



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
August 25, 2022, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. Forms for Approval:
 - July 28, 2022 Meeting Minutes
 - July Sewer Purchase Journal
 - July Water Purchase Journal
 - 2022 Sewer Income Statement to date
 - 2022 Water Income Statement to date
3. Wastewater Treatment Highlights
4. Water Treatment Highlights
 - UV System and DWSRF Loan
5. Old & New Business
 - Fuss & O'Neil – High St Central St and Route 103B
 - Proposed Ordinance Changes
6. Next Monthly Meeting September 29, 2022
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
July 28, 2022
Sunapee Town Offices Meeting Room

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

Also present: Holly Leonard, David Bailey, New London Selectmen-Nancy Rollins, Janet Kidder and William Helm, Kimberly Hallquist-New London Town Administrator, Josh Stevens-President-K.A. Stevens and Carl Ostrom.

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

1. April 28, 2022 Joint Meeting Minutes: Nancy R. made a motion to accept the joint minutes of April 28th, seconded by Janet K. Janet K. questioned if Dave B. had been able to determine what had been causing the high flows in April, Holly L. reported that the flows had come down into June and most likely July due to lack of rain. Sunapee voted in favor of approving the minutes, New London voted in favor of accepting the minutes, so declared by the Chairman.
2. Wastewater Treatment Highlights: Dave B. reported that the Wastewater Treatment Plant has been running really nicely and that Anthony from DES had visited to do sludge sampling. He stated that the results came back that the sludge was high in arsenic so there was another sample taken from which the results were much lower and less concerning. Dave B. stated that there had been a wiring issue with putting the mixer back on-line. He reported that the underground wire had been repaired and that the mixer would be back on next week after toxicity sampling is done. Dave B. stated that Anthony from DES will be coming again to do PFOA sampling from the manholes and that he could not quickly locate the results of the last round but will report on that next meeting. Dave B. reported that the phosphorus numbers are down and that they have been using some rare earth to achieve these, and that things are funning very well with that aspect of the plant.

New London departed the meeting at 5:42 p.m.

Submitted by Holly Leonard.



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July 28, 2022
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard, David Bailey, New London Selectmen-Nancy Rollins, Janet Kidder and William Helm, Kimberly Hallquist-New London Town Administrator, Josh Stevens-President-K.A. Stevens and Carl Ostrom.

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

1. New London Sunapee Joint Meeting: See Joint Meeting Minutes.
2. Abby Brown/Beech Street Project: Dave B. reported that there has been talk about doing borings to attach the proposed new home on Beech Street to water and sewer and that he had spoken with Josh S. about the project. He stated that due to the area it would most likely be difficult to bore that length in that area and that if it was open trenched larger mains could be installed instead of just a single service. Josh S. stated that he felt that trenching might not go well and that he is representing the owner and is looking to see if the Commission may help fund the cost of the larger pipes that could serve more customers in the future and provide the opportunity to install a hydrant. He reported that the cost of excavation would be no different for the larger size pipe but that the cost of the pipe itself would be quite different. He questioned if the Commission had a preference in type of materials used and noted that ductile iron is about 6 months out to procure. There was some discussion regarding what the sewer pipe material would be and if the water pipe could be HDPE instead of the ductile iron. It was decided that Josh S. will come back to the Commission with materials costs to see if they might entertain covering this portion of the project. There was some discussion regarding the budget and if this would need to be figured into next year's budget.
3. Forms for Approval:
 - June 30, 2022 Meeting Minutes: Jeffrey R. made a motion to approve the June 30th minutes, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.
 - June Sewer Purchase Journal: Charles H. made a motion to accept the June Sewer Purchase Journal, seconded by Jeffrey R., voted unanimously in favor, so declared by the Chairman.
 - June Water Purchase Journal: Charles H. made a motion to accept the June Water Purchase Journal, seconded by Richard C., voted unanimously in the affirmative, so declared by the Chairman.

2022 Sewer Income Statement through June 2022: Charles H. made a motion to accept the June 2022 Sewer Department Income Statement, seconded by Jeffrey R., voted unanimously in favor, so declared by the Chairman.

2022 Water Income Statement through June 2022: Charles H. made a motion to accept the June Water Income Statement, seconded by Jeffrey R., voted unanimously in favor, so declared by the Chairman.

4. Wastewater Treatment Highlights Continued: Dave B. stated that there had been a manhole issue out by the yacht club and that it had been a shoddy job of piping inside the manhole that came apart. He stated that Aaron C. is working on getting some proposals to fix the cobbled together insides of the manhole and perhaps even replace the entire assembly.

5. Water Treatment Highlights:

Dave B. reported that the water system is running good and that the well site is running very well and recovering nicely even with all of the dry weather. He stated that the UV system is running and that everything seems to be alright. He reported that Disinfection by-products will be tested next week and he is wondering if it should be done any differently than always or not.

Dave B. reported that A/D Instruments is waiting for the arrival of the new touch screen instrumentation to be received and should be installing that in September when it arrives. There was some discussion regarding the final completion of the UV project and closing out of the loan. Holly L. reported that Tom Page had called her about a week ago and that they had discussed the need to get things wrapped up so that the loan could be closed on and get the payment schedule for it in for next years budget information.

6. Old & New Business:

Dave B. stated that he had been approached by the Fire Department looking to see if they can install another repeater at Harbor Hill. There was some discussion regarding it not being any higher than the one there currently and that as long as planning and zoning are good with it the Commission has no concerns with another one being there.

