SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, October 5, 2020

- **Citizen Input: In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at https://townhallstreams.com/towns/sunapee_nh. If citizens have input for the Board/Committee please submit to Donna Nashawaty, Town Manager at donna@town.sunapee.nh.us no later than 3:30 pm on the day of the meeting. To be on the agenda via zoom, contact the Town Manager for log in information.**

1. REVIEW OF ITEMS FOR SIGNATURE:
CZC's:
Parcel ID:0133-0011-0000 Cory & Renee Flint, 16 High Street
Parcel ID:0112-0019-0000 Lowell & Kimberly Putnam, 24 Woodland Road
Parcel ID:0126-0018-0000 Davis Family Investment LTD., 130 Garnet Hill Road
LAND DISTURBANCE BOND:
Parcel ID:
Parcel ID:0126-0018-0000 Davis Family Investment LTD., 130 Garnet Hill Road
Parcel ID:0112-0019-0000 Lowell & Kimberly Putnam, 24 Woodland Road
DEMO PERMIT:
Parcel ID:0112-0019-0000 Lowell & Kimberly Putnam, 24 Woodland Road
PERMIT TO EXCAVATE:
Parcel ID:0138-0028-0000 Brian Vincent, 76 Stagecoach Road

2. APPOINTMENTS
7:00PM-Betty Ramspott-Seasonal Pay
7:10PM-Scott Hazelton-Highway Safety Committee
7:20PM-Tim Fleury-Nutting Farm Easement
7:30PM-Chief Cahill-Detail Equipment

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION
•Energy Committee Reappointment
•Firewards Appointment
•Easement for the Nutting Farm
•Accept $1,000 Welfare Grant from Harkins Family Charitable Trust
•Sign MS-535
•MS1 and Associated Revaluation Update

5. CHAIRMAN'S REPORT

Items Selectman Augustine requested:

- Update on COVID-19 cases in Sunapee and nearby towns
- Update on Sullivan County nursing home project and potential impact on Sunapee property taxpayers
- Update on town-wide property value assessment
- Discuss whether Sunapee property taxpayers should continue paying for 50% of Town employee health insurance deductible in 2021
- Discuss whether to pursue any joint positions with the Sunapee school district or neighboring towns

6. TOWN MANAGER REPORTS

7. UPCOMING MEETINGS:

10/05-Energy Committee, Town Meeting Room
10/07-Conservation Commission, Town Meeting Room
10/08-Planning Board, Town Meeting Room
10/12-Columbus Day. Town Office Closed
10/13-Recreation Commission, Town Meeting Room
10/15-Abbott Library Trustees, Abbott Library

TOWN OF SUNAPEE
TOWN CLERK & TAX COLLECTOR

October 5, 2020

To: Board of Selectmen

From: Betty H. Ramspott, Town/Clerk Tax Collector

Subject: Adjustment in Seasonal Rate

It is my recommendations to increase the Ballot Clerk's rate of pay from $9.75 to $10.00 an hour and the Supervisors of the Checklist from $10.00 to $10.25.

The responsibility of these two positions has changed dramatically over the past few years, and I feel this is a fair request.

For the Ballot Clerk Position this equates to about $12 for the year 2021 and for the Supervisors of the Checklist this equates to about $42.75 for the year 2021.

23 Edgemont Road • PO Box 303 • Sunapee, NH 03782 • Telephone: 603-763-2449 • FAX: 603-763-4608 • eMail: betty@town.sunapee.nh.us

Highway Safety Committee
Meeting Minutes
September 24, 2020

Present at the meeting: Scott Hazelton, Chief Cahill, Michael Martell, Bill Roth, Donna Nashawaty (via zoom), Terry Mattson (guest via zoom)

- **Hamel Road Resident's Request to Lower Speed Limit to 20MPH:** The Committee recommends that the Board of Selectmen approve the speed limit reduction from 25MPH to 20MPH on Hamel Road.

- **Main Street & Garnet Street Intersection Realignment:** The Committee reviewed the intersection realignment concept. The Highway Director will prepare an intersection realignment design upon receipt of real survey data from Penny Royal Hill Land Surveying and will develop a request for proposal for contractors to bid on the project. The Committee recommends that the Board of Selectmen consider implementing the improvements to the intersection in 2021.

- **Main Street & Alpine Court Intersection Realignment:** The Committee reviewed the intersection realignment concept. The concept involves realigning the intersection and relocating the existing granite water trough that sits at the bottom of Alpine Court in the middle of the street. The Committee recommends that the Board of Selectmen obtain input from residents that are familiar with the history of the water trough, and that will assist the Board or Committee with a place or places that the water trough might be relocated to. Timing of this project should coincide with the scheduled improvements to Alpine Court listed in the Pavement Management Plan.

- **Main Street GM & Prospect Hill Road Intersection Improvements:** The Committee reviewed the intersection improvements concept which propose signage ("Stop" & chevron arrows) and striping upgrades to the Intersection. The Highway Department will install the "Stop" sign and chevron arrows as shown on the concept. The striping improvements will be installed in the late spring/early summer of 2021.

- **Engine Brake Restriction Request for Old Springfield Road & Route 11:** A letter was received from Terry Mattson requesting an engine brake restriction on Route 11 and Springfield Road for the benefit of all of the citizens. The Highway Director and Highway Foreman do not support the proposed restriction. Engine brakes are a safety component that assist with slowing a commercial vehicles rate of speed and/or that aid with stopping a commercial vehicle. The Highway Department has engine brakes on some of their heavy trucks. The Committee discussed that Route 11 and Springfield Road are state roads and that the NHDOT typically was responsible for approving signage that is proposed for state roads. The Committee will recommend that the Board of Selectmen authorize the Highway Director to send a letter to the NHDOT asking them to consider the installation of engine brake signs on the aforementioned roads.

