



TOWN OF SUNAPEE
Water and Sewer Commission

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

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

1. Call to order
2. Forms for Approval:
 - May 26, 2022 Meeting Minutes
 - May Sewer Purchase Journal
 - May Water Purchase Journal
 - 2022 Sewer Income Statement to date
 - 2022 Water Income Statement to date
 - Abatement Request
 - Grant Application FY 2023
3. Wastewater Treatment Highlights
4. Water Treatment Highlights
5. Old & New Business
 - Fuss & O'Neil
6. Next Monthly Meeting July 28, 2022
7. Adjourn



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

Board of Commissioners Meeting
May 26, 2022
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard, Aaron Cartier and Daniel Monette P.E.-Fuss & O'Neill.

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

1. Forms for Approval:

April 28, 2022 Meeting Minutes: Douglas G. made a motion to accept the meeting minutes for April 28, 2022, seconded by Jimmy W. voted 6 in favor, 1 abstained, the motion passed in the majority, so declared by the Chairman.

April Sewer Purchase Journal: Douglas G. made a motion to accept the April Sewer Purchase Journal, seconded by Charles H., after some discussion regarding Clean Waters, the centrifuge and Eversource, voted unanimously in favor, so declared by the Chairman.

April Water Purchase Journal: Douglas G. made a motion to accept the Water Purchase Journal for April, seconded by Jimmy W., after some discussion regarding Underwood Engineers and the UV system, voted unanimously in the affirmative, so declared by the Chairman.

January-May 2022 Sewer Income Statement: Douglas G. made a motion to accept the Sewer Department Income Statement for 2022, seconded by Charles H., after some discussion regarding the statement, voted unanimously in the affirmative, so declared by the Chairman.

January-May 2022 Water Income Statement: Douglas G. made a motion to accept the Water Department Income Statement, seconded by Jimmy W., voted unanimously in favor, so declared by the Chairman.

LMS 76 Abatement Request: Douglas G. reported that a new meter was installed last week and that it appears to be working, he stated that this had been a unique situation and that they are only requesting an abatement of the unmetered water charge. Charles H. made a motion to approve the abatement of \$375, seconded by Douglas G., voted unanimously in favor, so declared by the Chairman.

PHR 37 Abatement Request: Jeffrey R. made a motion to approve the abatement for 37 Prospect Hill Road in Georges Mills, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

PHR 52 Abatement Request: Douglas G. made a motion to accept the request for abatement for the Hutchinson Family Trust of Santa Monica, seconded by Charles H., voted unanimously in favor, so declared by the Chairman.

2. Wastewater Treatment Highlights: Aaron C. reported that things have been running very well at the Wastewater Treatment Plant and he gave some information on what has been going on down there.

3. Water Treatment Highlights:

Aaron C. reported that hydrant flushing is done and that approximately 1400 feet of summer water line was replaced on Westwood and Jobs Creek Road. He stated that they had also replaced 300 feet of 1" line on Burkehaven Lane and that he thinks that these two projects had solved many problem areas that are always a headache. He reported that there had been an issue at River Road Pump Station during the last bad storm and that he had called A/D Instruments to come look into it. A/D had thought that it was a phone line issue and that the lines there were old and Consolidated doesn't seem able to pin down what is going on with the phone line so that it is time to fix the issue. He presented a proposal from A/D instruments in the amount of \$9,400 to replace this and get the problem fixed with the addition of a Comcast internet drop at River Road to run the new PLC on. Jimmy W. made a motion to move forward with the A/D Instruments Repair, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

Aaron C. stated that he thinks there have been less problems with air bubbles in the UV System as John F. has come up with a better solution for switching things over at the filtration plant that is resulting in less air entering the system so there is less chance of the lamps overheating.

4. Old & New Business:

Fuss & O'Neill Proposal: Theodore G. stated that he would like to request a quote for the engineering of the 103B line as well as this quote for the borings to have more written proposals to present the Selectboard to help them come to a decision about where the Local Fiscal Recovery Funds from ARPA could best be used. There was some discussion regarding which water lines need replacement first, when the current long-term debt of the department will be paid off and the Drinking Water SFR Preapplications being due by June 1st. Aaron C. questioned Dan M. about how long the permits from DES and DOT would be good for, Dan M. responded that DES permits are good for 4 years and that DOT is only good for one season. He stated that the project would need to have gone out to bid and have a contractor lined up before getting the DOT permits. There was some discussion regarding the Local Fiscal Recovery Funds from ARPA and what more to present the Selectboard with to try and get them to allocate those funds to the proposed Water Infrastructure repairs. Douglas G. made a motion to accept the proposal for design and permitting for the directional drilling from Fuss & O'Neill, seconded by Jimmy W., after some discussion, voted unanimously in favor, so declared by the Chairman.

