



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
June 29, 2023, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. Forms for approval
 - May 25, 2023 Meeting Minutes
 - May Sewer Purchase Journal
 - May Water Purchase Journal
 - May Income Statements
 - Billing Error Adjustment
 - Abatement Requests
3. Wastewater Treatment Highlights
4. Water Treatment Highlights
5. Old & New Business
 - Fuss & O'Neill Invoice
 - Draft Commission Investment Policy
 - Current Rates
 - NH Deposit Investment Pool
6. Next Monthly Meeting July 27, 2023
7. Adjourn



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

Board of Commissioners Meeting
May 25, 2023
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard and Aaron Cartier.

The Chairman called the meeting to order at 5:31 p.m.

1. Public Hearing for Ordinance Revisions:

Sunapee Water User Ordinance: Douglas G. mentioned that on page four the ordinance mentions meters being purchased by the property owner and questioned if this was so, Holly L. responded that when there is new construction the owner does purchase the meter assembly for installation by their plumber. There was some discussion regarding this information.

Sunapee Sewer User Ordinance: Douglas G. passed out some suggested changes to section 2.01 on page four proposing changing the language regarding the requirement to attach to the sewer if within 300 feet of a main to accommodate properties that can not be required to attach due to the sewer main being within 300 feet but in order to attach the owner would have to go across someone else's property. Holly L. responded that she had spoken with Alexis Rastorguyeff from DES and that she had investigated how other Towns worded their requirement to attach. She stated that Alexis R. had suggested that the wording used in the state requirements remain what Sunapee uses and if there is a property that is an exception then each one of these be handled on a case by case basis as this is fairly infrequent. She noted that all of the NH Town Sewer Ordinances that she had looked at had mirrored the State requirement wording with only a difference in the number of feet that apply. There was some discussion regarding the wording. Aaron C. suggested that maybe the flow figures in Appendix A don't tie into how much water certain types of businesses use and that maybe there is a better way of determining this. There was some discussion regarding a possible home coming along that might have many bathrooms and how this would fit into the ordinances and regulations.

Charles H. made a motion to accept the Water and Sewer Ordinance Revisions as proposed, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.

2. Forms for Approval:

May 8, 2023 Meeting Minutes: Jimmy W. made a motion to accept the May 8th 2023 meeting minutes, seconded by Charles H. voted six in favor, one abstained, passes in the majority, so declared by the Chairman.

April Sewer Purchase Journal: Douglas G. made a motion to accept the April 2023 Sewer Purchase Journal, seconded by Richard C., voted unanimously in favor, so declared by the Chairman.

April Water Purchase Journal: Charles H. made a motion to accept the April Water Purchase Journal, seconded by Douglas G. after some discussion regarding PRB Construction, voted unanimously in the affirmative, so declared by the Chairman.

April 30, 2023 Income Statements for Water & Sewer: Douglas G. made a motion to accept the Water & Sewer Income Statements, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.

Billing Error Adjustments: Aaron C. noted that the year on both was incorrectly showing 2022 and should be 2023. Charles H. made a motion to approve the billing error adjustments for 21 Garnet Street and 275 Lake Avenue seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

Abatement Request of PHR 37: Jeffrey R. made a motion to approve the abatement for 37 Prospect Hill Road, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

3. Wastewater Treatment Highlights: Aaron C. reported that the department had done a sewer tap on Prospect Hill Road for a new service. He stated that there had been a problem with the centrifuge, and that the manhole at the Yacht Club was repaired and that after the Highway Department replaces a culvert in the same area that it will be paved.
4. Water Treatment Highlights:
Aaron C. stated that there had been a leak at the Georges Mills Boat Club that had been fixed and that the potential leak at the pump station in Georges Mills has not been done yet. He stated that the pump station leak will be dug next week after the long weekend is over. Aaron C. stated that they had flushed hydrants during the day and that they will probably flush at night next fall as there had been many interruptions due to traffic. He reported that during flushing there had been an alarm in Georges Mills and that he had called Barrie Miller. He stated that Barrie Miller had come to the well site and that they had found out some information regarding valves and recovery times at the Georges Mills wells. Aaron C. stated that he thinks in the future they will flush every other hydrant in Georges Mills once a year and reduce the amount of stress put on the wells from flushing because Georges Mills does not have the discoloration or tuberculation that Sunapee does. He reported that backflows had been tested and that there may be a leak at White Shutters. He plans to turn the water off at White Shutters to see if this might stop the water that is running and find out if it is a leak. Aaron C. reported that the turbine had been shut off and that there had been an issue with a Lovejoy coupling. He stated that he would like to have it laser aligned once the new coupling arrives as it seemed that the bolt holes were worn.
5. Old & New Business:
Aaron C. stated that a Ford one-ton has been decided on for the new truck and that it had been difficult to get a new vehicle at this point in time. There was some discussion regarding the bed and what would be done with it.

