

SUNAPEE BOARD OF SELECTMEN
MEETING
6:30PM Town Office Meeting Room
Monday, October 17, 2022

6:00PM-Motion to enter nonpublic under RSA 91-A:3II(b)--The hiring of any person
Regular meeting started at 6:30PM.

Present: Vice-Chairman Suzanne Gottling, Chairman Josh Trow, Selectman Jeremy Hathorn, Selectman Fred Gallup, Selectmen Carol Wallace, Shannon Martinez-Town Manager, Allyson Traeger-Executive Assistant.

REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0118-0056-0000 70 Burma Road, Paul & Sheila Lewis

Parcel ID: 0231-0034-0000 50 Pine Ridge Road, Tony Bourque

Motion to approve CZC's by Selectman Hathorn seconded by Selectman Gallup. All voted in favor.

LAND DISTURBANCE BOND:

Parcel ID: 0106-0052-0000 19 Westwood Road, David Beardsley

Motion to approve LAND DISTURBANCE BOND by Selectman Gallup seconded by Selectman Wallace. All voted in favor.

INTENT TO CUT:

Parcel ID: 0235-0092-0000 Edgemont Road, Bell Engineering Inc

Motion to approve INTENT TO CUT by Vice-Chairman Gottling seconded by Selectman Hathorn. All voted in favor.

PROPERTY TAX REFUNDS:

Parcel ID: 0121-0052-0000 26 Fernwood South, Kenneth & Kristin Jautz.

Motion to approve PROPERTY TAX REFUNDS by Selectman Wallace seconded by Vice-Chairman Gottling. All voted in favor.

APPOINTMENTS

7:00PM-Public Hearing-Accept Unanticipated Revenue from FEMA

Scott Hazelton, Highway Director said that last year they have received a significant amount that ended up declared as a FEMA event and so over the last year plus they have been working with FEMA to get a grant for reimbursement of all of the roads that were damaged in the storm and the separate grant is for the bridge that was impacted. At this point FEMA has all the documentation they need, and he has been told to expect \$26,950.04 in a check from the Department of Safety to replenish the gravel reserves used at the event of the storm as well as pipe products supplies.

Chairman Trow asked for any comments and questions from the board and since there were none, he opened the session for public comments. There were no public comments.

The board accepted the Unanticipated Revenue from FEMA unanimously.

7:10PM-Public Hearing-Accept Unanticipated Revenue from ARPA

Town Manager Martinez said that as they all know, the finance team went to the recent law and budget training from NHMA, and it turned out that they did not do the ARPA public hearings to accept the money that was allocated to them. Therefore, the board needs to accept that before they can make the decision to distribute funds. Chairman Trow asked for any comments and questions from the board and since there were none, he opened the session for public comments. There were no public comments. The board accepted the Unanticipated Revenue of \$365,052.80 total combined value of first and second installments from ARPA unanimously.

7:15PM-Revisit of previous ARPA presentation

Town Manager Martinez had updated the distribution and allocation of the funds to previous ARPA presentations because the library had not been given funds through ARPA as was shown previously. The \$10,000 for the broadband has been obligated and expanded; two grants for Water and Sewer for the technical expertise and designs were finished and the request that the board approved that \$115,000 would go to Water and Sewer. She also announced that the Fire Department would give a presentation to the board on October 31 with suggestions about using some of the ARPA Funds in their benefit and the Water and Sewer Department is putting a new request for additional \$125,000. She asked the board if they would like to deliberate about that, make some decisions, or how they would like to move forward with the thought process and how they might be able to use some of the ARPA Funding, especially since they are going into budget season and for the November 4 presentation. Selectman Wallace asked about the process since when they discussed this before, it was not a fight between the staff and who would get what money, but it was more of a robust process. She added that she would personally like to make sure that this would be a one-time expenditure. Selectman Gallup said that the problem they got here is the \$156,247.14 because they cannot get everybody everything they want. He thinks that they as a board should take some time to deliberate if any of the departments could begin to accomplish their goals with a little lesser amount of money so they can spread the money between other departments. Chairman Trow noted that in two weeks they would have a little bit more information with the presentation from the Fire Department. He said that is important to note that they have already allocated a hundred and forty something dollars for Water and Sewer already and that they have received more than everybody else has combined.

