

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:300M Town Office Meeting Room
Monday, March 20, 2023
Join us on Zoom: <https://us06web.zoom.us/j/86066395397>

1. Election of Officers & Committee Appointments

2. REVIEW OF ITEMS FOR SIGNATURE:

- CZC's:
Parcel ID 0106-0041-0000 776 Jobs Creek Road, Robert & Marlowe Almeida
Parcel ID 0132-0037-0000 73 Lower Main Street, SR Lower Village LLC
Parcel ID 0203-0007-0000 Granite Ridge Road, Dave & Shelley Enderson
Parcel ID 0238-0037-0000 11 Wilderness Park Road, Alan Drury
- PERMIT TO EXCAVATE:
Parcel ID 0126-0021-0000 111 Garnet Hill Road, Nick Robart
Parcel ID 0211-0011-0000 1106 Route 11, Michael & Elizabeth Lemieux
- PROPERTY TAX ABATEMENT:
Parcel ID 0129-0039-0012 39 Dowd Lane, Michael & Page Oristano

3. APPOINTMENTS

- 7:00 PM – Public Hearing – FEMA
- 7:10 PM – Joshua Boone, Tax Collector – Deed Notices

4. PUBLIC COMMENT:

5. SELECTMEN ACTION

- Sign Transfer Station Agreement with Springfield
- Use of Facilities – Dan Murphy, Coastal 6 Bassmasters – September 9, 2023
- Approve 2023 Pay Table
- MS232
- Review and Sign Osgood Property Deed

6. TOWN MANAGER REPORTS

- Dock Issues
- Bridge Funding Opportunity – NHDOT
- Short Term Rental Registration Process
- Capital Improvement Program Committee
- Housing Appeals Board – Hoekstra Case

7. CHAIRMAN'S REPORT

8. UPCOMING MEETINGS:

3/21-7:00PM- Recreation Committee

3/30-5:30PM- Water & Sewer Commissioners

NONPUBLIC: The Board of Selectmen may enter a nonpublic session, if so voted, to discuss items listed under RSA 91-A:3, II

NOTICE OF PUBLIC HEARING

Town of Sunapee, NH

**Acceptance and Expenditure of Unanticipated Revenue from
State of NH- Division of Homeland Security and Emergency
Management**

Pursuant to RSA 31:95-b, the Selectmen of the Town of Sunapee will hold a Public Hearing on Monday, March 20, 2023, at 7:00PM in the Town Office Meeting Room, 23 Edgemont Road, Sunapee NH to hear public comment on the acceptance and expenditure of unanticipated revenue in the amount of \$20,700.00 from State of NH- Division of Homeland Security and Emergency Management. Any persons wishing to be heard on this matter are invited to attend the hearing and make their opinions known.



Robert L. Quinn
Commissioner

State of New Hampshire

DEPARTMENT OF SAFETY Division of Homeland Security and Emergency Management

www.nh.gov/hsem



Robert M. Buxton
Director

February 22, 2023

Town of Sunapee
23 Edgemont Rd.
Sunapee, NH 03782

On October 4, 2021, FEMA declared a Major Disaster (FEMA-4624-DR-NH) for the State of New Hampshire due to severe storm and flooding, which occurred on July 29-August 2, 2021. This authorized the Public Assistance Grant Program (CFDA # 97.036) for eligible applicants within all New Hampshire counties. The Town of Sunapee currently has one project under this disaster that has been deemed eligible for reimbursement. A check or direct deposit to your financial account will be sent ***separately*** for **\$20,700.00** representing the federal share of the total approved eligible costs of your awarded projects.

This project is being paid out at 90% Federal cost share in accordance with the presidential memorandums: [“The Consolidated Appropriations Act of 2022 Bill Signed: H.R. 2471 | The White House”](#) issued on March 15, 2022, cost share was announced by FEMA on March 18, 2022 [FEMA Announces 90/10 Cost Share Adjustment | FEMA.gov](#). The Federal Government will reimburse 90% of project costs, eligible applicants will have a 10% cost share of recovery projects submitted for reimbursement.

