



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
November 18, 2021, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. Forms for Approval
 - October 28, 2021 Meeting Minutes
 - October Sewer Purchase Journal
 - October Water Purchase Journal
 - 2021 - Sewer Income Statement through 10/31/21
 - 2021 - Water Income Statement through 10/31/21
 - 2nd Billing Warrants 2021 Revised
3. Water Treatment Highlights
4. Wastewater Treatment Highlights
5. Old & New Business
 - 76 Lower Main Street
 - Mietelski Shed
6. Next Monthly Meeting December 16, 2021
7. Adjourn



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

Board of Commissioners Meeting
October 28, 2021
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard, David Bailey.

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

1. Forms for Signing:

September 30, 2021 Meeting Minutes: Douglas G. made a motion to accept the September 30th Meeting Minutes, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

September Sewer Purchase Journal: Douglas G. made a motion to accept the September Sewer Department Purchase Journal, seconded by Jimmy W., after some discussion regarding Consolidated Communications and the need for better internet at the Wastewater Plant, voted unanimously in favor, so declared by the Chairman.

September Water Purchase Journal: Douglas G. made a motion to accept the September Water Purchase Journal, seconded by Richard C., voted unanimously in the affirmative, so declared by the Chairman.

Second Billing Warrants 2021: Holly L. presented that the Second Water Billing Warrant for 2021 had ended up being \$252,845.35 for water user fees and \$69,527.25 for the water bond fees which totals \$322,372.60, and that the Second Sewer Billing Warrant for 2021 had been \$287,572.35 for sewer user fees and \$41,421.96 for sewer bond fees, totaling \$328,994.31. Douglas G. made a motion to approve the second billing warrants for 2021, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

4th Pay Application for PRB Construction: Jimmy W. made a motion to approve the pay application for PRB Construction, seconded by Douglas G., after some discussion regarding the change order and the amount due, voted unanimously in favor, so declared by the Chairman.

2. Water Treatment Highlights: Dave B. reported that the meter reading is completed and that it had been quite a challenge this time with the new meters and new software making it much more difficult to get the billing done. Dave B. stated that the summer lines and meters are all blown out and ready for winter. He reported that PRB has been getting a lot of work done but that A/D Instruments may hold things up with the instrumentation part of things and that while waiting for construction the costs of the instrumentation may have increased. There was some discussion about the possible increase in costs and how that may affect the overall project cost. Dave B. stated that he thinks there may be a leak on the water line to the Town Office building and that he is considering trying to fix it although it is the Town's line. Theodore G. thinks that the Town should be made aware that the line is a problem that needs fixing. There was some discussion regarding the hydro and water lines and valves and the need to be cautious while repairing this.

Dave B. stated that truck inspections had been done this month and that the cruiser is getting a new spring and putting new tires on it and getting some recall problems fixed. There was some discussion regarding undercoating and who would be hired to do this.

3. Wastewater Treatment Highlights: Dave B. reported that there had been a large shipment of rare earth received and that it seems to be doing its job. He stated that as of Monday the 1st the AOC is no longer in effect and that he feels that he can meet the phosphorus numbers until they are reduced in the spring when there may be more challenges with meeting the limits. There was some discussion regarding problems that are occurring with the polymer pump and Dave B. stated that the polymer is an issue with all types of pumps that have been tried.

4. Old & New Business:

76 Lower Main Street Water Issue: Theodore G. stated that Douglas G. is going to try and get this meter issue fixed and would propose tabling the discussion to see what the outcome of the resolution is.

Mietelski Shed: Holly L. reported that Commission Counsel had suggested that drafting a new easement would solve the issue. The Commission would see how much the legal fees for this would be and they would propose that Mr. Mietelski be asked to contribute to the cost of the legal fees.

Possible USDA Bond Refunding: After reviewing the proposed refunding savings that should be realized from refunding the USDA loans for the Wastewater Treatment Plant Upgrade and the Perkins Pond Sewer Jimmy W. made a motion to refinance the bonds for the upgrade and the Perkins Pond Sewer, seconded by Douglas G., voted unanimously in favor, voted unanimously so declared by the Chairman.

2022 Budgets: After much presentation and discussion regarding the presented budgets, new employees to come on board and the employment issues facing everyone currently, Jimmy W. made a motion to accept the budgets as printed with adjustments noted to wages and payroll expensed for two new employees, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.

The next monthly meeting will be on November 18th.