Town Forest Designation of Treatment Plant Lot: Holly L. read a short section from the most recent Conservation Commission Meeting Minutes about what they are proposing with regards to the situation, and that the Town Manager had met with the Energy Committee who have put out that they think the sloped area of the lot would be too steep for a solar installation. There was some discussion regarding the purpose of a Town Forest designation being to encourage the proper management of timber, firewood and other natural resources and that a Wastewater Treatment Plant does not fit into this definition. There was some discussion regarding what other buildings or treatment facilities that may be needed in the future. Theodore G. would have all of the lot taken out of Town Forest unless the Conservation Commission wanted to cover the cost of surveying in order to keep the marsh area in Town Forest. There was some discussion regarding petitioning a warrant article if the Selectmen and the Conservation Commission

were opposed to this and that the lot should never have been put into Town Forest to begin with.

Auditors Comments: Holly L. reported what the auditors had cited as deficiencies and what responses the Commission had voted to have the Chairman sign at the last meeting. There was some discussion regarding asset values and depreciation as well as how these things could be accounted for.

Ordinance Revisions: Holly L. stated that mostly the user charge ordinance and the attachment fee appendixes are where she sees a need for some revisions and that she will have Aaron C. and Dave B. look over the rest of the parts of the ordinances to see if they propose and changes to those larger sections. There was some discussion regarding pressure testing new development lines.

The next monthly meeting will be held on June 30, 2022.

6:50 p.m. Douglas G. made a motion to adjourn, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/2/22	53070P Maintenance Service 202000 Accounts Payable	2022		1,320.00	
			DECAMP TRUCKING		1,320.00
5/2/22	56270P Lab Supplies 202000 Accounts Payable	950 & 3293		33.68	
			David Bailey		33.68
5/3/22	54200C Heating Fuel Expense 202000 Accounts Payable	639732		435.37	
			IRVING OIL CORP		435.37
5/3/22	56240P Auto Fuel Expense 202000 Accounts Payable	80667102		14.00	
			WEX BANK		14.00
5/5/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070126954		48.89 23.78 64.23	
			UNIFIRST		136.90
5/5/22	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	24633697		19.66 19.66	
			QUILL CORPORATION		39.32
5/5/22	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	4/22		207.03 70.33 372.25	
			CONSOLIDATED COMMUNICATIONS		649.61
5/5/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	881267		6.76	
			SANEL NAPA		6.76
5/5/22	56210P Maintenance Supply 202000 Accounts Payable	881286		5.97	
			SANEL NAPA		5.97
5/5/22	56210P Maintenance Supply 202000 Accounts Payable	881436		27.98	
			SANEL NAPA		27.98
5/5/22	202000 Accounts Payable	P01071	Chappell Tractor		
5/9/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	P01071		77.62	
			INTERSTATE BILLING		77.62

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Purchase Journal**

For the Period From May 1, 2022 to May 31, 2022

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/10/22	53094P BIOS HANDLING 202000 Accounts Payable	00011512	Town of Merrimack	2,744.15	2,744.15
5/10/22	53090P Outside Lab Services 202000 Accounts Payable	007675	ENVIRONMENTAL RESOURCE ASSOC.	594.04	594.04
5/10/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070128802	UNIFIRST	48.89 26.78 64.23	139.90
5/10/22	53090P Outside Lab Services 202000 Accounts Payable	242679	EASTERN ANALYTICAL, INC.	52.50	52.50
5/10/22	53070P Maintenance Service 56230C Pump Station Maint. Supply 202000 Accounts Payable	881702	SANEL NAPA	30.15 30.14	60.29
5/10/22	56210P Maintenance Supply 56230C Pump Station Maint. Supply 202000 Accounts Payable	881815	SANEL NAPA	9.00	4.50 4.50
5/10/22	56210P Maintenance Supply 202000 Accounts Payable	NHCLAA129558	FASTENAL COMPANY	83.47	83.47
5/10/22	56260P Uniform Expense 202000 Accounts Payable	P39978	Chappell Tractor	49.99	49.99
5/12/22	56290P Chemical Expense 202000 Accounts Payable	15031	HOLLAND COMPANY, INC.	5,612.95	5,612.95
5/12/22	56290P Chemical Expense 202000 Accounts Payable	290209674	HARCROS CHEMICALS INC.	1,296.00	1,296.00
5/12/22	54100P Electricity Expense 202000 Accounts Payable	5-22 Plant	EVERSOURCE	4,871.50	4,871.50
5/16/22	56260P Uniform Expense 56260C	1070105594		57.68 23.78	

