



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
July 27, 2023, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. New London/Sunapee Joint Quarterly Meeting
May 8, 2023 Joint Meeting Minutes
Wastewater Treatment Highlights
3. Forms for approval
June 29, 2023 Meeting Minutes
June Sewer Purchase Journal
June Water Purchase Journal
June Income Statements
4. Water Treatment Highlights
A/D Instruments Mission Unit Installation
5. Old & New Business
6. Next Monthly Meeting August 31, 2023
7. Adjourn



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

New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting
May 8, 2023
Sunapee Town Offices Meeting Room

PRESENT: Theodore Gallup-Chairman, Richard Curtis, Jimmy Williams, Charles Hirshberg.
Also present: Holly Leonard, David Bailey, Karen & Richard Epstein, New London Selectmen- Janet Kidder, Bebe Hammond Casey and William Helm.

The Chairman called the meeting to order at 5:33 p.m.:

1. January 26, 2023 Joint Meeting Minutes: William H. made a motion to accept the joint minutes, seconded by Janet K., Sunapee voted in favor of accepting the minutes, New London voted in favor of accepting the minutes, so declared by the Chairman.
2. Discharge Permit Acceptance: Dave B. stated that the permit is not yet in affect and that it seems that the only noticeable difference from the old permit to the new one is going to be that testing for ammonia be done weekly instead of monthly. He reported that the permit is not easy reading and that he feels that Sunapee will be able to comply with the new permit without much difficulty.
3. Wastewater Treatment Highlights: Dave B. reported that the Wastewater Treatment Plant has been running very well and that despite the large amounts of water coming through it has been very clean water. He stated that maybe the water had been so clean that there may be violations because of not being able to measure any amounts of BOD. Dave B. reported that they had received a lesson in how to run the centrifuge from an operator that had come to the plant and shown the crew how to make the machine work better by optimizing the amounts of polymer. There was some discussion regarding if any good polymer pump had been found. Janet K. questioned the capacity of the Wastewater Plant and Dave B. responded that it is currently running at around 50% of capacity. There was some discussion regarding the two towns and their respective capacities as of calculations done for the year of 2022. Janet K. questioned what had occurred with the Wastewater Plant property and the Town Forest. Dave B. responded that it was voted to take approximately one half of the lot out of Town Forest so that the property can be used in case there is any future needs to expand treatment. There was some discussion regarding what may need to happen in the future for Wastewater Treatment. Janet K., questioned the spraying that had occurred in the past, Dave B. replied that there had been extensive spraying to eradicate the phragmites in the wetlands and that to limit any spreading spraying would need to continue yearly to keep the species under control. Dave B. stated that toxicity test had gone out last week and that he is waiting for some numbers from that. He reported that due to the higher than normal flows he may get back some higher than normal phosphorus numbers.

Dave B. invited members of the New London Selectboard to take a tour of the plant at anytime.

New London Departed at 5:54 p.m.

Submitted by Holly Leonard.



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

Board of Commissioners Meeting
June 29, 2023
Sunapee Town Office Meeting Room

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

The Chairman called the meeting to order at 5:33 p.m.

1. Forms for Approval:

May 25, 2023 Meeting Minutes: Jimmy W. made a motion to accept the May 25th 2023 meeting minutes, seconded by Richard C. voted unanimously in favor, so declared by the Chairman.

May Sewer Purchase Journal: Douglas G. made a motion to accept the May sewer purchase journal, seconded by Jimmy W., after some discussion regarding Stearns septic, paving in the manhole that was repaired on Garnet Hill, Grapone and the new truck, unanimously in favor, so declared by the Chairman.

May Water Purchase Journal: Douglas G. made a motion to accept the May Water Purchase Journal, seconded by Charles H. after some discussion regarding Pete's Tire Barn and the Town of Sunapee, voted unanimously in the affirmative, so declared by the Chairman.

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

Billing Error Adjustment QUR 12: Douglas G. made a motion to approve the billing error adjustment for Danis seconded by Jimmy W., after some discussion regarding the issues with the newer meter readings, voted unanimously in the affirmative, so declared by the Chairman.

