



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

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

Board of Commissioners Meeting  
December 16, 2021, 5:30 p.m.  
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. Forms for Approval
  - November 18, 2021 Meeting Minutes
  - November Sewer Purchase Journal
  - November Water Purchase Journal
  - 2021 - Sewer Income Statement through 11/30/21
  - 2021 – Water Income Statement through 11/30/21
3. Water Treatment Highlights
4. Wastewater Treatment Highlights
5. Old & New Business
  - UV System Status & Change Order No: 2
6. Non-Public session pursuant to RSA 91-A:3 Par II Sec (a),  
Superintendent Review
7. Next Monthly Meeting January 27, 2022
8. Adjourn



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

**Board of Commissioners Meeting**  
**November 18, 2021**  
**Sunapee Town Office Meeting Room**

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

Also present: Holly Leonard, David Bailey and Stephen Mietelski.

The Chairman called the meeting to order at 5:31 p.m.

1. The Chairman requested that the Commission address Mr. Mietelski's issue at the start of the meeting as he was in attendance. Dave B. presented that Steve M. wants to leave the shed on his property where it is and that although there was an agreement and easement stating that it must be moved he thinks that the request is reasonable. Steve M. stated that he would like to leave the garage where it is and does not want to have to move it. Theodore G. stated that the Commission wanted to have the easement revised in order to address the leaving of the shed in place. Theodore G. questioned if Steve M. would be interested in perhaps sharing the cost and asked him what he thought would be equitable. Steve M. presented that he is willing to split the cost of the legal fees to do this work half and half. The Commission was in agreement that this would be acceptable. Charles H. made a motion to have the easement revised and share the cost evenly with Mr. Mietelski, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.
2. Forms for Signing:
  - October 28, 2021 Meeting Minutes: Douglas G. made a motion to accept the October Meeting Minutes, seconded by Jimmy W., voted four in favor, two abstained, so declared by the Chairman.
  - October Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Purchase Journal for October, seconded by Jimmy W., after some discussion regarding cost of the rare earth from Neo Water, septic receiving and sludge in the ditches, voted unanimously in favor, so declared by the Chairman.
  - October Water Purchase Journal: Jimmy W. made a motion to accept the Sunapee Water Department Purchase Journal for October, seconded by Charles H., after some discussion regarding criminal records checks and the Water Plant upgrade, voted unanimously in the affirmative, so declared by the Chairman.
  - Sewer Department Income Statement – October 31,21: Jimmy W. made a motion to accept the 2021 Income Statement for the Sewer Department, seconded by Charles H., after some discussion regarding septic receiving income, voted unanimously in favor, so declared by the Chairman.
  - Water Department Income Statement – October 31, 2021: Jimmy W. made a motion to accept the 2021 Income Statement for the Water Department, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

Second Billing Warrants 2021 Revised: Holly L. presented that there had been quite a few erroneous water meter readings and after resolving these Second Water Billing Warrant for 2021 had ended up being \$218,190.85 for Water User Fees, which was considerable less than the warrant approved at the October meeting creating the need for revision, the water bond fees had remained at \$69,527.25 which totaled \$287,718.10, and that the Second Sewer Billing Warrant for 2021 had been revised slightly for one extra unit that had been missed ending with \$287,767.35 for sewer user fees and \$41,437.96 for sewer bond fees, totaling \$329,205.31. Douglas G. made a motion to accept the revised second rent collectors warrants for 2021, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

40 Garnet Street Abatement Request: After some discussion regarding the property, Douglas G. made a motion to approve the request for abatement for 40 Garnet Street, seconded by Richard C., voted unanimously in favor, so declared by the Chairman.

189 Lake Avenue Abatement Request: Jimmy W. made a motion to approve the request for abatement for water and sewer for 189 Lake Avenue, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

23 West Court Road Billing Error Adjustment: Holly L. presented that the bill had calculated the water user fee at twice the flat rate and that it needed to be corrected. Jimmy W. made a motion to adjust the water charges on the bill for 23 West Court Road, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

