

SUNAPEE BOARD OF SELECTMEN  
MEETING

6:30PM Town Office Meeting Room  
Monday, November 1, 2021

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

**REVIEW OF ITEMS FOR SIGNATURE**

**MOTION TO APPROVE THE FOLLOWING CZC'S:**

Parcel ID:0133-0104-0000 25 Maple Street, Elizabeth & Peter Hoekstra  
Parcel ID:0218-0055-0000 176 North Road, Howard Sargent  
Parcel ID:0115-0054-0000 76 Perkins Pond Road, Barnett Family Trust of 2017  
Parcel ID:0126-0028-0000 84 Garnet Hill Road, Douglas P Sanders 1991 Trust  
Parcel ID:0105-0003-0000 61 Seven Springs Road, Kelley Brooks  
Parcel ID:0136-0007-0000 179 Burkehaven Hill Road, JPC Investments, LLC.  
**By Selectman Hathorn, seconded by Selectman Gallup. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING CZC (Class VI Waiver)**

Parcel ID:0208-0003-0000 North Road, Brad Benson  
**By Selectman Gallup, seconded by Selectman Gottling. Unanimous**

**MOTION TO APPROVE THE FOLLOWING PERMIT TO EXCAVATE:**

Parcel ID:0128-0058-0000 87 Lake Ave., Carlyne Gatesy  
Parcel ID:0126-0034-0000 34 Garnet Hill Rd., Rebecca Bennett Anderson  
**By Selectman Gottling seconded by Selectman Hathorn. Unanimous**

**MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:**

Parcel ID:0126-0028-0000 84 Garnet Hill Road, Douglas P Sanders 1991 Trust  
Parcel ID:0105-0003-0000 61 Seven Springs Road, Kelley Brooks  
**By Selectman Hathorn seconded by Selectman Gallup Unanimous.**

**MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:**

Parcel ID:0239-0013-0000 329 Nutting Road, Shawn Austin  
Parcel ID:0211-0014-0000 Route 11, Evergreen Ridge, LLC  
**By Selectman Gallup, seconded by Selectman Wallace. Unanimous**

**APPOINTMENTS**

**•7:00 Chief Cahill Plaque Presentation**

Courtney Heath resigned from the Sunapee Police Department after serving on the force for (12) years. Chief Cahill presented Courtney Heath with a plaque for his service. The citizens of Sunapee are grateful for Heath's service to the town.

**•7:15PM-Scott Hazelton-Trask Brook Road Bridge**

Scott Hazelton has come before the Board tonight to talk about the proposed repair to Trask Brook Road Bridge.

As of October 18<sup>th</sup>, the town had only received (2) responses back from the residents of Trask Brook Road who were both in favor of repairing the bridge and keeping it open. Scott Hazelton has been working with HEB Engineers and came up with a sketch that is attached which will allow the contractor to excavate down both sides of the pipe where fabric, soil and hardpack will be layered like a cake. Jason Ross, who is the town engineer approved the repair and Hansen Bridge could do the repair for a cost of \$23,000.

This will buy the town some time to figure out exactly what to do on the bridge. He figures this repair will last (5) to (7) years depending on Mother Nature. Scott Hazelton said he has the money in the Bridge Maintenance Capital Reserve Fund.

**After some discussion, a motion was made to approve up to \$23,000 from the Bridge Maintenance Capital Reserve Fund by Selectman Wallace seconded by Selectman Gottling. Unanimous.**

**PUBLIC COMMENTS:**

Alan Peterson wanted to know if there was someone at the town the public could email if they had any safety concerns with the roadways. Alan Peterson had some concern regarding the overgrown vegetation on the corner of Beech Street and Route 103B which create poor visibility at the intersection. Scott Hazelton said the resident could send him an email or call the Highway Department regarding their concerns. The calls to the Highway Department are lodged in, or the voicemails go directly to Scott Hazelton's phone or his Foreman's phone.

John Augustine said he had several comments for the Board There is a red banner on the homepage of the town website that has not been updated since May 14th. At the last meeting the Board voted on how much money to applied from fund balance towards the tax rate, but from watching the video it seemed like the Board had no idea what was in the fund when the decision was made. John Augustine wants to know why this is such a cryptic piece of information and why it is not in the annual Town Report of Town Website? Last meeting someone came to the Board to talk about the short-term rental issues, and he does not see it on the agenda tonight so he hopes it will be discuss going forward. He feels the Board should form a sub-committee to deal with this issue. John Augustine understands the 2022 budget will be presented this Friday and would like to know what the proposed pay increase is for the 2022 budget? Chairman Trow said it would be a COLA of 3% and a step of 2.5% or 1.75%.

**SELECTMEN ACTION:**

**Recreation Alternate Appointment-Daniel Whitmoyer, 1 Year Term**

**Motion to appoint Daniel Whitmoyer to the Recreation Committee as an alternate**

**for a 1-year term by Selectman Wallace seconded by Selectman Gallup. Unanimous.**

- In the future Selectman Gallup would like the applicant to come in to meet the Board of Selectmen so they can put a face to an application.

**Set Public Hearing for Water & Sewer Loan Refinancing**

Chairman Trow said that the Water and Sewer Department are looking into refinancing the Wastewater Treatment Plant upgrade and the Perkins Pond Bond with the New Hampshire Municipal Bond Bank at a lower rate. The results of the preliminary analysis for refinancing the loans are attached. After some discussion the Board set the meeting for Monday, November 15<sup>th</sup> at 7:00PM.

**Motion to set the public hearing for the Water and Sewer loan refinancing for Monday, November 15th at 7:00PM by Chairman Trow, seconded by Selectman Gottling. Unanimous.**

**•Authorize Chairman Trow to Sign Engagement Letter from Plodzik & Sanderson**

Donna Nashawaty said that the engagement letter has changed due to the requirement to do a “yellow audit” for USDA loans over \$1,000,000. This change has increased the fee by \$4,000. The Water and Sewer Department added another \$4,000 to their budget for this audit. In addition, there is a significant amount of regeneration that the auditors are going to have to do with the adjusting entries, so the auditors think an additional \$5,000 might be charged for this audit. This engagement letter is for the original \$30,000 fee, an addendum will follow with the additional charges. Selectman Gallup said it is not like the town is behind in audits, and Donna Nashawaty replied yes, the town is behind by (2) years in audits and several things that have not been balanced in at least a year, if not more. Shannon Martinez said the auditors are trying to finish 2020 right now, and then will start on 2021. Things are a lot more disheveled than anyone understood. The reason why this audit is going to cost \$10,000 more is because the Town does not have their ducks in a row. The paperwork this needs to be there is not there, the approval process is not there and finding documents is difficult. The auditors now will have to go back and recreate that paper trail. The town will not have a “clean” audit for about (3) years. Shannon Martinez said that Rita McDonald, who is the finance person from MRI is doing a great job and has a working relationship with Plodzik & Sanderson. The bigger problem is structural in terms of policies and procedures that are not defined, and the auditors want them defined. Motion to authorize

**Chairman Trow to sign the letter of engagement from Plodzik & Sanderson for the 12/31/21/and 12/31/22 audits by Selectman Wallace seconded by Selectman Hathorn. Unanimous.**

Selectman Gottling attended the Planning Board Meeting where this Class VI Road was discussed, and she feels it is in a spot where it is going to be inaccessible and near Ledge Pond. The applicant has agreed that the town might not be able to provide emergency services. Chairman Trow said on a town road it is maintained so an emergency vehicle can get to everything on it. That is not the case on a Class VI Road because they are not maintained. Shannon Martinez said everyone has done some homework on this, Scott

Hazelton has been up there; this was discussed at the last PEER Review meeting and the Town Attorney was emailed with questions. Shannon Martinez said there is an RSA that very clearly says this can happen and how it needs to happen. Donna Nashawaty said a Certificate of Zoning Compliance would not be issued without the waiver. Selectman Gottling's concern looking at it on the map is if there is any further development it is downhill towards Ledge Pond which bothers her because it is quite pristine little spot. Selectman Gallup said there is quite a bit of town owned land around that as a buffer. Scott Hazelton said he expressed concern about the erosion up and down the hill and the gate that was put up (5) or (6) years ago is going to have to be relocated to what would then be considered the Class VI portion of the road that has not been improved. Shannon Martinez asked Scott Hazelton if the Owner would have to integrate to his recommendations? Scott Hazelton replied that he gave his recommendations to the Planning & Zoning Department. Chief Cahill is concerned for public safety and that the vehicles the Police and Fire Department own might not make it up there. They will find a way to get there but at who's expense? Selectman Gottling said the driveway is quite long and steep. Shannon Martinez asked if there were any other instances that the Board of Selectmen approved the waiver. Was it similar in terms of like the grade of the driveway and the extent of the road that is being discussed? The answer from the Board was no. Selectman Gallup said that it is one of those things that the Board has done it for others and are obligated especially where the owner are taking responsibility and realizes that they are putting themselves in a dire situation for any emergency response. Chief Cahill would ask that the owner maintains the road and driveway in such a condition that vehicles can navigate. Selectman Gallup read from a portion of the agreement which stated that the owner agrees to maintain the road and releases the town from the obligation of maintaining the Class VI portion of North Road. Selectman Wallace asked Scott Hazelton if it was normal town business to have a Class VI Road become a town road at some point? Scott Hazelton replied he would not say it was normal course of business, but it is done.

