



TOWN OF SUNAPEE
Water and Sewer Commission

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

Board of Commissioners Meeting
March 31, 2022, 5:30 p.m.
Sunapee Town Office Meeting Room

1. Call to order
2. Election of Officers
3. Forms for Approval:
 - February 24, 2022 Meeting Minutes
 - February Sewer Purchase Journal
 - February Water Purchase Journal
 - February 2022 - Sewer Income Statement
 - February 2022 Water Income Statement
4. Engineering RFQ Submittals
5. Wastewater Treatment Highlights
6. Water Treatment Highlights
 - UV System Startup
 - Disbursement Request #5 for SRL UV Funds
7. Old & New Business
 - Maple Street
8. Next Monthly Meeting April 28, 2022
9. Adjourn



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

Board of Commissioners Meeting
February 24, 2022
Sunapee Town Office Meeting Room

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

Also present: Holly Leonard, David Bailey.

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

1. Forms for Approval:

January 27, 2022 Meeting Minutes: Jimmy W. made a motion to accept the January 27th meeting minutes, seconded by Wayne S. voted unanimously in favor, so declared by the Chairman.

January Sewer Purchase Journal: Jimmy W. made a motion to accept the January Sewer Purchase Journal as is, seconded by Charles H., after some discussion regarding service on the centrifuge, voted unanimously in favor, so declared by the Chairman.

January Water Purchase Journal: Jimmy W. made a motion to accept the Water Department Purchase Journal for January, seconded by Charles H., voted unanimously in the affirmative, so declared by the Chairman.

January 2022 Sewer Income Statement: Wayne S. made a motion to accept the Income Statement, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

January 2022 Water Income Statement: Jimmy W. made a motion to accept the Sunapee Water Department Income Statement for January, seconded by Charles H., after some discussion regarding the 1997 Water Bond grant funds, voted unanimously in favor, so declared by the Chairman.

2. Wastewater Treatment Highlights: Dave stated that the sludge volume has been down lately and that there have been some high flows at the plant over the last couple of weeks. He reported that the high flows are much easier to manage with the SCADA system. Charles H. questioned if the high flows are due to infiltration, and Dave B. replied that it is. There was some discussion regarding the flows and where it might be coming from. Dave B. stated that DES will be here next Monday and Tuesday to do the sampling for PFOA's. There was some discussion regarding where the samples will be taken, the car wash in New London and specific areas that will be tested. Dave stated that the plant is running decent and that a belt on the rotor had burnt out. Jimmy W. questioned where the phosphorus experimentation with the State DES representatives is at, Dave B. responded that they are only coming around if something is going haywire.

3. Water Treatment Highlights:

Dave stated that they have pulled some of the pipes out at River Road because of some leaks but that they can't get any pipe to replace it so they may have to just put the old

pipes back in. He stated that the RFQ has gone out and that it is to be discussed at the next meeting.

UV System Progress: Dave stated that March 7th & 8th is the proposed start up for the Ultraviolet disinfection system.

4. Old & New Business:

Holly L. stated that the Mietelski easement has been received and accepted by the Selectmen and that it will be going to the registry to be recorded in the near future.

Holly L. reported that the Water Department's boat has been unregistered and unused for some years now and that it has been suggested that the boat be sold. After some discussion regarding the boat, Jeffrey R. made a motion to research the sale of and prepare the boat for sale, seconded by Jimmy W., voted unanimously in the affirmative, so declared by the Chairman.

5:57 p.m. Charles H. 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 Feb 1, 2022 to Feb 28, 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
2/3/22	54200C Heating Fuel Expense 202000 Accounts Payable	1-31-22	IRVING OIL CORP	1.47	1.47
2/3/22	53090P Outside Lab Services 202000 Accounts Payable	1472	AQUATEC ENVIRONMENTAL, Inc.	1,785.00	1,785.00
2/3/22	56210P Maintenance Supply 202000 Accounts Payable	2219424	BELLETTETTES	7.96	7.96
2/3/22	56100P Office Supplies 56100C Office Supplies 202000 Accounts Payable	22508966	QUILL CORPORATION	50.99 50.99	101.98
2/3/22	53090P Outside Lab Services 202000 Accounts Payable	238612	EASTERN ANALYTICAL, INC.	52.50	52.50
2/3/22	54200C Heating Fuel Expense 202000 Accounts Payable	633088	IRVING OIL CORP	301.12	301.12
2/3/22	54200C Heating Fuel Expense 202000 Accounts Payable	635050	IRVING OIL CORP	380.06	380.06
2/3/22	54200C Heating Fuel Expense 202000 Accounts Payable	635597	IRVING OIL CORP	308.25	308.25
2/3/22	54200C Heating Fuel Expense 202000 Accounts Payable	636172	IRVING OIL CORP	244.69	244.69
2/3/22	54200C Heating Fuel Expense 202000 Accounts Payable	636752	IRVING OIL CORP	312.93	312.93
2/3/22	56240P Auto Fuel Expense 202000 Accounts Payable	78052186	WEX BANK	14.00	14.00
2/3/22	56270P Lab Supplies 202000 Accounts Payable	855678	USA BLUEBOOK	90.43	90.43
2/3/22	56260C Uniform Expense 56260P Uniform Expense 202000	P28122	Chappell Tractor	120.00 120.00	240.00

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	Accounts Payable				
2/8/22	53070P Maintenance Service 202000 Accounts Payable	000428617	TREASURER STATE OF NH	150.00	150.00
2/8/22	53070P Maintenance Service 202000 Accounts Payable	000428618	TREASURER STATE OF NH	50.00	50.00
2/8/22	53030P Telephone 53030C Telephone 53031C Alarms 202000 Accounts Payable	1-22	CONSOLIDATED COMMUNICATIONS	208.02 70.57 374.80	653.39
2/8/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070101756	UNIFIRST	51.11 23.78 60.33	135.22
2/8/22	56260P Uniform Expense 56260C Uniform Expense 56250P Building/Custodial Expense 202000 Accounts Payable	1070103666	UNIFIRST	51.11 23.78 50.06	124.95
2/8/22	202000 Accounts Payable	11107	HOME DEPOT CREDIT SERVICES		
2/8/22	54200P Heating Fuel Expense 202000 Accounts Payable	542057	IRVING OIL CORP	394.50	394.50
2/8/22	53050C Auto Repair/Service 53050P Auto Repair/Service 202000 Accounts Payable	64050	HILLSBORO FORD	95.18 95.18	190.36
2/8/22	56210P Maintenance Supply 202000 Accounts Payable	857176	USA BLUEBOOK	477.24	477.24
2/8/22	56270P Lab Supplies 202000 Accounts Payable	860889	USA BLUEBOOK	27.15	27.15
2/9/22	53041P Office/Computer Service 202000	1060040	MISSION COMMUNICATIONS, LLC	581.40	581.40

