



**TOWN OF SUNAPEE**  
***Water and Sewer Commission***

P.O. Box 347, Sunapee, NH 03782-0347  
(603) 763-2115

Board of Commissioners Meeting  
January 26, 2023, 5:30 p.m.  
Sunapee Town Office Meeting Room

1. Call to order
2. New London/Sunapee Joint Quarterly Meeting  
September 29, 2022 Joint Meeting Minutes  
Wastewater Treatment Highlights
3. Forms for approval  
December 22, 2022 Meeting Minutes  
January 5, 2023 Meeting Minutes  
December Sewer Purchase Journal  
December Water Purchase Journal  
Preliminary 2022 Income Statements  
1<sup>st</sup> Additional Sewer Billing Warrant 2023  
2023 Lien Warrant for 2022 Unpaid Balances
4. Water Treatment Highlights
5. Old & New Business  
Fuss & O'Neill Invoices  
Town Forest Warrant Article
6. 2023 Rates
7. Non-Public session pursuant to RSA 91-A:3 Par II Sec (a) The dismissal,  
promotion, or compensation of any public employee.  
Superintendent's Annual Review
8. Next Monthly Meeting February 23, 2023
9. 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 29, 2022**  
**Sunapee Town Offices Meeting Room**

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

Also present: Holly Leonard, David Bailey, New London Selectmen- Janet Kidder and William Helm, Lynn Lewis-New London Finance Director, Margaret Blank-Underwood Engineers and Sharon Nall-NH Department of Environmental Services.

The Chairman called the meeting to order at 5:32 p.m.:

1. July 28, 2022 Joint Meeting Minutes: Jimmy W. made a motion to accept the joint minutes of July 28th, seconded by Janet K. Janet K. Sunapee voted in favor of approving the minutes, New London voted in favor of accepting the minutes, so declared by the Chairman.
2. Wastewater Treatment Highlights: Dave B. reported that the Wastewater Treatment Plant has been running great and that there is a load of sludge ready to take to Merrimack on Monday. He stated that Septic receiving has been moderate and that there had been issues with the third quarter toxicity tests requiring 3 samples needing to be sent to the lab. Dave B. stated that the phosphorus and aluminum numbers have been very low. Dave B. reported that the phragmites had been sprayed again and that he thinks this will be needed yearly to keep the invasive species down at the Wastewater Treatment Plant lot.
3. 2022-2023 New London Billing Ratios: Dave B. reported that the flow numbers for the year had shown New London to be down a bit at a total of 68.47% of the yearly flow. This was down from 72.53% in 2021. He stated that after deducting the 2% for Georges Mills use of New London's sewer facilities this would result in a billing ratio of 66.47% for the coming year. Janet K. made a motion to accept the 66.47%, seconded by William H., New London voted in favor, Sunapee voted in favor, so declared by the Chairman.
4. Preliminary Proposed 2023 Wastewater Treatment Plant Budget: Holly L. reported that the Town of Sunapee had been talking about perhaps a 7% proposed COLA increase for the upcoming year and that this is not reflected in the numbers shown on this proposal yet. There was some discussion regarding the proposed budget being subject to quite a bit of change in the coming month. Holly L. will keep Kimberly H. apprised of any proposed changes in order for New London Selectmen to see these proposals as they occur.
5. Sewer Ordinance: Dave B. reported that Sunapee has been reviewing and updating their user ordinances and that it has become apparent that New London needs to draw an ordinance up for their users as there does not appear to be a Sewer User Ordinance in New London. Holly L. will send a copy of Sunapee's proposed new ordinance to Kimberly H. for New London to use in drafting one for their town.

New London departed the meeting at 5:46 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 22, 2022**  
**Sunapee Town Office Meeting Room**

PRESENT: Theodore Gallup – Chairman, Jimmy Williams, Richard Curtis, Charles Hirshberg, Wayne Stoddard, 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 17, 2022 Meeting Minutes: Douglas G. made a motion to accept the November 17th minutes, seconded by Charles H. voted unanimously in favor, so declared by the Chairman.

November Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Purchase Journal for November, seconded by Jimmy W., after some discussion regarding Clean Waters and polymer, voted unanimously in favor, so declared by the Chairman.

November Water Purchase Journal: Jimmy W. made a motion to accept the Water Journal as presented, seconded by Charles H., after some discussion regarding PRB Construction and Underwood Engineers, voted unanimously in the affirmative, so declared by the Chairman.

2022 Sewer Income Statement through November: Charles H. made a motion to accept the sewer income statement through November 2022, seconded by Wayne S., Charles H. questioned the difference in budgeted income versus actual and Holly L. stated that she will look into why the large discrepancy and that it must be an error, voted unanimously in the affirmative, so declared by the Chairman.

2022 Water Income Statement through November: Douglas G. made a motion to accept the Water Income Statement for November. Seconded by Jimmy W.. Charles H. questioned the difference in budgeted income versus actual on the income statements and Holly L. stated that she will have to look into the discrepancy but that it must be an error. The Commission voted unanimously in favor of approving the Water Income Statement, so declared by the Chairman.

Abatement Requests: After some discussion regarding the properties and why there had been no water used at them during the year, Charles H. made a motion to accept the abatement requests for 251 Lake Avenue and 78 Oak Ridge Road, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

Billing Error Adjustment for 76 Lower Main Street: After some discussion regarding what had been billed incorrectly causing the need for the adjustment, Charles H. made a motion to accept the billing adjustment for 76 Lower Main Street, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B. reported that the Wastewater Treatment Plant has been running nicely and that EPA had sent a letter awarding Sunapee's Plant for excellence. He stated that there had been a purchase of a car port to keep snow off of the Freightliner and that the crew is setting it up on waste blocks from Carrol Concrete out on the power line. Dave B. stated that there have recently been some issues with the effluent flow meter and that A/D Instruments had suggested using Rain-X on it but that this had not been very helpful as there are still issues with it reading high and causing the

system to call for too much chlorine causing high chlorine issues. He stated that the pump station generators had run during last week's storm and that all the generators ran well.

3. Water Treatment Highlights:

Dave B. stated that the Town Hall water line is running nicely and that there had been a water leak on Alpine Court due to a bad tee. Dave B. reported that the most recent TTHM result had been quite high and that it had brought the yearly average very close to a violation. He stated that he thinks that shutting off the concrete storage tank might help to alleviate the high hold time but that he is not fond of the idea of wasting the 300,000 gallons that will need to be drained before turning it back on. There was some discussion regarding the tanks and why this may be causing the issue as well as how having the concrete tank off should be run past the Fire Chief.

