



TOWN OF SUNAPEE
Water and Sewer Commission
P.O. Box 347, Sunapee, NH 03782-0347
(603) 763-2115

Board of Commissioners Meeting
January 25, 2024, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. New London/Sunapee Joint Quarterly Meeting
September 28, 2023 Joint Meeting Minutes
Wastewater Treatment Highlights
3. Forms for approval
December 28, 2023 Meeting Minutes
December Sewer Purchase Journal
December Water Purchase Journal
December Income Statements
Abatement Requests
4. Water Treatment Highlights
5. Old & New Business
Fuss & O'Neill Invoice
2024 Rates
Solar correspondence
6. Next Monthly Meeting February 29, 2024
7. Adjourn



TOWN OF SUNAPEE
WATER & SEWER COMMISSION
P.O. Box 347, Sunapee, New Hampshire 03782-0347
(603) 763-2115

New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting
September 28, 2023
Sunapee Town Offices Meeting Room

PRESENT: Theodore Gallup-Chairman, Richard Curtis, Jimmy Williams, Charles Hirshberg, Douglas Gamsby, Wayne Stoddard, Jeffrey Reed.

Also present: Holly Leonard, Aaron Cartier & David Bailey. Attended via zoom: New London Selectmen- Janet Kidder, Bebe Hammond Casey and William Helm, New London Town Administrator Kimberly Hallquist.

The Chairman called the meeting to order at 5:30 p.m.:

1. May 8, 2023 Joint Meeting Minutes: William H. made a motion to approve the joint minutes of May, seconded by Jimmy W., Sunapee voted in favor of approving the minutes, New London voted in favor of approving the minutes, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B. stated that the Wastewater Treatment Plant has been running very nicely all summer and that phosphorus numbers seem to be creeping up lately. He stated that he thinks this may be due to the tank of rare earth being near the bottom and perhaps it is not as effective. Dave B. reported that sludge samples had been taken today for the sludge quality certificate and that there had been an incident with the fire suppression system in the chemical building going off due to some corrosion that may have caused the joints to fail. He questioned if the boards feel that this is something that really needs to be fixed and recharged since the building is all concrete and there is nothing likely to burn inside of it. Theodore G. questioned if the plant might be in violation if it is not repaired. Dave B. stated that he does not feel that the system is necessary. William H. questioned if there might be any implications with insurance and what would happen if there was a fire in the structure while an employee is inside it. Dave B will check into what the insurance company has to say about it and get back to the boards.
Dave B. stated that the new discharge permit has been in effect since the beginning of the month and that there will have to be more testing for PFOA's. There was some discussion regarding the methods for testing PFOA's. Dave B. stated that EOA is changing the rules for operators and that the backup operator now must have a grade 3 license and that anyone doing weekend rounds will now need an NH water or wastewater operator license in order to perform those. He stated that staff is gearing up to obtain more licenses.
Dave B. stated that the department is looking to make something happen to build a new heavy equipment storage garage at the Wastewater Treatment Plant and that he is working on prices for a warrant article to be presented in March.
Dave B. reported that he had received an e-mail from a person in Sunapee who has a friend that is a solar array person looking to lease the Wastewater Plant property. They are proposing offering to sell the Town electricity for 13 cents per kilowatt hour for the next 25 years and that they want to see if this is something that would be agreed to. There was some discussion regarding solar installations. William H. stated that New London's energy committee had done a lot of work looking into Solar and that he would have one of them contact Sunapee to see if they could lend their knowledge to the discussion.

3. 2024 Proposed Treatment Plant Budget: Holly L. presented that the proposed 2024 budgets reflect some consolidation of the general ledger items. She stated that it will look more streamlined once the small

amounts budgeted for some items are combined into a broader description utilizing one general ledger account instead of many with little amounts. A few of the larger increases that were noted were to electricity, chemicals and maintenance supplies. There was a decrease in the sludge handling line item that Holly L. stated resulted from sludge removal chemicals being posted to chemicals instead of to the sludge handling as had happened in the past. Holly L. stated that there had been no increase proposed in the Replacement Fund deposit as the department wanted to see what the boards feel about the historical 3% increase per year. William H. questioned what the replacement fund was. Holly L. represented that the replacement fund has each year been funded by budgeting a certain amount that is deposited to that account and when a piece of equipment or something else needs replacing these monies can be used to do that if New London and Sunapee are both in favor of expending that amount for it. William H. questioned how this fund is held. Holly L. stated that these funds are in a savings account called the Wastewater Replacement Fund and that this fund is held at Sugar River Bank with the Town of Sunapee Treasurer as authorized signor. There was some discussion regarding moving away from this replacement fund account and if this happens then another means of funding the replacement of equipment between the two towns. Janet K. questioned when the budgets are developed and requested that New London would like to be involved in creating the proposed Treatment Plant budget. New London would like to attend the next meeting to discuss the budget and find out what to do with the replacement account for the upcoming budget. Holly L. reported that the heating fuel line item could be lowered as the new propane contract to be approved had come in at ten cents lower than last year.

4. 2023-2024 Billing Percentages: William H. moved to accept the proposed 65.45% for the billing of New London's portion of the expenses for the year, seconded by Janet K. Jeffrey R. made a motion to use 65.45% as the percentage to bill New London for the coming year, seconded by Wayne S., New London voted in favor, Sunapee voted in favor, so declared by the Sunapee Chairman.

