVINA SNEGACH**			
	WEVD MEETING 6-10-26			6/10/2026	75.00	0.00	75.00
	01.4130.002.320 / EXEC - LICENSES & FEES					75.00	
	3 HOURS - WEVD MEETING MINUTES						
					Total Check #:	**3278**	**75.00**
3279	SYSTEM	**6/18/2026**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	16436			6/01/2026	799.00	0.00	799.00
	01.4314.003.616 / B&G - TRASH REMOVAL					799.00	
	REC CENTER WEEKLY SERVICESKI AREA BI-WEEKLY SERVICE						
					Total Check #:	**3279**	**799.00**
3280	SYSTEM	**6/18/2026**	**8010**	**MORGAN CLARK**			
	ENTERTAINMENT 6-6-26			6/09/2026	600.00	0.00	600.00
	03.4523.003.611 / LNG - ENTERTAINMENT					600.00	
	LOUNGE ENTERTAINMENT 6/6/26.						
					Total Check #:	**3280**	**600.00**
3281	SYSTEM	**6/18/2026**	**9736**	**NEW ENGLAND WATER DISTRIBUTION SERVICE**			
	62026010			6/01/2026	1,385.50	0.00	1,385.50
	02.4331.520.861 / WTR - LEAK REPAIRS					1,385.50	
	PINPOINTED EMERGENCY MAIN LINE LEAK ON 5/29/26						
					Total Check #:	**3281**	**1,385.50**
3282	ACH	**6/18/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	514682			5/13/2026	-125.00	0.00	-125.00
	03.3409.001.007 / COG - BEER					-125.00	
	BEER RETURNED						
					Total Check #:	**3282**	**-125.00**
3283	ACH	**6/18/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	529681			6/10/2026	342.50	0.00	342.50
	03.3409.001.007 / COG - BEER					342.50	

Check Manifest - by Payee

Date: 6/18/2026 **Batch ID:** 430 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		BEER PURCHASE AND DEPOSIT					
					Total Check #:	**3283**	**342.50**
3284	ACH	**6/18/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	529682			6/10/2026	-39.00	0.00	-39.00
		03.3409.001.007 / COG - BEER				-39.00	
		CREDIT FOR RETURNED TUCKERMAN BEER					
					Total Check #:	**3284**	**-39.00**
3285	ACH	**6/18/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	722801			6/10/2026	-100.00	0.00	-100.00
		03.3409.001.007 / COG - BEER				-100.00	
		2 KEGS RETURNED					
					Total Check #:	**3285**	**-100.00**
3286	SYSTEM	**6/18/2026**	**9791**	**RACHEL MOLINE**			
	ENTERTAINMENT 6-19-26			6/09/2026	250.00	0.00	250.00
		03.4523.003.611 / LNG - ENTERTAINMENT				250.00	
		LOUNGE ENTERTAINMENT FOR 6/19/2026					
					Total Check #:	**3286**	**250.00**
3287	ACH	**6/18/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	4983123008			6/10/2026	1,012.31	0.00	1,012.31
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				70.89	
		KITCHEN SUPPLIES					
		03.3409.001.002 / COG - FOOD				941.42	
		KITCHEN SUPPLIES AND FOOD PURCHASE					
					Total Check #:	**3287**	**1,012.31**
3288	SYSTEM	**6/18/2026**	**9696**	**TREASURER, STATE OF NH - DEPT. OF TRANSP**			
	3819456			6/05/2026	293.67	0.00	293.67
		01.4314.003.823 / B&G - VEHICLE FUEL				293.67	
		12.90 GALLONS FOR 2011 TOYOTA FJ CRUSER90.52 GALLONS FOR 2017 FORD F-350 XL					

Check Manifest - by Payee

Date: 6/18/2026 **Batch ID:** 430 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
						Total Check #:	**3288**	**293.67**

Check Manifest - by Payee

Date: 6/18/2026 **Batch ID:** 430 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/18/2026	**Check Manifest**		**Batch:**	**430**	**Chk Count:**	**11**	**Total Amnt:**			**4,493.98**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	1,167.67
02	WATER FUND	1,385.50
03	RECREATION FUND	1,940.81

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 434 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3289	SYSTEM	**6/25/2026**	**9763**	**ACE HARDWARE**			
	22913610			6/03/2026	102.79	0.00	102.79
		01.4312.002.610 / HWY - SHOP SUPPLIES				102.79	
		AIR FILTER, AAA BATTERY, FOAM SPONGE, PAPER TOWELS, STRIP LIGHT					
	22913665			6/02/2026	169.14	0.00	169.14
		01.4312.002.610 / HWY - SHOP SUPPLIES				61.18	
		STRIP LIGHT CREDIT, UNDERCABINET LIGHT, CARHARTT SHIRTS, MEN'S KNIT SHIRTS					
		01.4312.002.609 / HWY - DEPT UNIFORMS				143.95	
		STRIP LIGHT CREDIT, UNDERCABINET LIGHT, CARHARTT SHIRTS, MEN'S KNIT SHIRTS					
		01.4312.002.610 / HWY - SHOP SUPPLIES				-35.99	
		STRIP LIGHT CREDIT, UNDERCABINET LIGHT, CARHARTT SHIRTS, MEN'S KNIT SHIRTS					
					Total Check #:	**3289**	**271.93**
3290	SYSTEM	**6/25/2026**	**90**	**AIRGAS USA, LLC**			
	5524825725			5/31/2026	283.04	0.00	283.04
		03.3409.001.610 / COG - BAR SUPPLIES				283.04	
		SMALL CARBON DIOXIDE CYLINDER RENTAL					
					Total Check #:	**3290**	**283.04**
3291	SYSTEM	**6/25/2026**	**9800**	**ALLISO MCGONAGLE**			
	6082026			6/08/2026	52.08	0.00	52.08
		03.4523.001.815 / LNG - CASH OVER/SHORT				52.08	
		TAB CASHED OUT ON CARD BUT GAVE BARTENDER CASH. VERIFIED VIA CAMERA WITH H.C.					
					Total Check #:	**3291**	**52.08**
3292	SYSTEM	**6/25/2026**	**160**	**AMAZON**			
	1PPW-TYVC-4736			6/03/2026	284.84	0.00	284.84
		01.4130.002.610 / EXEC - OFFICE SUPPLIES				284.84	
		1 YELLOW, 1 CYAN AND 1 BLACK TONER FOR PRINTER					
	1VXG-JNW6-33YG			6/05/2026	9.75	0.00	9.75
		01.4522.003.663 / SKI - LIFT MAINTENANCE				9.75	
		PVC TUBE FITTING, ADAPTER					
					Total Check #:	**3292**	**294.59**

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 434 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3293	SYSTEM	**6/25/2026**	**210**	**AMERIGAS**			
	3190182666			5/22/2026	162.13	0.00	162.13
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					162.13	
	84.2 GALLONS PROPANE						
					Total Check #:	**3293**	**162.13**
3294	SYSTEM	**6/25/2026**	**8980**	**AMERIGAS**			
	3190442076			5/31/2026	107.46	0.00	107.46
	02.4331.520.620 / WTR - MISCELLANEOUS EXPENSE					107.46	
	ANNUAL FIXED TANK RENT - 120 GALLON TANK FOR GENERATOR 5/1/26 - 4/30/2027						
					Total Check #:	**3294**	**107.46**
3295	SYSTEM	**6/25/2026**	**9748**	**BLACK RIVER PRODUCE**			
	145508			6/03/2026	264.03	0.00	264.03
	03.3409.001.002 / COG - FOOD					264.03	
	FOOD PURCHASE						
	145710			6/04/2026	75.96	0.00	75.96
	03.3409.001.002 / COG - FOOD					75.96	
	1 CASE SHRIMP 31-40 RAW						
					Total Check #:	**3295**	**339.99**
3296	SYSTEM	**6/25/2026**	**980**	**CERTIFIED COMPUTER SOLUTIONS, LLC**			
	23381			4/01/2026	2,269.25	0.00	2,269.25
	01.4130.002.342 / EXEC - COMPUTER SERVICES					2,269.25	
	APRIL 2026 SERVICE CONTRACT						
	23417			5/01/2026	2,269.25	0.00	2,269.25
	01.4130.002.342 / EXEC - COMPUTER SERVICES					2,269.25	
	MAY 2026 SERVICE CONTRACT						
					Total Check #:	**3296**	**4,538.50**
3297	SYSTEM	**6/25/2026**	**1790**	**ELECTRICAL INSTALLATIONS, LLC**			
	S2604904			6/04/2026	1,080.00	0.00	1,080.00
	02.4331.520.641 / WTR - SYSTEM REPAIRS					1,080.00	

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 434 BANK OF NH - DISTRICT

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					SERVICE MAINTENANCE AGREEMENT					
							Total Check #:	**3297**		**1,080.00**
3298	SYSTEM	**6/25/2026**	**9160**	**F.W.WEBB COMPANY**						
					96224579		5/28/2026	1,158.78	0.00	1,158.78
					01.4314.003.631 / B&G - BOILER MAINTENANCE				1,158.78	
					ANTIFREEZE - 55 GALLO					
							Total Check #:	**3298**		**1,158.78**
3299	SYSTEM	**6/25/2026**	**9801**	**GBD ENTERPRISES LLC**						
					1526A		6/07/2026	3,022.50	0.00	3,022.50
					01.4312.002.817 / HWY - ROAD SWEEPING				3,022.50	
					5/29/26 - SWEEPING 8 HOURS6/5/26 - SWEEPING 7.5 HOURS					
							Total Check #:	**3299**		**3,022.50**
3300	SYSTEM	**6/25/2026**	**3970**	**MUNICIPAL RESOURCES, INC.**						
					27090		6/01/2026	1,398.85	0.00	1,398.85
					01.4130.002.391 / EXEC - PAYROLL PROCESSING				1,398.85	
					PAYROLL SERVICES FOR MAY 2026					
							Total Check #:	**3300**		**1,398.85**
3301	SYSTEM	**6/25/2026**	**9625**	**SALMON PRESS**						
					591271 PUBLICDATION		5/29/2026	88.00	0.00	88.00
					01.4130.002.305 / EXEC - ADVERTISING				88.00	
					RMA PAYMENT - RECORD ENTERPRISE					
							Total Check #:	**3301**		**88.00**
3302	SYSTEM	**6/25/2026**	**9480**	**TRACTOR SUPPLY CO**						
					200980755		4/29/2026	359.67	0.00	359.67
					01.4312.002.611 / HWY - TOOLS				359.67	
					BKW PINTLE MOUNT, PINTLE COMBO, 4" PIN WIZ SS					
					200981749		5/04/2026	168.82	0.00	168.82
					02.4331.520.641 / WTR - SYSTEM REPAIRS				168.82	
					FG QUIK LK 5, MAGUM STEEL PADLOCK, 1/4" CHAINALL FOR NEW GATE AT LIBERTY					

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 434 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	200982879				5/12/2026	25.47	0.00	25.47
	01.4312.002.824 / HWY - EQUIPMENT MAINTENANCE							
	KRYLON FUSION PAINT GLOSS - BLACK							25.47
						Total Check #:	**3302**	**553.96**
3303	SYSTEM	**6/25/2026**	**6180**	**UNIFIRST CORPORATION**				
	1070517494				6/04/2026	171.60	0.00	171.60
	01.4521.003.610 / FD - SUPPLIES							
	TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, APRONS, WET MOP A							45.65
	01.4314.003.614 / B&G - CLEANING SUPPLIES							
	TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, APRONS, WET MOP A							25.60
	03.4523.002.611 / LNG - KITCHEN SUPPLIES							
	TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, APRONS, WET MOP A							55.01
	01.4312.002.610 / HWY - SHOP SUPPLIES							
	TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, APRONS, WET MOP A							35.06
	03.4522.003.610 / SKI - CLEANING SUPPLIES							
	TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, APRONS, WET MOP A							0.30
	01.4314.003.614 / B&G - CLEANING SUPPLIES							
	TERRY CLOTHS, BEACH TOWELS, MULTI-PURPOSE TOWELS, COOK SHIRTS, APRONS, WET MOP A							9.98
						Total Check #:	**3303**	**171.60**
3304	SYSTEM	**6/25/2026**	**6680**	**XEROX FINANCIAL SERVICES**				
	42172369				6/10/2026	444.52	0.00	444.52
	01.4130.002.618 / EXEC - COPIER LEASE							
	CONTRACT PAYMENT 5/30/26 - 6/29/26							148.18
	01.4520.002.618 / REC - COPIER LEASE							
	CONTRACT PAYMENT 5/30/26 - 6/29/26							148.17
	02.4331.520.618 / WTR - COPIER LEASE							
	CONTRACT PAYMENT 5/30/26 - 6/29/26							148.17
						Total Check #:	**3304**	**444.52**

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 434 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/25/2026	**Check Manifest**		**Batch:**	**434**	**Chk Count:**	**16**	**Total Amnt:**			**13,967.93**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	11,733.06
02	WATER FUND	1,504.45
03	RECREATION FUND	730.42

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 6/26/2026 **Batch ID:** 435 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3324	ACH	**6/26/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38583609			6/18/2026	817.90	0.00	817.90
	03.3409.001.007 / COG - BEER					817.90	
	BEER PURCHASE						
					Total Check #:	**3324**	**817.90**
3325	ACH	**6/26/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38583610			6/18/2026	-26.00	0.00	-26.00
	03.3409.001.007 / COG - BEER					-26.00	
	SEAGRAMS ESCAPES JAMAICAN BEER RETURN						
					Total Check #:	**3325**	**-26.00**
3326	SYSTEM	**6/26/2026**	**9756**	**PETER DOWNING**			
	ENTERTAINMENT 6-27-26			6/21/2026	400.00	0.00	400.00
	03.4523.003.611 / LNG - ENTERTAINMENT					400.00	
	LOUNGE ENTERTAINMENT ON 6/27/26						
					Total Check #:	**3326**	**400.00**
3327	SYSTEM	**6/26/2026**	**9756**	**PETER DOWNING**			
	ENTERTAINMENT 7-3-26			6/21/2026	1,000.00	0.00	1,000.00
	03.4523.003.611 / LNG - ENTERTAINMENT					1,000.00	
	JULY 4TH CELEBRATION - ENTERTAINMENT BY PETE DOWNING & THE MOONLIGHTERS						
					Total Check #:	**3327**	**1,000.00**
3328	SYSTEM	**6/26/2026**	**9769**	**RHR SMITH & COMPANY**			
	0000493			6/16/2026	253.50	0.00	253.50
	01.4130.002.301 / EXEC - ACCOUNT & AUDITING					253.50	
	FINANCIAL STATEMENT ASSISTANCE						
					Total Check #:	**3328**	**253.50**
3329	ACH	**6/26/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498320252			6/17/2026	2,103.22	0.00	2,103.22
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES					91.97	

Check Manifest - by Payee

Date: 6/26/2026 **Batch ID:** 435 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
NON-ALCOHOLIC BEVERAGES, KITCHEN SUPPLIES, BAR SUPPLIES, EVENTS AND FOOD PURCHAS							
03.4523.002.610 / LNG - BAR SUPPLIES							257.80
NON-ALCOHOLIC BEVERAGES, KITCHEN SUPPLIES, BAR SUPPLIES, EVENTS AND FOOD PURCHAS							
03.3409.001.610 / COG - BAR SUPPLIES							69.83
NON-ALCOHOLIC BEVERAGES, KITCHEN SUPPLIES, BAR SUPPLIES, EVENTS AND FOOD PURCHAS							
03.4523.003.612 / LNG - EVENT EXPENSES							128.85
NON-ALCOHOLIC BEVERAGES, KITCHEN SUPPLIES, BAR SUPPLIES, EVENTS AND FOOD PURCHAS							
03.3409.001.002 / COG - FOOD							1,554.77
NON-ALCOHOLIC BEVERAGES, KITCHEN SUPPLIES, BAR SUPPLIES, EVENTS AND FOOD PURCHAS							
					Total Check #:	**3329**	**2,103.22**

Check Manifest - by Payee

Date: 6/26/2026 **Batch ID:** 435 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/26/2026	**Check Manifest**		**Batch:**	**435**	**Chk Count:**	**6**	**Total Amnt:** **4,548.62**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	253.50
03	RECREATION FUND	4,295.12

--- Signatures ---

_____

Helen Chatel, General Manager

_____

Maureen Patti, Commissioner-Chair

_____

Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 7/02/2026 **Batch ID:** 436 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3330	SYSTEM	**7/02/2026**	**150**	**ALVINA SNEGACH**			
	WEVD MEETING 6-24-26			6/24/2026	125.00	0.00	125.00
	01.4130.002.320 / EXEC - LICENSES & FEES					125.00	
	COMMISSIONERS NEETING 6-24-26 MINUTES						
					Total Check #:	**3330**	**125.00**
3331	SYSTEM	**7/02/2026**	**160**	**AMAZON**			
	1144-R3R4-CR46			6/09/2026	75.58	0.00	75.58
	01.4314.003.609 / B&G - DEPT UNIFORMS					75.58	
	2 MEN'S CARGO WORK PANTS						
	11XN-QNPR-4WGK			6/04/2026	14.99	0.00	14.99
	01.4314.003.615 / B&G - SUPPLIES					14.99	
	CARBON BRUSHES FOR MITRE SAW TOOL (6 PCS)						
	17Q7-1GNM-39NG			6/08/2026	748.00	0.00	748.00
	01.4314.003.617 / B&G - LANDSCAPING					748.00	
	8 - POLYMERIC STONE DUST BOND (GREY) FOR JOINTS						
	1DCM-GYWT-XLTD			6/05/2026	16.99	0.00	16.99
	01.4522.003.663 / SKI - LIFT MAINTENANCE					16.99	
	2" POLYPROPYLENE CAM & GROOVE COUPLINGS						
	1DGX-RNMG-NKC1			6/05/2026	72.35	0.00	72.35
	03.4523.003.612 / LNG - EVENT EXPENSES					72.35	
	GREEN SPRINKLES, ICE CREAM CUPS, BRACELETS, OUTHOUSE DOOR COVER, PARTY DECORATIO						
	1J46-N91N-4VQP			6/09/2026	78.97	0.00	78.97
	03.4523.003.612 / LNG - EVENT EXPENSES					18.99	
	COLOR FACE PAINTING KIT FOR KIDS AND 40 PACKS NOODLES FOAM						
	01.4521.003.610 / FD - SUPPLIES					59.98	
	COLOR FACE PAINTING KIT FOR KIDS AND 40 PACKS NOODLES FOAM						
	1JTT-RTDC-TXJK			6/16/2026	200.91	0.00	200.91
	01.4314.003.614 / B&G - CLEANING SUPPLIES					200.91	
	TRASH BAGS, TABLE WET WIPES, BAKING SODA, CONDITIONER AND SPRAY BOTTLES						
	1P1W-1DKD-V4RK			6/09/2026	269.85	0.00	269.85
	01.4314.003.617 / B&G - LANDSCAPING					269.85	
	3 ECO GARDEN VINEGAR WEED KILLER						
	1PPW-TYVC-VLXH			6/05/2026	187.20	0.00	187.20
	01.4314.003.617 / B&G - LANDSCAPING					187.20	