Aaron C. reported that there have been some issues with the dump truck and that it seems like there might be a short in it somewhere.

Fuss & O'Neill invoice: Douglas G. made a motion to approve the bill from Fuss & O'Neill for \$1,870.20, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

Electricity Contract: Holly L. reported that the Town Manager had entered into a contract with Constellation Energy for electricity supply for 2 years starting in November and that the contract is up 40% from the past 4 years contract.

Capital Reserve Fund Deposits.

Theodore G. read the proposed motion as follows: To deposit \$50,000 into the Water Capital Improvement Capital Reserve Fund in accordance with RSA 38:29 III, and authorizing the withdrawal for that purpose, of \$50,000 from surplus water rental funds being held in the Water Department General Fund checking account. Wayne S. moved the motion, seconded by Charles H. voted unanimously in the affirmative, so declared by the Chairman.

Theodore G. read the proposed motion as follows: To deposit \$100,000 into the Sewer Capital Improvement Capital Reserve Fund in accordance with RSA 38:29 III, and authorizing the withdrawal for that purpose, of \$100,000 from surplus sewer rental funds being held in the Sewer Department General Fund checking account. Jimmy W. moved the motion as read, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

Holly L. presented that it would be good to have Aaron C. authorized to approve expenditures for the Commission when Dave B. is not available. Charles H. made a motion to authorize Aaron C. as the Assistant Superintendent to approve expenditures of up to \$5,000 in Dave Bailey's absence, seconded by Wayne S., voted unanimously in the affirmative, so declared by the Chairman.

The next monthly meeting is scheduled for June 29, 2023.

6:37 p.m. Douglas G. 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 May 1, 2023 to May 31, 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
5/2/23	56140C Breakroom Supplies 202000 Accounts Payable	17720654 042523	CRYSTAL ROCK LLC	73.96	73.96
5/2/23	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	342418	TREASURER STATE OF NH	471.55 376.88	848.43
5/2/23	58000C 23 ARTICLE 33 MANHOLE 202000 Accounts Payable	6649042123	STEARNS SEPTIC SERVICE, INC	6,320.00	6,320.00
5/2/23	56240P Auto Fuel Expense 202000 Accounts Payable	88945650	WEX BANK	14.00	14.00
5/2/23	53040C Computer Software Support 202000 Accounts Payable	M20504	CONTINENTAL UTILITY SOLUTIONS	600.00	600.00
5/4/23	56210P Maintenance Supply 202000 Accounts Payable	3067897	BELLETTETTES	56.26	56.26
5/4/23	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	4-2023	CONSOLIDATED COMMUNICATIONS	190.95 45.33 426.69	662.97
5/4/23	56270P Lab Supplies 202000 Accounts Payable	417961 Freight	NSI Solutions, Inc.	34.00	34.00
5/4/23	56270P Lab Supplies 202000 Accounts Payable	486451	NCL OF WISCONSIN, INC.	47.61	47.61
5/4/23	54200P Heating Fuel Expense 202000 Accounts Payable	637339	IRVING OIL CORP	85.45	85.45
5/4/23	53050C Auto Repair/Service 202000 Accounts Payable	926391	SANEL NAPA	129.14	129.14
5/4/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	P84342	Chappell Tractor	311.50	311.50
5/8/23	53090P	259732		70.00	