3. Water Treatment Highlights: Dave B. reported that the hydrants had all been flushed and antifreeze added to them so that they are ready for the winter. Dave B. stated that there is going to be a sanitary survey done next week by the State on the water systems. He reported that backflow prevention devices had been tested yesterday and that the tech doing the work had also done some leak detection on the line to the Town Office, and that he thought he had picked up on a leak part of the way up the hill. There was some discussion regarding water use and accounted for water versus unaccounted for water.
4. Wastewater Treatment Highlights: Dave B. stated that Anthony is going to be doing PFOA sampling on the 23<sup>rd</sup> around 8:00 a.m. There was some discussion regarding if New London would be involved in the sampling. Dave B. reported that there is a polymer pump guy coming next week and that he is hoping to get a better means of dealing with the polymer from him. Dave B. stated that the price of sludge receiving is probably going to go up. There was some discussion regarding the sludge drying machine proposal and if RMI had any more information. Dave B. will check in with them on it. Dave B. reported that the new propane tank had been set at Pump Station #13 and that the underground tank had been removed. He stated that the plumber is working on getting the heat going there and that the generator guy will need to get that up and running as well. He stated that the same thing needs to be done at Pump Station 4 because it is still running on liquid propane. There was some discussion regarding the pump stations and propane tanks on Lake Avenue and Garnet Street.
5. Old & New Business:  
Jimmy W. questioned if the hiring is all done. Dave B. reported that one new employee started this week and that the other will be starting at the end of the month.  
76 Lower Main Street Water Issue: Douglas G. stated that he had no luck with getting the meter issue fixed yet and would propose tabling the discussion again in hopes of finding a resolution.

Dave B. presented that he had received a proposal from an engineer to get plans for upgrading some of the higher priority streets in town if there is enough money from the ARPA funding available. The Commission would have him present this to the Town Manager and see what is going on with the funding. There was some discussion regarding the ARPA funding and qualifying items as well as the lack of companies available to get quotes from and to do the work.

The next monthly meeting will be at Harbor Hill Road on December 16<sup>th</sup>.

6:30 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 Nov 1, 2021 to Nov 30, 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
11/4/21	53030P Telephone	10/21		210.57	
	53030C Telephone			71.29	
	53031C Alarms			376.80	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		658.66
11/4/21	56270P Lab Supplies	12675851		1,167.53	
	202000 Accounts Payable		HACH COMPANY		1,167.53
11/4/21	53070P Maintenance Service	1483		2,694.42	
	202000 Accounts Payable		COMBUSTION SERVICES CORP		2,694.42
11/4/21	53070P Maintenance Service	1484		2,676.01	
	202000 Accounts Payable		COMBUSTION SERVICES CORP		2,676.01
11/4/21	54200C Heating Fuel Expense	247496		18.46	
	202000 Accounts Payable		IRVING OIL CORP		18.46
11/4/21	56280P Lab Equipment	3094657134		844.08	
	202000 Accounts Payable		IDEXX DISTRIBUTION, INC		844.08
11/4/21	54200C Heating Fuel Expense	35674		144.75	
	202000 Accounts Payable		IRVING OIL CORP		144.75
11/4/21	52300C Health Insurance Expense	695		1,472.50	
	52300P Health Insurance Expense			5,027.50	
	202000 Accounts Payable		TOWN OF SUNAPEE		6,500.00
11/4/21	56240P Auto Fuel Expense	75520776		14.00	
	202000 Accounts Payable		WEX BANK		14.00
11/4/21	53090P Outside Lab Services	989390		136.00	
	202000 Accounts Payable		ENVIRONMENTAL RESOURCE ASSOC.		136.00
11/4/21	55220P Training/Education	BAILEY RENEW		50.00	
	202000 Accounts Payable		TREASURER STATE OF NH		50.00
11/5/21	54200C Heating Fuel Expense	127866		711.94	
	202000 Accounts Payable		IRVING OIL CORP		711.94
11/5/21	54200C	151869		703.13	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Heating Fuel Expense 202000 Accounts Payable		IRVING OIL CORP		703.13
11/10/21	53094P BIOS HANDLING 202000 Accounts Payable	00011225	Town of Merrimack	2,808.05	2,808.05
11/10/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070076285	UNIFIRST	41.58 26.08 46.33	113.99
11/10/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070078641	UNIFIRST	41.58 26.08 46.33	113.99
11/10/21	53072C Pump Station Maint. Service 202000 Accounts Payable	11-6-21	KDL CONSTRUCTION	625.00	625.00
11/10/21	57200P 2019 Asset Mgmt Plan 202000 Accounts Payable	17420	UNDERWOOD ENGINEERS, INC.	1,887.64	1,887.64
11/10/21	53090P Outside Lab Services 202000 Accounts Payable	234902	EASTERN ANALYTICAL, INC.	101.50	101.50
11/10/21	56290P Chemical Expense 202000 Accounts Payable	290206872	HARCROS CHEMICALS INC.	720.50	720.50
11/10/21	56280P Lab Equipment 202000 Accounts Payable	3095087464	IDEXX DISTRIBUTION, INC	277.40	277.40
11/10/21	54200P Heating Fuel Expense 202000 Accounts Payable	344190	IRVING OIL CORP	11.81	11.81
11/10/21	54200P Heating Fuel Expense 202000 Accounts Payable	344764	IRVING OIL CORP	752.07	752.07
11/10/21	54200C Heating Fuel Expense 202000 Accounts Payable	347782	IRVING OIL CORP	253.69	253.69

