

State of New Hampshire

Lower Bartlett Water Precinct

CARROLL, SS

## RECORD OF PRECINCT COMMISSIONERS

### REGULAR MEETING

**January 8, 2025**

A regular meeting of the Commissioners was held on Wednesday, January 8, 2025, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:41pm by Commissioner Muzerall, second by Commissioner Szetela. Also, in attendance were Commissioner Rockett, Superintendent Gary Chandler, Treasurer, Marie Lee and Administrative Assistant, Amy Walcott.

**Review and sign Regular December Meeting Minutes** - The December minutes were signed by Commissioners and approved as written.

#### **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 \$306,495.04 after checks have been cut there is \$42,229.72 in Uncleared Checks, \$8,576.63 in Undeposited funds, leaving our Cash Balance on hand to total \$272,841.95.
- c) As of today, the Wastewater bank balance totals \$57,012.88 after checks have been cut there is \$90,986.18 in Uncleared Checks, \$53,977.02 in disbursement request funds, leaving our Cash Balance on hand to total \$20,003.72. Project bank balance is \$63,112.36 with \$47,160.00 uncleared checks, leaving Cash balance on hand to total \$15,952.36.
- d) As of today, Executive & Administrative costs were \$845.64, .3% of the budget; Operations costs were \$552.00, .1% of the budget; Debt Service is at \$123,495.25, 19.6% of the budget; the year is at 1 week, 1.92% of the year.

#### **2) Check and Document Signatures**

- a) Check Detail - Commissioners approved and signed
- b) Electronic Detail - Commissioners approved and signed
- c) Wastewater Detail – Commissioners approved and signed
- d) PROJECT Detail – Commissioners approved and signed
  - i) Non – capital reserve disbursement for meter project

#### **3) User Agreements — Arsenault, Flynn, Mitchell**

- a) All agreements were reviewed, approved and signed by Commissioners

#### **4) New Business**

- a) Roberts and Greene Engagement Letter – Commissioners reviewed and signed three-year term engagement agreement.

- b) Annual Meeting and Budget Workshop dates – Commissioners set 2025 dates for Budget Workshop for March 12 at 7pm and Annual Meeting April 8, 2025. Discussed Commissioner Szetela term expiring (reminder of Commissioner Thayer’s term) and plans to run again for three-year term.

5) **Old Business**

- a) **BS&A Billing Software** – Per Superintendent Chandler, legal counsel made revisions to agreement and ready to approve. Chairman Rockett signed agreement.
- b) **91-A:11 (A)** – Superintendent Chandler offered optional session to discuss employee benefits. Commissioner Rockett stated not necessary and will discuss openly. Superintendent Chandler proposed to increase Precinct medical coverage split from 70% to 85%. Employees would cover 15% (previous 30%) with the approval. Also, would increase the health stipend from 50% of the single plan to 65% effective immediately. **Commissioner Rocket made a motion to increase Precinct’s medical coverage split from 70% to 85% and increase the health stipend from 50% to 65% effectively immediately, seconded by Commissioner Muzerall, with no further discussion, all in favor. Motion approved.** Administrative Assistant, Amy expressed appreciation and thanked the Commissioners. Commissioner Rockett states will continue to be fair and interested in keeping employees for the long haul. Commissioner Szetela agreed and mentioned the need to be mindful with the future expense by adding an operational employee.

6) **Superintendent Report**

- a) Working details for Intermunicipal Agreement with North Conway, installing new meters/ collection equipment. Commissioner Szetela asked if on target for vendor wastewater bid for March. Superintendent Chandler is working on easements, RD review and looking like the end of March. Commissioner Muzerall asked who handles the bidding process. Superintendent Chandler replied Horizon manages the bid process, goes to the lowest bidder. Treasurer Lee asked how long the bid process. Superintendent states typically 30 days around the first of May.

7) **Public Comments** - None

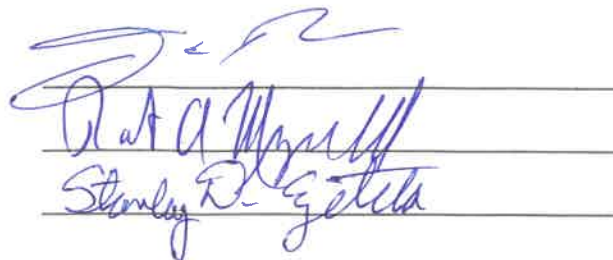
8) **Adjournment**

With there being no further business to discuss, Commissioner Muzerall made a motion to close, seconded by Commissioner Szetela at 7:14PM. All in favor.

Respectfully submitted by:



Amy Walcott



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Stanley R. Szetela