

CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS

REGULAR MEETING

January 14, 2026

A regular meeting of the Commissioners was held on Wednesday, January 14, 2026, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:41pm by Commissioner Muzerall, seconded 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 December Regular Monthly and Non-Public Meeting Minutes** - The Commissioners reviewed and they 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 five accounts updated through the day prior to 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 \$291,237.94 and our outstanding balance for Service Billing of \$ 77,798.19 (Includes TOB Deferred 25% of 2025 taxes to be paid in December 2026).
 - c. As of today, the Operating bank balance totals \$322,063.40 after checks have been cut there is a total of \$10,269.16 in uncleared \$36,564.33 in Undeposited funds, leaving our Cash Balance on hand to total \$348,358.57.
 - d. As of today, the Wastewater bank balance totals \$20,012.57, After checks have been cut there is a total of \$0.00 in uncleared checks, \$0.00 in disbursement request funds, leaving our Cash Balance on hand to total \$20,012.57.
 - e. As of today, the Project bank balance is \$7,155.55 with \$0.00 in uncleared checks, leaving Cash balance on hand to total \$7,155.55.
 - f. As of 12/31/2025, Executive & Administrative costs were \$360,598.74, 92.50% of the budget; Operations costs were \$505,500.90, 98.63% of the budget; Debt Service is at \$612,141.45, 99.87% of the budget; the year is at 52 weeks, 100% of the year.
 - g. 2026 YTD As of today, Executive & Administrative costs were \$6662.47, Operations costs were \$15,079.41, Debt Service is at \$121,625.25; the year is at 3 weeks, 5.7% of the year.
3. **Checks, Documents & Signatures:**
 - a. Check Detail
 - b. Electronic Detail
4. **User Agreements-** Hodge, Nault, Dumouchel, Bourdelais, Moore, Ludwig- were reviewed and signed by the commissioners.
5. **New Business**
 - a. Letter from TOB to the commissioner- was reviewed-no further discussion or action needed.
 - b. Letter from TOB RE: 1RT016-137-L00; Blue Sky Properties LLC- was reviewed-no further discussion or action needed.
6. **Old Business** - NONE
7. **Superintendent Report**

- a. Meter upgrade project is still in process. We are down to 164 meters left that need to be swapped out.
- b. Update on Wastewater- still waiting on updates from North Conway Water Precinct.
- c. 2026 Budget will have a new format due to the new software. We are working to have a rough draft of the proposed budget for next commissioners' meeting.
- d. Stan is up for re-election this year.
- e. BS&A software update- we just implemented the Inventory and Work Order Modules. This will help to streamline the billing and inventory processes. There is also a new online portal where owners can make payments/look up account information. They can also sign up for auto payments and paperless billing.
- f. We will have Auditors from Roberts & Greene here in the office for their preliminary review January 15, 2026. They will return January 24th & 25th, 2026.

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



Chairman Rockett



Commissioner Muzerall



Commissioner Szetela