Abatement Request of JAL 58: Douglas G. made a motion to approve the abatement for 58 John Avery Lane, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave B. stated that the plant has been running ok and that the flows have been fairly high with all the rain, and that running the plant has been challenging with so much excess water. He stated that the lab equipment calibration company had been to the plant and made sure that all the equipment is registering correctly. He reported that they are getting ready to do a QAQC test soon and that last year they had problems with the e-coli test. He stated that he is looking to find another company that does this quality control testing as he has not been pleased with ERA. Dave B. reported that some scrap metal had been hauled out and taken to the junk yard while the guys are cleaning up the back yard. He stated that the cruiser is fixed and running great.

3. Water Treatment Highlights:

Dave B. reported that a couple of water leaks had been located and repaired in Georges Mills. He stated that there had been one at the Cooper Street bathrooms and it was below water level creating issues for the repair. He stated that the flows at the well site have slowed down quite a bit since repairing these leaks, and that there was a leak today on Westwood Road that was repaired.

Dave B. stated that lightning had struck at Harbor Hill and started a brush fire. He reported that there had been an issue with the phone lines and the alarm. Dave B. has a proposal from AD to install a Mission unit at Harbor Hill for \$5,976.10 and that he is requesting permission to spend that much on the unit. There was some discussion regarding the phone lines at Harbor Hill and what the Mission unit does. Charles H. made a motion to accept the request for the purchase and installation of the mission unit at Harbor Hill in the amount of up to \$6,000, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

Dave stated that the Water Department had received \$8,550 from the sale of the boat at the State auction.

4. Old & New Business:

Dave B. reported that he had received an e-mail from a construction company about the Brown property on Beech Street, and that their proposal is to install affordable housing of perhaps fifteen units, Dave B. passed around the proposed project information. There was some discussion regarding the cost to extend the water and sewer lines to the property and if this would require State approval.

Fuss & O'Neill invoice: Jimmy W. made a motion to approve the bill from Fuss & O'Neill in the amount of \$505, seconded by Wayne S., voted unanimously in favor, so declared by the Chairman.

Investment Policy: Holly L. passed out a draft Investment Policy for the Commission to review and requested input from anyone who notices something that they would suggest adding or rewording. She stated that this would be reviewed by Commission Counsel before approval.

Current Investment Rates: Holly L. presented the current balances for Water and Sewer checking and savings accounts currently in Sugar River Bank and stated that the bank is offering a six month CD that is paying 4.5% APY. She stated that currently all of these accounts are earning approximately .25% APY and that she would suggest the Commission invest the Capital Improvement and Replacement Funds for both water and sewer in six month CDs.

Charles H. made a motion to have the Town Treasurer invest the water and sewer Capital Improvement Funds and Replacement Funds in a six month CD at Sugar River Bank, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

The next monthly meeting is scheduled for July 27, 2023.

6:28 p.m. Jimmy W. made a motion to adjourn, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal

For the Period From Jun 1, 2023 to Jun 30, 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
6/1/23	56260P Uniform Expense	1070228529		62.99	
	56260C Uniform Expense			28.96	
	56250P Building/Custodial Expense			74.81	
	202000 Accounts Payable		UNIFIRST		166.76
6/1/23	56260P Uniform Expense	1070230423		59.88	
	56260C Uniform Expense			28.96	
	56250P Building/Custodial Expense			74.81	
	202000 Accounts Payable		UNIFIRST		163.65
6/1/23	56260P Uniform Expense	1070232331		57.94	
	56260C Uniform Expense			28.96	
	56250P Building/Custodial Expense			74.81	
	202000 Accounts Payable		UNIFIRST		161.71
6/1/23	57010C Coll. Replacement Fund	2023 Replacement		27,307.00	
	57010P Plant Replacement Fund			55,975.00	
	202000 Accounts Payable		TOWN OF SUNAPEE		83,282.00
6/5/23	56120C Postage Expense	2023		70.00	
	56120P Postage Expense			70.00	
	202000 Accounts Payable		POSTMASTER		140.00
6/5/23	53090P Outside Lab Services	261190		70.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		70.00
6/5/23	53030P Telephone	5/23		190.87	
	53030C Telephone			45.33	
	53031C Alarms			432.27	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		668.47
6/5/23	56210P Maintenance Supply	5513440		79.00	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		79.00
6/5/23	56220C Sewer Line Maint. Supply	6158886		338.13	
	202000 Accounts Payable		E.J.PRESCOTT, INC.		338.13
6/5/23	56240P Auto Fuel Expense	89675644		14.00	