- **River Road Drainage & Paving Schedule:** The Highway Department will begin drainage improvements in the spring and will try to get the road prepared for paving during the second or third week of June 2021. If this date can not be met the road will be paved after Labor Day in 2021.

- **Youngs Hill Road Improvements update:** The project components which were scheduled to be completed in 2020 are 90% complete. The items remaining to be completed are those associated with the relocation of utility poles and wires and excavation around the locations of those poles. The road will be graded, likely one more time before winter, and then in the spring prior to paving of the road.

- **Jobs Creek Road Bridge Over Jobs Creek project update:** The bridge installation is complete. The bridge is scheduled to be paved within the next week (weather dependent). The bridge will be open upon completion of the paving and installation of the guardrails.

- **Harbor Boat Launch project update & schedule:** The Harbor Boat Launch will be CLOSED on Tuesday October 13, 2020, for the reconstruction of the boat launch. The boat launch may be closed through the end of the year. The Police Department will relocate the digital message board into the Harbor area to assist with notifying boater and/or residents of the closure. Letters were sent out to all project abutters, dock owners/lessees, and marinas that had their information on file with the Town.

- Public Comment: None

- Other Business: A placeholder shall be e-mailed to committee member for the next Highway Safety Committee meeting during the week prior to Thanksgiving.

Barbara Vaughn

From: Van Webb <vanowebb@gmail.com>
Sent: Monday, September 21, 2020 5:41 PM
To: Donna Nashawaty; 'Deborah Stanley'; 'Fleury, Tim'; 'Andy Deegan'
Cc: Barbara Vaughn; Lynne Wiggins; 'Joanne Menard'
Subject: RE: status of the easement review for the Nutting Farm

Donna-

We will have Tim there to speak on behalf of the ConCom, he has been guiding this effort all along and I'm sure he can carry us across the finish line. As mentioned below, we are hoping to have the signing sometime during the week starting Monday Oct 12 a full week after Selectboard action, if it is at the end of that week it could be as late as the 15th or 16th which would almost be 2 weeks to get the financial picture in order, it sounds like that would work for you folks. For the closing there will only be one check that is required, it will be for $185,000 and it will be made out to the Nutting Family Trust. After the closing we will receive a invoices from ASLPT for expenses of the project, we will approve them at our November meeting so Lynne can pay them after that meeting.

Perhaps on the 5th you could pick some tentative dates for the closing which Tim could then relay to all parties. We will narrow down our choices and come up with a time that is suitable for all.

Van

-----Original Message-----
From: Donna Nashawaty <Donna@town.sunapee.nh.us>
Sent: Monday, September 21, 2020 5:09 PM
To: Van Webb <vanowebb@gmail.com>; 'Deborah Stanley' <dstanley@ausbonsargent.org>; 'Fleury, Tim' <timothyfleury@gmail.com>; 'Andy Deegan' <adeegan@ausbonsargent.org>
Cc: Barbara Vaughn <frontdesk@town.sunapee.nh.us>; Lynne Wiggins <Lynne@town.sunapee.nh.us>; Joanne Menard <joanne.menard@yahoo.com>
Subject: RE: status of the easement review for the Nutting Farm

Van we have on the action for selectmen on October 5. It would be appropriate for Tim to be there or on Zoom, let me know. in addition, the check won't be able to be cut till after the selectmen action, I don't know if a few days is enough to get the treasurer to sign it. is it as you detail below, and for the exact amount? Lynne, can you comment please. otherwise, Josh will have to be asked of availability.

thanks
Donna

-----Original Message-----
From: Van Webb <vanowebb@gmail.com>
Sent: Monday, September 21, 2020 4:49 PM
To: Donna Nashawaty <Donna@town.sunapee.nh.us>; 'Deborah Stanley' <dstanley@ausbonsargent.org>; 'Fleury, Tim' <timothyfleury@gmail.com>; 'Andy Deegan' <adeegan@ausbonsargent.org>
Cc: Barbara Vaughn <frontdesk@town.sunapee.nh.us>; Lynne Wiggins <Lynne@town.sunapee.nh.us>; Joanne Menard <joanne.menard@yahoo.com>
Subject: RE: status of the easement review for the Nutting Farm

Donna-

The ConCom is ready to roll on this project, I have attached our notice for the June meeting we held to satisfy the requirements of RSA 36-A:5, the vote after the public hearing was positive so I believe all is in order for the Selectboard to review at their meeting on Oct 5 and if the vote is positive at that meeting all we need to do is decide on a date when to close with the Nutting family. Would you like Tim Fleury to represent the ConCom at the Selectboard meeting on Oct 5 to speak to the process so far and answer questions that the Selectboard may have?

It has been suggested that we schedule the closing for the week beginning Monday Oct 12 sometime during the day at the Town Hall, please remember that the chairman of the Selectboard has to be present to sign the document. It is also very important to remember that the Town will need to have a check made out to the Nutting Family Trust for $185,000 at that closing, the ConCom does not have a checking account, the check is always produced by Lynne for these transactions, I have copied her in this email.

We will be meeting the first Wednesday of the month, which is Oct 7 just after your Selectboard meeting if there are any issues we need to address. Please get back to me with questions or concerns.