Sunapee SEWER Department
Purchase Journal
For the Period From May 1, 2023 to May 31, 2023

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Outside Lab Services 202000 Accounts Payable		EASTERN ANALYTICAL, INC.		70.00
5/8/23	51100C Full Time Labor	59		7,716.67	
	51100P Full Time Labor			19,822.78	
	51300C Overtime Pay			230.27	
	51300P Overtime Pay			628.79	
	52100C Life & Disability Expense			134.77	
	52100P Life & Disability Expense			366.67	
	52200C FICA/Medicare Expense			577.71	
	52200P FICA/Medicare Expense			1,534.32	
	52300C Health Insurance Expense			2,268.35	
	52300P Health Insurance Expense			6,172.29	
	52400C Retirement			1,176.54	
	52400P Retirement			2,819.94	
	53041C Office/Computer, Service			105.77	
	53041P Office/Computer Service			105.77	
	53030P Telephone			43.15	
	202000 Accounts Payable		TOWN OF SUNAPEE		43,703.79
5/9/23	56260P Uniform Expense	1070224577		62.99	
	56260C Uniform Expense			28.96	
	56250P Building/Custodial Expense			74.81	
	202000 Accounts Payable		UNIFIRST		166.76
5/9/23	56260P Uniform Expense	1070226458		62.99	
	56260C Uniform Expense			28.96	
	56250P Building/Custodial Expense			77.54	
	202000 Accounts Payable		UNIFIRST		169.49
5/9/23	53094P BIOS HANDLING	12261		2,242.29	
	202000 Accounts Payable		Town of Merrimack		2,242.29
5/9/23	53050C Auto Repair/Service	276897		1,242.97	
	53050P Auto Repair/Service			1,242.97	
	202000 Accounts Payable		PETE'S TIRE BARNS, INC.		2,485.94

Sunapee SEWER Department
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/9/23	54100P Electricity Expense 202000 Accounts Payable	5/23	EVERSOURCE	4,753.87	4,753.87
5/11/23	58000C 23 ARTICLE 33 MANHOLE 202000 Accounts Payable	1487	UNITED CONSTRUCTION CORP	63.63	63.63
5/11/23	56210P Maintenance Supply 202000 Accounts Payable	1611685	HOME DEPOT CREDIT SERVICES	130.73	130.73
5/11/23	56210P Maintenance Supply 202000 Accounts Payable	4612136	HOME DEPOT CREDIT SERVICES	111.47	111.47
5/11/23	56210P Maintenance Supply 202000 Accounts Payable	6512195	HOME DEPOT CREDIT SERVICES	179.63	179.63
5/15/23	53090P Outside Lab Services 202000 Accounts Payable	1603	AQUATEC ENVIRONMENTAL, Inc.	1,910.00	1,910.00
5/15/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	8500564	Howard P Fairfield, LLC	750.00	750.00
5/15/23	53030P Telephone 53030C Telephone 202000 Accounts Payable	9934355627	VERIZON WIRELESS	107.47 107.47	214.94
5/16/23	55300C Advertising Expense 55300P Advertising Expense 202000 Accounts Payable	00128726	SUNSHINE COMMUNICATIONS, LLC	11.00 11.00	22.00
5/16/23	54100C Electricity Expense 202000 Accounts Payable	5-2023C	EVERSOURCE	1,596.46	1,596.46
5/17/23	56290P Chemical Expense 202000 Accounts Payable	290215201	HARCROS CHEMICALS INC.	2,473.25	2,473.25
5/18/23	56270P Lab Supplies 202000 Accounts Payable	INV00006454	USA BLUEBOOK	1,235.04	1,235.04
5/18/23	56210P Maintenance Supply 202000	NHCLA132936	FASTENAL COMPANY	142.82	142.82

