



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting

December 28, 2023, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. Forms for approval
 - November 30, 2023 Meeting Minutes
 - November Sewer Purchase Journal
 - November Water Purchase Journal
 - November Income Statements
 - Abatement and Billing Error Requests
3. Wastewater Treatment Highlights
4. Water Treatment Highlights
5. Old & New Business
 - Fuss & O'Neill Invoice
 - Solar correspondence
6. Next Monthly Meeting January 25, 2024
7. Adjourn



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

Board of Commissioners Meeting
November 30, 2023
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard and David Bailey. Daniel Monette-PE Fuss & O’Neill. Bette Nowak, Keith Chrisman, David Brown.

The Chairman called the meeting to order at 5:33 p.m.

1. Santa Energy Presentation: William Ostander and Andrew Keller of Santa Energy gave a presentation about their proposal for installation of solar panels at the wastewater treatment plant via zoom. They explained how the proposal that was sent out would work and how this installation would benefit the Town of Sunapee. There was some discussion after the presentation regarding getting more proposals from other similar companies, the need for a warrant article to allow the Selectmen to approve such an agreement and where the panels would be located. There was much discussion about how to word a warrant article and getting input from Town Legal Counsel. Bette Nowak offered to provide a draft warrant article to be presented to the Selectmen.
2. Fuss & O’Neill Update on Water Main Replacements: Dan M. presented that the directional drilling plan is ready to go to the State DOT for permitting and that he has drawn up a proposed contract to present the chosen drilling company for performing the boring work. He stated that this work would not need to go out to bid, that instead getting multiple quotes would be sufficient. Dan M. reported that Lower Main Street water line replacement is similarly ready and that as soon as wetland permits are issued things will be ready for going out to bid. The Commission reviewed some of the plans as presented, Dave B. will go over them to make sure he concurs that everything looks correct. There was some discussion regarding the revised cost for design engineering of the water line replacements for Central St., High St. and Edgemont Rd.
3. Forms for Approval:
 - October 19, 2023 Meeting Minutes: Jeffrey R. made a motion to accept the October 19th 2023 meeting minutes, seconded by Jimmy W. voted unanimously in favor, so declared by the Chairman.
 - October Sewer Purchase Journal: Charles H. made a motion to accept the October sewer purchase journal, seconded by Wayne S., voted unanimously in favor, so declared by the Chairman.
 - October Water Purchase Journal: Jeffrey R. made a motion to accept the Sunapee water purchase journal for October 2023, seconded by Charles H., unanimously in the affirmative, so declared by the Chairman.
 - October 2023 Income Statements for Water & Sewer: Jeffrey R. made a motion to accept the Sunapee Sewer and Water Income Statements for October 2023, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
 - BPR 62 Abatement Request: Jeffrey R. made a motion to discuss the abatement request for map 136-52, 62 Birch Point Road, seconded by Charles H., there was some discussion regarding when the cottage

had been demolished and if the sewer line was capped acceptably when the demo was completed.

Jeffrey R. made a motion to grant the abatement as requested, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

Ivey Trust Abatement Request: Holly L. presented that the condo in question had burned down in April. Jimmy W. made a motion to grant the abatement, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.

4. Wastewater Treatment Highlights: Dave B. reported that the plant has been running pretty well but that there had been an upset at the plant this week due to high flows. He stated that toxicity testing is going out this week and that the crew is working on cleaning up around the plant. Dave B. stated that Prospect Hill Construction is grading out the area. He reported that there is a large rock that needs to be moved and that trying to do so with the backhoe had broken the bucket. Dave B. has Mark Usko coming to move the rock. Dave B. stated that there has been some issues with heaters at pump stations 1 and 9. He reported that there had been a problem in the harbor area while flushing hydrants and that Stearn's Septic had video taped sewer lines in the area and found some bricks in them near Stacy's Smoothies which were cleaned out.
5. Water Treatment Highlights: Dave B. reported that the summer water lines are shut off and that they are making sure that all the meter boxes have been shut down. He stated that the well site is running pretty nicely and that there had been a fire call out over the weekend to the intersection of Main Street and Route 11 in Georges Mills for a water hose spraying on an electric meter. Dave B. reported that all operators had renewed their certifications with the state.
6. Old & New Business:
Browns Hill Boat House Sewer Issue: There was some discussion regarding a sewer problem that the Browns Hill Association is having with their boat house pump station, what the state will allow them to do and large tanks connected to the sewer system.
2024 Proposed Budgets and Warrant Articles: Holly L. presented that there had been some changes with the wages lines as the Town had decided to give COLAs back to January if the budget passes and that she had prepared the water & sewer budgets with April as the starting date for COLAs. This change had resulted in increases to the wage and payroll expenses lines of the budget.