Included in this correspondence are the following documents for your files:

- **Award Summary Sheet**
- **Project Report:**
 - **PW 39 – Grants Portal Project 667671**

Required Forms:

Click the link(s) below to complete additional required documentation upon receipt of award from the State.

- [Project Certification and Completion Report](#)

Required Subrecipient Risk Assessment and Monitoring:

Federal law requires that the State of New Hampshire complete a risk assessment and subrecipient monitoring for all entities that receive Federal funds. At this time, the Town of Sunapee is considered a Low Risk Subrecipient. A Subrecipient's risk is based on previous performance in the Public Assistance grant, results of previous audits, staff turnover, project complexity, and cost within the current disaster.

Subrecipients with a Low Risk require no additional monitoring.

If there are any questions, please contact Danielle Duggins, Public Assistance Coordinator, for assistance at (603) 271-7593 or Danielle.R.Duggins@DOS.NH.GOV. All correspondence should be directed to this office.

Note: This has been sent to all points of contact listed within the FEMA Grants Portal for your organization.

Sincerely,

A handwritten signature in blue ink that reads "Robert M. Buxton". The signature is written in a cursive, flowing style.

Robert M. Buxton
Director, HSEM



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Public Assistance - CFDA #97.036

Award Summary Sheet

Subrecipient Summary			
Disaster	FEMA-4624-DR-NH	Funding Code	12320000-500574
Subrecipient	Town of Sunapee	Activity Code	23DR4624PA
Vendor Code	177483-B001	Total Payment	\$20,700.00

EMMIE PW #39 v0 Grants Portal Project 667671			
Type of Work	Permanent	Work Category	C - Roads and Bridges
% Cost Share*	90%	CRC Net Cost	\$23,000.00
Invoice Number	4624PA2023P039	Federal Share	\$20,700.00
Type of Project	Small	Period of Performance (POP)**	07/29/2021 -4/4/2023

- [Bill Signed: H.R. 2471 | The White House](#)- Consolidated Appropriations Act 2022
- [FEMA Announces 90/10 Cost Share Adjustment | FEMA.gov](#)

***The POP start date is based on the incident start date, not the declaration date.. The end date reported above aligns with the most recent bulk POP update from FEMA and may be before the work was completed. No action is required and an extension request is not necessary at this time. In the event that this circumstance changes, the PA staff at HSEM will contact the Subrecipient.*

Award Information

The information below is listed as a requirement of 2 C.F.R. § 200.331. The remaining information required by this law is located within the award cover letter and/or tables shown above.

- 2 C.F.R. § 200.331(a)(1)(iii) – Federal Award Identification Number (FAIN): 4516DRNHP00000001
- 2 C.F.R. § 200.331(a)(1)(xii) – R&D Grant: This award is not a research and development grant.
- 2 C.F.R. § 200.331(a)(1)(xiii) – Indirect Costs: N/A
- 2 C.F.R. § 200.331(a)(6) – Terms and Conditions of Subaward Closeout:
 - Project Certification and Completion (PC&C) Report: This [online report](#) is completed through the HSEM Resource Center for each project and confirms that the work is completed and all Federal dollars associated with the grant award have been spent on eligible items. A link to the report is included in your Public Assistance Award email.
 - Federal Funding Accountability and Transparency Act (FFATA) Form: This [online form](#) is completed through the HSEM Resource Center for each project that has a total Federal share of \$30,000 or more. A link to the form is included in your Public Assistance Award email, if applicable.
 - Quarterly Progress Report (QPR): This [online report](#) is required quarterly for all large and Category Z projects and provides a status update on the project(s). Subrecipients who are required to complete this report will be notified each quarter that it is due.
 - Quarterly Subrecipient Monitoring Reports: This [online report](#) is required quarterly for any Subrecipient that is considered to be medium or high risk in the Public Assistance Program. A Subrecipient's risk is based on previous performance in the Public Assistance grant, results of previous audits, staff turnover, and project complexity and cost within the current disaster. Subrecipients who are required to complete this report will be notified each quarter that it is due.
 - Reimbursement Requests: Any Subrecipient who has a large project with work left to be completed and/or a Category Z project must submit a reimbursement request to receive Federal funds after the project is obligated. A link to this [online form](#) will be provided as needed.
 - Record Retention: All Subrecipient's are required to maintain any and all documentation related to the project(s) completed using FEMA funds for a period of three years from the date of disaster closeout. Record retention dates will be provided by the State of New Hampshire as disasters are formally closed.
 - Reporting: Per 2 C.F.R. 200.343(f) and 200.329, Subrecipients are required to report any real or personal property purchased using federal grant dollars on an annual basis for a period of three years, after which reporting will be required every five years.

STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
5602032	4624PA2023P039	NHDOS PORTAL PROJECT 667671	(603) 223-8094 Louis.V.DeCandido@dos.nh.gov	02/22/23	20,700.00

If you have further payment questions, reference the contact information provided next to the line item in question.

TOTALS: \$20,700.00

INFORMATION MESSAGE

Questions On Your Payment?

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

Page 1 of 1

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

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH

02/23/23

2331917

DIRECT DEPOSIT ADVICE

PAY EXACTLY VOID VOID VOID VOID VOID VOID VOID VOID

\$ ****20,700.00

NON-NEGOTIABLE

PAY TO THE ORDER OF
TOWN OF SUNAPEE
Treasurer
23 Edgemont Rd
Sunapee NH 03782-2513
177483

Department of Homeland Security Federal Emergency Management Agency

General Info

Project #	667671	PW #	39	Project Type	Work Completed / Fully Documented
Project Category	C - Roads and Bridges			Applicant	Sunapee, Town of (019-75060-00)
Project Title	Sunapee - Trask Brook Road Bridge			Event	4624DR-NH (4624DR)
Project Size	Small			Declaration Date	10/4/2021
Activity Completion Date	4/04/2023			Incident Start Date	7/29/2021
Process Step	Obligated			Incident End Date	8/2/2021

Damage Description and Dimensions

The Disaster # 4624DR, which occurred between **07/29/2021** and **08/02/2021**, caused:

Damage #1197622; Trask Brook Road Bridge

General Facility Information:

- **Facility Type:** Roads (No Culverts)
- **Facility:** Trask Brook Road
- **Facility Description:** Gravel road
- **Approx. Year Built:** 1980
- **Location Description:** 78 Trask Brook Road, Sunapee, New Hampshire 03782
- **Road Type:** Gravel
- **GPS Latitude/Longitude:** 43.36622, -72.12437
- **Width (ft):** 20
- **Number of Lanes:** 2

General Damage Information:

- **Date Damaged:** 7/29/2021 to 8/2/2021
- **Cause of Damage:** Flood

Road Damage:

Site 1 (GPS coordinate 43.36622, -72.12437):

- backfill, Gravel backfill around culvert, 3 FT long x 3 FT wide x 4 FT deep, erosion due to flooding, 100% work completed.

Site 2 (GPS coordinate start 43.36622, -72.12437; GPS stop 43.365637, -72.123578):

- Surface, gravel surface and base, 300 FT long x 20 FT wide x 1.5 FT deep, erosion due to flooding, 100% work completed.

Final Scope

1197622 **Trask Brook Road Bridge**

Work Completed

The applicant utilized contracts for the repairs to Trask Brook Road Bridge to restore this facility to its pre-disaster design, function and capacity (in-kind) within the existing footprint.

Contract:

Site 1 (GPS coordinate 43.36622, -72.12437):

- A. Replaced Gravel backfill around culvert, 3 FT long x 3 FT wide x 4 FT deep.

Site 2 (GPS coordinate start 43.36622, -72.12437; GPS stop 43.365637, -72.123578):

- B. Replaced gravel surface and base, 300 FT long x 20 FT wide x 1.5 FT deep.