**Motion to accept and authorize Chairman Trow to sign the Class VI Road Agreement for Brad Benson by Selectman Gallup seconded by Selectman Wallace with discussion. 4 in Favor. Selectman Wallace Opposed.**

**•Firewards Request**

Chairman Trow said the Firewards have been going over personnel, pay and coverage in the Fire Department and the department is lacking, as a baseline. There are officially (34) members of the department and there has been more than one occasion where many of the EMS and fire calls get minimal response, and some calls that get no response which is primarily in the daytime. Currently there is a weekly stipend for an Officer to be on-call to response from 9PM to 6AM that is working. There have been problems with response time. New London Ambulance generally has an ambulance in the station and the average response time is (3) minutes. The department's fire apparatus response time is (9 ½) minutes, obviously there is some delay due to the fact it is a call department. The other side of this is the Chief's pay. Currently the Chief receives a \$15,000 stipend which is at a rate that is more than the hourly rate of the Assistant Chief and he should be working about (9) or (10) hours per week. Currently the Fire Chief is anywhere

between (30) and (50). A lot of the hours are clean-up or transitional stuff. The Firewards Board looked at what might be coming up such as property inspections due to increased short-term rentals. The Board also looked at the surrounding towns and the average pay for a Fire Chief was \$70,000. What they want to get to effectively is a full-time Chief and (2) per diems on in the daytime. In the next year or two the goal would be to hire a company that would do the survey to see what the town would need for coverage. The problem is for next year's budget and how do you do things. Chairman Trow knows the Recreation Director will be a warrant article, but also feels the Fire Chief should too. Chairman Trow said there was funding to cover the proposal for this year, which is making the Chief full-time with a \$50,000 stipend starting in December and the (2) part-time per diems because then they would roll into the budget for next year. Selectman Gallup said \$50,000 is not a stipend anymore, it is a full-time, year-round job. To go from a part-time quasi volunteer position to something that substantial is too much. This discussion began when the volunteer firefighters became employees. Selectman Gallup said when he was a firefighter, they did not worry about pay. Their goal was to protect the town at the minimal cost possible. It is starting to like this is a very convenient place to come up with a good paying job to sit around for (400) calls a year. Chairman Trow said that Chief Galloway was going to come to the meeting, but his flight was delayed so he did not make it back to answer specific questions, but the calls for the year are in the (600+) range which is split 50/50 fire and EMS. Chairman Trow does not think it is a question of people wanting or not wanting to do it for the money, they want to do it for being a part of the Fire/EMS service. At the same time, it may be a part-time Chief job but when you are spending (30, 40, or 50) hours a week that is not a part-time job anymore. Selectman Gallup said his question would be is the Fire Chief having a difficult time getting his job done. Chairman Trow replied that the Fire Chief is doing a lot more then the previous Chief did. The previous Chief was excellent in responding to calls, but paperwork, training, and inspections were not in his area and a lot of things were pass due or not done correctly. In Chairman Trow's opinion it is not that the current Chief can not do the job, it is that he is doing more of the job. Shannon Martinez wanted it known for the record that John Galloway is committed, dedicated and honor to continue the strong tradition of the Sunapee Fire Department and not trying to create a space for himself. After some discussion, Chairman Trow said the expectation is to have a Fire Chief for the next full year that is not severely overpaid for the job he is doing and that the town has day-time coverage. The Firewards are asking for the \$50,000 stipend and (2) per diems starting this December so they are included in both versions of next years budget. There will a warrant article for a full-time Fire Chief with all the benefits in March. Some of the Selectmen had questions for Chief Galloway, so Chairman Trow will invite him to the next meeting. Selectman Gallup asked about approving the \$50,000 stipend with no warrant article this year and then next year have a warrant article for the full-time position. Donna Nashawaty said she would like to include the Firewards proposal in the department request at the November 5<sup>th</sup> budget presentation.

**After some discussion, a motion to approve the Firewards recommendation to increase the Fire Chief's stipend to \$50,000 stipend and the (2) per diam positions starting December 1st and to continue into next year by Selectman Gallup seconded by Selectman Wallace. 4 in Favor. Chairman Trow Abstained.**

**Sign MS535**

The Board received the MS535 is the financial report of the budget for the period ending December 31, 2020.

**Motion to approve the MS535 as presented to the Board by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

**TOWN MANAGER REPORTS****October Expenditure & Revenue Reports**

- The Board received and reviewed the October Expenditure & Revenue Reports
- Shannon Martinez met with the short-term rental people that came to the Board last Meeting. She feels the group has some real good ideas and looks forward to working with them.

Meeting Adjourned 9:51PM

Respectfully Submitted by,  
Barbara Vaughn  
Administrative Assistant

**SUNAPEE BOARD OF SELECTMEN**  
**MEETING AGENDA**  
6:30PM Town Office Meeting Room  
Monday, November 1, 2021

**1. REVIEW OF ITEMS FOR SIGNATURE**

**CZC'S**

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Parcel ID:0115-0054-0000 76 Perkins Pond Road, Barnett Family Trust of 2017

Parcel ID:0126-0028-0000 84 Garnet Hill Road, Douglas P Sanders 1991 Trust

Parcel ID:0105-0003-0000 61 Seven Springs Road, Kelley Brooks

Parcel ID:0136-0007-0000 179 Burkehaven Hill Road, JPC Investments, LLC.

**CZC (Class VI Waiver)**

Parcel ID:0208-0003-0000 North Road, Brad Benson

**PERMIT TO EXCAVATE:**

Parcel ID:0128-0058-0000 87 Lake Ave., Carolyn Gatesy

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**LAND DISTURBANCE BOND:**

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Parcel ID:0105-0003-0000 61 Seven Springs Road, Kelley Brooks

**INTENT TO CUT:**

Parcel ID:0239-0013-0000 329 Nutting Road, Shawn Austin

Parcel ID:0211-0014-0000 Route 11, Evergreen Ridge, LLC

**2. APPOINTMENTS**

•7:00 Chief Cahill Plaque Presentation

•7:15PM-Scott Hazelton-Trask Brook Road Bridge

**3. PUBLIC COMMENTS**

**4. SELECTMEN ACTION**

•Recreation Alternate Appointment-Daniel Whitmoyer, 1 Year Term

•Set Public Hearing for Water & Sewer Loan Refinancing

•Authorize Chairman Trow to Sign Engagement Letter from Plodzik & Sanderson, PA

•Authorize Chairman Trow to Sign Class VI Road Agreement and Release

•Firewards Request

•Sign MS535

**5. CHAIRMAN'S REPORT**

**6. TOWN MANAGER REPORTS**

•October Expenditure & Revenue Reports

## **7. UPCOMING MEETINGS**

11/03-7:00PM-Conservation Commission, Town Meeting Room

11/04-6:00PM-Zoning Board, Town Meeting Room

11/05-All-Day Budget Session, Town Meeting Room

11/09-5:30PM-Recreation Committee, Town Meeting Room

11/10-5:00PM-Energy Committee, Town Meeting Room

11/11-Veterans Day-Town Offices Closed for Holiday

11/11-7:00PM-Planning Board, Town Meeting Room

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



# SIGN-IN SHEET

## BOARD OF SELECTMEN MEETING

DATE: 11/1/21

Alan Peterson

Gracia Wolf

John Augustine

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## Scott Hazelton

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**From:** TDS <hansenbridge@tds.net>  
**Sent:** Monday, October 18, 2021 1:29 PM  
**To:** Scott Hazelton  
**Subject:** Re: Trask Brook Road Bridge Repair Sketch

Hi Scott-  
Total \$32k.

For the excavation, fabric, 1.5" from Pike, compaction, grading .....\$23k

Breaking out the grouting and the sand bag cofferdam.....\$9k

Time Estimate - 1 week

Thanks

Mike Hansen

Hansen Bridge

hansenbridge.com

603-491-5295

On Oct 14, 2021, at 5:25 PM, TDS <hansenbridge@tds.net> wrote:

Scott:

We can get it done.

Let me know we can meet on site?

Thanks

Mike Hansen

Hansen Bridge

hansenbridge.com

603-491-5295

On Oct 14, 2021, at 10:27 AM, Scott Hazelton <Scotth@town.sunapee.nh.us> wrote:

Mike:

Please find attached a sketch to repair the Trask Brook Road Bridge. Please give me a call to discuss the project so that we can get the bridge repaired before winter hits us.

Kind Regards,

Scott A. Hazelton, CPESC  
Highway Director  
Town of Sunapee  
Highway Department  
621 Route 11  
Sunapee, New Hampshire 03782  
Telephone (603)763-5060 Ext. 11  
Fax (603) 763-4337  
E-mail: scotth@town.sunapee.nh.us

BR id maint cap it  
Res Fund.

**From:** Jason Ross <jross@hebengineers.com>  
**Sent:** Thursday, October 14, 2021 10:16 AM  
**To:** Scott Hazelton <Scotth@town.sunapee.nh.us>  
**Cc:** Michael Martell <MichaelM@town.sunapee.nh.us>; Donna Nashawaty <Donna@town.sunapee.nh.us>; David Cahill <ChiefCahill@town.sunapee.nh.us>; John H. Galloway <firechief@town.sunapee.nh.us>  
**Subject:** RE: Trask Brook Road Bridge Repair Sketch

Scott,

I have reviewed the sketch that you sent me.. The proposed repairs look like they will work to bring the culverts back to pre-flood conditions.

I have initialed the sketch as requested.

**Jason C. Ross, PE**  
Senior Structural Engineer

**HEB Engineers, Inc.**  
Civil • Structural • Survey  
**NH (603) 356-6936 | ME (207) 803-8265**  
[jross@hebengineers.com](mailto:jross@hebengineers.com) • [www.hebengineers.com](http://www.hebengineers.com)

**From:** Scott Hazelton <[Scotth@town.sunapee.nh.us](mailto:Scotth@town.sunapee.nh.us)>  
**Sent:** Thursday, October 14, 2021 9:50 AM  
**To:** Jason Ross <[jross@hebengineers.com](mailto:jross@hebengineers.com)>  
**Cc:** Michael Martell <[MichaelM@town.sunapee.nh.us](mailto:MichaelM@town.sunapee.nh.us)>; Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)>; David Cahill <[ChiefCahill@town.sunapee.nh.us](mailto:ChiefCahill@town.sunapee.nh.us)>; John H. Galloway <[firechief@town.sunapee.nh.us](mailto:firechief@town.sunapee.nh.us)>  
**Subject:** Trask Brook Road Bridge Repair Sketch

Jason:

Please find attached the Trask Brook Road Bridge Repair Sketch the we discussed on Wednesday October 13, 2021. Could you please initial the sketch in the "APPROVED BY" location of the sketch indicating that you approve the proposed repair? I will forward this to Mike Hansen as soon as I receive it back from you.