New London Selectmen will attend the October 19th meeting to discuss the Treatment Plant proposed budget for 2024.

New London Departed at 6:00 p.m.

Submitted by Holly Leonard.



TOWN OF SUNAPEE
WATER & SEWER COMMISSION
P.O. Box 347, Sunapee, New Hampshire 03782-0347
(603) 763-2115

Board of Commissioners Meeting
December 28, 2023
Sunapee Town Office Meeting Room

PRESENT: Theodore Gallup – Chairman, Jimmy Williams, Richard Curtis, Wayne Stoddard, Jeffrey Reed, Charles Hirshberg, Douglas Gamsby.

Also present: Holly Leonard and David Bailey.

The Chairman called the meeting to order at 5:30 p.m.

1. Forms for Approval:

November 30, 2023 Meeting Minutes: Charles H. made a motion to accept the November 30, 2023 minutes, seconded by Jimmy W. voted 1 abstained, 6 in favor, the motion passes in the majority, so declared by the Chairman.

November Sewer Purchase Journal: Jimmy W. made a motion to accept the November sewer purchase journal, seconded by Charles H., after some discussion regarding employee reimbursements, the new polymer pump from Aqua Solutions, Stearns Septic and the issues that had been experienced in the harbor, as well as Clean Waters and the cost of polymer, voted unanimously in favor, so declared by the Chairman.

November Water Purchase Journal: Charles H. made a motion to accept the water purchase journal for the period of November 1st through November 30th, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

November 2023 Income Statements for Water & Sewer: Jimmy W. made a motion to vote on approving the Sunapee Sewer Department and Water Department Income Statements for November 2023, seconded by Wayne S., voted unanimously in favor, so declared by the Chairman.

78 Oak Ridge Abatement Request: Charles H. made a motion to grant the abatement for Greer Trust, Map 103 Lot 007, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

44 Otter Hill Billing Error Adjustment Request: Holly L. presented that the property in question had been billed too much for water because of a meter reading error. Charles H. made a motion to approve the billing error adjustment for Fowler, Map 107 Lot 053, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B. reported that there have been some challenges due to the high flows from all the rain and that the effluent leaving the Treatment Plant had not been the clearest quality but that there had been no violations due to it. He stated that the meters had been calibrated and that a new pump for polymer had been purchased and as noted in the discussion regarding the Sewer Purchase Journal the cost had come in at well over \$5,000 despite the 1st quote received from Aqua Solutions for under \$4,000. He explained that the person in charge of issuing quotes had been away and when he had returned they had informed him that the price was going to be \$5,336 and required Commission authorization to purchase. Jimmy W. made a motion to allow Dave B. to purchase the new polymer pump for up to \$6,000, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman. Dave B. reported that there had been work done on a manhole at the intersection of Cooper Street and Route 11 where it looked as if a plow had hit it. He stated that there had been a large

rock at the Treatment Plant where they were trying to clean up and level some of the property that needed to be broken up and that Mark Usko had broken it up so that the ground is now level out there. He stated that Aaron C. had broken one of the teeth on the backhoe trying to deal with the rock and that the new tooth is a different style so all of the teeth had to be replaced. Dave B. reported that new cutting edges were put on the plow and the backhoe.

3. Water Treatment Highlights: Dave B. reported that there had been a water main break on Clearwater Drive the Friday before Christmas, and he explained that there were problems with keeping water out of the ditch for the repair and with the vactor having freezing issues. There was some discussion regarding the equipment that had been purchased with grant funds which should be in the replacement plan and ways to keep the vactor from freezing. Dave B. stated that about 50,000 gallons of water had been lost during that leak. Dave B. reported that two of the crew had passed tests and received water certification licenses. He stated that he had looked at the plans that Fuss & O'Neill had brought to the last meeting and that he had noticed two manholes that they had missed and that he had pointed out to Dan Monet that in the plan these are in the way of where the water line is proposed to run.
4. Old & New Business:

Douglas G. questioned what was going on with the sewer pump problem that the Browns Hill Association is having with their boat house pump station. Dave B. stated that he has not heard anything more about it. Theodore G. reported that someone from Brown's Hill is supposed to be contacting the State to ask about the possibility of having a holding tank there.

Fuss & O'Neill Invoice 0256609: Jimmy W. made a motion to approve payment of the \$2,605 invoice from Fuss & O'Neill, seconded by Douglas G. voted unanimously in the affirmative, so declared by the Chairman.

Solar Correspondence: There was much discussion regarding the need to have a warrant article drafted to have the Selectmen lease up to 5 acres to the Commission at the Wastewater Treatment Plant for a solar installation. Theodore G. would propose sending a warrant article to legal counsel to see if this will suffice for what might be needed to enter into an agreement with a solar installation company. There was much discussion regarding a warrant article and what the time constraints for Town Meeting are and what is being asked for in the warrant article. Richard C. questioned if there would have to be a hearing of any sort with abutters in attendance, the consensus was that it may need some type of planning or zoning hearing or a site plan review. Jeffrey R. drafted a warrant article that read: "To see if the town will vote to authorize the Selectboard to lease the Water & Sewer Commission approximately 5 acres of land at the sewer treatment plant located at 50 Treatment Plant Road (Parcel # Sun 0025-0086-0000) for the purpose of allowing the Water & Sewer Commission to explore and pursue the development of a photovoltaic solar system on the Town owned land?" to be submitted to legal counsel to see if they approve. Jimmy W. made a motion to move the proposed warrant article forward, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

The next monthly meeting is scheduled for January 25, 2024.