6:27 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 Oct 1, 2021 to Oct 31, 2021

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
10/4/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	1964595	BELLETTETTES	7.19	7.19
10/4/21	56240P Auto Fuel Expense 202000 Accounts Payable	74687700	WEX BANK	14.00	14.00
10/4/21	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	9-21	CONSOLODATED COMMUNICATIONS	213.37 71.99 409.83	695.19
10/4/21	57300P 16 Article Phragmites 202000 Accounts Payable	PI-A00679388	SOLITUDE LAKE MANAGEMENT	2,100.00	2,100.00
10/5/21	53072C Pump Station Maint. Service 202000 Accounts Payable	66552	AAA PUMP SERVICE-FAY ELECTRIC MOTORS	2,956.19	2,956.19
10/5/21	56210P Maintenance Supply 202000 Accounts Payable	7010981	HOME DEPOT CREDIT SERVICES	212.09	212.09
10/6/21	53094P BIOS HANDLING 202000 Accounts Payable	00011167	Town of Merrimack	2,783.91	2,783.91
10/6/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070068779	UNIFIRST	41.58 26.08 46.33	113.99
10/6/21	53090P Outside Lab Services 202000 Accounts Payable	232935	EASTERN ANALYTICAL, INC.	101.50	101.50
10/6/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	246320	STILES COMPANY	287.70	287.70
10/6/21	51000C Superintendent Labor 51000P Superintendent Labor 51100C Full Time Labor 51100P Full Time Labor 51200C	692		1,814.80 3,629.60 6,237.55 8,422.37 1,548.41	

Sunapee SEWER Department**Purchase Journal****For the Period From Oct 1, 2021 to Oct 31, 2021**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Administrative Labor 51200P			1,548.41	
	Administrative Labor 51300C			857.05	
	Overtime Pay 51300P			899.61	
	Overtime Pay 52100C			182.00	
	Life & Disability Expense 52100P			252.30	
	Life & Disability Expense 52200C			778.97	
	FICA/Medicare Expense 52200P			1,063.18	
	FICA/Medicare Expense 52400C			936.26	
	Retirement 52400P			2,808.86	
	Retirement 53041C			135.77	
	Office/Computer Service 53041P			135.78	
	Office/Computer Service 55300C			45.00	
	Advertising Expense 55300P			45.00	
	Advertising Expense 202000		TOWN OF SUNAPEE		31,340.92
	Accounts Payable				
10/6/21	56270P Lab Supplies	8&9 21		24.90	
	56210P Maintenance Supply			7.62	
	202000 Accounts Payable		CASH		32.52
10/6/21	55230P Employee Testing	Moote		25.00	
	202000 Accounts Payable		STATE OF NH DEPT OF SAFETY-Criminal Rec		25.00
10/7/21	56220C Sewer Line Maint. Supply	018-126593		225.00	
	202000 Accounts Payable		NEWPORT SAND & GRAVEL		225.00
10/25/21	56290P Chemical Expense	099003		1,370.94	
	202000 Accounts Payable		ARIES CHEMICAL, INC		1,370.94
10/25/21	53050C Auto Repair/Service	10-1-21		90.00	
	202000 Accounts Payable		JACKSON'S GARAGE		90.00
10/25/21	54100C Electricity Expense	10/21		775.30	
	54100P Electricity Expense			4,673.80	
	202000 Accounts Payable		EVERSOURCE		5,449.10
10/25/21	56260P Uniform Expense	1070070688		41.58	
	56260C			26.08	

Sunapee SEWER Department
Purchase Journal
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	Uniform Expense 56250P			46.33	
	Building/Custodial Expense 202000		UNIFIRST		113.99
	Accounts Payable				
10/25/21	56260P	1070072565		41.58	
	Uniform Expense 56260C			26.08	
	Uniform Expense 56250P			46.33	
	Building/Custodial Expense 202000		UNIFIRST		113.99
	Accounts Payable				
10/25/21	56290P	11953		2,593.16	
	Chemical Expense 202000		HOLLAND COMPANY, INC.		2,593.16
	Accounts Payable				
10/25/21	53090P	121100615		30.00	
	Outside Lab Services 202000		NELSON ANALYTICAL LAB		30.00
	Accounts Payable				
10/25/21	57200C	17296		3,518.20	
	19 Article 16 Asset Mgmt Pro 202000		UNDERWOOD ENGINEERS, INC.		3,518.20
	Accounts Payable				
10/25/21	56140C	17720654 101221		33.94	
	Breakroom Supplies 202000		CRYSTAL ROCK LLC		33.94
	Accounts Payable				
10/25/21	56100C	19873247		45.95	
	Office Supplies 202000		QUILL CORPORATION		45.95
	Accounts Payable				
10/25/21	53090P	233347		101.50	
	Outside Lab Services 202000		EASTERN ANALYTICAL, INC.		101.50
	Accounts Payable				
10/25/21	56240C	322778		265.94	
	Auto Fuel Expense 56240P			258.91	
	Auto Fuel Expense 202000		TREASURER STATE OF NH		524.85
	Accounts Payable				
10/25/21	56270P	397539		181.50	
	Lab Supplies 202000		NSI Solutions, Inc.		181.50
	Accounts Payable				
10/25/21	56270P	461204		120.23	
	Lab Supplies 202000		NCL OF WISCONSIN, INC.		120.23
	Accounts Payable				
10/25/21	53050C	62214		125.94	
	Auto Repair/Service 202000		HILLSBORO FORD		125.94
	Accounts Payable				

