



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

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

Board of Commissioners Meeting  
December 22, 2020, 5:30 p.m.  
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. UV System Bids & Engineer's Recommendations
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](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](mailto: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.***

**Summary of Bids**  
**Water Treatment Plant Improvements - UV System (DWSRF No. 2271010-01)**  
**Sunapee, New Hampshire**

Prepared By: Underwood Engineers  
 Bids Opened: 12/8/2020

| BID ITEM                                   | EST. QUANT. | UNITS | DESCRIPTION   | UNIT  | Engineer's Opinion of Cost<br>Underwood Engineers, Inc.<br>25 Vaughan Mall<br>Portsmouth, NH 03801 |                   | PRB Construction, Inc.<br>25 Country Club Road, #706<br>Gifford, NH 03249 |                   | Neil H. Daniels, Inc.<br>4409 Route 5, PO Box 246<br>Ascutney, VT 05030 |                   | North East Earth Mechanics, Inc.<br>159 Barnstead Road<br>Pittsfield, NH 03263 |                   |
|--|-------------|-------|---|-------|--|-------------------|---|-------------------|---|-------------------|--|-------------------|
|  |             |       |   |       | PRICE  | EXTENDED TOTAL    | PRICE   | EXTENDED TOTAL    | PRICE   | EXTENDED TOTAL    | PRICE  | EXTENDED TOTAL    |
| 1  | 1           | LS    | Furnish and install complete improvements at Sunapee Water Treatment Facility | LS    | \$ 204,269.00  | \$ 204,269.00     | \$ 275,000.00   | \$ 275,000.00     | \$ 314,000.00   | \$ 314,000.00     | \$ 353,182.00  | \$ 353,182.00     |
| 2  | 1           | Allow | UV System Equipment allowance including startup and training                  | Allow | \$ 115,731.00  | \$ 115,731.00     | \$ 115,731.00   | \$ 115,731.00     | \$ 115,731.00   | \$ 115,731.00     | \$ 115,731.00  | \$ 115,731.00     |
| 3  | 1           | Allow | Instrumentation & Control allowance   | Allow | \$ 20,000.00   | \$ 20,000.00      | \$ 20,000.00  | \$ 20,000.00      | \$ 20,000.00  | \$ 20,000.00      | \$ 20,000.00   | \$ 20,000.00      |
| <b>TOTAL BASE BID (Items 1, 2 &amp; 3)</b> |             |       |   |       | <b>\$</b>  | <b>340,000.00</b> | <b>\$</b>   | <b>410,731.00</b> | <b>\$</b>   | <b>449,731.00</b> | <b>\$</b>  | <b>488,913.00</b> |

Notes:

- 1.
- 2.

BIDS CHECKED BY:

**RNM** **MLM**

Raoul N. Maltais - Underwood Engineers  
 Margaret L. McCowan, P.E. - Underwood Engineers



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 29<sup>th</sup> 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.

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

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

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

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



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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**

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

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

**Sunapee WATER Department**  
**Purchase Journal**

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

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

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

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

**Sunapee WATER Department**  
**Purchase Journal**

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

**Sunapee WATER Department  
Purchase Journal**

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|-------------|--|---------------------|----------------------------|---------------------|----------------------|
|             | Outside Lab Services<br>202000<br>Accounts Payable           |                     | EASTERN ANALYTICAL,<br>INC |                     | 30.00                |
| 11/25/20    | 530900<br>Outside Lab Services<br>202000<br>Accounts Payable | 219297              |                            | 170.00              |                      |
|             |  |                     | EASTERN ANALYTICAL,<br>INC |                     | 170.00               |
|             |  |                     |                            | <b>90,535.04</b>    | <b>90,535.04</b>     |

RECEIVED

NOV 23 2020

SUNAPEE WATER & SEWER



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

**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