4. Old & New Business:

Douglas G. passed around a sample form that he would propose having at the Sewer Treatment Plant for septic haulers to fill out to track what properties had performed this work for the proposed septic ordinance that would track the conditions of septic systems in Town. Theodore G. questioned who would be filling out the forms and how the tracking would be done. Douglas G. stated that the Septic Pumpers would fill out the forms and leave them at the plant where someone would pick them up. Theodore G. stated that he doesn't think that the Sewer Department should be in charge of collecting the information and that he it is going to be the Health Officer, not the Sewer department that has the authority to ask that this be done. Theodore G. stated that he has many questions regarding all of the information being asked for on the form about the condition of the septic and that not all of the Septic Haulers would be willing to check on all of these things when called to pump someone's tank. Douglas G. would propose asking the haulers about the form and how they feel about it. Charles H. suggested that this had all originated from LSPA's concern about nutrient loading in the watershed and Douglas G. thought that doing this on a Town wide scale would be more informative. Jimmy W. questioned if the State has any of this information gathered on individual septic systems. Charles H. stated that the State does not have the ability or manpower to collect and keep this information. Richard C. suggested that some of the Septic Haulers may take advantage of some people and sell them a new septic system when they don't need one. There was some discussion regarding the forms, who would collect them and how. Jimmy W. stated that it is the State that controls septic system designs and that they should have this type of information. There was much discussion regarding the issues that could possibly arise from this new ordinance and who was going to be responsible for the collection of the information gleaned. There was discussion regarding grease traps in food preparation facilities and Sunapee being the Guinea pig for this new collecting of septic condition information that would then be followed by New London and Newbury as proposed by LSPA.

Fuss & O'Neill invoice for work performed on the Lower Main Street Water Main design was reviewed. Dave B. stated that he has seen a plan on the computer and that he is going to meet with Dan M. and have him bring a full sized plan that Dave can make note on what he feels is incorrect. Jimmy W. made a motion to approve the payment of Invoice # 0246570 for Fuss & O'Neill, seconded by Douglas G.. Dave B. reported that Dan M. had sent an e-mail about doing borings for the test pits for the Route 11 crossings and that he had sent an e-mail back to him stating that he would rather save the \$10,900 and dig the test pits in April. After much discussion regarding the project, voted unanimously in the affirmative, so declared by the Chairman.

Operator II Job Description: Charles H. made a motion to approve the revised job description for Water & Sewer Operator II dated 12/22/22, seconded by Wayne S., voted unanimously in favor, so declared by the Chairman.

Theodore G. suggested postponing the Superintendent's Review until January of February. The review was postponed until a future meeting.

The next monthly meeting is scheduled for January 26, 2023.

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



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

**Board of Commissioners Meeting**  
**January 5, 2023**  
**Sunapee Town Office Meeting Room**

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

Also present: Holly Leonard, David Bailey and Keith Chrisman via Zoom.

The Chairman called the meeting to order at 5:32 p.m.

1. Wastewater Treatment Plant Removal from Town Forest : Theodore G. read the proposed article that Shannon M. had sent to legal and had received back from them. He stated that he does not think that the article as drafted would allow the Water & Sewer Commission to have any input as to what portion of the lot is going to be taken out of Town Forest, he would propose adding Archer to the name of Barrett as those lots had been combined to create the 41 acre lot formerly Map 5, Lot 22. Theodore G. stated that he would suggest the warrant article read “Are you in favor of removing the Wastewater Treatment Plant Property (Barrett-Archers Property, Map 5, Lot 22, approximately 41 Acres) from the Town Forest Designation. The Wastewater Treatment Plant Property at 50 Treatment Plant Road was incorrectly included in the list of properties designated as Sunapee Town Forest by Town vote in March of 2002. The current use of this property does not fall under those uses associated with Town Forest Lands and therefore approval of this article is needed before any process improvements or expansion of the Wastewater Treatment Plant can be implemented in the future. Approval of this article is merely to correct an oversight and allow the Wastewater Treatment Plant to continue to provide adequate, safe, efficient treatment and meet the needs of our growing community. And note that there is no cost to taxpayers or Town water and sewer users associated with the approval of this article.” Charles H. and Douglas G. stated that they feel it is important to explain what had happened in error and the Commission decided that the 14 acre designation should not be put into the article as that was not what had been discussed at the January 4<sup>th</sup> Conservation Committee meeting as proposed wording. There was some discussion regarding how the article should be worded and that at a future point the lot can be split and the portion agreed to not be needed for future Wastewater Treatment be put into Town Forest at that point.

Jeffrey R. made a motion to request that the Selectboard restate the article wording as follows: “Are you in favor of removing the Wastewater Treatment Plant Property (Barrett-Archers Lot previously known as Map 5, Lot 22 which is approximately 41 acres) from the Town Forest Designation. The Wastewater Treatment Plant Property at 50 Treatment Plant Road was incorrectly included in the list of properties designated as Sunapee Town Forest by Town vote in March of 2002. The current use of this property does not fall under those uses associated with Town Forest Lands and therefore approval of this article is needed before any process improvements or expansion of the Wastewater Treatment Plant can be implemented in the future. Approval of this article is merely to correct an oversight and allow the Wastewater Treatment Plant to continue to provide adequate, safe, efficient treatment and meet the needs of our growing community. There is no cost to taxpayers or users associated with the approval of this article.”, seconded by Douglas G., after some discussion regarding the need for the article, voted unanimously in the affirmative, so declared by the Chairman. Jimmy W. Douglas G. questioned if the

line was going to be flagged soon or if anything needs to be done quickly. The Commission did not feel that anything had to be done immediately.

2. Water Line Replacement Warrant Article:

Charles H. stated that he wanted to discuss the article for the replacement of water lines. He stated that as the amount necessary to complete all of the roads listed in the article is most likely to come in at quite a bit more than the 2.1 million, perhaps taking out the street names or wording something differently would be prudent. There was some discussion regarding changing the exact wording to say that the maximum amount of the entire project allowed by the 2.1 million would be completed on the proposed areas. Jeffrey R. made a motion to reword the warrant article for the Water Main Replacement Project, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

The next monthly meeting is scheduled for January 26, 2023.

5:56 p.m. Charles H. made a motion to adjourn, seconded by Jeffrey R., voted unanimously in the affirmative, so declared by the Chairman.

