

CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS

REGULAR MEETING

December 10, 2025

A regular meeting of the Commissioners was held on Wednesday, December 10, 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, seconded by Chairman Rockett. Also in attendance were Commissioner Szetela, Superintendent Gary Chandler and Executive Administrative Assistant Cindi Currier.

1. **Review and sign November Regular Monthly 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 \$(6,064.70) Credit balance and our outstanding balance for Service Billing of \$ 5,533.21.
 - c. As of today, the Operating bank balance totals \$210,392.28 after checks have been cut there is a total of \$258,750.69 in uncleared checks (This includes the Reserve Funds checks \$125,980.00 and the NHMBB payment that will be due 1/15/2026 \$ 121,625.25), \$70,349.57 in Undeposited funds (This includes the 25% of TOB 2024 Taxes due), leaving our Cash Balance on hand to total \$21,991.16.
 - d. As of today, the Wastewater bank balance totals \$20,011.76, After checks have been cut there is a total of \$29,823.00 in uncleared checks, \$29,823.00 in disbursement request funds, leaving our Cash Balance on hand to total \$20,011.76.
 - e. As of today, the Project bank balance is \$7,155.37 with \$0.00 in uncleared checks, leaving Cash balance on hand to total \$7,155.37.
 - f. As of today, Executive & Administrative costs were \$339,848.75, 87.18% of the budget; Operations costs were \$459,532.80, 89.66% of the budget; Debt Service is at \$612,141.45, 99.87% of the budget; the year is at 49 weeks, 94.23% of the year.
3. **Checks, Documents & Signatures:**
 - a. Check Detail
 - b. Electronic Detail
 - c. Wastewater Detail
 - i. Wastewater request for Disbursement #30
 - d. Reserve Fund Detail
 - e. NHMBB Detail & Wire Transfer Sheet
4. **User Agreements-** Eaton, Sparacio, Central Ave Properties, Gaudet, Dennis, Nam, Reilly
5. **New Business**
 - a. Permits
 - i. 1RT016-156-H40, Quast/Morin, 40 Fox Run Rd – Addition to previously approved permit for a new Garage. Commissioners reviewed the application; Superintendent Chandler stated no issue with plans and meets setback requirements. Chairman Rockett made a motion, seconded by Commissioner Muzerall to approve the permit, With no further discussion, all in favor of approval.

- ii. 1ALPEN-025-000, Mitchell, 77 Alpstrausse – Letter was reviewed from TOB.
- iii. 1RT16A-132-R00, Cronin, 270 NH rt 16A – Letter was reviewed from TOB.
- iv. 1RT16A-166-R00, NE INN, 336 NH RT 16A – Letter was reviewed from TOB.
- b. Executive Administrative Assistant, Cindi Currier will reach out to the Commissioner's and Treasurer in the last week of December to let them know once all year-end checks have been printed, to be able to sign.

6. **Old Business - NONE**

7. **Superintendent Report**

- a. We have 199 meters that have not been upgraded. We will be sending out a letter with billing for all affected accounts, explaining the new \$50.00 Manual Meter read Fee that will go into effect with the April Billing. Also letting them know that this can be avoided by scheduling a 15-minute appointment to have an LBWP technician swap out the meter.
- b. BS&A software update- Next Tuesday, December 16, 2025, through Friday December 19, 2025, we will have a BS&A Representative on site, while we go live with the new Utility Billing Module. This will also provide our customers with access to a new online portal where they will be able to view their current bill, make payments, sign up for auto payments and paperless billing.
- c. Brooklenn's last day in the office is December 19th as she is relocating.
- d. Superintendent Gary Chandler attended the December 1, 2025, Town of Bartlett Planning Board meeting to give them an update on the wastewater project, and to let them know that we are currently awaiting further direction from the North Conway Water Precinct to proceed.
- e. We have been approved for a NHDES Grant up to \$30,000.00 for Tank 1. This grant would require us to match either \$15,000.00 or \$30,000.00 based on findings from further testing.
- f. We have set Tentative Dates for the Budget Hearing on March 10, 2026 @ 7:00pm and the Annual Meeting on April 7, 2026 @ 7:00pm. Cindi will reach out to the supervisor of the check list and the moderator to confirm these dates will work for them as well.
- g. Our Field Operations supervisor, Tom Caughey will be out on leave as he and his wife are expecting their first Baby.

8. **Public Comments- NONE**

9. **91-A:3 II. (e)**

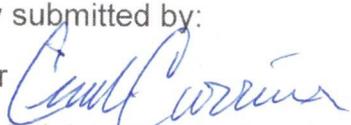
- a. At 6:57pm, Commissioner Muzerall made a motion to move into Non-Public under 91-A:3 II. (e) Seconded by Commissioner Szetela. Roll-call: Rockett: yes. Muzerall: yes, Szetela: yes.
- b. At 7:15pm, a motion to close the Non-Public under 91-A:3 II. (e), meeting and seal the minutes was made by Chairman 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 7:17pm.

Respectfully submitted by:

Cindi Currier



Executive Administrative Assistant



Robert Muzerall
Stanley Szetela