



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
December 17, 2020, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. UV System Bids
3. Forms for Approval
November 19, 2020 Meeting Minutes
November Sewer Purchase Journal
November Water Purchase Journal
Abatement requests
4. Wastewater Treatment Highlights
5. Water Treatment Highlights
6. Old & New Business
7. Next Monthly Meeting January 28, 2020
8. 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.***

WATER TREATMENT
2021 DRAFT BUDGET

As of 12/10/2020

BUDGET ITEM	APPROVED 2020	EXPENDED 12/10/2020	% USED	PROPOSED 2020	% CHANGE
<u>WAGES</u>					
Superintendent	23,185.00	20,540.63	89%	24,075.00	4%
Full Time Labor	81,310.00	69,550.05	86%	84,085.00	3%
Admin. Labor	20,050.00	17,692.56	88%	20,625.00	3%
Overtime Pay	9,200.00	10,248.80	111%	10,000.00	9%
Commissioner Pay	1,000.00	753.56	75%	1,000.00	0%
TOTAL	134,745.00	118,785.60	88%	139,785.00	4%
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00	2,802.77	93%	3,000.00	0%
Life/disability	2,240.00	1,675.49	75%	2,315.00	3%
FICA/Medicare	9,450.00	8,942.14	95%	9,700.00	3%
Health & Dental Ins.	39,500.00	35,594.52	90%	40,895.00	4%
Retirement	14,260.00	12,664.87	89%	16,625.00	17%
Unemployment	200.00	165.15	83%	200.00	0%
Worker's Comp	1,800.00	1,900.77	106%	1,800.00	0%
TOTAL	70,450.00	63,745.71	90%	74,535.00	6%
<u>PURCHASED PROF & TECH SERVICES</u>					
Audit	1,000.00		0%	1,000.00	0%
Legal/Engineering	10,000.00	24,113.53	241%	10,000.00	0%
Telephone	3,500.00	3,464.53	99%	3,500.00	0%
Alarms	1,500.00	864.00	58%	1,500.00	0%
Computer Software & Support	2,200.00	2,360.00	107%	16,600.00	655%
Office/Computer service	200.00	1,549.78	775%	2,000.00	900%
Office Rent	2,500.00		0%	2,500.00	0%
Auto repair/service	2,500.00	2,956.36	118%	2,500.00	0%
Equipment repair	2,000.00	459.82	23%	2,000.00	0%
Maint. Repair/Service	20,000.00	8,824.90	44%	15,000.00	-25%
Lab services	1,000.00		0%	-	-100%
Outside lab services	6,500.00	3,352.00	52%	5,500.00	-15%
TOTAL	52,900.00	47,944.92	91%	62,100.00	17%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	18,515.00	15,379.33	83%	18,515.00	0%
Heating Fuel	9,300.00	4,787.65	51%	9,300.00	0%
TOTAL	27,815.00	20,166.98	73%	27,815.00	0%
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	3,045.00	1,480.42	49%	3,045.00	0%
Liability Insurance	1,910.00	1,500.00	79%	1,910.00	0%
Vehicle Insurance	720.00	720.00	100%	720.00	0%
Travel	150.00		0%	150.00	0%
Dues & Publications	200.00		0%	200.00	0%
Training/Education	1,200.00	209.99	17%	1,200.00	0%
Employee Testing	50.00		0%	50.00	0%
Advertising	400.00		0%	-	-100%
TOTAL	7,675.00	3,910.41	51%	7,275.00	-5%
<u>SUPPLIES</u>					
Office supplies	600.00	513.96	86%	600.00	0%
Postage	1,000.00	1,013.95	101%	1,000.00	0%
Billing Expense	600.00	107.95	18%	600.00	0%

