



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
May 27, 2021, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

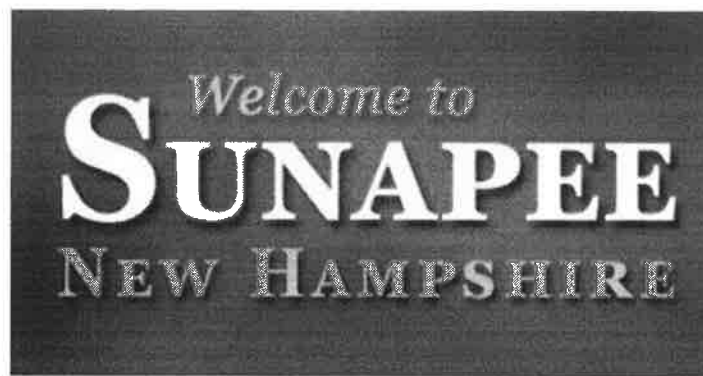
1. Call to Order
2. Energy Audit
3. Sludge Drying Presentation
4. Forms for Approval
April 29, 2021 Meeting Minutes
April Sewer Purchase Journal
April Water Purchase Journal
Abatement Requests
5. Water Treatment Highlights
6. Wastewater Treatment Highlights
7. Old & New Business
8. Next Monthly Meeting June 24, 2021
9. 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. If citizens have input for the Water & Sewer Commission please contact Holly Leonard-Office Manager at 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.***



ENERGY EFFICIENCY PROPOSAL

Town of Sunapee NH -
Waste WTF



PREPARED BY

Mark Wrona
5087135661
Mark.Wrona@WorldenergyES.com

DEVELOPED FOR

Dave Bailey
50 Treatment Plant Rd
Sunapee, NH 03782

May 7, 2021

PROJECT SUMMARY

World Energy Efficiency Services ("World Energy") conducted an efficiency assessment of your facility to identify measures to help conserve energy at your facility. As a result of our findings, we recommend the below energy efficiency measures. The estimated energy savings were determined based on the customer's reporting of operational characteristics and the assumption that the facilities mechanical equipment was operating without significant faults.

The work proposed is turnkey and includes installation, material, sales tax (if applicable), electrical permit and recycling of the existing lamps and ballasts. World Energy also provides a two-year warranty on parts and labor. Additional manufacturer warranty applies after the World Energy warranty. Any changes in the scope of work and costs will be provided to the customer in writing and approved by the customer before any work is performed.

World Energy is not responsible for certain conditions that are unforeseen during the proposal and/or installation process. Unforeseen conditions may cause a delay in the completion of the services until such unforeseen condition are remedied.

PROPOSED MEASURES

- LED Lighting

PROJECT HIGHLIGHTS

This project is for replacing the interior and exterior lighting with new LED fixtures. We will recycle the old bulbs and ballasts and neatly stack the old fixture housings for you to call a scrap company to pick up.

ENERGY EFFICIENCY MEASURES

LED – SCREW INS



Screw based LEDs are offered in a variety of shapes and sizes to fit all existing sockets and many different applications.

Key Benefits Compared to Halogen Bulbs



80% Less Energy



Lasts up to 30 Times Longer

LED FIXTURES – INTERIOR



Rather than re-lamping your existing fixtures, replacing them with new LED fixtures will provide an updated, clean look while providing maximum energy savings.

Key Benefits

- Up to 20 year lifespan
- Clean, modern look
- Compatible with smart controls

LED FIXTURES – EXTERIOR



Updating your exterior lighting with new LED fixtures provides substantial energy savings, a more uniform, well-lit environment and also lasts 65% longer than traditional sources.

Key Benefits



Between 60% & 90% More Efficient



65% Longer Lifespan

LIGHTING CONTROLS



Occupancy Sensors save energy by automatically turning lights off when a space is unoccupied. Most sensors allow users to customize the on/off timing.

Photocell Sensors automatically control your exterior fixtures to turn on at dusk and off at dawn.

Dimming Controls allow the user to customize light levels and maximize energy savings in a given space.

PROJECT FINANCIAL SUMMARY

PROJECT COSTS		CASH FLOW	
TOTAL PROJECT COST	\$22,699.61	MONTHLY SAVINGS	\$300.18
UTILITY INCENTIVE	\$11,349.80		
NET PURCHASE PRICE	\$11,349.81	MONTHLY CASH FLOW	

SAVINGS SNAPSHOTS



SIMPLE
PAYBACK



ROI

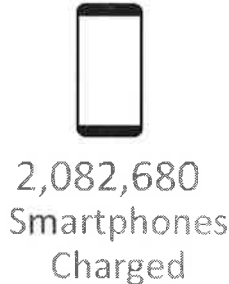


10 YEAR SAVINGS



% ENERGY
REDUCTION

ENVIRONMENTAL ANALYSIS

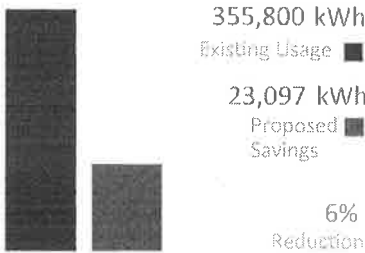


ANNUAL SAVINGS



TOTAL ANNUAL SAVINGS \$3,003

ENERGY ANALYSIS



TOTAL ANNUAL SAVINGS 23,097 kWh

*These 'Existing' numbers are estimated based on the size and hours of your building