Check Manifest - by Payee

Date: 7/02/2026 **Batch ID:** 436 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	POLYMERIC STGONE DUST BOND (GREY)						
	1PRV-F3GH-JFPJ			6/06/2026	78.08	0.00	78.08
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					78.08	
	REAGENT TEST KIT AND #3 REAGENT FOR POOL						
	1YHK-9HVL-C6VD			6/08/2026	7.99	0.00	7.99
	01.4314.003.615 / B&G - SUPPLIES					7.99	
	CARBON BRUSH WITH HITACH POWER TOOL MOTOR BRUSH						
					Total Check #:	**3331**	**1,750.91**
3332	SYSTEM	**7/02/2026**	**210**	**AMERIGAS**			
	3190655299			6/04/2026	428.40	0.00	428.40
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					428.40	
	210.6 GALLONS PROPANE						
	3190798052			6/09/2026	171.66	0.00	171.66
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					171.66	
	83.5 GALLONS PROPANE						
					Total Check #:	**3332**	**600.06**
3333	SYSTEM	**7/02/2026**	**1240**	**CONSOLIDATED COMMUNICATIONS**			
	113298733110 MAY JUNE			6/12/2026	162.64	0.00	162.64
	02.4331.520.350 / WTR - TELEPHONE					162.64	
	5/12/26 - 6/11/26 SERVICE						
					Total Check #:	**3333**	**162.64**
3334	SYSTEM	**7/02/2026**	**1250**	**CONSOLIDATED COMMUNICATIONS**			
	18626574086 MAY JUNE			6/12/2026	426.93	0.00	426.93
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					426.93	
	5/12/26 - 6/11/26 SERVICE						
					Total Check #:	**3334**	**426.93**
3335	SYSTEM	**7/02/2026**	**1260**	**CONSOLIDATED COMMUNICATIONS**			
	113275827930			6/12/2026	162.64	0.00	162.64
	01.4130.002.350 / EXEC - TELEPHONE & INTERNET					162.64	
	5/12/26 - 6/11/26 SERVICE						

Check Manifest - by Payee

Date: 7/02/2026 **Batch ID:** 436 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #: 3335		**162.64**
3336	SYSTEM	**7/02/2026**	**1320**	**CONSOLIDATED COMMUNICATIONS**			
	6037268959353			6/12/2026	123.15	0.00	123.15
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES					123.15	
	5/12/26 - 6/11/26 SERVICE						
					Total Check #: 3336		**123.15**
3337	SYSTEM	**7/02/2026**	**1340**	**CONSOLIDATED COMMUNICATIONS**			
	113276522050 MAY JUNE			6/12/2026	69.55	0.00	69.55
	02.4331.520.350 / WTR - TELEPHONE					69.55	
	5/12/26 - 6/11/26 SERVICE						
					Total Check #: 3337		**69.55**
3338	SYSTEM	**7/02/2026**	**1350**	**CONSOLIDATED COMMUNICATIONS**			
	113275470753 MAY JUNE			6/12/2026	162.64	0.00	162.64
	02.4331.520.350 / WTR - TELEPHONE					162.64	
	5/12/26 - 6/11/26 SERVICE						
					Total Check #: 3338		**162.64**
3339	SYSTEM	**7/02/2026**	**1430**	**COREY SIMPSON**			
	6-3-26 INVOICE			6/03/2026	650.00	0.00	650.00
	01.4314.003.630 / B&G - BUILDING REPAIRS					650.00	
	SAMSUNG DVMS SYSTEM #1 CONTROL BLINKING ERROR - SYSTEM NOT RUNNING. FIXED SHORT						
	6-9-26 INVOICE			6/09/2026	1,430.00	0.00	1,430.00
	01.4314.003.630 / B&G - BUILDING REPAIRS					1,430.00	
	DVMS SYSTEM SUFFERED A PIPING FAIRURE INSIDE CONDENSING UNIT. LOST REFRIGERANT						
					Total Check #: 3339		**2,080.00**
3340	SYSTEM	**7/02/2026**	**9778**	**HELEN CHATEL**			
	BJS TILTON 6-26-26			6/26/2026	43.27	0.00	43.27
	03.4523.003.612 / LNG - EVENT EXPENSES					43.27	
	KIDS DAY EVENT 6-26-26						

Check Manifest - by Payee

Date: 7/02/2026 **Batch ID:** 436 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	HANNAFORD 6-26-26			6/26/2026	24.35	0.00	24.35
	03.4523.003.612 / LNG - EVENT EXPENSES					24.35	
	KIDS DAY EVENT - POPSICLES						
					Total Check #:	**3340**	**67.62**
3341	SYSTEM	**7/02/2026**	**2850**	**IRVING ENERGY**			
	REF # 728848			6/16/2026	1,132.57	0.00	1,132.57
	01.4312.002.823 / HWY - DIESEL					1,132.57	
	300.8 GALLONS ULS DIESEL						
					Total Check #:	**3341**	**1,132.57**
3342	SYSTEM	**7/02/2026**	**3170**	**JP PEST SERVICES**			
	4425416			6/09/2026	255.00	0.00	255.00
	01.4520.003.619 / REC - PEST CONTROL					255.00	
	COMMERCIAL PROTECTION PROGRAM @ COMMUNITY CENTER						
	4425417			6/09/2026	166.00	0.00	166.00
	01.4520.003.619 / REC - PEST CONTROL					166.00	
	COMMERCIAL PROTECTION PROGRAM @ CAMPTON MOUNTAIN						
					Total Check #:	**3342**	**421.00**
3343	SYSTEM	**7/02/2026**	**9663**	**NEW ENGLAND BACKFLOW, INC.**			
	35246			6/10/2026	65.00	0.00	65.00
	01.4314.003.630 / B&G - BUILDING REPAIRS					65.00	
	PREVENTION DEVICE TESTING PERFORMED 6/9/26						
					Total Check #:	**3343**	**65.00**
3344	SYSTEM	**7/02/2026**	**9270**	**NH ELECTRIC CO-OP**			
	6-11-16 BILLING DATE			6/11/2026	2,485.00	0.00	2,485.00
	02.4331.520.340 / WTR - ELECTRICITY					2,485.00	
	5/11/26 - 6/9/26 SERVICE						
					Total Check #:	**3344**	**2,485.00**
3345	SYSTEM	**7/02/2026**	**6180**	**UNIFIRST CORPORATION**			

Check Manifest - by Payee

Date: 7/02/2026 **Batch ID:** 436 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	1070519358			6/11/2026	209.22	0.00	209.22
	01.4521.003.610 / FD - SUPPLIES						46.50
	COOK SHIRTS, APRON, WET MAT, WET MOP, TERRY CLOTHS, BEACH TOWELS, RUG FOR F.D.						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						35.92
	COOK SHIRTS, APRON, WET MAT, WET MOP, TERRY CLOTHS, BEACH TOWELS, RUG FOR F.D.						
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						80.60
	COOK SHIRTS, APRON, WET MAT, WET MOP, TERRY CLOTHS, BEACH TOWELS, RUG FOR F.D.						
	01.4312.002.610 / HWY - SHOP SUPPLIES						35.92
	COOK SHIRTS, APRON, WET MAT, WET MOP, TERRY CLOTHS, BEACH TOWELS, RUG FOR F.D.						
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.30
	COOK SHIRTS, APRON, WET MAT, WET MOP, TERRY CLOTHS, BEACH TOWELS, RUG FOR F.D.						
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.98
	COOK SHIRTS, APRON, WET MAT, WET MOP, TERRY CLOTHS, BEACH TOWELS, RUG FOR F.D.						
					Total Check #:	**3345**	**209.22**
3346	SYSTEM	**7/02/2026**	**6240**	**UPTON & HATFIELD, LLP**			
	BILL # 180017			6/04/2026	5,719.50	0.00	5,719.50
	01.4130.002.323 / EXEC - LEGAL SERVICES						5,719.50
	GE3NERAL COUNCIL - MATTER 090304						
	BILL # 180018			6/04/2026	52.00	0.00	52.00
	01.4130.002.323 / EXEC - LEGAL SERVICES						52.00
	MATTER 260210 ADVS - PROFESSIONAL SERVICES						
					Total Check #:	**3346**	**5,771.50**

Check Manifest - by Payee

Date: 7/02/2026 **Batch ID:** 436 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
7/02/2026	**Check Manifest**		**Batch:**	**436**	**Chk Count:**	**17**	**Total Amnt:** **15,815.43**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	12,695.74
02	WATER FUND	2,879.83
03	RECREATION FUND	239.86

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 439 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3352	SYSTEM	**7/09/2026**	**160**	**AMAZON**			
	17Q7-1GNM-39NG -1			6/08/2026	0.80	0.00	0.80
	01.4314.003.617 / B&G - LANDSCAPING					0.80	
	THIS INVOICE WAS PAID SHORT OF .80 FOR STONE DUST BOND						
	1YHK-9HVL-RVFM			6/09/2026	224.98	0.00	224.98
	01.4314.003.609 / B&G - DEPT UNIFORMS					224.98	
	CADRHARTT MEN'S 6" RUGGED TOE BOOT						
					Total Check #:	**3352**	**225.78**
3353	SYSTEM	**7/09/2026**	**210**	**AMERIGAS**			
	3190992337			6/16/2026	137.93	0.00	137.93
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					137.93	
	66.8 GALLONS PROPANE						
					Total Check #:	**3353**	**137.93**
3354	SYSTEM	**7/09/2026**	**250**	**AMERIGAS**			
	3191009335			6/17/2026	2,964.71	0.00	2,964.71
	01.4314.003.341 / B&G - HEAT					2,964.71	
	1466.2 GALLONS PROPANE FOR COMMUNITY CTR						
					Total Check #:	**3354**	**2,964.71**
3355	ACH	**7/09/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38583708			6/25/2026	459.90	0.00	459.90
	03.3409.001.007 / COG - BEER					459.90	
	BEER PURCHASE						
	38583709			6/25/2026	129.00	0.00	129.00
	03.3409.001.007 / COG - BEER					129.00	
	BEER PURCHASE						
	38583711			6/25/2026	205.10	0.00	205.10
	03.3409.001.007 / COG - BEER					205.10	
	BEER PURCHASE						
	3867324			6/30/2026	-176.00	0.00	-176.00
	03.3409.001.007 / COG - BEER					-176.00	
	CREDIT BEER PURCHASE						

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 439 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				Total Check #:	**3355**		**618.00**
3356	SYSTEM	**7/09/2026**	**9802**	**ANDERSON EQUIPMENT COMPANY**			
	6126029330			6/18/2026	20,120.00	0.00	20,120.00
	01.4990.026.009 / WA #9 MULCHING HEAD					20,120.00	
	25" EXC MULCHING HEAD - WARRANT ARTICLE #9						
				Total Check #:	**3356**		**20,120.00**
3357	SYSTEM	**7/09/2026**	**9615**	**ANDREW MARSHALL**			
	LOUNGE ENTERTAINMENT			7/05/2026	400.00	0.00	400.00
	03.4523.003.611 / LNG - ENTERTAINMENT					400.00	
	LOUNGE ENTERTAINMENT 7/18/2026						
				Total Check #:	**3357**		**400.00**
3358	SYSTEM	**7/09/2026**	**8990**	**BADGER METER**			
	80241656			6/26/2026	7.92	0.00	7.92
	02.4331.520.670 / WTR - SUBSCRIPTION & DUES					7.92	
	SERVICES FOR JUNE 2026						
				Total Check #:	**3358**		**7.92**
3359	SYSTEM	**7/09/2026**	**9748**	**BLACK RIVER PRODUCE**			
	153706			6/24/2026	635.08	0.00	635.08
	03.3409.001.002 / COG - FOOD					575.96	
	FOOD PURCHASE AND NON-ALCOHOLIC BEVERAGES						
	03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES					59.12	
	FOOD PURCHASE AND NON-ALCOHOLIC BEVERAGES						
				Total Check #:	**3359**		**635.08**
3360	SYSTEM	**7/09/2026**	**810**	**C M WHITCHER RUBBISH REMOVAL LLC**			
	17543			7/01/2026	1,184.52	0.00	1,184.52
	01.4314.003.616 / B&G - TRASH REMOVAL					1,184.52	
	SERVICE 10 YD REC CENTERSERVICE 8 YD SKI AREA						
				Total Check #:	**3360**		**1,184.52**

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 439 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
3361	SYSTEM	**7/09/2026**	**1270**	**CONSOLIDATED COMMUNICATION**				
	MAY JUNE INVOICE			6/24/2026	321.00	0.00	321.00	
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES MAY 24 - JUNE 23, 2026 SERVICE					321.00		
					Total Check #:	**3361**	**321.00**	
3362	SYSTEM	**7/09/2026**	**1290**	**CONSOLIDATED COMMUNICATIONS**				
	1840 MAY JUNE INVOICE			6/24/2026	300.00	0.00	300.00	
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES MAY 24 - JUNE 23, 2026 SERVICE					300.00		
					Total Check #:	**3362**	**300.00**	
3363	SYSTEM	**7/09/2026**	**1300**	**CONSOLIDATED COMMUNICATIONS**				
	MAY JUNE INVOICE			6/04/2026	3.60	0.00	3.60	
	01.4299.001.813 / PSAFE - ALARM - FIRE TELEPHONE LINES MAY 24 - JUNE 23, 2026 SERVICE					3.60		
					Total Check #:	**3363**	**3.60**	
3364	SYSTEM	**7/09/2026**	**1360**	**CONSOLIDATED COMMUNICATIONS**				
	MAY JUNE INVOICE			6/18/2026	420.62	0.00	420.62	
	02.4331.520.350 / WTR - TELEPHONE 5/18 - 6/17/26 SERVICE					420.62		
					Total Check #:	**3364**	**420.62**	
3365	SYSTEM	**7/09/2026**	**9686**	**ERIC CURRIER**				
	LOUNGE ENTERTAINMENT			7/05/2026	550.00	0.00	550.00	
	03.4523.003.611 / LNG - ENTERTAINMENT LOUNGE ENTERTAINMENT 7/11/2026					550.00		
					Total Check #:	**3365**	**550.00**	
3366	SYSTEM	**7/09/2026**	**9765**	**EUROFINS ENVIRONMENT DRINKING WATER an**				
	4750021112-/A			5/12/2026	220.00	0.00	220.00	
	02.4331.520.860 / WTR - WATER TESTING					220.00		

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 439 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				RE-ISSUE OF CHECK NEVER RECEIVED. ORIGINAL CHECK VOIDED/STOP PAYMENT PLACED 6/3				
						Total Check #:	**3366**	**220.00**
3367	SYSTEM	**7/09/2026**	**9742**	**HORIZONS ENGINEERING, INC.**				
	PROJ HEI.0024060900				6/15/2026	14,400.75	0.00	14,400.75
				01.4312.002.815 / HWY - ROAD IMPROVEMENT PLAN			14,400.75	
				ROAD PLAN SERVICES THRU MAY 22, 2026				
						Total Check #:	**3367**	**14,400.75**
3368	ACH	**7/09/2026**	**9675**	**NEW HAMPSHIRE MUNICIPAL BOND BANK**				***ACH***
	BOND PAYMENT				6/05/2026	17,250.42	0.00	17,250.42
				02.4712.520.001 / WTR - BOND PAYMENT PRINCIPAL			11,988.00	
				BOND PAYMENT - PRINCIPAL AND INTEREST				
				02.4721.520.001 / DEBT - INTEREST PAYMENTS			5,262.42	
				BOND PAYMENT - PRINCIPAL AND INTEREST				
						Total Check #:	**3368**	**17,250.42**
3369	SYSTEM	**7/09/2026**	**4540**	**O'REILLY AUTO PARTS**				
	422827				6/11/2026	370.66	0.00	370.66
				01.4312.002.610 / HWY - SHOP SUPPLIES			13.98	
				2 KEY HOLDERS				
				01.4312.002.821 / HWY - EQUIPMENT REPAIR			356.68	
				2 -5 GALLON HYDRL OIL, HYD HOSE, MEGA CRIMP				
	424019				6/16/2026	288.81	0.00	288.81
				01.4312.002.821 / HWY - EQUIPMENT REPAIR			288.81	
				4 MEGA CRIMP AND HYD HOSE FOR BLOWN HOSE ON 2012 F-350				
	426093				6/25/2025	103.88	0.00	103.88
				01.4312.002.826 / HWY - VEHICLE MAINTENANCE			103.88	
				2 OIL FILTERS AND 2 QUARTS MOTOR OIL				
	CREDIT				6/12/2026	-659.47	0.00	-659.47
				01.4312.002.821 / HWY - EQUIPMENT REPAIR			-659.47	
				CREDIT MEMO APPLIED #OPCM-38826				
	CREDIT MEMO APPLIED				6/26/2026	-39.90	0.00	-39.90
				01.4312.002.826 / HWY - VEHICLE MAINTENANCE			-39.90	
				CREDIT MEMO APPLIED #OPCM-38826				