Fuss & O'Neill Proposals: Holly L. read an e-mail from Dan Monet about what has happened so far on the boring and Lower Main Street design engineering. Holly L. stated that the original proposal for High Street, Central Street and 103B had been a total of \$125,300 and that the total of the two proposals for separating out Central Street from the other two streets totals \$168,500. Theodore G. questioned why there was such a large difference in the proposals, Holly L. responded that Dan M. had put in his e-mail of the proposals that splitting the jobs will be more costly overall due to more mobilizations, plans, crews where combining the jobs would cost less overall. The Commission would like Dan M. to let them know why there is such a large difference in the pricing and will wait until next meeting to make any decisions about it.

Use of Local Fiscal Recovery Funds from ARPA for Sunapee's Water Infrastructure projects. Theodore G. questioned if there was going to be any more of the funds available for the water infrastructure improvements or if the Town was going to buy a Fire Boat with them. Holly L. stated that she has read over everything in the Department of Treasury's final rule most recently revised in March and that she does not see anything that would allow the Town to use the funds for Fire Equipment unless there had been lost

revenue due to Covid and if there was up to that amount could be spent on such items. Holly L. stated that the Town of Sunapee did not loose revenue due to the pandemic and that would mean this would not be an allowable use of funds. She reported that of the \$182,525 in Local Fiscal Recovery Funds from ARPA that the Town had received in August \$23,625 remains un-allocated after the \$10,000 that was given to Bay Point for broadband and the two Water Infrastructure Engineering Proposals that have been approved by the Selectmen and that the other \$182,525 should be received by Sunapee sometime next month. The total of these funds remaining would total \$206,150 and the Water Infrastructure Improvements are allowed under the restriction of uses and meets all of the criteria listed by the U.S. Treasury. There was more discussion regarding the extra cost in the engineer's proposal for the two jobs split out and wanting to get Dan M.'s explanation for this. There was some discussion about how long the plans the Engineer draws up would be good for and that the Water Department's debt from Lake Avenue and the 1997 Water Bond would be paid off in 2027 freeing the Commission to borrow to complete these projects.

Sherburn Gym: Dave B. reported that they want to put in a sprinkler system at the gym and he had thought they could tie into the water for that from where the hydrant is in front of the gym but the work they are doing at the gym would be easier to tie into the line at the boundary line next to Bar Harbor Bank but they will need to look out for the cross culvert there. He stated that he might want to have them put in an 8" line to tie into the 6" and that they may be able to find some funding to do this project. There was some discussion regarding the paving going on in the parking lot at the gym and who owns the lot.

Charles H. brought up the meeting on the 3rd of August with the Conservation Commission and the information Holly L. had found in the Town Reports from 1968, 1969 and 1970 should be enough to give to Town Council to confirm with the Secretary of State that the Town can present a warrant article to take the lot out of Town Forest. Jeffrey R. questioned why there is going to be a meeting next week at all and if all the Commissioners need to attend. Holly L. will check with Shannon M. tomorrow to see if Town Council has looked over the information yet or not and report as to who needs to attend Wednesday's night's meeting with Conservation, the Town Manager and the Energy Committee.

The next monthly meeting will be on August 25, 2022.

7:09 p.m. Charles H. made a motion to adjourn, seconded by Jeffrey R., voted unanimously in the affirmative, so declared by the Chairman.

Sunapee SEWER Department
Purchase Journal
For the Period From Jul 1, 2022 to Jul 31, 2022

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
7/1/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	NP3190283-01		2.84	
			LAVALLEY BUILDING SUPPLY		2.84
7/7/22	53070P Maintenance Service 202000 Accounts Payable	027437		880.25	
			A/D INSTRUMENT REPAIR, INC.		880.25
7/7/22	53070P Maintenance Service 202000 Accounts Payable	101324		1,590.00	
			ALERT SCIENTIFIC		1,590.00
7/7/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070143526		52.96 23.78 63.16	
			UNIFIRST		139.90
7/7/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	170136195		149.36 23.78 63.16	
			UNIFIRST		236.30
7/7/22	53090P Outside Lab Services 202000 Accounts Payable	245358		70.00	
			EASTERN ANALYTICAL, INC.		70.00
7/7/22	53094P BIOS HANDLING 202000 Accounts Payable	2502951		60.00	
			BELLETTETTES		60.00
7/7/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	2535744		19.98	
			BELLETTETTES		19.98
7/7/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	2537590		6.83	
			BELLETTETTES		6.83
7/7/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	2538648		61.58	
			BELLETTETTES		61.58
7/7/22	56210P Maintenance Supply 202000 Accounts Payable	32516797		63.14	
			MAIN OXY-ACETYLENE SUPPLY CO.		63.14
7/7/22	53075C Manhole Contract 202000 Accounts Payable	41950		270.00	
			CENTRAL N.H. CONCRETE CORP.		270.00

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7/7/22	56210P Maintenance Supply 202000 Accounts Payable	5013635	HOME DEPOT CREDIT SERVICES	192.61	192.61
7/7/22	56260P Uniform Expense 202000 Accounts Payable	5070003119	UNIFIRST	92.19	92.19
7/7/22	56210P Maintenance Supply 202000 Accounts Payable	57890	ALL & AWL REPAIR	62.61	62.61
7/7/22	56210P Maintenance Supply 202000 Accounts Payable	58167	ALL & AWL REPAIR	13.54	13.54
7/7/22	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	6-22	CONSOLIDATED COMMUNICATIONS	207.00 70.32 423.05	700.37
7/7/22	56240P Auto Fuel Expense 202000 Accounts Payable	82199192	WEX BANK	14.00	14.00
7/7/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	C34587	Chadwick-Baross, Inc	46.62	46.62
7/13/22	53094P BIOS HANDLING 202000 Accounts Payable	00011635	Town of Merrimack	3,901.01	3,901.01
7/13/22	56200P Safety Supplies 202000 Accounts Payable	030737	USA BLUEBOOK	1,075.39	1,075.39
7/13/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	030828	USA BLUEBOOK	68.77	68.77
7/13/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070145306	UNIFIRST	52.96 23.78 63.16	139.90
7/13/22	53030P Telephone 202000	111-4168966-499	Amazon Phone Case HOLLY LEONARD	8.49	8.49

