

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, July 13, 2020

1. REVIEW OF ITEMS FOR SIGNATURE:  
CZC's:

2. APPOINTMENTS  
7:00PM-Robin Macilroy, 57-59 Hamel Road

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Authorize Chairman to Sign Webb Forest Expansion Project Baseline Documentation
- Reappointment-Kevin Cooney, Advisory Budget Committee (ABC)
- Policy for Leave Time during Covid-19
- Policy for Meeting Room

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- Expenditure & Revenue Report
- Continued Items:  
    Scott Brown, Request to Waive Late Tax Bill Interest

7. UPCOMING MEETINGS:

07/14-5:30PM-Recreation Committee, Town Meeting Room  
07/16-7:00PM-Zoning Board Meeting, Town Meeting Room  
07/23-7:00PM-Abbott Library Trustees Meeting, Town Meeting Room  
07/27-6:30PM-Board of Selectmen, Town Meeting Room  
07/30-5:30PM-Water & Sewer Commission, Town Meeting Room

# CONSERVATION EASEMENT BASELINE DOCUMENTATION REPORT

(to satisfy section 1.170A-14(g)(5) of the federal tax regulations)

**GRANTOR:** Webb Forest Preserve LLC

Address 524 Stagecoach Road, Sunapee NH 03782

**GRANTEE:** Town of Sunapee

Address 23 Edgemont Road, Sunapee NH 03782

**PROPERTY LOCATION:**

Road: Stagecoach Road

Town: Sunapee

County: Sullivan

## LAND TYPES

# Acres 6.11 Forestland 1 Farmland/fields 5.11 Wetland \_\_\_\_\_  
Buildings & Grounds \_\_\_\_\_ Other \_\_\_\_\_

## BUILDINGS AND STRUCTURES ON PROPERTY

*Describe size, type, and condition of structures including houses, sheds, towers, docks, barns, man-made ponds, roads, utilities, etc. Map location of improvements on attached map.*

There are no structures on the property. Several of the boundaries are stone wall and they are in good condition. The stone wall boundary is the western and southern boundary. The northern boundary is Stagecoach Road. The property was surveyed in October of 2019 and the bounds were found or set at that time.

**See photos.**

## CONDITION OF LAND

*Describe condition and management status of forest or farmland, health of wetlands or waterways, unusual features, rare species; note erosion, gravel pits or pollution. Include Important conservation areas and values listed in CE.*

The property is predominantly prime agricultural soils and is currently used for hay production. The field is mostly flat but does decrease in elevation as you near the Stagecoach Road. The field is mostly hay but there are some wildflowers present as well. There are also a few apple trees in the field near Stagecoach Road. The field is well maintained and allows for the scenic view looking south of Mount Sunapee.

There are some trees on the property that connect with the larger forest of the Webb Forest Preserve. The trees on this parcel are a mix of hardwood and softwood including white pine, oak birch, beech and maple. The forest is in good condition and does not appear to be suffering from widespread disease.

**See photos.**

In compliance with Section 1:170A(g)(5) of the federal tax regulations this natural resources inventory is an accurate representation of the property at the time of the conservation easement donation.

\_\_\_\_\_  
VAN WEBB

\_\_\_\_\_  
JOSHUA TROW, SUNAPEE BOARD OF SELECTMEN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ANDY DEEGAN, LAND PROTECTION SPECIALIST

\_\_\_\_\_  
DATE

Attachments:

**Location Map**

**USGS topographic map**

**Water Resources Map**

**Soils Map (Forest and Farm)**

**Wildlife Action Plan – Habitat Map**

**Wildlife Action Plan – Highest Ranked Habitat**

**DES Hazardous Waste Check and Data**

**## Standard On Site photographs taken DATERANGE**

**Photo Location Map showing man-made features and approximate photo locations**



all from the NH GRANIT Data Mapper

Prepared by:

Andy Deegan, ASLPT Land Protection Specialist



7/13/20 - 4/15/23

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

Name:

COONEY  
(Last)

Kevin  
(First)

Date:

7/6/20

Sunapee Registered Voter: ( ) Yes ( ) No

Mailing Address:

PO BOX 541  
SUNAPEE, NH 03782

Street Address (if different):

