

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, August 24, 2020

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0136-0021-0000 292 Lake Ave., Kurt & Samantha Croft  
Parcel ID:0138-0011-0000 107 Stagecoach Road, Arthur Lewis  
Parcel ID:0235-0092-0001 446 Edgemont Road, Lynn Bell/Braden Miles  
Parcel ID:0235-0030-0000 49 Water Lot Road, Peter & Margery Sparks  
Parcel ID:0121-0041-0000 108 Fernwood PT. Road, 108 Fernwood Irrevocable Trust  
Parcel ID:0139-0012-0000 60 Rolling Rock Road, Chrisman 2000 Trust  
Parcel ID:0234-0005-0000 437 Stagecoach Road, Robert & Tanya Wilkie

LAND DISTURBANCE BOND:

Parcel ID:0133-0039-0000 29 Lake Ave., Alice T. Wilson Trust  
Parcel ID:0126-0023-0000 23 Old Norcross Road, Brian & Lorraine Bolsinger  
Parcel ID:0128-0065-0000 101 Lake Ave. Lake Ave., LLC  
Parcel ID:0134-0027-0000 279 Lake Ave., Loucks Investment Trust  
Parcel ID:0121-0041-0000 108 Fernwood PT. Road, 108 Fernwood Irrevocable Trust

DEMO PERMIT:

Parcel ID:0121-0041-0000 108 Fernwood PT. Road, 108 Fernwood Irrevocable Trust

2. APPOINTMENTS

7:00PM-Scott Hazelton-Bradford & Paradise Road

Pesticide/Herbicide Testing on Compost Pile  
Highway Water & Sewer Plans

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Vacation Carryover Policy
- Mechanic Pay Table
- Grant Opportunity Cares Act-Provides Funding for Upcoming Elections
- Letter of Support-LHC Grant Application with HUD

5. CHAIRMAN'S REPORT

Items Selectman Augustine requested:

- Discuss decision-making process that resulted in cancellation of 8/10 Board of Selectmen meeting
- Expectations for turn-around time between application for certificate of zoning compliance (aka building permit) and issuance
- Update on COVID-19 cases in Sunapee and surrounding towns
- Share feedback on how citizens are doing given current health situation and economic situation
- Recap 8/4 Selectboard "Coffee & Conversation" session and discuss lessons learned

- Brainstorm possible alternative format/approach for next year's Summer Selectboard community conversation session
- Update on Town operations (e.g., Saturday service hours)
- Discuss whether to invite School Board and Water & Sewer Commission to a joint meeting prior to the start of budget season

#### 6. TOWN MANAGER REPORTS

- July Expenditure & Revenue Reports
- Employee Retirement Financial Incentive
- Electric Current Update
- Workshop for Transient Housing Issues
- Budget Guidance for 2021
- September 8<sup>th</sup> Meeting

Motion to enter a Non-Public Session under RSA 91-A:3 II(c)- Matters which, if discussed in public, would likely affect adversely the reputation of any person.

#### 7. UPCOMING MEETINGS:

08/25-6:00PM-Zoning Board Meeting, Town Meeting Room  
 08/27-5:30PM-Water & Sewer Commission, Town Meeting Room  
 09/01-5:00PM-Energy Committee Meeting, Town Meeting Room  
 09/02-7:00PM-Conservation Commission, Town Meeting Room  
 09/03-7:00PM-Zoning Board Meeting, Town Meeting Room

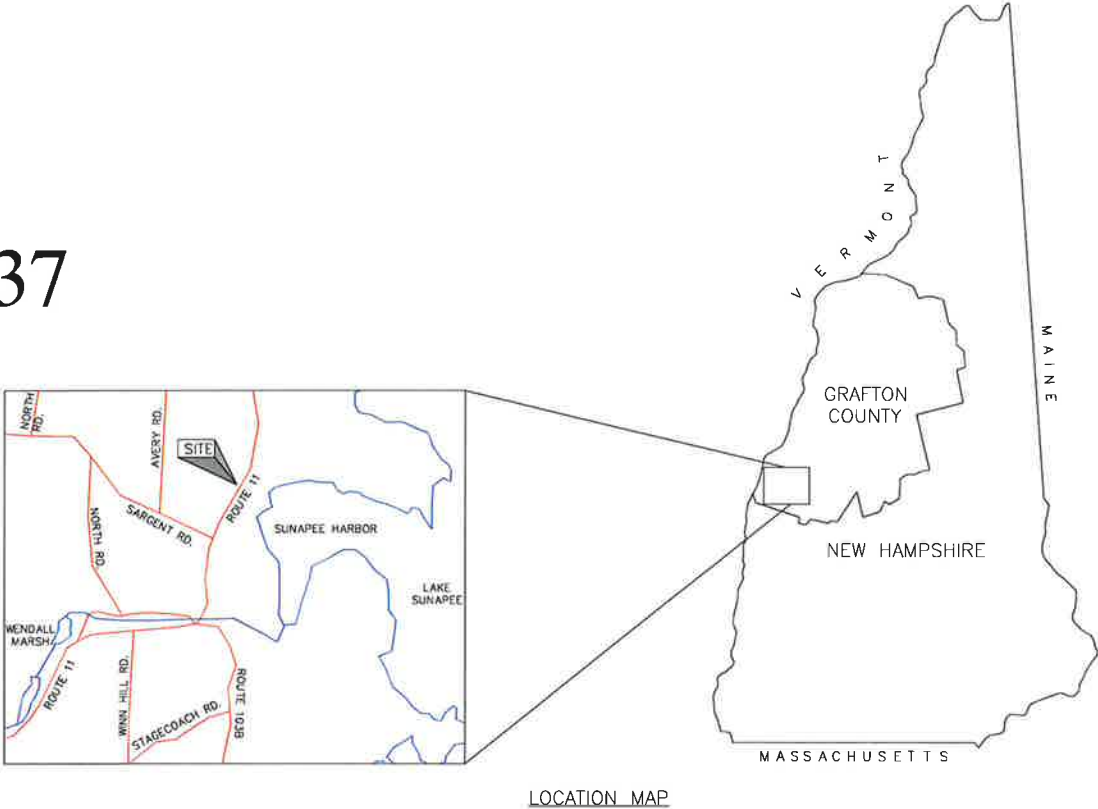
DESIGN DEVELOPMENT PLANS FOR  
TOWN OF SUNAPEE HIGHWAY  
GARAGE WATER AND SEWER  
EXTENSION

621 NH ROUTE 11  
SUNAPEE, NEW HAMPSHIRE

JULY 27, 2020

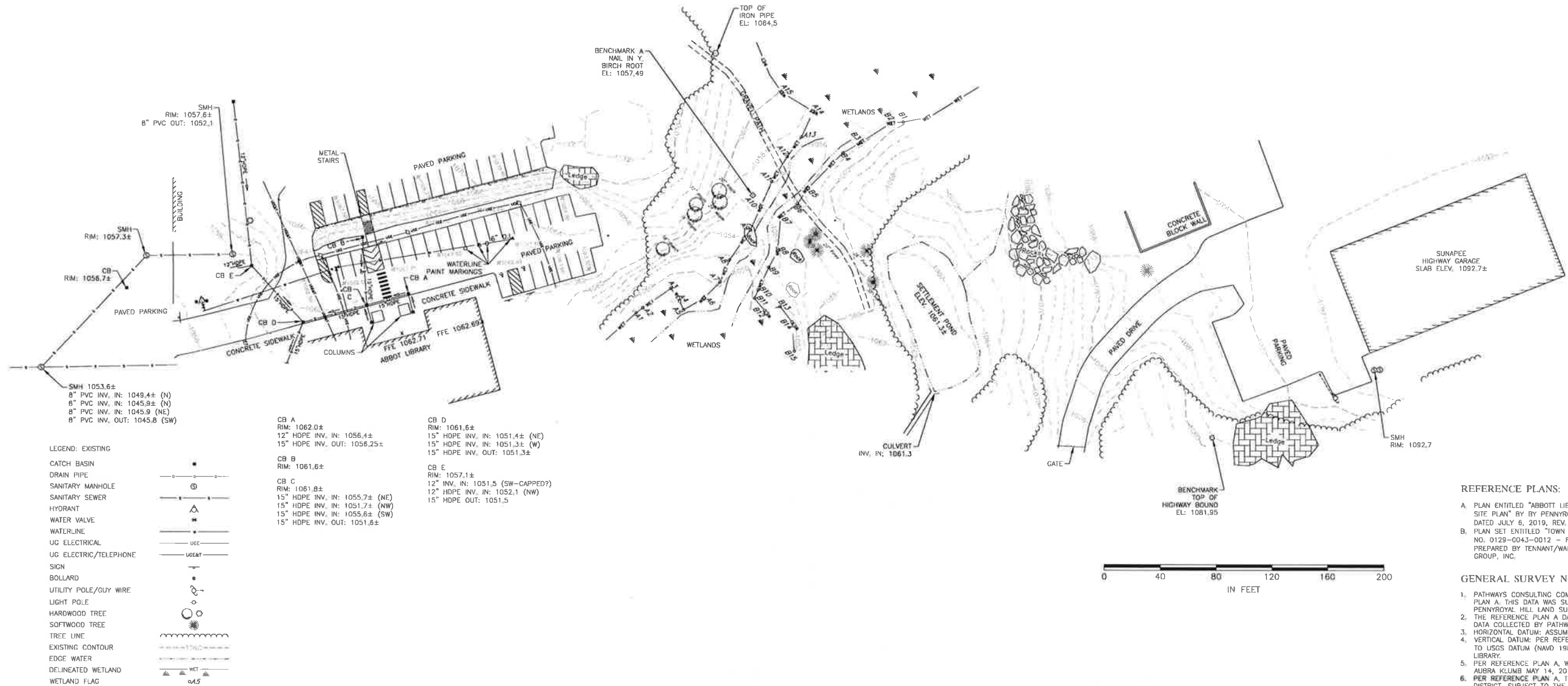
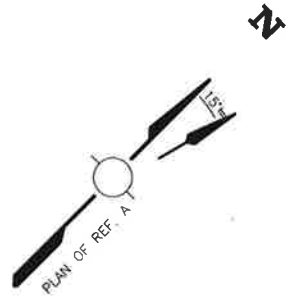
PROJECT NO. 13037

INDEX OF SHEETS		
SHEET	-----	COVER, INDEX OF SHEETS & LOCATION PLAN
SHEET	1 OF 7	EXISTING CONDITIONS PLAN
SHEET	2 OF 7	WATER AND SEWER LAYOUT PLAN
SHEET	3 OF 7	SEWER PROFILE
SHEET	4 OF 7	WATER DETAILS
SHEET	5 OF 7	SEWER DETAILS
SHEET	6 OF 7	EROSION CONTROL DETAILS
SHEET	7 OF 7	EROSION CONTROL DETAILS



LOCATION MAP

<p>CIVIL ENGINEER:</p> <p><b>PATHWAYS CONSULTING, LLC</b></p> <p>240 MECHANIC STREET, SUITE 100 LEBANON, NEW HAMPSHIRE 03766 (603) 448-2200</p>			<p>RECORD OWNER:</p> <p><b>TOWN OF SUNAPEE</b></p> <p>23 EDMONT ROAD SUNAPEE, NEW HAMPSHIRE 03782 (603) 763-2212</p>	
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REFERENCE PLANS:

A. PLAN ENTITLED "ABBOTT LIBRARY-HIGHWAY GARAGE CORRIDOR TOPOGRAPHIC SITE PLAN" BY PENNYROYAL HILL LAND SURVEYING & FORESTRY, LLC, DATED JULY 6, 2019, REV. 4/14/20.

B. PLAN SET ENTITLED "TOWN OF SUNAPEE, NH - ABBOTT LIBRARY - PARCEL NO. 0129-0043-0012 - FINAL SITE PLAN REVIEW PLANS - MAY 2013," PREPARED BY TENNANT/WALLACE ARCHITECTS AIA PA AND THE LOUIS BERGER GROUP, INC.

GENERAL SURVEY NOTES:

1. PATHWAYS CONSULTING COMPILED THIS MAP UTILIZING DATA FROM REFERENCE PLAN A. THIS DATA WAS SUPPLIED TO PATHWAYS CONSULTING, LLC BY PENNYROYAL HILL LAND SURVEYING & FORESTRY, LLC ON APRIL 14, 2020.

2. THE REFERENCE PLAN A DATA WAS SUPPLEMENTED WITH ADDITIONAL SURVEY DATA COLLECTED BY PATHWAYS CONSULTING IN MAY 2020.

3. HORIZONTAL DATUM: ASSUMED - PER REFERENCE DRAWING A.

4. VERTICAL DATUM: PER REFERENCE PLAN A, ALL ELEVATIONS ARE REFERENCED TO USGS DATUM (NAVD 1988) TIED TO THE SITE PLAN FOR THE ABBOTT LIBRARY.

