



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
December 22, 2022, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. Forms for Approval:
 - November 17, 2022 Meeting Minutes
 - November Sewer Purchase Journal
 - November Water Purchase Journal
 - 2022 Sewer Income Statement to date
 - 2022 Water Income Statement to date
 - Abatement Requests
 - Billing Error Adjustments
3. Wastewater Treatment Highlights
4. Water Treatment Highlights
5. Old & New Business
 - Fuss & O'Neill Invoice
 - Operator II Job Description
6. Non-Public session pursuant to RSA 91-A:3 Par II Sec (a) The dismissal, promotion, or compensation of any public employee.
 - Superintendent's Annual Review
7. Next Monthly Meeting January 26, 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 17, 2022
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard and Aaron Cartier.

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

1. Forms for Approval:

October 27, 2022 Meeting Minutes: Douglas G. made a motion to accept the October 27, 2022 meeting minutes, seconded by Jimmy W. voted unanimously in favor, so declared by the Chairman.

October Sewer Purchase Journal: Douglas G. made a motion to accept the October Sewer Purchase Journal, seconded by Charles H., after some discussion regarding the Val-Matic 4” valve purchased from Ti Sales and what it was for, voted unanimously in favor, so declared by the Chairman.

October Water Purchase Journal: Jimmy W. made a motion to accept the Water Purchase Journal for October, seconded by Charles H., after some discussion regarding Sunapee Street Auto, voted unanimously in the affirmative, so declared by the Chairman.

2022 Sewer Income Statement through October: Douglas G. made a motion to accept the 2022 income statement to date for sewer, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

2022 Water Income Statement through October: Jimmy W. made a motion to accept the Sunapee Water Income Statement, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.

Billing Error Adjustments: Holly L. presented that the three billing errors were due to newer meters reading in different increments than the older meters which resulted in the problems. Charles H. made a motion to accept the requests for Billing Error Adjustments for Kingsley, Indian Cave and Tibbets as requested, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

Abatement Requests: After some discussion regarding the properties in question and the non use of water at them, Charles H. made a motion to accept the requests for abatement on Tibbets, Poloquin and Zappala as requested, seconded by Richard C., voted unanimously in the affirmative, so declared by the Chairman.

2. Wastewater Treatment Highlights: Aaron C. reported that Brian has been running the Wastewater Treatment Plant and that things have been running well. He stated that the new valve had been installed and that this had been recommended by an engineer as the best solution for some of the pump/valve problems at the plant.

3. Water Treatment Highlights:

Aaron C. stated that the Town Hall water line replacement is the biggest thing going on currently. There was some discussion regarding how much water had been lost and how long the leak had been going on. Aaron C. reported that as soon as the temporary water line had been run it had frozen and that the water in the building is being left on to prevent that from happening. Aaron C. reported that the TTHM reading

this month had been high and there was some discussion regarding what could be done differently with the chlorine to reduce the problem now that the UV system is up and running.

4. Old & New Business:

Holly L. reported that the finance department is looking for the Commission to sign off on payments to Fuss & O'Neill for the two projects that they are working on that are being funded with the Local Fiscal Recovery Funds from ARPA. She presented what amounts have been invoiced and paid to date and what amounts the newest invoices were for. Jimmy W. made a motion to authorize the payments for the engineering projects that have been paid and are scheduled for payment, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

Planning/Asset Management State Grants: Holly L. stated that Margaret B. from Underwood Engineering is going to put in an application for Sunapee for Water grants that could be utilized to further enrich the Water Department Asset Management Plan and that the applications must be submitted to the State by December 9th. There was some discussion regarding how much the grant would be for and how the plan could be improved.

The final draft of the proposed 2023 Budgets were reviewed and the suggestion of encumbering any funds not spent to lessen next year's budget amounts was discussed. The Commission agreed that the best use of any unspent funds at year end will be to invest them in the Capital Improvement Reserve in order to better fund future needs of the departments instead of lowering 2023's budget amounts and perhaps not having enough funds in the case of some emergency repair that may arise during the year. Jeffrey R. made a motion to present the budgets as proposed to the Town as reviewed, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.

The proposed 2023 Warrant Articles were reviewed. There was much discussion regarding the water line replacements and if the amount offered by the SRF would be enough. Jeffrey R. made a motion to approve the warrant article for the water line replacements, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

Holly L. presented that Thomas Page had e-mailed a certificate of final completion for the UV System to be approved. Jeffrey R. made a motion to approve the final completion certificate, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

The next monthly meeting is scheduled for December 29, 2022, Douglas G. suggested moving the meeting to December 22nd, this will be reviewed and decided when Dave B. returns.