56 APPLE HILL RD  
SUNAPEE NH

Lived in Sunapee Since: 35 yrs Home Phone: 763 2653 Work Phone: —

E-mail: KBCOONEY3@COMCAST.NET Fax: —

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

\_\_\_\_\_ Abbott Library Trustee

X 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 b. Employer: N/A

c. Length of current employment: — d. Education: 16 yrs MA

e. Relevant Experience: 35 year CEO NOT for PROFIT CORP

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 X No

g. Volunteer Time Available ? hours per week (daytime) \_\_\_\_\_ hours per week (evenings)

\_\_\_\_\_ hours per week (weekends)

h. Did you previously serve on any Municipal or School District Board/Committee/Commission? X 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 have been a volunteer on the town's school ABC Committee

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Professionalism, willing to listen, knowledge of town functions and departments

5. Your reasons for wanting this/these appointments /appointments are:

I have enjoyed and learned much during my last 4 years on the ABC Committee and it is a chance to contribute to and get to know issues and other citizens.

6. Additional Comments:

Kevin Rooney  
(Signature)

7/6/2020  
(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"**

# Expenditure Comparision January through June 2016-2020

Dept	Department Name	2016 Expenditures	2017 Expenditures	2018 Expenditures	2019 Expenditures	2020 Expenditures
4130	Executive	\$141,458.84	\$145,676.16	\$135,132.42	\$151,568.44	\$153,912.96
4140	TCTC	\$97,932.56	\$99,640.65	\$89,689.22	\$100,259.30	\$92,431.11
4141	Elections	\$6,367.67	\$4,893.03	\$4,877.17	\$4,132.60	\$8,277.05
4150	Finance	\$77,396.07	\$86,105.00	\$78,808.48	\$119,381.31	\$103,804.88
4152	Assessing	\$24,809.57	\$25,570.41	\$26,343.40	\$26,848.19	\$25,612.93
4153	Legal	\$7,788.70	\$5,522.05	\$9,909.20	\$6,073.58	\$4,712.52
4155	Personnel Benefits Mgm	\$28.50	\$58.50	\$56.25	\$44.00	\$27.50
4191	Planning/Zoning	\$15,406.60	\$18,892.41	\$20,331.43	\$21,135.70	\$17,429.22
4194	General Govt-B&G	\$59,771.94	\$58,965.12	\$66,782.04	\$75,295.75	\$100,975.03
4195	Cemetery	\$3,048.47	\$4,109.60	\$4,346.95	\$4,165.32	\$3,294.91
4196	Insurance	\$14.38	\$0.00	\$7,539.99	\$0.00	\$0.00
4197	Information Booth	\$2,024.06	\$2,257.52	\$2,079.16	\$2,167.72	\$1,975.93
4199	Other General Govt	\$16,940.34	\$10,396.18	\$9,813.28	\$10,951.90	\$11,089.46
4210	Police	\$358,792.35	\$343,668.82	\$410,571.40	\$438,631.90	\$421,593.21
4215	Ambulance	\$0.00	\$0.00	\$57,222.00	\$58,939.00	\$0.00
4220	Fire	\$82,800.87	\$63,237.06	\$88,712.17	\$68,901.36	\$93,102.11
4229	SSB	\$98,045.14	\$89,382.22	\$97,933.89	\$66,185.86	\$101,820.96
4290	Emergency Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4312	Highway	\$564,169.57	\$944,377.99	\$999,680.65	\$664,201.47	\$962,001.29

Dept	Department Name	2016 Expenditures	2017 Expenditures	2018 Expenditures	2019 Expenditures	2020 Expenditures
4316	Street Lights	\$14,133.17	\$22,688.43	\$5,590.39	\$6,322.94	\$7,613.81
4324	Transfer Station	\$188,607.41	\$203,223.31	\$202,852.66	\$228,373.51	\$238,976.74
4411	Health Officer	\$107.32	\$54.05	\$277.94	\$223.76	\$156.27
4414	Animal Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4415	Health Services	\$0.00	\$15,175.00	\$9,376.00	\$15,176.00	\$15,176.00
4442	Welfare	\$11,184.58	\$10,709.15	\$6,995.36	\$11,550.34	\$16,099.16
4520	Recreation	\$58,215.27	\$52,094.74	\$54,097.56	\$59,083.66	\$49,105.32
4550	Library	\$179,060.79	\$181,027.40	\$172,846.50	\$187,573.60	\$184,213.86
4583	Memorial Day	\$107.82	\$34.94	\$34.94	\$174.95	\$234.65
4589	Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
4611	Conservation Commissio	\$1,009.00	\$896.00	\$1,376.00	\$1,975.00	\$2,143.41
4711	Debt - Principal	\$246,026.93	\$179,603.63	\$247,479.53	\$248,205.83	\$248,932.13
4721	Debt - Interest	\$46,806.87	\$33,444.65	\$38,962.97	\$35,035.86	\$31,270.54
4723	Debt - TAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$2,307,054.79	\$2,606,704.02	\$2,849,718.95	\$2,617,578.85	\$2,900,982.96
4339	Hydro	\$22,729.28	\$20,848.03	\$21,790.32	\$62,283.54	\$41,601.18
		\$22,729.28	\$20,848.03	\$21,790.32	\$62,283.54	\$41,601.18
Grand Total		\$2,329,784.07	\$2,627,552.05	\$2,871,509.27	\$2,679,862.39	\$2,942,584.14

