



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
July 29, 2021, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. Sunapee/New London Joint Quarterly Meeting
April 29, 2021 Joint Meeting Minutes
RMI Process for Sludge Drying
Wastewater Treatment Highlights
3. Forms for Approval
June 8, 2021 Meeting Minutes
June 24, 2021 Meeting Minutes
June Sewer Purchase Journal
June Water Purchase Journal
58 & 60 John Avery Lane Abatement Request
2022 State Grant Acceptance
4. Water Treatment Highlights
River Road Turbine Pump
5. Old & New Business
2022 Proposed Budgets Preliminary Review
Revised Laborer Job Description
6. Next Monthly Meeting August 26, 2021
7. Adjourn



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

New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting
April 29, 2021
Sunapee Town Offices Meeting Room

PRESENT: Jimmy Williams-Vice Chairman, Douglas Gamsby, Richard Curtis, Charles Hirshberg, Jeffrey Reed, Wayne Stoddard.

Also present: Holly Leonard, David Bailey, Kimberly Hallquist-New London Town Administrator, New London Selectmen-Nancy Rollins, Janet Kidder and John Cannon. Thomas Page-Underwood Engineers, Tom Macpherson-A/D Instruments.

The Vice Chairman called the meeting to order at 5:31 p.m. stating that "as Vice Chairman 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. January 28, 2021 Joint Meeting Minutes: Douglas G. made a motion to accept the January 28th New London/Sunapee joint quarterly meeting minutes, seconded by Nancy R., Sunapee polled in favor, New London polled in favor, so declared by the Chairman.
2. Wastewater Treatment Highlights: Dave B. reported that the plant is running pretty good and that the phosphorus removal experiment AOC has been extended to October and that after this is will be done. Dave B. stated that they are getting ready to try serium silicate as a means of removing phosphorus and that some had been picked up from the city of Epping who are reporting that it is working out well for them. Dave B. stated that recently the phosphorus and aluminum numbers have been coming back low. Jeffrey R. questioned if this new chemical addition will be an easier process than what has been going on and Dave B. responded that he would not know until they start trying it. Dave B. reported that sludge had been sent to Merrimack and that the state has taken sludge samples last week as well. He stated that the State will be testing in numerous locations to try and narrow down where the PFOA's in the sludge may be coming from.

3. Dave B. reported that he would like to purchase a mixer and he gave a synopsis of what had happened with the old one. He stated that he had received a quote for \$10,213 to purchase the new mixer. Jimmy W. questioned how long it will take to receive the new one and Dave B. replied that he thought it would take a few weeks to receive. Charles H. questioned if the new one would be more efficient than the old one and Dave B. responded that it most likely would be. There was some discussion regarding the mixers and what had happened with the old one. Douglas G. made a motion to purchase a new mixer spending up to \$13,000 for the new one based upon Dave B.'s recommendation using replacement fund monies, seconded by Charles H., after some discussion regarding the cost and how much money is in the replacement fund as well as if a special company may need to be hired to install it, Sunapee polled in favor, New London polled in favor, so declared by the Vice-Chairman.

New London departed the meeting at 5:55 p.m.

Submitted by Holly Leonard.



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

Board of Commissioners Meeting
June 8, 2021
Sunapee Slow Sand Filter Plant at Harbor Hill

PRESENT: Theodore Gallup-Chairman, Jimmy Williams, Richard Curtis, Wayne Stoddard, Douglas Gamsby, Jeffrey Reed.
Also present: Holly Leonard and David Bailey.

The Chairman called the meeting to order at 5:53 p.m.

1. Superintendent Review:

Jeffrey R. made a motion to enter Non-Public session pursuant to RSA 91-A:3 Par II Sec (a), seconded by Jimmy W., polled all in favor, the Commission entered Non-Public session at 5:54 p.m.

6:20 Jeffrey R. made a motion to exit Non-Public session, seconded by Jimmy W., polled all in favor, so declared by the Chairman.

While in Non-Public session the Commission performed the Superintendent's annual review.

The next meeting is scheduled for June 24, 2021.

6:21 p.m. Douglas G. made a motion to adjourn, seconded by Jeffrey R., voted unanimously in the affirmative, so declared by the Chairman.

Submitted by Holly Leonard.



TOWN OF SUNAPEE
WATER & SEWER COMMISSION
P.O. Box 347, Sunapee, New Hampshire 03782-0347
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Board of Commissioners Meeting
June 24, 2021
Sunapee Town Office Meeting Room

PRESENT: Theodore Gallup – Chairman, Jimmy Williams, Richard Curtis, Wayne Stoddard.
Also present: Holly Leonard, David Bailey.

The Chairman called the meeting to order at 5:34 p.m.

1. Forms for Signing:

May 27, 2021 Meeting Minutes: Jimmy W. made a motion to accept the Board of Commissioners Meeting Minutes of May 27th, seconded by Richard C., voted unanimously in favor, so declared by the Chairman.

May Sewer Purchase Journal: Jimmy W. made a motion to accept the Sunapee Sewer Department Purchase Journal, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.

