

State of New Hampshire

Lower Bartlett Water Precinct

CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS

February 12, 2025

A regular meeting of the Commissioners was held on Wednesday, February 12, 2025, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:41pm by Commissioner Muzerall, second by Commissioner Szetela. Also, in attendance were Commissioner Rockett, Superintendent Gary Chandler, Treasurer, Marie Lee and Administrative Assistant, Amy Walcott.

Review and sign Regular January Meeting Minutes - The January minutes were signed by Commissioners and approved as written.

Financial Report

- a) Brooklenn McGaffigan prepared the financial reports and has updated through the day of the meeting, for an actual available cash on hand total. The bank accounts were reconciled inhouse.
- b) As of today, the bank balance totals \$588,496.54 after checks have been cut there is \$103,367.87 in Uncleared Checks, \$0 in Undeposited funds, leaving our Cash Balance on hand to total \$485,1283.67.
- c) As of today, the Wastewater bank balance totals \$20,004.04 after checks have been cut there is \$49,998.75 in Uncleared Checks, \$49,998.75 in disbursement request funds, leaving our Cash Balance on hand to total \$20,004.04. Project bank balance is \$115,967.05 with \$35,868.32 uncleared checks, leaving Cash balance on hand to total \$80,098.73
- d) As of today, Executive & Administrative costs were \$30,763.53, 12.6% of the budget; Operations costs were \$46,076.16, 9.4% of the budget; Debt Service is at \$175,368.25, 28% of the budget; the year is at 6 weeks, 11.54% of the year.

2) Check and Document Signatures

- a) Check Detail - Commissioners approved and signed
- b) Electronic Detail - Commissioners approved and signed
- c) PROJECT Detail – Commissioners approved and signed
- d) Wastewater Detail – Commissioners approved and signed
- e) RD- 2016 – Commissioners approved and signed

3) User Agreements — Clements, Cristoforo, Gelting, GZM Properties LLC, Kaman

- a) All agreements were reviewed, approved and signed by Commissioners

4) New Business

- a) Permit – 1Rt16- 115-L00- Lucy Hardware, sign
 - i) Superintendent states within guidelines, sign size same as previous. Commissioner Rockett made a motion to approve the permit, seconded by Commissioner Muzerall, with no further discussion. All in favor.

b) **Penalty Waiver Request**

- i) #7805, Fusco – Commissioners reviewed request for waiver. Commissioner Rockett made a motion to approve waiver of penalty based on previous on-time payment history, seconded by Commissioner Muzerall, with no further discussion. All in favor.
- ii) #9669, Stanghelini - Commissioners reviewed request for waiver. Commissioner Rockett made a motion to approve waiver of penalty based on previous on-time payment history, seconded by Commissioner Muzerall, with no further discussion. All in favor.

c) **State-owned Mountain Division Railroad Corridor, Bartlett**

- i) **Proposed Crossing Agreement LBWP** – Superintendent Chandler presented Corridor agreement from the DOT to Commissioner to review which outlines the regulations of wastewater work around the railroad corridor. Superintendent states similar crossing agreement in past and may need to have flagger while working. Commissioner Rockett made a motion to approve Department of Transportation proposed crossing agreement, seconded by Commissioner Muzerall. With no further discussion, all in favor. Motioned passed. Agreement was signed by Commissioner Rockett and notarized by Amy Walcott.

5) **Old Business**

a) **Budget Workshop date**

- i) Commissioners agreed to schedule workshop date for February 25 at 6:30 pm at Precinct location.

b) **LBWP Handbook update – page 28**

- i) Commissioners signed approval for handbook update to increase Precinct coverage of medical from 70% to 85%. Also, increase from 50% of single person to 65% of plan for medical stipend.

6) **Superintendent Report**

- i) **Working with Intermunicipal Agreement.** Jon Warzocha, Horizons is reaching out to Jason at North Conway Water to determine status.
- ii) **Field operators are working on meter installations.** Awaiting more meters to be delivered from vendor.
- iii) **Speaking with EJ Prescott on meter / collection project.** The original project package included two collectors at \$25,000 /each now we have four collectors that are needed with the pole and install increasing items to \$137,000. Superintendent states this is not working for me and have requested Prescott to go back to Kamstrup and adjust to the original proposal. We have some cushion in the surplus as a buffer if needed but looking to see what Prescott comes back with. Prescott is aware that we are not happy and they need launch a concession maybe in software cost. Commissioner Szetela commented that Prescott is barely out of the gate and was it learning curve for them? Superintendent Chandler said they navigated too fast, learned to due the propaganda study beforehand.
- iv) **Wastewater is on schedule as long as Tim Britian (attorney) stays on task with easements.** Looking into interim financing until Rural Development funding hits. Northway merged with Camden this month and will need to see if that will have an impact on interim financing. Commissioner Rockett stated that Camden is a bigger bank and should have more resources. Superintendent Chandler also mentioned

that there has been no information of any halt or cuts at this time from Rural Development.

v) Budget – Superintendent presented a draft budget and outlined some updates. Proposed is Superintendent be budgeted 80% in administrative and 20% in water operations and to place Administrative Assistant budget 80% in water and 20% in administrative. This will allow for more realistic cost. Also, a third person added to water operations. Overall, work is in progress and still working on details. Uncertain if need to have a push in rates. Rates remained untouched since 2013. Treasurer Lee inquired how sewer bills will work. Superintendent Chandler replied uncertain at this time, will depend on the Intermunicipal Agreement with North Conway. May need to move to quarterly billing.

7) **Public Comments** – None

8) 91-A:3 (d)

a) Commissioner Rockett made motion at 7:32pm to enter into non – public session 91-A:3 (d), asked for roll call vote, Commissioners Rockett, Commissioner Muzerall and Commissioner Szetela voted yes to into session. At 7:57pm, Commissioner Rockett made a motion, seconded by Commissioner Muzerall to end session and seal minutes. With no further discussion, all favor.

9) **Adjournment**

With there being no further business to discuss, Commissioner Muzerall made a motion to close, seconded by Commissioner Szetela at 7:59PM. All in favor.

Respectfully submitted by:



Amy Walcott