PRICE & ESTIMATED SAVINGS TABLES

Financial Economics

EEM#	PROPOSED MEASURES	Total Energy Savings		Unit Price	Estimated Intentional	Sales Tax	Net Price	ROI	Simple Payback
		\$/yr	kWh/yr						
1	Lighting & Lighting Controls	\$3,002.61	\$599.50	\$	\$	\$0.00	\$11,349.81	32%	3.15
	Total	\$3,002.61	\$599.50	\$22,699.61	\$11,349.80	\$0.00	\$11,349.81	37%	3.15

Savings Analysis

EEM#	PROPOSED MEASURES	Electric Demand		Gas Demand		Total Energy Savings		ROI	Simple Payback
		kW	kWh/yr	kBtu/yr	kWh/yr	\$/yr	kWh/yr		
1	Lighting & Lighting Controls	7.324	23,097	0	0	\$3,002.61	53,002.61	100.0%	3.15
	Total	7.324	23,097	0	0	\$3,002.61	53,002.61	100.0%	3.15

INITIAL _____

LIGHTING AND LIGHTING CONTROLS

Line Item	Location	World Energy Description	Existing				Proposed				
			Kelvin	Qty	Hours	Watts per Fixture	World Energy Description	Kelvin	Qty	Hours	System Watts
001	basement pump	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	6	2,400	60	1x4 20w LED Vapor Tight	5000	6	2,400	20
002	stairwell	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	2	2,600	60	1x4 20w LED Vapor Tight	5000	2	2,600	20
003	locker room	2x4 21.78 w/ NP Electronic Ballast - Recessed Fluorescent	5000	6	2,600	88	2x4 35w LED Recessed - Flat Panel	5000	6	2,600	35
004	electric room	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	2	2,600	60	1x4 20w LED Vapor Tight	5000	2	2,600	20
005	lab	2x4 21.78 w/ NP Electronic Ballast - Recessed Fluorescent	5000	6	2,600	60	2x4 25w LED Recessed - Flat Panel	5000	6	2,600	25
006	break room	2x4 21.78 w/ NP Electronic Ballast - Recessed Fluorescent	5000	4	2,600	60	2x4 25w LED Recessed - Flat Panel	5000	4	2,600	25
007	hallroom	2x4 21.78 w/ NP Electronic Ballast - Recessed Fluorescent	5000	3	2,600	60	2x4 25w LED Recessed - Flat Panel	5000	3	2,600	25
008	front door	100w MH/MV/PSM/H/HS - Walipack	5000	1	4,340	120	30w LED Walipack - Non Cut Off	5000	1	4,340	30
009	slide facing tank	90w MV/PSM/H/HS - Walipack	5000	2	4,340	90	PAR38 13w LED Screw In	5000	2	4,340	12
010	slide facing pit	100w MH/MV/PSM/H/HS - Walipack	5000	1	4,340	120	1w LED w/ Integrated Controls - Walipack - Non Cut Off	5000	1	4,340	1.5
011	door facing tripod tank	100w MH/MV/PSM/H/HS - Walipack	5000	1	4,340	120	30w LED Walipack - Non Cut Off	5000	1	4,340	30
012	slide facing garage	200w MH/MV/PSM/H/HS - Walipack	5000	1	4,340	205	50w LED Walipack - Non Cut Off	5000	1	4,340	50
013	garage	1x4 8.21 112 w/ EEMAS Ballast - Strip	5000	10	2,600	158	1x4 8.2w LED Strip	5000	10	2,600	38
014	outside garage	0	0	0	0	0	No Recommendation	5000	0	0	0
015	outside garage	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	6	2,600	60	1x4 20w LED Vapor Tight	5000	6	2,600	20
016	chemical building	0	0	0	0	0	No Recommendation	5000	0	0	0
017	outside chemical building	0	0	0	0	0	No Recommendation	5000	0	0	0
018	starting tanks	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	7	2,600	60	1x4 20w LED Vapor Tight	5000	7	2,600	20
019	process building pump room	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	4	2,600	60	1x4 20w LED Vapor Tight	5000	4	2,600	20
020	center stairwell	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	5	2,600	60	1x4 20w LED Vapor Tight	5000	5	2,600	20
021	top floor boiler	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	6	2,600	60	1x4 20w LED Vapor Tight	5000	6	2,600	20
022	center hallway	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	5	2,600	60	1x4 20w LED Vapor Tight	5000	5	2,600	20
023	offices	2x4 21.78 w/ NP Electronic Ballast - Recessed Fluorescent	5000	9	2,600	88	2x4 35w LED Recessed - Flat Panel	5000	9	2,600	35
024	offices	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	9	2,600	60	1x4 20w LED Vapor Tight	5000	9	2,600	20
025	electric room	1x4 21.78 w/ NP Electronic Ballast - Recessed Fluorescent	5000	1	2,000	60	2x4 25w LED Recessed - Flat Panel	5000	1	2,000	25
026	bathroom	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	4	2,600	60	1x4 20w LED Vapor Tight	5000	4	2,600	20
027	loading dock	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	6	2,600	60	1x4 20w LED Vapor Tight	5000	6	2,600	20
028	sludge container	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	5	4,340	285	50w LED Walipack - Non Cut Off	5000	5	4,340	50
029	outside	250w MH/MV/PSM/H/HS - Walipack	5000	1	4,340	295	50w LED Walipack - Non Cut Off	5000	1	4,340	45
030	blower room	1x4 21.78 w/ NP Electronic Ballast - Vapor Tight	5000	3	2,000	60	1x4 20w LED Vapor Tight	5000	3	2,000	20

