

WEVD COMMISSION MEETING AGENDA for Thursday, July ~~22~~ 23, 2021 at 10 a.m.

1. Call to Order
2. Adoption of Agenda
3. Amendment/Approval of Minutes
 - a. July 1, 2021
 - b. June 28, 2021
 - c. April 1, 2021
 - d. October 12, 2020
 - e. August 15, 2020
 - f. June 27, 2020
 - g. June 23, 2020
 - h. January 31, 2020
4. Treasurer's Report
5. Interim GM's Report
6. Committee Reports
 - a. Planning Board
 - b. Water & Roads
 - c. Outdoor Courts
 - d. ADA Accessibility
 - e. Snowmaking
 - f. Budget Advisory Committee
 - g. Records
 - h. RMA Modification
 - i. HOA representative
7. CONSENT CALENDAR
 - a. Manifests
 - b. Committee Reports
8. GENERAL CALENDAR ITEMS (Request for Commission Action, etc.)
 - a. Set a due date for Formal Accounting Procedures to be developed with MRI Inc. resources and approved.
 - b. Set a due date for Management to provide records for assets 'moved' by auditor.
 - c. Set a due date for production by Management of 2022 Operations and Budget Plan.
 - d. Tabled from June 28th: Volleyball Court, WEA action
 - e. RCA Tree Removal on Campton Mountain
 - f. RCA Game Room carpeting
 - g. RCA Office carpeting
 - h. RFP Salt-Sand Storage Building
 - i. Energy Systems of WEVD Facilities – appointment of a volunteer
 - j. Development of Internal Spending Approval Procedures

- k. Commissioner to review Duplicates from Records Committee working sessions
 - l. Air Conditioning in Community Center; A/C in fitness room
 - m. Clean Harbor Environmental Services to remove from Campton Mountain Pump House caustic soda and clean containment tank.
 - n. M.Patti to be a non-voting member of RMA Modification Committee
 - o. Indoor hot tub: engineering study needed
9. Upcoming Meetings:
- i. Wednesday July 28, 2021 @ 9 a.m. AUDITOR & Procedures
 - ii. Thursday, July 29, 2021 @ 11 a.m. Public Hearing WATER ORDINANCES, WATER RATES, Charge for copying,
 - iii. Wednesday, August 4, 2021 @ 6 p.m. ORDINARY Commission Meeting
 - iv. Cancel Saturday, December 4th; reschedule to Wednesday, December 1, 2021.
10. Public Comment Period
11. Non-Public Session
12. Adjourn Meeting

WEVD MEETING PROCEDURES

1. THE COMMISSIONERS WILL POST AN AGENDA AT LEAST 48 HOURS PRIOR TO HOLDING MEETINGS. EMERGENCY MEETINGS ARE EXEMPT.
2. A MEMBER OF THE PUBLIC MAY REQUEST ITEMS TO BE PLACED ON THE AGENDA.
 - A. REQUEST MUST BE MADE TO BOTH THE GENERAL MANAGER AND ASSISTANT GENERAL MANAGER AT LEAST 10 DAYS PRIOR TO A SCHEDULED MEETING.
 - B. THE REQUEST MUST CONTAIN THE SUBJECT MATTER OF THE REQUEST.
 - C. ANY DISCUSSION PERTAINING TO WEA HOA AND NOT PERTAINING TO THE WEVD WILL NOT BE DISCUSSED.
 - D. THE FINAL DECISION TO ALLOW REQUESTS FROM THE PUBLIC RESIDES WITH THE COMMISSION.
 - E. VIDEO EQUIPMENT WILL BE ALLOWED AND PLACED AT LOCATIONS DESIGNATED BY THE COMMISSION.
3. ANY ATTENDEE WILL BE GRANTED UP TO THREE (3) MINUTES TO MAKE A STATEMENT AT THE END OF THE MEETING.
4. THE COMMISSIONERS RESERVE THE RIGHT TO ALLOW EXCEPTIONS TO THIS POLICY.

Waterville Estates Village District

July1, 2021

Commissioners Meeting

Attendees: Maureen Patti, Gerry Panuczak, Ryan Timms, Ellen Witt, Judy Kinney,

Call to Order: Ms. Patti called the meeting to order at 3:00 PM.

Roll Call: Ms. Patti, Mr. Panuczak

Approval of Agenda:No formal agenda.

Ms. Patti stated WEVD is in receipt of a draft version of the 2020 Audit Report dated 5/14/2021. Ms. Patti motioned to accept the draft report. Mr. Panuczak seconded. Ms. Patti stated Tyler Payne from Plodzick& Sanderson will be present at the next meeting, 7/22/2021, for questions. Ms. Patti called the vote and the motion passed with unanimous roll call vote. Ms. Patti requested the approved draft report be posted to the WEVD website prior to the 7/22 meeting. AGM Ms. Kinney confirmed that would be done at the earliest opportunity.

Ms. Patti stated that WEA BOD agreed to allow WEVD Commissioner, Committee, and Advisory Committee meetings to be conducted at the Ski Lodge. Notices will be reposted.

Mr. Panuczak motioned to accept the contract provided from Municipal Resources, Inc. (MRI), to allow Mr. John Scruton to act as Interim General Manager for no less than four (4) weeks, through Mr. C. Smith's leave. Mr. Panuczak indicated this arrangement would create an additional burden on Ms. Kinney and a less-than-full-time burden on Mr. Scruton. Discussion took place around the original contract with MRI. Mr. Panuczak stated the original contract was for \$7500, of which \$4700 has already been expended. Discussion surrounding additional funds required to satisfy Mr. Scruton's contract throughout Mr. Smith's leave duration. Mr. Panuczak added to his motion the appropriation of \$10k to fulfill the contract. Ms. Patti seconded the motion. Ms. Patti called the vote and the motion passed with unanimous roll call vote.

Ms. Patti motioned to enter Non-Public Session at 3:12 PM, citing RSA 91-A:3, II(a) as justification. Mr. Panuczak seconded. Ms. Patti called the vote and the motion passed with unanimous roll call vote.

Waterville Estates Village District

June 28, 2021

Commissioners Meeting

Attendees: Maureen Patti, Gerry Panuczak, Ryan Timms, Ellen Witt, Judy Kinney, Jaime Oldmixon, Harry Bertino, Jim Murphy, Denise Bujalski, Stan Bujalski, Anthony Patti, Terri Tole, Bill Donohue

Call to Order: Ms. Patti called the meeting to order at 2:00 PM.

Roll Call: Ms. Patti, Mr. Panuczak

Approval of Agenda: Ms. Patti motioned to approve the Agenda with amendments striking from it all committee reports, Item 8(b) under Consent Calendar, and Public Comment, due to the substantial number of General Calendar items to address. The motion was seconded by Mr. Panuczak and it was unanimously voted to adopt the agenda with amendments.

Approval of Past Meeting Minutes (See Attached Changes): Ms. Patti stated she has motions to amend minutes for several dates.

1/5/2021

Ms. Patti motioned the eight amendments, which will follow below. Mr. Panuczak seconded and the motion to amend passed with unanimous roll call vote. Ms. Patti motioned to approve the amendments to the 1/5/2021 minutes. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

1. Correct spelling of Herlihy, Hering
2. Page 1 Roll Call: change "aye" to 'present'
3. Page 3, paragraph 5, line 2: Covid relief
4. Page 3, paragraph 6, line 1: Mr. Smith went on to ask, on behalf of the WEA Board, if any of the \$90K allocated in the 2020 budget from the District will be coming (into the Revolving Rec Fund). Mr. Smith reported the WEA Board paid, so far, 100% of the tab for recreation expenses. Ms. Patti noted she learned at a Budget Advisory Committee that the balance of the \$382,000 contractually required payment (from dues, into the Revolving Rec Fund) -- something like \$162,000 -- has not been paid and there is no intention to make the payment. This conversation, in Ms. Patti's opinion, is not ready to happen at this time. She pointed out that tax revenues are used to support recreation through upkeep of municipal assets and not directly through payment into the Rec Fund account. Those contributions are not unsubstantial. The pandemic has wreaked havoc on the entities involved, District & WEA, and the conversation needs to occur but this meeting is not the time. Mr. Panuczak pointed out that Budget Advisory Committee chair, Mark Canfield, has reached out to the Board President and discussions are occurring in this regard.
5. Page 4, paragraph 5: Replace Executive with Non-Public Session.
6. Page 4, paragraph 5: RSA 91-A:3, III (a).
7. Page 4, paragraph 6 Next Meeting: move to before non-public session.
8. Page 4, Insert between Resumption of Public Session and Adjournment:

"Business Conducted in Non-Public Session

1. Following a motion, second, and with a unanimous roll call vote, the Commission approved an expenditure, not to exceed \$20, for purchasing an Americans with Disabilities Act accommodation for an employee.
2. Following a motion, second, and with a unanimous roll call vote the Commissioners approved Management seeking to re-hire a former part-time employee into an open full-time position.
3. Following a motion, second, and unanimous roll call vote the Commissioners reinstated a previously recognized full time position of Front Desk Supervisor.
4. Following a motion, second, and with a unanimous roll call vote the Commission authorized the hiring of a consultant for an amount not to exceed \$2,000.00 to secure the services of a consultant to assist with the demands of virtual WEVD and WEVD Committee meetings -- setting up meetings, posting meetings, posting agendas, posting handouts, acting as administrator at WEVD and committee meetings when needed, ensuring that recordings are made and retained, ensuring attendee registration is included with each meeting and that information is retained and general Zoom meeting problem solving. The intent is to have someone assist in making it possible for the Commission and WEVD Committees to meet and conduct business in a manner that is compliant with NH statutes. The expectation is that need for this consultant will end once hiring for administrative staff and catch up on AGM workload is completed. (No specification of which account or line item would apply.) AGM Ms. Kinney was present in non-public session until 7:50 p.m.”

1/20/2021

Ms. Patti motioned the two amendments, which will follow below. Mr. Panuczak seconded and the motion to amend passed with unanimous roll call vote. Ms. Patti motioned to approve the amendments to the 1/20/2021 minutes. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

1. Page 2, line 4: Approving minutes – January 9 not January 5, 2021.
2. Executive Session: correct to RSA 91-A:3, II (a).

3/19/2021

Ms. Patti motioned the three amendments, which will follow below. Mr. Panuczak seconded and the motion to amend passed with unanimous roll call vote. Ms. Patti motioned to approve the amendments to the 3/19/2021 minutes. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

1. Page 2, paragraph 1: J. Scruton asked if the District had been cited for storage of salt on the ground.
2. Page 3, paragraph 2: ...enter non-public session pursuant to RSA 91-A:3, II (a).
3. ...were voted to be sealed on the grounds it would adversely affect the reputation of any person other than this commission. Mr. Panuczak made the motion and seconded by Ms. Patti.

5/27/2021

Ms. Patti motioned the twenty-six amendments, which will follow below. Mr. Panuczak seconded and the motion to amend passed with unanimous roll call vote. Ms. Patti motioned to approve the amendments to the 5/27/2021 minutes. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

1. Page 1, change Guests to Attendees at Physical Location.
2. Page 1, paragraph 2, Covid Declaration: Plan to Ensure Fair & Open Public Statement Period in WEVD Virtual Meetings.
3. Page 1, paragraph 4, last line: ...that the WEVD website is not the proper official place for them to be retained.
4. Page 1, paragraph 5, line 14, omit comma between “a lot going on” and “with budgets.”

5. Page 2, paragraph 2, line 4: insert paragraph break.
6. Page 2, paragraph 2, line 9: Water Master Plan & Roads Committee meeting is in 2 days.
7. Page 2, paragraph 2, line 11: insert paragraph break after “restocking price differentials.”
8. Page 2, paragraph 4, line 5: insert paragraph break after “No, per Ms. Patti.”
9. Page 2, paragraph 4, line 6: insert paragraph break after “wait for a 3rd before any action is taken.”
10. Page 2, paragraph 5, line 3: insert paragraph break after “to the meeting.”
11. Page 2, paragraph 5, line 4: insert paragraph break after “there is no RCA.”
12. Page 3, paragraph 3, lines 4, 6 & 9: change GOV to Gove Environmental Services
13. Page 3, paragraph 3, line 12: insert paragraph break after “roll call vote.”
14. Page 4, line 2: add after “list of” “current advisory committee members to the re-appointed to their committees.”
15. Page 4, line 2: She added Mr. Hering as a member who expressed a desire to be re-appointed to the Snowmaking Advisory Committee and named Mr. Matt Smith as Technical Advisor/Consultant for Instrumentation to the Water Master Plan & Roads Committee – he was not re-appointed as a member to the committee.
16. Page 5, line 2: “We ensure that we know what the interest rates are now.”
17. Page 5, paragraph 3, line 4: insert paragraph break after June 26, 2021.
18. Page 5, paragraph 3, line 7: change “don’t know” to ‘didn’t know,’ and insert after “if July 22nd would work for” ‘providing the plan for three bids, RFPs?’
19. Page 5, paragraph 3, line 8: Mr. Panuczak said that bids should work because the projects are well defined.
20. Page 5, Motion to Designate M. Patti as liaison re: RTK issues: insert “Maureen Patti moved,”
21. Page 5, Motion to Designate G. Panuczak as liaison re: Human Resources issues: insert “Maureen Patti moved,”
22. Page 5, Motion to Designate J. Herlihy as liaison re: Mechanical issues: insert “Maureen Patti moved,”
23. Page 5, Motion to Designate J. Herlihy as liaison re: Computer/Technical issues: insert “Maureen Patti moved,”
24. Page 5, Motion to Designate M. Patti as liaison re: Record Retention issues: insert “Maureen Patti moved,”
25. Page 5, Motion to Designate M. Patti as liaison re: Advisory Committee Volunteers: insert “Maureen Patti moved,”
26. Page 6, paragraph 1: delete

6/9/2021

Ms. Patti motioned the two amendments, which will follow below. Mr. Panuczak seconded and the motion to amend passed with unanimous roll call vote. Ms. Patti motioned to approve the amendments to the 6/9/2021 minutes. Mr. Panuczak seconded, and the motion passed with unanimous roll call vote.

1. Page 1, paragraph 3, line 3: change Plan to Ensure...to read Virtual Meetings (not public hearings).
2. Page 1, paragraph 6: insert “March 26, 2021” at line 2 following “past error in Approved.”

6/16/2021

Ms. Patti motioned to approve the 6/16/2021 meeting minutes. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

Treasurer's Report: None available

General Manager's Report: Tabled until 7/22/2021

Consent Calendar: Ms. Patti motioned to approve the manifests, as written. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

Snow making: Mr. Panuczak provided a brief statement to update the community on a proposal received from snowmaking expert / consultant, Scott Barthold. The \$3750 proposal would provide a complete short-term study to cut into the municipal water line in order to cover the "Lazy 8" in 2021, as well as develop a long-range plan to get water from the Lower Pond over the next 1-2 years. Mr. Panuczak believed the proposal was approved by WEA BOD. Ms. Patti asked for details about the proposal, namely if the water would be redirected prior to treatment. Mr. Panuczak indicated it would, further indicating that it is recommended to be, both from an environmental perspective, as well as quality of snow.

ADA Committee: Ms. Patti stated an initial walkthrough was scheduled to allow the committee to determine issues of access.

General Calendar Items (Request for Commission Action, etc.)