5. PER REFERENCE PLAN A, WETLANDS EDGES SHOWN WERE DELINEATED BY AUBRA KLUMB MAY 14, 2019.

6. PER REFERENCE PLAN A, THIS PROPERTY IS LOCATED IN THE VILLAGE ZONING DISTRICT. SUBJECT TO THE PROVISIONS OF THE SHORELINE PROTECTION ACT, STRUCTURES FOR UNDERGROUND UTILITIES ARE SHOWN AS OBSERVED.

7. PATHWAYS CONSULTING, LLC DOES NOT CERTIFY THAT OTHER UNDERGROUND UTILITIES DO NOT EXIST. UNDERGROUND UTILITIES ARE NOT WARRANTED TO BE EXACT OR COMPLETE AND ARE TO BE FIELD VERIFIED PRIOR TO ANY EXCAVATION OR SITE MODIFICATIONS. LOCATION OF ANY UNDERGROUND UTILITIES SHOWN (SANITARY SEWER, WATERLINE, DRAIN LINES, ELECTRICAL, ETC) APPROXIMATED FROM PLAN OF REFERENCE B.

DESIGN DEVELOPMENT PLANS  
NOT FOR CONSTRUCTION

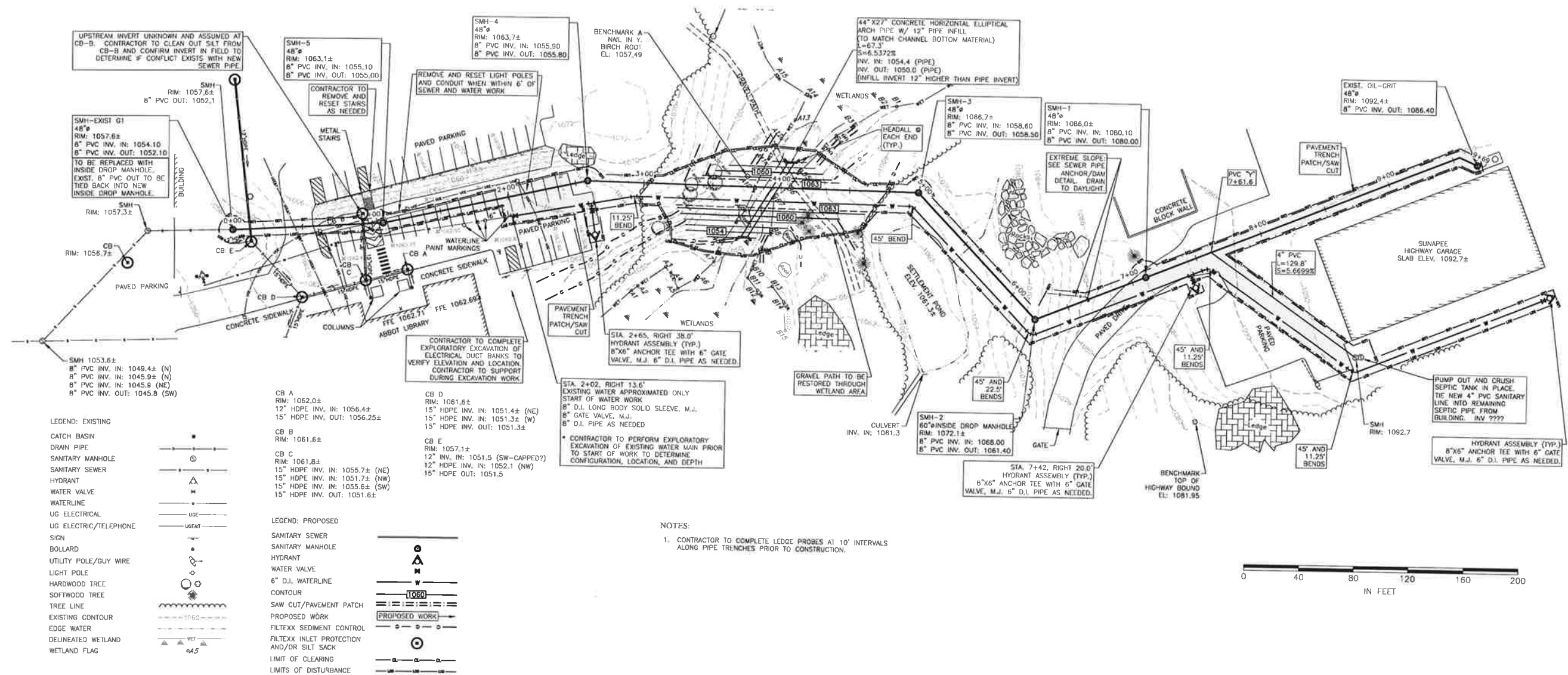
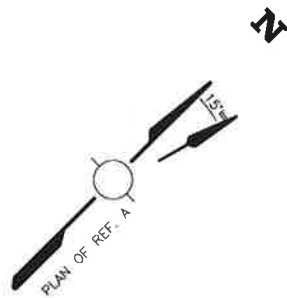
REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

EXISTING CONDITIONS PLAN FOR  
**TOWN OF SUNAPEE HIGHWAY GARAGE**  
621 NH ROUTE 11, SUNAPEE, NEW HAMPSHIRE

**PATHWAYS CONSULTING, LLC**  
240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN  
DESIGNED BY:  
DRAWN BY: DPM  
CHECKED BY:  
DATE: 7/27/2020  
PROJ. NO. 13037

**1**  
SHEET 1 OF 7



NOTES:  
1. CONTRACTOR TO COMPLETE LEDGE PROBES AT 10' INTERVALS ALONG PIPE TRENCHES PRIOR TO CONSTRUCTION.

DESIGN DEVELOPMENT PLANS  
NOT FOR CONSTRUCTION

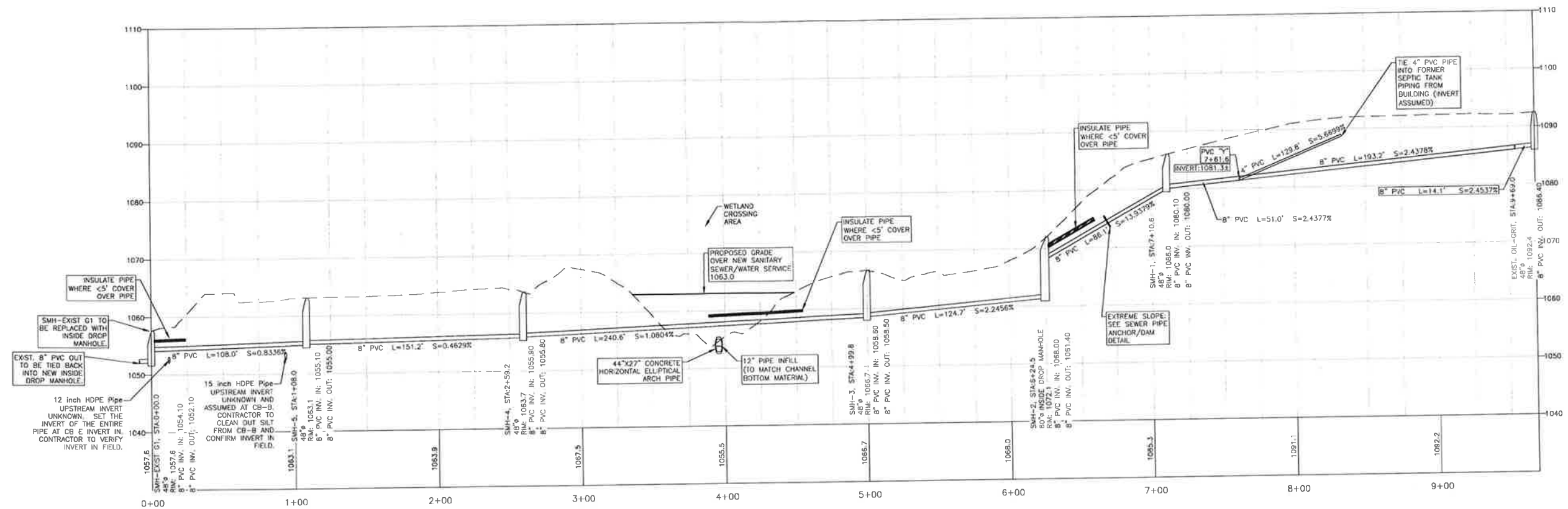
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WATER AND SEWER LAYOUT PLAN FOR  
**TOWN OF SUNAPEE GARAGE**  
621 NH ROUTE 11, SUNAPEE, NEW HAMPSHIRE

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240 MECHANIC STREET, SUITE 100  
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2  
SHEET 2 OF 7



SEWER PROFILE - STA. 0+00S TO STA. 9+69S  
 SCALE: 1"=40' - HORIZONTAL  
 1"=10' - VERTICAL

DESIGN DEVELOPMENT PLANS  
 NOT FOR CONSTRUCTION

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SEWER PROFILE FOR  
**TOWN OF SUNAPEE HIGHWAY GARAGE**  
 621 NH ROUTE 11, SUNAPEE, NEW HAMPSHIRE

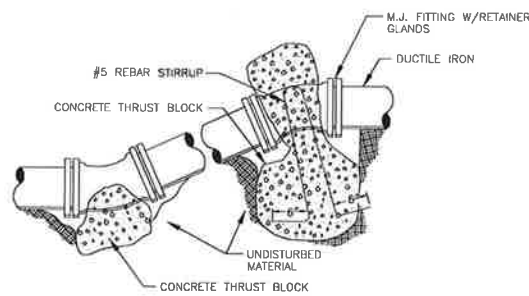
PATHWAYS CONSULTING, LLC  
 240 MECHANIC STREET, SUITE 100  
 LEBANON, NEW HAMPSHIRE 03766  
 (603) 448-2200

SCALE: AS SHOWN  
 DESIGNED BY: RJF  
 DRAWN BY: DPM  
 CHECKED BY: RJF  
 DATE: 7/27/2020  
 PROJ. NO. 13037

3

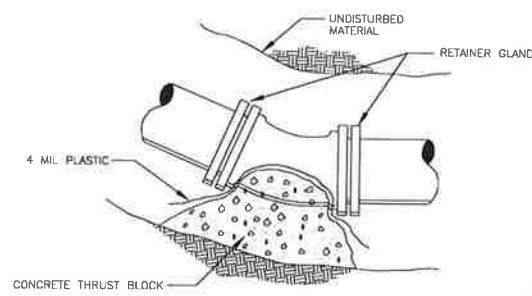
SHEET 3 OF 7



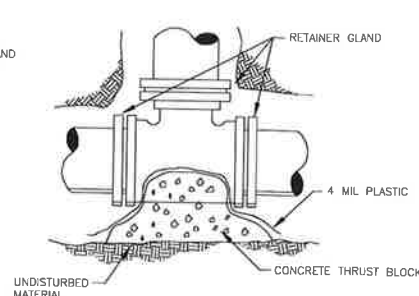


NOTE: EXTEND REINFORCED THRUST BLOCK 2' MINIMUM EITHER SIDE OF FITTING TO MAXIMIZE DOWN-PRESSURE EFFECT OF EARTH BACKFILL.

M.J. VERTICAL BENDS - ELEVATION  
N.T.S.



M.J. BEND  
N.T.S.

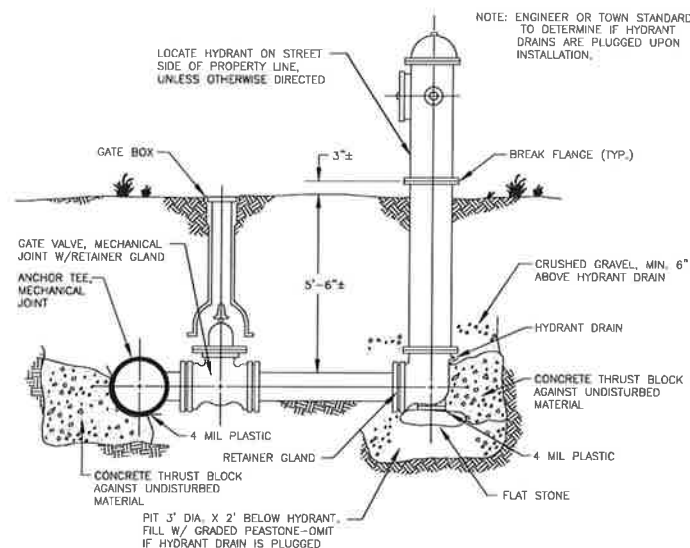


M.J. TEE  
N.T.S.