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10/25/21	56270P Lab Supplies 202000 Accounts Payable	753861	USA BLUEBOOK	450.73	450.73
10/25/21	53050P Auto Repair/Service 53050C Auto Repair/Service 202000 Accounts Payable	859148	SANEL NAPA	140.55 300.00	440.55
10/25/21	53050P Auto Repair/Service 202000 Accounts Payable	859382	SANEL NAPA	39.96	39.96
10/25/21	56130C Billing Expense 202000 Accounts Payable	899553158	RR DONNELLEY	164.98	164.98
10/25/21	53030P Telephone 53030C Telephone 202000 Accounts Payable	9890124065	VERIZON WIRELESS	104.33 104.33	208.66
10/25/21	56290P Chemical Expense 202000 Accounts Payable	IN000082	NEO WATER TREATMENT LLC	14,510.28	14,510.28
10/25/21	56210P Maintenance Supply 202000 Accounts Payable	NP3127259-01	LAVALLEY BUILDING SUPPLY	27.90	27.90
10/26/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070074443	UNIFIRST	41.58 26.08 48.49	116.15
10/26/21	53090P Outside Lab Services 202000 Accounts Payable	234180	EASTERN ANALYTICAL, INC.	101.50	101.50
10/27/21	56210P Maintenance Supply 202000 Accounts Payable	NP3123321-01	LAVALLEY BUILDING SUPPLY	5.21	5.21
10/27/21	202000 Accounts Payable	NP312725901-01	LAVALLEY BUILDING SUPPLY		
10/28/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	001-287230	NEWPORT SAND & GRAVEL	80.85	80.85
10/28/21	53050C	034159		463.00	

**Sunapee SEWER Department
Purchase Journal**

For the Period From Oct 1, 2021 to Oct 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Auto Repair/Service 202000 Accounts Payable		Sunapee Street Auto Works		463.00
10/28/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	2037150	BELLETETTES	5.98	5.98
10/28/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	55552	ALL & AWL REPAIR	624.17	624.17
				<u>72,548.41</u>	<u>72,548.41</u>

Sunapee WATER Department
Purchase Journal

For the Period From Oct 1, 2021 to Oct 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/4/21	562200 Distribution Supplies 202000 Accounts Payable	56509	UNITED CONSTRUCTION CORP.	42.22	42.22
10/4/21	530300 Telephone 530310 Alarms 202000 Accounts Payable	9-21	CONSOOLIDATED COMMUNICATIONS	96.73 84.00	180.73
10/6/21	562600 Uniform Expense 202000 Accounts Payable	1070068779	UNIFIRST	23.20	23.20
10/6/21	510000 Superintendent Labor 511000 Full Time Labor 512000 Administrative Labor 513000 Overtime Pay 521000 Life & Disability Expense 522000 FICA/Medicare 524000 Retirement 202000 Accounts Payable	692	TOWN OF SUNAPEE	1,814.80 3,816.77 1,549.57 431.64 132.67 556.14 1,579.92	9,881.51
10/6/21	562100 Maintenance Supply 202000 Accounts Payable	73144702	F.W. WEBB COMPANY	102.30	102.30
10/6/21	552300 Employee Testing 202000 Accounts Payable	Turner	State Of NH-Criminal Records	25.00	25.00
10/7/21	561200 Postage Expense 202000 Accounts Payable	8&9 21	CASH	104.56	104.56
10/25/21	541000 Electricity Expense 202000 Accounts Payable	10-21	EVERSOURCE	1,514.55	1,514.55
10/25/21	530500 Auto Repair/Service 202000 Accounts Payable	10-8-21	JACKSON"S GARAGE	90.00	90.00
10/25/21	562600 Uniform Expense 202000 Accounts Payable	1070070688	UNIFIRST	23.20	23.20
10/25/21	562600 Uniform Expense 202000	1070072565	UNIFIRST	23.20	23.20

Sunapee WATER Department
Purchase Journal
For the Period From Oct 1, 2021 to Oct 31, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
10/25/21	530900 Outside Lab Services 202000 Accounts Payable	121100604	NELSON ANALYTICAL LAB	45.00	45.00
10/25/21	583000 20 Article TTHM Remediation 202000 Accounts Payable	17308	UNDERWOOD ENGINEERS, INC.	1,328.80	1,328.80
10/25/21	562400 Auto Fuel Expense 202000 Accounts Payable	322778	TREASURER STATE OF NH	299.38	299.38
10/25/21	530500 Auto Repair/Service 202000 Accounts Payable	859148	SANEL NAPA	300.00	300.00
10/25/21	561300 Billing Expense 202000 Accounts Payable	899553158	RR DONNELLEY	164.97	164.97
10/25/21	542000 Heating Fuel Expense 202000 Accounts Payable	938127	IRVING OIL CORPORATION	686.62	686.62
10/25/21	530300 Telephone 202000 Accounts Payable	9890124065	VERIZON WIRELESS	104.34	104.34
10/26/21	562600 Uniform Expense 202000 Accounts Payable	1070074443	UNIFIRST	23.20	23.20
10/27/21	530300 Telephone 202000 Accounts Payable	11-10-21	COMCAST	159.42	159.42
10/27/21	562900 Chemical Expense 202000 Accounts Payable	290206650	HARCROS	256.50	256.50
10/28/21	530600 Equipment Repair 202000 Accounts Payable	55552	ALL & AWL REPAIR	624.17	624.17
10/28/21	583000 20 Article TTHM Remediation 202000 Accounts Payable	Pay App 4	PRB Construction Inc.	112,029.09	112,029.09
				128,031.96	128,031.96

