

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, January 27, 2020

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

DEMO PERMIT:

Parcel ID:0104-0040-0000 52 Prospect Hill Road, Christina Wobbe

DRIVEWAY PERMIT:

Parcel ID:0133-0026-0000 5 Garnet Street, Royce Enterprises

2. APPOINTMENTS

7:00PM-Sign Warrant, MS636 & Default Budget

7:05PM-School Board CIP Committee

7:30PM-Tim Fleury, Conservation Commission-Conservation Easement

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Abbott Library Alternate Reappointment-Sharon Palmer

5. CHAIRMAN'S REPORT

Items requested by Selectman Augustine:

- Review 1/14 public hearing minutes
- Status update on past due employee performance reviews
- Confirm Town Annual Report topical submissions and respective authors
- Candidate for office filing deadline 1/31
- Communication plan for 2/4 Town deliberative session and 3/10 election
- Town employee job openings
- Non-public session

6. TOWN MANAGER REPORTS

- Annual Report, cover and deadlines
- Pay Table/Job Description/non classified tables (discuss for March)
- LSPA 10-year water management plan
- 2019 Year to Date Expenditures and Revenues (not final)

7. UPCOMING MEETINGS:

01/29-7:00AM-Firewards Meeting, Town Meeting Room

02/03-7:00PM-School Deliberative Session, SMHS Gym

02/04-5:00PM-Energy Committee, Town Meeting Room

02/04-7:00PM-Town Deliberative Session, SMHS Gym

02/05-7:00AM-Firewards Meeting, Town Meeting Room

02/05-5:30PM-Abbott Library Trustees, Abbott Library

02/05-7:00PM-Conservation Commission, Town Meeting Room

02/06-7:00PM-Zoning Board, Town Meeting Room

**TOWN OF SUNAPEE TOWN WARRANT
THE STATE OF NEW HAMPSHIRE**

**TO THE INHABITANTS OF THE TOWN OF SUNAPEE, County of
Sullivan, in the State of New Hampshire, qualified to vote in Town Affairs:**

**You are hereby notified to meet in the Sunapee Middle High School
Gymnasium, located on North Road, in said Sunapee, on Tuesday, the 4th day
of February, 2020, at 7:00 pm for the deliberative portion of the annual Town
Meeting, to discuss Articles 1 thru 14 and to amend, if deemed appropriate,
Articles 15 through 31, hereinafter set forth. Final voting action on all articles
shall take place by ballot on Tuesday, the 10th day of March, 2020, at the
Sherburne Gymnasium, Route 11, in said Sunapee. The polls shall be opened
from 8:00 am to 7:00 pm.**

Article 1: To choose all necessary Town Officers for the ensuing year.

1 Moderator	2 Year Term
1 Selectmen	3 Year Term
1 Treasurer	1 Year Term
1 Supervisor of the Checklist	6 Year Term
1 Cemetery Commissioner	3 Year Term
2 Library Trustees	3 Year Term
1 Library Trustee	2 Year Term
1 Trustee of Trust Fund	3 Year Term
2 Planning Board Members	3 Year Term
2 Water & Sewer Commissioners	3 Year Term
1 Zoning Board Member	3 Year Term

Article 2: Are you in favor of adoption of Amendment No. 1, proposed by the
Planning Board for the Town Zoning Ordinance as follows:

Amend Article II, Section 2.30 and Article IV, 4.31 – Wetlands - by making changes to the
definition of the Wetland Overlay District. The current broad wording of poorly or very poorly
drained soils would be replaced by a more specific definition of larger wetlands that contain
these types of soils. A 25 foot buffer would be added around delineated portion of the wetland.

Article 3: Are you in favor of adoption of Amendment No. 2, proposed by the
Planning Board for the Town Zoning Ordinance as follows:

Amend Article III, Section 3.20 - Table of Dimensional Controls – by adding dimensional
controls to the Mixed Use III district for the district overlays that would be consistent with the
requirements in the other districts.

Article 4: Are you in favor of adoption of Amendment No. 3, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article III, Section 3.40 (o) - Additional Requirements – by adding the Mixed Use III district to the Rural-Residential and Rural Lands Districts as those districts requiring highway buffering.