May Water Purchase Journal: Charles H. made a motion to accept the Sunapee Water Purchase Journal for the month of May, seconded by Richard C., after some discussion regarding the UV project and the materials stored for it, voted unanimously in the affirmative, so declared by the Chairman.

1st Additional Billing Warrants 2021: After some discussion regarding the additional warrant for 22 Maple Street, . made a motion to approve the Water and the Sewer Billing Warrants as presented, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

2. Water Treatment Highlights: Dave B. reported that the water systems are running pretty well and that the rebuilt pump for the turbine has been received. He stated that he is going to be getting some prices for replacing the pumps for the Georges Mills wells, and there was some discussion regarding the differences in the 2 pumps horsepower and if either one may be getting less efficient with age. Dave B. reported that some funds have become available through a local fiscal recovery fund and there was much discussion about what things might qualify for these funds. Dave B. stated that the UV project will be waiting until after Columbus Day and that A/D Instruments is working on the Scada instrumentation system changes. There was some discussion regarding the TTHM violations and how Sunapee has not been in violation for some time now. Dave B. reported that the crew had found a leak on Jobs Creek Road and that he would like to replace the summer line out there next year.

3. Wastewater Treatment Highlights: Dave B. reported that the Wastewater Treatment Plant has been running pretty good and that there have been some issues with filaments lately. He stated that he is not sure what is going on or what has caused the filament formation. He reported that DES personnel will be there tomorrow and that he had received a full tote of rare earth and that they are going to start adding it directly into the clarifiers

instead of into the chlorine contact chamber. He stated that this is what Epping is doing, adding it at the beginning of the system and that it has been working well for them. Dave B. stated that the State will not be doing anymore phosphorus removal experimenting at the plant after October.

Dave B. reported that the phone line at Pump Station #2 has been down and that he would like to change it out and install a Mission Unit in there for the alarm instead. He stated that the new generator for Pump Station 9 should be delivered to Yankee Generator today and that it should be installed within the next few weeks. He told the Commission that he is going to keep the old generator that comes out of Pump Station 9 and that he will trade in the one from Pump Station 12 for credit towards another generator. There was some discussion regarding investigating where the PFOA's in the sludge may be coming from.

The next monthly meeting will be on July 29th.

6:11 p.m. Charles S. made a motion to adjourn, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal
For the Period From Jun 1, 2021 to Jun 30, 2021

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
6/2/21	56260P Uniform Expense	1070033119		44.01	
	56260C Uniform Expense			19.74	
	56250P Building/Custodial Expense			53.37	
	202000 Accounts Payable		UNIFIRST		117.12
6/2/21	56260P Uniform Expense	1070035084		44.01	
	56260C Uniform Expense			19.74	
	56250P Building/Custodial Expense			53.37	
	202000 Accounts Payable		UNIFIRST		117.12
6/2/21	53094P BIOS HANDLING	11654		3,908.62	
	202000 Accounts Payable		CLEAN WATERS, INC.		3,908.62
6/2/21	57020P Plant Replacement Expense	21-1245		10,104.30	
	202000 Accounts Payable		ATLANTIC FLUID TECHNOLOGY, INC		10,104.30
6/2/21	53097P BIOS Lab	227175		969.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		969.00
6/2/21	56120C Postage Expense	6-30-21		55.33	
	56120P Postage Expense			55.33	
	202000 Accounts Payable		POSTMASTER		110.66
6/2/21	56240P Auto Fuel Expense	72147091		14.00	
	202000 Accounts Payable		WEX BANK		14.00
6/2/21	53030P Telephone	quote 202912		311.00	
	202000 Accounts Payable		KEY COMMUNICATIONS		311.00
6/3/21	56220C Sewer Line Maint. Supply	1713590		20.88	
	202000 Accounts Payable		BELLETTETTES		20.88
6/3/21	53030P Telephone	5/21		182.91	
	53030C Telephone			70.62	
	53031C Alarms			378.52	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		632.05
6/4/21	53090P Outside Lab Services	121060301		30.00	
	202000		NELSON ANALYTICAL LAB		30.00