6:25 p.m. Douglas G. made a motion to adjourn, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal

For the Period From Nov 1, 2022 to Nov 30, 2022

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/22	56260P Uniform Expense	1070172912		56.01	
	56260C Uniform Expense			24.17	
	56250P Building/Custodial Expense			72.08	
	202000 Accounts Payable		UNIFIRST		152.26
11/1/22	56250P Building/Custodial Expense	1070174739		72.08	
	56260C Uniform Expense			23.25	
	56260P Uniform Expense			56.01	
	202000 Accounts Payable		UNIFIRST		151.34
11/1/22	53090P Outside Lab Services	1550		1,785.00	
	202000 Accounts Payable		AQUATEC ENVIRONMENTAL, Inc.		1,785.00
11/1/22	56270P Lab Supplies	478068		60.06	
	202000 Accounts Payable		NCL OF WISCONSIN, INC.		60.06
11/1/22	56210P Maintenance Supply	904298		23.98	
	202000 Accounts Payable		SANEL NAPA		23.98
11/1/22	53050C Auto Repair/Service	904299		53.97	
	202000 Accounts Payable		SANEL NAPA		53.97
11/1/22	56210P Maintenance Supply	P61088		272.34	
	202000 Accounts Payable		Chappell Tractor		272.34
11/3/22	53030P Telephone	10/22		205.51	
	53030C Telephone			68.50	
	53031C Alarms			427.40	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		701.41
11/3/22	56240P Auto Fuel Expense	84803898		14.00	
	202000 Accounts Payable		WEX BANK		14.00
11/3/22	202000 Accounts Payable	8621516	QUILL CORPORATION		
11/4/22	56100C Office Supplies	28538542		162.74	
	202000 Accounts Payable		QUILL CORPORATION		162.74
11/7/22	53090P Outside Lab Services	251825		70.00	

Sunapee SEWER Department**Purchase Journal****For the Period From Nov 1, 2022 to Nov 30, 2022**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		70.00
11/8/22	56210P Maintenance Supply 202000 Accounts Payable	015-32224		240.00	
			NEWPORT SAND & GRAVEL		240.00
11/8/22	56210P Maintenance Supply 202000 Accounts Payable	015-32236		240.00	
			NEWPORT SAND & GRAVEL		240.00
11/8/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	60143		157.74	
			UNITED CONSTRUCTION CORP		157.74
11/8/22	54200P Heating Fuel Expense 202000 Accounts Payable	735038		552.92	
			IRVING OIL CORP		552.92
11/8/22	56220C Sewer Line Maint. Supply 56220C Sewer Line Maint. Supply 202000 Accounts Payable	836978	TNT3208652HDMB	2,108.00	
			SHIPPING	181.06	
			MIDWEST EQUIPMENT SALES		2,289.06
11/9/22	54100P Electricity Expense 202000 Accounts Payable	11/22 P		4,265.54	
			EVERSOURCE		4,265.54
11/9/22	56290P Chemical Expense 202000 Accounts Payable	290212594		1,425.50	
			HARCROS CHEMICALS INC.		1,425.50
11/10/22	56140C Breakroom Supplies 202000 Accounts Payable	17720654 110822		104.93	
			CRYSTAL ROCK LLC		104.93
11/10/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	302412		815.52	
			STILES COMPANY		815.52
11/14/22	53094P BIOS HANDLING 202000 Accounts Payable	11883		3,028.43	
			Town of Merrimack		3,028.43
11/14/22	56100P Office Supplies 202000 Accounts Payable	28745470		305.35	
			QUILL CORPORATION		305.35
11/14/22	56270P Lab Supplies 202000 Accounts Payable	95121		340.00	
			DATA SUPPORT CO, INC		340.00
11/15/22	56290P Chemical Expense	103156		1,560.66	

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		ARIES CHEMICAL, INC		1,560.66
11/15/22	53030P Telephone	9920016641		105.92	
	53030C Telephone			105.92	
	202000 Accounts Payable		VERIZON WIRELESS		211.84
11/16/22	56260P Uniform Expense	1070176581		56.01	
	56260C Uniform Expense			23.25	
	56250P Building/Custodial Expense			72.08	
	202000 Accounts Payable		UNIFIRST		151.34
11/16/22	56260P Uniform Expense	1070178468		56.01	
	56260C Uniform Expense			23.25	
	56250P Building/Custodial Expense			72.08	
	202000 Accounts Payable		UNIFIRST		151.34
11/16/22	54100C Electricity Expense	11/22 c		1,325.38	
	202000 Accounts Payable		EVERSOURCE		1,325.38
11/16/22	56210P Maintenance Supply	2801807		9.58	
	202000 Accounts Payable		BELLETTETTES		9.58
11/16/22	53094P BIOS HANDLING	2814285		12.00	
	202000 Accounts Payable		BELLETTETTES		12.00
11/17/22	56200P Safety Supplies	0221994208		131.24	
	202000 Accounts Payable		Bryce Turner		131.24
11/22/22	53090P Outside Lab Services	252601		115.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		115.50
11/22/22	56270P Lab Supplies	412942		196.55	
	202000 Accounts Payable		NSI Solutions, Inc.		196.55
11/22/22	51100C Full Time Labor	44		10,633.29	
	51100P Full Time Labor			17,761.42	
	51300C Overtime Pay			314.14	
	51300P Overtime Pay			838.51	
	52200C			853.42	