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 439 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**3369**		**63.98**
3370	SYSTEM	**7/09/2026**	**9690**	**TREASURER STATE OF NH**				
	214492				6/15/2026	30.00	0.00	30.00
				02.4331.520.860 / WTR - WATER TESTING			30.00	
				3 SAMPLES - DW BACTEIA, P/A, CHR, AQUEOUS				
	214505				6/15/2026	15.00	0.00	15.00
				02.4331.520.860 / WTR - WATER TESTING			15.00	
				WATER SAMPLE - DW BACTERIA, P/A, CHR, AQUEOUS				
					Total Check #:	**3370**		**45.00**
3371	SYSTEM	**7/09/2026**	**6180**	**UNIFIRST CORPORATION**				
	1070521				6/18/2026	185.09	0.00	185.09
				01.4521.003.610 / FD - SUPPLIES			45.65	
				COOK SHIRTS, APRONS, WET AREA MAT, TOWELS, LARGE WET MOP, BEACH TOWELS, RUG FOR				
				01.4314.003.614 / B&G - CLEANING SUPPLIES			30.69	
				COOK SHIRTS, APRONS, WET AREA MAT, TOWELS, LARGE WET MOP, BEACH TOWELS, RUG FOR				
				03.4523.002.611 / LNG - KITCHEN SUPPLIES			55.01	
				COOK SHIRTS, APRONS, WET AREA MAT, TOWELS, LARGE WET MOP, BEACH TOWELS, RUG FOR				
				01.4312.002.610 / HWY - SHOP SUPPLIES			43.46	
				COOK SHIRTS, APRONS, WET AREA MAT, TOWELS, LARGE WET MOP, BEACH TOWELS, RUG FOR				
				03.4522.003.610 / SKI - CLEANING SUPPLIES			0.30	
				COOK SHIRTS, APRONS, WET AREA MAT, TOWELS, LARGE WET MOP, BEACH TOWELS, RUG FOR				
				01.4314.003.614 / B&G - CLEANING SUPPLIES			9.98	
				COOK SHIRTS, APRONS, WET AREA MAT, TOWELS, LARGE WET MOP, BEACH TOWELS, RUG FOR				
					Total Check #:	**3371**		**185.09**

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 439 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
7/09/2026	**Check Manifest**		**Batch:**	**439**	**Chk Count:**	**20**	**Total Amnt:**			**60,054.40**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	39,852.05
02	WATER FUND	17,943.96
03	RECREATION FUND	2,258.39

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3372	SYSTEM	**7/16/2026**	**9763**	**ACE HARDWARE**			
	22914891			7/08/2026	46.77	0.00	46.77
	01.4312.002.610 / HWY - SHOP SUPPLIES					46.77	
	UNGER 8" SS WINDOW AND BLUE TOWELS						
					Total Check #:	**3372**	**46.77**
3373	SYSTEM	**7/16/2026**	**80**	**AFLAC**			
	406047			7/13/2026	492.84	0.00	492.84
	01.2020.000.008 / AFLAC PAYABLE					492.84	
	EMPLOYEES' AFLAC PREMIUMS						
					Total Check #:	**3373**	**492.84**
3374	SYSTEM	**7/16/2026**	**90**	**AIRGAS USA, LLC**			
	5525465518			6/30/2026	414.80	0.00	414.80
	03.3409.001.610 / COG - BAR SUPPLIES					414.80	
	RENTAL OF SMALL CARBON DIOXIDE CYLINDER AND HAZMAT CHARGE						
					Total Check #:	**3374**	**414.80**
3375	SYSTEM	**7/16/2026**	**160**	**AMAZON**			
	131Q-7GFQ-MQFM			7/07/2026	123.18	0.00	123.18
	03.3409.001.003 / COG - GENERAL MERCHANDISE					123.18	
	COLOR TUBES, KIDS GOGGLES, 20" BEACH BALLS, 12" BEACH BALLS, ADULT GOGGLES, MINI						
	1467-KCMX-4YRH			7/06/2026	9.48	0.00	9.48
	01.4314.003.630 / B&G - BUILDING REPAIRS					9.48	
	SS CABLE CLAMPS						
	1CHM-1GXM-LMD9			6/27/2026	73.78	0.00	73.78
	01.4521.003.610 / FD - SUPPLIES					73.78	
	TRI COLOR INK FOR FD PRINTER						
	1HF4-33KP-9DWK			6/22/2026	20.49	0.00	20.49
	01.4314.003.630 / B&G - BUILDING REPAIRS					20.49	
	A19 LED LIGHT BULBS, 60 W						
					Total Check #:	**3375**	**226.93**

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3376	SYSTEM	**7/16/2026**	**210**	**AMERIGAS**			
	3191199717			6/23/2026	163.58	0.00	163.58
	01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES					163.58	
	79.5 GALLONS PROPANE FOR POOL						
					Total Check #:	**3376**	**163.58**
3377	SYSTEM	**7/16/2026**	**250**	**AMERIGAS**			
	3191192154			6/23/2026	4,778.67	0.00	4,778.67
	01.4314.003.341 / B&G - HEAT					4,778.67	
	2364.2 GALLONS PROPANE FOR COMMUNITY CTR						
					Total Check #:	**3377**	**4,778.67**
3378	ACH	**7/16/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38594024			7/02/2026	723.85	0.00	723.85
	03.3409.001.007 / COG - BEER					723.85	
	BEER PURCHASE						
					Total Check #:	**3378**	**723.85**
3379	ACH	**7/16/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38594107			7/09/2026	625.50	0.00	625.50
	03.3409.001.007 / COG - BEER					625.50	
	BEER PURCHASE						
					Total Check #:	**3379**	**625.50**
3380	ACH	**7/16/2026**	**280**	**AMOSKEAG BEVERAGES, INC.**			***ACH***
	38594109			7/09/2026	-33.00	0.00	-33.00
	03.3409.001.007 / COG - BEER					-33.00	
	CREDIT BEER RETURNED						
					Total Check #:	**3380**	**-33.00**
3381	SYSTEM	**7/16/2026**	**560**	**BELLETETES, INC.**			
	5132193			6/03/2026	1,916.80	0.00	1,916.80
	01.4314.003.630 / B&G - BUILDING REPAIRS					1,916.80	

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			20" GROOVED "SPICED RUM" TREX20" SQUARE EDGE "SPICED RUM" TREX- DECK REPLACEME				
					Total Check #:	**3381**	**1,916.80**
3382	SYSTEM	**7/16/2026**	**9748**	**BLACK RIVER PRODUCE**			
	156320			7/01/2026	293.02	0.00	293.02
		03.3409.001.002 / COG - FOOD				293.02	
		FOOD PURCHASE					
	158314			7/04/2026	840.38	0.00	840.38
		03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES				69.96	
		FOOD PURCHASE AND FRUIT FOR NON-ALCOHOLIC DRINKS					
		03.3409.001.002 / COG - FOOD				770.42	
		FOOD PURCHASE AND FRUIT FOR NON-ALCOHOLIC DRINKS					
					Total Check #:	**3382**	**1,133.40**
3383	SYSTEM	**7/16/2026**	**780**	**BUSY BEE'S GREENHOUSE SND NURSERY**			
	1-7			5/18/2026	485.00	0.00	485.00
		01.4314.003.617 / B&G - LANDSCAPING				485.00	
		MULTICOLOR HANGING BASKET, PATIO POTS					
					Total Check #:	**3383**	**485.00**
3384	SYSTEM	**7/16/2026**	**7050**	**COCA-COLA BOTTLING COMPANY**			
	53148664016			7/03/2026	1,191.40	0.00	1,191.40
		03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES				1,191.40	
		NON-ALCOHOLIC BEVERAGES					
					Total Check #:	**3384**	**1,191.40**
3385	SYSTEM	**7/16/2026**	**1630**	**DIRT DESIGNS**			
	4/30 - 5/27/26			6/26/2026	11,325.00	0.00	11,325.00
		01.4312.002.827 / HWY - GRADING				11,325.00	
		MOVE GRADER TO WEVD, GRADE SEVERAL STREETS, MOVE GRADER BACK TO SHOP, RENT SKIDS					
					Total Check #:	**3385**	**11,325.00**
3386	SYSTEM	**7/16/2026**	**1790**	**ELECTRICAL INSTALLATIONS, LLC**			
	S2604905			7/09/2026	1,080.00	0.00	1,080.00

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
			02.4331.520.641 / WTR - SYSTEM REPAIRS			1,080.00	
			SERVICE MAINTENANCE AGREEMENT CHARGE				
					Total Check #:	**3386**	**1,080.00**
3387	SYSTEM	**7/16/2026**	**9652**	**GRAFTON COUNTY REGISTRY OF DEEDS**			
7152026 - LIEN FILING				7/15/2026	60.00	0.00	60.00
			02.4331.520.320 / WTR - LICENSES AND FEES			60.00	
			WATER - LIEN FILING				
					Total Check #:	**3387**	**60.00**
3388	SYSTEM	**7/16/2026**	**2580**	**HARCROS CHEMICALS, INC.**			
291026349				7/08/2026	675.68	0.00	675.68
			01.4524.003.618 / POOL - POOL CHEMICALS & SUPPLIES			675.68	
			135 GALLONS SODIUM HYPOCHLORITE 12.5%				
					Total Check #:	**3388**	**675.68**
3389	SYSTEM	**7/16/2026**	**2630**	**HEALTH TRUST**			
001607488				6/17/2026	23,189.55	0.00	23,189.55
			01.2020.000.001 / PAYROLL LIABILITIES			278.20	
			7/1/26 - 7/31/26 BILLING PERIOD				
			01.2020.000.001 / PAYROLL LIABILITIES			61.88	
			7/1/26 - 7/31/26 BILLING PERIOD				
			02.4331.520.210 / WTR - HEALTH INSURANCE			2,086.53	
			7/1/26 - 7/31/26 BILLING PERIOD				
			02.4331.520.211 / WTR - DENTAL INSURANCE			83.03	
			7/1/26 - 7/31/26 BILLING PERIOD				
			01.4314.001.210 / B&G - HEALTH INSURANCE			8,346.06	
			7/1/26 - 7/31/26 BILLING PERIOD				
			01.4314.001.211 / B&G - DENTAL INSURANCE			332.10	
			7/1/26 - 7/31/26 BILLING PERIOD				
			01.4521.001.210 / FD - HEALTH INSURANCE			2,782.02	
			7/1/26 - 7/31/26 BILLING PERIOD				
			01.4521.001.211 / FD - DENTAL INSURANCE			110.70	
			7/1/26 - 7/31/26 BILLING PERIOD				
			01.4130.001.210 / EXEC - HEALTH INSURANCE			4,590.34	
			7/1/26 - 7/31/26 BILLING PERIOD				
			01.4130.001.211 / EXEC - DENTAL INSURANCE			179.64	

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		7/1/26 - 7/31/26 BILLING PERIOD					
		03.4520.001.210 / REC - HEALTH INSURANCE				1,391.01	
		7/1/26 - 7/31/26 BILLING PERIOD					
		01.4525.001.210 / FBF - HEALTH INSURANCE				1,391.01	
		7/1/26 - 7/31/26 BILLING PERIOD					
		03.4520.001.211 / REC - DENTAL INSURANCE				55.35	
		7/1/26 - 7/31/26 BILLING PERIOD					
		01.4312.001.210 / HWY - HEALTH INSURANCE				1,391.00	
		7/1/26 - 7/31/26 BILLING PERIOD					
		01.4312.001.211 / HWY - DENTAL INSURANCE				55.34	
		7/1/26 - 7/31/26 BILLING PERIOD					
		01.4525.001.211 / FBF - DENTAL INSURANCE				55.34	
		7/1/26 - 7/31/26 BILLING PERIOD					
	92577			6/05/2026	13.75	0.00	13.75
		01.4130.002.320 / EXEC - LICENSES & FEES				13.75	
		FSA ADMIN FEE 5/1/26 - 5/31/26 BILLING PERIOD					
					Total Check #:	**3389**	**23,203.30**
3390	SYSTEM	**7/16/2026**	**3395**	**LIVunLtd**			
	CINV-200654			6/29/2026	365.00	0.00	365.00
		01.4520.003.820 / REC - EQUIPMENT				365.00	
		PREVENTATIVE MAINTENANCE ON ALL CARDIO EQUIPMENT					
					Total Check #:	**3390**	**365.00**
3391	SYSTEM	**7/16/2026**	**3970**	**MUNICIPAL RESOURCES, INC.**			
	27182			7/02/2026	1,398.85	0.00	1,398.85
		01.4130.002.391 / EXEC - PAYROLL PROCESSING				1,398.85	
		PAYROLL SERVICES FOR JUNE 2026					
					Total Check #:	**3391**	**1,398.85**
3392	ACH	**7/16/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
	541549			7/01/2026	872.05	0.00	872.05
		03.3409.001.002 / COG - FOOD				872.05	
		BEER PURCHASE					
					Total Check #:	**3392**	**872.05**

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3393	ACH	**7/16/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
541550				7/01/2026	66.00	0.00	66.00
	03.3409.001.007 / COG - BEER					66.00	
	PALLET RUN WILD NA IPA						
					Total Check #:	**3393**	**66.00**
3394	ACH	**7/16/2026**	**4110**	**NEW HAMPSHIRE DISTRIBUTORS, INC.**			***ACH***
545581				7/08/2026	672.20	0.00	672.20
	03.3409.001.007 / COG - BEER					672.20	
	KEGS RETURNED AND BEER PURCHASEDQ						
					Total Check #:	**3394**	**672.20**
3395	SYSTEM	**7/16/2026**	**4540**	**O'REILLY AUTO PARTS**			
4989-429124				7/08/2026	16.53	0.00	16.53
	01.4312.002.611 / HWY - TOOLS					16.53	
	COUPLER AND HOSE CLAMPS						
					Total Check #:	**3395**	**16.53**
3396	SYSTEM	**7/16/2026**	**9613**	**Primex**			
3303				7/01/2026	27,361.00	0.00	27,361.00
	01.4130.001.260 / EXEC - WORKERS' COMPENSATION					29,789.00	
	WORKERS' COMPENSATION COVERGE 7/1/26 - 6/30/27						
	01.4130.001.260 / EXEC - WORKERS' COMPENSATION					-2,428.00	
	RETURN OF SURPLUS - WORKERS' COMPENSATION COVERGE 7/1/26 - 6/30/27						
					Total Check #:	**3396**	**27,361.00**
3397	SYSTEM	**7/16/2026**	**9613**	**Primex**			
3614				7/01/2026	58,837.00	0.00	58,837.00
	01.4312.002.261 / HWY - PROPERTY & LIABILITY INSURANCE					2,640.31	
	PROPERTY & LIABILITY COVERAGE 7/1/26 - 6/30/2027						
	01.4314.002.261 / B&G - PROPERTY & LIABILITY INSURANCE					600.07	
	PROPERTY & LIABILITY COVERAGE 7/1/26 - 6/30/2027						
	01.4520.002.261 / REC - PROPERTY & LIABILITY INSURANCE					37,121.62	
	PROPERTY & LIABILITY COVERAGE 7/1/26 - 6/30/2027						

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
	02.4331.520.261 / WTR - PROPERTY & LIABILITY INSURANCE					9,839.97	
	PROPERTY & LIABILITY COVERAGE 7/1/26 - 6/30/2027						
	01.4130.002.261 / EXEC - PROPERTY & LIABILITY INSURANCE					8,635.03	
	PROPERTY & LIABILITY COVERAGE 7/1/26 - 6/30/2027						
					Total Check #:	**3397**	**58,837.00**
3398	SYSTEM	**7/16/2026**	**9769**	**RHR SMITH & COMPANY**			
	0000942			7/13/2026	1,800.00	0.00	1,800.00
	01.4130.002.301 / EXEC - ACCOUNT & AUDITING					600.00	
	AUDIT SERVICE, FY25, GOVERNMENTAL ANDFINANCIAL STATEMENT ASSISTANCE						
	02.4331.520.301 / WTR - ANNUAL AUDIT					600.00	
	AUDIT SERVICE, FY25, GOVERNMENTAL ANDFINANCIAL STATEMENT ASSISTANCE						
	03.4520.001.301 / REC - ANNUAL AUDIT					600.00	
	AUDIT SERVICE, FY25, GOVERNMENTAL ANDFINANCIAL STATEMENT ASSISTANCE						
					Total Check #:	**3398**	**1,800.00**
3399	SYSTEM	**7/16/2026**	**9625**	**SALMON PRESS**			
	591629			7/03/2026	66.00	0.00	66.00
	01.4130.002.305 / EXEC - ADVERTISING					33.00	
	REF #591629 PH JUNE 24 - RECORD ENTERPRISEINSURANCE HEARING PURPOSE						
	02.4331.520.305 / WTR - ADVERTISING					33.00	
	REF #591629 PH JUNE 24 - RECORD ENTERPRISEWATER RATES HEARING PURPOSE						
					Total Check #:	**3399**	**66.00**
3400	SYSTEM	**7/16/2026**	**9803**	**SKI NEW HAMPSHIRE, INC**			
	4145			7/09/2026	25.00	0.00	25.00
	03.4520.000.320 / REC - LICENSES & FEES					25.00	
	CAMPTON MOUNTAIN SKI AREA DUES FY 2027						
					Total Check #:	**3400**	**25.00**
3401	ACH	**7/16/2026**	**9694**	**SYSCO NORTHERN NEW ENGLAND INC**			***ACH***
	498337512			7/01/2026	6,996.51	0.00	6,996.51
	03.3409.001.002 / COG - FOOD					5,640.06	
	FOOD PURCHASE						
	03.4523.002.610 / LNG - BAR SUPPLIES					48.80	
	BAR SUPPLIES						

