



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
January 28, 2020, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. Sunapee/New London Joint Quarterly Meeting
September 24, 2020 Joint Meeting Minutes
3. Forms for Approval
December 22, 2020 Meeting Minutes
December Sewer Purchase Journal
December Water Purchase Journal
Abatement requests
2020 Lien Warrant
4. Water Treatment Highlights
Capital Reserve Fund Deposit and Authorization of Withdrawal for UV
5. Old & New Business
2021 Rates
6. Next Monthly Meeting February 25, 2020
7. Adjourn

- ***Citizen Input: In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at https://townhallstreams.com/towns/sunapee_nh. If citizens have input for the Water & Sewer Commission please contact Holly Leonard-Office Manager at holly@town.sunapee.nh.us no later than 12:30 pm on the day of the meeting. To be on the agenda via zoom, contact the Office Manager for log in information.***



TOWN OF SUNAPEE
WATER AND SEWER COMMISSION
P.O. BOX 347, SUNAPEE, NH 03782-0347
(603) 763-2115

**New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting
September 24, 2020
Sunapee Town Offices Meeting Room**

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

Also present: Holly Leonard, David Bailey, Wayne Stoddard, Kimberly Hallquist-New London Town Administrator, New London Selectmen-Nancy Rollins, Janet Kidder and John Cannon. Thomas Page and Michael Metcalf – Underwood Engineers.

The Chairman called the meeting to order at 5:32 p.m. stating that “as Chair of the Sunapee Water & Sewer Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is a physical location at 23 Edgemont Road, Meeting Room to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order.

Please note that all votes that are taken during the meeting shall be done by roll call vote.

Let’s start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.”

1. June 25, 2020 Joint Meeting Minutes: Douglas G. made a motion to accept the joint meeting minutes of June, seconded by Richard C., Sunapee polled in favor, New London polled in favor, so declared by the Chairman.
2. Wastewater Treatment Highlights: Dave B. reported that the Chlorine contact tank had been sealed and that it ended up being a very good job, he stated that the roof at the plant was re-shingled and that it had come out very well. Dave B. stated that there had been wash out problems around the pavement between the building and the ditch and that this had been repaired with cement and then paved and sealed to try and prevent it from happening again. Dave B. reported that the phosphorus removal testing is still going on and that we are still operating under the Administrative Order by Consent. He stated that DES personnel are going to be experimenting at the plant for a while more on this and that the plant has been running great. He reported that there had been some high aluminum numbers but that this was within the acceptable range.
3. Flow Ratios and Billing Percentages for 2020-2021: Holly L. presented that Kimberly H. had sent one of the spreadsheets for consideration late in the day and that Kimberly H. is continuing to use the EOS pro control sheets. Kimberly H. presented that New London has been using the pro control sheets right along for looking at the flow percentages, with the

exception of last year when there had been a change in personnel and some months missing. Dave B. stated that he had spoken with Scott MacPherson of A/D Instruments, who calibrates all of the meters for both towns, and that he had told him that the EOS system has not been calibrated for some years. There was much discussion regarding the flow numbers from the handwritten meter readings being quite a bit different in some cases from what the numbers on the pro control sheets show and that there should be some meeting with the calibration company so that everyone can understand why there are discrepancies. New London Selectmen and Sunapee Commissioners would like a tour of the facilities and to have the calibration company explain the different systems and why the numbers produced do not match up better. There was much discussion regarding the metering systems and issues with the time of day the readings are done and the large difference in the flow numbers produced by each system at times. It was decided to table the discussion on Billing percentages and flow ratios until the October meeting and revisit it at that time with more information.

After some discussion regarding the proposed 2021 Treatment Plant Budget, New London signed out of the meeting at 6:03 p.m.

Submitted by Holly Leonard.



TOWN OF SUNAPEE
WATER AND SEWER COMMISSION
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**Board of Commissioners Meeting
December 22, 2020
Sunapee Town Office Meeting Room**

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

Also present: Holly Leonard, David Bailey, Thomas Page – Underwood Engineers.

The Chairman called the meeting to order at 5:31 p.m. stating that “as Chair of the Sunapee Water & Sewer Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is a physical location at 23 Edgemont Road, Meeting Room to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order.

Please note that all votes that are taken during the meeting shall be done by roll call vote.

Let’s start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.”