WATER TREATMENT
2021 DRAFT BUDGET

As of 12/10/2020

BUDGET ITEM	APPROVED 2020	EXPENDED 12/10/2020	% USED	PROPOSED 2020	% CHANGE
Office Equipment	480.00	660.72	138%	600.00	25%
Breakroom Supplies	300.00	157.70	53%	300.00	0%
Safety Supplies	750.00	148.87	20%	750.00	0%
Maint. supplies	10,000.00	2,235.09	22%	7,500.00	-25%
Distribution Supplies	14,000.00	9,838.07	70%	12,000.00	-14%
Meter Supplies	10,000.00	9,719.70	97%	10,000.00	0%
Hydrant Repair/Replace	2,000.00	337.42	17%	2,000.00	0%
Auto fuel	5,000.00	2,325.55	47%	4,000.00	-20%
Building/Custodial expense	500.00	422.00	84%	500.00	0%
Uniforms	1,500.00	1,535.95	102%	1,600.00	7%
Lab supplies	2,250.00	1,815.10	81%	2,250.00	0%
Lab equipment	1,500.00		0%	1,500.00	0%
Chemicals	7,000.00	5,473.25	78%	6,000.00	-14%
Water Replacement Fund	62,702.00	62,702.00	100%	65,840.00	5%
TOTAL	120,182.00	99,007.28	82%	117,040.00	-2.6%
SUBTOTAL	\$ 413,767.00	\$ 353,560.90	85%	\$ 428,550.00	3.6%
TOTAL APPROVED BUDGET FOR 2020	\$ 413,767.00	\$ 353,560.90	85%	\$ 428,550.00	3.6%
				PROPOSED FOR 2019	
				\$ -	
TTHM Remediation Article	\$ 400,000.00	\$ 27,468.52		\$ 400,000.00	
BOND PAYMENTS		2020			
Lake Avenue Loan Payment	\$ 49,642.06	\$ 49,611.33		\$ 48,760.18	
Treatment Bond Payment	\$ 89,310.94	\$ 89,310.94		\$ 88,844.83	-0.5%
	\$ 138,953.00	\$ 138,922.27		\$ 137,605.01	-1.0%
				PROPOSED FOR 2021	

ANTICIPATED INCOME FOR 2021

Rents *	\$ 442,518.58
Bond Fees	\$ 138,855.60
Bond Grant	\$ 16,561.92
TOTAL ANTICIPATED RECEIPTS:	\$ 597,936.10

APPROXIMATE EQUIVALENT USERS: 1070

ANTICIPATED 2021 ANNUAL WATER
 WATER BOND FEE: \$ 135.00
 USAGE FEE (excluding overag \$ 270.00

*Based on 2020 Rent Warrant



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

**Board of Commissioners Meeting
November 19, 2020
Sunapee Town Office Meeting Room**

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

Also present: Holly Leonard, David Bailey.

The Chairman called the meeting to order at 5:30 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. Forms for Approval:

October 29, 2020 Meeting Minutes: Jimmy W. made a motion to accept the minutes from October 29th meeting, seconded by Douglas G. polled unanimously in favor, so declared by the Chairman.

October Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Purchase Journal for October, seconded by Charles H., after some discussion regarding Abbott Septic Service, polled unanimously in favor, so declared by the Chairman.

October Water Purchase Journal: Douglas G. made a motion to accept the October Water Purchase Journal, seconded by Jimmy W., after some discussion regarding Underwood Engineers, polled unanimously in the affirmative, so declared by the Chairman.

189 Lake Avenue Abatement Request: Holly L. stated that the owners of this property plan to demolish it but that it has been vacant for some time with no water use. Jimmy W. made a motion to accept the abatement as written and push it forward, seconded by Douglas G., polled unanimously in favor, so declared by the Chairman.

78 Oak Ridge Road Abatement Request: Holly L. explained that this property is the same scenario as the 189 Lake Avenue one with the exception of the seasonal water line there having been removed. Charles H. made a motion to accept the request for abatement, seconded by Richard C., polled 1 abstained as he could not hear the explanation of the reason and 6 in favor, the motion passes in the majority, so declared by the Chairman.

99 Springfield Road Abatement Request: After some discussion regarding the status of the property and that there has been no use of it for some time Richard C. made a motion to grant the abatement, seconded by Jeffrey R., polled unanimously in the affirmative, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B. reported that the plant has been running fairly nicely lately and that they are using Ferric Chloride and that they are still experimenting with it to get the use of it just right.