Van

-----Original Message-----
From: Donna Nashawaty <Donna@town.sunapee.nh.us>
Sent: Friday, September 18, 2020 11:51 AM
To: 'Van Webb (vanowebb@gmail.com)' <vanowebb@gmail.com>; Deborah Stanley <dstanley@ausbonsargent.org>; 'Fleury, Tim' <timothyfleury@gmail.com>
Cc: Barbara Vaughn <frontdesk@town.sunapee.nh.us>
Subject: FW: status of the easement review for the Nutting Farm

OK, she did a very good job very quickly, want to fix what she indicates and I expect your Oct 1 meeting, and My Oct 5th meeting would do it? want to shoot for that. I need the completed document on Thursday before my meeting. Else we can go for Oct 17.....

Let me know.

Barb put a placeholder for BOS action for the 5th, we can change it if it gets pushed back.

Thanks
Donna

From: Laura Spector-Morgan <laura@mitchellmunigroup.com>
Sent: Friday, September 18, 2020 10:43 AM
To: Donna Nashawaty <Donna@town.sunapee.nh.us>
Subject: RE: status of the easement review for the Nutting Farm

Hi Donna. This easement is pretty standard. The town is getting an executory interest, which means basically it's the backup easement holder. If the Sargent Land Trust stops doing what it's supposed to or the organization no longer exists, the town takes over enforcement. There are details which need to be filled in, and the signature pages need to be customized, but I don't have any big concerns.

The conservation commission has the authority to acquire such an interest in land, but only with the "approval of the governing body"—the selectmen. There's no public hearing required—the selectmen just discuss and vote to approve the town acquiring the executory interest. The conservation commission needs to take a similar action at a public meeting.

If the conservation commission is expending funds out of the conservation fund to acquire this executory interest, it needs to follow the process set forth in RSA 36-A:5 to authorize the expenditure.

Let me know if there are any questions or concerns. Thanks!

Laura

Laura Spector-Morgan, Esquire
Mitchell Municipal Group, P.A.
25 Beacon Street East
Laconia, NH 03246
(603) 524-3885
fax (603) 524-0745
www.mitchellmunicipalgroup.com<http://www.mitchellmunicipalgroup.com/>

[logo - without 20 years (3)]

From: Donna Nashawaty
Sent: Thursday, September 17, 2020 10:08 AM
To: Laura Spector-Morgan <laura@mitchellmunigroup.com<mailto:laura@mitchellmunigroup.com>>
Subject: FW: status of the easement review for the Nutting Farm

Can I have someone review this easement. the conservation commission wants to bring it to the selectmen, so I need direction for that as well.

thanks
Donna.

From: Andy Deegan <adeegan@ausbonsargent.org<mailto:adeegan@ausbonsargent.org>>
Sent: Wednesday, September 16, 2020 3:06 PM
To: Donna Nashawaty <Donna@town.sunapee.nh.us<mailto:Donna@town.sunapee.nh.us>>
Cc: Van Webb <vanowebb@gmail.com<mailto:vanowebb@gmail.com>>; Deborah Stanley <dstanley@ausbonsargent.org<mailto:dstanley@ausbonsargent.org>>; Fleury, Tim <timothyfleury@gmail.com<mailto:timothyfleury@gmail.com>>
Subject: Re: status of the easement review for the Nutting Farm

Here you go. Let me know if you have any questions.

Andy

On Tue, Sep 15, 2020 at 4:34 PM Donna Nashawaty <Donna@town.sunapee.nh.us<mailto:Donna@town.sunapee.nh.us>> wrote:
Can someone help me, I don't seem to have it. Who gave it to me and when?

Thanks
Donna

From: Van Webb <vanowebb@gmail.com<mailto:vanowebb@gmail.com>>
Sent: Tuesday, September 15, 2020 9:37 AM
To: Donna Nashawaty <Donna@town.sunapee.nh.us<mailto:Donna@town.sunapee.nh.us>>
Cc: 'Andy Deegan' <adeegan@ausbonsargent.org<mailto:adeegan@ausbonsargent.org>>; Deborah Stanley <dstanley@ausbonsargent.org<mailto:dstanley@ausbonsargent.org>>; Fleury, Tim <timothyfleury@gmail.com<mailto:timothyfleury@gmail.com>>
Subject: status of the easement review for the Nutting Farm

Donna-

I have been asked by Andy at ASLPT to check in on progress for the Town's review of the easement language for the Nutting Farm. All the documents have been prepared and we would like to schedule a closing at your earliest convenience so we can move this project along. The ConCom and the Nutting family have reviewed the document, we are waiting for input from the Town.

Van

Gmail

E.Neill Cobb <e.neill.cobb@sunapeepd.com>

Galls Order Confirmation

1 message

Galls <donotreply@galls.com>
To: E.NEILL.COBB@sunapeepd.com

Thu, Sep 17, 2020 at 9:07 AM

CATEGORIES	BRANDS	CLOTHING	FOOTWEAR	EQUIPMENT	CLEARANCE

Hi SUNAPEE POLICE DEPT,

ORDER INFORMATION

Thank you for shopping at Galls. This is a summary of your order.

Order Number: 16590545
Order Date: 09/17/2020
Payments:
On Account

Ship To:

SUNAPEE POLICE DEPT
9 SARGENT RD
SUNAPEE, NH 03782

Customer PO#: NELL COBB

Order Status

You can check your order status anytime by signing in to your Galls account or by clicking here. If you have any questions or concerns, email us or call us toll-free at 866.673.7643.