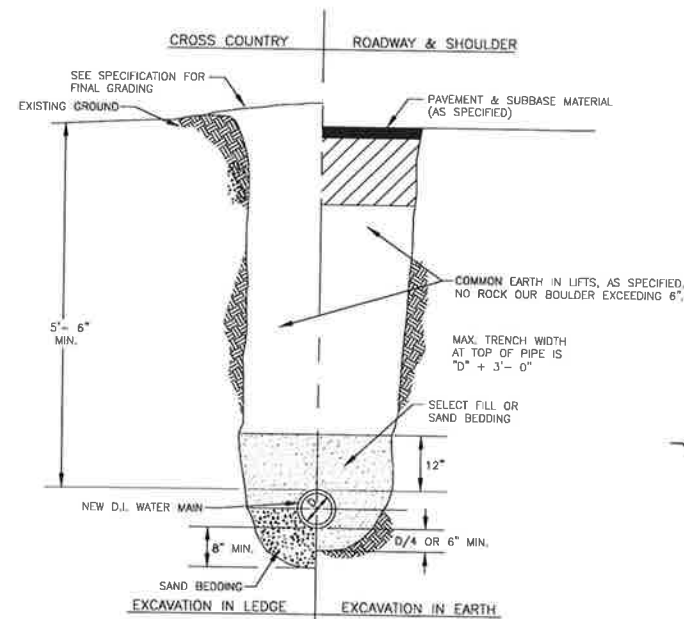
THRUST BLOCK BEARING AREA IN SQ. FT.  
(PRESSURE = 150 PSI, FACTOR OF SAFETY = 2.0)

FITTINGS	WET SILT & SOFT CLAY	SILT	SAND	COARSE SAND & GRAVEL	HARDPAN
16" TEE, CAP	80.3	30.2	20.1	15.1	12.1
1/4" BEND	85.3	42.7	28.4	21.3	17.1
1/8" BEND	46.2	23.1	15.4	11.5	9.2
1/16" BEND	23.5	11.8	7.8	5.9	4.7
1/32" BEND	11.8	5.9	3.9	3.0	2.4
12" TEE, CAP	33.9	17.0	11.3	8.5	6.8
1/4" BEND	48.0	24.0	16.0	12.0	9.6
1/8" BEND	26.0	13.0	8.7	6.5	5.2
1/16" BEND	13.2	6.6	4.4	3.3	2.6
1/32" BEND	6.7	3.3	2.2	1.7	1.5
10" TEE, CAP	23.6	11.8	7.9	5.9	4.7
1/4" BEND	33.3	16.7	11.1	8.3	6.7
1/8" BEND	18.0	9.0	6.0	4.5	3.6
1/16" BEND	9.2	4.6	3.1	2.3	1.8
1/32" BEND	4.6	2.3	1.5	1.5	1.5
8" TEE, CAP	15.1	7.5	5.0	3.8	3.0
1/4" BEND	21.3	10.7	7.1	5.3	4.3
1/8" BEND	11.5	5.8	3.8	2.9	2.3
1/16" BEND	5.9	2.9	2.0	1.5	1.5
1/32" BEND	3.0	1.5	1.5	1.5	1.5
6" TEE, CAP	8.5	4.2	2.8	2.1	1.7
1/4" BEND	12.0	6.0	4.0	3.0	2.4
1/8" BEND	6.5	3.2	2.2	1.6	1.3
1/16" BEND	3.3	1.7	1.1	1.0	1.0
1/32" BEND	1.7	1.0	1.0	1.0	1.0
4" TEE, CAP	3.8	1.9	1.3	0.9	0.8
1/4" BEND	5.3	2.7	1.8	1.3	1.5
1/8" BEND	2.9	1.4	1.0	0.7	0.6
1/16" BEND	1.5	0.7	0.5	0.5	0.5
1/32" BEND	0.7	0.5	0.5	0.5	0.5
3" TEE, CAP	2.1	1.1	0.7	0.5	0.5
1/4" BEND	3.0	1.5	1.0	0.7	0.6
1/8" BEND	1.6	0.8	0.5	0.5	0.5
1/16" BEND	0.8	0.5	0.5	0.5	0.5
1/32" BEND	0.5	0.5	0.5	0.5	0.5
2" TEE, CAP	0.9	0.5	0.5	0.5	0.5
1/4" BEND	1.3	0.7	0.5	0.5	0.5
1/8" BEND	0.7	0.5	0.5	0.5	0.5
1/16" BEND	0.5	0.5	0.5	0.5	0.5
1/32" BEND	0.5	0.5	0.5	0.5	0.5

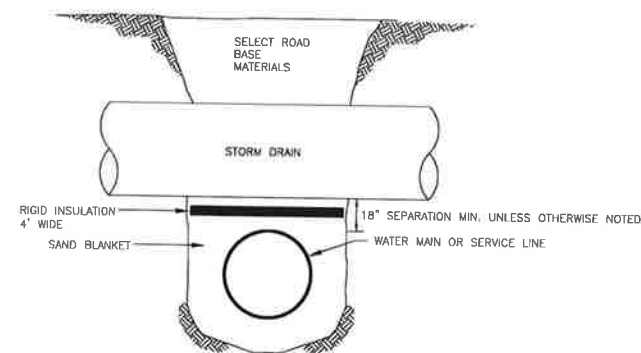
SOIL TYPE	BEARING CAPACITY (psf)
MUCK	-0-
WET SILT & SOFT CLAY	1000
SILT	2000
SAND	3000
COARSE SAND & GRAVEL	4000
HARDPAN	5000



HYDRANT  
N.T.S.

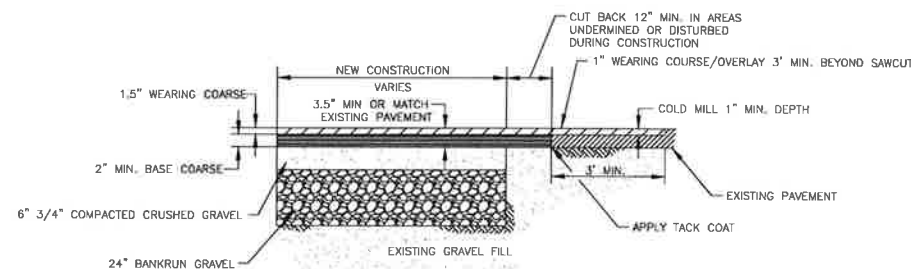


DUCTILE IRON WATER TRENCH  
N.T.S.



WATER MAIN INSULATION  
N.T.S.

INSTALL RIGID POLYSTYRENE FOAM INSULATION BETWEEN DRAIN LINE AND WATER LINE, BLUE BOARD MANUFACTURED BY DOW CHEMICAL OR US GYPSUM



PAVEMENT SAWCUT  
N.T.S.

DESIGN DEVELOPMENT PLANS  
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WATER DETAILS FOR  
**TOWN OF SUNAPEE HIGHWAY GARAGE**  
621 NH ROUTE 11, SUNAPEE, NEW HAMPSHIRE

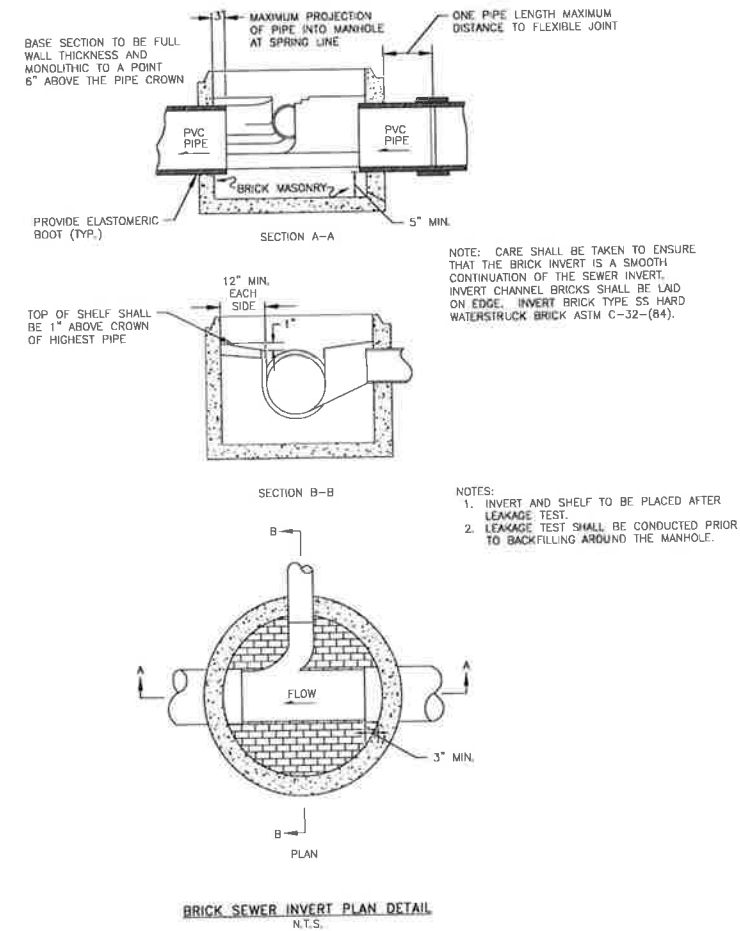
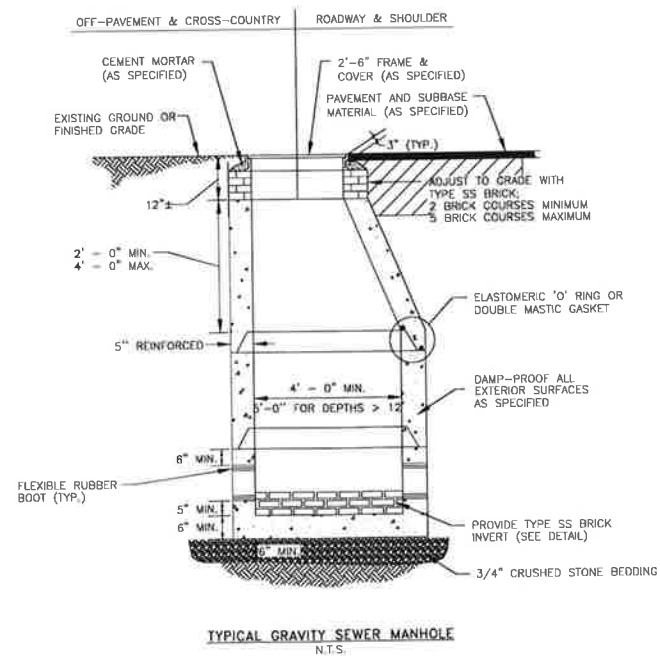
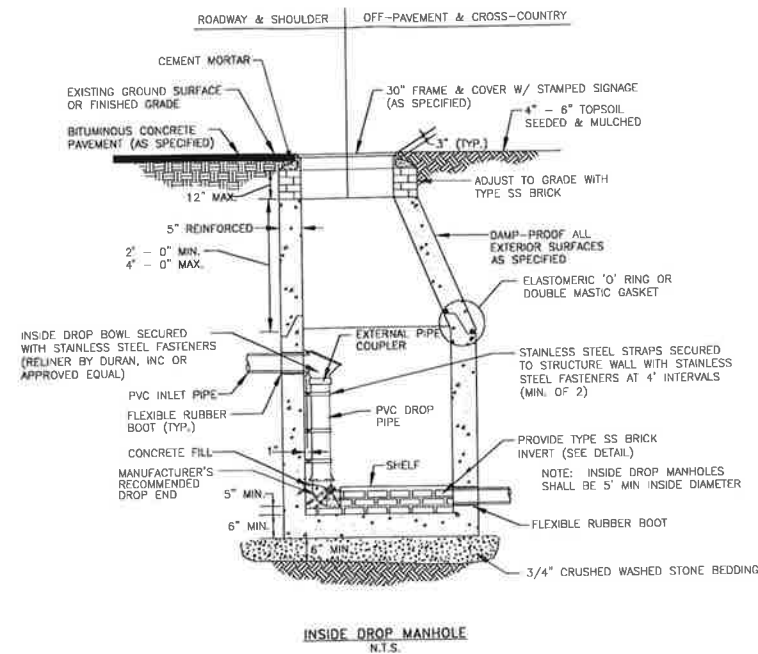
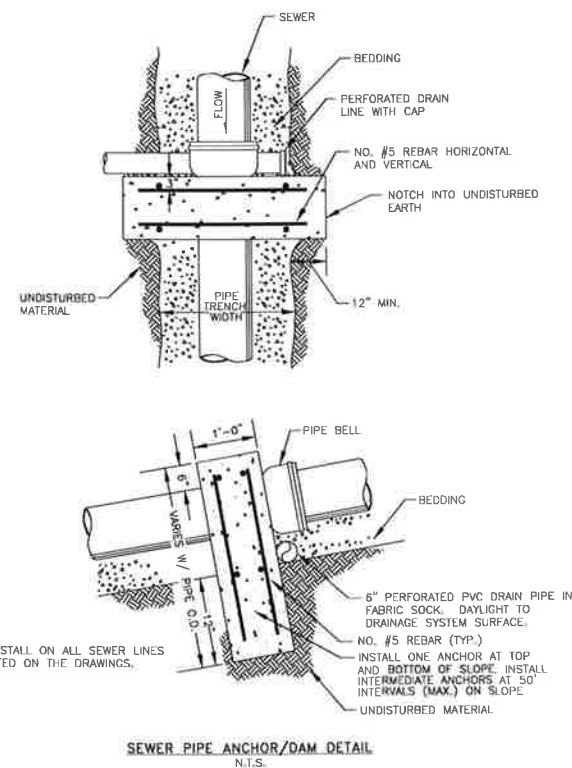
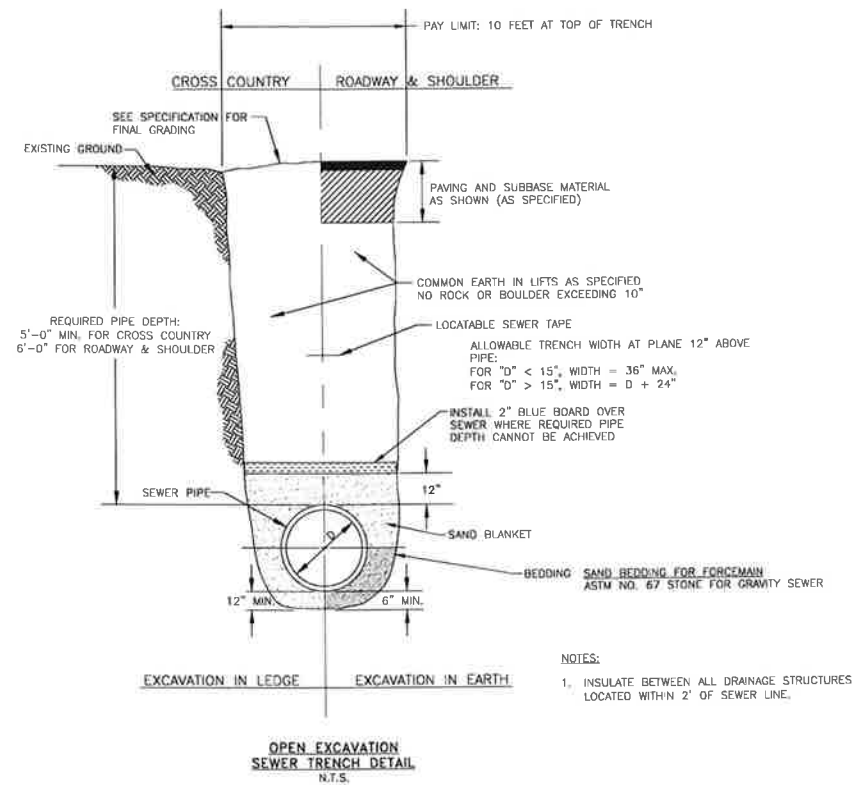
PATHWAYS CONSULTING, LLC