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		03.3409.001.005 / COG - NON-ALCOHOLIC BEVERAGES				90.90	
		NON-ALCOHOLIC BEVERAGES					
		03.3409.001.006 / COG - LIQUOR				785.80	
		FOOD PURCHASE, BAR SUPPLIES, NON-ALCOHOLIC BEVERAGES AND LIQUOR					
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				311.45	
		FOOD PURCHASE, BAR SUPPLIES, NON-ALCOHOLIC BEVERAGES AND LIQUOR					
		03.4523.002.611 / LNG - KITCHEN SUPPLIES				119.50	
		FOOD PURCHASE, BAR SUPPLIES, NON-ALCOHOLIC BEVERAGES,LIQUOR, KITCHEN & CLEANING					
	498344497			7/08/2026	-67.95	0.00	-67.95
		03.3409.001.002 / COG - FOOD				-67.95	
		RANCH DRESSING DAMAGED IN PICK UP. CREDIT ISSUED					
					Total Check #:	**3401**	**6,928.56**
3402	SYSTEM	**7/16/2026**	**9751**	**THE GRANITE GROUP WHOLESALERS LLC**			
	18619244-00-A			5/22/2026	535.00	0.00	535.00
		01.4524.003.631 / POOL - POOL REPAIRS & MAINTENANCE				535.00	
		Original check #3267 dated 6/4/25 never received. Stop payment placed 7/14/26.					
					Total Check #:	**3402**	**535.00**
3403	SYSTEM	**7/16/2026**	**9480**	**TRACTOR SUPPLY CO**			
	200989627			6/16/2026	138.92	0.00	138.92
		01.4312.002.824 / HWY - EQUIPMENT MAINTENANCE				138.92	
		JOHN DEERE PAINT, KNIT MINI ROLLER, MINI ROLLER, FOAM ROLLER, POLY ROLLER, PAINT					
	200991459			6/25/2026	84.99	0.00	84.99
		01.4312.002.824 / HWY - EQUIPMENT MAINTENANCE				84.99	
		MASSEY FERGUSON GRAY PAINT					
					Total Check #:	**3403**	**223.91**
3404	SYSTEM	**7/16/2026**	**9696**	**TREASURER, STATE OF NH - DEPT. OF TRANSP**			
	382964			7/06/2026	273.99	0.00	273.99
		01.4314.003.823 / B&G - VEHICLE FUEL				273.99	
		88.41 GALLONS 2017 FORD F-350 XL					
					Total Check #:	**3404**	**273.99**
3405	SYSTEM	**7/16/2026**	**6180**	**UNIFIRST CORPORATION**			

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid	
	1070523059			6/25/2026	209.22	0.00	209.22	
	01.4521.003.610 / FD - SUPPLIES						46.50	
	COOK SHIRTS, APRON, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, FRONT DESK ENTR							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						35.92	
	COOK SHIRTS, APRON, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, FRONT DESK ENTR							
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						80.60	
	COOK SHIRTS, APRON, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, FRONT DESK ENTR							
	01.4312.002.610 / HWY - SHOP SUPPLIES						35.92	
	COOK SHIRTS, APRON, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, FRONT DESK ENTR							
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.30	
	COOK SHIRTS, APRON, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, FRONT DESK ENTR							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.98	
	COOK SHIRTS, APRON, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS, FRONT DESK ENTR							
	1070524676			7/02/2026	188.48	0.00	188.48	
	01.4521.003.610 / FD - SUPPLIES						62.53	
	COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS AND FRONT DESK							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						25.60	
	COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS AND FRONT DESK							
	03.4523.002.611 / LNG - KITCHEN SUPPLIES						55.06	
	COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS AND FRONT DESK							
	01.4312.002.610 / HWY - SHOP SUPPLIES						35.01	
	COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS AND FRONT DESK							
	03.4522.003.610 / SKI - CLEANING SUPPLIES						0.30	
	COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS AND FRONT DESK							
	01.4314.003.614 / B&G - CLEANING SUPPLIES						9.98	
	COOK SHIRTS, APRONS, WET MOP, TOWELS, TERRY CLOTHS, BEACH TOWELS AND FRONT DESK							
					Total Check #:	**3405**	**397.70**	
3406	SYSTEM	**7/16/2026**	**6240**	**UPTON & HATFIELD, LLP**				
	BILL # 180504			7/07/2026	2,841.00	0.00	2,841.00	
	02.4331.520.323 / WTR - LEGAL EXPENSES						130.00	
	PROFESSIONAL SERVICES - GENERAL MATTER							
	01.4130.002.323 / EXEC - LEGAL SERVICES						2,711.00	
	PROFESSIONAL SERVICES - GENERAL MATTER							
	BILL # 180505			7/07/2026	130.00	0.00	130.00	
	01.4130.002.323 / EXEC - LEGAL SERVICES						130.00	
	PROFESSIONAL SERVICES M.TREMBLAY, JR.							

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
					Total Check #:	**3406**	**2,971.00**

Check Manifest - by Payee

Date: 7/16/2026 **Batch ID:** 440 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
7/16/2026	**Check Manifest**		**Batch:**	**440**	**Chk Count:**	**35**	**Total Amnt:**	**151,320.31**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	122,482.22
02	WATER FUND	13,912.53
03	RECREATION FUND	14,925.56

--- Signatures ---

Helen Chatel, General Manager

Maureen Patti, Commissioner-Chair

Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 432 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3306	ACH	**6/25/2026**	**1890**	**EVERSOURCE**			***ACH***
	56996545091 - APRIL MAY			5/28/2026	21.00	0.00	21.00
	01.4522.002.340 / SKI - ELECTRIC 4/29/26 - 5/28/26 MONTHLY SERVICE					21.00	
					Total Check #:	**3306**	**21.00**
3307	ACH	**6/25/2026**	**1910**	**EVERSOURCE**			***ACH***
	56574890067 - APRIL MAY			5/28/2026	280.02	0.00	280.02
	02.4331.520.340 / WTR - ELECTRICITY 4/29/26 - 5/28/26 MONTHLY SERVICE					280.02	
					Total Check #:	**3307**	**280.02**
3308	ACH	**6/25/2026**	**1920**	**EVERSOURCE**			***ACH***
	56460751028 - APRIL MAY			5/28/2026	21.38	0.00	21.38
	01.4522.002.340 / SKI - ELECTRIC 4/29/26 - 5/28/26 MONTHLY SERVICE					21.38	
					Total Check #:	**3308**	**21.38**
3309	ACH	**6/25/2026**	**1930**	**EVERSOURCE**			***ACH***
	56299101063 - APRIL MAY			5/28/2026	6,693.07	0.00	6,693.07
	01.4314.003.340 / B&G - ELECTRIC 4/29/26 - 5/28/26 MONTHLY SERVICE					6,693.07	
					Total Check #:	**3309**	**6,693.07**
3310	ACH	**6/25/2026**	**1940**	**EVERSOURCE**			***ACH***
	56307251074 - APRIL MAY			5/28/2026	164.88	0.00	164.88
	01.4314.003.340 / B&G - ELECTRIC 4/29/26 - 5/28/26 MONTHLY SERVICE					164.88	
					Total Check #:	**3310**	**164.88**
3311	ACH	**6/25/2026**	**1970**	**EVERSOURCE**			***ACH***
	56458399037 - APRIL MAY			5/28/2026	21.38	0.00	21.38
	01.4522.002.340 / SKI - ELECTRIC					21.38	

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 432 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				4/29/26 - 5/28/26 MONTHLY SERVICE				
						Total Check #:	**3311**	**21.38**
3312	ACH	**6/25/2026**	**1990**	**EVERSOURCE**				***ACH***
	56994890085 - APRIL MAY				5/28/2026	76.47	0.00	76.47
				01.4312.003.340 / HWY - ELECTRIC			76.47	
				4/29/26 - 5/28/26 MONTHLY SERVICE				
						Total Check #:	**3312**	**76.47**
3313	ACH	**6/25/2026**	**2020**	**EVERSOURCE**				***ACH***
	56244890026 - APRIL MAY				5/28/2026	92.62	0.00	92.62
				01.4312.003.340 / HWY - ELECTRIC			92.62	
				4/29/26 - 5/28/26 MONTHLY SERVICE				
						Total Check #:	**3313**	**92.62**
3314	ACH	**6/25/2026**	**2040**	**EVERSOURCE**				***ACH***
	56974735011 - APRIL MAY				5/28/2026	178.53	0.00	178.53
				01.4522.002.340 / SKI - ELECTRIC			178.53	
				4/29/26 - 5/28/26 MONTHLY SERVICE				
						Total Check #:	**3314**	**178.53**
3315	ACH	**6/25/2026**	**7270**	**EVERSOURCE**				***ACH***
	56235890092 - APRIL MAY				5/28/2026	979.98	0.00	979.98
				01.4522.002.340 / SKI - ELECTRIC			979.98	
				4/29/26 - 5/28/26 MONTHLY SERVICE				
						Total Check #:	**3315**	**979.98**
3316	ACH	**6/25/2026**	**7280**	**EVERSOURCE**				***ACH***
	56344890025 - APRIL MAY				5/28/2026	493.02	0.00	493.02
				02.4331.520.340 / WTR - ELECTRICITY			493.02	
				4/29/26 - 5/28/26 MONTHLY SERVICE				
						Total Check #:	**3316**	**493.02**

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 432 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3317	ACH	**6/25/2026**	**7300**	**EVERSOURCE**			***ACH***
	56181551029 - APRIL MAY			5/28/2026	69.98	0.00	69.98
	02.4331.520.340 / WTR - ELECTRICITY 4/29/26 - 5/28/26 MONTHLY SERVICE					69.98	
					Total Check #:	**3317**	**69.98**
3318	ACH	**6/25/2026**	**7310**	**EVERSOURCE**			***ACH***
	56688101039 - APRIL MAY			5/28/2026	75.17	0.00	75.17
	01.4522.002.340 / SKI - ELECTRIC 4/29/26 - 5/28/26 MONTHLY SERVICE					75.17	
					Total Check #:	**3318**	**75.17**
3319	ACH	**6/25/2026**	**7320**	**EVERSOURCE**			***ACH***
	56384126058 - APRIL MAY			5/28/2026	21.00	0.00	21.00
	02.4331.520.340 / WTR - ELECTRICITY 4/29/26 - 5/28/26 MONTHLY SERVICE					21.00	
					Total Check #:	**3319**	**21.00**
3320	ACH	**6/25/2026**	**7330**	**EVERSOURCE**			***ACH***
	56945126092 - APRIL MAY			5/28/2026	23.22	0.00	23.22
	02.4331.520.340 / WTR - ELECTRICITY 4/29/26 - 5/28/26 MONTHLY SERVICE					23.22	
					Total Check #:	**3320**	**23.22**
3321	ACH	**6/25/2026**	**9130**	**EVERSOURCE**			***ACH***
	56956494017 - APRIL MAY			5/29/2026	57.55	0.00	57.55
	02.4331.520.340 / WTR - ELECTRICITY 4/29/26 - 5/28/26 MONTHLY SERVICE					57.55	
					Total Check #:	**3321**	**57.55**
3322	ACH	**6/25/2026**	**9140**	**EVERSOURCE**			***ACH***
	56101129021 - APRIL MAY			5/28/2026	3,006.29	0.00	3,006.29
	02.4331.520.340 / WTR - ELECTRICITY					3,006.29	

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 432 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
Invoice #			PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
				4/29/26 - 5/28/26 MONTHLY SERVICE				
						Total Check #:	**3322**	**3,006.29**

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 432 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/25/2026	**Check Manifest**		**Batch:**	**432**	**Chk Count:**	**17**	**Total Amnt:**	**12,275.56**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	8,324.48
02	WATER FUND	3,951.08

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 438 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3351	SYSTEM	**7/09/2026**	**7480**	**HANDYMAN HARDWARE INC.**			
	B529572			6/08/2026	54.90	0.00	54.90
		01.4314.003.615 / B&G - SUPPLIES				61.00	
		CIRCULAR SAW BLADE 24T AND 40T- REPLACED BROKEN BLADES FROM CUTTING PT FOR DECK					
		01.4314.003.615 / B&G - SUPPLIES				-6.10	
		CIRCULAR SAW BLADE 24T AND 40T- REPLACED BROKEN BLADES FROM CUTTING PT FOR DECK					
	B529795			6/09/2026	72.00	0.00	72.00
		01.4314.003.630 / B&G - BUILDING REPAIRS				80.00	
		A-ANGLE ZMAX AND 2 SCREWS LW-PRFL CBNT					
		01.4314.003.630 / B&G - BUILDING REPAIRS				-8.00	
		A-ANGLE ZMAX AND 2 SCREWS LW-PRFL CBNT					
	B530074			6/11/2026	28.80	0.00	28.80
		01.4314.003.615 / B&G - SUPPLIES				32.00	
		CIRCULAR SAW BLADE					
		01.4314.003.615 / B&G - SUPPLIES				-3.20	
		CIRCULAR SAW BLADE					
	B530889			6/16/2026	18.00	0.00	18.00
		01.4314.003.630 / B&G - BUILDING REPAIRS				18.00	
		20# PROPANE REFILL					
	B531071			6/17/2026	45.00	0.00	45.00
		01.4314.003.827 / B&G - EQUIPMENT REPAIRS				50.00	
		21" HOSE & REGULATOR KIT					
		01.4314.003.827 / B&G - EQUIPMENT REPAIRS				-5.00	
		21" HOSE & REGULATOR KIT					
	B532830			6/22/2026	9.45	0.00	9.45
		01.4314.003.615 / B&G - SUPPLIES				10.50	
		BIT POWER IMPACT TORX T25					
		01.4314.003.615 / B&G - SUPPLIES				-1.05	
		BIT POWER IMPACT TORX T25					
	B533025			6/29/2026	10.44	0.00	10.44
		01.4314.003.630 / B&G - BUILDING REPAIRS				11.60	
		MISC. FASTENERS - LAG BOLTS FOR DECK POSTS					
		01.4314.003.630 / B&G - BUILDING REPAIRS				-1.16	
		MISC. FASTENERS - LAG BOLTS FOR DECK POSTS					
	B533220			6/30/2026	5.40	0.00	5.40
		01.4314.003.630 / B&G - BUILDING REPAIRS				6.00	
		CLAMP CONDUIT 2HOLE PVC					

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 438 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
		01.4314.003.630 / B&G - BUILDING REPAIRS					-0.60
		CLAMP CONDUIT 2HOLE PVC					
	B533275			6/30/2026	9.72	0.00	9.72
		01.4314.003.630 / B&G - BUILDING REPAIRS					10.80
		MISCELLANEOUS FASTENERS					
		01.4314.003.630 / B&G - BUILDING REPAIRS					-1.08
		MISCELLANEOUS FASTENERS					
	B533332			6/30/2026	24.75	0.00	24.75
		01.4312.002.610 / HWY - SHOP SUPPLIES					27.50
		DOUBLE ROLL PAPER TOWELS AND MASKING TAPE					
		01.4312.002.610 / HWY - SHOP SUPPLIES					-2.75
		DOUBLE ROLL PAPER TOWELS AND MASKING TAPE					
	BA215584			6/30/2036	20.70	0.00	20.70
		01.4312.002.610 / HWY - SHOP SUPPLIES					23.00
		1 KEY MADE, STRETCH CORD 2 PK AND STRETCH CORD FLAT					
		01.4312.002.610 / HWY - SHOP SUPPLIES					-2.30
		1 KEY MADE, STRETCH CORD 2 PK AND STRETCH CORD FLAT					
					Total Check #:	**3351**	**299.16**

Check Manifest - by Payee

Date: 7/09/2026 **Batch ID:** 438 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee				
	Invoice #		PO #		Invoice Date	Invoice Amount	Discount Taken	Amount Paid
7/09/2026	**Check Manifest**		**Batch:**	**438**	**Chk Count:**	**1**	**Total Amnt:**	**299.16**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	299.16

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 431 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee			
	Invoice #		PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
3323	SYSTEM	**6/25/2026**	**2630**	**HEALTH TRUST**			
	001603624			5/20/2026	23,189.55	0.00	23,189.55
	01.2020.000.001 / PAYROLL LIABILITIES 6/1/2026 - 6/30/2026 BILLING PERIOD						278.20
	01.2020.000.001 / PAYROLL LIABILITIES 6/1/2026 - 6/30/2026 BILLING PERIOD						61.88
	02.4331.520.210 / WTR - HEALTH INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						2,086.53
	02.4331.520.211 / WTR - DENTAL INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						83.03
	01.4314.001.210 / B&G - HEALTH INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						8,346.06
	01.4314.001.211 / B&G - DENTAL INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						332.10
	01.4521.001.210 / FD - HEALTH INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						2,782.02
	01.4521.001.211 / FD - DENTAL INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						110.70
	01.4130.001.210 / EXEC - HEALTH INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						4,590.34
	01.4130.001.211 / EXEC - DENTAL INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						179.64
	03.4520.001.210 / REC - HEALTH INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						1,391.01
	03.4520.001.211 / REC - DENTAL INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						55.35
	01.4312.001.210 / HWY - HEALTH INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						1,391.00
	01.4312.001.211 / HWY - DENTAL INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						55.34
	01.4525.001.210 / FBF - HEALTH INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						1,391.01
	01.4525.001.211 / FBF - DENTAL INSURANCE 6/1/2026 - 6/30/2026 BILLING PERIOD						55.34
					Total Check #:	**3323**	**23,189.55**

Check Manifest - by Payee

Date: 6/25/2026 **Batch ID:** 431 **BANK OF NH - DISTRICT**

Payment #	Type	Check Date	Vendor ID	Payee	Invoice #	PO #	Invoice Date	Invoice Amount	Discount Taken	Amount Paid
6/25/2026	**Check Manifest**		**Batch:**	**431**	**Chk Count:**	**1**	**Total Amnt:**			**23,189.55**

--- Subtotals by Fund ---

Fund	Description	Amount
01	VILLAGE DISTRICT FUND	19,573.63
02	WATER FUND	2,169.56
03	RECREATION FUND	1,446.36

--- Signatures ---

_____
Helen Chatel, General Manager

_____
Maureen Patti, Commissioner-Chair

_____
Mark Canfield, Commissioner



Waterville Estates Village District

Capital Improvement Program Committee Handbook

Adopted on _____

DRAFT

Table of Contents

I. INTRODUCTION 3
II. CIP PROCESS OVERVIEW 4
III. THE CIP PROCESS TIMELINE 6
IV. APPENDIX A - Current Capital Reserve Funds 8
V. APPENDIX B - Sample Letters and Forms 8
VI. APPENDIX C - WEVD Capital Improvement Plan Committee Bylaws 11
VII. APPENDIX D - District Policies 12
VIII. APPENDIX E - Online Resources 12

DRAFT

INTRODUCTION

State law RSA 674:5 authorizes municipalities who have adopted a master plan to establish a capital improvement program (known by the acronym CIP). The CIP is an outline of anticipated expenditures for proposed capital improvement projects projected over a period of at least 6 years. The Waterville Estates Village District uses a ten-year planning horizon for its capital improvement program.