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	Accounts Payable		LLC		
2/9/22	56290P Chemical Expense 202000 Accounts Payable	290208199	HARCROS CHEMICALS INC.	720.50	720.50
2/10/22	56210P Maintenance Supply 202000 Accounts Payable	027099	A/D INSTRUMENT REPAIR, INC.	979.94	979.94
2/10/22	56210P Maintenance Supply 202000 Accounts Payable	870361	SANEL NAPA	4.99	4.99
2/14/22	53094P BIOS HANDLING 202000 Accounts Payable	00011382	Town of Merrimack	1,941.14	1,941.14
2/14/22	54100P Electricity Expense 202000 Accounts Payable	2/22	EVERSOURCE	4,931.25	4,931.25
2/14/22	53090P Outside Lab Services 202000 Accounts Payable	239084	EASTERN ANALYTICAL, INC.	103.50	103.50
2/14/22	56240C Auto Fuel Expense 56240P Auto Fuel Expense 202000 Accounts Payable	327291	TREASURER STATE OF NH	314.28 265.15	579.43
2/14/22	53030P Telephone 53030C Telephone 202000 Accounts Payable	9899036429	VERIZON WIRELESS	104.28 104.28	208.56
2/16/22	56100P Office Supplies 202000 Accounts Payable	22826406	QUILL CORPORATION	107.99	107.99
2/17/22	57200P 2019 Asset Mgmt Plan 53020C Legal/Engineering Fees 202000 Accounts Payable	17854	UNDERWOOD ENGINEERS, INC.	652.29 3,333.09	3,985.38
2/17/22	56270P Lab Supplies 202000 Accounts Payable	401850	NSI Solutions, Inc.	181.50	181.50
2/17/22	56220C Sewer Line Maint. Supply 56210P Maintenance Supply	P99119		200.00 29.41	

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	202000 Accounts Payable		INTERSTATE BILLING		229.41
2/22/22	54100C Electricity Expense 202000 Accounts Payable	2/22 C	EVERSOURCE	1,481.02	1,481.02
2/22/22	56100P Office Supplies 202000 Accounts Payable	22922446	QUILL CORPORATION	48.99	48.99
2/22/22	56210P Maintenance Supply 202000 Accounts Payable	5670-237999	O'REILLY	62.69	62.69
2/22/22	56210P Maintenance Supply 202000 Accounts Payable	5670-238037	O'REILLY	72.36	72.36
2/22/22	56220C Sewer Line Maint. Supply 202000 Accounts Payable	872392	SANEL NAPA	49.69	49.69
2/22/22	56210P Maintenance Supply 202000 Accounts Payable	872720	SANEL NAPA	44.99	44.99
2/22/22	56210P Maintenance Supply 56220C Sewer Line Maint. Supply 202000 Accounts Payable	872759	SANEL NAPA	46.53 46.53	93.06
2/22/22	56210P Maintenance Supply 56220C Sewer Line Maint. Supply 202000 Accounts Payable	872760	SANEL NAPA	55.66 55.66	111.32
2/22/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	872921	SANEL NAPA	27.38	27.38
2/22/22	56230C Pump Station Maint. Supply 202000 Accounts Payable	872955	SANEL NAPA	13.69	13.69
2/22/22	56210P Maintenance Supply 202000 Accounts Payable	9677332794	W.W. GRAINGER, INC.	105.00	105.00
2/24/22	56270P Lab Supplies 202000 Accounts Payable	3100967947	IDEXX DISTRIBUTION, INC	200.20	200.20

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2/24/22	56270P Lab Supplies 202000 Accounts Payable	88254	DATA SUPPORT CO. INC	325.00	325.00
				23,233.58	23,233.58

Sunapee WATER Department
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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/3/22	561400 Breakroom Supplies 202000 Accounts Payable	17720654 02012	CRYSTAL ROCK	45.93	45.93
2/3/22	562100 Maintenance Supply 202000 Accounts Payable	2224853	BELLETTETES	7.53	7.53
2/3/22	562100 Maintenance Supply 202000 Accounts Payable	2228941	BELLETTETES	68.97	68.97
2/3/22	561000 Office Supplies 202000 Accounts Payable	22663868	QUILL CORPORATION	12.99	12.99
2/3/22	542000 Heating Fuel Expense 202000 Accounts Payable	634117	IRVING OIL CORPORATION	881.81	881.81
2/3/22	530400 Computer Software Support 202000 Accounts Payable	80090077	BADGER METER INC.	57.44	57.44
2/3/22	562700 Lab Supplies 202000 Accounts Payable	855678	USA BLUEBOOK	1,479.71	1,479.71
2/3/22	562600 Uniform Expense 202000 Accounts Payable	P28122	B-B CHAIN	120.00	120.00
2/8/22	530700 Maint.Repair/Service 202000 Accounts Payable	000428617	TREASURER STATE OF NH	50.00	50.00
2/8/22	530300 Telephone 530310 Alarms 202000 Accounts Payable	1/22	CONSOLIDATED COMMUNICATIONS	94.41 84.00	178.41
2/8/22	562600 Uniform Expense 202000 Accounts Payable	1070101756	UNIFIRST	30.63	30.63
2/8/22	562600 Uniform Expense 202000 Accounts Payable	1070103666	UNIFIRST	30.63	30.63
2/8/22	530900 Outside Lab Services 202000 Accounts Payable	122020197	NELSON ANALYTICAL LAB	45.00	45.00