6:45 p.m. Douglas G. made a motion to adjourn, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal

For the Period From Dec 1, 2023 to Dec 31, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/4/23	53030P Telephone	11/23		300.78	
	53030C Telephone			45.60	
	53031C Alarms			482.43	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		828.81
12/4/23	53072C Pump Station Maint. Service	11292301		282.98	
	202000 Accounts Payable		KELLEY PLUMBING & HEATING		282.98
12/4/23	56220C Sewer Line Maint. Supply	3791		32.06	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		32.06
12/4/23	56240P Auto Fuel Expense	93711100		14.00	
	202000 Accounts Payable		WEX BANK		14.00
12/4/23	56270P Lab Supplies	INV00260476		1,243.69	
	202000 Accounts Payable		USA BLUEBOOK		1,243.69
12/4/23	56210P Maintenance Supply	NHCLA134804		77.25	
	202000 Accounts Payable		FASTENAL COMPANY		77.25
12/5/23	53090P Outside Lab Services	270781		91.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		91.00
12/5/23	56210P Maintenance Supply	3883		595.49	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		595.49
12/5/23	56210P Maintenance Supply	6010283		133.82	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		133.82
12/5/23	56270P Lab Supplies	INV00207629	34551 Ohaus MB23 Moisture Balance	2,837.75	
	56270P Lab Supplies		Shipping	67.18	
	202000 Accounts Payable		USA BLUEBOOK		2,904.93
12/8/23	56140P Breakroom Supplies	17720654 120523		66.96	
	202000 Accounts Payable		CRYSTAL ROCK LLC		66.96
12/8/23	56210P Maintenance Supply	NHCLA134879		139.49	
	202000 Accounts Payable		FASTENAL COMPANY		139.49
12/11/23	56260P	1070281250		60.61	

Sunapee SEWER Department
Purchase Journal

For the Period From Dec 1, 2023 to Dec 31, 2023

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Uniform Expense 56260C			30.31	
	Uniform Expense 56250P			84.66	
	Building/Custodial Expense 202000		UNIFIRST		175.58
	Accounts Payable				
12/11/23	54100C	12/23		1,698.44	
	Electricity Expense 54100P			5,699.82	
	Electricity Expense 202000		EVERSOURCE		7,398.26
	Accounts Payable				
12/11/23	53094P	12719		2,065.41	
	BIOS HANDLING 202000		Town of Merrimack		2,065.41
	Accounts Payable				
12/11/23	102040	1922	OVERPAYMENT REFUND	487.00	
	A/R Sewer User Fees 202000		SUNAPEE HARBOR RIVERWAY		487.00
	Accounts Payable				
12/11/23	56150C	4402657		46.36	
	OFFICE EQUIPMENT 56150P			46.36	
	OFFICE EQUIPMENT 202000		SCHWAAB, INC		92.72
	Accounts Payable				
12/11/23	54200P	534564		1,259.91	
	Heating Fuel Expense 202000		IRVING OIL CORP		1,259.91
	Accounts Payable				
12/11/23	56230C	83495629		253.12	
	Pump Station Maint. Supply 202000		F.W. WEBB COMPANY		253.12
	Accounts Payable				
12/12/23	56260P	1070283184		60.61	
	Uniform Expense 56260C			30.31	
	Uniform Expense 56250P			84.66	
	Building/Custodial Expense 202000		UNIFIRST		175.58
	Accounts Payable				
12/12/23	56210P	NP3338579-01		6.43	
	Maintenance Supply 202000		LAVALLEY BUILDING SUPPLY		6.43
	Accounts Payable				
12/13/23	53070P	115331		1,925.00	
	Maintenance Service 202000		MARK USKO'S CONTRACTING		1,925.00
	Accounts Payable				
12/13/23	53070P	3918		1,097.50	
	Maintenance Service 202000		PROSPECT HILL CONSTRUCTION		1,097.50
	Accounts Payable				
12/14/23	56270P	111423		285.00	

Sunapee SEWER Department
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Lab Supplies 202000 Accounts Payable		HAMPSHIRE PURIFIED WATER		285.00
12/14/23	53050P Auto Repair/Service 202000 Accounts Payable	1283		1,105.00	
			MERRIMACK COUNTY CUSTOMS		1,105.00
12/14/23	54200P Heating Fuel Expense 202000 Accounts Payable	53932		438.50	
			IRVING OIL CORP		438.50
12/14/23	56210P Maintenance Supply 202000 Accounts Payable	950376		14.69	
			SANEL NAPA		14.69
12/14/23	56230C Pump Station Maint. Supply 202000 Accounts Payable	950479		207.27	
			SANEL NAPA		207.27
12/14/23	53050P Auto Repair/Service 202000 Accounts Payable	INV3091482		410.94	
			SOUTHWORTH-MILTON, INC		410.94
12/14/23	53050C Auto Repair/Service 202000 Accounts Payable	INV3094261		117.10	
			SOUTHWORTH-MILTON, INC		117.10
12/14/23	56220C Sewer Line Maint. Supply 56210P Maintenance Supply 202000 Accounts Payable	INV3106419		116.63	
				116.63	
			SOUTHWORTH-MILTON, INC		233.26
12/15/23	53071C Sewer Line Maint. Service 202000 Accounts Payable	028589		194.31	
			A/D INSTRUMENT REPAIR, INC.		194.31
12/15/23	56140P Breakroom Supplies 202000 Accounts Payable	17720654 010224		53.97	
			CRYSTAL ROCK LLC		53.97
12/15/23	53090P Outside Lab Services 202000 Accounts Payable	271483		112.00	
			EASTERN ANALYTICAL, INC.		112.00
12/15/23	53090P Outside Lab Services 202000 Accounts Payable	271485		24.50	
			EASTERN ANALYTICAL, INC.		24.50
12/15/23	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	35860853		42.99	
				42.98	
			QUILL CORPORATION		85.97