A. Boilers

Mr. Oldmixon was invited to speak in regards to the proposals to address the boiler issues. Mr. Oldmixon stated his recommendation for Legacy Mechanical, LLC after requesting proposals from 6 companies (2 declined, 2 did not respond, 1 only provided a verbal offer). Mr. Oldmixon was not only confident in Legacy ("seemed professional, responsible, and are highly regarded"), but also reached out to their references and received excellent reviews. Mr. Oldmixon stated his colleagues on this project, Mr. C Smith and Mr. M Smith also recommend Legacy. Discussion took place about scope of work. Mr. Oldmixon indicated the final proposed amount \$88,700 and maybe 2-3 week lead time. Discussion took place around budget/line items. \$25k from non-lapsing special Warrant Article, \$20k budgeted, and AGM Ms. Kinney indicated there are funds available in additional 2021 Budget Line items. Ms. Patti motioned to approve the \$88,700 proposal from Legacy Mechanical, LLC. Mr. Panuczak seconded. Mr. Panuczak asked for clarification on proposed upgrades. Mr. Oldmixon stated that the upgrades are recommended due to load on the system growing over time without proper maintenance/care. Further discussion took place. Ms. Patti called the vote and the motion passed with unanimous roll call vote.

B. Clerk Procedures

Attached, and read aloud, Ms. Patti motions to adopt the Clerk Procedures, with amendment to #13, modified to strike the bracket "[omitting draft minutes from the Handout]". Mr. Panuczak seconded the motion. Discussion around the stamp / annotation. Mr. Panuczak motioned to amend #11 from the procedure, to read, "signed by current Chair and stamped with official

WEVD Clerk stamp”. Ms. Patti seconded. Further discussion took place, and ultimately this item was tabled until 7/22/2021.

C. Records Procedures

Ms. Patti motioned to adopt the proposed procedures(attached), recommended by the Records Committee on June 9, 2021.

Discussion followed and the motion was tabled until 7/22/2021.

D. Commission Procedures

Tabled until 7/22/2021. A Constant Contact email will be dispatched to homeowners.

E. Update re: Community Center days of operation, hours, food & beverage service; Volunteers – input from insurance provider (Primex)

A brief update was provided. Mr. Panuczak clarified the term “volunteers” in this case are in fact hired employees, so as to ensure Workman’s Compensation coverage.

F. Water Meters

Ms. Patti stated the request to purchase 5 MAG meters (not to exceed \$9505) and expend up to \$34416 to install 6 MAG meters from Lakes Region Water Inc., from 2021 budget line item. Ms. Patti stated there was a \$6k deposit paid to LRW in February that has not been reflected in the invoice. Mr. Panuczak seconded the motion. Discussion took place around the budget. Ms. Patti called the vote and the motion passed with unanimous roll call vote.

G. Volleyball

Ms. Patti stated the OCC had requested \$1700 for repairs and improvements to the volleyball court. Ms. Patti indicated it was possible that the WEA BOD may cover the expenses. Item tabled until 7/22/2021, allowing WEA an opportunity to review the request.

H. RMA

Ms. Patti stated the window for modifications to the RMA expires 7/15/2021. Ms. Patti motioned to extend the current agreement to allow modification until 10/15/2021, with the hope that modifications can be recommended and November due outs can be addressed in time. Mr. Panuczak seconded and the motion passed with unanimous roll call vote.

I. Update re: lettering on WEVD motor vehicles (from 5/12/21)

No Update

J. Update re: hydronic heating units; heating system cost savings (due 07/22/21)

No Update

K. Progress re: plan to secure 3 or more bids for Ski Lift Tower Safety equipment (from April 24th Annual Meeting, due 07/22/21)

No Update

L. Progress re: plan to secure 3 or more bids for Air Handling @ Ski Lodge (from April 24th Annual Meeting, due 07/22/21)

No Update

M. Progress re: plan to secure 3 or more bids for restoring Community Center’s Fresh Air Supply (from April 24th Annual Meeting, due 07/22/21)

No Update

N. Progress re: plan to secure 3 or more bids for Road salt/sand structure (from April 24th Annual Meeting, due 07/22/21)

No Update

O. Progress re: Park & Public Purposes Trust with Trustees of the Trust Fund of Campton (from April 24th Annual Meeting, due 07/22/21)

Tabled until 7/22/2021 for Treasurer to provide update.

P. Watercraft access/use procedure – input from insurance provider (Primex)

No Update

Q. Update Service Yard – environmental assessment, OshKosh sale, removal of inoperable vehicles

Ms. Patti stated she had not received an update on the OshKosh or unregistered vehicles. Mr. Panuczak provided an update on the proposed environmental study (attached), stating the proposal is for \$34200 and depending on the findings, there could be additional costs. Ms. Patti stated there is also the opportunity for it to cost less, if there are less findings during the analysis, such that the study could cost \$20500 - \$30800. Mr. Panuczak motioned to approve up to \$34200 to Sanborn Head for the environmental study. Ms. Patti seconded. Discussion took place around this being a study and the potential for additional expenses to mitigate any findings. Ms. Patti called the vote and the motion passed with unanimous roll call vote.

R. Water Department 2022 – set fee (schedule public hearing), acquire utility billing system, etc.

Tabled until 7/22/2021. Ms. Patti suggested Monday 7/26/2021 at 5PM for public hearing. Commission and staff will discuss, notice will go out in the newspaper.

S. Monday Morning Meeting Notices

Ms. Andrea Canfield has been volunteering her services to help with administrative tasks. One suggestion is to dispatch an email each Monday morning detailing the meetings for the ensuing week.

T. New Appointment to Outdoor Court Committee

Mr. Bruce Marks has indicated interest in participating on the OCC. Discussion took place regarding Mr. Marks' availability and he was subsequently appointed to the committee.

U. Committee meetings in the Community Center

Ms. Patti states that Committees must meet in person and via Zoom. Ms. Patti motioned to authorize management up to \$30 to purchase a USB microphone for Committee use. Mr. Panuczak seconded. Discussion took place around accountability of the equipment. Discussion around purchasing a combination microphone/speaker. Item tabled until 7/22/2021 to allow management to determine best technical instrument. Mr. Panuczak reiterates the expiration of the Governor's Emergency Order and the requirements of a physical quorum.

Next Meeting – Thursday, July 22, 2021 at 9 a.m.

NO MEETING ON JULY 7, 2021 AND OCTOBER 20, 2021

Motion to Enter Non-Public Session: Mr. Panuczak motioned to enter non-public session at 4:11PM, pursuant to RSA 91 A:3, II(a) and RSA 91 A:3, II(b). Ms. Patti seconded and the motion passed unanimously by roll call vote.

Convening of Non-Public Session: Ms. Patti made a Motion to convene non public session at 4:13PM, it was seconded by Mr. Panuczak and passed unanimously by roll call vote. Other persons present during non-public session: J. Kinney

Return to Public Session: Mr. Panuczak made a Motion to exit non- public session, Ms. Patti seconded and the motion passed unanimously by roll call vote at 4:32 PM.

Public Session Reconvened at 4:34 PM. A Motion to seal non-public session minutes, due to the fact that it will adversely affect the reputation of any person other than this commission, was made by Ms.Patt, seconded by Mr. Panuczak, and passed unanimously by roll call vote. Mr. Panuczak motioned to approve staff hiring of a full-time Municipal Assistant, for the balance of 2021, to be paid by the approved year-long part-time municipal assistant vacancy. Mr. Panuczak also motioned to authorize staff to hire seasonal (summer) administrative help.

Adjournment: Mr. Panuczak motioned to adjourn the meeting, Ms. Patti seconded, and the Motion passed unanimously by roll call vote at 4:36 PM.

WATERVILLE ESTATES VILLAGE DISTRICT

April 1, 2021 MEETING MINUTES

Attendees: Matt Smith, Maureen Patti, Gerry Panuczak, Judy Kinney, Corey Smith, Robert Diefenbach. Commissioner Herlihy was not in attendance.

Guests: Harry Bertino, Jim Murphy, and other unidentifiable parties via Zoom.

Call to Order: Ms. Patti called the meeting to order at 9:00 AM.

Covid Zoom Declaration: Ms. Patti read the declaration authorizing a zoom meeting per the Governor's orders.

Roll Call: Ms. Patti, aye, Mr. Panuczak, aye.

Adoption of Agenda: The agenda was adopted with a motion by Ms. Patti and a second by Mr. Panuczak. Adoption carried unanimously by roll call vote.

Approval of Previous Meeting Minutes.: Mr. Patti made a motion to accept the March 17, 2021 meeting minutes, Mr. Panuczak seconded the motion and it carried by unanimous roll call vote. Ms. Patti made a motion to approve the March 6, 2021 meeting minutes with four corrections. Under Roads and Water add paperwork, the Athletic Court Committee should be referred to as the Outdoor Court Committee, delete the errant letter b under Bank Signature Cards, under E-mail Upgrade it should read WEA to move to a new mail server, and change Executive Session to Non-Public Session. Mr. Panuczak seconded the motion and it carried by unanimous roll call vote. Ms. Patti made a motion to approve the March 13, 2021 meeting minutes with three corrections. On Warrant Article 8 it should read no discussion took place, change Executive Session to Non-Public Session, and change Mr. Patti to Ms. Patti. Mr. Panuczak seconded the motion and it carried by unanimous roll call vote. Ms. Patti made a motion to approve the March 26, 2021 meeting minutes with six corrections. Under Guests it should read other unidentifiable parties, under Review of Warrant Articles it should read deadline for providing to AGM, under Review of Proposed Budget paragraph 1 it should read as an offset, under Review of Proposed Budget paragraph 5 change Ms. Herlihy to Mr., under Review of Proposed Budget paragraph 6 it should read can be left in the budget but, and under Non-Public Session it should read motioned to enter non-public session pursuant to RSA 91-A:3, II (c). Mr. Panuczak seconded the motion and it carried by unanimous roll call vote.

General Manager's Report:

General: Ms. Patti asked if Mr. Panuczak had any questions and he did. He asked Mr. C. Smith for cost estimate of district labor to date as well as an estimate of district labor to complete the work in the Women's Locker Room. Mr. C. Smith stated \$1135 had been spent to date, and stated the total cost when completed would be less than \$5000. Additional discussion took place. Mr. Panuczak asked to be kept up to date and Mr. C. Smith said he would do that. Ms. Patti asked about water intrusion into the Women's Locker Room. Mr. C. Smith said the snow plow pile had created an ice dam and that the hot tar coating on the wall needed to be refreshed. More discussion took place. Ms. Patti brought forward the agenda item about the indoor spa and the agenda item about ADA. Discussion took place about logistics and whether a committee should be formed as requested by Mr. C. Smith. Mr. Panuczak stated that the GM should handle the hot tub and a committee should be formed to review ADA throughout the Recreation Center. Mr. C. Smith countered that a hot tub committee would be analogous to the outdoor courts committee. Discussion took place about logistics. Ms. Patti asked Mr. C. Smith to share the report from the ADA consultant's review from years earlier.

Treasurer's Report:

General: Mr. Diefenbach stated there was nothing significant to report.

Committee Reports:

Advisory Budget Committee: Mr. Panuczak said the committee was close to submitting recommendations to the commissioners.

Planning Board: Mr. Panuczak said sub-committees were working on community surveys.

Records Committee: Ms. Patti said the committee would be meeting April 6th.

Roads and Water Committee: Mr. Olemixon provided an update on the Water Ordinance, zone meters, and

revisions to the water rate. Mr. C. Smith stated that he was unclear about the direction to take on the zone meters. He can find no indication in meeting minutes that the sizing was supposed to be checked by DuBois and King and that checking the meter sizing was not in their scope of work. He thought sizing review was only supposed to happen at the Pegwood tank. Mr. Olemixson stated that Nick from DuBois and King was to review all meter sizing with a meter professional. Mr. C. Smith stated that DuBois and King indicated that reading well level was the first priority. He indicated that of the \$37k allocated, \$14k had been spent on the SCADA software upgrades and the rest had been spent on the well level sensor installation. He also stated meters were on order and if sizing was to be reviewed, he needed direction.

Outdoor Courts Committee: The Committee will give a presentation on April 6th followed by a question and answer period.

WEA Representative: No representative was present and no report was provided.

Consent Calendar:

Check Manifests: Ms. Patti made a motion to accept the manifest, Mr. Panuczak seconded and the manifest was accepted by unanimous roll call vote.

Acceptance of Committee Reports: Ms. Patti made a motion to accept the reports, Mr. Panuczak seconded and the reports were accepted by unanimous roll call vote.

General Calendar:

Oshkosh: Mr. Panuczak indicated the truck was not suitable for the grades in the community, a CDL is required which no employees have, and a second truck was found at the Village yard. Discussion took place around disposing the two trucks whether as trucks or scrap. Mr. C. Smith indicated the trucks were for scenarios where a 4' snow storm is followed by rain. Discussion took place around the trucks left exposed to the elements and having an employee get a CDL. The matter was tabled for a future meeting.

Grader: Mr. C. Smith stated the grader could be made operational for \$2100. Discussions took place around options and logistics. There is \$1k in the budget for grader repair and \$5k in the budget for contracting for grader work. The matter was tabled for a future meeting.

New Auditor: Ms. Patti made a motion to solicit bids for a new auditor, Mr. Panuczak seconded, and the motion carried unanimously by roll call vote. Mr. Panuczak said that based on his municipal experience, it was a good idea to change auditors every few years to get a fresh set of eyes on the books.

Agenda items d and e: Ms. Patti stated we would skip these items.

Recreation Management Agreement Committee: Ms. Patti made a motion to appoint Mark Canfield and Joseph Feiner to the committee, Mr. Panuczak seconded and the motion carried by unanimous roll call vote.

Snow Making Committee: Mr. Panuczak made a motion to appoint Charles Goodhue, S. Van Raulton, Jaime Olemixson, Andy Ericson, and Rick LeBlanc to the committee, Ms. Patti seconded and the motion carried by unanimous roll call vote. Discussion took place around whether this duplicated a WEA committee. Mr. Panuczak indicated the WEA committee has no official members, has produced no meeting minutes, and WEA had not responded to his inquiries.

Virtual Meetings as Webinars: Discussion took place around the recent first time use of Zoom webinar. Further discussion will occur in the 14th.

Annual Meeting: The meeting will start at 8AM. There has been coordination with Police, Supervisors of the Checklist, and an AV consultant. Discussion took place.

Set the Next Meeting: Ms. Patti indicated the next meeting would be 4/14/21 and the annual meeting would be 4/24/21.

Recess: Ms. Patti called for a recess at 10:19 AM to prepare for the Public Comment Segment.

Resumption: Ms. Patti called the meeting back to order at 10:24 AM.

Public Comment Period: Mr. Bertino asked about the status of the lease and asked what the names of the committees that were formed and the names of the members. Ms. Patti said the Village was still working on the lease and that Committee names and Committee member names would be provided.

Non-Public Session: Ms. Patti motioned to enter non-public session for the purposes described in RSA 91A:3, II

(a), Mr. Panuczak seconded and the motion passed at 10:27 AM by unanimous roll call vote. Non-public session was entered at 10:40 AM. Mr. C. Smith was present in non-public session.

Resumption of Public Session: Mr. Panuczak motioned to re-enter public session, Ms. Patti seconded and the motion passed unanimously by roll call vote at 12:04 PM. Public session was entered at 12:05 PM. The non-public session minutes were sealed by a motion from Mr. Panuczak, a second by Ms. Patti, as divulgence of the minutes would adversely affect the reputation of someone other than a Commissioner. The motion passed by unanimous roll call vote

Adjournment: Mr. Panuczak motioned to adjourn the meeting, Ms. Patti seconded, and the motion passed unanimously by roll call vote at 12:08 PM.