The CIP is a valuable tool in both the planning and budgetary preparation processes of a municipality. Creating a schedule of capital improvements in advance enables a city or town to allocate tax dollars more effectively by prioritizing projects according to their urgency and anticipating their fiscal impact. Additionally, it has a stabilizing impact on tax rates by budgeting capital outlays.

An effective CIP helps to avoid undue tax increases at the local level. By planning ahead, the community can spread the burden of new capital expenditures over time. A surprise hike in taxes due to large capital expenditures can be avoided. A well thought out capital improvement project might be more attractive to a potential grant-funding source.

The Waterville Estates Village District adopted a CIP at the 2025 annual meeting, when voters authorized the Board of Commissioners to "...to appoint a five (5) person committee comprised of at least one WEVD Commissioner, one Waterville Estates Association Board member, at least one Planning Board member, one Budget Advisory Committee member, and one WEVD property owner, pursuant to State RSA 674:5 establishing a Capital Improvement Program, to prepare a recommended program of Waterville Estates Village District capital improvement projects over a period of at least six (6) years."[1]

Currently, the Waterville Estates Village District defines a capital improvement as having a capital expenditure of Ten Thousand Dollars ($10,000) or more for the total project and a useful life of at least 7 years. Examples of capital improvement projects include:

- Land or Building Acquisition
- Land Improvements
- Major Building Renovations or Repairs
- Road Construction or Improvements
- Equipment Purchase
- Major Equipment Repairs
- Major Vehicle Purchase
- Major Vehicle Repairs
- Water Infrastructure

Capital improvements are paid for out of the capital reserve funds created by the District for a specific purpose. The individual reserve funds generally correspond to a specific function of a

[1] Waterville Estates Village District 2025 Annual Meeting Warrant Article #5.

department or specific capital improvement or equipment purchase. Warrant articles are voted on at the District's annual meeting to authorize raising money to replenish funds for specific capital reserves. The Capital Improvement Program Committee has set a minimum amount of $X raised annually to replenish the capital reserve funds which effectively prevents large variances in the tax rate due to the cost of capital improvements.

CIP PROCESS OVERVIEW

The Capital Improvement Program Committee (CIPC) is comprised of District residents who serve on a voluntary basis. The committee must have no more than 5 members "comprised of at least one WEVD Commissioner, one Waterville Estates Association Board member, at least one Planning Board member, one Budget Advisory Committee member, and one WEVD property owner."[2]

Bylaws have been established to provide a framework for the operation and responsibilities of the CIP Committee. The bylaws are reviewed annually by the CIP Committee, and any proposed revisions are approved by the Board of Commissioners. (See 'Waterville Estates Village District CIPC Bylaws' section in Appendix C for current bylaws.)

The CIP Committee is responsible for creating and maintaining a list of projected capital improvements to be made by District departments. This list is updated annually based upon requests submitted by District department heads. The CIP is used by the Board of Commissioners as an advisement and planning tool in the creation of the District's annual capital budget. The CIP Committee meets each month beginning in April to prepare and revise the capital improvement plan until the final version is adopted by the Committee in December.

At the first meeting, a chairperson and secretary are selected. The chairperson prepares the agenda for each meeting and ensures meetings proceed in an orderly, focused manner. The secretary is responsible for keeping the minutes of all Committee meetings. Meeting minutes are prepared using a standard template to maintain a uniform and professional look. (The agenda and minutes templates are included in Appendix B, 'Sample Letters and Forms'.) When meeting minutes are reviewed and approved at subsequent meetings by the Committee, the chairperson submits a copy to the District Clerk for posting on the District's website. Since CIPC meetings are public, the District's website should be used to announce the meeting schedule and meeting cancellations, as well as the public hearing to review the proposed plan. Meeting announcements/agendas must be posted at least 24 hours in advance of the meeting. To ensure they are posted in time. The announcement should be emailed to the Village District's Administrative Assistant. The General Manager should always be copied on any correspondence to the Administrative Assistant.

After the capital improvement program requests have been submitted, department heads meet with the Board of Commissioners to review their requests. One or more members of the CIP Committee will attend these meeting whenever possible. After these meetings have been held,

[2] Waterville Estates Village District 2025 Annual Meeting Warrant Article #5.

copies of the project requests are forwarded to the CIP Committee accompanied by a memo from the General Manager summarizing the forms and agreements between the department heads and the Board of Commissioners for the Committee's review and approval. During the review and approval process, the CIPC may need to contact department heads to request additional information or clarification, or meet with the Board of Commissioners to discuss any important issues requiring their input.

Important things to consider when evaluating a CIP request:

- The request meets the basic requirements for a capital improvement as having a capital expenditure of ten thousand dollars ($10,000) or more for the total project and a useful life of at least seven years.
- The proposed capital improvement reflects an inflation rate that is set at the beginning of each year by the CIPC, with the consultation of the Department Heads.
- The proposed capital improvement is consistent with capital reserve fund's purpose.
- The proposed capital improvement is not specifically excluded in the 'Items Not Considered to Be Fixed Assets' section of the District's Fixed Asset Policy.
- A proposed request for equipment purchase may not be for a vehicle previously authorized by the Commission to be kept as a 'backup' (rather than be sold or otherwise disposed of). Commission-authorized 'backup' vehicles may never be replaced using CIP funding. The CIP Committee maintains a list of authorized 'backup' vehicles to insure this does not occur.

Once the Committee has reviewed and approved the project requests, it begins the process of preparing the CIP. A spreadsheet is used to record and organize project data, and to track the proposed funding needed to cover the costs of capital improvements.

The CIP Committee looks at the impact of new capital projects and changes to existing ones, and determines what adjustments need to be made to the plan so that all capital improvements are fully funded. This includes determining how to allocate anticipated tax dollars among the capital reserve funds. In the event the CIP Committee delays a capital improvement by re-scheduling it for a later year in the ten-year plan or reduces the projected cost of a capital improvement, the department head or responsible party should be notified.

Any additional changes to CIP requests by the department head must be received no later than October 1. This provides the Committee with adequate time to make final adjustments to the plan before holding a public hearing at the regular November CIPC meeting. The plan is presented to the Board of Commissioners in December for their review and comment. At the last CIPC meeting in December, the Committee votes to adopt the plan.

It is important to remember that the CIP plan is not a mandate for District purchases or projects. It is only a guide for the respective Boards to administer proposed capital improvements as recommended by the CIP committee, and is therefore non-binding. Projected capital improvements can be delayed, changed in scope, or removed from the plan by either Board based on changing needs and priorities. Most importantly, voters at the annual District meetings have final say as to budget priorities and implementation schedule.

DRAFT

THE CIP PROCESS TIMELINE

Below is a typical timeline for preparing the following year's capital improvement plan for the Waterville Estates Village District.

April

1. The CIPC schedules time to visit each department with capital assets.
2. The CIPC speaks with the Department Heads to determine the condition of each asset.
3. The CIPC records a list with pictures of all capital assets and updates it at this time.

May

1. Establish monthly meeting schedule
2. Review of bylaws to see if changes are needed
3. Discuss if any changes should be made to this year's CIP process.
4. Determine when capital requests from departments will be due.

June

1. Basic preparation of spreadsheet for next year's capital budget.
2. Ex-Officio will e-mail District department heads (including the General Manager, who handles capital requests for the Board of Commissioners) to advise them that their ten year capital improvement program requests must be submitted by the July meeting. Request General Manager to notify CIPC when meetings are scheduled for department heads to discuss their requests with the Board of Commissioners.

July

1. Ex-Officio to follow up with General Manager to verify that department managers have submitted their capital improvement requests.
2. Attend meetings with Board of Commissioners and Department Heads.

August

1. Discussion of memo from General Manager summarizing the results of CIP requests review between the WEVD Board of Commissioners and department heads. Determine if the Committee requires more information on any of the requests prior to approval.
2. Vote on capital improvement requests to be included in the plan, and notify General Manager of the results.
3. Begin creation of first draft of CIP for presentation to the Commission in September, incorporating approved new requests and changes into the plan.
4. Review CIP and discuss any adjustments needed before meeting with the Board of Commissioners.
5. Send copy of the plan to District contact to arrange for copies to be printed for the meeting with the Board of Commissioners.

DRAFT

September

1. Initial presentation of Capital Improvement Plan to Board of Commissioners.
2. Make adjustments to CIP based on discussions with Board of Commissioners.

October

1. At the end of the month, request the District Administrative Assistant to post notice of public hearing to obtain public comment regarding the proposed plan at the regular CIP Committee in November as required by statute.
2. E-mail department heads to remind them any changes to their capital improvement plan are due November 1. Additionally, department heads will need to advise the CIPC if they anticipate not expending funds allocated for current year capital projects or purchases, and if they will request the Board of Commissioners to carry such funding forward to the next fiscal year.

November

1. Identify any changes to CIP requests and determine impact on the plan.
2. Prepare public hearing announcement using template, and send to General Manager along with plan so that copies can be prepared for distribution at the public hearing.
3. At the regular November meeting, hold a public hearing to present and discuss the proposed plan.
4. Request to be put on agenda at first Board of Commissioners meeting in December to present final draft of plan.

December

1. Arrange for copies of the plan to be printed for the meeting with the Board of Commissioners.
2. Meet with the Board of Commissioners to present revised CIP plan.
3. Revise CIP based on input from the Board of Commissioners.
4. CIPC members vote whether to adopt the plan.

January

1. Obtain 12/31 balance for each capital reserve fund from the Trustee of Trust funds. The 12/31 balance becomes the beginning reserve balance on the Reserve Calculation worksheet, which is required to create the final version of the CIP.
2. E-mail the final version of the District CIP and the cover letter from CIPC Ex-Offico to the District representative assembling the annual report. For the Annual Report, the CIP includes only two worksheets from the EXCEL workbook: the Total Requirements and the Reserve Calculation worksheets.

February

DRAFT

1. As required by State statute, the General Manager is tasked to submit copy of District plans to the Office of Strategic Initiatives. This is done by emailing the finalized version of the plan to planning@livefree.nh.gov.

APPENDIX A - Current Capital Reserve Funds

FUND NAME	YEAR CREATED	ARTICLE #	PURPOSE
CIP Expendable Trust Fund	2025	6	"upkeep of WEVD infrastructure, property, vehicles, and equipment including the Community Center, Campton Mountain Ski Area, service yard, WEVD water system, and WEVD roadways"[3]

APPENDIX B - Sample Letters and Forms

1. Sample Annual Report Letter

(Annual Report Year) CAPITAL IMPROVEMENT PROGRAM COMMITTEE

Waterville Estates Village District's Capital Improvements Program (CIP) is a tool for planning capital expenditures. The CIP's "Total Capital Improvement Requirements" spreadsheet, attached, is a schedule of anticipated capital assets (tangible assets or projects that cost at least $10,000 and have a useful life of at least seven years). The "Reserve Calculation" spreadsheet, also attached to this report, represents the capital reserve balances that are level funded each year in the amount of $X. As you can see, the expenditures Totals on the "Requirement" spreadsheet are erratic, but level funding the "Reserve" funds each year controls a portion of the tax rate and contributes to savings in the form of finance costs.

The CIP insures sound fiscal and capital planning and requires effective leadership and the involvement and cooperation of all municipal departments. The Committee begins the CIP process by contacting each department manager and asking for their capital requests. The Departments meet with the District's Commissioners to review their proposals. The CIP committee then receives the requests, evaluates and prioritizes the projects from District departments and lastly builds out the "Total Capital Improvement Requirements" spreadsheet on a 10-year plan schedule. The Capital Reserve balances are updated at year end and the "Reserve Calculation" spreadsheet is finalized. The committee meets with the Planning Board and the Selectboard and the final revision of the CIP Plan is approved.

[3] Waterville Estates Village District 2025 Annual Meeting Warrant Article #6.

DRAFT

The CIP committee members start their work in the spring and meet through the end of the year. This year we were able to meet once a month. We reviewed our process this year with the goal of strengthening it for years to come. As in the past, we welcome interested citizens to join us. We meet (the last Tuesday) of each month, May-January. Please contact the District office to obtain contact information for the committee members.

I would like to thank the committee members for their hard work and dedication this year, and for the patience to see this process through to the end. Thanks also goes out to the various boards, department staff and volunteers who work tirelessly on behalf of WEVD residents.

Respectfully submitted, Name, Ex-Offico
Names of Each Committee Member

Other Forms/Letters Needed in Electronic Format:

- **Letter to Department Managers**
- **Capital Improvement Request Form**
- **Agenda/minutes template**

2. Sample Department Head Letter Requesting Capital Improvement Plan

Greetings WEVD Department Heads,

It is time to review and update your department's Capital Improvement Plan (CIP). As you know, the CIP is a budgeting and planning tool for capital items that have a useful life of at least 7 years and have a value of $10,000 or more.

Attached please find two files.

The first is the Capital Improvement Plan as adopted for 2019-2028. Use this as a reference for the items that are included in the plan for your department.

The other attachment is the worksheet used to update the plan.

Please use a separate worksheet for each project you add, remove, or update. While this year's plan will cover 2019 through 2026, it is important to inform us of any changes involving your approved 2016 requests given their potential impact on the overall plan. Additionally, we ask that you carefully review your cost estimates for all existing projects, as well as provide a strong basis for estimates associated with any new projects, even if the item is a few years out on the plan. If you feel it would be helpful, you may provide additional explanation and/or justification in a separate document to support any request.

The due date for your requests is the July meeting date. All requests should be submitted to the General Manager, who will contact you to schedule a meeting with the Commissioners to present your requests.

DRAFT

All request forms must have a Commissioner signature prior to CIP Committee review. The Committee reviews requests using the information provided on the worksheets.

The CIP Committee thanks you for your efforts and your attention to this task.

Regards,

(Name),

WEVD Capital Improvement Planning Committee

DRAFT

APPENDIX C - WEVD Capital Improvement Plan Committee Bylaws

Article I: AUTHORITY

Pursuant to RSA 674:5 and as adopted at the 2025 District Meeting by the voters, the Board of Commissioners is authorized to appoint a Capital Improvement Program Committee (C.I.P.C.) to prepare and amend a recommended program of capital improvement projects over a period of at least six years.

Article II: PURPOSE

The purpose of the Committee will be to create an annual Capital Improvement Program (C.I.P.) to be approved and adopted by the C.I.P.C. After adoption, the C.I.P. is to be presented and used by the Board of Commissioners as an advisement and planning tool in the creation of the District's annual capital budget. The C.I.P. will project over a period of ten years a recommended program of municipal improvement projects. The Committee will amend the C.I.P. annually to maintain a ten-year planning horizon.

Article III: MEMBERSHIP

A. The C.I.P.C. will be composed of five (5) members willing to serve. Committee membership shall include "at least one WEVD Commissioner, one Waterville Estates Association Board member, at least one Planning Board member, one Budget Advisory Committee member, and one WEVD property owner"[4].
B. The Board of Commissioners may determine changes to the previous year's committee structure at any time.
C. The Board of Commissioners will appoint an Ex-Officio(s) annually.

Article IV: ORGANIZATION

A. The C.I.P.C. Ex-Officio will be the designated primary contact.
B. The C.I.P.C. will select a member or use a District selected designee to be the secretary responsible for taking and preparing Committee minutes.
C. Routine needs of the Committee will be funded in the annual Board of Commissioners budget.

Article V: RESPONSIBILITIES

A. The C.I.P. process is generally set forth as follows:
    1. Each year, letters are sent out by the C.I.P.C. to department heads requesting submission of their detailed ten year C.I.P. project information for the next fiscal year. Each year the department head shall reassess all of their prior C.I.P. project requests and add information to extend the plan to include the 'new' tenth year.
    2. Department heads review requests with the Board of Commissioners prior to submission to the C.I.P.C.

[4] Waterville Estates Village District 2025 Annual Meeting Warrant Article #5.

DRAFT

3. All project requests are due back to the C.I.P.C. for review.
4. The C.I.P.C. meets as needed to prioritize all requested projects and develop the C.I.P.
5. At a regular C.I.P.C. meeting, the C.I.P.C. will hold a public hearing to present a draft C.I.P. for action or amendment based upon input from the hearing.
6. At a regular C.I.P.C. meeting, the C.I.P.C. adopts the C.I.P.
7. The C.I.P.C. presents the adopted C.I.P. to the Board of Commissioners at a regular meeting to be used as an advisement and planning tool for the creation of the District's annual capital budget.

B. In addition to a proposed C.I.P., the Committee will address any matter deemed appropriate by its members, including a review of these bylaws.

APPENDIX D - District Policies

There are currently no District policies that restrict or affect the Capital Improvement Program Committee (CIPC).