Order Summary

Item No.	Description	Ordered	Item Price	Total Price
GL412 LGR MD	Ringers Hi-Vis Traffic Gloves COLOR: **LIME GREEN** SIZE: **Medium** Temporarily out of stock - a little more time is needed to provide an estimated ship date Fulfillment Location: LEX - Galls Lexington - Corporate	3	14.99	44.97
GL412 LGR LG	Ringers Hi-Vis Traffic Gloves COLOR: **LIME GREEN** SIZE: **Large** Fulfillment Location: LEX - Galls Lexington - Corporate	10	14.99	149.90
GL412 LGR XL	Ringers Hi-Vis Traffic Gloves COLOR: **LIME GREEN** SIZE: **Extra-Large** Fulfillment Location: LEX - Galls Lexington - Corporate	5	14.99	74.95
GL412 LGR 2X	Ringers Hi-Vis Traffic Gloves	2	14.99	29.98

	COLOR: **LIME GREEN** SIZE: **2X** Fulfillment Location: LEX - Galls Lexington - Corporate			
GL731 BLK MD	HWI Gear Fleece Touchscreen Gloves COLOR: **BLACK** SIZE: **MEDIUM** 2 in stock - usually ships same day; remaining items estimated ship date 10/16/2020 Fulfillment Location: LEX - Galls Lexington - Corporate	3	29.99	89.97
GL731 BLK LG	HWI Gear Fleece Touchscreen Gloves COLOR: **BLACK** SIZE: **LARGE** 3 in stock - usually ships same day; remaining items estimated ship date 10/16/2020 Fulfillment Location: LEX - Galls Lexington - Corporate	10	29.99	299.90
GL731 BLK XL	HWI Gear Fleece Touchscreen Gloves COLOR: **BLACK** SIZE: **EXTRA LARGE** Temporarily out of stock - order now; estimated ship date 10/16/2020 Fulfillment Location: LEX - Galls Lexington - Corporate	5	29.99	149.95
GL731 BLK 2X	HWI Gear Fleece Touchscreen Gloves COLOR: **BLACK** SIZE: **2X** Temporarily out of stock - order now; estimated ship date 10/16/2020 Fulfillment Location: LEX - Galls Lexington - Corporate	2	29.99	59.98
HS455 BLU REG POL	ML Kishigo Safety Vest Ansi PSV COLOR: **BLUE** SIZE: **Regular** TITLE: **POLICE** Fulfillment Location: LEX - Galls Lexington - Corporate	5	69.99	349.95
HS455 BLU JUM POL	ML Kishigo Safety Vest Ansi PSV COLOR: **BLUE** SIZE: **Oversized** TITLE: **POLICE** Fulfillment Location: LEX - Galls Lexington - Corporate	5	74.99	374.95

Merchandise Total:	1,624.50
@&SHIPDSC :	81.23
Sales Tax:	
Order Total:	1,705.73

Your order may ship in various intervals. If an item is on backorder your credit card is not charged until the item ships. Your credit card statement will show this purchase from GALLS. If items have shipped from our suppliers, we may not be able to process cancelation requests.

Order Status

You can check your order status anytime by signing in to your Galls account or by clicking here. If you have any questions or concerns, email us or call us toll-free at 866.673.7643.

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Below are some popular products for you based on your past selections. If you need help completing another purchase, let us know. Call, click or visit us.

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

Name: Nowack (Last), Bette (First) Date: August 3, 2020

Sunapee Registered Voter: (X) Yes ( ) No

Mailing Address:
60 Ridgewood Rd
Sunapee, NH 03782

Street Address (if different):

Lived in Sunapee Since: April 2017 Home Phone: (603) 491-9817 Work Phone N/A

E-mail: bette.nowack@gmail.com Fax: N/A

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	_____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	X Energy Committee

2. For consideration:

a. Occupation: Retired Civil/Environmental Engineer b. Employer: N/A

c. Length of current employment: N/A d. Education: MS Civil/Environmental Engineering

e. Relevant Experience: 40 years of engineering experience, NH Licensed Proessional Engineer, Certified Energy Manager

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 2-3 hours per week (daytime) 2-3 hours per week (evenings)

2-3 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: Town of Epping, NH / Conservation Commission / 1986-87

Revised 11262018

j. Are you willing to serve as an Alternate? X Yes ___No

k. Are you willing to serve on a Sub-Committee? X Yes ___No

3. Why do you want to serve on this board/committee? I have time to volunteer now that I am retired and would like to offer my experience and expertise to help the Town to be more efficient and cost-effective with energy use while improving the quality of the Town facilities.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have always had an interest in energy efficiency, and have incorporated energy efficiency features in treatment plants I designed and in the private residences that we built. I also assisted the Jordan Institute (Concord, NH non-profit) in getting school buildings in the Towns of Plaistow and Bedford Energy Star certified.

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

See #3 above.

6. Additional Comments: I have served on the Energy Committee since August 2019 and my term has now expired. I request to be reappointed for another term.

