



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
March 30, 2023, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. Forms for approval
 - February 23, 2023 Meeting Minutes
 - February Sewer Purchase Journal
 - February Water Purchase Journal
 - January – February Income Statements
3. Wastewater Treatment Highlights
4. Water Treatment Highlights
5. Old & New Business
 - Fuss & O'Neill Invoice
 - Audit Questionnaire
6. Non-Public session pursuant to RSA 91-A:3 Par II Sec (a) The dismissal, promotion, or compensation of any public employee.
 - Superintendent's Annual Review
7. Next Monthly Meeting April 27, 2023
8. Adjourn



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

Board of Commissioners Meeting
February 23, 2023
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard and David Bailey.

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

1. Forms for Approval:

January 26, 2023 Meeting Minutes: Douglas G. made a motion to accept the January 26th meeting minutes, seconded by Jimmy W. voted unanimously in favor, so declared by the Chairman.

January Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Purchase Journal for January, seconded by Jimmy W., after some discussion regarding Meyer Corporation and pumps that were purchased, voted unanimously in favor, so declared by the Chairman.

January Water Purchase Journal: Douglas G. made a motion to accept the Water Journal for January, seconded by Charles H., after some discussion regarding the Watson Marlow pumps, voted unanimously in the affirmative, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B. reported that A/D Instruments had come to the Wastewater Plant and calibrated the meters yesterday, he stated that there had been an issue with the meters earlier in the month due to freezing up. He stated that they are replacing some of the lights in the maintenance garage with LED's, and that the plant has been running well.

Dave B. stated that he is redoing the QAQC manual and needs a new Certificate of Authorization for him to be able to sign reports for the Commission. Jimmy W. made a motion to accept the certificate of authorization, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

3. Water Treatment Highlights:

Dave B. stated that Harbor Hill has been running well and he stated that he had just received an e-mail saying that the one year warranty term is up next week and that he plans to reply that it is fine. He stated that the backhoe had been worked on and that there had been a lot of rust on it that had been fixed by Stetson. Dave B. reported that Wragg Bros. had come out to Georges Mills and that they had not wanted to pull out a pump there without a new one ready to go in. Dave B. stated that New London had given him the name of Barry Miller and that he has reached out to him asking for help checking the pumps in Georges Mills. There was some discussion regarding disinfecting and the process that might need to followed in order to change out the water pumps. There was some discussion regarding the well pump rates and what types of lines are on the pumps as well as if one well would be sufficient to supply water to Georges Mills.

4. Old & New Business:

Fuss & O'Neill invoice: Dave B. stated that he thinks that the invoice should be approved for payment. Jimmy W. made a motion to approve payment to Fuss & O'Neill of \$10,906.93, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.

2023 Water & Sewer User Rates: Holly L. presented the increases that Dave B. and she had discussed and stated that the proposed water and sewer user fees would be an increase of 8%. She stated that the proposed Hydrant charge was a 7.5% increase and that it will bring the fee close to the \$300 per hydrant that had been discussed a few years ago. Dave B. and Holly L. are proposing doubling the other fees and charges for service calls as they have remained stagnant for over 20 years and are not covering the actual cost of labor. Charles H. made a motion to approve the 2023 rates and fees as proposed, seconded by Jeffrey R., voted unanimously in favor, so declared by the Chairman.

Updated Emergency Plans:

Dave B. stated that there had been a change to the mutual aid portion of both emergency plants and that he had wanted the part about mutual aid to be a generic statement and that since this had been drawn up he is looking for it to be a bit more legally worded and would like to find out how insurance coverage would work if something happened to an employee that was working in another Town during an emergency. He stated that he is looking to get signed up with New Hampshire's Public Works Mutual Aid system and will be pursuing this. There was much discussion regarding how mutual aid works and who's insurance would cover what in the event of damage to property or employee injury. Douglas G. made a motion to approve the updated 2023 Water Emergency plans for Sunapee and Georges Mills, seconded by Jimmy W., after some discussion, voted unanimously in the affirmative, so declared by the Chairman.