DRAFT

WATERVILLE ESTATES VILLAGE DISTRICT

October 12, 2020 EMERGENCY MEETING MINUTES

Attendees: Judy Kinney, Matt Smith, John Herlihy, Sean Tole, Gerry Panuczak

Guests: Stan Bujalski, Denise Bujalski, Bob McLeod, Mike Hering, Terry Bennett, Loren Bennett, Bob Miller, Melinda Miller, Henry Szalajka, Lev Zarakovich, Bob Waters, Tricia Waters, Jaime Oldmixon, John Cox, Nicole Cox, Judy Ryan, Ryan Timms, Pam Murphy, Clair Denton, Anthony Patti

Call to Order: Mr. Herlihy called the meeting to order at 4:03 PM.

Incident Review: Mr. Herlihy provided an update on the recent water outage. The main tank and two other tanks emptied and a majority of lines in the community were isolated except Richardson Trail. The tanks did not replenish so Richardson Trail was isolated and then the tanks could fill. The valve on Richardson Trail was damaged which slowed the process. There is a leak on Richardson that we still have not been able to find, but the rest of community has water restored. The incident began on Friday morning. Discussion took place about the challenges of troubleshooting the issue with the telemetry system and user login limitations.

Communication and Emergency Plan: Mr. Herlihy indicated that we had been communicating to the community but needed to do so with a common message. Mr. Panuczak indicated we had a Public Water System Emergency Plan Guide to follow and that we needed to decide what forum(s) to communicate via and who the point person should be. He suggested that commissioners should not be engaging on social media. There was general discussion about other communication media options like texts. Mr. Herlihy suggested that the Chair should be the point person and it was moved, seconded and passed unanimously. Mr. Panuczak indicated he would work with Ms. Kinney on adding a communication section to the emergency plan. Mr. Hering indicated there were reports on a very green spot of grass in a sunken area that might indicate where the leak was.

Hospitality Measures: Mr. Herlihy suggested opening the rec center for emergency use of showers. Discussion took place about hours of operation and limiting the number of people in a room at the same time. Mr. Panuczak had contacted the Red Cross, but they only assist in a true emergency and a water outage does not qualify. They could help distribute water, but WEVD would have to supply the water. He will talk to the Town of Campton to find out if they have any plans or arrangements for water supply. Use of the tap on the back of the rec center was discussed, but it was emphasized that the water should be considered non-potable. There is a boil order in effect until further notice.

Outcome: The state of the telemetry system was discussed. Mr. Smith recommended against upgrading the system and instead seeking three quotes for a new system. Mr. Bertino asked for clarification on the chain of events. Mr. Herlihy provided detail including that the Richardson Trail valve damage was the result of being struck by the plow truck. Mr. Panuczak said the emergency plan needs improvement as Commissioner Herlihy only had one accountability, the water system operator had 14 accountabilities, and with the system operator out of town, the plan had no provisions for someone else to assume those accountabilities. Further, we need to follow the plan as it calls for notification of local and state officials/entities. The plan indicates that the plan should be kept in several locations and on the web site, but it is unclear whether that is followed. Ms. Kinney said she something prepared for the state but needed a commissioners signature. There was discussion with a resident about where the water lines run, how homes, are connected, and who had responsibility for what valves. Mr. Herlihy asked if anyone thought anything more needed to be done but there was no additional feedback.

Adjournment: Mr. Herlihy motioned to adjourn, Mr. Tole seconded and adjournment passed unanimously at 4:45AM.

WATERVILLE ESTATES VILLAGE DISTRICT

October 24, 2020 MEETING MINUTES

Attendees: Judy Kinney, Matt Smith (left at 10am) , John Herlihy, Sean Tole, Linda Ivers, Corey Smith, Gerry Panuczak

Guests: Maureen Patti, Scott Ivers, Dave Ketchum, Bobbi Ketchum, Jaime Oldmixon, Harry Bertino, Ellen Witt, Jacqueline Herlihy, Tom Clarke, Rischard Mayo, Stan Bujalski, Denise Bujalski, Mike Hering, Sue Hering, Brian Sylvia, Jim Murhpy, Ryam Timms, Rick LeBlanc, Terry Tole.

Call to Order: Mr. Herlihy called the meeting to order at 8:02 AM.

Introduction of Newly Appointed Commissioner: Mr. Herlihy introduced Mr. Panuczak.

Approval of Previous meeting minutes: Mr. Herlihy addressed the claim made in previous session that when he contacted the previous Chair of Board of Commissioners, during that Chair's tenure to inquire if a citizen could use the Ski Lodge for a political event. He had contacted Natch Greyes in Right to Know instructor at NHMA and was advised the discussion did not violate RSA 91-A Right to Know. Mr. Tole asserted that he too had contacted Mr. Greyes and was advised that it was a Right to Know violation. Heated discussion took place. Mr. C Smith accused Mr. Herlihy of making false statements regarding the past performance of complying with right to know and lodged a second claim against Mr. Herlihy regarding Right to Know. He cited RSA98-e and it's requirement that claims be substantiated. Mr. M. Smith asked for clarification and Mr. C. Smith revised his statement to say that RSA 98-e allows and employee to criticize his boss. Heated discussion took place. Mr. Tole asked for the meeting minutes to be modified to his interpretation of the Ski Lodge issue. Heated discussion took place. Mr. C. Smith again requested that the minutes be modified per his earlier statements. Ms. Kinney asserted that every single Right to Know request, that came to this office, had been responded to. Mr. Herlihy made a motion to accept the minutes as written, Mr. Panuczak seconded, and the motion passed with Mr. Tole voting nay.

WEVD Treasurer Report:

Karen Water's Resignation: Mr. Herlihy indicated Ms. Waters had resigned as treasurer and deputy treasurer Linda Ivers would be assuming her duties as deputy treasurer. Ms. Tole asked for her resignation letter to be read. Mr. Herlihy declined stating it would be included in the minutes, but Mr. Tole read it anyway.

Update: Ms. Ivers read various account balances. She indicated there was a bill for the Richardson Trail leak repair for around \$14k. Mr. Herlihy motioned to accept the treasurers' report as read, Mr. Panuczak seconded and motion passed unanimously.

GM Update:

Plow Truck: We still do not have a new plow truck and may need to invest in the old 2008 truck to ensure that we have a backup. Needs transmission work, engine work, and possibly brake work. Mr. C. Smith estimates the work at \$9500. Discussion took place about resale, qualified staff to do brake job in house, the budget line item. This will put that line over budget, but that is allowed as long as the total budget does not go over. Mr. Herlihy made a motion to fix the truck not to exceed \$10k, Mr. Panuczak seconded, and the motion passed with Mr. Tole voting nay stating that the General Manager should have the discretion to spend this line item based on his own judgement.

Road Re-surfacing: The crew is delayed. Should be here this coming week, but can't be guaranteed.

Rec Center Roofing: The roof is done with the exception of some shed roof vent work.

Boiler Issues: We have a quote for around \$42k to replace the boiler. DuBois and King has been asked to provide a review of this issue and ventilation at the Recreation Center and Ski Lodge. Mr. Herlihy asked about

his request that Mr. C. Smith get an estimate to repair the existing boiler. Because the assessment was done by Laconia Refrigeration before they dropped our account we do not have information on the problem to facilitate this. We've talked to five other contractors and can't get anyone in. Mr. Herlihy inquired about the cost of the boiler alone. Mr. C. Smith indicated that we could not get that information from suppliers because we are not a contractor. Mr. M. Smith asked about boiler sizing and offered to assist in obtaining the boiler only value. He suggested that replacing a chlorine eaten boiler with a new boiler in a chlorine environment that eats boilers may not make sense. He also suggested that we should evaluate sizing and ensure that with three boilers, two can meet the design load so if one goes down, we still have 100% capacity. Mr. Herlihy motioned to have Mr. M. Smith assist, Mr. Panuczak seconded and the motion passed with no indication of a vote from Mr. Tole. Mr. Panuczak inquired about Mr. M. Smith's bona fides. Mr. M. Smith detailed experience with boilers, pumps, and instrumentation for boiler control.

Recreation Center Readiness: Mr. C. Smith indicated that we have a good plan, but the ventilation system needs to be reviewed. Me thanked Mr. Bujalski for helping review the proposal for the work by DuBois and King and asked that since Mr. Bujalski was involved if the commissioners would allow him to sign the proposal. Mr. Herlihy indicated that we should wait until the water committee meeting on November 4th. Discussion took place about whether the Recreation Center was public or private. Mr. Oldmixon observed the code distinction is residential or commercial and we are definitely not residential. Discussion took place around Covid guidelines as it relates to HVAC system operation. Discussion took place around staffing levels. Mr. Herlihy asked what the cost was and Mr. C. Smith stated it was an hourly rate and was open ended.

Water System: Mr. Herlihy provided a report on the Columbus Day weekend outage and an update on a meeting with our water professionals. He indicated that we need a higher sense of vigilance on maintenance and we need to have valve markers so plow trucks can see the valves. He indicated that if new meters were required, perhaps the CIF could be used. Mr. Hering clarified that CIF was controlled by the association Board of Directors. Mr. Herlihy stated he understood that, but that we needed a written process on how to do it. Mr. C. Smith said the root cause was a lack of metering. He indicated that we need more metering and that we have a quote from our instrumentation contractor of around \$37k, but he expects that when Lake Region Water adds there work, the final total will be in the \$60-90k range. Mr. Tole asked if the meters would be compatible with the new instrumentation software we need. Mr. C. Smith indicated that the \$37k quoted to date included \$13k for a computer that will handle the new software. Mr. M. Smith asked for clarification as meters might have mitigated the length of the repair timeline, their absence did not cause the leak. Mr. C. Smith stated that looked like bad backfill and a rock had impinged on the pipe causing the leak. Mr. Herlihy asked when we would have the LRW quote. Mr. C. Smith stated he hoped it would be this coming week. He has asked EEI for a quote on annual maintenance and calibration of our meters. Mr. Herlihy stated we need a price before the 4th and asked if Mr. C. Smith minded if Mr. Herlihy made a phone call to LRW. Discussion took place around Mr. Panuczak's conversations with the Town of Campton for emergency water supply. They do not have a specific water vendor. He then provided a status on the update of the Emergency Water Guide. Ms. Kinney advised that she has been working on group texting for water emergencies. Discussion took place around the challenges of using the pond as an emergency water source in the winter when it's frozen. The revised plan will be presented at the next meeting.

GOFFR: Mr. C. Smith stated that the Town of Campton had used all their funds and recommended that we contact the Governor and ask for help since village districts were left out. He also discussed a legal action but stated that it might cost too much relative to the \$12k of assistance we are looking for.

Village Debris: Mr. Panuczak discussed two piles of debris at the well site and discussion took place about removing them. One pile has already been removed. He stated that we should be a world class village with world class facilities and detailed an array of housekeeping issues. He asked if we could use the part time college students we hired for that purpose. Discussion took place around staffing levels and using community volunteers

to get some of it done. Mr. C. Smith cited a need for better facilities for maintenance and other things observing that most municipalities have a shed for their road salt and we do not. Ms. Canfield noted that some of the appearance issues have been known for years and there is no reason they should not have been addressed by now. She said jobs are started and not finished and nobody is watching. Discussion took place about the condition of the village yard. There was general discussion about solutions. Mr. Hering stated that if we didn't have staff running around responding to Right to Know requests, we could get more done. Mr. Herlihy stated that we have to comply with the law. Heated discussion took place about open maintenance items and solutions. Mr. Herlihy asked Mr. C. Smith to provide an update, via constant contact, on the status of a list of maintenance items created by Lloyd Wiley and Mr. Hering during Mr. Wiley's tenure.

Appointment Letters: Mr. Panuczak asked for an update on the status of appointment letters to committee members. Mr. C. Smith referred to the last meeting and whether these letters were required. Mr. Panuczak read some guidance from NHMA asserting that records of appointments including start and end dates should be kept for commission, board, and committee members. Discussion took place around who that might apply to in our village with Mr. Tole stating it only applied to official committees. Mr. Herlihy motioned that Ms. Kinney should send out such a notice to each committee member, Mr. Panuczak seconded, and the motion passed with Mr. Tole not voting. Ms. Tole stated we needed a policy for how committees interacted with staff including what records could be requested. Heated discussion took place. Ms. Patti provided details about the Records Committee and CBU Committee's interaction with staff and stated that it was collaborative. She stated that a lot of the requests of staff go to the Commissioners first. Mr. Bertino asked what the policy was for the Board of Directors of the homeowners association's interaction with staff.

Old Business:

Right to Know Request: Mr. Tole asked how many right to know requests there have been. Ms. Kinney indicated that she had provided logs in the meeting handout. Mr. Tole asked "How many of those have been from Matthew Smith?" Mr. M. Smith stated an objection to the Chair. The Chair admonished Mr. Tole that the question was inappropriate. Mr. Tole persisted. Mr. Panuczak stated that the question was not appropriate. Mr. Tole persisted. Mr. Herlihy made a motion to censure Mr. Tole. Mr. Tole then asked how much we have spent on right to know requests. Ms. Kinney stated \$7k. An attendee asked for the figure to be restated and Mr. Tole said "\$7000 because of Matt Smith". Mr. M. Smith stated an objection to the Chair. Mr. Bertino asked for a point of order stating it should be discussed in Executive session that a Commissioner was singling out a resident. Heated discussion took place. Mr. Panuczak observed that it does not matter who is making a right to know request, we cannot ask someone why they are making a right to know request, and it does not matter how many they make. He stated again that it is inappropriate to identify a specific individual.

Lease: Mr. Herlihy provided a draft lease that has been prepared will be sent to the village attorney for review. He made a motion, seconded by Mr. Panuczak, to send the lease to the attorney for review and such changes as the attorney might deem necessary. Mr. Panuczak seconded and the motion carried with Mr. Tole not indicating a vote. Mr. Hering stated that the association was working on a lease and would have it to the commissioners, along with the Recreation Management Agreement proposal, by November 1st. Mr. Herlihy stated that as the Lessor, it is the village's responsibility to draft the lease. He stated the importance of the lease as it is a requirement for our liquor license and he will not sign the affidavit without a valid lease.

Friends of Campton Mountain: Mr. Herlihy made a motion that the commissioners become trustees and transfer FOCM monies into a fund managed by the Town of Campton. He indicated that the issue has been open for too long. Mr. Panuczak seconded. Mr. Tole stated it was premature and the claims made to the Attorney General had yet to be substantiated. He stated in discussion with attorneys, where the money sits is actually fine. Mr. C. Smith stated our attorney had spoken with the AG Friday during a meeting that was to involve Ms. Waters before she resigned and that the discussions they had may in fact support Mr. Tole's claim. Heated discussion

took place. Mr. Herlihy asserted he contributed for 8 of the 12 years that FOCM existed so he understands the monies intent. Mr. M. Smith pointed out that the AG's office weighed in and asks to read the direction from that office into the record. Mr. Herlihy allowed this request. Heated discussion took place. Mr. Panuczak concurred with the AG and Mr. M. Smith's assessment based on his own research. Heated discussion took place. Mr. Tole claimed the money came in from the sale of goods and services. Mr. C. Smith said he was waiting for guidance from counsel that is not subject to right to know and the commissioners should consider it before rendering a decision. Mr. M. Smith stated that he was ok waiting until the next meeting to see the issue resolved. Mr. Herlihy made a motion to postpone the decision until the next meeting, Mr. Panuczak seconded and the motion carried unanimously. Mr. C. Smith stated the FOCM was an enterprise fund created by the village district.

New Business:

New Meeting Format: Mr. Herlihy indicated that there would be a new format next meeting to ensure meetings run smoothly. The Commissioners will be seated at the main table, other officers will be seated in an area, staff another area, and written reports will be provided. All questions will be directed to the Chair. Ms. Kinney stated that with all her other duties, more set up requirements would not be possible. Mr. Herlihy indicated that he would see that the room was set up. Discussion took place around the timing requirements for submitting reports.