Kind Regards,

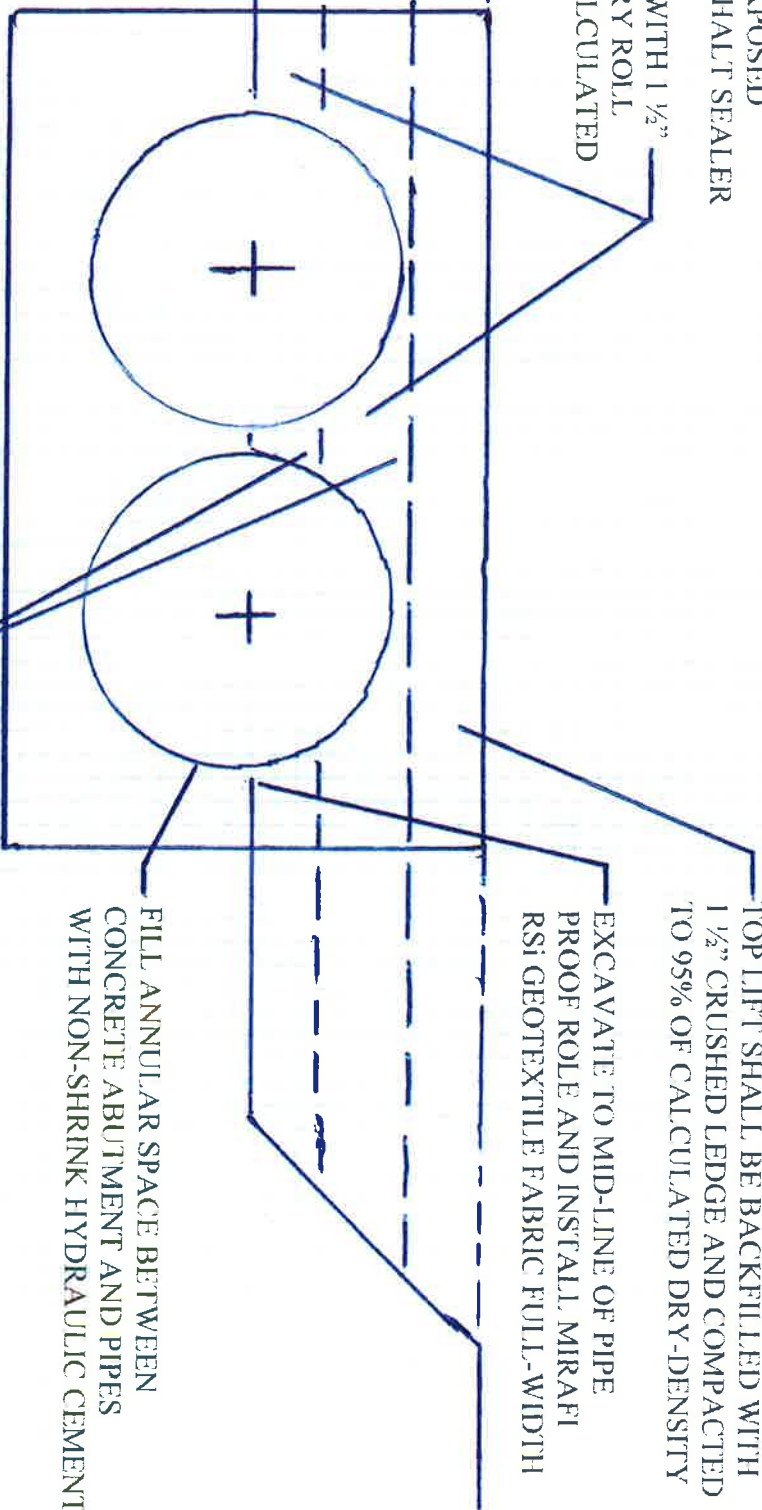
Scott A. Hazelton, CPESC  
Highway Director  
Town of Sunapee  
Highway Department  
621 Route 11  
Sunapee, New Hampshire 03782  
Telephone (603)763-5060 Ext. 11  
Fax (603) 763-4337  
E-mail: [scotth@town.sunapee.nh.us](mailto:scotth@town.sunapee.nh.us)

<Trask Brook Road Bridge Repair Sketch.pdf>

# TRASK BROOK ROAD BRIDGE BRIDGE REPAIR SKETCH TOWN OF SUNAPEE HIGHWAY DEPARTMENT

CLEAN AND INSPECT OUTSIDE OF PIPE  
FOR CORROSION. COVER EXPOSED  
PORTION OF PIPE WITH ASPHALT SEALER

BACKFILL IN 1.5-FOOT LIFTS WITH 1 1/2"  
CRUSHED GRAVEL. VIBRATORY ROLL  
AND COMPACT TO 95% OF CALCULATED  
DRY-DENSITY



INSTALL TEMPORARY SANDBAG DAM IN  
FRONT OF UP GRADIENT END OF PIPES TO  
ALLOW ANNULAR SPACE BETWEEN PIPE  
AND CONCRETE ABUTMENT TO BE  
THOROUGHLY SEALED IN PLACE

REMOVE ALL BEAVER DEBRIS FROM PIPES  
AND INSPECT INTERIOR OF PIPE FOR CORROSION.  
DOCUMENT WITH PHOTOS AND PROVIDE TO  
TOWN AND ENGINEER.

DESIGNED BY: SAH  
APPROVED BY:            JCR - HEB  
DATE: 10/14/2021 Engineers



ALT 4/1/2023

# TOWN OF SUNAPEE

## Volunteer Interest Form

### For Town Committees, Boards, and Commission

Name: Whitmoyer (Last), Daniel (First) Date: 10/5/21

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

95 Winn Hill Rd  
Sunapee, NH 03782

Lived in Sunapee Since: 6/1/2018 Home Phone: 610-413-6083 Work Phone: 603-226-7720

E-mail: dwhitmoy@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.)

- |  |   |
|--|---|
| <input type="checkbox"/> Abbott Library Trustee        | <input type="checkbox"/> Advisory Budget Committee          |
| <input type="checkbox"/> Capital Improvement Committee | <input type="checkbox"/> Conservation Commission            |
| <input type="checkbox"/> Crowther Chapel Committee     | <input type="checkbox"/> Fireward                           |
| <input type="checkbox"/> Planning Board Alternate      | <input checked="" type="checkbox"/> 1 Recreation Committee  |
| <input type="checkbox"/> Thrift Shop                   | <input type="checkbox"/> Upper Valley Lake Sunapee Regional |
| <input type="checkbox"/> Zoning Board Alternate        | <input type="checkbox"/> Highway Safety Committee           |
| <input type="checkbox"/> Energy Committee              |   |

2. For consideration:

a. Occupation: U.S. Probation Officer b. Employer: U.S. Probation

c. Length of current employment: 03/2013 - Present d. Education: Masters

e. Relevant Experience: Community Service

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 ☒ No

g. Volunteer Time Available ☐ hours per week (daytime) ☐ hours per week (evenings)  
☐ hours per week (weekends) \*As needed\*

h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☐ Yes ☒ No

i. If yes, please indicate Town/Position: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

j. Are you willing to serve as an Alternate? ☒ Yes \_\_\_ No


k. Are you willing to serve on a Sub-Committee? ☒ Yes \_\_\_ No

3. Why do you want to serve on this board/committee? To help the recreation  
committee sustain and develop opportunities for  
our town.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have  
17 years of federal service in working directly with the  
public.

5. Your reasons for wanting this/these appointments /appointments are:  
To volunteer my time to a committee that our  
town and my family rely on for recreational  
opportunities.

6. Additional Comments: Thank you for your consideration.

  
(Signature)

10/5/21  
(Date)

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

“considered **public information** and may be distributed or copied”

# Daniel Whitmoyer

dwhitmoy@gmail.com  
Mobile: (610) 413-6083

95 Winn Hill Rd  
Sunapee, NH 03782

## PROFESSIONAL EXPERIENCE

United States Probation and Pretrial Services

September 2019 – Present

**U.S. Probation Officer** – Concord, NH

- *Professional Discretion:* conduct interviews with defendants, attorneys, family members, and participate in judicial recommendations at sentencing hearings
- *Case Management:* prepare investigation and supervision reports adhering to district and national standards
- *Exercising Judgment:* supervise post-conviction and pretrial defendants with guidance, empathy, and accountability as required by their Court ordered conditions
- *Fostering Relationships:* serve as a member of the district wellness committee

United States Probation and Pretrial Services

March 2013 – August 2019

**Data Quality Analyst** – Concord, NH

- *Data Analysis:* forecasted and analyzed spending trends especially pertaining to treatment services for persons under supervision. Prepared a revocation analysis annually for our judges
- *Quality Assurance:* prepared data extractions monthly for our Administrative Office through assessing and interpreting federal case data entry for accuracy and completeness
- *Contract Management:* solicited and procured blanket purchase agreements, noncompetitive purchase orders, and all other treatment services contracts for our office
- *Results Driven:* generated and monitored an infrastructure of customized reports using SAP Business Objects to improve decision-making for senior management
- *Technical Support:* provided technical support and customization for our PACTS (Probation and Pretrial Automated System) database as an administrator
- *Training Leadership:* provided PACTS database training for staff in maintaining data quality. Served as an instructor and trainer for the National Information Standards Academy
- *Change Management:* served as a member of the National Peer Review Committee for publishing standard DSS (Decision Support System) reports using SAP Business Objects
- *Strategic Leadership:* represented the First Circuit on the National IT Committee which was established to deploy a new database from inception to implementation