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	Accounts Payable				
7/13/22	53070P Maintenance Service 202000 Accounts Payable	1690	COMBUSTION SERVICES CORP	980.36	980.36
7/13/22	53071C Sewer Line Maint. Service 202000 Accounts Payable	2022-811	STEARNS SEPTIC SERVICE, INC	2,655.00	2,655.00
7/13/22	56210P Maintenance Supply 202000 Accounts Payable	2540416	BELLETETTES	15.98	15.98
7/13/22	56270P Lab Supplies 202000 Accounts Payable	407502	NSI Solutions, Inc.	196.55	196.55
7/13/22	54100P Electricity Expense 202000 Accounts Payable	7-22	EVERSOURCE	4,677.41	4,677.41
7/13/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	76763112	F.W. WEBB COMPANY	579.26	579.26
7/14/22	53075C Manhole Contract 202000 Accounts Payable	0145670	TI-SALES	2,419.16	2,419.16
7/19/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	018-129667	NEWPORT SAND & GRAVEL	225.00	225.00
7/19/22	56210P Maintenance Supply 202000 Accounts Payable	027470	A/D INSTRUMENT REPAIR, INC.	830.12	830.12
7/19/22	56270P Lab Supplies 202000 Accounts Payable	038157	USA BLUEBOOK	747.44	747.44
7/19/22	53090P Outside Lab Services 202000 Accounts Payable	244295	EASTERN ANALYTICAL, INC.	972.50	972.50
7/19/22	53090P Outside Lab Services 202000 Accounts Payable	246007	EASTERN ANALYTICAL, INC.	147.00	147.00
7/19/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	2548046	BELLETETTES	19.78	19.78

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
7/19/22	56240P Auto Fuel Expense	331925		425.92	
	56240C Auto Fuel Expense			386.93	
	202000 Accounts Payable		TREASURER STATE OF NH		812.85
7/19/22	56270P Lab Supplies	473162		193.01	
	202000 Accounts Payable		NCL OF WISCONSIN, INC.		193.01
7/19/22	53070P Maintenance Service	58151		40.04	
	202000 Accounts Payable		ALL & AWL REPAIR		40.04
7/19/22	56230C Pump Station Maint. Supply	76775719		125.60	
	202000 Accounts Payable		F.W. WEBB COMPANY		125.60
7/19/22	56230C Pump Station Maint. Supply	76807217		266.04	
	202000 Accounts Payable		F.W. WEBB COMPANY		266.04
7/19/22	56270P Lab Supplies	7958		16.38	
	202000 Accounts Payable		David Bailey		16.38
7/19/22	53030P Telephone	9910604890		104.39	
	53030C Telephone			104.39	
	202000 Accounts Payable		VERIZON WIRELESS		208.78
7/19/22	56210P Maintenance Supply	NIICLA130177		106.23	
	202000 Accounts Payable		FASTENAL COMPANY		106.23
7/21/22	57200C 19 Article 16 Asset Mgmt Pro	18460		2,066.40	
	202000 Accounts Payable		UNDERWOOD ENGINEERS, INC.		2,066.40
7/21/22	56210P Maintenance Supply	2570200		17.99	
	202000 Accounts Payable		BELLETETTES		17.99
7/21/22	54100C Electricity Expense	7-22 Collect		941.89	
	202000 Accounts Payable		EVERSOURCE		941.89
7/26/22	56260P Uniform Expense	1070147104		52.96	
	56260C Uniform Expense			23.78	
	56250P Building/Custodial Expense			63.16	
	202000 Accounts Payable		UNIFIRST		139.90

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Purchase Journal

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7/26/22	56260P Uniform Expense	1070148871		52.96	
	56260C Uniform Expense			23.78	
	56250P Building/Custodial Expense			63.16	
	202000 Accounts Payable		UNIFIRST		139.90
7/26/22	53070P Maintenance Service	12460037		258.00	
	202000 Accounts Payable		INTERSTATE FIRE PROTECTION		258.00
7/26/22	56270P Lab Supplies	13155278		586.53	
	202000 Accounts Payable		HACH COMPANY		586.53
7/26/22	56210P Maintenance Supply	891488		42.29	
	202000 Accounts Payable		SANEL NAPA		42.29
7/26/22	56270P Lab Supplies	97000340477		21.52	
	202000 Accounts Payable		David Bailey		21.52
7/27/22	56210P Maintenance Supply	114-9237921-979		68.37	
	202000 Accounts Payable		HOLLY LEONARD		68.37
7/27/22	56290P Chemical Expense	290210998		996.25	
	202000 Accounts Payable		HARCROS CHEMICALS INC.		996.25
7/27/22	53050P Auto Repair/Service	X701020281		49.55	
	202000 Accounts Payable		ADVANTAGE TRUCK GROUP		49.55
7/28/22	56220C Sewer Line Maint. Supply	886231		125.67	
	202000 Accounts Payable		SANEL NAPA		125.67
7/28/22	53050P Auto Repair/Service	892329		8.98	
	202000 Accounts Payable		SANEL NAPA		8.98
7/28/22	56210P Maintenance Supply	892613		54.58	
	202000 Accounts Payable		SANEL NAPA		54.58
7/29/22	56290P Chemical Expense	101424		1,568.06	
	202000 Accounts Payable		ARIES CHEMICAL, INC		1,568.06
7/29/22	53041P Office/Computer Service	1067359		407.40	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	53031C Alarms 202000 Accounts Payable		PS 12 & 4	706.80	
			MISSION COMMUNICATIONS, LLC		1,114.20
				34,150.89	34,150.89