Sunapee SEWER Department**Purchase Journal**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
5/23/23	56290P Chemical Expense 202000 Accounts Payable	105130	ARIES CHEMICAL, INC	1,669.70	1,669.70
5/23/23	53031C Alarms 202000 Accounts Payable	1076484	MISSION COMMUNICATIONS, LLC	347.40	347.40
5/23/23	56270P Lab Supplies 202000 Accounts Payable	13577645	HACH COMPANY	3,124.04	3,124.04
5/23/23	58400C 23 Article #32 Truck 202000 Accounts Payable	23 Super Duty F-3	GRAPPONE AUTOMOTIVE GROUP	27,296.00	27,296.00
5/23/23	53090P Outside Lab Services 202000 Accounts Payable	260495	EASTERN ANALYTICAL, INC.	129.50	129.50
5/23/23	56210P Maintenance Supply 202000 Accounts Payable	3113626	BELLETETTES	43.51	43.51
5/23/23	56210P Maintenance Supply 202000 Accounts Payable	3126043	BELLETETTES	13.66	13.66
5/25/23	56210P Maintenance Supply 56230C Pump Station Maint. Supply 202000 Accounts Payable	60843	ALL & AWL REPAIR	1,233.00 1,233.00	2,466.00
5/30/23	56210P Maintenance Supply 202000 Accounts Payable	0000025967	248-0077 VALVE CHECK VBND 1/2" FNPT VELODYNE	514.97	514.97
5/30/23	56140P Breakroom Supplies 202000 Accounts Payable	17720654 052323	CRYSTAL ROCK LLC	15.98	15.98
5/30/23	58400C 23 Article #32 Truck 202000 Accounts Payable	23 F-350	GRAPPONE AUTOMOTIVE GROUP	400.00	400.00
5/30/23	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	343373	TREASURER STATE OF NH	353.36 204.31	557.67
5/30/23	56230C	928408		4.29	

**Sunapee SEWER Department
Purchase Journal**

For the Period From May 1, 2023 to May 31, 2023

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Pump Station Maint. Supply 202000 Accounts Payable		SANEL NAPA		4.29
5/30/23	56210P Maintenance Supply 202000 Accounts Payable	NP3276628-01		14.42	
			LAVALLEY BUILDING SUPPLY		14.42
5/30/23	56210P Maintenance Supply 202000 Accounts Payable	NP3277932-01		75.04	
			LAVALLEY BUILDING SUPPLY		75.04
				<u>108,277.61</u>	<u>108,277.61</u>

Sunapee WATER Department
Purchase Journal

For the Period From May 1, 2023 to May 31, 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
5/2/23	562400 Auto Fuel Expense 202000 Accounts Payable	342418	TREASURER STATE OF NH	533.05	533.05
5/2/23	530400 Computer Software Support 202000 Accounts Payable	80125060	BADGER METER INC.	57.44	57.44
5/2/23	530400 Computer Software Support 202000 Accounts Payable	M20504	CONTINENTAL UTILITY SOLUTIONS	1,000.00	1,000.00
5/4/23	562900 Chemical Expense 202000 Accounts Payable	290214997	HARCROS	429.75	429.75
5/4/23	530300 Telephone 530310 Alarms 202000 Accounts Payable	4-2023	CONSOLIDATED COMMUNICATIONS	73.82 202.00	275.82
5/4/23	530500 Auto Repair/Service 202000 Accounts Payable	926391	SANEL NAPA	129.14	129.14
5/4/23	562200 Distribution Supplies 202000 Accounts Payable	P84342	B-B CHAIN	311.50	311.50
5/8/23	530300 Telephone 202000 Accounts Payable	5/1/23	COMCAST	134.89	134.89
5/8/23	511000 Full Time Labor 513000 Overtime Pay 521000 Life & Disability Expense 522000 FICA/Medicare 523000 Health Insurance Expense 524000 Retirement 530300 Telephone 530410 Office/Computer Service 202000 Accounts Payable	58	TOWN OF SUNAPEE	10,397.44 562.39 392.91 838.43 3,307.01 1,540.95 43.15 105.77	17,188.05
5/8/23	511000 Full Time Labor 513000 Overtime Pay 521000 Life & Disability Expense	59		10,884.15 498.52 207.80	

Sunapee WATER Department
Purchase Journal
For the Period From May 1, 2023 to May 31, 2023