**Sunapee SEWER Department**  
**Purchase Journal**

For the Period From Dec 1, 2022 to Dec 31, 2022

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
12/1/22	53070P Maintenance Service 202000 Accounts Payable	027753	A/D INSTRUMENT REPAIR, INC.	935.75	935.75
12/1/22	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	337351	TREASURER STATE OF NH	312.63 431.13	743.76
12/6/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	027772	A/D INSTRUMENT REPAIR, INC.	1,015.35	1,015.35
12/6/22	53070P Maintenance Service 202000 Accounts Payable	027781	A/D INSTRUMENT REPAIR, INC.	544.08	544.08
12/6/22	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	11/22	CONSOLIDATED COMMUNICATIONS	190.96 45.32 430.64	666.92
12/6/22	53094P BIOS HANDLING 202000 Accounts Payable	11936	Town of Merrimack	1,958.55	1,958.55
12/6/22	53090P Outside Lab Services 202000 Accounts Payable	253076	EASTERN ANALYTICAL, INC.	70.00	70.00
12/6/22	56210P Maintenance Supply 202000 Accounts Payable	2789462	BELLETETTES	14.73	14.73
12/6/22	56210P Maintenance Supply 202000 Accounts Payable	2798083	BELLETETTES	31.44	31.44
12/6/22	56210P Maintenance Supply 202000 Accounts Payable	2819839	BELLETETTES	19.98	19.98
12/6/22	56210P Maintenance Supply 202000 Accounts Payable	2821145	BELLETETTES	6.29	6.29
12/6/22	56210P Maintenance Supply 202000 Accounts Payable	2842286	BELLETETTES	40.32	40.32
12/6/22	56210P	2842358		6.11	



**Sunapee SEWER Department**  
**Purchase Journal**  
**For the Period From Dec 1, 2022 to Dec 31, 2022**

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
	Maintenance Supply 202000 Accounts Payable		BELLETTETTES		6.11
12/6/22	56240P Auto Fuel Expense 202000 Accounts Payable	85564690		14.00	
			WEX BANK		14.00
12/6/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	909002		32.21	
			SANEL NAPA		32.21
12/6/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	909003		144.17	
			SANEL NAPA		144.17
12/6/22	56210P Maintenance Supply 202000 Accounts Payable	909088		28.33	
			SANEL NAPA		28.33
12/6/22	53050C Auto Repair/Service 202000 Accounts Payable	909151		34.48	
			SANEL NAPA		34.48
12/7/22	56290P Chemical Expense 202000 Accounts Payable	290212942		1,122.75	
			HARCROS CHEMICALS INC.		1,122.75
12/8/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	0036-2796662		299.98	
			RUNNINGS SUPPLY INC		299.98
12/8/22	55210C Dues & Publications 55210P Dues & Publications 202000 Accounts Payable	11014		81.50	
				81.50	
			GRANITE STATE RURAL WATER		163.00
12/8/22	56140P Breakroom Supplies 202000 Accounts Payable	17720654 120622		52.97	
			CRYSTAL ROCK LLC		52.97
12/8/22	56210P Maintenance Supply 202000 Accounts Payable	2856492		55.84	
			BELLETTETTES		55.84
12/8/22	53050C Auto Repair/Service 53050P Auto Repair/Service 202000 Accounts Payable	36928		170.49	
				170.49	
			Sunapee Street Auto Works		340.98
12/8/22	54200C Heating Fuel Expense 202000 Accounts Payable	940068		138.34	
			IRVING OIL CORP		138.34

**Sunapee SEWER Department**  
**Purchase Journal**

For the Period From Dec 1, 2022 to Dec 31, 2022

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

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
12/12/22	56210P Maintenance Supply 202000 Accounts Payable	027791	A/D INSTRUMENT REPAIR, INC.	405.98	405.98
12/12/22	54100P Electricity Expense 54100C Electricity Expense 202000 Accounts Payable	12/22	EVERSOURCE	4,496.39 1,356.54	5,852.93
12/12/22	56100P Office Supplies 202000 Accounts Payable	29306242	QUILL CORPORATION	72.18	72.18
12/12/22	51100C Full Time Labor 51100P Full Time Labor 51300C Overtime Pay 51300P Overtime Pay 52100C Life & Disability Expense 52100P Life & Disability Expense 52200C FICA/Medicare Expense 52200P FICA/Medicare Expense 52300C Health Insurance Expense 52300P Health Insurance Expense 202000 Accounts Payable	47	TOWN OF SUNAPEE	8,619.47 24,211.98 306.62 1,183.94 141.55 381.57 698.79 1,896.71 602.54 2,670.46	40,713.63
12/12/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	60465	UNITED CONSTRUCTION CORP	169.68	169.68
12/12/22	56210P Maintenance Supply 202000 Accounts Payable	78722804	F.W. WEBB COMPANY	146.77	146.77
12/13/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070184051	UNIFIRST	56.01 23.25 72.08	151.34
12/13/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000	1070185934	UNIFIRST	56.01 23.25 72.08	151.34

**Sunapee SEWER Department**  
**Purchase Journal**  
**For the Period From Dec 1, 2022 to Dec 31, 2022**

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
	Accounts Payable				
12/13/22	56270P Lab Supplies 202000 Accounts Payable	194313	USA BLUEBOOK	59.72	59.72
12/13/22	54200P Heating Fuel Expense 202000 Accounts Payable	428813	IRVING OIL CORP	267.93	267.93
12/13/22	55210P Dues & Publications 55210C Dues & Publications 202000 Accounts Payable	Notary renew	Treasurer, State of New Hampshire	37.50 37.50	75.00
12/14/22	53050P Auto Repair/Service 202000 Accounts Payable	X701024513	ADVANTAGE TRUCK GROUP	32.56	32.56
12/15/22	56210P Maintenance Supply 202000 Accounts Payable	015-32801	NEWPORT SAND & GRAVEL	420.00	420.00
12/15/22	54200C Heating Fuel Expense 202000 Accounts Payable	251910	IRVING OIL CORP	86.08	86.08
12/15/22	54200C Heating Fuel Expense 202000 Accounts Payable	29078	IRVING OIL CORP	84.04	84.04
12/15/22	54200C Heating Fuel Expense 202000 Accounts Payable	30308	IRVING OIL CORP	80.44	80.44
12/15/22	54200P Heating Fuel Expense 202000 Accounts Payable	649706	IRVING OIL CORP	412.22	412.22
12/15/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	909367	SANEL NAPA	55.00	55.00
12/15/22	56210P Maintenance Supply 202000 Accounts Payable	909368	SANEL NAPA	54.76	54.76
12/15/22	56210P Maintenance Supply 202000 Accounts Payable	910210	SANEL NAPA	107.88	107.88
12/15/22	54200C Heating Fuel Expense 202000	940849	IRVING OIL CORP	90.46	90.46