1. Road and culvert repair – Hansen Bridge – Contract: \$22,000.00

Work Completed Totals

1. Contracts - \$22,000.00

Work Completed Total: \$22,000.00

Project Notes:

1. All costs for work completed were reviewed and validated by the FEMA CRC. See attachment labeled **667671 - DR4624NH - DVS Summary rev 230119.xlsx**
2. \$1,000.00 of construction cost have been removed from the "in-kind" contract costs for the inclusion of installing geotextile fabric which is a mitigation cost.
3. The GPS coordinates have been reviewed and validated.
4. For Maintenance Record, see attachment **2019 through 2021 Highway Operating Budget.xlsx**
5. Existing gravels were removed from the bridge surface to approximately the midline of each culvert pipe and laterally away from each culvert pipe by approximately 10-feet. the annual space between the culvert pipes and the concrete headwall on the upgradient side was sealed with concrete. Then geotextile fabric and crushed ledge material was placed and compacted in approximately 3-lifts up to the original elevation of the gravel that existed prior to the event, thus restoring the bridge to its original condition with the geotextile fabric being added for increased bearing capacity and to prevent a similar situation from occurring during future flood events.
6. Geotextile fabric was added between the lifts of crushed ledge material that were replaced to reconstruct the bridge.
7. The Town of Sunapee does not have a written Procurement Policy. Due to the urgency of getting this bridge opened back up before the winter months and because this is a connector road between the Town of Sunapee and the Town of Newport, the Town selected HEB Engineers and Hansen Bridge to assist with the project. HEB Engineers and Hansen Bridge were prequalified by the Town approximately 3-6 years ago to assist the Town with bridge and boat launch reconstruction and/or replacement projects respectively, and both had assisted the Town with the design, permitting and construction of three other bridges in the Town over the last decade.
8. Source of fill: 335 Plainfield Road W. Lebanon, NH 03784.
9. No work was done on the embankments of, or in the brook that flows through the twin 6-foot culvert pipes that constitute the Trask Brook Road Bridge. The repair was limited to the gravel surface over the top half of both culvert pipes, and to the interior side (roadway side) of the west concrete abutment.
10. FEMA will not approve PA funding that duplicates funding or assistance provided by another federal agency.

406 HMP Scope

Applicant Name	Town of Sunapee	GM Project #	667671	HMP Date	January 19, 2023
Site Name	Trask Brook Road Bridge				
DR-	4624	- NH	D#	1197622	
HMP Writer and Title:	Timothy S. Jackson, HM HPA Crew Leader				
This HMP is based on the following Grants Manager project report, see attachment.					
PRJ_Report_667671_20230119.pdf					
Select Work Completed Status:	Work Completed				
<h2>I. Related Damaged Items to be Protected</h2>					
<p>During the declared incident period of July 29, 2021, through August 2, 2021, the applicant was impacted by excessive rainfall and flash flooding resulting in the following damaged items that will be mitigated. As a direct result of this event, material washed out from around the concrete pipes and eroded some of the gravel road and included damages described in the DDD.</p>					
Total repair cost of damaged elements being protected by the HMP at this site*=					\$ 22,000.00
*Before Cost Estimating Format (CEF) factors if a large project.					
Comments:	Applicant provided costs.				

II. Hazard Mitigation Proposal (HMP) Scope of Work

Mitigation consists of the placement of geotextile fabric approximately 50'L X 18'W between each lift of gravel.

The mitigation measures will reduce the risk of future damage at this site by reducing the chance of earthen material being eroded away and causing loss of road section during a flooding event.

III. Hazard Mitigation Proposal (HMP) Cost: Worksheet

- Reference and attach a detailed, itemized cost estimate and/or CEF.

A. Cost of items if the HMP is approved= \$1,000.00

B. Cost of items deducted from the repair scope of work (SOW)= 0.00

C. Net Hazard Mitigation Cost (before CEF factors) = \$1,000.00

D. Is there a CEF? No

E. Net Hazard Mitigation Cost (after CEF factors)= Insert Amount C. x F.

F. What is the CEF ratio (CEF Total Cost/Base Cost)? Insert Ratio

Comments:	Applicant provided costs.		
Hazard Mitigation Proposal Cost: Summary			
Net Hazard Mitigation Cost =	\$1,000.00		
See attachment(s).	Project 667671-DR4624NH-Trask Brook Road.pdf		
Attach CEF document.			
Comments:	Applicant provided costs in PDF noted above.		
<h2>IV. Cost Effectiveness Calculation</h2> <p>(Net HMP Cost/Total Repair Cost of the damaged portions of the facility for which the mitigation measure applies) x 100</p>			
	\$ 1,000.00	/ \$ 22,000.00	x 100 = 4.55 % = 100%
The Benefit-Cost Analysis (BCA) ratio is	N/A		= 1.0
<h2>V. HMP Cost-Effectiveness</h2> <p>The mitigation measures meet the cost effectiveness criteria based on:</p>			

