

•SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:00PM Town Office Meeting Room
Monday, November 18, 2019

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0130-0032-0000 54 North Road, Douglas & Mary Lou Gamsby

2. APPOINTMENTS

6:00PM-ABC Committee

- Election of Chairman & Vice Chairman

- Budget Presentation Updates

- Meeting Dates & Times

8:00PM-Sullivan County Health Care Renovation Project Presentation

8:30PM-Scott Hazelton-Winn Hill Road Paving and Sale of Highway Dept. Equipment

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Highway Safety Committee Appointment-Bill Roth

- Police Department On-Call Pay

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- October Revenue & Expenditure Reports

- Discuss Proposed Software & Server-Public Hearing to Accept Unanticipated Revenue

7. UPCOMING MEETINGS:

11/19-5:00PM-Energy Committee, Town Meeting Room

11/21-5:30PM-Abbott Library Trustees, Abbott Library

11/21-5:30PM-Water & Sewer Commission, Town Meeting Room

11/27-7:00AM-Firewards Meeting, Town Meeting Room

11/28 & 11/29-Thanksgiving, Town Offices Closed

12/02-6:30PM-Board of Selectmen, Town Meeting Room

Memo



To: Selectmen
CC: Advisory Budget Committee
From: Donna Nashawaty
Date: November 14, 2019
Re: Update after Budget Presentation

The Budget report online has been corrected with a code for the color on the organizational chart for each section of the budget book.

No Change is passed out to the committee with the exception of the Summary after changes are accumulated. The online Budget under the Finance Department has been changed to reflect the following.

Page 8, the reference to the stipends has been updated to indicate that is an annual amount for elected Selectmen and Treasure and Moderator

Page 22, Description of Springfield Transfer Station revenue "From other Governments" Included in appendix: last year contract for Springfield for description of calculation of charge

Page 67, include organizational chart of positions related to Elections

Page 82 organizational chart Planning & Zoning include box for Recording Secretary part time and AA Time part time hours

Page 100, correct Town Manager to note Grade 19

Page 116 Correct Fire Organizational chart to include 4 Lieutenant positions

Page 126 Dispatch letter from New London (not on page as numbers would be affected, include in appendix)

Correction on Page 127 to only include Highway positions on chart

Correction on Page 132 Winter Sand and Salt, rate of salt 1200 TN @ **61.95**

Page 144, Transfer Advertising over spent for 2019, confirmed it is HHW expense and should be reallocated. No change to 2020 budget warranted.

Page 151 Welfare Social Services: Include appendix for letters of request

Page 163 Library Trustee, change Total \$107,256.84 (correct on Summary Sheet)

Pages 168-171: Hydro Revenue included in Hydro section

Page 172 & 182 Water & Sewer, confirmed, budget does include a \$3,800 invoice for police radio in exchange for vehicle.

Page 194: Warrant article table for each week. Change Date column

Changes Include:

Health Trust Capital Reserve "placeholder"

Highway Truck \$110,000

Roller Rental 2019 amount

Library Aid with "placeholder number"

Asset Plan (Sewer Department)

TTHM is Water Department not Sewer.

Change Harbor Boat Launch to be Establish Waterfront Improvement Capital Reserve with \$180,000

Budget Summary on 187-188 headings on page 188, correct amounts based on below table

Line Items noted that waiting for further information

Account Line	2020 Manager Request	2020 Adjustment
Finance Computer SVCS	\$44,472.00	
Property Liability/various lines in budget. 2020 down, signed contract increase limit		
GGB & G Thrift Shop Rent CPI-U increase	\$6,000	
SSB – Dispatch Services	\$84,538	\$76,303.
HWY – Other Professional SVCS	\$12,000	
HWY– Roadway Sweeping/Vacuuming	\$12,400	
Recreation water rent	\$1,500	
Welfare	\$8,750	
Library	\$103,556	\$107,256



Sunapee Police Department

P.O. Box 91
Sunapee, New Hampshire 03782
Telephone 603-763-5555
Fax 603-763-4771



David P. Cahill
Chief of Police

Donna Nashawaty
Town Manager
Town of Sunapee, NH

November 8, 2019

REQUEST FOR ON CALL PAY TO BE DAILY FEE

Donna,

Please accept this letter as a request to make the on call pay for the Sunapee Police Officers be a daily fee and not hourly. The daily fee for 2020 would be \$50.00 per day. As you know this fee pays for a Sunapee Police Officer to be at home with police car, on the overnight, prepared to answer calls for service in any emergency. The total on call budget for 2020 would be \$18,250.00. The current budget for the on call shift is \$16,200.00.

If you have any questions please feel free to contact me.