Sunapee WATER Department
Purchase Journal
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
7/7/22	530700 Maint.Repair/Service 202000 Accounts Payable	027395	A/D INSTRUMENT REPAIR	844.55	844.55
7/7/22	562600 Uniform Expense 202000 Accounts Payable	1070136195	UNIFIRST	30.63	30.63
7/7/22	562600 Uniform Expense 202000 Accounts Payable	1070143526	UNIFIRST	30.63	30.63
7/7/22	562100 Maintenance Supply 202000 Accounts Payable	2509461	BELLETTETES	10.78	10.78
7/7/22	530300 Telephone 530310 Alarms 202000 Accounts Payable	6-22	CONSOLIDATED COMMUNICATIONS	93.93 202.00	295.93
7/13/22	562600 Uniform Expense 202000 Accounts Payable	1070145306	UNIFIRST	30.63	30.63
7/13/22	562900 Chemical Expense 202000 Accounts Payable	290210680	HARCROS	466.25	466.25
7/13/22	541000 Electricity Expense 202000 Accounts Payable	7-22	EVERSOURCE	1,555.55	1,555.55
7/13/22	405100 ATTACHMENT FEES REFU 202000 Accounts Payable	7/7/22 Overpaym	Kyle & Shana York	1,035.00	1,035.00
7/19/22	542000 Heating Fuel Expense 202000 Accounts Payable	248532	IRVING OIL CORPORATION	428.04	428.04
7/19/22	562400 Auto Fuel Expense 202000 Accounts Payable	331925	TREASURER STATE OF NH	434.57	434.57
7/19/22	530300 Telephone 202000 Accounts Payable	7-31-22	COMCAST	229.84	229.84
7/19/22	530300 Telephone 202000 Accounts Payable	9910604890	VERIZON WIRELESS	104.40	104.40

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7/21/22	562400 Auto Fuel Expense 202000 Accounts Payable	00013821411-09	AARON CARTIER	40.00	40.00
7/21/22	561400 Breakroom Supplies 202000 Accounts Payable	17720654 07192	CRYSTAL ROCK	87.42	87.42
7/21/22	562200 Distribution Supplies 202000 Accounts Payable	300580	STILES COMPANY	625.64	625.64
7/26/22	562600 Uniform Expense 202000 Accounts Payable	1070147104	UNIFIRST	30.63	30.63
7/26/22	562600 Uniform Expense 202000 Accounts Payable	1070148871	UNIFIRST	30.63	30.63
7/26/22	530900 Outside Lab Services 202000 Accounts Payable	122071960	NELSON ANALYTICAL LAB	45.00	45.00
7/26/22	562700 Lab Supplies 202000 Accounts Payable	13155278	HACH COMPANY	1,490.80	1,490.80
7/26/22	562200 Distribution Supplies 202000 Accounts Payable	2568529	BELLETTETES	73.73	73.73
7/27/22	562900 Chemical Expense 202000 Accounts Payable	290210997	HARCROS	448.50	448.50
7/28/22	562200 Distribution Supplies 202000 Accounts Payable	2571427	BELLETTETES	17.32	17.32
7/28/22	562200 Distribution Supplies 202000 Accounts Payable	6051259	E.J.PRESCOTT INC	88.81	88.81
				8,475.28	8,475.28