INITIAL _____

SCOPE OF WORK

LIGHTING AND LIGHTING CONTROLS

Line Item	Location	Work Energy Description	Existing				Proposed			
			Kwhrs	Qty	Hours	Watts per Fixture	Work Energy Description	Kwhrs	Qty	Hours
011	small BRIDGE DONT DO ALL OLD PLUG IN FIXTURES	0	0	0	108	0	0	108	0	0
Total										

INITIAL _____

STATEMENT OF WORK

Statement of Work for Eversource Small Business Energy Advantage Program

This Statement of Work ('SOW') is entered into between World Energy Efficiency Services, LLC ('World Energy') and Town of Sunapee NH - Waste WTF ('Customer') as of the date by which World Energy executes this SOW.

Project Overview:

- Energy Efficiency Measures ("EEMs") per the proposal titled "ENERGY EFFICIENCY PROPOSAL PREPARED FOR : Town of Sunapee NH - Waste WTF and dated 05/07/2021 (the "Proposal")
- Non-Prevailing
- Customer will provide World Energy with access to Customer's premises as may be reasonably required in order to permit World Energy to perform the services in a timely manner

Service Exclusions:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Performance and/or payment bond • New Tombstones for existing fixtures (Unless otherwise noted) • Old equipment disposal • Asbestos abatement • Painting and patching | <ul style="list-style-type: none"> • Repair or replacement of unforeseen conditions including but not limited to existing code violations, structural issues, asbestos, lead paint, oil or other hazardous materials, and old or deteriorating wiring • Non-functioning equipment repair • Overtime, weekend, or overnight work <ul style="list-style-type: none"> ○ Pricing is straight time only |
|---|---|

Fee:

Project Total	\$22,699.61
Less Incentive	\$11,349.80
Customer Portion due to World Energy	\$11,349.81

Payment Terms (check one):

- 50% upon the initial Invoice*
- 50% upon Certificate of Completion

* Note: If total Customer Portion due to World Energy is less than \$1,500 there will be no initial deposit and all funds will be due upon Certificate of Completion.

Deposits are due upon receipt of invoice. Remaining balance is due and payable net thirty (30) days from invoice date. All overdue payments shall bear interest of the lesser of (i) the rate of one and one-half percent (1.5%) per month or (ii) the maximum rate allowed by law, in either case plus World Energy's cost of collection (including reasonable attorney's fees).

Invoices to be sent to:

Customer:

Attn:

Address:

Email:



Flow Down:

Scope of Work:

- Project # as stated in the summary of the proposed retrofit work ('Executive Summary')
- EEM#(s) 1 - 2 from the Energy Efficiency Proposal to Town of Sunapee NH - Waste WTF from World Energy dated 05-07-2021 ('Proposal').

Change Orders:

Any changes to the scope of work shall be made by the execution of a Change Order between the parties substantially in the form attached hereto as Attachment 1 per the Customer Agreement.

Certificate of Completion:

Upon completion of the Services by World Energy, Customer shall execute the attached Notice of Completion (Attachment 2) and return to World Energy.

IN WITNESS WHEREOF, the parties hereto have caused this Statement of Work to be executed on the date set forth below.

World Energy Efficiency Services, LLC

Customer

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EVERSOURCE

Energy Efficiency Program for Small Business

CUSTOMER INFORMATION

Company Name

Town of Sunapee NH - Waste WTF

Phone

6037635060

Email

sunws@town.sunapee.nh.us

Contact Person First Name

Contact Person Last Name

Dave Bailey

Electric Account #

56298008012

Service Address

50 Treatment Plant Rd

Project #

0

City

Sunapee

State Zip

NH

03782

PRIMARY USE

Business Category

0

Business Category

0

MEASURE TYPES

Check All that Apply

Lighting and Controls

Refrigeration (NRM only)

Process

HVAC Controls

Motors

Other

PROJECT COST

Total Project Cost

\$22,699.61

Eversource Contribution

\$11,349.80

Customer Contribution

\$11,349.81

Would you like to finance your portion of the project cost?

No, I will pay the Contractor directly in full.

Yes. Choose your preferred terms:

12 months at \$ 0.00 /month 24 months at \$ 0.00 /month

36 months at \$NA___/month 48 months at \$_.NA___/month

I understand that the financed portion of my project cost will appear on my electric bill

Please initial: _____

EVERSOURCE

Energy Efficiency Program for Small Business

CUSTOMER ACKNOWLEDGMENT

I certify that all statements made in this application are correct to the best of my knowledge and that I have read and agree to the Terms and Conditions on the back of the form, including those provisions regarding warranties. I further understand and acknowledge that the offer to pay incentives is subject to those Terms and Conditions.