Sunapee SEWER Department
Purchase Journal

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12/15/23	53030P Telephone	9951187803		104.33	
	53030C Telephone			104.33	
	202000 Accounts Payable		VERIZON WIRELESS		208.66
12/18/23	53070P Maintenance Service	028609		932.65	
	202000 Accounts Payable		A/D INSTRUMENT REPAIR, INC.		932.65
12/18/23	56260P Uniform Expense	1070285177		121.15	
	56260C Uniform Expense			30.31	
	56250P Building/Custodial Expense			87.77	
	202000 Accounts Payable		UNIFIRST		239.23
12/18/23	56240C Auto Fuel Expense	351047		362.40	
	56240P Auto Fuel Expense			314.94	
	202000 Accounts Payable		TREASURER STATE OF NH		677.34
12/19/23	56150C OFFICE EQUIPMENT	CW-58184	Lenovo ThinkPad & Dock	799.00	
	56150P OFFICE EQUIPMENT		Lenovo ThinkPad	799.00	
	202000 Accounts Payable		CCI Managed Services		1,598.00
12/20/23	56290P Chemical Expense	291012990		1,153.00	
	202000 Accounts Payable		HARCROS CHEMICALS INC.		1,153.00
12/20/23	54200C Heating Fuel Expense	434276		240.80	
	202000 Accounts Payable		IRVING OIL CORP		240.80
12/20/23	54200C Heating Fuel Expense	438046		226.39	
	202000 Accounts Payable		IRVING OIL CORP		226.39
12/20/23	53050P Auto Repair/Service	950977		34.58	
	202000 Accounts Payable		SANEL NAPA		34.58
12/20/23	53050P Auto Repair/Service	950979		26.99	
	53050C Auto Repair/Service			26.98	
	202000 Accounts Payable		SANEL NAPA		53.97
12/20/23	56200P Safety Supplies	NHCLA134946		115.16	
	202000 Accounts Payable		FASTENAL COMPANY		115.16

Sunapee SEWER Department
Purchase Journal

For the Period From Dec 1, 2023 to Dec 31, 2023

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/22/23	54200C Heating Fuel Expense 202000 Accounts Payable	833376	IRVING OIL CORP	323.62	323.62
12/25/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070286874	UNIFIRST	60.61 30.31 84.66	175.58
12/26/23	51100C Full Time Labor 51100P Full Time Labor 51300C Overtime Pay 51300P Overtime Pay 52200C FICA/Medicare Expense 52200P FICA/Medicare Expense 52300C Health Insurance Expense 52300P Health Insurance Expense 52400C Retirement 52400P Retirement 202000 Accounts Payable	Nov23	P TOWN OF SUNAPEE	7,849.26 18,319.98 475.64 1,001.47 636.85 1,478.09 2,236.72 5,177.00 1,170.48 2,716.60	41,062.09
12/27/23	53090P Outside Lab Services 202000 Accounts Payable	1662	AQUATEC ENVIRONMENTAL, Inc.	1,910.00	1,910.00
12/27/23	53094P BIOS HANDLING 202000 Accounts Payable	3549573	BELLETETTES	38.04	38.04
12/27/23	56270P Lab Supplies 202000 Accounts Payable	INV00227238	USA BLUEBOOK	723.60	723.60
12/27/23	56200P Safety Supplies 202000 Accounts Payable	NHCKA135003	FASTENAL COMPANY	37.98	37.98
12/28/23	56290P Chemical Expense 202000 Accounts Payable	107481	ARIES CHEMICAL, INC	1,908.84	1,908.84
12/28/23	53090P Outside Lab Services 202000 Accounts Payable	272207	EASTERN ANALYTICAL, INC.	91.00	91.00

Sunapee SEWER Department
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12/28/23	56270P Lab Supplies 202000 Accounts Payable	3142732441	IDEXX DISTRIBUTION, INC	250.27	250.27
12/28/23	56270P Lab Supplies 202000 Accounts Payable	497342	NCL OF WISCONSIN, INC.	143.90	143.90
12/28/23	53050C Auto Repair/Service 202000 Accounts Payable	951571	SANEL NAPA	22.66	22.66
12/28/23	51100C Full Time Labor 51100P Full Time Labor 51300C Overtime Pay 51300P Overtime Pay 52200C FICA/Medicare Expense 52200P FICA/Medicare Expense 52300C Health Insurance Expense 52300P Health Insurance Expense 52400C Retirement 52400P Retirement 202000 Accounts Payable	Dec 23	TOWN OF SUNAPEE	7,783.84 26,455.92 200.00 938.03 610.76 2,095.64 2,602.54 4,881.16 1,122.53 3,851.59	50,542.01
12/28/23	56200P Safety Supplies 202000 Accounts Payable	INV00232166	USA BLUEBOOK	121.37	121.37
12/29/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070288601	UNIFIRST	120.05 30.31 84.66	235.02
12/29/23	53094P BIOS HANDLING 202000 Accounts Payable	12768	Town of Merrimack	3,383.39	3,383.39
12/29/23	53090P Outside Lab Services 202000 Accounts Payable	272505	EASTERN ANALYTICAL, INC.	70.00	70.00
12/29/23	56210P Maintenance Supply 202000 Accounts Payable	951636	SANEL NAPA	30.17	30.17