1. UV System Bids and Engineer’s Recommendation to Award: There was some discussion regarding the bids having come in higher than the amount of money to be borrowed that had been approved by the voters for the project and what could be done at this point. Thomas P. stated that there are some things that could be changed to save some costs such as: switching from ductile iron to pvc, changing the flange valves and he mentioned a few other options that could be approved as a change order after the bid is awarded. Thomas P. stated that he has spoken with DES Officials and that they are encouraging continuing with the project even though the Town is back in compliance with the Disinfection By-Product limits. There was some discussion regarding where the additional funds could come from and the consensus of the Commission is to move forward and approve the award. Thomas P. gave some information as to what the State Revolving Fund loan involves and how the grant that was offered would be disbursed. Holly L. presented that there currently is around \$100,000 in the Water Capital Improvement Capital Reserve Fund that was created last year, and that from the looks of the water general fund another \$50,000 could be added to it so that the UV System Project does not completely drain these funds. Since there needs to be a unanimous vote of the whole Commission it was decided that both the vote to take excess funds from the general fund to put into the Capital Reserve Fund and the vote to use the Capital Reserve Fund to cover the cost of the UV project that is above the SRF loan amount of \$400,000 be addressed at the January meeting. Douglas G. made a motion to accept the PRB bid for construction of the Water Department UV System for the cost of \$410,000, seconded by Jimmy W., polled unanimously in the affirmative, so declared by the Chairman. There was some discussion regarding how quickly things can move forward and what things might be changeable to reduce some of the costs.

2. Forms for Approval:

November 19, 2020 Meeting Minutes: Douglas G. made a motion to accept the November 19th meeting minutes, seconded by Charles H. polled 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 Jeffrey R., after some discussion regarding Clean Waters and Eversource costs, polled unanimously in favor, so declared by the Chairman.

November Water Purchase Journal: Douglas G. made a motion to accept the Water Purchase Journal for November, seconded by Jimmy W., polled unanimously in the affirmative, so declared by the Chairman.

38 Jobs Creek Road Abatement Request: Douglas G. made a motion to discuss the abatement request for 38 Jobs Creek Road, seconded by Jimmy W., after some discussion regarding the water metering situation for White Shutters and how to determine that there has been no use of the property in question, Douglas G. made a motion to send a letter to the owner's requesting something in writing from the White Shutter Association stating that there has been no use of the property, seconded by Jimmy W., polled unanimously in favor, so declared by the Chairman.

92 Garnet Hill Road Abatement Request: Holly L. explained that this request was due to and addition to the residence that had not been completed as of September 30, 2020. Douglas G. made a motion to accept the abatement request of 92 Garnet Hill Road, second by Richard C., polled unanimously in the affirmative, so declared by the Chairman.

3. Wastewater Treatment Highlights: Dave B. reported that the plant has been running very well and that they have been paying more attention to what is going on in the ditches and making adjustments to the process often as needed and that this seems to working for keeping the phosphorus levels in line. Dave B. stated that they did have an energy audit and that there were some recommendations made by the person who performed the audit such as doing away with using the old mixer that is in need of rehabbing anyway. Dave B. does feel that there should still be a mixer to use and that a new one should be purchased at some point.

Dave B. stated that about a year ago he had asked the Commission about getting a dumpster that could be used as a dump truck and that the Commission had requested another quote. He stated that he had tried to get another quote and that this had proven to be impossible. The quote he does have is from Atlantic for \$7,500. There was some discussion regarding it being for the Freight Liner and what type of dumpster it would be. Charles H. made a motion to expend \$7,500 for a dumpster to go on the Freightliner, seconded by Jimmy W., after some discussion regarding it being used to haul dirt and debris, polled unanimously in favor, so declared by the Chairman.

4. Water Treatment Highlights: Dave B. reported that there had been a water main break on West Court Road December 1st and that it had been a challenging dig due to a sewer line crossing above the water main and that the sewer line had been encased in cement

causing much difficulty. He reported that there had been a water leak on Jobs Creek Road in Georges Mills and that the main where it had broken was very deep and that the water had surfaced about 40 feet from the break making it difficult to locate. Dave B. stated that there have been dirty water complaints coming from High Street and some on Central Street. He stated that the department has done some different things with flushing in hopes of clearing the issue up but that this had not helped. He reported that Aaron C. had suggested that perhaps the Water Department should go back to adding some RS2 for corrosion control. He stated that the use of RS2 had been discontinued some time ago due to the phosphorus limit at the Wastewater Plant and the fact that RS2 contains phosphorus. There was some discussion regarding the age of the water mains on those streets and the fact that only some of the residents are noticing discolored water. Jeffrey R. questioned if there was anything other than flushing that can be done to help alleviate the problem. Dave B. responded that there is ice pigging that can be done and that he will look into the possibility of this, as well as perhaps needing some engineering to look into the issue to help find a solution to it. There was some discussion regarding what would be involved with reinstating the use of RS2. Dave B. will look into the possibility of restarting the use of RS2 and the ice pigging to see what can be done. Jimmy W. questioned the size of the water mains in question and Dave B. responded that High Street is a 6" line and that an 8" line goes down Central Street.