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2/8/22	562200 Distribution Supplies 202000 Accounts Payable	5977995	E.J.PRESCOTT INC	954.80	954.80
2/8/22	530500 Auto Repair/Service 202000 Accounts Payable	64050	HILLSBORO FORD	95.18	95.18
2/9/22	562300 Meter Supplies 202000 Accounts Payable	247694	STILES COMPANY	978.05	978.05
2/9/22	562900 Chemical Expense 202000 Accounts Payable	290208198	HARCROS	153.90	153.90
2/10/22	562100 Maintenance Supply 202000 Accounts Payable	2240420	BELLETTETES	10.14	10.14
2/10/22	562300 Meter Supplies 202000 Accounts Payable	247695	STILES COMPANY	83.87	83.87
2/14/22	541000 Electricity Expense 202000 Accounts Payable	2/22	EVERSOURCE	1,460.31	1,460.31
2/14/22	562400 Auto Fuel Expense 202000 Accounts Payable	327291	TREASURER STATE OF NH	319.73	319.73
2/14/22	530300 Telephone 202000 Accounts Payable	9899036429	VERIZON WIRELESS	104.28	104.28
2/17/22	530900 Outside Lab Services 202000 Accounts Payable	239280	EASTERN ANALYTICAL, INC	170.00	170.00
2/22/22	542000 Heating Fuel Expense 202000 Accounts Payable	646052	IRVING OIL CORPORATION	292.50	292.50
2/22/22	542000 Heating Fuel Expense 202000 Accounts Payable	841942	IRVING OIL CORPORATION	394.87	394.87
2/22/22	530600 Equipment Repair 202000 Accounts Payable	872392	SANEL NAPA	49.69	49.69
2/22/22	530600 Equipment Repair	872759		46.53	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	202000 Accounts Payable		SANEL NAPA		46.53
2/22/22	530600 Equipment Repair 202000 Accounts Payable	872760	SANEL NAPA	55.65	55.65
				8,178.55	8,178.55
				8,178.55	8,178.55

Sunapee SEWER Department
2021 Income Statement
 For the Two Months Ending February 28, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest Earned	\$ 329.79	\$ 329.79	\$ 0.00	(329.79)
Checking Acct. Interest	0.00	0.00	0.00	0.00
Surplus Savings Interest	0.00	0.00	0.00	0.00
Capital Improvement Interest	226.36	226.36	0.00	(226.36)
SRB Plant Replacement Interest	210.04	210.04	0.00	(210.04)
SRB Collection Replacement Int	144.16	144.16	0.00	(144.16)
PDIP Interest	0.00	0.00	0.00	0.00
Plant Replacement Interest	0.00	0.00	0.00	0.00
Coll. Replacement Interest	0.00	0.00	0.00	0.00
B-1-4 Construction Interest	0.00	0.00	0.00	0.00
B-5 Garnet Hill Rd Interest	0.00	0.00	0.00	0.00
Insurance Reimbursement	0.00	0.00	0.00	0.00
New London Reimbursement	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Income from other agencies	0.00	0.00	0.00	0.00
Town General Fund Perkins Pond	0.00	0.00	0.00	0.00
Discounts Taken	0.00	0.00	0.00	0.00
New London Quarterly	140,360.12	140,360.12	0.00	(140,360.12)
Sewer User Fees	0.00	0.00	0.00	0.00
Sewer User Fee Interest	0.00	0.00	0.00	0.00
Sewer User Fee Abatement	0.00	0.00	0.00	0.00
Attachment fee Refunded	0.00	0.00	0.00	0.00
Attachment Fees Rec'd	0.00	0.00	0.00	0.00
WWTP Contributions	0.00	0.00	0.00	0.00
Septic Receiving	635.00	635.00	0.00	(635.00)
Grant Funds Rec'd	0.00	0.00	0.00	0.00
Upgrade Grant Received	0.00	0.00	0.00	0.00
Funds rec'd from Cap Reserve	0.00	0.00	0.00	0.00
Perkins Pond Grant Funds	0.00	0.00	0.00	0.00
Plant Replacement Deposit	0.00	0.00	0.00	0.00
Collection Replacement Deposit	0.00	0.00	0.00	0.00
Total Revenues	141,905.47	141,905.47	0.00	(141,905.47)

EXPENDITURES

Superintendent Labor	0.00	0.00	25,700.00	25,700.00
Superintendent Labor	0.00	0.00	51,360.00	51,360.00
Full Time Labor	0.00	0.00	60,150.00	60,150.00
Full Time Labor	0.00	0.00	175,210.00	175,210.00
Administrative Labor	0.00	0.00	21,190.00	21,190.00
Administrative Labor	0.00	0.00	21,200.00	21,200.00
Overtime Pay	0.00	0.00	6,750.00	6,750.00
Overtime Pay	0.00	0.00	10,800.00	10,800.00
P/T Seasonal Labor	0.00	0.00	0.00	0.00
Commission Pay	0.00	0.00	1,000.00	1,000.00
Commission Pay	0.00	0.00	1,000.00	1,000.00
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	0.00	0.00	379,860.00	379,860.00
Life & Disability Expense	0.00	0.00	2,160.00	2,160.00
Life & Disability Expense	0.00	0.00	4,460.00	4,460.00