Article 5: Are you in favor of adoption of Amendment No. 4, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article III, 3.50 (k) – Special Exceptions –to include in this exception houses that may be only partially within the 50’ shoreland setback.

Article 6: Are you in favor of adoption of Amendment No. 5, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article IV, Section 4.33(8)(b)(I) – Cutting and Removal of Natural Vegetation within the Natural Woodland Buffer – by making changes to this section to exempt dead trees from the permit requirements if the trees have been declared such by an arborist, forester, or Selectmen’s agent.

Article 7: Are you in favor of adoption of Amendment No. 6, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article IV, Section 4.90 – Accessory Dwelling Unit – to make it clear that applicants only need to meet the list of special exception requirements in Section 4.90 and not the additional requirements of Section 4.15

Article 8: Are you in favor of adoption of Amendment No. 7, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article V, Section 5.31 – Sign Regulations – by changing this section so that signs defined in Section 5.20 (exempt signs) are not included in the overall square footage allowed on a property.

Article 9: Are you in favor of adoption of Amendment No. 8, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Article IX - Section 9.12 – Site Plan Review – by changing the allowance that “Home Occupations” be given special consideration by the Planning Board to “Home Businesses” being accorded such consideration, since this is the actual procedure outlined in the Site Plan Review Regulations. Home Occupations will remain exempt from the Site Plan Review Regulations.

Article 10: Are you in favor of adoption of Amendment No. 9, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article X, Section 10.14 – Meetings – by changing the time requirements for the Zoning Board to hear appeals from 30 days of the date of application to 45 days and also make notification times for Board meetings to be consistent with RSA 91-A.

Article 11: Are you in favor of adoption of Amendment No. 10, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article X, Section 10.16(e) – Powers – to specify that all ZBA approvals (variances and special exceptions) are valid for 2 years from date of approval and that all approvals granted before August 19, 2013 will stay valid for 3 years from the posting of a notice of this fact.

Article 12: Are you in favor of adoption of Amendment No. 11, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article XI – Definitions – Owner Occupied – by eliminating the two existing definitions of “Owner” and “Occupied” to create a single definition of “Owner-Occupied” that ties into other definitions such as ADU and Bed & Breakfast.

Article 13: Are you in favor of adoption of Amendment No. 12, proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article X – Definitions – Dwelling Unit – by changing this definition to better define what constitutes a dwelling unit, especially in terms of the kitchen area

Article 14: To hear the reports of the Selectmen, Treasurer, Auditors, Committees, and/or other officers heretofore chosen.

Article 15: Are you in favor of the Town raising and appropriating the sum of up to \$400,000 for the engineering, design, construction and installation of improved treatment process equipment to remediate the water system’s Total Trihalomethanes issue and to authorize the issuance of not more than \$400,000 of bonds or notes in accordance with RSA 33, the Municipal Finance Act and authorizing the Sunapee Board of Selectmen to issue and negotiate said bonds or notes and to fix the date, maturities, denominations, interest rate and other details of said bonds or notes; and to authorize the Sunapee Board of Selectmen to apply for, accept and expend any grant funds that are available for such purpose?

Without impairing the general obligation of the Town to repay such bonds, the Sunapee Water and Sewer Commission will collect through water bond fees, any amounts necessary to support repayment of 100% of the project cost. *The Board of Selectmen recommend this appropriation. (3/5 majority vote required)*

Article 16: Are you in favor of the Town raising and appropriating the sum of up to \$30,000 for establishing an Asset Management Plan for the Sunapee Sewer Department, that will qualify the Town for federal and state funds, such sum to be raised by the issuance of serial bonds and notes not to exceed \$30,000 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33:1 et. seq., as amended) and to authorize the Town to issue and negotiate such bonds or notes to determine the rate of interest thereon, and to take such actions as may be necessary to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall

be in the best interest of the Town, additionally to authorize the Town to apply for and accept grants or other funds that may reduce the amount to be repaid and participate in the State Revolving Fund (SRF) RSA 486.14 established for this purpose, and to allow the Town to expend such monies as become available from the federal and state governments and take appropriate action relating thereto. It is anticipated that the Town will receive up to \$30,000 in principal forgiveness, with no impact on the sewer user rate or tax rate. *The Board of Selectmen recommend this appropriation. (3/5 majority vote required)*