**Sunapee SEWER Department**  
**Purchase Journal**  
**For the Period From Dec 1, 2022 to Dec 31, 2022**

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
	Accounts Payable				
12/15/22	54200C Heating Fuel Expense 202000 Accounts Payable	941314	IRVING OIL CORP	143.82	143.82
12/15/22	54200C Heating Fuel Expense 202000 Accounts Payable	942538	IRVING OIL CORP	153.68	153.68
12/15/22	53030P Telephone 53030C Telephone 202000 Accounts Payable	992398956	VERIZON WIRELESS	104.15 104.15	208.30
12/20/22	56210P Maintenance Supply 202000 Accounts Payable	015-32874	NEWPORT SAND & GRAVEL	120.00	120.00
12/20/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070187872	UNIFIRST	56.01 23.25 72.08	151.34
12/20/22	53020C Legal/Engineering Fees 202000 Accounts Payable	19151	UNDERWOOD ENGINEERS, INC.	54.79	54.79
12/20/22	56210P Maintenance Supply 202000 Accounts Payable	430968	NEWPORT SAND & GRAVEL	175.40	175.40
12/20/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	60516	UNITED CONSTRUCTION CORP	148.21	148.21
12/20/22	56200C Safety Supplies 56200P Safety Supplies 202000 Accounts Payable	97182	AARON CARTIER	75.00 75.00	150.00
12/21/22	56290P Chemical Expense 202000 Accounts Payable	103531	ARIES CHEMICAL, INC	1,446.76	1,446.76
12/22/22	56210P Maintenance Supply 202000 Accounts Payable	018-132209	NEWPORT SAND & GRAVEL	45.75	45.75
12/22/22	56240C Auto Fuel Expense	338523		402.78	

**Sunapee SEWER Department**  
**Purchase Journal**  
**For the Period From Dec 1, 2022 to Dec 31, 2022**

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

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
	56240P Auto Fuel Expense 202000 Accounts Payable		TREASURER STATE OF NH	412.99	815.77
12/29/22	56210P Maintenance Supply 202000 Accounts Payable	015-32841	NEWPORT SAND & GRAVEL	360.00	360.00
12/29/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070189693	UNIFIRST	56.01 23.25 72.08	151.34
12/29/22	53090P Outside Lab Services 202000 Accounts Payable	254051	EASTERN ANALYTICAL, INC.	129.50	129.50
12/29/22	56210P Maintenance Supply 202000 Accounts Payable	2888605	BELLETTETTES	35.04	35.04
12/29/22	56100P Office Supplies 202000 Accounts Payable	29614632	QUILL CORPORATION	86.99	86.99
12/29/22	56200P Safety Supplies 202000 Accounts Payable	P69811	Chappell Tractor	150.00	150.00
12/29/22	56200C Safety Supplies 202000 Accounts Payable	P69812	Chappell Tractor	97.00	97.00
12/30/22	56210P Maintenance Supply 202000 Accounts Payable	1013128	HOME DEPOT CREDIT SERVICES	98.94	98.94
12/30/22	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	12/22	CONSOLIDATED COMMUNICATIONS	190.96 45.32 441.77	678.05
12/30/22	56270P Lab Supplies 202000 Accounts Payable	12192022	HAMPSHIRE PURIFIED WATER	285.00	285.00
12/30/22	53090P Outside Lab Services 202000 Accounts Payable	122110209	NELSON ANALYTICAL LAB	30.00	30.00

**Sunapee SEWER Department**  
**Purchase Journal**

For the Period From Dec 1, 2022 to Dec 31, 2022

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
12/30/22	56210P Maintenance Supply 202000 Accounts Payable	2013010	HOME DEPOT CREDIT SERVICES	504.13	504.13
12/30/22	53090P Outside Lab Services 202000 Accounts Payable	254421	EASTERN ANALYTICAL, INC.	70.00	70.00
12/30/22	56100P Office Supplies 202000 Accounts Payable	29755989	QUILL CORPORATION	207.94	207.94
12/30/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	303137	STILES COMPANY	567.84	567.84
12/30/22	56210P Maintenance Supply 202000 Accounts Payable	4805961	HOME DEPOT CREDIT SERVICES	2,240.92	2,240.92
12/30/22	56210P Maintenance Supply 202000 Accounts Payable	86063881	WEX BANK	61.06	61.06
12/30/22	56210P Maintenance Supply 202000 Accounts Payable	NP3242220-01	LAVALLEY BUILDING SUPPLY	75.92	75.92
12/30/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	P69814	Chappell Tractor	24.07	24.07
12/31/22	56210P Maintenance Supply 202000 Accounts Payable	015-32667	NEWPORT SAND & GRAVEL	360.00	360.00
12/31/22	56210P Maintenance Supply 202000 Accounts Payable	021-30212	NEWPORT SAND & GRAVEL	135.00	135.00
12/31/22	53070P Maintenance Service 202000 Accounts Payable	027875	A/D INSTRUMENT REPAIR, INC.	2,027.70	2,027.70
12/31/22	53094P BIOS HANDLING 202000 Accounts Payable	12010	Town of Merrimack	2,937.82	2,937.82
12/31/22	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	339539	TREASURER STATE OF NH	547.56 514.99	1,062.55

**Sunapee SEWER Department**

**Purchase Journal**

For the Period From Dec 1, 2022 to Dec 31, 2022

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
				73,960.90	73,960.90

**Sunapee WATER Department**  
**Purchase Journal**

For the Period From Dec 1, 2022 to Dec 31, 2022

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

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
12/1/22	562400 Auto Fuel Expense 202000 Accounts Payable	337351	TREASURER STATE OF NH	250.65	250.65
12/1/22	530400 Computer Software Support 202000 Accounts Payable	80112393	BADGER METER INC.	57.44	57.44
12/6/22	530700 Maint.Repair/Service 202000 Accounts Payable	027368	A/D INSTRUMENT REPAIR	1,408.65	1,408.65
12/6/22	530300 Telephone 530310 Alarms 202000 Accounts Payable	11/22	CONSOLIDATED COMMUNICATIONS	73.76 202.00	275.76
12/6/22	562100 Maintenance Supply 202000 Accounts Payable	2828070	BELLETTETES	12.58	12.58
12/6/22	562200 Distribution Supplies 202000 Accounts Payable	2852635	BELLETTETES	54.03	54.03
12/6/22	562100 Maintenance Supply 202000 Accounts Payable	7610053	HOME DEPOT	244.66	244.66
12/6/22	530500 Auto Repair/Service 202000 Accounts Payable	909151	SANEL NAPA	34.47	34.47
12/7/22	562900 Chemical Expense 202000 Accounts Payable	290212941	HARCROS	282.45	282.45
12/8/22	552100 Dues & Publications 202000 Accounts Payable	11014	GRANITE STATE RURAL WATER	82.00	82.00
12/12/22	530300 Telephone 202000 Accounts Payable	12-1-22	COMCAST	129.89	129.89
12/12/22	541000 Electricity Expense 202000 Accounts Payable	12/22	EVERSOURCE	1,362.19	1,362.19
12/12/22	511000 Full Time Labor 513000 Overtime Pay 521000	47		9,777.74 906.22 160.69	