For Management Purposes Only

Sunapee SEWER Department
2021 Income Statement
 For the Two Months Ending February 28, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
FICA/Medicare Expense	0.00	0.00	7,915.00	7,915.00
FICA/Medicare Expense	0.00	0.00	18,585.00	18,585.00
Health Insurance Expense	0.00	0.00	39,850.00	39,850.00
Health Insurance Expense	0.00	0.00	80,500.00	80,500.00
Retirement	0.00	0.00	17,000.00	17,000.00
Retirement	0.00	0.00	35,800.00	35,800.00
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	0.00	1,620.00	1,620.00
Worker's Comp. Expense	0.00	0.00	3,650.00	3,650.00
Total Payroll Benefits	0.00	0.00	211,870.00	211,870.00
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	3,333.09	3,333.09	4,500.00	1,166.91
Legal/Engineering Fees	0.00	0.00	5,000.00	5,000.00
Kennedy vs Sunapee	0.00	0.00	0.00	0.00
Unbudgeted Expenditures	0.00	0.00	0.00	0.00
Telephone	279.13	279.13	2,350.00	2,070.87
Telephone	416.58	416.58	4,000.00	3,583.42
Alarms	374.80	374.80	5,000.00	4,625.20
Alarms	0.00	0.00	0.00	0.00
Pagers	0.00	0.00	0.00	0.00
Pagers	0.00	0.00	0.00	0.00
Computer Software Support	0.00	0.00	1,500.00	1,500.00
Computer Software Support	0.00	0.00	615.00	615.00
Office/Computer Service	5.00	5.00	1,500.00	1,495.00
Office/Computer Service	586.40	586.40	3,000.00	2,413.60
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	95.18	95.18	3,000.00	2,904.82
Auto Repair/Service	207.78	207.78	1,500.00	1,292.22
Maintenance Service	7,234.24	7,234.24	22,000.00	14,765.76
Sewer Line Maint. Service	0.00	0.00	4,000.00	4,000.00
Pump Station Maint. Service	0.00	0.00	17,000.00	17,000.00
New London Force Main	0.00	0.00	0.00	0.00
NL Pump Station Upgrade	0.00	0.00	0.00	0.00
Manhole Contract	0.00	0.00	20,000.00	20,000.00
Outside Lab Services	2,072.50	2,072.50	15,000.00	12,927.50
BIOS HANDLING	1,941.14	1,941.14	64,000.00	62,058.86
BIOS Trucking	0.00	0.00	0.00	0.00
Geo-tube	0.00	0.00	0.00	0.00
BIOS Lab	0.00	0.00	1,200.00	1,200.00
Total Purchased Prof & Tech Services	16,545.84	16,545.84	186,665.00	170,119.16
Electricity Expense	3,037.76	3,037.76	24,410.00	21,372.24
Electricity Expense	10,546.15	10,546.15	63,500.00	52,953.85
Heating Fuel Expense	2,580.71	2,580.71	15,000.00	12,419.29
Heating Fuel Expense	1,548.19	1,548.19	12,750.00	11,201.81
Total Purchased Property Services	17,712.81	17,712.81	115,660.00	97,947.19
Property Insurance	0.00	0.00	1,555.00	1,555.00
Property Insurance	0.00	0.00	4,500.00	4,500.00
Liability Insurance	0.00	0.00	2,410.00	2,410.00
Liability Insurance	0.00	0.00	2,510.00	2,510.00

For Management Purposes Only

Sunapee SEWER Department
2021 Income Statement
 For the Two Months Ending February 28, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Vehicle Insurance	0.00	0.00	1,035.00	1,035.00
Vehicle Insurance	0.00	0.00	300.00	300.00
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	0.00	0.00	500.00	500.00
Training/Education	50.00	50.00	1,500.00	1,450.00
Employee Testing	0.00	0.00	75.00	75.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	0.00	0.00	0.00	0.00
Advertising Expense	0.00	0.00	0.00	0.00
Total Other Purchased Services	50.00	50.00	14,885.00	14,835.00
Office Supplies	86.91	86.91	700.00	613.09
Office Supplies	243.89	243.89	910.00	666.11
Postage Expense	0.00	0.00	950.00	950.00
Postage Expense	0.00	0.00	515.00	515.00
Billing Expense	0.00	0.00	400.00	400.00
Breakroom Supplies	0.00	0.00	250.00	250.00
Breakroom Supplies	53.93	53.93	300.00	246.07
OFFICE EQUIPMENT	0.00	0.00	700.00	700.00
OFFICE EQUIPMENT	0.00	0.00	600.00	600.00
Safety Supplies	0.00	0.00	2,000.00	2,000.00
Safety Supplies	0.00	0.00	2,500.00	2,500.00
Maintenance Supply	2,138.23	2,138.23	12,000.00	9,861.77
Sewer Line Maint. Supply	351.88	351.88	7,000.00	6,648.12
Pump Station Maint. Supply	96.16	96.16	6,000.00	5,903.84
Auto Fuel Expense	314.28	314.28	4,000.00	3,685.72
Auto Fuel Expense	279.15	279.15	3,000.00	2,720.85
Building/Custodial Expense	360.08	360.08	3,100.00	2,739.92
Uniform Expense	291.84	291.84	1,800.00	1,508.16
Uniform Expense	454.16	454.16	3,350.00	2,895.84
Lab Supplies	2,145.59	2,145.59	22,700.00	20,554.41
Lab Shipping	0.00	0.00	0.00	0.00
Lab Equipment	0.00	0.00	8,800.00	8,800.00
Chemical Expense	0.00	0.00	0.00	0.00
Chemical Expense	2,201.13	2,201.13	75,000.00	72,798.87
Total Supplies	9,017.23	9,017.23	156,575.00	147,557.77
Coll. Replacement Fund	0.00	0.00	26,772.00	26,772.00
Plant Replacement Fund	0.00	0.00	54,875.00	54,875.00
Total Replacement Fund	0.00	0.00	81,647.00	81,647.00
Perkins Pond Misc.	0.00	0.00	0.00	0.00
Total Perkins Pond Misc	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENDITURES	\$ 43,325.88	\$ 43,325.88	\$ 1,147,162.00	1,103,836.12

MISCELLANEOUS EXPENSES

Perkins Pond Bond Payments	\$	0.00	\$	0.00	\$	0.00	0.00
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For Management Purposes Only