Sincerely,

David P. Cahill
Chief of Police

2019 Revenue Report through October 31, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3110-01-900	PROPERTY TAXES-CURRENT		\$0.00		\$0.00
01-3110-01-901	TAX REDEMPTIONS		\$0.00		\$0.00
Sum			\$0.00		\$0.00
01-3120-01-901	LAND USE CHANGE		\$0.00		\$0.00
Sum Land Use Change			\$0.00		\$0.00
01-3185-01-900	YIELD TAX		\$0.00		\$0.00
Sum Yield Tax			\$0.00		\$0.00
01-3186-01-900	EXCAVATION TAX		\$0.00		\$0.00
Sum Excavation Tax			\$0.00		\$0.00
01-3190-01-902	INTEREST & COSTS	\$60,000.00	\$58,913.61	\$60,000.00	\$50,144.94
01-3190-01-903	Returned Check Fee		\$200.00		\$125.00
Sum Interest and Penalties on Delinquent Taxes		\$60,000.00	\$59,113.61	\$60,000.00	\$50,269.94
01-3210-01-910	UCC FILING	\$500.00	\$1,494.00	\$500.00	\$720.00
Sum Licenses, Permits and Fees		\$500.00	\$1,494.00	\$500.00	\$720.00
01-3220-01-807	Snowmobile and ATV Fees	\$0.00	(\$3,458.00)		
01-3220-01-906	AUTO REGISTRATIONS	\$750,000.00	\$883,862.17	\$750,000.00	\$758,875.35

Thursday, November 14, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Motor Vehicle Permit Fees		\$750,000.00	\$880,404.17	\$750,000.00	\$758,875.35
	01-3230-01-908	SUBDIVISION FEES		\$1,700.00		\$625.00
	01-3230-01-909	SITE PLAN REVIEW FEES		\$2,800.60		\$1,985.00
	01-3230-01-910	CERTIFICATE OF COMPLIANC	\$35,000.00	\$33,111.75	\$35,000.00	\$37,957.40
Sum	Building Permits		\$35,000.00	\$37,612.35	\$35,000.00	\$40,567.40
	01-3290-01-320	Landlord's Filing Fee	\$0.00	\$4.00		\$0.00
	01-3290-01-902	REDEMPTION COSTS		\$1,543.90		\$3,234.60
	01-3290-01-907	BOAT REGISTRATIONS/FEES	\$36,000.00	\$10,067.68	\$36,000.00	\$11,216.50
	01-3290-01-912	DOG LICENSES/FEES		\$7,314.50		\$5,264.00
	01-3290-01-915	VITALS-BIRTH & DEATH		\$4,680.00		\$3,315.00
	01-3290-01-917	TOWN CLERK FEES		\$16,202.00		\$13,299.00
	01-3290-01-919	WETLANDS APPLICATIONS		\$21.00		\$13.00
Sum			\$36,000.00	\$39,833.08	\$36,000.00	\$36,342.10
	01-3311-01-841	FEDERAL FEMA FUNDS		\$0.00		(\$12,608.84)
Sum	From Federal Government			\$0.00		(\$12,608.84)
	01-3351-01-927	SHARED REVENUE		\$0.00		\$0.00
Sum	Shared Revenues			\$0.00		\$0.00
	01-3352-01-840	STATE OF NH-ROOMS/MEALS	\$177,168.00	\$177,291.02	\$177,291.00	\$0.00

Thursday, November 14, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Meals and Rooms Tax Distribution		\$177,168.00	\$177,291.02	\$177,291.00	\$0.00
	01-3353-01-928	HIGHWAY BLOCK GRANT	\$122,211.00	\$124,397.12	\$124,468.00	\$87,982.83
Sum	Highway Block Grant		\$122,211.00	\$124,397.12	\$124,468.00	\$87,982.83
	01-3354-01-794	STATE OF NH-SEWER GRANT		\$0.00		\$0.00
Sum	Water Pollution Grant			\$0.00		\$0.00
	01-3354-01-795	STATE OF NH - WATER GRANT	\$7,508.00	\$5,294.00	\$7,508.00	\$0.00
	01-3359-01-741	PD GRANT INCOME		\$0.00		\$0.00
	01-3359-01-927	STATE NH HIGH ST BRIDGE G		\$0.00		\$0.00
	01-3359-01-927	State of NH Treatment Plant Road		\$0.00		\$0.00
Sum	Water Pollution Grant		\$7,508.00	\$5,294.00	\$7,508.00	\$0.00
	01-3379-01-935	TOWN OF SPRINGFIELD-TS	\$104,054.00	\$102,291.00	\$109,054.00	\$81,570.00
Sum	From Other Governments		\$104,054.00	\$102,291.00	\$109,054.00	\$81,570.00
	01-3401-01-150	PD - SPECIAL DETAIL INCOME		\$0.00		\$0.00
	01-3401-01-320	FIREWORKS PERMIT FEE		\$440.00		\$280.00
	01-3401-01-321	PHOTOCOPY INCOME		\$63.00		\$47.25
	01-3401-01-581	RECYCLING MAGAZINES		\$0.00		\$0.00
	01-3401-01-584	RECYCLING INCOME-STEEL C		\$1,026.42		\$283.16
	01-3401-01-586	RECYCLING INCOME-ALUMIN		\$13,574.57		\$6,250.35