## Monthly Budget Through June 30, 2020

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$332,502.00	\$153,912.96	\$178,589.04	53.71%
TCTC	\$219,088.00	\$92,431.11	\$126,656.89	57.81%
Elections	\$16,898.00	\$8,277.05	\$8,620.95	51.02%
Finance	\$228,848.00	\$103,804.88	\$125,043.12	54.64%
Assessing	\$116,644.00	\$25,612.93	\$91,031.07	78.04%
Legal	\$18,000.00	\$4,712.52	\$13,287.48	73.82%
Personnel Benefits Mgmt	\$1,000.00	\$27.50	\$972.50	97.25%
Planning/Zoning	\$57,839.00	\$17,429.22	\$40,409.78	69.87%
General Govt-B&G	\$262,206.00	\$100,975.03	\$161,230.97	61.49%
Cemetery	\$13,636.00	\$3,294.91	\$10,341.09	75.84%
Insurance	\$8,068.00	\$0.00	\$8,068.00	100.00%
Information Booth	\$28,544.00	\$1,975.93	\$26,568.07	93.08%
Other General Govt	\$31,128.00	\$11,089.46	\$20,038.54	64.37%
Police	\$886,577.00	\$421,593.21	\$464,983.79	52.45%
Ambulance	\$61,886.00	\$0.00	\$61,886.00	100.00%
Fire	\$236,998.00	\$93,102.11	\$143,895.89	60.72%
SSB	\$149,955.00	\$101,820.96	\$48,134.04	32.10%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,750,762.00	\$962,001.29	\$788,760.71	45.05%
Street Lights	\$16,800.00	\$7,613.81	\$9,186.19	54.68%
Transfer Station	\$558,246.00	\$238,976.74	\$319,269.26	57.19%
Health Officer	\$5,323.00	\$156.27	\$5,166.73	97.06%
Animal Control	\$500.00	\$0.00	\$500.00	100.00%
Health Services	\$15,176.00	\$15,176.00	\$0.00	0.00%
Welfare	\$42,354.00	\$16,099.16	\$26,254.84	61.99%
Recreation	\$164,297.00	\$49,105.32	\$115,191.68	70.11%
Library	\$405,202.00	\$184,213.86	\$220,988.14	54.54%
Memorial Day	\$200.00	\$234.65	(\$34.65)	-17.33%
Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$0.00	0.00%
Conservation Commission	\$3,775.00	\$2,143.41	\$1,631.59	43.22%
Debt - Principal	\$263,609.00	\$248,932.13	\$14,676.87	5.57%
Debt - Interest	\$51,520.00	\$31,270.54	\$20,249.46	39.30%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,953,781.00	\$2,900,982.96	\$3,052,798.04	51.27%



## ***Monthly Budget Through June 30, 2020***

	<b>Budget</b>	<b>PaymentToDate</b>	<b>EndingBalance</b>	<b>% Remaining</b>
<b>Hydro</b>	\$283,605.00	\$41,601.18	\$242,003.82	85.33%
<b>Sum</b>	\$283,605.00	\$41,601.18	\$242,003.82	85.33%

## Monthly Budget Through June 30, 2020

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	Budget	PaymentToDate	EndingBalance	% Remaining
<i>Grand Total</i>		\$6,237,386.00	\$2,942,584.14	\$3,294,801.86

