



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
September 28, 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
Proposed 2024 Budget
2023-2024 Billing Percentage
3. Forms for approval
August 24, 2023 Meeting Minutes
August Sewer Purchase Journal
August Water Purchase Journal
August Income Statements
4. Water Treatment Highlights
5. Old & New Business
Fuss & O'Neill Invoices
Proposed 2024 Budgets
6. Next Monthly Meeting October 19, 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 effect 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.

SEWER TREATMENT PLANT
2024 DRAFT BUDGET

BUDGET ITEM	APPROVED 2023	EXPENDED 9/21/2023	% USED	PROPOSED 2024	% Increase
<u>WAGES</u>					
Full Time Labor	267,600.00	145,049.65	54%	272,830.00	2%
Overtime Pay	10,800.00	7,421.42	69%	10,800.00	0%
Commissioner Pay	1,000.00	900.00	90%	1,000.00	0%
TOTAL	279,400.00	153,371.07	55%	284,630.00	2%
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00	-	0%	3,000.00	0%
Life/disability	4,820.00	2,668.49	55%	5,000.00	4%
FICA/Medicare	20,405.00	11,621.36	57%	21,000.00	3%
Health & Dental Ins.	92,575.00	44,553.06	48%	92,575.00	0%
Retirement	38,800.00	21,358.39	55%	40,000.00	3%
Unemployment	220.00	-	0%	-	-100%
Unemp & Worker's Comp	3,730.00	3,048.39	82%	3,950.00	6%
TOTAL	163,550.00	83,249.69	51%	165,525.00	1%
<u>PURCHASED PROF. & TECH. SERVICES</u>					
Audit	1,500.00	-	0%	1,500.00	0%
Legal/Engineering	5,000.00	843.75	17%	5,000.00	0%
Joint Sewer Main					
Telephone	4,000.00	2,587.15	65%	4,000.00	0%
Comp Support & Services	615.00	736.00	120%	3,615.00	488%
Office/Computer Services	3,000.00	2,380.97	79%	-	-100%
Office rent	2,500.00	-	0%	2,500.00	0%
Auto & Equip Repair	2,000.00	6,883.88	344%	3,000.00	50%
Maintenance services	22,000.00	13,424.17	61%	22,000.00	0%
Outside lab service	15,000.00	9,472.32	63%	15,000.00	0%
BOIS Handling	64,000.00	32,375.76	51%	55,200.00	-14%
BOIS Lab	1,200.00	-	0%	-	-100%
TOTAL	120,815.00	68,704.00	57%	111,815.00	-7%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	63,500.00	41,861.06	66%	88,000.00	39%
Heating Fuel	12,750.00	4,008.98	31%	12,750.00	0%
TOTAL	76,250.00	45,870.04	60%	100,750.00	32%
<u>OTHER PURCHASED SERVICES</u>					
Property Insurance	7,310.00	5,529.89	76%	7,000.00	-4%
Travel	150.00	65.00	43%	-	-100%
Dues & Publications	150.00	-	0%	150.00	0%
Emp Training/travel/testing	1,500.00	510.00	34%	1,700.00	13%
Employee Testing	50.00	91.00	182%	-	-100%
TOTAL	9,160.00	6,195.89	68%	8,850.00	-3%
<u>SUPPLIES</u>					
Office supplies & Equipment	910.00	491.28	54%	1,510.00	66%
Office Equipment	600.00	712.00	119%	-	-100%
Postage	515.00	237.01	46%	515.00	0%
Breakroom Supplies	425.00	257.85	61%	425.00	0%
Safety Supplies	3,500.00	2,789.17	80%	3,500.00	0%
Maint supply	16,000.00	23,999.80	150%	22,000.00	38%

SEWER TREATMENT PLANT
2024 DRAFT BUDGET

BUDGET ITEM	APPROVED 2023	EXPENDED 9/21/2023	% USED	PROPOSED 2024	% Increase
Auto fuel	3,600.00	2,568.09	71%	3,600.00	0%
Building/Custodial	3,260.00	2,795.06	86%	3,800.00	17%
Uniforms	3,500.00	2,879.11	82%	4,300.00	23%
Lab supplies & Equipment	22,700.00	19,010.49	84%	31,500.00	39%
Lab Equipment	8,800.00	1,005.48	11%	-	-100%
Chemicals	85,000.00	67,646.08	80%	97,000.00	14%
Replacement Fund	55,975.00	55,975.00	100%	55,975.00	0%
TOTAL	204,785.00	180,366.42	88%	224,125.00	9%
	-			-	
TOTAL APPROVED BUDGET FOR 2023	\$ 853,960.00	\$ 537,757.11	63%	\$ 895,695.00	4.89%
Special Audit Sunapee Only	\$ 3,000.00			\$ -	
	\$ -			\$ -	
	\$ 856,960.00			\$ 895,695.00	

2022-2023 Wastewater Flows

	Townline Total	Sunapee Contribution	Sunapee Plant Total	NL %
Sep-22	5,696,700	3,811,012	9,507,712	59.92%
Oct-22	6,441,000	3,727,960	10,168,960	63.34%
Nov-22	6,329,700	3,057,436	9,387,136	67.43%
Dec-22	8,332,600	3,903,944	12,236,544	68.10%
Jan-23	9,537,100	3,135,924	12,673,024	75.26%
Feb-23	7,305,500	3,125,348	10,430,848	70.04%
Mar-23	8,660,400	3,293,648	11,954,048	72.45%
Apr-23	10,139,100	4,885,412	15,024,512	67.48%
May-23	10,175,600	3,160,336	13,335,936	76.30%
Jun-23	6,847,400	3,717,336	10,564,736	64.81%
Jul-23	11,220,200	7,946,136	19,166,336	58.54%

12 Mos	90,685,300	43,764,492	134,449,792	67.45
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66.47 Currently Billing At

65.45 Proposed



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

Board of Commissioners Meeting
August 24, 2023
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard and David Bailey.

The Chairman called the meeting to order at 5:34 p.m.