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11/10/21	54200C Heating Fuel Expense 202000 Accounts Payable	348217	IRVING OIL CORP	229.12	229.12
11/10/21	54200C Heating Fuel Expense 202000 Accounts Payable	348682	IRVING OIL CORP	219.75	219.75
11/10/21	54200C Heating Fuel Expense 202000 Accounts Payable	349107	IRVING OIL CORP	307.13	307.13
11/10/21	54200C Heating Fuel Expense 202000 Accounts Payable	349619	IRVING OIL CORP	222.56	222.56
11/10/21	54200C Heating Fuel Expense 202000 Accounts Payable	353210	IRVING OIL CORP	279.18	279.18
11/10/21	53075C Manhole Contract 202000 Accounts Payable	56833	UNITED CONSTRUCTION CORP	65.06	65.06
11/12/21	56270P Lab Supplies 202000 Accounts Payable	1020	HAMPSHIRE PURIFIED WATER	255.00	255.00
11/12/21	56140P Breakroom Supplies 202000 Accounts Payable	17720654 110921	CRYSTAL ROCK LLC	45.93	45.93
11/15/21	56270P Lab Supplies 202000 Accounts Payable	80692	DATA SUPPORT CO. INC	323.00	323.00
11/16/21	54100C Electricity Expense 54100P Electricity Expense 202000 Accounts Payable	11/2021	EVERSOURCE	1,153.91 4,695.69	5,849.60
11/16/21	53090P Outside Lab Services 202000 Accounts Payable	1460	AQUATEC ENVIRONMENTAL, Inc.	1,695.00	1,695.00
11/16/21	53050C Auto Repair/Service 53050P Auto Repair/Service 202000 Accounts Payable	62643	HILLSBORO FORD	872.59 872.59	1,745.18
11/16/21	53030P Telephone 53030C	689232532		104.33 104.33	

**Sunapee SEWER Department  
Purchase Journal**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Telephone 202000 Accounts Payable		VERIZON WIRELESS		208.66
11/16/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	73585841		1,016.21	
			F.W. WEBB COMPANY		1,016.21
11/16/21	56270P Lab Supplies 202000 Accounts Payable	773437		79.03	
			USA BLUEBOOK		79.03
11/18/21	56270P Lab Supplies 202000 Accounts Payable	12675851REV		1,167.53	
			HACH COMPANY		1,167.53
11/18/21	55210C Dues & Publications 55210P Dues & Publications 202000 Accounts Payable	2022		100.00	
				100.00	
			GRANITE STATE RURAL WATER		200.00
11/18/21	56270P Lab Supplies 202000 Accounts Payable	774649		126.03	
			USA BLUEBOOK		126.03
11/23/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070080459		41.58	
				26.08	
				46.33	
			UNIFIRST		113.99
11/23/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070082482		41.58	
				26.08	
				46.33	
			UNIFIRST		113.99
11/23/21	53020C Legal/Engineering Fees 202000 Accounts Payable	174289		300.00	
			SULLOWAY & HOLLIS, PLLC		300.00
11/23/21	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	20844885		78.97	
				78.96	
			QUILL CORPORATION		157.93
11/23/21	53090P Outside Lab Services 202000 Accounts Payable	235682		101.50	
			EASTERN ANALYTICAL, INC.		101.50
11/23/21	56270P	462522		51.04	



