

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:00PM Town Office Meeting Room
Monday, December 2, 2019

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

LAND DISTURBANCE:

Parcel ID: 0126-0023-0000 23 Old Norcross Road, Brien & Lorraine Bolsinger

Parcel ID: 0133-0025-0000 63 Main Street, Lake Sunapee Protective Association

2. APPOINTMENTS

6:00PM-Public Hearing to Accept Unanticipated Revenue in the Amount of \$30,558.08

6:10PM-ABC Committee

- Update After Budget Presentation
- Comparative Statement of Expenditures
- Warrant Article List
- Hydro Revenues

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Technology Purchase
- Waterfront Improvements Capital Reserve
- Water & Sewer Commissioner's Response to Selectmen's Questions

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

7. UPCOMING MEETINGS:

12/04-7:00PM-Conservation Commission, Town Meeting Room

12/05-6:00PM-Trustees of the Trust Fund, Town Meeting Room

12/09-7:00PM-Fire Wards, Safety Services Building

12/10-5:30PM-Recreation Committee, Town Meeting Room

12/12-7:00PM-Planning Board, Town Meeting Room

12/16-6:30PM-Board of Selectmen, Town Meeting Room

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
4425226	OCT2019MUNI	OCTOBER 2019 Municipal Ald	(603) 271-2636 lkennett@treasury.state.nh.us	10/07/19	30,558.08
If you have further payment questions, reference the contact information provided next to the line item in question.					
Page 1 of 1					
TOTAL					30,558.08

INFORMATIONAL MESSAGE

Questions On Your Payment?

Please use the contact information provided above in the fourth column from the left.

REMOVE DOCUMENT ALONG THIS PERFORATION

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH
51-44 / 119

10/09/19

2987541

PAY EXACTLY *Thirty Thousand Five Hundred Fifty Eight and 08/100 Dollars*

\$ ****30,558.08

PAY TO THE ORDER OF
TOWN OF SUNAPEE
TREASURER
23 EDMONT RD
SUNAPEE NH 03782-2513

VOID AFTER 365 DAYS

William E. Dwyer
Authorized Signature

⑈02987541⑈ ⑆011900445⑆ 000000011123⑈

Memo



To: Selectmen
CC: Advisory Budget Committee
From: Donna Nashawaty
Date: December 2, 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 161 Library General Insurance, Insurance included on present by itself and as part of Library operating budget amount. Remove \$2,938

Page 164 Library Trustee, change Total \$107,256.84 (correct on Summary Sheet) **update** change add additional \$3,500 to Total making budget \$110,757 see net change in table

Pages 168-171: **Hydro Revenue included in Appendix**

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

Change amount on Warrant Article for Library Position: April – End of year, wage at middle of table, all benefits for the 8 month period: new Total of \$34,200

Page 199: Dirt Road Paving Capital Reserve, Change of Ending Balance \$15,306.74

General Note for Property Liability Insurance, which is in every department, we signed a maximum increase of 7% each year for the next 3 years.

Changes Include:

See attached sheet

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

Line Items noted that waiting for further information

Page #	Account Line	2020 Manager Request	2020 Adjustment	Change in position
73	Finance Computer SVCS	\$44,472.00	45347.00	+875
	Property Liability/various lines in budget. 2020 down, signed contract increase limit 7% max	\$37,776	\$43,941	+6,165
94	GGB & G Thrift Shop Rent CPI-U increase 1.5%	\$6,000	\$6,090	+90
125	SSB – Dispatch Services	\$84,538	\$76,303.	-8,235
135	HWY – Other Professional SVCS	\$12,000	\$12,000	-0-
135	HWY– Roadway Sweeping/Vacuuming	\$12,400	\$10,850	-1550

135	HWY – Chemicals	\$13,800	\$9,040	-4,760
144	TS-Monitor Landfill	\$12,500	\$10,000	-2,500
152	Welfare	\$8,750	\$6,780	-1,970
157	Recreation water rent	\$1,500	\$1,500	0
161	Library General Insurance contained it in both places, belongs in operating budget so remove from individual line	\$2,938.	\$0	-2,938
164	Library Operating Budget	\$107,257	110,757	+\$3,500