Sunapee SEWER Department
Purchase Journal

For the Period From Nov 1, 2022 to Nov 30, 2022

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	FICA/Medicare Expense 52200P			1,376.82	
	FICA/Medicare Expense 52300C			3,111.66	
	Health Insurance Expense 52300P			5,060.59	
	Health Insurance Expense 52400C			1,607.20	
	Retirement 52400P			2,615.15	
	Retirement 53041C			138.31	
	Office/Computer Service 53041P			138.32	
	Office/Computer Service 56120C			345.66	
	Postage Expense 56120P			143.33	
	Postage Expense 202000		TOWN OF SUNAPEE		44,937.82
	Accounts Payable				
11/22/22	53072C Pump Station Maint. Service 202000	5556		439.75	
	Accounts Payable		YANKEE GENERATOR, INC.		439.75
11/29/22	56260P Uniform Expense 56260C	1070180272		56.01	
	Uniform Expense 56250P			24.17	
	Building/Custodial Expense 202000		UNIFIRST		154.84
	Accounts Payable				
11/29/22	56260P Uniform Expense 56250P	1070182016		56.01	
	Building/Custodial Expense 56260C			72.08	
	Uniform Expense 202000		UNIFIRST		152.26
	Accounts Payable				
11/29/22	53094P BIOS HANDLING 202000	12658		9,262.85	
	Accounts Payable		CLEAN WATERS, INC.		9,262.85
11/29/22	56270P Lab Supplies 202000	182767		1,148.48	
	Accounts Payable		USA BLUEBOOK		1,148.48
11/29/22	56210P Maintenance Supply 202000	2815463		7.35	
	Accounts Payable		BELLETTETTES		7.35
11/29/22	56260P Uniform Expense 202000	P64258		194.97	
	Accounts Payable		Chappell Tractor		194.97
11/30/22	56210P Maintenance Supply	015-32611		510.00	

Sunapee SEWER Department
Purchase Journal

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	202000 Accounts Payable		NEWPORT SAND & GRAVEL		510.00
11/30/22	56210P Maintenance Supply 202000 Accounts Payable	015-32653	NEWPORT SAND & GRAVEL	240.00	240.00
11/30/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	015-32657	NEWPORT SAND & GRAVEL	360.00	360.00
11/30/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	021-30128	NEWPORT SAND & GRAVEL	360.00	360.00
11/30/22	53050P Auto Repair/Service 202000 Accounts Payable	908324	SANEL NAPA	55.96	55.96
				78,901.80	78,901.80

Sunapee WATER Department
Purchase Journal

For the Period From Nov 1, 2022 to Nov 30, 2022

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/22	562600 Uniform Expense 202000 Accounts Payable	1070172912		23.78	
			UNIFIRST		23.78
11/1/22	562600 Uniform Expense 202000 Accounts Payable	1070174739		23.78	
			UNIFIRST		23.78
11/1/22	542000 Heating Fuel Expense 202000 Accounts Payable	34998		191.71	
			IRVING OIL CORPORATION		191.71
11/1/22	530400 Computer Software Support 202000 Accounts Payable	80110074		57.44	
			BADGER METER INC.		57.44
11/1/22	562100 Maintenance Supply 530500 Auto Repair/Service 202000 Accounts Payable	904302		19.90	
				293.69	
			SANEL NAPA		313.59
11/1/22	530200 Legal/Engineering Fees 202000 Accounts Payable	Pay App No 6		7,500.00	
			PRB Construction Inc.		7,500.00
11/2/22	562900 Chemical Expense 202000 Accounts Payable	290212497		471.90	
			HARCROS		471.90
11/3/22	530300 Telephone 530310 Alarms 202000 Accounts Payable	10/22		90.36	
				202.00	
			CONSOLIDATED COMMUNICATIONS		292.36
11/3/22	562100 Maintenance Supply 202000 Accounts Payable	8621516		139.94	
			HOME DEPOT		139.94
11/7/22	573100 DWSRF Loan Interest 202000 Accounts Payable	CODWSRF3616		4,223.22	
			TREASURER-STATE OF NH		4,223.22
11/7/22	573000 DWSRF Loan Repayment 573100 DWSRF Loan Interest 202000 Accounts Payable	CODWSRF3616		8,422.84	
				892.37	
			TREASURER STATE OF NH		9,315.21
11/8/22	562500 Building/Custodial Expense 202000 Accounts Payable	12/2/22		240.00	
			TOWN OF SUNAPEE		240.00
11/8/22	562200	60143		157.73	

