



**TOWN OF SUNAPEE**  
***Water and Sewer Commission***

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

Board of Commissioners Meeting  
September 24, 2020, 5:30 p.m.  
Sunapee Town Office Meeting Room

Agenda

1. Call to order
  2. New London/Sunapee Joint Quarterly Meeting  
June 25, 2020 Joint Meeting Minutes  
Wastewater Treatment Highlights  
2020-2021 Flow Ratios and Intertown Billing Rate
  3. Robb Sewer Line
  4. Ultraviolet Water Disinfection Progress
  5. Forms for Approval  
August 27, 2020 Meeting Minutes  
August Sewer Purchase Journal  
August Water Purchase Journal  
Irving 2020-2021 Contract
  6. Water Treatment Highlights
  7. Old & New Business  
2021 Proposed Budgets
  8. Next Monthly Meeting October 29, 2020
  9. Adjourn
- ***Citizen Input: In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at [https://townhallstreams.com/towns/sunapee\\_nh](https://townhallstreams.com/towns/sunapee_nh). If citizens have input for the Water & Sewer Commission please contact Holly Leonard-Office Manager at [holly@town.sunapee.nh.us](mailto:holly@town.sunapee.nh.us) no later than 12:30 pm on the day of the meeting. To be on the agenda via zoom, contact the Office Manager for log in information.***



TOWN OF SUNAPEE  
WATER AND SEWER COMMISSION  
P.O. BOX 347, SUNAPEE, NH 03782-0347  
(603) 763-2115

**New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting  
June 25, 2020  
Sunapee Town Offices Meeting Room**

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

Also present: Holly Leonard, David Bailey, Kimberly Hallquist-New London Town Administrator, New London Selectmen-Janet Kidder and John Cannon.

The Chairman called the meeting to order at 5:35 p.m. stating that “as Chair of the Sunapee Water & Sewer Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is a physical location at 23 Edgemont Road, Meeting Room to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order.

Please note that all votes that are taken during the meeting shall be done by roll call vote. Let’s start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.”

1. January 30, 2020 Joint Meeting Minutes: Douglas G. made a motion to accept the New London/Sunapee joint meeting minutes, seconded by Janet K., after some discussion regarding the centrifuge service contract, Sunapee polled in favor, New London polled in favor, so declared by the Chairman.
2. Wastewater Treatment Highlights: Dave B. reported that there were problems with the concrete chlorine contact tanks integrity which needs addressing. He had presented two quotes for coating the tanks which he read the amounts from and stated that he thinks that this needs to happen this summer. Janet K. questioned if this was something that had been addressed during the Wastewater Treatment Plant Upgrade and she was answered that it was not included in the work done then. Charles H. questioned the quote from including two sides and Dave B. explained that he thinks that they meant 2 tanks as there are two there and one would be emptied to be coated then the other so that at least one remains viable for use during the work. Douglas G. questioned if either quote included any type of warranty and Dave B. responded that he did not know. There was some discussion regarding him needing to find out if either company would warranty the work and that it would make a difference in which quote would be chosen if it turned out that the more expensive one included a warranty while the lower quote did not. Janet K. questioned if this would be part of the normal operating budget and Theodore G. replied that he thinks it should be funded out of the Treatment Plant Replacement Fund. After some discussion regarding warranties and

which what the two quotes entailed being a bit unclear Charles H. made a motion to go with the lower bid but to allocate the full \$36,450 for the project with the funds to come from the Wastewater Treatment Plant Replacement Fund, seconded by Janet K., after much discussion regarding warranties and the wording of the two quotes presented, Sunapee polled in favor of the motion, New London polled in favor, so declared by the Chairman.

Dave B. stated that the phosphorus removal testing is going pretty decently but that the levels being removed are still not in compliance range. He reported that DES officials have secured a month by month extension from EPA of the Administrative Order of Consent, but that he thinks that the test will be ending soon. Dave B. stated that the current proposed solution may be to have a polishing tank where a small amount of poly aluminum chloride can be added to bring the phosphorus numbers down during the summer months when it is historically higher. Dave B. stated that the biological removal of the phosphorus is doing very well overall and that the plant is running well. He stated that grease is continuing to be an issue more so this year than others perhaps due to more cooking being done in homes where there are no grease traps and individuals tend not to properly dispose of grease, fats and oils.

Dave B. reported that the Treatment Plant is going to need a new roof pretty soon and that he will be looking for some quotes on that in the near future. There was some discussion regarding how bad the roof is currently and how long it had been since it was reroofed last. Janet K. questioned the possible need for running new 3 Phase Power lines to Harbor Hill that was mentioned in last month's Commission Meeting Minutes and if this would be something that New London may be financially responsible for, Sunapee responded that it is only a water issue and not a wastewater problem so that it is only Sunapee's possible financial burden.

New London signed out of the meeting at 6:10 p.m.

Submitted by Holly Leonard.

	Townline Total	Sunapee Contribution	Sunapee Plant Total	NL %
Sep-19	6,034,600	1,978,904	8,013,504	75.31%
Oct-19	6,742,500	2,276,316	9,018,816	74.76%
Nov-19	6,656,300	3,097,108	9,753,408	68.25%
Dec-19	9,703,100	1,747,204	11,450,304	84.74%
Jan-20	8,129,200	2,243,920	10,373,120	78.37%
Feb-20	6,294,300	2,201,508	8,495,808	74.09%
Mar-20	9,652,300	2,458,740	12,111,040	79.70%
Apr-20	10,142,400	3,315,968	13,458,368	75.36%
May-20	7,663,500	3,322,292	10,985,792	69.76%
Jun-20	6,465,100	2,222,516	8,687,616	74.42%
Jul-20	6,406,500	3,894,108	10,300,608	62.20%
Aug-20	6,344,300	4,105,556	10,449,856	60.71%

12 Mos                      90,234,100                      32,864,140                      123,098,240                      73.30

8/31/2019                      4,240,250    676710784

8/31/2019                      5,142,591    799809024

90,234,100    123,098,240                      73.30

71.24 Currently Billing At

71.3 Proposed



TOWN OF SUNAPEE  
WATER AND SEWER COMMISSION  
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**Board of Commissioners Meeting  
August 27, 2020  
Sunapee Town Office Meeting Room**

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

Also present: Holly Leonard, David Bailey, John Robb, Thomas Page-Underwood Engineers

The Chairman called the meeting to order at 5:32 p.m. stating that “as Chair of the Sunapee Water & Sewer Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is a physical location at 23 Edgemont Road, Meeting Room to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order.