The next monthly meeting is scheduled for December 28, 2023.

7:54 p.m. Jimmy W. made a motion to adjourn, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal

For the Period From Nov 1, 2023 to Nov 30, 2023

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
11/6/23	56210P Maintenance Supply 202000 Accounts Payable	028471		416.54	
			A/D INSTRUMENT REPAIR, INC.		416.54
11/6/23	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	10/23		197.58 45.60 480.45	
			CONSOLIDATED COMMUNICATIONS		723.63
11/6/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070272111		60.61 30.31 83.56	
			UNIFIRST		174.48
11/6/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070273938		60.61 30.31 83.56	
			UNIFIRST		174.48
11/6/23	53094P BIOS HANDLING 202000 Accounts Payable	12662		2,170.04	
			Town of Merrimack		2,170.04
11/6/23	53090P Outside Lab Services 202000 Accounts Payable	269328		91.00	
			EASTERN ANALYTICAL, INC.		91.00
11/6/23	56210P Maintenance Supply 202000 Accounts Payable	6620561		91.54	
			HOME DEPOT CREDIT SERVICES		91.54
11/6/23	56240P Auto Fuel Expense 202000 Accounts Payable	92986891		14.00	
			WEX BANK		14.00
11/6/23	56210P Maintenance Supply 202000 Accounts Payable	9621951		37.95	
			HOME DEPOT CREDIT SERVICES		37.95
11/6/23	56210P Maintenance Supply 202000 Accounts Payable	INV00169183		135.77	
			USA BLUEBOOK		135.77
11/6/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	P06522		24.34	
			Chappell Tractor		24.34

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11/6/23	53050P Auto Repair/Service 202000 Accounts Payable	R701006099:01	ADVANTAGE TRUCK GROUP	70.08	70.08
11/6/23	56290P Chemical Expense 202000 Accounts Payable	TOS02	EPPING WATER & SEWER DEPARTMENT	3,825.50	3,825.50
11/7/23	54100P Electricity Expense 202000 Accounts Payable	11/2023	EVERSOURCE	4,723.33	4,723.33
11/13/23	53090P Outside Lab Services 202000 Accounts Payable	123110103	NELSON ANALYTICAL LAB	40.00	40.00
11/14/23	56140P Breakroom Supplies 202000 Accounts Payable	17720654 110723	CRYSTAL ROCK LLC	66.96	66.96
11/14/23	56210P Maintenance Supply 202000 Accounts Payable	3462783	BELLETTETTES	35.98	35.98
11/14/23	53071C Sewer Line Maint. Service 202000 Accounts Payable	8174110323	STEARNS SEPTIC SERVICE, INC	3,380.00	3,380.00
11/14/23	51100C Full Time Labor 51300C Overtime Pay 51100P Full Time Labor 51300P Overtime Pay 52100C Life & Disability Expense 52100P Life & Disability Expense 52200C FICA/Medicare Expense 52200P FICA/Medicare Expense 52400C Retirement 52400P Retirement 53041C Office/Computer Service 53041P Office/Computer Service 53041P Office/Computer Service 202000 Accounts Payable	95	TOWN OF SUNAPEE	8,155.90 221.82 17,835.33 1,278.65 135.24 308.41 640.90 1,462.22 1,172.88 2,675.96 132.43 132.44 292.35	34,444.53
11/14/23	51100C Full Time Labor 51100P	96		12,672.28 17,875.96	

