CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS
REGULAR MEETING
July 8, 2026

A regular meeting of the Commissioners was held on Wednesday, July 8, 2026, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:39pm by Commissioner Muzerall, seconded by Chairman Rockett. Also, in attendance were Superintendent Gary Chandler, and Executive Administrative Assistant Cindi Currier.
Late Arrival: Commissioner Szetela joined the meeting at 7:02 p.m.

1. **Review and sign Meeting Minutes-** The minutes for the June Regular Monthly Meeting were reviewed. Chairman Rockett, seconded by Commissioner Muzerall, made a motion to accept the minutes as written. With no further discussion, the Commissioners voted:
   Rockett: Yes | Muzerall: Yes | Szetela: Absent *(Motion passed)*
2. **Financial Report -** Executive Administrative Assistant Cindi Currier presented the financial reports and an updated budget-to-actual tracking sheet for total cash on hand. Bank accounts were reconciled in-house.
   a. Accounts Receivable:
      i. Utility Billing outstanding balance: $34,567.63
      ii. Service Billing outstanding balance: $77,863.45 *(Includes Town of Bartlett deferred 25% of 2025 taxes to be paid in December 2026)*
   b. Operating Account: Bank balance totals $426,776.29. Following a deduction of $48,627.02 in outstanding checks and the addition of $1,110.03 in undeposited funds, the net cash balance on hand is $379,259.30.
   c. Wastewater Account: Bank balance totals $20,018.20. Following a deduction of $3,034.50 in outstanding checks and $3,034.50 in disbursement request funds, the net cash balance on hand is $20,018.20.
   d. Project Account: Bank balance totals $7,156.62 with $0.00 in outstanding checks, leaving a net cash balance on hand of $7,156.62.
   e. Budget Status (Week 28 of the fiscal year / 53.85% elapsed**):**
      i. Executive Costs: $166,426.51 *(54.90% of budget)*
      ii. Operations Costs: $252,670.33 *(40.51% of budget)*
      iii. Debt Service: $482,740.71 *(71.53% of budget)*
      iv. 2026 Warrant Articles: $0.00 *(0.00% of budget)*
3. **Checks and Documents for Signatures** - The Commissioners reviewed and signed the following administrative documents:
   a. Check Detail
   b. Electronic Detail
   c. Wastewater Detail
   d. Wastewater Disbursement #36
   e. NH SRLF Transfer Sheet
4. **User Agreements**- The following user agreements were reviewed:
   a. TJB Roundtop LLC
   b. Karr
5. **New Business-**
   a. Resignation of ZBA Chair: The Commissioners read and accepted a letter of resignation from Gail Paine, who is stepping down as Chairperson of the Zoning Board of Adjustment. The Commissioners expressed gratitude for her dedicated service to the precinct and community, wishing her the best in her retirement.
   b. Penalty Waiver Request (Brinker): The Commissioners reviewed a request to waive an interest charge on a service bill due to a payment lost in the mail. The property owner provided bank documentation verifying that an online bill-pay check was generated but never received.

Chairman Rockett, seconded by Commissioner Muzerall, made a motion to waive the $19.32 late penalty. With no further discussion, the vote was:

Rockett: Yes | Muzerall: Yes | Szetela: Absent *(Motion passed)*

c. Billing Process Review: Executive Administrative Assistant Cindi Currier reviewed the current billing workflow (Original bill → 30 days past due second notice → 60 days past due certified notice → 90 days past due door hanger → 120 days past due disconnection).
A proposed policy (Original bill → 30 days past due second notice → 60 days past due notice → 90 days past due certified notice 2 weeks later door hanger → 120 days past due disconnection). Chairman Rockett, seconded by Commissioner Muzerall, moved to amend the billing process as proposed. With no further discussion, the vote was:

Rockett: Yes | Muzerall: Yes | Szetela: Absent *(Motion passed)*

6. **Old Business - NONE**
7. **Superintendent Report**- Superintendent Gary Chandler, reviewed
   a. Meter Replacement Program: Certified letters were issued to the 34 remaining property owners who have not upgraded their meters, establishing a 90-day compliance window from July 1st before service termination. Since the mailing, 10 meters have been scheduled or completed, leaving 24 outstanding
   b. Tank 2 Leak: Last week, operator Matt James discovered a pinhole leak caused by corrosion in the manway barrel of Tank 2 (500,000-gallon capacity). A temporary patch has been applied. Because the original manufacturer went out of business, no original shop drawings are available. Dimensions have been sent to Horizons Engineering to draft CAD prints for a permanent solution. Repairs are targeted for this fall, requiring the tank to be drained and offline for roughly one week, which will also allow for comprehensive cleaning. No service interruptions are anticipated. This is an unbudgeted emergency repair; final costs are currently being determined.
8. **Public Comments-** NONE
9. **Adjournment-** With there being no further business to discuss Commissioner Muzerall, seconded by Chairman Rockett, made a motion to close the meeting at 7:19pm.

Rockett: Yes | Muzerall: Yes | Szetela: Absent *(Motion passed)*

10. Respectfully submitted by:

Cindi Currier

Executive Administrative Assistant

Chairman Rockett

Commissioner Muzerall

Commissioner Szetela