APPENDIX E - Online Resources

The New Hampshire Planning Board Handbook, which has an entire chapter that discusses capital improvement programming:

https://www.nh.gov/oep/planning/resources/documents/planning-board-handbook.pdf

The Waterville Estates Village District website, which has town meeting information and minutes to various boards and committees:

https://www.waterville-estatesnh.gov/

The Waterville Estates Village District website also hosts a CIP page under "Boards & Committees" which has board information, general information, and resources.

https://www.waterville-estatesnh.gov/capital-improvement-program-committee

Adopted by the Capital Improvements Plan Committee during its meeting of September 13, 2023

_____ _____

Chairman, WEVD C.I.P.C. Date

_____ _____

Ex-Offico, WEVD C.I.P.C. Date

DRAFT



DRAFT

WATERVILLE ESTATES VILLAGE DISTRICT (WEVD)

EMPLOYEE HANDBOOK

Revised June 2026

WEVD Handbook (6)

Table of Contents

Receipt of Personnel Policies 7

Welcome to the Community! 8

WEVD Mission Statement 9

Equal Opportunity 9

- Equal Employment Opportunity Policy 9
- Americans with Disabilities Act Policy 9
- Religious Accommodations Policy 10
- Anti-Harassment and Non-Discrimination Policy 10
  - Definition of Sexual and Other Illegal Harassment 10
  - Harassment/Discrimination – Grievance Procedure 12
  - Harassment/Discrimination Investigation 12
  - Disciplinary Action 13
  - Retaliation 13

Employee Classifications 13

- Employment-At-Will Statement 13
- Orientation Period of Employment 14
- Criminal Record Check 14
- Job Status 14
  - Non-Exempt/Exempt: 14
  - Full Time/Part Time/Seasonal 14

Payroll Information 15

- Timekeeping Policy 16
  - Timesheets 16
  - Overtime 16
  - Approvals 17
  - Enforcement 17
- Scheduling 17
  - On-Call 17
  - Call-Ins & After-Hours Calls 17

DRAFT

Tardiness/Absences* 18
Lunch And Work Breaks 18
Pay Period & Paychecks/Paystubs 18
Reimbursement 19
Wage Reviews 19
Final Pay 19
Time At Work 19
General Conduct 19
Golden Rules of Customer Service 20
Problem Solving 20
Telephone Policy 21
WEVD Equipment, Telephones, Facsimile, E-Mail And Internet Use 21
Acceptable Use 22
Unacceptable Use 22
Occasional and Incidental Personal Use 23
Individual Accountability 23
Restrictions on Off-Site Transmission and Storage of Information 23
User Responsibility for IT Equipment 24
Use of Social Media 24
Use of Social Media within the Scope of Official Duties 24
Guidelines for Personal Use of Social Media 25
Vehicle Policy 25
Restaurant And Bar Usage Policy 25
Smoking 26
Employee Parking 26
Dress Code/Hygiene 26
Solicitations 27
Disciplinary Actions 27
Firearms Policy 28
Drug Free Workplace 28
Open Door Policy 29

DRAFT

Public Employee Freedom of Expression 29
Resignation/Termination 29
Employee Records 29
Conflict Of Interest Ordinance 30
Section 1: Authority 30
Section 2: Purpose 30
Section 3: Definitions 31
Section 4: Conflicts of Interest 32
Section 5: Duty to Recuse 32
Section 6: Advisory Vote 32
Section 7: Administration 33
Benefits 34
Community Center Passes 34
Holidays Observed & Holiday Pay 34
Office, Public Works, and Building Staff (Excluding Custodians) 35
Community Center Employees 35
Holiday Pay & Overtime 35
Seasonal Employees 35
Health Insurance 35
Continuance of Health Insurance Coverage (COBRA) 35
Retirement Benefit 36
Section 125 Program For Health Insurance 36
OPEB (Other Post Employee Benefits) 36
Paid Time Off (Vacation/Sick) 36
Vacation Policy 36
Eligibility and Accrual for Full-Time Employees 36
Requesting Vacation Time 37
Carryover and Payout of Vacation Time 37
Sick Time for Full-Time Employees* 37
Sick Time for Part-Time Employees* 37
Requesting Sick Time 37

DRAFT

Seasonal Employees 38
Orientation Period 38
Workers' Compensation Benefits 38
Unemployment Benefits 38
Pregnancy, Childbirth, And Related Medical Conditions Policy 38
Breastfeeding Mothers Policy 39
Family And Medical Leave Act (FMLA) 39
FMLA Leave Eligibility 39
Reasons for Taking Leave 39
Service Member Family Leave 40
Notice 40
Certification 41
Substitution of Paid Leave for FMLA Leave 41
Periodic Reporting 41
Measurement of 12-Month Period During Which FMLA Leave May be Taken 41
Bereavement Leave 42
Jury Duty Leave 42
Military Leave 42
Leave Of Absence 42
Leave of Absence to Attend Medical Appointments for Childbirth, Postpartum Care, and Infant Pediatric Medical Appointments (Effective January 1, 2026) 43
Crime Victim Employment Leave Act 43
Definitions 43
Right to Leave Work 44
Substitution of Paid Leave 44
Notice Required 44
Limitations on Leave 44
No Discrimination 44
Children At Work Policy 44
Safety & Health 45
Joint Loss Safety Management (Safety Committee) 46

DRAFT

Safety Equipment 46
Environmental Compliance 46
Accidents At Work 47
Equipment Maintenance And Use 47
Evacuation Procedures 47
Security 47
Inclement Weather Policy 48
Definitions 48
Operational Priorities 48
Reporting to Work 48
Remote Work During Weather Events 49
Delayed Openings, Early Closures, and Full Closures 49
Communication Procedures 49
Employee Safety 49
Compensation 49
Review and Updates 50

DRAFT

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

DRAFT

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

DRAFT

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.

DRAFT

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

DRAFT

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.

DRAFT

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

DRAFT

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.

DRAFT

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,

DRAFT

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.

DRAFT

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

DRAFT

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)

DRAFT

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

DRAFT

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.

DRAFT

- 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.

DRAFT

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

DRAFT

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

DRAFT

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

DRAFT

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.

DRAFT

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.

DRAFT

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

DRAFT

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

DRAFT

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

DRAFT

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

DRAFT

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:

DRAFT

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

DRAFT

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,

DRAFT

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

DRAFT

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.

DRAFT

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.

DRAFT

Section 125 Program For Health Insurance

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

OPEB (Other Post Employee Benefits)

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

Paid Time Off

(Vacation / Sick)

Full time employees receive two types of paid time off vacation, which is earned and paid out upon separation from the District. Sick, which is given at the beginning of the year to be used for sickness, Dr. appointments, for self or family members. In the event you run out of sick time, you may use vacation time, but you cannot use sick time for vacation time.

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 Vacation	Accrual Rate
1-2 years	10 days	3.333 HRs a month
3-5 years	15 days	10 HRs a month
5+ years	20 days	13.33 HRs a month

DRAFT

Requesting Vacation 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 Vacation

Maximum carryover

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

Year-end payout option

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

Separation payout

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

Sick Time for Full-Time Employees*

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

DRAFT

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.

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

DRAFT

conditions is able to continue working with a reasonable accommodation, such accommodation will be provided to the employee, unless such accommodation would cause WEVD an undue hardship, in accordance with the Pregnant Workers Fairness Act. Employees should contact their supervisor or the General Manager with accommodation requests.

Breastfeeding Mothers Policy

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

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

Employee Responsibilities:

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

Family And Medical Leave Act (FMLA)

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

FMLA Leave Eligibility

The FMLA provides up to twelve (12) weeks of unpaid leave every twelve (12) months to eligible employees for certain family and medical reasons. To be eligible, you must have worked for WEVD for twelve (12) months, 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.**

DRAFT

Reasons for Taking Leave

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

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

Service Member Family Leave

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

DRAFT

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 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.

DRAFT

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

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

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

Bereavement Leave

WEVD allows up to three (3) regularly scheduled workdays of bereavement leave with pay for death in the immediate family of an eligible employee. For 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

DRAFT

leave of absence without pay, upon request of the employee and approval of the General Manager. Approval for leave is at the sole discretion of the General Manager.

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

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

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

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

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

DRAFT

commission of a crime. "Victim" also includes the immediate family of any victim who is a minor or who is incompetent, or the immediate family of a homicide victim.

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

Right to Leave Work

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

Substitution of Paid Leave

The employee 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

DRAFT

custody of an employee of WEVD.

- Generally, employees should avoid bringing children to work, and this option should only be used as a last resort with prior approval from the General Manager.
- If, in the determination of the General Manager, the child(ren) are disruptive, then the General Manager may direct you to remove the child(ren) from the premises. This may require that the employee use applicable leave time or leave without pay.
- **Sick children must not be brought to work.**
- An employee's worksite must be free of hazards (e.g., no heavy or dangerous equipment, irons, chemicals, no contact with confrontational situations, etc.).
- 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.

DRAFT

- Stay focused on your job and your temper under control.
- Use good sitting and standing posture.
- Refrain from lifting or moving an object that may be too heavy or awkward for you – always ask for help.
- Refrain from twisting your body while holding heavy objects.
- Refrain from lifting objects over your head.

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

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

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

DRAFT

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 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.

DRAFT

Security

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

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

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

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

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.

DRAFT

- Employees unable to report due to unsafe conditions must notify their supervisor as soon as possible.

Non-Essential Employees

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

Remote Work During Weather Events

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

Delayed Openings, Early Closures, and Full Closures

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

When the District closes administrative offices:

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

DRAFT

- 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.

DRAFT

RHR SMITH & COMPANY
Certified Public Accountants

Waterville Estates
VILLAGE DISTRICT

December 31, 2024

Financial Statement Presentation



The RHR Smith & Company, CPAs office building pictured in 1914

Table of Contents

1. Client's Responsibilities
2. Auditor's Responsibilities
3. Audit Opinion
4. Balance Sheet Analysis (general fund)
5. Fund Balance Analysis (CY)
6. Fund Balance Analysis (2-year comparison)
7. General Fund Revenues (2-year comparison)
8. General Fund Revenues (budget to actual)
9. General Fund Expenditures (2-year comparison)
10. General Fund Expenditures (budget to actual)
11. Balance Sheet Analysis (*Recreation*)
12. *Recreation* Revenues (2-year comparison)
13. *Recreation* Expenditures (2-year comparison)
14. Findings and Management Letter Comments
15. Final Thoughts

Presented by:

Ronald H.R. Smith, Managing Partner

July 21, 2026

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Client's Responsibilities

- Design, implement, and maintain internal controls
- Provide an understanding of the company's control environment, including software programs utilized
- Comply with applicable laws, regulations, and accounting standards (GASB and GAAP)
- Responsible for the selection and use of appropriate accounting policies
- Communication accounting estimate rationale and preparation/review of financial statements
- Provide key financial information including reconciliations, trial balances, and supporting documentation on a timely basis
- Provide supplementary information requested by the firm
- Create and utilize various accounting and financial related policies
- Understand financial and compliance related details that accompany grant accepted

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Auditor's Responsibilities

- Audit in accordance with AICPA guidelines including understanding your control environment sufficient to assess the risk of material misstatement. We do not render an opinion on your control environment.
- Identify and propose adjustments to remedy material misstatements
- Audit the financial statements of the governmental activities and where applicable, business-type activities, each major fund and the aggregate of the remaining fund information.
- Determine the client's adherence with GAAP and GASB
- Evaluate key factors and assumptions used to develop accounting estimates
- Identify and resolve any disagreements with management that could be significant to the financial statements and auditor's report
- Prepare the draft financial statements, footnotes, required supplementary information and if required, federal compliance report
- Make recommendations to improve the control environment

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Audit Opinion

RHR SMITH & COMPANY
Certified Public Accountants

RHR SMITH & COMPANY
Certified Public Accountants
Proven Expertise & Integrity

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Waterville Estates Village District
Campton, New Hampshire

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities and each major fund of the Waterville Estates Village District, as of and for the year ended December 31, 2024 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities and each major fund of Waterville Estates Village District as of December 31, 2024 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

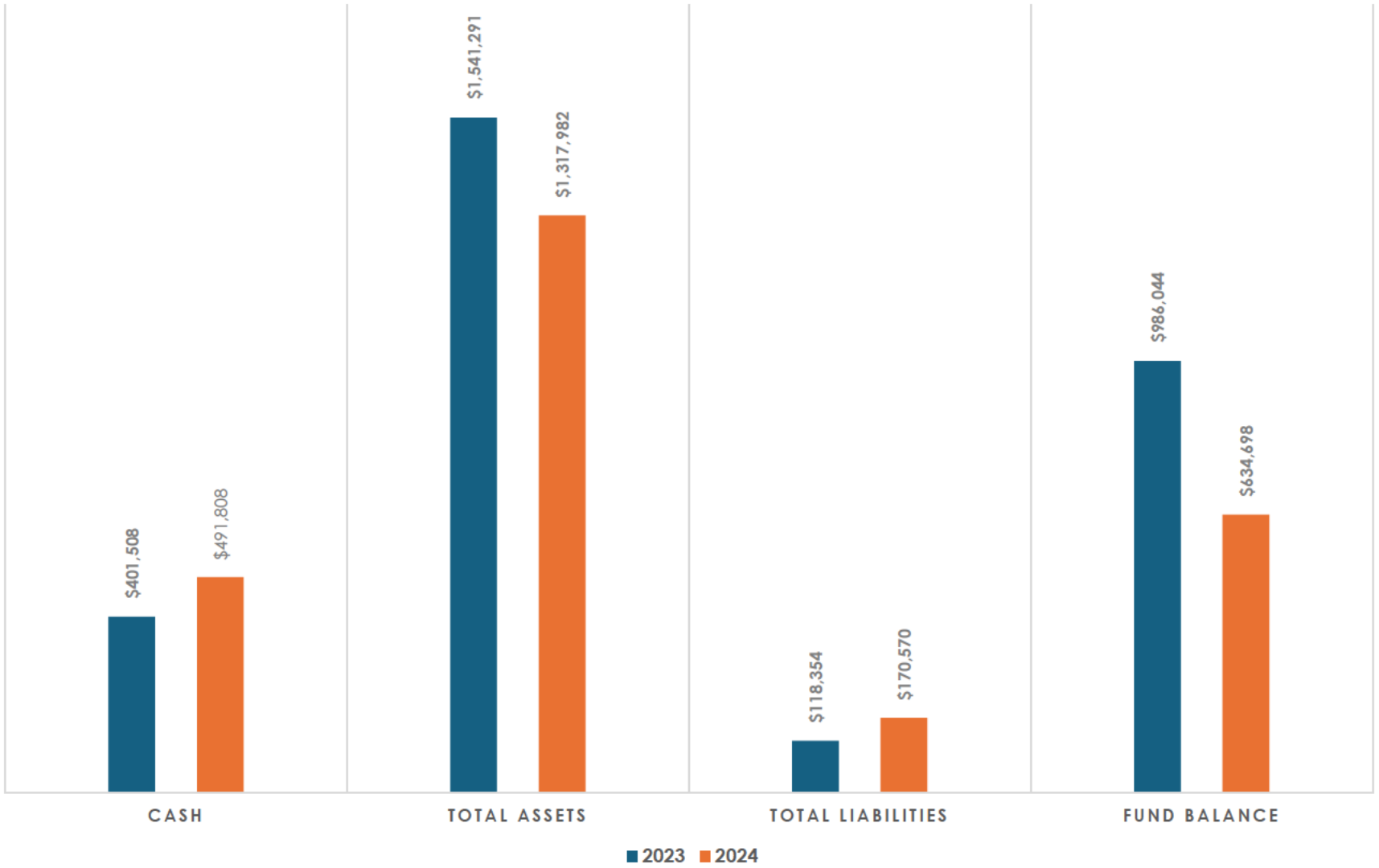
Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Waterville Estates Village District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities and each major fund of Waterville Estates Village District as of December 31, 2024 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Balance Sheet Analysis (2-Year Comparison)
General Fund

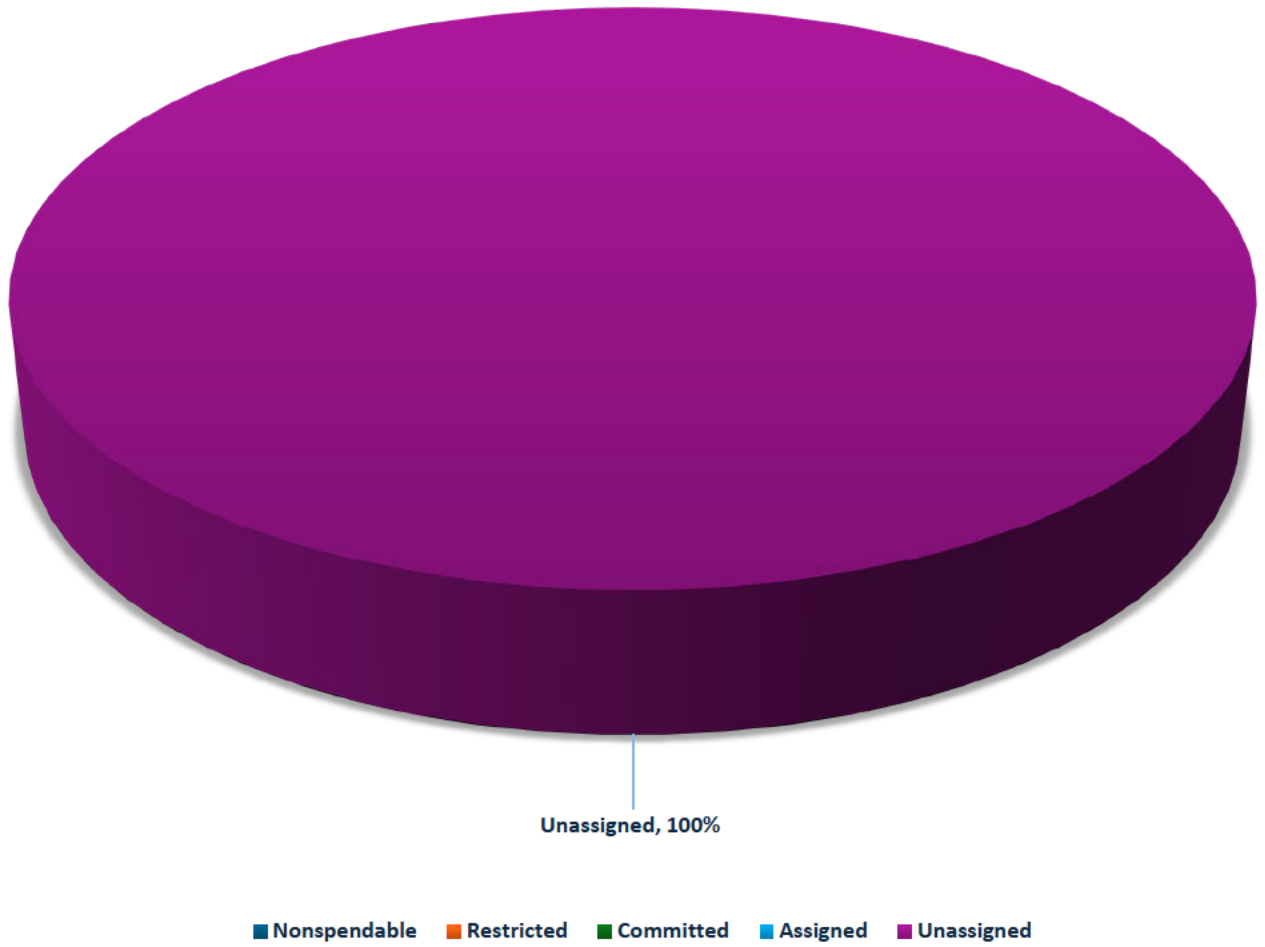


COMMENTARY

- Statement C, pg. 17
- Total general fund assets shrank by $223,309 or 14.5%. The $90,300 increase in cash tempered the $375.313 decrease in taxes receivable.
- Total liabilities rose by $1.5 million or 43.1%, all attributed to the increase in amounts owed to other funds.
- Total fund balance rose $52,216 or 44.1%, resulting from the net effect between the increase in due to other funds offset by the reduction in accounts payable.
- Current/Quick ratio is strong at 7.7, providing additional financial flexibility.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Fund Balance Analysis (CY)
General Fund

