

CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS

REGULAR MEETING

**October 08, 2025**

A regular meeting of the Commissioners was held on Wednesday, October 08, 2025, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:45pm by Commissioner Muzerall, second by Commissioner Szetela. Also, in attendance were Chairman Rockett, Superintendent Gary Chandler, Treasurer Marie Lee, and Executive Administrative Assistant, Cindi Currier.

1. **Review and sign September Regular & Non-Public Monthly Meeting Minutes** - The Commissioners reviewed and were approved as written.
2. **Financial Report**
  - a. Executive Administrative Assistant, Cindi Currier prepared the financial reports, balance sheet and budget to actual for all 5 accounts 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 \$25,192.16 and our balance for Service Billing of \$ 3,859.43.
  - c. As of today, the Operating bank balance totals \$276,760.27 after checks have been cut there is \$43,965.84 (including NW-8) in Uncleared Checks, \$513.60 in Undeposited funds, leaving our Cash Balance on hand to total \$233,308.03.
  - d. As of today, the Wastewater bank balance totals \$20,010.30, after checks have been cut there is \$0.00 in Uncleared Checks, \$0.00 in disbursement request funds, leaving our Cash Balance on hand to total \$20,010.30.
  - e. As of today, the Project bank balance is \$57,153.08 with \$0.00 uncleared checks, leaving Cash balance on hand to total \$57,153.08.
  - f. As of today, Executive & Administrative costs were \$296,826.47, 76.14% of the budget; Operations costs were \$386,558.73, 75.42% of the budget; Debt Service is at \$591,060.69, 96.43% of the budget; the year is at 40 weeks, 76.92% of the year.
3. **Checks, Documents & Signatures:**
  - a. Check Detail
  - b. Electronic Detail
  - c. Notes Payable
    - i. NW-8 Muni Loan
  - d. NW-Facility (Updated with corrected amount)
4. **User Agreements-** Houlihan, McGraw, Fairhurst, Rugg Real Estate LLC, Eisenhauer, Zhuo-Sumera, McGowan, Rivendell Haven LLC, Beaudoin.
5. **New Business**
  - a. Treasurer, Marie Lee asked about work being done on Nut Hatch Lane. Gary recapped that they had discovered and fixed a total of 5 leaks in the supply line in that area. The leaks were likely due to the aged pipes. Approx. 40 years old.
  - b. Commissioner Szetela asked about a burst pipe on 16a, where the water was bubbling out of the ground. Lower Bartlett Water Precinct worked with Gordon T Burke and sons

to fix the leak and water was restored to the affected 7-unit apartment building with minimal interruption to the water service.

- c. Commissioner Muzerall asked about the ongoing drought and if it has affected the Precinct. Superintendent Chandler said there was no cause for concern at this time. The precinct is in good shape, though he did note that there are a few ponds used for the purpose of fighting fire in town that have dried up.
- d. Superintendent Chandler has reached out to the Selectman at the Town of Bartlett to let them know that with this drought, the Lower Bartlett Water Precinct is able to make water available to the residents, should the need arise.
- e. Permits
  - i. 1RT016-145-L15, US route 302 Unit 15, Patch Development LLC i- New Construction. Commissioners reviewed the application; Superintendent Chandler stated no issue with plans and meets 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.
  - ii. 1RT016-145-L16, US route 302 Unit 16, Patch Development LLC i- New Construction. Commissioners reviewed the application; Superintendent Chandler stated no issue with plans and meets 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.
  - iii. 1RT016-145-L17, US route 302 Unit 17, Patch Development LLC i- New Construction. Commissioners reviewed the application; Superintendent Chandler stated no issue with plans and meets 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.
  - iv. 1ALPEN-027-000, 226 Alpstrausse, Rose i- Deck Replacement. Commissioners reviewed the application; Superintendent Chandler stated no issue with plans and meets 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- pending receipt of the Town of Bartlett Permit approval.
  - v. 1EBRAN-003-L00, 13 East Branch Rd, Wallhagen i- Reviewed a permit required letter from The Town of Bartlett.

## 6. **Old Business - NONE**

## 7. **Superintendent Report**

- a. Lower Bartlett Water Precinct and North Conway Water Precinct Engineers continue to work on a resolution for the wastewater project. It appears that they may all be on the same page and working towards getting a waiver prepared. Mark Burnell will begin working on a timeline for Phase 1. Attorney Tim Brittan still has some work to do on the necessary easements, he will begin work on this, to ensure they are in place when needed. Once there is a more concrete timeline, we will send out updates and post on our website.
- b. Capital Appraisals out of Concord will be working on an appraisal of the Hill Property.
- c. Meter change out project is still in the works. 962 meters have already been swapped out, 30 of the 280 that remain to be swapped out have already been scheduled. Executive Administrative assistant, Cindi Currier has been working on reaching out to those 250 that remain.
- d. New Meter system is working well; it has already alerted the Precinct staff to leaks for a few customers.

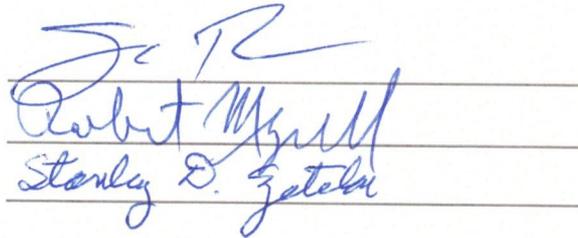
- e. A new computer was purchased to run the SCADA program. Once it is up and running, we will be working with a third party to complete a Cyber security test as required by NHDES.
  - f. Hydrant flushing will be taking place from October 27, 2025 – October 31, 2025. Some customers may experience temporary pressure fluctuations and water discoloration.
8. **Public Comments-** NONE
9. **Adjournment**
- a. With there being no further business to discuss Commissioner Muzerall, seconded by Commissioner Szetela made a motion to close the meeting at 7:10pm.

Respectfully submitted by:



Cindi Currier

Executive Administrative Assistant



Robert Muzerall  
Stanley D. Szetela