Article 17: Are you in favor of the Town raising and appropriating, as an operating budget, not including appropriations by special warrant articles, nor other appropriations voted separately, the amounts as set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein totaling \$7,940,054? Should this article be defeated, the default budget shall be \$7,814,727 which is the same as last year, with certain adjustments required by the previous action of the Town of Sunapee or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

Article 18: Are you in favor of the Town raising and appropriating the sum of \$200,000 for replacement of the Sunapee Harbor Boat Launch, with funds to come from the Hydroelectric Revenue Fund as previously established for that purpose by Article 38 of the 1987 Town Meeting? *The Board of Selectmen recommend this appropriation.*

Article 19: Are you in favor of the Town raising and appropriating the sum of \$135,000 to be added to the Highway and Transfer Station Equipment Capital Reserve Fund previously established? *The Board of Selectmen recommend this appropriation.*

Article 20: Are you in favor of the Town raising and appropriating the sum of \$25,000 to be added to the Used Highway Equipment Capital Reserve Fund previously established? *The Board of Selectmen recommend this appropriation.*

Article 21: Are you in favor of the Town raising and appropriating the sum of \$40,000 to be added to the Town Buildings Maintenance Capital Reserve Fund previously established? *The Board of Selectmen recommend this appropriation.*

Article 22: Are you in favor of the Town raising and appropriating the sum of \$115,000 to be added to the Fire Apparatus and Equipment Capital Reserve Fund previously established? *The Board of Selectmen recommend this appropriation.*

Article 23: Are you in favor of the Town raising and appropriating the sum of \$50,000 to be added to the Town Road Bridges Capital Reserve Fund previously established? *The Board of Selectmen recommend this appropriation.*

Article 24: Are you in favor of the Town raising and appropriating the sum of \$25,000 to be placed in the Dirt Roads Paving Capital Reserve Fund previously established for the purpose of paving dirt roads throughout the Town? *The Board of Selectmen recommend this appropriation.*

Article 25: Are you in favor of the Town raising and appropriating the sum of \$55,000 to be placed in the Conservation Commission Fund previously established to be used for conservation purposes accordance with RSA 36-A? *The Board of Selectmen recommend this appropriation.*

Article 26: Are you in favor of the Town raising and appropriating the sum of \$5,000 to be placed in the Milfoil Control Non-Capital Reserve Fund previously established? *The Board of Selectmen recommend this appropriation.*

Article 27: Are you in favor of the Town raising and appropriating the sum of \$800 to be added to the Cemetery Expendable Trust Fund previously established for the general maintenance and care of burial lots of the Cemeteries, and to authorize the transfer of said sum from the December 31, 2019, Unassigned Fund balance? *The Board of Selectmen recommend this appropriation.*

Article 28: Are you in favor of the Town raising and appropriating the sum of \$110,000 to purchase and equip a new Highway Plow Truck with plow and sanding apparatus for the Highway Department, authorizing the sale or trade-in of the existing truck (H18), authorizing the withdrawal of up to \$110,000 from the Highway and Transfer Station Capital Reserve Fund previously established for that purpose, and authorizing the use of said trade-in or sale to reduce the amount withdrawn from said fund? *The Board of Selectmen recommend this appropriation.*

Article 29: Are you in favor of the Town raising and appropriating the sum of \$27,000 to fund an engineering study for the Route 11 Parking and Pedestrian Improvements Project, and to authorize the transfer of said funds from the December 31, 2019, Unassigned Fund Balance? *The Board of Selectmen recommend this appropriation.*

Article 30: Are you in favor of the Town raising and appropriating the sum of \$16,000 to fund the engineering, design, and permitting for extension of the Town's municipal water and sewer from the Abbott Library to the Highway Garage, and to authorize the transfer of said funds from the December 31, 2019, Unassigned Fund balance? *The Board of Selectmen recommend this appropriation.*