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	Full Time Labor				
	51300C			458.02	
	Overtime Pay				
	51300P			1,350.46	
	Overtime Pay				
	52100C			170.00	
	Life & Disability Expense				
	52100P			249.63	
	Life & Disability Expense				
	52200C			1,004.47	
	FICA/Medicare Expense				
	52200P			1,470.82	
	FICA/Medicare Expense				
	52300C		Sept	2,232.66	
	Health Insurance Expense				
	52300P		Sept	5,091.28	
	Health Insurance Expense				
	52300C		Oct	2,824.78	
	Health Insurance Expense				
	52300P		Oct	4,147.90	
	Health Insurance Expense				
	52400C			1,838.24	
	Retirement				
	52400P			2,691.70	
	Retirement				
	202000		TOWN OF SUNAPEE		54,078.20
	Accounts Payable				
11/14/23	56210P	IN-23-187	Seepex Pump Model MD 006-12	5,336.00	
	Maintenance Supply		Metering Pump as quoted #23-281.		
	56210P		Billto: Sunapee Sewer Dept, PO	205.69	
	Maintenance Supply		BOX 347, Sunapee NH 03782		
	202000		AQUA SOLUTIONS, Inc.		5,541.69
	Accounts Payable				
11/16/23	53050C	008183		173.67	
	Auto Repair/Service				
	53050P			173.67	
	Auto Repair/Service				
	202000		DYER'S WELDING & UPPER		347.34
	Accounts Payable		VALLEY LINE-X		
11/16/23	56260P	1070275744		60.61	
	Uniform Expense				
	56260C			30.31	
	Uniform Expense				
	56250P			83.56	
	Building/Custodial Expense				
	202000		UNIFIRST		174.48
	Accounts Payable				
11/16/23	56290P	291012465		2,503.50	
	Chemical Expense				
	202000		HARCROS CHEMICALS INC.		2,503.50
	Accounts Payable				
11/16/23	56230C	3488563		44.07	
	Pump Station Maint. Supply				
	202000		BELLETTES		44.07
	Accounts Payable				
11/16/23	56240C	350084		307.74	
	Auto Fuel Expense				
	56240P			485.10	
	Auto Fuel Expense				
	202000		TREASURER STATE OF NH		792.84
	Accounts Payable				

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11/16/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	6236138	E.J.PRESCOTT, INC.	1,153.31	1,153.31
11/16/23	53050C Auto Repair/Service 202000 Accounts Payable	948194	SANEL NAPA	129.00	129.00
11/16/23	53050P Auto Repair/Service 202000 Accounts Payable	X701034575:01	ADVANTAGE TRUCK GROUP	7.53	7.53
11/20/23	56290P Chemical Expense 202000 Accounts Payable	107041	ARIES CHEMICAL, INC	1,898.20	1,898.20
11/20/23	53090P Outside Lab Services 202000 Accounts Payable	270012	EASTERN ANALYTICAL, INC.	136.50	136.50
11/20/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	3489597	BELLETTETTES	7.81	7.81
11/20/23	53050P Auto Repair/Service 202000 Accounts Payable	948181	SANEL NAPA	103.48	103.48
11/20/23	53030P Telephone 53030C Telephone 202000 Accounts Payable	9948736136	VERIZON WIRELESS	104.33 104.33	208.66
11/20/23	55220P Training/Education 202000 Accounts Payable	HPY-T8B6-B5Q8	Operator Renewal for Brian Deschamps 1874 TREASURER STATE OF NH	50.00	50.00
11/21/23	54100C Electricity Expense 202000 Accounts Payable	11/2023C	EVERSOURCE	759.00	759.00
11/21/23	53075C Manhole Contract 202000 Accounts Payable	32904	AMERICAN HIGHWAY PRODUCTS LTD	2,310.18	2,310.18
11/28/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070277602	UNIFIRST	60.61 30.31 83.56	174.48

**Sunapee SEWER Department
Purchase Journal**

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11/28/23	56260P Uniform Expense	1070279362		60.61	
	56260C Uniform Expense			30.31	
	56250P Building/Custodial Expense			83.56	
	202000 Accounts Payable		UNIFIRST		174.48
11/28/23	54100C Electricity Expense	11/27 GAS		473.27	
	202000 Accounts Payable		EVERSOURCE		473.27
11/28/23	56230C Pump Station Maint. Supply	NP3317156-01		50.10	
	202000 Accounts Payable		LAVALLEY BUILDING SUPPLY		50.10
11/30/23	56290P Chemical Expense	13319		9,198.90	
	202000 Accounts Payable		CLEAN WATERS, INC.		9,198.90
11/30/23	53094P BIOS HANDLING	76370063036	Runnings	36.99	
	202000 Accounts Payable		David Bailey		36.99
11/30/23	56100P Office Supplies	885785822749	Coat Hook	24.98	
	202000 Accounts Payable		HOLLY LEONARD		24.98
11/30/23	56270P Lab Supplies	97000190542	T-Bird Ice	15.96	
	202000 Accounts Payable		David Bailey		15.96
				131,035.10	131,035.10