**Sunapee SEWER Department
Purchase Journal**

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	Accounts Payable				
6/4/21	53075C Manhole Contract 202000 Accounts Payable	55346	UNITED CONSTRUCTION CORP	50.82	50.82
6/4/21	56210P Maintenance Supply 202000 Accounts Payable	NHCLA126285	FASTENAL COMPANY	48.61	48.61
6/10/21	53094P BIOS HANDLING 202000 Accounts Payable	00010961	Town of Merrimack	2,134.97	2,134.97
6/10/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	00010966	Town of Merrimack	150.00	150.00
6/10/21	53090P Outside Lab Services 202000 Accounts Payable	227499	EASTERN ANALYTICAL, INC.	101.50	101.50
6/10/21	56290P Chemical Expense 202000 Accounts Payable	9274	HOLLAND COMPANY, INC.	1,318.58	1,318.58
6/11/21	56270P Lab Supplies 202000 Accounts Payable	12481475	HACH COMPANY	1,265.55	1,265.55
6/11/21	56270P Lab Supplies 202000 Accounts Payable	12486742	HACH COMPANY	183.72	183.72
6/17/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070036986	UNIFIRST	44.91 28.21 44.00	117.12
6/17/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070038864	UNIFIRST	44.91 28.21 44.00	117.12
6/17/21	53094P BIOS HANDLING 202000 Accounts Payable	11693	CLEAN WATERS, INC.	3,908.62	3,908.62
6/17/21	56220C Sewer Line Maint. Supply	244909		28.80	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		STILES COMPANY		28.80
6/17/21	56290P Chemical Expense 202000 Accounts Payable	290204282		999.00	
			HARCROS CHEMICALS INC.		999.00
6/17/21	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	319213		335.13 395.66	
			TREASURER STATE OF NH		730.79
6/17/21	54100P Electricity Expense 54100C Electricity Expense 202000 Accounts Payable	6/21		4,502.46 1,273.88	
			EVERSOURCE		5,776.34
6/17/21	55220P Training/Education	843127	Small Wastewater Treatment System Operation & Maintenance Course Package Enrollment + Manual Vol 1 for Arthur Mitts Shipping	99.00 19.00	
	55220P Training/Education 202000 Accounts Payable		UNIVERSITY ENTERPRISES INC		118.00
6/17/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	843163		73.46	
			SANEL NAPA		73.46
6/17/21	53030P Telephone 53030C Telephone 202000 Accounts Payable	9881439423		104.48 104.48	
			VERIZON WIRELESS		208.96
6/17/21	55220P Training/Education 202000 Accounts Payable	Cartier Renew		50.00	
			TREASURER STATE OF NH		50.00
6/17/21	53075C Manhole Contract 202000 Accounts Payable	INV0131935		1,646.24	
			TI-SALES		1,646.24
6/17/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	NHCLA126468		131.44	
			FASTENAL COMPANY		131.44
6/17/21	56290P Chemical Expense 202000 Accounts Payable	SW003		2,362.50	
			EPPING WATER & SEWER DEPARTMENT		2,362.50
6/21/21	53070P Maintenance Service 202000 Accounts Payable	026645		714.75	
			A/D INSTRUMENT REPAIR, INC.		714.75

Sunapee SEWER Department
Purchase Journal

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6/22/21	56260P Uniform Expense	1070040761		44.91	
	56260C Uniform Expense			28.21	
	56250P Building/Custodial Expense			44.00	
	202000 Accounts Payable		UNIFIRST		117.12
6/24/21	56270P Lab Supplies	12499645		706.31	
	202000 Accounts Payable		HACH COMPANY		706.31
6/24/21	56270P Lab Supplies	12501894		546.20	
	202000 Accounts Payable		HACH COMPANY		546.20
6/24/21	53090P Outside Lab Services	228261		101.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		101.50
6/24/21	56290P Chemical Expense	290204401		720.50	
	202000 Accounts Payable		HARCROS CHEMICALS INC.		720.50
6/24/21	53075C Manhole Contract	55503		380.74	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		380.74
6/29/21	56290P Chemical Expense	097714		1,377.05	
	202000 Accounts Payable		ARIES CHEMICAL, INC		1,377.05
6/29/21	53094P BIOS HANDLING	11721		381.27	
	202000 Accounts Payable		CLEAN WATERS, INC.		381.27
6/29/21	57010C Coll. Replacement Fund	2021 Replacement		25,992.00	
	57010P Plant Replacement Fund			53,277.00	
	202000 Accounts Payable		TOWN OF SUNAPEE		79,269.00
6/29/21	56230C Pump Station Maint. Supply	55565		72.00	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		72.00
6/29/21	56270P Lab Supplies	632779		51.95	
	202000 Accounts Payable		USA BLUEBOOK		51.95
6/29/21	53050C Auto Repair/Service	844511		6.69	
	202000 Accounts Payable		SANEL NAPA		6.69

Sunapee SEWER Department
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
6/29/21	53070P Maintenance Service 202000 Accounts Payable	96335		1,520.00	
			ALERT SCIENTIFIC		1,520.00
6/29/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	NP3084966-01		99.12	
			LAVALLEY BUILDING SUPPLY		99.12
6/30/21	51000C Superintendent Labor 51000P Superintendent Labor 51100C Full Time Labor 51100P Full Time Labor 51200C Administrative Labor 51200P Administrative Labor 51300C Overtime Pay 51300P Overtime Pay 51400C Commission Pay 51400P Commission Pay 52100C Life & Disability Expense 52100P Life & Disability Expense 52200C FICA/Medicare Expense 52200P FICA/Medicare Expense 52300C Health Insurance Expense 52300P Health Insurance Expense 202000 Accounts Payable	679	April	1,814.80 3,629.60 3,461.68 9,130.41 1,548.41 1,548.41 148.83 410.85 568.33 568.33 120.76 255.14 512.44 1,112.92 2,331.06 4,924.78	
			TOWN OF SUNAPEE		32,086.75
6/30/21	51000C Superintendent Labor 51000P Superintendent Labor 51100C Full Time Labor 51100P Full Time Labor 51200C Administrative Labor 51200P Administrative Labor 51300C Overtime Pay 51300P Overtime Pay 52100C Life & Disability Expense 52100P Life & Disability Expense 52200C FICA/Medicare Expense	679 June		2,268.50 4,537.00 4,333.77 9,969.41 1,935.52 1,935.52 335.46 761.88 118.50 246.63 657.68	