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**Purchase Journal**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Lab Supplies 202000 Accounts Payable		NCL OF WISCONSIN, INC.		51.04
11/23/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	56969		89.31	
			UNITED CONSTRUCTION CORP		89.31
11/23/21	56270P Lab Supplies 202000 Accounts Payable	786693		61.22	
			USA BLUEBOOK		61.22
11/23/21	56270P Lab Supplies 202000 Accounts Payable	788334		73.66	
			USA BLUEBOOK		73.66
11/23/21	56210P Maintenance Supply 56220C Sewer Line Maint. Supply 202000 Accounts Payable	863021		120.20	
				120.20	
			SANEL NAPA		240.40
11/23/21	56210P Maintenance Supply 202000 Accounts Payable	NCLA128040		56.02	
			FASTENAL COMPANY		56.02
11/29/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	57024		143.90	
			UNITED CONSTRUCTION CORP		143.90
11/29/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	NP3129734-01		85.23	
			LAVALLEY BUILDING SUPPLY		85.23
11/29/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	NP3129736-01		107.39	
			LAVALLEY BUILDING SUPPLY		107.39
11/29/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	NP3129740			85.23
			LAVALLEY BUILDING SUPPLY	85.23	
11/29/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	NP3136237-01		18.98	
			LAVALLEY BUILDING SUPPLY		18.98
				<b>39,818.38</b>	<b>39,818.38</b>

**Sunapee WATER Department**  
**Purchase Journal**  
**For the Period From Nov 1, 2021 to Nov 30, 2021**

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11/4/21	530300 Telephone	10/21		95.64	
	530310 Alarms			84.00	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		179.64
11/10/21	562500 Building/Custodial Expense	10-27-21		211.00	
	202000 Accounts Payable		TOWN OF SUNAPEE		211.00
11/10/21	562600 Uniform Expense	1070076285		23.20	
	202000 Accounts Payable		UNIFIRST		23.20
11/10/21	562600 Uniform Expense	1070078641		23.20	
	202000 Accounts Payable		UNIFIRST		23.20
11/10/21	542000 Heating Fuel Expense	350120		220.88	
	202000 Accounts Payable		IRVING OIL CORPORATION		220.88
11/10/21	542000 Heating Fuel Expense	351071		192.37	
	202000 Accounts Payable		IRVING OIL CORPORATION		192.37
11/16/21	541000 Electricity Expense	11/2021		1,445.58	
	202000 Accounts Payable		EVERSOURCE		1,445.58
11/16/21	583000 20 Article TTHM Remediation	17446		4,360.17	
	202000 Accounts Payable		UNDERWOOD ENGINEERS, INC.		4,360.17
11/16/21	562200 Distribution Supplies	246858		45.56	
	202000 Accounts Payable		STILES COMPANY		45.56
11/16/21	530500 Auto Repair/Service	62643		872.60	
	202000 Accounts Payable		HILLSBORO FORD		872.60
11/16/21	530700 Maint.Repair/Service	779731		345.00	
	202000 Accounts Payable		TRI STATE BACKFLOW PREVENTION		345.00
11/16/21	530300 Telephone	9892327532		104.34	
	202000 Accounts Payable		VERIZON WIRELESS		104.34
11/18/21	552200 Training/Education	10148		99.00	
	202000 Accounts Payable		GRANITE STATE RURAL WATER		99.00

**Sunapee WATER Department**  
**Purchase Journal**  
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11/18/21	579100 LOAN PAYMENT-LAKE A 202000 Accounts Payable	11-30-21	BAR HARBOR BANK & TRUST	24,092.44	24,092.44
11/18/21	552100 Dues & Publications 202000 Accounts Payable	2022	GRANITE STATE RURAL WATER	110.42	110.42
11/23/21	552200 Training/Education 202000 Accounts Payable	10162	GRANITE STATE RURAL WATER	99.00	99.00
11/23/21	562600 Uniform Expense 202000 Accounts Payable	1070080459	UNIFIRST	26.08	26.08
11/23/21	562600 Uniform Expense 202000 Accounts Payable	1070082482	UNIFIRST	26.08	26.08
11/23/21	530900 Outside Lab Services 202000 Accounts Payable	121111760	NELSON ANALYTICAL LAB	45.00	45.00
11/23/21	561000 Office Supplies 202000 Accounts Payable	155518516	QUILL CORPORATION	44.10	44.10
11/23/21	561000 Office Supplies 202000 Accounts Payable	20876517	QUILL CORPORATION	17.64	17.64
11/23/21	530900 Outside Lab Services 202000 Accounts Payable	235702	EASTERN ANALYTICAL, INC	170.00	170.00
11/23/21	530600 Equipment Repair 202000 Accounts Payable	863021	SANEL NAPA	120.20	120.20
11/29/21	530300 Telephone 202000 Accounts Payable	11-16-21	COMCAST	159.42	159.42
				<b>33,032.92</b>	<b>33,032.92</b>