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	522000 FICA/Medicare			870.77	
	524000 Retirement			1,600.40	
	523000 Health Insurance Expense			3,498.03	
	530410 Office/Computer Service			105.78	
	561000 Office Supplies			42.90	
	202000 Accounts Payable		TOWN OF SUNAPEE		17,708.35
5/9/23	562600 Uniform Expense	1070224577		28.87	
	202000 Accounts Payable		UNIFIRST		28.87
5/9/23	562600 Uniform Expense	1070226458		28.87	
	202000 Accounts Payable		UNIFIRST		28.87
5/9/23	530600 Equipment Repair	276897		1,242.98	
	202000 Accounts Payable		PETE'S TIRE BARNS, INC.		1,242.98
5/9/23	541000 Electricity Expense	5/23		1,498.93	
	202000 Accounts Payable		EVERSOURCE		1,498.93
5/11/23	562200 Distribution Supplies	1394		230.01	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP.		230.01
5/11/23	530900 Outside Lab Services	259938		100.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC		100.00
5/15/23	530300 Telephone	9934355627		107.47	
	202000 Accounts Payable		VERIZON WIRELESS		107.47
5/16/23	553000 Advertising Expense	00128726		22.00	
	202000 Accounts Payable		SUNSHINE COMMUNICATIONS, LLC		22.00
5/16/23	579100 LOAN PAYMENT-LAKE A	5/30/23		23,210.93	
	202000 Accounts Payable		BAR HARBOR BANK & TRUST		23,210.93
5/18/23	562200 Distribution Supplies	1617		78.75	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP.		78.75
5/22/23	530300 Telephone	5/16/23		197.52	
	202000 Accounts Payable		COMCAST		197.52

Sunapee WATER Department
Purchase Journal

For the Period From May 1, 2023 to May 31, 2023

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/23/23	530700 Maint.Repair/Service 202000 Accounts Payable	085784	TRI STATE BACKFLOW PREVENTION	945.00	945.00
5/23/23	585000 23 Article #32 Truck 202000 Accounts Payable	23 Super Duty F-	GRAPPONE AUTOMOTIVE GROUP	27,696.00	27,696.00
5/23/23	530900 Outside Lab Services 202000 Accounts Payable	260453	EASTERN ANALYTICAL, INC	175.00	175.00
5/23/23	530900 Outside Lab Services 202000 Accounts Payable	260457	EASTERN ANALYTICAL, INC	15.00	15.00
5/23/23	562100 Maintenance Supply 202000 Accounts Payable	3100832	BELLETETES	127.28	127.28
5/23/23	562100 Maintenance Supply 202000 Accounts Payable	3115582	BELLETETES	23.38	23.38
5/23/23	562500 Building/Custodial Expense 202000 Accounts Payable	4/1/23	TOWN OF SUNAPEE	257.00	257.00
5/25/23	562100 Maintenance Supply 202000 Accounts Payable	60843	ALL & AWL REPAIR	1,233.00	1,233.00
5/30/23	562100 Maintenance Supply 202000 Accounts Payable	3113389	BELLETETES	16.39	16.39
5/30/23	562100 Maintenance Supply 202000 Accounts Payable	3131631	BELLETETES	8.62	8.62
5/30/23	562400 Auto Fuel Expense 202000 Accounts Payable	343373	TREASURER STATE OF NH	299.98	299.98
5/31/23	530400 Computer Software Support 202000 Accounts Payable	80127734	BADGER METER INC.	777.44	777.44
				96,088.41	96,088.41