**Sunapee SEWER Department
Purchase Journal**

For the Period From Jun 1, 2021 to Jun 30, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	52200P FICA/Medicare Expense			1,368.25	
	52300C Health Insurance Expense			2,287.28	
	52300P Health Insurance Expense			4,760.62	
	52400C Retirement			537.10	
	52400P Retirement			1,576.78	
	53041C Office/Computer Service			135.77	
	53041P Office/Computer Service			135.77	
	202000 Accounts Payable		TOWN OF SUNAPEE		37,901.44
6/30/21	51000C Superintendent Labor	679 May		1,814.80	
	51000P Superintendent Labor			3,629.60	
	51100C Full Time Labor			1,267.39	
	51100P Full Time Labor			6,694.76	
	51200C Administrative Labor			1,548.41	
	51200P Administrative Labor			1,548.41	
	51300C Overtime Pay			239.38	
	51300P Overtime Pay			931.09	
	52100C Life & Disability Expense			79.37	
	52100P Life & Disability Expense			233.03	
	52200C FICA/Medicare Expense			351.50	
	52200P FICA/Medicare Expense			1,042.08	
	52400C Retirement			776.98	
	52400P Retirement			1,641.50	
	53041C Office/Computer Service			271.54	
	53041P Office/Computer Service			271.55	
	202000 Accounts Payable		TOWN OF SUNAPEE		22,341.39
				216,250.67	216,250.67

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
6/2/21	562600 Uniform Expense 202000 Accounts Payable	1070033119		26.58	
			UNIFIRST		26.58
6/2/21	562600 Uniform Expense 202000 Accounts Payable	1070035084		26.58	
			UNIFIRST		26.58
6/2/21	562100 Maintenance Supply 202000 Accounts Payable	1692901		6.38	
			BELLETTETES		6.38
6/2/21	561200 Postage Expense 202000 Accounts Payable	6-30-21		55.34	
			POSTMASTER		55.34
6/2/21	530400 Computer Software Support 202000 Accounts Payable	U28822		1,000.00	
			CONTINENTAL UTILITY SOLUTIONS		1,000.00
6/3/21	530300 Telephone 530310 Alarms 202000 Accounts Payable	5/21		92.61	
				84.00	
			CONSOLIDATED COMMUNICATIONS		176.61
6/4/21	530900 Outside Lab Services 202000 Accounts Payable	121060302		45.00	
			NELSON ANALYTICAL LAB		45.00
6/4/21	530700 Maint.Repair/Service 202000 Accounts Payable	679563		945.00	
			TRI STATE BACKFLOW PREVENTION		945.00
6/10/21	562200 Distribution Supplies 202000 Accounts Payable	1749162		31.54	
			BELLETTETES		31.54
6/11/21	562200 Distribution Supplies 202000 Accounts Payable	244832		551.32	
			STILES COMPANY		551.32
6/17/21	562600 Uniform Expense 202000 Accounts Payable	1070036986		26.58	
			UNIFIRST		26.58
6/17/21	562600 Uniform Expense 202000 Accounts Payable	1070038864		26.58	
			UNIFIRST		26.58
6/17/21	562900 Chemical Expense 202000 Accounts Payable	290204281		256.50	
			HARCROS		256.50

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6/17/21	562400 Auto Fuel Expense 202000 Accounts Payable	319213	TREASURER STATE OF NH	361.52	361.52
6/17/21	562200 Distribution Supplies 202000 Accounts Payable	5875648	E.J.PRESCOTT INC	453.00	453.00
6/17/21	541000 Electricity Expense 202000 Accounts Payable	6/21	EVERSOURCE	1,274.18	1,274.18
6/17/21	530300 Telephone 202000 Accounts Payable	9881439423	VERIZON WIRELESS	104.49	104.49
6/17/21	562100 Maintenance Supply 202000 Accounts Payable	NHCLA12468	FASTENAL COMPANY	131.44	131.44
6/21/21	562100 Maintenance Supply 202000 Accounts Payable	7504-47	NOEL EASTMAN JR., INC	86.00	86.00
6/22/21	562600 Uniform Expense 202000 Accounts Payable	1070040761	UNIFIRST	26.58	26.58
6/24/21	562200 Distribution Supplies 202000 Accounts Payable	1780105	BELLETTES	272.84	272.84
6/24/21	562200 Distribution Supplies 202000 Accounts Payable	55503	UNITED CONSTRUCTION CORP.	42.02	42.02
6/29/21	561400 Breakroom Supplies 202000 Accounts Payable	17720654 06222	CRYSTAL ROCK	42.45	42.45
6/29/21	562200 Distribution Supplies 202000 Accounts Payable	245103	STILES COMPANY	68.34	68.34
6/29/21	562200 Distribution Supplies 202000 Accounts Payable	55565	UNITED CONSTRUCTION CORP.	144.10	144.10
6/29/21	530300 Telephone 202000 Accounts Payable	6-16-21	COMCAST	161.19	161.19
6/29/21	562200 Distribution Supplies	INV0132324		253.05	