\$-11,323

- Red denotes changes for December 2 meeting

2020 Town Warrant Articles Summary

Description	Amount	New Tax dollars raised in 2020	Revenue	Projected Capital Reserve Balances December 31, 2019
			Offset/No increase to tax rate	
Add to Highway & Transfer Station Equipment Capital Reserve	\$135,000	\$135,000		\$154,438.29
Add to Used Highway Equipment Capital Reserve	\$25,000	\$25,000		\$27,754.23
Add to Town Buildings Capital Reserve Fund	\$40,000	\$40,000		\$70,427.48
Add to Fire Equipment Capital Reserve	\$115,000	\$115,000		\$352,359.38
Add to Bridges Capital Reserve	\$50,000	\$50,000		\$170,198.79
Add to Dirt Roads Paving Capital Reserve	\$30,000	\$30,000		\$15,306.74
Capital Reserve for Software/Technology	\$10,000	\$10,000		\$40,771.28
Conservation Fund **	\$55,000	\$55,000		
Add to Milfoil Control Non-Capital Reserve Fund	\$5,000	\$5,000		
Cemetery Trust from Fund Balance	\$800		\$800	
Purchase Hwy Truck (H-18)	\$110,000		\$110,000	
Establish Waterfront Improvement Capital Reserve	\$206,000	\$206,000		
Route 11 Project	\$27,000	\$27,000		
Design & Permitting Water & Sewer Service to Hwy Garage Building	\$16,000	\$16,000		
Asset Management Article (Sewer)	\$30,000		\$30,000	
TTHM Remediation Article (Water Users Paying)	\$400,000		\$400,000	
Full Time Library Aide III	\$34,200	\$34,200		
Employee Health Insurance Capital Reserve				\$43,949.27
TOTALS:	\$1,289,000	\$714,000	\$540,800	

**not Reduced by Land Use Change Tax Revenue

*\$673,930 new tax dollars raised in 2007

\$370,000 new tax dollars raised in 2014

*\$408,350 new tax dollars raised in 2008

\$105,000 new tax dollars raised in 2015

*\$407,300 new tax dollars raised in 2009

\$250,000 new tax dollars raised in 2016

*\$348,152 new tax dollars raised in 2010

\$485,000 new tax dollars raised in 2017

*\$358,300 new tax dollars raised in 2011

\$600,000 new tax dollars raised in 2018

*\$335,300 new tax dollars raised in 2012

\$446,520 new tax dollars raised in 2019

*\$607,300 new tax dollars raised in 2013

Projected Capital Reserve Balances are based on Authority to Expend duly approved and expenditures known. These are provided as information only and are not actual balances.

Hydro Revenue**2018**

	PSNH	Interest	RECS	
January	17,882.07	477.88		
February	31,569.27	449.03	3,830.05	
March	10,786.30	522.17		
April	15,061.88	515.34		
May	9,757.34	557.10	13,083.85	
June	6,617.91	545.17		
July	2,792.59	568.99		
August	963.64	582.73	24,330.51	
September	963.64	574.18		
October	8,855.75	595.17		
November	40,753.77	598.98	12,204.54	
December	33,273.87	653.42		
Totals:	\$179,278.03	\$6,640.16	\$53,448.95	\$239,367.14

2019

	PSNH	Interest	RECS	
January		676.77		
February	40,191.03	644.54	3,038.04	
March	27,201.47	733.98		
April	22,923.96	732.73		
May	17,810.14	783.73	24,330.51	
June	34,391.14	795.70	17,933.16	
July		840.00		
August	13,518.59	863.53	22,107.37	
September	2,551.29	845.47		
October	0.00	874.58		
November				
December				
Totals:	\$158,587.62	\$7,791.03	\$67,409.08	\$233,787.73