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	Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable		UNIFIRST	63.24	144.70
5/16/22	56260P Uniform Expense 202000 Accounts Payable	1070121237 2nd	UNIFIRST	0.08	0.08
5/16/22	53090P Outside Lab Services 202000 Accounts Payable	1503	AQUATEC ENVIRONMENTAL, Inc.	1,785.00	1,785.00
5/16/22	53030P Telephone 53030C Telephone 202000 Accounts Payable	9905958824	VERIZON WIRELESS	104.25 104.25	208.50
5/17/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070130691	UNIFIRST	51.05 23.78 65.07	139.90
5/17/22	53072C Pump Station Maint. Service 202000 Accounts Payable	18313	IRVING OIL CORP	189.00	189.00
5/17/22	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	330018	TREASURER STATE OF NH	369.43 344.22	713.65
5/18/22	56270P Lab Supplies 202000 Accounts Payable	051222	HAMPSHIRE PURIFIED WATER	260.00	260.00
5/18/22	56210P Maintenance Supply 202000 Accounts Payable	2426470	BELLETETTES	3.16	3.16
5/18/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	882138	SANEL NAPA	35.69	35.69
5/18/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	882140	SANEL NAPA	4.29	4.29
5/18/22	51000C Superintendent Labor 51000P	April		2,195.54 5,561.92	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Superintendent Labor 51100C			2,760.12	
	Full Time Labor 51100P			14,931.84	
	Full Time Labor 51200C			1,827.82	
	Administrative Labor 51200P			1,828.13	
	Administrative Labor 51300C			100.00	
	Overtime Pay 51400P			375.00	
	Commission Pay 52100C			253.73	
	Life & Disability Expense 52100P			181.57	
	Life & Disability Expense 52200C			505.54	
	FICA/Medicare Expense 52200P			1,663.64	
	FICA/Medicare Expense 52300C			1,731.30	
	Health Insurance Expense 52300P			5,640.70	
	Health Insurance Expense 52400C			967.82	
	Retirement 52400P			3,142.30	
	Retirement 52500C			65.95	
	Unemployment Expense 52500P			214.89	
	Unemployment Expense 52600C			937.88	
	Worker's Comp. Expense 52600P			3,055.67	
	Worker's Comp. Expense 53041C			135.66	
	Office/Computer Service 53041P			135.67	
	Office/Computer Service 51300P			753.22	
	Overtime Pay 202000		TOWN OF SUNAPEE		48,965.91
	Accounts Payable				
5/19/22	56210P Maintenance Supply 202000	12281		432.51	
	Accounts Payable		CLEAN WATERS, INC.		432.51
5/19/22	53050C Auto Repair/Service 202000	297906		1,056.68	
	Accounts Payable		KEY MOTORS OF NEWPORT		1,056.68
5/19/22	54100C Electricity Expense 202000	5/22 C		1,566.82	
	Accounts Payable		EVERSOURCE		1,566.82
5/19/22	53050C Auto Repair/Service 202000	883379		249.69	
	Accounts Payable		SANEL NAPA		249.69
5/19/22	51000C	March		2,286.65	

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	Superintendent Labor 51000P			4,573.30	
	Superintendent Labor 51100C			5,116.70	
	Full Time Labor 51100P			16,187.57	
	Full Time Labor 51200C			1,970.46	
	Administrative Labor 51200P			1,970.46	
	Administrative Labor 52100C			133.22	
	Life & Disability Expense 52100P			330.44	
	Life & Disability Expense 52200C			714.57	
	FICA/Medicare Expense 52200P			1,778.96	
	FICA/Medicare Expense 52300C			2,256.28	
	Health Insurance Expense 52300P			5,596.02	
	Health Insurance Expense 53041C			135.67	
	Office/Computer Service 53041P			135.67	
	Office/Computer Service 51300C			242.08	
	Overtime Pay 51300P			1,125.42	
	Overtime Pay 55100C			1,555.00	
	Property Insurance 55100P			4,500.00	
	Property Insurance 55120C			2,410.00	
	Liability Insurance 55120P			2,510.00	
	Liability Insurance 55130C			1,035.00	
	Vehicle Insurance 55130P			300.00	
	Vehicle Insurance 56120C			20.75	
	Postage Expense 56120P			20.75	
	Postage Expense 202000		TOWN OF SUNAPEE		56,904.97
	Accounts Payable				
5/24/22	53090P Outside Lab Services 202000	122050454		30.00	
	Accounts Payable		NELSON ANALYTICAL LAB		30.00
5/24/22	53020C Legal/Engineering Fees 202000	18219		895.44	
	Accounts Payable		UNDERWOOD ENGINEERS, INC.		895.44
5/24/22	56270P Lab Supplies 202000	978674		953.74	
	Accounts Payable		USA BLUEBOOK		953.74
				132,800.73	132,800.73

Sunapee SEWER Department
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
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Sunapee WATER Department
Purchase Journal
For the Period From May 1, 2022 to May 31, 2022

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/3/22	542000 Heating Fuel Expense 202000 Accounts Payable	633593	IRVING OIL CORPORATION	1,080.77	1,080.77
5/3/22	530400 Computer Software Support 202000 Accounts Payable	80096542	BADGER METER INC.	57.44	57.44
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	001-291601	NEWPORT SAND & GRAVEL	79.35	79.35
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	018-128560	NEWPORT SAND & GRAVEL	137.00	137.00
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	018-128585	NEWPORT SAND & GRAVEL	170.00	170.00
5/5/22	530700 Maint.Repair/Service 202000 Accounts Payable	05012215	KELLEY PLUMBING & HEATING, LLC	1,900.00	1,900.00
5/5/22	562600 Uniform Expense 202000 Accounts Payable	1070126954	UNIFIRST	30.63	30.63
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	1092140	FERGUSON WATERWORKS	184.98	184.98
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	2366684	BELLETTETES	33.85	33.85
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	2382840	BELLETTETES	8.44	8.44
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	2390752	BELLETTETES	40.95	40.95
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	2395138	BELLETTETES	16.95	16.95
5/5/22	561000 Office Supplies 202000 Accounts Payable	24633697	QUILL CORPORATION	19.66	19.66
5/5/22	530300 Telephone	4/22		93.94	

