

SUNAPEE BOARD OF SELECTMEN
MEETING

6:30PM Town Office Meeting Room
Monday, October 4, 2021

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman Fred Gallup, Selectman Jeremy Hathorn, Selectman Carol Wallace, and Donna Nashawaty, Town Manager.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0211-0010-0000 1103 Route 11, Dunbar (Verizon Wireless)

Parcel ID:0136-0037-0000 90 Birch Point Rd., William & Jennifer Farmakis Trust

Parcel ID:0133-0115-0000 22 Maple St., Lay's Inn at Lake Sunapee, LLC

Parcel ID:0237-0021-0000 26 Brook Road, Christopher Gallo/Stacey Smith

Parcel ID:0148-0017-0000 106 Hamel Road, Mark Adamy & Holly Adamy-Lowe

Parcel ID:0122-0011-0000 182 Jobs Creek Rd., Deborah & Charles McCarthy

and the William & Jennifer Farmakis Trust permit contingent on shoreline approval by Selectman Gallup seconded by Selectman Wallace. Unanimous

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BONDS:

Parcel ID:0148-0017-0000 106 Hamel Road, Mark Adamy & Holly Adamy-Lowe

Parcel ID:0122-0011-0000 182 Jobs Creek Rd., Deborah & Charles McCarthy

by Selectman Wallace seconded by Selectman Gottling. Unanimous

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID:0104-0040-0000 52 Prospect Hill Rd., David & Elizabeth Hutchinson

by Selectman Gottling seconded by Selectman Hathorn. Unanimous

MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:

Parcel ID:0129-0076-0000 546 Route 11, J & F Realty, LLC

by Selectman Hathorn seconded by Selectman Gallup. Unanimous

APPOINTMENTS

7:00PM-Scott Hazelton-Garnet & Main Street Intersection

Scott Hazelton said he met with the contractor last week who is busy with another project in Henniker so Scott Hazelton would like to postpone the Garnet & Main Street Intersection project until next spring. He would like to reschedule for early spring of 2022. This project was an approved warrant article last year. There are (2) request for bid proposals out; one for the design and permitting of future parking improvements and recreation facilities in Sunapee Harbor and the other for the design and permitting of future alignment improvements of Alpine Court where it intersects with Central Street and Main Street, and for the creation of a small park for the relocation of the existing horse watering trough. Scott has been working with the Historical Society on the relocation of the watering trough.

Selectman Gallup received a phone call regarding the intersection of West Court and North Road. Scott Hazelton said he is aware of the situation and the fellow has been reprimanded.

PUBLIC COMMENTS:

- Jessie Tyler, Chairman of the School Board appreciated Chairman Trow and Donna Nashawaty meeting as initiated to get the School Board Chairman, Selectboard Chairman, School Superintendent and Town Manager together for an informal conversation that he felt was very helpful. He gave the Selectboard an update on some items that the School Board has been working on.

TOWN MANAGER REPORTS

- Monthly Expenditure & Revenue Report

The Board received the September Expenditure and Revenue reports.

- ARPA Funds

Donna Nashawaty said that the ARPA funds can only be spent on direct COVID costs expended after March 3, 2021 and through 2024. Some of the qualifying things were premium pay for work performed, public health emergencies and revenue lost which the town did not qualify for. The town primarily qualified for investments to water and sewer and broadband. Donna Nashawaty said the Water department is currently working on some bids and proposals on the interconnects with the roadway. The Board will have some choices to make such as the request from some of the staff to secure the lobby area a little bit better. The suggestion was to install enunciators and security glass to hear the people better. This was priced out and the cost was steep. There was also a request from a group of people who live on Bay Point to expand Comcast coverage to their area.