**Sunapee WATER Department**  
**Purchase Journal**  
**For the Period From Dec 1, 2022 to Dec 31, 2022**

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
	Life & Disability Expense 522000			791.08	
	FICA/Medicare 524000			1,502.16	
	Retirement 523000			2,082.67	
	Health Insurance Expense 202000		TOWN OF SUNAPEE		15,220.56
	Accounts Payable				
12/12/22	562200 Distribution Supplies 202000	60465		169.67	
	Accounts Payable		UNITED CONSTRUCTION CORP.		169.67
12/13/22	562600 Uniform Expense 202000	1070184051		23.78	
	Accounts Payable		UNIFIRST		23.78
12/13/22	562600 Uniform Expense 202000	1070185934		23.78	
	Accounts Payable		UNIFIRST		23.78
12/13/22	562700 Lab Supplies 202000	194313		482.76	
	Accounts Payable		USA BLUEBOOK		482.76
12/15/22	530310 Alarms 202000	18805		600.00	
	Accounts Payable		COLLINS ELECTRICAL SERVICES		600.00
12/15/22	562300 Meter Supplies 202000	302882		8,045.88	
	Accounts Payable		STILES COMPANY		8,045.88
12/15/22	542000 Heating Fuel Expense 202000	645451		390.78	
	Accounts Payable		IRVING OIL CORPORATION		390.78
12/15/22	542000 Heating Fuel Expense 202000	651118		232.24	
	Accounts Payable		IRVING OIL CORPORATION		232.24
12/15/22	530300 Telephone 202000	9922398956		104.15	
	Accounts Payable		VERIZON WIRELESS		104.15
12/15/22	562100 Maintenance Supply 202000	S3661755.001		62.84	
	Accounts Payable		ROCKINGHAM ELECTRIC		62.84
12/20/22	562600 Uniform Expense 202000	1070187872		23.78	
	Accounts Payable		UNIFIRST		23.78
12/22/22	562400 Auto Fuel Expense	338523		317.28	

**Sunapee WATER Department**  
Purchase Journal

For the Period From Dec 1, 2022 to Dec 31, 2022

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
	202000 Accounts Payable		TREASURER STATE OF NH		317.28
12/29/22	562600 Uniform Expense 202000 Accounts Payable	1070189693		23.78	
			UNIFIRST		23.78
12/29/22	530300 Telephone 202000 Accounts Payable	12/16/22		191.94	
			COMCAST		191.94
12/29/22	562200 Distribution Supplies 202000 Accounts Payable	60575		133.17	
			UNITED CONSTRUCTION CORP.		133.17
12/29/22	530400 Computer Software Support 202000 Accounts Payable	80114731		777.44	
			BADGER METER INC.		777.44
12/30/22	530300 Telephone 530310 Alarms 202000 Accounts Payable	12/22		73.76	
				202.00	
			CONSOLIDATED COMMUNICATIONS		275.76
12/30/22	530900 Outside Lab Services 202000 Accounts Payable	122100589		435.00	
			NELSON ANALYTICAL LAB		435.00
12/30/22	530700 Maint.Repair/Service 202000 Accounts Payable	12282206		759.78	
			KELLEY PLUMBING & HEATING, LLC		759.78
12/30/22	530200 Legal/Engineering Fees 202000 Accounts Payable	19167		1,593.55	
			UNDERWOOD ENGINEERS, INC.		1,593.55
12/30/22	562200 Distribution Supplies 202000 Accounts Payable	303137		567.84	
			STILES COMPANY		567.84
12/30/22	530700 Maint.Repair/Service 202000 Accounts Payable	4213		300.00	
			GALLUP TRUCKING & EXCAVATION		300.00
12/31/22	562200 Distribution Supplies 202000 Accounts Payable	001-300887		95.42	
			NEWPORT SAND & GRAVEL		95.42
12/31/22	562400 Auto Fuel Expense 202000 Accounts Payable	339539		527.27	
			TREASURER STATE OF NH		527.27
12/31/22	562200 Distribution Supplies	60659		746.00	

### Sunapee WATER Department

### Purchase Journal

For the Period From Dec 1, 2022 to Dec 31, 2022

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
	202000 Accounts Payable		UNITED CONSTRUCTION CORP.		746.00
				<u>36,319.22</u>	<u>36,319.22</u>

Sunapee SEWER Department  
**2022 Income Statement**  
 For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 206.73	\$ 2,060.24	\$ 0.00	(2,060.24)
Capital Improvement Interest	124.79	1,427.02	0.00	(1,427.02)
SRB Plant Replacement Interest	120.90	1,385.05	0.00	(1,385.05)
SRB Collection Replacement Int	82.98	950.64	0.00	(950.64)
Miscellaneous Income	0.00	1,801.51	0.00	(1,801.51)
Discounts Taken	2.16	10.09	0.00	(10.09)
New London Quarterly	0.00	484,520.05	634,250.00	149,729.95
Sewer User Fees	0.00	746,745.92	658,038.56	(88,707.36)
Sewer User Fee Interest	653.12	2,065.93	0.00	(2,065.93)
Sewer User Fee Abatement	(896.00)	(3,070.72)	0.00	3,070.72
Attachment Fees Rec'd	0.00	26,345.00	0.00	(26,345.00)
Septic Receiving	9,365.00	42,669.00	0.00	(42,669.00)
Upgrade Grant Received	0.00	39,130.00	39,130.00	0.00
Perkins Pond Grant Funds	0.00	9,502.50	9,575.50	73.00
Plant Replacement Deposit	0.00	54,875.00	54,875.00	0.00
Collection Replacement Deposit	0.00	26,772.00	26,772.00	0.00
<b>Total Revenues</b>	<b>9,659.68</b>	<b>1,437,189.23</b>	<b>1,422,641.06</b>	<b>(14,548.17)</b>
<u>EXPENDITURES</u>				
Superintendent Labor	0.00	10,076.09	25,700.00	15,623.91
Superintendent Labor	0.00	21,323.02	51,360.00	30,036.98
Full Time Labor	8,619.47	86,231.68	60,150.00	(26,081.68)
Full Time Labor	24,211.98	180,372.22	175,210.00	(5,162.22)
Administrative Labor	0.00	8,603.74	21,190.00	12,586.26
Administrative Labor	0.00	8,604.05	21,200.00	12,595.95
Overtime Pay	306.62	4,020.40	6,750.00	2,729.60
Overtime Pay	1,183.94	8,932.66	10,800.00	1,867.34
Commission Pay	0.00	0.00	1,000.00	1,000.00
Commission Pay	0.00	375.00	1,000.00	625.00
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
<b>Total Wages</b>	<b>34,322.01</b>	<b>328,538.86</b>	<b>379,860.00</b>	<b>51,321.14</b>
Life & Disability Expense	141.55	1,835.14	2,160.00	324.86
Life & Disability Expense	381.57	3,265.67	4,460.00	1,194.33
FICA/Medicare Expense	698.79	8,250.88	7,915.00	(335.88)
FICA/Medicare Expense	1,896.71	16,518.93	18,585.00	2,066.07
Health Insurance Expense	602.54	30,890.19	39,850.00	8,959.81
Health Insurance Expense	2,670.46	58,440.06	80,500.00	22,059.94
Retirement	0.00	14,334.14	17,000.00	2,665.86
Retirement	0.00	27,215.44	35,800.00	8,584.56
Unemployment Expense	0.00	65.95	110.00	44.05
Unemployment Expense	0.00	214.89	220.00	5.11
Worker's Comp. Expense	0.00	937.88	1,620.00	682.12
Worker's Comp. Expense	0.00	3,055.67	3,650.00	594.33
<b>Total Payroll Benefits</b>	<b>6,391.62</b>	<b>165,024.84</b>	<b>211,870.00</b>	<b>46,845.16</b>
Auditing	0.00	0.00	2,000.00	2,000.00
Auditing	0.00	0.00	4,500.00	4,500.00
Legal/Engineering Fees	54.79	10,465.63	4,500.00	(5,965.63)