Please note that all votes that are taken during the meeting shall be done by roll call vote.

Let’s start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.”

1. Robb Sewer Line:

Dave B. introduced that Mr. Robb owns his sewer line along Jobs Creek Road that runs to Woodland Road and that he is proposing that the Town take over the line.

John R. stated that he had put in the sewer line to connect his house to the Town sewer line in 1996 and Tony Bergeron was the road agent at the time and Charlie Hirshberg had been the engineer that designed the line. Mr Robb reported that he has charged several of the neighbors for attaching to his line. Recently one of the remaining two properties that have not tied into the line has sold and he approached the new owners of the property but they do not seem to have any interest in attaching. He stated that the original agreement with the Town was for the Town to take over the line at some point in the future.

Theodore G. mentioned that there may be a few problems with this. Dave B. reported that he did know of a curb stop that had not been operating, at the Segal residence, on that line which he would propose needs to be fixed prior to the Commission taking action on this and that he does not have an as-built plan of the Robb line. He also reported that in recent years a barn was added to the line and that it had used one of two curbs that had been placed on the line for the two other properties that are still not attached to the system. Mr. Robb replied that he had requested that a tee be installed for the purpose of attaching the other remaining property but can not confirm if that has occurred or not.

Theodore G. presented that there are two property owners that have not connected to the line that the Commission will have to enforce the ordinance and make them connect.

Theodore G. would look into the curb that didn’t work and see about the curb that was used to attach the barn and perhaps run it by Town Counsel as these two owners may not

be pleased with having to attach. He stated that he doesn't think that a decision can be made tonight as these questions need to be addressed. There was some discussion regarding how the two remaining homeowners would feel and if they are expecting this to happen. Mr. Robb stated that each of the abutters signed a contract with him saying that they would be responsible for the repair of the curb that is not working. There was some discussion regarding the curb that needs repair.

There was some discussion with Charles H. regarding the installation of the system and what materials may have been used as well as if it was installed as presented on the plan that was presented. Theodore G. suggested that when the curb stop is fixed the material could be confirmed at that time. Douglas G. questioned if a pressure test should be done as well as the line is over 20 years old.

Dave B. will get out there and check into all the questions that have been brought up and get a feel from the two owners that will be forced into connecting to the system, then be ready with answers for the next meeting.

2. Ultraviolet Disinfection Project:

Thomas P. presented that he was just looking over his notes and that the last time he spoke with the Commission was the end of May and there was discussion regarding what happens if the Town comes back into compliance with the DBP's. He stated that after the last round of testing that came back with low numbers and the Town was no longer in violation. Thomas P. reported that DES was prepared to extend the deadlines on the Administrative order by Consent giving Sunapee until August 31 of 2021 to have the Atlantium Ultraviolet system up and running. Thomas P. stated that Underwood will have the design complete and ready to go to DES for approval in December, and that Sunapee had scored high on the list of projects for funding utilizing the State Revolving Fund (SRF) monies. He reported that using these funds will require using Davis Bacon wage rates and other stipulations that will add some cost to the overall project. Theodore G. stated that he felt that the Commission had an ongoing relationship with Underwood and questioned the proposed amendment to the Engineering costs and who was at fault for the original proposal being inadequate for Sunapee's needs. Thomas P. replied that it was Atlantium that gave Underwood the wrong information about their proposed equipment being able to meet the conditions at the Sunapee Water Treatment Facility. He stated that Underwood is prepared to finish the design for Sunapee no matter what but that the changes needed has caused the scope of work to expand so much with the electrical panel problems and the larger equipment needed as well as the need to find a location for the converter were all reasons that Underwood has presented the amendment to the Design Engineering Contract. He stated that these costs could be added to the construction phase if that is how Sunapee would like to approach this. Jimmy W. questioned the total cost for the design and Charles S. questioned how much might be added to the construction end due to the issues. Thomas P. explained that he has spoken with Atlantium and that their proposal should be forthcoming very soon and that this would give a good idea of the total impact to the projected costs of the project. Theodore G. stated that he is fine with this if the rest of the Commission is in agreement that they want to continue with the project and he questioned how long there is to make a decision on the SRF funding. Thomas P. stated that although the SRF funding will add some to the overall cost it has a very low interest rate and that Sunapee should qualify for some forgiveness as the Town is "disadvantaged" according to the State due to being in violation and the high water rates. Thomas P. stated that by the next monthly Commission meeting Underwood will

have a better idea on the costs and that he will check into how much loan forgiveness may be forthcoming.

3. Forms for Approval:

July 30, 2020 Meeting Minutes: Jeffrey R. made a motion to accept the minutes, seconded by Richard C., polled unanimously in favor, so declared by the Chairman.

July Sewer Purchase Journal: Douglas G. made a motion to accept the July Sewer Purchase Journal, seconded by Jimmy W., polled unanimously in favor, so declared by the Chairman.

July Water Purchase Journal: Douglas G. made a motion to accept the July Water Purchase Journal, seconded by Charles H., polled unanimously in the affirmative, so declared by the Chairman.

2021 Grant Acceptance and Certification: Jeffrey R made a motion to accept the water grant and approve the certification as amended to read April 30 instead of March, seconded by Douglas G., polled unanimously in favor, so declared by the Chairman.