Bette L Nowack

(Signature)

August 3, 2020

(Date)

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

"considered **public information** and may be distributed or copied"

TOWN OF SUNAPEE NH
ENERGY COMMITTEE MEETING MINUTES

7-23-2020

Location – Town Hall Meeting Room
Attendance – Keith Chrisman, Bette Nowack
Meeting time – 5:00 pm to 7:00 pm

Minutes:

1. Reviewed draft minutes from 7-7-20 and approved them.
2. KC suggested a format for tracking the action items on a spreadsheet and presented a sample. Bette agreed it was a good format.
3. Bette has not heard back from W&S Commissioners regarding setting up a date for a meeting.
4. KC spoke to Paul Housemann at Eversource (work = 603-757-7326, cell = 603-465-8034) Paul sent KC an inventory of streetlights. Paul is the person to talk to about technical details of the energy usage.
5. Town of Sunapee (Donna Nashawaty) will not allow EC volunteers to have direct online access to Town Eversource account.
6. Donna obtained Dead River data for Jan 2018 through Dec 2019 and forwarded to KC.
   It appears we now have all the energy usage data we need for the four buildings we are entering into Portfolio Manager. Bette will enter data for the 4 buildings in a spreadsheet. KC will enter data in PM.
7. Bette's term is over August 8. She will need to fill out new volunteer form and submit.
8. Street Lights: Based on discussion with Paul Housemann of Eversource, KC found outa that some streetlights that were installed in 2017 might already be outdated and could be replaced for savings, particularly with rebates that are available.
9. KC will request 8/17 contract/costs for previous streetlight replacements from Donna and will request data for streetlight energy usage from Paul Housemann. He will also ask about rebates available.
10. Need updated ledger (2019/2020) from Donna to cross-check costs with Eversource and Dead River data.
11. KC proposed a tabular form to use for tracking action items. It was agreed to use this form as an attachment to the minutes, instead of listing action items in text.
12. KC spoke to Kristen Bahny at Eversource (603-621-6874) on July 7. She said that there is no deadline for scheduling audits; Eversource does not use PM for the Town of Sunapee; we should use PM for our own benchmarking.
13. Action items have been updated on the attached spreadsheet.
14. Next meeting was scheduled for Tuesday, 2020-08-04 @ 5:00 pm at Town Hall meeting room. [This meeting was later canceled due to weather. The next meeting occurred on 2020-08-18.]

DATE OPENED	Action item #	OWNER	ACTION	Resolution	STATUS	DATE CLOSED	Comments
2020-01-07	A	Nowack	Action Item 2020-01-07a BN – Bette to follow up with Eversource regarding data provided in response to action item from previous meeting. Need to ask Eversource what these documents cover, what are the units, what is meant by RD1 and RD2? 3.) We need them to explain demand charges and account numbers. 4.) Do the account numbers refer to distribution and/or source? 5.) Can we match up the service account number with the contract? 6.) Also, why are billing periods so random? 7.) Need to check with Barb regarding online access to account information. Bette will follow up.	KC contacted Eversource (Paul Hausmann) re the Jan 2020 data request. 2.) RD1 and RD2 is TBD. 3.) Waiting until we see all the data we have to see if we have any more questions. 4.) Are a/c #'s Eversource or Consolitated Energy. 5.) TBD. 6.) Why are some months are there two billings? 7.) Online access for Town Volunteers is not available.	PENDING		
2020-01-07	B	Bisson	Action Item 2020-01-21a JB – Joe will scan Eversource data and email to Keith & Bette. Bette will scan new action item.		DELETED		
2020-01-07	C	Chrisman	Action Item 2020-01-07b KC – Keith to follow up with Kristen Bahny at Eversource 603-621-6874 to discuss additional information regarding energy audits. Waiting for response from Kristen.	Completed. See email dtd 17 July 2020 fm K Bahny to KC	CLOSED		
2020-01-07	D	Chrisman	Action Item 2020-01-07 KC - 1.) Keith to check to see if EC can store documents/data in resource folder on Town server/cloud storage and 2.) if EC can post notices on public Town website. Letter sent to Donna by Keith. Keith to follow up with Donna.	Email from DN dtd 2020-01-15: 1.) No. 2.) no.	CLOSED		
2020-01-07	E	Nowack	Action Item 2020-01-07d BN – Bette will use scanned town documents to update spreadsheet with gross area instead of effective areas, and add Dead River Data.	will do this for the four buildings we are pursuing.	PENDING		
2020-01-07	F	Nowack	Action Item 2020-01-07e BN - Bette sent email to Holly Leonard at W&S Commission through town website inviting commissioners to EC meeting to discuss potential benefits EC can offer and potential future tours. Holly responded that she will check with the commissioners at the 2020-01-30 meeting and get back to us.		CLOSED	9/1/20	
2020-01-07	G	Chrisman	Action Item 2020-01-07f KC - Keith to talk to Donna about accounting system and potentially streamlining for EC's use. Keith sent email to Donna on 01-15-2020, Keith has not heard not back from Donna yet.	This is not possible. Sunapee only tracks money, not energy amount or price of energy.	CLOSED		
2020-01-21	H	Chrisman	Action Item 2020-01-21b KC - Keith will look into who owns street lights and any upgrades that have been done. He will check with DOT regarding traffic lights.	See email from Paul Housemann dtd TBS. Ownership in N/A. Upgrades dates have been provided by PH.	CLOSED	9/1/20	No traffic lights.
2020-01-21	I	Chrisman	Action Item 2010-01-21c KC - Keith will enter Eversource account numbers in a new spreadsheet.	Completed for Town, not the W&S. See spreadsheet.	OPEN	Do for Town and W&S based on recent W&S data	
2020-06-16a	J	Chrisman	Action Item 2020-06-16a KC – Keith will get thumb drive from Donna for storing important documents noted in minutes.	Received.	CLOSED		
2020-06-16a	K	Chrisman/ Nowack	Action Item 2020-06-16b KC/BN – Keith & Bette to make list of documents that should be stored in thumb drive.	KC will draw up a list that will be stored in this spreadsheet	OPEN		
2020-07-23	A	Chrisman	KC to complete Action Items spreadsheet, and not have AIs listed in the Meeting Notes.		CLOSED	9/1/20	
2020-07-23	B	Chrisman	Request in email dtd 28 July 2020 from the EC to the Town Manager: (1) Would it be possible to look at the 2017 contract you used to buy new [street] lights, remove and dispose of the old, and install new lights? (2) Have you had any push back from residents not wanting streetlights removed?	(1) 23 July 2020 from DN: "It will be a little while..." DN working on a Town issue.	OPEN		
2020-07-23	C	Chrisman	Request from the EC to the Town Manager in an email dtd 28 July 2020 : " Would you pls send me an electronic version of the 2019 Expenditure Ledger Detail for 2019 for electric, gas & diesel, and oil & propane expenses. We are NOT interested in the Expenditure Ledger Variance report. "	(1) 23 July 2020 from DN: "It will be a little while..." DN working on a Town issue.	OPEN		
2020-07-23	D	Chrisman	Request from the EC to the Town Manager in an email dtd 28 July 2020 : " We would like to get rebate information for streetlights, from, probably starting with Kristin Bahny, or from Paul Hausmann." May we talk to them diretly?	(1) 23 July 2020 from DN: "It will be a little while..." DN working on a Town issue.	OPEN		
2020-09-01	A	Nowack	Set up meeting with Revision Energy for a presentataion describing what they have done for other towns and what they could do for Sunapee.		OPEN		