Town Manager Martinez pointed out that there is a lot of money out there for Water and Sewer and it would take a lot of effort through the presentation and documentation to go after other grants. David Bailey said that when that money first came to town, it was documented as waste water sewer and broadband and as the time went on, they decided to change this and add other stipulations. Town Manager Martinez added that it was clear it was for emergency services, so broadband, emergency services, wastewater, and sewer.

E. Neil Cobb said that they are looking for a 2022 car, they have them in stock now and a 10-20% increase is expected for next year. They have water pump problems with the current car, which costs around \$2000, and the dilemma is whether to fix it or wait for the new car.

Mindy Atwood said that her job is to advocate for the department and when they received the news that there is an opportunity, they applied and since 2023 is going to be a tough budget year, they are applying with their needs.

Chairman Trow said that they would come back to the issues on the next meeting.

7:30PM-Howard Sargent-Emergency Operations Plan

Howard Sargent, Emergency Management Director said that FEMA needs Emergency Operations Plan approved every ten years and they are two years behind on this one and his job is to make sure that the plan is in place, because the town cannot get grant money without it in place. This plan is to make sure that they protect their residents as well as visitors and it is a coordinated effort between all the departments' Heads and the Board of Selectmen. Now that it is done it is quite a relief for him. He emphasized that the library had put a lot of effort into putting the plan together. Town Manager Martinez added that the library could be used as an emergency EOC location now. Mindy Atwood said that as noted in the report, the board did make a motion for the library to offer their services as however they could be helpful and, in the future, they hope that they could be considered as a supporting agency in the next ten-year plan.

Mr. Sargent said that they have the resources that they have scheduled a plan and they are everything from transportation to shelters to anything that could be utilized by the municipality in the event of a major disaster. Twelve years ago, they did not even consider the library because it was an old building at the time; they did not have the facilities. This time they wanted to consider it as an absolute resource, but they also have a safety services complex that is set up to operate for up to seven days even if the power ends tomorrow. The library has a generator and it is considered as a resource and in the event when the safety services building is occupied by something major, the Library could be utilized and offer their services.

7:45PM-Frank O'Connor-Budget Presentation

Frank O'Connor said that January – September in general expenditures were at 75% compared to the previous years 72%. He then showed three-year budget graphs and said that the prior two year were over expended due to additional COVID cost. In his analysis he had included all the departments that are over 85% or under 65% with at least \$10,000 key expenses. In these groups of under 65% amount expended is the general government buildings where they have a vacant position, part time labor, their budget was at \$40,000 and only \$13,000 were expended. Next was Solid Waste Disposal/Transfer Station with another part time labor vacant position and their costs have been very high in recent years, so they have been budgeted higher than ever before. The last two items were budgeted at a significant level. There were vacant positions in the Planning and Zoning department. Rents and leases were budgeted at \$11,000, and they have not seen those expenses since they have not been able to invoice because of COVID and they expect those expenses to come back, they were reflected in the budget. Assessing was under budget with vacant positions. The over expended departments were Debt Service and Recreation. He showed one example with the Ambulance that had flipped since the last meeting when it was at 0% and now it was at 98% because they had been invoiced for that and they do not expect any more expenses from there. The next one was other general government, so their finance department had made entries to miscellaneous expense line; there were land disturbance bonds that had not been recorded and reflected on their balance sheet as a liability, so they were holding that cash in hand and when they have discovered that there were land bonds that had not been repaid to the filed bond and were reflected as a liability, they wanted to accrue those bonds to the books. Legal expenses were also higher than budgeted for this year. The transfer request was for the over expended and under expended cases, to get those amounts washed out. In the