Mitigation measure is listed in Appendix J and is within 100% of the total eligible repair cost of the facility or facilities for which the mitigation applies.

In accordance with FEMA Public Assistance Program and Policy Guide (PAPPG) V4 June 2020, Chapter 8. Section IV and Appendix J. Section 1.B "for the purpose of erosion control...." The mitigation staff has determined that the proposed mitigation meets the criteria identified above and is cost effective, technically feasible and appropriate for the damages, this mitigation measure does not exceed 100 percent of the eligible repair cost and is considered to be cost-effective.

VI. Compliances and Assurances

For 'work to be completed,' this HMP is for estimating purposes only. If the site's final placement and configuration are different than the preliminary estimate, the Applicant should submit a change in scope request. This HMP is subject to further review prior to award.

The Applicant is responsible for final design, placement, configuration, procurement, permits and compliance with all regulatory codes and standards.

Eligibility and funding for the mitigation at this site on this project will be subject to the compliance of all environmental laws, regulations, and executive orders applicable to the site(s).

HMP Notes

1. The mitigation proposal estimates were generated using the applicant's supplied costs. See attachment labeled Project 667671-DR4624NH-Trask Brook Road.pdf

Cost

Code	Quantity	Unit	Total Cost	Section
9001 (Contract)	1.00	Lump Sum	\$22,000.00	Completed

CRC Gross Cost	\$22,000.00
Total 406 HMP Cost	\$1,000.00
Total Insurance Reductions	\$0.00
CRC Net Cost	\$23,000.00
Federal Share (90.00%)	\$20,700.00
Non-Federal Share (10.00%)	\$2,300.00

Award Information

Version Information

Version #	Eligibility Status	Current Location	Bundle Number	Project Amount	Cost Share	Federal Share Obligated	Date Obligated
0	Eligible	Awarded	PA-01-NH-4624-PW-00039(25)	\$23,000.00	90 %	\$20,700.00	2/15/2023

Drawdown History

EMMIE Drawdown Status As of Date	IFMIS Obligation #	Expenditure Number	Expended Date	Expended Amount
No Records				

Obligation History

Version #	Date Obligated	Obligated Cost	Cost Share	IFMIS Status	IFMIS Obligation #
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Subgrant Conditions

- As described in Title 2 Code of Federal Regulations (C.F.R.) § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions are stated in 2 C.F.R. §200.333(a) – (f)(1) and (2). All records relative to this project are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326.
- The Recipient must submit its certification of the subrecipient's completion of all of its small projects and compliance with all environmental and historic preservation requirements within 180 days of the applicant's completion of its last small project, or the latest approved deadline, whichever is sooner.
- When any individual item of equipment purchased with PA funding is no longer needed, or a residual inventory of unused supplies exceeding \$5,000 remains, the subrecipient must follow the disposition requirements in Title 2 Code of Federal Regulations (C.F.R.) § 200.313-314.
- The terms of the FEMA-State Agreement are incorporated by reference into this project under the Public Assistance award and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide; and other applicable FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the declaration date of this emergency declarations or major disaster, as applicable, are incorporated by reference into this project under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at Title 2 Code of Federal Regulations (C.F.R.) Part 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. Part 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The subrecipient must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the subrecipient commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.
- Pursuant to section 312 of the Stafford Act, 42 U.S.C. 5155, FEMA is prohibited from providing financial assistance to any entity that receives assistance from another program, insurance, or any other source for the same work. The subrecipient agrees to repay all duplicated assistance to FEMA if they receive assistance for the same work from another Federal agency, insurance, or any other source. If an subrecipient receives funding from another federal program for the same purpose, it must notify FEMA through the Recipient and return any duplicated funding.