United States Department of Justice

June 2007 – February 2013

**Legal Assistant** – Boston, MA

- *Task Oriented:* monitored and scheduled detained notice to appear documents and bond motions to meet priority goal deadlines set by headquarters
- *Process Improvement:* created a cohesive transportation system with the Department of Justice and Immigration Customs Enforcement to ensure detainees were appearing for court efficiently
- *Customer Service:* solved customer service issues pertaining to submissions from attorneys, respondents, and third parties
- *Interpersonal Skills:* interacted with and gained respect of many immigration courts by traveling to cover judge's dockets when necessary

## EDUCATION

**University of Massachusetts Boston**

The McCormack Graduate School  
*Master of Science in Public Affairs*

May 2011

**York College of Pennsylvania** York, PA

*Bachelor of Arts in Political Science; Public Administration*  
Honors: *cum laude*

May 2007

**Town of Sunapee: Recreation Committee  
Meeting Minutes for September 14, 2021**

- **In Attendance:** Scott Blewit, Charleen Osborne, Dan Hayward, Samantha Heino, Melissa Trow, Jesse Socci, Tim Berube.
  - **Guests:** Dan Whitmoyer (seeking membership), 2 residents with input on the skate park and 9 residents representing the Sunapee Pickleballers.
- **Meeting called to order by Charleen: 5:30 PM.**
- **Meeting Ended: 7:41 PM. Motioned by Tim, Seconded by Dan H.**
- **2 Votes, No policy updates took place during this meeting**
  - **Vote 1: Unanimous YES on seeking Veterans Field Phase 1 engineering. Vote 2: Unanimous YES on accepting Dan Whitmoyer into a Sunapee Recreation Committee alternate position.**
- **Attachments: 1) New layout drawings for Veterans Field Phase 1**

**1) Meeting Minute Approval**

- a. Meeting Minutes for August were accepted with one name spelling correction. Tim made the motion for approval, seconded by Jesse

**2) Veterans Field Update**

- a. Friends of Sunapee Recreation has been meeting and working on coming up with an improved layout design for Phase 1. The goal is to maximize as much of the space as possible for Recreation.
- b. Parking. Currently, the drawings include improved parking spaces during Phase 1. It was determined that parking is not the priority for this part of the project. The current drawing has roughly 22 spaces. The new drawing to fit more recreation space has roughly 11 – 12 spaces. It should be noted that the committee feels that although parking is currently a problem (with cars going up and down Rt. 11 when Veterans Field is in use), taking away a small number of spaces is not going to solve the issue. It was also noted by Charleen that when the Rt. 11 dampening project occurs, this will greatly improve parking. Scott noted that when the project is complete, folks will also be able to park at the Safety Services complex and walk down a new walkway to Veterans Field. It should also be noted that even though we are reducing the amount of spaces from the original drawings, the new drawing is the same amount of parking spaces that we have now, so we would not be losing any.
- c. The new layout includes: Tennis court with 4 pickleball courts, basketball court with 3 pickleball courts, skate park relocation, as well as a restrooms /



concession stand building. The new rendering does take into consideration the building setback requirements for Sunapee. Another drawing by a resident was viewed by the committee, however it does not meet the setback requirements.

- d. Jesse noted that he wanted to see the committee make sure that there is fencing with gates in the final rendering that clearly separate the recreation space from the parking space for safety reasons.
- e. A motion was made by Tim, seconded by Dan to move forward with the new renderings and seek engineering / professional drawings. Topic open for discussion.
- f. 2 guests voiced some opinion on the skate park. With the skate park getting moved in Phase 1, they would like to see some improvements made to the design. They stated that the skate park currently does not get a lot of use, however, it is because of a lack of updated features as well as some concerns about safety (cracks, heaving). They stated that if we re thought our design in new skate park, that they believe it would draw a lot of use and attention. One of the guests is a professional skate park designer who has designed parks in the area as well as multiple different countries, he offered his services to the committee. They also expressed that they would like to see the skate park include features for all skill levels, which currently it does not.
- g. 9 guests representing the Sunapee Pickleballers voiced that they are very pleased with the direction that Phase 1 is going for Veterans Field, and that they are in full support of moving forward with engineering for Phase 1.
- h. Tim noted that use of Veterans Field is way up, and that he believes we will have plenty of support for moving forward with Phase 1.
- i. After discussion, the committee voted unanimously in favor of moving forward with the new drawings to get engineering and estimated costs on Phase 1 done.

### **3) Sunapee Board of Selectmen's Meeting**

- a. Scott wanted to note to the committee that Scott Hazleton was seeking estimates on developing some of the land above the gazebo in the harbor for additional boat parking. This would be approximately 20 spaces (10 boat and trailers).
- b. It is possible that some of this new space can be also be used for recreation purposes. It was discussed to look into lining the new parking for additional pickleball courts, as well as a few other possibilities, including having additional space for the farmers market.
- c. A guest from the pickleball group expressed that they would not want to see pickleball courts there out of respect for the residents that live in close proximity, they feared it could be too noisy. Scott said that he appreciated that input and that nothing is close to final yet, we were simply just exploring possibilities, but when the time came that it would certainly be taken into consideration.

### **4) Fitness Trail Update**

- a. AAA State of Play has informed Charleen and Celia that the equipment is shipping this Friday and will be at the Highway Department sometime next week!
- b. Once the permit by notification is done, Celia is going to go dig some test holes in the areas that the footings are needed.
- c. 2 foot deep footings are needed for the equipment. Once the permit by notification is complete, she will be seeking volunteers to help dig the footings.
- d. If everything goes according to plan, Sunapee will have a new fitness trail for use this fall at the lawn outside the Town offices!

#### **5) Fall Sports Update**

- a. Soccer is off to a fantastic start with 131 participants and \$3,830 in revenue.
  - i. PK-K has 41 participants
  - ii. 1-2 has 36 participants
  - iii. 3-4 Girls has 13 participants
  - iv. 3-4 Boys has 24 participants
  - v. 5-6 Girls has 9 participants
  - vi. 5-6 Boys has 8 participants
  - vii. Scott noted that it has been tough to fill in for the 5-6 teams. The coaches and Scott for the 5-6 group has been working each week to "call up" some of the 3-4 players to fill in. Also working with the middle school team to get players from them to fill in.
- b. Flag Football has been going great. Scott has 22 participants. It is Tuesdays and Thursdays from 3-4.

#### **6) Fall / Winter Program Update**

- a. Sunapee Pumpkin People already has a number of participants. They will be displayed Columbus Day Weekend to Halloween. Free Program!
- b. Pumpkin Carving Contest will be held on Veterans Field on 10/16 at 10:30 AM.
- c. Turkey Trot sponsors are rolling in, will be doing a staggered start again (COVID).
- d. Project Sunapee is doing the Haunted Harbor on 10/30
- e. Central Street Trick-or-Treating will take place on Halloween, 10/31
- f. Boot Camp is Tuesdays / Thursdays, 5:30 at the Sherburne Gym
- g. Adult Drop in Volleyball will be Fridays from 7-9 at the Sherburne Gym
- h. Women's Drop in Basketball will be Sundays at 10AM at the Sherburne Gym
- i. Scott noted that he is seeking a resident to take charge of Men's Drop in Basketball, which currently has interest but no point person
- j. Scott stated that he was looking into the possibility of hosting a winter fishing derby

#### **7) Budget / Warrant Articles**

- a. Fall Bulb Sale brought in \$750. The same company is going to be working on doing a Christmas wreath Fundraiser similar to the bulb sale.
- b. Scott was contacted by Steve Marshal, want to try and work out the budget for making proper tee boxes at the disc golf course
- c. Scott noted that Scott Hazleton was working on budgets for paving the parking lot at the beach

- d. Scott ordered 6 new paddleboards in May, they will arrive next May
- e. Warrant Article 1: Full Time Recreation Director Position
- f. Warrant Article 2: Improved storage at Dewy Field
- g. Warrant Article 3: Recreation van purchase
- h. Warrant Article 4: Establishing a Recreation Department Capitol Reserve Fund
  - i. It should be noted that the Recreation Committee feels that these Warrant Articles are needed and justified. Scott and the committee has added countless new programs that have been very successful, as well as considered even more proposals for new programs by many residents. Passing these articles would be a phenomenal step in the right direction for growing the Sunapee Recreation Department, further increasing what it already offers to residents and their guests.
  - ii. It was discussed on how we want to get the word out about these articles (mailings, postcards, posters and info in public places...). It was determined that a mailing would be too costly, but could look into other costs.

#### **8) New Membership**

- a. Dan Whitmoyer is present at the meeting and has expressed interest in joining the committee. After discussion Dan was accepted onto the committee as an alternate (only position currently open). He was asked to fill out the volunteer form for the town.

#### **9) Other / General Updates**

- a. Looking ahead to summer, Summer Fest is going to be happening on 6/25/22. This will include vendors, inflatables, live music, touch a truck, and refreshments. This will be a ticketed event. Scott stated that he already has \$5,000 in sponsorships for the event.
- b. Charleen stated that her son is currently working on his Eagle project to improve / add to some trails in town. He is going to be going in front of the select board soon. He also has been working with conservation, something that the Recreation Committee would like to be able to do more of as they are needed for various projects.
- c. There was some discussion about how we are handling COVID, particularly masking. Scott stated that we are going to continue to follow guidance that comes down from various sources, but the choice was ultimately ours. Samantha stated that we simply want to make sure that we are making an educated decision for our town and not just following what others are doing. Scott stated that there currently has not been any issues with the current policy for summer sports (mask voluntary), so we will continue with that unless something comes up.
- d. The committee will most likely be putting out a communication soon for donations of gently used equipment. We are particularly looking for paddleboards and other water craft, skates and snowshoes. It has been difficult to get these items with COVID. If anyone has these items that they want to donate, please contact Scott.