Dave B. reported that the TTHM results that had been taken earlier this month had been much better and that he thinks having the concrete tank off line might be a way to keep the Disinfection By-Products lower with less stagnant water in storage. There was some discussion regarding the concrete tank and if it should remain empty or not and why.

Asset Management Planning Grant: Theodore G. read the congratulations letter about the successful application for the 2023 Asset Management Grant Program stating that DES intends to award \$88,200 to Sunapee for this project. Holly L. stated that she needs to get all of the paperwork put together for the Selectmen to enter into this agreement with NH DES and that there will need to be a letter of justification for why Underwood had been chosen as the consulting engineering firm for the project. Charles H. made a motion to pursue the 2023 Asset Management Planning Grant by moving it forward for the Selectmen to pursue, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

Theodore G. suggested postponing the Superintendent's Review until the next meeting. The review was postponed.

The next monthly meeting is scheduled for March 30, 2023.

6:37 p.m. Douglas G. 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 Feb 1, 2023 to Feb 28, 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
2/2/23	53030P Telephone	1/23		192.54	
	53030C Telephone			45.50	
	53031C Alarms			429.87	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		667.91
2/2/23	56260P Uniform Expense	1070199686		51.42	
	56260C Uniform Expense			27.09	
	56250P Building/Custodial Expense			72.08	
	202000 Accounts Payable		UNIFIRST		150.59
2/2/23	56140P Breakroom Supplies	17720654 013123		39.98	
	202000 Accounts Payable		CRYSTAL ROCK LLC		39.98
2/2/23	54200P Heating Fuel Expense	551501		629.60	
	202000 Accounts Payable		IRVING OIL CORP		629.60
2/2/23	53070P Maintenance Service	60887		66.03	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		66.03
2/2/23	56240P Auto Fuel Expense	87009776		14.00	
	202000 Accounts Payable		WEX BANK		14.00
2/2/23	53050P Auto Repair/Service	913315		13.29	
	202000 Accounts Payable		SANEL NAPA		13.29
2/2/23	56230C Pump Station Maint. Supply	NHCLA131976		149.26	
	202000 Accounts Payable		FASTENAL COMPANY		149.26
2/2/23	56210P Maintenance Supply	nhcla131919		195.64	
	202000 Accounts Payable		FASTENAL COMPANY		195.64
2/6/23	56260P Uniform Expense	P70503		224.98	
	202000 Accounts Payable		Chappell Tractor		224.98
2/6/23	56260C Uniform Expense	P70506		18.00	
	202000 Accounts Payable		Chappell Tractor		18.00
2/7/23	56210P Maintenance Supply	100404		4,076.25	
	202000 Accounts Payable		INDCO, INC		4,076.25

Sunapee SEWER Department
Purchase Journal
For the Period From Feb 1, 2023 to Feb 28, 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
2/7/23	53094P BIOS HANDLING 202000 Accounts Payable	18061	Town of Merrimack	2,741.23	2,741.23
2/7/23	56210P Maintenance Supply 202000 Accounts Payable	2945811	BELLETTETTES	41.37	41.37
2/7/23	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	30377068	QUILL CORPORATION	13.49 13.50	26.99
2/7/23	56270P Lab Supplies 202000 Accounts Payable	3121727378	IDEXX DISTRIBUTION, INC	228.33	228.33
2/7/23	56210P Maintenance Supply 202000 Accounts Payable	7521810	HOME DEPOT CREDIT SERVICES	71.91	71.91
2/7/23	56210P Maintenance Supply 202000 Accounts Payable	79416841	F.W. WEBB COMPANY	952.28	952.28
2/9/23	54100P Electricity Expense 202000 Accounts Payable	2-23	EVERSOURCE	4,387.67	4,387.67
2/9/23	53090P Outside Lab Services 202000 Accounts Payable	255919	EASTERN ANALYTICAL, INC.	129.50	129.50
2/9/23	56290P Chemical Expense 202000 Accounts Payable	290213803	HARCROS CHEMICALS INC.	1,122.75	1,122.75
2/9/23	56270P Lab Supplies 202000 Accounts Payable	482778	NCL OF WISCONSIN, INC.	194.92	194.92
2/9/23	53050P Auto Repair/Service 202000 Accounts Payable	8981	REED TRUCK SERVICES, INC	1,566.84	1,566.84
2/10/23	53090P Outside Lab Services 202000 Accounts Payable	255493	EASTERN ANALYTICAL, INC.	70.00	70.00
2/13/23	56290P Chemical Expense 202000 Accounts Payable	12784	CLEAN WATERS, INC.	9,255.50	9,255.50