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/6/23	530700 Maint.Repair/Service 202000 Accounts Payable	095803	TRI STATE BACKFLOW PREVENTION	440.00	440.00
11/6/23	530300 Telephone 530310 Alarms 202000 Accounts Payable	10/23	CONSOLIDATED COMMUNICATIONS	74.88 242.00	316.88
11/6/23	530400 Computer Software Support 202000 Accounts Payable	80141125	BADGER METER INC.	114.88	114.88
11/6/23	573000 DWSRF Loan Repayment 202000 Accounts Payable	CODWSRF4729	PRINCIPAL TREASURER STATE OF NH	10,680.06	10,680.06
11/7/23	562600 Uniform Expense 202000 Accounts Payable	1070272111	UNIFIRST	29.83	29.83
11/7/23	562600 Uniform Expense 202000 Accounts Payable	1070273938	UNIFIRST	29.83	29.83
11/7/23	541000 Electricity Expense 202000 Accounts Payable	11/23	EVERSOURCE	1,364.76	1,364.76
11/7/23	530700 Maint.Repair/Service 202000 Accounts Payable	2097	COMUSTION SERVICES CORP.	974.02	974.02
11/7/23	552200 Training/Education 202000 Accounts Payable	WD-DWGB-231	Renewal Operator ID 2310 TREASURER, STATE OF NH	50.00	50.00
11/9/23	573000 DWSRF Loan Repayment 202000 Accounts Payable	WD-DWGB-231	1.256% Admin Fee Proj #2271010-01 TREASURER STATE OF NH	2,858.37	2,858.37
11/13/23	530300 Telephone 202000 Accounts Payable	11/1/23	COMCAST	144.89	144.89
11/13/23	530900 Outside Lab Services 202000 Accounts Payable	123110106	NELSON ANALYTICAL LAB	60.00	60.00
11/13/23	542000 Heating Fuel Expense 202000 Accounts Payable	643333	IRVING OIL CORPORATION	385.26	385.26

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11/14/23	562100 Maintenance Supply 202000 Accounts Payable	3460439		9.99	
			BELLETTES		9.99
11/14/23	562100 Maintenance Supply 202000 Accounts Payable	82999766		7.79	
			F.W. WEBB COMPANY		7.79
11/14/23	511000 Full Time Labor 513000 Overtime Pay 521000 Life & Disability Expense 522000 FICA/Medicare 524000 Retirement 530410 Office/Computer Service 202000 Accounts Payable	95		10,843.70	
				836.56	
				188.33	
				893.54	
				1,635.24	
				132.44	
			TOWN OF SUNAPEE		14,529.81
11/14/23	511000 Full Time Labor 513000 Overtime Pay 521000 Life & Disability Expense 522000 FICA/Medicare 523000 Health Insurance Expense 523000 Health Insurance Expense 524000 Retirement 202000 Accounts Payable	96		15,698.24	
				640.11	
				212.35	
				1,249.88	
			Sept	3,109.02	
			Oct	3,299.09	
				2,287.37	
			TOWN OF SUNAPEE		26,496.06
11/16/23	530600 Equipment Repair 202000 Accounts Payable	008183		173.66	
			DYER'S WELDING & UPPER VALLY LINE-X		173.66
11/16/23	562600 Uniform Expense 202000 Accounts Payable	1070275744		29.83	
			UNIFIRST		29.83
11/16/23	562200 Distribution Supplies 202000 Accounts Payable	1189363		58.30	
			FERGUSON ENTERPRISES LLC		58.30
11/16/23	562300 Meter Supplies 202000 Accounts Payable	307625		94.07	
			STILES COMPANY		94.07
11/16/23	562400 Auto Fuel Expense 202000 Accounts Payable	350084		308.98	
			TREASURER STATE OF NH		308.98