Sunapee SEWER Department
2021 Income Statement
 For the Two Months Ending February 28, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
19 Article 16 Asset Mgmt Prog	0.00	0.00	0.00	0.00
2019 Asset Mgmt Plan	652.29	652.29	0.00	(652.29)
BOND 5 GARNET HILL REFUND	0.00	0.00	0.00	0.00
16 Article Phragmites	0.00	0.00	0.00	0.00
Bond Payment Interest Expense	0.00	0.00	0.00	0.00
19 ARTICLE BACKHOE REFURBISH	0.00	0.00	0.00	0.00
19 Article 28 Backhoe Refurbis	0.00	0.00	0.00	0.00
19 Article 27 Pump St Upgrades	0.00	0.00	0.00	0.00
WWTP Upgrade Loan Payment	0.00	0.00	0.00	0.00
Total Bond Payments	652.29	652.29	0.00	(652.29)
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 652.29	\$ 652.29	\$ 0.00	(652.29)
<u>OTHER EXPENSES</u>				
Coll. Replacement Expense	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Plant Replacement Expense	0.00	0.00	0.00	0.00
Total Replacement Expenses	0.00	0.00	0.00	0.00

Sunapee WATER Department
2021 Income Statement
For the Two Months Ending February 28, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
<u>REVENUES</u>				
SRB Checking Interest	\$ 185.68	\$ 185.68	\$ 0.00	(185.68)
Checking Acct. Interest	0.00	0.00	0.00	0.00
Surplus Savings Interest	0.00	0.00	0.00	0.00
Capital Improvement Interest	6.28	6.28	0.00	(6.28)
Replacement Fund Interest	0.00	0.00	0.00	0.00
PDIP -General Surplus Interest	0.00	0.00	0.00	0.00
SRB Replacement Fund Interest	611.97	611.97	0.00	(611.97)
PDIP -1997 Water Bond Interest	0.00	0.00	0.00	0.00
Insurance Reimbursement	0.00	0.00	0.00	0.00
PDIP -DWSRF Repay. Interest	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Discounts Taken	0.00	0.00	0.00	0.00
Water User Fees	0.00	0.00	0.00	0.00
Water User Fee Interest	0.00	0.00	0.00	0.00
Water User Fee Abatement	0.00	0.00	0.00	0.00
State Boat Grant	0.00	0.00	0.00	0.00
Attachment Fees Rec'd	0.00	0.00	0.00	0.00
GM Water Project Income	0.00	0.00	0.00	0.00
ATTACHMENT FEES REFUNDED	0.00	0.00	0.00	0.00
Federal Grant Funds Rec'd	0.00	0.00	0.00	0.00
State Grant Funds Rec'd	8,287.64	8,287.64	0.00	(8,287.64)
State Revolving Loan Rec'd	0.00	0.00	0.00	0.00
Water Replacement Deposit	0.00	0.00	0.00	0.00
Total Revenues	\$ 9,091.57	\$ 9,091.57	\$ 0.00	(9,091.57)
<u>EXPENDITURES</u>				
Superintendent Labor	\$ 0.00	\$ 0.00	\$ 25,679.00	25,679.00
Full Time Labor	0.00	0.00	89,085.00	89,085.00
Administrative Labor	0.00	0.00	21,832.00	21,832.00
Overtime Pay	0.00	0.00	13,500.00	13,500.00
P/T Seasonal Labor	0.00	0.00	0.00	0.00
Commission Pay	0.00	0.00	1,000.00	1,000.00
Unused Sick Leave Pay	0.00	0.00	3,000.00	3,000.00
Total Wages	0.00	0.00	154,096.00	154,096.00
Life & Disability Expense	0.00	0.00	2,455.00	2,455.00
FICA/Medicare	0.00	0.00	10,280.00	10,280.00
Health Insurance Expense	0.00	0.00	41,900.00	41,900.00
Retirement	0.00	0.00	17,705.00	17,705.00
Unemployment Expense	0.00	0.00	200.00	200.00
Worker's Comp. Expense	0.00	0.00	1,800.00	1,800.00
Total Payroll Benefits	0.00	0.00	74,340.00	74,340.00
Auditing	0.00	0.00	1,000.00	1,000.00
Legal/Engineering Fees	0.00	0.00	10,000.00	10,000.00
ENGINEERING FEES	0.00	0.00	0.00	0.00
Telephone	464.27	464.27	3,500.00	3,035.73
Alarms	84.00	84.00	2,500.00	2,416.00
Pagers	0.00	0.00	0.00	0.00
Computer Software Support	57.44	57.44	10,000.00	9,942.56
Office/Computer Service	0.00	0.00	2,000.00	2,000.00

For Management Purposes Only

Sunapee WATER Department
2021 Income Statement
 For the Two Months Ending February 28, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Office Rent	0.00	0.00	2,500.00	2,500.00
Auto Repair/Service	95.18	95.18	2,500.00	2,404.82
Equipment Repair	151.87	151.87	2,000.00	1,848.13
Maint.Repair/Service	50.00	50.00	15,000.00	14,950.00
Lab Services	0.00	0.00	0.00	0.00
Outside Lab Services	260.00	260.00	5,500.00	5,240.00
Total Purchased Prof & Tech Services	1,162.76	1,162.76	56,500.00	55,337.24
Electricity Expense	3,066.60	3,066.60	20,600.00	17,533.40
Heating Fuel Expense	3,305.24	3,305.24	13,000.00	9,694.76
Total Purchased Property Services	6,371.84	6,371.84	33,600.00	27,228.16
Property Insurance	0.00	0.00	3,045.00	3,045.00
Liability Insurance	0.00	0.00	1,910.00	1,910.00
Liability Claim	0.00	0.00	0.00	0.00
Vehicle Insurance	0.00	0.00	720.00	720.00
Travel Expense	0.00	0.00	150.00	150.00
Dues & Publications	200.00	200.00	200.00	0.00
Training/Education	30.00	30.00	1,500.00	1,470.00
Employee Testing	0.00	0.00	50.00	50.00
Advertising Expense	0.00	0.00	0.00	0.00
Total Other Purchased Services	230.00	230.00	7,575.00	7,345.00
Office Supplies	48.92	48.92	600.00	551.08
Postage Expense	0.00	0.00	1,000.00	1,000.00
Billing Expense	0.00	0.00	600.00	600.00
Breakroom Supplies	45.93	45.93	300.00	254.07
OFFICE EQUIPMENT	0.00	0.00	600.00	600.00
Safety Supplies	0.00	0.00	750.00	750.00
Maintenance Supply	108.89	108.89	6,500.00	6,391.11
Distribution Supplies	954.80	954.80	12,000.00	11,045.20
Meter Supplies	1,061.92	1,061.92	15,000.00	13,938.08
Hydrant Replacement	0.00	0.00	4,000.00	4,000.00
Auto Fuel Expense	319.73	319.73	4,000.00	3,680.27
Building/Custodial Expense	0.00	0.00	500.00	500.00
Uniform Expense	281.30	281.30	1,500.00	1,218.70
Lab Supplies	1,479.71	1,479.71	2,250.00	770.29
Lab Equipment	0.00	0.00	1,500.00	1,500.00
Chemical Expense	410.40	410.40	6,000.00	5,589.60
Total Supplies	4,711.60	4,711.60	57,100.00	52,388.40
Water Replacement Fund	0.00	0.00	67,815.00	67,815.00
Total Replacement Fund	0.00	0.00	67,815.00	67,815.00
TOTAL OPERATING EXPENDITURES	\$ 12,476.20	\$ 12,476.20	\$ 451,026.00	\$ 438,549.80