Sunapee SEWER Department
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/29/23	56230C Pump Station Maint. Supply 202000 Accounts Payable	9947958287	W. W. GRAINGER, INC.	22.34	22.34
12/31/23	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	12/23	CONSOLIDATED COMMUNICATIONS	124.87	651.34
12/31/23	56240P Auto Fuel Expense 202000 Accounts Payable	94208454	WEX BANK	14.00	14.00
				131,866.50	131,866.50

Sunapee WATER Department
Purchase Journal

For the Period From Dec 1, 2023 to Dec 31, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/4/23	530300 Telephone	11/23		74.90	
	530310 Alarms			242.00	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		316.90
12/4/23	562200 Distribution Supplies	307836		309.44	
	202000 Accounts Payable		STILES COMPANY		309.44
12/4/23	530400 Computer Software Support	80143751		777.44	
	202000 Accounts Payable		BADGER METER INC.		777.44
12/6/23	530900 Outside Lab Services	123110135		330.00	
	202000 Accounts Payable		NELSON ANALYTICAL LAB		330.00
12/8/23	530300 Telephone	12/1/23		144.89	
	202000 Accounts Payable		COMCAST		144.89
12/8/23	530900 Outside Lab Services	123120559		60.00	
	202000 Accounts Payable		NELSON ANALYTICAL LAB		60.00
12/8/23	542000 Heating Fuel Expense	437711		392.31	
	202000 Accounts Payable		IRVING OIL CORPORATION		392.31
12/8/23	562200 Distribution Supplies	6268824		313.83	
	202000 Accounts Payable		E.J.PRESCOTT INC		313.83
12/11/23	562600 Uniform Expense	1070281250		29.83	
	202000 Accounts Payable		UNIFIRST		29.83
12/11/23	541000 Electricity Expense	12/23		1,528.11	
	202000 Accounts Payable		EVERSOURCE		1,528.11
12/12/23	562600 Uniform Expense	1070283184		29.83	
	202000 Accounts Payable		UNIFIRST		29.83
12/14/23	542000 Heating Fuel Expense	53167		348.78	
	202000 Accounts Payable		IRVING OIL CORPORATION		348.78
12/14/23	530600 Equipment Repair	INV3106419		116.63	
	202000 Accounts Payable		SOUTHWORTH-MILTON, INC		116.63

Sunapee WATER Department
Purchase Journal
For the Period From Dec 1, 2023 to Dec 31, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/15/23	530300 Telephone 202000 Accounts Payable	9951187803	VERIZON WIRELESS	104.34	104.34
12/18/23	562600 Uniform Expense 202000 Accounts Payable	1070285177	UNIFIRST	29.83	29.83
12/18/23	562400 Auto Fuel Expense 202000 Accounts Payable	351047	TREASURER STATE OF NH	310.92	310.92
12/19/23	561500 OFFICE EQUIPMENT 202000 Accounts Payable	cw-58184	CCI MANAGED SERVICES	189.00	189.00
12/20/23	553000 Advertising Expense 202000 Accounts Payable	00138882	SUNSHINE COMMUNICATIONS, LLC	202.50	202.50
12/20/23	552200 Training/Education 202000 Accounts Payable	173689358	BRYCE TURNER	50.00	50.00
12/20/23	562900 Chemical Expense 202000 Accounts Payable	291012989	HARCROS	358.80	358.80
12/20/23	562100 Maintenance Supply 202000 Accounts Payable	3531784	BELLETTETES	12.64	12.64
12/21/23	562100 Maintenance Supply 202000 Accounts Payable	3536675	BELLETTETES	8.55	8.55
12/25/23	562600 Uniform Expense 202000 Accounts Payable	1070286874	UNIFIRST	29.83	29.83
12/26/23	530300 Telephone 202000 Accounts Payable	12/16/23	COMCAST	229.38	229.38
12/26/23	580000 23 WATER AMP GRANT W 202000 Accounts Payable	21063	UNDERWOOD ENGINEERS, INC.	125.97	125.97
12/26/23	511000 Full Time Labor	nov		10,934.00	
	513000 Overtime Pay			585.84	
	522000 FICA/Medicare			881.27	
	523000			3,087.30	