Expenditure Summary 2019
Projections for 2020

TOWN OF SUNAPEE											
COMPARATIVE STATEMENT OF EXPENDITURES 2019 (unaudited)											
	2013 Voted	2014 Voted	2015 Voted	2016 Voted	2017 Voted	2018 Budget	2019 Budget	2020 Budget	\$ of change /2019	% of change proposed /2019	% of overall budget
GENERAL GOVERNMENT											
Executive	272,157	286,739	289,510	294,102	308,234	309,568	325,904	332,502	6,598	2.0%	5.59%
Town Clerk/Tax Collector	195,589	201,510	202,309	205,458	211,685	204,948	210,052	229,088	19,036	9.1%	3.85%
Elections	8,261	14,443	4,978	14,514	6,472	11,753	6,485	16,898	10,413	160.6%	0.28%
Finance	158,804	162,642	169,721	177,158	192,402	204,630	222,127	228,848	6,721	3.0%	3.85%
Assess-Assessing	93,576	100,100	106,300	107,600	110,837	110,000	112,218	116,644	4,426	3.9%	1.96%
Legal - GG - Legal Services	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	0	0.0%	0.30%
Employment Benefits - Other	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0.0%	0.02%
Planning/Zoning	44,628	49,636	50,698	50,407	52,386	51,957	55,252	57,839	2,587	4.7%	0.97%
General Gov Buildings	101,478	113,422	116,383	137,753	142,652	170,920	179,983	262,206	82,223	45.7%	4.41%
Cemetery	13,218	13,369	13,362	13,536	13,536	13,506	13,625	13,636	11	0.1%	0.23%
Insurance - Prop, Liab, Veh	4,800	8,252	9,642	9,661	9,661	7,540	7,540	8,068	528	7.0%	0.14%
Information Booth	12,635	12,804	12,923	13,316	13,409	13,911	13,981	14,272	291	2.1%	0.24%
Other General Gov't	26,382	28,688	31,676	29,609	29,853	30,205	30,651	31,128	477	1.6%	0.52%
TOTAL GENERAL GOV'T	950,528	1,010,605	1,026,502	1,072,114	1,110,127	1,147,938	1,196,818	1,330,129	133,311	11.1%	22.36%
Police	719,589	758,239	778,103	777,272	801,430	813,923	847,327	873,445	26,118	3.1%	14.69%
Ambulance	51,000	51,850	53,449	56,100	56,100	57,222	59,516	61,886	2,370	4.0%	1.04%
Fire	122,511	190,029	191,163	199,546	199,968	200,325	202,257	236,998	34,741	17.2%	3.98%
Emergency Management	200	200	200	200	200	200	200	200	0	0.0%	0.00%
Safety Services Building	125,587	137,868	148,569	143,222	136,727	140,852	156,535	149,955	-6,580	-4.2%	2.52%
TOTAL PUBLIC SAFETY	1,018,887	1,138,186	1,171,484	1,176,340	1,194,425	1,212,522	1,265,835	1,322,484	56,649	4.5%	22.24%
Highway	1,208,689	1,357,110	1,544,765	1,560,589	1,581,337	1,656,914	1,796,828	1,750,762	-46,066	-2.6%	29.44%
Street Lights	36,750	36,750	36,750	36,750	36,750	16,800	16,800	16,800	0	0.0%	0.28%
Transfer Station	503,859	536,540	505,980	499,462	506,571	504,287	533,327	558,246	24,919	4.7%	9.39%
TOTAL PUBLIC WORKS	1,749,298	1,930,400	2,087,495	2,096,801	2,124,658	2,178,001	2,346,955	2,325,808	-21,147	-0.9%	39.10%
Health	4,624	4,828	4,939	4,969	5,151	5,133	5,193	5,323	130	2.5%	0.09%
Animal Control	500	500	500	500	500	500	500	500	0	0.0%	0.01%
Health - LSVNA & KCOA	14,678	14,856	14,856	14,384	15,176	15,176	15,176	15,176	0	0.0%	0.26%
Welfare	50,901	51,799	52,088	52,385	51,019	43,677	43,808	42,354	-1,454	-3.3%	0.71%
Recreation	145,379	148,350	148,478	150,585	151,258	151,659	161,086	164,297	3,211	2.0%	2.76%
Library	317,961	339,845	349,170	362,752	394,316	379,760	400,953	405,202	4,249	1.1%	6.81%
Memorial Day Supplies	200	200	200	200	200	200	200	200	0	0.0%	0.00%
Band Concerts	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0	0.0%	0.08%
Conservation Commission	3,250	3,500	3,500	3,550	3,550	3,550	3,550	3,775	225	6.3%	0.06%