Sunapee WATER Department
Purchase Journal
For the Period From Nov 1, 2022 to Nov 30, 2022

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Distribution Supplies 202000 Accounts Payable		UNITED CONSTRUCTION CORP.		157.73
11/9/22	541000 Electricity Expense 202000 Accounts Payable	11/22		1,343.16	
			EVERSOURCE		1,343.16
11/14/22	530300 Telephone 202000 Accounts Payable	11/01/22		129.89	
			COMCAST		129.89
11/15/22	530300 Telephone 202000 Accounts Payable	9920016641		105.92	
			VERIZON WIRELESS		105.92
11/16/22	562600 Uniform Expense 202000 Accounts Payable	1070176581		23.78	
			UNIFIRST		23.78
11/16/22	562600 Uniform Expense 202000 Accounts Payable	1070178468		23.78	
			UNIFIRST		23.78
11/17/22	579100 LOAN PAYMENT-LAKE A 202000 Accounts Payable	11/30/22		23,491.06	
			BAR HARBOR BANK & TRUST		23,491.06
11/17/22	530900 Outside Lab Services 202000 Accounts Payable	252351		175.00	
			EASTERN ANALYTICAL, INC		175.00
11/22/22	530700 Maint.Repair/Service 202000 Accounts Payable	11162204		95.00	
			KELLEY PLUMBING & HEATING, LLC		95.00
11/22/22	511000 Full Time Labor 513000 Overtime Pay 522000 FICA/Medicare 523000 Health Insurance Expense 524000 Retirement 530410 Office/Computer Service 561200 Postage Expense 202000 Accounts Payable	44		8,833.16	
				581.83	
				789.04	
				2,901.26	
				1,400.42	
				138.31	
				345.66	
			TOWN OF SUNAPEE		14,989.68
11/29/22	562600 Uniform Expense 202000 Accounts Payable	1070180272		22.86	
			UNIFIRST		22.86
11/29/22	562600	1070182016		22.86	

**Sunapee WATER Department
Purchase Journal**

For the Period From Nov 1, 2022 to Nov 30, 2022

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Uniform Expense 202000 Accounts Payable		UNIFIRST		22.86
11/29/22	530300 Telephone 202000 Accounts Payable	11/16/22	COMCAST	191.94	191.94
11/29/22	530700 Maint.Repair/Service 202000 Accounts Payable	575825	TRI STATE BACKFLOW PREVENTION	280.00	280.00
11/30/22	530200 Legal/Engineering Fees 202000 Accounts Payable	19011	UNDERWOOD ENGINEERS, INC.	2,393.83	2,393.83
11/30/22	561000 Office Supplies 202000 Accounts Payable	66002	NLCS, INC	31.50	31.50
				66,270.92	66,270.92