1. Election of Officers: After some discussion regarding the election not having happened in March as usual, Jeffrey R. made a motion to nominate the current chairman Theodore Gallup to continue acting as Chair of the Commission, seconded by Charles H., voted unanimously in favor. Douglas G. nominated Jimmy W. for Vice – Chairman, seconded by Wayne S., voted unanimously in the affirmative.
2. Forms for Approval:
 - July 27, 2023 Meeting Minutes: Douglas G. made a motion to accept the July 27th meeting minutes, seconded by Jimmy W. voted 6 in favor, 1 abstained, the motion passes in the majority, 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., voted unanimously in favor, so declared by the Chairman.
 - July Water Purchase Journal: Jimmy W. made a motion to accept the Sunapee water purchase journal as written, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.
 - July 2023 Income Statements for Water & Sewer: Charles H. made a motion to accept the July 2023 Sewer Income Statement, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman. Charles H. made a motion to accept the July income statement for water, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
 - 2024 Water Grant Acceptance and Authorization: Charles H. made a motion to accept the 2024 grant application for water and to authorize the Chairman to sign it on behalf of the Commission, seconded by Douglas G., voted unanimously in the affirmative, so declared by the Chairman.
 - Second Additional Sewer Billing Warrant for 2023: Holly L. presented what had gone on with the property and that it had changed to 2 units in 2005 and been missed in the billing system until now. Charles H. made a motion to accept the rent collectors warrant in the amount of \$737, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.
3. Wastewater Treatment Highlights: Dave B. reported that New London had an issue with the meter at town line and that A/D Instruments had been able to remedy this issue. He stated that the guys have been working on getting manholes ready for paving and that it has come to his attention that School Street has been removed from the paving schedule and that something will have to be done with the manholes that had been worked on there to ready them for the winter season. Dave B. stated that the Wastewater Plant has been running great and that the phosphorus and aluminum numbers have been low. He reported that the new discharge permit has a copper limit and that he does not feel that passing this will be an issue, but that he is thinking about performing this test in house but may decide to send it out to Eastern Analytical, he has not decided yet. He reported that a State Representative for New London and Newbury had toured the wastewater plant and that PFOA's were high on her list of treatment issues that need to be prioritized. Dave B. stated that the sludge has been coming out great and that truck

inspections are due in September. He reported that the Freightliner most likely needs tires to pass inspection and there was some discussion regarding the cost of those tires being above the \$5,000 expenditure limit that Dave is authorized to approve, Jimmy W. made a motion to give Dave the authorization to purchase the tires for the Freightliner, have them balanced and installed, seconded by Wayne S., voted unanimously in favor, so declared by the Chairman.

4. Water Treatment Highlights: Dave B. reported that the Mission unit had been installed at Harbor Hill by A/D Instruments and that it seems to be functioning very well. He stated that he has not gotten a quote for the second pump at Georges Mills yet. There was some discussion regarding the Main Street Georges Mills bridge and if it affects any water infrastructure. Dave B. stated that it does not, however maybe there should be a plan to install a water main on it when the bridge gets repaired. There was some discussion regarding what type of installation it might be and what else would need to be done to accommodate a new main there.

5. Old & New Business:

Dave B. stated that he has been looking around to find a concrete engineer for the possibility of having the proposed garage installation engineered and that he is not having any luck finding anyone with that ability. There was some discussion regarding businesses that may be able to do this engineering and that perhaps an RFP would be in order for getting quotes on the job.

Fuss & O'Neill Invoices: Dave B. stated that the test pits have been done and that he had sent Fuss & O'Neill some maps of manholes for the design. There was some discussion regarding what work had been accomplished that was being billed for. Jeffrey R. made a motion to approve payment of invoice 0258135 for \$493.10 and invoice 0253184 in the amount of \$1,792.40, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

2024 Preliminary Draft Budgets: Holly L. presented that she is consolidating budget line items to do away with the many repetitive ledger lines. Where there have been a separate lines for say lab supplies and another for lab equipment, she has been combining the two into one line for supplies and equipment. This way may better streamline the budget discussions by doing away with very small line items and lumping them into a category with other similar line items. She reported that she had reached out to Irving Oil and that they had presented that current propane prices were 11% down from the Commission's contract that will end next month. There was some discussion regarding what may happen to the pricing over the next month and that the price the Water & Sewer Department is paying for propane is very good comparatively. Holly L. stated that there may be an RFP for residing Pump Station 13 so that a warrant article for the work could be presented and that the new pump for Georges Mills could be a warrant article item as well. Holly L. reported that she feels that the Commission should move away from the "Replacement Fund" accounts, which are budget line items deposited each year, and concentrate on putting money into the Capital Improvement Capital Reserves that were newly created under RSA's that allow the Commission to Expend without a vote of Town Meeting. She stated that she has been unable to determine how the "Replacement" accounts were established and as such the Commission has been putting forward warrant articles to expend these monies even though it is not known if that is necessary or not. Budgets will be reviewed over the next several months in anticipation of the budget hearing in early November.

The next monthly meeting is scheduled for September 28, 2023.

6:26 p.m. Douglas G. 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 Aug 1, 2023 to Aug 31, 2023

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
8/1/23	56260P Uniform Expense	1070248632		53.55	
	56260C Uniform Expense			28.42	
	56250P Building/Custodial Expense			75.43	
	202000 Accounts Payable		UNIFIRST		157.40
8/2/23	53030P Telephone	7-30-23		189.46	
	53030C Telephone			45.34	
	53031C Alarms			481.81	
	202000 Accounts Payable		CONSOLIDATED COMMUNICATIONS		716.61
8/2/23	56240P Auto Fuel Expense	90896592		14.00	
	202000 Accounts Payable		WEX BANK		14.00
8/3/23	55220P Training/Education	11602		250.00	
	55220C Training/Education			60.00	
	202000 Accounts Payable		GRANITE STATE RURAL WATER		310.00
8/3/23	53075C Manhole Contract	1240474		309.00	
	202000 Accounts Payable		PIKE INDUSTRIES INC.		309.00
8/3/23	56230C Pump Station Maint. Supply	3258050		13.49	
	202000 Accounts Payable		BELLETTETTES		13.49
8/3/23	53075C Manhole Contract	43142		240.00	
	202000 Accounts Payable		CENTRAL N.H. CONCRETE CORP.		240.00
8/4/23	53094P BIOS HANDLING	12475		4,970.83	
	202000 Accounts Payable		Town of Merrimack		4,970.83
8/4/23	53075C Manhole Contract	2581		61.25	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		61.25
8/4/23	56220C Sewer Line Maint. Supply	3281074		9.99	
	202000 Accounts Payable		BELLETTETTES		9.99
8/14/23	53075C Manhole Contract	018-134459		283.95	
	202000 Accounts Payable		NEWPORT SAND & GRAVEL		283.95
8/14/23	56260P Uniform Expense	1070250400		53.55	

Sunapee SEWER Department
Purchase Journal
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	56260C Uniform Expense			28.42	
	56250P Building/Custodial Expense			75.43	
	202000 Accounts Payable		UNIFIRST		157.40
8/14/23	53090P Outside Lab Services	123080285		40.00	
	202000 Accounts Payable		NELSON ANALYTICAL LAB		40.00
8/14/23	56230C Pump Station Maint. Supply	2542122		259.00	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		259.00
8/14/23	56240C Auto Fuel Expense	347203		420.12	
	56240P Auto Fuel Expense			374.06	
	202000 Accounts Payable		TREASURER STATE OF NH		794.18
8/14/23	56210P Maintenance Supply	4013700		320.30	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		320.30
8/14/23	56210P Maintenance Supply	612506		124.97	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		124.97
8/14/23	56230C Pump Station Maint. Supply	7503188		99.97	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		99.97
8/14/23	54100P Electricity Expense	8/23		5,049.17	
	54100C Electricity Expense			1,202.29	
	202000 Accounts Payable		EVERSOURCE		6,251.46
8/14/23	56230C Pump Station Maint. Supply	9761533		249.60	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		249.60
8/15/23	56260P Uniform Expense	1070252205		60.61	
	56260C Uniform Expense			33.63	
	56250P Building/Custodial Expense			83.56	
	202000 Accounts Payable		UNIFIRST		177.80
8/15/23	53075C Manhole Contract	1241912		123.93	
	202000 Accounts Payable		PIKE INDUSTRIES INC.		123.93
8/15/23	53090P Outside Lab Services	265034		129.50	