Article 31: To see if the Town will vote to raise and appropriate the sum of Thirty-Four Thousand Two Hundred dollars (\$34,200), to make the current part time Abbott Library Aid III position fulltime. The current Library Aid III has been working 34 hours a week. This will bring the position to 40 hours a week. This sum covers 9 months of wages and benefits. If approved, this funding will remain as part of the operating and default budget for the future. *The Board of Selectmen recommend this appropriation.*

January 27, 2020

Joshua Trow

Suzanne Gottling

John Augustine

Frederick Gallup

Shane Hastings



TOWN OF SUNAPEE
Volunteer Interest Form
For Town Committees, Boards, and Commission

Name: PALMER (Last) SHARON (First) Date: 12/18/19

Sunapee Registered Voter: () Yes () No

Mailing Address:

Street Address (if different):

P.O. Box 673
Sunapee, NH 03782

Lived in Sunapee Since: 2006 Home Phone: 603-763-3492 Work Phone:

E-mail: billsharon.palmer@gmail.com Fax:

1. Please indicate the Board/Commission/Committee you would like to serve on in order of preference.
(1-First Choice, 2-Second choice, etc.)

☒ Abbott Library Trustee (Alternate)

☐ Advisory Budget Committee

☐ Capital Improvement Committee

☐ Conservation Commission

☐ Crowther Chapel Committee

☐ Fireward

☐ Planning Board Alternate

☐ Recreation Committee

☐ Thrift Shop

☐ Upper Valley Lake Sunapee Regional

☐ Zoning Board Alternate

2. For consideration:

a. Occupation: Retired non-profit Director b. Employer:

c. Length of current employment: d. Education: MS

e. Relevant Experience: Currently serving as Alternate Trustee (since 2015)

f. Do you feel there may be any conflict of interest with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No

g. Volunteer Time Available 4 hours per week (daytime) 2 hours per week (evenings)

0 hours per week (weekends)

h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☐ Yes ☒ No

i. If yes, please indicate Town/Position: / /

j. Are you willing to serve as an Alternate? ☒ Yes ☐ No

k. Are you willing to serve on a Sub-Committee? ☒ Yes ☐ No

3. Why do you want to serve on this board/committee? I would be pleased to continue serving our community with this energetic and committed Board of Trustees of the Abbott Library.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have served as an Alternate for the past 5 years and served as Executive Director of a non-profit agency in upstate New York for 30 years.

5. Your reasons for wanting this/these appointments /appointments are: I want to continue supporting library staff and library services in our community.

6. Additional Comments: _____

Sharon Palmer

(Signature)

12/18/19

(Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23 Edgemont Road, Sunapee, NH 03782 (telephone 603-763-2212, fax 603-763-4925)

"considered public information and may be distributed or copied"

Minutes of the Abbott Library Trustee's Meeting - DRAFT
Abbott Library, Sunapee, NH
January 2, 2020

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Peg Lesiak, Secretary and Scott Rapoport.

Alternates: Suzanne Tether

Library Director: Mindy Atwood

Others: None

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Thursday, January 2, 2020. Carol indicated Suzanne Tether is sitting in for the open Trustee position. Jim Currier has an excused absence.

II. Approval of Minutes

Susi moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, November 21, 2019, as submitted. The motion was seconded by Scott. The motion passed unanimously.

III. Treasurer's Report

A. Review of Financials

Susi reported that the bank accounts have all been reconciled. The town funding is current.

B. Review/Approve Bill Manifest

Jane made a motion seconded by Scott to accept the November 2019 Manifest of Bills. The motion passed unanimously.

C. 2020 Budget

The Advisory Budget Committee finalized its report to the Board of Selectmen. The Library's request for \$110,757 in operations for 2020 was included in the report. Next, the Board of Selectmen will consider the proposed warrant articles, making decisions about which articles to move to the ballot. The Library's warrant article for \$34,200, to make the Library Aide III position full time with benefits, is included in their consideration.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Staffing

Mindy hired Ruane Miller and Allisen Heath as library substitutes. They do not have scheduled hours. Ruane recently retired as the school library media specialist at Claremont middle school and Allisen is a retired cataloger. The Library is fortunate to have substitutes with such deep and relevant professional experience. Training for both Ruane and Allisen has begun.