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11/16/23	530500 Auto Repair/Service 202000 Accounts Payable	948194	SANEL NAPA	128.99	128.99
11/20/23	562500 Building/Custodial Expense 202000 Accounts Payable	12/5/23	TOWN OF SUNAPEE	257.00	257.00
11/20/23	580000 23 WATER AMP GRANT W 202000 Accounts Payable	20903	UNDERWOOD ENGINEERS, INC.	2,154.74	2,154.74
11/20/23	530300 Telephone 202000 Accounts Payable	9948736136	VERIZON WIRELESS	104.34	104.34
11/20/23	552200 Training/Education 202000 Accounts Payable	WD-DWGB-263	David Bailey TREASURER-STATE OF NH	100.00	100.00
11/21/23	530900 Outside Lab Services 202000 Accounts Payable	270204	EASTERN ANALYTICAL, INC	175.00	175.00
11/22/23	562900 Chemical Expense 202000 Accounts Payable	291012606	HARCROS	429.75	429.75
11/22/23	552200 Training/Education 202000 Accounts Payable	WD-DWGB-284	Aaron Cartier TREASURER, STATE OF NH	100.00	100.00
11/22/23	552200 Training/Education 202000 Accounts Payable	WD-DWGB-327	John Fellows TREASURER, STATE OF NH	100.00	100.00
11/27/23	530300 Telephone 202000 Accounts Payable	11/16/23	COMCAST	229.44	229.44
11/28/23	562600 Uniform Expense 202000 Accounts Payable	1070277602	UNIFIRST	29.83	29.83
11/28/23	562600 Uniform Expense 202000 Accounts Payable	1070279362	UNIFIRST	29.83	29.83
11/28/23	530500 Auto Repair/Service 202000 Accounts Payable	947589	SANEL NAPA	67.95	67.95
11/28/23	530500 Auto Repair/Service	948381			18.00

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	202000 Accounts Payable		SANEL NAPA	18.00	
11/29/23	579100 LOAN PAYMENT-LAKE A 202000 Accounts Payable	11/30/23		22,902.79	
			BAR HARBOR BANK & TRUST		22,902.79
11/30/23	562300 Meter Supplies 202000 Accounts Payable	307763		1,699.19	
			STILES COMPANY		1,699.19
11/30/23	562300 Meter Supplies 202000 Accounts Payable	307781		963.30	
			STILES COMPANY		963.30
				88,647.42	88,647.42
				88,647.42	88,647.42

Sunapee SEWER Department
2023 Income Statement
 For the Eleven Months Ending November 30, 2023