MISCELLANEOUS EXPENSES

1997 Water Bond Payments	\$ 0.00	\$ 0.00	\$ 88,844.83	88,844.83
DWSRF Loan Repayment	0.00	0.00	0.00	0.00
DWSRF Loan Interest	0.00	0.00	0.00	0.00
Bond Payments - Principal	0.00	0.00	0.00	0.00
LOAN PAYMENT-LAKE AVE	0.00	0.00	47,290.18	47,290.18

For Management Purposes Only

Sunapee WATER Department
2021 Income Statement
For the Two Months Ending February 28, 2022

	Current Month Actual	Year to Date Actual	Annual Budget	Year to Date Unspent
Total Bond/Interest Payments	0.00	0.00	136,135.01	136,135.01
20 Article TTHM Remediation	0.00	0.00	0.00	0.00
Total Warrant Articles	0.00	0.00	0.00	0.00
TOTAL MISC. EXPENDITURES	\$ 0.00	\$ 0.00	\$ 136,135.01	136,135.01
<u>OTHER EXPENSES</u>				
Water Replacement Expense	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Total Replacement Expenses	0.00	0.00	0.00	0.00
2019 CR Establish	0.00	0.00	0.00	0.00
WATER PROTECTION	0.00	0.00	0.00	0.00
Total Unbudgeted Expenditures	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	0.00



**TOWN OF SUNAPEE
WATER & SEWER COMMISSION**

P.O. BOX 347
Sunapee, New Hampshire 03782
Phone: (603) 763-2115 Fax: (603) 763-2271

March 31, 2022

Mr. Randal Suozzo, P.E.
NHDES
29 Hazen Drive
P.O. Box 95
Concord, New Hampshire 03302-0095

**Re: *Town of Sunapee Water Department
Water Treatment Plant Improvements – UV System Project
Sunapee, New Hampshire
DWSRF Project No. 2271010-01***

Dear Mr. Suozzo:

We are forwarding herewith, one (1) copy of the Disbursement Request No. 5 for the State Revolving Loan for the subject project. Attached to this request are:

1. Project Cost Summary
2. Tabulations of invoices for engineering services with backup documentation.

Please call if you have any questions.

Very truly yours,

David Bailey
Superintendent
Sunapee Water & Sewer Department

**N.H. DEPARTMENT OF ENVIRONMENTAL SERVICES
REQUEST FOR DWSRF DISBURSEMENT**

LOAN RECIPIENT ORGANIZATION		DWSRF Project Number: 2271010-01		
Name:	Town of Sunapee	Disbursement Request Number: 5		
Mailing Address:	23 Edgemont Road	Water Treatment Plant Improvements - UV System		
	Sunapee, NH 03782	Type of Request: Partial <input checked="" type="checkbox"/> Final <input type="checkbox"/>		
Loan Amount \$400,000		Period Covered by this request: From: 10/18/2021 To: 2/28/2022		
CLASSIFICATION	Total Project	DWSRF Eligible	Previous Requests	This Request
Administrative Expense				
Pre-construction Costs				
Land and Easements				
Construction (incl. contingency)	\$410,731.00	\$360,000.00	\$288,148.24	
Construction Administration	\$40,000.00	\$40,000.00	\$10,800.57	\$12,103.89
Equipment				
Miscellaneous Cost				
Other (specify)				
Totals	\$450,731.00	\$400,000.00	\$298,948.81	\$12,103.89
Percent of Loan Disbursed Previously:		74.74%		
Total Percent of Loan Disbursed including this Request:		77.76%		
<p>I certify to the best of my knowledge and belief that the project costs incurred as indicated above are in accordance with the provisions of New Hampshire Code of Administrative Rules Env-Dw 1100 and the loan agreement for the project, that the disbursement requested represents the State Revolving Fund share due which has not been previously requested, that a thorough owner's inspection has been performed and all work for which a disbursement is being requested has been performed satisfactorily.</p>				
LOAN RECIPIENT				
Signature of Authorized Representative:				
Typed or Printed Name and Title:				
Date:				
NHDES DISBURSEMENT APPROVAL				
Signature:				
Title: Administrator, Drinking Water And Groundwater Bureau				
Date:				

**EXHIBIT A
PROJECT BUDGET**

PROJECT: Water Treatment Plant Improvements - UV System
Sunapee, NH
Design and Construction Phases