# Revenue Comparison January through June 30, 2016 - 2020

AccountNumber	AccountName	2016 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
01-3110-01-900	PROPERTY TAXES-CURRENT	0.00	0.00	0.00	0.00	0.00
01-3110-01-901	TAX REDEMPTIONS	0.00	0.00	0.00	0.00	0.00
01-3120-01-901	LAND USE CHANGE	0.00	0.00	0.00	0.00	0.00
01-3185-01-900	YIELD TAX	0.00	0.00	0.00	0.00	0.00
01-3186-01-900	Excavation Tax	0.00	0.00	0.00	0.00	0.00
01-3190-01-902	INTEREST & COSTS	45,155.25	53,988.07	56,143.46	49,570.10	26,696.68
01-3190-01-903	Returned Check Fee	25.00	0.00	50.00	100.00	25.00
01-3190-01-904	Revenue Over/Short	0.00	0.00	0.00	0.00	0.00
01-3210-01-910	UCC FILING	390.00	825.00	810.00	420.00	670.50
01-3220-01-906	AUTO REGISTRATIONS	381,347.30	376,876.00	423,524.81	428,477.85	449,912.70
01-3220-01-907	Snowmobile and ATV Fees	0.00	36.00	-1,240.00	-2,624.00	-1,423.00
01-3230-01-908	SUBDIVISION FEES	250.00	2,550.00	700.00	350.00	0.00
01-3230-01-909	SITE PLAN REVIEW FEES	600.00	700.00	550.00	500.00	700.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	22,184.70	33,232.58	14,827.50	22,018.00	21,958.20
01-3290-01-320	Landlords Filing Fee	0.00	0.00	4.00	0.00	6.00
01-3290-01-902	REDEMPTION COSTS	2,249.00	1,320.00	1,147.90	3,014.60	3,083.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	9,576.78	8,204.62	8,267.48	8,683.38	10,571.19
01-3290-01-912	DOG LICENSES/FEES	5,147.50	4,392.50	4,087.00	4,534.50	3,172.50
01-3290-01-915	VITALS-BIRTH & DEATH	1,335.00	1,445.00	1,735.00	1,545.00	1,565.00
01-3290-01-917	TOWN CLERK FEES	7,911.50	7,791.50	7,977.50	7,384.00	1,157.00
01-3290-01-918	MISC. TC/TC OVERAGES	0.00	0.00	0.00	0.00	0.00
01-3290-01-919	WETLANDS APPLICATIONS	6.00	9.00	6.00	10.00	7.00
01-3311-01-841	FEDERAL FEMA FUNDS	0.00	0.00	0.00	0.00	0.00
01-3353-01-928	HIGHWAY BLOCK GRANT	49,637.51	48,148.25	49,303.12	49,873.23	50,799.02
01-3354-01-794	STATE OF NH-SEWER GRANT	0.00	0.00	0.00	0.00	4,916.50
01-3354-01-795	STATE OF NH - WATER GRANT	2,686.58	2,628.12	2,632.47	0.00	2,702.92
01-3359-01-741	PD GRANT INCOME	2,100.00	0.00	0.00	0.00	0.00
01-3359-01-795	STATE OF NH-POLICE RADAR GRANT	0.00	0.00	0.00	0.00	0.00
01-3379-01-935	TOWN OF SPRINGFIELD-TS	26,439.00	26,013.50	25,572.75	53,203.50	29,844.00
01-3401-01-320	Fireworks Permit Fee	120.00	330.00	260.00	120.00	0.00
01-3401-01-321	PHOTOCOPY INCOME	51.75	64.00	36.00	18.00	15.00
01-3401-01-581	RECYCLING MAGAZINES	878.47	0.00	0.00	0.00	0.00
01-3401-01-584	RECYCLING INCOME-STEEL CANS	120.72	470.80	586.25	105.27	0.00
01-3401-01-586	RECYCLING INCOME-ALUMINIUM	5,062.80	3,615.00	6,289.17	3,111.20	2,809.90