Mindy has also hired Amy Dolan for the Library Aide III position. As January 2, 2020 was Amy's first day, Mindy was able to introduce Amy to the Trustees at the Board of Trustees meeting. Amy has circulation/reference desk experience from several public library positions. She will work 34 hours a week from Monday to Thursday.

B. Youth Programming

The December after school program was very successful. Both the Wednesday and Thursday programs were filled to capacity.

C. Adult Programming

Both floral centerpiece classes offered by Allioops were a great success. There was also full attendance at the wreath-making class, led by Dottie Gallup. Thanks to the Friends for sponsoring all of these popular events.

D. Building and Grounds

1. Last year, at the recommendation of ARC, Craig Heino and Scott Hazelton, the Library greatly reduced the number of hours the library's heat settings were in an "unoccupied" state. This recommendation was made due to the nature of radiant heat systems and the energy required to raise the building's slab to the right temperature. Mindy is pursuing information about whether there is a way to set the slab at a constant temperature and turn off the supplemental forced hot air.
2. Mindy emailed Scott Hazelton in regard to adding a guardrail on the Library driveway that connects the upper and lower parking lots. Scott replied and asked for more information. Mindy explained that the Board has concerns about the visibility of the connector at night and whether drivers could drive off the side of the road in that location. Mindy had put out reflective sticks (which would not be in place/visible when snowplowing has to happen), and the Board asked her to explore a more substantial visual cue. Mindy is waiting to hear back from Scott. The idea of using boulders as a barrier, similar to what was done in another section of the parking lot, was raised and Mindy will discuss this with Scott.
3. The Library received a letter from Kennedy Landscaping indicating that Mike Kennedy has sold his business to Bob Sammon. Mr. Kennedy plans to continue working for Mr. Sammon for three years. Mindy inquired of the Board if the desire is to continue working with Kennedy Landscaping or look into other options. The Board decided to have Mindy reach out to the new owner to get an outline of the work to be done going forward, along with a quote for this work. It was also agreed that Mindy will look into other possible service providers.
4. Mindy completed the pictorial inventory of the contents of Abbott Library. The location of all soft goods, hardware, etc., has been documented and whenever possible, notes about the vendor for each item have been made. Thanks to Nancy Farwell for her help on this project. For the record, the document is titled "Inventory of Abbott Library" and is saved both in the staff shared drive and the Director's files.
5. Mindy discussed the tracking of the patron usage of Great Courses. After nine months, RB Digital has not been able to provide accurate usage numbers. This appears to be due to the privacy settings that individuals who access Great Courses put on their browsers. Mindy will discuss the situation with the Friends, who fund this program, to determine their thoughts and how they might want to go forward.

E. Program Rooms Update

The Activities Room and the New Hampshire History Conference Room continue to be well-utilized. Among the non-library organizations scheduled to use the Activities room in January alone are: Girl Scouts, Lions Club, Lake Sunapee Protective Association, Sunapee School District and Pathways of the River Valley.

Mindy shared that she made a decision not to offer the Activities Room to the Red Cross for a blood drive in February. Based on the experience with the fall blood drive, Mindy deemed the event too disruptive to regular library services.

V. **Chair's Report**

- A. Carol reported that Mindy contacted her a few times in December concerning closing the Library due to weather situations (snow, icy roads, etc.). Carol decided the Library will follow the school closing policy. If the schools are closed, the Library is closed. This should make it easier for Town residents to know when the Library is closed, opening late, or closing early. The Trustees agreed with this approach.
- B. On November 25, 2019, Mindy, Peg and Carol met with Lynn Post, Rebecca Hutchinson and Niraj Agarwal from Empower Success Corps (ESC) and discussed proceeding with a strategic plan process. Carol shared with the Board a summary Peg had written of the meeting. This will be discussed during this meeting.
- C. Carol provided a copy of the By-Laws to the Trustees as it was suggested these may need to be amended in regard to the wording relating to certain Trustees being bonded. This topic is a result of Terri White's discussion with Primex.