DATE: 15-Mar-22
 Prepared by: TGP

Disbursement Request No. 5

Printed: 3/15/22

	Current Budget	Previous Earned to Date	Requested This Period	Total Earned to Date	Percent Complete	Balance to Finish
USE OF FUNDS:						
Legal						
Administration						
ENGINEERING SERVICES						
Preliminary Design - UV and Chloramines (ESR #5)	\$19,000.00	\$19,000.00		\$19,000.00	100%	
Final Design - UV System and control valves (ESR #6)	\$39,400.00	\$39,400.00		\$39,400.00	100%	
Additional design - UV	\$12,000.00	\$12,000.00		\$12,000.00	100%	
Construction Phase Engineering Services - UV System	\$40,000.00	\$10,800.57	\$12,103.89	\$22,904.46	57%	\$17,095.54
CONSTRUCTION						
WTP Improvements - UV System	\$405,714.54	\$288,148.24		\$288,148.24	71%	\$117,566.30
Includes Atlantium proposal of \$115,731						
Includes Change Order 1						
Subtotal	\$516,114.54	\$369,348.81	\$12,103.89	\$381,452.70		\$134,661.84
CONTINGENCY	\$34,285.46					
TOTAL	\$550,400.00	\$369,348.81	\$12,103.89	\$381,452.70		\$168,947.30
FUNDING SOURCES:						
Local funds (design)	\$70,400.00	\$70,400.00		\$70,400.00		
Warrant Article/DWSRF Loan	\$400,000.00	\$298,948.81	\$12,103.89	\$311,052.70	78%	\$88,947.30
Local Funds - additional from Capital Reserves as required	\$80,000.00					
TOTAL	\$550,400.00	\$369,348.81	\$12,103.89	\$381,452.70		\$168,947.30

Notes:

Construction cost is based on low bid by PRB Construction

Sunapee to provide additional funds from Capital Reserve fund as needed, per award request letter December 28, 2020

**SUMMARY OF COSTS
Town of Sunapee
DWSRF # 2271010-01**

Disbursement Request No. 5

<u>CATEGORY</u>	<u>PROJECT DESCRIPTION</u>	<u>INVOICE DATE</u>	<u>INVOICE AMOUNTS</u>	<u>TOTALS</u>
<u>Engineering</u>				
Underwood Engineers, Inc.	2455 DBP Mitigation Assistance	3/31/2020	\$ 1,328.80	
		10/31/2021	\$ 4,360.17	
		12/31/2021	\$ 5,238.54	
		2/28/2021	\$ 1,176.38	
			Total Engineering	\$ 12,103.89
<u>Administrative</u>				
				\$ -
<u>Construction</u>				
PRB Construction				
		Retainage		\$ -
			Total Disbursement Request No. 5	\$12,103.89

TABULATION OF ELIGIBLE COSTS
Town of Sunapee
DWSRF Project No. 2271010-01

Project - DBP Mitigation Assistance
Payment Request No. 5

Construction Phase

Date	\$4,000 Bidding	\$24,000 Construction Admin & Obser	\$4,000 Start Up	\$4,000 O&M	\$4,000 Record Drawings	\$40,000 Totals
10/31/2020	\$ 1,171.20					\$ 1,171.20
12/31/2020	\$ 2,828.80					\$ 2,828.80
2/21/2021		\$ 3,481.17				\$ 3,481.17
5/9/2021		\$ 1,019.00				\$ 1,019.00
7/25/2021		\$ 971.60				\$ 971.60
9/30/2021		\$ 1,328.80				\$ 1,328.80
3/31/2021		\$ 3,818.40				\$ 3,818.40
10/31/2021		\$ 3,095.07		\$ 511.10	\$ 754.00	\$ 4,360.17
12/31/2021		\$ 4,874.54		\$ 364.00		\$ 5,238.54
2/28/2022		\$ 581.60		\$ 594.78		\$ 1,176.38
Totals	\$ 4,000.00	\$ 19,170.18	\$ -	\$ 1,469.88	\$ 754.00	\$ 25,394.06
Remaining Balance		\$ 4,829.82	\$ 4,000.00	\$ 2,530.12	\$ 3,246.00	\$ 14,605.94



Invoice

2455

Sunapee Water & Sewer Commission
23 Edgemont Road
Sunapee, NH 03782

Invoice No. 16568
Invoice Date: March 31, 2021

Current Invoice Amount: \$3,818.40

Services through 3/31/2021

Services: DBP MITIGATION ASSISTANCE

Professional engineering services to assist the Town in continuing the screening process of DBP mitigation alternatives to help them determine the best option to reduce THMs and/or HAA5s and the associated probable costs.

Reference: ESR No. 5 dated July 2, 2019. ESR No. 6 dated November 15, 2019. ESR No. 6 Amendment No. 1 dated March 25, 2020. ESR No. 6 Amendment No. 2 dated September 24, 2020. ESR No. 7 dated September 24, 2020.

Task 09 Construction Administration and Observation

Contract Value:	\$24,000.00
Previously Billed:	\$3,481.17
Current Billing:	\$3,818.40
Remaining Balance:	\$16,700.43

Professional Services

	<u>Hours</u>	<u>Charge</u>
Project Manager	6.50	936.00
Project Engineer	21.00	2,083.20
Clerical	4.50	299.20
Professional Services Total		\$3,318.40

Subcontractors

	<u>Charge</u>
Lee F. Carroll, P.E.	500.00
Subcontractors Total	\$500.00

Task 09 Total \$3,818.40

Total Balance This Invoice \$3,818.40

Project Manager TGP
Principal M/AC

LEE F. CARROLL, PE

Electrical Consultant

PO BOX 357 • 1 MADISON AVENUE

GORHAM, NEW HAMPSHIRE 03581

TEL. 603-466-5065 - OFFICE

TEL. 603-466-3680 - HOME

E-mail: lcarroll@ne.rr.com

April 5, 2021

Underwood Engineers
25 Vaughn Mall, Unit #1
Portsmouth, NH 03801-4012

Project #:	2455-09
Date	2/5/21
Approved	<i>[Signature]</i>

RE: Sunapee Water TP, UV System : My 1931

Subject: Invoice

Dear Sir:

The following invoice is submitted for services provided to date on the referenced project and in accordance with my proposed fee:

INVOICE

Design Fee –	\$3,800.00	
% Fee Invoiced	100	
	<hr/>	
Subtotal This Invoice	\$3,800.00	
Shop Dwg. Review –	\$500.00	
% Fee Invoiced	100	\$0
	<hr/>	
Subtotal This Invoice	500.00	
Site Reviews During Construction	\$1,800 Unit cost	
Number Provided	0	\$0
	<hr/>	
Subtotal This Invoice	\$0.00	
	<hr/>	
Total Invoiced	\$4,300.00	
Less payments Received	3,800.00	
	<hr/>	
Due This Invoice	\$500.00	

Invoice does not include redesign required when equipment was modified.