5. Old & New Business:

Dave B. reported that he has made two calls to Irving regarding the generator that they pulled out the propane line of at Pump Station 2 and that he has received no response from them. Dave B. stated that he has Yankee Generators looking into both Pump Station 2 and 13 so that hopefully these can be fixed or maybe even get a quote on a new generator. Jimmy W. questioned setting a temporary tank to run the generator, Dave B. explained that he would rather just change the generator to work on vapor instead of liquid propane and that he is waiting for Yankee Generators to figure out what is needed to do this.

Holly L. presented that she had received an e-mail from Kevin Crean at the end of Northwest Lane on Perkins Pond regarding the possibility of subdividing a part of his lot to build a cabin and that he was questioning if he could tie into the sewer there. There was some discussion regarding a portion of his land being in Croydon and that this would pose an issue as Sunapee Tax Payers are helping with half of the bonding for the Perkins Pond Sewer Project. The Commission would be in favor with his tying into the sewer as long as the home to be built is on land in the Town of Sunapee.

6:52 p.m. Douglas G. made a motion to adjourn, seconded by Jimmy W., polled unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

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
12/1/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	69579768	F.W. WEBB COMPANY	147.62	147.62
12/1/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	811132	SANEL NAPA	0.58	0.58
12/1/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	811365	SANEL NAPA	6.32	6.32
12/2/20	56290P Chemical Expense 202000 Accounts Payable	290201168	HARCROS CHEMICALS INC.	706.75	706.75
12/2/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	819473	SANEL AUTO PARTS CO.	161.97	161.97
12/3/20	56200C Safety Supplies 56200P Safety Supplies 56270P Lab Supplies 56250P Building/Custodial Expense 56140P Breakroom Supplies 56210P Maintenance Supply 202000 Accounts Payable	10 + 11-20	CASH	49.49 49.50 13.74 15.99 6.99 1.15	136.86
12/3/20	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	11-20	CONSOLIDATED COMMUNICATIONS	180.98 63.39 372.31	616.68
12/3/20	53090P Outside Lab Services 202000 Accounts Payable	219572	EASTERN ANALYTICAL, INC.	101.50	101.50
12/3/20	53090P Outside Lab Services 202000 Accounts Payable	220333	EASTERN ANALYTICAL, INC.	17.50	17.50
12/3/20	56100C Office Supplies 56100P Office Supplies 202000 Accounts Payable	C097243	SCHWAAB, INC	27.75 27.75	55.50
12/8/20	56260P	035 4542409		51.32	

**Sunapee SEWER Department
Purchase Journal**

For the Period From Dec 1, 2020 to Dec 31, 2020

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Uniform Expense 56260C			28.15	
	Uniform Expense 56250P			51.54	
	Building/Custodial Expense 202000		UNIFIRST		131.01
	Accounts Payable				
12/8/20	55220P Training/Education 202000	12-20 Mitts	TREASURER STATE OF NH	50.00	50.00
	Accounts Payable				
12/8/20	56100P Office Supplies 202000	12567203	QUILL CORPORATION	9.08	9.08
	Accounts Payable				
12/8/20	56100C Office Supplies 202000	12579580	QUILL CORPORATION	20.45	20.45
	Accounts Payable				
12/8/20	53090P Outside Lab Services 202000	219903	EASTERN ANALYTICAL, INC.	17.50	17.50
	Accounts Payable				
12/8/20	56270P Lab Supplies 202000	429739	USA BLUEBOOK	684.95	684.95
	Accounts Payable				
12/8/20	54200C Heating Fuel Expense 202000	742303	IRVING OIL CORP	89.91	89.91
	Accounts Payable				
12/8/20	54200C Heating Fuel Expense 202000	744642	IRVING OIL CORP	121.86	121.86
	Accounts Payable				
12/8/20	54200C Heating Fuel Expense 202000	745125	IRVING OIL CORP	98.54	98.54
	Accounts Payable				
12/8/20	54200C Heating Fuel Expense 202000	745816	IRVING OIL CORP	125.27	125.27
	Accounts Payable				
12/9/20	56150C OFFICE EQUIPMENT	6092078-763700		80.06	
	56150P OFFICE EQUIPMENT 202000		HOLLY LEONARD	80.06	160.12
	Accounts Payable				
12/10/20	56260P Uniform Expense 56260C	035 4540391		51.32	
	Uniform Expense 56250P			28.15	
	Building/Custodial Expense 202000		UNIFIRST	51.54	131.01