4. Wastewater Treatment Highlights: Dave B. reported that the contractor has been doing the sealing of the concrete in the contact tank and that they have been moving along very well with the job expected to be complete tomorrow. Dave B. stated that the State guys have been at the plant every Friday and that the phosphorus numbers are looking good. He stated that there has been some talk about the possibility of needing a polishing tank, and that the experimentation with phosphorus removal has caused the Aluminum levels to go up to perhaps violation mode for the month of August but that those will hopefully get better. He stated that flows are low right now.

Dave B. stated that the second pump is being installed in Pump Station 7 and that the flanges that were sent with it were metric not standard which made for some extra work. He stated that all the wet wells on Lake Avenue and one on Garnet Street had been cleaned out. He reported that there had been quite a lot of grit in them. There was some discussion regarding what may be causing the grit issue.

Dave B. stated that they are pretty much finished with the improvements at Pump Station 3 with the exception of the roof and the paving of the driveway, he stated that when that gets paved the driveway at Pump Station 9 will also get paved. Dave B. reported that they are still waiting for paint to get done at Pump Station 9.

Dave B. presented that he had three quotes for roofing the Wastewater Treatment Plant. He stated that the cheapest one is for \$12,460. Richard C. questioned if that included stripping the old roof. Dave B. stated that it did and read what the quote included.

Douglas G. made a motion to accept the proposal from Jeff Hernandez to do the roofing on the Wastewater Treatment Plant in the amount of \$12,680 if it can be done this year, seconded by Jimmy W., polled unanimously in favor, so declared by the Chairman.

5. Water Treatment Highlights: Dave B. reported that Lead and Copper sampling had been done in Georges Mills and that the numbers came back low, he also stated that Disinfection by products in Sunapee for the third quarter of 2020 ad been low also.

Dave B. stated that the Georges Mills System has been running more often and that there seems to be more water use going on there.

Dave B. reported that the flow meters had been calibrated and that two tanks are now in use at Harbor Hill.

6. Old & New Business:

Douglas G. stated that he had noticed that there had been a Selectman's meeting about a water and sewer extension to the Highway Garage. Dave B. stated that he has met in the past with Scott Hazeltine about this and that the plan is to continue with the 8" water line from the Library for the water there and that there is the intention of doing a gravity line for the sewer. Jimmy W. questioned the timeline for the project. Dave B. responded that it is currently just in the planning stages.

Charles H. questioned how the possible increase in the population due to the Covid-19 might affect the budgets due to the higher usage. Dave B. responded that he does not think any extra costs will be excessive. Holly L. feels as if the budgets will see little impact from any increase.

Wayne S. was invited to try being a Commissioner if he is interested in filling the empty position. Dave B. invited Wayne S. to tour the systems and told him about things that he may be interested in within the Water & Sewer Departments. Wayne S. will let Dave B. know if he is willing to fill the position.

The next meeting is scheduled for September 24, 2020.

7:01 p.m. Douglas G. made a motion to adjourn, seconded by Richard C., polled unanimously in the affirmative, so declared by the Chairman.



**Sunapee SEWER Department**  
**Purchase Journal**  
**For the Period From Aug 1, 2020 to Aug 31, 2020**

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
8/4/20	56200C Safety Supplies	14740		148.87	
	56200P Safety Supplies			148.87	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		297.74
8/4/20	53090P Outside Lab Services	213974		17.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		17.50
8/4/20	56270P Lab Supplies	302843		272.74	
	202000 Accounts Payable		USA BLUEBOOK		272.74
8/4/20	56270P Lab Supplies	306138		839.34	
	202000 Accounts Payable		USA BLUEBOOK		839.34
8/4/20	56230C Pump Station Maint. Supply	5015311		40.19	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		40.19
8/5/20	56210P Maintenance Supply	1091237		24.19	
	202000 Accounts Payable		BELLETETTES		24.19
8/5/20	56230C Pump Station Maint. Supply	1101813		13.64	
	202000 Accounts Payable		BELLETETTES		13.64
8/5/20	56210P Maintenance Supply	26992		314.19	
	202000 Accounts Payable		THE MAHER CORPORATION		314.19
8/5/20	56230C Pump Station Maint. Supply	309790		11.64	
	202000 Accounts Payable		USA BLUEBOOK		11.64
8/5/20	56230C Pump Station Maint. Supply	310602		76.44	
	202000 Accounts Payable		USA BLUEBOOK		76.44
8/5/20	56230C Pump Station Maint. Supply	3218132.002		48.62	
	202000 Accounts Payable		ROCKINGHAM ELECTRIC		48.62
8/5/20	56240P Auto Fuel Expense	66830152		14.00	
	202000 Accounts Payable		WEX BANK		14.00
8/5/20	53050C Auto Repair/Service	805573		28.86	
	202000 Accounts Payable		SANEL NAPA		28.86
8/5/20	53050C Auto Repair/Service	805622		51.47	
	202000 Accounts Payable		SANEL NAPA		51.47
8/6/20	53094P BIOS HANDLING	00010434		2,211.93	
	202000 Accounts Payable		Town of Merrimack		2,211.93
8/6/20	53030P Telephone	7-20		192.47	
	53030C Telephone			100.11	
	53031C Alarms			417.91	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		710.49
8/7/20	53070P Maintenance Service	service 2020		400.00	