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	202000 Accounts Payable		WEX BANK		14.00
6/7/23	53090P Outside Lab Services 202000 Accounts Payable	043970	DMRQA 43	622.82	
			ENVIRONMENTAL RESOURCE ASSOC.		622.82
6/7/23	58200P 13 RESOLUTION ESTABLIS 202000 Accounts Payable	5/25/23 Vote	Sewer Capital Reserve Deposit TOWN OF SUNAPEE	100,000.00	100,000.00
6/7/23	55220P Training/Education 202000 Accounts Payable	6/6/23 Renew		50.00	
			AARON CARTIER		50.00
6/8/23	53094P BIOS HANDLING 202000 Accounts Payable	12331		3,077.04	
			Town of Merrimack		3,077.04
6/8/23	56210P Maintenance Supply 202000 Accounts Payable	3160622		38.04	
			BELLETETTES		38.04
6/12/23	54100P Electricity Expense 54100C Electricity Expense 202000 Accounts Payable	6/2023		4,436.53	
				1,370.16	
			EVERSOURCE		5,806.69
6/12/23	56210P Maintenance Supply 56220C Sewer Line Maint. Supply 202000 Accounts Payable	930662		62.55	
				62.55	
			SANEL NAPA		125.10
6/13/23	53070P Maintenance Service 202000 Accounts Payable	028186		934.55	
			A/D INSTRUMENT REPAIR, INC.		934.55
6/13/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070234115		57.52	
				28.42	
				74.81	
			UNIFIRST		160.75
6/13/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070235968		47.88	
				28.42	
				74.81	
			UNIFIRST		151.11
6/15/23	56200P Safety Supplies	6-14-23		140.00	

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	56200C Safety Supplies			100.00	
	202000 Accounts Payable		PAINT N' PLACE SIGNS		240.00
6/15/23	56210P Maintenance Supply	61196		45.98	
	202000 Accounts Payable		ALL & AWL REPAIR		45.98
6/15/23	56270P Lab Supplies	INV00033541		1,369.67	
	56200P Safety Supplies			564.20	
	202000 Accounts Payable		USA BLUEBOOK		1,933.87
6/15/23	56220C Sewer Line Maint. Supply	INV2936829		61.78	
	202000 Accounts Payable		SOUTHWORTH-MILTON, INC		61.78
6/15/23	56200C Safety Supplies	NHCLA133192		120.22	
	202000 Accounts Payable		FASTENAL COMPANY		120.22
6/15/23	56200C Safety Supplies	P89987		178.07	
	202000 Accounts Payable		Chappell Tractor		178.07
6/16/23	53030P Telephone	9936722881		104.14	
	53030C Telephone			104.14	
	202000 Accounts Payable		VERIZON WIRELESS		208.28
6/16/23	56200P Safety Supplies	NHCLA133267		15.46	
	202000 Accounts Payable		FASTENAL COMPANY		15.46
6/19/23	56240C Auto Fuel Expense	344328		320.11	
	56240P Auto Fuel Expense			355.54	
	202000 Accounts Payable		TREASURER STATE OF NH		675.65
6/20/23	53090P Outside Lab Services	262012		129.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC,		129.50
6/20/23	56200P Safety Supplies	499352	Pair of Muck Boots for Garrett	157.49	
	56200C Safety Supplies		Moote		
	202000 Accounts Payable		Pair of Muck Boots for Aaron	157.49	
			Cartier		
			HUBERTS DEPT. STORE		314.98
6/20/23	51100C Full Time Labor	66		8,941.15	
	51100P Full Time Labor			22,699.80	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	51300C Overtime Pay			156.03	
	51300P Overtime Pay			1,029.85	
	52100C Life & Disability Expense			136.88	
	52100P Life & Disability Expense			340.44	
	52200C FICA/Medicare Expense			695.93	
	52200P FICA/Medicare Expense			1,815.32	
	52400C Retirement			2,172.81	
	52300P Health Insurance Expense			5,403.86	
	52400C Retirement			1,279.06	
	52400P Retirement			3,336.39	
	53030C Telephone			14.23	
	53030P Telephone			14.23	
	53041C Office/Computer Service			120.24	
	53041P Office/Computer Service			120.24	
	56120C Postage Expense			37.26	
	53070P Maintenance Service			2,265.82	
	202000 Accounts Payable		TOWN OF SUNAPEE		50,579.54
6/20/23	53050C Auto Repair/Service	74466		735.67	
	53050P Auto Repair/Service			735.67	
	202000 Accounts Payable		HILLSBORO FORD		1,471.34
6/20/23	56230C Pump Station Maint. Supply	931919		20.47	
	202000 Accounts Payable		SANEL NAPA		20.47
6/22/23	56200P Safety Supplies	071160		445.00	
	56200C Safety Supplies			560.00	
	202000 Accounts Payable		HAMPSHIRE FIRE PROTECTION CO		1,005.00
6/22/23	56260P Uniform Expense	1070237829		47.88	
	56260C Uniform Expense			28.42	
	56250P Building/Custodial Expense			74.81	
	202000 Accounts Payable		UNIFIRST		151.11
6/22/23	56230C Pump Station Maint. Supply	1162390		332.99	
	202000 Accounts Payable		FERGUSON WATERWORKS		332.99