Sunapee SEWER Department
Purchase Journal
For the Period From Feb 1, 2023 to Feb 28, 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
2/13/23	53090P Outside Lab Services 202000 Accounts Payable	1578	AQUATEC ENVIRONMENTAL, Inc.	1,785.00	1,785.00
2/13/23	202010 A/P Due to General Fund 202000 Accounts Payable	2/6 Wiggins	TOWN OF SUNAPEE	465.01	465.01
2/13/23	56210P Maintenance Supply 202000 Accounts Payable	3002655229	MAIN OXY-ACETYLENE SUPPLY CO.	114.25	114.25
2/13/23	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	340514	TREASURER STATE OF NH	486.69 318.60	805.29
2/13/23	56210P Maintenance Supply 202000 Accounts Payable	79487547	F.W. WEBB COMPANY	768.06	768.06
2/13/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	INV2830828	SOUTHWORTH-MILTON, INC	128.63	128.63
2/14/23	53020C Legal/Engineering Fees 53020P Legal/Engineering Fees 202000 Accounts Payable	186639	SULLOWAY & HOLLIS, PLLC	268.75 268.75	537.50
2/16/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070201596	UNIFIRST	63.98 27.09 72.08	163.15
2/16/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070203588	UNIFIRST	72.68 27.09 72.08	171.85
2/16/23	202010 A/P Due to General Fund 202000 Accounts Payable	14 Old GM Rd	TOWN OF SUNAPEE	169.54	169.54
2/16/23	56230C Pump Station Maint. Supply 202000 Accounts Payable	2951841	BELLETTETTES	3.86	3.86

Sunapee SEWER Department
Purchase Journal

For the Period From Feb 1, 2023 to Feb 28, 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
2/16/23	56210P Maintenance Supply 202000 Accounts Payable	2960576		6.29	
			BELLETTES		6.29
2/16/23	53071C Sewer Line Maint. Service 53070P Maintenance Service 202000 Accounts Payable	3863		2,300.00	
				2,300.00	
			G.K. Stetson Blacksmiths		4,600.00
2/16/23	53050C Auto Repair/Service 202000 Accounts Payable	916665		27.33	
			SANEL NAPA		27.33
2/16/23	53050P Auto Repair/Service 202000 Accounts Payable	917162		55.96	
			SANEL NAPA		55.96
2/16/23	56210P Maintenance Supply 202000 Accounts Payable	917396		43.27	
			SANEL NAPA		43.27
2/16/23	53050P Auto Repair/Service 202000 Accounts Payable	917469	On town account	22.14	
			SANEL NAPA		22.14
2/16/23	53030P Telephone 53030C Telephone 202000 Accounts Payable	9927158410		104.18	
				104.18	
			VERIZON WIRELESS		208.36
2/16/23	56230C Pump Station Maint. Supply 202000 Accounts Payable	S3688793.001		18.00	
			ROCKINGHAM ELECTRIC		18.00
2/17/23	54100C Electricity Expense 202000 Accounts Payable	2/23 C		1,379.98	
			EVERSOURCE		1,379.98
2/22/23	56210P Maintenance Supply 202000 Accounts Payable	264891		106.58	
			USA BLUEBOOK		106.58
2/22/23	55220P Training/Education 202000 Accounts Payable	3-1-23 PFAS		120.00	
			NHWPCA		120.00
2/23/23	56290P Chemical Expense 202000 Accounts Payable	290213997		1,350.50	
			HARCROS CHEMICALS INC.		1,350.50
2/23/23	53050C Auto Repair/Service	917748		21.74	