# Revenue Comparison January through June 30, 2016 - 2020

AccountNumber	AccountName	2016 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
01-3401-01-587	RECYCLING CARDBOARD	2,793.80	5,969.20	5,582.15	3,126.59	2,008.40
01-3401-01-588	RECYCLING NEWSPAPER	1,209.45	1,714.82	806.72	255.54	272.20
01-3401-01-589	RECYCLING SCRAP METAL	3,936.46	5,121.68	6,175.57	4,196.21	9,000.76
01-3401-01-592	RECYCLING PLASTIC	418.99	366.70	3,929.76	4,604.12	0.00
01-3401-01-593	RECYCLING INCOME-BATTERIES	1,158.00	0.00	0.00	0.00	0.00
01-3401-01-594	RECYCLING BONUS	0.00	0.00	0.00	0.00	0.00
01-3401-01-596	RECYCLING INCOME-BROWN BAGS	0.00	0.00	0.00	0.00	0.00
01-3401-01-780	WATER DEPT.-73 WATER BOND INT.	0.00	0.00	0.00	0.00	0.00
01-3401-01-783	SEWER DEPT-90 SEWER BOND INT.	0.00	0.00	0.00	0.00	0.00
01-3401-01-793	SEWER DEPT-90 SEWER PRINCIPAL	0.00	0.00	0.00	0.00	0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOME	14,063.65	5,054.59	1,520.85	21,955.25	4,334.96
01-3401-01-940	INSURANCE REPORTS	0.00	0.00	0.00	0.00	0.00
01-3401-01-942	Standard Power Income Net Metering	0.00	0.00	0.00	3,472.78	2,979.22
01-3401-01-948	MISC. TOWN OFFICE INCOME	0.00	0.00	0.00	0.00	0.00
01-3401-01-949	REGULATIONS SOLD	0.00	5.00	0.00	0.00	0.00
01-3401-01-950	ZBA INCOME	0.00	0.00	1,350.00	1,500.00	300.00
01-3401-01-951	TOWN OFFICE POSTAGE	46.34	10.08	25.38	2.92	1.00
01-3401-01-953	REPORTS/LABELS/DISKS SOLD	483.50	491.23	172.75	138.00	213.25
01-3401-01-957	HWY EQUIP RENTAL FOR BURIALS	0.00	0.00	0.00	0.00	0.00
01-3401-01-958	HIGHWAY PARTS	0.00	0.00	0.00	0.00	0.00
01-3401-01-959	HWY-MATERIALS SOLD	0.00	0.00	0.00	0.00	0.00
01-3401-19-801	McDonough Family Properties Construction C	0.00	0.00	0.00	0.00	0.00
01-3401-99-703	Spec Rec Turkey Trot Revenue	0.00	0.00	0.00	0.00	0.00
01-3404-01-940	SUNAPEE T/S TICKET SALES	20,990.00	20,115.00	20,323.00	20,560.50	27,142.50
01-3404-01-941	SPRINGFIELD T/S TICKET SALES	0.00	0.00	0.00	0.00	0.00
01-3409-01-965	SALE OF CEMETERY LOT	0.00	0.00	0.00	0.00	0.00
01-3409-01-966	BURIAL INCOME	0.00	0.00	0.00	0.00	0.00
01-3501-01-965	PD-SALE OF CRUISER	0.00	0.00	0.00	0.00	0.00
01-3501-01-966	SALE OF TOWN OWNED PROPERTY	10,841.32	4,000.00	0.00	29,032.49	0.00
01-3501-01-968	SALE OF HIGHWAY EQUIPMENT	0.00	0.00	600.00	0.00	0.00
01-3501-01-970	Checking Account Interest Earned	21,701.88	18,198.47	32,524.70	40,595.88	15,399.31
01-3501-10-813	Pistol Permit Fee	0.00	300.00	90.00	70.00	170.00
01-3503-01-936	RENTS/LEASES & SERVICES	0.00	7,799.72	0.00	0.00	0.00
01-3503-01-937	TOWN DOCK RENTAL	0.00	0.00	0.00	0.00	0.00

# Revenue Comparison January through June 30, 2016 - 2020

AccountNumber	AccountName	2016 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
01-3503-01-938	Old Abbott Library Rent	0.00	0.00	3,500.00	225.81	0.00
01-3504-01-938	DOG FINES	0.00	0.00	0.00	0.00	0.00
01-3504-01-939	PARKING FINES	0.00	0.00	80.00	240.00	1,080.00
01-3504-01-940	PD FALSE ALARM FINES	100.00	0.00	0.00	0.00	0.00
01-3504-01-941	Replacement Transfer Station Tags	100.00	100.00	300.00	25.00	105.00
01-3504-01-944	PD STATE WITNESS FEES	60.00	0.00	1,200.00	487.30	200.00
01-3504-01-945	PD COURT RESTITUTION	0.00	0.00	0.00	0.00	0.00
01-3504-01-946	PD Discovery	295.00	300.00	195.00	414.00	280.00
01-3506-60-260	Revenue from other agency	0.00	0.00	0.00	0.00	0.00
01-3509-01-950	WELFARE MISC. REVENUE	14,847.36	150.00	128.00	118.00	906.00
		656,320.61	642,336.43	681,774.29	761,435.02	673,581.71