Thursday, November 14, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3401-01-587	RECYCLING CARDBOARD		\$9,989.15		\$3,959.78
01-3401-01-588	RECYCLING NEWSPAPER		\$1,094.62		\$1,205.87
01-3401-01-589	RECYCLING SCRAP METAL		\$13,899.71		\$7,812.15
01-3401-01-592	RECYCLING PLASTIC		\$7,608.28		\$4,604.12
01-3401-01-593	RECYCLING INCOME-BATTERI		\$0.00		\$0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOM		\$34,279.83		\$77,069.88
01-3401-01-940	INSURANCE REPORTS		\$0.00		\$0.00
01-3401-01-942	Standard Power Net Metering Inco	\$0.00	\$0.00	\$0.00	\$7,648.25
01-3401-01-948	MISC. TOWN OFFICE INCOME		\$0.00		\$0.00
01-3401-01-949	REGULATIONS SOLD		\$0.00		\$0.00
01-3401-01-950	ZBA INCOME		\$3,000.00		\$2,700.00
01-3401-01-951	TOWN OFFICE POSTAGE		\$83.89		\$3.42
01-3401-01-953	REPORTS/LABELS/DISKS SOLD		\$250.74		\$452.25
01-3401-01-958	HIGHWAY PARTS		\$0.00		\$0.00
01-3401-01-959	HWY-MATERIALS SOLD		\$0.00		\$0.00
01-3404-01-940	SUNAPEE T/S TICKET SALES	\$80,000.00	\$49,093.00	\$109,820.00	\$48,504.50
01-3404-01-941	SPRINGFIELD T/S TICKET SAL		\$2,000.00		\$0.00
01-3404-01-950	Sunapee Beautification Donations		\$0.00		\$0.00

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
	01-3501-10-813	Pistol Permit Fee	\$0.00	\$70.00	\$0.00	\$120.00
Sum	Income from Departments		\$80,000.00	\$136,473.21	\$109,820.00	\$160,940.98
	01-3409-01-965	SALE OF CEMETERY LOT	\$2,000.00	\$1,600.00	\$2,000.00	\$0.00
	01-3409-01-966	BURIAL INCOME		\$2,750.00		\$0.00
Sum	Other Charges		\$2,000.00	\$4,350.00	\$2,000.00	\$0.00
	01-3501-01-965	PD-SALE OF CRUISER		\$0.00		\$0.00
	01-3501-01-966	SALE OF TOWN OWNED PROP	\$2,000.00	\$1,650.00	\$8,000.00	\$31,456.63
	01-3501-01-968	SALE OF HIGHWAY EQUIPMEN		\$3,601.99		\$0.00
Sum	Sale of Municipal Property		\$2,000.00	\$5,251.99	\$8,000.00	\$31,456.63
	01-3501-01-970	Checking Account Interest Earned	\$57,000.00	\$120,558.12	\$80,000.00	\$66,571.87
	01-3502-01-972	INVESTMENT INTEREST INCO				
Sum	Interest on Investments		\$57,000.00	\$120,558.12	\$80,000.00	\$66,571.87
	01-3503-01-936	RENTS/LEASES & SERVICES	\$30,000.00	\$18,097.46	\$26,000.00	\$6,147.10
	01-3503-01-938	OLD ABBOTT LIBRARY Rent	\$0.00	\$5,500.00		\$225.81
	01-3504-01-938	DOG FINES		\$50.00		\$0.00
	01-3504-01-939	PARKING FINES		\$2,800.00		\$3,060.00
	01-3504-01-940	PD FALSE ALARM FINES		\$0.00		\$0.00
	01-3504-01-941	REPLACEMENT TRANSFER ST		\$450.00		\$75.00