Sunapee SEWER Department
Purchase Journal
For the Period From Feb 1, 2023 to Feb 28, 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
	202000 Accounts Payable		SANEL NAPA		21.74
2/23/23	53050P Auto Repair/Service 202000 Accounts Payable	917825		26.29	
			SANEL NAPA		26.29
2/24/23	54200C Heating Fuel Expense 202000 Accounts Payable	727169		162.76	
			IRVING OIL CORP		162.76
2/24/23	54200C Heating Fuel Expense 202000 Accounts Payable	727725		139.76	
			IRVING OIL CORP		139.76
2/24/23	54200C Heating Fuel Expense 202000 Accounts Payable	748992		279.19	
			IRVING OIL CORP		279.19
2/24/23	54200C Heating Fuel Expense 202000 Accounts Payable	749472		184.51	
			IRVING OIL CORP		184.51
2/24/23	54200C Heating Fuel Expense 202000 Accounts Payable	750009		260.57	
			IRVING OIL CORP		260.57
2/24/23	54200P Heating Fuel Expense 202000 Accounts Payable	750083		498.92	
			IRVING OIL CORP		498.92
2/24/23	54200C Heating Fuel Expense 202000 Accounts Payable	752088		265.74	
			IRVING OIL CORP		265.74
2/24/23	54200C Heating Fuel Expense 202000 Accounts Payable	753046		320.66	
			IRVING OIL CORP		320.66
2/27/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	1210		48.86	
			UNITED CONSTRUCTION CORP		48.86
2/27/23	56270P Lab Supplies 202000 Accounts Payable	13475800		463.77	
			HACH COMPANY		463.77
2/27/23	53090P Outside Lab Services 202000 Accounts Payable	256583		70.00	
			EASTERN ANALYTICAL, INC.		70.00
2/27/23	56270P Lab Supplies 202000 Accounts Payable	272746		2,140.08	
			USA BLUEBOOK		2,140.08

**Sunapee SEWER Department
Purchase Journal**

For the Period From Feb 1, 2023 to Feb 28, 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
2/27/23	56270P Lab Supplies 202000 Accounts Payable	3123473757	IDEXX DISTRIBUTION, INC	999.27	999.27
2/28/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070205487	UNIFIRST	70.68 27.37 72.08	170.13
2/28/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070207421	UNIFIRST	70.68 28.00 72.08	170.76
2/28/23	56230C Pump Station Maint. Supply 202000 Accounts Payable	915140	SANEL NAPA	14.38	14.38
				46,322.76	46,322.76

Sunapee WATER Department
Purchase Journal
For the Period From Feb 1, 2023 to Feb 28, 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
2/2/23	530300 Telephone	1/23		74.48	
	530310 Alarms			202.00	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		276.48
2/2/23	562600 Uniform Expense	1070199686		23.78	
	202000 Accounts Payable		UNIFIRST		23.78
2/2/23	562100 Maintenance Supply	2938759		16.25	
	202000 Accounts Payable		BELLETTETES		16.25
2/2/23	562100 Maintenance Supply	2939014		25.18	
	202000 Accounts Payable		BELLETTETES		25.18
2/2/23	562100 Maintenance Supply	2939087		4.13	
	202000 Accounts Payable		BELLETTETES		4.13
2/2/23	202010 A/P Due to General Fund	robbins		953.66	
	202000 Accounts Payable		TOWN OF SUNAPEE		953.66
2/9/23	552200 Training/Education	2-14-23	WEBINAR 2-14-23 DAVE, AARON & JOHN	93.00	
	202000 Accounts Payable		GRANITE STATE RURAL WATER		93.00
2/9/23	541000 Electricity Expense	2-23		1,546.23	
	202000 Accounts Payable		EVERSOURCE		1,546.23
2/13/23	530900 Outside Lab Services	123020115		60.00	
	202000 Accounts Payable		NELSON ANALYTICAL LAB		60.00
2/13/23	530300 Telephone	2/1/23		134.89	
	202000 Accounts Payable		COMCAST		134.89
2/13/23	542000 Heating Fuel Expense	332471		353.53	
	202000 Accounts Payable		IRVING OIL CORPORATION		353.53
2/13/23	562400 Auto Fuel Expense	340514		411.37	
	202000 Accounts Payable		TREASURER STATE OF NH		411.37
2/13/23	542000 Heating Fuel Expense	344173		430.21	
	202000 Accounts Payable		IRVING OIL CORPORATION		430.21