Suzanne made a motion to remove the sentences referencing the bonding of three Officers of the Abbott Library Board of Trustees in Article III, Sections C, D and E of the Board of Trustees Bylaws. Scott seconded the motion. The motion passed unanimously.

- D. Carol had a good conversation with Shannon Martinez regarding becoming a Trustee. Carol invited Shannon to attend the January meeting.
- E. Carol indicated that Sharon Palmer's year as an Alternate for the Abbott Library Board of Trustees is coming to an end. Sharon has submitted her application to continue as an Alternate.

Carol made a motion, seconded by Jane, to recommend Sharon Palmer to the Town of Sunapee Board of Selectmen for the Abbott Library Board of Trustees Alternate role. The motion passed unanimously.

- F. Susi, Scott, Mindy and Carol met on December 9, 2019, to discuss future budgeting in regard to building maintenance financial responsibilities. This group has requested legal clarification on a few items and they will meet again once answers are provided.
- G. Carol thanked Jane Frawley and Sharon Palmer for preparing the holiday gift bags for the Library staff, which were delivered on Dec. 23. She also thanked all who made donations to these bags.
- H. Carol indicated that she will prepare a draft of the annual evaluation of the Library Director, which will be reviewed with the Trustees at a non-public session on January 16, 2020.
- I. Carol shared that she drafted comments to make at the Town's Deliberative Session on February 4, 2020. These comments relate to supporting the warrant article the library wants to put forth, extending the Library Aide III position from 34 hours/week to 40 hours/week with benefits. Carol will send these to the Board, asking all to review the comments and bring any thoughts to the next Trustee meeting, January 16, 2020. In addition, all Trustees and Alternates are encouraged to attend the Deliberative Session if possible.

VI. Strategic Planning – Peg Lesiak

Peg shared her discussion with Debbie Stanley, Executive Director of the Ausbon Sargent Land Preservation Trust. Debbie had recommended Empower Success Corp (ESC) to Terri White as a resource for strategic planning consulting. Debbie spoke very favorably of ESC, indicating that their relationship with ESC began in 2004 and that Ausbon Sargent undertakes strategic planning every five years. Suzanne Tether added that she was on the Ausbon Sargent board when some of this work was done and she spoke positively about ESC.

Peg then reviewed the written summary of Carol, Mindy and Peg's meeting with ESC staff and consultants, which was held at the Abbott Library on Nov. 25, 2019. After discussion by the Board, it was agreed to invite Lynn Post, Director, ESC Northern New England and one of the consultants to the Trustee meeting on January 16, 2020. At that meeting, Lynn will review ESC's proposal and project plan, and will answer questions about the proposed approach. A document that Lynn prepared for this meeting, as well as three strategic plan examples that ESC had done with other clients, will be provided along with these minutes to all Trustees and Alternates.

At the Nov. 25, 2019 meeting, the Committee and ESC developed the following questions for the Trustees to consider and offer their thoughts:

1. What do you want to get out of a longer term planning process?
2. What would you want to learn through a planning process?

The responses from tonight's meeting will be sent to Lynn in advance of the January 16, 2020 Trustee meeting, and a copy will be provided along with these minutes to all Trustees and Alternates.

In advance of the next Trustee meeting, Susi and Mindy will review accounts in regard to possible funds to use for strategic planning should this move forward.

VII. Storage Shed – Scott and Jane / Scott Legendre

Scott shared that he had contacted someone in the New Hampshire Correctional organization about building a shed. He is waiting to hear back from another contact there. Scott continues to investigate options and get more information.

VIII. Report from the Abbott Library Foundation – Arlene Adams, Scott, Mindy

The Foundation has sent out their newsletter, including a return envelope as a "soft ask" for donations.

IX. Report from the Friends of the Abbott Library – Caitlin Clapp, Carol

At the January 22, 2020 meeting of the Friends, Mindy will present the majority of funding requests she is proposing. Mindy will review these with the Trustees.