Sunapee WATER Department
Purchase Journal

For the Period From Dec 1, 2023 to Dec 31, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Health Insurance Expense 524000			1,619.69	
	Retirement 202000		TOWN OF SUNAPEE		17,108.10
	Accounts Payable				
12/27/23	562300 Meter Supplies 202000	308111		9,710.55	
	Accounts Payable		STILES COMPANY		9,710.55
12/27/23	562900 Chemical Expense 202000	INV00227176		764.55	
	Accounts Payable		USA BLUEBOOK		764.55
12/28/23	530700 Maint.Repair/Service 202000	028631		989.60	
	Accounts Payable		A/D INSTRUMENT REPAIR		989.60
12/28/23	552200 Training/Education 202000	12091		115.00	
	Accounts Payable		GRANITE STATE RURAL WATER		115.00
12/28/23	562200 Distribution Supplies 202000	308128		550.54	
	Accounts Payable		STILES COMPANY		550.54
12/28/23	542000 Heating Fuel Expense 202000	540825		428.07	
	Accounts Payable		IRVING OIL CORPORATION		428.07
12/28/23	530400 Computer Software Support 202000	80146387		57.44	
	Accounts Payable		BADGER METER INC.		57.44
12/28/23	511000 Full Time Labor 513000	Dec 23		10,650.86	
	Overtime Pay 522000			1,296.17	
	FICA/Medicare 523000			913.95	
	Health Insurance Expense 524000			3,686.00	
	Retirement 202000		TOWN OF SUNAPEE		1,679.75
	Accounts Payable				18,226.73
12/29/23	562600 Uniform Expense 202000	1070288601		29.83	
	Accounts Payable		UNIFIRST		29.83
12/30/23	562200 Distribution Supplies 202000	3994		316.66	
	Accounts Payable		UNITED CONSTRUCTION CORP.		316.66
12/31/23	530300 Telephone 530310	12-23		74.90	
				242.00	

Sunapee WATER Department

Purchase Journal

For the Period From Dec 1, 2023 to Dec 31, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Alarms 202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		316.90
				<u>54,963.72</u>	<u>54,963.72</u>

Sunapee SEWER Department
2023 Income Statement
 For the Twelve Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 405.42	\$ 3,670.47	\$ 0.00	(3,670.47)
Capital Improvement Interest	230.09	2,403.12	0.00	(2,403.12)
SRB Plant Replacement Interest	235.36	2,437.20	0.00	(2,437.20)
SRB Collection Replacement Int	144.26	1,570.30	0.00	(1,570.30)
Miscellaneous Income	0.00	3,484.40	0.00	(3,484.40)
Discounts Taken	0.38	14.97	0.00	(14.97)
New London Quarterly	0.00	500,934.48	527,627.00	26,692.52
Sewer User Fees	(726.00)	799,483.92	664,264.00	(135,219.92)
Sewer User Fee Abatement	(484.00)	(1,884.50)	0.00	1,884.50
Overpayment Refunded	487.00	182.96	0.00	(182.96)
Attachment Fees Rec'd	0.00	12,000.00	0.00	(12,000.00)
Septic Receiving	5,730.00	48,916.00	0.00	(48,916.00)
Upgrade Grant Received	0.00	39,131.00	39,130.00	(1.00)
Perkins Pond Grant Funds	0.00	4,696.00	9,429.00	4,733.00
Plant Replacement Deposit	0.00	55,975.00	55,975.00	0.00
Collection Replacement Deposit	0.00	27,307.00	27,307.00	0.00
Total Revenues	6,022.51	1,500,322.32	1,323,732.00	(176,590.32)
<u>EXPENDITURES</u>				
Full Time Labor	15,633.10	106,728.67	115,610.00	8,881.33
Full Time Labor	44,775.90	245,999.86	267,600.00	21,600.14
Overtime Pay	675.64	5,750.18	6,750.00	999.82
Overtime Pay	1,939.50	12,784.10	10,800.00	(1,984.10)
Commission Pay	0.00	690.00	1,000.00	310.00
Commission Pay	0.00	900.00	1,000.00	100.00
Unused Sick Leave Pay	0.00	0.00	2,500.00	2,500.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	63,024.14	372,852.81	408,260.00	35,407.19
Life & Disability Expense	0.00	1,528.66	2,335.00	806.34
Life & Disability Expense	0.00	3,503.34	4,820.00	1,316.66
FICA/Medicare Expense	1,247.61	8,574.39	8,885.00	310.61
FICA/Medicare Expense	3,573.73	19,754.30	20,405.00	650.70
Health Insurance Expense	4,839.26	28,042.19	45,850.00	17,807.81
Health Insurance Expense	10,058.16	68,420.04	92,575.00	24,154.96
Retirement	2,293.01	18,017.91	18,360.00	342.09
Retirement	6,568.19	36,270.23	38,800.00	2,529.77
Unemployment Expense	0.00	0.00	110.00	110.00
Unemployment Expense	0.00	0.00	220.00	220.00
Worker's Comp. Expense	0.00	981.87	1,620.00	638.13
Worker's Comp. Expense	0.00	3,048.39	3,730.00	681.61
Total Payroll Benefits	28,579.96	188,141.32	237,710.00	49,568.68
Auditing	0.00	0.00	2,000.00	2,000.00
Auditing	0.00	0.00	1,500.00	1,500.00
Legal/Engineering Fees	0.00	268.75	4,500.00	4,231.25
Legal/Engineering Fees	0.00	843.75	5,000.00	4,156.25
Telephone	195.53	1,872.94	2,350.00	477.06