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6/22/23	53090P Outside Lab Services 202000 Accounts Payable	123060769	NELSON ANALYTICAL LAB	30.00	30.00
6/23/23	51100C Full Time Labor 51100P Full Time Labor 51300C Overtime Pay 51300P Overtime Pay 52100C Life & Disability Expense 52100P Life & Disability Expense 52200C FICA/Medicare Expense 52200P FICA/Medicare Expense 52300P Health Insurance Expense 52300C Health Insurance Expense 52400P Retirement 52400C Retirement 53030C Telephone 53030P Telephone 53041C Office/Computer Service 53041P Office/Computer Service 56120P Postage Expense 56120C Postage Expense 202000 Accounts Payable	67	TOWN OF SUNAPEE	9,161.28 20,908.03 788.49 944.14 127.45 277.65 761.16 1,671.69 4,550.17 2,078.60 3,083.37 1,398.94 14.23 14.23 137.44 761.13 132.12 320.00	47,130.12
6/26/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	305571	STILES COMPANY	364.83	364.83
6/27/23	56200P Safety Supplies 202000 Accounts Payable	INV00043201	USA BLUEBOOK	48.55	48.55
6/27/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	WW042297	FERGUSON ENTERPRISES LLC DBA POLLARD WA	43.85	43.85
6/29/23	56210P Maintenance Supply 202000 Accounts Payable	3206712	BELLETETTES	39.57	39.57
6/29/23	56200P Safety Supplies	NHCLA133327		103.35	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	56210P Maintenance Supply 202000 Accounts Payable		FASTENAL COMPANY	37.73	141.08
				<u>301,332.06</u>	<u>301,332.06</u>

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6/1/23	562600 Uniform Expense 202000 Accounts Payable	1070228529		28.87	
			UNIFIRST		28.87
6/1/23	562600 Uniform Expense 202000 Accounts Payable	1070230423		28.87	
			UNIFIRST		28.87
6/1/23	562600 Uniform Expense 202000 Accounts Payable	1070232331		28.87	
			UNIFIRST		28.87
6/1/23	570100 Water Replacement Fund 202000 Accounts Payable	2023 Replace		69,165.00	
			TOWN OF SUNAPEE		69,165.00
6/5/23	561200 Postage Expense 202000 Accounts Payable	2023		70.00	
			POSTMASTER		70.00
6/5/23	562100 Maintenance Supply 202000 Accounts Payable	3143537		17.09	
			BELLETTETES		17.09
6/5/23	562100 Maintenance Supply 202000 Accounts Payable	3149358		98.15	
			BELLETTETES		98.15
6/5/23	562100 Maintenance Supply 202000 Accounts Payable	3153027		14.37	
			BELLETTETES		14.37
6/5/23	562900 Chemical Expense 202000 Accounts Payable	407620		919.18	
			COYNE CHEMICAL		919.18
6/5/23	530300 Telephone 530310 Alarms 202000 Accounts Payable	5/23		73.78	
				202.00	
			CONSOLIDATED COMMUNICATIONS		275.78
6/7/23	562900 Chemical Expense 202000 Accounts Payable	290215534		500.70	
			HARCROS		500.70
6/7/23	571000 2019 CR Establish 202000 Accounts Payable	5/25/23 vote		50,000.00	
			TOWN OF SUNAPEE		50,000.00
6/8/23	562200 Distribution Supplies 202000 Accounts Payable	305354		636.50	
			STILES COMPANY		636.50

