

CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS

REGULAR MEETING

November 12, 2025

A regular meeting of the Commissioners was held on Wednesday, November 12, 2025, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:46pm by Commissioner Muzerall, second by Commissioner Szetela. Also, in attendance were Chairman Rockett, Superintendent Gary Chandler and Executive Administrative Assistant, Cindi Currier.

1. **Review and sign October 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 5 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 \$4,501.25 and our balance for Service Billing of \$ 3,697.08.
 - c. As of today, the Operating bank balance totals \$227,159.48 after checks have been cut there is \$26,416.29 in uncleared checks, \$812.09 in Undeposited funds, leaving our Cash Balance on hand to total \$201,555.28.
 - d. As of today, the Wastewater bank balance totals \$20,010.84, after checks have been cut there is \$47,186.50 in uncleared checks, \$47,186.50 in disbursement request funds, leaving our Cash Balance on hand to total \$20,010.84.
 - e. As of today, the Project bank balance is \$57,154.63 with \$50,000.00 in uncleared checks, leaving Cash balance on hand to total \$7,154.63.
 - f. As of today, Executive & Administrative costs were \$328,558.27, 84.28% of the budget; Operations costs were \$437,604.61, 85.38% of the budget; Debt Service is at \$612,141.45, 99.87% of the budget; the year is at 45 weeks, 86.54% of the year.
3. **Checks, Documents & Signatures:**
 - a. Check Detail, Including the Commissioner/Officer Checks
 - b. Electronic Detail
 - c. Wastewater Detail
 - i. Wastewater request for Disbursement
 - d. Project Detail
4. **User Agreements**-Hussey, Wood, Sylvanowicz, Cliffe, Leich, Rathier, Campodonico.
5. **New Business**
 - a. Permits
 - i. 1ALPEN-078-000, 27 Alpendorf Loop, O'Callaghan- Permit Renewal. 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, pending receipt of the Approved, Town of Bartlett Permit. With no further discussion, all in favor of approval.

- ii. 1RT016-156-H40, 40 Fox Run Rd, Quast- New Garage. 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. 1ALPEN-025-000, 77 Alpstrasse, Mitchell – Commissioner reviewed a letter from The Town of Bartlett- no further action necessary for LBWP.
- b. **Penalty Removal**
- i. #3027 Houlihan – Commissioners reviewed a request from Houlihan to waive penalty fee. Chairman Rockett made a motion to waive the penalty of \$11.39 based on customer's record of on time payments, seconded by Commissioner Muzerall. With no further discussion, all in favor.
 - ii. #1433 Shippee - Commissioners reviewed a request from Shippee to waive penalty fee. Chairman Rockett made a motion to waive the penalty of \$11.20 based on customer's record of on time payments, seconded by Commissioner Muzerall. With no further discussion, all in favor
- c. Executive Administrative Assistant, Cindi Currier performed an internal Audit on all Capacity Long Term debts, and uncovered 3 accounts, that had been paid in full previously, however in error the Bi-annual instalment charges had not been removed from the accounts. Cindi will confirm the correct amounts for each account, issue credits and send correspondence to the account owners.

6. **Old Business - NONE**

7. **Superintendent Report**

- a. As we are working to wrap up the meter swap out program, we have about 210 meters that have not been changed. The issue of not having all meters swapped over and operating off the new monitoring program is that those that have Legacy Meters will still need to be manually read. This will also require the Precinct to maintain the physical readers and software that operates them. This cost will be offset with a new Manual Meter read Fee that will go into effect with the April Billing. Any Meters having to be Manually Read will incur a \$50.00 meter reading fee. This can be avoided by scheduling a 15-minute appointment to have an LBWP technician swap out the meter (at no cost to the customer) .
- b. New Radio Pole has been erected; we now have 100% coverage for Radio Meter Reading.
- c. Another success story with the new meter monitoring, we were able to identify a 25 gallon per minute spike at a customer's property. The technician alerted the property owner, who was previously unaware of any issue on their property. The owner who went to investigate discovered a leak with a significant amount of water already in the basement. The owner was thankful that they were alerted early and were able to mitigate the leak much faster and avoid additional damage to their property.
- d. Wastewater- No new updates to report.

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 7:21pm.

Respectfully submitted by:



Cindi Currier

Executive Administrative Assistant