STATE OF NEW HAMPSHIRE

To the inhabitants of the Town of Sunapee in the County Sullivan, New Hampshire.

You are hereby notified to meet at **Sherburne Gym,** on Tuesday, the third day of November 2020. The polls will be open between the hours of **8:00 a.m. and 7:00 p.m**. to act upon the following subjects:

To bring in your votes for President and Vice President of the United States, Governor, United States Senator, United States Representative, Executive Councilor, State Senator, State Representatives and County Officers.

Given under our hands and seal, this fifth day of October, in the year of Our Lord two thousand and twenty.

Signed by:

_____

_____

_____ Selectmen of Sunapee, New Hampshire

_____

_____

October 5, 2020

RSA 658:1

NEW HAMPSHIRE
CHARITABLE FOUNDATION

UP TO THE PROMISE

September 17, 2020

Ms. Laura Trow
Welfare Administrator
Town of Sunapee, NH
23 Edgemont Road
Sunapee, NH 03782

Grant ID#: 130375

Dear Ms. Trow:

I am pleased to inform you of a $1,000.00 grant from the Harkins Family Charitable Fund, an advised fund within the New Hampshire Charitable Foundation. The grant has been made at the recommendation of Jack R. Harkins. Correspondence of appreciation can be sent directly to the donor at 92 Garnet Street PO Box 708, Sunapee, NH 03782. The grant has been awarded for the Food Pantry.

A Terms of Award information sheet which explains the terms and conditions of the grant accompanies this letter. Please review this document carefully. Deposit of the grant check signifies your acceptance and intent to comply with the terms of the award; it also serves as our receipt for this payment.

We encourage you to publicize your work and if you do so, please check that you make reference to the support provided by the Harkins Family Charitable Fund of the New Hampshire Charitable Foundation. We also encourage you to share your story with us so we can help publicize your good work. Information about the Foundation's publicity guidelines, including logos may be found on our website at www.nhcf.org/publicity.

Our best wishes for the success of your programs.

Sincerely,

Amy Langille

Amy Langille
Donor Services Manager

If you have any questions, please contact donorservices@nhcf.org or call (603) 225-6641 and select the *donor services* option from our phone directory.

PLEASE NOTE: By accepting this gift, the grant recipient acknowledges that the entire value of this contribution is for charitable purposes and no goods, services or benefits were provided to any individuals affiliated with said donor advised fund.

New Hampshire Charitable Foundation

Check Date: 9/22/2020
Check Number: 250073

To: Town of Sunapee, NH
23 Edgemont Road
Sunapee, NH 03782

Invoice Number	Date	Description	Amount	Discount	Net Amount
GE-DA020-130375-1	9/22/2020	Harkins Family Charitable Fund grant for the Food	$1,000.00	$0.00	$1,000.00
		Totals:	**$1,000.00**	**$0.00**	**$1,000.00**

New Hampshire Charitable Foundation

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VOID VOID

New Hampshire Charitable Foundation
37 Pleasant St
Concord, NH 03301

Citizens Bank
Manchester, NH

011401533

CHECK DATE	CHECK NO.
9/22/2020	250073
CHECK AMOUNT	

PAY **One thousand and 00/100 Dollars** $** 1,000.00

TO THE ORDER OF

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

VOID

AUTHORIZED SIGNATURE

Security features included. Details on back.

⑈250073⑈ ⑆011401533⑆ 3305127351⑈

New Hampshire
Department of
Revenue Administration

2020
MS-535

Financial Report of the Budget

Sunapee

For the period ending December 31, 2019

PREPARER'S EFILE CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Patrick Mohan

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
https://www.proptax.org/

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
http://www.revenue.nh.gov/mun-prop/