**Sunapee SEWER Department**  
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	53072C Pump Station Maint. Service 202000 Accounts Payable			4,740.00	
			YANKEE GENERATOR, INC.		5,140.00
8/17/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4507477		41.44	
				25.30	
			UNIFIRST	48.17	114.91
8/17/20	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	035 4509404		47.96	
				26.31	
			UNIFIRST	48.17	122.44
8/17/20	56230C Pump Station Maint. Supply 202000 Accounts Payable	1108312		1.68	
			BELLETTETTES		1.68
8/17/20	56290P Chemical Expense 202000 Accounts Payable	11144		3,673.06	
			CLEAN WATERS, INC.		3,673.06
8/17/20	53090P Outside Lab Services 202000 Accounts Payable	120080505		30.00	
			NELSON ANALYTICAL LAB		30.00
8/17/20	56270P Lab Supplies 202000 Accounts Payable	12074480		173.78	
			HACH COMPANY		173.78
8/17/20	53090P Outside Lab Services 202000 Accounts Payable	214285		84.00	
			EASTERN ANALYTICAL, INC.		84.00
8/17/20	53090P Outside Lab Services 202000 Accounts Payable	214647		17.50	
			EASTERN ANALYTICAL, INC.		17.50
8/17/20	56210P Maintenance Supply 202000 Accounts Payable	26937		74.00	
			THE MAHER CORPORATION		74.00
8/17/20	56200P Safety Supplies 202000 Accounts Payable	317026		105.96	
			USA BLUEBOOK		105.96
8/17/20	56210P Maintenance Supply 202000 Accounts Payable	321268		8.24	
			USA BLUEBOOK		8.24
8/17/20	56270P Lab Supplies 202000 Accounts Payable	381952		173.00	
			NSI Solutions, Inc.		173.00
8/17/20	56210P Maintenance Supply 202000 Accounts Payable	45723930		79.99	
			BLUETARP FINACIAL		79.99
8/17/20	56210P Maintenance Supply 202000 Accounts Payable	806061		5.49	
			SANEL NAPA		5.49
8/17/20	53030P Telephone 53030C Telephone 202000	9860282735		94.15	
				94.15	
			VERIZON WIRELESS		188.30

**Sunapee SEWER Department**  
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	Accounts Payable				
8/19/20	54100C Electricity Expense	8/2020		1,605.95	
	54100P Electricity Expense			5,101.23	
	202000 Accounts Payable		EVERSOURCE		6,707.18
8/20/20	56260P Uniform Expense	035 4511345		47.96	
	56260C Uniform Expense			26.31	
	56250P Building/Custodial Expense			48.17	
	202000 Accounts Payable		UNIFIRST		122.44
8/20/20	56290P Chemical Expense	094592		1,342.55	
	202000 Accounts Payable		ARIES CHEMICAL, INC		1,342.55
8/20/20	53031C Alarms	1043818		347.40	
	202000 Accounts Payable		MISSION COMMUNICATIONS, LLC		347.40
8/20/20	56230C Pump Station Maint, Supply	1137954		14.25	
	202000 Accounts Payable		BELLETTETTES		14.25
8/20/20	56230C Pump Station Maint, Supply	1138028		10.68	
	202000 Accounts Payable		BELLETTETTES		10.68
8/20/20	56270P Lab Supplies	12070544		206.32	
	202000 Accounts Payable		HACH COMPANY		206.32
8/20/20	56270P Lab Supplies	324792		1,031.25	
	202000 Accounts Payable		USA BLUEBOOK		1,031.25
8/20/20	56210P Maintenance Supply	807537		24.99	
	202000 Accounts Payable		SANEL NAPA		24.99
8/20/20	57300P 16 Article Phragmites	PI-A00459345		2,450.00	
	202000 Accounts Payable		SOLITUDE LAKE MANAGEMENT		2,450.00
8/26/20	56140P Breakroom Supplies	17720654 081820		84.13	
	202000 Accounts Payable		CRYSTAL ROCK LLC		84.13
8/26/20	53090P Outside Lab Services	215024		84.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		84.00
8/27/20	53070P Maintenance Service	026112		597.50	
	202000 Accounts Payable		A/D INSTRUMENT REPAIR, INC.		597.50
8/27/20	53072C Pump Station Maint, Service	026118		985.13	
	202000 Accounts Payable		A/D INSTRUMENT REPAIR, INC.		985.13
8/27/20	56210P Maintenance Supply	1142544		24.55	
	202000 Accounts Payable		BELLETTETTES		24.55
8/27/20	53094P BIOS HANDLING	1142549		35.64	
	202000 Accounts Payable		BELLETTETTES		35.64

**Sunapee SEWER Department**  
**Purchase Journal**  
**For the Period From Aug 1, 2020 to Aug 31, 2020**

Filter Criteria includes: 1) Includes Drop Shipments, Report order is by Date, Report is printed in Detail Format.

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
8/27/20	56210P Maintenance Supply 202000 Accounts Payable	12078784	HACH COMPANY	4,028.04	4,028.04
8/27/20	56230C Pump Station Maint, Supply 202000 Accounts Payable	20-1268	ATLANTIC FLUID TECHNOLOGY, INC	8,084.07	8,084.07
8/27/20	56290P Chemical Expense 202000 Accounts Payable	290199680	HARCROS CHEMICALS INC.	1,705.75	1,705.75
8/27/20	53072C Pump Station Maint, Service 202000 Accounts Payable	3958	YANKEE GENERATOR, INC.	360.27	360.27
8/27/20	56210P Maintenance Supply 202000 Accounts Payable	NP2990762-01	LAVALLEY BUILDING SUPPLY	45.54	45.54
8/27/20	56230C Pump Station Maint, Supply 202000 Accounts Payable	NP2990994	LAVALLEY BUILDING SUPPLY	4.97	4.97
8/27/20	56230C Pump Station Maint, Supply 202000 Accounts Payable	NP2991080-01	LAVALLEY BUILDING SUPPLY	0.98	0.98
8/27/20	56210P Maintenance Supply 202000 Accounts Payable	NP2993427-01	LAVALLEY BUILDING SUPPLY	33.59	33.59
8/27/20	56210P Maintenance Supply 202000 Accounts Payable	NP2995318-01	LAVALLEY BUILDING SUPPLY	21.55	21.55
8/27/20	56210P Maintenance Supply 202000 Accounts Payable	NP2995337-01	LAVALLEY BUILDING SUPPLY	13.29	13.29
8/27/20	56230C Pump Station Maint, Supply 202000 Accounts Payable	NP2997759-01	LAVALLEY BUILDING SUPPLY	22.61	22.61
8/27/20	56210P Maintenance Supply 202000 Accounts Payable	NP2999552-01	LAVALLEY BUILDING SUPPLY	26.58	26.58
				<b>43,380.58</b>	<b>43,380.58</b>