240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN
DESIGNED BY:
DRAWN BY: DPM
CHECKED BY:
DATE: 7/27/2020
PROJ. NO. 13037

4

SHEET 4 OF 7



DESIGN DEVELOPMENT PLANS  
NOT FOR CONSTRUCTION

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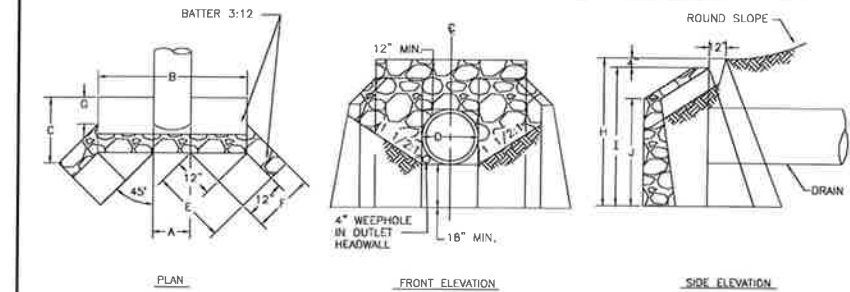
SEWER DETAILS FOR  
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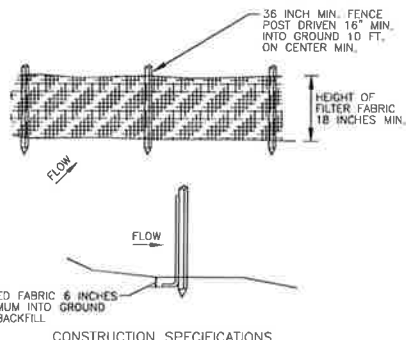
5  
SHEET 5 OF 7





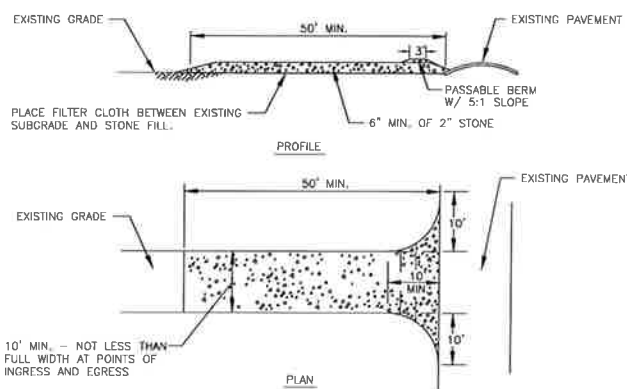
DIA. INCHES	DIMENSIONS									
	A	B	C	E	F	G	H	I	J	
12"	1'-3"	4'-0"	2'-2"	2'-4"	1'-10"	0'-7"	4'-0"	3'-8"	3'-0"	
15"	1'-6"	4'-3"	2'-2"	2'-4"	1'-10"	0'-7"	4'-0"	3'-8"	3'-0"	
18"	1'-9"	4'-6"	2'-2"	2'-4"	1'-10"	0'-7"	4'-0"	3'-8"	3'-0"	
36"	3'-3"	6'-1"	2'-5"	3'-7"	2'-0"	0'-6"	5'-6"	5'-0"	4'-1"	

STONE MASONRY HEADWALL DETAILS  
N.T.S.



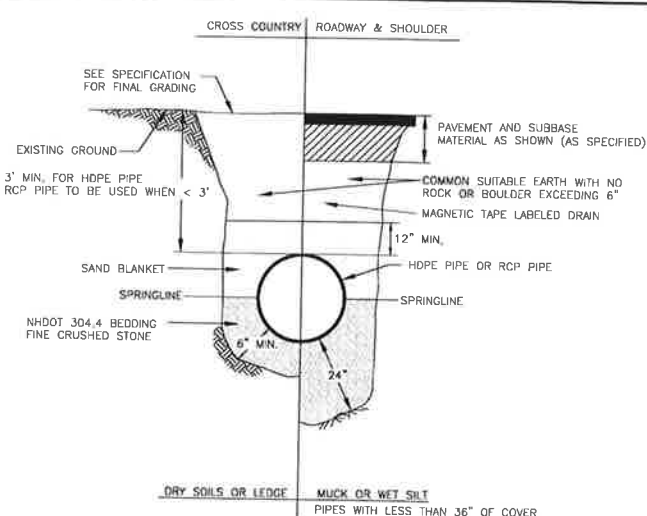
- CONSTRUCTION SPECIFICATIONS
- SILT FENCE MAY BE EITHER PREMANUFACTURED OR PREPARED ON SITE. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.
  - SILT FENCE SHALL BE LOCATED AS SHOWN ON THE PLAN AND WHEREVER CONSTRUCTION ACTIVITIES MAY RESULT IN A TEMPORARY RUNOFF TO A STREAM OR WETLAND WHICH MAY CARRY SILT OR SEDIMENT.
  - THE TRENCH SHALL BE TOED IN PLACE BY PLACEMENT IN A 6 INCH TRENCH AND BACKFILLING WITH A SUITABLE MATERIAL.
  - WHEN A TRENCH CANNOT BE CONSTRUCTED, THE FABRIC MAY BE FOLDED AT THE BASE IN A MANNER SUCH THAT A MINIMUM OF 6 INCHES OF FABRIC LIES ON THE GROUND TOWARD THE DIRECTION OF FLOW. THE FOLDED FABRIC SHALL BE COVERED TO A DEPTH OF 6 INCHES WITH SUITABLE MATERIAL EXTENDING A MINIMUM OF 4 INCHES BEYOND THE FABRIC.
  - SUPPORTING STAKES SHALL BE PLACED NO MORE THAN 10 FEET APART.
  - MAINTENANCE SHALL BE PERFORMED AS NEEDED. FENCING SHALL BE REPLACED WHEN TORN, WHEN TRENCHING IS DISTURBED, WHEN THE FENCE DISPLAYS PLUGGING AS EVIDENCED BY SILT-LADEN APPEARANCE, WHEN WATER IS EXCESSIVELY RETARDED BY THE FENCE, OR WHENEVER "BULGES" APPEAR.

SILT FENCE  
N.T.S.

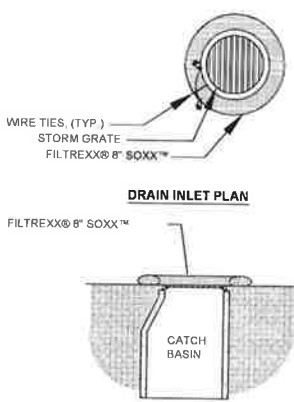


- NOTES:
- MAINTAIN ENTRANCE TO PREVENT TRACKING OF SEDIMENT INTO PUBLIC R.O.W. REDUCE TRACKING OF SILTS ONTO PUBLIC R.O.W. BY CLEANING OR TOP DRESSING STONE FILL.
  - PROVIDE SEPARATE WHEEL CLEANING AREA WITH SUITABLE SEDIMENTATION BASIN.

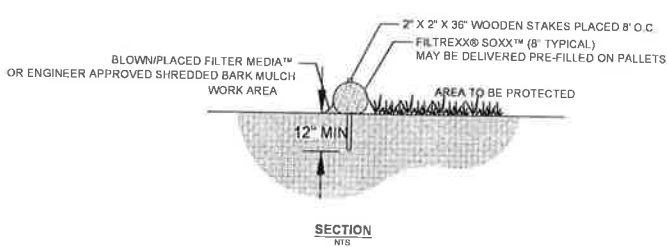
STABILIZED CONSTRUCTION ENTRANCE  
N.T.S.



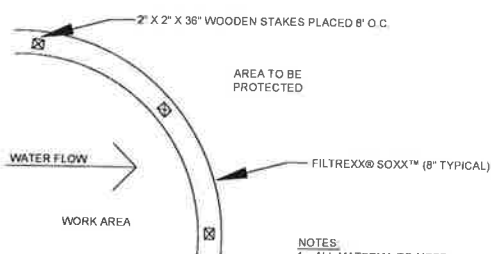
DRAINAGE TRENCH  
N.T.S.



FILTREXX® INLET PROTECTION  
N.T.S.



SECTION  
N.T.S.



PLAN  
N.T.S.

FILTREXX® SEDIMENT CONTROL  
N.T.S.