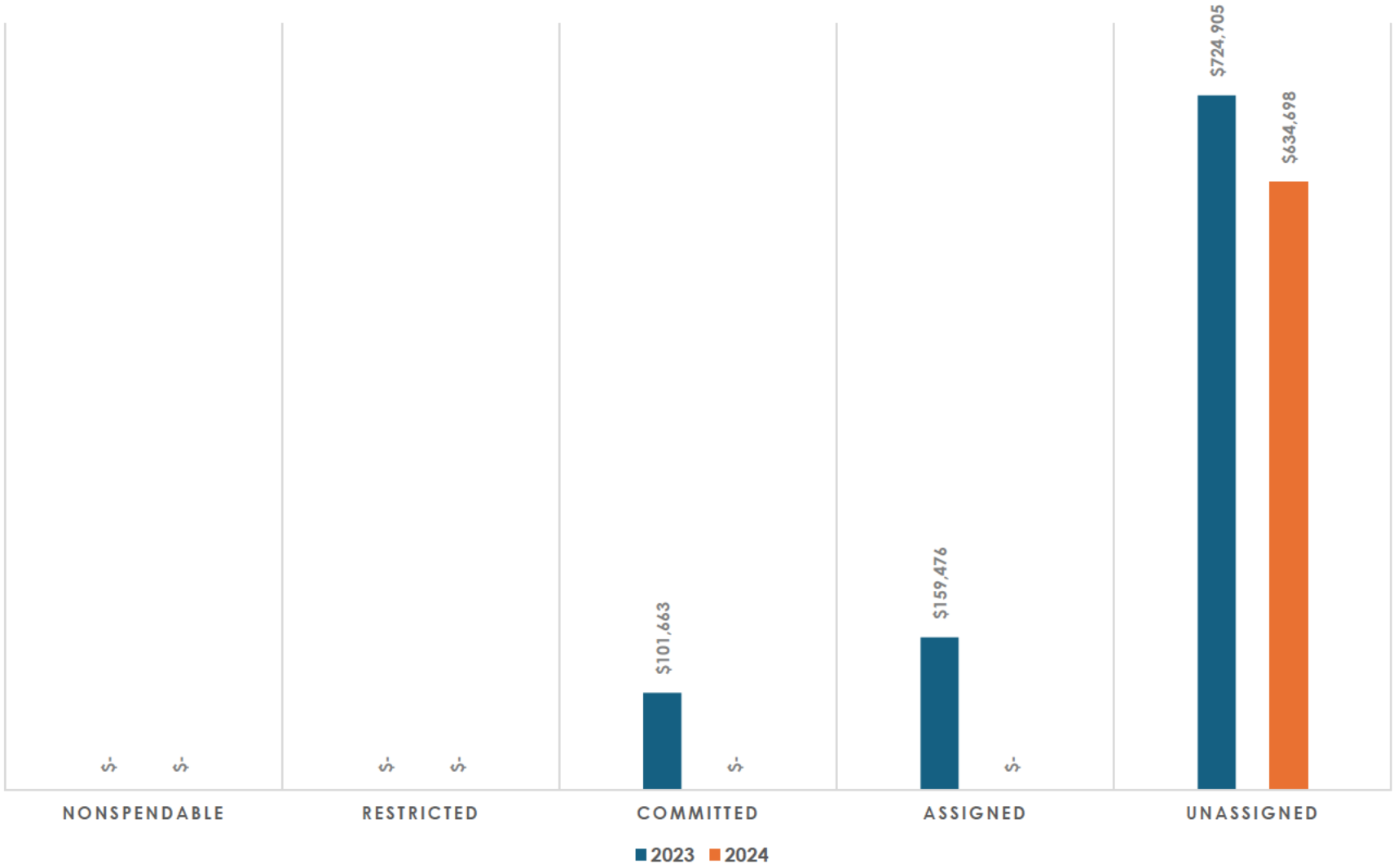


COMMENTARY

- In the current fiscal year, the District consolidated their fund balance categories down to unassigned.
- Total fund balance amounted to $634,698.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Fund Balance Analysis (2-Year Comparison)
General Fund

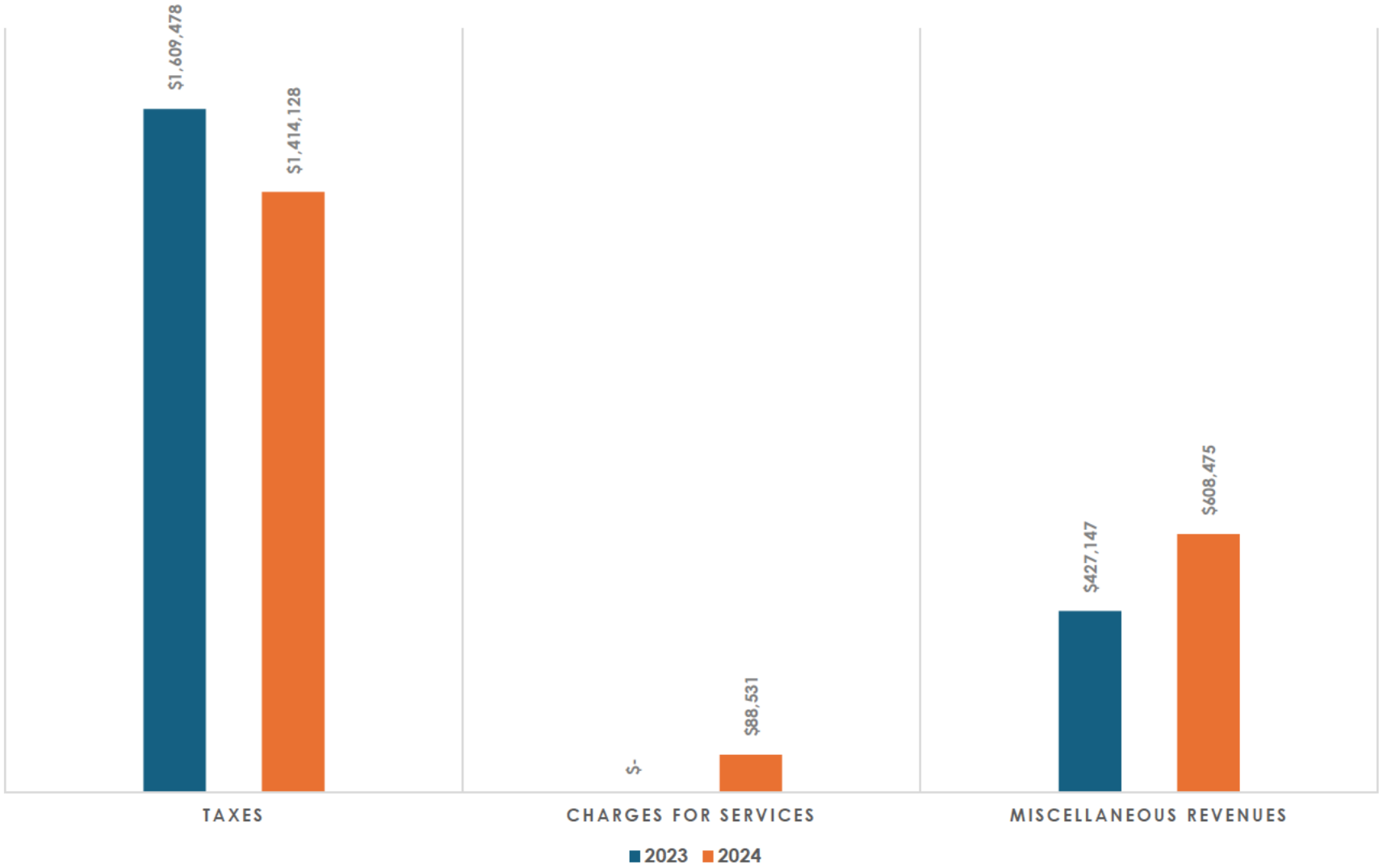


COMMENTARY

- Unassigned fund balance decreased by $351,346 or 35.6% to $634,698.
- Expenditures coverage is 24.9% or 3 months – very healthy.
- A prior period adjustment was made to correct accounts payable in the amount of $7,242, that increased total fund balance.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Revenues (2-Year Comparison)
General Fund



COMMENTARY

- Statement E, pg. 19
- Revenues totaled $2,111,134, an increase of $74,509 or 3.7%, all attributed to the increase of $88,531 in charges for services.
- Property taxes are the largest revenue source making up 67% of the total. Of that total, $600,000 or 42.4% is attributed to Waterville Estates Association reflecting the dependency on this taxpayer.
- Other notable fluctuations include the increase in miscellaneous revenues of $181,328 or 42.5%, which tempered the drop in tax revenue.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Revenues (CY budget to actual)
General Fund

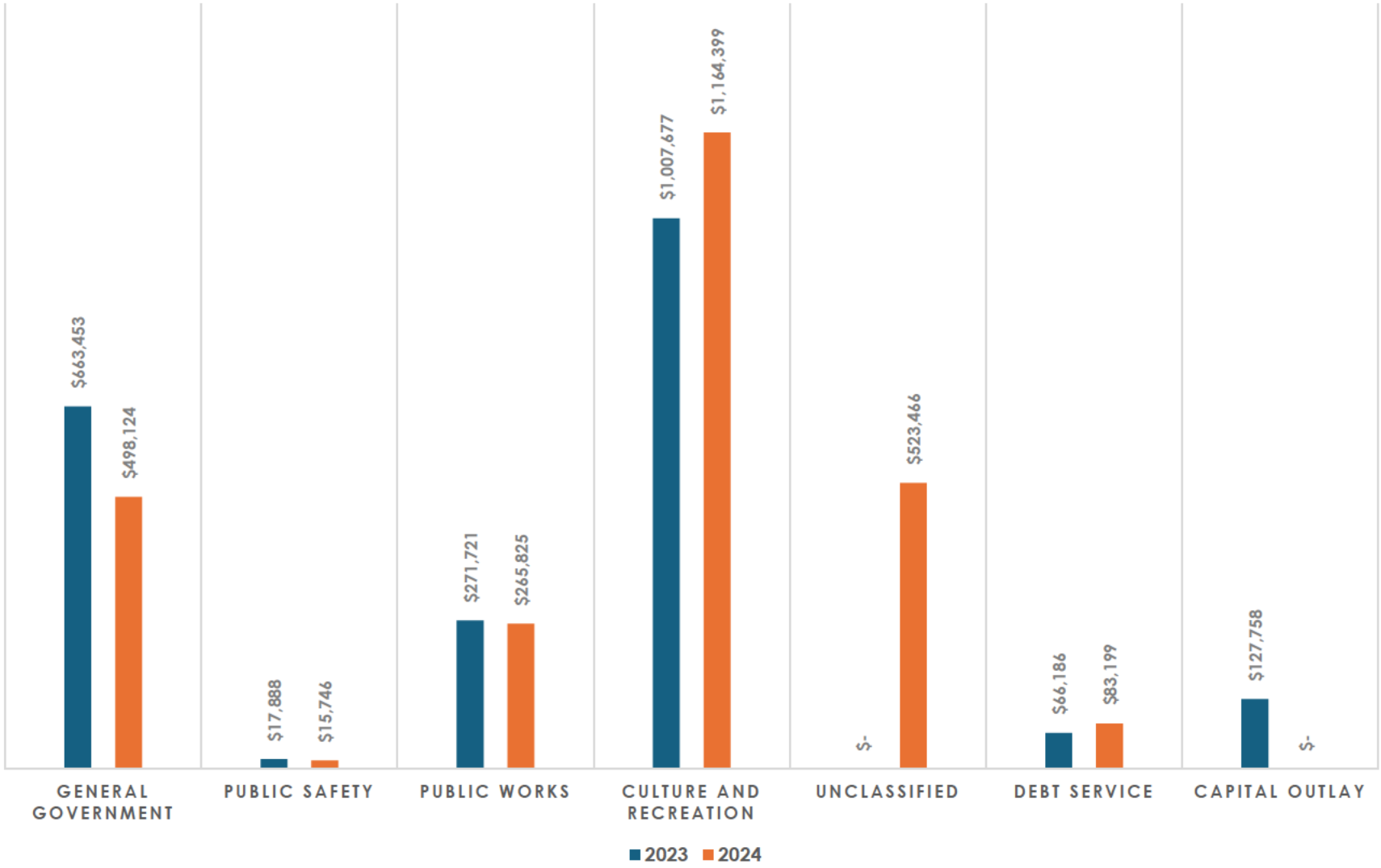
	Budget	Actual	Variance
Taxes	$ 1,584,293	$ 1,386,757	$ 197,536
Charges for Services	$ 110,000	$ 88,531	$ 21,469
Interest Income	$ 24,600	$ 27,371	$ (2,771)
Miscellaneous Revenues	$ 610,372	$ 608,475	$ 1,897
Debt Proceeds	$ 92,142	$ 81,037	$ 11,105
Transfers From Other Funds	$ 52,049	$ -	$ 52,049
Total Revenues	$ 2,473,456	$ 2,192,171	$ 281,285

COMMENTARY

- Schedule 1, pg. 57
- Revenue shortfall of $281,285 or 11.4% of budget.
- Uncollected taxes accounted for 70.2% of the overall variance followed by transfers from other funds at 18.5%.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Expenditures (2-Year Comparison)
General Fund



COMMENTARY

- Statement E, pg. 19
- Total expenditures increased by $396,076 or 18.4% to $2,550,759.
- The largest contributing cost increase was the $523,466 increase in unclassified expenditures, followed by the increase in culture and recreation at $156,722.
- Reductions in general government and capital outlay or $165,329 and $127,758 respectively tempered those increases.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Expenditures (CY budget to actual)
General Fund

	Budget	Actual	Variance
General Government	$ 729,004	$ 498,124	$ 230,880
Public Safety	$ 18,075	$ 15,746	$ 2,329
Public Works	$ 285,500	$ 265,825	$ 19,675
Culture and Recreation	$ 1,047,196	$ 1,164,399	$ (117,203)
Unclassified	$ 312,842	$ 523,466	$ (210,624)
Debt Service	$ 98,839	$ 83,199	$ 15,640
Total Expenditures	$ 2,491,456	$ 2,550,759	$ (59,303)

COMMENTARY

- Schedule 1, pg. 57
- There were no supplemental appropriations.
- The overall expenditure deficit was $59,303 or 2.4% of budget, attributed to cost overruns in culture & recreation and unclassified.
- Overall combined budget deficit totaled $340,588.