**From:** Tammy St. Gelais <[tstgelais@nhmbb.com](mailto:tstgelais@nhmbb.com)>  
**Sent:** Thursday, October 14, 2021 10:36 AM  
**To:** Holly Leonard <[Holly@town.sunapee.nh.us](mailto:Holly@town.sunapee.nh.us)>  
**Cc:** Town Manager <[manager@town.sunapee.nh.us](mailto:manager@town.sunapee.nh.us)>; David Bailey <[sunws@town.sunapee.nh.us](mailto:sunws@town.sunapee.nh.us)>  
**Subject:** RE: NHMBB January Bond Sale Announcement and potential loan refinancing

Good Morning Holly,

I have attached the results of the preliminary analysis for refinancing of your loans with USDA. The results are as follows:

1. \$1,500,000 Loan - \$159,030.83 in savings and a TIC of 2.39%
2. \$1,585,000 Loan - \$39,528.50 in savings and a TIC of 2.18% - cash contribution \$68,586.62

In order to get the maximum savings each year on the \$1,585,000 loan, there will be a cash contribution that the Town would have to contribute at the time of closing (2/24/22). The Town should have already appropriated these funds for this debt service in 2022. You will then see the additional savings beginning in year 2023 and each year thereafter, except for the last year. Our Financial Advisor used a slightly conservative interest rate in case interest rates were to rise between now and when we plan to sell these bonds in January.

If you choose to refinance these loan in our pooled bond issue in January, the application deadline is November 5<sup>th</sup>. It is my understanding that if you move forward with refinancing this loan through the Bond Bank, you will need to hold a public hearing to get approval. Please contact your Bond Counsel as soon as possible to help you through this process. The only out of pocket cost to refinance this loan through the Bond Bank will be your Bond Counsel fee.

Please let us know if you would like us to update an application for you or if you have any additional questions. I have also attached the sale schedule for the timelines involved.

I look forward to hearing from you!

Tammy

Tammy J. St. Gelais  
Executive Director  
NH Municipal Bond Bank  
25 Triangle Park Drive  
Concord, NH 03301  
[tstgelais@nhmbb.com](mailto:tstgelais@nhmbb.com)  
(603) 271-2595 (office)  
(603) 271-6639 (direct line)

**From:** Holly Leonard <[Holly@town.sunapee.nh.us](mailto:Holly@town.sunapee.nh.us)>  
**Sent:** Wednesday, October 27, 2021 12:25 PM  
**To:** Town Manager <[manager@town.sunapee.nh.us](mailto:manager@town.sunapee.nh.us)>  
**Subject:** NH Municipal Bond Bank Refunding Opportunity - Town of Sunapee

Shannon & Donna,

See the response from Renelle about the bond counsel fees.

Looking into the new amortization schedules there is no extension of time the loans because of this refunding they were not ending until 2042 to begin with.

It seems that especially the Wastewater Treatment Plant Upgrade loan will result in a large savings for the sewer users with the savings of \$159,000.

I think it would also be good to get the taxpayers a \$20,000 less the bond counsel fee in savings and the Perkins Pond Bond users the same.

I am willing to try and scramble to get all of the documents together for this if humanly possible before the various deadlines but will need help with the public hearing.

Let me know what your feelings are on this.

The Commission will be discussing this tomorrow night if I can figure a way to keep the meeting on track in case I still am not feeling well.

Not sure if we can make this happen or not but my feeling is that it is worth the attempt.

**Holly Leonard – Office Manager**  
Sunapee Water & Sewer Department  
P.O. Box 347  
Sunapee, NH 03782  
(603) 504-4985

**From:** Renelle L. L'Huillier <[rlhuillier@devinemillimet.com](mailto:rlhuillier@devinemillimet.com)>

**Sent:** Tuesday, October 26, 2021 9:14 PM

**To:** Holly Leonard <[Holly@town.sunapee.nh.us](mailto:Holly@town.sunapee.nh.us)>

**Subject:** RE: NH Municipal Bond Bank Refunding Opportunity - Town of Sunapee

Hi Holly,

My bond counsel fee will be a range of \$3,800-\$5,800. The fee is based on the number of loans to be refunded as each one must be analyzed separately as well as the total par amount of the bonds. Upon an initial look at your numbers to refinance these two loans, it looks your savings will be around \$180,000.

You can include bond counsel fees in the cost of the loan – if you are interested in that, you should let Tammy know and she can update the numbers.

I hope that helps – please let me know if you have any other questions.

Best regards,  
Renelle



James A. Sojka, CPA\*

Sheryl A. Pratt, CPA\*\*\*

Michael J. Campo, CPA, MACCY

Scott T. Eagen, CPA, CFE

Karen M. Lascelle, CPA, CVA, CFE

Ashley Miller Klem, CPA, MSA

Tyler A. Paine, CPA\*\*\*

Kyle G. Gingras, CPA

Thomas C. Giffen, CPA

Ryan T. Gibbons, CPA, CFE

Brian P. McDermott, CPA\*\*

Justin Larsh, CPA

Sylvia Y. Petro, MSA, CFE

\* Also licensed in Maine

\*\* Also licensed in Massachusetts

\*\*\* Also licensed in Vermont

October 27, 2021

To the Members of the Board of Selectmen  
Town of Sunapee  
23 Edgemont Road  
Sunapee, NH 03782

Dear Members of the Board of Selectmen:

We are pleased to confirm our understanding of the services we are to provide Town of Sunapee for the fiscal years ended December 31, 2020, 2021, and 2022. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Sunapee as of and for the fiscal years ended December 31, 2020, 2021, and 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement Town of Sunapee's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Sunapee's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Town's Proportionate Share of Net Pension Liability
- 3) Schedule of Town Contributions – Pensions
- 4) Schedule of Town's Proportionate Share of Net Other Postemployment Benefits Liability
- 5) Schedule of Town Contributions – Other Postemployment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Sunapee's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining Schedules
- 2) Individual Fund Schedules

#### Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing

**PLODZIK & SANDERSON, P.A.**  
*Certified Public Accountants*

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standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Town of Sunapee and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Sunapee's financial statements. Our report will be addressed to Board of Selectmen of Town of Sunapee. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Town of Sunapee is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.





### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Sunapee's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also provide the nonattest services as detailed in the attached addendum for Town of Sunapee in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the services detailed in the attached addendum. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government



received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the nonattest services detailed in the attached addendum. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating Ms. Shannon Martinez, Town Manager, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Plodzik & Sanderson, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Plodzik & Sanderson, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.



The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audits in October 2021 for the 2020 audit, and April or May (or mutually agreeable time) for the 2021 and 2022 audits and to issue our reports no later than August 1<sup>st</sup> for the 2021 and 2022 audits. Sheryl A. Pratt, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are estimated to be \$30,000 for the fiscal year ended December 31, 2020; \$30,500 for the fiscal year ended December 31, 2021; and \$31,000 for the fiscal year ended December 31, 2022. These fees are approximate and will be billed based on actual time spent on the audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Town of Sunapee and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

*Plodzik & Sanderson*

PLODZIK & SANDERSON  
Professional Association

RESPONSE:

This letter correctly sets forth the understanding of Town of Sunapee.

Management signature: Donna M. Mearns  
Title: Town Manager  
Date: 11-2-21

Governance signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



215 Pleasant St. Fl. 4 — PO Box 3634  
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020  
Fax: (508)672-4938

**Report on the Firm's System of Quality Control**

To Plodzik & Sanderson, PA and the  
Peer Review Committee of the Massachusetts Society of CPAs:

We have reviewed the system of quality control for the accounting and auditing practice of Plodzik & Sanderson, PA (the Firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act.. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Plodzik & Sanderson, PA in effect for the year ended May 31, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Plodzik & Sanderson, PA, has received a peer review rating of *pass*.

*JMR & Company, LLC*

October 18, 2019

*Where Your Financial Success Begins*

Member: American Institute of Certified Public Accountants - Division for Firms

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Email: [Doug@rodriguesaccounting.com](mailto:Doug@rodriguesaccounting.com)



# Financial Report of the Budget Sunapee

For the period ending December 31, 2020

### 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.

**Ashley Miller**

## 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.

**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/>



## Financial Report of the Budget

Account	Purpose	Voted Appropriations	Actual Expenditures
<b>General Government</b>			
4130-4139	Executive	\$332,502	\$328,182
4140-4149	Election, Registration, and Vital Statistics	\$245,986	\$221,321
4150-4151	Financial Administration	\$228,848	\$380,455
<i>Explanation: \$161,090 in unallocated expenditures</i>			
4152	Revaluation of Property	\$116,644	\$74,998
4153	Legal Expense	\$18,000	\$12,188
4155-4159	Personnel Administration	\$1,000	\$66
4191-4193	Planning and Zoning	\$57,839	\$45,333
4194	General Government Buildings	\$262,206	\$227,749
4195	Cemeteries	\$13,636	\$10,915
4196	Insurance	\$8,068	\$6,527
4197	Advertising and Regional Association	\$14,272	\$8,159
4199	Other General Government	\$31,128	\$85,077
<b>General Government Subtotal</b>		<b>\$1,330,129</b>	<b>\$1,400,970</b>
<b>Public Safety</b>			
4210-4214	Police	\$886,577	\$910,201
4215-4219	Ambulance	\$61,886	\$61,886
4220-4229	Fire	\$236,998	\$212,529
4240-4249	Building Inspection	\$0	\$0
4290-4298	Emergency Management	\$200	\$0
4299	Other (Including Communications)	\$149,955	\$145,239
<b>Public Safety Subtotal</b>		<b>\$1,335,616</b>	<b>\$1,329,855</b>
<b>Airport/Aviation Center</b>			
4301-4309	Airport Operations	\$0	\$0
<b>Airport/Aviation Center Subtotal</b>		<b>\$0</b>	<b>\$0</b>
<b>Highways and Streets</b>			
4311	Administration	\$0	\$0
4312	Highways and Streets	\$1,750,762	\$1,669,410
4313	Bridges	\$0	\$0
4316	Street Lighting	\$16,800	\$16,184
4319	Other	\$0	\$0
<b>Highways and Streets Subtotal</b>		<b>\$1,767,562</b>	<b>\$1,685,594</b>
<b>Sanitation</b>			
4321	Administration	\$0	\$0
4323	Solid Waste Collection	\$0	\$0
4324	Solid Waste Disposal	\$558,246	\$548,640
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0