Sunapee WATER Department
Purchase Journal
For the Period From Feb 1, 2023 to Feb 28, 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
2/13/23	530600 Equipment Repair 202000 Accounts Payable	INV2830954	SOUTHWORTH-MILTON, INC	98.03	98.03
2/14/23	530200 Legal/Engineering Fees 202000 Accounts Payable	186639	SULLOWAY & HOLLIS, PLLC	537.50	537.50
2/15/23	562900 Chemical Expense 202000 Accounts Payable	290213911	HARCROS	345.75	345.75
2/16/23	562600 Uniform Expense 202000 Accounts Payable	1070201596	UNIFIRST	23.78	23.78
2/16/23	562600 Uniform Expense 202000 Accounts Payable	1070203588	UNIFIRST	23.78	23.78
2/16/23	552200 Training/Education 202000 Accounts Payable	11256	GRANITE STATE RURAL WATER	244.00	244.00
2/16/23	530900 Outside Lab Services 202000 Accounts Payable	256227	EASTERN ANALYTICAL, INC	175.00	175.00
2/16/23	562100 Maintenance Supply 202000 Accounts Payable	2953105	BELLETTETES	20.28	20.28
2/16/23	530600 Equipment Repair 202000 Accounts Payable	3863	G.K. STETSON BLACKSMITHS	2,200.00	2,200.00
2/16/23	530600 Equipment Repair 202000 Accounts Payable	916665	SANEL NAPA	27.34	27.34
2/16/23	530300 Telephone 202000 Accounts Payable	9927158410	VERIZON WIRELESS	104.17	104.17
2/16/23	530600 Equipment Repair 202000 Accounts Payable	INV2833608	SOUTHWORTH-MILTON, INC	90.70	90.70
2/23/23	562350 Hydrant Replacement 202000 Accounts Payable	1145977	FERGUSON WATERWORKS	3,742.03	3,742.03
2/23/23	530600 Equipment Repair	917748		21.73	

Sunapee WATER Department
Purchase Journal
For the Period From Feb 1, 2023 to Feb 28, 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
	202000 Accounts Payable		SANEL NAPA		21.73
2/23/23	562100 Maintenance Supply 202000 Accounts Payable	918016		19.98	
			SANEL NAPA		19.98
2/27/23	562200 Distribution Supplies 202000 Accounts Payable	1210		67.27	
			UNITED CONSTRUCTION CORP.		67.27
2/27/23	530300 Telephone 202000 Accounts Payable	2/16/23		197.61	
			COMCAST		197.61
2/28/23	562600 Uniform Expense 202000 Accounts Payable	1070205487		25.50	
			UNIFIRST		25.50
2/28/23	562600 Uniform Expense 202000 Accounts Payable	1070207421		24.87	
			UNIFIRST		24.87
				12,318.03	12,318.03
				12,318.03	12,318.03