Thursday, November 14, 2019

AccountNumber		AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
	01-3504-01-944	PD STATE WITNESS FEES		\$1,750.00		\$787.30
	01-3504-01-945	PD COURT RESTITUTION		\$0.00		\$0.00
	01-3504-01-946	PD Discovery		\$550.00		\$634.00
	01-3506-60-260	Revenue from Other Agency		\$0.00		\$0.00
	01-3509-01-950	WELFARE MISC. REVENUE		\$1,888.00		\$674.75
Sum	Other		\$30,000.00	\$31,085.46	\$26,000.00	\$11,603.96
	01-3912-01-800	Operating Transfer from Special R				
Sum	From Special Revenue Funds					
	01-3914-01-000	Enterprise Funds Sewer	\$1,114,743.00		\$1,116,243.00	
Sum	From Enterprise Funds: Sewer		\$1,114,743.00		\$1,116,243.00	
	01-3914-01-001	Enterprise Funds Water	\$551,609.00		\$531,090.00	
Sum	From Enterprise Funds: Water		\$551,609.00		\$531,090.00	
	01-3914-01-002	Enterprise Funds Electric	\$285,113.00		\$233,912.00	
Sum	From Enterprise Funds: Electric		\$285,113.00		\$233,912.00	
	01-3915-01-650	CAPITAL RESERVE-HWY	\$78,172.00	\$0.00		\$0.00
Sum	From Capital Reserve Funds		\$78,172.00	\$0.00		\$0.00
	01-3915-01-651	CAP RESERVE - LIBRARY		\$0.00		\$0.00
Sum	From Capital Reserve Funds			\$0.00		\$0.00

Thursday, November 14, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3915-01-652	CAP RESERVE - BRIDGES		\$0.00		\$0.00
Sum	From Capital Reserve Funds		\$0.00		\$0.00
01-3915-01-653	CAP RESERVE - POLICE EQUIP				
Sum	From Capital Reserve Funds				
01-3915-01-654	CAP RESERVE - DIRT ROAD PA				
Sum	From Capital Reserve Funds				
01-3915-30-962	TRANSFER FROM EXP TRUST		\$0.00		\$0.00
Sum	From Capital Reserve Funds		\$0.00		\$0.00
01-3934-01-800	Proceeds from Long Term Bonds &				
Sum	Proceeds from Long Term Bonds and Notes				
Grand Total		\$3,493,078.00	\$1,725,449.13	\$3,406,886.00	\$1,314,292.22

Thursday, November 14, 2019

Monthly Budget Through October 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$325,904.00	\$258,173.53	\$67,730.47	20.78%
TCTC	\$210,052.00	\$162,788.18	\$47,263.82	22.50%
Elections	\$6,485.00	\$5,073.34	\$1,411.66	21.77%
Finance	\$222,127.00	\$186,566.69	\$35,560.31	16.01%
Assessing	\$112,218.00	\$82,341.31	\$29,876.69	26.62%
Legal	\$18,000.00	\$10,298.98	\$7,701.02	42.78%
Personnel Benefits Mgmt	\$1,000.00	\$60.50	\$939.50	93.95%
Planning/Zoning	\$52,752.00	\$37,060.04	\$15,691.96	29.75%
General Govt-B&G	\$173,983.00	\$123,863.96	\$50,119.04	28.81%
Cemetery	\$13,625.00	\$9,293.17	\$4,331.83	31.79%
Insurance	\$7,540.00	\$6,928.39	\$611.61	8.11%
Information Booth	\$13,981.00	\$11,436.54	\$2,544.46	18.20%
Other General Govt	\$30,651.15	\$19,201.27	\$11,449.88	37.36%
Police	\$847,326.73	\$707,464.70	\$139,862.03	16.51%
Ambulance	\$59,516.00	\$58,939.00	\$577.00	0.97%
Fire	\$202,257.00	\$112,296.52	\$89,960.48	44.48%
SSB	\$156,535.00	\$125,073.98	\$31,461.02	20.10%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,786,325.00	\$1,379,057.07	\$407,267.93	22.80%
Street Lights	\$16,800.00	\$12,368.41	\$4,431.59	26.38%
Transfer Station	\$531,762.00	\$422,502.83	\$109,259.17	20.55%
Health Officer	\$5,193.00	\$223.76	\$4,969.24	95.69%
Animal Control	\$500.00	\$0.00	\$500.00	100.00%
Health Services	\$15,176.00	\$15,176.00	\$0.00	0.00%
Welfare	\$43,808.00	\$14,517.87	\$29,290.13	66.86%
Recreation	\$161,086.00	\$135,253.32	\$25,832.68	16.04%
Library	\$400,953.00	\$318,196.51	\$82,756.49	20.64%
Memorial Day	\$200.00	\$174.95	\$25.05	12.53%
Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$0.00	0.00%
Conservation Commission	\$3,550.00	\$2,365.00	\$1,185.00	33.38%
Debt - Principal	\$262,883.00	\$248,205.83	\$14,677.17	5.58%
Debt - Interest	\$58,479.00	\$49,647.52	\$8,831.48	15.10%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,746,867.88	\$4,519,549.17	\$1,227,318.71	21.36%

Monthly Budget Through October 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Hydro	\$113,912.00	\$45,249.19	\$68,662.81	60.28%
Sum	\$113,912.00	\$45,249.19	\$68,662.81	60.28%

Monthly Budget Through October 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
<i>Grand Total</i>		\$5,860,779.88	\$4,564,798.36	\$1,295,981.52