Horizon Drive Winter Maintenance: Mr. Herlihy read a letter about winter maintenance from the developer of Horizon Drive. Discussion took place around the request and the unfinished nature of the road. He opined that we should not take on this responsibility. Mr. Panuczak and Mr. Tole agreed. Mr. Herlihy made a motion to decline providing winter maintenance of Horizon Drive, Mr. Panuczak seconded, and the motion passed unanimously. Discussion took place.

Moratorium on Water Connections: Mr. Herlihy indicated he was considering a moratorium on water connections, particularly in light of the water outage and ongoing master plan, and sought feedback. Discussion took place primarily around the legal liability that might create. Mr. Tole observed that we need to have a good reason for it and be able to articulate that we have problem A and a moratorium addresses it in way B. Mr. Bujalski indicated our current water connection policy is in question. Mr. Herlihy indicated that Mr. Oldmixon had prepared a draft that has not yet been approved. Mr. Panuczak said the master water plan may dictate the need for a moratorium.

CIF: Mr. M. Smith stated that CIF money had to be held by the town trustees and that the funds had to be accepted by the village commissioners and reported in public session pursuant to RSA 31. Further, he stated that CIF contributions of \$10k or more required a public hearing. He pointed out that if CIF was used to buy personal property which was then given to the district, the same rule applied but the public hearing threshold was \$5k or more. Lastly, he said accepting real estate also required village action, reporting, and in some cases a public hearing. He asked the commissioners to write policies and procedures to ensure that these rules were followed. He pointed out that CIF money has flowed into the village, outside the public eye, and in some cases accepted and spent by individuals who were not commissioners and therefore not authorized for either act.

Mr. Herlihy stated he would support that process. Mr. Tole requested to enter public session citing RSA 91-A:3 (e). Mr. Herlihy stated that a non-public session would be held.

Thornton Transfer Station: Mr. C. Smith indicated he had been contacted by the Thornton Transfer Station supervisor about getting too much trash. The supervisor expressed a concern about the amount of trash coming in from second homes and short term rentals. They discussed the village adding a dumpster for short term rentals and taking care of it themselves. Mr. C. Smith countered that even if the village is overutilizing transfer services, we are underutilizing other services like schools so it balances out. Mr. C. Smith feels the Commissioners should get involved politically to get in front of the issue. Discussion took place around how they could know what

impact was from renters and how much came from the village. He told the supervisor that the towns get room and meal tax money from the state that the village does not get and that should cover any increased load as well. Mr. Herlihy indicated that short term rental trash removal was a business issue for these renting their dwellings. Mr. Panuczak discussed a retreat where the Commissioners, Board of Directors, and senior staff could have a meeting, possibly with a facilitator, where we could discuss where we want to be in ten years. He suggested we could survey association members in advance to see what they want. We could use it as a visioning session to see what we look like in 10 years and then break it down to see what we need to do each year to get there. Mr. Hering said the Board would be amenable. Discussion took place around that concept. Mr. Bertino asked that Condo Associations be involved in that meeting. A meeting in January was informally proposed. Mr. Tole clarified when and how non-public session may be entered by reading from an NHMA article. Mr. Bertino brought up an earlier suggestion that we write a petition to the state to ask for our share of the room and meals tax.

Committee Reports:

Transition of Commissioners Role on Budget and Planning Committees: Mr. Herlihy stated he would be stepping down as ex officio on the two committees and asked Mr. Panuczak to take his place. Discussion took place around process. Mr. Herlihy discussed having a transition meeting.

Water Committee: Mr. Herlihy indicated that there was a water meeting scheduled for the 4th.

Records Committee: Ms. Patti provided an update on activities. These include weekly meetings, mostly work sessions, cataloging records, drafting a Right to Know Policy, and creating a consent agenda to allow the Commissioners to add past meeting handouts to the public record.

CBU Committee: Ms. Patti stated that the committee had not met since the last Commissioners meeting and the CBU Committee meeting minutes reflected the state of play.

Court Committee: Mr. Ketchum advised that there is not a lot to report, but that he is looking for volunteers to help with labor for in house activities. He has not heard back from court vendors. Discussion took place around sealing cracks in the courts.

Executive Session: The moved to enter public session citing RSA 91-A:3 II(a), (b), and (c). Mr. Bertino asked to attend to address Mr. Toles behavior. His request was not granted. The Commissioners voted unanimously to enter public session by roll call. Mr. Herlihy, aye, Mr. Panuczak, aye, Mr. Tole, aye.

WATERVILLE ESTATES VILLAGE DISTRICT

August 15, 2020 MEETING MINUTES

Attendees: Judy Kinney, Matt Smith, Andy Griffiths, John Herlihy, Sean Tole, Karen Waters

Guests: Linda Ivers, Scott Ivers, Richard Doore, Maureen Patti, Harry Bertino, Al Zulli, James Murphy, Stan Bujalski, Ned McElroy, Rebecca McElroy, Steve Waters, Jack Letvinchuk, Libby Griffiths, Lauren Bennett, Jacqueline Herlihy, others not on sign-up sheet.

Call to Order: Mr. Griffiths called the meeting to order at 8:01 AM.

Welcome Comments: Commissioners introduced themselves.

Approval of Previous meeting minutes: Mr. Griffiths provided a copy with typos to be corrected. Mr. Tole made a motion to approve the meeting minutes, with typos corrected, from August 1th, 2020, Mr. Griffiths seconded, passed.

WEA BOD Update: No WEA BOD present no report provided.

WEVD Treasurer Report:

Update: We have started the purchase process for the backhoe and need one commissioner's signature. We have a new plumbing service contractor and need one commissioner's signature on the credit application. Ms. Waters circulated check signing cards and other bank documents to the commissioners. Our budget and cash position are in good shape. The list of delinquencies for the water rate was discussed. There is \$19,196.82 outstanding with the bulk is in the 30-60 day window and about \$3000 past 90 days.

Water Fee Policy: The policy needs to be revised as additional information from the original ordinance was discovered. A revised policy will be presented at the next meeting.

Friends of Campton Mountain Account Update: We have received a letter from the attorney general's office asserting we are not handling the money correctly. The commissioners will need to respond and Ms. Waters is researching the matter, but the likely outcome is that the money will need to be held by the Town of Campton Town Trustees.

Other: Disposition of the assets acquired from the court sale were discussed with a suggestion by Mr. Tole that it be applied to 2019 warrant article 3. Ms. Waters indicated that she did not think that was possible, but she'd check. Ms. Waters presented a Treasurer Delegation of Duty (see attached and note the document was corrected to read 2 commissioners make a quorum). Mr. Tole made a motion to accept the policy with the noted correction, Mr. Griffiths seconded, passed. Ms. Waters stated that bills paid by the treasurer must be reviewed by the commissioners per statute but that we had never done it before. She is reviewing a procedure to allow us to be in compliance with statute. The challenge will be to find a way to take advantage of 2% 10th net 30 type payment plans while complying with statute. Ms. Patti thanked the treasurer for her hard work.

Sean's Commissioners Corner:

WEVD/WEA Lease Update: The lease is still being worked on.

WEA Insurance Update: The association is getting quotes on communicable disease coverage.

Community Center / Emergency Shelter Center?: This has been an informal emergency shelter, but not officially. Mr. Herlihy is working on a disaster recovery plan that will likely clarify the matter officially.

Advisory Committee Authority: Working hard to document policy, but the buck stops with the commissioners. Ms. Waters observed that from a planning perspective, the budget committee needs to get started doing their work. She has reviewed the NHMA publication Municipal Budgeting Law and it provides a timetable. Mr. Tole pointed out that the Recreation Management Agreement process affects the budget.

GM Update:

Court Repair Update: We have received a quote for \$142,000 to repair the tennis courts. Mr. Ketchum is working on obtaining alternate quotes. Mr. Griffiths stated that spending that amount of money was not going to happen. We are working on obtaining quotes for lower cost solutions. The basketball court is another matter as it has to be plowed to maintain fire and ADA access which affects surfacing options.

Final Accounting on Pond Float: These numbers are not available at this time and will be presented at the next meeting.

Pool Leak: We are getting the pipes scoped. The pools are shut down to reduce costs until we can open.

Old Business:

Paving: The quotes are under budget and we have added additional projects since a certain amount of money was allocated. Additional projects worth \$7000 and some small repairs worth \$7200.

Other: We have found a brand new 2019 plow truck. The backhoe is a John Deere, on budget. We are getting another quote for the next phase of recreation center re-roofing. There is a lot of development right now that is exposing some issues that will impact what our final water line policy looks like.

New Business:

Deputy Clerk-Maureen Patti: Mr. M. Smith appointed Ms. Patti as Deputy Clerk. Mr. Tole made a motion to approve the appointment, Mr. Griffiths seconded, passed.

Clerk Posting / Minutes Access: Mr. Griffiths stated that Mr. M. Smith wanted access to post minutes. Mr. M. Smith clarified that the issue was he had no ability to do so and in three separate instances officials said he would post. Discussion took place around the pros and cons of providing access. Mr. Herlihy made a motion to provide access to the Clerk and Deputy Clerk. Mr. Tole seconded, passed. Mr. C. Smith clarified access to the board by the mailboxes should also be provided.

Swearing In Deputy Treasurer and Deputy Clerk: Mr. Tole swore in Ms. Patti and Ms. Ivers (Deputy Treasurer approved last meeting).

Records Committee: Mr. Griffiths stated that the records committee was required by, and members dictated by state statute. Members include Commissioners, Clerk, and Treasurer. The commissioners can designate representatives and designated Ms. Patti, Mr. Patti, and Mr. Bertino. Ms. Waters observed there is no consistency in documentation

RTK Request Update: Mr. Griffiths reported that he was informed that a lawsuit has been filed, but the village attorney was on vacation.

John's Commissioners Corner:

Water System Committee Update: The committee has reached out to DuBois and King and is meeting with them next week. Mr. Herlihy is working with Mr. C. Smith on issues. He is concerned about continued development in the absence of policies and master plans and is considering recommending a moratorium on

development. Mr. Griffiths asked how long the moratorium would be. Mr. Herlihy indicated he would advise. Mr. Tole recommended researching a connection fee. Mr. Griffiths indicated that WEVD is currently responsible for identifying water lines for construction and in a current case it is going to cost \$1,000 to \$2,000. Mr. Herlihy also stated there should be a fee to turn valves on and off. He indicated that there are 30 lots that, if developed would have long water lines and that we need a process. Mr. Bertino observed that this type of thing is what a planning board does. Ms. Waters observed that a Planning Board does not have permit authority and so there is more to be considered.

WEA Building Permit Collaboration: Mr. Griffiths pointed out WEA permits currently issued w/out determining road & water impacts. Mr. Bertino observed that the WEA building committee only has authority on covenants regarding construction & WEA property. Mr. Herlihy said there should be a water and roads sign-off.

Planning Board Advisory Committee: Mr. Tole states that only Long-Term Planning is the purview of a village planning board. Ms. Patti recommended all parties get NHMA Planning Committee training. Mr. Bertino stated the appointing the planning board is overdue. Planning board appointments were discussed. At the last meeting Mr. Griffiths committed to solicit applications for the planning board.

Building Structural Committee: Mr. Tole observed that they should review the Reserve Advisors report. Mr. Bertino suggested reviewing what other towns have done regarding Planning Boards. Mr. Griffiths stated this committee should be under the purview of the planning board.

Volunteer Action Committee: Ms. Canfield has been out of town. She has heard from all planned WEVD committees except those waiting to be finalized. WEA has not provided information on their committees. Mailbox committee has been established. Ms. Patti has attempted to coordinate a meeting with Ms. McDermott and Mr. Tole.

WEVD Communications/Presence: Work ongoing. The village needs its own logo to differentiate

Miscellaneous: Mr. Herlihy has started dialogs with Thornton and Campton regarding roads. The dip in Goose Hollow near Winosha Trail has been fixed. Mr. Tole observed there is a traffic counter on Hodgeman. Mr. Griffiths stated that the concern raised about whether voters were legitimate was the purview of the Supervisors of the Checklists. Mr. McElroy stated that WEVD is usurping the will of WEA members. Mr. Griffiths asked how. Mr. M. Smith discussed that the "Where the Money Goes" document says dues pays for recreational activities and that the Ski Offset and Rec Fund Contingency budget line items were implemented because WEA members would not increase dues. Therefore, the village passed a de facto dues increase. Mr. McElroy alleged illegal voting in the district. Mr. Tole discussed HB1264 (see attached).

Open Floor/Questions: Mr. Bertino re-iterated that the planning board members needed to be appointed ASAP. Mr. Griffiths said he would do it tomorrow. Mr. Tole stated he wanted clarification on that board's authority. Mr. Bertino stated that the warrant creating the planning board did not require that. A resident of Weetamoo Drive raised concerns about storm run-off being directed across his driveway. Mr. Herlihy and Mr. C. Smith committed to visiting the site. Ms. Griffiths asked how long does a build have before it must be complete. It is one year and is enforced by WEA. Discussion took place about the WEA violations committee. Ms. Griffiths volunteered to serve.

Next Meeting: Mr. Griffith indicated the next meeting would be Saturday, August 29th at 8:00 AM.

Executive Session: Mr. Griffiths stated that we would enter executive session at 9:29 AM.

Adjournment: Mr. Herlihy motioned to adjourn, Mr. Tole seconded and adjournment passed unanimously at 9:45AM.

WATERVILLE ESTATES VILLAGE DISTRICT

June 27, 2020 MEETING MINUTES

Attendees: Judy Kinney, Matt Smith, Andy Griffiths, Corey Smith, John Herlihy, Sean Tole

Guests: Ned McElroy, Scott Royley, Cheryl Smith, James Murphy, Anthony Patti, Maureen Patti, Denise Bujarlski, Stan Bujarlski, Jack Letvinchuk, Terry Bennett, Frank Marshall, Bob Ryder, Al Zulli, Harry Bertino, Libby Griffiths

Called to order: Mr. Griffiths, 8:03 AM.

Election of Commission Chair:

Mr. Tole made a motion to elect Mr. Griffiths as Chair of the Board of Commissioners, Mr. Herlihy seconded the motion and Mr. Griffiths was unanimously elected.

Meeting Goals / Structure:

Mr. Griffiths indicated he would ensure that the meetings were efficient and effective. He would try to limit the meetings to 60 minutes with a hard cap of 90 minutes. The job of the commissioners is get the village's business done. He hopes to have the Board of Commissioners (WEVD BOC) meet twice a month with an eye towards 8:00 am on the first and third Saturday's of the month. Mr. Tole suggested that the meeting could go back to monthly if possible.

WEA BOD Update:

Mr. Griffiths stated he would like to have a Waterville Estates Association Board of Directors (WEA BOD) member present at each meeting and if not that they provide an update. He indicated that one of the commissioners or Ms. Waters would provide the same courtesy at WEA BOD meetings. He said we (WEVD and WEA) are two entities but we have the same goals and it's important that we work in some collaborative fashion.

Treasurer's Report:

Mr. Griffiths indicated that the treasurer's report would no longer be a statement of account balances but rather report on the month's activities. He stated there was no change from the May treasurer's report. Ms. Waters is working on auditing some line items. The commissioners have worked on it with the village attorney from a legal perspective and Ms. Waters is reviewing it from an accounting perspective. **Ms. Waters will provide more detail at the next meeting.**

Approval of Meeting Minutes:

Mr. Griffiths indicated that because the annual meeting had not concluded, the commissioners would hold off approving meeting minutes until the annual meeting has been adjourned. Mr. M. Smith asked where the zoom meeting minutes were. There were discussions of the audio problems at the zoom meeting. Mr. Griffiths indicated that a recording of the meeting was posted on the website and would be transcribed for the next meeting. Mr. C. Smith noted that the water master plan bid opening meeting minutes were in the meeting handout.