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	$325,904	$314,051
4140-4149	Election, Registration, and Vital Statistics	$216,537	$195,028
4150-4151	Financial Administration	$222,127	$227,915
4152	Revaluation of Property	$112,218	$111,469
4153	Legal Expense	$18,000	$12,960
4155-4159	Personnel Administration	$1,000	$69
4191-4193	Planning and Zoning	$55,252	$47,097
4194	General Government Buildings	$179,983	$162,069
4195	Cemeteries	$13,625	$11,695
4196	Insurance	$7,540	$6,928
4197	Advertising and Regional Association	$13,981	$12,330
4199	Other General Government	$30,651	$25,951
	General Government Subtotal	**$1,196,818**	**$1,127,562**
Public Safety			
4210-4214	Police	$868,847	$861,158
4215-4219	Ambulance	$59,516	$58,939
4220-4229	Fire	$202,257	$166,091
4240-4249	Building Inspection	$0	$0
4290-4298	Emergency Management	$200	$0
4299	Other (Including Communications)	$156,535	$156,315
	Public Safety Subtotal	**$1,287,355**	**$1,242,503**
Airport/Aviation Center			
4301-4309	Airport Operations	$0	$0
	Airport/Aviation Center Subtotal	**$0**	**$0**
Highways and Streets			
4311	Administration	$0	$0
4312	Highways and Streets	$1,796,828	$1,821,628
4313	Bridges	$0	$0
4316	Street Lighting	$16,800	$14,877
4319	Other	$0	$0
	Highways and Streets Subtotal	**$1,813,628**	**$1,836,505**
Sanitation			
4321	Administration	$0	$0
4323	Solid Waste Collection	$0	$0
4324	Solid Waste Disposal	$533,327	$527,947
4325	Solid Waste Cleanup	$0	$0
4326-4328	Sewage Collection and Disposal	$0	$0
4329	Other Sanitation	$0	$0
	Sanitation Subtotal	**$533,327**	**$527,947**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Water Distribution and Treatment			
4331	Administration	$0	$0
4332	Water Services	$0	$0
4335	Water Treatment	$0	$0
4338-4339	Water Conservation and Other	$0	$0
	Water Distribution and Treatment Subtotal	**$0**	**$0**
Electric			
4351-4352	Administration and Generation	$0	$0
4353	Purchase Costs	$0	$0
4354	Electric Equipment Maintenance	$0	$0
4359	Other Electric Costs	$0	$0
	Electric Subtotal	**$0**	**$0**
Health			
4411	Administration	$5,193	$223
4414	Pest Control	$500	$0
4415-4419	Health Agencies, Hospitals, and Other	$15,176	$15,176
	Health Subtotal	**$20,869**	**$15,399**
Welfare			
4441-4442	Administration and Direct Assistance	$43,808	$23,392
4444	Intergovernmental Welfare Payments	$0	$0
4445-4449	Vendor Payments and Other	$0	$0
	Welfare Subtotal	**$43,808**	**$23,392**
Culture and Recreation			
4520-4529	Parks and Recreation	$161,086	$157,234
4550-4559	Library	$400,953	$371,728
4583	Patriotic Purposes	$200	$175
4589	Other Culture and Recreation	$5,000	$5,000
	Culture and Recreation Subtotal	**$567,239**	**$534,137**
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	$3,550	$3,550
4619	Other Conservation	$0	$0
4631-4632	Redevelopment and Housing	$0	$0
4651-4659	Economic Development	$0	$0
	Conservation and Development Subtotal	**$3,550**	**$3,550**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Debt Service			
4711	Long Term Bonds and Notes - Principal	$262,883	$262,882
4721	Long Term Bonds and Notes - Interest	$58,479	$58,453
4723	Tax Anticipation Notes - Interest	$1,000	$0
4790-4799	Other Debt Service	$0	$0
	Debt Service Subtotal	**$322,362**	**$321,335**
Capital Outlay			
4901	Land	$0	$0
4902	Machinery, Vehicles, and Equipment	$309,000	$0
4903	Buildings	$53,200	$53,200
4909	Improvements Other than Buildings	$10,000	$0
	Capital Outlay Subtotal	**$372,200**	**$53,200**
Operating Transfers Out			
4912	To Special Revenue Fund	$0	$0
4913	To Capital Projects Fund	$0	$0
4914A	To Proprietary Fund - Airport	$0	$0
4914E	To Proprietary Fund - Electric	$233,912	$106,205
4914O	To Proprietary Fund - Other	$0	$0
4914S	To Proprietary Fund - Sewer	$1,506,243	$1,282,381
4914W	To Proprietary Fund - Water	$541,090	$558,553
4915	To Capital Reserve Fund	$375,000	$375,000
4916	To Expendable Trusts/Fiduciary Funds	$61,600	$66,600
4917	To Health Maintenance Trust Funds	$0	$0
4918	To Non-Expendable Trust Funds	$0	$0
4919	To Fiduciary Funds	$0	$0
	Operating Transfers Out Subtotal	**$2,717,845**	**$2,388,739**
Payments to Other Governments			
4931	Taxes Assessed for County	$0	$3,852,193
4932	Taxes Assessed for Village District	$0	$0
4933	Taxes Assessed for Local Education	$0	$8,903,208
4934	Taxes Assessed for State Education	$0	$2,609,473
4939	Payments to Other Governments	$0	$0
	Payments to Other Governments Subtotal		**$15,364,874**
	Total Before Payments to Other Governments	**$8,879,001**	**$8,074,269**
	Plus Payments to Other Governments		**$15,364,874**
	Plus Commitments to Other Governments from Tax Rate	**$15,364,874**	
	Less Proprietary/Special Funds	**$2,281,245**	**$1,947,139**
	Total General Fund Expenditures	**$21,962,630**	**$21,492,004**