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	530310 Alarms 202000 Accounts Payable			84.00	
			CONSOLIDATED COMMUNICATIONS		177.94
5/5/22	562200 Distribution Supplies 202000 Accounts Payable	75836608		97.08	
			F.W. WEBB COMPANY		97.08
5/5/22	530500 Auto Repair/Service 202000 Accounts Payable	881503		13.99	
			SANEL NAPA		13.99
5/10/22	562200 Distribution Supplies 202000 Accounts Payable	001-291864		22.00	
			NEWPORT SAND & GRAVEL		22.00
5/10/22	562200 Distribution Supplies 202000 Accounts Payable	001-291870		30.48	
			NEWPORT SAND & GRAVEL		30.48
5/10/22	562600 Uniform Expense 202000 Accounts Payable	1070128802		30.63	
			UNIFIRST		30.63
5/10/22	562500 Building/Custodial Expense 202000 Accounts Payable	4-1-22		240.00	
			TOWN OF SUNAPEE		240.00
5/10/22	542000 Heating Fuel Expense 202000 Accounts Payable	440134		355.96	
			IRVING OIL CORPORATION		355.96
5/12/22	562300 Meter Supplies 202000 Accounts Payable	248777		2,092.59	
			STILES COMPANY		2,092.59
5/12/22	562200 Distribution Supplies 202000 Accounts Payable	6010557		608.90	
			E.J.PRESCOTT INC		608.90
5/16/22	562600 Uniform Expense 202000 Accounts Payable	1070105594		30.63	
			UNIFIRST		30.63
5/16/22	530900 Outside Lab Services 202000 Accounts Payable	243003		75.00	
			EASTERN ANALYTICAL, INC		75.00
5/16/22	202000 Accounts Payable	5/22	EVERSOURCE		
5/16/22	562200 Distribution Supplies 202000 Accounts Payable	58553		62.53	
			UNITED CONSTRUCTION CORP.		62.53

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5/16/22	562200 Distribution Supplies 202000 Accounts Payable	76064584	F.W. WEBB COMPANY	60.77	60.77
5/16/22	530300 Telephone 202000 Accounts Payable	9905958824	VERIZON WIRELESS	104.26	104.26
5/17/22	562600 Uniform Expense 202000 Accounts Payable	1070130691	UNIFIRST	30.63	30.63
5/17/22	562400 Auto Fuel Expense 202000 Accounts Payable	350018	TREASURER STATE OF NH	498.98	498.98
5/17/22	579100 LOAN PAYMENT-LAKE A 202000 Accounts Payable	5-30-22	BAR HARBOR BANK & TRUST	23,210.93	23,210.93
5/18/22	562200 Distribution Supplies 202000 Accounts Payable	001-291960	NEWPORT SAND & GRAVEL	22.00	22.00
5/18/22	562200 Distribution Supplies 202000 Accounts Payable	018-128695	NEWPORT SAND & GRAVEL	119.00	119.00
5/18/22	562100 Maintenance Supply 202000 Accounts Payable	2407837	BELLETTETES	10.61	10.61
5/18/22	562100 Maintenance Supply 202000 Accounts Payable	2408271	BELLETTETES	12.46	12.46
5/18/22	562900 Chemical Expense 202000 Accounts Payable	290209785	HARCROS	365.25	365.25
5/18/22	510000 Superintendent Labor	April		2,224.56	
	511000 Full Time Labor			10,210.04	
	512000 Administrative Labor			1,829.36	
	513000 Overtime Pay			1,076.84	
	514000 Commission Pay			275.00	
	521000 Life & Disability Expense			224.25	
	522000 FICA/Medicare			1,124.34	
	523000 Health Insurance Expense			3,797.70	