Vendor Name

World Energy Efficiency Services

Customer Name (printed)

Auditor Name

Mark Wrona

Customer Signature

Date

CHANGE AUTHORIZATION

Customer acknowledges that the Total Cost has changed during construction. The revised amounts listed below are satisfactory and hereby accepted. Payment will be made as outline below.

Electric Cost

\$

Eversource Contribution

\$

Customer Contribution

\$

Terms

12 months at \$___/ month 24 months at \$___/ month 36 months at \$___/ month 48 months at \$___/ month

Note: Maximum term is based off payback period plus one year.

Authorized Signature

Name (printed)

Date

CUSTOMER ACKNOWLEDGMENT OF PROJECT INSTALLATION

I certify that all energy efficiency measures covered by this application have been installed in a satisfactory manner.

Vendor Name

Customer Name (printed)

Auditor Name

Customer Signature

Date

EVERSOURCE

Energy Efficiency Program for Small Business

TERMS AND CONDITIONS

- Customer Eligibility.** The Energy Efficiency Program for Small Business is available to non-residential customers who meet the specific eligibility requirements, in the service territory of either NSTAR Electric Company, Western Massachusetts Electric Company or Public Service Company of New Hampshire (individually, "the Company.") Non-residential customers in Public Service Company of New Hampshire are eligible to finance projects if the Customer is in good standing with the Company and has been a customer receiving service for more than 12 consecutive months. Customer shall not have received a disconnection notice in the previous 12 months.
- Rebates.** Subject to these Terms and Conditions ("T&Cs"), the Company will pay directly to the installing contractor a portion of the cost of installation of those electric conservation measures ("ECMs") described within this worksheet. If the customer identified in the Customer information section above ("Customer") elects to finance its portion of the cost of the ECMs (the "Customer Contribution") with the Company, the Company will pay the full cost of installation of those ECMs described in this worksheet directly to the installing contractor.
- Customer Contribution.** Customer agrees to pay the Customer Contribution shown in the Section on Project Cost. The Customer has the option of making the Customer Contribution payment directly to the installation contractor, or in equal monthly installments up to forty-eight (48) months directly to the Company. The total Customer Contribution shall be more than \$1,500 and not exceed \$20,000 for customers of Public Service Company of New Hampshire. No interest will be charged for, but interest will be charged on any payment not made when due from the date of payment was due until payment is received by the Company. The interest rate will be the equivalent to the average rate paid on two-year United States Treasury notes for the twelve (12) months ending December 31st of the program year, as such rates appear in the Federal Reserve Release, plus ten percent (10%). If any payment is more than 45 days late, the Customer will be in default of the payment terms and the Company reserves the right to accelerate the remaining payments and require immediate payment in full. (The Company reserves the right to combine any invoice for extended payment with Customer's electric bill at any time in the future, but the amount of any payment hereunder will be separately identified on such bill.) In the event the Customer closes its electric service account, any remaining portion of the Customer Contribution shall immediately become due and payable, unless a successor customer agrees to assume payment of the Customer Contribution and executes a new agreement covering the ECMs and the remaining Customer Contribution within 30 days of the original account closure.
- Eversource Invoice/Financing.** If Customer elects to finance the Customer Contribution of the total cost, the Company will send a monthly invoice separate from the Customer's monthly electric bill for customers in Eversource Electric Territory. The Company will add a line item in the monthly electric bill for customers in Western Massachusetts and Public Service Company of New Hampshire.
 - Financing will be available to Customer for up to 48 months with a minimum customer financial commitment of \$25/month.
- 3rd Party Financing.** Pre-approved custom projects are available for 3rd party financing by a 3rd Party Lender.
 - Lender to qualify customer
 - Invoicing monthly payment will be administered by 3rd Party Lender
- Program Changes.** The Energy Efficiency Program for Small Business and these T&Cs may be changed by the Company at any time without notice.
- Removal of Equipment.** The Customer agrees, as a condition of participation in the program, to remove and dispose of the equipment being replaced by the ECMs in accordance with all legal requirements. The Customer agrees not to install any of this removed equipment in the service territory of the Company or its affiliates.
- Replacement of Failed Equipment.** Customers who install energy-efficient equipment are expected to replace any of the energy-efficient equipment that fails with similar or superior energy savings equipment at the Customer's expense.
- Follow-up Visits.** With advance notice, the Company reserves the right (but shall have no obligation) to make a reasonable number of follow-up visits to Customer's facility during the 36 months following the Actual Completion Date noted on page 1 of this application to provide the Company with an opportunity to review the operation of the ECMs for program evaluation purposes.
- Limitation of Liability.** Neither the Company nor any of its affiliates shall be liable to the Customer for any direct, indirect, consequential or incidental damages, regardless of the theory of recovery, caused by or arising from any activities associated with this program.
- No Warranties.** The Company does not endorse, guarantee, or warrant any particular manufacturer, contractor or product, and the Company EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE for any product or services. The Customer acknowledges that neither the Company nor any of its consultants are responsible for assuring that the design, engineering and construction or installation of the ECMs is proper or complies with any particular laws (Including patent laws), codes, or industry standards. The Company makes no representations or warranties of any kind regarding the results to be achieved by the ECMs or the adequacy or safety of such measures.
- Obligations Between the Parties.** The Company shall have no obligation to maintain, remove or perform any work whatsoever on the ECMs installed. The Company shall have no liability for the failure of the ECMs to function, or for any and all damages to property or injury to persons caused by the ECMs. The Customer acknowledges that the installation of the ECMs is performed by an independent contractor selected by the Company, and that the Company does not control or manage the details of the contractor's performance. The Company shall not be liable for the acts or omissions of the contractor.
- Miscellaneous.** These T&Cs and this program application constitute the entire agreement between the parties and supersede all other communications and representations. Paragraph headings are for the convenience of the parties only and are not to be construed as part of these T&Cs. If any provision of the T&Cs is deemed invalid by any court or administrative body having jurisdiction, such ruling shall not, invalidate any other provision, and the remaining T&Cs shall remain in full force and effect in accordance with their terms.
- Energy Benefits.** The Company is entitled to 100% of the energy benefits associated with the ECMs, excluding the value of energy cost savings realized by the Customer, but including all rights to all associated ISO-NE Energy, Capacity and Reserves Products, and the Customer agrees to provide the Company with such further documentation as the Company may request to confirm the Company's ownership of such benefits and Products.