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6/8/23	562100 Maintenance Supply 202000 Accounts Payable	3162008	BELLETETES	59.99	59.99
6/12/23	562200 Distribution Supplies 202000 Accounts Payable	1889	UNITED CONSTRUCTION CORP.	158.58	158.58
6/12/23	530300 Telephone 202000 Accounts Payable	6/1/23	COMCAST	134.89	134.89
6/12/23	541000 Electricity Expense 202000 Accounts Payable	6/2023	EVERSOURCE	1,437.45	1,437.45
6/12/23	530600 Equipment Repair 202000 Accounts Payable	930662	SANEL NAPA	62.56	62.56
6/13/23	562600 Uniform Expense 202000 Accounts Payable	1070234115	UNIFIRST	28.87	28.87
6/13/23	562600 Uniform Expense 202000 Accounts Payable	1070235968	UNIFIRST	28.87	28.87
6/13/23	562200 Distribution Supplies 202000 Accounts Payable	1717	UNITED CONSTRUCTION CORP.	68.71	68.71
6/13/23	530700 Maint.Repair/Service 202000 Accounts Payable	6986060123	STEARNS SEPTIC SERVICE, INC	1,690.00	1,690.00
6/15/23	562200 Distribution Supplies 202000 Accounts Payable	1716	UNITED CONSTRUCTION CORP.	32.72	32.72
6/15/23	562100 Maintenance Supply 202000 Accounts Payable	3176747	BELLETETES	8.09	8.09
6/15/23	562600 Uniform Expense 202000 Accounts Payable	6-14-23	PAINT N' PLACE SIGNS	100.00	100.00
6/15/23	530500 Auto Repair/Service 202000 Accounts Payable	931036	SANEL NAPA	29.94	29.94
6/15/23	562000 Safety Supplies	NHCLA133192		120.22	

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Purchase Journal**

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	202000 Accounts Payable		FASTENAL COMPANY		120.22
6/15/23	562000 Safety Supplies 202000 Accounts Payable	P89987		178.08	
			B-B CHAIN		178.08
6/15/23	562200 Distribution Supplies 202000 Accounts Payable	WW042265		419.90	
			FERGUSON ENTERPRISES LLC		419.90
6/15/23	562200 Distribution Supplies 202000 Accounts Payable	WW042266		41.85	
			FERGUSON ENTERPRISES LLC		41.85
6/15/23	562200 Distribution Supplies 202000 Accounts Payable	WW042293		494.95	
			FERGUSON ENTERPRISES LLC		494.95
6/16/23	530300 Telephone 202000 Accounts Payable	9936722881		104.13	
			VERIZON WIRELESS		104.13
6/19/23	562400 Auto Fuel Expense 202000 Accounts Payable	344328		378.03	
			TREASURER STATE OF NH		378.03
6/20/23	562700 Lab Supplies 202000 Accounts Payable	13617633		1,495.61	
			HACH COMPANY		1,495.61
6/20/23	585000 23 Article #32 Truck 202000 Accounts Payable	15JUN2023		12.00	
			AARON CARTIER		12.00
6/20/23	562000 Safety Supplies 202000 Accounts Payable	499352	Pair of Safety Boots for John Fellows	150.00	
			HUBERTS DEPT. STORE		150.00
6/20/23	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 561200 Postage Expense 202000	66		13,708.59	
				831.66	
				231.92	
				1,030.44	
				3,681.38	
				1,893.85	
				14.24	
				120.25	
				142.33	
			TOWN OF SUNAPEE		21,654.66

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
6/20/23	530500 Auto Repair/Service 202000 Accounts Payable	74466	HILLSBORO FORD	735.68	735.68
6/22/23	562000 Safety Supplies 202000 Accounts Payable	071160	HAMPSHIRE FIRE PROTECTION CO.	170.00	170.00
6/22/23	562600 Uniform Expense 202000 Accounts Payable	1070237829	UNIFIRST	28.87	28.87
6/22/23	530900 Outside Lab Services 202000 Accounts Payable	123060784	NELSON ANALYTICAL LAB	120.00	120.00
6/22/23	530500 Auto Repair/Service 202000 Accounts Payable	932260	SANEL NAPA	79.45	79.45
6/23/23	511000 Full Time Labor	67		17,160.41	
	513000 Overtime Pay			652.06	
	521000 Life & Disability Expense			226.88	
	522000 FICA/Medicare			1,362.65	
	523000 Health Insurance Expense			3,712.52	
	524000 Retirement			2,504.43	
	530300 Telephone			14.24	
	530410 Office/Computer Service			137.43	
	561200 Postage Expense			320.00	
	202000 Accounts Payable		TOWN OF SUNAPEE		26,090.62
6/26/23	562300 Meter Supplies 562200 Distribution Supplies 202000 Accounts Payable	305571	STILES COMPANY	1,550.56	1,894.39
				343.83	
6/26/23	562200 Distribution Supplies 202000 Accounts Payable	305572	STILES COMPANY	196.34	196.34
6/26/23	530300 Telephone 202000 Accounts Payable	6/16/23	COMCAST	197.52	197.52
6/27/23	561400 Breakroom Supplies	17720654 06202		79.95	