Sunapee SEWER Department
2022 Income Statement
 For the Two Months Ending February 28, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 381.64	\$ 381.64	\$ 0.00	(381.64)
Capital Improvement Interest	237.84	237.84	0.00	(237.84)
SRB Plant Replacement Interest	230.17	230.17	0.00	(230.17)
SRB Collection Replacement Int	157.97	157.97	0.00	(157.97)
Discounts Taken	1.37	1.37	0.00	(1.37)
New London Quarterly	139,915.85	139,915.85	0.00	(139,915.85)
Sewer User Fees	480.00	480.00	0.00	(480.00)
Attachment Fees Rec'd	3,000.00	3,000.00	0.00	(3,000.00)
Septic Receiving	2,242.00	2,242.00	0.00	(2,242.00)
Total Revenues	146,646.84	146,646.84	0.00	(146,646.84)
<u>EXPENDITURES</u>				
Full Time Labor	0.00	0.00	115,610.00	115,610.00
Full Time Labor	0.00	0.00	267,600.00	267,600.00
Overtime Pay	0.00	0.00	6,750.00	6,750.00
Overtime Pay	0.00	0.00	10,800.00	10,800.00
Commission Pay	0.00	0.00	1,000.00	1,000.00
Commission Pay	0.00	0.00	1,000.00	1,000.00
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	0.00	0.00	408,260.00	408,260.00
Life & Disability Expense	0.00	0.00	2,335.00	2,335.00
Life & Disability Expense	0.00	0.00	4,820.00	4,820.00
FICA/Medicare Expense	0.00	0.00	8,885.00	8,885.00
FICA/Medicare Expense	0.00	0.00	20,405.00	20,405.00
Health Insurance Expense	0.00	0.00	45,850.00	45,850.00
Health Insurance Expense	0.00	0.00	92,575.00	92,575.00
Retirement	0.00	0.00	18,360.00	18,360.00
Retirement	0.00	0.00	38,800.00	38,800.00
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	0.00	1,620.00	1,620.00
Worker's Comp. Expense	0.00	0.00	3,730.00	3,730.00
Total Payroll Benefits	0.00	0.00	237,710.00	237,710.00
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	268.75	268.75	4,500.00	4,231.25
Legal/Engineering Fees	268.75	268.75	5,000.00	4,731.25
Telephone	253.86	253.86	2,350.00	2,096.14
Telephone	400.90	400.90	4,000.00	3,599.10
Alarms	429.87	429.87	5,600.00	5,170.13
Computer Software Support	0.00	0.00	1,500.00	1,500.00
Computer Software Support	0.00	0.00	615.00	615.00
Office/Computer Service	0.00	0.00	1,500.00	1,500.00
Office/Computer Service	581.40	581.40	3,000.00	2,418.60
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	49.07	49.07	3,500.00	3,450.93

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Two Months Ending February 28, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Auto Repair/Service	1,684.52	1,684.52	2,000.00	315.48
Maintenance Service	2,366.03	2,366.03	22,000.00	19,633.97
Sewer Line Maint. Service	2,300.00	2,300.00	4,000.00	1,700.00
Pump Station Maint. Service	0.00	0.00	17,000.00	17,000.00
Manhole Contract	0.00	0.00	20,000.00	20,000.00
Outside Lab Services	2,184.00	2,184.00	15,000.00	12,816.00
BIOS HANDLING	3,566.23	3,566.23	64,000.00	60,433.77
BIOS Lab	0.00	0.00	12,000.00	12,000.00
Total Purchased Prof & Tech Services	14,353.38	14,353.38	196,065.00	181,711.62
Electricity Expense	2,826.35	2,826.35	24,410.00	21,583.65
Electricity Expense	9,274.24	9,274.24	63,500.00	54,225.76
Heating Fuel Expense	2,822.94	2,822.94	15,000.00	12,177.06
Heating Fuel Expense	1,590.36	1,590.36	12,750.00	11,159.64
Total Purchased Property Services	16,513.89	16,513.89	115,660.00	99,146.11
Property Insurance	0.00	0.00	5,000.00	5,000.00
Property Insurance	0.00	0.00	7,310.00	7,310.00
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	65.00	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	75.00	75.00	500.00	425.00
Training/Education	120.00	120.00	1,500.00	1,380.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
Total Other Purchased Services	260.00	260.00	14,885.00	14,625.00
Office Supplies	13.50	13.50	700.00	686.50
Office Supplies	40.48	40.48	910.00	869.52
Postage Expense	0.00	0.00	950.00	950.00
Postage Expense	0.00	0.00	515.00	515.00
Billing Expense	0.00	0.00	400.00	400.00
Breakroom Supplies	0.00	0.00	250.00	250.00
Breakroom Supplies	121.94	121.94	425.00	303.06
OFFICE EQUIPMENT	0.00	0.00	700.00	700.00
OFFICE EQUIPMENT	0.00	0.00	600.00	600.00
Safety Supplies	0.00	0.00	2,000.00	2,000.00
Safety Supplies	533.42	533.42	3,500.00	2,966.58
Maintenance Supply	17,047.74	17,047.74	16,000.00	(1,047.74)
Sewer Line Maint. Supply	432.47	432.47	7,000.00	6,567.53
Pump Station Maint. Supply	185.50	185.50	6,000.00	5,814.50
Auto Fuel Expense	486.69	486.69	4,000.00	3,513.31
Auto Fuel Expense	332.60	332.60	3,600.00	3,267.40
Building/Custodial Expense	648.72	648.72	3,260.00	2,611.28
Uniform Expense	661.71	661.71	1,800.00	1,138.29
Uniform Expense	1,232.42	1,232.42	3,500.00	2,267.58
Lab Supplies	6,527.42	6,527.42	22,700.00	16,172.58
Lab Equipment	0.00	0.00	8,800.00	8,800.00
Chemical Expense	23,226.34	23,226.34	85,000.00	61,773.66
Total Supplies	51,490.95	51,490.95	172,610.00	121,119.05
Coll. Replacement Fund	0.00	0.00	27,307.00	27,307.00
Plant Replacement Fund	0.00	0.00	55,975.00	55,975.00