Sunapee SEWER Department
2021 Income Statement
 For the Ten Months Ending October 31, 2021

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 2,682.43	\$ 2,682.43	\$ 0.00	(2,682.43)
Checking Acct. Interest	0.00	0.00	0.00	0.00
Surplus Savings Interest	0.00	0.00	0.00	0.00
Capital Improvement Interest	2,230.59	2,230.59	0.00	(2,230.59)
SRB Plant Replacement Interest	1,993.40	1,993.40	0.00	(1,993.40)
SRB Collection Replacement Int	1,383.99	1,383.99	0.00	(1,383.99)
PDIP Interest	0.00	0.00	0.00	0.00
Plant Replacement Interest	0.00	0.00	0.00	0.00
Coll. Replacement Interest	0.00	0.00	0.00	0.00
B-1-4 Construction Interest	0.00	0.00	0.00	0.00
B-5 Garnet Hill Rd Interest	0.00	0.00	0.00	0.00
Insurance Reimbursement	0.00	0.00	0.00	0.00
New London Reimbursement	0.00	0.00	0.00	0.00
Miscellaneous Income	3,154.35	3,154.35	0.00	(3,154.35)
Income from other agencies	0.00	0.00	0.00	0.00
Town General Fund Perkins Pond	0.00	0.00	0.00	0.00
Discounts Taken	0.00	0.00	0.00	0.00
New London Quarterly	416,724.30	416,724.30	524,820.00	108,095.70
Sewer User Fees	327,518.34	327,518.34	631,973.00	304,454.66
Sewer User Fee Interest	0.00	0.00	0.00	0.00
Sewer User Fee Abatement	(9.75)	(9.75)	0.00	9.75
Attachment fee Refunded	0.00	0.00	0.00	0.00
Attachment Fees Rec'd	21,440.00	21,440.00	0.00	(21,440.00)
WWTP Contributions	0.00	0.00	0.00	0.00
Septic Receiving	30,747.00	30,747.00	0.00	(30,747.00)
Grant Funds Rec'd	0.00	0.00	0.00	0.00
Upgrade Grant Received	39,130.00	39,130.00	39,130.00	0.00
Funds rec'd from Cap Reserve	20,750.00	20,750.00	0.00	(20,750.00)
Perkins Pond Grant Funds	9,649.00	9,649.00	4,916.50	(4,732.50)
Plant Replacement Deposit	53,277.00	53,277.00	53,277.00	0.00
Collection Replacement Deposit	25,992.00	25,992.00	25,992.00	0.00
Total Revenues	956,662.65	956,662.65	1,280,108.50	323,445.85

EXPENDITURES

Superintendent Labor	18,792.40	18,792.40	24,075.00	5,282.60
Superintendent Labor	37,809.01	37,809.01	48,145.00	10,335.99
Full Time Labor	32,191.46	32,191.46	54,075.00	21,883.54
Full Time Labor	89,888.21	89,888.21	152,650.00	62,761.79
Administrative Labor	15,413.37	15,413.37	20,015.00	4,601.63
Administrative Labor	15,413.08	15,413.08	20,015.00	4,601.92
Overtime Pay	3,178.78	3,178.78	5,000.00	1,821.22
Overtime Pay	7,507.75	7,507.75	8,000.00	492.25
P/T Seasonal Labor	0.00	0.00	0.00	0.00
Commission Pay	568.33	568.33	1,000.00	431.67
Commission Pay	568.33	568.33	1,000.00	431.67
Unused Sick Leave Pay	0.00	0.00	2,250.00	2,250.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	221,330.72	221,330.72	339,225.00	117,894.28

Life & Disability Expense	1,009.60	1,009.60	1,905.00	895.40
Life & Disability Expense	2,258.54	2,258.54	3,920.00	1,661.46

For Management Purposes Only

Sunapee SEWER Department
2021 Income Statement
 For the Ten Months Ending October 31, 2021