	Current Month	Year to Date	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 326.58	\$ 3,265.05	\$ 0.00	(3,265.05)
Capital Improvement Interest	222.59	2,173.03	0.00	(2,173.03)
SRB Plant Replacement Interest	227.68	2,201.84	0.00	(2,201.84)
SRB Collection Replacement Int	139.55	1,426.04	0.00	(1,426.04)
Miscellaneous Income	0.00	3,484.40	0.00	(3,484.40)
Discounts Taken	0.88	14.59	0.00	(14.59)
New London Quarterly	0.00	500,934.48	527,627.00	26,692.52
Sewer User Fees	0.00	800,209.92	664,264.00	(135,945.92)
Sewer User Fee Abatement	0.00	(1,400.50)	0.00	1,400.50
Overpayment Refunded	0.00	(304.04)	0.00	304.04
Attachment Fees Rec'd	0.00	12,000.00	0.00	(12,000.00)
Septic Receiving	4,077.00	43,186.00	0.00	(43,186.00)
Upgrade Grant Received	0.00	39,131.00	39,130.00	(1.00)
Perkins Pond Grant Funds	0.00	4,696.00	9,429.00	4,733.00
Plant Replacement Deposit	0.00	55,975.00	55,975.00	0.00
Collection Replacement Deposit	0.00	27,307.00	27,307.00	0.00
Total Revenues	4,994.28	1,494,299.81	1,323,732.00	(170,567.81)
<u>EXPENDITURES</u>				
Full Time Labor	20,828.18	91,095.57	115,610.00	24,514.43
Full Time Labor	35,711.29	201,223.96	267,600.00	66,376.04
Overtime Pay	679.84	5,074.54	6,750.00	1,675.46
Overtime Pay	2,629.11	10,844.60	10,800.00	(44.60)
Commission Pay	0.00	690.00	1,000.00	310.00
Commission Pay	0.00	900.00	1,000.00	100.00
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	59,848.42	309,828.67	408,260.00	98,431.33
Life & Disability Expense	305.24	1,528.66	2,335.00	806.34
Life & Disability Expense	558.04	3,503.34	4,820.00	1,316.66
FICA/Medicare Expense	1,645.37	7,326.78	8,885.00	1,558.22
FICA/Medicare Expense	2,933.04	16,180.57	20,405.00	4,224.43
Health Insurance Expense	5,057.44	23,202.93	45,850.00	22,647.07
Health Insurance Expense	9,239.18	58,361.88	92,575.00	34,213.12
Retirement	3,011.12	15,724.90	18,360.00	2,635.10
Retirement	5,367.66	29,702.04	38,800.00	9,097.96
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	981.87	1,620.00	638.13
Worker's Comp. Expense	0.00	3,048.39	3,730.00	681.61
Total Payroll Benefits	28,117.09	159,561.36	237,710.00	78,148.64
Auditing	0.00	0.00	2,000.00	2,000.00
Auditing	0.00	0.00	1,500.00	1,500.00
Legal/Engineering Fees	0.00	268.75	4,500.00	4,231.25
Legal/Engineering Fees	0.00	843.75	5,000.00	4,156.25
Telephone	149.93	1,677.41	2,350.00	672.59

For Management Purposes Only

Sunapee SEWER Department
2023 Income Statement
 For the Eleven Months Ending November 30, 2023

	Current Month	Year to Date	Annual Budget	Year to Date Unspent
Telephone	301.91	3,382.97	4,000.00	617.03
Alarms	480.45	5,616.25	5,600.00	(16.25)
Computer Software Support	0.00	1,168.00	1,500.00	332.00
Computer Software Support	0.00	736.00	615.00	(121.00)
Office/Computer Service	132.43	901.17	1,500.00	598.83
Office/Computer Service	424.79	2,938.20	3,000.00	61.80
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	302.67	7,795.60	3,500.00	(4,295.60)
Auto Repair/Service	354.76	12,517.41	2,000.00	(10,517.41)
Maintenance Service	0.00	13,424.17	22,000.00	8,575.83
Sewer Line Maint. Service	3,380.00	7,270.00	4,000.00	(3,270.00)
Pump Station Maint. Service	0.00	0.00	17,000.00	17,000.00
Manhole Contract	2,310.18	23,131.94	20,000.00	(3,131.94)
Outside Lab Services	267.50	10,131.82	15,000.00	4,868.18
BIOS HANDLING	2,207.03	36,471.31	64,000.00	27,528.69
BIOS Lab	0.00	0.00	12,000.00	12,000.00
Total Purchased Prof & Tech Services	10,311.65	128,274.75	196,065.00	67,790.25
Electricity Expense	1,232.27	14,131.03	24,410.00	10,278.97
Electricity Expense	4,723.33	50,929.43	63,500.00	12,570.57
Heating Fuel Expense	0.00	5,353.68	15,000.00	9,646.32
Heating Fuel Expense	0.00	4,008.98	12,750.00	8,741.02
Total Purchased Property Services	5,955.60	74,423.12	115,660.00	41,236.88
Property Insurance	0.00	3,709.42	5,000.00	1,290.58
Property Insurance	0.00	5,529.89	7,310.00	1,780.11
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	65.00	150.00	85.00
Dues & Publications	0.00	0.00	75.00	75.00
Dues & Publications	0.00	0.00	150.00	150.00
Training/Education	0.00	135.00	500.00	365.00
Training/Education	50.00	1,210.00	1,500.00	290.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	80.00	50.00	(30.00)
Advertising Expense	0.00	76.80	0.00	(76.80)
Advertising Expense	0.00	11.00	0.00	(11.00)
Total Other Purchased Services	50.00	10,817.11	14,885.00	4,067.89
Office Supplies	0.00	440.38	700.00	259.62
Office Supplies	24.98	556.35	910.00	353.65
Postage Expense	0.00	536.34	950.00	413.66
Postage Expense	0.00	237.01	515.00	277.99
Billing Expense	0.00	401.27	400.00	(1.27)
Breakroom Supplies	0.00	220.87	250.00	29.13
Breakroom Supplies	66.96	324.81	425.00	100.19
OFFICE EQUIPMENT	0.00	455.33	700.00	244.67
OFFICE EQUIPMENT	0.00	776.33	600.00	(176.33)
Safety Supplies	0.00	1,980.95	2,000.00	19.05
Safety Supplies	0.00	4,192.06	3,500.00	(692.06)
Maintenance Supply	6,259.47	30,551.00	16,000.00	(14,551.00)
Sewer Line Maint. Supply	1,185.46	5,311.04	7,000.00	1,688.96
Pump Station Maint. Supply	94.17	4,704.21	6,000.00	1,295.79