X. Old Business/Other Business

1. Mindy and the Trustees all expressed how pleased they are with the outcome of the railing connecting the upper and lower parking areas of the library. It is truly a beautiful work of art. Mindy shared that she is connecting a student at SMHS with the artisan, as the student had expressed an interest in a career using welding as an art form.

2. Compliments were offered by various Trustees on the recent programming that has been conducted at the library (ex., centerpiece workshops, the after school programs, etc.).

XI. Public Comment

None.

XIV. Adjournment

Scott made a motion to adjourn, seconded by Susi. This was unanimously passed.

The meeting was adjourned at 7:06 pm.

Respectfully Submitted
Peg Lesiak, Secretary
January 3, 2020

Join LSPA for a Public Meeting about the 2020 Lake Sunapee 10-Year Watershed Management Plan

Date: January 28, 2020 (snow date is January 30)

Time: 7:00 pm

Location: Newbury Town Hall, 937 Route 103, Newbury

All are welcome!

The Lake Sunapee Protective Association (LSPA) will provide a summary of the 2020 plan, partially funded by the Federal Clean Water Act and administered by New Hampshire Department of Environmental Services (NHDES). The Lake Sunapee Watershed includes portions of the following towns: Sunapee, Newbury, New London, Springfield, Goshen and Sutton.

Questions from community members and stakeholders are encouraged!

For more information: Geoff Lizotte, Watershed Steward

LSPA, 63 Main Street, PO Box 683, Sunapee, NH 03782

(603) 763-2210 or geoff@lakesunapee.org.



LSPA

*Devoted to the Environmental Quality
of the Lake Sunapee Watershed*



DK Water Resource Consulting LLC



STONE ENVIRONMENTAL
100% EMPLOYEE OWNED

Monthly Budget Through December 31, 2019 Not Final

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$325,904.00	\$313,006.74	\$12,897.26	3.96%
TCTC	\$210,052.00	\$186,209.56	\$23,842.44	11.35%
Elections	\$6,485.00	\$5,405.40	\$1,079.60	16.65%
Finance	\$222,127.00	\$218,915.59	\$3,211.41	1.45%
Assessing	\$112,218.00	\$82,341.31	\$29,876.69	26.62%
Legal	\$18,000.00	\$12,035.68	\$5,964.32	33.14%
Personnel Benefits Mgmt	\$1,000.00	\$66.00	\$934.00	93.40%
Planning/Zoning	\$55,252.00	\$46,650.10	\$8,601.90	15.57%
General Govt-B&G	\$179,983.00	\$159,222.32	\$20,760.68	11.53%
Cemetery	\$13,625.00	\$11,696.64	\$1,928.36	14.15%
Insurance	\$7,540.00	\$6,928.39	\$611.61	8.11%
Information Booth	\$13,981.00	\$12,211.58	\$1,769.42	12.66%
Other General Govt	\$30,651.15	\$25,903.64	\$4,747.51	15.49%
Police	\$847,326.73	\$839,213.40	\$8,113.33	0.96%
Ambulance	\$59,516.00	\$58,939.00	\$577.00	0.97%
Fire	\$202,257.00	\$152,116.70	\$50,140.30	24.79%
SSB	\$156,535.00	\$148,097.97	\$8,437.03	5.39%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,796,828.00	\$1,772,926.04	\$23,901.96	1.33%
Street Lights	\$16,800.00	\$14,843.53	\$1,956.47	11.65%
Transfer Station	\$533,327.27	\$511,123.83	\$22,203.44	4.16%
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	\$19,961.50	\$23,846.50	54.43%
Recreation	\$161,086.00	\$154,317.62	\$6,768.38	4.20%
Library	\$400,953.00	\$370,742.07	\$30,210.93	7.53%
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	\$262,881.83	\$1.17	0.00%
Debt - Interest	\$58,479.00	\$58,453.07	\$25.93	0.04%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,767,436.15	\$5,467,149.22	\$300,286.93	5.21%

Monthly Budget Through December 31, 2019 Not Final

	Budget	PaymentToDate	EndingBalance	% Remaining
Hydro	\$233,912.00	\$101,307.18	\$132,604.82	56.69%
Sum	\$233,912.00	\$101,307.18	\$132,604.82	56.69%