Sunapee SEWER Department
2022 Income Statement
 For the Eleven Months Ending November 30, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 162.36	\$ 1,853.51	\$ 0.00	(1,853.51)
Capital Improvement Interest	120.41	1,302.23	0.00	(1,302.23)
SRB Plant Replacement Interest	116.97	1,264.15	0.00	(1,264.15)
SRB Collection Replacement Int	80.29	867.66	0.00	(867.66)
Miscellaneous Income	831.26	1,801.51	0.00	(1,801.51)
Discounts Taken	0.22	7.93	0.00	(7.93)
New London Quarterly	90,903.14	484,520.05	569,534.00	85,013.95
Sewer User Fees	0.00	746,745.92	658,038.56	(88,707.36)
Sewer User Fee Interest	0.00	577.16	0.00	(577.16)
Sewer User Fee Abatement	0.00	(419.00)	0.00	419.00
Attachment Fees Rec'd	6,000.00	26,345.00	0.00	(26,345.00)
Septic Receiving	3,841.00	33,304.00	0.00	(33,304.00)
Upgrade Grant Received	0.00	39,130.00	39,130.00	0.00
Perkins Pond Grant Funds	0.00	9,502.50	9,575.50	73.00
Plant Replacement Deposit	0.00	54,875.00	54,875.00	0.00
Collection Replacement Deposit	0.00	26,772.00	26,772.00	0.00
Total Revenues	102,055.65	1,428,449.62	1,357,925.06	(70,524.56)
<u>EXPENDITURES</u>				
Superintendent Labor	0.00	10,076.09	25,700.00	15,623.91
Superintendent Labor	0.00	21,323.02	51,360.00	30,036.98
Full Time Labor	10,633.29	77,612.21	60,150.00	(17,462.21)
Full Time Labor	17,761.42	156,160.24	175,210.00	19,049.76
Administrative Labor	0.00	8,603.74	21,190.00	12,586.26
Administrative Labor	0.00	8,604.05	21,200.00	12,595.95
Overtime Pay	314.14	3,713.78	6,750.00	3,036.22
Overtime Pay	838.51	7,748.72	10,800.00	3,051.28
Commission Pay	0.00	0.00	1,000.00	1,000.00
Commission Pay	0.00	375.00	1,000.00	625.00
Unused Sick Leave Pay	0.00	0.00	2,500.00	2,500.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	29,547.36	294,216.85	379,860.00	85,643.15
Life & Disability Expense	0.00	1,693.59	2,160.00	466.41
Life & Disability Expense	0.00	2,884.10	4,460.00	1,575.90
FICA/Medicare Expense	853.42	7,552.09	7,915.00	362.91
FICA/Medicare Expense	1,376.82	14,622.22	18,585.00	3,962.78
Health Insurance Expense	3,111.66	30,287.65	39,850.00	9,562.35
Health Insurance Expense	5,060.59	55,769.60	80,500.00	24,730.40
Retirement	1,607.20	14,334.14	17,000.00	2,665.86
Retirement	2,615.15	27,215.44	35,800.00	8,584.56
Unemployment Expense	0.00	65.95	110.00	44.05
Unemployment Expense	0.00	214.89	220.00	5.11
Worker's Comp. Expense	0.00	937.88	1,620.00	682.12
Worker's Comp. Expense	0.00	3,055.67	3,650.00	594.33
Total Payroll Benefits	14,624.84	158,633.22	211,870.00	53,236.78
Auditing	0.00	0.00	2,000.00	2,000.00
Auditing	0.00	0.00	4,500.00	4,500.00
Legal/Engineering Fees	0.00	10,410.84	4,500.00	(5,910.84)

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Eleven Months Ending November 30, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Legal/Engineering Fees	0.00	0.00	5,000.00	5,000.00
Telephone	174.42	1,853.65	2,350.00	496.35
Telephone	311.43	3,239.87	4,000.00	760.13
Alarms	427.40	5,069.37	5,000.00	(69.37)
Computer Software Support	0.00	915.00	1,500.00	585.00
Computer Software Support	0.00	515.00	615.00	100.00
Office/Computer Service	138.31	1,056.37	1,500.00	443.63
Office/Computer Service	138.32	1,985.21	3,000.00	1,014.79
Office Rent	0.00	0.00	2,500.00	2,500.00
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	53.97	2,976.43	3,000.00	23.57
Auto Repair/Service	55.96	1,528.14	1,500.00	(28.14)
Maintenance Service	0.00	16,891.59	22,000.00	5,108.41
Sewer Line Maint. Service	0.00	2,655.00	4,000.00	1,345.00
Pump Station Maint. Service	439.75	4,120.47	17,000.00	12,879.53
Manhole Contract	0.00	11,191.08	20,000.00	8,808.92
Outside Lab Services	1,970.50	12,275.39	15,000.00	2,724.61
BIOS HANDLING	12,303.28	44,957.07	64,000.00	19,042.93
BIOS Lab	0.00	0.00	1,200.00	1,200.00
Total Purchased Prof & Tech Services	16,013.34	121,640.48	186,665.00	65,024.52
Electricity Expense	1,325.38	13,637.07	24,410.00	10,772.93
Electricity Expense	4,265.54	50,553.45	63,500.00	12,946.55
Heating Fuel Expense	0.00	7,577.97	15,000.00	7,422.03
Heating Fuel Expense	552.92	8,571.05	12,750.00	4,178.95
Total Purchased Property Services	6,143.84	80,339.54	115,660.00	35,320.46
Property Insurance	0.00	1,555.00	1,555.00	0.00
Property Insurance	0.00	4,500.00	4,500.00	0.00
Liability Insurance	0.00	2,410.00	2,410.00	0.00
Liability Insurance	0.00	2,510.00	2,510.00	0.00
Vehicle Insurance	0.00	1,035.00	1,035.00	0.00
Vehicle Insurance	0.00	300.00	300.00	0.00
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	0.00	0.00	75.00	75.00
Dues & Publications	0.00	0.00	150.00	150.00
Training/Education	0.00	295.00	500.00	205.00
Training/Education	0.00	358.00	1,500.00	1,142.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
Total Other Purchased Services	0.00	12,963.00	14,885.00	1,922.00
Office Supplies	162.74	463.55	700.00	236.45
Office Supplies	305.35	743.18	910.00	166.82
Postage Expense	345.66	950.19	950.00	(0.19)
Postage Expense	143.33	688.15	515.00	(173.15)
Billing Expense	0.00	387.65	400.00	12.35
Breakroom Supplies	104.93	264.74	250.00	(14.74)
Breakroom Supplies	0.00	426.85	300.00	(126.85)
OFFICE EQUIPMENT	0.00	144.83	700.00	555.17
OFFICE EQUIPMENT	0.00	144.83	600.00	455.17
Safety Supplies	0.00	98.26	2,000.00	1,901.74
Safety Supplies	131.24	3,881.81	2,500.00	(1,381.81)
Maintenance Supply	1,543.25	18,890.73	12,000.00	(6,890.73)