EROSION CONTROL SPECIFICATIONS

- SOIL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN ACCORDANCE WITH "NEW HAMPSHIRE STORMWATER MANAGEMENT", VOLUMES 1, 2, & 3, LATEST EDITION. THE CONTRACTOR SHALL HAVE REFERENCE TO THESE PUBLICATIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR DEVELOPMENT OF A STORMWATER POLLUTION AND PREVENTION PLAN (SWPPP) IN ACCORDANCE WITH THE EPA CONSTRUCTION GENERAL PERMIT (CGP). A COPY OF THE SWPPP AND NOTICE OF INTENT (NOI) MUST BE PROVIDED TO THE CGP. A COPY OF THE SWPPP AND NOTICE OF INTENT (NOI) MUST BE PROVIDED TO THE CGP. A COPY OF THE SWPPP AND NOTICE OF INTENT (NOI) MUST BE PROVIDED TO THE CGP.
- THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING SWPPP RECORDS ON-SITE IN ACCORDANCE WITH THE CGP. SWPPP INSPECTIONS SHALL BE COMPLETED IN ACCORDANCE WITH THE CGP. SWPPP INSPECTIONS SHALL BE COMPLETED IN ACCORDANCE WITH THE CGP.
- THE EROSION AND SEDIMENT CONTROL PRACTICES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIRED FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE PRACTICES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND MODIFIED TO ACCOUNT FOR CHANGING SITE CONDITIONS.
- THE BOUNDARIES OF THE CLEARING LIMITS SHOWN ON THE PLANS SHALL BE CLEARLY FLAGGED BY SURVEY TAPE OR FENCING, IF REQUIRED, PRIOR TO CONSTRUCTION. DURING THE CONSTRUCTION PERIOD, NO DISTURBANCE BEYOND THE CLEARING LIMITS SHALL BE PERMITTED. THE CLEARING LIMITS SHALL BE MAINTAINED FOR THE DURATION OF CONSTRUCTION.
- THE SMALLEST PRACTICAL AREA SHALL BE DISTURBED DURING CONSTRUCTION, BUT SHALL NOT EXCEED 5 ACRES AT ANY ONE TIME BEFORE STABILIZATION, UNLESS OTHERWISE APPROVED BY CITY AND ADDRESSED ADEQUATELY IN THE SWPPP AND EROSION CONTROL PLANS. A CONTROL MEASURES AND THE COMPLETION OF GRADING, SEEDING, AND LANDSCAPING AS SOON AS POSSIBLE WITHIN A DISTURBED AREA. AN AREA SHALL BE CONSIDERED STABLE IF ONE OF THE FOLLOWING HAS OCCURRED:
  - A BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED.
  - A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED.
  - A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH AS STONE OR RIPRAP HAS BEEN INSTALLED.
  - EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.
  - NON-VEGETATIVE COVER, SUCH AS HYDROMULCH AND EROSION CONTROL BLANKETS, RIPRAP, STONE FILL, GABIONS AND/OR GEOTEXTILES HAVE BEEN PROPERLY INSTALLED.
- STABILIZED CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES, SUCH AS CONSTRUCTED WHEEL WASH SYSTEMS OR WASH PADS, MAY BE REQUIRED TO ENSURE THAT ALL PAVED AREAS ARE KEPT CLEAN AND TRACK OUT TO ROAD RIGHT OF WAY DOES NOT OCCUR FOR THE DURATION OF THE PROJECT. ANY SEDIMENT TRACKED ONTO PAVED AREAS SHALL BE REMOVED BY THE END OF THE SAME WORK DAY IT IS NOTED, AND IF NOTED ON A NON-WORK DAY, NOT LATER THAN THE NEXT WORK DAY.
- EARTH STOCKPILES SHALL BE SEEDING AND MULCHED AND HAVE A SILT FENCE INSTALLED ON THE DOWNSLOPE SIDE, AT A MINIMUM. STOCKPILES SHALL BE COVERED WITH IMPERVIOUS TARP AND/OR STABILIZED WITH TEMPORARY SEED AND MULCH TO PROTECT MATERIALS IN THE EVENT THAT THEY WILL REMAIN FOR LONGER THAN 1 MONTH.
- INSTALL EROSION CONTROL MEASURES AS SHOWN. CLEAN ACCUMULATED SEDIMENT AS NECESSARY. LEAVE IN PLACE UNTIL DISTURBED AREAS HAVE BEEN ADEQUATELY STABILIZED.
- DISTURBED AREAS RESULTING FROM SILT FENCE REMOVAL SHALL BE PERMANENTLY SEED, CLUT AND FILL SLOPES CALL FOR INTENSIVE EROSION CONTROL MEASURES. INSTALL MULCH NETTING OR OTHER SLOPE STABILIZATION MEASURES AS SHOWN ON NHDOT CONTRACT PLANS FOR ALL SLOPES 3:1 (1 RISE ON 3 RUN) AND STEEPER.
- ALL DISTURBED AREAS SHALL BE TEMPORARILY STABILIZED WITH MULCH AND/OR MULCH NETTING BEFORE THE END OF EACH WORK DAY.
- ROADWAYS SHALL BE STABILIZED WITH BASE COURSE AND BINDER WITHIN 3 WEEKS OF INITIAL DISTURBANCE OF THE SLOPES ON A SECTION OF ROADWAY. IN ADDITION TO COMPLETING DISTURBED SLOPES TO FINAL GRADE WITH FINAL SEEDING OR OTHER PRESCRIBED STABILIZATION, WHEN WORK IS SUSPENDED WITHIN THE GROWING SEASON, ALL DISTURBED AREAS SHALL BE TEMPORARILY STABILIZED WITH SEED AND MULCH WITHIN 14 DAYS. OUTSIDE THE GROWING SEASON, ALL DISTURBED AREAS SHALL BE TEMPORARILY STABILIZED WITH MULCH, MULCH AND TACK ON SLOPES STEEPER THAN 3:1; OR EROSION MATTING ON SLOPES STEEPER THAN 2:1.
- TEMPORARY STABILIZATION OF DISTURBED AREAS:

- SEED BED PREPARATION: TILL THREE INCHES DEEP MIXING IN FERTILIZER, APPLY 2 TONS/ACRE (100#/1,000 SQ. FT.).
- FERTILIZE: UNIFORMITY APPLY NOT LESS THAN 300#/ACRE (7#/1,000 SQ. FT.)
- SEEDING: SELECT APPROPRIATE SEEDING MIXTURE FROM TABLE 1 BELOW. SPREAD SEED UNIFORMLY. FIRM SOIL BY ROLLING OR PACKING; IF NOT POSSIBLE, THEN RAKE LIGHTLY TO COVER SEEDS.
- MULCHING: MULCH ALL DISTURBED AREAS WITH 1-1/2 TO 2 TONS OF HAY OR STRAW PER ACRE (70-90#/1,000 SQ. FT.). ANCHOR ON ALL SLOPES 3:1 OR STEEPER AND ON SLOPES SUBJECT TO WASH OR WIND BLOWN CONDITION. BURN OR OTHER BIODEGRADABLE NETTING, STAKING AND STABILING MAY BE REQUIRED.

SPECIES	PLANT SELECTION AND SEEDING RATES		REMARKS
	PER ACRE	PER 1,000 SQ.FT.	
WINTER RYE	2 BU OR 112 LBS.	2.5 LBS.	BEST FOR FALL SEEDING. SEED AUGUST 15 TO SEPTEMBER 15 FOR BEST COVER. SEED TO DEPTH OF ONE INCH.
OATS	2 1/2 BU OR 80 LBS.	2 LBS.	BEST FOR SPRING SEEDINGS, LATER THAN MAY 15 FOR SUMMER PROTECTION. SEED TO DEPTH OF ONE INCH.
ANNUAL RYE	40 LBS.	1 LB.	GROWS QUICKLY, BUT IS OF SHORT GRASS DURATION. USE WHERE APPEARANCES ARE IMPORTANT, COVER SEED WITH NO MORE THAN 1/4 INCH OF SOIL WITH MULCH. SEEDING MAY BE DONE THROUGHOUT GROWING SEASON, OTHERWISE SEED EARLY SPRING OR BETWEEN AUGUST 15 & SEPTEMBER 15.

- PERMANENT STABILIZATION OF DISTURBED AREAS:
  - SEED BED PREPARATION: TOPSOIL (SANDY LOAM, LOAM, OR SILT LOAM), FRAGILE, FREE OF STUMPS, WOOD, AND ROOTS. STONES MORE THAN 1/2 INCH IN DIAMETER OR LENGTH SHALL BE PLACED OVER ALL DISTURBED AREAS IN A 4" (MINIMUM) THICK LAYER. TOPSOIL SHALL BE FREE OF HERBICIDES AND TOXIC MATERIALS. TOPSOIL SHALL HAVE A ORGANIC CONTENT BETWEEN 3-5%. TILL THREE INCHES DEEP. WORKING IN THE FERTILIZER AND LIME. SOIL TO BE TESTED PRIOR TO APPLICATION FOR RECOMMENDATION OF AMENDMENTS. AMENDMENTS TO BE REVIEWED WITH THE ENGINEER. IN ACCORDANCE WITH AMENDMENT RECOMMENDATIONS FROM TESTING LABORATORY. LIME PER THE RECOMMENDED RATE FOR OPTIMUM PH.
  - FERTILIZE: SPREAD SEED UNIFORMLY. FIRM SOIL BY ROLLING OR PACKING; IF NOT FEASIBLE, THEN RAKE LIGHTLY TO COVER SEEDS.
  - SEEDING: APPLY PROFILE HYDROBLANKET BFM OR APPROVED EQUIVALENT BASED ON APPLICATION RATE FOR 3500 LB/ACRE MIN. PER MANUFACTURERS REQUIREMENTS. BFM ALTERNATES MUST BE ON NHDOT APPROVED PRODUCTS LIST.
  - BONDED FIBER MATRIX:

- NOTES:
- ALL MATERIAL TO MEET FILTREXX® SPECIFICATIONS.
  - FILTER MEDIA™ FILL TO MEET APPLICATION REQUIREMENTS.
  - COMPOST MATERIAL TO BE DISPERSED ON SITE, OR SOXX CAN BE DELIVERED ON PALLETS.

GRASS SEED (SHADY GENERAL LAWN MIX)			
GRASS SEED SHALL BE FRESH, CLEAN, NEW-CROP SEED AND SHALL MEET THE PROVISIONS OF THE NEW HAMPSHIRE AGRICULTURAL AND VEGETABLE SEEDS LAW. SEED SPECIFIED IN THIS SECTION SHALL MEET THE FOLLOWING ANALYSIS:			
	MINIMUM PURITY %	MINIMUM GERM. %	LBS./ACRE
CREeping RED FESCUE	96	85	45
PERENNIAL RYEGRASS	98	80	55
KENTUCKY BLUEGRASS	97	85	30
REDTOP	95	80	5
	130	130	135 POUNDS/ACRE

LAWN SEED MIX SHALL BE BLENDED WITH ANNUAL RYE, DOUBLE JUMP MIX, AVAILABLE FROM NORTHERN NURSERIES ON ROUTE 5 IN WHITE RIVER JCT, VERMONT. APPLY AT 20% THE RECOMMENDED MANUFACTURER APPLICATION RATE PER ACRE.

OTHER SEED MIXTURES AND SEEDING RATES AS RECOMMENDED BY THE USDA - SOIL CONSERVATION SERVICE AND APPROVED BY OWNER MAY BE UTILIZED ONLY UPON PRIOR WRITTEN PERMISSION FROM THE ENGINEER.