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Two Months Ending February 28, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Total Replacement Fund	0.00	0.00	83,282.00	83,282.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 82,618.22	\$ 82,618.22	\$ 1,228,472.00	1,145,853.78
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ 0.00	\$ 0.00	\$ 42,517.96	42,517.96
WWTP Upgrade Loan Payment	0.00	0.00	81,697.28	81,697.28
Total Bond Payments	0.00	0.00	124,215.24	124,215.24
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 0.00	\$ 124,215.24	124,215.24
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

Sunapee WATER Department
2022 Income Statement
 For the Two Months Ending February 28, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 527.52	\$ 527.52	\$ 0.00	(527.52)
Capital Improvement Interest	6.61	6.61	0.00	(6.61)
SRB Replacement Fund Interest	382.64	382.64	0.00	(382.64)
Discounts Taken	1.49	1.49	0.00	(1.49)
Total Revenues	\$ 918.26	\$ 918.26	\$ 0.00	(918.26)
<u>EXPENDITURES</u>				
Full Time Labor	\$ 0.00	\$ 0.00	\$ 147,596.00	147,596.00
Overtime Pay	0.00	0.00	13,500.00	13,500.00
Commission Pay	0.00	0.00	1,000.00	1,000.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	0.00	0.00	165,096.00	165,096.00
Life & Disability Expense	0.00	0.00	2,655.00	2,655.00
FICA/Medicare	0.00	0.00	11,130.00	11,130.00
Health Insurance Expense	0.00	0.00	48,185.00	48,185.00
Retirement	0.00	0.00	19,120.00	19,120.00
Unemployment Expense	0.00	0.00	200.00	200.00
Worker's Comp. Expense	0.00	0.00	2,135.00	2,135.00
Total Payroll Benefits	0.00	0.00	83,425.00	83,425.00
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	537.50	537.50	10,000.00	9,462.50
Telephone	947.82	947.82	4,500.00	3,552.18
Alarms	202.00	202.00	2,500.00	2,298.00
Computer Software Support	57.44	57.44	7,000.00	6,942.56
Office/Computer Service	0.00	0.00	2,000.00	2,000.00
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	0.00	0.00	3,000.00	3,000.00
Equipment Repair	2,437.80	2,437.80	2,000.00	(437.80)
Maint.Repair/Service	0.00	0.00	15,000.00	15,000.00
Outside Lab Services	235.00	235.00	5,500.00	5,265.00
Total Purchased Prof & Tech Services	4,417.56	4,417.56	55,000.00	50,582.44
Electricity Expense	3,299.27	3,299.27	21,000.00	17,700.73
Heating Fuel Expense	2,032.75	2,032.75	13,000.00	10,967.25
Total Purchased Property Services	5,332.02	5,332.02	34,000.00	28,667.98
Property Insurance	0.00	0.00	5,675.00	5,675.00
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	200.00	200.00	200.00	0.00
Training/Education	337.00	337.00	1,500.00	1,163.00
Employee Testing	0.00	0.00	50.00	50.00
Total Other Purchased Services	537.00	537.00	7,575.00	7,038.00
Office Supplies	11.98	11.98	600.00	588.02
Postage Expense	0.00	0.00	1,000.00	1,000.00

