

State of New Hampshire

Lower Bartlett Water Precinct

CARROLL, SS

**RECORD OF PRECINCT COMMISSIONERS
REGULAR MEETING / BUDGET HEARING**

March 19, 2025

A regular meeting of the Commissioners was held on Wednesday, March 19, 2025 at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:55 PM by Commissioner Muzerall, seconded by Commissioner Szetela. Also, in attendance were Commissioner Rockett, Superintendent Gary Chandler, Treasurer, Marie Lee, Administrative Assistant, Amy Walcott, Guest Attendees included David Shedd and Dick Leavitt.

Review and sign Regular Monthly February 2025 and Budget Workshop Meeting Minutes - The minutes were signed by Commissioners and approved as written.

1) Financial Report

- a) Brooklenn McGaffigan prepared the financial reports and has updated through the day of the meeting, for an actual available cash on hand total. The bank accounts were reconciled inhouse.
- b) As of today, the bank balance totals \$492,380.83 after checks have been cut there is \$81,268.35 in Uncleared Checks, \$0 in Undeposited funds, leaving our Cash Balance on hand to total \$411,112.48.
- c) As of today, the Wastewater bank balance totals \$20,004.28 after checks have been cut there is \$41,808.76 in Uncleared Checks, \$34,021.25 in disbursement request funds, leaving our Cash Balance on hand to total \$12,216.77. Project bank balance is \$115,954.30 with no uncleared checks,
- d) As of today, Executive & Administrative costs were \$50,394.41, 20.7% of the budget; Operations costs were at \$79,978.17, 16.4% of the budget; Debt Service is at \$235,222, 37.4% of the budget; the year is at 10 weeks, 19.23% of the year.
- e) Financials reviewed. Superintendent Chandler states financially in good shape and cash position. Commissioner Rockett commented not to see, financial position wasn't always this way. Precinct had to take bond anticipation notes in the past and change of billing frequency helped.

2) Check and Document Signatures

- a) Check Detail – Commissioners/Treasurer Signed
Electronic Detail – Commissioners/Treasurer Signed
- b) Wastewater Detail – Commissioners/Treasurer Signed
- c) NW- Land – Commissioner/ Treasurer Signed
- d) RD-7 -Commissioners/ Treasurer Signed

3) **User Agreements** – Bolster, Snowden

4) **Budget Hearing**

a) Commissioner Muzerall welcomed the meeting attendees and started hearing at 7pm.

b) Referring to the 2025 draft budget, Superintendent Chandler reviewed 2024 Post Mortem expenses. He outlined the increase over budget on water operations for the variable frequency drive failure at pump station #2 and resulted in \$32,000 replacement cost. Overall, he explained that 2024 bottom-line was tight, revenue not bad but struggle with end of year Town of Bartlett delay in tax payment. Looking into 2025, Superintendent highlighted changing Superintendent personnel budget from 100% water operations to 80% administrative and 20% into water operations. This is most accurate with costing because most Superintendent work is Administrative. Also, changing budget of Administrative Assistant, Amy from 100% administrative to 80% water operations and 20% administrative. Also, budgeted a third water operations worker for half the year which is needed with the sewer operations down the road and the meter changeout project (approx. 1300 meters). Will hold off replace 2017 truck in service and will add truck for new hire. Medical insurance increased Precinct split from 70% to 85% total with employees covered the remaining 15%. This increase was in line with the industry standard along with a 4% wage increase. Superintendent stated that upgrading the current billing Enhance software to cloud-based BS&A to streamline operations, add customer portal and eliminate QuickBooks. The conversion will have overlap cost from running old and new software. We are scheduled in the upcoming weeks to roll out new website provider, Streamline. In 2024, we completed the GSI / asset management and mapping program with ESRI, ARC, GIS technology allows electronic set points with one solid map. In 2024, non-capital reserve of \$510,000 meter replacement project with advanced metering infrastructure (AMI). New meters with AMI will allow for analytics on low/ high volume parameters, ambient temperature, acoustics alerting. Superintendent stated will bump up asset management reserve in 2025 to help replenish from new equipment. Revenues are conservative in 2025, water rates are adequate. In 2023, actual tax rate \$1.42. In 2024 projected \$1.40 and the actual \$1.28. Projecting 2025 tax rate at \$1.40 +/- . Working with the Dept of Revenue to keep tax rate stable. Groundwater protection wastewater project on schedule to bid end of March 2025. Currently, working with legal council on easements; ran into challenge with some development associations not filing with State Secretary and getting that straightened out. Superintendent and Chairman Rockett attending a meeting April 24, 2025 to discuss Intermunicipal Agreement with North Conway Water Precinct