**Sunapee WATER Department**  
**Purchase Journal**  
 For the Period From Aug 1, 2020 to Aug 31, 2020

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
8/4/20	562000 Safety Supplies 202000 Accounts Payable	14740	HOME DEPOT	148.87	148.87
8/4/20	530900 Outside Lab Services 202000 Accounts Payable	213849	EASTERN ANALYTICAL, INC	309.00	309.00
8/4/20	530900 Outside Lab Services 202000 Accounts Payable	213852	EASTERN ANALYTICAL, INC	75.00	75.00
8/4/20	530900 Outside Lab Services 202000 Accounts Payable	213959	EASTERN ANALYTICAL, INC	30.00	30.00
8/4/20	562700 Lab Supplies 202000 Accounts Payable	302843	USA BLUEBOOK	589.30	589.30
8/6/20	530700 Maint.Repair/Service 202000 Accounts Payable	2020 serv	YANKEE GENERATOR, INC.	730.00	730.00
8/6/20	530300 Telephone 530310 Alarms 202000 Accounts Payable	7-20	CONSOOLIDATED COMMUNICATIONS	161.12 84.00	245.12
8/6/20	530500 Auto Repair/Service 202000 Accounts Payable	805573	SANEL NAPA	28.86	28.86
8/6/20	530500 Auto Repair/Service 202000 Accounts Payable	805622	SANEL NAPA	51.47	51.47
8/17/20	562600 Uniform Expense 202000 Accounts Payable	035 4507477	UNIFIRST	25.03	25.03
8/17/20	562600 Uniform Expense 202000 Accounts Payable	035 4509404	UNIFIRST	25.03	25.03
8/17/20	530900 Outside Lab Services 202000 Accounts Payable	120080506	NELSON ANALYTICAL LAB	195.00	195.00
8/17/20	530900 Outside Lab Services 202000 Accounts Payable	214283	EASTERN ANALYTICAL, INC	30.00	30.00
8/17/20	530900 Outside Lab Services 202000 Accounts Payable	214648	EASTERN ANALYTICAL, INC	30.00	30.00
8/17/20	530300 Telephone 202000 Accounts Payable	9860282735	VERIZON WIRELESS	94.15	94.15
8/19/20	541000 Electricity Expense 202000 Accounts Payable	8/2020	EVERSOURCE	1,553.35	1,553.35
8/20/20	562600 Uniform Expense 202000 Accounts Payable	035 4511345	UNIFIRST	25.03	25.03
8/26/20	530900	214830		170.00	

**Sunapee WATER Department**  
**Purchase Journal**  
**For the Period From Aug 1, 2020 to Aug 31, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
	Outside Lab Services 202000 Accounts Payable		EASTERN ANALYTICAL, INC		170.00
8/26/20	562900 Chemical Expense 202000 Accounts Payable	290199681		252.75	
			HARCROS		252.75
8/27/20	530700 Maint.Repair/Service 202000 Accounts Payable	026083		3,260.06	
			A/D INSTRUMENT REPAIR		3,260.06
8/27/20	530700 Maint.Repair/Service 202000 Accounts Payable	026113		786.50	
			A/D INSTRUMENT REPAIR		786.50
				<b>8,654.52</b>	<b>8,654.52</b>

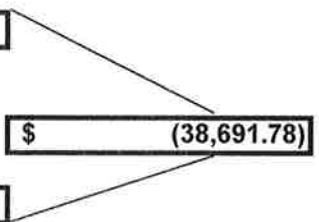
Water Department  
2021 Draft Budget  
Summary

Approved	2020	Water
Wages		\$ 134,745.00
Payroll Expenses		\$ 70,450.00
Purchased Prof. & Tech Services		\$ 52,900.00
Purchased Property Services		\$ 27,815.00
Other Purchased Services		\$ 7,675.00
Supplies		\$ 120,182.00
	<b>Total O &amp; M</b>	<b>413,767.00</b>
Bond Debt		
Lake Ave Sunapee Loan		49,642.06
1997 Water Treatment Bond		89,310.94
	<b>Total Bond</b>	<b>138,953.00</b>
<b>2020 O &amp; M AND BOND TOTAL</b>		<b>\$ 552,720.00</b>

Proposed	2021	Water	% Increase from 20
Wages		\$ 139,785.00	4%
Payroll Expenses		\$ 75,835.00	8%
Purchased Prof. & Tech Services		\$ 55,700.00	5%
Purchased Property Services		\$ 27,815.00	0%
Other Purchased Services		\$ 7,675.00	0%
Supplies		\$ 123,995.00	3.17%
	<b>Total O &amp; M</b>	<b>430,805.00</b>	
	<b>O &amp; M % of increa</b>	<b>4.12%</b>	
Bond Debt			
Lake Ave Sunapee Loan		48,760.18	-2%
1997 Water Treatment Bond		88,844.83	-1%
	<b>Total Bond</b>	<b>137,605.01</b>	
<b>2021 O &amp; M AND BOND TOTAL</b>		<b>\$ 568,410.01</b>	

<b>Anticipated Revenue 2021</b>		
based on 2019 Warrant	Water Rents	\$ 373,455.66
	Bond Fees	\$ 139,440.60
1072 Equivalent Users	2020 State Grant	\$ 16,821.97
	<b>Total Water</b>	<b>\$ 529,718.23</b>

Balance 9/17/20	
General	\$ 230,462.00   \$ -
Cap Imp	\$ 50,526.00
Replacement	\$ 308,085.00
Cap Imp Captial Reserve	\$ 100,000.00
	<u>\$ 689,073.00</u>