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
FICA/Medicare Expense	5,125.06	5,125.06	7,790.00	2,664.94
FICA/Medicare Expense	11,323.50	11,323.50	17,200.00	5,876.50
Health Insurance Expense	17,004.00	17,004.00	38,850.00	21,846.00
Health Insurance Expense	37,245.84	37,245.84	71,565.00	34,319.16
Retirement	6,538.58	6,538.58	12,505.00	5,966.42
Retirement	15,845.94	15,845.94	28,195.00	12,349.06
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	0.00	1,510.00	1,510.00
Worker's Comp. Expense	0.00	0.00	3,018.00	3,018.00
Total Payroll Benefits	96,351.06	96,351.06	186,788.00	90,436.94
Auditing	0.00	0.00	1,000.00	1,000.00
Auditing	0.00	0.00	1,500.00	1,500.00
Legal/Engineering Fees	3,364.00	3,364.00	3,000.00	(364.00)
Legal/Engineering Fees	0.00	0.00	5,000.00	5,000.00
Kennedy vs Sunapee	0.00	0.00	0.00	0.00
Unbudgeted Expenditures	0.00	0.00	0.00	0.00
Telephone	1,641.49	1,641.49	2,350.00	708.51
Telephone	3,072.50	3,072.50	4,000.00	927.50
Alarms	4,238.70	4,238.70	5,000.00	761.30
Alarms	0.00	0.00	0.00	0.00
Pagers	0.00	0.00	0.00	0.00
Pagers	0.00	0.00	0.00	0.00
Computer Software Support	1,350.00	1,350.00	1,300.00	(50.00)
Computer Software Support	500.00	500.00	615.00	115.00
Office/Computer Service	1,242.69	1,242.69	1,500.00	257.31
Office/Computer Service	2,213.51	2,213.51	2,500.00	286.49
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	1,355.86	1,355.86	3,000.00	1,644.14
Auto Repair/Service	1,552.55	1,552.55	1,500.00	(52.55)
Maintenance Service	13,101.70	13,101.70	22,000.00	8,898.30
Sewer Line Maint. Service	1,588.50	1,588.50	4,000.00	2,411.50
Pump Station Maint. Service	11,986.05	11,986.05	17,000.00	5,013.95
New London Force Main	0.00	0.00	0.00	0.00
NL Pump Station Upgrade	0.00	0.00	0.00	0.00
Manhole Contract	9,971.58	9,971.58	17,000.00	7,028.42
Outside Lab Services	6,221.27	6,221.27	18,000.00	11,778.73
BIOS HANDLING	45,955.10	45,955.10	54,000.00	8,044.90
BIOS Trucking	0.00	0.00	0.00	0.00
Geo-tube	0.00	0.00	0.00	0.00
BIOS Lab	969.00	969.00	1,200.00	231.00
Total Purchased Prof & Tech Services	110,324.50	110,324.50	170,465.00	60,140.50
Electricity Expense	13,700.96	13,700.96	24,410.00	10,709.04
Electricity Expense	49,267.80	49,267.80	63,500.00	14,232.20
Heating Fuel Expense	2,527.30	2,527.30	10,300.00	7,772.70
Heating Fuel Expense	2,440.94	2,440.94	8,500.00	6,059.06
Total Purchased Property Services	67,937.00	67,937.00	106,710.00	38,773.00
Property Insurance	0.00	0.00	1,555.00	1,555.00
Property Insurance	0.00	0.00	4,500.00	4,500.00
Liability Insurance	0.00	0.00	2,410.00	2,410.00
Liability Insurance	0.00	0.00	2,510.00	2,510.00

For Management Purposes Only

Sunapee SEWER Department
2021 Income Statement
 For the Ten Months Ending October 31, 2021

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Vehicle Insurance	0.00	0.00	1,035.00	1,035.00
Vehicle Insurance	0.00	0.00	300.00	300.00
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	0.00	75.00	75.00
Dues & Publications	75.00	75.00	75.00	0.00
Dues & Publications	85.00	85.00	150.00	65.00
Training/Education	0.00	0.00	250.00	250.00
Training/Education	1,121.00	1,121.00	900.00	(221.00)
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	25.00	25.00	50.00	25.00
Advertising Expense	125.10	125.10	0.00	(125.10)
Advertising Expense	125.10	125.10	0.00	(125.10)
Total Other Purchased Services	1,556.20	1,556.20	13,960.00	12,403.80
Office Supplies	345.38	345.38	700.00	354.62
Office Supplies	327.78	327.78	910.00	582.22
Postage Expense	55.33	55.33	900.00	844.67
Postage Expense	55.33	55.33	495.00	439.67
Billing Expense	394.98	394.98	400.00	5.02
Breakroom Supplies	184.51	184.51	250.00	65.49
Breakroom Supplies	171.69	171.69	300.00	128.31
OFFICE EQUIPMENT	0.00	0.00	700.00	700.00
OFFICE EQUIPMENT	99.99	99.99	600.00	500.01
Safety Supplies	124.99	124.99	2,200.00	2,075.01
Safety Supplies	1,700.85	1,700.85	2,500.00	799.15
Maintenance Supply	4,129.92	4,129.92	15,000.00	10,870.08
Sewer Line Maint. Supply	8,187.73	8,187.73	3,000.00	(5,187.73)
Pump Station Maint. Supply	2,161.30	2,161.30	10,000.00	7,838.70
Auto Fuel Expense	2,343.87	2,343.87	4,000.00	1,656.13
Auto Fuel Expense	2,702.28	2,702.28	2,850.00	147.72
Building/Custodial Expense	2,221.51	2,221.51	3,100.00	878.49
Uniform Expense	1,026.01	1,026.01	1,800.00	773.99
Uniform Expense	1,910.52	1,910.52	3,350.00	1,439.48
Lab Supplies	15,509.70	15,509.70	22,700.00	7,190.30
Lab Shipping	0.00	0.00	0.00	0.00
Lab Equipment	1,026.85	1,026.85	8,800.00	7,773.15
Chemical Expense	0.00	0.00	0.00	0.00
Chemical Expense	57,420.58	57,420.58	75,000.00	17,579.42
Total Supplies	102,101.10	102,101.10	159,555.00	57,453.90
Coll. Replacement Fund	25,992.00	25,992.00	25,992.00	0.00
Plant Replacement Fund	53,277.00	53,277.00	53,277.00	0.00
Total Replacement Fund	79,269.00	79,269.00	79,269.00	0.00
Perkins Pond Misc.	0.00	0.00	0.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 678,869.58	\$ 678,869.58	\$ 1,055,972.00	377,102.42