Sunapee SEWER Department  
**2021 Income Statement**  
 For the Eleven Months Ending November 30, 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	656,723.65	656,723.65	631,973.00	(24,750.65)
Sewer User Fee Interest	0.00	0.00	0.00	0.00
Sewer User Fee Abatement	(789.75)	(789.75)	0.00	789.75
Attachment fee Refunded	0.00	0.00	0.00	0.00
Attachment Fees Rec'd	24,440.00	24,440.00	0.00	(24,440.00)
WWTP Contributions	0.00	0.00	0.00	0.00
Septic Receiving	37,352.00	37,352.00	0.00	(37,352.00)
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
<b>Total Revenues</b>	<b>1,294,692.96</b>	<b>1,294,692.96</b>	<b>1,280,108.50</b>	<b>(14,584.46)</b>

<u>EXPENDITURES</u>				
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
<b>Total Wages</b>	<b>221,330.72</b>	<b>221,330.72</b>	<b>339,225.00</b>	<b>117,894.28</b>
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 Eleven Months Ending November 30, 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	18,476.50	18,476.50	38,850.00	20,373.50
Health Insurance Expense	42,273.34	42,273.34	71,565.00	29,291.66
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
<b>Total Payroll Benefits</b>	<b>102,851.06</b>	<b>102,851.06</b>	<b>186,788.00</b>	<b>83,936.94</b>
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	3,664.00	3,664.00	3,000.00	(664.00)
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	1,817.11	1,817.11	2,350.00	532.89
Telephone	3,387.40	3,387.40	4,000.00	612.60
Alarms	4,615.50	4,615.50	5,000.00	384.50
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	2,228.45	2,228.45	3,000.00	771.55
Auto Repair/Service	2,425.14	2,425.14	1,500.00	(925.14)
Maintenance Service	18,472.13	18,472.13	22,000.00	3,527.87
Sewer Line Maint. Service	1,588.50	1,588.50	4,000.00	2,411.50
Pump Station Maint. Service	12,611.05	12,611.05	17,000.00	4,388.95
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	10,036.64	10,036.64	17,000.00	6,963.36
Outside Lab Services	8,255.27	8,255.27	18,000.00	9,744.73
BIOS HANDLING	48,763.15	48,763.15	54,000.00	5,236.85
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
<b>Total Purchased Prof &amp; Tech Services</b>	<b>124,139.54</b>	<b>124,139.54</b>	<b>170,465.00</b>	<b>46,325.46</b>
Electricity Expense	14,854.87	14,854.87	24,410.00	9,555.13
Electricity Expense	53,963.49	53,963.49	63,500.00	9,536.51
Heating Fuel Expense	5,617.01	5,617.01	10,300.00	4,682.99
Heating Fuel Expense	3,204.82	3,204.82	8,500.00	5,295.18
<b>Total Purchased Property Services</b>	<b>77,640.19</b>	<b>77,640.19</b>	<b>106,710.00</b>	<b>29,069.81</b>
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 Eleven Months Ending November 30, 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	175.00	175.00	75.00	(100.00)
Dues & Publications	185.00	185.00	150.00	(35.00)
Training/Education	0.00	0.00	250.00	250.00
Training/Education	1,171.00	1,171.00	900.00	(271.00)
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)
<b>Total Other Purchased Services</b>	<b>1,806.20</b>	<b>1,806.20</b>	<b>13,960.00</b>	<b>12,153.80</b>
Office Supplies	424.34	424.34	700.00	275.66
Office Supplies	406.75	406.75	910.00	503.25
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	217.62	217.62	300.00	82.38
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	4,306.14	4,306.14	15,000.00	10,693.86
Sewer Line Maint. Supply	9,413.45	9,413.45	3,000.00	(6,413.45)
Pump Station Maint. Supply	2,431.57	2,431.57	10,000.00	7,568.43
Auto Fuel Expense	2,343.87	2,343.87	4,000.00	1,656.13
Auto Fuel Expense	2,716.28	2,716.28	2,850.00	133.72
Building/Custodial Expense	2,406.83	2,406.83	3,100.00	693.17
Uniform Expense	1,130.33	1,130.33	1,800.00	669.67
Uniform Expense	2,076.84	2,076.84	3,350.00	1,273.16
Lab Supplies	18,813.74	18,813.74	22,700.00	3,886.26
Lab Shipping	0.00	0.00	0.00	0.00
Lab Equipment	2,148.33	2,148.33	8,800.00	6,651.67
Chemical Expense	0.00	0.00	0.00	0.00
Chemical Expense	58,141.08	58,141.08	75,000.00	16,858.92
<b>Total Supplies</b>	<b>109,593.15</b>	<b>109,593.15</b>	<b>159,555.00</b>	<b>49,961.85</b>
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
<b>Total Replacement Fund</b>	<b>79,269.00</b>	<b>79,269.00</b>	<b>79,269.00</b>	<b>0.00</b>
Perkins Pond Misc.	0.00	0.00	0.00	0.00
<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>\$ 716,629.86</b>	<b>\$ 716,629.86</b>	<b>\$ 1,055,972.00</b>	<b>339,342.14</b>