Completion of Annual Meeting:

Mr. Griffiths indicated that the annual meeting would resume at 8:30 on Saturday July 11th, 2020 on the tennis courts or in the summit lounge if weather prevented an outdoor meeting. He stated we are waiting to hear back from one of the supervisors of the checklist. Mr. Griffiths stated that the meeting was still open so that it was important that everyone that wanted to come to the last one should be at this meeting.

WEVD Opening Amenities:

Mr. Griffiths discussed the details around the need for the Emergency Meeting on June 23rd. Mr. Griffiths stated that Mr. Tole asked if there was a way that we (WEVD) could open. Mr. Tole explained why he felt an emergency meeting was required citing WEA BOD communication about opening, the sudden decision to close, the fact that people may have been making plans, and respect for Ms. Kinney's and Mr. C. Smith's time. Mr. Griffiths added that if we're going to open we had to have a food order in that afternoon. Mr. Herlihy stated for the record that he had objected to having an emergency meeting without proper notice. Mr. Griffiths updated on plans for opening should the WEVD choose to do so including budget preparation and ensuring coverage with Primex (our liability insurer). Mr. Herlihy asked about a clause in the policy citing monetary limits of coverage. Mr. C. Smith indicated correspondence from Primex indicating \$5 million per incident with no limit on coverage for additional incidents. Mr. Herlihy expressed concern that an email didn't make a binding contract. Discussion took place around the possibility that WEVD could provide the necessary coverage WEA needed through the recreation management agreement. **Mr. Griffiths asked Mr. Tole to spearhead an investigation of that possibility and expressed hope that the WEA BOD would give it serious consideration.** Mr. Griffiths discussed how we might finance an opening and stated we had line items for ski and recreation, but we couldn't put tax money in the recreation revolving fund, that would be illegal, but we can pay bills directly from that line item. We verified that with our attorney and our accountant and Ms. Waters will talk more about that at the next meeting. There was discussion about how long those funds could last, whether we could do food and beverage service and whether we could charge a fee. Mr. Marks provided an update on current action by the WEA BOD including consulting with WEA's attorney. Mr. Griffiths stated that we would skip over the remaining "opening" agenda items but would keep it on the agenda pending further developments. Mr. C. Smith clarified that the WEA BOD's coverage under WEVD's insurance plan would be limited to less than what the Commissioners had and therefore the WEA BOD would have to deliberate before agreeing to open. **Mr. Tole indicated he would liaise with Mr. Fagas of the WEA BOD to attempt to resolve.**

General Manager Update:

Mr. Griffiths indicated we have been shut down for three months. We kept four employees, Corey, Judy, Shawn, and Steve, and worked on roads and water. Mr. C. Smith indicated the first three weeks employees were not allowed to come to the facility. He indicated they worked on water system problems including a pump failure, telemetry issues, pressure issues and clogged pressure regulators. Worked on water system leaks with our contractor LRW. Mr. C. Smith provided updates on pool gunite and tile repairs. Ms. Kinney paid bills and maintained correspondence. We are waiting on quotes for the back roof and a touch free front door. **Mr. Tole asked if we could look into what the Covered Bridge Restaurant is using.** A spray on treatment that lasts 30-90 days. Mr. Griffiths pointed out that even though the state gave us permission to open there are very restrictive guidelines and procedures we must comply with and we can't have people having to act as police citing that the six foot rule would apply to people in the pool. Essentially, it's not just liability that is making the decision to open difficult but also logistics. Mr. Marks observed we are not making money from dues by being closed, because we are losing food and beverage revenue. Mr. Griffiths observed that our costs will be up compared to pre-quarantine because of increased costs of compliance.

Mr. C. Smith discussed HVAC upgrades and that Mr. M. Smith has agreed to help. Mr. M. Smith stated he needed to know if the buildings are public or private as it affects equipment selection if new equipment is needed at all. Mr. Griffiths stated that's why we need the lease. Mr. C. Smith stated that the lease is under review. Mr. C. Smith stated

that paving quotes had been received and that he and Mr. Griffiths selected the low bidder. The bid was below budget so we are looking at adding some paving projects to spend the budgeted amount. Mr. Tole asked whether we had experience with all three. Mr. C. Smith indicated we had. Discussion took place about which roads need it. Mr. Griffiths asked if Mr. Herlihy would be willing to work on a road master plan and to work with the town. He indicated he would be happy to do so. Mr. C. Smith indicated he kept Lloyd Wiley involved in the process even though he had moved away. Discussion took place about maximizing the use of available funds and controlling costs. Mr. Bujarlski expressed concern about whether we were paying based on lump sum or unit costs as unit costs. Mr. C. Smith indicated that it was unit pricing and slips would be submitted indicating amounts used. Mr. Letvinchuk indicated that the Town of Campton was looking at a road master plan. Mr. C. Smith indicated we have 27 miles of roads with 1/3 each owned by Campton, Thornton, and the Village District. Mr. Tole suggested polling the community because if you pave some roads, taxes can go up.

Old Business:

Mr. Tole discussed progress on selling the snap down court system estimating \$6000 to \$7000, but we have to palletize and pay for shipping and commission. Mr. Griffiths stated that Mr. Hering has requested that the WEA BOD be consulted about the proceeds. Mr. Marshall stated that once CIF is donated to the village district any assets acquired from CIF remain village district assets. Mr. M. Smith stated that assets can only come into the village district and asked which one the original CIF contribution came in under. **Mr. Griffiths said he would find out.** Mr. Tole stated the current swim platform in the pond is too small, kids were trying to flip it, and is in disrepair. He proposed building one with PT so big it could not be flipped. He estimated the cost to be around \$3000. Mr. Tole indicated there was talk about this being paid for by CIF, but it was at its end of life. Ms. Bennett asked if the commissioners were going to spend \$3000, didn't they need a vote. Mr. C. Smith stated they did not. Mr. Tole stated that it comes out of the operating budget. Mr. M. Smith asked which line item. Mr. C. Smith expressed concern that there was too much micro-management going on. Mr. Tole made a motion to expend the \$3000 on a new swim platform, Mr. Griffiths seconded the motion, and it passed unanimously. Mr. Griffiths stated we would use volunteers to build it and we would go back to the WEA BOD and request CIF money. Mr. Tole indicated he would pull together a group of volunteers. Mr. Herlihy volunteered to assist as he had experience with a Yacht Club building floats and which were the right materials to use. Mr. Griffiths provided an update on a recently discovered document that might allow the village to help resolve water issues at Hodgeman Hill and it would be determined at the next meeting. **Mr. Bertino requested that the Hodgeman Hill Board be invited to the next meeting and Mr. Griffiths indicated he would do that.**

New Business:

Mr. Griffiths stated that the village district was looking into a redoing the web page and Facebook page. The Facebook page already exists but has not been used. Mr. Tole asked what the issue was. Mr. Griffiths stated that the village district was buried in it and it was old. He said it's an opportunity to address other concerns and make it clear we are two separate entities (WEA and WEVD) with the same goals. Mr. C. Smith recommended forming a committee to help resolve as we had done with the Water Master Plan Committee. Mr. Herlihy asked who owns the domain for the website, what do we pay, and who maintains it. Mr. C. Smith stated that it is maintained by former homeowners. It was redesigned 5 years ago. He stated the domain is owned by the association and the annual fee is paid by the association. Mr. M. Smith asked if it was paid from the associations budget. Mr. C. Smith stated it was. Mr. M. Smith asked for clarification that it was not paid from the Recreation Revolving Fund. Ms. Kinney stated that it was out of the rec fund and out of the association budget.

Mr. Herlihy said we need to know who owns it and who controls it. Mr. Tole stated that he would like to see collaboration between the association and the district so it remains clear we are one community. Mr. Griffiths indicated he would like the village Facebook page to allow commissioners only to post and not allow responses. We could post meeting announcements and meeting minutes.

Update on Water Master Plan:

Mr. Herlihy provided an update on the bid review stating that the Water Master Plan Committee had selected the top 3 contenders, Dubois and King, Horizon Engineering, and Tata and Howard, and forwarded that to Mr. C. Smith last week. He indicated the range of prices was from \$25,000 to \$50,000 and Mr. Herlihy recommended interviewing the three firms to determine who to select. Mr. Griffiths clarified that the Water Master Plan Committee would make recommendations to the commissioners who would make the final selection. Mr. C. Smith asked whether the interviews would need to be public meetings. Mr. Herlihy indicated he did not believe it needed to be but would keep meeting minutes.

Volunteer / Advisory Committees:

Mr. Griffiths discussed forming some committees covering athletic courts, aesthetics, rose garden, newsletter, and web site. He would like a cross section of residents and taxpayers. Mr. Griffiths stated that Ms. Griffiths would be working on the rose garden and Ms. Canfield and Ms. Waters were already working on the newsletter. **He will craft a letter announcing the committees we are forming and that committees should elect a chair.** He indicated a commissioner or Ms. Waters should be an ex-officio member of each committee. **Mr. Tole indicated he would volunteer to keep a list of what committees there are and who's on them.** Ms. Bennett reminded everyone that these committees' activities would be subject to New Hampshire's Right to Know law RSA 91-A and that New Hampshire Municipal Association was a great source for how meetings have to be posted and minutes need to be kept.

Questions from Guests:

Mr. Griffiths opened the floor to the guests. Mr. M. Smith requested a hearing on the documents he had sent to Mr. Griffiths. Mr. Griffiths indicated he was waiting to hear from the village attorney. Mr. C. Smith asked about the budget committee. Mr. Griffiths indicated that he had gone back to the village attorney and that the communication he sent out may not be 100% accurate but he was working with Ms. Patti to get clarification on the status of the budget committee. Mr. Bertino asked if the Facebook Page was a function of the association or the village district. Mr. Griffiths stated that it was 100% the association. Heated discussion took place about comments posted. Mr. Herlihy indicated that Facebook is a poor method of communication and he would not use it. Ms. Bennett recommended that when the Facebook and web page concerns were resolved that the commissioners vote formally about where information would be posted to remain compliant with Right to Know. Mr. Griffiths clarified that we currently meet the dual posting requirements by posting on the board by the mailboxes and on the web site.

Next Meeting: Mr. Griffith indicated the next meeting would be Saturday, July 18th at 8:13 AM.

Adjournment: Mr. Tole motioned to adjourn, Mr. Herlihy seconded and adjournment passed unanimously at 9:22 AM.

WATERVILLE ESTATES VILLAGE DISTRICT

June 23, 2020 EMERGENCY MEETING MINUTES

Attendees: Judy Kinney, Matt Smith, Andy Griffiths, Corey Smith, John Herlihy, Sean Tole, Karen Waters

Guests: Ned McElroy, Harry Bertino, James Murphy, Anthony Patti, Maureen Patti, David Spinney

Called to order: Mr. Griffiths, 8:02 AM.

Purpose:

Mr. Griffiths stated that the emergency meeting was called to discuss the decision of the Waterville Estates Association Board of Directors decision to not open the pools after teasing pool opening on social media. He indicated we wanted to discuss what implications it might hold for the village district and what, if anything, the village district could do. Mr. Herlihy asked why we were having a public meeting without proper notification. Mr. Tole stated that because we've had a communication go out to our resident members about a soft opening and the WEA BOD made a decision late yesterday to not open he wanted to be respectful of people wishes and wants a consistent message going forward versus confusion about opening or not. Mr. Herlihy stated we could have had the meeting tomorrow. Mr. Griffiths stated that we have a right to an emergency meeting, but that it just had to be posted. Mr. C. Smith stated that he'd never been to an emergency meeting before but he believed it was warranted when immediate action was required. He stated he did not know it was part of the consideration to hold the meeting, but the immediate action required was to place a food order which had to happen by noon today to be ready for an opening were it to occur. Discussion continued on whether there was a valid emergency.

Discussion:

WEA BOD: Mr. Griffiths indicated he had investigated liability in March or April. He indicated that the WEA BOD knew then that they did not have the required clause to protect them from liability. He stated he could not understand why soft opening was pursued if this was the issue all along. He indicated that at first it was BOD members personal wealth liability that was the issue but now it came down to WEA liability. He stated that he had been expressing a sense of urgency to the WEA BOD to make a decision. Mr. C. Smith stated that both concerns were valid but the key concern was the association itself (WEA). If there were a problem the liability claims could very well end the association (WEA). Mr. M. Smith asked for clarification on whether there were two insurance policies for WEA, one for the BOD and one for the corporation. Mr. C. Smith stated there were and both excluded pandemics. Ms. Waters asked if there was a BOD meeting that wasn't a public meeting and what was the reason for them not moving forward. Mr. Griffiths stated he does not know the rules of the BOD as he does the rules that governs the meetings of the Board of Commissioners. There was discussion around whether the decision was to protect the BOD or the association (WEA). Mr. C. Smith said this is what he means by a lack of collaboration being problematic. He said everyone present was depending on one person, himself, to relay the intent of the WEA BOD. Mr. Griffiths to exception to the notion that the village district has not been collaborative. Discussion continued. Mr. Griffiths indicated he was not invited to the WEA BOD Zoom meeting where the decision to not open was made. Mr. C. Smith said he felt the risk to the association was the overriding factor in the decision of the WEA BOD.

Recreation Management Agreement payments from WEA: Mr. M. Smith asked how much funds have been paid to the village district to date from the association for rental fees and management fees. There was a lot of discussion and a review of the numbers eventually indicating we had received about \$24,000 of the \$100,000 dues for management fees and \$61,000 of the around \$290,000 for rental fees. Ms. Kinney indicated that it used to be paid over as needed, but per the new agreement was paid quarterly. Mr. C. Smith

clarified that the quarterly payments went into effect when the new agreement was signed but up until that point it was paid as needed. Mr. Tole stated that the new agreement was for services rendered and if we are not providing services, it will be hard to collect any money from them (WEA BOD). Mr. Tole stated we needed to consider whether we had the funds to open in some fashion, one or two pools, food and beverage, or because of the agreement was it just not incumbent upon us to open.

Pros and Cons of opening: Mr. M. Smith pointed out that if we open, WEA is not incentivized to open and in fact, since the revenue from food and beverage sales go into the recreation revolving fund, would still be rewarded with fund growth by not opening and that fund growth would be paid for by taxes. Mr. Griffiths stated it was a discussion of what we legally can do. Mr. Tole asked what we could afford to do as some monies had already come in. Discussion continued.