Insurance

Additional Information

1/20/2023

Project Rework - No change to prior determination

The road(s), road rights-of-way, embankment erosion, bridges or culvert damage represented in this project are neither insured

nor insurable. No insurance relief is anticipated. No insurance narrative will be produced or uploaded into documents or attachments.

FEMA Policy 206-086-1

PART 2: Other Insurance-Related Provisions. (Sections 312 and 406(d) of the Stafford Act)

A. Duplication of Benefits. FEMA cannot provide assistance for disaster-related losses that duplicate benefits available to an applicant from another source, including insurance.

1. Before FEMA approves assistance for a property, an applicant must provide FEMA with information about any actual or anticipated insurance settlement or recovery it is entitled to for that property.
2. FEMA will reduce assistance to an applicant by the amount of its actual or anticipated insurance proceeds.
3. Applicants must take reasonable efforts to recover insurance proceeds that they are entitled to receive from their insurer(s).

No insurance requirements are mandated for the damages included in this project. Insurance requirements are specific to permanent work to replace, restore, repair, reconstruct, or construct buildings, contents, equipment, and vehicles (FEMA Recovery Policy FP 206-086-1).

Kenneth Johnson, Insurance Specialist CRC East

O&M Requirements

There are no Obtain and Maintain Requirements on **Sunapee - Trask Brook Road Bridge**.

406 Mitigation

There is no additional mitigation information on **Sunapee - Trask Brook Road Bridge**.

Environmental Historical Preservation

Is this project compliant with EHP laws, regulations, and executive orders?

Yes

EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

EHP Additional Info

There is no additional environmental historical preservation on **Sunapee - Trask**

Final Reviews

Final Review

Reviewed By PFEIFER JR, THOMAS J.

Reviewed On 01/23/2023 8:04 AM EST

Review Comments

TJP reviewed and approved

Recipient Review

Reviewed By Duggins, Danielle R.

Reviewed On 02/10/2023 2:59 PM EST

Review Comments

Reviewed by Danielle Duggins

Project Signatures

Signed By Hazelton, Scott

Signed On 02/10/2023

NOTICE OF INTENT TO EXCAVATE

RSA 72-B

RECEIVED

MAR 17 2023

(Assigned by Municipality)

For Tax Year April 1, 23 to March 31, 24

YR

TOWN

OP#

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PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

1. Town/City of: Sunapee2. Tax Map/Block/Lot #: 0211-0011-00003. Name of Access Road: Rt. 114. Total Acreage of Lot: 5

5. Date of Permit per RSA 155-E:2: _____

or

(Municipal Excavation Permit)

6. Date of Report, if required, per RSA 155-E:2, I (d): _____

7. Permit Number per RSA 485-A:17, if any: _____

(Alteration of Terrain Permit)

8. Incidental Construction/155-E:2-a Exception: Check if YES ☐9. Total Permitted Area (acres): 510. Excavation Area (acres) as of April 1: .7511. Reclaimed Area (acres) as of April 1: 1.2512. Remaining Cubic Yards of Earth to Excavate: 12,000

13. Type of Ownership:

☒ Owner of land☐ Previous owner retaining deeded earth excavation rights☐ Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	
LOAM	1000
STONE PRODUCTS	5000
OTHER ()	
TOTAL	6000

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ☒ ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ☐ ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- ☒ SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- ☐ SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Michael M. Lemieux

PRINT CLEARLY OR TYPE NAME OF OWNER

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)

DATE SIGNED

Elizabeth A. Lemieux

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)

DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

519 Jarvis Hill Rd.

MAILING ADDRESS

Claremont

CITY OR TOWN

NH

STATE

03743

ZIP CODE

Lemieux@Comcast.net

E-MAIL ADDRESS

603 542-0023

HOME PHONE (Enter number without dashes)

CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 3-13-23

E-MAIL REPORT & CERTIFICATE?

