State of New Hampshire Lower Bartlett Water Precinct

CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS

REGULAR MEETING

June 17, 2026

A regular meeting of the Commissioners was held on Wednesday, June 17, 2026, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:40pm by Commissioner Muzerall, seconded by Chairman Rockett. Also in attendance were Commissioner Szetela, Superintendent Gary Chandler, Treasurer Marie Lee, Executive Administrative Assistant Cindi Currier, Cathey Conway & Jon Warzocha from Horizons Engineering (Verdantas LLC).

1. **Review and sign Meeting Minutes for May Regular Monthly Meeting-** The Commissioners reviewed and approved all 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 $52,022.58 and the outstanding balance for Service Billing of $ 79,111.70 (Includes TOB Deferred 25% of the 2025 taxes to be paid in December 2026).
    c. As of today, the Operating bank balance totals $651,557.91 after checks have been cut there is a total of $230,905.49 in uncleared checks, $0.00 in Undeposited funds, leaving our Cash Balance on hand to total $420,652.42.
    d. As of today, the Wastewater bank balance totals $20,017.28, After checks have been cut there is a total of $45,062.23 in uncleared checks, $45,062.23 in disbursement request funds, leaving our Cash Balance on hand to total $20,017.28.
    e. As of today, the Project bank balance is $7,156.26 with $0.00 in uncleared checks, leaving Cash balance on hand to total $7,156.26.
    f. As of today, Executive costs were $156,149.45, 51.51% of the budget; Operations costs were $222,922.72, 35.74% of the budget; Debt Service is $674,899.97, 66.45% of the budget; 2026 Warrant Articles were $0.00, 0.00% of the budget, the year is 25 weeks, 44.03% of the year.
3. **Checks, Documents & Signatures** - Commissioners Reviewed and signed:
    a. Check Detail
    b. Electronic Detail
    c. Wastewater Detail
    d. Wastewater Disbursement #35
    e. MS-535
    f. NHMBB transfer sheet
4. **User Agreements**- Bulls and Bears LLC, Lombard, Catherin Campbell Living Trust, Croce, Racine, Rosen, Gauvin, DeGroot
5. **New Business-** None
6. **Old Business-**
    a. Horizons Engineering (Verdantas LLC) employees Cathy Conway and Jon Warzocha attended the meeting to present the updated Wastewater Cost Benefit Analysis. There was discussion with the commissioners and the superintendent- no actions were taken. Commissioners will draft a letter to the NCWP commissioners.
7. **Superintendent Report**- Superintendent Gary Chandler, reviewed that there are thirty-four meters left that still need to be swapped to the new Kamstrup Technology. These meters create concern for the safety and security of the system. The new meters give us the ability to monitor usage, as well as alert us to any system tampering. We have reached out to all owners' multiple times, via mailings, door hangers, and email/phone calls. There was some discussion about when this needed to be completed,

Superintendent Cary Chandler explained that it would need to be finished prior to the ground freezing, in the event any issues arise that would require the ability to access and/or repair curb shut offs.

Commissioner Muzerall made a motion, seconded by Chairman Rockett "send a certified letter to each of the 34 property owners remaining, with notice, that as of July 1, 2026, they have 90 days to comply or service will be shut off to the property, until the meter has been swapped out. If service must be terminated, then a shut off fee ($75.00) will be applied, along with a turn on fee ($75.00) once the meter is swapped out." With there being no further discussion the commissioners took a vote- Rockett: yes. Muzerall: yes, Szetela: yes

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 8:20pm.- Rockett: yes. Muzerall: yes, Szetela: yes

Respectfully submitted by:

Cindi Currier

Cindi Currier

Executive Administrative Assistant

Chairman Rockett

Commissioner Muzerall

Stanley Szetela

Commissioner Szetela