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	Accounts Payable				
12/10/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	1009748	DAVE'S STARTER AND ALTERNATOR	253.50	253.50
12/10/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	1395089	BELLETETTES	17.98	17.98
12/10/20	53090P Outside Lab Services 202000 Accounts Payable	220484	EASTERN ANALYTICAL, INC.	84.00	84.00
12/11/20	53072C Pump Station Maint. Service 202000 Accounts Payable	4395	YANKEE GENERATOR, INC.	326.56	326.56
12/14/20	53070P Maintenance Service 202000 Accounts Payable	026328	A/D INSTRUMENT REPAIR, INC.	600.00	600.00
12/14/20	54100C Electricity Expense 54100P Electricity Expense 202000 Accounts Payable	12-20	EVERSOURCE	1,841.60 4,445.63	6,287.23
12/14/20	56210P Maintenance Supply 202000 Accounts Payable	1393231	BELLETETTES	10.64	10.64
12/14/20	54200P Heating Fuel Expense 202000 Accounts Payable	443570	IRVING OIL CORP	286.14	286.14
12/14/20	56210P Maintenance Supply 202000 Accounts Payable	53815	UNITED CONSTRUCTION CORP	440.29	440.29
12/15/20	56230C Pump Station Maint. Supply 56200C Safety Supplies 202000 Accounts Payable	121020	AARON CARTIER	66.29 109.99	176.28
12/15/20	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	313732	TREASURER STATE OF NH	161.72 168.93	330.65
12/16/20	56270P Lab Supplies 202000 Accounts Payable	1119	HAMPSHIRE PURIFIED WATER	205.50	205.50

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12/16/20	53030P Telephone	9868652557		102.42	
	53030C Telephone			102.42	
	53030C Telephone			174.99	
	53030P Telephone			174.99	
	57200C 20 Article 34 CMOM			949.99	
	202000 Accounts Payable		VERIZON WIRELESS		1,504.81
12/17/20	54200C Heating Fuel Expense	835601		178.85	
	202000 Accounts Payable		IRVING OIL CORP		178.85
12/17/20	54200C Heating Fuel Expense	835932		104.01	
	202000 Accounts Payable		IRVING OIL CORP		104.01
12/17/20	54200C Heating Fuel Expense	836381		62.33	
	202000 Accounts Payable		IRVING OIL CORP		62.33
12/17/20	54200C Heating Fuel Expense	836668		142.77	
	202000 Accounts Payable		IRVING OIL CORP		142.77
12/18/20	53090P Outside Lab Services	220835		17.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		17.50
12/22/20	53094P BIOS HANDLING	00010684		2,570.36	
	202000 Accounts Payable		Town of Merrimack		2,570.36
12/22/20	56210P Maintenance Supply	1521637		600.00	
	56230C Pump Station Maint. Supply			299.00	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		899.00
12/22/20	57200C 20 Article 34 CMOM	16184		1,994.40	
	202000 Accounts Payable		UNDERWOOD ENGINEERS, INC.		1,994.40
12/22/20	56140C Breakroom Supplies	17720654 120820		34.50	
	202000 Accounts Payable		CRYSTAL ROCK LLC		34.50
12/22/20	56280P Lab Equipment	3075823558		828.06	
	202000 Accounts Payable		IDEXX DISTRIBUTION, INC		828.06
12/22/20	56290P	5047		1,607.81	

Sunapee SEWER Department
Purchase Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Chemical Expense 202000 Accounts Payable		HOLLAND COMPANY, INC.		1,607.81
12/22/20	56210P Maintenance Supply 202000 Accounts Payable	9740364675		392.00	
			W.W. GRAINGER, INC.		392.00
12/23/20	53070P Maintenance Service 202000 Accounts Payable	026368		2,134.88	
			A/D INSTRUMENT REPAIR, INC.		2,134.88
12/23/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4544360		51.32 28.15 51.54	
			UNIFIRST		131.01
12/23/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4546321		51.32 28.15 51.54	
			UNIFIRST		131.01
12/23/20	53090P Outside Lab Services 202000 Accounts Payable	221013		84.00	
			EASTERN ANALYTICAL, INC.		84.00
12/23/20	56210P Maintenance Supply 202000 Accounts Payable	27224		599.04	
			THE MAHER CORPORATION		599.04
12/23/20	53050P Auto Repair/Service 202000 Accounts Payable	821492		71.94	
			SANEL NAPA		71.94
12/23/20	53050C Auto Repair/Service 202000 Accounts Payable	821959		15.38	
			SANEL NAPA		15.38
12/23/20	53050C Auto Repair/Service 202000 Accounts Payable	822139		15.91	
			SANEL NAPA		15.91
12/28/20	56130C Billing Expense 56100P Office Supplies 202000 Accounts Payable	571701928		163.79 163.79	
			RR DONNELLEY		327.58
12/30/20	56290P Chemical Expense 202000	095909		1,314.45	
			ARIES CHEMICAL, INC		1,314.45