MISCELLANEOUS EXPENSES

Perkins Pond Bond Payments	\$ 22,747.75	\$ 22,747.75	\$ 45,312.50	22,564.75
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For Management Purposes Only

Sunapee SEWER Department  
**2021 Income Statement**  
 For the Eleven Months Ending November 30, 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	6,105.24	6,105.24	15,000.00	8,894.76
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	26,000.00	3,500.00
WWTP Upgrade Loan Payment	84,915.00	84,915.00	84,915.00	0.00
<b>Total Bond Payments</b>	<b>151,273.69</b>	<b>151,273.69</b>	<b>186,227.50</b>	<b>34,953.81</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>\$ 151,273.69</b>	<b>\$ 151,273.69</b>	<b>\$ 186,227.50</b>	<b>34,953.81</b>
<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)
<b>Total Replacement Expenses</b>	<b>10,104.30</b>	<b>10,104.30</b>	<b>0.00</b>	<b>(10,104.30)</b>

Sunapee WATER Department  
**2021 Income Statement**  
 For the Eleven Months Ending November 30, 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	100.25	100.25	0.00	(100.25)
Discounts Taken	0.00	0.00	0.00	0.00
Water User Fees	556,174.39	556,174.39	581,374.00	25,199.61
Water User Fee Interest	0.00	0.00	0.00	0.00
Water User Fee Abatement	(121.12)	(121.12)	0.00	121.12
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	65,840.00	0.00
<b>Total Revenues</b>	<b>\$ 636,878.97</b>	<b>\$ 636,878.97</b>	<b>\$ 664,035.97</b>	<b>27,157.00</b>
<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
<b>Total Wages</b>	<b>118,836.13</b>	<b>118,836.13</b>	<b>142,785.00</b>	<b>23,948.87</b>
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
<b>Total Payroll Benefits</b>	<b>54,960.85</b>	<b>54,960.85</b>	<b>71,535.00</b>	<b>16,574.15</b>
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	3,810.18	3,810.18	3,500.00	(310.18)
Alarms	1,490.00	1,490.00	1,500.00	10.00
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 Eleven Months Ending November 30, 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	1,593.32	1,593.32	2,500.00	906.68
Equipment Repair	2,112.01	2,112.01	2,000.00	(112.01)
Maint.Repair/Service	5,786.90	5,786.90	15,000.00	9,213.10
Lab Services	0.00	0.00	0.00	0.00
Outside Lab Services	1,896.00	1,896.00	5,500.00	3,604.00
<b>Total Purchased Prof &amp; Tech Services</b>	<b>26,041.86</b>	<b>26,041.86</b>	<b>62,100.00</b>	<b>36,058.14</b>
Electricity Expense	15,542.74	15,542.74	18,515.00	2,972.26
Heating Fuel Expense	5,570.60	5,570.60	9,300.00	3,729.40
<b>Total Purchased Property Services</b>	<b>21,113.34</b>	<b>21,113.34</b>	<b>27,815.00</b>	<b>6,701.66</b>
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	195.42	195.42	200.00	4.58
Training/Education	479.00	479.00	1,200.00	721.00
Employee Testing	25.00	25.00	50.00	25.00
Advertising Expense	80.10	80.10	0.00	(80.10)
<b>Total Other Purchased Services</b>	<b>779.52</b>	<b>779.52</b>	<b>7,275.00</b>	<b>6,495.48</b>
Office Supplies	241.08	241.08	600.00	358.92
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	14,895.45	14,895.45	12,000.00	(2,895.45)
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	422.00	422.00	500.00	78.00
Uniform Expense	1,175.01	1,175.01	1,600.00	424.99
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
<b>Total Supplies</b>	<b>37,751.26</b>	<b>37,751.26</b>	<b>51,800.00</b>	<b>14,048.74</b>
Water Replacement Fund	65,840.00	65,840.00	65,840.00	0.00
<b>Total Replacement Fund</b>	<b>65,840.00</b>	<b>65,840.00</b>	<b>65,840.00</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 325,322.96</b>	<b>\$ 325,322.96</b>	<b>\$ 429,150.00</b>	<b>103,827.04</b>