- MAINTENANCE: REGULAR MAINTENANCE SHALL OCCUR DURING THE CONSTRUCTION PERIOD UNTIL SUCH TIME AS PERMANENT STABILIZATION IS ESTABLISHED. MINOR MAINTENANCE ACTIVITIES RECOMMENDED ON REGULAR INSPECTION REPORTS SHALL BE ADDRESSED BY THE END OF THE NEXT WORK DAY. ADDITIONAL MAINTENANCE MAY INCLUDE:
  - DISTURBED AREAS WILL BE FERTILIZED AND RE-SEEDING, WHERE NECESSARY.
  - CATCH BASINS WILL BE CHECKED AND CLEANED AS NECESSARY.
  - GRASS AND GRASS TREATMENT SWALES SHALL BE CHECKED FREQUENTLY AND CLEANED AS REQUIRED.
  - THE SILT FENCES AND HAY BALE Dikes WILL BE CHECKED ON A REGULAR BASIS AND REPAIRED AS NECESSARY TO CORRECT ANY DAMAGE, DETERIORATION, AND SHORT CIRCUITING. SEDIMENT WILL BE REMOVED WHEN IT REACHES ONE-THIRD OF THE HEIGHT OF SILT FENCE AND ONE-HALF THE HEIGHT OF OTHER BMP'S SUCH AS EROSION CONTROL SOCKS.
  - THE BOTTOM OF SEDIMENT BASINS SHALL BE PERIODICALLY CLEANED, WITH THE SEDIMENT REMOVED TO A SECURE LOCATION.
- SITE VISITS: THE SWPPP MONITOR SHALL BE CONTACTED ON A REGULAR BASIS TO OBSERVE THE INSTALLATION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROL PRACTICES, AND IN THE EVENT OF ANY EROSION, SEDIMENTATION OR TURBIDITY ISSUES THAT ARISE, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT THE APPROVED SWPPP AND EROSION CONTROL PLANS ARE KEPT UPDATED REGULARLY.
- ALL PERMANENT DITCHES, SWALES AND DRAINAGE STRUCTURES SHALL BE STABILIZED USING THE VEGETATIVE AND NON-STRUCTURAL BMP'S PRIOR TO DIRECTING RUNOFF TO THEM.
- THE CONTRACTOR SHALL INSPECT ALL EROSION CONTROLS DAILY AND PRIOR TO ANY ANTICIPATED RAIN EVENTS. THE SWPPP MONITOR SHALL INSPECT ALL EROSION CONTROLS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS OF ANY RAINFALL EVENT OF 0.25" OR GREATER RAINFALL THAT OCCURS WITHIN A 24 HOUR PERIOD. ALL DAMAGED SILT FENCES SHALL BE REPAIRED.
- ALL AREAS SHALL BE STABILIZED WITHIN 45 CALENDAR DAYS OF INITIAL DISTURBANCE. ALL AREAS NOT CURRENTLY BEING WORKED, SHALL BE STABILIZED WITHIN 7 CALENDAR DAYS.
- THIS PROJECT IS TO BE MANAGED IN A MANNER THAT MEETS THE REQUIREMENTS AND INTENT OF RSA 430:53 AND CHAPTER 430:5300 RELATIVE TO INVASIVE SPECIES. "INVASIVE SPECIES" MEANS AN ALIEN SPECIES WHOSE INTRODUCTION CAUSES OR IS LIKELY TO CAUSE ECONOMIC OR ENVIRONMENTAL HARM OR HARM TO HUMAN HEALTH. NO PERSON SHALL COLLECT, TRANSPORT, IMPORT, EXPORT, MOVE, BUY, SELL, DISTRIBUTE, PROPAGATE, OR TRANSPLANT ANY LIVING AND Viable PORTION OF ANY PLANT SPECIES, WHICH INCLUDES ALL OF THEIR CULTIVARS AND VARIETIES, LISTED IN TABLE 3800.1, NEW HAMPSHIRE PROHIBITED INVASIVE SPECIES LIST WITHOUT AND NHDES REQUIREMENTS. THE CONTRACTOR SHALL VERIFY THAT ALL IMPORTED SOILS ARE FREE FROM INVASIVE SPECIES. THE OWNER SHALL ORDER ANY PERSON WHO HAS BEEN FOUND IN VIOLATION OF THESE RULES TO TAKE SUCH MEASURES TO ERADICATE OR CONTROL THE INVASIVE SPECIES AS THE OWNER MAY DEEM NECESSARY. THE REQUIRED ERADICATION OR CONTROL MEASURES SHALL BE PROMPTLY IMPLEMENTED WITHIN THE TIME PERIOD DESIGNATED IN THE ORDER. IF THE ORDER IS NOT IMPLEMENTED WITHIN THE DESIGNATED TIME FRAME, ADMINISTRATIVE FINES, PENALTIES, OR BOTH, PURSUANT TO RSA 430:57, SHALL BE LEVIED. THE CONTRACTOR MAY ALSO BE REQUIRED TO MONITOR THE SITE FOR INVASIVE SPECIES FOR 12 YEARS FOLLOWING COMPLETION OF THE WORK. THE OWNER MAY WITHHOLD FUNDS FROM AGR 3802.06(A) MAY RESULT IN THE ASSESSMENT OF ADMINISTRATIVE FINES.
- WINTER CONSTRUCTION NOTES:
  - TEMPORARY SEEDING SHALL OCCUR PRIOR TO SEPTEMBER 15.
  - ALL PROPOSED VEGETATED AREAS WHICH EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH MULCH NETTING SHALL OCCUR OVER ACCUMULATED SNOW OR ON FROZEN GROUND AND SHALL BE COMPLETED IN ADVANCE OF THAW OR SPRING MELT EVENTS.
  - ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED TEMPORARILY WITH STONE OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITIONS.
  - ALL DISTURBED PAVEMENT SURFACES SHALL BE AT A MINIMUM BASE PAVED PRIOR TO NOVEMBER 1, FOR WINTER SHUTDOWN. PAVING AFTER NOVEMBER 1 WILL BE CONSIDERED TEMPORARY (AT THE COST OF THE CONTRACTOR) UNLESS OTHERWISE APPROVED BY THE CITY AND WILL BE REPLACED IN THE SPRING WITH PERMANENT PAVEMENT SURFACES.
- SEQUENCING/SITE MANAGEMENT:
  - ALL PROJECT LIMITS OF DISTURBANCE MUST BE STAKED ADJACENT TO WETLAND IMPACTS PRIOR TO THE START OF CONSTRUCTION.
  - TREE CLEARING AND TRIMMING LIMITS MUST BE FLAGGED AND REVIEWED WITH THE ENGINEER PRIOR TO THE START OF CONSTRUCTION.
  - INSTALL NECESSARY EROSION CONTROLS DOWN-GRADIENT OF EARTH DISTURBANCES PRIOR TO EARTHWORK ACTIVITIES. INSTALL CONSTRUCTION TRACK OUT CONTROLS AND ACCESS WAYS AS NEEDED FROM STAGING AREAS. OBTAIN ADDITIONAL PERMITS AS NEEDED FOR ANY STAGING AREA REQUIRING A LOCAL, STATE OR FEDERAL PERMIT PRIOR TO THE START OF CONSTRUCTION.
  - STOCKPILES SHALL BE REMOVED FROM THE SITE DAILY. NO STOCKPILING WILL BE ALLOWED IN THE CITY RIGHT-OF-WAY UNLESS APPROVED BY THE CITY ENGINEER.
  - REMOVE AND DISPOSE OF ALL CONSTRUCTION RELATED TRASH AND DEBRIS FROM THE SITE ON A DAILY BASIS.
  - INSTALL AND MAINTAIN DEWATERING CONTROLS WHILE DEWATERING IS IN PROGRESS. ALL DEWATERING DISCHARGES SHALL FLOW THROUGH A MINIMUM OF 30 FOOT UNDISTURBED VEGETATED SURFACE PRIOR TO DISCHARGE FROM THE SITE. THE USE OF STABILIZED TEMPORARY SUMPS, SETTLING BASINS AND FILTER BAGS IS REQUIRED. DEWATERING CONTROLS SHALL NOT BE INSTALLED OUTSIDE OF THE LIMIT OF WORK.
  - STABILIZE ALL DISTURBANCE AREAS (PERMANENT AND TEMPORARY) WITHIN TIMEFRAME REQUIREMENTS OF THE CONSTRUCTION GENERAL PERMIT.
  - PROTECT ALL NEW EXISTING DRAINAGE PIPES AND STRUCTURES FROM SEDIMENT AND TURBIDITY TRANSPORT OFF-SITE.
  - ALL DITCHES AND SWALES ARE TO BE STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM. CONTROLLED STONE DISCHARGES ARE TO BE INSTALLED AT EACH OF THE FIVE OFFSITE DISCHARGE LOCATIONS DIRECTLY FOLLOWING CULVERT/HEADWALL INSTALLATION. SOO SHALL BE INSTALLED AT ALL DOWN-GRADIENT GRADING DISTURBANCES IN THESE LOCATIONS AS NEEDED WITHIN 1 DAY OF GRADING.
  - WETLAND IMPACTS SHALL BE LIMITED TO DRY CONDITIONS, OR AT LEAST NOT IMMEDIATELY PRIOR TO OR FOLLOWING RAIN EVENTS. LIMIT CONSTRUCTION ACTIVITIES WITHIN VEGETATED WETLANDS, FLOWING OR STANDING WATER WETLANDS TO LOW-FLOW PERIOD OF JULY TO OCTOBER.
  - REMOVE ALL TEMPORARY EROSION AND SEDIMENT CONTROLS AFTER VEGETATIVE STABILIZATION IS ACCEPTED BY THE ENGINEER.

DESIGN DEVELOPMENT PLANS  
NOT FOR CONSTRUCTION

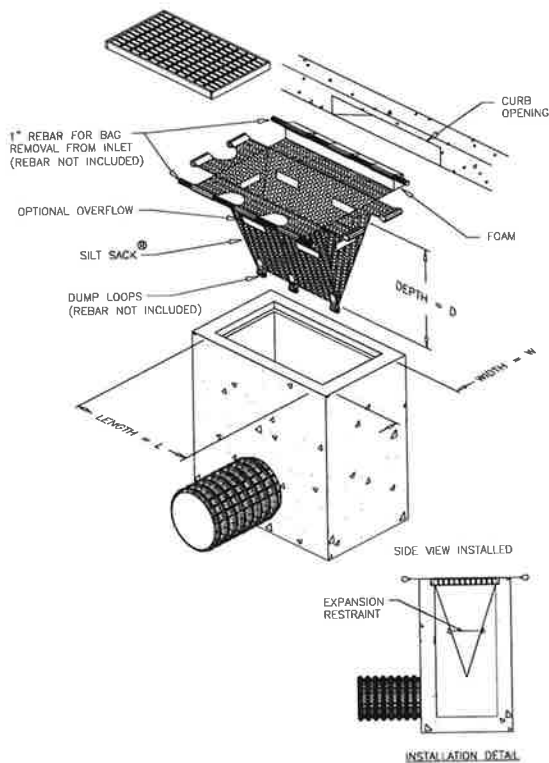
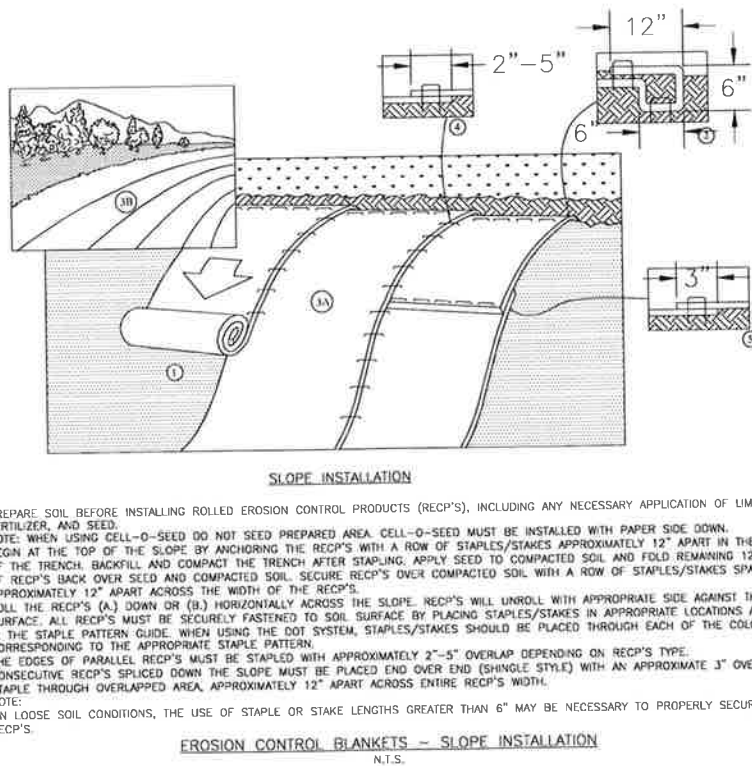
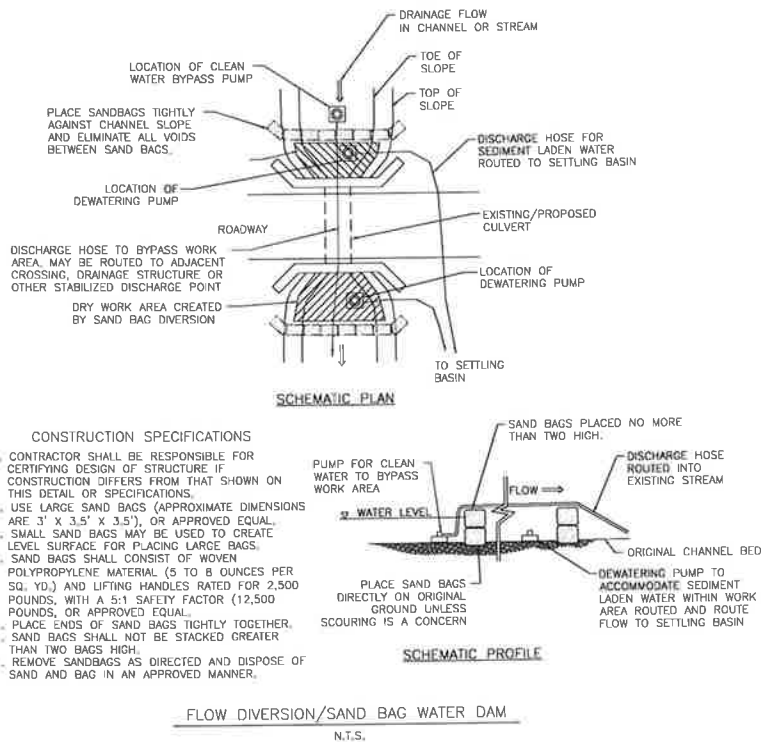
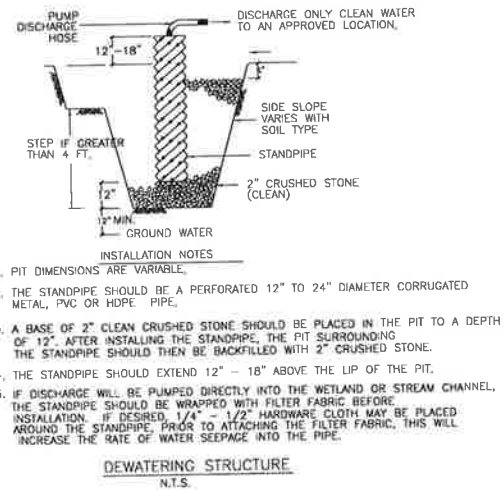
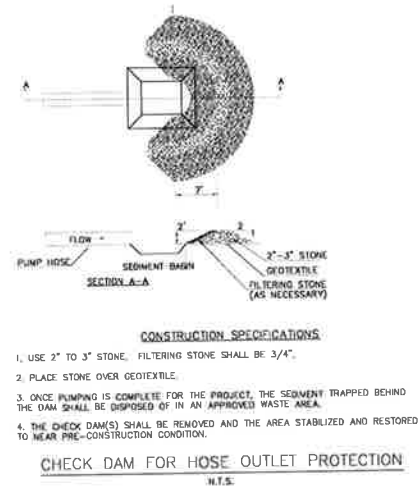
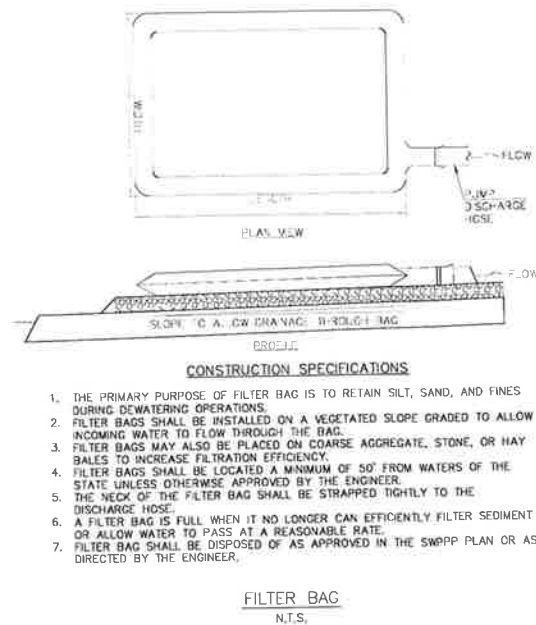
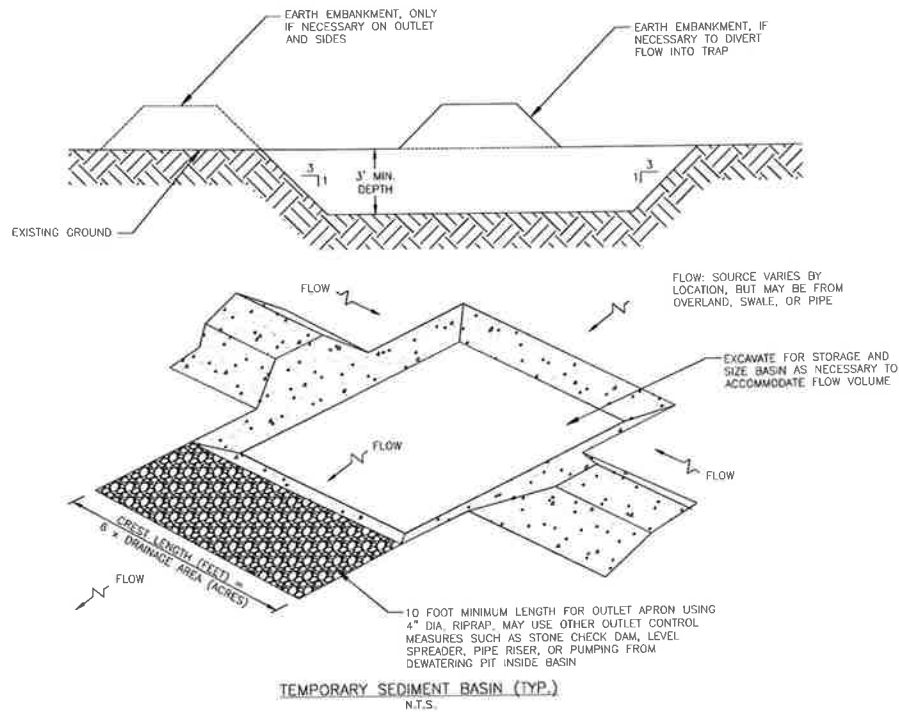
REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

