

CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS

REGULAR MEETING

April 8, 2026

A regular meeting of the Commissioners was held on Wednesday, April 8, 2026, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:46pm by Commissioner Muzerall, seconded by Commissioner Szetela. Also in attendance were Chairman Rockett, Superintendent Gary Chandler, Deputy Treasurer Janet Mills, and Executive Administrative Assistant Cindi Currier.

1. **Review and sign Meeting Minutes for March Regular Monthly-** The Commissioners reviewed and approved as written.
2. **Financial Report**
 - a. Executive Administrative Assistant, Cindi Currier, prepared the financial reports and budget to actual updated through the day of the meeting, for actual total cash available on hand. The bank accounts were reconciled in house.
 - b. As of today, our accounts receivable balance for Utility billing is \$13,811.20 and our outstanding balance for Service Billing of \$ 79,275.94 (Includes TOB Deferred 25% of 2025 taxes to be paid in December 2026).
 - c. As of today, the Operating bank balance totals \$391,552.09 after checks have been cut there is a total of \$37,955.45 (Includes NW-8 Muni Loan Payment of \$21,080.76) in uncleared checks, \$113.24 in Undeposited funds, leaving our Cash Balance on hand to total \$353,709.88.
 - d. As of today, the Wastewater bank balance totals \$20,015.58, After checks have been cut there is a total of \$603.50 in uncleared checks, \$603.50 in disbursement request funds, leaving our Cash Balance on hand to total \$20,015.58.
 - e. As of today, the Project bank balance is \$7,156.08 with \$0.00 in uncleared checks, leaving Cash balance on hand to total \$7,156.08.
 - f. As of today, Executive & Administrative costs were \$94,818.27, 31.28% of the budget; Operations costs were \$123,986.13, 19.88% of the budget; Debt Service is \$232,458.25, 34.44% of the budget; the year is at 14 weeks, 26.92% of the year.
3. **Checks, Documents & Signatures** - Commissioners Reviewed and signed:
 - a. Check Detail
 - b. Electronic Detail
 - c. Wastewater Detail
 - d. Wastewater Disbursement #33
 - e. Commissioner/Officer Checks
 - f. NW-8, Muni Loan Oct 07
4. **User Agreements-** Burnett, McGowan, Nielsen, Casavant, Colson, KJF Group LLC
5. **New Business-**
 - a. Permits-
 - i. The Ledgeview lodge LLC- Lot 11- New Construction- Commissioners reviewed the application; Superintendent Chandler said there was no issue with plans and meet setback requirements. Chairman Rockett made motion, seconded by Commissioner Muzerall to approve the permit as written. With no further discussion, all in favor of approval.
 - b. (2) Loan Resolutions USDA- Motion made by Chairman Rockett, seconded by Commissioner Szetela to accept and sign the 2 Loan Resolutions for the USDA- with there being no further discussion a vote was taken: Rockett: yes. Muzerall: yes, Szetela: yes.
6. **Old Business** - NONE
7. **Superintendent Report**
 - a. Meter upgrade project

- i. We are down to 82 meters that still need to be swapped out.
 - ii. We will be hanging door hangers, to any properties we have to manually Read, reminding them that they will have an additional \$50.00 read fee and to reach out to the office to schedule their meter swap out. Chairman Rockett said there will be no exceptions for the \$50.00 manual read fee and no refunds will be issued for this fee.
 - iii. We may look at increasing the Manual Read fee, if applicable for the next billing cycle.
- b. Wastewater-
- i. The Inter-Municipal Agreement is still pending with the North Conway Water Precinct.
- c. We have seen a reduction in power usage at Pump Houses 1 & 2 this is due to the upgrades and repairs we have made to the system. We were losing a substantial amount of water back into the ground via water main leaks. The updated metering technology has allowed us to find and address those leaks.
- d. 2026 Annual Water Works Conference & Exposition is taking place in Washington DC in June. EJ Prescott has invited Lower Bartlett Water Precinct to attend, as we will be nationally featured for our updated water metering/SCADA system. We are hoping to be able to send Tom to represent the Lower Bartlett Water precinct.
8. **Public Comments- NONE**
9. **91-A:3 II. (e)**
- a. At 6:58pm, Chairman Rockett made a motion to move into non-public under 91-A:3 II. (a) Seconded by Commissioner Muzerall. Roll-call: Rockett: yes. Muzerall: yes, Szetela: yes.
 - b. At 7:11pm, a motion to close the non-public under 91-A:3 II. (a), meeting and seal the minutes was made by Chairman Rockett, seconded by Commissioner Muzerall. All in Favor.
10. **Adjournment**
- a. With there being no further business to discuss Commissioner Muzerall, seconded by Commissioner Szetela, made a motion to close the meeting at 7:15pm.

Respectfully submitted by:



Cindi Currier

Executive Administrative Assistant



Chairman Rockett



Commissioner Muzerall



Commissioner Szetela