WATER TREATMENT  
2021 DRAFT BUDGET

As of 9/17/2020

BUDGET ITEM	APPROVED 2020	EXPENDED 9/17/2020	% USED	PROPOSED 2020	% CHANGE
<b><u>WAGES</u></b>					
Superintendent	23,185.00	14,853.13	64%	24,075.00	4%
Full Time Labor	81,310.00	49,312.59	61%	84,085.00	3%
Admin. Labor	20,050.00	12,796.92	64%	20,625.00	3%
Overtime Pay	9,200.00	7,250.23	79%	10,000.00	9%
Commissioner Pay	1,000.00	753.56	75%	1,000.00	0%
<b>TOTAL</b>	<b>134,745.00</b>	<b>84,966.43</b>	<b>63%</b>	<b>139,785.00</b>	<b>4%</b>
<b><u>PAYROLL EXPENSES</u></b>					
Unused sick	3,000.00		0%	3,000.00	0%
Life/disability	2,240.00	1,323.46	59%	2,315.00	3%
FICA/Medicare	9,450.00	6,235.56	66%	9,700.00	3%
Health & Dental Ins.	39,500.00	26,360.43	67%	42,195.00	7%
Retirement	14,260.00	9,109.30	64%	16,625.00	17%
Unemployment	200.00		0%	200.00	0%
Worker's Comp	1,800.00		0%	1,800.00	0%
<b>TOTAL</b>	<b>70,450.00</b>	<b>43,028.75</b>	<b>61%</b>	<b>75,835.00</b>	<b>8%</b>
<b><u>PURCHASED PROF &amp; TECH SERVICES</u></b>					
Audit	1,000.00		0%	1,000.00	0%
Legal/Engineering	10,000.00	8,247.70	82%	10,000.00	0%
Telephone	3,500.00	2,115.31	60%	3,500.00	0%
Alarms	1,500.00	612.00	41%	1,500.00	0%
Computer Software Support	2,200.00	1,580.00	72%	3,200.00	45%
Office/Computer service	200.00	1,142.46	571%	2,000.00	900%
Office Rent	2,500.00		0%	2,500.00	0%
Auto repair/service	2,500.00	520.78	21%	2,500.00	0%
Equipment repair	2,000.00	455.83	23%	2,000.00	0%
Maint. Repair/Service	20,000.00	8,464.90	42%	20,000.00	0%
Lab services	1,000.00		0%	1,000.00	0%
Outside lab services	6,500.00	3,037.00	47%	6,500.00	0%
<b>TOTAL</b>	<b>52,900.00</b>	<b>26,175.98</b>	<b>49%</b>	<b>55,700.00</b>	<b>5%</b>
<b><u>PURCHASED PROPERTY SERVICES</u></b>					
Electricity	18,515.00	12,606.69	68%	18,515.00	0%
Heating Fuel	9,300.00	3,955.79	43%	9,300.00	0%
<b>TOTAL</b>	<b>27,815.00</b>	<b>16,562.48</b>	<b>60%</b>	<b>27,815.00</b>	<b>0%</b>
<b><u>OTHER PURCHASED SERVICES</u></b>					
Property Insurance	3,045.00		0%	3,045.00	0%
Liability Insurance	1,910.00		0%	1,910.00	0%
Vehicle Insurance	720.00		0%	720.00	0%
Travel	150.00		0%	150.00	0%
Dues & Publications	200.00		0%	200.00	0%
Training/Education	1,200.00	209.99	17%	1,200.00	0%
Employee Testing	50.00		0%	50.00	0%
Advertising	400.00		0%	400.00	0%
<b>TOTAL</b>	<b>7,675.00</b>	<b>209.99</b>	<b>3%</b>	<b>7,675.00</b>	<b>0%</b>
<b><u>SUPPLIES</u></b>					
Office supplies	600.00	318.64	53%	600.00	0%
Postage	1,000.00	64.10	6%	1,000.00	0%
Billing Expense	600.00	107.95	18%	600.00	0%



WATER TREATMENT  
2021 DRAFT BUDGET

As of 9/17/2020

BUDGET ITEM	APPROVED 2020	EXPENDED 9/17/2020	% USED	PROPOSED 2020	% CHANGE
Office Equipment	480.00	580.66	121%	600.00	25%
Breakroom Supplies	300.00	90.92	30%	300.00	0%
Safety Supplies	750.00	148.87	20%	750.00	0%
Maint. supplies	10,000.00	991.31	10%	10,000.00	0%
Distribution Supplies	14,000.00	7,917.59	57%	14,000.00	0%
Meter Supplies	10,000.00	7,693.80	77%	10,000.00	0%
Hydrant Repair/Replace	2,000.00	45.00	2%	2,000.00	0%
Auto fuel	5,000.00	1,848.55	37%	5,000.00	0%
Building/Custodial expense	500.00	211.00	42%	500.00	0%
Uniforms	1,500.00	1,252.87	84%	2,055.00	37%
Lab supplies	2,250.00	589.30	26%	2,250.00	0%
Lab equipment	1,500.00		0%	1,500.00	0%
Chemicals	7,000.00	4,317.80	62%	7,000.00	0%
Water Replacement Fund	62,702.00	62,702.00	100%	65,840.00	5%
<b>TOTAL</b>	<b>120,182.00</b>	<b>88,880.36</b>	<b>74%</b>	<b>123,995.00</b>	<b>3.2%</b>
<b>SUBTOTAL</b>	<b>\$ 413,767.00</b>	<b>\$ 259,823.99</b>	<b>63%</b>	<b>\$ 430,805.00</b>	<b>4.1%</b>
<b>TOTAL APPROVED BUDGET FOR 2020</b>	<b>\$ 413,767.00</b>	<b>\$ 259,823.99</b>	<b>63%</b>	<b>\$ 430,805.00</b>	<b>4.1%</b>
				<b>PROPOSED FOR 2019</b>	
				<b>\$ -</b>	
<b>TTHM Remediation Article</b>	<b>\$ 400,000.00</b>	<b>\$ 26,815.42</b>		<b>\$ 400,000.00</b>	
<b>BOND PAYMENTS</b>		<b>2020</b>			
Lake Avenue Loan Payment	\$ 49,642.06	\$ 24,935.05		\$ 48,760.18	
Treatment Bond Payment	\$ 89,310.94	\$ 89,310.94		\$ 88,844.83	-0.5%
	<b>\$ 138,953.00</b>	<b>\$ 114,245.99</b>		<b>\$ 137,605.01</b>	<b>-1.0%</b>
				<b>PROPOSED FOR 2021</b>	