For Management Purposes Only

Sunapee SEWER Department  
**2022 Income Statement**  
 For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Legal/Engineering Fees	0.00	0.00	5,000.00	5,000.00
Telephone	194.79	2,048.44	2,350.00	301.56
Telephone	486.07	3,725.94	4,000.00	274.06
Alarms	872.41	5,941.78	5,000.00	(941.78)
Computer Software Support	0.00	915.00	1,500.00	585.00
Computer Software Support	0.00	515.00	615.00	100.00
Office/Computer Service	0.00	1,056.37	1,500.00	443.63
Office/Computer Service	0.00	1,985.21	3,000.00	1,014.79
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	204.97	3,181.40	3,000.00	(181.40)
Auto Repair/Service	203.05	1,731.19	1,500.00	(231.19)
Maintenance Service	3,507.53	20,399.12	22,000.00	1,600.88
Sewer Line Maint. Service	0.00	2,655.00	4,000.00	1,345.00
Pump Station Maint. Service	0.00	4,120.47	17,000.00	12,879.53
Manhole Contract	0.00	11,191.08	20,000.00	8,808.92
Outside Lab Services	299.50	12,574.89	15,000.00	2,425.11
BIOS HANDLING	4,896.37	49,853.44	64,000.00	14,146.56
BIOS Lab	0.00	0.00	1,200.00	1,200.00
<b>Total Purchased Prof &amp; Tech Services</b>	<b>10,719.48</b>	<b>132,359.96</b>	<b>186,665.00</b>	<b>54,305.04</b>
Electricity Expense	1,356.54	14,993.61	24,410.00	9,416.39
Electricity Expense	4,496.39	55,049.84	63,500.00	8,450.16
Heating Fuel Expense	776.86	8,354.83	15,000.00	6,645.17
Heating Fuel Expense	680.15	9,251.20	12,750.00	3,498.80
<b>Total Purchased Property Services</b>	<b>7,309.94</b>	<b>87,649.48</b>	<b>115,660.00</b>	<b>28,010.52</b>
Property Insurance	0.00	1,555.00	1,555.00	0.00
Property Insurance	0.00	4,500.00	4,500.00	0.00
Liability Insurance	0.00	2,410.00	2,410.00	0.00
Liability Insurance	0.00	2,510.00	2,510.00	0.00
Vehicle Insurance	0.00	1,035.00	1,035.00	0.00
Vehicle Insurance	0.00	300.00	300.00	0.00
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	119.00	119.00	75.00	(44.00)
Dues & Publications	119.00	119.00	150.00	31.00
Training/Education	0.00	295.00	500.00	205.00
Training/Education	0.00	358.00	1,500.00	1,142.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
<b>Total Other Purchased Services</b>	<b>238.00</b>	<b>13,201.00</b>	<b>14,885.00</b>	<b>1,684.00</b>
Office Supplies	0.00	463.55	700.00	236.45
Office Supplies	367.11	1,110.29	910.00	(200.29)
Postage Expense	0.00	950.19	950.00	(0.19)
Postage Expense	0.00	688.15	515.00	(173.15)
Billing Expense	0.00	387.65	400.00	12.35
Breakroom Supplies	0.00	264.74	250.00	(14.74)
Breakroom Supplies	52.97	479.82	300.00	(179.82)
OFFICE EQUIPMENT	0.00	144.83	700.00	555.17
OFFICE EQUIPMENT	0.00	144.83	600.00	455.17
Safety Supplies	172.00	270.26	2,000.00	1,729.74
Safety Supplies	225.00	4,106.81	2,500.00	(1,606.81)
Maintenance Supply	5,550.59	24,441.32	12,000.00	(12,441.32)

For Management Purposes Only

Sunapee SEWER Department  
**2022 Income Statement**  
 For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Sewer Line Maint. Supply	1,209.78	11,335.78	7,000.00	(4,335.78)
Pump Station Maint. Supply	1,136.73	2,180.62	6,000.00	3,819.38
Auto Fuel Expense	1,262.97	4,032.96	4,000.00	(32.96)
Auto Fuel Expense	1,373.11	4,398.60	3,000.00	(1,398.60)
Building/Custodial Expense	288.32	3,458.45	3,100.00	(358.45)
Uniform Expense	93.00	1,574.76	1,800.00	225.24
Uniform Expense	224.04	3,180.83	3,350.00	169.17
Lab Supplies	344.72	17,541.38	22,700.00	5,158.62
Lab Equipment	0.00	903.73	8,800.00	7,896.27
Chemical Expense	2,569.51	78,722.64	75,000.00	(3,722.64)
<b>Total Supplies</b>	<b>14,869.85</b>	<b>160,782.19</b>	<b>156,575.00</b>	<b>(4,207.19)</b>
Coll. Replacement Fund	0.00	26,772.00	26,772.00	0.00
Plant Replacement Fund	0.00	54,875.00	54,875.00	0.00
<b>Total Replacement Fund</b>	<b>0.00</b>	<b>81,647.00</b>	<b>81,647.00</b>	<b>0.00</b>
<b>Total Perkins Pond Misc</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 73,850.90</b>	<b>\$ 969,203.33</b>	<b>\$ 1,147,162.00</b>	<b>177,958.67</b>
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ 0.00	\$ (24,424.38)	\$ 44,211.50	68,635.88
19 Article 16 Asset Mgmt Prog	0.00	2,319.36	0.00	(2,319.36)
2019 Asset Mgmt Plan	0.00	1,936.78	0.00	(1,936.78)
WWTP Upgrade Loan Payment	0.00	21,464.62	81,697.28	60,232.66
<b>Total Bond Payments</b>	<b>0.00</b>	<b>1,296.38</b>	<b>125,908.78</b>	<b>124,612.40</b>
<b>Total Warrant Articles</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL MISC. EXPENDITURES</b>	<b>\$ 0.00</b>	<b>\$ 1,296.38</b>	<b>\$ 125,908.78</b>	<b>124,612.40</b>
<u>OTHER EXPENSES</u>				
<b>Total Replacement Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

