CARROLL, SS

RECORD OF PRECINCT COMMISSIONERS
REGULAR MEETING
August 12, 2026

A regular meeting of the Commissioners was held on Wednesday, August 12, 2026, at the Precinct Office, 367 NH Route 16/302, Intervale, New Hampshire. The meeting was called to order at 6:43pm 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 Meeting Minutes-** The minutes for the July 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: Yes *(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: $21,229.50
      ii. Service Billing outstanding balance: $78,216.37 *(Includes Town of Bartlett deferred 25% of 2025 taxes to be paid in December 2026)*
   b. Operating Account: Bank balance totals $381,165.99. Following a deduction of $90,328.17 in outstanding checks and the addition of $617.12 in undeposited funds, the net cash balance on hand is $291,454.94.
   c. Wastewater Account: Bank balance totals $20,018.74. Following a deduction of $19,675.80 in outstanding checks and $146,776.90 in undeposited disbursement request funds, the net cash balance on hand is $147,119.84.
   d. Project Account: Bank balance totals $7,156.81 with $0.00 in outstanding checks, leaving a net cash balance on hand of $7,156.81.
   e. Budget Status (Week 33 of the fiscal year / 63.46% elapsed**):**
      i. Executive Costs: $205,807.02 *(67.89% of budget)*
      ii. Operations Costs: $312,802.00 *(50.15% of budget)*
      iii. Debt Service: $482,740.71 *(71.53% of budget)*
      iv. 2026 Warrant Articles: $13,400.00 *(5.00% 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 #37 & #38
   e. RD-2016 Transfer Sheet
   f. Water Storage Repair/Replacement Request for Disbursement
   g. State of New Hampshire ACH Enrollment form
   h. Legal Representation Letter
4. **User Agreements**- The following user agreements were reviewed and Signed:
   a. Scheid
   b. Beautiful Sun Revocable Trust
   c. Hardiman
   d. Campbell Living Trusts
   e. Dijanimi LLC
   f. Muller
5. **New Business-**
   a. <u>Inquiry Review</u>

    i. 107 Intervale Lane-Deck – A citizen reached out to LBWP to confirm if the new deck that was erected maintains the required setback. It was confirmed that a building permit had been applied for and approved. The superintendent reviewed; there are Posts in the ground and the deck itself Cantilevers beyond the Posts. Historically, the LBWP would measure the setback to the posts. The Superintendent was not able to locate the property pin at the time as it is in the middle of a patch of Poison Ivy to get an exact measurement, however, it would appear that the posts themselves are outside the required set back. Once there is an opportunity to locate the pin an exact measurement can be obtained.
    ii. 26 East Branch Rd- Hot Tub and Sauna- A citizen reached out to LBWP with concerns of a Hot tub and Sauna being delivered to this property, they were concerned about the original placement. Superintendent went out to review, the sauna was originally set against the fence, however it has been relocated farther into the property and away from the fence line. The hot tub is acceptable as it is not on a permanent foundation. The Sauna would be treated like a shed and would have to maintain the 15' setbacks from the side and back property lines.
  b. Correspondence to the commissioners
    i. Letter from 5 Beechwoods- This letter was sent to the commissioners in regard to the meter swap out program. The commissioners reviewed and have deferred to legal counsel to respond.
    ii. Letter from the Town of Bartlett addressed to 33 Kristen Ln listed their concerns about the number of bedrooms vs the approved septic plan on file. - Commissioners reviewed the letter, no actionable items for LBWP.
    iii. Letter from the Town of Bartlett addressed to 76 NH RT 16A listed their concerns about the number of bedrooms vs the approved septic plan on file. - Commissioners reviewed the letter, no actionable items for LBWP.
  c. Permits
    i. 26 East Branch Rd- Hot Tub- Commissioners reviewed the permit application to place a hot tub; it was determined that the hot tub was placed on stone in the back yard and not on a permanent foundation, no permit is required and there should be no charge for the permit application.
    ii. 26 East Branch Rd- Sauna- Commissioners review the permit application to place a sauna; it was determined that a sauna would fall under the same classifications as a shed. Chairman Rockett, seconded by commissioner Muzerall made a motion to approve the permit, pending receipt of the Town of Bartlett's approved permit, and verification that it maintains the 15' side/back property line setbacks. With no further discussion, the Commissioners voted:
    Rockett: Yes | Muzerall: Yes | Szetela: Yes *(Motion passed)*

6. **Old Business –**
  a. Camden Bank Discussion - Wastewater BAN- Superintendent Chandler has been communicating with a Camden Bank Loan Specialist to discuss the upcoming maturity of the current Wastewater BAN. They are currently reviewing our financials and a narrative that was submitted to Camden Bank. Two viable options would be to either convert the $1,532,000 line of credit to a long-term debt or extend the term of the line of credit until we have the funding from Rural Development to pay off the Line. Considerations are being made to ensure that we meet all IRS requirements/limits. Superintendent Chandler will continue working on this and will keep the board updated.

7. **Superintendent Report**- Superintendent Gary Chandler, reviewed:
  a. Hills Florist Property- We received a request from a realtor inquiring about the zoning for the Old Hills Florist property. The realtor had a potential buyer that was interested in purchasing for the purpose of a gas station/convenience store. It was explained that Gas stations are not allowed anywhere within the precinct.
  b. Timber Cutting- it was brought to the Superintendent's attention that there has been a significant amount of timber being cut in and around the area of Perry's Motel. There was no active permit to Harvest Timber of which he was aware. The superintendent asked Executive Administrative assistant, Cindi Currier, to review the files and confirm when the latest permit would have been issued and to please provide a copy to the board for further review.

8. **Public Comments-** NONE
9. **91-A:3 II. (c)**
   a. At 7:32pm, Chairman Rockett, Seconded by Commissioner Muzerall made a motion to move into non-public under 91-A:3 II. (c).
      Roll-call: Rockett: yes. Muzerall: yes, Szetela: yes. *(Motion passed)*
   b. At 7:49pm, Chairman Rockett, seconded by Commissioner Muzerall made a motion to close the non-public under 91-A:3 II. (c), meeting and seal the minutes.
      Roll-call: Rockett: yes. Muzerall: yes, Szetela: yes. *(Motion passed)*
10. **Adjournment-** With there being no further business to discuss Commissioner Muzerall, seconded by Commissioner Szetela, made a motion to close the meeting at 7:50pm.
    Rockett: Yes | Muzerall: Yes | Szetela: Yes *(Motion passed)*
11. Respectfully submitted by:

Cindi Currier

Executive Administrative Assistant

Chairman Rockett

Commissioner Muzerall

Commissioner Szetela