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
12/30/20	53030P Telephone	12-20		180.98	
	53030C Telephone			63.39	
	53031C Alarms			374.48	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		618.85
12/30/20	56240P Auto Fuel Expense	69387046		14.00	
	202000 Accounts Payable		WEX BANK		14.00
12/31/20	53094P BIOS HANDLING	00010734		2,236.00	
	202000 Accounts Payable		Town of Merrimack		2,236.00
12/31/20	56260P Uniform Expense	035 4548263		51.32	
	56260C Uniform Expense			28.15	
	56250P Building/Custodial Expense			51.54	
	202000 Accounts Payable		UNIFIRST		131.01
12/31/20	202000 Accounts Payable	035 4548263	BELLETETTES		
12/31/20	56230C Pump Station Maint. Supply	1431036		4.94	
	202000 Accounts Payable		BELLETETTES		4.94
12/31/20	53090P Outside Lab Services	221254		17.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		17.50
12/31/20	56290P Chemical Expense	290201589		1,705.75	
	202000 Accounts Payable		HARCROS CHEMICALS INC.		1,705.75
12/31/20	56270P Lab Supplies	428549		2,215.65	
	202000 Accounts Payable		USA BLUEBOOK		2,215.65
12/31/20	56270P Lab Supplies	447298		96.95	
	202000 Accounts Payable		USA BLUEBOOK		96.95
12/31/20	56270P Lab Supplies	447700		827.50	
	202000 Accounts Payable		USA BLUEBOOK		827.50
12/31/20	51000C Superintendent Labor	666		2,975.00	
	51000P Superintendent Labor			5,600.00	

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Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	51100C Full Time Labor			4,087.24	
	51100P Full Time Labor			15,574.92	
	51200C Administrative Labor			2,131.53	
	51200P Administrative Labor			2,131.53	
	51300P Overtime Pay			1,978.90	
	51300C Overtime Pay			1,665.94	
	52100C Life & Disability Expense			110.56	
	52100P Life & Disability Expense			238.13	
	52200P FICA/Medicare Expense			2,275.76	
	52200C FICA/Medicare Expense			826.12	
	53041C Office/Computer Service			166.90	
	53041P Office/Computer Service			166.91	
	56150C OFFICE EQUIPMENT			250.00	
	56150P OFFICE EQUIPMENT			250.00	
	52400P Retirement			3,152.84	
	52400C Retirement			860.07	
	202000 Accounts Payable		TOWN OF SUNAPEE		44,442.35
12/31/20	54200P Heating Fuel Expense 202000 Accounts Payable	732723	IRVING OIL CORP	342.51	342.51
12/31/20	53050C Auto Repair/Service 202000 Accounts Payable	805654	SANEL NAPA	39.10	39.10
12/31/20	53050C Auto Repair/Service 202000 Accounts Payable	823218	SANEL NAPA	292.88	292.88
12/31/20	53050P Auto Repair/Service 202000 Accounts Payable	823270	SANEL AUTO PARTS CO,	54.89	54.89
12/31/20	56210P Maintenance Supply 202000 Accounts Payable	9747693647	W.W. GRAINGER, INC.	214.04	214.04
12/31/20	54100C Electricity Expense 202000 Accounts Payable	ps 8 12-20	EVERSOURCE	178.99	178.99
				81,204.26	81,204.26

Sunapee SEWER Department
Purchase Journal

For the Period From Dec 1, 2020 to Dec 31, 2020

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
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Sunapee WATER Department
Purchase Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

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
12/1/20	530900 Outside Lab Services 202000 Accounts Payable	219573	EASTERN ANALYTICAL, INC	30.00	30.00
12/2/20	530900 Outside Lab Services 202000 Accounts Payable	120110473	NELSON ANALYTICAL LAB	295.00	295.00
12/2/20	562900 Chemical Expense 202000 Accounts Payable	290201169	HARCROS	151.65	151.65
12/2/20	562400 Auto Fuel Expense 202000 Accounts Payable	68956091	WEX BANK	14.00	14.00
12/3/20	562300 Meter Supplies 202000 Accounts Payable	242845	STILES COMPANY	1,893.40	1,893.40
12/3/20	561000 Office Supplies 202000 Accounts Payable	C097243	SCHWAAB, INC.	27.75	27.75
12/4/20	530300 Telephone 530310 Alarms 202000 Accounts Payable	11-20	CONSOLIDATED COMMUNICATIONS	88.56 84.00	172.56
12/8/20	562600 Uniform Expense 202000 Accounts Payable	035 4542409	UNIFIRST	26.58	26.58
12/8/20	530900 Outside Lab Services 202000 Accounts Payable	120120304	NELSON ANALYTICAL LAB	45.00	45.00
12/8/20	561000 Office Supplies 202000 Accounts Payable	12579580	QUILL CORPORATION	20.45	20.45
12/8/20	530900 Outside Lab Services 202000 Accounts Payable	219892	EASTERN ANALYTICAL, INC	30.00	30.00
12/8/20	562350 Hydrant Replacement 202000 Accounts Payable	3524301	HOME DEPOT	17.47	17.47
12/8/20	583000 20 Article TTHM Remediation 202000 Accounts Payable	36241	UNION LEADER CORP	653.10	653.10