Expenditure Summary 2019
Projections for 2020

TOWN OF SUNAPEE											
COMPARATIVE STATEMENT OF EXPENDITURES 2019 (unaudited)											
	2013 Voted	2014 Voted	2015 Voted	2016 Voted	2017 Voted	2018 Budget	2019 Budget	2020 Budget	\$ of change /2019	% of change proposed /2019	% of overall budget
TOTAL PUBLIC SERVICE	542,493	568,878	578,731	594,325	626,170	604,655	635,466	641,827	6,361	1.0%	10.79%
Debt Service - Principal	182,180	181,633	249,767	246,027	261,188	262,156	262,883	263,609	726	0.3%	4.43%
Debt Service - Interest	72,770	111,352	68,161	70,044	72,716	65,566	58,479	51,520	-6,959	-11.9%	0.87%
TAN Interest	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0.0%	0.02%
TOTAL DEBT	255,950	293,985	318,928	317,071	334,904	328,722	322,362	316,129	-6,233	-1.9%	5.32%
SUBTOTAL GENERAL GOV'T	4,517,156	4,942,054	5,183,140	5,256,651	5,390,284	5,471,838	5,767,436	5,936,377	168,941	2.9%	99.81%
voted from fund balance/encumbered					231,928						
SPECIAL REVENUE FUNDS											
Water	497,343	506,667	503,344	500,038	505,358	511,609	531,090	552,720	21,630	4.1%	27.77%
Sewer	942,153	975,276	1,090,249	1,099,682	1,074,238	1,079,743	1,116,243	1,154,220	37,977	3.4%	57.99%
Hydroelectric	108,674	113,360	114,145	131,703	132,760	233,113	233,912	283,605	49,693	21.2%	14.25%
SUBTOTAL SPEC REV FUNDS	1,548,170	1,595,303	1,707,738	1,731,423	1,712,356	1,824,465	1,881,245	1,990,545	109,300	5.8%	100.00%
TOTAL OPERATING BUDGET	6,065,326	6,537,357	6,890,878	6,988,074	7,102,640	7,296,303	7,648,681	7,926,922	278,241	3.6%	
Special & Individ Articles	1,516,000	560,000	105,000	325,000	175,500	438,172	853,720				
Expendable Trusts	1,000	3,600	2,900	47,100	68,200	53,350	1,600				
Capital Reserve Funds	332,300	270,000	50,000	235,000	480,000	365,000	375,000				
TOTAL SEPARATE ARTICLES	1,849,300	833,600	157,900	607,100	723,700	856,522	1,230,320				
TOTAL BUDGET	7,914,626	7,370,957	7,048,778	7,595,174	7,826,340	8,152,825	8,879,001				



TOWN OF SUNAPEE

23 Edgemont Road

Sunapee, New Hampshire 03782

Phone: (603) 763-2212 Fax: (603) 763-4925

Monday, Tuesday, Thursday, Friday 8-5; Wednesday 8-1

October 29, 2019

Sunapee Water & Sewer Commissioners
PO Box 347
Sunapee, NH 03782

Dear Commissioners;

At last night's Board of Selectmen's meeting, there was much discussion around the signing of the Administrative Order by Consent. Ultimately the motion was made to have me sign the document, however a few bullet points came out that the Selectmen would like to work with the Commissioner's to understand.