## Financial Report of the Budget

Sanitation Subtotal		\$558,246	\$548,640
<b>Water Distribution and Treatment</b>			
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
<b>Electric</b>			
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
<b>Health</b>			
4411	Administration	\$5,323	\$405
4414	Pest Control	\$500	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$15,176	\$15,176
Health Subtotal		\$20,999	\$15,581
<b>Welfare</b>			
4441-4442	Administration and Direct Assistance	\$42,354	\$21,305
4444	Intergovernmental Welfare Payments	\$0	\$0
4445-4449	Vendor Payments and Other	\$0	\$0
Welfare Subtotal		\$42,354	\$21,305
<b>Culture and Recreation</b>			
4520-4529	Parks and Recreation	\$164,297	\$138,405
4550-4559	Library	\$439,402	\$377,273
4583	Patriotic Purposes	\$200	\$235
4589	Other Culture and Recreation	\$5,000	\$5,000
Culture and Recreation Subtotal		\$608,899	\$520,913
<b>Conservation and Development</b>			
4611-4612	Administration and Purchasing of Natural Resources	\$3,775	\$3,775
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$0	\$0
Conservation and Development Subtotal		\$3,775	\$3,775
<b>Debt Service</b>			
4711	Long Term Bonds and Notes - Principal	\$263,609	\$263,609

Explanation: \$177,272 debt payments included in water and sewer proprietary funds





### Financial Report of the Budget

4721	Long Term Bonds and Notes - Interest	\$51,520	\$51,682
4723	Tax Anticipation Notes - Interest	\$1,000	\$0
4790-4799	Other Debt Service	\$0	\$0
<b>Debt Service Subtotal</b>		<b>\$316,129</b>	<b>\$315,291</b>

#### Capital Outlay

4901	Land	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$110,000	\$369,140
<i>Explanation: \$168,352 for PY WA #15 spent in 2020 \$123,575 PY WA #20 spent in 2020</i>			
4903	Buildings	\$0	\$0
4909	Improvements Other than Buildings	\$216,000	\$206,181
<b>Capital Outlay Subtotal</b>		<b>\$326,000</b>	<b>\$575,321</b>

#### 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	\$283,605	\$78,735
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$1,184,220	\$1,019,008
4914W	To Proprietary Fund - Water	\$952,720	\$592,356
4915	To Capital Reserve Fund	\$390,000	\$390,000
4916	To Expendable Trusts/Fiduciary Funds	\$60,800	\$60,800
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
<b>Operating Transfers Out Subtotal</b>		<b>\$2,871,345</b>	<b>\$2,140,899</b>

#### Payments to Other Governments

4931	Taxes Assessed for County	\$0	\$3,828,621
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$8,856,533
4934	Taxes Assessed for State Education	\$0	\$2,703,824
4939	Payments to Other Governments	\$0	\$0
<b>Payments to Other Governments Subtotal</b>			<b>\$15,388,978</b>

<b>Total Before Payments to Other Governments</b>	<b>\$9,181,054</b>	<b>\$8,558,144</b>
<b>Plus Payments to Other Governments</b>		<b>\$15,388,978</b>
<b>Plus Commitments to Other Governments from Tax Rate</b>	<b>\$15,388,978</b>	
<b>Less Proprietary/Special Funds</b>	<b>\$2,420,545</b>	<b>\$1,690,099</b>
<b>Total General Fund Expenditures</b>	<b>\$22,149,487</b>	<b>\$22,257,023</b>





## Financial Report of the Budget

Account	Source of Revenues	Estimated Revenues	Actual Revenues
<b>Taxes</b>			
3110	Property Taxes	\$0	\$19,977,248
3120	Land Use Change Tax - General Fund	\$0	\$9,923
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$0	\$0
3186	Payment in Lieu of Taxes	\$0	\$80
3187	Excavation Tax	\$0	\$3,476
3189	Other Taxes	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$50,000	\$47,051
9991	Inventory Penalties	\$0	\$0
<b>Taxes Subtotal</b>		<b>\$50,000</b>	<b>\$20,037,778</b>
<b>Licenses, Permits, and Fees</b>			
3210	Business Licenses and Permits	\$500	\$1,496
3220	Motor Vehicle Permit Fees	\$825,000	\$982,972
3230	Building Permits	\$35,000	\$45,028
3290	Other Licenses, Permits, and Fees	\$26,000	\$27,028
3311-3319	From Federal Government	\$0	\$122,401
<i>Explanation: COVID relief funds</i>			
<b>Licenses, Permits, and Fees Subtotal</b>		<b>\$886,500</b>	<b>\$1,178,925</b>
<b>State Sources</b>			
3351	Municipal Aid/Shared Revenues	\$35,088	\$35,088
3352	Meals and Rooms Tax Distribution	\$176,553	\$176,553
3353	Highway Block Grant	\$122,921	\$122,907
3354	Water Pollution Grant	\$7,508	\$12,499
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)	\$21,956	\$24,887
<i>Explanation: Amount recorded in water fund, removed below</i>			
3379	From Other Governments	\$119,376	\$119,376
<b>State Sources Subtotal</b>		<b>\$483,402</b>	<b>\$491,310</b>
<b>Charges for Services</b>			
3401-3406	Income from Departments	\$100,000	\$167,795
3409	Other Charges	\$2,000	\$6,000
<b>Charges for Services Subtotal</b>		<b>\$102,000</b>	<b>\$173,795</b>
<b>Miscellaneous Revenues</b>			
3501	Sale of Municipal Property	\$0	\$0
3502	Interest on Investments	\$50,000	\$43,451
3503-3509	Other	\$22,000	\$26,015



Financial Report of the Budget

Miscellaneous Revenues Subtotal		\$72,000	\$69,466
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$200,000	\$355,133
		Explanation: \$168,452 close out of PY balance of Library Project which was included in PY interfund	
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$283,605	\$173,429
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$1,154,220	\$1,334,279
3914W	From Enterprise Funds: Water (Offset)	\$530,764	\$656,119
3915	From Capital Reserve Funds	\$110,000	\$77,213
3916	From Trust and Fiduciary Funds	\$0	\$0
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$2,278,589	\$2,596,173
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$430,000	\$0
		Explanation: No bonds were issued in 2020. Will be recorded in water and sewer funds when issued	
Other Financing Sources Subtotal		\$430,000	\$0
Less Proprietary/Special Funds		\$2,420,545	\$2,188,714
Plus Property Tax Commitment from Tax Rate		\$20,057,441	
Total General Fund Revenues		\$21,939,387	\$22,358,733



**Financial Report of the Budget**

Account	Description	Starting Balance	Ending Balance
<b>Current Assets</b>			
1010	Cash and Equivalents	\$6,700,471	\$6,891,847
	<i>Explanation: CY BOY balance restated</i>		
1030	Investments	\$0	\$0
1080	Tax Receivable	\$640,078	\$420,125
1110	Tax Liens Receivable	\$98,398	\$74,110
	<i>Explanation: Reduced by \$22,855 allowance for uncollectible accounts</i>		
1150	Accounts Receivable	\$0	\$3,189
1260	Due from Other Governments	\$8,252	\$210,420
	<i>Explanation: CY BOY balance restated</i>		
1310	Due from Other Funds	\$318,749	\$270,067
1400	Other Current Assets	\$47,585	\$0
	<i>Explanation: CY BOY balance restated</i>		
1670	Tax Deeded Property (Subject to Resale)	\$38,317	\$38,317
	<b>Current Assets Subtotal</b>	<b>\$7,851,850</b>	<b>\$7,908,075</b>
<b>Current Liabilities</b>			
2020	Warrants and Accounts Payable	\$116,614	\$23,134
	<i>Explanation: CY BOY balance restated</i>		
2030	Compensated Absences Payable	\$0	\$139,418
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$10,293	\$29,186
	<i>Explanation: CY BOY balance restated</i>		
2075	Due to School Districts	\$5,712,681	\$5,628,505
2080	Due to Other Funds	\$0	\$0
2220	Deferred Revenue	\$39,940	\$68,890
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$89,567	\$34,477
	<i>Explanation: CY BOY balance restated</i>		
	<b>Current Liabilities Subtotal</b>	<b>\$5,969,095</b>	<b>\$5,923,610</b>
<b>Fund Equity</b>			
2440	Non-spendable Fund Balance	\$47,585	\$0
	<i>Explanation: CY BOY balance restated</i>		
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$0	\$55,585
2490	Assigned Fund Balance	\$5,762	\$34,216
	<i>Explanation: CY BOY balance restated</i>		
2530	Unassigned Fund Balance	\$1,829,408	\$1,894,664
	<i>Explanation: CY BOY balance restated</i>		
	<b>Fund Equity Subtotal</b>	<b>\$1,882,755</b>	<b>\$1,984,465</b>