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	$0	$19,408,698
3120	Land Use Change Tax - General Fund	$0	$1,760
3121	Land Use Change Taxes (Conservation)	$0	$0
3180	Resident Tax	$0	$0
3185	Yield Tax	$0	$6,565
3186	Payment in Lieu of Taxes	$0	$0
3187	Excavation Tax	$0	$0
3189	Other Taxes	$0	$0
3190	Interest and Penalties on Delinquent Taxes	$60,000	$64,698
9991	Inventory Penalties	$0	$0
	Taxes Subtotal	**$60,000**	**$19,481,721**
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	$500	$945
3220	Motor Vehicle Permit Fees	$750,000	$904,930
3230	Building Permits	$35,000	$59,545
3290	Other Licenses, Permits, and Fees	$36,000	$41,265
3311-3319	From Federal Government	$0	$0
	Licenses, Permits, and Fees Subtotal	**$821,500**	**$1,006,685**
State Sources			
3351	Municipal Aid/Shared Revenues	$0	$0
3352	Meals and Rooms Tax Distribution	$177,179	$177,179
3353	Highway Block Grant	$126,282	$126,092
3354	Water Pollution Grant	$0	$0
3355	Housing and Community Development	$0	$0
3356	State and Federal Forest Land Reimbursement	$0	$0
3357	Flood Control Reimbursement	$0	$0
3359	Other (Including Railroad Tax)	$7,508	$8,131
3379	From Other Governments	$109,054	$108,760
	State Sources Subtotal	**$420,023**	**$420,162**
Charges for Services			
3401-3406	Income from Departments	$109,820	$155,672
3409	Other Charges	$2,000	$3,300
	Charges for Services Subtotal	**$111,820**	**$158,972**
Miscellaneous Revenues			
3501	Sale of Municipal Property	$31,000	$31,457
3502	Interest on Investments	$80,000	$97,567
3503-3509	Other	$26,000	$4,798
	Miscellaneous Revenues Subtotal	**$137,000**	**$133,822**

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Interfund Operating Transfers In			
3912	From Special Revenue Funds	$0	$0
3913	From Capital Projects Funds	$0	$0
3914A	From Enterprise Funds: Airport (Offset)	$0	$0
3914E	From Enterprise Funds: Electric (Offset)	$287,112	$276,716
3914O	From Enterprise Funds: Other (Offset)	$0	$0
3914S	From Enterprise Funds: Sewer (Offset)	$1,516,243	$1,109,011
3914W	From Enterprise Funds: Water (Offset)	$531,090	$632,277
3915	From Capital Reserve Funds	$309,000	$151,521
3916	From Trust and Fiduciary Funds	$0	$39,217
3917	From Conservation Funds	$0	$0
	Interfund Operating Transfers In Subtotal	**$2,643,445**	**$2,208,742**
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	$0	$0
	Other Financing Sources Subtotal	**$0**	**$0**
	Less Proprietary/Special Funds	**$2,334,445**	**$2,018,004**
	Plus Property Tax Commitment from Tax Rate	**$19,839,357**	
	Total General Fund Revenues	**$21,698,700**	**$21,392,100**

Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	$6,251,901	$6,572,182
1030	Investments	$0	$0
1080	Tax Receivable	$494,502	$640,078
1110	Tax Liens Receivable	$190,993	$98,398
1150	Accounts Receivable	$0	$0
1260	Due from Other Governments	$29,072	$5,865
1310	Due from Other Funds	$611,114	$389,049
1400	Other Current Assets	$937,253	$0
1670	Tax Deeded Property (Subject to Resale	$35,451	$38,317
	Current Assets Subtotal	**$8,550,286**	**$7,743,889**
Current Liabilities			
2020	Warrants and Accounts Payable	$213,890	$0
2030	Compensated Absences Payable	$0	$0
2050	Contracts Payable	$0	$0
2070	Due to Other Governments	$30,743	$7,906
2075	Due to School Districts	$5,485,532	$5,712,681
2080	Due to Other Funds	$0	$0
2220	Deferred Revenue	$747,684	$39,940
2230	Notes Payable - Current	$0	$0
2270	Other Payable	$63,673	$74,502
	Current Liabilities Subtotal	**$6,541,522**	**$5,835,029**
Fund Equity			
2440	Non-spendable Fund Balance	$22,998	$0
2450	Restricted Fund Balance	$0	$0
2460	Committed Fund Balance	$0	$0
2490	Assigned Fund Balance	$26,372	$3,362
2530	Unassigned Fund Balance	$1,959,394	$1,905,498
	Fund Equity Subtotal	**$2,008,764**	**$1,908,860**

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	$3,852,193	$0	$8,903,208	$2,609,473	$0	$19,408,698
Commitment	$3,852,193	$0	$8,903,208	$2,609,473		$19,839,357
Difference	**$0**	**$0**	**$0**	**$0**		**($430,659)**

General Fund Balance Sheet Reconciliation

Total Revenues	$21,392,100
Total Expenditures	$21,492,004
Change	**($99,904)**
Ending Fund Equity	$1,908,860
Beginning Fund Equity	$2,008,764
Change	**($99,904)**

Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Lake Ave (Water)								
	$706,741	$45,000	4.25	2024	$234,241	$0	$45,000	$189,241
Library (Library)								
	$975,000	$48,750	2.76	2034	$780,000	$0	$48,750	$731,250
Perkins Pond (Sewer)								
	$1,585,000	$0	2.50	2042	$1,408,888	$0	$58,704	$1,350,184
Safety Services Building (General Government)								
	$3,133,625	$0	3.97	2024	$529,491	$0	$164,928	$364,563
Water Filtration #1 (Water)								
	$469,350	$0	2.42	2027	$196,105	$0	$19,852	$176,253
Water Filtration #2 (Water)								
	$778,910	$0	2.42	2027	$613,895	$0	$62,148	$551,747
WWTP (Sewer)								
	$1,500,000	$0	3.50	2042	$1,363,372	$0	$37,197	$1,326,175
	$9,148,626				**$5,125,992**	**$0**	**$436,579**	**$4,689,413**