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Eleven Months Ending November 30, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Sewer Line Maint. Supply	3,982.32	10,126.00	7,000.00	(3,126.00)
Pump Station Maint. Supply	0.00	1,043.89	6,000.00	4,956.11
Auto Fuel Expense	0.00	2,769.99	4,000.00	1,230.01
Auto Fuel Expense	14.00	3,025.49	3,000.00	(25.49)
Building/Custodial Expense	435.06	3,170.13	3,100.00	(70.13)
Uniform Expense	142.26	1,481.76	1,800.00	318.24
Uniform Expense	531.03	2,956.79	3,350.00	393.21
Lab Supplies	1,745.09	17,196.66	22,700.00	5,503.34
Lab Equipment	0.00	903.73	8,800.00	7,896.27
Chemical Expense	2,986.16	76,153.13	75,000.00	(1,153.13)
Total Supplies	12,572.42	145,912.34	156,575.00	10,662.66
Coll. Replacement Fund	0.00	26,772.00	26,772.00	0.00
Plant Replacement Fund	0.00	54,875.00	54,875.00	0.00
Total Replacement Fund	0.00	81,647.00	81,647.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 78,901.80	\$ 895,352.43	\$ 1,147,162.00	251,809.57
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ 0.00	\$ (24,424.38)	\$ 44,211.50	68,635.88
19 Article 16 Asset Mgmt Prog	0.00	2,319.36	0.00	(2,319.36)
2019 Asset Mgmt Plan	0.00	1,936.78	0.00	(1,936.78)
WWTP Upgrade Loan Payment	0.00	21,464.62	81,697.28	60,232.66
Total Bond Payments	0.00	1,296.38	125,908.78	124,612.40
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 1,296.38	\$ 125,908.78	124,612.40
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

For Management Purposes Only

Sunapee WATER Department
2022 Income Statement
 For the Eleven Months Ending November 30, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 70.87	\$ 800.11	\$ 0.00	(800.11)
Capital Improvement Interest	3.36	36.35	0.00	(36.35)
SRB Replacement Fund Interest	369.68	3,892.82	0.00	(3,892.82)
Miscellaneous Income	100.00	2,193.44	0.00	(2,193.44)
Discounts Taken	0.00	3.10	0.00	(3.10)
Water User Fees	0.00	614,366.30	556,100.00	(58,266.30)
Water User Fee Interest	0.00	506.94	0.00	(506.94)
Water User Fee Abatement	0.00	(1,535.00)	0.00	1,535.00
Attachment Fees Rec'd	0.00	2,773.85	0.00	(2,773.85)
ATTACHMENT FEES REFUNDED	0.00	(1,035.00)	0.00	1,035.00
State Grant Funds Rec'd	0.00	8,461.57	16,821.97	8,360.40
State Revolving Loan Rec'd	0.00	14,593.49	0.00	(14,593.49)
Water Replacement Deposit	0.00	67,815.00	67,815.00	0.00
Total Revenues	\$ 543.91	\$ 712,872.97	\$ 640,736.97	(72,136.00)
<u>EXPENDITURES</u>				
Superintendent Labor	\$ 0.00	\$ 10,105.11	\$ 25,679.00	15,573.89
Full Time Labor	8,833.16	95,072.02	89,085.00	(5,987.02)
Administrative Labor	0.00	8,610.38	21,832.00	13,221.62
Overtime Pay	581.83	7,750.26	13,500.00	5,749.74
Commission Pay	0.00	275.00	1,000.00	725.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	9,414.99	121,812.77	154,096.00	32,283.23
Life & Disability Expense	0.00	2,037.59	2,455.00	417.41
FICA/Medicare	789.04	9,349.63	10,280.00	930.37
Health Insurance Expense	2,901.26	36,448.93	41,900.00	5,451.07
Retirement	1,400.42	17,636.24	17,705.00	68.76
Unemployment Expense	0.00	144.68	200.00	55.32
Worker's Comp. Expense	0.00	2,057.28	1,800.00	(257.28)
Total Payroll Benefits	5,090.72	67,674.35	74,340.00	6,665.65
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	9,893.83	11,425.05	10,000.00	(1,425.05)
Telephone	518.11	4,770.34	3,500.00	(1,270.34)
Alarms	202.00	1,430.00	2,500.00	1,070.00
Computer Software Support	57.44	2,174.40	10,000.00	7,825.60
Office/Computer Service	138.31	1,046.37	2,000.00	953.63
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	293.69	2,936.37	2,500.00	(436.37)
Equipment Repair	0.00	308.33	2,000.00	1,691.67
Maint.Repair/Service	375.00	9,688.88	15,000.00	5,311.12
Outside Lab Services	175.00	1,765.00	5,500.00	3,735.00
Total Purchased Prof & Tech Services	11,653.38	35,544.74	56,500.00	20,955.26
Electricity Expense	1,293.16	16,093.09	20,600.00	4,506.91
Heating Fuel Expense	191.71	7,574.32	13,000.00	5,425.68
Total Purchased Property Services	1,484.87	23,667.41	33,600.00	9,932.59
For Management Purposes Only				

