



**WATERVILLE ESTATES**

WATERVILLE ESTATES VILLAGE DISTRICT  
MARCH 25, 2015  
AGENDA

1. MEETING CALLED TO ORDER---- Establish New Seating Arrangements & Rules of Order
2. APPROVE FEBRUARY MEETING MINUTES
3. FINANCIAL REPORT – Year to Date Operations
4. OLD BUSINESS
  1. New accountant search results - Verbal
  2. 2015 Budget Hearing Proposed Budgets for 2015
    1. Cash Flow Analysis
    2. Capital Items
    3. Operating Expenses
5. Warrant Articles
6. Ski Area operations
7. HVAC and Generator Installation Update
8. ADA Update

WATERVILLE ESTATES VILLAGE DISTRICT  
MARCH 25, 2015  
AGENDA

9. NEW BUSINESS

1. Election Procedure - Formalize Existing Procedure
2. Swimming Pool Construction Report
3. Capital Project Summary Report Form

10. EXECUTIVE SESSION

FINANCIAL REPORT  
AS OF MARCH 24, 2015

**INCOME**

CAMPTON TAXES	\$226,478
CAMPTON INTEREST	\$1,993
CAMPTON PRIOR YR TAXES	\$130,518
THORNTON TAXES	\$0.00
THORNTON INTEREST	\$160
THORNTON PRIOR YR TAXES	\$14,216
<u>MISCELLANEOUSE</u>	<u>\$2,663</u>
TOTAL INCOME	376,028

**2015 EXPENSES**

HVAC Repairs	\$1,040
General	\$5,455
<u>Mower/Snow Blower</u>	<u>(\$1,810)</u>
Total Major Building & Rec. Elements	\$4,685

## ***General Government***

WEVD Admin	\$17,469
Assist. Admin	\$6,567
Retirement Contribution	\$3,365
Social Security	\$1,537
Medicare	\$328
Health Insurance	\$3,831
NH Unemployment	\$66
Workers Comp. Insurance	\$13
Dental Insurance	\$200
Health Reimbursement	\$1,431
Cell Phone	\$270
Commissioners Stipend & Expense	\$500
Legal/ Consulting	\$1,400
Telephones	\$328
Advertisements	\$171
Postage	\$195
Uniforms	\$168

Bank/Finance Charges	\$13
<u>Payroll Expenses</u>	<u>\$112</u>
<b><i>Total General Government</i></b>	<b><i>\$37,963</i></b>
Office Supplies	\$685
<u>Taxes/Fees/Charges</u>	<u>\$329</u>
<b><i>Total</i></b>	<b><i>\$38,977</i></b>
<b><i>Highways &amp; Streets</i></b>	
Roads	\$9,605
Seasonal Plowing	\$7,759
Contractor Plowing	\$19,753
Payroll Taxes	\$1,463
Health Insurance	\$2,748
Dental Insurance	\$252
Retirement	\$878
Travel Expense	\$312
Cell Phone	\$75
Misc. material & Supplies	\$1,161
Road Sand & Salt	\$6,264

Equipment Rental	\$467
Equipment Repair	\$87
Diesel Fuel	\$3,303
Plow Gear & Sanders	\$348
Oil & Filters	\$78
Osh Kosh Repairs	\$827
Truck Repairs	\$2,682
Back Hoe Repair	\$942
Shop Supplies	\$1,487
Small Tools/Equipment	\$267
Shop Electricity	\$1,442
<u>Shop Heat</u>	<u>\$1,981</u>
<b><i>Total Highway &amp; Streets</i></b>	<b><i>\$64,182</i></b>
<b><i>Water Dist. &amp; Treatment</i></b>	
System Repair, Material, Supplies	\$10,381
Water Testing	\$824
Telemetry	\$2,006
Subscriptions/ Dues	\$459