Sunapee WATER Department Purchase Journal For the Period From Dec 1, 2020 to Dec 31, 2020

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
12/9/20	561500 OFFICE EQUIPMENT 202000 Accounts Payable	6092078-763700	Holly Leonard	80.06	80.06
12/10/20	562600 Uniform Expense 202000 Accounts Payable	035 4540391	UNIFIRST	26.58	26.58
12/10/20	530900 Outside Lab Services 202000 Accounts Payable	120090300	NELSON ANALYTICAL LAB	45.00	45.00
12/10/20	530900 Outside Lab Services 202000 Accounts Payable	220478	EASTERN ANALYTICAL, INC	30.00	30.00
12/14/20	541000 Electricity Expense 202000 Accounts Payable	12-20	EVERSOURCE	1,476.48	1,476.48
12/14/20	530900 Outside Lab Services 202000 Accounts Payable	220241	EASTERN ANALYTICAL, INC	30.00	30.00
12/14/20	542000 Heating Fuel Expense 202000 Accounts Payable	525697	IRVING OIL CORPORATION	123.93	123.93
12/14/20	562200 Distribution Supplies 202000 Accounts Payable	53815	UNITED CONSTRUCTION CORP.	464.15	464.15
12/14/20	562350 Hydrant Replacement 202000 Accounts Payable	5797952	E.J.PRESCOTT INC	2,550.00	2,550.00
12/14/20	562100 Maintenance Supply 202000 Accounts Payable	69718201	F.W. WEBB COMPANY	14.18	14.18
12/15/20	562400 Auto Fuel Expense 202000 Accounts Payable	313732	TREASURER STATE OF NH	155.41	155.41
12/16/20	530300 Telephone 202000 Accounts Payable	12-16-20	COMCAST	160.60	160.60
12/16/20	530300 Telephone 202000 Accounts Payable	9868652557	VERIZON WIRELESS	102.41	102.41
12/17/20	542000 Heating Fuel Expense	823679		189.42	

Sunapee WATER Department
Purchase Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

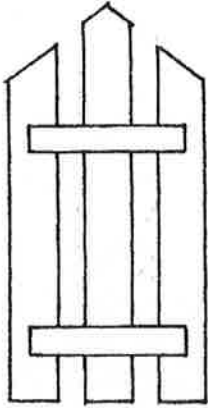
Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		IRVING OIL CORPORATION		189.42
12/17/20	542000 Heating Fuel Expense 202000 Accounts Payable	824228		229.51	
			IRVING OIL CORPORATION		229.51
12/22/20	552100 Dues & Publications 202000 Accounts Payable	20212031		160.00	
			NHWWA		160.00
12/23/20	562600 Uniform Expense 202000 Accounts Payable	035 4544360		26.58	
			UNIFIRST		26.58
12/23/20	562600 Uniform Expense 202000 Accounts Payable	035 4546321		26.58	
			UNIFIRST		26.58
12/23/20	561000 Office Supplies 202000 Accounts Payable	204443767		127.69	
			RR DONNELLEY		127.69
12/23/20	562200 Distribution Supplies 202000 Accounts Payable	53950		345.86	
			UNITED CONSTRUCTION CORP.		345.86
12/29/20	562900 Chemical Expense 202000 Accounts Payable	290201590		202.20	
			HARCROS		202.20
12/29/20	530700 Maint.Repair/Service 202000 Accounts Payable	8790		1,055.00	
			GALLUP TRUCKING & EXCAVATION		1,055.00
12/29/20	562100 Maintenance Supply 202000 Accounts Payable	NP3040529-01		15.19	
			LAVALLEY BUILDING SUPPLY		15.19
12/30/20	530300 Telephone 530310 Alarms 202000 Accounts Payable	12-20		88.56	
				84.00	
			CONSOLIDATED COMMUNICATIONS		172.56
12/30/20	542000 Heating Fuel Expense 202000 Accounts Payable	348889		371.43	
			IRVING OIL CORPORATION		371.43
12/30/20	530500 Auto Repair/Service 202000 Accounts Payable	823367		8.49	
			SANEL NAPA		8.49
12/31/20	562600 Uniform Expense	035 4548263		26.58	

Sunapee WATER Department
Purchase Journal
For the Period From Dec 1, 2020 to Dec 31, 2020