Dave B. reported that there had been a meter calibration information meeting at the Wastewater Plant and that he would have the flow sheets sent to the Commission so that they can see the numbers. He stated that he feels that New London should be billed according to the flow numbers that are recorded by hand from the meters and that the EOS system should not be used. He reported that A/D Instruments wants New London to use a Mission Unit instead of the EOS system that is antiquated and not calibrated. There was some discussion regarding the billing percentage that New London had agreed to and how that had been arrived at.

Dave B. stated that he is waiting on a price to upgrade the generator at Pump station 2 and a price for a replacement generator for Pump station 9. There was some discussion regarding the upgrades to the electrical service and the generators. Dave B. stated that they are changing from liquid propane to vapor at Pump Station 2 and that according to Irving what had been there was not up to code.

Dave B. reported that he had been approached by Scott Hazleton about manhole covers that were sticking up and damaging plows. He stated that Scott H. had hired a company to fix the asphalt around the manholes for about \$4,000 and that he had agreed to pay for half of it from the Collection system budget. There was some discussion regarding how many manholes had been problems and if this will prevent future issues with plows hitting the manholes.

3. Water Treatment Highlights: Dave B. reported that the hydrants had been flushed and that flow number had been done on them this month. He stated that there had been a water line break on Brandywine Drive due to the flushing on Veteran's Day and that it had been repaired. He reported that many of the flows were much better than the ones that had been done in the late 90s and that hopefully this will improve the Town's insurance rates as there is more pressure and flow through many of the hydrants in Town. Dave B. stated that they were pumping the hydrants out currently and that antifreeze is being put in them to ready them for winter. Dave B. reported that the Disinfection By Product numbers had come back very good and well withing compliance limits again.

4. Old & New Business:

Dave B. stated that all the vehicles have been undercoated and that Steven had done the Freightliner and the One Ton in the yard at the plant and the rest were done at Sunapee Street Auto.

Charles H. questioned if the Ultraviolet system is out to bid, Dave B. responded that there had been a pre-bid meeting yesterday and that he thinks there were 2 contractors in attendance.

There was some discussion about the next meeting that is scheduled for December 17, 2020 maybe conflicting with the Planning Board meeting.

6:10 p.m. Richard C. made a motion to adjourn, seconded by Charles H., polled unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal

For the Period From Nov 1, 2020 to Nov 30, 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
11/4/20	53030P Telephone	10/20		180.79	
	53030C Telephone			63.34	
	53031C Alarms			377.03	
	202000 Accounts Payable		CONSOLODATED COMMUNICATIONS		621.16
11/4/20	53090P Outside Lab Services	218086		84.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		84.00
11/4/20	56290P Chemical Expense	290200794		1,705.75	
	202000 Accounts Payable		HARCROS CHEMICALS INC.		1,705.75
11/5/20	56210P Maintenance Supply	1301535		80.36	
	202000 Accounts Payable		BELLETTETTES		80.36
11/5/20	56230C Pump Station Maint. Supply	1308546		3.38	
	202000 Accounts Payable		BELLETTETTES		3.38
11/5/20	56220C Sewer Line Maint. Supply	1319322		21.94	
	202000 Accounts Payable		BELLETTETTES		21.94
11/5/20	56270P Lab Supplies	402097		1,081.05	
	202000 Accounts Payable		USA BLUEBOOK		1,081.05
11/5/20	53050C Auto Repair/Service	816531		83.38	
	202000 Accounts Payable		SANEL NAPA		83.38
11/5/20	53050P Auto Repair/Service	816827		23.98	
	202000 Accounts Payable		SANEL NAPA		23.98
11/10/20	54100P Electricity Expense	11-2020		4,621.33	
	202000 Accounts Payable		EVERSOURCE		4,621.33
11/10/20	56270P Lab Supplies	446384		49.45	
	202000 Accounts Payable		NCL OF WISCONSIN, INC.		49.45
11/10/20	54200P Heating Fuel Expense	936974		757.56	
	202000 Accounts Payable		IRVING OIL CORP		757.56
11/10/20	54200C Heating Fuel Expense	943759		343.11	
	202000		IRVING OIL CORP		343.11