department of finance, they are expecting 14% over expended by the end of the year. Professional services with all the contracting are expected to be 334% over expended, so \$50,000 can be covered by inner department finance, moving some of the budget amounts around within that department. Approximately \$110,000 needs to be transferred from another department to cover this overage. Between the under expenditure of \$120,000 from Planning and Land Use and Assessing of \$56,000 the request of suggesting transfer is for \$250 from Welfare and Health Administration as well. He edited the amount to \$87,000 for Planning and Land Use and \$56,000 for Assessing.

Motion to approve the transfers as noted by Selectman Wallace seconded by Selectman Hathorn. All voted in favor.

Selectman Hathorn asked if that a lot of money is there because they did not hire certain people. Mr. O'Connor added to that point that that is why they are asking for a one-time transfer. Selectman Wallace wanted to make sure everybody to understand that by doing this, they are not saying that they are adding \$90,000 to somebody else's budget.

Town Manager Martinez said that they are looking for some guidance as they go into the budget season as how organizationally might they be structured in 2023 and moving forward, and they would like to get some initial feedback and thoughts from the board. They have some changes that they want to recommend, and they want to see if the boards approve of them or not, or maybe shift the way that they are thinking.

Cariann Zandell continued with the plan or reorganizing a bunch of open positions into three full time ones. There is a part time administrator assistant and part time labor position in the Highway Department and another part time labor position in Transfer Station. They have had three failing attempts to recruit a code enforcement position and there has been a persistent part-time administrative assistant in the planning office and then the finance director is open but is currently filled by Frank O'Connor. She then showed the proposed solutions for the finance department as they are budgeted for three positions, but they really rely on part time administrator assistant in the Highway Department a lot. It would be useful if they swapped their full-time finance position with the part time position of the Highway Department because they think that Highway would be better off with the more qualifying office manager, business analyst. The next solution would be that the current highway director to be filling in the planning and zoning administrator. They would like to take a bunch of those positions because the current planning administrator is budgeted at 1500 hours but only works 300 hours, so there is an excess of 1200 budgeted hours in this 2022 budget. There is also an open part time assistant and the full-time code enforcement and they think Mr. Hazelton would be able to streamline that office. The head position of building and grounds would break up and become a new department head position when merged with the rec department. The three part time positions that have not been staffed for this year; they would like to combine them into one full time foreman for that department. After this, they would end up with a vacant highway director position, a foreman for buildings and grounds and a full-time business manager for the highway department combined with the finance department. On the last slide, she showed the payroll system and a detailed budget spreadsheet for 32 full time positions, and they have only thirty employees, two executive assistants, three newly opened full-time positions, thirty budgeted part time positions and they only have twenty-five part time employees.

The board did not have any objections to the proposed organizational structure.

Town Manager Martinez asked guidance about the rec department and feels like the rec director position should still be a full-time position looking at the level of work and accountability and the demand they have there. They could do a 60/40 split funding for the position.

Selectman Wallace said that by not changing the funding of that position they are not increasing the tax liability on that position.

Selectman Gallup said that the proposal sounds workable, but will it work in few years as well as a consistency.