Sunapee SEWER Department
2022 Income Statement
 For the Seven Months Ending July 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 1,162.29	\$ 1,162.29	\$ 0.00	(1,162.29)
Capital Improvement Interest	817.91	817.91	0.00	(817.91)
SRB Plant Replacement Interest	788.61	788.61	0.00	(788.61)
SRB Collection Replacement Int	541.27	541.27	0.00	(541.27)
Miscellaneous Income	472.00	472.00	0.00	(472.00)
Discounts Taken	2.03	2.03	0.00	(2.03)
New London Quarterly	393,616.91	393,616.91	569,534.00	175,917.09
Sewer User Fees	373,132.96	373,132.96	658,038.56	284,905.60
Sewer User Fee Interest	577.16	577.16	0.00	(577.16)
Sewer User Fee Abatement	(419.00)	(419.00)	0.00	419.00
Attachment Fees Rec'd	12,000.00	12,000.00	0.00	(12,000.00)
Septic Receiving	12,415.00	12,415.00	0.00	(12,415.00)
Upgrade Grant Received	39,130.00	39,130.00	39,130.00	0.00
Perkins Pond Grant Funds	4,769.50	4,769.50	9,575.50	4,806.00
Plant Replacement Deposit	54,875.00	54,875.00	54,875.00	0.00
Collection Replacement Deposit	26,772.00	26,772.00	26,772.00	0.00
Total Revenues	920,653.64	920,653.64	1,357,925.06	437,271.42
<u>EXPENDITURES</u>				
Superintendent Labor	10,076.09	10,076.09	25,700.00	15,623.91
Superintendent Labor	21,323.02	21,323.02	51,360.00	30,036.98
Full Time Labor	18,400.90	18,400.90	60,150.00	41,749.10
Full Time Labor	63,075.59	63,075.59	175,210.00	112,134.41
Administrative Labor	8,603.74	8,603.74	21,190.00	12,586.26
Administrative Labor	8,604.05	8,604.05	21,200.00	12,595.95
Overtime Pay	1,148.31	1,148.31	6,750.00	5,601.69
Overtime Pay	3,734.87	3,734.87	10,800.00	7,065.13
Commission Pay	0.00	0.00	1,000.00	1,000.00
Commission Pay	375.00	375.00	1,000.00	625.00
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	135,341.57	135,341.57	379,860.00	244,518.43
Life & Disability Expense	865.82	865.82	2,160.00	1,294.18
Life & Disability Expense	1,617.66	1,617.66	4,460.00	2,842.34
FICA/Medicare Expense	2,939.22	2,939.22	7,915.00	4,975.78
FICA/Medicare Expense	7,476.88	7,476.88	18,585.00	11,108.12
Health Insurance Expense	14,532.71	14,532.71	39,850.00	25,317.29
Health Insurance Expense	30,696.09	30,696.09	80,500.00	49,803.91
Retirement	5,662.66	5,662.66	17,000.00	11,337.34
Retirement	14,036.77	14,036.77	35,800.00	21,763.23
Unemployment Expense	65.95	65.95	110.00	44.05
Unemployment Expense	214.89	214.89	220.00	5.11
Worker's Comp. Expense	937.88	937.88	1,620.00	682.12
Worker's Comp. Expense	3,055.67	3,055.67	3,650.00	594.33
Total Payroll Benefits	82,102.20	82,102.20	211,870.00	129,767.80
Auditing	0.00	0.00	2,000.00	2,000.00
Auditing	0.00	0.00	4,500.00	4,500.00
Legal/Engineering Fees	8,718.42	8,718.42	4,500.00	(4,218.42)

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Seven Months Ending July 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Legal/Engineering Fees	0.00	0.00	5,000.00	5,000.00
Telephone	1,152.60	1,152.60	2,350.00	1,197.40
Telephone	1,983.28	1,983.28	4,000.00	2,016.72
Alarms	3,344.57	3,344.57	5,000.00	1,655.43
Computer Software Support	915.00	915.00	1,500.00	585.00
Computer Software Support	515.00	515.00	615.00	100.00
Office/Computer Service	702.87	702.87	1,500.00	797.13
Office/Computer Service	1,631.69	1,631.69	3,000.00	1,368.31
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	1,657.02	1,657.02	3,000.00	1,342.98
Auto Repair/Service	354.37	354.37	1,500.00	1,145.63
Maintenance Service	15,622.39	15,622.39	22,000.00	6,377.61
Sewer Line Maint. Service	2,655.00	2,655.00	4,000.00	1,345.00
Pump Station Maint. Service	1,261.62	1,261.62	17,000.00	15,738.38
Manhole Contract	9,071.17	9,071.17	20,000.00	10,928.83
Outside Lab Services	6,577.54	6,577.54	15,000.00	8,422.46
BIOS HANDLING	14,806.54	14,806.54	64,000.00	49,193.46
BIOS Lab	0.00	0.00	1,200.00	1,200.00
Total Purchased Prof & Tech Services	70,969.08	70,969.08	186,665.00	115,695.92
Electricity Expense	9,721.79	9,721.79	24,410.00	14,688.21
Electricity Expense	33,606.03	33,606.03	63,500.00	29,893.97
Heating Fuel Expense	6,089.92	6,089.92	15,000.00	8,910.08
Heating Fuel Expense	6,016.52	6,016.52	12,750.00	6,733.48
Total Purchased Property Services	55,434.26	55,434.26	115,660.00	60,225.74
Property Insurance	1,555.00	1,555.00	1,555.00	0.00
Property Insurance	4,500.00	4,500.00	4,500.00	0.00
Liability Insurance	2,410.00	2,410.00	2,410.00	0.00
Liability Insurance	2,510.00	2,510.00	2,510.00	0.00
Vehicle Insurance	1,035.00	1,035.00	1,035.00	0.00
Vehicle Insurance	300.00	300.00	300.00	0.00
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	0.00	0.00	75.00	75.00
Dues & Publications	0.00	0.00	150.00	150.00
Training/Education	295.00	295.00	500.00	205.00
Training/Education	118.00	118.00	1,500.00	1,382.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
Total Other Purchased Services	12,723.00	12,723.00	14,885.00	2,162.00
Office Supplies	300.81	300.81	700.00	399.19
Office Supplies	385.84	385.84	910.00	524.16
Postage Expense	450.49	450.49	950.00	499.51
Postage Expense	544.82	544.82	515.00	(29.82)
Billing Expense	129.31	129.31	400.00	270.69
Breakroom Supplies	145.81	145.81	250.00	104.19
Breakroom Supplies	272.04	272.04	300.00	27.96
OFFICE EQUIPMENT	144.83	144.83	700.00	555.17
OFFICE EQUIPMENT	144.83	144.83	600.00	455.17
Safety Supplies	0.00	0.00	2,000.00	2,000.00
Safety Supplies	2,196.06	2,196.06	2,500.00	303.94
Maintenance Supply	12,565.49	12,565.49	12,000.00	(565.49)