Sunapee SEWER Department Purchase Journal For the Period From Nov 1, 2020 to Nov 30, 2020

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
11/10/20	54200C Heating Fuel Expense 202000 Accounts Payable	947779		178.12	
			IRVING OIL CORP		178.12
11/12/20	56290P Chemical Expense 202000 Accounts Payable	095455		1,300.05	
			ARIES CHEMICAL, INC		1,300.05
11/12/20	57200C 20 Article 34 CMOM 202000 Accounts Payable	16031		1,693.60	
			UNDERWOOD ENGINEERS, INC.		1,693.60
11/12/20	53090P Outside Lab Services 202000 Accounts Payable	218498		17.50	
			EASTERN ANALYTICAL, INC.		17.50
11/12/20	56290P Chemical Expense 202000 Accounts Payable	290200885		300.00	
			HARCROS CHEMICALS INC.		300.00
11/12/20	53050C Auto Repair/Service 53050P Auto Repair/Service 202000 Accounts Payable	31664		826.85	
				826.85	
			Sunapee Street Auto Works		1,653.70
11/12/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	377168		65.99	
			NEWPORT SAND & GRAVEL		65.99
11/12/20	56210P Maintenance Supply 202000 Accounts Payable	817416		2.49	
			SANEL NAPA		2.49
11/12/20	53050P Auto Repair/Service 53050C Auto Repair/Service 202000 Accounts Payable	817623		63.00	
				63.00	
			SANEL NAPA		126.00
11/12/20	56210P Maintenance Supply 202000 Accounts Payable	817702		31.47	
			SANEL NAPA		31.47
11/12/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	NHCLA124006		25.55	
			FASTENAL COMPANY		25.55
11/16/20	54100C Electricity Expense 202000 Accounts Payable	11/20 Coll		1,407.50	
			EVERSOURCE		1,407.50
11/16/20	56140P	17720654 111020		45.28	

Sunapee SEWER Department
Purchase Journal
For the Period From Nov 1, 2020 to Nov 30, 2020

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Breakroom Supplies 202000 Accounts Payable		CRYSTAL ROCK LLC		45.28
11/16/20	53090P Outside Lab Services 202000 Accounts Payable	218852	EASTERN ANALYTICAL, INC.	101.50	101.50
11/16/20	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	312849	TREASURER STATE OF NH	152.62 445.57	598.19
11/16/20	53072C Pump Station Maint. Service 202000 Accounts Payable	53521	UNITED CONSTRUCTION CORP	4,950.00	4,950.00
11/16/20	54200C Heating Fuel Expense 202000 Accounts Payable	734647	IRVING OIL CORP	130.49	130.49
11/17/20	53090P Outside Lab Services 202000 Accounts Payable	1374	AQUATEC ENVIRONMENTAL, Inc.	1,650.00	1,650.00
11/17/20	53030P Telephone 53030C Telephone 202000 Accounts Payable	9866540399	VERIZON WIRELESS	91.07 91.07	182.14
11/19/20	53094P BIOS HANDLING 202000 Accounts Payable	00010618	Town of Merrimack	3,346.44	3,346.44
11/19/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4532493	UNIFIRST	47.96 26.31 48.17	122.44
11/19/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4534482	UNIFIRST	51.32 28.15 51.54	131.01
11/19/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense	035 4536420		51.32 28.15 51.54	