8:15PM-Scott Hazelton-Request for sand order

Scott Hazelton explained that this is a follow-up to the discussion that they had a few months back regarding of a complaint from a resident from 363 Lake Avenue. In the spring, they received a complaint that the resident was seeing dust being emitted from the road on Lake Avenue that was sparkling, and he was concerned that there could be health implications as a result. They have investigated it together with Michael Martell and assisted the vendors to sweep the road twice and never saw any dust. They have also asked the vendors who provided the sand to evaluate the material and they have confirmed that the sand meets the specifications. They have taken a composite sample and sent it to the laboratory in Charleston, NH (M&W Soil Engineering). They have evaluated it again and confirmed that still met the material gradation for the winter sand specified. After that was completed, he had taken another composite sample of their sand pile and sent it out to Continental Placer, Incorporated, a geological, mining and environmental consulting firm in Albany, NY, and they determined that the finer fraction of the winter sand material (i.e. the material passing the #200 sieve) had a high content of mica in it (a verbal estimate of 40% was provided). They have not conducted any additional sampling or testing of our winter sand material for this investigation at this time. However, the following information pertaining to the concentrations of respirable mica that are "immediately dangerous to life or health (IDLH) as determined by the Centers. In summary, the Highway Department has no way of quantifying alleged emissions that may be coming off from Lake Avenue or any other road in Town, nor are we able determine if what was alleged is hazardous to public health because we did not observe any sparkly dust being emitted from Lake Avenue during our site visits. A qualified professional would likely have to quantify respirable emissions from its source, but we are not aware of any consultants or firms that might provide this service. With Winter Sand Investigation & 2022/2023 Winter Sand Bid Results October 13, 2022, Board approval, we will consult with the Town's insurance carrier to assist us further with addressing the allegations. In the event that a consultant is located that can provide the aforementioned service, and if the Board opts to continue the investigation, quantifying emissions from Lake Avenue would likely have to occur in the spring of 2023 (after we've treated the roads through the 2022/2023 winter season), the cost of which would have to be included in our 2023 budget, and we assume that the same or similar winter sand material should be used this season so that the investigation is accurate. I have attached copies of the RFP for 2022/2023 Winter Sand and copies of the three bid proposals that were received in response to this season's winter sand RFP. United Construction is the apparent low bidder with a proposed cost to deliver their winter sand of \$7.49/ton, and as previously stated United's sand was used during the 2021/2022 winter season. The Highway Department is late in awarding a contract for our winter sand. We typically have the material delivered during the second two weeks of October. We would like the Board to

approve for the Town Manager to sign one of the winter sand bid proposals so that we can place our order for the 2022/2023 season.

Town Manager Martinez introduced the pilot project and asked Mr. Martell to explain further. He said that they have been talking to Innovative Solutions about treating the roads with liquid and treating their salt. Most people in the Midwest do not use sand anymore; they use it on gravel roads. So, the liquid is much better, and you can save on wear and tear on the vehicles and other peoples vehicles, overtime and moving forward he thinks that liquid in treating their salt would be good.

Mr. Hazelton was proposing to try the de-icing agent that you can apply directly to the road or to the sand to stick to the road and lower the freezing on high traffic road first to see how it works. In discussions with LSPA and DES the only worry is salt contamination of the lake and there is a good balance to what they should be applying to their road. This product is totally biodegradable, does not require that they do anything different to their vehicles at this point. The process saves money on clean-up costs, which are almost \$15,000 a year, so there are a lot of benefits to this, and the commitment is 12,900 gallons. The program will be a three-year contract. His overarching concern is obviously how it is applied, and they were given three presentations and they have been incredibly positive, they will provide training in how to do that as well. Selectman Wallace asked when they would be able to implement it and the Town Manager replied that the board has two decisions to make: what product do they want to choose and are they in support of the solution.

Selectman Gallup asked about the reaction of the LSPA about treating the salt and spreading it and is it going to neutralize the effect of the salt as it melts. He also thinks that they should continue to use the product that has been used for the last few winters, since the lab results showed it is safe for use.

Mr. Hazelton said that they had a discussion with LSPA representative, and she is going to come to their next presentation.

The board agreed that the same product should continue being used and they were not opposing the newly proposed pilot project.