They were as follows:

- Concerns that the commitment of \$300-\$400k of work to the water system that may not fix the TTHM problem. Can the engineering company give any assurance that this will work. After paying this large amount what would the next step be and at what cost.
- Could we spend some time reviewing the overall water service long term, is it still a viable service based on the asset plan and maintenance items and their costs.
- As indicated in the minutes of the meeting in September of the Commissioner's, Dave B said that "he would be plumbing in something that will run water through the deduct meter at the Safety Services Building in hopes of getting more flow through the building to see if that helps with the TTHM's at that location." The selectmen's discussion was to encourage that this item should happen as soon as it possibly could.
- What happens with running costs, does the chlorine reduction take the place of the costs associated with the new system? They were looking for information of where the UV lights are installed and is there also a reduction in chemicals planned for the system.

The Selectmen want to work with the commissioner's and wanted them to know that the commission was not out there alone. Do you want to set up a meeting or can we help with any of these tasks?

Sincerely,

Josh Trow, Chairman
Duly Authorized
Sunapee Board of Selectmen



TOWN OF SUNAPEE
WATER AND SEWER COMMISSION
P.O. BOX 347, SUNAPEE, NH 03782-0347
(603) 763-2115

November 22, 2019

Town of Sunapee Board of Selectmen
23 Edgemont Road
Sunapee, NH 03782

Dear Selectmen,

In response to your letter of October 29, 2019 regarding the signing of the Administrative Order by Consent and the bullet points that you wished to work with the Commissioner's to understand.

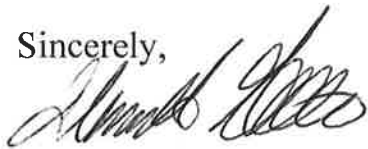
In case any of these things were not explained adequately at the budget hearing our responses are as follows:

- 1) At the October 24th meeting of the Commission it was decided that the Atlantium UV disinfection system has the capability to reduce levels of TTHMs more than an aeration system and that it will also help reduce HAA5s as well. An aeration system will not remove HAA5's which are the other disinfection by-product of chlorine. The engineer's opinion of cost for this is \$258,000. The Commission voted to do the UV system and then see if there is a need to do anything further to reduce the TTHMs. If something further is necessary, the Commission will enter into Phase 2 of the alternate disinfection system with the addition of a Chloramine system instead of the Chlorination. The engineer's opinion of cost for this is \$119,000 for a total of \$378,000.
- 2) The newly developed Water Department asset management plan does show that every item that could possibly need replacement within the next 10 years could total \$3,924,118. As we begin to fully utilize the asset management plan for tracking the frequency of issues and operation and maintenance required for each of these items it will become clearer which of them is higher priority than the others. No water system can afford to replace all of its aging infrastructure at once instead they must choose the items with the greatest criticality to replace or repair first. The Commission realizes that the two bond issues that are currently being bonded will be paid off in 7 years and do foresee having the ability to bond some of the critical asset replacements without impacting water rates too severely.

- 3) Dave B. has run a hose at the Safety Services building just prior to the TTHM test taken on November 7th and will evaluate if this had the desired effect when the results come back from that. He is currently waiting for a plumber to make the plumbing adjustments at the Safety Services building that hopefully will improve the results there.
- 4) With the use of UV as the primary means of disinfection there will be a reduction in chlorine but there may need to be the addition of chloramines instead and the operating costs of the UV will most likely mean an increase in operations costs at Harbor Hill to run the UV lights and there is a higher cost to maintain the system. The UV lights will be installed in the pipe gallery at Harbor Hill see the attached schematic of the installation.

The Commission would like to invite the Selectmen to attend or watch any of our meetings to gain a better understanding about the water and sewer systems. We would hope that this would avoid dissemination of misinformation to the public like what happened with the newspaper article regarding discussion had during the Selectman's October 28th meeting. The Commission would like to thank you for your offer of help and urge you to support the two warrant articles put forth by us. Currently there does not seem to be a need to set up a special meeting but we will certainly let you know if we feel one would be beneficial.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Theodore H. Gallup', written in a cursive style.

Theodore H. Gallup, Chairman
Sunapee Water & Sewer Commission