World Energy Efficiency Services, LLC. Is focused on assessing, developing, engineering, and managing commercial energy efficiency projects. Specifically, projects include commercial building energy audits, project scope development, equipment specifications and ROI analyses. We work with local utilities on incentive programs, present project analyses and provide turnkey energy efficiency project solutions for our customers. Our focus is on high ROI lighting, mechanical and energy management systems.

24 Rockdale St., Worcester, MA 01606

774-420-2764

info@worldenergy.com

www.worldenergy.com



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
April 29, 2021
Sunapee Town Office 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.

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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. New London Sunapee Joint Meeting: See Joint Meeting Minutes.
2. Wastewater Treatment Highlights Continued: Dave B. reported that Pump Stations number 2 and 3 are up and running with the propane tanks having been moved and the generators are back up and running off of them. He stated that something still needs to be done at Pump Stations 4 and 13, Dave B. reported that the propane tank at Pump Station 13 is buried and needs to be dug up and taken away and have a new tank installed above ground where the one is removed from.
3. UV System Project: Dave B. reported that the UV system is here and that it was delivered last week to the Wastewater Plant. He stated that he will let the contractor open it and confirm that everything is in order with it, Thomas P. stated that after that the contractor will request to be paid for it. Thomas P. stated that the schedule is being held up because of the new valves falling under the American Iron and Steel Act and that it will be the end of June before those will arrive. He stated that this means that the installation of the unit may not happen until after Columbus Day to avoid interfering with the summer water demands. Thomas P. has reached out to DES and that they do not have an issue with this extension of time because Sunapee is currently in compliance and has been for some time. Thomas P. reported that he thinks it will take a few months to complete the work and that it should be done by the end of the year. There was some discussion regarding whether the loan has any deadlines attached to it, and Thomas P. stated that he

would check with DES regarding that. Jimmy W. questioned if there were some problems with the existing PLC control panel at Harbor Hill, and Thomas P. stated that A/D Instruments has looked into what needs to be done with these and found that the cost for replacing the PLC has increased since it was quoted a year ago. He also stated that because of the age of the system that it seems that it should be replaced completely as it has become obsolete, he reported that Option 1 would be as originally proposed and that it has gone up to \$22,000, he stated that Option 2 would be to replace most of the PLC controls at a cost of \$33,000 and the cost of complete replacement of the PLC controls including new output cards would be \$37,000 which would bring the controls at Harbor Hill up to current standards. Thomas P. stated that Underwood recommends doing the additional upgrades now as part of the project because it will be more difficult to upgrade the PLC controls after the fact. Tom M. of A/D Instruments stated that Thomas P. had summarized the options very well and that he would recommend going with Option 2 at the very least as the current system is over 30 years old and obsolete. Jimmy W. questioned if the \$37,000 is the complete cost and Tom M. stated that it will upgrade everything in the controls bringing them up to the latest and greatest stuff. There was some discussion regarding the age of the control panels and the costs as well as where the funds would come from. Thomas P. stated that Underwood will present a change order for approval by DES and the Commission that includes the credit for switching to PVC pipe, the extension of time to complete the project and the extra cost of the PLC control update. Charles H. questioned if the change over of the electrical components would add any time to the contract and Tom M. stated that it actually could be done now and get some runtime on it in the meanwhile. Dave B. stated that he would rather get it done sooner than later and he questioned if there would be any problems with the new unit due to the tendency for lightning hits at Harbor Hill., Tom M. stated that the new unit would have fuses just like the old controls do. Douglas G. questioned if having all of the equipment at the Sewer Treatment Plant posed any issues, Thomas P. stated that the contractor's insurance will cover all of the components until the work is complete and accepted by the Town. Douglas G. made a motion to accept a change order approval to reflect a credit for the piping and the additional cost of Option 3 for the added instrumentation, seconded by Jeffrey R., polled unanimously in favor, so declared by the Vice-Chairman.