Sunapee SEWER Department
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		129.50
8/15/23	53075C Manhole Contract 202000 Accounts Payable	3280308		15.00	
			BELLETETTES		15.00
8/15/23	53030P Telephone 53030C Telephone 202000 Accounts Payable	9941475164		104.15	
				104.15	
			VERIZON WIRELESS		208.30
8/15/23	56210P Maintenance Supply 202000 Accounts Payable	NHCLAA133750		80.28	
			FASTENAL COMPANY		80.28
8/16/23	53075C Manhole Contract 202000 Accounts Payable	1243947		81.81	
			PIKE INDUSTRIES INC.		81.81
8/16/23	53075C Manhole Contract 202000 Accounts Payable	2750		58.70	
			UNITED CONSTRUCTION CORP		58.70
8/16/23	56290P Chemical Expense 202000 Accounts Payable	291001122		1,153.00	
			HARCROS CHEMICALS INC.		1,153.00
8/16/23	53075C Manhole Contract 202000 Accounts Payable	4915		162.00	
			PIKE INDUSTRIES INC.		162.00
8/17/23	53070P Maintenance Service 202000 Accounts Payable	11055		1,470.29	
			WOODSVILLE POWER EQUIPMENT		1,470.29
8/17/23	58400C 23 Article #32 Truck 202000 Accounts Payable	21411 DEPOSIT	TRUCK BODY DEPOSIT	4,534.59	
			MARTIN TRUCK BODIES INC		4,534.59
8/17/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	306155		295.29	
			STILES COMPANY		295.29
8/21/23	56270P Lab Supplies 202000 Accounts Payable	072623		285.00	
			HAMPSHIRE PURIFIED WATER		285.00
8/21/23	53090P Outside Lab Services 202000 Accounts Payable	1616		3,000.00	
			AQUATEC ENVIRONMENTAL, Inc.		3,000.00
8/21/23	56140P Breakroom Supplies	17720654 081523		66.96	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		CRYSTAL ROCK LLC		66.96
8/21/23	54200P Heating Fuel Expense 202000 Accounts Payable	250033		384.68	
			IRVING OIL CORP		384.68
8/21/23	56210P Maintenance Supply 202000 Accounts Payable	938489		162.91	
			SANEL NAPA		162.91
8/21/23	56270P Lab Supplies 202000 Accounts Payable	INV00097334		835.21	
			USA BLUEBOOK		835.21
8/21/23	56270P Lab Supplies 202000 Accounts Payable	INV00101887		66.79	
			USA BLUEBOOK		66.79
8/22/23	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070253981		60.61	
				33.42	
				83.56	
			UNIFIRST		177.59
8/22/23	56280P Lab Equipment 202000 Accounts Payable	3134677016		1,005.48	
			IDEXX DISTRIBUTION, INC		1,005.48
8/22/23	56130C Billing Expense 202000 Accounts Payable	76021		47.00	
			FLASH PHOTO		47.00
8/24/23	56210P Maintenance Supply 202000 Accounts Payable	3314970		3.00	
			BELLETTETTES		3.00
8/24/23	56210P Maintenance Supply 202000 Accounts Payable	61055		54.99	
			ALL & AWL REPAIR		54.99
8/24/23	56220C Sewer Line Maint. Supply 202000 Accounts Payable	6218403		19.77	
			E.J.PRESCOTT, INC.		19.77
8/24/23	56210P Maintenance Supply 202000 Accounts Payable	NHCLA133831		70.89	
			FASTENAL COMPANY		70.89
8/25/23	53090P Outside Lab Services 202000 Accounts Payable	265721		70.00	
			EASTERN ANALYTICAL, INC.		70.00

Sunapee SEWER Department Purchase Journal

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
8/25/23	51100C Full Time Labor	81		10,041.34	
	51100P Full Time Labor			17,531.73	
	51300C Overtime Pay			1,600.08	
	51300P Overtime Pay			1,771.83	
	52100C Life & Disability Expense			176.95	
	52100P Life & Disability Expense			290.71	
	52200C FICA/Medicare Expense			890.57	
	52200P FICA/Medicare Expense			1,476.72	
	52300C Health Insurance Expense			2,921.23	
	52300P Health Insurance Expense			4,799.16	
	52400C Retirement			1,629.80	
	52400P Retirement			2,702.50	
	53075C Manhole Contract			532.58	
	53041P Office/Computer Service			8.35	
	202000 Accounts Payable		TOWN OF SUNAPEE		46,373.55
8/29/23	53070P Maintenance Service	106542	Calibrations	1,545.50	
	202000 Accounts Payable		ALERT SCIENTIFIC		1,545.50
8/29/23	56260P Uniform Expense	1070255894		60.61	
	56260C Uniform Expense			33.42	
	56250P Building/Custodial Expense			83.56	
	202000 Accounts Payable		UNIFIRST		177.59
8/29/23	56290P Chemical Expense	13162		9,198.90	
	202000 Accounts Payable		CLEAN WATERS, INC.		9,198.90
8/29/23	53075C Manhole Contract	2836		66.54	
	202000 Accounts Payable		UNITED CONSTRUCTION CORP		66.54
8/29/23	53075C Manhole Contract	6217898		1,858.32	
	202000 Accounts Payable		E.J.PRESCOTT, INC.		1,858.32
8/30/23	56210P Maintenance Supply	NHCLA133903		47.33	
	202000 Accounts Payable		FASTENAL COMPANY		47.33
				89,391.89	89,391.89

Sunapee WATER Department
Purchase Journal

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
8/1/23	562600 Uniform Expense 202000 Accounts Payable	1070248632	UNIFIRST	28.63	28.63
8/2/23	562900 Chemical Expense 202000 Accounts Payable	290216395	HARCROS	429.75	429.75
8/2/23	530300 Telephone 530310 Alarms 202000 Accounts Payable	7-23	CONSOLIDATED COMMUNICATIONS	73.82 242.00	315.82
8/3/23	552200 Training/Education 202000 Accounts Payable	11602	GRANITE STATE RURAL WATER	250.00	250.00
8/3/23	562200 Distribution Supplies 202000 Accounts Payable	443626	NEWPORT SAND & GRAVEL	120.00	120.00
8/4/23	562100 Maintenance Supply 202000 Accounts Payable	3271841	BELLETTETES	10.24	10.24
8/14/23	562600 Uniform Expense 202000 Accounts Payable	1070250400	UNIFIRST	28.63	28.63
8/14/23	530900 Outside Lab Services 202000 Accounts Payable	123080283	NELSON ANALYTICAL LAB	60.00	60.00
8/14/23	562100 Maintenance Supply 202000 Accounts Payable	3289862	BELLETTETES	45.82	45.82
8/14/23	562400 Auto Fuel Expense 202000 Accounts Payable	347203	TREASURER STATE OF NH	502.16	502.16
8/14/23	530300 Telephone 202000 Accounts Payable	8/1/23	COMCAST	144.89	144.89
8/14/23	541000 Electricity Expense 202000 Accounts Payable	8/23	EVERSOURCE	1,275.19	1,275.19
8/14/23	562700 Lab Supplies 202000 Accounts Payable	INV00081815	USA BLUEBOOK	137.90	137.90