Sunapee WATER Department
Purchase Journal
For the Period From Jun 1, 2023 to Jun 30, 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		CRYSTAL ROCK		79.95
6/27/23	561000 Office Supplies 202000 Accounts Payable	INV00044608		29.42	
			USA BLUEBOOK		29.42
6/28/23	562900 Chemical Expense 202000 Accounts Payable	290215839		500.70	
			HARCROS		500.70
				180,796.42	180,796.42
				180,796.42	180,796.42

Sunapee SEWER Department
2022 Income Statement
 For the Six Months Ending June 30, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
REVENUES				
SRB Checking Interest Earned	\$ 364.12	\$ 1,621.34	\$ 0.00	(1,621.34)
Capital Improvement Interest	233.43	1,060.94	0.00	(1,060.94)
SRB Plant Replacement Interest	243.88	1,042.42	0.00	(1,042.42)
SRB Collection Replacement Int	167.38	715.44	0.00	(715.44)
Discounts Taken	0.78	5.02	0.00	(5.02)
New London Quarterly	0.00	230,747.57	527,627.00	296,879.43
Sewer User Fees	0.00	400,070.96	664,264.00	264,193.04
Sewer User Fee Abatement	(934.50)	(1,400.50)	0.00	1,400.50
Attachment Fees Rec'd	0.00	3,000.00	0.00	(3,000.00)
Septic Receiving	8,600.00	11,467.00	0.00	(11,467.00)
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	55,975.00	55,975.00	55,975.00	0.00
Collection Replacement Deposit	27,307.00	27,307.00	27,307.00	0.00
Total Revenues	91,957.09	770,743.19	1,323,732.00	552,988.81
EXPENDITURES				
Full Time Labor	18,102.43	41,139.76	115,610.00	74,470.24
Full Time Labor	43,607.83	109,503.11	267,600.00	158,096.89
Overtime Pay	944.52	1,681.41	6,750.00	5,068.59
Overtime Pay	1,973.99	4,735.45	10,800.00	6,064.55
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	64,628.77	158,649.73	408,260.00	249,610.27
Life & Disability Expense	264.33	755.76	2,335.00	1,579.24
Life & Disability Expense	618.09	2,087.07	4,820.00	2,732.93
FICA/Medicare Expense	1,457.09	3,245.58	8,885.00	5,639.42
FICA/Medicare Expense	3,487.01	8,696.58	20,405.00	11,708.42
Health Insurance Expense	2,078.60	10,425.09	45,850.00	35,424.91
Health Insurance Expense	9,954.03	34,954.74	92,575.00	57,620.26
Retirement	4,850.81	8,252.67	18,360.00	10,107.33
Retirement	6,419.76	15,994.48	38,800.00	22,805.52
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	29,129.72	88,442.23	237,710.00	149,267.77
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	177.93	898.36	2,350.00	1,451.64
Telephone	323.47	1,673.93	4,000.00	2,326.07
Alarms	432.27	2,502.56	5,600.00	3,097.44