Methods of opening: Mr. Bertino pointed out that a revolving recreation fund allowed us to provide recreation for a fee so we could fund the opening with fees instead of taxes. Mr. Bertino stated he felt the association (WEA) needs its own manager so Mr. C. Smith was not always left in the position of having to represent two parties. Mr. C. Smith clarified that food and beverage sales don't go into a WEA account it goes into the district rec fund, owned and administered by the district. Mr. C. Smith and Mr. M. Smith had a discussion of who benefits by tax dollars being used to generate income for the rec fund. Mr. M. Smith contends that the public record indicates that the WEA BOD is the official or advisory, both have been stated, that authorizes disbursements from the rec fund such that they would benefit by this process without doing any of the work. Mr. M. Smith supported Mr. Bertino's proposal for using fees to fund the opening. Discussion continued around what WEA BOD has paid to date and whether they are obligated to pay if they have not had use of the facilities. Mr. Tole stated that he would like to open the outdoor pools for our residents. Mr. Griffiths asked if we should use the fee model proposed by Mr. Bertino. Mr. Tole indicated he would be worried about the blowback from that. Mr. Herlihy expressed support for the fee model. Mr. C. Smith asked if the commissioners had the power to set fees without a vote. Mr. M. Smith cited the warrant article from 2006 that created the rec fund and how it could be financed and indicated that the commissioners had the power to set fees. Discussion took place around who would be granted access if we did open. Discussion took place around the complications of opening with stricter state guidelines and the associated higher costs. Discussion took place around what occupancy rate could be accommodated while maintaining the 6' rule in and out of the pools. Much discussion took place around other logistical issues relating to opening. The details around how the rec fund is used came up again. Mr. Herlihy said we needed details budgets for proposed activities. Mr. Tol stated that per the new rec management agreement any funds left over at the end of the year go back to the WEA BOD as a credit. Mr. M. Smith stated that the WEA BOD has underfunded the recreation fund for years. He cited audits and actual village budgets showing \$500,000 of tax money, most likely improperly, going into the rec fund and pointed out that the management fee has been \$100,000 since 2006 meaning there has been no adjustment for inflation. He stated that the commissioners just needed to have the association increase dues next year or cut funding as people like Lloy had been requesting consistently. Mr. C. Smith discussed the voters will to provide \$90,000 to the rec fund. Mr. M. Smith indicated that per the village district attorney, it was not legal for tax money to go into the rec fund. He pointed out that the statute covering rec funds establishes two funding mechanisms, taxes and fees & charges. In 2006, we specifically passed only the fees and charges part of the funding mechanism. So to put taxes in the rec fund would require a warrant article to be proposed and passed. Mr. Griffiths stated that we need to bring this up again and that we could not make a determination today. Mr. Bertino stated that he did not believe the rec fund surplus can be given as a credit to WEA BOD next year. He felt the legality of that part of contract should be reviewed. More discussion occurred around logistics. Mr. Griffiths stated that today's discussion was about opening for the weekend and the village meeting for this coming Saturday would take up opening beyond that point. Mr. Herlihy asked Mr. C. Smith to come up with a budget for opening that could be discussed at the next meeting. Mr. Tole asked that no one post these discussions on Facebook before

the WEA BOD has an opportunity to respond. A discussion took place about the association collectinbg dues before determining a recreation service plan and if that made people upset, that was on the WEA BOD. Mr. Griffiths observed that they are underfunded every year and have to come to the commissioners for assistance. He stated they felt they can't get a dues increase passed. Mr. Herlihy expressed concerns about opening for July 4th weekend and the reality that not everyone would be able to get in. Mr. C. Smith estimated a cost of \$750 per day to open. Mr. Griffiths said we should round it up to \$1000. Mr. Herlihy stated \$10 a head would cover us. Mr. Tole stated that as a tax payer and a dies paying member, it rubs him the wrong way to be discussing an additional fee. Mr. Spinney asked why charge at all. He apologized for getting in late and was brought up to speed on limitations. He was advised that to spend money, it has to come from a legitimate line item in the budget. Mr. C. Smith said you might be able to use the building wages line item to at least fund the staff required to open the pools. Mr. C. Smith indicated we already had some food here, had food ordered and had food coming and he was putting in final orders today so there's already some loss here. He stated he was told to go ahead as we were opening. Mr. Herlihy asked if it could be frozen. The Board of Commissioners determined that it was too early to open this weekend as there were too many questions that need to be answered.

Adjournment: Mr. Herlihy motioned to adjourn, Mr. Tole seconded and adjournment passed unanimously at 9:13 AM.

WATERVILLE ESTATES VILLAGE DISTRICT

January 31, 2020 MEETING MINUTES

Attendees: Judy Kinney, Matt Smith, Sean Tole, Andy Griffiths, Art Marks, Corey Smith, Karen Waters

Guests: Harry Bertino, Libby Griffiths, Mike Hering, Chris Fagas, Anthony Patty, John Herlihy, David Spinney

Called to order: Mr. Marks at 3:00 PM.

Review and approval of Meeting Minutes: Mr. Griffiths made a motion to accept the meeting minutes of January 18, 2020 with no amendments, Mr. Tole seconded, motion passed unanimously.

Clerk's Report:

RSA's: Mr. Marks asked Mr. Bertino and Mr. M. Smith for input on concerns so that he could present them to the village district attorney for review.

Manager's Report:

Tax Rate Analysis: Mr. M. Smith suggested that the increase in the cost of taxes has exceeded inflation by a factor of 2-3. Mr. C. Smith stated that individual owner tax bills had not. Mr. Marks recommended we form a sub-committee.

Warrants:

Warrant Article 2 Revised: From One Million Three Hundred Forty-Seven Thousand Two Hundred Seventy-Two Dollars and no cents (\$1,347,272) to One Million Three Hundred Forty-Seven Thousand Two Hundred Seventy-Two Dollars and no cents (\$1,252,667). Mr. C. Smith will get with Ms. Kinney to figure out why the number changed.

Warrant Article 3 Revised: From Three Hundred Eighty Thousand Six Hundred Fifty-One Dollars (\$380,651) to Three Hundred Eighty Thousand Six Hundred Fifty-One Dollars (\$360,651). The \$20,000 difference is the backhoe was pulled out of the water department article and placed in its own warrant.

Warrant Article 4 Discussed: Mr. Tole recommended we shop around for the plow truck.

Warrant Article 5 Discussed: Mr. C. Smith indicated if we get the backhoe early, we'd be renting it. He also advised the commissioners that 0% financing was no longer available and the financing rate would be 3.1%.

Budget Hearing:

New Wells: Mr. Spinney asked about the budget line item of \$90,000 for new wells and whether that money had been set aside. Mr. C. Smith stated that it has technically not been, but unspent tax revenue rolls into the unreserved fund balance at the end of the year. Mr. Spinney and Mr. C. Smith estimated that \$360,000 to \$450,000 had been collected against this budget line item to date. The current estimated unreserved fund balance for 2020 is approximately \$859,000. We are required to hold a reserve of \$574,000 to cover operating costs of the village while we wait for taxes to be collected and turned over from Campton and Thornton. That leaves \$285,000. With \$123,214.94 reserved for 2019 Warrant Article 3, it leaves \$161,785.06 available for new wells.

ADA: Mr. Bertino asked if there were any plans in 2020 or beyond to bring the recreation center into compliance with ADA requirements. Mr. Marks suggested that ADA does not apply to the recreation center based on research Lloyd Wiley had done. Mr. Bertino asked about the ADA line item on the last page of the budget. Ms. Kinney pointed out that it was from the 2019 non-lapsing warrant article 3 which does not lapse until the end of 2021.

General: There will be another budget hearing.

New Business:

RFP/RFQ for Water System: Mr. Griffiths asked which commissioner would take ownership of seeking bids from qualified firms. Mr. Tole said he would take ownership if Mr. C. Smith would help. Mr. C. Smith already has the proposals ready to go out in the mail.

Old Business:

Ski Area Water Use: Mr. M. Smith asked that we get something from DES in writing. Mr. C Smith said he would.

Ski Bowl Pump House: Mr. Griffiths stated that the 800-amp panel is being dropped to a 400-amp panel. Mr. Griffiths provided an update on the sequence of events leading up to our current plans. Mr. M. Smith asked for clarification of discoveries made at the most recent meeting that Ned attended. Mr. Griffiths acknowledged that an issue with the designed electrical panel had been discovered and addressed, but said there were no other new issues discovered. Mr. Griffiths reported that Mr. Mike Soucy, head electrical inspector for the state, said our current plans are fine. Mr. Griffiths states that the commissioners support Lee Carroll and Dave Costa. Mr. Marks said for liability reasons he would not include Ned's correspondence in the meeting minutes because he was concerned it contained slander and defamation of the electrical contractor and engineer, but would keep it in the public record as correspondence. Mr. M. Smith suggested that Ned's comments did not rise to a level of defamation that would be actionable. Mr. Bertino pointed out that Ned offered his help at the 12/6/19 WEVD meeting and the commissioners accepted.

New Treasurer: Ms. Waters reported that she had signed a letter of intent with the auditors for our 2019 audit and would work closely with them. Ms. Waters met with Judy, Corey and other WEVD staff and started the process of getting up to speed. Ms. Waters will meet with Judy next week regarding the budget and that she is still in information gathering phase. Mr. Marks asked for a recommendation for deputy treasurer so checks can get signed in Ms. Waters absence. Ms. Waters stated she would consider a deputy after the Annual meeting once she has had a chance to better understand the processes. Mr. C. Smith asked that Ms. Waters get the auditors to drop an unnecessary reporting requirement regarding retired employees when the district has none.

Set next meeting: Wednesday, February 12th, 2020, 3:00 PM.

Adjournment: Mr. Griffiths motioned to adjourn the meeting, Mr. Tole seconded, and the motion passed unanimously at 4:43 PM.

M. Patti

July 23, 2021

Motions for Amendments to Draft Commissioner Meeting Minutes

Item 3 a – July 1, 2021:

add following paragraph re: Non-Public Session –

“Non-Public Session convened at 3:17 p.m. Present were Mr. John Scruton and Ms. Judy Kinney. Commissioners approved payment of \$5,000 to Lakes Region Water to act as the WEVD licensed water operator, a position mandated by NH law. Motion made by Ms. Patti, seconded by Mr. Panuczak, and approved by unanimous roll call vote.

Commissioners were asked to approve a contract with GSM to repair the damage caused to the asphalt roadway caused by the jackknifing of a delivery tractor trailer truck at Weetamoo& Summit. Interim GM, Mr. Scruton, requested photos be taken of the damage before the repair proceeds. AGM said they have photos and have already started communicating with the insurance company representing the delivery company. Motion to approve repair by GSM (which is onsite doing other work at the Estates and can get the repair done immediately) made by Mr. Panuczak. Ms. Patti seconded the motion and both voted, by roll call, “aye,” approving the expenditure.

Discussion ensued regarding additional demands placed upon WEVD AGM during leave of Mr. Corey Smith. Mr. Panuczak moved to authorize a stipend of \$400/month to compensate Ms. Kinney for the additional workload. Ms. Patti seconded the motion and offered an amendment – to \$500/month (or \$125/week). Mr. Panuczak accepted the amendment, called the vote and the (amended) motion passed unanimously by roll call vote.

Following a brief discussion, it was determined that Ms. Kinney would continue to handle WEVD Human Resources matters and the employment offer letters to be sent to recent/upcoming hires will not include the signature of Mr. Scruton.

Mr. Panuczak made a motion to return to Public Session. His motion was seconded by Ms. Patti. The vote was unanimous and they exited the Non-Public Session at 3:28 p.m.

The Public Session was re-convened at 3:31 p.m. Ms. Patti summarized the action taken during the Non-Public Session. Mr. Panuczak made a motion to adjourn the meeting. Ms. Patti seconded the motion and both voted, by roll call, “aye.” The meeting adjourned at 3:36 p.m.”

Item 3 b – June 28, 2021:

1. Page 6, item T, line 2: “availability. Ms. Patti moved to appoint Mr. Marks to the Outdoor Courts Committee. Mr. Panuczak seconded and the roll call vote to appoint was unanimous. Mr. Marks was appointed to the committee.”
2. Page 7, paragraph 3, Public Session Reconvened: after “roll call vote,” insert a line (spacing) and “The Commission business conducted during the non-Public Session was described. “Mr. Panuczak motioned...”
3. Page 7, now paragraph 4: after “administrative help.”, insert “both motions were seconded by Ms. Patti and passed by unanimous roll call vote.”

Item 3 c – April 1, 2021:

correct Mr. Patti to Ms. Patti in Approval of Previous Meeting Minutes section, line 1.

Item 3 e – August 15, 2020:

1. Page 1, Guests – correct spelling of “Loren Bennett”
2. Page 2, Old Business, line 1 – “money”
3. Page 3, Planning Board Advisory Committee – Mr. Tole states only Long-Term Planning is the purview of a village planning board.
4. Page 3, Volunteer Action Committee – line 2, 3 – “mailbox committee”

Item 3 f – June 27, 2020:

1. Correct spelling of Bujalski – Page 1 Guests and Page 3, paragraph 1.

Item 3 g – June 23, 2020:

1. Page 1, paragraph 3, “WEA BOD” line 14 – Mr. Griffiths “took exception”
2. Correct spelling of Tole – page 2, paragraph 3, line 21.
3. Correct spelling of Lloyd + add Wiley -- page 2, paragraph 3, line 26.
4. Correct spelling of “collecting” –page 3, line 1.
5. Correct spelling of “dues paying member” – Page 3, line 7.

MOTIONS FOR July 23, 2021 WEVD COMMISSION MEETING:

Item #8 d:

I, Maureen Patti, move to accept the concrete embedded net poles and ____ purchased by CIF Funds provided by WEA and installed at the Community Center Complex Volleyball Court by volunteers as gifts to WEVD.

I, Maureen Patti, move to grant permission to WEA, until rescinded by vote of this governing body, to store WEA-owned equipment and materials for maintaining and utilizing the Volleyball Court located at the Community Center Complex in WEVD facilities.

Item #8 n:

I, Maureen Patti, move to modify my ex officio position on the RMA Modification Committee to be a non-voting position.

Waterville Estates Village District
General Government / Procedure
WEVD Meeting AGENDA/ RCA
FORM

REQUEST FOR COMMISSION ACTION

Instructions for use: Send at least ten days in advance of WEVD meeting to the GM & AGM on group email.

The Commissioners and Treasurer shall be BCC'd on the email. The Commission Chairman shall **decide** and notify the GM/other if the RCA is included on the Agenda.

MEETING DATE: 7-22-21

AGENDA ITEM#:

TITLE OF REQUEST: Pine tree Removal At Ski Area

SUMMARY OF WHY ACTION IS SOUGHT (Need, background):

Remove Hazard tree Next to left line.

GOAL SOUGHT WITH THIS ACTION:

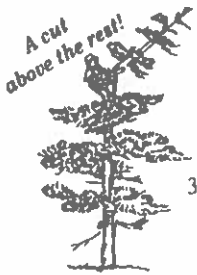
safety

ACTION REQUESTED:

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

PLAN FOR IMPLEMENTATION:

MODEL RESOLUTION: I move to approve.....



Mad Rivers
TOP NOTCH
Tree Experts

39 Old Meadow Rd., Thornton, NH 03223
603/726-3089

☐ Estimate & Agreement

☐ Additional Work Authorization

Date:

6-3-2021

BID: We hereby propose to furnish materials and labor to complete the work outlined below for the sum of

\$

2500

dollars.

TERMS: Unless otherwise specified below, terms are as follows: After 30 days a finance charge of 2% (24% per year) will be added monthly. Cost of collection will be at customer's expense.

Other:

To:

WV Estabing

24 Parker Rd

Campton NH 03222

We hereby submit specifications and bid for:

TAke Down + Remove Large Pine
AT Ski Area

CONTRACTOR'S GUARANTEE

We guarantee all materials used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Any variations from plan or alterations requiring extra labor or materials will be confirmed only upon written order and billed in addition to the sum covered by this contract.