For Management Purposes Only

Sunapee SEWER Department
2023 Income Statement
 For the Twelve Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Telephone	529.98	3,912.95	4,000.00	87.05
Alarms	963.30	6,579.55	5,600.00	(979.55)
Computer Software Support	0.00	1,168.00	1,500.00	332.00
Computer Software Support	0.00	736.00	615.00	(121.00)
Office/Computer Service	0.00	901.17	1,500.00	598.83
Office/Computer Service	0.00	2,938.20	3,000.00	61.80
Office Rent	0.00	0.00	2,500.00	2,500.00
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	166.74	8,312.34	3,500.00	(4,812.34)
Auto Repair/Service	1,577.51	14,094.92	2,000.00	(12,094.92)
Maintenance Service	3,955.15	17,379.32	22,000.00	4,620.68
Sewer Line Maint. Service	194.31	7,464.31	4,000.00	(3,464.31)
Pump Station Maint. Service	282.98	282.98	17,000.00	16,717.02
Manhole Contract	0.00	23,131.94	20,000.00	(3,131.94)
Outside Lab Services	2,298.50	12,430.32	15,000.00	2,569.68
BIOS HANDLING	5,486.84	41,958.15	64,000.00	22,041.85
BIOS Lab	0.00	0.00	12,000.00	12,000.00
Total Purchased Prof & Tech Services	15,650.84	144,275.59	196,065.00	51,789.41
Electricity Expense	1,698.44	15,829.47	24,410.00	8,580.53
Electricity Expense	5,699.82	56,629.25	63,500.00	6,870.75
Heating Fuel Expense	790.81	6,144.49	15,000.00	8,855.51
Heating Fuel Expense	1,698.41	5,707.39	12,750.00	7,042.61
Total Purchased Property Services	9,887.48	84,310.60	115,660.00	31,349.40
Property Insurance	0.00	3,709.42	5,000.00	1,290.58
Property Insurance	0.00	5,529.89	7,310.00	1,780.11
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	65.00	150.00	85.00
Dues & Publications	0.00	0.00	75.00	75.00
Dues & Publications	0.00	0.00	150.00	150.00
Training/Education	0.00	135.00	500.00	365.00
Training/Education	0.00	1,210.00	1,500.00	290.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	80.00	50.00	(30.00)
Advertising Expense	0.00	76.80	0.00	(76.80)
Advertising Expense	0.00	11.00	0.00	(11.00)
Total Other Purchased Services	0.00	10,817.11	14,885.00	4,067.89
Office Supplies	42.98	483.36	700.00	216.64
Office Supplies	42.99	599.34	910.00	310.66
Postage Expense	0.00	536.34	950.00	413.66
Postage Expense	0.00	237.01	515.00	277.99
Billing Expense	0.00	401.27	400.00	(1.27)
Breakroom Supplies	0.00	220.87	250.00	29.13
Breakroom Supplies	120.93	512.70	425.00	(87.70)
OFFICE EQUIPMENT	845.36	1,300.69	700.00	(600.69)
OFFICE EQUIPMENT	845.36	1,621.69	600.00	(1,021.69)
Safety Supplies	0.00	1,980.95	2,000.00	19.05
Safety Supplies	274.51	4,466.57	3,500.00	(966.57)
Maintenance Supply	1,113.97	31,664.97	16,000.00	(15,664.97)
Sewer Line Maint. Supply	148.69	5,459.73	7,000.00	1,540.27
Pump Station Maint. Supply	482.73	5,186.94	6,000.00	813.06

For Management Purposes Only

Sunapee SEWER Department
2023 Income Statement
 For the Twelve Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Auto Fuel Expense	362.40	4,151.49	4,000.00	(151.49)
Auto Fuel Expense	342.94	3,865.40	3,600.00	(265.40)
Building/Custodial Expense	426.41	4,143.74	3,260.00	(883.74)
Uniform Expense	151.55	1,967.42	1,800.00	(167.42)
Uniform Expense	423.03	3,968.85	3,500.00	(468.85)
Lab Supplies	5,551.39	26,687.17	22,700.00	(3,987.17)
Lab Equipment	0.00	1,005.48	8,800.00	7,794.52
Chemical Expense	3,061.84	88,134.02	85,000.00	(3,134.02)
Total Supplies	14,237.08	188,596.00	172,610.00	(15,986.00)
Coll. Replacement Fund	0.00	27,307.00	27,307.00	0.00
Plant Replacement Fund	0.00	55,975.00	55,975.00	0.00
Total Replacement Fund	0.00	83,282.00	83,282.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 131,379.50	\$ 1,072,275.43	\$ 1,228,472.00	156,196.57

MISCELLANEOUS EXPENSES

Perkins Pond Bond Payments	\$ 0.00	\$ 42,517.96	\$ 42,517.96	0.00
WWTP Upgrade Loan Payment	0.00	81,697.28	81,697.28	0.00
Total Bond Payments	0.00	124,215.24	124,215.24	0.00
23 Article 33 Manhole	0.00	28,358.13	45,000.00	16,641.87
13 RESOLUTION ESTABLISH CAP RE	0.00	100,000.00	0.00	(100,000.00)
23 Article #32 Truck	0.00	32,230.59	35,000.00	2,769.41
Total Warrant Articles	0.00	160,588.72	80,000.00	(80,588.72)
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 284,803.96	\$ 204,215.24	(80,588.72)