**Sunapee WATER Department
Purchase Journal**

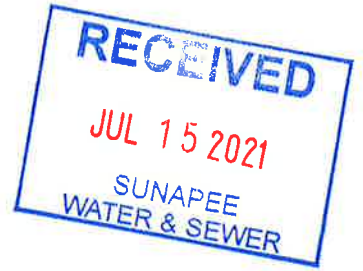
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	202000 Accounts Payable		TI-SALES		253.05
6/29/21	562100 Maintenance Supply 202000 Accounts Payable	NP3087975-01	LAVALLEY BUILDING SUPPLY	18.99	18.99
				6,614.20	6,614.20



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



Request for Abatement

Name: Stacy
Luke & Stacey Wilson

Map/Lot: 0107-0047

Mailing Address: 2 Valley Lane

Location of Property: 58 & 60 John Avery Lane

New Cannan, CT 06840

Year for Abatement: 2021

Reason for Abatement: No Water Use.

Amount Requested: Water: \$ 540.00 Water Interest: \$ 7.00 Total: \$ 547.00

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

Sewer: \$ 780.00 Sewer Interest: \$ 4.86 Total: \$ 784.86

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

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: 7/12/2021

[Signature]
Signature of applicant

[Signature]
Signature of applicant

Decision of the Commission: _____

SUNAPEE WATER & SEWER COMMISSION:



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

Certificate of Vote of Authorization

We, the undersigned duly elected Commissioners of the Town of Sunapee Water and Sewer Department, do hereby state that on March 25, 2021 at the regular monthly meeting of the Water and Sewer Commission, the Commissioners voted Theodore Gallup as the Chairman of the Commission.

The undersigned Commissioners hereby authorize, Theodore Gallup, as Chairman, to sign the application for annual payment of the state grant on the Commission's behalf.

New Hampshire Department of Environmental Services

Application for FY 2022 Payment of State Grant for Compliance with the Surface Water Treatment Rule Under RSA 486-A

REQUEST FOR CERTIFICATION

Request for FY 2022 payment of filtration grant offered and accepted:

Public Water System: **Sunapee Water & Sewer**
Project No: **95-2271010**

Total grant accepted	\$839,147.68
Prior payments received	\$648,633.16
FY 2022 payment this application	\$22,196.50

The **Sunapee Water & Sewer**, (herein called the "Applicant") hereby makes Application to the State of New Hampshire (herein called the "State") for FY 2022 payment of the State Grant as above indicated for Project No. **95-2271010**.

The statements contained herein are certified by the undersigned representative of the Applicant to be true, correct and complete to the best of his/her knowledge and belief. He/she further certifies that: He/she has been authorized to file this application by formal action of the governing body of the Applicant as is evidenced by the attached certified copy of authorization made by the Applicant's governing body. He/she certifies that proper and efficient operation and maintenance of the Project have been provided since the prior application, or completion of the project. He/she further certifies that the debt schedule associated with the project(s) is current and accurate.

(Date)

(Signature of Representative)

(Title)

WATER TREATMENT
2022 DRAFT BUDGET

As of 7/22/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 7/23/2021	% USED	PROPOSED 2022	% CHANGE
<u>WAGES</u>					
Superintendent	24,075.00	12,486.10	52%	24,075.00	0%
Full Time Labor	84,085.00	54,686.11	65%	84,085.00	0%
Admin. Labor	20,625.00	10,388.52	50%	20,625.00	0%
Overtime Pay	10,000.00	5,748.79	57%	10,000.00	0%
Commissioner Pay	1,000.00	568.34	57%	1,000.00	0%
TOTAL	139,785.00	83,877.86	60%	139,785.00	0%
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00	-	0%	3,000.00	0%
Life/disability	2,315.00	1,407.93	61%	2,315.00	0%
FICA/Medicare	9,700.00	6,373.38	66%	9,700.00	0%
Health & Dental Ins.	40,895.00	19,642.20	48%	40,895.00	0%
Retirement	16,625.00	7,450.96	45%	16,625.00	0%
Unemployment	200.00	-	0%	200.00	0%
Worker's Comp	1,800.00	-	0%	1,800.00	0%
TOTAL	74,535.00	34,874.47	47%	74,535.00	0%
<u>PURCHASED PROF & TECH SERVICES</u>					
Audit	1,000.00	-	0%	1,000.00	0%
Legal/Engineering	10,000.00	3,818.40	38%	10,000.00	0%
Telephone	3,500.00	2,209.04	63%	3,500.00	0%
Alarms	1,500.00	1,154.00	77%	2,310.00	54%
Computer Software & Support	16,600.00	2,630.00	16%	16,600.00	0%
Office/Computer service	2,000.00	741.14	37%	2,000.00	0%
Office Rent	2,500.00	-	0%	2,500.00	0%
Auto repair/service	2,500.00	276.89	11%	2,500.00	0%
Equipment repair	2,000.00	788.50	39%	2,000.00	0%
Maint. Repair/Service	15,000.00	2,806.50	19%	15,000.00	0%
Outside lab services	5,500.00	1,079.00	20%	5,500.00	0%
TOTAL	62,100.00	15,503.47	25%	62,910.00	1%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	18,515.00	9,576.60	52%	18,515.00	0%
Heating Fuel	9,300.00	4,470.73	48%	9,300.00	0%
TOTAL	27,815.00	14,047.33	51%	27,815.00	0%
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	3,045.00	-	0%	3,045.00	0%
Liability Insurance	1,910.00	-	0%	1,910.00	0%
Vehicle Insurance	720.00	-	0%	720.00	0%
Travel	150.00	-	0%	150.00	0%
Dues & Publications	200.00	85.00	43%	200.00	0%
Training/Education	1,200.00	201.00	17%	1,200.00	0%
Employee Testing	50.00	-	0%	50.00	0%
TOTAL	7,275.00	286.00	4%	7,275.00	0%
<u>SUPPLIES</u>					
Office supplies	600.00	179.34	30%	600.00	0%
Postage	1,000.00	55.34	6%	1,000.00	0%
Billing Expense	600.00	469.16	78%	600.00	0%
Office Equipment	600.00	-	0%	600.00	0%
Breakroom Supplies	300.00	125.38	42%	300.00	0%