For Management Purposes Only

Sunapee WATER Department  
**2022 Income Statement**  
 For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Property Insurance	0.00	1,200.00	3,045.00	1,845.00
Liability Insurance	0.00	500.00	1,910.00	1,410.00
Vehicle Insurance	0.00	446.65	720.00	273.35
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	82.00	282.00	200.00	(82.00)
Training/Education	0.00	546.00	1,500.00	954.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	0.00	122.66	0.00	(122.66)
<b>Total Other Purchased Services</b>	<b>82.00</b>	<b>3,097.31</b>	<b>7,575.00</b>	<b>4,477.69</b>
Office Supplies	0.00	178.83	600.00	421.17
Postage Expense	0.00	829.29	1,000.00	170.71
Billing Expense	0.00	387.66	600.00	212.34
Breakroom Supplies	0.00	199.78	300.00	100.22
OFFICE EQUIPMENT	0.00	133.33	600.00	466.67
Safety Supplies	0.00	0.00	750.00	750.00
Maintenance Supply	320.08	9,929.03	6,500.00	(3,429.03)
Distribution Supplies	1,766.13	15,684.29	12,000.00	(3,684.29)
Meter Supplies	8,045.88	12,679.92	15,000.00	2,320.08
Hydrant Replacement	0.00	0.00	4,000.00	4,000.00
Auto Fuel Expense	1,095.20	4,194.41	4,000.00	(194.41)
Building/Custodial Expense	0.00	480.00	500.00	20.00
Uniform Expense	95.12	1,544.59	1,500.00	(44.59)
Lab Supplies	482.76	3,615.02	2,250.00	(1,365.02)
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	282.45	7,076.75	6,000.00	(1,076.75)
<b>Total Supplies</b>	<b>12,087.62</b>	<b>56,932.90</b>	<b>57,100.00</b>	<b>167.10</b>
Water Replacement Fund	0.00	67,815.00	67,815.00	0.00
<b>Total Replacement Fund</b>	<b>0.00</b>	<b>67,815.00</b>	<b>67,815.00</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 36,319.22</b>	<b>\$ 400,694.08</b>	<b>\$ 451,026.00</b>	<b>50,331.92</b>
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 0.00	\$ 70,484.70	\$ 88,844.83	18,360.13
DWSRF Loan Repayment	0.00	8,422.84	0.00	(8,422.84)
DWSRF Loan Interest	0.00	5,115.59	0.00	(5,115.59)
LOAN PAYMENT-LAKE AVE	0.00	47,252.97	47,290.18	37.21
<b>Total Bond/Interest Payments</b>	<b>0.00</b>	<b>131,276.10</b>	<b>136,135.01</b>	<b>4,858.91</b>
20 Article TTHM Remediation	0.00	107,919.01	0.00	(107,919.01)
<b>Total Warrant Articles</b>	<b>0.00</b>	<b>107,919.01</b>	<b>0.00</b>	<b>(107,919.01)</b>
<b>TOTAL MISC. EXPENDITURES</b>	<b>\$ 0.00</b>	<b>\$ 239,195.11</b>	<b>\$ 136,135.01</b>	<b>(103,060.10)</b>
<u>OTHER EXPENSES</u>				
<b>Total Replacement Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

For Management Purposes Only

Sunapee WATER Department  
**2022 Income Statement**  
 For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 94.90	\$ 895.01	\$ 0.00	(895.01)
Capital Improvement Interest	3.47	39.82	0.00	(39.82)
SRB Replacement Fund Interest	382.32	4,275.14	0.00	(4,275.14)
Miscellaneous Income	0.00	2,193.44	0.00	(2,193.44)
Discounts Taken	0.67	3.77	0.00	(3.77)
Water User Fees	0.00	614,366.30	556,100.00	(58,266.30)
Water User Fee Interest	713.92	2,059.31	0.00	(2,059.31)
Water User Fee Abatement	(685.00)	(22,198.50)	0.00	22,198.50
Attachment Fees Rec'd	0.00	2,773.85	0.00	(2,773.85)
ATTACHMENT FEES REFUNDED	0.00	(1,035.00)	0.00	1,035.00
State Grant Funds Rec'd	0.00	8,461.57	16,821.97	8,360.40
State Revolving Loan Rec'd	0.00	14,593.49	0.00	(14,593.49)
Water Replacement Deposit	0.00	67,815.00	67,815.00	0.00
<b>Total Revenues</b>	<b>\$ 510.28</b>	<b>\$ 694,243.20</b>	<b>\$ 640,736.97</b>	<b>(53,506.23)</b>
<u>EXPENDITURES</u>				
Superintendent Labor	\$ 0.00	\$ 10,105.11	\$ 25,679.00	15,573.89
Full Time Labor	9,777.74	104,849.76	89,085.00	(15,764.76)
Administrative Labor	0.00	8,610.38	21,832.00	13,221.62
Overtime Pay	906.22	8,656.48	13,500.00	4,843.52
Commission Pay	0.00	275.00	1,000.00	725.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
<b>Total Wages</b>	<b>10,683.96</b>	<b>132,496.73</b>	<b>154,096.00</b>	<b>21,599.27</b>
Life & Disability Expense	160.69	2,198.28	2,455.00	256.72
FICA/Medicare	791.08	10,140.71	10,280.00	139.29
Health Insurance Expense	2,082.67	38,531.60	41,900.00	3,368.40
Retirement	1,502.16	19,138.40	17,705.00	(1,433.40)
Unemployment Expense	0.00	144.68	200.00	55.32
Worker's Comp. Expense	0.00	2,057.28	1,800.00	(257.28)
<b>Total Payroll Benefits</b>	<b>4,536.60</b>	<b>72,210.95</b>	<b>74,340.00</b>	<b>2,129.05</b>
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	1,593.55	13,018.60	10,000.00	(3,018.60)
Telephone	573.50	5,343.84	3,500.00	(1,843.84)
Alarms	1,004.00	2,434.00	2,500.00	66.00
Computer Software Support	834.88	3,009.28	10,000.00	6,990.72
Office/Computer Service	0.00	1,046.37	2,000.00	953.63
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	34.47	2,970.84	2,500.00	(470.84)
Equipment Repair	0.00	308.33	2,000.00	1,691.67
Maint.Repair/Service	2,468.43	12,157.31	15,000.00	2,842.69
Outside Lab Services	435.00	2,200.00	5,500.00	3,300.00
<b>Total Purchased Prof &amp; Tech Services</b>	<b>6,943.83</b>	<b>42,488.57</b>	<b>56,500.00</b>	<b>14,011.43</b>
Electricity Expense	1,362.19	17,455.28	20,600.00	3,144.72
Heating Fuel Expense	623.02	8,197.34	13,000.00	4,802.66
<b>Total Purchased Property Services</b>	<b>1,985.21</b>	<b>25,652.62</b>	<b>33,600.00</b>	<b>7,947.38</b>

For Management Purposes Only





**TOWN OF SUNAPEE  
WATER & SEWER COMMISSION**

P.O. BOX 347  
Sunapee, New Hampshire 03782  
Phone: (603) 763-2115 Fax: (603) 763-2271

\$448.00  
2023 Sewer User Fees  
\$32.00  
2023 Sewer Bond Fees  
Total: \$480.00  
1<sup>st</sup> Additional Billing 2023

**RENT COLLECTOR'S WARRANT**

**STATE OF NEW HAMPSHIRE**

Sullivan SS.