**Sunapee WATER Department
Purchase Journal**

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
8/15/23	562600 Uniform Expense 202000 Accounts Payable	1070252205	UNIFIRST	33.63	33.63
8/15/23	530900 Outside Lab Services 202000 Accounts Payable	265098	EASTERN ANALYTICAL, INC	175.00	175.00
8/15/23	530300 Telephone 202000 Accounts Payable	9941475164	VERIZON WIRELESS	104.15	104.15
8/21/23	530700 Maint.Repair/Service 202000 Accounts Payable	028335	A/D INSTRUMENT REPAIR	5,976.10	5,976.10
8/21/23	562700 Lab Supplies 202000 Accounts Payable	INV00097334	USA BLUEBOOK	68.95	68.95
8/22/23	562600 Uniform Expense 202000 Accounts Payable	1070253981	UNIFIRST	33.63	33.63
8/22/23	530700 Maint.Repair/Service 202000 Accounts Payable	23-501337	ANNUAL PM SERVICE VISIT ATLANTIUM TECHNOLOGIES, LTD	1,800.00	1,800.00
8/24/23	530300 Telephone 202000 Accounts Payable	8/16/23	COMCAST	228.92	228.92
8/25/23	511000 Full Time Labor 513000 Overtime Pay 521000 Life & Disability Expense 522000 FICA/Medicare 523000 Health Insurance Expense 524000 Retirement 562200 Distribution Supplies 202000 Accounts Payable	81	TOWN OF SUNAPEE	9,785.26 1,140.11 164.32 835.79 2,712.57 1,529.55 532.58	16,700.18
8/29/23	562600 Uniform Expense 202000 Accounts Payable	1070255894	UNIFIRST	29.83	29.83
8/29/23	580000 23 WATER AMP GRANT W 202000 Accounts Payable	20469	UNDERWOOD ENGINEERS, INC.	1,821.91	1,821.91

Sunapee WATER Department
Purchase Journal

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
				30,321.33	30,321.33

Sunapee SEWER Department
2023 Income Statement
 For the Eight Months Ending August 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 354.35	\$ 2,295.14	\$ 0.00	(2,295.14)
Capital Improvement Interest	226.31	1,498.88	0.00	(1,498.88)
SRB Plant Replacement Interest	238.15	1,511.45	0.00	(1,511.45)
SRB Collection Replacement Int	145.96	1,002.90	0.00	(1,002.90)
Miscellaneous Income	2,025.00	2,025.00	0.00	(2,025.00)
Discounts Taken	0.15	5.17	0.00	(5.17)
New London Quarterly	0.00	397,461.89	527,627.00	130,165.11
Sewer User Fees	737.00	400,807.96	664,264.00	263,456.04
Sewer User Fee Abatement	0.00	(1,400.50)	0.00	1,400.50
Attachment Fees Rec'd	0.00	3,000.00	0.00	(3,000.00)
Septic Receiving	4,412.00	22,479.00	0.00	(22,479.00)
Upgrade Grant Received	0.00	39,131.00	39,130.00	(1.00)
Perkins Pond Grant Funds	0.00	4,696.00	9,429.00	4,733.00
Plant Replacement Deposit	0.00	55,975.00	55,975.00	0.00
Collection Replacement Deposit	0.00	27,307.00	27,307.00	0.00
Total Revenues	8,138.92	957,795.89	1,323,732.00	365,936.11
<u>EXPENDITURES</u>				
Full Time Labor	10,041.34	56,617.94	115,610.00	58,992.06
Full Time Labor	17,531.73	145,049.65	267,600.00	122,550.35
Overtime Pay	1,600.08	3,481.49	6,750.00	3,268.51
Overtime Pay	1,771.83	7,421.42	10,800.00	3,378.58
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	30,944.98	214,160.50	408,260.00	194,099.50
Life & Disability Expense	176.95	1,033.83	2,335.00	1,301.17
Life & Disability Expense	290.71	2,668.49	4,820.00	2,151.51
FICA/Medicare Expense	890.57	4,567.37	8,885.00	4,317.63
FICA/Medicare Expense	1,476.72	11,621.36	20,405.00	8,783.64
Health Insurance Expense	2,921.23	15,015.60	45,850.00	30,834.40
Health Insurance Expense	4,799.16	44,553.06	92,575.00	48,021.94
Retirement	1,629.80	10,675.01	18,360.00	7,684.99
Retirement	2,702.50	21,358.39	38,800.00	17,441.61
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	14,887.64	115,523.37	237,710.00	122,186.63
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	149.49	1,211.56	2,350.00	1,138.44
Telephone	293.61	2,276.79	4,000.00	1,723.21

For Management Purposes Only

Sunapee SEWER Department
2023 Income Statement
 For the Eight Months Ending August 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Alarms	481.81	4,179.49	5,600.00	1,420.51
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	0.00	636.31	1,500.00	863.69
Office/Computer Service	8.35	2,380.97	3,000.00	619.03
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	0.00	2,650.05	3,500.00	849.95
Auto Repair/Service	0.00	4,066.77	2,000.00	(2,066.77)
Maintenance Service	3,015.79	12,547.57	22,000.00	9,452.43
Sewer Line Maint. Service	0.00	3,490.00	4,000.00	510.00
Pump Station Maint. Service	0.00	0.00	17,000.00	17,000.00
Manhole Contract	3,793.08	9,935.06	20,000.00	10,064.94
Outside Lab Services	3,239.50	9,423.32	15,000.00	5,576.68
BIOS HANDLING	4,970.83	30,262.93	64,000.00	33,737.07
BIOS Lab	0.00	0.00	12,000.00	12,000.00
Total Purchased Prof & Tech Services	15,952.46	86,077.32	196,065.00	109,987.68
Electricity Expense	1,202.29	11,215.59	24,410.00	13,194.41
Electricity Expense	5,049.17	37,384.02	63,500.00	26,115.98
Heating Fuel Expense	0.00	4,173.54	15,000.00	10,826.46
Heating Fuel Expense	384.68	4,008.98	12,750.00	8,741.02
Total Purchased Property Services	6,636.14	56,782.13	115,660.00	58,877.87
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	60.00	135.00	500.00	365.00
Training/Education	250.00	510.00	1,500.00	990.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	80.00	50.00	(30.00)
Advertising Expense	0.00	76.80	0.00	(76.80)
Advertising Expense	0.00	11.00	0.00	(11.00)
Total Other Purchased Services	310.00	10,117.11	14,885.00	4,767.89
Office Supplies	0.00	208.15	700.00	491.85
Office Supplies	0.00	299.14	910.00	610.86
Postage Expense	0.00	536.34	950.00	413.66
Postage Expense	0.00	237.01	515.00	277.99
Billing Expense	47.00	47.00	400.00	353.00
Breakroom Supplies	0.00	140.92	250.00	109.08
Breakroom Supplies	66.96	257.85	425.00	167.15
OFFICE EQUIPMENT	0.00	391.00	700.00	309.00
OFFICE EQUIPMENT	0.00	712.00	600.00	(112.00)
Safety Supplies	0.00	1,115.78	2,000.00	884.22
Safety Supplies	0.00	2,789.17	3,500.00	710.83
Maintenance Supply	864.67	23,999.80	16,000.00	(7,999.80)
Sewer Line Maint. Supply	325.05	3,576.64	7,000.00	3,423.36
Pump Station Maint. Supply	622.06	3,734.54	6,000.00	2,265.46
Auto Fuel Expense	420.12	2,713.02	4,000.00	1,286.98