4. Water Treatment Highlights: Dave B. reported that there had been an Asset Management meeting today with Margaret Blank of Underwood engineers and that it looks as if things are progressing well with that. Dave B. stated that hydrant flushing is being tonight on Lake Avenue and stated that there are some spots in town that will need to be fixed from some washing out during the hydrant flushing.
5. Forms for Approval:
March 25, 2021 Meeting Minutes: Douglas G. made a motion to accept the March 25th Commission meeting minutes, seconded by Charles H., polled unanimously in favor, so declared by the Vice-Chairman.
March Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Department Purchase Journal for March, seconded by Richard C., polled unanimously in favor, so declared by the Vice-Chairman.
March Water Purchase Journal: Douglas G. made a motion to accept the Water Purchase Journal, seconded by Wayne S., after some discussion regarding PRB Construction and

what the payment was for as well as new meters from Stiles and the asset management software, polled unanimously in the affirmative, so declared by the Vice-Chairman.

Billing Error Adjustments: After some discussion regarding the billing issues Douglas G. made a motion to accept the Billing Error adjustments for Huberts and Royce, seconded by Jeffrey R., polled unanimously in favor, so declared by the Chairman.

1st Billing Warrants for 2021: Holly L. presented the amounts of the Water and the Sewer Billing Warrants. Charles H. made a motion to accept the Rent Collectors Warrants, seconded by Jeffrey R., polled unanimously in the affirmative, so declared by the Vice-Chairman.

6. Old & New Business:

Dave B. presented that the Energy Committee has invited the Commissioners to a meeting on May 4th where Revision will be giving a presentation. He also reported that at the next meeting on May 27th the energy audit results will be presented and discussed with DES during that meeting. There was some discussion regarding solar collection, the Energy Committee and Town owned land.

The next monthly meeting will be on May 27, 2021.

7:02 p.m. Douglas G. made a motion to adjourn, seconded by Jeffrey R., polled unanimously in the affirmative, so declared by the Vice-Chairman.

Sunapee SEWER Department
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/1/21	56260P Uniform Expense	1070017952		54.13	
	56260C Uniform Expense			23.53	
	56250P Building/Custodial Expense			53.37	
	202000 Accounts Payable		UNIFIRST		131.03
4/1/21	56210P Maintenance Supply	1577607		5.69	
	202000 Accounts Payable		BELLETETTES		5.69
4/1/21	56230C Pump Station Maint. Supply	1585970		177.60	
	202000 Accounts Payable		BELLETETTES		177.60
4/1/21	53090P Outside Lab Services	224045		137.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		137.50
4/1/21	53070P Maintenance Service	4/21-3/22		1,320.00	
	202000 Accounts Payable		DECAMP TRUCKING		1,320.00
4/1/21	54200P Heating Fuel Expense	848914		499.73	
	202000 Accounts Payable		IRVING OIL CORP		499.73
4/1/21	53070P Maintenance Service	SCINV538198		788.50	
	53071C Sewer Line Maint. Service			788.50	
	202000 Accounts Payable		SOUTHWORTH-MILTON, INC		1,577.00
4/2/21	56100P Office Supplies	15516281		48.99	
	202000 Accounts Payable		QUILL CORPORATION		48.99
4/2/21	56240P Auto Fuel Expense	70929663		14.00	
	202000 Accounts Payable		WEX BANK		14.00
4/5/21	54200C Heating Fuel Expense	279350		30.38	
	202000 Accounts Payable		IRVING OIL CORP		30.38
4/5/21	54200C Heating Fuel Expense	279350cr			486.00
	202000 Accounts Payable		IRVING OIL CORP	486.00	
4/5/21	53030P Telephone	3-21		182.69	
	53030C Telephone			69.74	
	53031C Alarms			385.77	

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	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		638.20
4/5/21	54200C Heating Fuel Expense 202000 Accounts Payable	453395		370.58	
			IRVING OIL CORP		370.58
4/6/21	56210P Maintenance Supply 202000 Accounts Payable	32260618		76.39	
			MAIN OXY-ACETYLENE SUPPLY CO.		76.39
4/6/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	382779		22.00	
			NEWPORT SAND & GRAVEL		22.00
4/8/21	53050C Auto Repair/Service 53050P Auto Repair/Service 56270P Lab Supplies 56220C Sewer Line Maint. Supply 202000 Accounts Payable	1-3 2021		17.98	
				17.99	
				16.03	
				79.98	
			CASH		131.98
4/8/21	53094P BIOS HANDLING 202000 Accounts Payable	10865		2,430.71	
			Town of Merrimack		2,430.71
4/8/21	56210P Maintenance Supply 202000 Accounts Payable	13725		189.94	
			HOME DEPOT CREDIT SERVICES		189.94
4/8/21	56210P Maintenance Supply 202000 Accounts Payable	1590327		47.16	
			BELLETTETTES		47.16
4/8/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	1596931		11.03	
			BELLETTETTES		11.03
4/8/21	56210P Maintenance Supply 202000 Accounts Payable	1597490		28.45	
			BELLETTETTES		28.45
4/8/21	56290P Chemical Expense 202000 Accounts Payable	290203125		1,719.50	
			HARCROS CHEMICALS INC.		1,719.50
4/8/21	56210P Maintenance Supply 202000 Accounts Payable	7023334		291.19	
			HOME DEPOT CREDIT SERVICES		291.19
4/8/21	53050C Auto Repair/Service 202000	833657		7.57	
			SANEL NAPA		7.57