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Six Months Ending June 30, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Computer Software Support	0.00	1,168.00	1,500.00	332.00
Computer Software Support	0.00	736.00	615.00	(121.00)
Office/Computer Service	257.68	570.34	1,500.00	929.66
Office/Computer Service	881.37	1,775.56	3,000.00	1,224.44
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	735.67	2,610.62	3,500.00	889.38
Auto Repair/Service	735.67	4,066.77	2,000.00	(2,066.77)
Maintenance Service	3,200.37	8,166.95	22,000.00	13,833.05
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	852.32	5,588.82	15,000.00	9,411.18
BIOS HANDLING	3,077.04	14,164.86	64,000.00	49,835.14
BIOS Lab	0.00	0.00	12,000.00	12,000.00
Total Purchased Prof & Tech Services	10,673.79	47,335.27	196,065.00	148,729.73
Electricity Expense	1,370.16	8,715.57	24,410.00	15,694.43
Electricity Expense	4,436.53	27,720.49	63,500.00	35,779.51
Heating Fuel Expense	0.00	4,173.54	15,000.00	10,826.46
Heating Fuel Expense	0.00	3,147.29	12,750.00	9,602.71
Total Purchased Property Services	5,806.69	43,756.89	115,660.00	71,903.11
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	50.00	260.00	1,500.00	1,240.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	0.00	11.00	0.00	(11.00)
Advertising Expense	0.00	11.00	0.00	(11.00)
Total Other Purchased Services	50.00	9,661.31	14,885.00	5,223.69
Office Supplies	0.00	176.16	700.00	523.84
Office Supplies	0.00	267.15	910.00	642.85
Postage Expense	427.26	515.01	950.00	434.99
Postage Expense	202.12	237.01	515.00	277.99
Billing Expense	0.00	0.00	400.00	400.00
Breakroom Supplies	0.00	73.96	250.00	176.04
Breakroom Supplies	0.00	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	1,115.78	1,115.78	2,000.00	884.22
Safety Supplies	1,474.05	2,789.17	3,500.00	710.83
Maintenance Supply	302.87	22,344.13	16,000.00	(6,344.13)
Sewer Line Maint. Supply	871.14	3,174.08	7,000.00	3,825.92
Pump Station Maint. Supply	353.46	2,003.40	6,000.00	3,996.60
Auto Fuel Expense	320.11	2,005.14	4,000.00	1,994.86
Auto Fuel Expense	369.54	1,581.79	3,600.00	2,018.21

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Six Months Ending June 30, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Building/Custodial Expense	448.86	1,845.68	3,260.00	1,414.32
Uniform Expense	172.14	1,121.53	1,800.00	678.47
Uniform Expense	334.09	2,211.79	3,500.00	1,288.21
Lab Supplies	1,369.67	14,583.89	22,700.00	8,116.11
Lab Equipment	0.00	0.00	8,800.00	8,800.00
Chemical Expense	0.00	41,895.44	85,000.00	43,104.56
Total Supplies	7,761.09	99,235.00	172,610.00	73,375.00
Coll. Replacement Fund	27,307.00	27,307.00	27,307.00	0.00
Plant Replacement Fund	55,975.00	55,975.00	55,975.00	0.00
Total Replacement Fund	83,282.00	83,282.00	83,282.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 201,332.06	\$ 530,362.43	\$ 1,228,472.00	698,109.57
<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	0.00	26,705.61	45,000.00	18,294.39
13 RESOLUTION ESTABLISH CAP RE	100,000.00	100,000.00	0.00	(100,000.00)
23 Article #32 Truck	0.00	27,696.00	35,000.00	7,304.00
Total Warrant Articles	100,000.00	154,401.61	80,000.00	(74,401.61)
TOTAL MISC. EXPENDITURES	\$ 100,000.00	\$ 247,331.91	\$ 204,215.24	(43,116.67)
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