Sunapee SEWER Department
2022 Income Statement
 For the Five Months Ending May 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
REVENUES				
SRB Checking Interest Earned	\$ 324.56	\$ 1,257.22	\$ 0.00	(1,257.22)
Capital Improvement Interest	223.62	827.51	0.00	(827.51)
SRB Plant Replacement Interest	215.54	798.54	0.00	(798.54)
SRB Collection Replacement Int	147.94	548.06	0.00	(548.06)
Discounts Taken	1.14	4.24	0.00	(4.24)
New London Quarterly	90,831.72	230,747.57	527,627.00	296,879.43
Sewer User Fees	399,590.96	400,070.96	664,264.00	264,193.04
Sewer User Fee Abatement	(466.00)	(466.00)	0.00	466.00
Attachment Fees Rec'd	0.00	3,000.00	0.00	(3,000.00)
Septic Receiving	175.00	2,867.00	0.00	(2,867.00)
Upgrade Grant Received	0.00	39,131.00	39,130.00	(1.00)
Perkins Pond Grant Funds	0.00	0.00	9,429.00	9,429.00
Plant Replacement Deposit	0.00	0.00	55,975.00	55,975.00
Collection Replacement Deposit	0.00	0.00	27,307.00	27,307.00
Total Revenues	491,044.48	678,786.10	1,323,732.00	644,945.90
EXPENDITURES				
Full Time Labor	7,716.67	23,037.33	115,610.00	92,572.67
Full Time Labor	19,822.78	65,895.28	267,600.00	201,704.72
Overtime Pay	230.27	736.89	6,750.00	6,013.11
Overtime Pay	628.79	2,761.46	10,800.00	8,038.54
Commission Pay	0.00	690.00	1,000.00	310.00
Commission Pay	0.00	900.00	1,000.00	100.00
Unused Sick Leave Pay	0.00	0.00	2,500.00	2,500.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	28,398.51	94,020.96	408,260.00	314,239.04
Life & Disability Expense	134.77	491.43	2,335.00	1,843.57
Life & Disability Expense	366.67	1,468.98	4,820.00	3,351.02
FICA/Medicare Expense	577.71	1,788.49	8,885.00	7,096.51
FICA/Medicare Expense	1,534.32	5,209.57	20,405.00	15,195.43
Health Insurance Expense	2,268.35	8,346.49	45,850.00	37,503.51
Health Insurance Expense	6,172.29	25,000.71	92,575.00	67,574.29
Retirement	1,176.54	3,401.86	18,360.00	14,958.14
Retirement	2,819.94	9,574.72	38,800.00	29,225.28
Unemployment Expense	0.00	0.00	110.00	110.00
Unemployment Expense	0.00	0.00	220.00	220.00
Worker's Comp. Expense	0.00	981.87	1,620.00	638.13
Worker's Comp. Expense	0.00	3,048.39	3,730.00	681.61
Total Payroll Benefits	15,050.59	59,312.51	237,710.00	178,397.49
Auditing	0.00	0.00	2,000.00	2,000.00
Auditing	0.00	0.00	1,500.00	1,500.00
Legal/Engineering Fees	0.00	268.75	4,500.00	4,231.25
Legal/Engineering Fees	0.00	843.75	5,000.00	4,156.25
Telephone	152.80	720.43	2,350.00	1,629.57
Telephone	341.57	1,350.46	4,000.00	2,649.54
Alarms	774.09	2,070.29	5,600.00	3,529.71