WATER TREATMENT
2022 DRAFT BUDGET

As of 7/22/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 7/23/2021	% USED	PROPOSED 2022	% CHANGE
Safety Supplies	750.00	157.49	21%	750.00	0%
Maint. supplies	7,500.00	656.29	9%	7,500.00	0%
Distribution Supplies	12,000.00	9,657.48	80%	12,000.00	0%
Meter Supplies	10,000.00	12,260.00	123%	10,000.00	0%
Hydrant Repair/Replace	2,000.00		0%	4,000.00	100%
Auto fuel	4,000.00	1,402.92	35%	4,000.00	0%
Building/Custodial expense	500.00	211.00	42%	500.00	0%
Uniforms	1,600.00	770.82	48%	1,600.00	0%
Lab supplies	2,250.00		0%	2,250.00	0%
Lab equipment	1,500.00		0%	1,500.00	0%
Chemicals	6,000.00	2,560.65	43%	6,000.00	0%
Water Replacement Fund	65,840.00	65,840.00	100%	65,840.00	0%
TOTAL	117,040.00	94,345.87	81%	119,040.00	1.7%
SUBTOTAL	\$ 428,550.00	\$ 242,935.00	57%	\$ 431,360.00	0.7%
TOTAL APPROVED BUDGET FOR 2020	\$ 413,767.00	\$ 242,935.00	59%	\$ 431,360.00	4.3%
				PROPOSED FOR 2022	

\$ 2,020.00 \$ 2,021.00 \$ -

TTHM Remediation Article \$ 400,000.00 \$ 27,468.52 \$ 115,673.28 \$ 256,858.20

BOND PAYMENTS	2021			
Lake Avenue Loan Payment	\$ 48,760.18	\$ 24,347.64	\$ 48,760.18	
Treatment Bond Payment	\$ 88,844.83	\$ 88,844.83	\$ 88,844.83	0.0%
	<u>\$ 137,605.01</u>	<u>\$ 113,192.47</u>	<u>\$ 137,605.01</u>	<u>0.0%</u>
			PROPOSED FOR 2021	

ANTICIPATED INCOME FOR 2022

Rents * \$ 442,518.58
 Bond Fees \$ 138,840.00
 Bond Grant \$ 16,561.92
 TOTAL ANTICIPATED RECEIPTS: \$ 597,920.50

APPROXIMATE EQUIVALENT USERS: 1068
 ANTICIPATED 2021 ANNUAL WATER
 WATER BOND FEE: \$ 135.00
 USAGE FEE (excluding overag \$ 270.00