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 Eleven Months Ending November 30, 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	48,440.08	48,440.08	48,760.18	320.10
<b>Total Bond/Interest Payments</b>	<b>137,284.91</b>	<b>137,284.91</b>	<b>137,605.01</b>	<b>320.10</b>
20 Article TTHM Remediation	277,032.65	277,032.65	0.00	(277,032.65)
<b>Total Warrant Articles</b>	<b>277,032.65</b>	<b>277,032.65</b>	<b>0.00</b>	<b>(277,032.65)</b>
<b>TOTAL MISC. EXPENDITURES</b>	<b>\$ 414,317.56</b>	<b>\$ 414,317.56</b>	<b>\$ 137,605.01</b>	<b>(276,712.55)</b>
<u>OTHER EXPENSES</u>				
Water Replacement Expense	\$ 12,469.00	\$ 12,469.00	\$ 0.00	(12,469.00)
<b>Total Replacement Expenses</b>	<b>12,469.00</b>	<b>12,469.00</b>	<b>0.00</b>	<b>(12,469.00)</b>
2019 CR Establish	50,000.00	50,000.00	0.00	(50,000.00)
WATER PROTECTION	0.00	0.00	0.00	0.00
<b>Total Unbudgeted Expenditures</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>(50,000.00)</b>
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 62,469.00</b>	<b>\$ 62,469.00</b>	<b>\$ 0.00</b>	<b>(62,469.00)</b>

B-6.1  
CHANGE ORDER

NO.: 2

PROJECT: **WATER TREATMENT PLANT  
IMPROVEMENTS - UV SYSTEM  
DWSRF Project 2271010**

DATE OF ISSUANCE: **November 18, 2021**

OWNER: **Town of Sunapee, NH**  
(Name & **23 Edgemont Rd.**  
Address) **Sunapee, NH 03782**

OWNER'S PROJECT #:

CONTRACTOR: **PRB Construction, Inc.**

ENGINEER: **Underwood Engineers, Inc.**

CONTRACT FOR: **Water Treatment Plant Improvements - UV System** ENGINEER'S PROJECT #: **2455**

**You are directed to make the following changes in the Contract: Documents.**

**Description:** See Attachment "A"

**Purpose of Change Order:** See Attachment "A"

**Justification:** See Attachment "A"

**Attachments:** See Attachment "A"

<b>CHANGE IN CONTRACT PRICE</b>	<b>CHANGE IN CONTRACT TIME</b>	
<u>Original Contract Price (Base Bid)</u> <b>410,731.00</b>	<u>Original Contract Time</u>	
	<u>Days</u>	<u>Date</u>
	Substantial Completion 150	July 1, 2021
	Final Completion 180	July 31, 2021
<u>Net Change from Previous Change Orders</u> <b>(\$5,016.46)</b>	<u>Net Change from Previous Change Orders</u>	
	<u>Days</u>	
	Substantial Completion 137	
	Final Completion 137	
<u>Contract Price prior to this Change Order</u> <b>\$405,714.54</b>	<u>Contract Time prior to this Change Order:</u>	
	<u>Days</u>	<u>Date</u>
	Substantial Completion 287	November 15, 2021
	Final Completion 317	December 15, 2021
<u>Net Increase (Decrease) of this Change Order</u> <b>\$5,500.00</b>	<u>Net Increase (Decrease) of this Change Order</u>	
	<u>Days</u>	
	Substantial Completion 136	
	Final Completion 136	
<u>Contract Price with all approved Change Orders</u> <b>\$411,214.54</b>	<u>Contract Time with all approved Change Orders</u>	
	<u>Days</u>	<u>Date</u>
	Substantial Completion 423	March 31, 2022
	Final Completion 453	April 30, 2022

This document will become a supplement to the CONTRACT and all provisions will apply hereto. The attached Contractor's Revised Project Schedule reflects increases or decreases in Contract Time as authorized by this Change Order.

Stipulated price and time adjustment includes all costs and time associated with the above described change. Contractor waives all rights for additional time extension for said change. Contractor and Owner agree that the price(s) and time adjustment(s) stated above are equitable and acceptable to both parties.