Sunapee SEWER Department**Purchase Journal**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		UNIFIRST		131.01
11/19/20	56260P Uniform Expense	035- 4538427		51.32	
	56260C Uniform Expense			28.15	
	56250P Building/Custodial Expense			53.47	
	202000 Accounts Payable		UNIFIRST		132.94
11/19/20	56230C Pump Station Maint. Supply	377834		189.44	
	202000 Accounts Payable		NEWPORT SAND & GRAVEL		189.44
11/19/20	51000C Superintendent Labor	665 Nov		1,750.00	
	51000P Superintendent Labor			3,500.00	
	51100C Full Time Labor			3,077.42	
	51100P Full Time Labor			8,487.86	
	51200C Administrative Labor			1,505.22	
	51200P Administrative Labor			1,505.22	
	51300C Overtime Pay			189.09	
	51300P Overtime Pay			406.83	
	52200C FICA/Medicare Expense			781.99	
	52200P FICA/Medicare Expense			1,781.87	
	52300C Health Insurance Expense			1,904.42	
	52300P Health Insurance Expense			4,064.67	
	53041C Office/Computer Service			135.77	
	53041P Office/Computer Service			135.78	
	53075C Manhole Contract			2,000.00	
	51900C Unused Sick Leave Pay			1,538.92	
	51900P Unused Sick Leave Pay			3,579.37	
	202000 Accounts Payable		TOWN OF SUNAPEE		36,344.43
11/19/20	51000C Superintendent Labor	665 sept & oct	September	2,187.50	
	51000P Superintendent Labor			4,375.00	
	51100C Full Time Labor			7,656.13	
	51100P Full Time Labor			11,683.56	
	51200C Administrative Labor			1,881.53	
	51200P Administrative Labor			1,881.53	
	51300C			681.14	

Sunapee SEWER Department
Purchase Journal

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	Overtime Pay				
	51300P			1,026.67	
	Overtime Pay				
	52200C			928.03	
	FICA/Medicare Expense				
	52200P			1,404.88	
	FICA/Medicare Expense				
	52300C			2,899.28	
	Health Insurance Expense				
	52300P			4,396.28	
	Health Insurance Expense				
	52400C			1,391.18	
	Retirement				
	52400P			2,126.18	
	Retirement				
	52400C		August	875.02	
	Retirement				
	52400P			1,781.32	
	Retirement				
	51000C		October	1,750.00	
	Superintendent Labor				
	51000P			3,500.00	
	Superintendent Labor				
	51100C			2,962.12	
	Full Time Labor				
	51100P			8,571.20	
	Full Time Labor				
	51200C			1,505.22	
	Administrative Labor				
	51200P			1,505.22	
	Administrative Labor				
	51300C			274.26	
	Overtime Pay				
	51300P			579.89	
	Overtime Pay				
	52200C			475.56	
	FICA/Medicare Expense				
	52200P			1,036.88	
	FICA/Medicare Expense				
	52300C			1,862.74	
	Health Insurance Expense				
	52300P			4,062.77	
	Health Insurance Expense				
	52400C			714.37	
	Retirement				
	52400P			1,581.43	
	Retirement				
	53041C			271.54	
	Office/Computer Service				
	53041P			271.55	
	Office/Computer Service				
	55100C			1,480.41	
	Property Insurance				
	55100P			3,800.00	
	Property Insurance				
	55120C			1,500.00	
	Liability Insurance				
	55120P			2,010.00	
	Liability Insurance				
	55130C			720.00	
	Vehicle Insurance				
	55130P			300.00	
	Vehicle Insurance				
	56120C			900.00	
	Postage Expense				
	56120P			495.00	
	Postage Expense				

Sunapee SEWER Department

Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	53041C Office/Computer Service			20.75	
	53041P Office/Computer Service			20.76	
	52100C Life & Disability Expense			287.02	
	52100P Life & Disability Expense			515.31	
	52500C Unemployment Expense			81.74	
	52500P Unemployment Expense			230.66	
	52600C Worker's Comp. Expense			1,570.00	
	52600P Worker's Comp. Expense			3,244.00	
	202000 Accounts Payable		TOWN OF SUNAPEE		95,275.63
11/20/20	56270P Lab Supplies	415131		498.46	
	202000 Accounts Payable		USA BLUEBOOK		498.46
11/25/20	53094P BIOS HANDLING	11349		7,233.33	
	202000 Accounts Payable		CLEAN WATERS, INC.		7,233.33
11/25/20	56210P Maintenance Supply	69466248		117.81	
	202000 Accounts Payable		F.W. WEBB COMPANY		117.81
				167,458.96	167,458.96