Selectman Gallup said the problem is that these people's main access for services is through Newbury and but they are residents of Sunapee. Comcast is the franchise for Sunapee and TDS are the franchise for Newbury. Donna Nashawaty said there is no franchise agreement that is actively deployed in Sunapee. Donna Nashawaty said part of the reason you have a franchise agreement is one for the buildout and two is for the franchise fee. The town choose not to charge the franchise fee to the cable customers in Sunapee. Donna Nashawaty said those folks on Bay Point would like the town to use \$21,719 of the ARPA funds for this project. Selectman Gallup cautioned the Board that if they do it for one section, others will want it done for them too. Chairman Trow said there are portions of town that do not have great coverage, but this is the largest one. Selectman Gottling asked if there was any thought that these residents would pay some of the cost? Chairman Trow said a 50/50 split from TDS would be feasible, but if Comcast has no grounds to stand on, and it seems they do not, Chairman Trow does not see a problem with going to TDS. Chairman Trow said the real question is does the Board feel using some of these funds is reasonable? Donna Nashawaty said the decision does not need to be made tonight.

- Short Term Rentals

The Board received a letter from a resident concerned about the "Airbnb" traffic at 13 Maple Street. Donna Nashawaty said this is probably going to be one of the first projects given to the new Town Manager. Donna Nashawaty did start the initial process but more research needs to be done on the registration fee charged and paperwork.

- Meeting Room IPADs

The town has a couple of IPADs that were received from Lake Sunapee Bank as a Promotion. The IPADs will be available to Board or Committee members to view their agenda and attachments during their meetings.

- All Day Budget Session

Donna Nashawaty asked what day the Board would want to hold the All Day Budget Session. After some discussion, the session will be held on Friday, November 5th.

- Non-Public Session Under RSA 91-A:3, II b: New Town Manager Contract

8:14PM-The Board entered Non-Public Session by Chairman Trow, seconded by Selectman Wallace. Roll Call Unanimous.

9:22PM-Motion to seal the minutes and returned from Non-Public Session by Selectman Wallace seconded by Selectman Gottling. Roll Call Unanimous.

Motion to authorize the contract agreed on principle to hiring Shannon Martinez as the new Town Manager by Selectman Gallup seconded by Selectman Wallace. Unanimous. Chairman Trow said with a start date of October 14th as Assistant Town Manager and taking over full-time on November 6th

Meeting Adjourned 9:26PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, October 4, 2021

- **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 prior to the meeting.**

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0211-0010-0000 1103 Route 11, Dunbar (Verizon Wireless)
Parcel ID:0136-0037-0000 90 Birch Point Rd., William & Jennifer Farmakis Trust
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DEMO PERMIT:

Parcel ID:0104-0040-0000 52 Prospect Hill Rd., David & Elizabeth Hutchinson

SIGN PERMIT:

Parcel ID:0129-0076-0000 546 Route 11, J & F Realty, LLC

2. APPOINTMENTS

7:00PM-Scott Hazelton-Garnet & Main Street Intersection

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- **Non-Public Session RSA 91-A:3, II b-New Sunapee Town Manager Contract**

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

7. UPCOMING MEETINGS:

10/06-7:00PM-Conservation Commission, Town Meeting Room
10/07-6:00PM-Zoning Board Meeting, Town Meeting Room
10/12-5:30PM-Recreation Committee, Town Meeting Room
10/13-5:00PM-Energy Committee, Town Meeting Room
10/28-5:30PM-Water & Sewer, Town Meeting Room

Budget Report September 2021

Fund: GENERAL FUND Periods: 2021-09 thru 2021-09 [75% of Year] Include: - Expenditures - Closed