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	524000 Retirement			2,114.67	
	525000 Unemployment Expense			144.68	
	526000 Worker's Comp. Expense			2,057.28	
	530410 Office/Computer Service			135.67	
	202000 Accounts Payable		TOWN OF SUNAPEE		25,214.39
5/19/22	530900 Outside Lab Services	243217		170.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC		170.00
5/19/22	530900 Outside Lab Services	243275		70.00	
	202000 Accounts Payable		EASTERN ANALYTICAL, INC		70.00
5/19/22	530500 Auto Repair/Service	297836		1,291.22	
	202000 Accounts Payable		KEY MOTORS OF NEWPORT		1,291.22
5/19/22	541000 Electricity Expense	5/2022		1,594.11	
	202000 Accounts Payable		EVERSOURCE		1,594.11
5/19/22	562200 Distribution Supplies	6017526		376.78	
	202000 Accounts Payable		E.J.PRESCOTT INC		376.78
5/19/22	510000 Superintendent Labor	March		2,286.65	
	511000 Full Time Labor			8,556.40	
	512000 Administrative Labor			1,971.95	
	521000 Life & Disability Expense			195.89	
	522000 FICA/Medicare			1,055.29	
	523000 Health Insurance Expense			3,317.40	
	530410 Office/Computer Service			135.66	
	513000 Overtime Pay			1,022.18	
	551000 Property Insurance			1,200.00	
	551200 Liability Insurance			500.00	
	551300 Vehicle Insurance			446.65	
	561200 Postage Expense			20.76	
	202000 Accounts Payable		TOWN OF SUNAPEE		20,708.83
5/24/22	562200 Distribution Supplies	05172206		950.00	
	202000 Accounts Payable		KELLEY PLUMBING & HEATING, LLC		950.00

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5/24/22	530900 Outside Lab Services 202000 Accounts Payable	122050447	NELSON ANALYTICAL LAB	45.00	45.00
5/24/22	530200 Legal/Engineering Fees 202000 Accounts Payable	18193	UNDERWOOD ENGINEERS, INC.	3,647.41	3,647.41
5/24/22	562100 Maintenance Supply 202000 Accounts Payable	2410729	BELLETTETES	13.36	13.36
5/24/22	562200 Distribution Supplies 202000 Accounts Payable	248915	STILES COMPANY	680.20	680.20
5/24/22	562200 Distribution Supplies 202000 Accounts Payable	248922	STILES COMPANY	881.65	881.65
5/24/22	562200 Distribution Supplies 202000 Accounts Payable	248926	STILES COMPANY	65.68	65.68
5/24/22	562200 Distribution Supplies 202000 Accounts Payable	58605	UNITED CONSTRUCTION CORP.	111.30	111.30
5/25/22	530700 Maint.Repair/Service 202000 Accounts Payable	475760	TRI STATE BACKFLOW PREVENTION	945.00	945.00
				88,797.57	88,797.57

Sunapee SEWER Department
2022 Income Statement
 For the Five Months Ending May 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 766.99	\$ 766.99	\$ 0.00	(766.99)
Capital Improvement Interest	580.06	580.06	0.00	(580.06)
SRB Plant Replacement Interest	550.99	550.99	0.00	(550.99)
SRB Collection Replacement Int	378.18	378.18	0.00	(378.18)
Miscellaneous Income	472.00	472.00	0.00	(472.00)
New London Quarterly	214,811.40	214,811.40	569,534.00	354,722.60
Sewer User Fees	373,132.96	373,132.96	658,038.56	284,905.60
Sewer User Fee Abatement	(419.00)	(419.00)	0.00	419.00
Attachment Fees Rec'd	3,000.00	3,000.00	0.00	(3,000.00)
Septic Receiving	3,730.00	3,730.00	0.00	(3,730.00)
Upgrade Grant Received	39,130.00	39,130.00	39,130.00	0.00
Perkins Pond Grant Funds	0.00	0.00	9,575.50	9,575.50
Plant Replacement Deposit	54,875.00	54,875.00	54,875.00	0.00
Collection Replacement Deposit	26,772.00	26,772.00	26,772.00	0.00
Total Revenues	717,780.58	717,780.58	1,357,925.06	640,144.48
<u>EXPENDITURES</u>				
Superintendent Labor	7,658.09	7,658.09	25,700.00	18,041.91
Superintendent Labor	16,487.02	16,487.02	51,360.00	34,872.98
Full Time Labor	15,181.67	15,181.67	60,150.00	44,968.33
Full Time Labor	50,232.23	50,232.23	175,210.00	124,977.77
Administrative Labor	6,555.59	6,555.59	21,190.00	14,634.41
Administrative Labor	6,555.90	6,555.90	21,200.00	14,644.10
Overtime Pay	742.24	742.24	6,750.00	6,007.76
Overtime Pay	3,043.48	3,043.48	10,800.00	7,756.52
Commission Pay	0.00	0.00	1,000.00	1,000.00
Commission Pay	375.00	375.00	1,000.00	625.00
Unused Sick Leave Pay	0.00	0.00	2,500.00	2,500.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	106,831.22	106,831.22	379,860.00	273,028.78
Life & Disability Expense	650.81	650.81	2,160.00	1,509.19
Life & Disability Expense	1,074.19	1,074.19	4,460.00	3,385.81
FICA/Medicare Expense	2,341.27	2,341.27	7,915.00	5,573.73
FICA/Medicare Expense	5,960.91	5,960.91	18,585.00	12,624.09
Health Insurance Expense	8,769.15	8,769.15	39,850.00	31,080.85
Health Insurance Expense	21,391.73	21,391.73	80,500.00	59,108.27
Retirement	3,173.01	3,173.01	17,000.00	13,826.99
Retirement	7,811.10	7,811.10	35,800.00	27,988.90
Unemployment Expense	65.95	65.95	110.00	44.05
Unemployment Expense	214.89	214.89	220.00	5.11
Worker's Comp. Expense	937.88	937.88	1,620.00	682.12
Worker's Comp. Expense	3,055.67	3,055.67	3,650.00	594.33
Total Payroll Benefits	55,446.56	55,446.56	211,870.00	156,423.44
Auditing	0.00	0.00	2,000.00	2,000.00
Auditing	0.00	0.00	4,500.00	4,500.00
Legal/Engineering Fees	8,718.42	8,718.42	4,500.00	(4,218.42)
Legal/Engineering Fees	0.00	0.00	5,000.00	5,000.00
Telephone	803.32	803.32	2,350.00	1,546.68