ANTICIPATED INCOME FOR 2021

Rents *	\$ 373,455.66
Bond Fees	\$ 139,440.60
Bond Grant	\$ 16,561.92
<b>TOTAL ANTICIPATED RECEIPTS:</b>	<b>\$ 529,458.18</b>

APPROXIMATE EQUIVALENT USERS:

1072

ANTICIPATED 2021 ANNUAL WATER

WATER BOND FEE:	\$ 135.00
USAGE FEE (excluding overag	\$ 270.00

\*Based on 2020 Rent Warrant





SEWER TREATMENT PLANT  
2019 DRAFT BUDGET

As of 9/17/2020

BUDGET ITEM	APPROVED 2020	EXPENDED 9/17/2020	% USED	PROPOSED 2021	% Increase
<u>WAGES</u>					
Superintendent	46,400.00	29,750.00	64%	48,145.00	4%
Full Time Labor	148,200.00	86,519.24	58%	152,650.00	3%
Admin. Labor	19,500.00	12,787.32	66%	20,015.00	3%
Overtime Pay	7,600.00	6,332.55	83%	8,000.00	5%
Commissioner Pay	1,000.00	753.56	75%	1,000.00	0%
<b>TOTAL</b>	<b>222,700.00</b>	<b>136,142.67</b>	<b>61%</b>	<b>229,810.00</b>	<b>3%</b>
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00		0%	3,000.00	0%
Life/disability	3,805.00	2,168.22	57%	3,920.00	3%
FICA/Medicare	16,700.00	8,630.17	52%	17,200.00	3%
Health & Dental Ins.	71,350.00	43,663.98	61%	73,850.00	4%
Retirement	24,585.00	14,978.47	61%	28,195.00	15%
Unemployment	220.00		0%	220.00	0%
Worker's Comp	2,940.00		0%	3,018.00	3%
<b>TOTAL</b>	<b>122,600.00</b>	<b>69,440.84</b>	<b>57%</b>	<b>129,403.00</b>	<b>6%</b>
<u>PURCHASED PROF. &amp; TECH. SERVICES</u>					
Audit	1,500.00		0%	1,500.00	0%
Legal/Engineering	5,000.00	1,245.97	25%	5,000.00	0%
Joint Sewer Main			#DIV/0!		#DIV/0!
Telephone	4,000.00	2,506.56	63%	4,000.00	0%
Computer Software support	615.00	441.48	72%	615.00	0%
Office/Computer Services	650.00	1,736.49	267%	2,500.00	285%
Office rent	2,500.00		0%	2,500.00	0%
Auto Repair Parts	1,500.00	94.36	6%	1,500.00	0%
Maintenance services	22,000.00	23,334.09	106%	22,000.00	0%
Outside lab service	18,000.00	5,767.63	32%	18,000.00	0%
BOIS Handling	50,000.00	31,882.78	64%	54,000.00	8%
BOIS Lab	1,200.00	1,525.00	127%	1,200.00	0%
<b>TOTAL</b>	<b>106,965.00</b>	<b>68,534.36</b>	<b>64%</b>	<b>112,815.00</b>	<b>5%</b>
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	63,500.00	40,964.55	65%	63,500.00	0%
Heating Fuel	8,500.00	1,985.91	23%	8,500.00	0%
<b>TOTAL</b>	<b>72,000.00</b>	<b>42,950.46</b>	<b>60%</b>	<b>72,000.00</b>	<b>0%</b>
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	4,500.00		0%	4,500.00	0%
Liability Insurance	2,510.00		0%	2,510.00	0%
Vehicle Insurance	300.00		0%	300.00	0%
Travel	150.00		0%	150.00	0%
Dues & Publications	150.00		0%	150.00	0%
Training/Education	900.00	449.99	50%	900.00	0%
Employee Testing	50.00	8.00	16%	50.00	0%
Advertising	300.00		0%	300.00	0%
<b>TOTAL</b>	<b>8,860.00</b>	<b>457.99</b>	<b>5%</b>	<b>8,860.00</b>	<b>0%</b>
<u>SUPPLIES</u>					
Office supplies	650.00	488.02	75%	910.00	40%
Office Equipment	380.00	581.66	153%	600.00	58%
Postage	495.00	64.08	13%	495.00	0%

SEWER TREATMENT PLANT  
2019 DRAFT BUDGET

As of 9/17/2020

BUDGET ITEM	APPROVED 2020	EXPENDED 9/17/2020	% USED	PROPOSED 2021	% Increase
Breakroom Supplies	300.00	276.40	92%	300.00	0%
Safety Supplies	2,500.00	1,326.93	53%	2,500.00	0%
Maint supply	15,000.00	23,906.45	159%	15,000.00	0%
Auto fuel	2,850.00	2,232.33	78%	2,850.00	0%
Building/Custodial	2,200.00	2,068.92	94%	3,100.00	41%
Uniforms	2,700.00	2,232.33	83%	3,350.00	24%
Lab supply	19,800.00	15,264.00	77%	22,700.00	15%
Lab Equipment	8,800.00	6,841.86	78%	8,800.00	0%
Chemicals	75,000.00	45,400.36	61%	75,000.00	0%
Replacement Fund	51,725.00	51,725.00	100%	53,277.00	3%
<b>TOTAL</b>	<b>182,400.00</b>	<b>152,408.34</b>	<b>84%</b>	<b>188,882.00</b>	<b>4%</b>
-					
TOTAL APPROVED BUDGET FOR 2020	\$ 715,525.00	\$ 469,934.66	66%	\$ 741,770.00	3.67%
Contact Tank Coating Replace	\$ 31,540.00	\$ 31,540.00			
2020 Asset Mngmt Plan	\$ 15,000.00				
				\$ -	
2016 Article 20 Phragmites	38,330.00	2,750.00	7%		
				\$ 741,770.00	