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	Accounts Payable				
4/9/21	53070P Maintenance Service 202000 Accounts Payable	026562	A/D INSTRUMENT REPAIR, INC.	635.00	635.00
4/9/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070019890	UNIFIRST	44.91 28.21 44.00	117.12
4/9/21	56270P Lab Supplies 202000 Accounts Payable	12394342	HACH COMPANY	336.22	336.22
4/15/21	53090P Outside Lab Services 202000 Accounts Payable	00066602	ENVIRONMENTAL RESOURCE ASSOC.	561.27	561.27
4/15/21	56270P Lab Supplies 202000 Accounts Payable	0409	HAMPSHIRE PURIFIED WATER	230.00	230.00
4/15/21	56290P Chemical Expense 202000 Accounts Payable	096877	ARIES CHEMICAL, INC	1,169.55	1,169.55
4/15/21	56210P Maintenance Supply 202000 Accounts Payable	1604144	BELLETETTES	32.07	32.07
4/15/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	1619276	BELLETETTES	19.78	19.78
4/15/21	53090P Outside Lab Services 202000 Accounts Payable	224595	EASTERN ANALYTICAL, INC.	101.50	101.50
4/15/21	56280P Lab Equipment 202000 Accounts Payable	3082067343	IDEXX DISTRIBUTION, INC	184.31	184.31
4/15/21	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	317441	TREASURER STATE OF NH	167.42 122.54	289.96
4/15/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	54854	UNITED CONSTRUCTION CORP	194.83	194.83

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/15/21	55220P Training/Education 202000 Accounts Payable	5619	NHWPCA	20.00	20.00
4/15/21	56210P Maintenance Supply 202000 Accounts Payable	71121829	F.W. WEBB COMPANY	24.25	24.25
4/15/21	53072C Pump Station Maint. Service 202000 Accounts Payable	79370	IRVING OIL CORP	952.30	952.30
4/15/21	53072C Pump Station Maint. Service 202000 Accounts Payable	82260	IRVING OIL CORP	538.36	538.36
4/15/21	56130C Billing Expense 202000 Accounts Payable	822637978	RR DONNELLEY	230.00	230.00
4/15/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	834100	SANEL NAPA	9.94	9.94
4/15/21	53072C Pump Station Maint. Service 202000 Accounts Payable	83724	IRVING OIL CORP	234.86	234.86
4/15/21	55220P Training/Education 202000 Accounts Payable	9582	GRANITE STATE RURAL WATER	28.00	28.00
4/15/21	56210P Maintenance Supply 202000 Accounts Payable	PB14761	B-B CHAIN, INC.	252.00	252.00
4/15/21	55220P Training/Education 202000 Accounts Payable	deschamps	NEWWTA	350.00	350.00
4/15/21	55220P Training/Education 202000 Accounts Payable	ww op cert descha	TREASURER STATE OF NH	50.00	50.00
4/16/21	56270P Lab Supplies 202000 Accounts Payable	563277	USA BLUEBOOK	463.34	463.34
4/16/21	56270P Lab Supplies 202000 Accounts Payable	563635	USA BLUEBOOK	45.67	45.67
4/16/21	56270P	564590		159.95	

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	Lab Supplies 202000 Accounts Payable		USA BLUEBOOK		159.95
4/16/21	53030P Telephone 53030C Telephone 202000 Accounts Payable	9877152196		104.48 104.48	
			VERIZON WIRELESS		208.96
4/22/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070021815		44.91 28.21 44.00	
			UNIFIRST		117.12
4/22/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070023732		44.91 28.21 44.00	
			UNIFIRST		117.12
4/22/21	56210P Maintenance Supply 202000 Accounts Payable	1619151		3.75	
			BELLETTETTES		3.75
4/22/21	56210P Maintenance Supply 202000 Accounts Payable	1621373		89.09	
			BELLETTETTES		89.09
4/22/21	56210P Maintenance Supply 202000 Accounts Payable	1627633		3.75	
			BELLETTETTES		3.75
4/22/21	56290P Chemical Expense 202000 Accounts Payable	220000287157		430.00	
			WEST LEBANON SUPPLY, INC		430.00
4/22/21	54100C Electricity Expense 54100P Electricity Expense 202000 Accounts Payable	4/21		1,784.99 5,141.88	
			EVERSOURCE		6,926.87
4/23/21	54200C Heating Fuel Expense 202000 Accounts Payable	538372		59.41	
			IRVING OIL CORP		59.41
4/23/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	54928		196.35	
			UNITED CONSTRUCTION CORP		196.35
4/29/21	56140P	042721		41.79	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Breakroom Supplies 202000 Accounts Payable		CRYSTAL ROCK LLC		41.79
4/29/21	53090P Outside Lab Services 202000 Accounts Payable	225272	EASTERN ANALYTICAL, INC.	101.50	101.50
4/29/21	56290P Chemical Expense 202000 Accounts Payable	290203440	HARCROS CHEMICALS INC.	720.50	720.50
4/29/21	56270P Lab Supplies 202000 Accounts Payable	571803	USA BLUEBOOK	910.01	910.01
4/29/21	53070P Maintenance Service 202000 Accounts Payable	PI-A00587509	SOLITUDE LAKE MANAGEMENT	350.00	350.00
4/29/21	56290P Chemical Expense 202000 Accounts Payable	SW002	EPPING WATER & SEWER DEPARTMENT	945.00	945.00
				28,844.12	28,844.12
				28,844.12	28,844.12