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Five Months Ending May 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Telephone	1,352.15	1,352.15	4,000.00	2,647.85
Alarms	1,495.42	1,495.42	5,000.00	3,504.58
Computer Software Support	915.00	915.00	1,500.00	585.00
Computer Software Support	515.00	515.00	615.00	100.00
Office/Computer Service	702.87	702.87	1,500.00	797.13
Office/Computer Service	1,224.29	1,224.29	3,000.00	1,775.71
Office Rent	0.00	0.00	2,500.00	2,500.00
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	1,507.41	1,507.41	3,000.00	1,492.59
Auto Repair/Service	207.78	207.78	1,500.00	1,292.22
Maintenance Service	11,873.74	11,873.74	22,000.00	10,126.26
Sewer Line Maint. Service	0.00	0.00	4,000.00	4,000.00
Pump Station Maint. Service	1,261.62	1,261.62	17,000.00	15,738.38
Manhole Contract	0.00	0.00	20,000.00	20,000.00
Outside Lab Services	5,048.54	5,048.54	15,000.00	9,951.46
BIOS HANDLING	8,316.23	8,316.23	64,000.00	55,683.77
BIOS Lab	0.00	0.00	1,200.00	1,200.00
Total Purchased Prof & Tech Services	43,941.79	43,941.79	186,665.00	142,723.21
Electricity Expense	7,725.25	7,725.25	24,410.00	16,684.75
Electricity Expense	24,641.61	24,641.61	63,500.00	38,858.39
Heating Fuel Expense	5,837.04	5,837.04	15,000.00	9,162.96
Heating Fuel Expense	4,584.37	4,584.37	12,750.00	8,165.63
Total Purchased Property Services	42,788.27	42,788.27	115,660.00	72,871.73
Property Insurance	1,555.00	1,555.00	1,555.00	0.00
Property Insurance	4,500.00	4,500.00	4,500.00	0.00
Liability Insurance	2,410.00	2,410.00	2,410.00	0.00
Liability Insurance	2,510.00	2,510.00	2,510.00	0.00
Vehicle Insurance	1,035.00	1,035.00	1,035.00	0.00
Vehicle Insurance	300.00	300.00	300.00	0.00
Travel Expense	0.00	0.00	75.00	75.00
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	0.00	0.00	75.00	75.00
Dues & Publications	0.00	0.00	150.00	150.00
Training/Education	295.00	295.00	500.00	205.00
Training/Education	118.00	118.00	1,500.00	1,382.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
Total Other Purchased Services	12,723.00	12,723.00	14,885.00	2,162.00
Office Supplies	284.82	284.82	700.00	415.18
Office Supplies	385.84	385.84	910.00	524.16
Postage Expense	139.16	139.16	950.00	810.84
Postage Expense	233.49	233.49	515.00	281.51
Billing Expense	129.31	129.31	400.00	270.69
Breakroom Supplies	145.81	145.81	250.00	104.19
Breakroom Supplies	209.68	209.68	300.00	90.32
OFFICE EQUIPMENT	144.83	144.83	700.00	555.17
OFFICE EQUIPMENT	144.83	144.83	600.00	455.17
Safety Supplies	0.00	0.00	2,000.00	2,000.00
Safety Supplies	1,120.67	1,120.67	2,500.00	1,379.33
Maintenance Supply	10,245.46	10,245.46	12,000.00	1,754.54
Sewer Line Maint. Supply	768.82	768.82	7,000.00	6,231.18
Pump Station Maint. Supply	205.48	205.48	6,000.00	5,794.52