For Management Purposes Only

Sunapee SEWER Department
2023 Income Statement
 For the Eight Months Ending August 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Auto Fuel Expense	388.06	2,214.19	3,600.00	1,385.81
Building/Custodial Expense	401.54	2,627.94	3,260.00	632.06
Uniform Expense	157.31	1,421.84	1,800.00	378.16
Uniform Expense	288.93	2,757.89	3,500.00	742.11
Lab Supplies	1,187.00	17,138.70	22,700.00	5,561.30
Lab Equipment	1,005.48	1,005.48	8,800.00	7,794.52
Chemical Expense	10,351.90	63,181.70	85,000.00	21,818.30
Total Supplies	16,126.08	131,106.10	172,610.00	41,503.90
Coll. Replacement Fund	0.00	27,307.00	27,307.00	0.00
Plant Replacement Fund	0.00	55,975.00	55,975.00	0.00
Total Replacement Fund	0.00	83,282.00	83,282.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 84,857.30	\$ 697,048.53	\$ 1,228,472.00	531,423.47
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ 0.00	\$ 42,517.96	\$ 42,517.96	0.00
WWTP Upgrade Loan Payment	0.00	81,697.28	81,697.28	0.00
Total Bond Payments	0.00	124,215.24	124,215.24	0.00
23 Article 33 Manhole	0.00	28,358.13	45,000.00	16,641.87
13 RESOLUTION ESTABLISH CAP RE	0.00	100,000.00	0.00	(100,000.00)
23 Article #32 Truck	4,534.59	32,230.59	35,000.00	2,769.41
Total Warrant Articles	4,534.59	160,588.72	80,000.00	(80,588.72)
TOTAL MISC. EXPENDITURES	\$ 4,534.59	\$ 284,803.96	\$ 204,215.24	(80,588.72)
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

Sunapee WATER Department
2023 Income Statement
 For the Eight Months Ending August 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 121.52	\$ 1,328.46	\$ 0.00	(1,328.46)
Capital Improvement Interest	3.47	27.22	0.00	(27.22)
SRB Replacement Fund Interest	194.74	2,114.03	0.00	(2,114.03)
Miscellaneous Income	2,025.00	11,530.33	0.00	(11,530.33)
Discounts Taken	0.46	8.86	0.00	(8.86)
Water User Fees	0.00	299,907.00	614,367.00	314,460.00
Water User Fee Abatement	0.00	(4,585.70)	0.00	4,585.70
State Grant Funds Rec'd	0.00	8,392.23	16,689.00	8,296.77
Water Replacement Deposit	0.00	69,165.00	69,165.00	0.00
Total Revenues	\$ 2,345.19	\$ 387,887.43	\$ 700,221.00	312,333.57
<u>EXPENDITURES</u>				
Full Time Labor	\$ 9,785.26	\$ 89,145.10	\$ 147,596.00	58,450.90
Overtime Pay	1,140.11	6,531.86	13,500.00	6,968.14
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	10,925.37	96,376.96	165,096.00	68,719.04
Life & Disability Expense	164.32	1,644.47	2,655.00	1,010.53
FICA/Medicare	835.79	7,237.39	11,130.00	3,892.61
Health Insurance Expense	2,712.57	27,653.39	48,185.00	20,531.61
Retirement	1,529.55	13,072.37	19,120.00	6,047.63
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	5,242.23	51,285.95	83,425.00	32,139.05
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	551.78	4,197.92	4,500.00	302.08
Alarms	242.00	1,454.00	2,500.00	1,046.00
Computer Software Support	0.00	2,322.08	7,000.00	4,677.92
Office/Computer Service	0.00	727.16	2,000.00	1,272.84
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	0.00	1,529.04	3,000.00	1,470.96
Equipment Repair	0.00	3,909.36	2,000.00	(1,909.36)
Maint.Repair/Service	7,776.10	13,535.67	15,000.00	1,464.33
Outside Lab Services	235.00	1,645.00	5,500.00	3,855.00
Total Purchased Prof & Tech Services	8,804.88	30,432.73	55,000.00	24,567.27
Electricity Expense	1,275.19	11,588.38	21,000.00	9,411.62
Heating Fuel Expense	0.00	4,291.98	13,000.00	8,708.02
Total Purchased Property Services	1,275.19	15,880.36	34,000.00	18,119.64
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
2023 Income Statement
 For the Eight Months Ending August 31, 2023

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Training/Education	250.00	933.00	1,500.00	567.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	0.00	87.80	0.00	(87.80)
Total Other Purchased Services	250.00	5,541.21	7,575.00	2,033.79
Office Supplies	0.00	381.64	600.00	218.36
Postage Expense	0.00	588.55	1,000.00	411.45
Billing Expense	0.00	0.00	600.00	600.00
Breakroom Supplies	0.00	166.90	600.00	433.10
OFFICE EQUIPMENT	0.00	69.99	600.00	530.01
Safety Supplies	0.00	618.30	750.00	131.70
Maintenance Supply	(1,111.47)	13,794.21	9,000.00	(4,794.21)
Distribution Supplies	652.58	5,005.71	14,000.00	8,994.29
Meter Supplies	0.00	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	502.16	2,846.54	4,000.00	1,153.46
Building/Custodial Expense	0.00	257.00	500.00	243.00
Uniform Expense	154.35	1,468.28	1,650.00	181.72
Lab Supplies	206.85	2,017.77	3,500.00	1,482.23
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	429.75	5,040.43	7,875.00	2,834.57
Total Supplies	834.22	41,223.31	65,175.00	23,951.69
Water Replacement Fund	0.00	69,165.00	69,165.00	0.00
Total Replacement Fund	0.00	69,165.00	69,165.00	0.00
TOTAL OPERATING EXPENDITURE	\$ 27,331.89	\$ 309,905.52	\$ 479,436.00	169,530.48
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 0.00	\$ 78,148.58	\$ 88,643.98	10,495.40
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	101,359.51	148,282.59	46,923.08
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 101,359.51	\$ 148,282.59	46,923.08
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00
2019 CR Establish	\$ 0.00	\$ 50,000.00	\$ 0.00	(50,000.00)
Total Unbudgeted Expenditures	0.00	50,000.00	0.00	(50,000.00)
TOTAL OTHER EXPENSES	\$ 0.00	\$ 50,000.00	\$ 0.00	(50,000.00)

For Management Purposes Only



FUSS & O'NEILL, INC.