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - GENERAL FUND						
4130 - GENERAL GOVERNMENT: EXECUTIVE	355,055.00	14,122.92	234,598.39	0.00	120,456.61	66.07
4140 - TOWN CLERK TAX COLLECTOR	234,361.00	11,644.42	143,115.67	0.00	91,245.33	61.07
4141 - ELECTIONS	9,061.00	80.00	6,853.22	0.00	2,207.78	75.63
4150 - FINANCIAL ADMINISTRATION	243,964.00	24,287.09	179,563.99	0.00	64,400.01	73.60
4152 - REVALUATION OF PROPERTY	102,000.00	0.00	35,147.24	0.00	66,852.76	34.46
4153 - LEGAL EXPENSES	18,000.00	0.00	12,363.28	0.00	5,636.72	68.68
4155 - PERSONNEL ADMINISTRATION	1,000.00	5.50	129.12	0.00	870.88	12.91
4191 - PLANNING AND ZONING	56,074.00	6,978.06	28,158.68	0.00	27,915.32	50.22
4194 - GENERAL GOVERNMENT BUILDINGS	274,624.00	15,583.37	171,822.45	0.00	102,801.55	62.57
4195 - CEMETERIES	13,647.00	1,086.92	7,174.61	0.00	6,472.39	52.57
4196 - INSURANCE NOT OTHERWISE ALLOCATED	8,068.00	0.00	0.00	0.00	8,068.00	0.00
4197 - ADVERTISING AND REGIONAL ASSOCIATION	14,390.00	1,658.90	10,409.90	0.00	3,980.10	72.34
4199 - OTHER GENERAL GOVERNMENT	31,520.00	189.00	24,817.54	0.00	6,702.46	78.74
4210 - PUBLIC SAFETY: POLICE	918,523.00	49,132.54	625,514.52	0.00	293,008.48	68.10
4215 - AMBULANCE	61,886.00	0.00	61,886.00	0.00	0.00	100.00
4220 - FIRE	271,360.00	21,509.85	133,650.47	0.00	137,709.53	49.25
4229 - SAFETY SERVICES BUILDING	148,013.00	71,705.27	110,649.42	0.00	37,363.58	74.76
4290 - EMERGENCY MANAGEMENT	200.00	0.00	0.00	0.00	200.00	0.00
4312 - HIGHWAY AND STREETS	1,817,923.00	54,264.68	1,130,972.92	0.00	686,950.08	62.21
4316 - STREET LIGHTS	16,800.00	840.85	7,037.99	0.00	9,762.01	41.89
4324 - SOLID WASTE DISPOSAL	626,856.00	33,748.15	360,329.77	0.00	266,526.23	57.48
4411 - HEALTH: ADMINISTRATION	5,494.00	0.00	0.00	0.00	5,494.00	0.00
4414 - PEST CONTROL	500.00	0.00	0.00	0.00	500.00	0.00
4415 - HEALTH AGENCIES AND HOSPITALS	15,176.00	0.00	15,176.00	0.00	0.00	100.00
4442 - DIRECT ASSISTANCE	42,535.00	729.43	13,900.83	0.00	28,634.17	32.68
4520 - PARKS AND RECREATION	167,168.00	15,033.73	164,257.38	0.00	2,910.62	98.26
4550 - LIBRARY	468,005.00	16,348.20	283,878.91	0.00	184,126.09	60.66
4583 - PATRIOTIC PURPOSES	300.00	0.00	49.94	0.00	250.06	16.65
4589 - OTHER CULTURE AND RECREATION	5,000.00	0.00	5,000.00	0.00	0.00	100.00
4611 - CONSERVATION: ADMINISTRATION	3,775.00	145.45	3,775.00	0.00	0.00	100.00
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	264,335.00	0.00	249,658.43	0.00	14,676.57	94.45
4721 - INTEREST - LONG-TERM BONDS AND NOTES	44,263.00	0.00	27,596.77	0.00	16,666.23	62.35
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
4900 -	829,785.00	117,250.00	190,299.80	0.00	639,485.20	22.93
4901 - CAPITAL OUTLAY: LAND AND IMPROVEMENTS	0.00	0.00	17,474.88	0.00	(17,474.88)	0.00
01 - GENERAL FUND	7,070,661.00	456,344.33	4,255,263.12	0.00	2,815,397.88	60.18
	7,070,661.00	456,344.33	4,255,263.12	0.00	2,815,397.88	60.18