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Seven Months Ending July 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Sewer Line Maint. Supply	3,826.40	3,826.40	7,000.00	3,173.60
Pump Station Maint. Supply	697.19	697.19	6,000.00	5,302.81
Auto Fuel Expense	1,820.72	1,820.72	4,000.00	2,179.28
Auto Fuel Expense	1,699.43	1,699.43	3,000.00	1,300.57
Building/Custodial Expense	1,894.57	1,894.57	3,100.00	1,205.43
Uniform Expense	865.56	865.56	1,800.00	934.44
Uniform Expense	1,751.21	1,751.21	3,350.00	1,598.79
Lab Supplies	11,525.48	11,525.48	22,700.00	11,174.52
Lab Equipment	903.73	903.73	8,800.00	7,896.27
Chemical Expense	38,518.11	38,518.11	75,000.00	36,481.89
Total Supplies	80,782.73	80,782.73	156,575.00	75,792.27
Coll. Replacement Fund	26,772.00	26,772.00	26,772.00	0.00
Plant Replacement Fund	54,875.00	54,875.00	54,875.00	0.00
Total Replacement Fund	81,647.00	81,647.00	81,647.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 518,999.84	\$ 518,999.84	\$ 1,147,162.00	628,162.16
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ (34,501.32)	\$ (34,501.32)	\$ 0.00	34,501.32
19 Article 16 Asset Mgmt Prog	2,066.40	2,066.40	0.00	(2,066.40)
2019 Asset Mgmt Plan	1,631.91	1,631.91	0.00	(1,631.91)
Total Bond Payments	(30,803.01)	(30,803.01)	0.00	30,803.01
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ (30,803.01)	\$ (30,803.01)	\$ 0.00	30,803.01
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

For Management Purposes Only

Sunapee WATER Department
2022 Income Statement
 For the Seven Months Ending July 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
REVENUES				
SRB Checking Interest	\$ 529.98	\$ 529.98	\$ 0.00	(529.98)
Capital Improvement Interest	22.73	22.73	0.00	(22.73)
SRB Replacement Fund Interest	2,391.36	2,391.36	0.00	(2,391.36)
Miscellaneous Income	2,093.44	2,093.44	0.00	(2,093.44)
Discounts Taken	1.40	1.40	0.00	(1.40)
Water User Fees	278,094.00	278,094.00	556,100.00	278,006.00
Water User Fee Interest	506.94	506.94	0.00	(506.94)
Water User Fee Abatement	(1,535.00)	(1,535.00)	0.00	1,535.00
Attachment Fees Rec'd	2,000.00	2,000.00	0.00	(2,000.00)
ATTACHMENT FEES REFUNDED	(1,035.00)	(1,035.00)	0.00	1,035.00
State Grant Funds Rec'd	8,461.57	8,461.57	16,821.97	8,360.40
State Revolving Loan Rec'd	14,593.49	14,593.49	0.00	(14,593.49)
Water Replacement Deposit	67,815.00	67,815.00	67,815.00	0.00
Total Revenues	\$ 373,939.91	\$ 373,939.91	\$ 640,736.97	266,797.06
EXPENDITURES				
Superintendent Labor	\$ 10,105.11	\$ 10,105.11	\$ 25,679.00	15,573.89
Full Time Labor	48,208.19	48,208.19	89,085.00	40,876.81
Administrative Labor	8,610.38	8,610.38	21,832.00	13,221.62
Overtime Pay	4,646.76	4,646.76	13,500.00	8,853.24
Commission Pay	275.00	275.00	1,000.00	725.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	71,845.44	71,845.44	154,096.00	82,250.56
Life & Disability Expense	1,396.56	1,396.56	2,455.00	1,058.44
FICA/Medicare	5,541.75	5,541.75	10,280.00	4,738.25
Health Insurance Expense	21,909.83	21,909.83	41,900.00	19,990.17
Retirement	10,494.55	10,494.55	17,705.00	7,210.45
Unemployment Expense	144.68	144.68	200.00	55.32
Worker's Comp. Expense	2,057.28	2,057.28	1,800.00	(257.28)
Total Payroll Benefits	41,544.65	41,544.65	74,340.00	32,795.35
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	31,531.22	31,531.22	10,000.00	(21,531.22)
Telephone	2,492.29	2,492.29	3,500.00	1,007.71
Alarms	622.00	622.00	2,500.00	1,878.00
Computer Software Support	1,944.64	1,944.64	10,000.00	8,055.36
Office/Computer Service	692.88	692.88	2,000.00	1,307.12
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	1,558.84	1,558.84	2,500.00	941.16
Equipment Repair	308.33	308.33	2,000.00	1,691.67
Maint.Repair/Service	3,904.55	3,904.55	15,000.00	11,095.45
Outside Lab Services	845.00	845.00	5,500.00	4,655.00
Total Purchased Prof & Tech Services	43,899.75	43,899.75	56,500.00	12,600.25
Electricity Expense	10,522.16	10,522.16	20,600.00	10,077.84
Heating Fuel Expense	6,998.71	6,998.71	13,000.00	6,001.29
Total Purchased Property Services	17,520.87	17,520.87	33,600.00	16,079.13
For Management Purposes Only				