c) Discussion: Mr. Leavitt asked in lieu of recent Washington events if any bearing on our wastewater funding. Superintendent Chandler replied not in Phase 1, the funds have already been committed, no notification otherwise. Business as usual. Phase 2 is in the pipeline and no current concerns and again no communication otherwise. Mr. Leavitt asked with the pump replacement if any effect with the tariffs. Superintendent stated no effect, replacement US made. Mr. Shedd inquired about the sewer diameter of the sewer mains and if there has been any changes by Horizons with the size. Superintendent Chandler responded that the mains are designed for 50 year growth and anticipation of Storyland addition. Mr. Shedd asked if after vote outcome from the town if that would affect the size of main. Commissioners had no comments. Superintendent stated that town vote irrelevant to what is being designed. Mr. Shedd said isn't it relevant in telling us where the town

stands. Commissioner Muzerall responded that the Conway Sun narrative is not reflective of the work being done. The mission is to provide clean water which needs sewer and we believe in protecting the future. Commissioner Szetela stated need evaluate everything, don't wait, must look out future unknown; it speaks volumes that Quint is pumping the Storyland septic parking lot every night. Mr. Shedd asked if Storyland system is in failure. Superintendent Chandler stated no, not failure. Commissioner Muzerall stated concern with Storyland tanks under parking lots and will find contaminates in the future. Superintendent Chandler asks who is responsible if nothing done and contaminates hit Linderhoff golf. Mr. Shedd asked if Storyland is pushing us. Commissioner Szetela said no don't think they are and didn't the towns planning board approve the Moo Lagoon? Commissioner Rockett commented when the children have accidents at Moo Lagoon, any draining/ flushes heads right to the wells. Superintendent Chandler stated that Storyland heard of the project, approached us to see if it was feasible to be included which would be more cost effective. Commissioner Muzerall stated why can't planning board using zoning to restrict development and used an example of applying to build condos on RT302 and if that is possible. Mr. Shedd stated trying to do, the zoning ordinance is a living document that can change, have concerns with growth, sewer changes density. Commissioner Muzerall emphasized need for town change zoning law to enforce and limit growth. Mr. Leavitt stated once sewer in, attract more development, take a risk with sewer lines. Mr. Shedd asked if required to hook up to sewer. Superintendent Chandler explained waiver process if newer septic but the purpose is ground water protection, eliminate subsurface system. The State mandate is to hookup (RSA 147:8). Commissioner Rockett stated that is why we included the cost of hook ups in the project cost not to the homeowner. Mr. Shedd asked again for sewer diameter size confirmation. Superintendent Chandler confirmed sewer diameter is designed with reserved capacity, Glen intersection, Storyland and that is about it. Mr. Shedd asked if the Precinct has received any project money from Storyland. Superintendent Chandler stated that Storyland is on their own, they have multiple systems that are functional mess and down the road will need replacement. Storyland is determining if better investment to redo or municipal sewer. Commissioner Szetela also added that septic has a limited life span and pumping all the time taxes the system. Mr. Shedd asked if Storyland part of Phase 2? Superintendent Chandler responded that Storyland is it's own phase separate from Precinct Proper. Mr. Shedd said not trying to be difficult and understand your dedication to clean water. Commissioner Rockett commented that is what this is all about. Commissioner Muzerall stated it is about clean water and preparing for the future. Mr. Leavitt reminded us of Flint water crisis and need for preventive action.

d) Superintendent Chandler asked any further questions on budget. No further questions. Superintendent Chandler discussed map with WHPA & watershed for LBWP/NCWP drawn by Horizon in which NCWP Consultant, Verdantas that also concludes it is an appropriate recommendation to consider protection efforts with wastewater collection considering the groundwater flow/upland streams. Also, consider contour water across from Linderhoff, could be vulnerable PFAS from Storyland. Superintendent states also proof in point with River Run and 300 condos have a problem with PFAS? Whose liability is that? Town? Mr. Shedd stated town aware probably landfill. Superintendent Chandler replied you are the first from the town to admit that. Superintendent Chandler stated there is a definite need for groundwater protection and fire protection with interested parties Attitash, River Run. Superintendent Chandler opened up for further questions. No further discussion. Commissioners thanked guests for participating.

5) **Adjournment**

With there being no further business to discuss Commissioner Muzzerall made a motion to close, seconded by Commissioner Szetela at 8:05PM. All in favor.

Respectfully submitted by:



Amy Walcott

Administrative Assistant