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Five Months Ending May 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Computer Software Support	600.00	1,168.00	1,500.00	332.00
Computer Software Support	0.00	736.00	615.00	(121.00)
Office/Computer Service	105.77	312.66	1,500.00	1,187.34
Office/Computer Service	105.77	894.19	3,000.00	2,105.81
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	1,372.11	1,874.95	3,500.00	1,625.05
Auto Repair/Service	1,242.97	3,331.10	2,000.00	(1,331.10)
Maintenance Service	0.00	4,966.58	22,000.00	17,033.42
Sewer Line Maint. Service	0.00	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	2,109.50	4,736.50	15,000.00	10,263.50
BIOS HANDLING	2,242.29	11,087.82	64,000.00	52,912.18
BIOS Lab	0.00	0.00	12,000.00	12,000.00
Total Purchased Prof & Tech Services	9,046.87	36,661.48	196,065.00	159,403.52
Electricity Expense	1,596.46	7,345.41	24,410.00	17,064.59
Electricity Expense	4,753.87	23,283.96	63,500.00	40,216.04
Heating Fuel Expense	0.00	4,173.54	15,000.00	10,826.46
Heating Fuel Expense	85.45	3,147.29	12,750.00	9,602.71
Total Purchased Property Services	6,435.78	37,950.20	115,660.00	77,709.80
Property Insurance	0.00	3,709.42	5,000.00	1,290.58
Property Insurance	0.00	5,529.89	7,310.00	1,780.11
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	65.00	150.00	85.00
Dues & Publications	0.00	0.00	75.00	75.00
Dues & Publications	0.00	0.00	150.00	150.00
Training/Education	0.00	75.00	500.00	425.00
Training/Education	0.00	210.00	1,500.00	1,290.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	11.00	11.00	0.00	(11.00)
Advertising Expense	11.00	11.00	0.00	(11.00)
Total Other Purchased Services	22.00	9,611.31	14,885.00	5,273.69
Office Supplies	134.67	176.16	700.00	523.84
Office Supplies	134.68	267.15	910.00	642.85
Postage Expense	0.00	87.75	950.00	862.25
Postage Expense	0.00	34.89	515.00	480.11
Billing Expense	0.00	0.00	400.00	400.00
Breakroom Supplies	73.96	73.96	250.00	176.04
Breakroom Supplies	15.98	190.89	425.00	234.11
OFFICE EQUIPMENT	0.00	391.00	700.00	309.00
OFFICE EQUIPMENT	0.00	712.00	600.00	(112.00)
Safety Supplies	0.00	0.00	2,000.00	2,000.00
Safety Supplies	0.00	1,315.12	3,500.00	2,184.88
Maintenance Supply	2,515.51	22,041.26	16,000.00	(6,041.26)
Sewer Line Maint. Supply	1,061.50	2,302.94	7,000.00	4,697.06
Pump Station Maint. Supply	1,237.29	1,649.94	6,000.00	4,350.06
Auto Fuel Expense	824.91	1,685.03	4,000.00	2,314.97
Auto Fuel Expense	595.19	1,212.25	3,600.00	2,387.75

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Five Months Ending May 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Building/Custodial Expense	152.35	1,396.82	3,260.00	1,863.18
Uniform Expense	57.92	949.39	1,800.00	850.61
Uniform Expense	125.98	1,877.70	3,500.00	1,622.30
Lab Supplies	4,440.69	13,214.22	22,700.00	9,485.78
Lab Equipment	0.00	0.00	8,800.00	8,800.00
Chemical Expense	4,142.95	41,895.44	85,000.00	43,104.56
Total Supplies	15,513.58	91,473.91	172,610.00	81,136.09
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
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 EXPENDITURE	\$ 74,467.33	\$ 329,030.37	\$ 1,228,472.00	899,441.63
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ 0.00	\$ 32,597.16	\$ 42,517.96	9,920.80
WWTP Upgrade Loan Payment	0.00	60,333.14	81,697.28	21,364.14
Total Bond Payments	0.00	92,930.30	124,215.24	31,284.94
23 Article 33 Manhole	6,383.63	26,705.61	45,000.00	18,294.39
23 Article #32 Truck	27,696.00	27,696.00	35,000.00	7,304.00
Total Warrant Articles	34,079.63	54,401.61	80,000.00	25,598.39
TOTAL MISC. EXPENDITURES	\$ 34,079.63	\$ 147,331.91	\$ 204,215.24	56,883.33
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