Sunapee WATER Department
2022 Income Statement
 For the Seven Months Ending July 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Property Insurance	1,200.00	1,200.00	3,045.00	1,845.00
Liability Insurance	500.00	500.00	1,910.00	1,410.00
Vehicle Insurance	446.65	446.65	720.00	273.35
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	200.00	200.00	200.00	0.00
Training/Education	246.00	246.00	1,500.00	1,254.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	122.66	122.66	0.00	(122.66)
Total Other Purchased Services	2,715.31	2,715.31	7,575.00	4,859.69
Office Supplies	147.33	147.33	600.00	452.67
Postage Expense	425.18	425.18	1,000.00	574.82
Billing Expense	129.32	129.32	600.00	470.68
Breakroom Supplies	199.78	199.78	300.00	100.22
OFFICE EQUIPMENT	133.33	133.33	600.00	466.67
Safety Supplies	0.00	0.00	750.00	750.00
Maintenance Supply	7,714.69	7,714.69	6,500.00	(1,214.69)
Distribution Supplies	13,361.88	13,361.88	12,000.00	(1,361.88)
Meter Supplies	3,906.58	3,906.58	15,000.00	11,093.42
Hydrant Replacement	0.00	0.00	4,000.00	4,000.00
Auto Fuel Expense	2,115.52	2,115.52	4,000.00	1,884.48
Building/Custodial Expense	240.00	240.00	500.00	260.00
Uniform Expense	1,016.42	1,016.42	1,500.00	483.58
Lab Supplies	3,132.26	3,132.26	2,250.00	(882.26)
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	3,811.40	3,811.40	6,000.00	2,188.60
Total Supplies	36,333.69	36,333.69	57,100.00	20,766.31
Water Replacement Fund	67,815.00	67,815.00	67,815.00	0.00
Total Replacement Fund	67,815.00	67,815.00	67,815.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 281,674.71	\$ 281,674.71	\$ 451,026.00	169,351.29
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 35,621.30	\$ 35,621.30	\$ 88,844.83	53,223.53
LOAN PAYMENT-LAKE AVE	23,761.91	23,761.91	47,290.18	23,528.27
Total Bond/Interest Payments	59,383.21	59,383.21	136,135.01	76,751.80
20 Article TTHM Remediation	107,919.01	107,919.01	0.00	(107,919.01)
Total Warrant Articles	107,919.01	107,919.01	0.00	(107,919.01)
TOTAL MISC. EXPENDITURES	\$ 167,302.22	\$ 167,302.22	\$ 136,135.01	(31,167.21)
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

For Management Purposes Only



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

Holly Leonard
Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782

August 2, 2022

Subject: Sunapee Water Department; PWS ID# 2271010
Drinking Water State Revolving Loan # 2271010-01
Water Treatment Plant Improvement - UV System Project – Supplemental Loan Agreement

Dear Holly,

This letter is to acknowledge completion of the above referenced project which was financed by a Drinking Water State Revolving Fund Loan (DWSRF). The amount of \$400,000 has been disbursed under the loan. The Town is eligible for \$164,000 in principal forgiveness which will be granted at the first repayment.

The Original Loan Agreement indicated a repayment term of 20 years. The first payment will be due on December 1, 2022 including any accrued construction interest. Enclosed is a disbursement report and amortization schedule with equal payments. If you wish to change either the term of the loan or the schedule to reflect equal principal in each payment please contact us immediately. If acceptable, please print out the attached Supplemental Loan Agreement (SLA), single sided. **Review and sign on page 4 and 7 and mail the original back to me for processing.**

Section XI of the OLA acknowledges that if the Loan Recipient expends more than \$750,000 in federal financial assistance from all sources in any fiscal year, it must perform a Single Audit Act (SAA) audit in accordance with the requirements of the Office of Management and Budget Circular A-133. In that event, the Loan Recipient shall provide the State with a copy of the SAA audit report within nine (9) months of the end of the audit period. If you have any questions, please contact me at 271-7017 or johnna.mckenna@des.nh.gov.

Sincerely,

Johnna McKenna
DWSRF Program Administrator
Drinking Water and Groundwater Bureau

cc: David Bailey, Superintendent, Sunapee Water & Sewer

Enclosures: Supplemental Loan Agreement, Disbursement Report, and Repayment Schedule

New Hampshire Department of Environmental Services

Drinking Water SRF Loan Schedule

Print Date: 8/2/2022
 Loan Disbursed: 400,000
 Interest Rate: 0.0000%
 Administrative Fee: 1.2560%
 Term: 20 Years

Borrower: Sunapee
 Project Number: 2271010-01

Ref Num	Due Date	Date Received	Beginning Balance	Principal Payment	Principal Forgiven	Interest Payment	Interest Rate %	Administrative Fees	Total Payments	Ending Balance
1	12/1/2022		400,000.00	8,422.84	164,000.00	892.37	1.0000	4,223.22	13,538.43	227,577.16
2	12/1/2023		227,577.16	10,680.06	0.00	0.00	0.0000	2,858.37	13,538.43	216,897.10
3	12/1/2024		216,897.10	10,814.20	0.00	0.00	0.0000	2,724.23	13,538.43	206,082.90
4	12/1/2025		206,082.90	10,950.03	0.00	0.00	0.0000	2,588.40	13,538.43	195,132.87
5	12/1/2026		195,132.87	11,087.56	0.00	0.00	0.0000	2,450.87	13,538.43	184,045.31
6	12/1/2027		184,045.31	11,226.82	0.00	0.00	0.0000	2,311.61	13,538.43	172,818.49
7	12/1/2028		172,818.49	11,367.83	0.00	0.00	0.0000	2,170.60	13,538.43	161,450.66
8	12/1/2029		161,450.66	11,510.61	0.00	0.00	0.0000	2,027.82	13,538.43	149,940.05
9	12/1/2030		149,940.05	11,655.18	0.00	0.00	0.0000	1,883.25	13,538.43	138,284.87
10	12/1/2031		138,284.87	11,801.57	0.00	0.00	0.0000	1,736.86	13,538.43	126,483.30
11	12/1/2032		126,483.30	11,949.80	0.00	0.00	0.0000	1,588.63	13,538.43	114,533.50
12	12/1/2033		114,533.50	12,099.89	0.00	0.00	0.0000	1,438.54	13,538.43	102,433.61
13	12/1/2034		102,433.61	12,251.86	0.00	0.00	0.0000	1,286.57	13,538.43	90,181.75
14	12/1/2035		90,181.75	12,405.75	0.00	0.00	0.0000	1,132.68	13,538.43	77,776.00
15	12/1/2036		77,776.00	12,561.56	0.00	0.00	0.0000	976.87	13,538.43	65,214.44
16	12/1/2037		65,214.44	12,719.34	0.00	0.00	0.0000	819.09	13,538.43	52,495.10
17	12/1/2038		52,495.10	12,879.09	0.00	0.00	0.0000	659.34	13,538.43	39,616.01
18	12/1/2039		39,616.01	13,040.85	0.00	0.00	0.0000	497.58	13,538.43	26,575.16
19	12/1/2040		26,575.16	13,204.65	0.00	0.00	0.0000	333.78	13,538.43	13,370.51
20	12/1/2041		13,370.51	13,370.51	0.00	0.00	0.0000	167.93	13,538.44	0.00
				236,000.00	164,000.00	892.37		33,876.24	270,768.61	