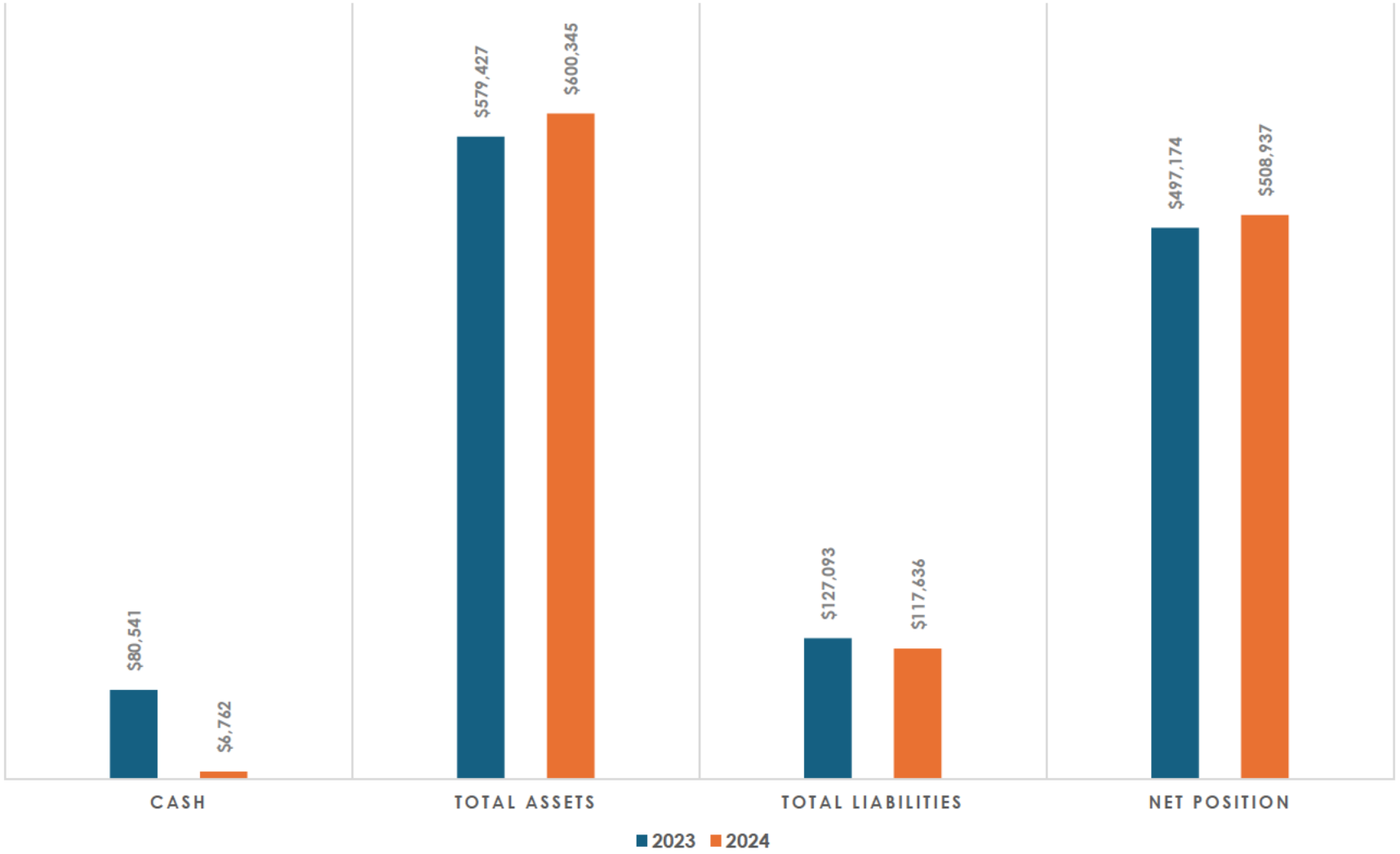
3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Water Fund Financial Summary

- Water fund is presented as a governmental fund for consistency purposes with the predecessor auditor's report, consider transitioning it to a proprietary fund in FY25.
- Reduction of $66,680 in cash accounts for the lion's share of the decrease in total assets ($699,414).
- Fund balance decreased by $116,590 to $383,617 and categorized all as committed for this purpose.
- The increase in revenues of $32,822 to $670,674, did not out pace the $229,009 increase in expenditures attributed to water distribution, treatment and capital outlay.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Balance Sheet Analysis (2-Year Comparison)
Business-Type: Recreation

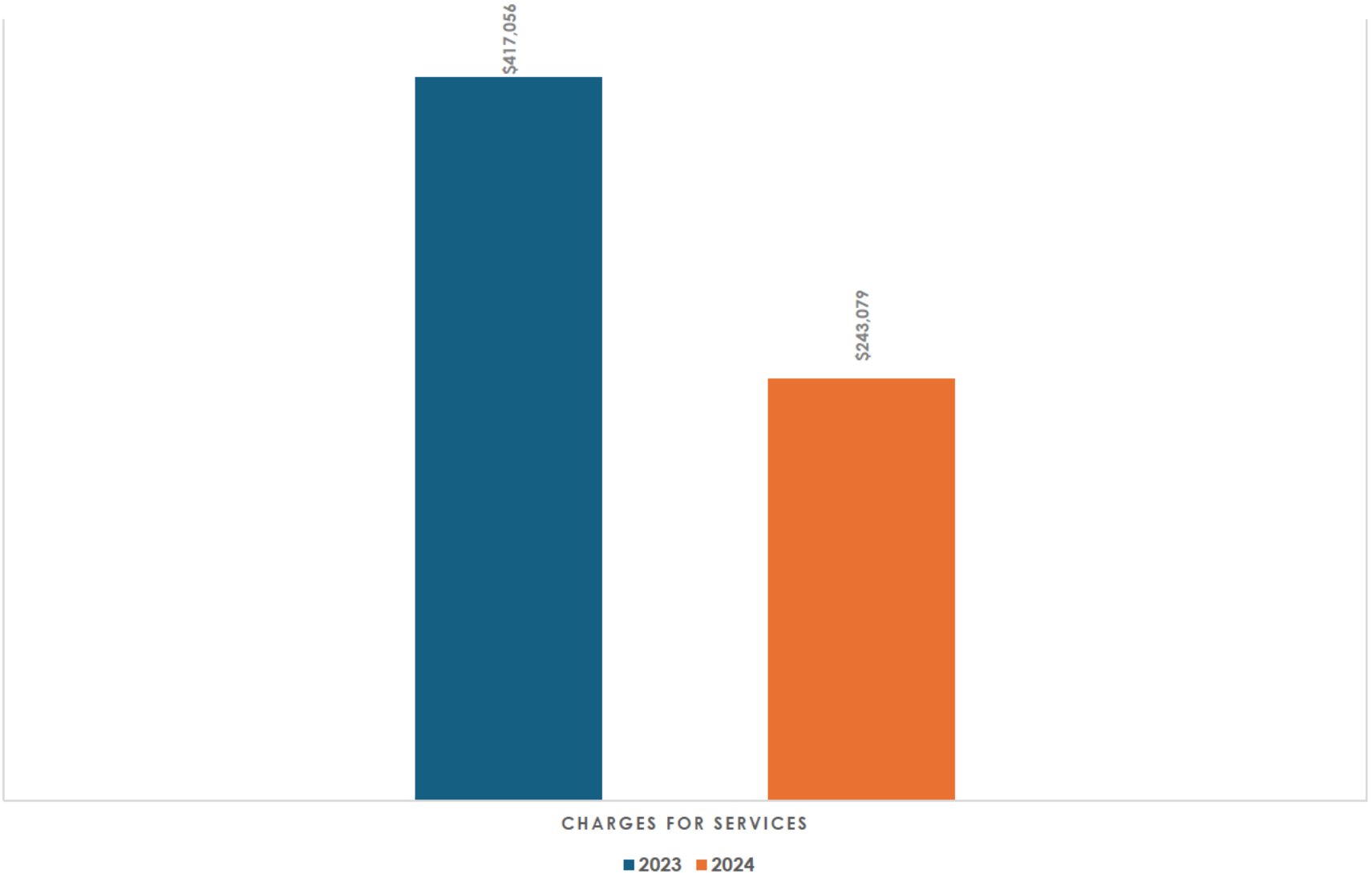


COMMENTARY

- Statement G, pgs. 21
- Assets totaled $600,345, an increase of $20,918 or 3.6%. Net capital assets of $429,956 represents 71.6% of total assets.
- Cash dropped $73,779, tempered by the increase of $130,488 in amounts due from other funds.
- Liabilities fell by 7.4% or $9,457, attributable to an overall reduction in debt obligations.
- Net position climbed $11,763 or 2.4%, with the unrestricted portion increasing $47,554 to $78,981.
- Strong current ratio of 11.5.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Revenues (2-Year Comparison)
Business-Type: Recreation

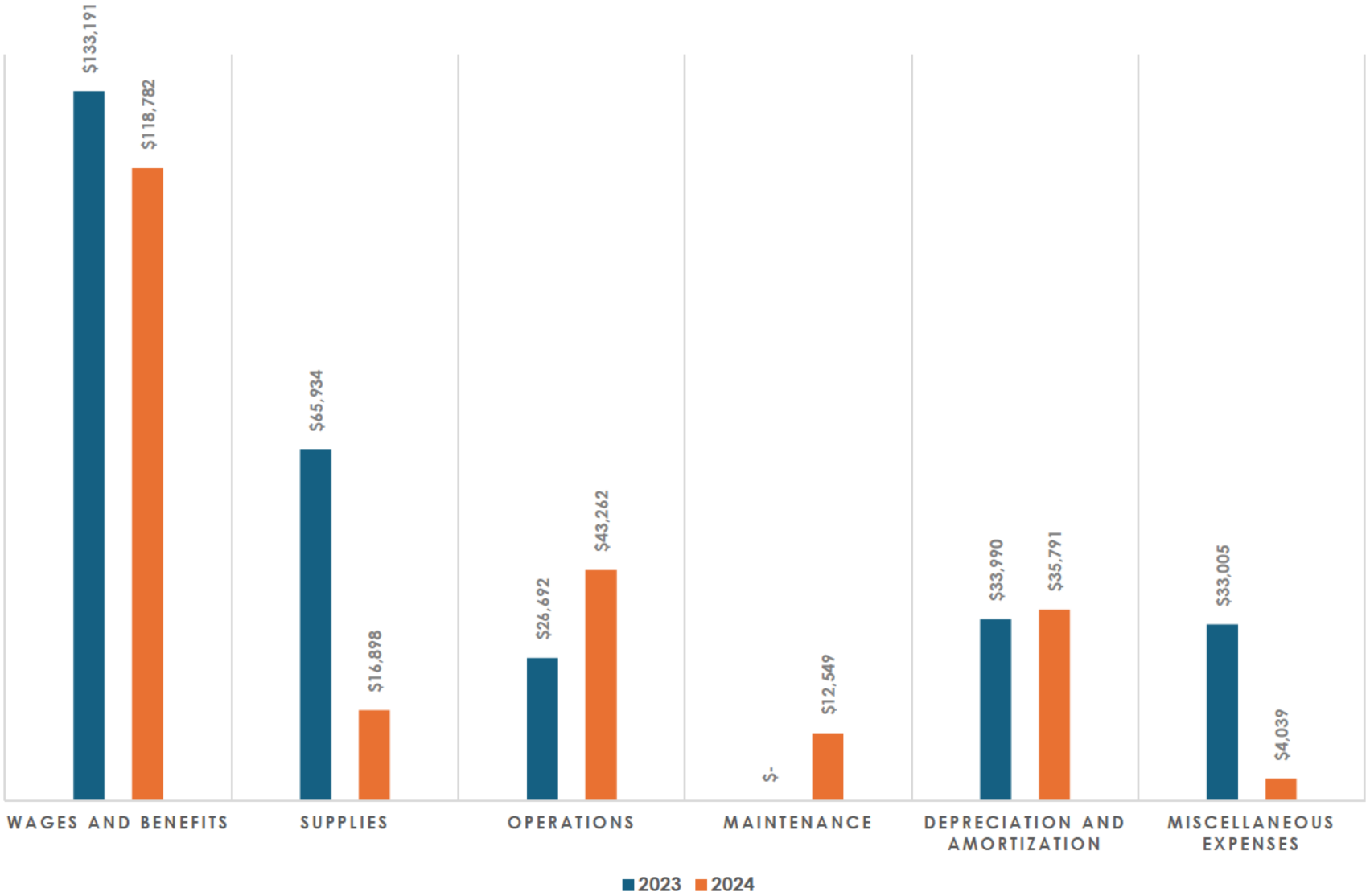


COMMENTARY

- Charges for service is the only operating revenue source for the Recreation fund.
- Revenues fell by $173,977 or 41.7%.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Expenditures (2-Year Comparison)
Business-Type: Recreation



COMMENTARY

- Operating expenses totaled $231,321, a decrease of $61,491 or 21%.
- Personnel services and general operating costs represent 51.3% and 18.7% respectively of total expenses.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Bank Reconciliations:

We noted that the bank reconciliation preparer does not sign and date the completed bank reconciliations.

We noted that the District has outstanding checks remaining on bank reconciliations that were older than 6 months from the date of issuance.

Capital Assets:

We noted that the system to track current and prior year capital asset purchases and disposals of property including infrastructure and land improvements was not maintained or updated consistently.

We noted that the District did not identify all capital assets and/or depreciation for appropriate presentation in their financial statements.

Inventory:

We noted that the District did not adjust inventory according to their valuation method for the current fiscal year.

Real Estate Taxes:

Discrepancies were found between the general ledger balances and the supporting details in the real estate tax subledger accounts.

General Ledger:

We noted that the District did not record all accrued liabilities and expenditures required to be recorded in the current fiscal year as part of the modified accrual basis of accounting.

3 Old Orchard Road, Buxton, Maine 04093 www.rhrsmith.com T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

Waterville Estates Village District
Final Words

This presentation is designed to support the Board of Commissioners and management in their review and understanding of the District's financial operating results. The information contained herein should be considered alongside the audited financial statements and accompanying disclosures. It is not intended for any other use without the express written consent of **RHR Smith & Company, CPAs**.

Please contact us at 207-929-4606 or 800-300-7708
3 Old Orchard Road, Buxton, Maine 04093



Due to their length, the full audit materials were not included in the handout. To view the full 2024 Audit materials, please go to:

https://www.waterville-estatesnh.gov/sites/g/files/vyhlif7391/f/uploads/2024_audit_materials_combined_for_website.pdf

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

Effective Date: DATE Policy No.: 36

Revision Date: Approved By: WEVD Commission

Subject: Drone Policy

1. Purpose and Scope

The purpose of this policy is to regulate the use of Unmanned Aircraft Systems (UAS), commonly referred to as "drones," over properties owned and operated by the Waterville Estates Village District (WEVD). This policy seeks to balance the recreational and commercial utility of drones with the safety, privacy, and quiet enjoyment of residents and visitors.

This policy applies to all WEVD-managed areas, including but not limited to:

- The Community Center and surrounding grounds.
- Campton Mountain Ski Area.
- The WEVD Service Yard.
- District-owned roads, ponds, and recreational facilities.

2. General Regulations

All drone operations within WEVD must comply with Federal Aviation Administration (FAA) Part 107 regulations. Furthermore, operators must acknowledge that standard General Liability insurance for the District typically excludes drone operations, classifying them as aircraft.

3. Privacy and Legal Compliance (RSA 644:9)

In accordance with New Hampshire state law, drone use must strictly adhere to privacy statutes. Under RSA 644:9, it is a Class A misdemeanor to unlawfully and without consent use a device to:

- Observe, photograph, or record a person's private body parts or underclothing.
- Capture images or sounds inside a private place where a person has a reasonable expectation of privacy, such as restrooms, locker rooms, or the interior of a dwelling.

Violations of RSA 644:9 involving drones carry double state exposure under RSA 644:23, which establishes drone flight violations as independent offenses. For example, hovering a camera at a bedroom window or over a privacy-fenced backyard may result in multiple criminal charges. Penalties rise to a felony for repeat offenses or if the individual filmed is under eighteen years of age.

DRAFT

4. Commercial and Real Estate Use

WEVD recognizes that realtors and sellers often utilize drone imagery for marketing Community Center facilities or Campton Mountain views.

- **Permit Required:** Commercial operators must obtain written permission from WEVD Management prior to flight.
- **Insurance:** Operators must provide proof of specialized Drone Liability insurance naming "Waterville Estates Village District" as an additional insured.

5. Prohibited Operations

The following drone activities are strictly prohibited on WEVD property:

- Surveillance: Operating a drone for the purpose of monitoring individuals without their consent.
- Hazardous Flight: Operating in a manner that endangers District personnel, residents, or property.
- Sensitive Areas: Flights over the Service Yard or near utility infrastructure without explicit authorization.

6. Coordination with Waterville Estates Association (WEA)

While the WEA has established its own drone policy for Association properties, the WEVD policy governs all Village District-owned assets. Management reserves the right to coordinate enforcement or "piggyback" on WEA language where jurisdictions overlap for the sake of community consistency.

7. Enforcement

Violations of this policy may result in:

1. Immediate request to cease flight operations.
2. Revocation of commercial filming privileges.
3. Referral to local law enforcement for violations of RSA 644:9 or RSA 644:23.

DRAFT

Maureen Patti Motions for July 21, 2026

1. **Agenda Item # 7a, Adoption of minutes –**
   Proposed Amendments to draft minutes of June 24, 2026:

    1. Page 1, line 14 – replace “na” with “Bobbi Ketcham, Heather Pierce, Jack Letvinchuk”
    2. Page 3, line 90 – insert new sentences after ‘usage?’ that read “Mr. Sallaway asked how many homes have wells in the Estates. Ms. Smith answered “four” and explained they are not billed by the WEVD Water Department.”
    3. Page 3, line 115 – insert after ‘amend’ the word “the” AND insert the date “10” after ‘June’
    4. Page 3, line 119 – insert “the” after ‘approve’ and after ‘minutes as’
    5. Page 4, line 139 – delete ‘pay’ and insert “make the Quarter 2 RMA payment” in front of ‘a bit earlier’
    6. Page 4, line 140 – add to ‘Tax Anticipation Loan’ the symbol and word “/Note” [Tax Anticipation Loan/Note]
    7. Page 4, line 145 – substitute “Anticipation” for ‘advance’ AND add after ‘notes’ the words “in 2015 & 2017.”
    8. Page 4, line 147 – insert after ‘quarter’ the words “RMA payment” and add a final sentence which reads: “Ms. Patti expressed her thanks to the WEA Board.”
    9. Page 4, line 157 – delete the space
    10. Page 4, line 159 – modify sentence to read “Contract with a Bond Lawyer to obtain an Opinion Letter”
    11. Page 4, line 165 – insert after ‘for the’ the words “attorney’s service (Opinion Letter)”
    12. Page 5, line 176 – modify sentence to read: “In order to secure a Tax Anticipation Loan or Note, the voters of Waterville Estates must have ratified RSA 33:7 which grants the Commissioners authority to secure this type of funding.”
    13. Page 5, line 179 – insert after ‘lawyer,’ insert “WEA sent the Q2 RMA payment early and there was…”
    14. Page 5, lines 183 & 184 – replace “advanced’ with “anticipation”
    15. Page 5, line 186 – delete ‘to’ and insert “at” before ‘the next Annual Meeting…”
    16. Page 5, line 203 – replace ‘building’ with “center”
    17. Page 5, line 204 – insert at end of sentence “to get a quote to repair the plaster/finish”
    18. Page 5, line 213 – replace ‘myself’ with “the GM”
    19. Page 5, line 215 – modify end of sentence to read “…participate; volunteers are wanted to assist with the fun events”
    20. Page 5, line 217 – begin sentence with “On Friday”
    21. Page 6, line 221 – modify sentence to read “…July 2nd adult board games will be available for Adult Game Nite at the Community Center from 5:00…”
    22. Page 6, line 243 – substitute “be” for ‘is’ after ‘Handbook’
    23. Page 6, line 262 – insert after ‘retained’ and words “and for what time periods”

24. Page 7, line 283 – modify sentence to read "…trees were on the ski area easement on Mr. Young's property."
25. Page 7, line 287 – insert after 'regulations for' the words "clearing trees near"
26. Page 7, line 290 – delete 'any' and insert "as much"
27. Page 8 lines 319 & 320 – modify sentence as follows: "…take some time for the GM to consider before the Commissioner vote the suggestion made by Ms. Smith regarding verbiage for Paid Time Off (PTO) and vacation time."
28. Page 9, line 374 – insert " – aye" after 'Ms. Patti'