Water System Electricity	\$19,075
<u>Licenses/fees/education</u>	<u>\$130</u>
<b><i>Total Water Dist. &amp; Treatment</i></b>	<b><i>\$32,875</i></b>
<b><i>Public Safety</i></b>	
Alarm, Fire & Water	\$590
Safety Supplies	\$30
<u>Fire &amp; Security</u>	<u>\$3,155</u>
<b><i>Total Public Safety</i></b>	<b><i>\$3,774</i></b>
Culture & Recreation	
Building Wages	\$8,265
Payroll Taxes	\$610
Dental Insurance	\$49
Retirement	\$784
Travel	\$186
Cell Phone	\$50
Ski Area Insurance	\$13,781
Snowcat Repairs & Maint.	\$2,001
Building Infrastructure	\$2,590



Pool Repair & Maint.	\$2,066
Outdoor Lighting	\$3,976
Building Elect.	\$8,615
Building Heat	\$25,289
<b><u>Total Culture &amp; Recreation</u></b>	<b><u>\$68,262</u></b>
<b><u>Total Expense</u></b>	<b><u>\$221,754</u></b>
<b><u>Net Ordinary Income</u></b>	<b><u>\$163,274</u></b>
<b><i>Net Income</i></b>	<b><i>\$163,274</i></b>

Northway Operating Account	\$155,335.13
<u>Meredith Village Bank</u>	<u>\$113,394.74</u>
Total Accounts Balances	\$268,729.89

# 2015 DRAFT BUDGET

2014 Actual

2015 Budget

## Debt Service

Tank Bond	42,587	41,680
-----------	--------	--------

## General Government

Admin. Assistant	1,856	26,886
------------------	-------	--------

WEVD Manager	73,152	76,911
--------------	--------	--------

Retirement Contribution	9,922	7,818
-------------------------	-------	-------

Social Security	5,179	6,573
-----------------	-------	-------

Medicare	1,019	1,536
----------	-------	-------

Health Insurance	13,424	24,294
------------------	--------	--------

NH Unemployment	671	399
-----------------	-----	-----

Workers Comp.	4,052	8,121
---------------	-------	-------

Travel Reimbursement	75	128
----------------------	----	-----

Dental Insurance	1,307	1,216
------------------	-------	-------

Health Reimbursement	6,200	6,746
----------------------	-------	-------

Bonuses	1,700	9,121
---------	-------	-------

Payroll Taxes	144	944
---------------	-----	-----

# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
<u>Employee Benefits – Other</u>	6,000	10,000
<b>Total Employee Benefits</b>	<b>124,703</b>	<b>180,693</b>
Cell Phone	880	1,097
Commissioners Stipend & Exp.	5,520	3,627
Accounting/Taxes/Audit	5,680	6,218
Legal/ Consulting	18,057	12,192
Insurance	15,965	17,000
Telephones	1,372	1,450
Radios/Repeaters	1,525	1,500
Computer Services	9,548	4,145
Advertisements	455	52
Postage	531	610
Uniforms	0	500
Bank/Finance Charges	602	1,036
<u>Payroll Expenses</u>	305	508
<b>Total General Government</b>	<b>185,142</b>	<b>230,628</b>

# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
Office Supplies	2,455	1,422
Taxes/Fees/Charges	1,849	1,295
<b>Highways &amp; Streets</b>		
Roads	61,476	66,976
Seasonal Plowing	5,810	10,830
Contractor Plowing	27,757	15,545
Payroll Taxes	5,901	6,615
Health Insurance	8,821	5,704
Dental Insurance	746	608
Retirement	3,583	3,808
Travel Expense	628	267
Cell Phone	250	305
Misc. Material & supplies	48,150	17,617
Calcium/Magnesium Chloride	0	3,000
Cold Patch	0	2,591
Roadside Mowing/Sweeping	3,530	4,145

# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
Culver Expense	0	2,073
Road Sand & Salt	18,534	17,000
Equipment Rental	1,636	3,627
Equipment Repairs	3,760	1,295
Misc. Projects	3,318	3,109
Diesel Fuel	20,182	20,726
Plow Gears & Sanders	1,901	4,000
Oil & Filters	419	518
Maintenance & Tune Ups	1,346	5,000
Osh Kosh Repairs	2,416	2,073
Truck repairs	5,608	6,000
Back Hoe Repair	14,543	7,000
Body Maintenance	86	104
Tires	3,521	3,500
Shop Supplies	5,937	4,145
Small Tools/Equipment	4,604	3,500

# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
Large Equipment/Tools	7,226	1,400
Grader Repairs	882	3,109
Shop Electricity	2,973	3,109
Shop Heat	4,183	3,000
<b>Total Highway &amp; Streets</b>	<b>274,031</b>	<b>235,018</b>
<b>Water Dist. &amp; Treatment</b>		
System Repair, Material, Supply	91,114	26,000
Water Testing – DES	1,427	2,358
Leak Repairs	6,410	16,000
Water Treatment Chemicals	7,223	8,291
Engineering	8,122	7,500
Equipment Rental	0	1,036
Telemetry	3,900	8,000
Misc. Projects	0	8,000
Subscriptions/Dues	1,436	1,295
Water System Electricity	73,598	78,000

# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
Water System Propane	0	570
Licenses/Fees/Education	1,110	1,451
Generator Maint	0	5,000 .
<b>Total Water Dist. &amp; Treatment</b>	<b>194,340</b>	<b>163,501</b>
<b>Public Safety</b>		
Alarm, Fire & Water	2,153	4,145
Radio Communications	1,326	0
Safety Supplies	318	1,606
<u>Fire &amp; Security</u>	<u>7,855</u>	<u>7,254</u>
<b>Total Public Safety</b>	<b>11,652</b>	<b>13,006</b>
<b>Culture &amp; Recreation</b>		
Building Wages	48,059	51,287
Payroll Taxes	4,504	4,382
Retirement	3,086	3,696
Health Insurance	1,961	5,704
Dental Insurance	215	608

# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
Travel	249	207
Cell Phone	100	305
Ski Area Insurance	13,125	13,781
Snow Cat Maintenance	2,902	4,000
Building Infrastructure	64,400	28,000
Employee Training	525	305
Pool Repair & Maintenance	7,053	4,819
Outdoor Lighting	1,143	700
Building Electric	51,172	61,000
<u>Building Heat</u>	<u>63,997</u>	<u>69,088</u>
<b>Total Culture &amp; Recreation</b>	<b>262,489</b>	<b>247,882</b>
<b>Capital Preservation Plan</b>		
Paving	90,010	28,000
Equipment, F-550 Truck & Plow	0	90,000 – Approved 2014
Water Capital Repairs	711	25,000
<b>Recreation Element</b>		



# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
Furniture Replacement	0	5,000
Interior Renovations Complete	0	6,500
HVC	0	40,000
Roof, Asphalt shingles, Re canter	0	23,000
Lift Maintenance	0	15,000
Tennis / Basketball Courts	0	19,224
Paint, walls, finishes, exterior	1,190	10,000
Rec Elements	71,502	118,724
<b>Total capital Preservation</b>	<b>163,413</b>	<b>261,724</b>
<b>Growth and New</b>		
Water Element	29,858	0
Back Up Power Ski Bowl	33,563	20,000
Back Up Power Sunset/Weetamoo	25,320	20,000
Power Backup Hill Top	9,320	15,000
Mower/Snow – Blower	33,491	0
Rec Center Back Up Power	96	20,000