Sunapee WATER Department
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/1/21	562600 Uniform Expense 202000 Accounts Payable	1070017952	UNIFIRST	26.58	26.58
4/1/21	561400 Breakroom Supplies 202000 Accounts Payable	17720654 03302	CRYSTAL ROCK	41.55	41.55
4/1/21	562900 Chemical Expense 202000 Accounts Payable	290203023	HARCROS	252.75	252.75
4/1/21	562200 Distribution Supplies 202000 Accounts Payable	70945007	F.W. WEBB COMPANY	34.09	34.09
4/1/21	530600 Equipment Repair 202000 Accounts Payable	SCINV538198	SOUTHWORTH-MILTON, INC	788.50	788.50
4/5/21	530300 Telephone 530310 Alarms 202000 Accounts Payable	3-21	CONSOLIDATED COMMUNICATIONS	92.15 84.00	176.15
4/9/21	562600 Uniform Expense 202000 Accounts Payable	1070019890	UNIFIRST	26.58	26.58
4/9/21	530700 Maint.Repair/Service 202000 Accounts Payable	115103	MARK USKO'S CONTRACTING	550.00	550.00
4/15/21	530210 ENGINEERING FEES 202000 Accounts Payable	16568	UNDERWOOD ENGINEERS, INC.	3,818.40	3,818.40
4/15/21	562400 Auto Fuel Expense 202000 Accounts Payable	317441	TREASURER STATE OF NH	162.75	162.75
4/15/21	530500 Auto Repair/Service 202000 Accounts Payable	32716	Sunapee Street Auto Works	50.00	50.00
4/15/21	541000 Electricity Expense 202000 Accounts Payable	4-21	EVERSOURCE	1,171.49	1,171.49
4/15/21	561300 Billing Expense 202000 Accounts Payable	822637978	RR DONNELLEY	469.16	469.16

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/16/21	530300 Telephone 202000 Accounts Payable	9877152196	VERIZON WIRELESS	104.49	104.49
4/22/21	562200 Distribution Supplies 202000 Accounts Payable	001-279103	NEWPORT SAND & GRAVEL	22.00	22.00
4/22/21	562200 Distribution Supplies 202000 Accounts Payable	018-123426	NEWPORT SAND & GRAVEL	431.00	431.00
4/22/21	562600 Uniform Expense 202000 Accounts Payable	1070021815	UNIFIRST	26.58	26.58
4/22/21	562600 Uniform Expense 202000 Accounts Payable	1070023732	UNIFIRST	26.58	26.58
4/22/21	530900 Outside Lab Services 202000 Accounts Payable	121041511	NELSON ANALYTICAL LAB	45.00	45.00
4/22/21	542000 Heating Fuel Expense 202000 Accounts Payable	446403	IRVING OIL CORPORATION	417.84	417.84
4/22/21	552200 Training/Education 552200 Training/Education 552200 Training/Education 202000 Accounts Payable	5/19-5/20	John Fellows Aaron Cartier Holly Leonard AGWT	35.00 35.00 35.00	105.00
4/22/21	530500 Auto Repair/Service 202000 Accounts Payable	836091	SANEL NAPA	23.16	23.16
4/22/21	542000 Heating Fuel Expense 202000 Accounts Payable	941624	IRVING OIL CORPORATION	90.03	90.03
4/23/21	530700 Maint.Repair/Service 202000 Accounts Payable	04182104	KELLEY PLUMBING & HEATING, LLC	270.50	270.50
4/23/21	530300 Telephone 202000 Accounts Payable	4-16-21	COMCAST	161.19	161.19
4/29/21	562900 Chemical Expense 202000	290203441	HARCROS	1,185.30	1,185.30

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
4/30/21	510000	675	January	2,625.00	
	Superintendent Labor				
	511000			9,405.84	
	Full Time Labor				
	512000			1,882.94	
	Administrative Labor				
	513000			994.44	
	Overtime Pay				
	521000			213.63	
	Life & Disability Expense				
	522000			1,269.22	
	FICA/Medicare				
	523000			4,123.68	
	Health Insurance Expense				
	524000			1,910.71	
	Retirement				
	530410			135.77	
	Office/Computer Service				
	572000			44,071.88	
	1997 Water Bond Payments				
	510000		February	1,750.00	
	Superintendent Labor				
	511000			7,265.00	
	Full Time Labor				
	512000			1,532.50	
	Administrative Labor				
	513000			405.52	
	Overtime Pay				
	521000			190.05	
	Life & Disability Expense				
	522000			798.54	
	FICA/Medicare				
	523000			3,668.41	
	Health Insurance Expense				
	524000			1,384.32	
	Retirement				
	530410			135.78	
	Office/Computer Service				
	510000		March	2,213.00	
	Superintendent Labor				
	511000			11,345.55	
	Full Time Labor				
	512000			1,936.97	
	Administrative Labor				
	513000			706.15	
	Overtime Pay				
	521000			221.00	
	Life & Disability Expense				
	522000			1,197.75	
	FICA/Medicare				
	523000			4,265.95	
	Health Insurance Expense				
	524000			1,204.06	
	Retirement				
	521000			135.77	
	Life & Disability Expense				
	202000		TOWN OF SUNAPEE		106,989.43
	Accounts Payable				
				117,466.10	117,466.10