To Holly Leonard, Collector of SEWER RENTS & BOND FEES for the town of Sunapee in said county.

In the name of the State of New Hampshire, you are hereby directed to collect the sewer rents in the list herewith committed to you, amounting in all to the sum of:

Four Hundred Eighty & 00/100 dollars.

And we further order you to remit all money collected, to the treasurer of said town at least on a weekly basis or whenever receipts exceed \$500.00. The list on the following page is a correct list of the assessment of the additional SEWER rents for the year 2023, upon the ratable estates in said Sunapee and of additional rents assessed on the real estates in said town of persons and corporations not residents therein as made by us, the Water & Sewer Commission.

Given under our hands and seal, at Sunapee, NH this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2023.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



FUSS & O'NEILL, INC.

Remit to: For EFT/ACH:
Fuss & O'Neill, Inc. Bank of America
P. O. Box 412889 ABA 011900254
Boston, MA 02241-2889 Acct 385016029253
t 860.646.2469 FEIN: 06-0845648
accounting@fando.com
(Invoice # Reference Required) INVOICE

Dave Bailey
Town of Sunapee, NH
Sewer and Water Commission
PO Box 347
Sunapee, NH 03782

January 16, 2023
Invoice No: 0247332
Project Manager Daniel Monette
Purchase Order: 31526
A/R over 60 days:

Invoice Total \$1,277.40

Project 20211335.A10 Sunapee, NH-Lower Street Water Line Replacement

Professional Services through December 31, 2022

Table with 4 columns: Task, Fee, Percent Complete, and Billing. Row 1: 000001 Field Investigation & Survey, Total Fee 21,400.00, Percent Complete 95.40, Total Earned 20,415.60, Previous Fee Billing 20,330.00, Current Fee Billing 85.60, Total Fee 85.60, Total this Task \$85.60.

Table with 4 columns: Task, Fee, Percent Complete, and Billing. Row 1: 000002 Schematic Design & Permitting, Total Fee 10,100.00, Percent Complete 61.80, Total Earned 6,241.80, Previous Fee Billing 5,050.00, Current Fee Billing 1,191.80, Total Fee 1,191.80, Total this Task \$1,191.80.

Table with 4 columns: Task, Fee, Percent Complete, and Billing. Row 1: 000003 Design Development, Total Fee 8,400.00, Percent Complete 0.00, Total Earned 0.00, Previous Fee Billing 0.00, Current Fee Billing 0.00, Total Fee 0.00, Total this Task 0.00.

Total this Invoice \$1,277.40

Services Provided: Schematic Design, Coordination with NHDOT, SW Cole Boring Coordination and Meeting with Sunapee W&S

Net 30 days unless otherwise agreed-1.5% service charge on invoice balance over 30 days (18% per year). All applicable sales tax included.



FUSS & O'NEILL, INC.

Remit to: For EFT/ACH:
Fuss & O'Neill, Inc. Bank of America
P. O. Box 412889 ABA 011900254
Boston, MA 02241-2889 Acct 385016029253
t 860.646.2469 FEIN: 06-0845648
accounting@fando.com
(Invoice # Reference Required) INVOICE

Dave Bailey
Town of Sunapee, NH
Sewer and Water Commission
PO Box 347
Sunapee, NH 03782

January 18, 2023
Invoice No: 0247365
Project Manager Daniel Monette
Purchase Order:
A/R over 60 days:

Invoice Total \$4,609.37

Project 20211335.A20 Sunapee, NH- Water Main Design
Lower Main Street

Professional Services through December 31, 2022

Task 000001 Field Investigation & Survey
Subtask 00000A Kickoff Internal

Total Fee 3,587.00
Percent Complete 100.00
Total Earned 3,587.00
Previous Fee Billing 3,587.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00

Subtask 00000B Field Survey

Total Fee 29,609.00
Percent Complete 95.00
Total Earned 28,128.55
Previous Fee Billing 24,279.38
Current Fee Billing 3,849.17
Total Fee 3,849.17
Total this Subtask \$3,849.17

Subtask 00000C Drafting EC Plans

Total Fee 15,204.00
Percent Complete 38.00
Total Earned 5,777.52
Previous Fee Billing 5,017.32
Current Fee Billing 760.20
Total Fee 760.20
Total this Subtask \$760.20

Total this Task \$4,609.37

Task 000002 Design & Permitting

Subtask 00000A Schematic Design

Total Fee	18,400.00		
Percent Complete	83.00	Total Earned	15,272.00
		Previous Fee Billing	15,272.00
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>
<b>Total this Subtask</b>			<b>0.00</b>

---

Subtask	00000B	Shoreland Permitting	
Total Fee	7,300.00		
Percent Complete	6.00	Total Earned	438.00
		Previous Fee Billing	438.00
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>
<b>Total this Subtask</b>			<b>0.00</b>

---

Subtask	00000C	NH DOT Coordination/Excavation Permit	
Total Fee	4,300.00		
Percent Complete	0.00	Total Earned	0.00
		Previous Fee Billing	0.00
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>
<b>Total this Subtask</b>			<b>0.00</b>

---

Subtask	00000D	Bid Plans	
Total Fee	18,500.00		
Percent Complete	0.00	Total Earned	0.00
		Previous Fee Billing	0.00
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>
<b>Total this Subtask</b>			<b>0.00</b>

**Total this Task** **0.00**

---

Task	000003	Specifications & Opinions of Cost	
Total Fee	12,100.00		
Percent Complete	4.00	Total Earned	484.00
		Previous Fee Billing	484.00
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>
<b>Total this Task</b>			<b>0.00</b>

**Total this Invoice** **\$4,609.37**

---

Project	20211335.A20	Sunapee, NH- Water Main Design	Invoice	0247365
---------	--------------	--------------------------------	---------	---------

---

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Fee	4,609.37	49,077.70	53,687.07
<b>Totals</b>	<b>4,609.37</b>	<b>49,077.70</b>	<b>53,687.07</b>