MISCELLANEOUS EXPENSES

Perkins Pond Bond Payments	\$ 22,747.75	\$ 22,747.75	\$ 0.00	(22,747.75)
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For Management Purposes Only

Sunapee SEWER Department
2021 Income Statement
 For the Ten Months Ending October 31, 2021

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
19 Article 16 Asset Mgmt Prog	12,905.70	12,905.70	15,000.00	2,094.30
2019 Asset Mgmt Plan	4,217.60	4,217.60	15,000.00	10,782.40
BOND 5 GARNET HILL REFUND	0.00	0.00	0.00	0.00
16 Article Phragmites	2,100.00	2,100.00	0.00	(2,100.00)
19 ARTICLE BACKHOE REFURBISH	0.00	0.00	0.00	0.00
19 Article 28 Backhoe Refurbis	0.00	0.00	0.00	0.00
19 Article 27 Pump St Upgrades	22,500.00	22,500.00	0.00	(22,500.00)
WWTP Upgrade Loan Payment	84,915.00	84,915.00	0.00	(84,915.00)
Total Bond Payments	149,386.05	149,386.05	30,000.00	(119,386.05)
19 Article 16 Asset Mgmt Prog	12,905.70	12,905.70	15,000.00	2,094.30
2019 Asset Mgmt Plan	4,217.60	4,217.60	15,000.00	10,782.40
Total Warrant Articles	17,123.30	17,123.30	30,000.00	12,876.70
TOTAL MISC. EXPENDITURES	\$ 166,509.35	\$ 166,509.35	\$ 60,000.00	(106,509.35)
<u>OTHER EXPENSES</u>				
Coll. Replacement Expense	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Plant Replacement Expense	10,104.30	10,104.30	0.00	(10,104.30)
Total Replacement Expenses	10,104.30	10,104.30	0.00	(10,104.30)

Sunapee WATER Department
2021 Income Statement
 For the Ten Months Ending October 31, 2021