SRF Interest Computation from Loan Origination

Sunapee

Loan No. 2271010-01 - based on Actual Disbursements

Water Treatment Plant Improvements - UV System

Interest is charged and paid during construction.
1st

Day of the month interest is calculated:

Construction period interest rate on disbursements: 1.00000%

Disb. Number	Principal Beginning Balance	Principal Disbursed	Date Paid	Interest Rate	Beginning Period	Ending Period	Number of Days	Total Interest Due	Fee Rate	Total Fee Due	Total Interest & Fee Due	Interest Added to Principal	Principal Ending Balance
1	0.00	27,981.17	3/18/2021	1.00000	3/18/2021	12/1/2021	253	196.65	0.00000	0.00	196.65	0.00	27,981.17
2	27,981.17	105,176.90	6/2/2021	1.00000	6/2/2021	12/1/2021	179	522.96	0.00000	0.00	522.96	0.00	133,158.07
3	133,158.07	49,461.94	9/17/2021	1.00000	9/17/2021	12/1/2021	74	101.67	0.00000	0.00	101.67	0.00	182,620.01
4	182,620.01	116,328.80	11/9/2021	1.00000	11/9/2021	12/1/2021	22	71.09	0.00000	0.00	71.09	0.00	298,948.81
Construction Period:		298,948.81						892.37		0.00	892.37	0.00	
1-4	298,948.81	0.00	12/1/2021	0.00000	12/1/2021	12/1/2022	360	0.00	1.25600	3,754.80	3,754.80	0.00	298,948.81
5	298,948.81	14,593.49	4/26/2022	0.00000	4/26/2022	12/1/2022	215	0.00	1.25600	109.47	109.47	0.00	313,542.30
6F	313,542.30	86,457.70	8/2/2022	0.00000	8/2/2022	12/1/2022	119	0.00	1.25600	358.95	358.95	0.00	400,000.00
Loan 1 Period:		101,051.19						0.00		4,223.22	4,223.22	0.00	
Project Totals:		400,000.00						892.37		4,223.22	5,115.59	0.00	

Holly Leonard

From: Daniel Monette <DMonette@fando.com>
Sent: Wednesday, August 10, 2022 1:07 PM
To: Holly Leonard
Cc: Aaron Cartier; David Bailey
Subject: [EXTERNAL]Proposals in more detail

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Holly,

Regarding the Proposals submitted for Design and Permitting for Replacement of Water Mains on High Street and Central Street.

As requested by the Sunapee Water and Sewer Commission we split the overall Central Street/High Street/ Edgemont-Route 103B water main design and permitting project into two smaller projects; Central Street and High Street/Edgemont Street-Route 103B. The Commission asked us to explain why the sum of our fees for the two smaller projects is larger than the fee for the overall project.

The overall project proposal was dated June 21, 2022. The Central Street project proposal was dated July 20, 2022, and the Central Street and High Street/Edgemont Street-Route 103B proposal was also dated July 20, 2022.

The reasons the combined fee for two separate projects is greater than the fee for one overall project are because two separate projects require:

- Survey crew mobilizes to two separate projects rather than one
- Prepare two sets of existing conditions base maps instead of one
- Perform two separate site walks to proof existing conditions plans
- Conduct two separate pre-application meetings with the NHDES Shoreland Department
- Conduct two separate coordination efforts with NHDOT District 2
- Prepare two sets of design drawings (plan, profile, notes, details)
- Prepare two NHDES Shoreland application packages
- Prepare two separate sets of bid drawings and technical specifications
- Prepare two separate Opinions of Probable Cost at Schematic Design and Bid phases

It's typical that there is a significant loss of efficiency when one project is split into two separate ones especially if the projects occur months or years apart. We would be happy to answer any questions.

Also, as a quick update: we have mobilized the survey crew to Lower Main Street and they will likely be there on and off for a few weeks. Dig safe was completed for the directional drilling and lower main street work.

We contacted New London and they don't have any borings or additional Geotech info for Georges Mills. I will still need to conduct test pits at the directional drilling sites. Will need to schedule this with Dave or Highway to be able to use the Town's backhoe. Let me know if this can be done this month.

Best,

Dan



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