For Management Purposes Only

Sunapee SEWER Department
2023 Income Statement
 For the Eleven Months Ending November 30, 2023

	Current Month	Year to Date	Annual Budget	Year to Date Unspent
Auto Fuel Expense	307.74	3,789.09	4,000.00	210.91
Auto Fuel Expense	499.10	3,522.46	3,600.00	77.54
Building/Custodial Expense	417.80	3,717.33	3,260.00	(457.33)
Uniform Expense	151.55	1,815.87	1,800.00	(15.87)
Uniform Expense	303.05	3,545.82	3,500.00	(45.82)
Lab Supplies	15.96	21,135.78	22,700.00	1,564.22
Lab Equipment	0.00	1,005.48	8,800.00	7,794.52
Chemical Expense	17,426.10	85,072.18	85,000.00	(72.18)
Total Supplies	26,752.34	174,291.96	172,610.00	(1,681.96)
Coll. Replacement Fund	0.00	27,307.00	27,307.00	0.00
Plant Replacement Fund	0.00	55,975.00	55,975.00	0.00
Total Replacement Fund	0.00	83,282.00	83,282.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 131,035.10	\$ 940,478.97	\$ 1,228,472.00	287,993.03
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ 0.00	\$ 42,517.96	\$ 42,517.96	0.00
WWTP Upgrade Loan Payment	0.00	81,697.28	81,697.28	0.00
Total Bond Payments	0.00	124,215.24	124,215.24	0.00
23 Article 33 Manhole	0.00	28,358.13	45,000.00	16,641.87
13 RESOLUTION ESTABLISH CAP RE	0.00	100,000.00	0.00	(100,000.00)
23 Article #32 Truck	0.00	32,580.59	35,000.00	2,419.41
Total Warrant Articles	0.00	160,938.72	80,000.00	(80,938.72)
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 285,153.96	\$ 204,215.24	(80,938.72)
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

Sunapee WATER Department
2023 Income Statement
 For the Eleven Months Ending November 30, 2023