YES ☒ NO ☐

If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ _____

Security Posted (Bond, Certified Check, etc.) \$ _____

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION



TOWN OF SUNAPEE
Post Office Box 717
23 Edgemont Road
Sunapee, New Hampshire 03782-0717
Phone: (603) 763-2212 Fax: (603) 763-4925

MEMORANDUM

To: Sunapee Select Board

From: Joseph Devarenne, CNHA, Assistant Assessor

Re: Abatement Recommendation

Date: March 17, 2023

Oristano, Michael & Paige

39 Dowd Ln

Map 129-039-012

The taxpayers recently purchased the property located at 39 Dowd Ln. The deed was recorded at the Sullivan County Registry on October 25, 2022. The Town initially missed the transfer of ownership, which resulted in the final 2022 tax bill being sent to the previous owner. Once the Town became aware of the error, the ownership was corrected, and the new owners paid the delinquent tax bill. Because the town initially missed the transfer of ownership, and the bill was sent to the wrong location, **I recommend abating the \$68.40 of interest and penalties that accrued because of the Town's error.**

Selectmen _____ Date _____

Selectmen _____ Date _____

Selectmen _____ Date _____

Selectmen _____ Date _____

Selectmen _____ Date _____

TOWN OF SUNAPEE

**P.O. Box 303
Sunapee, NH 03782**

TOWN OF SUNAPEE

Office Hours

M,Tu,Th, F 8am-4:30pm Wed 8am-12:30pm

(603) 763-2449

Tax Collector's Office Receipt

ORISTANO, MICHAEL AND PAIGE

PO BOX 4258

TEQUESTA, FL 33469

Paid By: ORISTANO, MICHAEL AND PAIGE

Receipt Number: 2023 000259

Receipt Amount: \$ 2,482.00

Check Number: 4712

Receipt Date: Thursday, March 16, 2023

Invoice	Trans. Total	Principal	Int/Pen	Balance Due	Owner	Parcel ID
2022P02036105	2,482.00	2,413.67	68.33	68.33	SMITH, WILLIAM J & SUSAN M	000129 000039 000012

TOWN OF SUNAPEE
Total Due for ORISTANO, MICHAEL AND PAIGE

Interest as of 3/21/2023

Includes Only Unpaid Invoices

Current Owner	Warrant	PID	Location	Per Diem	Principal	Int/Pen	Amount Due
ORISTANO, MICHAEL AND PAIGE	2022P02036105	000129 000039 000012	39 DOWD LN	\$ 0.0150	\$ 68.33	\$0.07	\$68.40
Totals :				\$ 0.0150	\$ 68.33	\$0.07	\$68.40



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

March 3, 2023

Joshua Trow, Chair of Selectboard
Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782



RE: NHDOT Bridge Funding Opportunity
Sunapee Bridge #069/069
Trask Brook Road over Wendell Brook

Dear Mr. Trow:

The New Hampshire Department of Transportation (NHDOT) is pleased to inform Sunapee that bridge aid funding is planned to be available for the rehabilitation or replacement of the above noted bridge.

As part of the upcoming Ten-Year Plan process, NHDOT will reduce the number of red listed bridges statewide with our available State and Federal bridge funds. Based on NHDOT bridge inspection data and this bridge's current poor condition, the above noted bridge is considered one of up to 65 candidates for funding. Our bridge aid programs are funded with 80% State or 80% Federal funds with the municipality responsible for the 20% local match. These programs are "reimbursement" type grants in which the municipality covers 100% of preapproved project costs initially and is subsequently reimbursed NHDOT's 80% share of eligible costs incurred.

Based on very preliminary data, NHDOT estimates the cost to rehabilitate or replace the above noted bridge is approximately **\$1,153,200.00**. The municipality's 20% share is estimated to be approximately **\$230,640.00**. The actual project cost and local share will depend on the design of the bridge, inflation, and other project related factors not possible to know at this time.

NHDOT is currently beginning the enrollment process for the bridge aid program for official acceptance in the next Ten-Year Plan cycle anticipated to be approved in the summer of 2024. Accepted Ten-Year Plan approved bridge projects will be programmed for construction in years **2027 thru 2032**.