Sunapee WATER Department
2022 Income Statement
 For the Five Months Ending May 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 136.36	\$ 918.41	\$ 0.00	(918.41)
Capital Improvement Interest	3.47	16.91	0.00	(16.91)
SRB Replacement Fund Interest	383.90	1,521.01	0.00	(1,521.01)
Miscellaneous Income	8,600.00	8,600.00	0.00	(8,600.00)
Discounts Taken	1.50	3.26	0.00	(3.26)
Water User Fees	299,907.00	299,907.00	614,367.00	314,460.00
Water User Fee Abatement	(2,706.50)	(2,706.50)	0.00	2,706.50
State Grant Funds Rec'd	0.00	8,392.23	16,689.00	8,296.77
Water Replacement Deposit	0.00	0.00	69,165.00	69,165.00
Total Revenues	\$ 306,325.73	\$ 316,652.32	\$ 700,221.00	383,568.68
<u>EXPENDITURES</u>				
Full Time Labor	\$ 21,281.59	\$ 34,287.32	\$ 147,596.00	113,308.68
Overtime Pay	1,060.91	2,601.95	13,500.00	10,898.05
Commission Pay	0.00	700.00	1,000.00	300.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	22,342.50	37,589.27	165,096.00	127,506.73
Life & Disability Expense	600.71	781.20	2,655.00	1,873.80
FICA/Medicare	1,709.20	2,822.03	11,130.00	8,307.97
Health Insurance Expense	6,805.04	13,582.40	48,185.00	34,602.60
Retirement	3,141.35	5,186.63	19,120.00	13,933.37
Unemployment Expense	0.00	0.00	200.00	200.00
Worker's Comp. Expense	0.00	1,678.33	2,135.00	456.67
Total Payroll Benefits	12,256.30	24,050.59	83,425.00	59,374.41
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	0.00	1,112.50	10,000.00	8,887.50
Telephone	556.85	2,541.36	4,500.00	1,958.64
Alarms	202.00	808.00	2,500.00	1,692.00
Computer Software Support	1,834.88	2,207.20	7,000.00	4,792.80
Office/Computer Service	211.55	312.80	2,000.00	1,687.20
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	129.14	683.97	3,000.00	2,316.03
Equipment Repair	1,242.98	3,846.80	2,000.00	(1,846.80)
Maint.Repair/Service	945.00	945.29	15,000.00	14,054.71
Outside Lab Services	290.00	1,230.00	5,500.00	4,270.00
Total Purchased Prof & Tech Services	5,412.40	13,687.92	55,000.00	41,312.08
Electricity Expense	1,398.93	7,626.89	21,000.00	13,373.11
Heating Fuel Expense	0.00	4,291.98	13,000.00	8,708.02
Total Purchased Property Services	1,398.93	11,918.87	34,000.00	22,081.13
Property Insurance	0.00	4,295.41	5,675.00	1,379.59
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	0.00	225.00	200.00	(25.00)

For Management Purposes Only

Sunapee WATER Department
2022 Income Statement
 For the Five Months Ending May 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Training/Education	0.00	580.00	1,500.00	920.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	22.00	22.00	0.00	(22.00)
Total Other Purchased Services	22.00	5,122.41	7,575.00	2,452.59
Office Supplies	312.25	352.22	600.00	247.78
Postage Expense	0.00	34.89	1,000.00	965.11
Billing Expense	0.00	0.00	600.00	600.00
Breakroom Supplies	0.00	86.95	600.00	513.05
OFFICE EQUIPMENT	0.00	69.99	600.00	530.01
Safety Supplies	0.00	0.00	750.00	750.00
Maintenance Supply	1,408.67	7,126.68	9,000.00	1,873.32
Distribution Supplies	620.26	1,431.16	14,000.00	12,568.84
Meter Supplies	0.00	14.80	15,000.00	14,985.20
Hydrant Replacement	0.00	7,402.63	4,000.00	(3,402.63)
Auto Fuel Expense	833.03	1,618.76	4,000.00	2,381.24
Building/Custodial Expense	257.00	257.00	500.00	243.00
Uniform Expense	57.74	900.82	1,650.00	749.18
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	429.75	2,690.10	7,875.00	5,184.90
Total Supplies	3,918.70	21,986.00	65,175.00	43,189.00
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 EXPENDITURE	\$ 45,350.83	\$ 114,355.06	\$ 479,436.00	365,080.94
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 0.00	\$ 41,769.38	\$ 88,643.98	46,874.60
DWSRF Loan Repayment	0.00	0.00	13,518.43	13,518.43
LOAN PAYMENT-LAKE AVE	23,210.93	23,210.93	46,120.18	22,909.25
Total Bond/Interest Payments	23,210.93	64,980.31	148,282.59	83,302.28
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 23,210.93	\$ 64,980.31	\$ 148,282.59	83,302.28
<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

For Management Purposes Only