For Management Purposes Only

Sunapee WATER Department
2022 Income Statement
 For the Two Months Ending February 28, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Billing Expense	0.00	0.00	600.00	600.00
Breakroom Supplies	0.00	0.00	600.00	600.00
OFFICE EQUIPMENT	0.00	0.00	600.00	600.00
Safety Supplies	0.00	0.00	750.00	750.00
Maintenance Supply	4,726.59	4,726.59	9,000.00	4,273.41
Distribution Supplies	246.87	246.87	14,000.00	13,753.13
Meter Supplies	0.00	0.00	15,000.00	15,000.00
Hydrant Replacement	3,742.03	3,742.03	4,000.00	257.97
Auto Fuel Expense	411.37	411.37	4,000.00	3,588.63
Building/Custodial Expense	0.00	0.00	500.00	500.00
Uniform Expense	620.12	620.12	1,650.00	1,029.88
Lab Supplies	0.00	0.00	3,500.00	3,500.00
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	622.35	622.35	7,875.00	7,252.65
Total Supplies	10,381.31	10,381.31	65,175.00	54,793.69
Water Replacement Fund	0.00	0.00	69,165.00	69,165.00
Total Replacement Fund	0.00	0.00	69,165.00	69,165.00
TOTAL OPERATING EXPENDITURES	\$ 20,667.89	\$ 20,667.89	\$ 479,436.00	458,768.11
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 0.00	\$ 0.00	\$ 88,643.98	88,643.98
DWSRF Loan Repayment	0.00	0.00	13,518.43	13,518.43
LOAN PAYMENT-LAKE AVE	0.00	0.00	46,120.18	46,120.18
Total Bond/Interest Payments	0.00	0.00	148,282.59	148,282.59
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 0.00	\$ 148,282.59	148,282.59
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00
Total Unbudgeted Expenditures	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	0.00



FUSS & O'NEILL, INC.

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

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

March 11, 2023
Invoice No: 0248939
Project Manager Daniel Monette
Purchase Order:
A/R over 60 days:

Invoice Total \$5,101.00

Project 20211335.A20 Sunapee, NH- Water Main Design

Lower Main Street

Professional Services through February 25, 2023

Task 000001 Field Investigation & Survey
Subtask 00000A Kickoff Internal

Total Fee 3,587.00
Percent Complete 100.00
Total Earned 3,587.00
Previous Fee Billing 3,587.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00

Subtask 00000B Field Survey

Total Fee 29,609.00
Percent Complete 100.00
Total Earned 29,609.00
Previous Fee Billing 29,609.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00

Subtask 00000C Drafting EC Plans

Total Fee 15,204.00
Percent Complete 100.00
Total Earned 15,204.00
Previous Fee Billing 15,204.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00
Total this Task 0.00

Task 000002 Design & Permitting

Subtask 00000A Schematic Design

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

Total Fee	18,400.00		
Percent Complete	90.00	Total Earned	16,560.00
		Previous Fee Billing	15,272.00
		Current Fee Billing	1,288.00
		Total Fee	1,288.00
		Total this Subtask	\$1,288.00

Subtask	00000B	Shoreland Permitting	
Total Fee	7,300.00		
Percent Complete	40.00	Total Earned	2,920.00
		Previous Fee Billing	438.00
		Current Fee Billing	2,482.00
		Total Fee	2,482.00
		Total this Subtask	\$2,482.00

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

Subtask	00000D	Bid Plans	
Total Fee	18,500.00		
Percent Complete	0.00	Total Earned	0.00
		Previous Fee Billing	0.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Subtask	0.00
		Total this Task	\$3,770.00

Task	000003	Specifications & Opinions of Cost	
Total Fee	12,100.00		
Percent Complete	15.00	Total Earned	1,815.00
		Previous Fee Billing	484.00
		Current Fee Billing	1,331.00
		Total Fee	1,331.00
		Total this Task	\$1,331.00
		Total this Invoice	\$5,101.00

	Current	Prior	Total
Billings to Date	5,101.00	64,594.00	69,695.00