For Management Purposes Only

Sunapee SEWER Department
2022 Income Statement
 For the Five Months Ending May 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Auto Fuel Expense	1,046.46	1,046.46	4,000.00	2,953.54
Auto Fuel Expense	1,072.19	1,072.19	3,000.00	1,927.81
Building/Custodial Expense	1,259.15	1,259.15	3,100.00	1,840.85
Uniform Expense	627.76	627.76	1,800.00	1,172.24
Uniform Expense	1,217.40	1,217.40	3,350.00	2,132.60
Lab Supplies	6,776.74	6,776.74	22,700.00	15,923.26
Lab Equipment	903.73	903.73	8,800.00	7,896.27
Chemical Expense	25,538.50	25,538.50	75,000.00	49,461.50
Total Supplies	52,600.13	52,600.13	156,575.00	103,974.87
Coll. Replacement Fund	26,772.00	26,772.00	26,772.00	0.00
Plant Replacement Fund	54,875.00	54,875.00	54,875.00	0.00
Total Replacement Fund	81,647.00	81,647.00	81,647.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 395,977.97	\$ 395,977.97	\$ 1,147,162.00	751,184.03
<u>MISCELLANEOUS EXPENSES</u>				
Perkins Pond Bond Payments	\$ (34,501.32)	\$ (34,501.32)	\$ 0.00	34,501.32
2019 Asset Mgmt Plan	1,631.91	1,631.91	0.00	(1,631.91)
Total Bond Payments	(32,869.41)	(32,869.41)	0.00	32,869.41
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ (32,869.41)	\$ (32,869.41)	\$ 0.00	32,869.41
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00

Sunapee WATER Department
2022 Income Statement
 For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Liability Insurance	500.00	500.00	1,910.00	1,410.00
Vehicle Insurance	446.65	446.65	720.00	273.35
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	200.00	200.00	200.00	0.00
Training/Education	246.00	246.00	1,500.00	1,254.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	122.66	122.66	0.00	(122.66)
Total Other Purchased Services	2,715.31	2,715.31	7,575.00	4,859.69
Office Supplies	147.33	147.33	600.00	452.67
Postage Expense	205.18	205.18	1,000.00	794.82
Billing Expense	129.32	129.32	600.00	470.68
Breakroom Supplies	112.36	112.36	300.00	187.64
OFFICE EQUIPMENT	133.33	133.33	600.00	466.67
Safety Supplies	0.00	0.00	750.00	750.00
Maintenance Supply	7,665.76	7,665.76	6,500.00	(1,165.76)
Distribution Supplies	12,318.64	12,318.64	12,000.00	(318.64)
Meter Supplies	3,171.31	3,171.31	15,000.00	11,828.69
Hydrant Replacement	0.00	0.00	4,000.00	4,000.00
Auto Fuel Expense	1,640.95	1,640.95	4,000.00	2,359.05
Building/Custodial Expense	240.00	240.00	500.00	260.00
Uniform Expense	802.01	802.01	1,500.00	697.99
Lab Supplies	1,641.46	1,641.46	2,250.00	608.54
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	2,896.65	2,896.65	6,000.00	3,103.35
Total Supplies	31,104.30	31,104.30	57,100.00	25,995.70
Water Replacement Fund	67,815.00	67,815.00	67,815.00	0.00
Total Replacement Fund	67,815.00	67,815.00	67,815.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 267,989.03	\$ 267,989.03	\$ 451,026.00	183,036.97
<u>MISCELLANEOUS EXPENSES</u>				
1997 Water Bond Payments	\$ 35,621.30	\$ 35,621.30	\$ 88,844.83	53,223.53
LOAN PAYMENT-LAKE AVE	23,761.91	23,761.91	47,290.18	23,528.27
Total Bond/Interest Payments	59,383.21	59,383.21	136,135.01	76,751.80
20 Article TTHM Remediation	107,919.01	107,919.01	0.00	(107,919.01)
Total Warrant Articles	107,919.01	107,919.01	0.00	(107,919.01)
TOTAL MISC. EXPENDITURES	\$ 167,302.22	\$ 167,302.22	\$ 136,135.01	(31,167.21)
<u>OTHER EXPENSES</u>				
Total Replacement Expenses	0.00	0.00	0.00	0.00
Total Unbudgeted Expenditures	0.00	0.00	0.00	0.00