September Revenue Report

Fund: GENERAL FUND Periods: 2021-09 thru 2021-09 [75% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
01 - GENERAL FUND							
3110 - PROPERTY TAX REVENUE							
01-3110-01-900	PROPERTY TAXES-CURRENT	0.00	0.00	10,067,526.00	(10,067,526.00)	0.00	0.00
01-3110-10-850	TAX COLL-REFUND/REBATE/ABATEME	0.00	0.00	(9,921.00)	9,921.00	0.00	0.00
01-3110-10-855	SELECTMEN-ABATEMENTS/REFUNDS	0.00	0.00	(25,190.30)	25,190.30	0.00	0.00
3110 - PROPERTY TAX REVENUE		0.00	0.00	10,032,414.70	(10,032,414.70)	0.00	0.00
3185 - YIELD TAXES							
01-3185-01-900	YIELD TAX	0.00	0.00	0.00	0.00	0.00	0.00
3185 - YIELD TAXES		0.00	0.00	0.00	0.00	0.00	0.00
3187 - EXCAVATION TAX							
01-3187-01-900	EXCAVATION TAX	0.00	0.00	223.18	(223.18)	0.00	0.00
3187 - EXCAVATION TAX		0.00	0.00	223.18	(223.18)	0.00	0.00
3190 - PENALTIES AND INTEREST							
01-3190-01-902	INTEREST & COSTS						
01-3190-01-903	RETURNED CHECK FEE	60,000.00	434.27	24,212.97	35,787.03	40.35	0.00
3190 - PENALTIES AND INTEREST		0.00	0.00	50.00	(50.00)	0.00	0.00
		60,000.00	434.27	24,262.97	35,737.03	40.44	0.00
3210 - BUSINESS LICENSES AND PERMITS							
01-3210-01-910	UCC FILING	500.00	0.00	780.00	(280.00)	156.00	0.00
3210 - BUSINESS LICENSES AND PERMITS		500.00	0.00	780.00	(280.00)	156.00	0.00
3220 - MOTOR VEHICLE PERMIT FEES							
01-3220-01-906	AUTO REGISTRATIONS	825,000.00	99,876.50	814,695.98	10,304.02	98.75	0.00
01-3220-01-907	SNOWMOBILE AND ATV FEES	2,000.00	214.00	(1,790.41)	3,790.41	(89.52)	0.00
01-3220-10-840	TOWN CLERK-REFUNDS/REBATES	0.00	0.00	(42.00)	42.00	0.00	0.00
3220 - MOTOR VEHICLE PERMIT FEES		827,000.00	100,090.50	812,863.57	14,136.43	98.29	0.00
3230 - BUILDING PERMITS							
01-3230-01-908	SUBDIVISION FEES	1,000.00	150.00	700.00	300.00	70.00	0.00
01-3230-01-909	SITE PLAN REVIEW FEES	2,500.00	1,029.00	3,345.00	(845.00)	133.80	0.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	33,000.00	5,365.00	41,380.00	(8,380.00)	125.39	0.00
3230 - BUILDING PERMITS		36,500.00	6,544.00	45,425.00	(8,925.00)	124.45	0.00
3290 - OTHER LICENSES, PERMITS AND FEES							
01-3290-01-320	LANDLORDS FILING FEE	10.00	0.00	0.00	10.00	0.00	0.00
01-3290-01-902	REDEMPTION COSTS	3,500.00	0.00	2,941.20	558.80	84.03	0.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	14,500.00	373.25	12,650.58	1,849.42	87.25	0.00
01-3290-01-912	DOG LICENSES/FEES	4,000.00	102.50	5,419.00	(1,419.00)	135.48	0.00
01-3290-01-915	VITALS-BIRTH & DEATH	4,000.00	650.00	3,010.00	990.00	75.25	0.00
01-3290-01-917	TOWN CLERK FEES	0.00	7.00	648.50	(648.50)	0.00	0.00
01-3290-01-918	MISC. TC/TC OVERAGES	0.00	0.00	0.00	0.00	0.00	0.00