Very truly yours,

[Signature]
Lee F. Carroll, PE

Invoice

2455

Sunapee Water & Sewer Commission
PO Box 347
Sunapee, NH 03782

Invoice No. 17446
Invoice Date: October 31, 2021

Current Invoice Amount: \$4,360.17

Services through 10/31/2021

Services: DBP MITIGATION ASSISTANCE

Professional engineering services to assist the Town in continuing the screening process of DBP mitigation alternatives to help them determine the best option to reduce THMs and/or HAA5s and the associated probable costs.

Reference: Drinking Water State Revolving Loan #2271010-01

ESR No. 5 dated July 2, 2019. ESR No. 6 dated November 15, 2019. ESR No. 6 Amendment No. 1 dated March 25, 2020. ESR No. 6 Amendment No. 2 dated September 24, 2020. ESR No. 7 dated September 24, 2020.

Task 09 Construction Administration and Observation

Contract Value:	\$24,000.00
Previously Billed:	\$10,618.97
Current Billing:	\$3,095.07
Remaining Balance:	\$10,285.96

Professional Services

	<u>Hours</u>	<u>Charge</u>
Project Manager	6.00	902.40
Senior Project Engineer	1.25	148.00
Project Engineer	18.00	1,872.00
Clerical	1.25	86.60
Professional Services Total		\$3,009.00

Reimbursables

	<u>Charge</u>
Mileage	84.67
Tolls	1.40
Reimbursables Total	\$86.07

Task 09 Total \$3,095.07

Task 11 Operation and Maintenance Manual

Contract Value: \$4,000.00
Previously Billed: \$0.00
Current Billing: \$511.10
Remaining Balance: \$3,488.90

Professional Services

	<u>Hours</u>	<u>Charge</u>
Senior Project Manager	.50	87.50
Project Engineer	3.75	390.00
Clerical	.50	33.60
Professional Services Total		\$511.10

Task 11 Total \$511.10

Task 12 Record Drawings

Contract Value: \$4,000.00
Previously Billed: \$0.00
Current Billing: \$754.00
Remaining Balance: \$3,246.00

Professional Services

	<u>Hours</u>	<u>Charge</u>
Project Engineer	7.25	754.00
Professional Services Total		\$754.00

Task 12 Total \$754.00

Total Balance This Invoice \$4,360.17

Project Manager TGP
Principal [Signature]



Invoice

2455

Sunapee Water & Sewer Commission
PO Box 347
Sunapee, NH 03782

Invoice No. 17710
Invoice Date: December 31, 2021

Current Invoice Amount: \$5,238.54

Services through 12/31/2021

Services: DBP MITIGATION ASSISTANCE

Professional engineering services to assist the Town in continuing the screening process of DBP mitigation alternatives to help them determine the best option to reduce THMs and/or HAA5s and the associated probable costs.

Reference: Drinking Water State Revolving Loan #2271010-01

ESR No. 5 dated July 2, 2019. ESR No. 6 dated November 15, 2019. ESR No. 6 Amendment No. 1 dated March 25, 2020. ESR No. 6 Amendment No. 2 dated September 24, 2020. ESR No. 7 dated September 24, 2020.

Task 09 Construction Administration and Observation

Contract Value:	\$24,000.00
Previously Billed:	\$13,714.04
Current Billing:	\$4,874.54
Remaining Balance:	\$5,411.42

Professional Services

	<u>Hours</u>	<u>Charge</u>
Project Manager	5.00	752.00
Senior Project Engineer	3.50	414.40
Project Engineer	34.00	3,536.00
Professional Services Total		<u>\$4,702.40</u>

Reimbursables

	<u>Charge</u>
Mileage	169.34
Tolls	2.80
Reimbursables Total	<u>\$172.14</u>

Task 09 Total \$4,874.54

Task 11 Operation and Maintenance Manual

Contract Value:	\$4,000.00
Previously Billed:	\$511.10
Current Billing:	\$364.00
Remaining Balance:	\$3,124.90

Professional Services

	<u>Hours</u>	<u>Charge</u>
Project Engineer	3.50	364.00
Professional Services Total		\$364.00

Task 11 Total **\$364.00**

Total Balance This Invoice **\$5,238.54**

Project Manager per TGP
Principal clm



Invoice

2455

Sunapee Water & Sewer Commission
PO Box 347
Sunapee, NH 03782

Invoice No. 17920
Invoice Date: February 28, 2022

Current Invoice Amount: \$1,176.38

Services through 2/28/2022

Services: DBP MITIGATION ASSISTANCE

Professional engineering services to assist the Town in continuing the screening process of DBP mitigation alternatives to help them determine the best option to reduce THMs and/or HAA5s and the associated probable costs.

Reference: Drinking Water State Revolving Loan #2271010-01

ESR No. 5 dated July 2, 2019. ESR No. 6 dated November 15, 2019. ESR No. 6 Amendment No. 1 dated March 25, 2020. ESR No. 6 Amendment No. 2 dated September 24, 2020. ESR No. 7 dated September 24, 2020.

Email invoices to Holly Leonard at holly@town.sunapee.nh.us

Task 09 Construction Administration and Observation

Contract Value:	\$24,000.00
Previously Billed:	\$18,588.58
Current Billing:	\$581.60
Remaining Balance:	\$4,829.82

Professional Services

	<u>Hours</u>	<u>Charge</u>
Project Manager	2.00	315.84
Senior Project Engineer	2.00	239.76
Project Engineer	.25	26.00
Professional Services Total		\$581.60

Task 09 Total \$581.60

Task 11 Operation and Maintenance Manual

Contract Value:	\$4,000.00
Previously Billed:	\$875.10
Current Billing:	\$594.78
Remaining Balance:	\$2,530.12

Professional Services

	<u>Hours</u>	<u>Charge</u>
Project Manager	1.00	157.92

Underwood Engineers, Inc.
Project: 2455

Invoice: 17920
February 28, 2022
Page 2 of 2

Project Engineer

4.00

436.86

Professional Services Total

\$594.78

Task 11 Total

\$594.78

Total Balance This Invoice

\$1,176.38

Project Manager

TAP

Principal

[Signature]