For Management Purposes Only

Sunapee WATER Department
2022 Income Statement
 For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
REVENUES				
SRB Checking Interest	\$ 389.69	\$ 389.69	\$ 0.00	(389.69)
Capital Improvement Interest	16.09	16.09	0.00	(16.09)
SRB Replacement Fund Interest	1,642.51	1,642.51	0.00	(1,642.51)
Miscellaneous Income	2,093.44	2,093.44	0.00	(2,093.44)
Water User Fees	278,094.00	278,094.00	556,100.00	278,006.00
Water User Fee Interest	506.94	506.94	0.00	(506.94)
Water User Fee Abatement	(955.00)	(955.00)	0.00	955.00
Attachment Fees Rec'd	1,000.00	1,000.00	0.00	(1,000.00)
State Grant Funds Rec'd	8,461.57	8,461.57	16,821.97	8,360.40
State Revolving Loan Rec'd	14,593.49	14,593.49	0.00	(14,593.49)
Water Replacement Deposit	67,815.00	67,815.00	67,815.00	0.00
Total Revenues	\$ 373,657.73	\$ 373,657.73	\$ 640,736.97	267,079.24
EXPENDITURES				
Superintendent Labor	\$ 10,105.11	\$ 10,105.11	\$ 25,679.00	15,573.89
Full Time Labor	48,252.83	48,252.83	89,085.00	40,832.17
Administrative Labor	8,610.38	8,610.38	21,832.00	13,221.62
Overtime Pay	4,646.76	4,646.76	13,500.00	8,853.24
Commission Pay	275.00	275.00	1,000.00	725.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	71,890.08	71,890.08	154,096.00	82,205.92
Life & Disability Expense	1,396.56	1,396.56	2,455.00	1,058.44
FICA/Medicare	5,541.75	5,541.75	10,280.00	4,738.25
Health Insurance Expense	19,385.47	19,385.47	41,900.00	22,514.53
Retirement	8,540.27	8,540.27	17,705.00	9,164.73
Unemployment Expense	144.68	144.68	200.00	55.32
Worker's Comp. Expense	2,057.28	2,057.28	1,800.00	(257.28)
Total Payroll Benefits	37,066.01	37,066.01	74,340.00	37,273.99
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	31,230.88	31,230.88	10,000.00	(21,230.88)
Telephone	1,902.92	1,902.92	3,500.00	1,597.08
Alarms	420.00	420.00	2,500.00	2,080.00
Computer Software Support	1,887.20	1,887.20	10,000.00	8,112.80
Office/Computer Service	692.88	692.88	2,000.00	1,307.12
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	1,558.84	1,558.84	2,500.00	941.16
Equipment Repair	308.33	308.33	2,000.00	1,691.67
Maint.Repair/Service	3,060.00	3,060.00	15,000.00	11,940.00
Outside Lab Services	800.00	800.00	5,500.00	4,700.00
Total Purchased Prof & Tech Services	41,861.05	41,861.05	56,500.00	14,638.95
Electricity Expense	8,966.61	8,966.61	20,600.00	11,633.39
Heating Fuel Expense	6,570.67	6,570.67	13,000.00	6,429.33
Total Purchased Property Services	15,537.28	15,537.28	33,600.00	18,062.72
Property Insurance	1,200.00	1,200.00	3,045.00	1,845.00

For Management Purposes Only



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

June 21, 2022

Sunapee Water & Sewer
PO Box 347
Sunapee, NH 03782

SUBJECT: APPLICATION FOR ANNUAL PAYMENT OF STATE GRANTS – FY23
Sunapee Water & Sewer: #95-2271010

Enclosed is a copy of an *Application for FY 2023 Payment of State Grants for Compliance with the Surface Water Treatment Rule*. This application is for scheduled payments to you in Fiscal Year 2023.

Please note this is a reimbursement grant program. If you have refinanced the original loan(s) or prepaid on the loan(s) and the amortization schedules have changed, notify our office immediately and provide a copy of the current debt schedule associated with this grant. Failure to do so may be in violation of the grant conditions.

If the individual representative authorized by the governing body to act on behalf of the public water system has changed from the original application, an updated authorization must be completed and returned with this application.

Please sign the document, retain a copy for your files, and return a copy to us (*with the debt schedule if applicable*) by July 15, 2022 via email to stephanie.nistico@des.nh.gov or mail to the following address:

Stephanie Nistico
NHDES-Drinking Water and Groundwater Bureau
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

Should you have any questions please feel free to contact me at 271-7017 or johnna.mckenna@des.nh.gov.

Sincerely,

Johnna McKenna
Drinking Water and Groundwater Bureau

Enclosure: Application for FY 2023 Payment of State Grants Request for Certification



TOWN OF SUNAPEE
Water and Sewer Commission
P.O. Box 347, Sunapee, NH 03782-0347
(603) 763-2115

Certificate of Vote of Authorization

We, the undersigned duly elected Commissioners of the Town of Sunapee Water and Sewer Department, do hereby state that on March 31, 2022 at the regular monthly meeting of the Water and Sewer Commission, the Commissioners voted Theodore Gallup as the Chairman of the Commission.

The undersigned Commissioners hereby authorize, Theodore Gallup, as Chairman, to sign the application for annual payment of the state grant on the Commission's behalf.

_____	_____
_____	_____
_____	_____
_____	_____



New Hampshire Department of Environmental Services

Application for FY 2023 Payment of State Grant for Compliance with the Surface Water Treatment Rule Under RSA 486-A

REQUEST FOR CERTIFICATION

Request for FY 2023 payment of filtration grant offered and accepted:

Public Water System: **Sunapee Water & Sewer**
Project No: **95-2271010**

Total grant accepted	\$839,147.68
Prior payments received	\$670,829.66
FY 2023 payment this application	\$22,020.00

The **Sunapee Water & Sewer** (herein called the "Applicant") hereby makes Application to the State of New Hampshire (herein called the "State") for FY 2023 payment of the State Grant as above indicated for Project No. **95-2271010**.

The statements contained herein are certified by the undersigned representative of the Applicant to be true, correct and complete to the best of his/her knowledge and belief. He/she further certifies that: He/she has been authorized to file this application by formal action of the governing body of the Applicant as is evidenced by the attached certified copy of authorization made by the Applicant's governing body. He/she certifies that proper and efficient operation and maintenance of the Project have been provided since the prior application, or completion of the project. He/she further certifies that the debt schedule associated with the project(s) is current and accurate.

(Date)

(Signature of Representative)

(Title)