	Current Month	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 114.87	\$ 1,670.91	\$ 0.00	(1,670.91)
Capital Improvement Interest	3.37	37.42	0.00	(37.42)
SRB Replacement Fund Interest	183.77	2,671.24	0.00	(2,671.24)
Miscellaneous Income	0.00	11,535.33	0.00	(11,535.33)
Discounts Taken	0.10	9.18	0.00	(9.18)
Water User Fees	0.00	617,340.30	614,367.00	(2,973.30)
Water User Fee Abatement	0.00	(4,585.70)	0.00	4,585.70
State Grant Funds Rec'd	0.00	15,012.06	16,689.00	1,676.94
Water Replacement Deposit	0.00	69,165.00	69,165.00	0.00
Total Revenues	\$ 302.11	\$ 712,855.74	\$ 700,221.00	(12,634.74)
<u>EXPENDITURES</u>				
Full Time Labor	\$ 26,541.94	\$ 127,586.94	\$ 147,596.00	20,009.06
Overtime Pay	1,476.67	8,768.82	13,500.00	4,731.18
Commission Pay	0.00	700.00	1,000.00	300.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	28,018.61	137,055.76	165,096.00	28,040.24
Life & Disability Expense	400.68	2,210.73	2,655.00	444.27
FICA/Medicare	2,143.42	10,350.20	11,130.00	779.80
Health Insurance Expense	6,408.11	36,794.93	48,185.00	11,390.07
Retirement	3,922.61	18,769.03	19,120.00	350.97
Unemployment Expense	0.00	0.00	200.00	200.00
Worker's Comp. Expense	0.00	1,678.33	2,135.00	456.67
Total Payroll Benefits	12,874.82	69,803.22	83,425.00	13,621.78
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	0.00	1,112.50	10,000.00	8,887.50
Telephone	553.55	5,872.47	4,500.00	(1,372.47)
Alarms	242.00	2,180.00	2,500.00	320.00
Computer Software Support	114.88	2,494.40	7,000.00	4,505.60
Office/Computer Service	132.44	993.06	2,000.00	1,006.94
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	178.94	4,572.84	3,000.00	(1,572.84)
Equipment Repair	173.66	4,083.02	2,000.00	(2,083.02)
Maint.Repair/Service	1,414.02	18,196.73	15,000.00	(3,196.73)
Outside Lab Services	235.00	2,695.00	5,500.00	2,805.00
Total Purchased Prof & Tech Services	3,044.49	42,200.02	55,000.00	12,799.98
Electricity Expense	1,364.76	15,320.80	21,000.00	5,679.20
Heating Fuel Expense	385.26	5,330.16	13,000.00	7,669.84
Total Purchased Property Services	1,750.02	20,650.96	34,000.00	13,349.04
Property Insurance	0.00	4,295.41	5,675.00	1,379.59
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	0.00	225.00	200.00	(25.00)

For Management Purposes Only

Sunapee WATER Department
2023 Income Statement
 For the Eleven Months Ending November 30, 2023

	Current Month	Year to Date Actual	Annual Budget	Year to Date Unspent
Training/Education	350.00	1,533.00	1,500.00	(33.00)
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	0.00	87.80	0.00	(87.80)
Total Other Purchased Services	350.00	6,141.21	7,575.00	1,433.79
Office Supplies	0.00	613.87	600.00	(13.87)
Postage Expense	0.00	588.55	1,000.00	411.45
Billing Expense	0.00	354.27	600.00	245.73
Breakroom Supplies	0.00	166.90	600.00	433.10
OFFICE EQUIPMENT	0.00	134.32	600.00	465.68
Safety Supplies	0.00	618.30	750.00	131.70
Maintenance Supply	17.78	14,642.33	9,000.00	(5,642.33)
Distribution Supplies	58.30	6,790.48	14,000.00	7,209.52
Meter Supplies	2,756.56	6,561.60	15,000.00	8,438.40
Hydrant Replacement	0.00	7,402.63	4,000.00	(3,402.63)
Auto Fuel Expense	308.98	3,916.56	4,000.00	83.44
Building/Custodial Expense	257.00	514.00	500.00	(14.00)
Uniform Expense	149.15	1,856.07	1,650.00	(206.07)
Lab Supplies	0.00	3,517.77	3,500.00	(17.77)
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	429.75	8,031.73	7,875.00	(156.73)
Total Supplies	3,977.52	55,709.38	65,175.00	9,465.62
Water Replacement Fund	0.00	69,165.00	69,165.00	0.00
Total Replacement Fund	0.00	69,165.00	69,165.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 50,015.46	\$ 400,725.55	\$ 479,436.00	78,710.45
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 0.00	\$ 78,148.58	\$ 88,643.98	10,495.40
DWSRF Loan Repayment	13,538.43	13,538.43	13,518.43	(20.00)
LOAN PAYMENT-LAKE AVE	22,902.79	46,113.72	46,120.18	6.46
Total Bond/Interest Payments	36,441.22	137,800.73	148,282.59	10,481.86
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 36,441.22	\$ 137,800.73	\$ 148,282.59	10,481.86
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00
2019 CR Establish	\$ 0.00	\$ 50,000.00	\$ 0.00	(50,000.00)
Total Unbudgeted Expenditures	0.00	50,000.00	0.00	(50,000.00)
TOTAL OTHER EXPENSES	\$ 0.00	\$ 50,000.00	\$ 0.00	(50,000.00)

For Management Purposes Only