Sunapee WATER Department
2022 Income Statement
 For the Six Months Ending June 30, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
REVENUES				
SRB Checking Interest	\$ 155.69	\$ 1,074.10	\$ 0.00	(1,074.10)
Capital Improvement Interest	3.59	20.50	0.00	(20.50)
SRB Replacement Fund Interest	211.73	1,732.74	0.00	(1,732.74)
Miscellaneous Income	905.33	9,505.33	0.00	(9,505.33)
Discounts Taken	2.22	5.48	0.00	(5.48)
Water User Fees	0.00	299,907.00	614,367.00	314,460.00
Water User Fee Abatement	(1,239.20)	(3,945.70)	0.00	3,945.70
State Grant Funds Rec'd	0.00	8,392.23	16,689.00	8,296.77
Water Replacement Deposit	69,165.00	69,165.00	69,165.00	0.00
Total Revenues	\$ 69,204.36	\$ 385,856.68	\$ 700,221.00	314,364.32
EXPENDITURES				
Full Time Labor	\$ 30,869.00	\$ 65,156.32	\$ 147,596.00	82,439.68
Overtime Pay	1,483.72	4,085.67	13,500.00	9,414.33
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	32,352.72	69,941.99	165,096.00	95,154.01
Life & Disability Expense	458.80	1,240.00	2,655.00	1,415.00
FICA/Medicare	2,393.09	5,215.12	11,130.00	5,914.88
Health Insurance Expense	7,393.90	20,976.30	48,185.00	27,208.70
Retirement	4,398.28	9,584.91	19,120.00	9,535.09
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	14,644.07	38,694.66	83,425.00	44,730.34
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	538.80	3,080.16	4,500.00	1,419.84
Alarms	202.00	1,010.00	2,500.00	1,490.00
Computer Software Support	0.00	2,207.20	7,000.00	4,792.80
Office/Computer Service	257.68	570.48	2,000.00	1,429.52
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	845.07	1,529.04	3,000.00	1,470.96
Equipment Repair	62.56	3,909.36	2,000.00	(1,909.36)
Maint.Repair/Service	1,690.00	2,635.29	15,000.00	12,364.71
Outside Lab Services	120.00	1,350.00	5,500.00	4,150.00
Total Purchased Prof & Tech Services	3,716.11	17,404.03	55,000.00	37,595.97
Electricity Expense	1,437.45	9,064.34	21,000.00	11,935.66
Heating Fuel Expense	0.00	4,291.98	13,000.00	8,708.02
Total Purchased Property Services	1,437.45	13,356.32	34,000.00	20,643.68
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 Six Months Ending June 30, 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	0.00	22.00	0.00	(22.00)
Total Other Purchased Services	0.00	5,122.41	7,575.00	2,452.59
Office Supplies	29.42	381.64	600.00	218.36
Postage Expense	532.33	567.22	1,000.00	432.78
Billing Expense	0.00	0.00	600.00	600.00
Breakroom Supplies	79.95	166.90	600.00	433.10
OFFICE EQUIPMENT	0.00	69.99	600.00	530.01
Safety Supplies	618.30	618.30	750.00	131.70
Maintenance Supply	197.69	7,324.37	9,000.00	1,675.63
Distribution Supplies	2,393.38	3,824.54	14,000.00	10,175.46
Meter Supplies	1,550.56	1,565.36	15,000.00	13,434.64
Hydrant Replacement	0.00	7,402.63	4,000.00	(3,402.63)
Auto Fuel Expense	378.03	1,996.79	4,000.00	2,003.21
Building/Custodial Expense	0.00	257.00	500.00	243.00
Uniform Expense	273.22	1,174.04	1,650.00	475.96
Lab Supplies	1,495.61	1,495.61	3,500.00	2,004.39
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	1,920.58	4,610.68	7,875.00	3,264.32
Total Supplies	9,469.07	31,455.07	65,175.00	33,719.93
Water Replacement Fund	69,165.00	69,165.00	69,165.00	0.00
Total Replacement Fund	69,165.00	69,165.00	69,165.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 130,784.42	\$ 245,139.48	\$ 479,436.00	234,296.52
<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	0.00	23,210.93	46,120.18	22,909.25
Total Bond/Interest Payments	0.00	64,980.31	148,282.59	83,302.28
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 64,980.31	\$ 148,282.59	83,302.28
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00
2019 CR Establish	\$ 50,000.00	\$ 50,000.00	\$ 0.00	(50,000.00)
Total Unbudgeted Expenditures	50,000.00	50,000.00	0.00	(50,000.00)
TOTAL OTHER EXPENSES	\$ 50,000.00	\$ 50,000.00	\$ 0.00	(50,000.00)

For Management Purposes Only

A/D Instrument Repair, Inc.

INVOICE

39 Adeline St, Hampstead, NH 03841

Phone (603) 382-4667 / Fax (603) 382-4608

Date

Invoice #

6/30/2023

028262

Bill To

Town of Sunapee
Att: Accounts Payable
Post Office Box 347
Sunapee, NH 03782

Ship To

Town of Sunapee Water
Attn: Aaron Cartier
50 Treatment Plant Road
Sunapee, NH 03782

Account #

Sunapee

JWO #

10773

Terms

Net 30 Days

Due Date

7/30/2023

Qty	Item	Description	Rate	Amount
1	Parts	4" Krohne Enviromag w/ Wall Mounted Converter <i>562100</i>	6,908.32	6,908.32
Total				\$6,908.32

A/D Now Accepts Visa and MasterCard.