*Based on 2020 Rent Warrant

SEWER TREATMENT PLANT
2022 DRAFT BUDGET

As of 7/22/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 7/23/2021	% USED	PROPOSED 2022	% Increase
<u>WAGES</u>					
Superintendent	48,145.00	24,972.20	52%	48,145.00	0%
Full Time Labor	152,650.00	57,360.32	38%	152,650.00	0%
Admin. Labor	20,015.00	10,380.74	52%	20,015.00	0%
Overtime Pay	8,000.00	4,415.92	55%	8,000.00	0%
Commissioner Pay	1,000.00	568.33	57%	1,000.00	0%
TOTAL	229,810.00	97,697.51	43%	229,810.00	0%
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00		0%	3,000.00	0%
Life/disability	3,920.00	1,477.82	38%	3,920.00	0%
FICA/Medicare	17,200.00	7,369.82	43%	17,200.00	0%
Health & Dental Ins.	71,565.00	24,027.44	34%	71,565.00	0%
Retirement	28,195.00	8,551.13	30%	28,195.00	0%
Unemployment	220.00		0%	220.00	0%
Worker's Comp	3,018.00		0%	3,018.00	0%
TOTAL	127,118.00	41,426.21	33%	127,118.00	0%
<u>PURCHASED PROF. & TECH. SERVICES</u>					
Audit	1,500.00		0%	1,500.00	0%
Legal/Engineering	5,000.00		0%	5,000.00	0%
Joint Sewer Main					
Telephone	4,000.00	2,094.97	52%	4,000.00	0%
Computer Software support	615.00	500.00	81%	615.00	0%
Office/Computer Services	2,500.00	1,785.44	71%	2,500.00	0%
Office rent	2,500.00		0%	2,500.00	0%
Auto Repair Parts	1,500.00	388.54	26%	1,500.00	0%
Maintenance services	22,000.00	8,124.50	37%	22,000.00	0%
Outside lab service	18,000.00	5,349.27	30%	18,000.00	0%
BOIS Handling	54,000.00	18,733.10	35%	54,000.00	0%
BOIS Lab	1,200.00	969.00	81%	1,200.00	0%
TOTAL	112,815.00	37,944.82	34%	112,815.00	0%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	63,500.00	33,776.77	53%	63,500.00	0%
Heating Fuel	8,500.00	2,440.94	29%	8,500.00	0%
TOTAL	72,000.00	36,217.71	50%	72,000.00	0%
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	4,500.00		0%	4,500.00	0%
Liability Insurance	2,510.00		0%	2,510.00	0%
Vehicle Insurance	300.00		0%	300.00	0%
Travel	150.00		0%	150.00	0%
Dues & Publications	150.00	85.00	57%	150.00	0%
Training/Education	900.00	861.00	96%	900.00	0%
Employee Testing	50.00		0%	50.00	0%
TOTAL	8,560.00	946.00	11%	8,560.00	0%
<u>SUPPLIES</u>					
Office supplies	910.00	327.78	36%	910.00	0%
Office Equipment	600.00	99.99	17%	600.00	0%
Postage	495.00	55.33	11%	515.00	4%

SEWER TREATMENT PLANT
2022 DRAFT BUDGET

As of 7/22/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 7/23/2021	% USED	PROPOSED 2022	% Increase
Breakroom Supplies	300.00	117.77	39%	300.00	0%
Safety Supplies	2,500.00	1,020.72	41%	2,500.00	0%
Maint supply	15,000.00	3,223.05	21%	15,000.00	0%
Auto fuel	2,850.00	2,006.06	70%	2,850.00	0%
Building/Custodial	3,100.00	1,522.88	49%	3,100.00	0%
Uniforms	3,350.00	1,382.33	41%	3,350.00	0%
Lab supply	22,700.00	10,240.41	45%	22,700.00	0%
Lab Equipment	8,800.00	1,026.85	12%	8,800.00	0%
Chemicals	75,000.00	28,937.27	39%	75,000.00	0%
Replacement Fund	53,277.00	53,277.00	100%	54,875.00	3%
TOTAL	188,882.00	103,237.44	55%	190,500.00	1%
-					
TOTAL APPROVED BUDGET FOR 2021	\$ 739,185.00	\$ 317,469.69	43%	\$ 740,803.00	0.22%
2020 Asset Mngmt Plan	\$ 15,000.00			\$ -	
2021 Plant Replacement Exp		10,104.30		\$ 740,803.00	

SEWER COLLECTION SYSTEM
2020
DRAFT BUDGET

As of 7/22/2021

BUDGET ITEM	APPROVED 2021	EXPENDED AS OF 6/24/21	% USED	Proposed 2022	% INCREASE
<u>WAGES</u>					
Superintendent	24,075.00	12,486.10	52%	24,075.00	0%
Full Time Labor	54,075.00	18,339.89	34%	54,075.00	0%
Admin.Labor	20,015.00	10,381.03	52%	20,015.00	0%
Overtime Pay	5,000.00	1,889.61	38%	5,000.00	0%
Commissioner Pay	1,000.00	568.33	57%	1,000.00	0%
TOTAL	104,165.00	43,664.96	42%	104,165.00	0%
<u>PAYROLL EXPENSES</u>					
Unused sick	2,250.00		0%	2,250.00	0%
Life/disability	1,905.00	651.84	34%	1,905.00	0%
FICA/medicare	7,790.00	3,162.54	41%	7,790.00	0%
Health insurance	38,850.00	11,050.11	28%	38,850.00	0%
Retirement	12,505.00	3,812.24	30%	12,505.00	0%
Unemployment	110.00		0%	110.00	0%
Worker's comp.	1,510.00		0%	1,510.00	0%
TOTAL	64,920.00	18,676.73	29%	64,920.00	0%
<u>PURCHASED PROF & TECH SERVICES</u>					
Auditing	1,000.00		0%	1,000.00	0%
Legal/Engineering	3,000.00	1,040.40	35%	3,000.00	0%
Telephone	2,350.00	1,112.31	47%	2,350.00	0%
Alarms	5,000.00	2,984.50	60%	5,000.00	0%
Computer Software support	1,300.00	1,350.00	104%	1,300.00	0%
Office/Computer Services	1,500.00	814.63	54%	1,500.00	0%
Office Rent	2,500.00		0%	2,500.00	0%
Auto repair/service	3,000.00	323.09	11%	3,000.00	0%
Sewer Line Maint. Services	4,000.00	1,588.50	40%	4,000.00	0%
Pump Stn. Maint. Services	17,000.00	7,134.37	42%	17,000.00	0%
Manhole Repairs/Maint.	17,000.00	2,782.80	16%	17,000.00	0%
TOTAL	57,650.00	19,130.60	33%	57,650.00	0%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	24,410.00	10,878.14	45%	24,410.00	0%
Heating Fuel	10,300.00	2,275.19	22%	10,300.00	0%
TOTAL	34,710.00	13,153.33	38%	34,710.00	0%
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	1,555.00		0%	1,555.00	0%
Liability Insurance	2,410.00		0%	2,410.00	0%
Vehicle Insurance	1,035.00		0%	1,035.00	0%
Travel	75.00		0%	75.00	0%
Dues & Publications	75.00	75.00	100%	75.00	0%
Training/education	250.00		0%	250.00	0%
Employee Testing	75.00		0%	75.00	0%
	-	-	#DIV/0!	-	#DIV/0!
TOTAL	5,475.00	75.00	1%	5,475.00	0%