PUBLIC COMMENTS:

- Linda Tanner said that it is kind of appropriate that she is there tonight when they are talking about reorganizing because the state reorganized the state representative districts and in the past she had been representing eight towns in Sullivan County and if elected in these particular election, since the district is changed now, she will have Sunapee and Springfield, which is great for her and hopes great for them. She sees herself as the face of the state government kind of locally, a connection with the state government and with the county representation. She had worked at all different levels for the four terms that she had been in the office. She had been on the educational committee as well where funding had been a big issue and tried to represent Sunapee as best as she could. She wanted to leave her business card with the board in case they needed to get in touch with her for anything.
- John Augustine said that he had heard earlier from the presentation that certain departments had exceeded their budget after just nine months of the year and that these other departments were not successful in hiring to meet their needs and the money was going to get transferred. He asked are there any consequences associated with the person responsible for that to prevent it from happening in the future. Are they going to sweep it under the rug and let \$120,000 just go?

Chairman Trow responded that there was a discussion on this public meeting, and nothing was said about sweeping things under the rug. Town Manager Martinez said that the reason of the cost being so high it is because it is a consulting cost, so for the finance department and all the repair costs that continues to happen in the department, the consultants are expensive and some of them are triple of what they pay anybody else in the finance department. They have had pre-approval to have these people in place, there was knowledge that the budget would go over because of the pre-approval was in place and she thinks that solution where it would not happen again is to what they have presented earlier that they are creating an internal control team of three people and they would fix day-to-day tasks. Then they would not need the consultants because they would have regular staffing. Mr. Augustine asked about the other departments that went over the budget as well. In the presentation there were 65% under and 85% over the budget and asked if that is because it is not budgeted by month because historically the town was never budgeted by month. He asked for any changes in the personnel policy in the 2023 budget and will all the employees have the 2.5% step increase. Town Manager Martinez said that they had \$250 over in Welfare because they had two different people, and then they need to cover the land disturbance bonds that were part of repairs. She said that is is being worked on with the finance department to try to have that system for budgeting by month in place. Chairman Trow said that there is no guarantee for the increase and that there is no change in the policy.

SELECTMEN ACTION

- Advisory Budget Appointment-Lynn Arnold, 3-Year Term

Motion to approve the appointment of Lynn Arnold to the Advisory Budget Committee by Selectman Gallup seconded by Selectman Wallace. All voted in favor.

- Energy Committee Resignation-Adam Dolce

Motion to accept the resignation of Adam Dolce from Energy Committee by Chairman Trow seconded by Selectman Gallup. All voted in favor.

- Review & sign EOP (Emergency Operation Plan)

Motion to authorize Chairman Trow and Howard Sargent to approve and sign the Emergency Operations Plan by Vice-Chairman Gottling seconded by Selectman Wallace. All voted in favor.

- Review and sign the Election Warrant

Motion to approve the Election Warrant by Selectman Gallup seconded by Vice-Chairman Gottling. All voted in favor.

- Sign Street Name Application

Motion to approve the Sign Street Name Application by Selectman Hathorn seconded by Selectman Wallace. All voted in favor.

TOWN MANAGER REPORTS

Town Manager Martinez reported that they have a new phone system, they are still going through the process, and it will be in operation early next week. She said that people still find value in the deliberative booklet, and they will continue developing it and make it available

online. On 31 of October when the Fire Department gives their presentation; the Town Manager will also have some questions for the board about the personnel policy.

CHAIRMAN'S REPORT

Vice-Chairman Gottling reported on the county's nursing home project that is going to cost perhaps \$63M approval for \$25.2M interest free loan that is potentially forgettable. She had a phone call from John Lunn who runs NCTV and went over to get a tour of their facilities in Newport elementary building. They are forming a regional TV consortium, which will include the Yankee cable network, they are working with New London, and they would like the town to be part of it as well.

Chairman Trow reported that on their Upper Valley meeting last week there was a comment about how the town of Wilmot has stopped offering health insurance to their employees and directed them to the marketplace to choose their own medical insurance, but they pay some portion of the monthly fee.