Date

6-3-2021

Signed

ACCEPTANCE OF BID

The above specifications, terms and contract and satisfactory, and I/we hereby authorize the performance of this work

Date

Signed

THIS CONTRACT IS VOID 30 DAYS FROM DATE SIGNED

Game Room

Richard H. Lindblom, Sr.
144 Judges Road
Thornton, NH 03285
781-799-4240

To: Waterville Estates Village
562 Winterbrook Road
Campton, NH 03223

Rip out carpet tiles in Arcade - 64 sq. yards

Patching of the floor

Re-cement original carpet tiles – 64 sq. yards

Total

\$ 2250.00

05/12/21

100

①



office

RICHARD H LINDBLOM, SR.
144 JUDGES ROAD
THORNTON, NH 03285
Tel. No. 603-726-7747
Cell # 781-799-4240

QUOTE

TO: Waterville Estates Village District
562 Winterbrook Road
Campton, NH 03223

June 16, 2021

DESCRIPTION	UNIT COST	PRICE
Second floor hallways and offices		
300 yards carpet	\$ 22.50/per yd.	\$6,750.00
Rip out/disposal of old carpet & Moving of furniture & Day Labor	\$ 28.50/per yard	\$ 8,550.00
Floor patching is extra		
If Nights and weekend labor – additional charge		\$ 6,000.00
All computers, printers, fax machine & copier machines must be disconnected by IT individual. I will not be responsible for computers, printers, fax machine & copier machines		
<i>This quote is good for 30 days.</i>		
THANK YOU.	TOTAL INVOICE	\$21,300.00

Baker Valley Floors
34 Route 25
Plymouth, NH 03264
Phone: 603-536-4003
Fax: 603-536-7281
bvff@bakervalleyfloors.com

BAKER VALLEY FLOORS

"A Friendly Place to Shop"

Proposal #: **2481**

Sale Date: **6/17/2021**
Next Install:
Sales Rep: **Amy Thompson**

SOLD TO:

Tracy Duffy
Waterville Estates Offices
562 Winterbrook Road
Campton, Nh 03223

SHIPPED TO

Tracy Duffy
Waterville Estates Offices
Campton Nh 03223

OFFICE 1, 2 & 3, MAIN OFFICE, BACK CLOSET, LOFT & 2 LANDINGS

- 1 Traffic Sdn 28 Oz, Carpet Labor - Gluedown
- 2 Tapdown Teeth 12ft, Silver Hammered Metal Transitions
- 3 Fastlock Seam Sealer, 8oz Seam Sealer Removal/Disposal - Carpet Gluedown
- 4 4150 Prem Comm Carpet Adhesive, 4 Gallon Furniture Moving
- 5 Freight, NRF Furniture Moving - Extra

Office 1, 2 & 3, Main Office, Back Total \$10,669.71

Comments: Option 1: Traffic SDN

Computer Equipment to be moved by owner

SubTotal: \$10,669.71
Total: \$10,669.71
Payments: \$0.00
Balance: \$10,669.71

Please Remit Payment to: Baker Valley Floors

Deposit Required: \$5,335.00

Note: The pricing in the proposal is valid for 14 days.
50% Deposit Required Prior to Scheduling or Ordering Material

Acceptance of Proposal – The Customer hereby accepts the above proposal and attached terms and conditions. Payments will be made as outlined above and in accordance with the Terms and Conditions. Payment of Deposit shall constitute acceptance of Proposal and Terms and Conditions.

Date of Acceptance: _____ Customer Signature: _____

We Appreciate Your Business!!!

Store Hours: Mon - Fri: 8:00 to 5:00
Sat: 9:00 to 1:00, Closed Sunday

www.bakervalleyfloors.com

Page 1 of 4
6/17/2021 10:52:21 AM

BAKER VALLEY FLOORS

"A Friendly Place to Shop"

34 Route 25 Plymouth, NH 03264
Phone: 603-536-4003 Fax: 603-536-7281 bvf@bakervalleyfloors.com

INSTALLATION GUIDELINES

In an effort to make sure your installation is as trouble free and smooth as possible, we need your help!

General

1. Remove all small furniture and breakable items (computers, electronics, lamps, etc.) from the installation area.
2. If you plan on not being home at the time of installation (recommended), please leave instructions as to how to gain entry into your home as well as a number where you can be reached if needed.
3. Please leave all pets in a safe place away from the installation area, for the safety of your pet and our installer.
4. Maintain a room temperature between 65F - 70F at least 48 hours prior to and after installation.
5. Flooring installation and demolition is a construction job. We will do our best to protect furnishings, etc. This type of work creates a great deal of dust, even more so with tile, that we cannot entirely control, please expect to have to clean the installation area and surrounding areas. If you have allergies, please consider employing a cleaning crew when completed to minimize any possible reactions.
6. Our installers will make every effort not to scratch your walls or baseboards. However, minor touch ups by owner may be necessary.
7. All gas appliances MUST be reconnected by your gas supplier, as Baker Valley Floors cannot legally do so.
8. We will not unhook or reconnect dishwashers. Please make appropriate plans to have it unhooked before installation begins and reconnected after installation is completed.
9. We will remove and reset toilets, refrigerators and washing machines. Please know that many toilets often have existing problems that do not surface until handled. If there is determined to be a problem, it will be the owner's responsibility to hire a plumber for repairs or replacement. We will not open the valves for water to any appliance, it is the owner's responsibility to check for leaks before operating.
10. Please remove all linens from beds that need to be moved or disassembled.
11. If your new floor is higher than your existing floor, it may be necessary for us to trim the bottom of your doors in order for them to open and close. If necessary, there will be a charge per door. Always use recommended floor protectors and furniture rests to avoid damage to your new floors.
12. Allow for a clean work area with electricity available for the installers to pre-cut material such as a garage, patio, etc.

**** We will go over all charges with you prior to installation ****

**** There may be additional charges if the installer is asked to perform work that is not part of the original scope or if a problem is revealed requiring extra time, labor, or materials that our estimator could not anticipate. ****

BAKER VALLEY FLOORS

"A Friendly Place to Shop"

34 Route 25 Plymouth, NH 03264
Phone: 603-536-4003 Fax: 603-536-7281 bvf@bakervalleyfloors.com

TERMS and CONDITIONS

I/We, the purchaser, customer, hereby acknowledge receipt of this agreement by acceptance of Proposal.

It is agreed by Baker Valley Floors and the purchaser as follows:

1. Purchaser contracts Baker Valley Floors to furnish and install all items as described on the proposal.
2. Purchaser agrees to pay Baker Valley Floors 50% of the total proposal amount upon signing the proposal and prior to scheduling of installation and the remaining balance due upon completion of installation. If your credit card is on file, we will charge the balance due on your credit card. Second home owners will be given 10 days to inspect installation. If you cannot do so within that time frame, payment will be due regardless.
3. Unpaid balances are subject to 1.5% interest 15 days post job completion. Customer will be responsible for any and all fees and costs associated with collection including reasonable attorney fees.
4. In the event the purchaser wishes to cancel this order, all materials that have been ordered will be subject to a 20% restocking fee. **If the product is a special order or custom cut, it cannot be cancelled and the customer will be responsible for the entire cost of the materials. There will be no restocking of any materials after 20 days of delivery to Baker Valley Floors**
5. Baker Valley Floors agrees to perform all work in a professional manner. In the event of defects in workmanship or material, purchaser shall notify Baker Valley Floors immediately. Baker Valley Floors liability hereunder shall be limited to repairing and/or replacing defective material and addressing workmanship concerns. It is understood that Baker Valley Floors will remove excess materials, unless otherwise requested, and it will be disposed of at our discretion.
6. Scheduling and completion of Customer installation is an estimate and may change. Baker Valley Floors will keep the Customer informed of any changes within a reasonable time frame from when it becomes known. Changes can occur for any number of reasons including weather, unforeseen installation issues, availability of installers, and other events that can not be predicted.
7. Baker Valley Floors shall not, under any circumstance be liable for any defects caused by improper subfloor or settling or movement in buildings.
8. Manufacturer care & maintenance guidelines shall be followed to maintain warranties. Baker Valley Floors may provide care and maintenance guidelines, however it is the responsibility of the purchaser to ensure proper care and maintenance in accordance with manufacture instructions/guidelines is completed.
9. Baker Valley Floors will not move any computers or electronic equipment. Please refer to our installation guidelines.
10. Flooring installation and demolition is a construction job; accordingly, dust and debris are created. Baker Valley Floors shall not be liable for fine dust that may be present after the installation. Baker Valley Floors will conduct a general clean up of debris and leave the installation immediate area in a broom clean condition. Baker Valley Floors highly recommends that you plan to have a cleaning service or expect to conduct a deep clean to remove any dust that may have been created during demolition or installation or spread to other areas of the property.
11. If the purchaser is buying a natural stone or product, no two pieces are alike. Variation in color and veining are inherent in the product.
12. Baker Valley Floors follows industry standards and allows for additional materials when ordering to account for any undesirable pieces of product and installation variables.
13. If the purchaser is buying ceramic or porcelain tile, please note the majority of product has shade and dye lot variations. If Baker Valley Floors are installing over concrete, we recommend the use of Ditra underlayment to allow for horizontal movement and therefore greatly reducing the potential of cracking the tile or grout. Baker Valley Floors will not be responsible for any cracks if you choose to not to use this product.
14. Hardwood flooring is a product of nature and will vary in appearance from board to board. All hardwood floors will change color when exposed to light and air, especially exotic woods.
15. Baker Valley Floors will begin to order your product and then will schedule your installation upon receipt of this terms and conditions and your deposit. The receipt of a deposit shall constitute your agreement to the scope of work and products chosen.
16. Defect Resolution Disclosure: NEW HAMPSHIRE LAW, RSA 359-G, CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY FILE A LAWSUIT OR OTHER ACTION FOR DEFECTIVE CONSTRUCTION AGAINST THE CONTRACTOR WHO CONSTRUCTED, REMODELED, OR REPAIRED YOUR HOME. SIXTY DAYS BEFORE YOU FILE YOUR LAWSUIT OR OTHER ACTION, YOU MUST SERVE ON THE CONTRACTOR A WRITTEN NOTICE OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE. UNDER THE LAW, A CONTRACTOR HAS THE OPPORTUNITY TO MAKE AN OFFER TO REPAIR AND/OR PAY FOR THE DEFECTS. THERE ARE STRICT DEADLINES AND PROCUDURES UNDER STATE LAW, AND FAILURE TO FOLLOW THEM MAY AFFECT YOUR ABILITY TO FILE A LAWSUIT OR OTHER ACTION.

BAKER VALLEY FLOORS

"A Friendly Place to Shop"

34 Route 25 Plymouth, NH 03264
Phone: 603-536-4003 Fax: 603-536-7281 bvf@bakervalleyfloors.com

TERMS and CONDITIONS

17. The undersigned, the purchaser, hereby states that they have disclosed any and all medical conditions, unique issues, or any other condition, topic, concern, or issue that may be present, require special attention, or otherwise affect the project during any phase of the purchaser's project.
18. The undersigned, the purchaser, hereby allows Baker Valley Floors to use media of the installation and finished installation for the purposes of advertising. The purchaser may specifically request media of their install not be used; this shall be specifically requested by purchaser.
19. Purchaser hereby acknowledges receipt of the installation guidelines.
20. This agreement is made under and shall be governed, constructed, and interpreted by, and enforced in accordance with the laws of the State of New Hampshire.

We look forward to completing your project for you. If you have any questions please do not hesitate to ask. Once we have received a signed copy of your proposal and your deposit, we will work to get your installation scheduled.

Motion to create Waterville Estates Village District Energy Czar volunteer position:

I, Gerry Panuczak, hereby move to create a Waterville Estates Village District Energy Czar volunteer position to be staffed by Matt Smith. The purpose of this volunteer position is to observe and monitor the Village District facilities with an eye to capital replacement of energy systems, optimizing the use of existing energy systems, and monitor the maintenance of existing energy systems. The volunteer position will work closely with the General Manager, key staff positions, Budget Advisory Committee, and the Commissioners to gain input and share recommendations.

ROWELL'S SERVICES

TRUSTED SINCE 1983

359 Tilton Road
Northfield, NH 03276

603-934-4145

PO Box 287
Tilton, NH 03276

September 5, 2019

Page: 1

Waterville Estates Association
562 Winterbrook Road
Campton, NH 03223
(603)-254-8869
Attention: Steve

We hereby submit specifications and estimate for:

Objective: Option Two

Install a new high efficient Fujitsu mini split system that will provide heating until the outdoor temperature reaches 5 degrees. The system will consist of four suspended ceiling mount units and four outdoor condenser units.

Scope Of Work:

- Protect the property and clean the work area.
- Remove and capture the existing R-22 refrigerant and dispose of per EPA standards.
- Remove and dispose of the six-existing indoor Rheem suspended ceiling heat pumps.
- Remove and dispose of the six existing Rheem outdoor condensers.
- Install a four new Fujitsu 36,000 BTU outdoor condenser model #AOU36RLX. These units will be installed on a 12" stand and placed on a pad with leveling stones. These units will be installed in the rear of the building near the location of the existing outdoor units.
- Install four new high efficient 3-ton, Fujitsu, 36,000 BTU indoor suspended ceiling hung units Model ABU36RSLX. These unit will be installed in the same location as the existing Rheem indoor units.
- Install new properly sized refrigerant lines (if needed) from the outdoor condensers to the new indoor heat pumps.
- Encapsulate the refrigerant lines in a hard-protective plastic "Fortress." The Fortress can be painted or stained to match the exterior of the home.
- Install a condensate pump for each wall unit.
- Install a new 220-volt disconnect box at the heat pump.
- Install a new 220-volt line from the electric supply panel to the outdoor heat pump if required.
- Install a new 20amp breaker in the existing electric panel if required.
- Pull all necessary permits

ROWELL'S SERVICES

TRUSTED SINCE 1983

359 Tilton Road
Northfield, NH 03276

603-934-4145

PO Box 287
Tilton, NH 03276

We Propose:

To hereby furnish materials and labor in accordance with the above specification, for the sum of:

Thirty-Eight Thousand Two Hundred and Ninety-Nine Dollars and 97/100-----\$38,299.97

Payments to be made as follows:

- 50% deposit upon signing of this agreement and the balance due at completion.
- 18 months no interest financing through Synchrony Financial with no money down.

Warrantees:

Fujitsu provides a 6-year warranty and a 2-year parts warranty. Annual maintenance is required at the seasonal rate.

Rowell's Services provide a 5 warranty on the installation and workmanship along with 24/7 emergency service. Annual maintenance is required at the seasonal rate.

Respectfully submitted:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.

Patrick Goodridge

Date

Acceptance of Proposal:

The above pricing, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work. Payment will be made as outline above.

Signature

Date

Quotes are valid for 15 days.

ROWELL'S SERVICES

TRUSTED SINCE 1983

359 Tilton Road
Northfield, NH 03276

603-934-4145

PO Box 287
Tilton, NH 03276

August 29, 2019

Page: 1

Waterville Estates Association
562 Winterbrook Road
Campton, NH 03223
(603)-254-8869
Attention: Steve

We hereby submit specifications and estimate for:

Objective: Option 1

Install a new high efficient Fujitsu mini split system that will provide heating until the outdoor temperature reaches 5 degrees. The system will consist of six suspended ceiling mount units and six outdoor condenser units.

Scope Of Work:

- Protect the property and clean the work area.
- Remove and capture the existing R-22 refrigerant and dispose of per EPA standards.
- Remove and dispose of the six-existing indoor Rheem suspended ceiling heat pumps.
- Remove and dispose of the six existing Rheem outdoor condensers.
- Install six new Fujitsu 24,000 BTU 2-tons, outdoor condenser model #AOU9RLS3H. These units will be installed on a 12" stand and placed on a pad with leveling stones. These units will be installed in the rear of the building near the location of the existing outdoor units.
- Install six new high efficient Fujitsu, 24,000 BTU indoor suspended ceiling hung units. These units will be installed in the same location as the existing Rheem indoor units.
- Install new properly sized refrigerant lines (if needed) from the outdoor condensers to the new indoor heat pumps.
- Encapsulate the refrigerant lines in a hard-protective plastic "Fortress." The Fortress can be painted or stained to match the exterior of the home.
- Install a condensate pump for each wall unit.
- Install a new 220-volt disconnect box at the heat pump.
- Install a new 220-volt line from the electric supply panel to the outdoor heat pump if required.
- Install a new 20amp breaker in the existing electric panel if required.
- Pull all necessary permits

ROWELL'S SERVICES

TRUSTED SINCE 1983

359 Tilton Road
Northfield, NH 03276

603-934-4145

PO Box 287
Tilton, NH 03276

Page 2

We Propose:

To hereby furnish materials and labor in accordance with the above specification, for the sum of:

Forty-One Thousand Five Hundred and Sixty-One Dollars and 76/100-----\$41,561.76

Payments to be made as follows:

- 50% deposit upon signing of this agreement and the balance due at completion.
- 18 months no interest financing through Synchrony Financial with no money down.