# 2015 DRAFT BUDGET

	<u>2014 Actual</u>	<u>2015 Budget</u>
Power Backup Liberty Lane	0	20,000
Power Backup Reservoir	0	20,000
Outdoor Pool Expansion	76,942	0
New Wells	58	20,000
Expand/Upgrade Kitchen	356	15,000
ADA	0.00	77,000
<u>General/ Other</u>	<u>162,357</u>	<u>0.00</u>
<b>Total Growth &amp; New</b>	<b>371,362</b>	<b>227,000</b>
Rec. Fund Contingency	63,654	64,672
<u>Ski Area Operation Off Set</u>	<u>30,000</u>	<u>30,000</u>
<b><u>Total Cap., Pres &amp; Grow., New</u></b>	<b><u>532,874</u></b>	<b><u>583,396</u></b>
<b>Total Expenses</b>	<b>1,598,670</b>	<b>1,515,112</b>

## 2015 CAPITAL ITEMS

	<u><i>WEVD</i></u>	<u><i>CIF</i></u>
GENERATORS	\$115000	\$0.00
NEW WELL	\$20,000	\$0.00
SMALL CIF ITEMS	\$0.00	\$10,000
CAMP BATHROOMS	\$0.00	\$15,000
UPGRADE LOCKER ROOMS	\$0.00	\$40,000
TILE REMAINING ENTRY LEVE	\$0.00	\$15,000
EXPAND/UP GRADE KITCHEN	\$15,000	\$0.00
<b>ADA IMPROVEMENTS</b>		
PARKING & SIGNS	\$30,000	\$0.00
FAMILY CHANGING ROOM	\$30,000	\$0.00
DOORS/RAILS CONFIG.	\$7,000	\$0.00
POOL ACCESS	\$10,000	\$0.00 .
<b>TOTAL</b>	<b>\$227,000</b>	<b>\$80,000</b>

# 2015 RESERVE COMPONENT

## ROADS ELEMENT

ASPHALT PAVEMENT and OVERLAY	\$28,000
F-550 TRUCK & PLOW – approved 2014	\$90,000

## WATER ELEMENT

CAPITAL REPAIRS/PUMP STATIONS	\$25,000
-------------------------------	----------

## RECREATION ELEMENT

FURNITURE PHASE REPLACEMENT	\$5,000
REC INTERIOR RENOVATIONS COMP.	\$6,500
HVAC REPAIRS	\$40,000
ASPHALT SHINGLES REC.CENTER	\$23,000
LIFT MAINTENANCE	\$15,000
TENNIS/BASKETBALL COURT	\$19,224
<u>REC CENTER PAINT FINISHES, EXTERIOR</u>	<u>\$10,000</u>
<b>TOTAL</b>	<b>\$261,724</b>

THE STATE OF NEW HAMPSHIRE  
WATERVILLE ESTATES VILLAGE DISTRICT

Notice and Warrant

2015

***DRAFT***

To the inhabitants of the Waterville Estates Village District in the town of Campton and Thornton, County of Grafton, in said State, qualified to vote in Waterville Estates Village District affairs:

You are hereby notified to meet at the Summit Lounge at the Community Center Building located at the Village Center of Waterville Estates in the town of Campton on Saturday, April 18th, 2015 at 10 AM to act upon the following Articles:

**ARTICLE 1:**

To choose one Commissioner for the three year term; Clerk, and Treasurer for the ensuing year.

# ***DRAFT***

## **ARTICLE 2:**

To see if the District will vote to raise and appropriate the sum of One Million Five Hundred Fifteen Thousand One Hundred Twelve Dollars and no cents (\$1,515,112.00) to fund the remainder of the 2015 operating budget with an offset of Two Hundred Thirty Eight Thousand Six Hundred Sixty Four Dollars and no cents (\$238,664.00) to come from unreserved fund balance.

WATERVILLE ESTATES VILLAGE DISTRICT (WEVD)  
ELECTION PROCEDURE

*The following voting procedures for the WEVD are formally codified and adopted as of 2015 by the WEVD Commissioners signed hereunder*

At the beginning of each annual meeting per RSA 670:2 Election of Officers will be conducted as the first Warrant Article of business.