Meeting Adjourned 9:23PM

Respectfully submitted,
Rajmonda Selimi

SIGN-IN SHEET

BOARD OF SELECTMEN MEETING

DATE: 10/17/2022

Mindy Atwood

Lynn Arnold

Robin Saunders

Carriann Zambelli

Frank O'Connor

Melissa D'Angelo

John Galloway

Neil Cobb

Bob Bate

Howard Sargent

John Augustine

Rudi Janner

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
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INTENT TO CUT:

Parcel ID: 0235-0092-0000 Edgemont Road, Bell Engineering Inc.

2. APPOINTMENTS

7:00PM- Public Hearing-Accept Unanticipated revenue from FEMA

7:10PM- Public Hearing-Accept Unanticipated Revenue from ARPA

7:15PM- Revisit of previous ARPA presentation

7:30PM-Howard Sargent-Emergency Operations Plan

7:45PM-Frank O'Connor-Budget Presentation

8:15PM-Scott Hazelton-Request for sand order approval

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Advisory Budget Appointment-Lynn Arnold, 3-Year Term
- Energy Committee Resignation-Adam Dolce
- Review & sign EOP (Emergency Operation Plan)
- Review and sign the Election Warrant
- Sign Street Name Application

5. TOWN MANAGER REPORTS

6. CHAIRMAN'S REPORT

7. UPCOMING MEETINGS:

10/19 Crowther Chapel Meeting, Dexter's Inn 4:00PM

10/20 Planning Board Master Plan Meeting, Town Meeting Room 7:00PM

10/20 Abbott Library Trustees Meeting 7:00PM

10/24 Short Term Rental Task Force Meeting 5:00PM

10/26 Energy Committee Meeting 5:00PM

10/27 Water & Sewer Commissioners Meeting 5:30PM



Robert L. Quinn
Commissioner

State of New Hampshire

DEPARTMENT OF SAFETY Division of Homeland Security and Emergency Management

www.nh.gov/hsem



Robert M. Buxton
Director

October 3rd, 2022

Town of Sunapee
23 Edgemont Rd
Sunapee, NH 03782

On October 4, 2021, FEMA declared a Major Disaster (FEMA-4624-DR-NH) for the State of New Hampshire due to severe storm and flooding, which occurred on July 29-August 2, 2021. This authorized the Public Assistance Grant Program (CFDA # 97.036) for eligible applicants within all New Hampshire counties. The Town of Sunapee currently has one project under this disaster that has been deemed eligible for reimbursement. A check or direct deposit to your financial account will be sent ***separately*** for **\$26,950.04** representing the federal share of the total approved eligible costs of your awarded projects.

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

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

- **Award Summary Sheet**
- **Project Report:**
 - **PW 9 – Grants Portal Project 667674**

Required Forms:

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

- [**Project Certification and Completion Report**](#)

Required Subrecipient Risk Assessment and Monitoring:

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

Subrecipients with a Low Risk require no additional monitoring.

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

If there are any questions, please contact Vanesa Urango, Chief of Mitigation and Recovery, for assistance at (603) 223-3602 or Vanesa.E.Urango@dos.nh.gov. All correspondence should be directed to this office.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Vanesa Urango', with a long horizontal line extending from the end of the signature.

Vanesa Urango
Chief of Mitigation and Recovery



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management
Public Assistance - CFDA #97.036

Award Summary Sheet

Subrecipient Summary

Disaster	FEMA-4624-DR-NH	Funding Code	12320000-500574
Subrecipient	Town of Sunapee	Activity Code	23DR4624PA
Vendor Code	177483-B001	Total Payment	\$26,950.04

EMMIE PW #9 v0 | Grants Portal Project 667674

Type of Work	Permanent	Work Category	C - Roads and Bridges
% Cost Share*	90%	CRC Net Cost	\$29,944.49
Invoice Number	4624PA2022P009	Federal Share	\$26,950.04
Type of Project	Small	Period of Performance (POP)**	07/29/2021 -4/4/2023

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

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

Award Information

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

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

OMB Approved No. 1505-0271
Expiration Date: November 30, 2021

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: [Recipient to provide] Town of Sunapee 23 Edgemont Rd Sunapee NH 03782	DUNS Number: [Recipient to provide] 052963473 Taxpayer Identification Number: [Recipient to provide] 02-6000876 Assistance Listing Number: 21.027
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:

Donna Nislaway

Authorized Representative:

Title: Town Manager

Date signed: 7-26-21

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. **Remedial Actions.** In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. **Hatch Act.** Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. **False Statements.** Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. **Publications.** Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. **Debts Owed the Federal Government.**
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.