**Financial Report of the Budget**

Source	County	Village	Local Education	State Education	Other	Property Tax
<b>MS-535</b>	\$3,828,621	\$0	\$8,856,533	\$2,703,824	\$0	\$19,977,248
<b>Commitment</b>	\$3,828,621	\$0	\$8,856,533	\$2,703,824		\$20,057,441
<b>Difference</b>	\$0	\$0	\$0	\$0		(\$80,193)

**General Fund Balance Sheet Reconciliation**

<b>Total Revenues</b>	\$22,358,733
<b>Total Expenditures</b>	\$22,257,023
<b>Change</b>	<b>\$101,710</b>
<b>Ending Fund Equity</b>	\$1,984,465
<b>Beginning Fund Equity</b>	\$1,882,755
<b>Change</b>	<b>\$101,710</b>



**Financial Report of the Budget**

<b>Description (Purpose)</b>	<b>Original Obligation</b>	<b>Annual Installment</b>	<b>Rate</b>	<b>Final Payment</b>	<b>Start of Year</b>	<b>Issued</b>	<b>Retired</b>	<b>End of Year</b>
Lake Ave (Water)	\$706,741	\$45,000	2.60	2024	\$189,241	\$0	\$45,000	\$144,241
Library (Library)	\$975,000	\$48,750	2.76	2034	\$731,250	\$0	\$48,750	\$682,500
Perkins Pond (Sewer)	\$1,585,000	\$0	2.50	2042	\$1,350,184	\$0	\$58,704	\$1,291,480
Safety Services Building (General Government)	\$3,133,625	\$0	3.97	2022	\$364,563	\$0	\$164,928	\$199,635
Water Filtration (Water)	\$1,248,260	\$0	5.00	2027	\$728,000	\$0	\$85,000	\$643,000
WWTP (Sewer)	\$1,500,000	\$0	3.50	2042	\$1,326,175	\$0	\$38,499	\$1,287,676
	<b>\$9,148,626</b>				<b>\$4,689,413</b>	<b>\$0</b>	<b>\$440,881</b>	<b>\$4,248,532</b>

## Expenditure Report Monthly BOS

Fund: GENERAL FUND Periods: 2021-10 thru 2021-10 [83.33% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
<b>01 - GENERAL FUND</b>						
4130 - GENERAL GOVERNMENT: EXECUTIVE	355,055.00	13,063.24	249,888.81	0.00	105,166.19	70.38
4140 - TOWN CLERK TAX COLLECTOR	234,361.00	5,263.29	149,435.99	0.00	84,925.01	63.76
4141 - ELECTIONS	9,061.00	0.00	6,853.22	0.00	2,207.78	75.63
4150 - FINANCIAL ADMINISTRATION	243,964.00	17,691.17	198,212.93	0.00	45,751.07	81.25
4152 - REVALUATION OF PROPERTY	102,000.00	22,031.15	57,178.39	0.00	44,821.61	56.06
4153 - LEGAL EXPENSES	18,000.00	1,932.52	14,295.80	0.00	3,704.20	79.42
4155 - PERSONNEL ADMINISTRATION	1,000.00	5.50	134.62	0.00	865.38	13.46
4191 - PLANNING AND ZONING	56,074.00	2,242.28	31,098.72	0.00	24,975.28	55.46
4194 - GENERAL GOVERNMENT BUILDINGS	274,624.00	13,885.95	187,083.15	0.00	87,540.85	68.12
4195 - CEMETERIES	13,647.00	523.10	7,697.71	0.00	5,949.29	56.41
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	344.53	10,754.43	0.00	3,635.57	74.74
4199 - OTHER GENERAL GOVERNMENT	31,520.00	1,296.15	26,113.69	0.00	5,406.31	82.85
4210 - PUBLIC SAFETY: POLICE	918,523.00	28,323.12	670,290.25	0.00	248,232.75	72.97
4215 - AMBULANCE	61,886.00	0.00	61,886.00	0.00	0.00	100.00
4220 - FIRE	271,360.00	4,151.83	137,802.30	0.00	133,557.70	50.78
4229 - SAFETY SERVICES BUILDING	148,013.00	5,115.43	115,764.85	0.00	32,248.15	78.21
4290 - EMERGENCY MANAGEMENT	200.00	0.00	0.00	0.00	200.00	0.00
4312 - HIGHWAY AND STREETS	1,817,923.00	126,898.22	1,264,470.94	0.00	553,452.06	69.56
4316 - STREET LIGHTS	16,800.00	862.43	7,900.42	0.00	8,899.58	47.03
4324 - SOLID WASTE DISPOSAL	626,856.00	26,292.58	389,340.06	0.00	237,515.94	62.11
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	208.01	14,108.84	0.00	28,426.16	33.17
4520 - PARKS AND RECREATION	167,168.00	2,981.10	167,238.48	0.00	(70.48)	100.04
4550 - LIBRARY	468,005.00	25,514.58	310,958.93	0.00	157,046.07	66.44
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	0.00	3,879.55	0.00	(104.55)	102.77
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	8,762.34	36,359.11	0.00	7,903.89	82.14
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	7,914.58	198,214.38	0.00	631,570.62	23.89
4901 - CAPITAL OUTLAY: LAND AND IMPROVEMENTS	0.00	0.00	17,474.88	0.00	(17,474.88)	0.00
4931 - TAXES ASSESSED FOR COUNTY	0.00	0.00	0.00	0.00	0.00	0.00
<b>01 - GENERAL FUND</b>	<b>7,070,661.00</b>	<b>315,303.10</b>	<b>4,604,320.82</b>	<b>0.00</b>	<b>2,466,340.18</b>	<b>65.12</b>
	<b>7,070,661.00</b>	<b>315,303.10</b>	<b>4,604,320.82</b>	<b>0.00</b>	<b>2,466,340.18</b>	<b>65.12</b>

## Revenue Report Monthly BOS

Fund: GENERAL FUND Periods: 2021-10 thru 2021-10 [83.33% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b>01 - GENERAL FUND</b>							
<b>3110 - PROPERTY TAX REVENUE</b>							
01-3110-01-900	PROPERTY TAXES-CURRENT	0.00	0.00	10,067,526.00	(10,067,526.00)	0.00	9,957,158.00
01-3110-02-900	School appropriations	0.00	0.00	0.00	0.00	0.00	0.00
01-3110-03-900	County appropriation	0.00	0.00	0.00	0.00	0.00	0.00
01-3110-10-850	TAX COLL-REFUND/REBATE/ABATEME	0.00	0.00	(10,203.00)	10,203.00	0.00	(2,342.00)
01-3110-10-855	SELECTMEN-ABATEMENTS/REFUNDS	0.00	0.00	(25,190.30)	25,190.30	0.00	(104.88)
3110 - PROPERTY TAX REVENUE		<u>0.00</u>	<u>0.00</u>	<u>10,032,132.70</u>	<u>(10,032,132.70)</u>	<u>0.00</u>	<u>9,954,711.12</u>
<b>3120 - LAND USE CHANGE TAX - GENERAL FUND</b>							
01-3120-01-901	LAND USE CHANGE	14,000.00	0.00	14,779.81	(779.81)	105.57	0.00
3120 - LAND USE CHANGE TAX - GENERAL FUND		<u>14,000.00</u>	<u>0.00</u>	<u>14,779.81</u>	<u>(779.81)</u>	<u>105.57</u>	<u>0.00</u>
<b>3185 - YIELD TAXES</b>							
01-3185-01-900	YIELD TAX	4,000.00	0.00	4,026.65	(26.65)	100.67	0.00
3185 - YIELD TAXES		<u>4,000.00</u>	<u>0.00</u>	<u>4,026.65</u>	<u>(26.65)</u>	<u>100.67</u>	<u>0.00</u>
<b>3187 - EXCAVATION TAX</b>							
01-3187-01-900	EXCAVATION TAX	350.00	0.00	369.18	(19.18)	105.48	0.00
3187 - EXCAVATION TAX		<u>350.00</u>	<u>0.00</u>	<u>369.18</u>	<u>(19.18)</u>	<u>105.48</u>	<u>0.00</u>
<b>3190 - PENALTIES AND INTEREST</b>							
01-3190-01-902	INTEREST & COSTS	33,000.00	548.55	25,189.30	7,810.70	76.33	41,610.87
01-3190-01-903	RETURNED CHECK FEE	0.00	0.00	50.00	(50.00)	0.00	50.00
3190 - PENALTIES AND INTEREST		<u>33,000.00</u>	<u>548.55</u>	<u>25,239.30</u>	<u>7,760.70</u>	<u>76.48</u>	<u>41,660.87</u>
<b>3210 - BUSINESS LICENSES AND PERMITS</b>							
01-3210-01-910	UCC FILING	780.00	0.00	780.00	0.00	100.00	1,075.50
3210 - BUSINESS LICENSES AND PERMITS		<u>780.00</u>	<u>0.00</u>	<u>780.00</u>	<u>0.00</u>	<u>100.00</u>	<u>1,075.50</u>
<b>3220 - MOTOR VEHICLE PERMIT FEES</b>							
01-3220-01-906	AUTO REGISTRATIONS	1,083,000.00	105,746.00	920,441.98	162,558.02	84.99	824,912.96
01-3220-01-907	SNOWMOBILE AND ATV FEES	2,000.00	(45.00)	449.00	1,551.00	22.45	(1,515.00)
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		<u>1,085,000.00</u>	<u>105,701.00</u>	<u>920,848.98</u>	<u>164,151.02</u>	<u>84.87</u>	<u>823,397.96</u>
<b>3230 - BUILDING PERMITS</b>							
01-3230-01-908	SUBDIVISION FEES	1,000.00	0.00	700.00	300.00	70.00	1,800.00
01-3230-01-909	SITE PLAN REVIEW FEES	2,500.00	0.00	3,345.00	(845.00)	133.80	1,000.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	41,900.00	9,045.00	51,860.00	(9,960.00)	123.77	37,158.20
3230 - BUILDING PERMITS		<u>45,400.00</u>	<u>9,045.00</u>	<u>55,905.00</u>	<u>(10,505.00)</u>	<u>123.14</u>	<u>39,958.20</u>
<b>3290 - OTHER LICENSSES, PERMITS AND FEES</b>							
01-3290-01-320	LANDLORDS FILING FEE	10.00	0.00	0.00	10.00	0.00	6.00
01-3290-01-902	REDEMPTION COSTS	3,500.00	0.00	2,941.20	558.80	84.03	3,567.00