Monthly Budget Through December 31, 2019 Not Final

	Budget	PaymentToDate	EndingBalance	% Remaining
<i>GrandTotal</i>		\$6,001,348.15	\$5,568,456.40	\$432,891.75

2019 Revenue Report through December 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	\$55,248.44
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	\$55,373.44
01-3210-01-910	UCC FILING	\$500.00	\$1,494.00	\$500.00	\$945.00
Sum Licenses, Permits and Fees		\$500.00	\$1,494.00	\$500.00	\$945.00
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	\$910,262.85

Monday, January 13, 2020

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Motor Vehicle Permit Fees		\$750,000.00	\$880,404.17	\$750,000.00	\$910,262.85
	01-3230-01-908	SUBDIVISION FEES		\$1,700.00		\$775.00
	01-3230-01-909	SITE PLAN REVIEW FEES		\$2,800.60		\$2,285.00
	01-3230-01-910	CERTIFICATE OF COMPLIANC	\$35,000.00	\$33,111.75	\$35,000.00	\$56,485.40
Sum	Building Permits		\$35,000.00	\$37,612.35	\$35,000.00	\$59,545.40
	01-3290-01-320	Landlord's Filing Fee	\$0.00	\$4.00		\$0.00
	01-3290-01-902	REDEMPTION COSTS		\$1,543.90		\$3,454.60
	01-3290-01-907	BOAT REGISTRATIONS/FEES	\$36,000.00	\$10,067.68	\$36,000.00	\$12,510.02
	01-3290-01-912	DOG LICENSES/FEES		\$7,314.50		\$5,277.00
	01-3290-01-915	VITALS-BIRTH & DEATH		\$4,680.00		\$3,880.00
	01-3290-01-917	TOWN CLERK FEES		\$16,202.00		\$15,734.00
	01-3290-01-919	WETLANDS APPLICATIONS		\$21.00		\$29.00
Sum			\$36,000.00	\$39,833.08	\$36,000.00	\$40,884.62
	01-3311-01-841	FEDERAL FEMA FUNDS		\$0.00		\$0.00
Sum	From Federal Government			\$0.00		\$0.00
	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	\$177,179.11

Monday, January 13, 2020

	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	\$177,179.11
	01-3353-01-928	HIGHWAY BLOCK GRANT	\$122,211.00	\$124,397.12	\$124,468.00	\$126,092.43
Sum	Highway Block Grant		\$122,211.00	\$124,397.12	\$124,468.00	\$126,092.43
	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	\$108,760.00
Sum	From Other Governments		\$104,054.00	\$102,291.00	\$109,054.00	\$108,760.00
	01-3401-01-150	PD - SPECIAL DETAIL INCOME		\$0.00		\$0.00
	01-3401-01-320	FIREWORKS PERMIT FEE		\$440.00		\$380.00
	01-3401-01-321	PHOTOCOPY INCOME		\$63.00		\$52.50
	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

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AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3401-01-587	RECYCLING CARDBOARD		\$9,989.15		\$4,542.88
01-3401-01-588	RECYCLING NEWSPAPER		\$1,094.62		\$1,240.82
01-3401-01-589	RECYCLING SCRAP METAL		\$13,899.71		\$8,204.82
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		\$78,695.73
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	\$10,947.07
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		\$3,150.00
01-3401-01-951	TOWN OFFICE POSTAGE		\$83.89		\$10.92
01-3401-01-953	REPORTS/LABELS/DISKS SOLD		\$250.74		\$482.25
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	\$55,617.00
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	\$174,581.62
	01-3409-01-965	SALE OF CEMETERY LOT	\$2,000.00	\$1,600.00	\$2,000.00	\$800.00
	01-3409-01-966	BURIAL INCOME		\$2,750.00		\$2,500.00
Sum	Other Charges		\$2,000.00	\$4,350.00	\$2,000.00	\$3,300.00
	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	\$18,441.31
	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

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	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		\$724.75
Sum	Other		\$30,000.00	\$31,085.46	\$26,000.00	\$23,948.17
	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

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	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	\$1,778,901.14

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