SEWER COLLECTION SYSTEM
2020
DRAFT BUDGET

As of 7/22/2021

BUDGET ITEM	APPROVED 2021	EXPENDED AS OF 6/24/21	% USED	Proposed 2022	% INCREASE
SUPPLIES					
Office supplies	700.00	299.43	43%	700.00	0%
Office Equipment	700.00		0%	700.00	0%
Postage	900.00	55.33	6%	950.00	6%
Billing	400.00	230.00	58%	400.00	0%
Breakroom Supplies	250.00	95.65	38%	250.00	0%
Safety Supplies	2,000.00	124.99	6%	2,000.00	0%
Sewer Line Maint Supply	3,000.00	5,757.95	192%	3,000.00	0%
Pump Stn. Maint. Supply	10,000.00	1,536.53	15%	10,000.00	0%
Auto fuel	4,000.00	1,730.93	43%	4,000.00	0%
Uniforms	1,800.00	735.81	41%	1,800.00	0%
Coll. Replacement Fund	25,992.00	25,992.00	100%	26,772.00	3%
TOTAL	49,742.00	36,558.62	73%	50,572.00	2%
TOTAL APPROVED BUDGET					
2021	\$ 316,662.00	\$ 131,259.24	41%	\$ 317,492.00	0.26%
				PROPOSED FOR 2022	
2020 Asset Mgmt Plan	\$ 15,000.00	\$ 5,609.80		\$ 15,000.00	
Article 34 CMOM		\$ 2,911.78			
19 Pump Station Up Warrant	\$ 370,000.00	\$ 22,500.00	344000		0.00%
Perkins Pond Payment	\$ 45,312.50			\$ 45,312.50	
				\$	-

ANTICIPATED 2022 INCOME:

Sewer Coll. Fees:*	\$ 267,132.00
Perkins Pond Bond Fees	\$ 47,705.48
\$463.16 ea 103 users	
Perkins Pond Grant	\$ 9,722.50
	\$ 324,559.98

*Based on 2021 Rent Warrant

APPROXIMATE EQUIVALENT USERS:

	1453
ANTICIPATED 2022 ANNUAL COLLECTION	
FEE:	\$ 200.70
TOTAL PLANT AND COLLECTION:	\$ 360.00

Town of Sunapee, NH

POSITION: Water and Sewer Laborer

DEPARTMENT: Water & Sewer

TYPE: Full Time

FLSA STATUS: Non-Exempt

REPORTS TO: W & S Assistant Superintendent

LABOR GRADE: 5

DATE: July 2021

GENERAL SUMMARY

This position performs work in the repair and maintenance of water and sewer department equipment, grounds and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform maintenance as assigned of equipment used by the water and sewer department.
- Performs grounds maintenance as assigned at water and sewer facilities.
- Performs maintenance such as painting, and light carpentry at water and sewer department buildings as assigned.
- Monitor performance of equipment and components used. If needed alert Assistant Superintendent or Superintendent to equipment problems or safety hazards.
- Maintain effective relations with the public, contractors and co-workers.
- Familiar with and executes safe work procedures associated with assigned work.
- Notify appropriate personnel when emergency or unusual situations occur.
- Available for emergencies, or additional work and/or overtime as requested.
- Perform other duties as assigned.

PERSONAL CONTACTS

Contacts are typically with co-workers, Department heads, Town residents, contractors, and the public.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School diploma or G.E.D.
- A current State of New Hampshire driver's license.
- Experience operating light maintenance equipment.

LICENSING AND CERTIFICATION

Valid State of New Hampshire's driver's license

TOOLS AND EQUIPMENT USED

Light duty commercial vehicles, gas and diesel powered equipment and power tools necessary for maintaining water and sewer structures and grounds.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, and sit for short periods of time; use hands and fingers, handle, feel or grasp; reach and grasp. Employee must occasionally lift, carry, and move up to 50 pounds, occasionally reach above and below shoulder height, and occasionally required to push and /or pull. Other physical demands include occasionally twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. Work is primarily performed in, around and on water and sewer buildings and their associated grounds.

WORK SCHEDULE

The general work schedule is Monday through Friday, 7:00 a.m. through 3:30 p.m., these hours may be modified to meet the needs of the department as determined necessary by the Water & Sewer Superintendent or Assistant Superintendent.

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.