September Revenue Report

Fund: GENERAL FUND Periods: 2021-09 thru 2021-09 [75% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
01-3290-01-919	WETLANDS APPLICATIONS	50.00	0.00	9.00	41.00	18.00	0.00
3290 - OTHER LICENSES, PERMITS AND FEES		26,060.00	1,132.75	24,678.28	1,381.72	94.70	0.00
3351 - STATE - SHARED REVENUE BLOCK GRANT							
01-3351-01-927	SHARED REVENUE	30,000.00	0.00	0.00	30,000.00	0.00	0.00
3351 - STATE - SHARED REVENUE BLOCK GRANT		30,000.00	0.00	0.00	30,000.00	0.00	0.00
3352 - STATE - MEALS AND ROOMS TAX DISTRIBUTION							
01-3352-01-840	STATE OF NH ROOMS MEALS TAX	177,179.00	0.00	176,552.84	626.16	99.65	0.00
3352 - STATE - MEALS AND ROOMS TAX DISTRIBUTION		177,179.00	0.00	176,552.84	626.16	99.65	0.00
3353 - STATE - HIGHWAY BLOCK GRANT							
01-3353-01-928	HIGHWAY BLOCK GRANT	126,282.00	0.00	60,065.32	66,216.68	47.56	0.00
3353 - STATE - HIGHWAY BLOCK GRANT		126,282.00	0.00	60,065.32	66,216.68	47.56	0.00
3354 - STATE - WATER POLLUTION GRANTS							
01-3354-01-795	STATE OF NH - WATER GRANT	7,508.00	4,806.00	23,254.85	(15,746.85)	309.73	0.00
3354 - STATE - WATER POLLUTION GRANTS		7,508.00	4,806.00	23,254.85	(15,746.85)	309.73	0.00
3379 - INTERGOVERNMENTAL REVENUE							
01-3379-01-935	TOWN OF SPRINGFIELD-TS	109,054.00	0.00	96,778.00	12,276.00	88.74	0.00
3379 - INTERGOVERNMENTAL REVENUE		109,054.00	0.00	96,778.00	12,276.00	88.74	0.00
3401 - INCOME FROM DEPARTMENTS							
01-3401-01-320	FIREWORKS PERMIT FEE	0.00	0.00	260.00	(260.00)	0.00	0.00
01-3401-01-321	PHOTOCOPY INCOME	50.00	4.50	6.25	43.75	12.50	0.00
01-3401-01-584	RECYCLING INCOME-STEEL CANS	200.00	0.00	0.00	200.00	0.00	0.00
01-3401-01-586	RECYCLING INCOME-ALUMINUM	6,000.00	1,777.60	6,999.36	(999.36)	116.66	0.00
01-3401-01-587	RECYCLING CARDBOARD	1,350.00	4,177.70	6,977.10	(5,627.10)	516.82	0.00
01-3401-01-588	RECYCLING NEWSPAPER	3,500.00	0.00	2,812.30	687.70	80.35	0.00
01-3401-01-589	RECYCLING SCRAP METAL	5,000.00	1,292.16	7,204.07	(2,204.07)	144.08	0.00
01-3401-01-592	RECYCLING PLASTIC	3,000.00	0.00	15,704.49	(12,704.49)	523.48	0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOME	1,640.00	1,507.10	8,021.02	(6,381.02)	489.09	0.00
01-3401-01-938	USE OF FACILITIES	0.00	0.00	100.00	(100.00)	0.00	0.00
01-3401-01-940	INSURANCE REPORTS	56,000.00	0.00	0.00	56,000.00	0.00	0.00
01-3401-01-942	STANDARD POWER INCOME NET METERING	7,000.00	0.00	1,209.15	5,790.85	17.27	0.00
01-3401-01-950	ZBA INCOME	2,500.00	750.00	5,460.00	(2,960.00)	218.40	0.00
01-3401-01-951	TOWN OFFICE POSTAGE	200.00	13.91	210.34	(10.34)	105.17	0.00
01-3401-01-953	REPORTS/LABELS/DISKS SOLD	200.00	25.00	175.00	25.00	87.50	0.00
3401 - INCOME FROM DEPARTMENTS		86,640.00	9,547.97	55,139.08	31,500.92	63.64	0.00
3404 - GARBAGE - REFUSE CHARGES							
01-3404-01-940	SUNAPEE T/S TICKET SALES	0.00	6,732.00	49,447.00	(49,447.00)	0.00	0.00