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 1,642.26	\$ 1,642.26	\$ 0.00	(1,642.26)
Checking Acct. Interest	0.00	0.00	0.00	0.00
Surplus Savings Interest	0.00	0.00	0.00	0.00
Capital Improvement Interest	32.22	32.22	0.00	(32.22)
Replacement Fund Interest	0.00	0.00	0.00	0.00
PDIP -General Surplus Interest	0.00	0.00	0.00	0.00
SRB Replacement Fund Interest	2,849.82	2,849.82	0.00	(2,849.82)
PDIP -1997 Water Bond Interest	0.00	0.00	0.00	0.00
Insurance Reimbursement	0.00	0.00	0.00	0.00
PDIP -DWSRF Repay. Interest	0.00	0.00	0.00	0.00
Miscellaneous Income	50.25	50.25	0.00	(50.25)
Discounts Taken	0.00	0.00	0.00	0.00
Water User Fees	268,456.29	268,456.29	581,374.00	312,917.71
Water User Fee Interest	0.00	0.00	0.00	0.00
Water User Fee Abatement	553.88	553.88	0.00	(553.88)
State Boat Grant	0.00	0.00	0.00	0.00
Attachment Fees Rec'd	3,000.00	3,000.00	0.00	(3,000.00)
GM Water Project Income	0.00	0.00	0.00	0.00
ATTACHMENT FEES REFUNDED	(1,000.00)	(1,000.00)	0.00	1,000.00
Federal Grant Funds Rec'd	0.00	0.00	0.00	0.00
State Grant Funds Rec'd	8,361.15	8,361.15	16,821.97	8,460.82
State Revolving Loan Rec'd	0.00	0.00	0.00	0.00
Water Replacement Deposit	65,840.00	65,840.00	0.00	(65,840.00)
Total Revenues	\$ 349,785.87	\$ 349,785.87	\$ 598,195.97	248,410.10
<u>EXPENDITURES</u>				
Superintendent Labor	\$ 19,558.48	\$ 19,558.48	\$ 24,075.00	4,516.52
Full Time Labor	74,320.73	74,320.73	84,085.00	9,764.27
Administrative Labor	15,424.63	15,424.63	20,625.00	5,200.37
Overtime Pay	8,963.95	8,963.95	10,000.00	1,036.05
P/T Seasonal Labor	0.00	0.00	0.00	0.00
Commission Pay	568.34	568.34	1,000.00	431.66
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	118,836.13	118,836.13	142,785.00	23,948.87
Life & Disability Expense	1,970.36	1,970.36	2,315.00	344.64
FICA/Medicare	9,047.59	9,047.59	9,700.00	652.41
Health Insurance Expense	31,253.32	31,253.32	40,895.00	9,641.68
Retirement	12,689.58	12,689.58	16,625.00	3,935.42
Unemployment Expense	0.00	0.00	200.00	200.00
Worker's Comp. Expense	0.00	0.00	1,800.00	1,800.00
Total Payroll Benefits	54,960.85	54,960.85	71,535.00	16,574.15
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	0.00	0.00	10,000.00	10,000.00
ENGINEERING FEES	4,790.00	4,790.00	0.00	(4,790.00)
Telephone	3,450.78	3,450.78	3,500.00	49.22
Alarms	1,406.00	1,406.00	1,500.00	94.00
Pagers	0.00	0.00	0.00	0.00
Computer Software Support	3,530.00	3,530.00	16,600.00	13,070.00

For Management Purposes Only

Sunapee WATER Department
2021 Income Statement
 For the Ten Months Ending October 31, 2021

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Office/Computer Service	1,033.45	1,033.45	2,000.00	966.55
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	720.72	720.72	2,500.00	1,779.28
Equipment Repair	1,991.81	1,991.81	2,000.00	8.19
Maint.Repair/Service	5,441.90	5,441.90	15,000.00	9,558.10
Lab Services	0.00	0.00	0.00	0.00
Outside Lab Services	1,681.00	1,681.00	5,500.00	3,819.00
Total Purchased Prof & Tech Services	24,045.66	24,045.66	62,100.00	38,054.34
Electricity Expense	14,147.16	14,147.16	18,515.00	4,367.84
Heating Fuel Expense	5,157.35	5,157.35	9,300.00	4,142.65
Total Purchased Property Services	19,304.51	19,304.51	27,815.00	8,510.49
Property Insurance	0.00	0.00	3,045.00	3,045.00
Liability Insurance	0.00	0.00	1,910.00	1,910.00
Liability Claim	0.00	0.00	0.00	0.00
Vehicle Insurance	0.00	0.00	720.00	720.00
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	85.00	85.00	200.00	115.00
Training/Education	281.00	281.00	1,200.00	919.00
Employee Testing	25.00	25.00	50.00	25.00
Advertising Expense	80.10	80.10	0.00	(80.10)
Total Other Purchased Services	471.10	471.10	7,275.00	6,803.90
Office Supplies	179.34	179.34	600.00	420.66
Postage Expense	159.90	159.90	1,000.00	840.10
Billing Expense	634.13	634.13	600.00	(34.13)
Breakroom Supplies	125.38	125.38	900.00	774.62
OFFICE EQUIPMENT	0.00	0.00	600.00	600.00
Safety Supplies	157.49	157.49	750.00	592.51
Maintenance Supply	1,099.85	1,099.85	7,500.00	6,400.15
Distribution Supplies	14,849.89	14,849.89	12,000.00	(2,849.89)
Meter Supplies	12,260.00	12,260.00	10,000.00	(2,260.00)
Hydrant Replacement	0.00	0.00	2,000.00	2,000.00
Auto Fuel Expense	2,014.22	2,014.22	4,000.00	1,985.78
Building/Custodial Expense	211.00	211.00	500.00	289.00
Uniform Expense	1,076.45	1,076.45	1,600.00	523.55
Lab Supplies	0.00	0.00	2,250.00	2,250.00
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	4,566.75	4,566.75	6,000.00	1,433.25
Total Supplies	37,334.40	37,334.40	51,800.00	14,465.60
Water Replacement Fund	65,840.00	65,840.00	65,840.00	0.00
Total Replacement Fund	65,840.00	65,840.00	65,840.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 320,792.65	\$ 320,792.65	\$ 429,150.00	108,357.35

MISCELLANEOUS EXPENSES

1997 Water Bond Payments	\$ 88,844.83	\$ 88,844.83	\$ 88,844.83	0.00
DWSRF Loan Repayment	0.00	0.00	0.00	0.00
DWSRF Loan Interest	0.00	0.00	0.00	0.00