Sunapee WATER Department
Purchase Journal

For the Period From Nov 1, 2020 to Nov 30, 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
11/4/20	530300 Telephone	10/20		88.52	
	530310 Alarms			84.00	
	202000 Accounts Payable		CONSOOLIDATED COMMUNICATIONS		172.52
11/4/20	530900 Outside Lab Services	218080		30.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC		30.00
11/4/20	562900 Chemical Expense	290200793		151.65	
	202000 Accounts Payable		HARCROS		151.65
11/4/20	562400 Auto Fuel Expense	68399241		85.60	
	202000 Accounts Payable		WEX BANK		85.60
11/5/20	562200 Distribution Supplies	018-121610		118.00	
	202000 Accounts Payable		NEWPORT SAND & GRAVEL		118.00
11/5/20	562100 Maintenance Supply	1317001		1.77	
	202000 Accounts Payable		BELLETTETES		1.77
11/5/20	562500 Building/Custodial Expense	4/1/20-9/30/20		211.00	
	202000 Accounts Payable		TOWN OF SUNAPEE		211.00
11/5/20	530500 Auto Repair/Service	816531		83.38	
	202000 Accounts Payable		SANEL NAPA		83.38
11/10/20	542000 Heating Fuel Expense	942636		300.47	
	202000 Accounts Payable		IRVING OIL CORPORATION		300.47
11/12/20	541000 Electricity Expense	11-2020		1,360.38	
	202000 Accounts Payable		EVERSOURCE		1,360.38
11/12/20	530900 Outside Lab Services	218492		30.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC		30.00
11/12/20	530500 Auto Repair/Service	31664		826.85	
	202000 Accounts Payable		Sunapee Street Auto Works		826.85
11/12/20	530400 Computer Software Support	80061717		780.00	
	202000 Accounts Payable		BADGER METER INC.		780.00

Sunapee WATER Department
Purchase Journal
For the Period From Nov 1, 2020 to Nov 30, 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
11/12/20	530500 Auto Repair/Service 202000 Accounts Payable	817623	SANEL NAPA	62.99	62.99
11/12/20	530600 Equipment Repair 202000 Accounts Payable	817866	SANEL NAPA	3.99	3.99
11/16/20	530200 Legal/Engineering Fees 202000 Accounts Payable	16062	UNDERWOOD ENGINEERS, INC.	1,171.20	1,171.20
11/16/20	530900 Outside Lab Services 202000 Accounts Payable	218851	EASTERN ANALYTICAL, INC	30.00	30.00
11/16/20	562400 Auto Fuel Expense 202000 Accounts Payable	312849	TREASURER STATE OF NH	222.82	222.82
11/17/20	530300 Telephone 202000 Accounts Payable	9866540399	VERIZON WIRELESS	91.06	91.06
11/19/20	562600 Uniform Expense 202000 Accounts Payable	035 4532493	UNIFIRST	25.03	25.03
11/19/20	562600 Uniform Expense 202000 Accounts Payable	035 4534482	UNIFIRST	26.58	26.58
11/19/20	562600 Uniform Expense 202000 Accounts Payable	035 4536420	UNIFIRST	26.58	26.58
11/19/20	562600 Uniform Expense 202000 Accounts Payable	035 4538427	UNIFIRST	26.58	26.58
11/19/20	579100 LOAN PAYMENT-LAKE A 202000 Accounts Payable	11/30/2020	BAR HARBOR BANK & TRUST	24,676.28	24,676.28
11/19/20	562200 Distribution Supplies 202000 Accounts Payable	377834	NEWPORT SAND & GRAVEL	65.99	65.99
11/19/20	510000 Superintendent Labor 511000 Full Time Labor 512000 Administrative Labor 513000	665 Sept & Oct	September	2,187.50 4,827.23 1,882.94 594.09	

Sunapee WATER Department
Purchase Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