Although we can't guarantee that funding will be available to enroll your project, we would like to know if your municipality is interested in applying for funds? This will allow us to better develop our local bridge aid program for the upcoming Ten-Year Plan cycle. **If Sunapee is interested or not interested in beginning the enrollment process with NHDOT for the above noted bridge, please check the appropriate response below and return a copy to me via my email noted below by April 15, 2023.**

X Yes, Sunapee is interested in applying for bridge aid funding for the above noted bridge, or

 No, Sunapee is not interested in applying for bridge aid funding for the above noted bridge at this time.

Shannon Martinez

Municipality Contact Name (print name)

scotth@town.sunapee.nh.us

Municipality Contact Email (print email)

Please note that checking "Yes" does not legally bind Sunapee to enrolling in the bridge aid program. We are simply looking for an indication that if bridge aid funding is available, that your municipality would be interested in pursuing a bridge aid project with NHDOT and that your municipality would work towards obtaining your local 20% match.

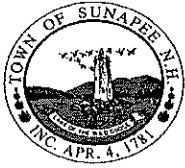
Thank you for your attention to this request and please call or email me with any questions. I look forward to working with you in the future.

Sincerely,

C.R. Willeke

C.R. Willeke, PE
Municipal Highways Engineer
Phone # 603-271-6472
charles.r.willeke@dot.nh.gov

cc via email: Shannon Martinez, Town of Sunapee
Meghan Butts, Upper Valley-Lake Sunapee Regional Planning Commission



TOWN OF SUNAPEE

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Sunapee, New Hampshire 03782-0717
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AGREEMENT FOR THE USE OF THE TOWN OF SUNAPEE TRANSFER RECYCLING FACILITY

This agreement is made between the Town of Sunapee and the Town of Springfield by their respective Boards of Selectmen. The purpose of this agreement is for the use of the Transfer Recycling Facility owned by the Town of Sunapee, by the residents and taxpayers of Springfield.

The Board of Selectmen of Springfield agrees to pay the Town of Sunapee \$120,465 in four quarterly payments of \$30,116. The total sum is 25% of the 2023 Transfer Station operating budget of \$595,854 (\$148,964) less \$28,499 which is 25% of the \$113,996 (2022 Revenue) received from the sale of recycled items and the sale of "open-top" tickets. This agreement is to be renewed annually.

Joshua Trow

Suzanne Gottling

Jeremy Hathorn

Frederick C. Gallup

Carol Wallace

Richard B. Kendall
Paul E. Guilman

Date Approved

Board of Selectmen
Town of Sunapee

February 27, 2023

Date Approved

Board of Selectmen
Town of Springfield

THE STATE OF NEW HAMPSHIRE HOUSING APPEALS BOARD

Governor Gallen State Office Park
Johnson Hall, 107 Pleasant Street
Concord, New Hampshire 03301
Telephone: (603) 271-1198
TTY/TDD Relay: (800) 735-2964
Visit us at <https://hab.nh.gov>



Case Name: Peter Hoekstra and Elizabeth Hoekstra v. Town of Sunapee
Case Number: ZBA-2022-21

ORDER

After review of Peter and Elizabeth Hoekstra's (together, the Applicant) February 22, 2023 Motion for Reconsideration and the Town of Sunapee's ("Town") objection to same, the Housing Appeals Board ("Board") RULES as follows:

The Board will only grant a rehearing motion "upon a showing that the board overlooked or misapprehended the facts or the law and such error affected the board's decision." See Administrative Rule Hab 201.32(e). Nothing in the Applicant's rehearing motion identifies any facts (as contained within the certified record) or law the Board overlooked or misapprehended that affected the decision in the instant matter.

In light of the foregoing, the Housing Appeals Board hereby DENIES the Applicant's February 22nd Motion for Reconsideration. The Housing Appeals Board's January 30, 2023 decision on the merits (Order Number 2023-007), suspended by its Interim Order dated March 6, 2023, is UNSUSPENDED and REINSTATED forthwith.

**HOUSING APPEALS BOARD
ALL MEMBERS CONCURRED
SO ORDERED:**

A handwritten signature in blue ink that reads "Elizabeth Menard".

Elizabeth Menard, Clerk

Date: March 17, 2023