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		UNIFIRST		26.58
12/31/20	530200 Legal/Engineering Fees 202000 Accounts Payable	16239		2,828.80	
			UNDERWOOD ENGINEERS, INC.		2,828.80
12/31/20	553000 Advertising Expense 202000 Accounts Payable	300122687		156.00	
			EAGLE TIMES		156.00
12/31/20	510000 Superintendent Labor 511000 Full Time Labor 512000 Administrative Labor 513000 Overtime Pay 521000 Life & Disability Expense 522000 FICA/Medicare 561500 OFFICE EQUIPMENT 530410 Office/Computer Service 202000 Accounts Payable	666		1,925.00 4,405.84 1,382.94 1,020.31 218.28 469.22 249.00 135.77	
			TOWN OF SUNAPEE		9,806.36
				24,384.01	24,384.01



WHITE SHUTTER LODGES ASSOCIATION, INC.
6 WHITE SHUTTER ROAD
SUNAPEE, NEW HAMPSHIRE 03782

5 January 2021

Town of Sunapee
Water and Sewer Commission
PO Box 347
Sunapee, NH 03782-0347

Dear Holly—

As Treasurer of White Shutter Lodges Association, Inc., I am writing to you to verify that the owners of 38 Jobs Creek Road in Sunapee have been unable to use their property since they assumed ownership in December of 2019. They are requesting an abatement for sewer fees for the period from October 1, 2019 through September 30, 2020.

The Association supports this request wholeheartedly. Please feel free to contact me if you have any further questions about this matter.

Most sincerely,

A handwritten signature in black ink that reads "Karen L. Shea". The signature is written in a cursive style.

Karen L Shea
Treasurer
karenshea24@gmail.com

cc: Cathy Shea & Bradley Weiss, owners
Jay MacDonald, President



TOWN OF SUNAPEE
Water and Sewer Commission

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

RECEIVED
JAN 19 2020
TOWN OF SUNAPEE
WATER & SEWER

Request for Abatement

Name: Dustin Aldrich

Map/Lot: 0118-0007

Mailing Address: P.O. Box 122

Location of Property: 106 Marys Road Road

Georges Mills, NH 03751

Year for Abatement: 2020

Reason for Abatement: No Water Use

Amount Requested: Water: \$ _____

Water Interest: _____ Total: _____

Water Bond: \$ _____

Bond Interest: \$ _____ Total: \$ _____

Sewer: \$ 390.00

Sewer Interest: \$ 9.75 Total: \$ 399.75

Sewer Bond: \$ _____

Bond Interest: \$ _____ Total: \$ _____

By signing below, the applying party(s) certifies and swears under the penalties of RSA 641, the application has a good-faith basis, and the facts stated are true to the best of my/our knowledge.

Date: 1/19/21

[Handwritten Signature]
Signature of Applicant

Signature of applicant

Decision of the Commission: _____

SUNAPEE WATER & SEWER COMMISSION:

Motion to deposit \$50,000 into the water capital reserve fund in accordance with RSA 38:29 III, and authorizing the withdrawal for that purpose, of \$50,000 from surplus water rental funds being held in the water department general fund checking account.

Motion to withdraw the amount needed to complete the Ultraviolet Disinfection upgrade at the Harbor Hill Water Treatment Plant, if the project exceeds the \$400,000 that was authorized to borrow by the Town. And to authorize the withdrawal of said amount from the Water Capital Improvement Capital Reserve Fund, that was established for such purposes, in accordance with RSA 38:29 III.

Approved 2020	Sewer Plant	Sewer Collection	TOTAL Sewer
Wages	222,700.00	101,185.00	323,885.00
Payroll Expenses	122,600.00	64,150.00	186,750.00
Purchased Prof. & Tech Services	106,965.00	55,950.00	162,915.00
Purchased Property Services	72,000.00	34,710.00	106,710.00
Other Purchased Services	8,860.00	5,675.00	14,535.00
Supplies	182,400.00	48,315.00	230,715.00
Total O & M	715,525.00	309,985.00	1,025,510.00

Upgrade Loan	84,915.00	
Perkins Pond		\$ 46,229.00

Total Bond **84,915.00** **46,229.00**

2020 O & M & BOND TOTAL **\$ 800,440.00** **\$ 356,214.00** **\$ 1,156,654.00**

Proposed 2021	Sewer Plant	Sewer Collection	TOTAL Sewer	% Increase From 19
Wages	229,810.00	104,165.00	333,975.00	3%
Payroll Expenses	127,118.00	64,920.00	192,038.00	3%
Purchased Prof. & Tech Services	112,815.00	57,650.00	170,465.00	5%
Purchased Property Services	72,000.00	34,710.00	106,710.00	0%
Other Purchased Services	8,560.00	5,475.00	14,035.00	-3%
Supplies	188,882.00	49,742.00	238,624.00	3%
Total O & M	739,185.00	316,662.00	1,055,847.00	
O & M % of increase	3.31%	2.15%	2.96%	