OTHER EXPENSES

Total Replacement Expenses	0.00	0.00	0.00	0.00
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Sunapee WATER Department
2023 Income Statement
 For the Twelve Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 161.85	\$ 1,832.76	\$ 0.00	(1,832.76)
Capital Improvement Interest	3.47	40.89	0.00	(40.89)
SRB Replacement Fund Interest	189.96	2,861.20	0.00	(2,861.20)
Miscellaneous Income	0.00	11,535.33	0.00	(11,535.33)
Discounts Taken	0.22	9.40	0.00	(9.40)
Water User Fees	0.00	617,340.30	614,367.00	(2,973.30)
Water User Fee Abatement	(51.00)	(4,341.20)	0.00	4,341.20
State Grant Funds Rec'd	0.00	15,012.06	16,689.00	1,676.94
Water Replacement Deposit	0.00	69,165.00	69,165.00	0.00
Total Revenues	\$ 304.50	\$ 713,455.74	\$ 700,221.00	(13,234.74)
<u>EXPENDITURES</u>				
Full Time Labor	\$ 21,584.86	\$ 149,171.80	\$ 147,596.00	(1,575.80)
Overtime Pay	1,882.01	10,650.83	13,500.00	2,849.17
Commission Pay	0.00	700.00	1,000.00	300.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	23,466.87	160,522.63	165,096.00	4,573.37
Life & Disability Expense	0.00	2,210.73	2,655.00	444.27
FICA/Medicare	1,795.22	12,145.42	11,130.00	(1,015.42)
Health Insurance Expense	6,773.30	43,568.23	48,185.00	4,616.77
Retirement	3,299.44	22,068.47	19,120.00	(2,948.47)
Unemployment Expense	0.00	0.00	200.00	200.00
Worker's Comp. Expense	0.00	1,678.33	2,135.00	456.67
Total Payroll Benefits	11,867.96	81,671.18	83,425.00	1,753.82
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	0.00	1,112.50	10,000.00	8,887.50
Telephone	628.41	6,500.88	4,500.00	(2,000.88)
Alarms	484.00	2,664.00	2,500.00	(164.00)
Computer Software Support	834.88	3,329.28	7,000.00	3,670.72
Office/Computer Service	0.00	993.06	2,000.00	1,006.94
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	0.00	4,934.84	3,000.00	(1,934.84)
Equipment Repair	116.63	4,199.65	2,000.00	(2,199.65)
Maint.Repair/Service	989.60	19,186.33	15,000.00	(4,186.33)
Outside Lab Services	390.00	3,085.00	5,500.00	2,415.00
Total Purchased Prof & Tech Services	3,443.52	46,005.54	55,000.00	8,994.46
Electricity Expense	1,528.11	16,848.91	21,000.00	4,151.09
Heating Fuel Expense	1,169.16	6,499.32	13,000.00	6,500.68
Total Purchased Property Services	2,697.27	23,348.23	34,000.00	10,651.77
Property Insurance	0.00	4,295.41	5,675.00	1,379.59
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	0.00	225.00	200.00	(25.00)

For Management Purposes Only

Sunapee WATER Department
2023 Income Statement
 For the Twelve Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Training/Education	165.00	1,698.00	1,500.00	(198.00)
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	202.50	290.30	0.00	(290.30)
Total Other Purchased Services	367.50	6,508.71	7,575.00	1,066.29
Office Supplies	0.00	613.87	600.00	(13.87)
Postage Expense	0.00	588.55	1,000.00	411.45
Billing Expense	0.00	354.27	600.00	245.73
Breakroom Supplies	0.00	166.90	600.00	433.10
OFFICE EQUIPMENT	189.00	323.32	600.00	276.68
Safety Supplies	0.00	618.30	750.00	131.70
Maintenance Supply	21.19	14,663.52	9,000.00	(5,663.52)
Distribution Supplies	1,490.47	8,280.95	14,000.00	5,719.05
Meter Supplies	9,710.55	16,272.15	15,000.00	(1,272.15)
Hydrant Replacement	0.00	7,402.63	4,000.00	(3,402.63)
Auto Fuel Expense	310.92	4,227.48	4,000.00	(227.48)
Building/Custodial Expense	0.00	514.00	500.00	(14.00)
Uniform Expense	149.15	2,005.22	1,650.00	(355.22)
Lab Supplies	0.00	3,517.77	3,500.00	(17.77)
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	1,123.35	9,155.08	7,875.00	(1,280.08)
Total Supplies	12,994.63	68,704.01	65,175.00	(3,529.01)
Water Replacement Fund	0.00	69,165.00	69,165.00	0.00
Total Replacement Fund	0.00	69,165.00	69,165.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 54,837.75	\$ 455,925.30	\$ 479,436.00	23,510.70
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 0.00	\$ 78,148.58	\$ 88,643.98	10,495.40
DWSRF Loan Repayment	0.00	13,538.43	13,518.43	(20.00)
LOAN PAYMENT-LAKE AVE	0.00	46,113.72	46,120.18	6.46
Total Bond/Interest Payments	0.00	137,800.73	148,282.59	10,481.86
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 137,800.73	\$ 148,282.59	10,481.86
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00
2019 CR Establish	\$ 0.00	\$ 50,000.00	\$ 0.00	(50,000.00)
Total Unbudgeted Expenditures	0.00	50,000.00	0.00	(50,000.00)
TOTAL OTHER EXPENSES	\$ 0.00	\$ 50,000.00	\$ 0.00	(50,000.00)

For Management Purposes Only