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Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
01-3290-01-907	BOAT REGISTRATIONS/FEES	13,240.00	141.96	12,792.54	447.46	96.62	13,086.83
01-3290-01-912	DOG LICENSES/FEES	4,000.00	46.00	5,465.00	(1,465.00)	136.63	3,672.50
01-3290-01-915	VITALS-BIRTH & DEATH	4,000.00	220.00	3,230.00	770.00	80.75	3,400.00
01-3290-01-917	TOWN CLERK FEES	0.00	3.00	651.50	(651.50)	0.00	1,157.00
01-3290-01-918	MISC. TC/TC OVERAGES	0.00	0.00	0.00	0.00	0.00	0.00
01-3290-01-919	WETLANDS APPLICATIONS	50.00	3.00	12.00	38.00	24.00	8.50
3290 - OTHER LICENSSES, PERMITS AND FEES		<u>24,800.00</u>	<u>413.96</u>	<u>25,092.24</u>	<u>(282.24)</u>	<u>101.18</u>	<u>24,897.83</u>
<b>3311 - FEDERAL - HOUSE AND URBAN DEVELOPMENT (H.U.D.)</b>							
01-3311-01-841	FEDERAL FEMA FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
3311 - FEDERAL - HOUSE AND URBAN DEVELOPMENT (H.U.D.)		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>3351 - STATE - SHARED REVENUE BLOCK GRANT</b>							
01-3351-01-927	SHARED REVENUE	0.00	0.00	0.00	0.00	0.00	35,087.82
3351 - STATE - SHARED REVENUE BLOCK GRANT		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,087.82</u>
<b>3352 - STATE - MEALS AND ROOMS TAX DISTRIBUTION</b>							
01-3352-01-840	STATE OF NH ROOMS MEALS TAX	257,424.00	0.00	0.00	257,424.00	0.00	0.00
3352 - STATE - MEALS AND ROOMS TAX DISTRIBUTION		<u>257,424.00</u>	<u>0.00</u>	<u>0.00</u>	<u>257,424.00</u>	<u>0.00</u>	<u>0.00</u>
<b>3353 - STATE - HIGHWAY BLOCK GRANT</b>							
01-3353-01-928	HIGHWAY BLOCK GRANT	120,131.00	0.00	84,070.87	36,060.13	69.98	86,853.23
3353 - STATE - HIGHWAY BLOCK GRANT		<u>120,131.00</u>	<u>0.00</u>	<u>84,070.87</u>	<u>36,060.13</u>	<u>69.98</u>	<u>86,853.23</u>
<b>3354 - STATE - WATER POLLUTION GRANTS</b>							
01-3354-01-794	STATE OF NH-SEWER GRANT	0.00	0.00	0.00	0.00	0.00	4,916.50
01-3354-01-795	STATE OF NH - WATER GRANT	7,508.00	0.00	23,254.85	(15,746.85)	309.73	2,702.92
3354 - STATE - WATER POLLUTION GRANTS		<u>7,508.00</u>	<u>0.00</u>	<u>23,254.85</u>	<u>(15,746.85)</u>	<u>309.73</u>	<u>7,619.42</u>
<b>3379 - INTERGOVERNMENTAL REVENUE</b>							
01-3379-01-935	TOWN OF SPRINGFIELD-TS	109,054.00	0.00	66,934.00	42,120.00	61.38	59,688.00
3379 - INTERGOVERNMENTAL REVENUE		<u>109,054.00</u>	<u>0.00</u>	<u>66,934.00</u>	<u>42,120.00</u>	<u>61.38</u>	<u>59,688.00</u>
<b>3401 - INCOME FROM DEPARTMENTS</b>							
01-3401-01-320	FIREWORKS PERMIT FEE	0.00	0.00	260.00	(260.00)	0.00	260.00
01-3401-01-321	PHOTOCOPY INCOME	50.00	1.00	17.25	32.75	34.50	26.25
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	2,232.60	10,556.82	(4,556.82)	175.95	3,464.57
01-3401-01-587	RECYCLING CARDBOARD	1,350.00	0.00	6,977.10	(5,627.10)	516.82	6,793.10
01-3401-01-588	RECYCLING NEWSPAPER	3,500.00	0.00	5,654.63	(2,154.63)	161.56	272.20
01-3401-01-589	RECYCLING SCRAP METAL	5,000.00	5,298.90	12,502.97	(7,502.97)	250.06	11,224.65
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	0.00	8,021.02	(6,381.02)	489.09	40,745.48
01-3401-01-938	USE OF FACILITIES	0.00	0.00	100.00	(100.00)	0.00	0.00



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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	428.88	1,638.03	5,361.97	23.40	3,591.46
01-3401-01-948	MISC. TOWN OFFICE INCOME	0.00	1,189.92	1,189.92	(1,189.92)	0.00	0.00
01-3401-01-950	ZBA INCOME	2,500.00	150.00	5,910.00	(3,410.00)	236.40	1,800.00
01-3401-01-951	TOWN OFFICE POSTAGE	200.00	0.00	210.34	(10.34)	105.17	1.50
01-3401-01-953	REPORTS/LABELS/DISKS SOLD	200.00	25.00	200.00	0.00	100.00	403.25
<b>3401 - INCOME FROM DEPARTMENTS</b>		<b>66,640.00</b>	<b>9,326.30</b>	<b>68,942.57</b>	<b>17,697.43</b>	<b>79.57</b>	<b>68,582.46</b>
<b>3404 - GARBAGE - REFUSE CHARGES</b>							
01-3404-01-940	SUNAPEE T/S TICKET SALES	48,360.00	6,605.00	54,022.00	(5,662.00)	111.71	59,505.00
01-3404-01-941	SPRINGFIELD T/S TICKET SALES	0.00	0.00	0.00	0.00	0.00	0.00
<b>3404 - GARBAGE - REFUSE CHARGES</b>		<b>48,360.00</b>	<b>6,605.00</b>	<b>54,022.00</b>	<b>(5,662.00)</b>	<b>111.71</b>	<b>59,505.00</b>
<b>3409 - OTHER CHARGES FOR SERVICES</b>							
01-3409-01-965	SALE OF CEMETERY LOT	1,850.00	0.00	2,050.00	(200.00)	110.81	0.00
01-3409-01-966	BURIAL INCOME	600.00	0.00	400.00	200.00	66.67	0.00
<b>3409 - OTHER CHARGES FOR SERVICES</b>		<b>2,450.00</b>	<b>0.00</b>	<b>2,450.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>							
01-3501-01-966	SALE OF TOWN OWNED PROPERTY	7,300.00	0.00	7,603.90	(303.90)	104.16	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	53,000.00	(92.04)	14,023.38	38,976.62	26.46	39,780.69
01-3501-10-813	PISTOL PERMIT FEE	0.00	0.00	0.00	0.00	0.00	350.00
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>		<b>61,800.00</b>	<b>(92.04)</b>	<b>22,827.28</b>	<b>38,972.72</b>	<b>36.94</b>	<b>40,130.69</b>
<b>3503 - RENTS OF PROPERTY</b>							
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
01-3503-01-938	OLD ABBOTT LIBRARY RENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>3503 - RENTS OF PROPERTY</b>		<b>20,200.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>200.00</b>	<b>99.01</b>	<b>0.00</b>
<b>3504 - FINES AND FORFEITS</b>							
01-3504-01-938	DOG FINES	0.00	0.00	0.00	0.00	0.00	75.00
01-3504-01-939	PARKING FINES	1,500.00	0.00	1,600.00	(100.00)	106.67	4,480.00
01-3504-01-941	REPLACEMENT TRANSFER STATION TAGS	100.00	0.00	500.00	(400.00)	500.00	155.00
01-3504-01-944	PD STATE WITNESS FEES	700.00	0.00	992.00	(292.00)	141.71	500.00
01-3504-01-946	PD DISCOVERY	700.00	0.00	450.00	250.00	64.29	605.00
<b>3504 - FINES AND FORFEITS</b>		<b>3,000.00</b>	<b>0.00</b>	<b>3,542.00</b>	<b>(542.00)</b>	<b>118.07</b>	<b>5,815.00</b>
<b>3509 - OTHER MISCELLANEOUS REVENUE</b>							
01-3509-01-950	WELFARE MISC. REVENUE	800.00	125.00	390.00	410.00	48.75	1,436.00
<b>3509 - OTHER MISCELLANEOUS REVENUE</b>		<b>800.00</b>	<b>125.00</b>	<b>390.00</b>	<b>410.00</b>	<b>48.75</b>	<b>1,436.00</b>

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<b>3912 - TRANSFERS FROM SPECIAL REVENUE FUNDS</b>							
01-3912-50-925	TRANSFER OTHER SPECIAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
3912 - TRANSFERS FROM SPECIAL REVENUE FUNDS		0.00	0.00	0.00	0.00	0.00	0.00
01 - GENERAL FUND		1,924,697.00	131,672.77	11,425,607.43	(9,500,910.43)	593.63	11,250,419.10
		1,924,697.00	131,672.77	11,425,607.43	(9,500,910.43)	593.63	11,250,419.10