Bond Debt			
Perkins Pond		\$ 45,312.50	45,312.50
Upgrade	84,915.00		84,915.00
Total Bond	84,915.00	45,312.50	

2021 O & M & BOND TOTAL **\$ 824,100.00** **\$ 361,974.50** **\$ 1,186,074.50**

Anticipated Revenue 2021

1465 Sewer Rents	\$ 572,598.00	based on 2020 Warrant	
Town of New London	\$ 524,820.00	71%	
Upgrade Bond Fees	\$ 23,440.00		
Upgrade Bond Grant	\$ 39,130.00		
Perkins Pond Grant	\$ 4,916.50		
Perkins Pond Bond Fee:	\$ 35,935.12		
Total Sewer			\$ 1,200,839.62

Fund Balances at 1/21/21

Capital Improvement Reserve	\$ 324,400.00
Operating Funds	\$ 635,629.00
Capital Improvement Account	\$ 532,754.00
Replacement Funds	\$ 803,500.00
	\$ 2,296,283.00

Water Department
2021 Draft Budget
Summary

Approved	2020	Water
Wages		\$ 134,745.00
Payroll Expenses		\$ 70,450.00
Purchased Prof. & Tech Services		\$ 52,900.00
Purchased Property Services		\$ 27,815.00
Other Purchased Services		\$ 7,675.00
Supplies		\$ 120,182.00
	Total O & M	413,767.00
Bond Debt		
Lake Ave Sunapee Loan		49,642.06
1997 Water Treatment Bond		89,310.94
	Total Bond	138,953.00
2020 O & M AND BOND TOTAL		\$ 552,720.00

Proposed	2021	Water	% Increase from 20
Wages		\$ 139,785.00	4%
Payroll Expenses		\$ 74,535.00	6%
Purchased Prof. & Tech Services		\$ 62,100.00	17%
Purchased Property Services		\$ 27,815.00	0%
Other Purchased Services		\$ 7,275.00	-5%
Supplies		\$ 117,040.00	-2.61%
	Total O & M	428,550.00	
	O & M % of increa	3.57%	
Bond Debt			
Lake Ave Sunapee Loan		48,760.18	-2%
1997 Water Treatment Bond		88,844.83	-1%
	Total Bond	137,605.01	
2021 O & M AND BOND TOTAL		\$ 566,155.01	

Anticipated Revenue 2021			
based on 2020 Warrant	Water Rents	\$ 442,518.58	
	Bond Fees	\$ 138,855.00	\$ 32,040.54
1072 Equivalent Users	2020 State Grant	\$ 16,821.97	
	Total Water	\$ 598,195.55	

	Balance 1/21/20	\$
General	\$ 404,568.98	\$ -
Cap Imp	\$ 53,538.65	
Replacement	\$ 309,116.37	
Cap Imp Captial Reserve	\$ 100,684.00	
	<u>\$ 867,908.00</u>	

2nd Billing 2019

Per Mo	6 month average usage per user	6 month usage total	base rate \$135.00 w/16,000gal	.015/gal over 16,000gal	cost per customer 6 months
Under 1000	186.79	464283	2499.00		\$ 135.00
1001-2000	221.75	1986538	29936.25		\$ 135.00
2001-2666	143.27	2313268	19341.45	0	\$ 135.00
2666-4000 over	59.65	1021808	8052.75	1011.0675	\$151.95
4001-5000 over	268	5379950	36180.00	16381.5	\$196.13
5001-6000 over	71.4	1901483	9639.00	11385.801	\$294.47
6001-7000 over	44.5	1461915	6007.50	11248.71	\$387.78
7001 & over over	74.5	4557186	10057.50	50477.475	\$812.55
	1069.9		\$ 121,713.45	\$ 90,504.55	
			Hydrants	\$ 9,500.00	
				\$ 221,718.00	

1st Billing 2020

Per Mo	6 month average usage per user	6 month usage total	base rate \$135.00 w/16,000gal	.015/gal over 16,000gal	cost per customer 6 months
Under 1000	492	1286447	66411.90	\$	135.00
1001-2000	266	2398724	35910.00	\$	135.00
2001-2667	102	1352917	13770.00		\$135.00
2668-3000	53.7	17266 1266	7249.50	1019.76	18.9899
3001-4000	85.2	20235 4235	11496.60	5112.33	60.0321
4001-5000	26	27138 11138	3510.00	4343.82	167.07
5001-6000	30.5	33277 17277	4117.50	7904.2275	259.155
6001 & Up	16	32191 16191	2160.00	3885.84	242.865
	1071		\$ 144,625.50	\$ 22,265.98	
			Hydrants	\$ 9,500.00	
				\$ 176,391.48	