September Revenue Report

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Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
01-3404-01-941	SPRINGFIELD T/S TICKET SALES	0.00	0.00	210.00	(210.00)	0.00	0.00
3404 - GARBAGE - REFUSE CHARGES		0.00	6,732.00	49,657.00	(49,657.00)	0.00	0.00
3409 - OTHER CHARGES FOR SERVICES							
01-3409-01-965	SALE OF CEMETERY LOT	1,200.00	0.00	2,050.00	(850.00)	170.83	0.00
01-3409-01-966	BURIAL INCOME	600.00	0.00	400.00	200.00	66.67	0.00
3409 - OTHER CHARGES FOR SERVICES		1,800.00	0.00	2,450.00	(650.00)	136.11	0.00
3501 - SALES OF MUNICIPAL PROPERTY							
01-3501-01-966	SALE OF TOWN OWNED PROPERTY	3,500.00	0.00	7,603.90	(4,103.90)	217.25	0.00
01-3501-01-968	SALE OF HIGHWAY EQUIPMENT	1,500.00	0.00	1,200.00	300.00	80.00	0.00
01-3501-01-970	CHECKING ACCOUNT INTEREST EARNED	80,000.00	0.00	14,115.42	65,884.58	17.64	0.00
01-3501-10-813	PISTOL PERMIT FEE	0.00	40.00	270.00	(270.00)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		85,000.00	40.00	23,189.32	61,810.68	27.28	0.00
3503 - RENTS OF PROPERTY							
01-3503-01-936	RENTS/LEASES & SERVICES	1,759.00	0.00	0.00	1,759.00	0.00	0.00
01-3503-01-937	TOWN DOCK RENTAL	18,441.00	0.00	20,000.00	(1,559.00)	108.45	0.00
3503 - RENTS OF PROPERTY		20,200.00	0.00	20,000.00	200.00	99.01	0.00
3504 - FINES AND FORFEITS							
01-3504-01-939	PARKING FINES	3,500.00	840.00	1,600.00	1,900.00	45.71	0.00
01-3504-01-941	REPLACEMENT TRANSFER STATION TAGS	100.00	50.00	500.00	(400.00)	500.00	0.00
01-3504-01-944	PD STATE WITNESS FEES	700.00	0.00	992.00	(292.00)	141.71	0.00
01-3504-01-946	PD DISCOVERY	700.00	110.00	450.00	250.00	64.29	0.00
3504 - FINES AND FORFEITS		5,000.00	1,000.00	3,542.00	1,458.00	70.84	0.00
3509 - OTHER MISCELLANEOUS REVENUE							
01-3509-01-950	WELFARE MISC. REVENUE	800.00	73.00	230.00	570.00	28.75	0.00
3509 - OTHER MISCELLANEOUS REVENUE		800.00	73.00	230.00	570.00	28.75	0.00
01 - GENERAL FUND		1,599,523.00	130,400.49	11,451,506.11	(9,851,983.11)	715.93	0.00
		1,599,523.00	130,400.49	11,451,506.11	(9,851,983.11)	715.93	0.00