Remit to:
 Fuss & O'Neill, Inc.
 P. O. Box 412889
 Boston, MA 02241-2889
 t 860.646.2469
 accounting@fando.com
 (Invoice # Reference Required)

For EFT/ACH:
 Bank of America
 ABA 011900254
 Acct 385016029253
 FEIN: 06-0845648

INVOICE

September 08, 2023

Invoice No: 0253937

Invoice Total \$4,456.00

A/R over 60 days:

Project Manager Daniel Monette

Purchase Order: 31526

Dave Bailey
 Town of Sunapee, NH
 Sewer and Water Commission
 PO Box 347
 Sunapee, NH 03782

Project 20211335.A10 Sunapee, NH-Lower Street Water Line Replacement

Professional Services through August 26, 2023

Task 000001 Field Investigation & Survey

Total Fee	21,400.00			
Percent Complete	100.00	Total Earned	21,400.00	
		Previous Fee Billing	21,400.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task 000002 Schematic Design & Permitting

Total Fee	10,100.00			
Percent Complete	100.00	Total Earned	10,100.00	
		Previous Fee Billing	8,080.00	
		Current Fee Billing	2,020.00	
		Total Fee		2,020.00
		Total this Task		\$2,020.00

Task 000003 Design Development

Total Fee	8,400.00			
Percent Complete	29.00	Total Earned	2,436.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	2,436.00	
		Total Fee		2,436.00
		Total this Task		\$2,436.00

Total this Invoice \$4,456.00

Outstanding Balances as of Invoice Date

Number	Date	Balance
0253184	8/13/2023	1,792.40
Total Outstanding		1,792.40

Net 30 days unless otherwise agreed-1.5% service charge on invoice balance over 30 days (18% per year). All applicable sales tax included.

Services Provided: Schematic Design, DOT Schedule for Test Pits



FUSS & O'NEILL, INC.

Remit to:
Fuss & O'Neill, Inc.
P. O. Box 412889
Boston, MA 02241-2889
† 860.646.2469
accounting@fando.com
(Invoice # Reference Required)

For EFT/ACH:
Bank of America
ABA 011900254
Acct 385016029253
FEIN: 06-0845648

INVOICE

Dave Bailey
Town of Sunapee, NH
Sewer and Water Commission
PO Box 347
Sunapee, NH 03782

September 08, 2023
Invoice No: 0253936

Invoice Total \$1,110.00

A/R over 60 days:

Project Manager Daniel Monette

Purchase Order:

Project 20211335.A20 Sunapee, NH- Water Main Design
Lower Main Street

Professional Services through August 26, 2023

Task 000001 Field Investigation & Survey

Subtask 00000A Kickoff Internal

Total Fee 3,587.00
Percent Complete 100.00
Total Earned 3,587.00
Previous Fee Billing 3,587.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00

Subtask 00000B Field Survey

Total Fee 29,609.00
Percent Complete 100.00
Total Earned 29,609.00
Previous Fee Billing 29,609.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00

Subtask 00000C Drafting EC Plans

Total Fee 15,204.00
Percent Complete 100.00
Total Earned 15,204.00
Previous Fee Billing 15,204.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Subtask 0.00
Total this Task 0.00

Task 000002 Design & Permitting

Subtask 00000A Schematic Design

Net 30 days unless otherwise agreed-1.5% service charge on invoice balance over 30 days (18% per year). All applicable sales tax included.

Total Fee	18,400.00				
Percent Complete	100.00	Total Earned	18,400.00		
		Previous Fee Billing	18,400.00		
		Current Fee Billing	0.00		
		Total Fee			0.00
		Total this Subtask			0.00

Subtask	00000B	Shoreland Permitting			
Total Fee	7,300.00				
Percent Complete	42.70	Total Earned	3,117.10		
		Previous Fee Billing	3,117.10		
		Current Fee Billing	0.00		
		Total Fee			0.00
		Total this Subtask			0.00

Subtask	00000C	NH DOT Coordination/Excavation Permit			
Total Fee	4,300.00				
Percent Complete	0.00	Total Earned	0.00		
		Previous Fee Billing	0.00		
		Current Fee Billing	0.00		
		Total Fee			0.00
		Total this Subtask			0.00

Subtask	00000D	Bid Plans			
Total Fee	18,500.00				
Percent Complete	17.00	Total Earned	3,145.00		
		Previous Fee Billing	2,035.00		
		Current Fee Billing	1,110.00		
		Total Fee			1,110.00
		Total this Subtask			\$1,110.00
		Total this Task			\$1,110.00

Task	000003	Specifications & Opinions of Cost			
Total Fee	12,100.00				
Percent Complete	25.70	Total Earned	3,109.70		
		Previous Fee Billing	3,109.70		
		Current Fee Billing	0.00		
		Total Fee			0.00
		Total this Task			0.00
		Total this Invoice			\$1,110.00

	Current	Prior	Total
Billings to Date	1,110.00	75,061.80	76,171.80

Outstanding Balances as of Invoice Date

Number	Date	Balance
0253185	8/13/2023	493.10
Total Outstanding		493.10

Water Department
2024 Draft Budget
Summary

Approved	2023	Water
Wages		\$ 162,096.00
Payroll Expenses		\$ 86,425.00
Purchased Prof. & Tech Services		\$ 55,000.00
Purchased Property Services		\$ 34,000.00
Other Purchased Services		\$ 7,575.00
Supplies		\$ 134,040.00
	Total O & M	479,136.00
Bond Debt		
Lake Ave Sunapee Loan		47,290.18
1997 Water Treatment Bond		89,564.85
UV System SRF Loan		13,518.43
	Total Bond	150,373.46
2023 O & M AND BOND TOTAL		\$ 629,509.46

Proposed	2023	Water	% Increase from 23
Wages		\$ 173,220.00	7%
Payroll Expenses		\$ 93,975.00	9%
Purchased Prof. & Tech Services		\$ 58,000.00	5%
Purchased Property Services		\$ 42,000.00	24%
Other Purchased Services		\$ 6,400.00	-16%
Supplies		\$ 121,800.00	-9.13%
	Total O & M	495,395.00	
	O & M % of increa	3.39%	
Bond Debt			
Lake Ave Sunapee Loan		9,362.50	-80%
1997 Water Treatment Bond		82,746.00	-8%
UV System SRF Loan		13,518.43	0%
	Total Bond	105,626.93	-30%

2024 O & M AND BOND TOTAL **\$ 601,021.93**

Anticipated Revenue 2024

based on 2023 Warrant	Water Rents	\$ 474,986.80	
	Bond Fees	\$ 139,620.00	\$ 30,109.06
1074 Equivalent Users	2024 State Grant	\$ 16,524.19	
	Total Water	\$ 631,130.99	

Balance 9/21/23	
General	\$ 299,330.00
Cap Imp	\$ 58,418.00
Replacement	\$ 496,470.00
Cap Imp Captial Reserve	\$ 118,277.00
	\$ 972,495.00

WATER TREATMENT
2024 DRAFT BUDGET

As of 9/21/2023

BUDGET ITEM	APPROVED 2023	EXPENDED 9/21/2023	% USED	PROPOSED 2024	% CHANGE
<u>WAGES</u>					
Full Time Labor	147,596.00	89,145.10	60%	158,720.00	8%
Overtime Pay	13,500.00	6,531.86	48%	13,500.00	0%
Commissioner Pay	1,000.00	700.00	70%	1,000.00	0%
TOTAL	162,096.00	96,376.96	59%	173,220.00	7%
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00	-	0%	3,000.00	0%
Life/disability	2,655.00	1,644.47	62%	2,960.00	11%
FICA/Medicare	11,130.00	7,237.39	65%	12,800.00	15%
Health & Dental Ins.	48,185.00	27,653.39	57%	49,880.00	4%
Retirement	19,120.00	13,072.37	68%	23,000.00	20%
Unemployment	200.00	-	0%	-	-100%
Unemp & Worker's Comp	2,135.00	1,678.33	79%	2,335.00	9%
TOTAL	86,425.00	51,285.95	59%	93,975.00	9%
<u>PURCHASED PROF & TECH SERVICES</u>					
Audit	1,000.00	-	0%	1,000.00	0%
Legal/Engineering	10,000.00	1,112.50	11%	10,000.00	0%
Telephone & Alarms	4,500.00	4,537.54	101%	9,000.00	100%
Alarms	2,500.00	1,696.00	68%	-	-100%
Computer Software & Support	7,000.00	2,379.52	34%	7,000.00	0%
Office/Computer service	2,000.00	727.16	36%	2,000.00	0%
Office Rent	2,500.00	-	0%	2,500.00	0%
Auto repair/service	3,000.00	3,579.04	119%	6,000.00	100%
Equipment repair	2,000.00	3,909.36	195%	-	-100%
Maint. Repair/Service	15,000.00	14,467.37	96%	15,000.00	0%
Outside lab services	5,500.00	2,400.00	44%	5,500.00	0%
TOTAL	55,000.00	34,808.49	63%	58,000.00	5%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	21,000.00	12,805.25	61%	29,000.00	38%
Heating Fuel	13,000.00	4,944.90	38%	13,000.00	0%
TOTAL	34,000.00	17,750.15	52%	42,000.00	24%
<u>OTHER PURCHASED SERVICES</u>					
Property & Liability Insurance	5,675.00	4,295.41	76%	4,500.00	-21%
Travel	150.00	-	0%	-	-100%
Dues & Advertising	200.00	312.80	156%	200.00	0%
Emp Training/Travel & Testing	1,500.00	933.00	62%	1,700.00	13%
Employee Testing	50.00	-	0%	-	-100%
TOTAL	7,575.00	5,541.21	73%	6,400.00	-16%
<u>SUPPLIES</u>					
Office supplies & Equipment	600.00	573.78	96%	1,800.00	200%
Postage	1,000.00	588.55	59%	1,000.00	0%
Billing Expense	600.00	354.27	59%	-	-100%
Office Equipment	600.00	69.99	12%	-	-100%
Breakroom Supplies	300.00	166.90	56%	300.00	0%
Safety Supplies	750.00	618.30	82%	800.00	7%
Maint. supplies	9,000.00	13,975.36	155%	12,000.00	33%

WATER TREATMENT
2024 DRAFT BUDGET

As of 9/21/2023

BUDGET ITEM	APPROVED 2023	EXPENDED 9/21/2023	% USED	PROPOSED 2024	% CHANGE
Distribution Supplies	14,000.00	6,713.05	48%	12,000.00	-14%
Meter Supplies	15,000.00	1,565.36	10%	15,000.00	0%
Hydrant Repair/Replace	4,000.00	7,402.63	185%	7,500.00	88%
Auto fuel	4,000.00	3,078.21	77%	4,000.00	0%
Building/Custodial expense	500.00	257.00	51%	500.00	0%
Uniforms	1,650.00	1,527.94	93%	2,400.00	45%
Lab supplies & Equip	3,500.00	3,517.77	101%	5,000.00	43%
Lab equipment	1,500.00	-	0%	-	-100%
Chemicals	7,875.00	7,172.23	91%	9,500.00	21%
Water Replacement Fund	69,165.00	69,165.00	100%	50,000.00	-28%
TOTAL	134,040.00	116,746.34	87%	121,800.00	-9.1%
SUBTOTAL	\$ 479,136.00	\$ 322,509.10	67%	\$ 495,395.00	3.4%
TOTAL APPROVED BUDGET FOR 2023	\$ 479,136.00	\$ 322,509.10	67%	\$ 495,395.00	3.4%
				PROPOSED FOR 2024	

Truck Warrant Article \$ 35,000.00 \$ 27,708.00 \$ 7,292.00

Capital Improvement CR Expense \$ 35,983.87

BOND PAYMENTS	2023			
Lake Avenue Loan Payment	\$ 46,120.18	\$ 23,210.93	\$ 9,362.50	
UV SRF Loan Payment	\$ 13,518.43	\$ -	\$ 13,518.43	
Treatment Bond Payment	\$ 88,643.98	\$ 82,629.28	\$ 82,746.00	-6.7%
	<u>\$ 148,282.59</u>	<u>\$ 105,840.21</u>	<u>\$ 105,626.93</u>	<u>-28.8%</u>
			PROPOSED FOR 2024	

ANTICIPATED INCOME FOR 2024

Rents *	\$ 442,518.58
Bond Fees	\$ 138,840.00
Bond Grant	\$ 16,500.24
TOTAL ANTICIPATED RECEIPTS:	<u>\$ 597,858.82</u>

APPROXIMATE EQUIVALENT USERS:

1068

ANTICIPATED 2023 ANNUAL WATER

WATER BOND FEE:	\$ 130.00
USAGE FEE (excluding overage)	\$ 330.00

*Based on 2023 Rent Warrant

Approved 2023	Sewer Plant	Sewer Collection	TOTAL Sewer
Wages	279,400.00	123,360.00	402,760.00
Payroll Expenses	163,550.00	79,660.00	243,210.00
Purchased Prof. & Tech Services	123,815.00	64,450.00	188,265.00
Purchased Property Services	76,250.00	39,410.00	115,660.00
Other Purchased Services	9,160.00	5,725.00	14,885.00
Supplies	204,785.00	51,107.00	255,892.00
Total O & M	856,960.00	363,712.00	1,220,672.00

Upgrade Loan	81,697.28		
Perkins Pond		\$ 42,517.96	
Total Bond	81,697.28	42,517.96	

2023 O & M & BOND TOTAL \$ 938,657.28 \$ 406,229.96 \$ 1,344,887.24

Proposed 2024	Sewer Plant	Sewer Collection	TOTAL Sewer	% Increase From 23
Wages	284,630.00	123,360.00	407,990.00	1%
Payroll Expenses	165,525.00	79,660.00	245,185.00	1%
Purchased Prof. & Tech Services	111,815.00	65,000.00	176,815.00	-6%
Purchased Property Services	100,750.00	48,910.00	149,660.00	29%
Other Purchased Services	8,850.00	5,225.00	14,075.00	-5%
Supplies	224,125.00	50,200.00	274,325.00	7%
Total O & M	895,695.00	372,355.00	1,268,050.00	
O & M % of increase	4.52%	2.38%	3.88%	

Bond Debt				
Perkins Pond		\$ 42,888.52	42,888.52	1%
Upgrade	81,708.28		81,708.28	0%
Total Bond	81,708.28	42,888.52		

2024 O & M & BOND TOTAL \$ 977,403.28 \$ 415,243.52 \$ 1,392,646.80

Anticipated Revenue 2024

1484 Sewer Rents	\$ 664,263.04	based on 2023 Warrant	\$ (7,915.00)
Town of New London	\$ 589,249.90	66.47%	
Upgrade Bond Fees	\$ 44,520.00		
Upgrade Bond Grant	\$ 39,131.00		
Perkins Pond Grant	\$ 9,282.00		
Perkins Pond Bond Fee	\$ 38,286.13		
Total Sewer			\$ 1,384,732.07

Fund Balances at 9/21/23

Capital Improvement Reserve	\$415,160.00
Operating Funds	\$ 843,570.00
Capital Improvement Account	\$ 601,360.00
Replacement Funds	\$ 992,158.00
	\$ 2,852,248.00

Sewer Collection System
2024
Draft Budget

BUDGET ITEM	APPROVED 2023	EXPENDED 9/21/2023	% USED	Proposed 2024	% INCREASE
<u>WAGES</u>					
Full Time Labor	115,610.00	56,617.94	49%	115,610.00	0%
Overtime Pay	6,750.00	3,481.49	52%	6,750.00	0%
Commissioner Pay	1,000.00	690.00	69%	1,000.00	0%
TOTAL	123,360.00	60,789.43	49%	123,360.00	0%
<u>PAYROLL EXPENSES</u>					
Unused sick	2,500.00	-	0%	2,500.00	0%
Life/disability	2,335.00	1,033.83	44%	2,335.00	0%
FICA/medicare	8,885.00	4,567.37	51%	8,885.00	0%
Health insurance	45,850.00	15,015.60	33%	45,850.00	0%
Retirement	18,360.00	10,675.01	58%	18,360.00	0%
Unemployment	110.00	-	0%	110.00	0%
Worker's comp.	1,620.00	981.87	61%	1,620.00	0%
TOTAL	79,660.00	32,273.68	41%	79,660.00	0%
<u>PURCHASED PROF & TECH SERVICES</u>					
Auditing	2,000.00	-	0%	2,000.00	0%
Legal/Engineering	4,500.00	268.75	6%	4,500.00	0%
Telephone & Alarms	2,350.00	1,377.82	59%	8,000.00	240%
Alarms	5,600.00	4,659.47	83%	-	-100%
ice Rents & Comp Services	1,500.00	1,168.00	78%	5,500.00	267%
Office/Computer Services	1,500.00	636.31	42%	-	-100%
Office Rent	2,500.00	-	0%	-	-100%
Auto & Equip repair/service	3,500.00	5,210.05	149%	4,000.00	14%
Sewer Line Maint. Services	4,000.00	3,490.00	87%	4,000.00	0%
Pump Stn. Maint. Services	17,000.00	-	0%	17,000.00	0%
Manhole Repairs/Maint.	20,000.00	19,385.18	97%	20,000.00	0%
TOTAL	64,450.00	36,195.58	56%	65,000.00	1%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	24,410.00	12,107.95	50%	33,910.00	39%
Heating Fuel	15,000.00	4,173.54	28%	15,000.00	0%
TOTAL	39,410.00	16,281.49	41%	48,910.00	24%
<u>OTHER PURCHASED SERVICES</u>					
roperty & Liability Insurance	5,000.00	3,709.42	74%	4,500.00	-10%
Travel	75.00	-	0%	-	-100%
Dues & Advertising	75.00	76.80	102%	75.00	0%
Emp.Training/travel/testing	500.00	135.00	27%	650.00	30%
Employee Testing	75.00	-	0%	-	-100%
TOTAL	5,725.00	3,921.22	68%	5,225.00	-9%
<u>SUPPLIES</u>					
Office supplies & Equip	700.00	400.29	57%	2,050.00	193%
Office Equipment	700.00	391.00	56%	-	-100%

Sewer Collection System
2024
Draft Budget

BUDGET ITEM	APPROVED 2023	EXPENDED 9/21/2023	% USED	Proposed 2024	% INCREASE
Postage	950.00	536.34	56%	950.00	0%
Billing	400.00	401.27	100%	-	-100%
Breakroom Supplies	250.00	220.87	88%	-	-100%
Safety Supplies	2,000.00	1,150.45	58%	2,000.00	0%
Sewer Line Maint Supply	7,000.00	3,693.10	53%	7,000.00	0%
Pump Stn. Maint. Supply	6,000.00	3,734.54	62%	6,000.00	0%
Auto fuel	4,000.00	3,064.11	77%	4,000.00	0%
Uniforms	1,800.00	1,482.46	82%	2,200.00	22%
Coll. Replacement Fund	27,307.00	27,307.00	100%	26,000.00	-5%
TOTAL	51,107.00	42,381.43	83%	50,200.00	-2%
TOTAL APPROVED BUDGET					
2023	\$ 363,712.00	\$ 191,842.83	53%	\$ 372,355.00	2.38%
				PROPOSED FOR 2024	
Truck Warrant Article	\$ 35,000.00	\$ 27,696.00	Remaining	\$ 7,304.00	
Manhole Warrant Article	\$ 45,000.00	\$ 28,358.13	\$ 16,641.87		
Perkins Pond Payment	\$ 42,517.96	\$ 42,517.96		\$ 42,888.52	0.00%
				\$ -	

ANTICIPATED 2024 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 2023 Rent Warrant

APPROXIMATE EQUIVALENT USERS:

	1453
ANTICIPATED 2023 ANNUAL COLLECTION	
FEE:	\$ 200.70
TOTAL PLANT AND COLLECTION:	\$ 448.00