Recommended By:

Approved By:

Approved by:

Approved by:

\_\_\_\_\_  
Thomas G. Page, P.E.  
Project Manager  
Underwood Engineers  
(Engineer)

\_\_\_\_\_  
Theodore Gallup  
W&S Commission, Chair  
Town of Sunapee  
(Owner)

\_\_\_\_\_  
Paul Blandford  
Project Manager  
PRB Construction, Inc.  
(Contractor)

\_\_\_\_\_  
Randal A. Suozzo, P.E.  
Engineer  
Drinking Water and Groundwater Bureau  
(NHDES)

**ATTACHMENT "A"**  
**Supplemental Information**  
Change Order #2

WATER TREATMENT PLANT IMPROVEMENTS - UV SYSTEM  
Sunapee, NH

**Description:**

- 1 Additional SCADA instrumentation cost and contract time due to supply chain issues. Increase: \$5,500. New substantial completion date: March 31, 2021.

**Purpose of Change Order:**

- 1 Add additional cost increase for SCADA instrumentation to be installed by AD Instruments.
- 2 Add additional contract time due to delay in SCADA instrumentation delivery.

**Justification:**

- 1 Due to current supply chain issues, the price and lead time for SCADA instrumentation has increased. Additional cost is necessary for the materials and an extension of Contract Time is needed to accommodate the increased lead time.

**Attachments:**

- Attachment "A" - Supplemental Information
- Attachment "B" - Breakdown of Costs
- Attachment "C" - Contract Time Summary
- Attachment "D" - Additional Cost and Time Extension Letter

**ATTACHMENT "B" - CHANGE ORDER #2 COST BREAKDOWN**  
 Water Treatment Plant Improvements - UV System  
 Sunapee, NH

<b>CHANGE ORDER ITEMS</b>		
<b>Item No.</b>	<b>Description</b>	<b>Amount Increase/(Decrease)</b>
2.1	Additional Instrumentation and Control Allowance	5,500.00
	<b>NET C.O. #2 \$</b>	<b>5,500.00</b>
	<b>PREVIOUS CONTRACT VALUE \$</b>	<b>405,714.54</b>
	<b>CONTRACT VALUE AFTER C.O. #2 \$</b>	<b>411,214.54</b>

**ATTACHMENT "C"**  
**Contract Time Summary**  
**Change Order #2**

**WATER TREATMENT PLANT IMPROVEMENTS - UV SYSTEM**  
**Sunapee, NH**

	<b>Number of Days</b>	<b>Date</b>
<b>Contract times prior to this change order:</b>		
Notice to Proceed		<b>February 1, 2021</b>
Original Substantial Completion	150	<b>July 1, 2021</b>
Original Final Completion	180	<b>July 31, 2021</b>
Prior Adjustment in Days	137	
Current Substantial Completion	287	<b>November 15, 2021</b>
Current Final Completion	317	<b>December 15, 2021</b>
<b>Adjusted Contract completion dates per this change order:</b>		
Day for Items Noted in Attachment B (days)	136	
<b>REVISED SUBSTANTIAL COMPLETION</b>	423	<b>March 31, 2022</b>
<b>REVISED FINAL COMPLETION</b>	453	<b>April 30, 2022</b>

**Note:**



Construction Inc.  
25 Country Club Road #706  
Gilford, NH 03249  
Ph. (603) 528-7703 paul@prbconstructioninc.com

March 4, 2021

Underwood Engineers  
Meagan McCowan  
25 Vaughan Mall,  
Portsmouth, NH 03801

RE; Additional Instrumentation cost due to supply chain issues

Meagan  
Below is the request from the towns SCADA integrator

Paul, regarding the replacement of the SCADA equipment and the communications with the UV equipment, since the 37 K figure was bounced around and when I ordered, the price has increased to 42.5 K.. The labor has remained the same even though we have taken on more of the project because of the decision to go all new for the SCADA equipment. The only concerning thing is besides the price increase is the lead time on some of the new equipment. I have been quoted 2/22 on some of the new SCADA upgrade equipment since this was first discussed. So to keep within channels, someone has to ask the customer if they can run by hand until we can get these key pieces in? We can give the customer the ability to communicate with the UV but the Scada upgrade will take longer until the parts become available. Regards, I will wait for your answer until I sign the change order since this supply chain issue has thrown us all a curve ball.

Original request	\$37,000.00
Revised request	<u>\$42,500.00</u>
Difference	\$5,500.00

With this we are requesting additional time be added to the contract, completion March 18, 2022

### Reservation of Right

This price does not include any amount of impacts such as interference, disruption, rescheduling, changes in the sequence of work, delays and/ or associated acceleration. We expressly reserve the right to submit or request for any additional cost related to unforeseeable/ unintended issues.

*Paul R. Blandford*

Paul R. Blandford  
President