SEWER COLLECTION SYSTEM  
2020  
DRAFT BUDGET

As of 9/17/2020

BUDGET ITEM	APPROVED 2020	EXPENDED AS OF 9/17/20	% USED	Proposed 2021	% INCREASE
<u>WAGES</u>					
Superintendent	23,185.00	14,986.88	65%	24,075.00	4%
Full Time Labor	52,500.00	25,632.55	49%	54,075.00	3%
Admin. Labor	19,500.00	12,787.32	66%	20,015.00	3%
Overtime Pay	5,000.00	2,008.59	40%	5,000.00	0%
Commissioner Pay	1,000.00	753.55	75%	1,000.00	0%
<b>TOTAL</b>	<b>101,185.00</b>	<b>56,168.89</b>	<b>56%</b>	<b>104,165.00</b>	<b>3%</b>
<u>PAYROLL EXPENSES</u>					
Unused sick	2,250.00		0%	2,250.00	0%
Life/disability	1,850.00	922.17	50%	1,905.00	3%
FICA/medicare	7,565.00	3,450.23	46%	7,790.00	3%
Health insurance	38,765.00	17,742.96	46%	40,078.00	3%
Retirement	12,140.00	6,225.44	51%	12,505.00	3%
Unemployment	110.00		0%	110.00	0%
Worker's comp.	1,470.00		0%	1,510.00	3%
<b>TOTAL</b>	<b>64,150.00</b>	<b>28,340.80</b>	<b>44%</b>	<b>66,148.00</b>	<b>3%</b>
<u>PURCHASED PROF &amp; TECH SERVICES</u>					
Auditing	1,000.00		0%	1,000.00	0%
Legal/Engineering	3,000.00	2,549.95	85%	3,000.00	0%
Telephone	2,350.00	1,643.32	70%	2,350.00	0%
Alarms	5,000.00	3,906.75	78%	5,000.00	0%
Computer Software support	450.00	1,241.47	276%	1,300.00	189%
Office/Computer Services	650.00	1,005.26	155%	1,500.00	131%
Office Rent	2,500.00		0%	2,500.00	0%
Auto repair/service	3,000.00	682.14	23%	3,000.00	0%
Sewer Line Maint. Services	4,000.00		0%	4,000.00	0%
Pump Stn. Maint. Services	17,000.00	7,053.40	41%	17,000.00	0%
Manhole Repairs/Maint.	17,000.00	5,446.44	32%	17,000.00	0%
<b>TOTAL</b>	<b>55,950.00</b>	<b>23,528.73</b>	<b>42%</b>	<b>57,650.00</b>	<b>3%</b>
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	24,410.00	15,992.45	66%	24,410.00	0%
Heating Fuel	10,300.00	3,444.40	33%	10,300.00	0%
<b>TOTAL</b>	<b>34,710.00</b>	<b>19,436.85</b>	<b>56%</b>	<b>34,710.00</b>	<b>0%</b>
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	1,555.00		0%	1,555.00	0%
Liability Insurance	2,410.00		0%	2,410.00	0%
Vehicle Insurance	1,035.00		0%	1,035.00	0%
Travel	75.00		0%	75.00	0%
Dues & Publications	75.00		0%	75.00	0%
Training/education	250.00	84.99	34%	250.00	0%
Employee Testing	75.00		0%	75.00	0%
Advertising	200.00		0%	200.00	0%
<b>TOTAL</b>	<b>5,675.00</b>	<b>84.99</b>	<b>1%</b>	<b>5,675.00</b>	<b>0%</b>

SEWER COLLECTION SYSTEM  
2020  
DRAFT BUDGET

As of 9/17/2020

BUDGET ITEM	APPROVED 2020	EXPENDED AS OF 9/17/20	% USED	Proposed 2021	% INCREASE
<u>SUPPLIES</u>					
Office supplies	500.00	375.87	75%	700.00	40%
Office Equipment	280.00	616.45	220%	700.00	150%
Postage	900.00	64.08	7%	900.00	0%
Billing	400.00	107.95	27%	400.00	0%
Breakroom Supplies	250.00	51.26	21%	250.00	0%
Safety Supplies	2,000.00	1,561.12	78%	2,000.00	0%
Sewer Line Maint Supply	4,000.00	107.33	3%	4,000.00	0%
Pump Strn. Maint. Supply	8,000.00	20,230.88	253%	10,000.00	25%
Auto fuel	5,000.00	1,664.33	33%	5,000.00	0%
Uniforms	1,750.00	1,387.20	79%	2,300.00	31%
Coll. Replacement Fund	25,235.00	25,235.00	100%	25,992.00	3%
<b>TOTAL</b>	<b>48,315.00</b>	<b>51,401.47</b>	<b>106%</b>	<b>52,242.00</b>	<b>8%</b>
<b>TOTAL APPROVED BUDGET</b>					
2020	\$ 309,985.00	\$ 178,961.73	58%	\$ 320,590.00	3.42%
				<b>PROPOSED FOR 2020</b>	
		Unspent			
		\$ 34,688.45			
2020 Asset Mgmt Plan	\$ 15,000.00	\$ 779.58		\$ 15,000.00	
19 Pump Station Up Warrar	\$ 370,000.00	\$ 344,000.00			
Perkins Pond Payment	\$ 46,045.50	\$ 46,045.85		\$ 45,312.50	0.00%
				\$	-

ANTICIPATED 2019 INCOME:

Sewer Coll. Fees:*	\$ 267,132.00
Perkins Pond Bond Fees	\$ 47,705.48
\$463.16 ea 103 users	
Perkins Pond Grant	\$ 9,722.50
	<u>\$ 324,559.98</u>

\*Based on 2020 Rent Warrant

APPROXIMATE EQUIVALENT USERS:

	1453
ANTICIPATED 2021 ANNUAL COLLECTION	
FEE:	\$ 200.70
TOTAL PLANT AND COLLECTION:	\$ 360.00