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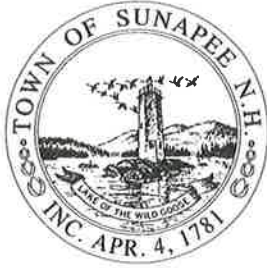
Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Overtime Pay 522000			699.88	
	FICA/Medicare 523000			2,179.19	
	Health Insurance Expense 524000			1,064.93	
	Retirement 510000		October	1,750.00	
	Superintendent Labor 511000			7,721.10	
	Full Time Labor 512000			1,506.35	
	Administrative Labor 513000			1,391.82	
	Overtime Pay 522000			920.01	
	FICA/Medicare 523000			3,549.24	
	Health Insurance Expense 524000			1,392.24	
	Retirement 524000		August	1,098.40	
	Retirement 530410			271.55	
	Office/Computer Service 521000			352.03	
	Life & Disability Expense 525000			165.15	
	Unemployment Expense 526000			1,900.77	
	Worker's Comp. Expense 551000			1,480.42	
	Property Insurance 551200			1,500.00	
	Liability Insurance 551300			720.00	
	Vehicle Insurance 561200			949.85	
	Postage Expense 202000		TOWN OF SUNAPEE		40,104.69
	Accounts Payable				
11/19/20	510000 Superintendent Labor 511000	Nov		1,750.00	
	Full Time Labor 512000			7,689.13	
	Administrative Labor 513000			1,506.35	
	Overtime Pay 522000			1,012.66	
	FICA/Medicare 523000			1,086.69	
	Health Insurance Expense 519000			3,505.66	
	Unused Sick Leave Pay 530410			2,802.77	
	Office/Computer Service 202000		TOWN OF SUNAPEE	135.77	
	Accounts Payable				19,489.03
11/25/20	530300 Telephone 202000	11/23-12/22		160.60	
	Accounts Payable		COMCAST		160.60
11/25/20	530900	219257		30.00	

Sunapee WATER Department Purchase Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Outside Lab Services 202000 Accounts Payable		EASTERN ANALYTICAL, INC		30.00
11/25/20	530900 Outside Lab Services 202000 Accounts Payable	219297		170.00	
			EASTERN ANALYTICAL, INC		170.00
				<u>90,535.04</u>	<u>90,535.04</u>



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

RECEIVED

NOV 23 2020

SUNAPEE
WATER & SEWER

Request for Abatement

Name: Paul Revocable Trust-Jeffrey & Lindsay Paul Trustees Map/Lot: 0126-0027

Mailing Address: 15 Miller Brook Lane Location of Property: 92 Garnet Hill Road

Woodstock, CT 06281 Year for Abatement: 2020

Reason for Abatement: Addition incomplete as of 9/30/20

Amount Requested: Water: \$ _____ Water Interest: \$ _____ Total: \$ _____


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

Sewer: \$ 195.00 Sewer Interest: \$ _____ Total: \$ 195.00

Sewer Bond: \$ 16.00 Bond Interest: \$ _____ Total: \$ 16.00

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: 11/23/2020



Signature of applicant

Signature of applicant

Decision of the Commission: _____

SUNAPEE WATER & SEWER COMMISSION:

RECEIVED

NOV 30 2020

SUNAPEE
WATER & SEWER

November 23, 2020

Town of Sunapee
Water and Sewer Department
P.O. Box 347
Sunapee, NH 03782

RE: 38 Jobs Creek Road Sewer Abatement Request

To Whom It May Concern:

My husband, Bradley Weiss, and I purchased the property at 38 Jobs Creek Road in December 2019.

We understand that the water usage is measured by single meter via White Shutters and paid by the White Shutters Lodge Association. However, the sewer bills are sent to individual houses. We would like to request an abatement for the sewer charges. The property is not in livable condition and in fact no one has lived there since October 2018.

We have been advised that the water meter is typically used as the method to consider and potentially grant the abatement. This is not possible as a result of the joint White Shutters meter.

We are writing to respectfully ask for the abatement based on the inability to live at 38 Jobs Creek Road. If that evidence alone is not sufficient, could you please provide other ways for us to provide proof that we are not using town sewer resources?

Thank you for your time and consideration.

Regards,



Cathy Shea
12 Irving Street
Newton, MA 02459
617-869-6671