Sunapee WATER Department
2022 Income Statement
 For the Eleven Months Ending November 30, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Property Insurance	0.00	1,200.00	3,045.00	1,845.00
Liability Insurance	0.00	500.00	1,910.00	1,410.00
Vehicle Insurance	0.00	446.65	720.00	273.35
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	0.00	200.00	200.00	0.00
Training/Education	0.00	546.00	1,500.00	954.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	0.00	122.66	0.00	(122.66)
Total Other Purchased Services	0.00	3,015.31	7,575.00	4,559.69
Office Supplies	31.50	178.83	600.00	421.17
Postage Expense	345.66	829.29	1,000.00	170.71
Billing Expense	0.00	387.66	600.00	212.34
Breakroom Supplies	0.00	199.78	300.00	100.22
OFFICE EQUIPMENT	0.00	133.33	600.00	466.67
Safety Supplies	0.00	0.00	750.00	750.00
Maintenance Supply	159.84	9,608.95	6,500.00	(3,108.95)
Distribution Supplies	157.73	13,918.16	12,000.00	(1,918.16)
Meter Supplies	0.00	4,634.04	15,000.00	10,365.96
Hydrant Replacement	0.00	0.00	4,000.00	4,000.00
Auto Fuel Expense	0.00	3,099.21	4,000.00	900.79
Building/Custodial Expense	240.00	480.00	500.00	20.00
Uniform Expense	140.84	1,449.47	1,500.00	50.53
Lab Supplies	0.00	3,132.26	2,250.00	(882.26)
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	471.90	6,794.30	6,000.00	(794.30)
Total Supplies	1,547.47	44,845.28	57,100.00	12,254.72
Water Replacement Fund	0.00	67,815.00	67,815.00	0.00
Total Replacement Fund	0.00	67,815.00	67,815.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 29,191.43	\$ 364,374.86	\$ 451,026.00	86,651.14
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 0.00	\$ 70,484.70	\$ 88,844.83	18,360.13
DWSRF Loan Repayment	8,422.84	8,422.84	0.00	(8,422.84)
DWSRF Loan Interest	5,115.59	5,115.59	0.00	(5,115.59)
LOAN PAYMENT-LAKE AVE	23,491.06	47,252.97	47,290.18	37.21
Total Bond/Interest Payments	37,029.49	131,276.10	136,135.01	4,858.91
20 Article TTHM Remediation	0.00	107,919.01	0.00	(107,919.01)
Total Warrant Articles	0.00	107,919.01	0.00	(107,919.01)
TOTAL MISC. EXPENDITURES	\$ 37,029.49	\$ 239,195.11	\$ 136,135.01	(103,060.10)
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

For Management Purposes Only



FUSS & O'NEILL, INC.

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

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

December 11, 2022
Invoice No: 0246570
Project Manager Daniel Monette
Purchase Order:
A/R over 60 days:

Invoice Total \$12,140.10

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

Professional Services through November 26, 2022

Task 000001 Field Investigation & Survey
Subtask 00000A Kickoff Internal

Total Fee 3,587.00
Percent Complete 100.00 Total Earned 3,587.00
Previous Fee Billing 2,510.90
Current Fee Billing 1,076.10
Total Fee 1,076.10
Total this Subtask \$1,076.10

Subtask 00000B Field Survey

Total Fee 29,609.00
Percent Complete 82.00 Total Earned 24,279.38
Previous Fee Billing 24,279.38
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00

Subtask 00000C Drafting EC Plans

Total Fee 15,204.00
Percent Complete 33.00 Total Earned 5,017.32
Previous Fee Billing 5,017.32
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00