EROSION AND SEDIMENT CONTROL AND DRAINAGE DETAILS FOR  
**TOWN OF SUNAPEE HIGHWAY GARAGE**  
621 NH ROUTE 11, SUNAPEE, NEW HAMPSHIRE

PATHWAYS CONSULTING, LLC

240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN	6
DESIGNED BY:	
DRAWN BY: DPM	
CHECKED BY:	
DATE: 7/27/2020	
PROJ. NO. 13037	SHEET 6 OF 7



**SILTSACK® SPECIFICATIONS**

NOTE: THE SILTSACK WILL BE MANUFACTURED FROM A WOVEN POLYPROPYLENE FABRIC THAT MEETS OR EXCEEDS THE FOLLOWING SPECIFICATIONS.

PROPERTIES	TEST METHOD	UNITS
GRAB TENSILE STRENGTH	ASTM D-4632	300 LBS
GRAB TENSILE ELONGATION	ASTM D-4632	20 %
PUNCTURE	ASTM D-4833	120 LBS
MULLEN BURST	ASTM D-3786	800 PSI
TRAPEZOID TEAR	ASTM D-4533	120 LBS
UV RESISTANCE	ASTM D-4355	60 %
APPARENT OPENING SIZE	ASTM D-4751	40 US SIEVE
FLOW RATE	ASTM D-4481	40 GAL/MIN/SQ FT
PERMITTIVITY	ASTM D-4491	0.55 SEC -1

**REGULAR FLOW SILTSACK®**  
(FOR AREAS OF LOW TO MODERATE PRECIPITATION AND RUN-OFF)

PROPERTIES	TEST METHOD	UNITS
GRAB TENSILE STRENGTH	ASTM D-4632	265 LBS
GRAB TENSILE ELONGATION	ASTM D-4632	20 %
PUNCTURE	ASTM D-4833	135 LBS
MULLEN BURST	ASTM D-3786	420 PSI
TRAPEZOID TEAR	ASTM D-4533	45 LBS
UV RESISTANCE	ASTM D-4355	90 %
APPARENT OPENING SIZE	ASTM D-4751	20 US SIEVE
FLOW RATE	ASTM D-4481	200 GAL/MIN/SQ FT
PERMITTIVITY	ASTM D-4491	1.5 SEC -1

**HI-FLOW SILTSACK®**  
(FOR AREAS OF MODERATE TO HEAVY PRECIPITATION AND RUN-OFF)

**OIL-ABSORBANT SILTSACK®**  
(FOR AREAS WHERE THERE IS A CONCERN FOR OIL RUN-OFF OR SPILLS)

DEPENDING ON YOUR PARTICULAR APPLICATION, THE SILTSACK CAN BE MADE FROM EITHER ONE OF THE ABOVE FABRICS WITH AN OIL-ABSORBANT PILLOW INSERT OR, MADE COMPLETELY FROM AN OIL-ABSORBANT SILTSACK® WITH A WOVEN PILLOW INSERT.

DESIGN DEVELOPMENT PLANS  
NOT FOR CONSTRUCTION

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

EROSION AND SEDIMENT CONTROL DETAILS FOR  
**TOWN OF SUNAPEE HIGHWAY GARAGE**  
621 NH ROUTE 11, SUNAPEE, NEW HAMPSHIRE

**PATHWAYS CONSULTING, LLC**  
240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03768  
(603) 448-2200

SCALE: AS SHOWN
DESIGNED BY:
DRAWN BY: DPM
CHECKED BY:
DATE: 7/27/2020
PROJ. NO. 13037

**7**  
SHEET 7 OF 7

### 321 Vacation

Regular full-time and regular part-time employees are entitled to vacation with pay. Rate of pay will be based upon the employee's pay for a regularly scheduled workweek.

Example:

A regular full-time employee who regularly works 40 hours per week will be paid for 40 hours for each week of vacation he/she is entitled to receive.

A regular part-time employee who regularly works 20 hours per week will be paid for 20 hours for each week of vacation he is entitled to receive.

Each employee must give his/her department head adequate notice prior to the time he/she wishes to take vacation time. Final authorization to grant leave is vested in the department head. No leave will be granted if doing so affects the services of the department. Length of employment from last date of employment will determine the sequence in which an employee may select his/her vacation within his/her department.

Vacation time is earned as of January 1 of each year in accordance with the table below. For new employees, ten days of vacation will be prorated based on the portion of the year completed as of January 1; e.g.: if hired July 1, 2004, an employee would have 5 days of vacation earned and available to take during the 2005 calendar year. Similarly, if an employee was hired October 1, 2004, two and one-half days would be available for use in 2005 (one quarter of ten).

When an employee's anniversary completes a year of employment entitling him/her to an additional day of vacation (years 6 thru 15), that extra day shall be credited as of January 1 of that year.

Every employee is expected to take all of the vacation time he/she is entitled to each year. However, up to one week of vacation may be carried over to the following year under special circumstances when approved in writing by the Town Manager. *For the year ending December 31, 2020, the Board of Selectmen have approved carrying over up to two weeks (80 hours) of vacation due to the COVID-19 Pandemic and travel restrictions imposed.* It is the employee's responsibility to request such carry-over sufficiently in advance to allow for taking of the vacation during the current year in case the request is not approved. Unused vacation cannot be exchanged for pay with one exception: If an employee has not taken his/her vacation the year the employee's service with the Town of Sunapee terminates, the employee will be paid for the unused vacation at the time of termination.

Department heads may require employees to take all vacation at one time, or during a particular time of year. Such department policies shall be posted in writing.

YEARS OF SERVICE COMPLETED AS OF 12/31	VACATION DAYS AVAILABLE THE FOLLOWING YEAR
0 - 1	Accrue .83 days for each month completed to be available the following year.
1 - 5	10
6	11
7	12

8	13
9	14
10	15
11	16
12	17
13	18
14	19
15	20

The Road Agent, Police Chief, Town Manager, Library Director, Town Clerk/Tax Collector, and Superintendent of Water and Sewer Department are currently entitled to receive one additional week of vacation or compensation because of extra time required to do their jobs.



## SUNAPEE HIGHWAY DEPARTMENT

621 Route 11

Sunapee, New Hampshire 03782

Phone: (603) 763-5060 Fax: (603) 763-4337

### MEMORANDUM

FROM: Scott A. Hazelton, Highway Director  
TO: Donna Nashawaty, Town Manager  
DATE: August 17, 2020  
RE: Highway Department Mechanic's Labor Grade & Title

We recently completed the process of interviewing potential candidates for the "Operator Mechanic" position at the Highway Department. During this process it became very evident to my Foreman and I that the Operator Mechanic's pay Grade 11, having a pay range of \$20.57 - \$29.73, is lower than positions of similarity in our area. Hourly rates for the two finalists during this round of interviews and for the last round of interviews prior to hiring our last mechanic, and that were available on line for positions of similarity, suggested that pay ranges for positions of similarity were more in line with the Town's pay Grade 12. At this point, I would ask the Board to consider changing the Operator Mechanic's existing labor grade from a Grade 11 to a Grade 12, having a pay range of \$22.23 - \$32.12.

Additionally, the current position's title of "Operator Mechanic" is not a good representation of the current "Job Description" that has been advertised for the position. The current job description begins with "work involves the maintenance, repair and NH state inspection of all Town-owned gas powered vehicles, diesel powered vehicles and equipment, and maintenance of miscellaneous small gas and diesel powered tools." Further, the "Duties and Responsibilities" that are listed for the position are not in line with the current title. That said, the position's job description and responsibilities are more in line with that of a "Shop Foreman/Diesel & Heavy Equipment Mechanic" and we would ask the Board to consider changing the position's title to just that, "Shop Foreman/Diesel & Heavy Equipment Mechanic".





**TOWN OF SUNAPEE**  
23 Edgemont Road  
Sunapee, New Hampshire 03782  
Phone: (603) 763-2212 Fax: (603) 763-4925

August 13, 2020

Derek Ferland  
County Manager  
Sullivan County  
603-863-2560  
dferland@sullivancountynh.gov

Dear Mr. Ferland

On behalf of the Town of Sunapee, we are pleased to issue this letter of support for the LHC Grant Application with HUD, which includes our Town.