For Management Purposes Only

Sunapee WATER Department
2021 Income Statement
 For the Ten Months Ending October 31, 2021

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Bond Payments - Principal	0.00	0.00	0.00	0.00
LOAN PAYMENT-LAKE AVE	24,347.64	24,347.64	48,760.18	24,412.54
Total Bond/Interest Payments	113,192.47	113,192.47	137,605.01	24,412.54
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 113,192.47	\$ 113,192.47	\$ 137,605.01	24,412.54
<u>OTHER EXPENSES</u>				
Water Replacement Expense	\$ 12,469.00	\$ 12,469.00	\$ 0.00	(12,469.00)
Total Replacement Expenses	12,469.00	12,469.00	0.00	(12,469.00)
2019 CR Establish	50,000.00	50,000.00	0.00	(50,000.00)
WATER PROTECTION	0.00	0.00	0.00	0.00
Total Unbudgeted Expenditures	50,000.00	50,000.00	0.00	(50,000.00)
TOTAL OTHER EXPENSES	\$ 62,469.00	\$ 62,469.00	\$ 0.00	(62,469.00)



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

\$287,767.35
 2021 Sewer User Fees
 \$41,437.96
 2021 Sewer Bond Fees
 Total: \$329,205.31
 Second Billing Revised

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:

Three Hundred Twenty-Nine Thousand Two Hundred Five & 31/100 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 2021, 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 2021.

_____	_____
_____	_____
_____	_____
_____	_____



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

\$218,190.85
2021 Water User Fees
\$69,527.25
2021 Water Bond Fees
Total: \$287,718.10
Second Billing Revised

RENT COLLECTOR'S WARRANT
STATE OF NEW HAMPSHIRE

Sullivan SS.

To Holly Leonard, Collector of WATER 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 water rents in the list herewith committed to you, amounting in all to the sum of:

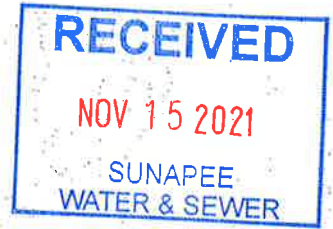
Two hundred eighty-seven thousand seven hundred eighteen and 10/100 dollars.

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 pages is a correct list of the assessment of the WATER & BOND FEE rents for the year 2021, upon the ratable estates in said Sunapee and of all 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 2021.



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



Request for Abatement

Name: Judith Zappala Trust Map/Lot: 0128-0046-0000
Mailing Address: 42 Garnet Street Location of Property: 40 Garnet Street
Sunapee, NH 03782 Year for Abatement: 2021

Reason for Abatement: House has been torn down and is being rebuilt no use for a year

Amount Requested: Water: \$ <u>270.00</u>	Water Interest: \$ <u>0</u>	Total: \$ <u>270.00</u>
Water Bond: \$ _____	Bond Interest: \$ _____	Total: \$ _____
Sewer: \$ <u>390.00</u>	Sewer Interest: \$ _____	Total: \$ <u>390.00</u>
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: 11-15-21

Judith Zappala
Signature of applicant

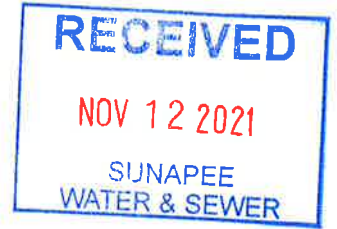
Signature of applicant

Decision of the Commission: _____

SUNAPEE WATER & SEWER COMMISSION:



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



Request for Abatement

Name: S. Tibbetts 2015 Revocable Trust

Map/Lot: 0127-0020

Mailing Address: 239 Queens Cottage Lane

Location of Property: 189 Lake Avenue

Johns Island, SC 29455

Year for Abatement: 2021

Reason for Abatement: No Use Tearing House Down

Amount Requested: Water: \$ 270.00

Water Interest: \$ 0

Total: \$ 270.00

Water Bond: \$ _____

Bond Interest: \$ _____

Total: \$ _____

Sewer: \$ 390.00

Sewer Interest: \$ _____

Total: \$ 390.00

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: Nov 8, 2021

Signature of applicant

Signature of applicant

Decision of the Commission: _____

SUNAPEE WATER & SEWER COMMISSION:



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

Billing Error Adjustment

Name: Joshua Trow

Map/Lot: 0130-0024

Mailing Address: 23 West Court Road

Location of Property: 23 West Court Rd

 Sunapee, NH 03782

Year for Abatement: 2021

Reason for Adjustment

Water: \$ 135.00 Water Interest: \$ Total: \$ 135.00

Water Bond: \$ Bond Interest: \$ Total: \$

Sewer: \$ Sewer Interest: \$ Total: \$

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: November 16, 2021


 Signature of clerk

Decision of the Commission: _____

SUNAPEE WATER & SEWER COMMISSION:

