



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
September 30, 2021, 5:30 p.m.
Sunapee Town Office Meeting Room

Agenda

1. Call to order
2. Sunapee/New London Joint Quarterly Meeting
July 29, 2021 Meeting Minutes
Wastewater Treatment Highlights
1st Draft Proposed 2022 Treatment Plant Budget
September 2021-August 2022 Flow Rates/Billing Percentages
3. Forms for Approval
August 26, 2021 Meeting Minutes
August Sewer Purchase Journal
August Water Purchase Journal
4. Water Treatment Highlights
5. Old & New Business
Mietelski Shed
Possible Bond Refinance
2022 Draft Budgets
6. Next Monthly Meeting October 28, 2021
7. Adjourn



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

New London/Sunapee Water & Sewer Commission Joint Quarterly Meeting
July 29, 2021
Sunapee Town Offices Meeting Room

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

Also present: Holly Leonard, David Bailey, Kimberly Hallquist-New London Town Administrator, New London Selectmen-Nancy Rollins, Janet Kidder and John Cannon. April Sargent & Charley Hanson-R.M.I.

The Chairman called the meeting to order at 5:32 p.m.:

1. April 29, 2021 Joint Meeting Minutes: Douglas G. made a motion to accept the minutes of the April 29th joint quarterly meeting, seconded by Nancy R., Sunapee polled in favor, New London polled in favor, so declared by the Chairman.
2. R.M.I. SHINCCI Sludge Drying Unit Presentation: Charley H. and April S. gave a presentation on the merits and effectiveness of the SHINCCI heat pump, sludge drying unit that has been used at Bellows Falls and Hookset. There was some discussion regarding the future of biosolid disposal and the benefits of having a dryer ending product. Wayne S. questioned what type of longevity the drying unit has as well as how much maintenance it would require, Charley H. replied that the unit has a 20-year life span and gave some ideas about the amount of maintenance that should be done. Nancy R. questioned what the cost of this unit might be, Charley H. responded that with everything included it would be less than \$250,000 for a unit sized correctly for Sunapee's use and that it would be about 13.5 feet long by 7.5 feet wide and high. There was some discussion regarding the space available in the current building and what other items may be needed for the operation of the unit. Charles H. questioned what type of warranty the unit would have, Charley H. replied that it has a one-year warranty and that can be added to for a cost. Charley H. stated that there would need to be more information put together to get a firmer number on what the total cost of the unit would be. R.M.I. departed at 6:20 p.m.
3. Wastewater Treatment Highlights: Dave B. reported that they have been working with the rare earth at the plant and that it seems to be working well in keeping the phosphorus numbers consistently low. He stated that the rain has been causing an ongoing battle with the processes at the plant and that it has been difficult to remain in compliance. He stated that there had been one e-coli violation early in the month but that had been the only one. Dave B. told the boards that last week they had put flow into ditch number two to handle the high flows and this had cut the volume in half and made a huge difference in the ability of the plant to process the large amounts of water. He stated that when things calm down with the amounts of flows that they will take ditch number one offline for cleaning and having available to use in the event of future high flows. Dave B. stated that he still is having issues with the phone lines and internet at the treatment plant and presented that the current lines are buried and have been problematic for years. He is proposing running some conduit and

putting it in so that cable can be run to the plant. Dave B. stated that Anthony D. from N.H. DES wants to come sample different places to see if it can be determined where the PFOA's may be coming from. He stated that he is planning to test some locations in Sunapee and would like New London's cooperation with testing there as well. New London agreed that this is necessary and Dave B. stated that it would be done every couple of months at various manholes.

Dave B. reported that they had cleaned eight of the wet wells and the siphon chamber in the harbor area.

New London departed the meeting at 6:30 p.m.

Submitted by Holly Leonard.

SEWER TREATMENT PLANT
2022 DRAFT BUDGET

As of 9/23/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 9/23/2021	% USED	PROPOSED 2022	% Increase
<u>WAGES</u>					
Superintendent	48,145.00	34,179.41	71%	50,864.00	6%
Full Time Labor	152,650.00	81,465.84	53%	175,606.00	15%
Admin. Labor	20,015.00	13,864.67	69%	20,983.00	5%
Overtime Pay	8,000.00	6,608.14	83%	8,000.00	0%
Commissioner Pay	1,000.00	568.33	57%	1,000.00	0%
TOTAL	229,810.00	136,686.39	59%	256,453.00	12%
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00		0%	3,000.00	0%
Life/disability	3,920.00	2,006.24	51%	4,431.00	13%
FICA/Medicare	17,200.00	10,260.32	60%	18,550.00	8%
Health & Dental Ins.	71,565.00	37,245.84	52%	102,263.00	43%
Retirement	28,195.00	13,037.08	46%	35,605.00	26%
Unemployment	220.00		0%	220.00	0%
Worker's Comp	3,018.00		0%	3,650.00	21%
TOTAL	127,118.00	62,549.48	49%	167,719.00	32%
<u>PURCHASED PROF. & TECH. SERVICES</u>					
Audit	1,500.00		0%	1,500.00	0%
Legal/Engineering	5,000.00		0%	5,000.00	0%
Joint Sewer Main					
Telephone	4,000.00	2,754.80	69%	4,000.00	0%
Computer Software support	615.00	500.00	81%	615.00	0%
Office/Computer Services	2,500.00	2,077.73	83%	3,000.00	20%
Office rent	2,500.00		0%	2,500.00	0%
Auto Repair Parts	1,500.00	477.34	32%	1,500.00	0%
Maintenance services	22,000.00	13,101.70	60%	22,000.00	0%
Outside lab service	18,000.00	5,886.77	33%	15,000.00	-17%
BOIS Handling	54,000.00	43,171.19	80%	64,000.00	19%
BOIS Lab	1,200.00	969.00	81%	1,200.00	0%
TOTAL	112,815.00	68,938.53	61%	120,315.00	7%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	63,500.00	44,594.00	70%	63,500.00	0%
Heating Fuel	8,500.00	2,440.94	29%	10,600.00	25%
TOTAL	72,000.00	47,034.94	65%	74,100.00	3%
<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	85.00	57%	150.00	0%
Training/Education	900.00	1,021.00	113%	900.00	0%
Employee Testing	50.00		0%	50.00	0%
Advertising		80.10			
TOTAL	8,560.00	1,186.10	14%	8,560.00	0%
<u>SUPPLIES</u>					
Office supplies	910.00	327.78	36%	910.00	0%
Office Equipment	600.00	99.99	17%	600.00	0%
Postage	495.00	55.33	11%	515.00	4%

SEWER TREATMENT PLANT
2022 DRAFT BUDGET

As of 9/23/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 9/23/2021	% USED	PROPOSED 2022	% Increase
Breakroom Supplies	300.00	171.69	57%	300.00	0%
Safety Supplies	2,500.00	1,700.85	68%	2,500.00	0%
Maint supply	15,000.00	3,778.16	25%	12,000.00	-20%
Auto fuel	2,850.00	2,429.37	85%	3,000.00	5%
Building/Custodial	3,100.00	1,987.70	64%	3,100.00	0%
Uniforms	3,350.00	1,702.62	51%	3,350.00	0%
Lab supply	22,700.00	14,690.65	65%	22,700.00	0%
Lab Equipment	8,800.00	1,026.85	12%	8,800.00	0%
Chemicals	75,000.00	35,862.61	48%	75,000.00	0%
Replacement Fund	53,277.00	53,277.00	100%	54,875.00	3%
TOTAL	188,882.00	117,110.60	62%	187,650.00	-1%
-					
TOTAL APPROVED BUDGET FOR 2021	\$ 739,185.00	\$ 433,506.04	59%	\$ 814,797.00	10.23%
2020 Asset Mngmt Plan	\$ 15,000.00	\$ 4,217.60		\$ -	
2021 Plant Replacement Exp		10,104.30		\$ 814,797.00	

	Townline Total	Sunapee Contribution	Sunapee Plant Total	NL %
Sep-20	6,593,300	3,040,684	9,633,984	68.44%
Oct-20	6,906,800	3,154,384	10,061,184	68.65%
Nov-20	7,254,000	1,962,320	9,216,320	78.71%
Dec-20	10,922,300	2,195,460	13,117,760	83.26%
Jan-21	7,441,200	2,221,520	9,662,720	77.01%
Feb-21	6,202,500	1,402,300	7,604,800	81.56%
Mar-21	9,970,200	2,823,912	12,794,112	77.93%
Apr-21	9,627,400	2,821,432	12,448,832	77.34%
May-21	8,278,900	3,313,356	11,592,256	71.42%
Jun-21	5,618,000	3,362,992	8,980,992	62.55%
Jul-21	8,895,300	5,998,588	14,893,888	59.72%
Aug-21	9,254,100	4,431,276	13,685,376	67.62%

12 Mos 96,964,000 36,728,224 133,692,224 72.53

71.3 Currently Billing At

70.53 Proposed



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

Board of Commissioners Meeting
August 26, 2021
Sunapee Town Office Meeting Room

PRESENT: Jimmy Williams-Vice Chairman, Richard Curtis, Douglas Gamsby, Wayne Stoddard, Jeffrey Reed, Charles Hirshberg.
Also present: Holly Leonard, David Bailey.

The Vice-Chairman called the meeting to order at 5:30 p.m.

1. Forms for Signing:

July 29, 2021 Meeting Minutes: Douglas G. made a motion to accept the Meeting Minutes from the July 29th meeting, seconded by Charles H., voted unanimously in favor, so declared by the Vice-Chairman.

July Sewer Purchase Journal: Douglas G. made a motion to accept the Sewer Department Purchase Journal, seconded by Charles H., after some discussion regarding bios handling, polymer costs, RMI and pfoas, voted unanimously in favor, so declared by the Vice-Chairman.

July Water Purchase Journal: Charles H. made a motion to accept the Sunapee Water Purchase Journal for July, seconded by Richard C., after some discussion regarding CPE and the rebuilt pump for River Road, voted unanimously in the affirmative, so declared by the Vice-Chairman.

UV System Disbursement Request #3: After some discussion regarding the UV project and what is happening currently with it, Douglas G. made a motion to accept the Disbursement Request #3 for the State Revolving Loan, seconded by Jeffrey R., voted unanimously in the affirmative, so declared by the Vice-Chairman.

2. Water Treatment Highlights: Dave B. stated that tomorrow morning at 8 he will be meeting with DBU to get a quote on boring lines under Route 11. He reported that DBU has done quite a bit of work in Town and for the Water Department. Dave B. stated that he has also sent e-mails to two other companies for quotes to do the same. Dave B. reported that the last TTHM samples had come back with high results and that there does not seem to be any reason for them to have changed so drastically. He stated that he thinks that the new infrastructure funding that the President is trying to get passed may result in more monies that could potentially be used to replace some of Sunapee's aging water lines. He is thinking that perhaps he should be getting some of these water line replacements engineered in case the funds go to shovel ready projects. There was some discussion regarding putting together an RFQ for engineering some of these projects and that September 14th will be operator field day at Mount Sunapee and that there are usually various engineering firms in attendance there. There was some discussion regarding the ARPA funding and the fact that the Town had already received \$182,000 of it with the other \$182,000 to follow, and that this funding is what is available for the boring under route 11 project. Dave B. reported that all has been going well in the water systems and

that he is looking to replace the line on Westwood perhaps this fall and do more work on the line on Burkehaven Lane.

3. Wastewater Treatment Highlights: Dave B. reported that the new mixer has been installed in the second ditch and that both ditches are still running but that he is planning to shut of the first ditch and empty it and clean it out when the high flows stop coming through. He stated that they are still using the rare earth and that the phosphorus numbers have been staying low, he is working on reducing the amount of rare earth and try to see how much is actually needed to keep the numbers low enough to pass the monthly limits. Dave B. has been thinking that he will need to find a way to store the rare earth so that it will not freeze.

Dave B. reported that the crew is getting ready to bring the manholes on Lake Avenue in Georges Mills back up to be ready for the second layer of pavement. He stated that the new generator at Pump Station 9 is being worked on to get it online.

Holly L. reported that the Commission had voted to spend \$21,500 for the new generator at Pump Station 9 and that the bill had ended up having a credit from the trade in of the old generator which made the cost only \$20,750 instead.

Dave B. reported that he has run advertisements for a Laborer and an Equipment Operator. He stated that he has received one application so far.

The next monthly meeting will be on September 30th.

6:12 p.m. Douglas G. made a motion to adjourn, seconded by Jeffrey R., voted unanimously in the affirmative, so declared by the Vice-Chairman.

Sunapee SEWER Department
Purchase Journal
For the Period From Aug 1, 2021 to Aug 31, 2021

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
8/5/21	56260P Uniform Expense	1070050016		44.01	
	56260C Uniform Expense			19.74	
	56250P Building/Custodial Expense			53.37	
	202000 Accounts Payable		UNIFIRST		117.12
8/5/21	56260P Uniform Expense	1070051878		44.01	
	56260C Uniform Expense			19.74	
	56250P Building/Custodial Expense			53.37	
	202000 Accounts Payable		UNIFIRST		117.12
8/5/21	56220C Sewer Line Maint. Supply	1843194		3.01	
	202000 Accounts Payable		BELLETTETTES		3.01
8/5/21	56210P Maintenance Supply	1851232		4.50	
	202000 Accounts Payable		BELLETTETTES		4.50
8/5/21	53090P Outside Lab Services	230065		101.50	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC.		101.50
8/5/21	56230C Pump Station Maint. Supply	2614385		91.41	
	202000 Accounts Payable		HOME DEPOT CREDIT SERVICES		91.41
8/5/21	56210P Maintenance Supply	32328324		41.58	
	202000 Accounts Payable		MAIN OXY-ACETYLENE SUPPLY CO.		41.58
8/5/21	57030C Capital Reserve Fund Expense	4769		20,750.00	
	202000 Accounts Payable		YANKEE GENERATOR, INC.		20,750.00
8/5/21	53075C Manhole Contract	5898868		2,154.36	
	202000 Accounts Payable		E.J.PRESCOTT, INC.		2,154.36
8/5/21	56270P Lab Supplies	656517		26.08	
	202000 Accounts Payable		USA BLUEBOOK		26.08
8/5/21	56240P Auto Fuel Expense	73123839		14.00	
	202000 Accounts Payable		WEX BANK		14.00
8/5/21	53030P Telephone	8-21		237.60	
	53030C Telephone			72.01	

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	53031C Alarms 202000 Accounts Payable			427.43	
			CONSOLIDATED COMMUNICATIONS		737.04
8/5/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	849014		35.33	
			SANEL NAPA		35.33
8/5/21	56210P Maintenance Supply 202000 Accounts Payable	8514619		99.40	
			HOME DEPOT CREDIT SERVICES		99.40
8/5/21	56210P Maintenance Supply 202000 Accounts Payable	NP309887101		7.59	
			LAVALLEY BUILDING SUPPLY		7.59
8/17/21	53094P BIOS HANDLING 202000 Accounts Payable	00011075		2,487.84	
			Town of Merrimack		2,487.84
8/17/21	56290P Chemical Expense 202000 Accounts Payable	098192		1,364.09	
			ARIES CHEMICAL, INC		1,364.09
8/17/21	53090P Outside Lab Services 202000 Accounts Payable	121080485		30.00	
			NELSON ANALYTICAL LAB		30.00
8/17/21	57200C 19 Article 16 Asset Mgmt Pro 202000 Accounts Payable	17060		2,006.30	
			UNDERWOOD ENGINEERS, INC.		2,006.30
8/17/21	53090P Outside Lab Services 202000 Accounts Payable	230776		101.50	
			EASTERN ANALYTICAL, INC.		101.50
8/17/21	56290P Chemical Expense 202000 Accounts Payable	290205286		720.50	
			HARCROS CHEMICALS INC.		720.50
8/17/21	56290P Chemical Expense 202000 Accounts Payable	290205287		999.00	
			HARCROS CHEMICALS INC.		999.00
8/17/21	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	320988		186.86	
				236.59	
			TREASURER STATE OF NH		423.45
8/17/21	56270P Lab Supplies 202000 Accounts Payable	458401		50.77	
			NCL OF WISCONSIN, INC.		50.77

Sunapee SEWER Department
Purchase Journal
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8/17/21	56270P Lab Supplies 202000 Accounts Payable	677865	USA BLUEBOOK	237.13	237.13
8/17/21	51000C Superintendent Labor 51000P Superintendent Labor 51100C Full Time Labor 51100P Full Time Labor 51200C Administrative Labor 51200P Administrative Labor 51300C Overtime Pay 51300P Overtime Pay 52100C Life & Disability Expense 52100P Life & Disability Expense 52200C FICA/Medicare Expense 52200P FICA/Medicare Expense 52300C Health Insurance Expense 52300P Health Insurance Expense 52300C Health Insurance Expense 52300P Health Insurance Expense 52400C Retirement 52400P Retirement 53041C Office/Computer Service 53041P Office/Computer Service 202000 Accounts Payable	680	August August June June	1,996.28 4,019.78 2,143.63 10,632.62 1,548.41 1,548.41 150.82 1,472.44 175.76 528.42 425.64 1,305.93 1,696.31 5,099.88 1,696.31 5,099.88 968.37 2,015.50 156.52 156.52	42,837.43
8/17/21	56270P Lab Supplies 202000 Accounts Payable	681855	USA BLUEBOOK	25.91	25.91
8/17/21	54100C Electricity Expense 54100P Electricity Expense 202000 Accounts Payable	8/2021	EVERSOURCE	1,067.70 5,262.19	6,329.89
8/17/21	56210P Maintenance Supply 202000 Accounts Payable	849983	SANEL NAPA	82.17	82.17
8/17/21	53050P Auto Repair/Service	850483		53.83	

Sunapee SEWER Department
Purchase Journal

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	53050C Auto Repair/Service 202000 Accounts Payable		SANEL NAPA	53.83	107.66
8/17/21	55220P Training/Education 202000 Accounts Payable	9-14	GRANITE STATE RURAL WATER	160.00	160.00
8/17/21	53030P Telephone 53030C Telephone 202000 Accounts Payable	9885764526	VERIZON WIRELESS	104.47 104.47	208.94
8/17/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	P85090	INTERSTATE BILLING	32.61	32.61
8/17/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	P95659	INTERSTATE BILLING	505.11	505.11
8/17/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	P95838	INTERSTATE BILLING	45.61	45.61
8/18/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070053742	UNIFIRST	36.96 19.74 53.73	110.43
8/18/21	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070055618	UNIFIRST	36.96 19.74 44.76	101.46
8/18/21	56260P Uniform Expense 202000 Accounts Payable	5070000607	UNIFIRST	11.39	11.39
8/19/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	018-125639	NEWPORT SAND & GRAVEL	225.00	225.00
8/19/21	56140P Breakroom Supplies 202000 Accounts Payable	17720654 081721	CRYSTAL ROCK LLC	53.92	53.92
8/19/21	56220C Sewer Line Maint. Supply	689393		124.87	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		USA BLUEBOOK		124.87
8/19/21	56210P Maintenance Supply 202000 Accounts Payable	849978	SANEL NAPA	66.20	66.20
8/19/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	851568	SANEL NAPA	33.99	33.99
8/26/21	53070P Maintenance Service 202000 Accounts Payable	026798	A/D INSTRUMENT REPAIR, INC.	2,926.15	2,926.15
8/26/21	53072C Pump Station Maint. Service 202000 Accounts Payable	08222102	KELLEY PLUMBING & HEATING	1,895.49	1,895.49
8/26/21	53094P BIOS HANDLING 202000 Accounts Payable	11821	CLEAN WATERS, INC.	7,939.52	7,939.52
8/26/21	56270P Lab Supplies 202000 Accounts Payable	12599876	HACH COMPANY	301.77	301.77
8/26/21	55300C Advertising Expense 55300P Advertising Expense 202000 Accounts Payable	32892	ECHO COMMUNICATIONS	80.10 80.10	160.20
8/26/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	849848	SANEL NAPA	167.59	167.59
8/26/21	56220C Sewer Line Maint. Supply 202000 Accounts Payable	850119	SANEL NAPA	27.00	27.00
8/26/21	56230C Pump Station Maint. Supply 202000 Accounts Payable	852725	SANEL NAPA	4.78	4.78
8/26/21	56200P Safety Supplies 202000 Accounts Payable	I0583120	ATCO INTERNATIONAL	317.73	317.73
8/26/21	56210P Maintenance Supply 56230C Pump Station Maint. Supply 202000 Accounts Payable	NHCLA127187	FASTENAL COMPANY	81.07 81.07	162.14

Sunapee SEWER Department
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
				97,685.58	97,685.58

Sunapee WATER Department
Purchase Journal

For the Period From Aug 1, 2021 to Aug 31, 2021

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
8/5/21	562600 Uniform Expense 202000 Accounts Payable	1070050016	UNIFIRST	26.58	26.58
8/5/21	530210 ENGINEERING FEES 202000 Accounts Payable	16989	UNDERWOOD ENGINEERS, INC.	971.60	971.60
8/5/21	562600 Uniform Expense 202000 Accounts Payable	170051878	UNIFIRST	26.58	26.58
8/5/21	562100 Maintenance Supply 202000 Accounts Payable	1851545	BELLETTETES	2.13	2.13
8/5/21	562100 Maintenance Supply 202000 Accounts Payable	1857082	BELLETTETES	26.30	26.30
8/5/21	562200 Distribution Supplies 202000 Accounts Payable	245472	STILES COMPANY	1,431.50	1,431.50
8/5/21	562200 Distribution Supplies 202000 Accounts Payable	245560	STILES COMPANY	319.82	319.82
8/5/21	562100 Maintenance Supply 202000 Accounts Payable	2614385	HOME DEPOT	91.41	91.41
8/5/21	562900 Chemical Expense 202000 Accounts Payable	290205153	HARCROS	256.50	256.50
8/5/21	562200 Distribution Supplies 202000 Accounts Payable	5898868	E.J.PRESCOTT INC	1,142.70	1,142.70
8/5/21	530300 Telephone 530310 Alarms 202000 Accounts Payable	8-21	CONSOLIDATED COMMUNICATIONS	96.75 84.00	180.75
8/5/21	562100 Maintenance Supply 202000 Accounts Payable	849671	SANEL NAPA	15.78	15.78
8/5/21	562100 Maintenance Supply 202000 Accounts Payable	849747	SANEL NAPA	10.99	10.99

Sunapee WATER Department
Purchase Journal
For the Period From Aug 1, 2021 to Aug 31, 2021

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
8/17/21	530900 Outside Lab Services 202000 Accounts Payable	121080504	NELSON ANALYTICAL LAB	45.00	45.00
8/17/21	562400 Auto Fuel Expense 202000 Accounts Payable	320988	TREASURER STATE OF NH	153.35	153.35
8/17/21	562200 Distribution Supplies 202000 Accounts Payable	55966	UNITED CONSTRUCTION CORP.	36.53	36.53
8/17/21	510000 Superintendent Labor 511000 Full Time Labor 512000 Administrative Labor 513000 Overtime Pay 521000 Life & Disability Expense 522000 FICA/Medicare 523000 Health Insurance Expense 523000 Health Insurance Expense 524000 Retirement 530410 Office/Computer Service 202000 Accounts Payable	680	August June TOWN OF SUNAPEE	1,996.28 8,802.43 1,549.57 1,816.82 429.76 1,073.39 4,147.76 4,147.76 1,649.47 156.54	25,769.78
8/17/21	541000 Electricity Expense 202000 Accounts Payable	8-21	EVERSOURCE	1,493.72	1,493.72
8/17/21	530500 Auto Repair/Service 202000 Accounts Payable	850483	SANEL NAPA	53.83	53.83
8/17/21	552200 Training/Education 202000 Accounts Payable	9-14	GRANITE STATE RURAL WATER	80.00	80.00
8/17/21	530300 Telephone 202000 Accounts Payable	9885764526	VERIZON WIRELESS	104.47	104.47
8/18/21	562600 Uniform Expense 202000 Accounts Payable	1070053742	UNIFIRST	26.58	26.58
8/18/21	562600 Uniform Expense 202000 Accounts Payable	1070055618	UNIFIRST	26.58	26.58

Sunapee WATER Department
Purchase Journal
For the Period From Aug 1, 2021 to Aug 31, 2021

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
8/18/21	562600 Uniform Expense 202000 Accounts Payable	5070000610	UNIFIRST	32.69	32.69
8/18/21	562200 Distribution Supplies 202000 Accounts Payable	686384	USA BLUEBOOK	56.84	56.84
8/19/21	530900 Outside Lab Services 202000 Accounts Payable	230906	EASTERN ANALYTICAL, INC	170.00	170.00
8/19/21	562100 Maintenance Supply 202000 Accounts Payable	P04746	B-B CHAIN	54.00	54.00
8/26/21	530700 Maint.Repair/Service 202000 Accounts Payable	026796	A/D INSTRUMENT REPAIR	2,635.40	2,635.40
8/26/21	530400 Computer Software Support 202000 Accounts Payable	1451460	BADGER METER INC.	900.00	900.00
8/26/21	562900 Chemical Expense 202000 Accounts Payable	290205532	HARCROS	256.50	256.50
8/26/21	553000 Advertising Expense 202000 Accounts Payable	32892	ECHO COMMUNICATIONS, INC.	80.10	80.10
8/26/21	562200 Distribution Supplies 202000 Accounts Payable	56092	UNITED CONSTRUCTION CORP.	40.02	40.02
8/26/21	562200 Distribution Supplies 202000 Accounts Payable	72740977	F.W. WEBB COMPANY	280.98	280.98
8/26/21	530300 Telephone 202000 Accounts Payable	8-16-21	COMCAST	159.64	159.64
8/26/21	530600 Equipment Repair 202000 Accounts Payable	849848	SANEL NAPA	167.59	167.59
8/26/21	530600 Equipment Repair 202000 Accounts Payable	850119	SANEL NAPA	27.00	27.00
8/26/21	562100	NHCLA127187		81.07	

Sunapee WATER Department

Purchase Journal

For the Period From Aug 1, 2021 to Aug 31, 2021

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
	Maintenance Supply 202000 Accounts Payable		FASTENAL COMPANY		81,07
8/26/21	583000 20 Article TTHM Remediation 202000 Accounts Payable	Pay App no 3	PRB Construction Inc.	43,641.31	43,641.31
				<u>80,875.62</u>	<u>80,875.62</u>

Approved 2021	Sewer Plant	Sewer Collection	TOTAL Sewer
Wages	229,810.00	104,165.00	333,975.00
Payroll Expenses	127,118.00	64,920.00	192,038.00
Purchased Prof. & Tech Services	112,815.00	57,650.00	170,465.00
Purchased Property Services	72,000.00	34,710.00	106,710.00
Other Purchased Services	8,560.00	5,475.00	14,035.00
Supplies	188,882.00	49,742.00	238,624.00
Total O & M	739,185.00	316,662.00	1,055,847.00

Upgrade Loan	84,915.00		
Perkins Pond		\$ 45,312.50	

Total Bond	84,915.00	45,312.50	
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2021 O & M & BOND TOTAL	\$ 824,100.00	\$ 361,974.50	\$ 1,186,074.50
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Proposed 2022	Sewer Plant	Sewer Collection	TOTAL Sewer	% Increase From 19
Wages	256,453.00	112,650.00	369,103.00	11%
Payroll Expenses	167,719.00	70,875.00	238,594.00	24%
Purchased Prof. & Tech Services	120,315.00	58,350.00	178,665.00	5%
Purchased Property Services	74,100.00	34,710.00	108,810.00	2%
Other Purchased Services	8,560.00	5,475.00	14,035.00	0%
Supplies	187,650.00	50,572.00	238,222.00	0%
Total O & M	814,797.00	332,632.00	1,147,429.00	
O & M % of increase	10.23%	5.04%	8.67%	

Bond Debt			
Perkins Pond Upgrade		\$ 44,211.50	44,211.50
Upgrade	84,915.00		84,915.00
Total Bond	84,915.00	44,211.50	

2022 O & M & BOND TOTAL	\$ 899,712.00	\$ 376,843.50	\$ 1,276,555.50
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Anticipated Revenue 2021

1465 Sewer Rents	\$ 572,598.00	based on 2020 Warrant	
Town of New London	\$ 574,676.35	71%	
Upgrade Bond Fees	\$ 23,440.00		
Upgrade Bond Grant	\$ 39,130.00		
Perkins Pond Grant	\$ 9,575.50		
Perkins Pond Bond Fee	\$ 35,935.12		
Total Sewer			\$ 1,255,354.97

Fund Balances at 9/23/21

Capital Improvement Reserve	\$ 301,072.00
Operating Funds	\$ 637,290.00
Capital Improvement Account	\$ 556,192.00
Replacement Funds	\$ 875,676.00
	\$ 2,370,230.00

Sewer Collection System
2022
Draft Budget

BUDGET ITEM	APPROVED 2021	EXPENDED AS OF 9/22/21	% USED	Proposed 2022	% INCREASE
<u>WAGES</u>					
Superintendent	24,075.00	16,977.60	71%	25,500.00	6%
Full Time Labor	54,075.00	25,953.91	48%	60,150.00	11%
Admin.Labor	20,015.00	13,864.96	69%	21,000.00	5%
Overtime Pay	5,000.00	2,321.73	46%	5,000.00	0%
Commissioner Pay	1,000.00	568.33	57%	1,000.00	0%
TOTAL	104,165.00	59,686.53	57%	112,650.00	8%
<u>PAYROLL EXPENSES</u>					
Unused sick	2,250.00		0%	2,250.00	0%
Life/disability	1,905.00	827.60	43%	2,000.00	5%
FICA/medicare	7,790.00	4,346.09	56%	8,800.00	13%
Health insurance	38,850.00	17,004.00	44%	41,075.00	6%
Retirement	12,505.00	5,602.32	45%	15,020.00	20%
Unemployment	110.00		0%	110.00	0%
Worker's comp.	1,510.00		0%	1,620.00	7%
TOTAL	64,920.00	27,780.01	43%	70,875.00	9%
<u>PURCHASED PROF & TECH SERVICES</u>					
Auditing	1,000.00		0%	1,000.00	0%
Legal/Engineering	3,000.00	3,364.00	112%	3,500.00	17%
Telephone	2,350.00	1,465.17	62%	2,350.00	0%
Alarms	5,000.00	3,828.87	77%	5,000.00	0%
Computer Software support	1,300.00	1,350.00	104%	1,500.00	15%
Office/Computer Services	1,500.00	1,106.92	74%	1,500.00	0%
Office Rent	2,500.00		0%	2,500.00	0%
Auto repair/service	3,000.00	376.92	13%	3,000.00	0%
Sewer Line Maint. Services	4,000.00	1,588.50	40%	4,000.00	0%
Pump Stn. Maint. Services	17,000.00	9,029.86	53%	17,000.00	0%
Manhole Repairs/Maint.	17,000.00	9,971.58	59%	17,000.00	0%
TOTAL	57,650.00	32,081.82	56%	58,350.00	1%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	24,410.00	12,925.66	53%	24,410.00	0%
Heating Fuel	10,300.00	2,275.19	22%	10,300.00	0%
TOTAL	34,710.00	15,200.85	44%	34,710.00	0%
<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	75.00	100%	75.00	0%
Training/education	250.00		0%	250.00	0%
Employee Testing	75.00		0%	75.00	0%
Advertising	-	80.10	#DIV/0!	-	#DIV/0!
TOTAL	5,475.00	155.10	3%	5,475.00	0%

Sewer Collection System
2022
Draft Budget

BUDGET ITEM	APPROVED 2021	EXPENDED AS OF 9/22/21	% USED	Proposed 2022	% INCREASE
SUPPLIES					
Office supplies	700.00	299.43	43%	700.00	0%
Office Equipment	700.00		0%	700.00	0%
Postage	900.00	55.33	6%	950.00	6%
Billing	400.00	230.00	58%	400.00	0%
Breakroom Supplies	250.00	150.57	60%	250.00	0%
Safety Supplies	2,000.00	124.99	6%	2,000.00	0%
Sewer Line Maint Supply	3,000.00	7,050.86	235%	7,000.00	133%
Pump Stn. Maint. Supply	10,000.00	1,794.77	18%	6,000.00	-40%
Auto fuel	4,000.00	2,077.93	52%	4,000.00	0%
Uniforms	1,800.00	895.61	50%	1,800.00	0%
Coll. Replacement Fund	25,992.00	25,992.00	100%	26,772.00	3%
TOTAL	49,742.00	38,671.49	78%	50,572.00	2%
TOTAL APPROVED BUDGET					
2021	\$ 316,662.00	\$ 173,575.80	55%	\$ 332,632.00	5.04%
PROPOSED FOR 2022					
2020 Asset Mgmt Plan	\$ 15,000.00	\$ 9,387.50	\$ 5,612.50	\$ 15,000.00	
Article 34 CMOM		\$ 2,911.78			
19 Pump Station Up Warrant	\$ 26,000.00	\$ 22,500.00	\$ 3,500.00		
Perkins Pond Payment	\$ 45,312.50	\$ 22,747.75		\$ 44,211.50	0.00%
\$ -					

ANTICIPATED 2022 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 2021 Rent Warrant

APPROXIMATE EQUIVALENT USERS:

1453

ANTICIPATED 2022 ANNUAL COLLECTION FEE:	\$ 200.70
TOTAL PLANT AND COLLECTION:	\$ 360.00

Water Department
2022 Draft Budget
Summary

Approved	2021	Water
Wages		\$ 139,785.00
Payroll Expenses		\$ 74,535.00
Purchased Prof. & Tech Services		\$ 62,100.00
Purchased Property Services		\$ 27,815.00
Other Purchased Services		\$ 7,275.00
Supplies		\$ 117,040.00
	Total O & M	428,550.00
Bond Debt		
Lake Ave Sunapee Loan		48,760.18
1997 Water Treatment Bond		88,844.83
	Total Bond	137,605.01
2021 O & M AND BOND TOTAL		\$ 566,155.01

Proposed	2022	Water	% Increase from 21
Wages		\$ 147,136.00	5%
Payroll Expenses		\$ 79,445.00	7%
Purchased Prof. & Tech Services		\$ 56,500.00	-9%
Purchased Property Services		\$ 32,200.00	16%
Other Purchased Services		\$ 7,275.00	0%
Supplies		\$ 124,915.00	6.73%
	Total O & M	447,471.00	
	O & M % of increa	4.42%	
Bond Debt			
Lake Ave Sunapee Loan		47,290.18	-3%
1997 Water Treatment Bond		89,564.85	1%
	Total Bond	136,855.03	
2022 O & M AND BOND TOTAL		\$ 584,326.03	

Anticipated Revenue 2022		
based on 2020 Warrant	Water Rents	\$ 442,518.58
	Bond Fees	\$ 138,855.00
	2022 State Grant	\$ 16,821.97
1072 Equivalent Users	Total Water	\$ 598,195.55

Balance 9/23/21	
General	\$ 226,708.00 \$ -
Cap Imp	\$ 55,564.00
Replacement	\$ 377,175.00
Cap Imp Captial Reserve	\$ 138,360.00
	<u>\$ 797,807.00</u>

WATER TREATMENT
2022 DRAFT BUDGET

As of 9/23/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 9/23/2021	% USED	PROPOSED 2022	% CHANGE
<u>WAGES</u>					
Superintendent	24,075.00	17,743.68	74%	25,432.00	6%
Full Time Labor	84,085.00	70,503.96	84%	89,085.00	6%
Admin. Labor	20,625.00	13,875.06	67%	21,619.00	5%
Overtime Pay	10,000.00	8,532.31	85%	10,000.00	0%
Commissioner Pay	1,000.00	568.34	57%	1,000.00	0%
TOTAL	139,785.00	111,223.35	80%	147,136.00	5%
<u>PAYROLL EXPENSES</u>					
Unused sick	3,000.00	-	0%	3,000.00	0%
Life/disability	2,315.00	1,837.69	79%	2,455.00	6%
FICA/Medicare	9,700.00	8,491.45	88%	10,280.00	6%
Health & Dental Ins.	40,895.00	31,253.32	76%	43,345.00	6%
Retirement	16,625.00	11,109.66	67%	18,365.00	10%
Unemployment	200.00	-	0%	200.00	0%
Worker's Comp	1,800.00	-	0%	1,800.00	0%
TOTAL	74,535.00	52,692.12	71%	79,445.00	7%
<u>PURCHASED PROF & TECH SERVICES</u>					
Audit	1,000.00	-	0%	1,000.00	0%
Legal/Engineering	10,000.00	4,790.00	48%	10,000.00	0%
Telephone	3,500.00	2,930.65	84%	3,500.00	0%
Alarms	1,500.00	1,322.00	88%	2,500.00	67%
Computer Software & Support	16,600.00	3,530.00	21%	10,000.00	-40%
Office/Computer service	2,000.00	1,033.45	52%	2,000.00	0%
Office Rent	2,500.00	-	0%	2,500.00	0%
Auto repair/service	2,500.00	330.72	13%	2,500.00	0%
Equipment repair	2,000.00	1,367.64	68%	2,000.00	0%
Maint. Repair/Service	15,000.00	5,441.90	36%	15,000.00	0%
Outside lab services	5,500.00	1,636.00	30%	5,500.00	0%
TOTAL	62,100.00	22,382.36	36%	56,500.00	-9%
<u>PURCHASED PROPERTY SERVICES</u>					
Electricity	18,515.00	12,632.61	68%	20,600.00	11%
Heating Fuel	9,300.00	4,470.73	48%	11,600.00	25%
TOTAL	27,815.00	17,103.34	61%	32,200.00	16%
<u>OTHER PURCHASED SERVICES</u>					
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	85.00	43%	200.00	0%
Training/Education	1,200.00	281.00	23%	1,200.00	0%
Advertising	-	80.10	-	-	-
Employee Testing	50.00	-	0%	50.00	0%
TOTAL	7,275.00	446.10	6%	7,275.00	0%
<u>SUPPLIES</u>					
Office supplies	600.00	179.34	30%	600.00	0%
Postage	1,000.00	55.34	6%	1,000.00	0%
Billing Expense	600.00	469.16	78%	600.00	0%
Office Equipment	600.00	-	0%	600.00	0%

WATER TREATMENT
2022 DRAFT BUDGET

As of 9/23/2021

BUDGET ITEM	APPROVED 2021	EXPENDED 9/23/2021	% USED	PROPOSED 2022	% CHANGE
Breakroom Supplies	300.00	125.38	42%	300.00	0%
Safety Supplies	750.00	157.49	21%	750.00	0%
Maint. supplies	7,500.00	997.55	13%	6,500.00	-13%
Distribution Supplies	12,000.00	14,807.67	123%	12,000.00	0%
Meter Supplies	10,000.00	12,260.00	123%	15,000.00	50%
Hydrant Repair/Replace	2,000.00		0%	4,000.00	100%
Auto fuel	4,000.00	1,714.84	43%	4,000.00	0%
Building/Custodial expense	500.00	211.00	42%	500.00	0%
Uniforms	1,600.00	960.45	60%	1,500.00	-6%
Lab supplies	2,250.00		0%	2,250.00	0%
Lab equipment	1,500.00		0%	1,500.00	0%
Chemicals	6,000.00	4,053.75	68%	6,000.00	0%
Water Replacement Fund	65,840.00	65,840.00	100%	67,815.00	3%
TOTAL	117,040.00	101,831.97	87%	124,915.00	6.7%
SUBTOTAL	\$ 428,550.00	\$ 305,679.24	71%	\$ 447,471.00	4.4%
TOTAL APPROVED BUDGET FOR 2021	\$ 428,550.00	\$ 305,679.24	71%	\$ 447,471.00	4.4%
				PROPOSED FOR 2022	

\$ 2,020.00 \$ 2,021.00 \$ -

TTHM Remediation Article \$ 400,000.00 \$ 4,000.00 \$ 159,314.59 \$ 236,685.41

BOND PAYMENTS	2021			
Lake Avenue Loan Payment	\$ 48,760.18	\$ 24,347.64		\$ 47,290.18
UV SRF Loan Payment				
Treatment Bond Payment	\$ 88,844.83	\$ 88,844.83		\$ 89,564.85 0.8%
	<u>\$ 137,605.01</u>	<u>\$ 113,192.47</u>		<u>\$ 136,855.03 -0.5%</u>
				PROPOSED FOR 2022

ANTICIPATED INCOME FOR 2022

Rents * \$ 442,518.58
 Bond Fees \$ 138,840.00
 Bond Grant \$ 16,822.73
 TOTAL ANTICIPATED RECEIPTS: \$ 598,181.31

APPROXIMATE EQUIVALENT USERS: 1068
 ANTICIPATED 2021 ANNUAL WATER
 WATER BOND FEE: \$ 135.00
 USAGE FEE (excluding overag \$ 295.00

*Based on 2020 Rent Warrant