**Officer's Terms:**

**Commissioners – 3 years**

**Moderator – 2 years elected on even years**

**Treasurer - 1 year**

**Secretary – 1 year**

**RSA 670:1 – Election Day** – The election of WE Village District Officers shall be conducted at the annual meeting of the Village District which shall be held between January 1 and May 1 of each year.

**RSA 670:2 - Officers Election** - The voters of the Village District shall, at each annual Village District election, elect a moderator, a clerk, 3 commissioners, a treasurer, and such other officers as may be directed by law or as the voters thereof may judge

necessary for managing the District's affairs. The Waterville Estates Village District, having installed one commissioner to serve for one year, one to serve for two years and one to serve for three years, at every annual meeting hereafter, will elect one commissioner to serve for three years. A Village District Officer shall assume office upon his/her election and qualification for office, and shall serve until the election and qualification of his successor. The Moderator will be the last officer elected at the District Annual Meeting.

**RSA 40:1 – Election** – Every 2 years, a moderator shall be chosen by ballot, by plurality vote. The moderator so chosen shall assume office upon the adjournment of the regular District business meeting held in that year in accordance with RSA 39:1 or 39:2-a and upon qualification for office, whichever is later. The moderator shall serve through the adjournment of the regular District business meeting 2 years following the moderator's election and until the qualifications of a successor, whichever is later. The election of the moderator in the District shall be at the annual meeting in every even – numbered year.

**RSA 670:4 – Nominations and Election Procedure** – To be a candidate for any Village District office, a person must have a domicile in the Village District and be a registered voter of the Town in NH where he/she resides. Nominations and a Second for



each office will be taken from the floor of the District Meeting by the Moderator. The residency of the nominee will be verified from the current registered Town voting lists available at the meeting. Each nominee will be offered a two minute time slot to express their interest and qualifications for the office to which they have been nominated. An optional two minute Q&A directed by the Moderator will be provided to each nominee.

**RSA 670:4a – Filing Candidacy** – No person shall file as candidate for a Village District office for more than one seat on the Village District Commission, committee or council.

**RSA 670:8 – Non-Ballot Voting** – The Village District will vote to elect District Officers by ballot at the Village District Election as follows : The vote for each officer will be taken by show of a “Ballot” immediately after the nominations for that officer is closed and Nominating speeches and questions are given. “Ballot” cards will be distributed to registered voters upon entry to the hall. A secret “Ballot” will be made available upon request of three or more Village District voters present at the meeting. In such case the Moderator will collect the individually handwritten yellow Ballot cards (that will be available at the meeting) containing the name of the selected nominee. The Moderator will oversee the passing, collection and counting of the yellow Ballots.

In the case of a secret Ballot the voting will remain open for 1 hour. The Moderator will announce the results upon collection of all the eligible yellow Ballots or after one hour whichever comes first.

**RSA 670:12 – Vacancies** – The commissioners shall make appointments to fill vacancies in the officers of Village District clerk, moderator, and treasurer, and their own board. In the case of a vacancy in the office of commissioner with a 2 – or 3 – year term, the remaining commissioners shall make an appointment to fill said vacancy until the next annual meeting of the District, at which time Commissioner(s) shall be elected to fill the unexpired term.

Capital Project Summary Report

This report will be prepared for any WEVD approved capital project expected to cost more than \$20,000 to complete. The report will be prepared 90 days after the project is completed

Project Name \_\_\_\_\_

Project Description \_\_\_\_\_

Approval Date and Authority \_\_\_\_\_

Expected Start and Completion Date \_\_\_\_\_

Anticipated Cost \_\_\_\_\_

Project Manager \_\_\_\_\_

Contractors, Sub Contractors and Consultants Used \_\_\_\_\_

Notes: (Special materials used, extraordinary weather conditions encountered, regulatory considerations, ect.) \_\_\_\_\_

Final Cost \_\_\_\_\_

Variance from Anticipated Cost \_\_\_\_\_

Date Completed \_\_\_\_\_