Warrantees:

Fujitsu provides a 6-year warranty and a 2-year parts warranty. Annual maintenance is required at the seasonal rate.

Rowell's Services provide a 5 warranty on the installation and workmanship along with 24/7 emergency service. Annual maintenance is required at the seasonal rate.

Respectfully submitted:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.

Patrick Goodridge

Date

Acceptance of Proposal:

The above pricing, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work. Payment will be made as outline above.

Signature

Date

Quotes are valid for 15 days.

Right N Ready Plumbing N Heating

Po. Box 1559 Laconia N.H 03246

(603) 770-6883 (603) 819-5300

Proposal estimate for work in dining room

- **Removal of existing units in dining room total amount of 6 units, this will include all low voltage wiring that is connected any thermostats as well as any and all hardware that is in place to support the existing units, as well as any drain pipe that is there for the existing condensation drain, the existing refrigerant R22 shall be reclaimed and disposed of properly and safely from all units inside as well as the condensers and pumps out side all equipment removal will be provided by Right N Ready Plumbing N Heating, any and all existing sheet metal shall be removed and disposed of in the dining room and capped off.**
- **Installment of new equipment and location, 2 air handlers will be installed in the appropriate location for most efficient and ease of access as well as the overall reveal of final product each unit will have a Series R for indoor air quality that will clean the air safely and effectively for safe environment and eliminate ant odor, see brochure for more info and details, the air handler will also have a airbare filter that is 3" thick and will trap any dust and a case of 4 filters will be provided with each unit a total of 8 filters, the vents will be sized according to calculations and size chart and all will be done in spiral commercial grade duct pipe with a main run and branch of to distribute air properly and provide cooling comfort, each unit will have a condenser that will be located on the outside of the building.**

Each condenser will be properly sized to ensure the demand for cooling is satisfied, each unit will have a redlink thermostat that is Wi-Fi ready as well as remote access for control and monitoring.

- Any equipment such as sizer lift shall be provided by Right N Ready Plumbing N Heating
- All labor will have a 1 year warrantee from the day of completion of work, all equipment warranties will be provided by manufacture
- Payment deposit of 60% will be required to cover materials needed and the demolition of existing units 2nd payment of 20% will be required 80% completion of the whole job and a final 3rd payment will be required at the time of completion of the job
- Total amount for work to be performed \$ 26,890.00.

280.000 Btu units



Right-n-Ready

PLUMBING - N - HEATING

Quality Service You Can Trust

603-819-5300
603-770-6883

PO Box 1559 ~ Laconia, New Hampshire 03249
www.rightnreadyplumbingandheating.com

CONTRACT NO.

JOB NAME <i>Waterbury Estates</i>		JOB ADDRESS	
CITY <i>Concord</i>	STATE <i>NH</i>	CITY <i>Concord</i>	STATE <i>NH</i>
HOME PHONE	WORK / CELL	HOME PHONE	WORK / CELL

DIAGNOSIS / SOLUTION:

Removal of 6 A.C Air handlers in Dining room & all bedrooms and basement wiring. Existing Condensers. Remove R22 and safely return to dispose of

Install - 2 Air handlers with 2 A.C Coils
2 - Condensers for outside unit

QUAN	TASK / ADD-ON #	DESCRIPTION	STANDARD RATE	VALUE RATE
2	Air Handlers	with Required Duct Sealed unit		
2	Air Quality Control	for Safe Air and clean		
2	Condensers for Cooling only			
2	Refrigerant WI-FI Thermostats			
2	A.C Coils			

All ~~extra~~ labor & materials will be Included and any necessary equipment required to remove old install any equipment necessary. This is for A.C only

AUTHORIZATION TO PROCEED WITH WORK — I hereby authorize the herein below described work at the below listed price. I agree to pay 1/34% per month for past due contracts (maximum charge \$15). In the event that collection efforts are initiated against me, I shall pay for all associated fees at the posted rates. By the addition of my signature below, I agree that I have received a copy of this contract, notice to owner, and that I have read, understand and agree to the terms listed herein and on the reverse side.

ACCEPTANCE OF WORK PERFORMED — I acknowledge satisfactory completion of the above described work, and that the premises have been left in a satisfactory condition. I understand that if my check does not clear, I could be held liable for three times the amount of the check, in no case more than \$500 nor less than \$100, plus the face value of the check, as set forth in Pa. Civil Code Section 1719. I agree that the amount set forth in the space marked "TOTAL" is the total fee price I have agreed to

DATE	TECHNICIAN	S.O. #	AUTH #	JOB START DATE	COMPLETION DATE
PAID BY <input type="checkbox"/> CHK <input type="checkbox"/> C C <input type="checkbox"/> CASH		ORDER #			
C C #		EXP			
<input type="checkbox"/> 30 DAY BILLING <input type="checkbox"/> 10 DAY BILLING		AUTH. BY			
DL #		ACCOUNT #			
<div>24</div> <div>HOUR</div> <div>EMERGENCY SERVICE</div>					
Value Rate is For Service Agreement Customers Only Value Rate Pricing will be honored for 1 year with purchase of Service Agreement					
You Save					
Deposit \$					
Dispatch Fee \$					
Service Agreement \$					
TOTAL 26,890.00					



Clean Harbors Environmental Services, Inc.
20 Dunklee Road
Bow, NH 03304
www.cleanharbors.com

July 13, 2021

Attn: Mr. Peter Hilton and Mr. Steven Baert
LRW Water Services
402 Governor Wentworth Hgwy
Moultonboro, NH 03254

Quote #3791676

Dear Mr. Hilton and Mr. Baert:

Thank you for considering Clean Harbors Environmental Services, Inc. for your environmental service needs. We provide a broad range of environmental services including hazardous and non-hazardous waste transportation and disposal, laboratory chemical packing, emergency response, field services and industrial maintenance. We are pleased to provide this proposal based on the scope of work outlined below.

QUOTE IS BASED ON CUSTOMER PROVIDING WATER SOURCE AND HOSE IN ORDER TO RINSE CONTAINMENT AND VACUUM TRUCK AFTER DECANTING.

CHES CREW WILL PUMP OUT CONTAINMENT AND TANK. CREW WILL CLEAN CONTAINMENT USING HOSE AND WATER AND PUMPING OUT WASTE. ONCE COMPLETED CREW WILL DECANT WASTE INTO 2 TOTES AND RINSE TRUCK TANK INTO TOTES.

WASTE TOTES WILL REMAIN ON SITE FOR NEXT DRUM MILK RUN.

We offer our clients a broad spectrum of environmental services and the ability to dispose of hazardous material at or through a Clean Harbors' owned and operated facility. In addition to managing your waste streams, a Clean Harbors' professional can assist you with:

- Waste Transportation & Disposal
- Laboratory Chemical Packing
- Field Services
- 24-Hour Environmental Emergency Response
- Industrial Services
- InSite Services

I look forward to servicing your environmental needs. When you are ready to place an order, you may reach me at the number below.

Sincerely,

Gregory A Duval
Field Service Specialist



July 13, 2021
Clean Harbors Quote #3791676

Page 2 of 8

Phone: 603.224.6626
duval.gregory@cleanharbors.com
Fax: 603.224.6778



July 13, 2021
Clean Harbors Quote #3791676

Page 3 of 8

QUOTE SUMMARY

Description	Amount
TASK 1: PUMP CAUSTIC SODA AND CLEAN CONTAINMENT	\$6,747.10
TASK 2: CAUSTIC SODA WASTE	\$2,974.00
Subtotal	\$9,721.10
Estimated Recovery Fee	\$1,360.95
Estimated Waste Fee	\$23.77
QUOTE TOTAL	\$11,105.82



July 13, 2021
Clean Harbors Quote #3791676

Page 4 of 8

TASK 1: PUMP CAUSTIC SODA AND CLEAN CONTAINMENT

Amount	Description	Qty/UOM	Days	Unit Price	Extended Total
1	Equipment Operator	8 hour*	1	\$72.00	\$576.00
1	Equipment Operator, Overtime	4 hour	1	\$108.00	\$432.00
2	Field Technician	8 hour*	1	\$56.00	\$896.00
2	Field Technician Overtime	4 hour	1	\$84.00	\$672.00
1	Foreman	8 hour*	1	\$72.00	\$576.00
1	Foreman Overtime	4 hour	1	\$108.00	\$432.00
1	4 Gas/5 Gas Meter	1 day	n/a	\$193.00	\$193.00
1	High Powered Vacuum Truck/Cusco	1 day	n/a	\$1,250.00	\$1,250.00
4	Level C w/CPF3 or Saranex Suit/Changeout	1 each	n/a	\$81.00	\$324.00
2	Modified Level D (Tyvec, Gloves and Boots)	1 each	n/a	\$33.00	\$66.00
2	Pickup/Van/Car/Crew Cab	1 day	n/a	\$281.00	\$562.00
2	275G / 1100 L Poly TOTE, DOT Rated	1 each	n/a	\$325.00	\$650.00
4	Gloves - 12 in PVC	1 pair	n/a	\$12.60	\$50.40
1	Latex Gloves	1 box	n/a	\$14.70	\$14.70
1	Misc. Handtools	1 day	n/a	\$53.00	\$53.00
Total					\$6,747.10

* Includes portal-to-portal travel time

TASK 1: TOTAL ESTIMATE	\$6,747.10
Estimated Recovery Fee	\$944.59
Estimated total, including Fees	\$7,691.69

TASK 2: CAUSTIC SODA WASTE

DISPOSAL

Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
CH2144941	CAUSTIC SODA	2	tote tank < 300g	\$1,000.00	\$2,000.00
Total					\$2,000.00



July 13, 2021
Clean Harbors Quote #3791676

Page 5 of 8

Amount	Description	Qty/UOM	Days	Unit Price	Extended Total
1	Equipment Operator	4 hour	1	\$72.00	\$288.00
1	Box Truck	4 hour	1	\$78.00	\$312.00
Total					\$600.00

TRANSPORTATION

Dispatch Location	Qty	Price UOM	Total
New Hampshire ServiceCenter	2	\$37.00 container	\$374.00

*Minimum charge \$374.00 per trip.

A demurrage charge of \$107.00 per hour will apply as follows:

Number of Containers	Allowable Loading Time
1 to 10	0.5 hour(s)
11 to 15	0.75 hour(s)
16 to 25	1 hour(s)
26 to 35	1.25 hour(s)
36 to 40	1.5 hour(s)
41 to 45	1.5 hour(s)
46 to 50	1.75 hour(s)
51 to 80	2 hour(s)

TASK 2: TOTAL ESTIMATE

	\$2,974.00
Estimated Recovery Fee	\$416.36
Estimated Waste Fee	\$23.77
Estimated total, including Fees	\$3,414.13

WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
CH2144941	CAUSTIC SODA Characteristic (D002, D004-D011) codes only Free liquid is acceptable, but no free organic layer Organics must meet the Universal Treatment Standards No herbicides or pesticides TOC less than 20,000 ppm Less than 0.5% Ammonia Less than 50 ppm Fluoride Less than 30 ppm amenable cyanide No reactive cyanide allowed Less than 5% Total metals Flashpoint greater than 140 F



WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
CH2144941	CAUSTIC SODA PRIMARY DISPOSAL METHOD: STABILIZATION OR CHEMICAL OXIDATION

GENERAL CONDITIONS

- Except where superseded by an existing services agreement the following terms and conditions apply to this quoted business.
- The customer hereby acknowledges that the estimated cost is based upon a preliminary appraisal by a Clean Harbors Representative, and that the amount invoiced by Clean Harbors will be based upon labor and materials actually expended in performing the scope of work. Any changes in the scope will be billed on a time and materials basis.
- Clean Harbors guarantees to hold these prices firm for 60 days.
- Terms: Net 15 Days
- For work to begin we ask that you acknowledge the quotation with a signature and provide the appropriate purchase order number. Where modifications to the scope of services become necessary, Clean Harbors will notify the customer promptly and obtain customer authorization for such modifications and a revised contract price will be established in order to finish the project.
- This proposal is contingent on the customer providing full and complete access to the site. Customer represents and warrants to Clean Harbors that the customer has the legal right, title and interest necessary to provide access to the site. In addition, customer warrants that it has supplied Clean Harbors complete and accurate information regarding the site, subsurface conditions, utility locations, site ownership, hazardous materials or wastes and other substances or hazards likely to be present and any other reports, documentation or information concerning the scope of work.
- Interest will be charged at 1.5% per month or the maximum allowed by law for all past due amounts.
- Disposal will be managed within the Clean Harbors Network of Approved Facilities.
- Local, state and federal fees/taxes applying to the generating location/receiving facilities are not included in disposal pricing and will be added to each invoice as applicable.
- Materials subject to additional charges if they do not conform to the listed specifications.
- Electronically submitted profiles will be approved at no charge. Paper profiles will be charged at \$75.00 each.



GENERAL CONDITIONS

- Clean Harbors supports many invoice delivery options (E-mail, Electronic Invoicing, EDI, Etc.). Pricing is based on Clean Harbors' standard invoice delivery method of E-mail. If another delivery method is required there could be an additional service fee per invoice. Any alternate delivery methods must be reviewed and approved by Clean Harbors prior to acceptance and implementation.
- A variable Recovery Fee (that fluctuates with the DOE national average diesel price), currently at 14.0%, will be applied to the total invoice. For more information regarding our recovery fee calculation please go to: www.cleanharbors.com/contact-us/customer-resources.
- Pickups that require same day or next day service may be subject to additional charges.
- Pickups cancelled within 72 hours of scheduling will be subject to cancellation charges.
- Transportation charges to the final disposal facility will be charged in addition to local transportation to our truck to truck hub/local facility and will vary with logistics and routing.
- Time over eight (8) hours in the normal workday and all day Saturday is considered overtime and will be billed at 1.5 times the applicable straight time rate for all billable personnel unless otherwise quoted. Sunday and Holidays are considered premium time and will be billed at 2.0 times the applicable straight time rate for all billable personnel unless otherwise quoted.
- This proposal is submitted contingent upon the right to negotiate mutually acceptable contract terms and conditions, which are reflective of the work contemplated, and an equitable distribution of the risks involved therein. In the event that such agreement cannot be reached, Clean Harbors reserves the right to decline to enter into such an agreement without prejudice or penalty.
- In the event that legal or other action is required to collect unpaid invoice balances, Customer agrees to pay all costs of collection, including reasonable attorneys' fees, and agrees to the jurisdiction of the Commonwealth of Massachusetts.
- The USEPA implemented the E-manifest system in June 2018 and charges the receiving TSDF a fee per manifest that is subject to change at USEPA's discretion. Clean Harbors currently charges \$20 per manifest to cover this cost on every invoice. This charge is subject to change if USEPA applies increased charges in the future.
- Unless specifically noted, these rates are not valid where Prevailing Wages and / or certified payroll apply. Any Prevailing Wage rates will be quoted on a case-by-case basis.
- Customer will be responsible for providing water on site. If not provided, additional charges will apply.



July 13, 2021
Clean Harbors Quote #3791676

Page 8 of 8

ACKNOWLEDGEMENT

Your signature below indicates your acceptance of the pricing and terms detailed in the quote above.

Thank you for the opportunity to be of service.

Signature

PO#

Date

Print Name

Quote # 3791676