Total this Task \$1,076.10

Task 000002 Design & Permitting
Subtask 00000A Schematic Design

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

Project	20211335.A20	Sunapee, NH- Water Main Design	Invoice	0246570
Total Fee		18,400.00		
Percent Complete		83.00	Total Earned	15,272.00
			Previous Fee Billing	4,692.00
			Current Fee Billing	10,580.00
			Total Fee	10,580.00
			Total this Subtask	\$10,580.00

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

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

Subtask	00000D	Bid Plans		
Total Fee		18,500.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Subtask	0.00
			Total this Task	\$10,580.00

Task	000003	Specifications & Opinions of Cost		
Total Fee		12,100.00		
Percent Complete		4.00	Total Earned	484.00
			Previous Fee Billing	0.00
			Current Fee Billing	484.00
			Total Fee	484.00
			Total this Task	\$484.00
			Total this Invoice	<u>\$12,140.10</u>

Billings to Date

	Current	Prior	Total
Fee	12,140.10	36,937.60	49,077.70
Totals	12,140.10	36,937.60	49,077.70

Town of Sunapee, NH

POSITION: OPERATOR II

DEPARTMENT: WATER & SEWER DEPT

FLSA STATUS: NONEXEMPT

REPORTS TO: Assistant Water and Sewer Superintendent.

LABOR GRADE: 11

DATE: 12/22/22

GENERAL SUMMARY

Performs highly responsible duties in the operation and maintenance of water and sewer treatment, water distribution and sewer collection systems for a municipal water and sewer department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

Engage in process control to ensure that the operation of the water and wastewater system facilities produces water which meets or exceeds the quality standards required in Federal and State Law, regulations and rules.

Operate and maintain mechanical and electrical equipment used in the water and wastewater treatment system.

Assure accurate records are made from the operation of the plant's facilities, including any and all parameters required by applicable law, regulation or rule.

Prepare routine, cyclical, and special reports on plant and system operations and submit on deadline.

Collects samples of water and wastewater for on and off site required tests.

Performs laboratory tests and analysis of routine nature.

Performs basic mathematical computations rapidly and easily.

Performs pump station rounds according to rotating schedule and needs of the system, including weekends and holidays.

Perform weekend tests at wastewater treatment facility and water treatment facilities on a rotating schedule.

Establish and maintain effective working relationships with the public, co-workers, federal and state officials

Order, and maintain inventory of chemicals, repair parts and other supplies.

Install, maintain and perform seasonal connect, disconnect and maintenance on water lines and hydrants.

Familiar with and execute safe work procedures associated with assigned work.

Install, remove, test and repair water meters as needed.

Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Flexibility in dealing with assigned work in either water or sewer, depending on the needs of the department. Required to work in waste-water treatment, as needed, and acquire the skills to perform effectively in those circumstances.

SUPERVISORY CONTROLS

The Water and Sewer Assistant Superintendent or Superintendent assigns all work tasks and/or projects with general instructions and timeframes for completion. The employee is responsible for keeping the Assistant Superintendent informed of the status of all phases of work tasks and projects that are assigned.

GUIDELINES

Guidelines include Town and Department policies and procedures.

PERSONAL CONTACTS

The public, co-workers, town, federal and state officials.

PURPOSE OF CONTACTS

Establish and maintain effective working relationships with the public, co-workers, federal and state officials.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

HS Diploma or GED. Demonstrated mechanical maintenance and repair of water & sewer equipment; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

LICENSING AND CERTIFICATION

Valid driver license and two of the following: Grade II Water Treatment Operator, Grade II Water Distribution System Operator, Grade II Waste Water Collection System Operator, or Grade II Waste Water Treatment Operator or have the ability to obtain these in a reasonable period of time.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Heavy and Light-duty trucks; backhoe; Bobcat; jetting and vacor units; various hand and power tools; telephone; two-way radio; copy machine; analysis and testing equipment; computers.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, carry, and move up to 25 pounds, reach above and below shoulder height, and be required to push and or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Equipment and vehicle cabs; various rough and uneven surfaces, wet and slippery surfaces, laboratory tables, concrete and tile floors, rocky and all other surfaces required for the position.

Approximately 25% of the work is performed inside in the office on a computer, and 75% is performed outdoors during all types of weather.

Possible Occupational Exposures: Chlorine (liquid & gas); Sodium Hydroxide; Sulfur Dioxide; Zinc Polyphosphate; Raw Sewage. Noxious Odors and fumes

WORK SCHEDULE

7:00 a.m. to 3:30 p.m. Monday through Friday with the ability to perform department facility rounds according to rotating schedule and needs of the system, including weekends and holidays. Must be available 24 hours per day for and all types of departmental emergency situations.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.