The Town of Sunapee contains over 2500 housing units, which is 11% of the housing units in the County. With 820 of these units constructed prior to 1970, we know that roughly 1/3 of our housing could contain lead paint hazards. We also know that of the 29 children poisoned in Sullivan County in the last year for which we have data, 5 of them lived in Sunapee. Since, at the State level, we only tested about 20% of our children under 6 in that year, we do not really know the scope of the problem or the number of poisoned children.

Sunapee is dedicated to preventing childhood lead poisoning in our community and is pleased to partner with the County in this endeavor.

We will devote resources such as staff time and physical space required to work with the HUD grant program manager to provide intake and training in the town of Sunapee. We will help to get the word out to attract, train, and maintain a list of Lead Abatement Contractors in our community and to inform and encourage property owners in our town to participate in the OHHLHC grant program.

We are excited by this partnership and looking forward to making our community safer in the coming years through the HUD OHHLHC funding.

Sincerely,

Donna Nashawaty  
Sunapee Town Manager  
603-763-1212 ext 11



## *Monthly Budget Through July 31, 2020*

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$332,502.00	\$183,347.29	\$149,154.71	44.86%
TCTC	\$219,088.00	\$108,206.40	\$110,881.60	50.61%
Elections	\$16,898.00	\$8,567.06	\$8,330.94	49.30%
Finance	\$228,848.00	\$120,696.47	\$108,151.53	47.26%
Assessing	\$116,644.00	\$36,983.71	\$79,660.29	68.29%
Legal	\$18,000.00	\$5,324.44	\$12,675.56	70.42%
Personnel Benefits Mgmt	\$1,000.00	\$33.00	\$967.00	96.70%
Planning/Zoning	\$57,839.00	\$20,569.75	\$37,269.25	64.44%
General Govt-B&G	\$262,206.00	\$122,218.58	\$139,987.42	53.39%
Cemetery	\$13,636.00	\$4,901.90	\$8,734.10	64.05%
Insurance	\$8,068.00	\$0.00	\$8,068.00	100.00%
Information Booth	\$28,544.00	\$2,525.05	\$26,018.95	91.15%
Other General Govt	\$31,128.00	\$17,061.18	\$14,066.82	45.19%
Police	\$886,577.00	\$483,260.78	\$403,316.22	45.49%
Ambulance	\$61,886.00	\$61,886.00	\$0.00	0.00%
Fire	\$236,998.00	\$104,963.87	\$132,034.13	55.71%
SSB	\$149,955.00	\$106,036.35	\$43,918.65	29.29%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,750,762.00	\$1,110,901.22	\$639,860.78	36.55%
Street Lights	\$16,800.00	\$8,746.87	\$8,053.13	47.94%
Transfer Station	\$558,246.00	\$286,584.96	\$271,661.04	48.66%
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	\$16,622.18	\$25,731.82	60.75%
Recreation	\$164,297.00	\$69,198.23	\$95,098.77	57.88%
Library	\$405,202.00	\$222,824.43	\$182,377.57	45.01%
Memorial Day	\$200.00	\$234.65	(\$34.65)	-17.33%
Patriotic/Band Concerts	\$5,000.00	\$5,084.50	(\$84.50)	-1.69%
Conservation Commission	\$3,775.00	\$3,326.39	\$448.61	11.88%
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	\$3,405,640.20	\$2,548,140.80	42.80%

## ***Monthly Budget Through July 31, 2020***

	<b>Budget</b>	<b>PaymentToDate</b>	<b>EndingBalance</b>	<b>% Remaining</b>
<b>Hydro</b>	<b>\$283,605.00</b>	<b>\$46,717.64</b>	<b>\$236,887.36</b>	<b>83.53%</b>
<b>Sum</b>	<b>\$283,605.00</b>	<b>\$46,717.64</b>	<b>\$236,887.36</b>	<b>83.53%</b>

## Expenditure Comparision January through July 2016-2020

Dept	Department Name	2016 Expenditures	2017 Expenditures	2018 Expenditures	2019 Expenditures	2020 Expenditures
4130	Executive	\$158,849.26	\$171,926.26	\$156,691.96	\$173,167.84	\$183,347.29
4140	TCTC	\$108,039.67	\$122,012.85	\$106,022.98	\$114,228.19	\$108,206.40
4141	Elections	\$6,367.67	\$4,937.95	\$5,102.17	\$4,506.13	\$8,567.06
4150	Finance	\$99,112.39	\$96,414.61	\$88,300.25	\$138,444.89	\$120,696.47
4152	Assessing	\$51,656.75	\$51,121.60	\$52,027.15	\$53,596.53	\$36,983.71
4153	Legal	\$9,384.43	\$5,819.05	\$12,666.10	\$6,597.58	\$5,324.44
4155	Personnel Benefits Mgm	\$85.50	\$88.50	\$56.25	\$49.50	\$33.00
4191	Planning/Zoning	\$18,433.23	\$23,765.28	\$23,902.25	\$24,322.26	\$20,569.75
4194	General Govt-B&G	\$69,779.28	\$70,207.80	\$80,029.28	\$87,764.40	\$122,218.58
4195	Cemetery	\$4,252.10	\$5,990.47	\$6,068.07	\$5,832.74	\$4,901.90
4196	Insurance	\$14.38	\$0.00	\$7,539.99	\$0.00	\$0.00
4197	Information Booth	\$7,132.30	\$4,842.42	\$5,111.62	\$5,252.37	\$2,525.05
4199	Other General Govt	\$22,733.14	\$16,158.28	\$14,557.78	\$17,244.29	\$17,061.18
4210	Police	\$407,629.85	\$442,705.60	\$474,394.57	\$500,796.26	\$483,260.78
4215	Ambulance	\$0.00	\$0.00	\$57,222.00	\$58,939.00	\$61,886.00
4220	Fire	\$90,870.02	\$76,062.17	\$99,131.49	\$78,424.69	\$104,963.87
4229	SSB	\$101,578.81	\$93,942.97	\$100,153.78	\$108,305.57	\$106,036.35
4290	Emergency Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4312	Highway	\$958,733.60	\$1,038,599.55	\$1,087,266.47	\$770,455.91	\$1,110,901.22

Dept	Department Name	2016 Expenditures	2017 Expenditures	2018 Expenditures	2019 Expenditures	2020 Expenditures
4316	Street Lights	\$16,026.26	\$24,591.71	\$6,621.63	\$8,769.24	\$8,746.87
4324	Transfer Station	\$217,583.55	\$250,998.42	\$241,214.82	\$269,460.22	\$286,584.96
4411	Health Officer	\$110.82	\$57.55	\$281.94	\$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	\$11,559.74	\$11,927.27	\$7,483.01	\$12,025.68	\$16,622.18
4520	Recreation	\$82,731.17	\$78,829.01	\$83,059.45	\$91,881.12	\$69,198.23
4550	Library	\$202,743.20	\$211,053.12	\$206,320.52	\$220,707.59	\$222,824.43
4583	Memorial Day	\$107.82	\$34.94	\$34.94	\$174.95	\$234.65
4589	Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,084.50
4611	Conservation Commissio	\$1,009.00	\$896.00	\$1,376.00	\$2,365.00	\$3,326.39
4711	Debt - Principal	\$246,026.93	\$188,803.43	\$247,479.53	\$248,205.83	\$248,932.13
4721	Debt - Interest	\$58,057.95	\$47,337.97	\$38,962.97	\$35,035.86	\$31,270.54
4723	Debt - TAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$2,955,608.82	\$3,059,299.78	\$3,223,454.97	\$3,056,953.40	\$3,405,640.20
4339	Hydro	\$25,044.39	\$27,569.81	\$25,135.32	\$69,459.56	\$46,717.64
		\$25,044.39	\$27,569.81	\$25,135.32	\$69,459.56	\$46,717.64
Grand Total		\$2,980,653.21	\$3,086,869.59	\$3,248,590.29	\$3,126,412.96	\$3,452,357.84

**Revenue Comparison January through July 31, 2016 - 2020**

<b>AccountNumber</b>	<b>AccountName</b>	<b>2016 Revenue</b>	<b>2017 Revenue</b>	<b>2018 Revenue</b>	<b>2019 Revenue</b>	<b>2020 Revenue</b>
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	12,750.00	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	46,222.78	55,034.90	57,692.25	56,331.34	27,916.73
01-3190-01-903	Returned Check Fee	25.00	0.00	75.00	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	630.00	825.00	1,224.00	720.00	1,075.50
01-3220-01-906	AUTO REGISTRATIONS	449,233.30	443,269.00	500,095.06	519,565.85	540,111.36
01-3220-01-907	Snowmobile and ATV Fees	0.00	-213.00	-1,312.00	-3,043.00	-1,087.00
01-3230-01-908	SUBDIVISION FEES	250.00	2,550.00	850.00	550.00	0.00
01-3230-01-909	SITE PLAN REVIEW FEES	600.00	700.00	800.00	1,685.00	700.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	26,963.30	33,995.93	16,577.50	26,619.90	24,568.20
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	1,364.00	1,235.90	3,102.60	3,215.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	10,469.86	9,103.70	8,961.28	10,485.54	11,785.39
01-3290-01-912	DOG LICENSES/FEES	5,607.00	5,417.50	6,586.50	4,703.50	3,305.50
01-3290-01-915	VITALS-BIRTH & DEATH	1,605.00	2,195.00	2,250.00	2,255.00	1,880.00
01-3290-01-917	TOWN CLERK FEES	9,295.00	9,156.50	9,503.00	9,124.00	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	6.50	10.50	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	86,850.12	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	5,339.75	5,295.46	2,632.47	2,634.30	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
01-3359-01-840	STATE NH ROOMS AND MEALS TAX	0.00	0.00	0.00	0.00	0.00
01-3379-01-935	TOWN OF SPRINGFIELD-TS	52,128.00	52,027.00	51,145.50	53,203.50	59,688.00
01-3401-01-320	Fireworks Permit Fee	340.00	480.00	400.00	220.00	160.00
01-3401-01-321	PHOTOCOPY INCOME	53.00	68.75	39.00	24.75	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

**Revenue Comparison January through July 31, 2016 - 2020**

<b>AccountNumber</b>	<b>AccountName</b>	<b>2016 Revenue</b>	<b>2017 Revenue</b>	<b>2018 Revenue</b>	<b>2019 Revenue</b>	<b>2020 Revenue</b>
01-3401-01-586	RECYCLING INCOME-ALUMINUM	6,391.20	4,795.80	6,289.17	3,675.20	2,809.90
01-3401-01-587	RECYCLING CARDBOARD	4,297.25	5,969.20	5,582.15	3,126.59	2,008.40
01-3401-01-588	RECYCLING NEWSPAPER	1,598.95	1,714.82	806.72	255.54	272.20
01-3401-01-589	RECYCLING SCRAP METAL	5,141.82	6,760.98	6,858.71	5,214.40	10,001.71
01-3401-01-592	RECYCLING PLASTIC	418.99	832.70	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
01-3401-01-937	MISC. GENERAL GOV'T INCOME	14,099.65	11,194.98	4,624.85	22,002.94	13,791.88
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	3,591.46
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	1,500.00	1,500.00	1,500.00
01-3401-01-951	TOWN OFFICE POSTAGE	78.69	50.08	82.95	3.42	1.00
01-3401-01-953	REPORTS/LABELS/DISKS SOLD	483.50	541.23	172.75	393.00	257.75
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 O	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	25,670.00	25,270.00	25,685.50	27,743.00	35,167.50
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	16,330.28	4,500.00	0.00	31,456.63	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	28,941.85	24,887.84	40,743.00	54,804.76	18,944.96
01-3501-10-813	Pistol Permit Fee	0.00	300.00	100.00	70.00	170.00
01-3503-01-936	RENTS/LEASES & SERVICES	3,432.58	7,799.72	0.00	6,147.10	0.00
01-3503-01-937	TOWN DOCK RENTAL	0.00	0.00	0.00	0.00	0.00
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	50.00	0.00	0.00



### Revenue Comparison January through July 31, 2016 - 2020

AccountNumber	AccountName	2016 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
01-3504-01-939	PARKING FINES	720.00	0.00	1,160.00	240.00	1,080.00
01-3504-01-940	PD FALSE ALARM FINES	100.00	1,370.00	0.00	0.00	0.00
01-3504-01-941	Replacement Transfer Station Tags	175.00	150.00	400.00	50.00	130.00
01-3504-01-944	PD STATE WITNESS FEES	60.00	0.00	1,200.00	787.30	500.00
01-3504-01-945	PD COURT RESTITUTION	0.00	0.00	0.00	0.00	0.00
01-3504-01-946	PD Discovery	470.00	390.00	275.00	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	152.00	118.00	906.00
		788,168.81	766,580.14	862,664.89	904,575.87	824,359.88