ARPA Funding

UPDATED GUIDANCE

JANUARY 2022 FINAL RULE

Program Objectives

Fight the pandemic and support families and businesses struggling with its public health and economic impacts

Maintain vital public services, even amid declines in revenue

Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

Sunapee Specific Opportunities

Invest in water, sewer, and broadband infrastructure

Spending on government services

Providing worker retention incentives, including reasonable increases in compensation

Covering administrative costs associated with administering the hiring, support, and retention of supporting and retaining public sector works

Effective service delivery

- Supporting program evaluation, data, and outreach through community outreach and engagement activities, capacity building resources to support using data and evidence, technology infrastructure improvements to improve access to the user experience of government IT systems, data analysis resources to gather, assess, share, and use data

AARP Funding					
First Installment Award Amount: \$182, 526.40					
Second Installment Award Amount: \$182, 526.40			INSTALLMENT #1		
Total Amount Awarded Installment 1 & 2		\$ 365,052.80			
	Obligation	Expenditure	Balance	Description	Back Up Documentation
Broadband Baypoint		\$ 10,000.00	\$ 355,052.80	Investment in Infrastructure: Underserved Broadband community	F:\Finance 2021\AARP
Water/Sewer: Lower Main		\$ 17,101.94	\$ 337,950.86	Designs	Water/Sewer Department
Water/Sewer: High St		\$ 17,334.00	\$ 320,616.86	Designs	Water/Sewer Department
Water/Sewer Upgrade	\$ 115,564.00		\$ 205,052.86	Investment in Infrastructure: Failing Infrastructure, Improve Drinking Water Infrastructure	Water/Sewer Department
			INSTALLMENT #2		
	Obligation	Expenditure	Balance	Description	Back Up Documentation
Finance Department	\$ 35,000.00		\$ 170,052.86	Technology infrastructure to improve access to and the user experiences of government IT systems; Clear Gov, Website Upgrade; Payroll Upgrade	
Library	\$ 11,000.00		\$ 159,052.86	Increase public access and delivery of government programs and services	
Police Department	\$ 55,000.00		\$ 104,052.86	Government Services: Provision of police cruiser	
Retention Incentive	\$ 25,000.00		\$ 79,052.86	Providing worker retention incentives, including reasonable increases in compensation	
Fire	\$ 100,000.00		\$ (20,947.14)	Public Sector Staff	
Water and Sewer	\$ 125,300.00		\$ (146,247.14)		Water/Sewer Department
*Total Water/Sewer Request (\$275,299.94)					

Improved Government Services

- Funds can be used to upgrade software to modernize budgeting processes
- Increase transparency
- Address Audit findings
- Retention



Requested Funds: \$11,025

- 50 monthly half-page ads in The Kearsarge Shopper

Purpose:

- improvement of the efficacy of library programs through outreach
- promote services to more households impacted by the pandemic

Goals*:

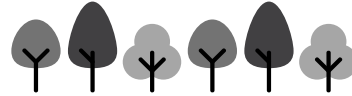
- increased participation in programs
- increased library usage

*the library does not collect socio-economic data so overall usage will be tracked instead



Abbott Library

11 Soonipi Cir
Sunapee, NH 03782



Online Services

Libby

eBooks, eAudiobooks

Hoopla

eBooks, eAudiobooks,
Music, & Movies

Mango

learn a new language

Kanopy

movies

Upcoming Programs

Sept 20th

Understanding Putin's
Invasion of Ukraine

Oct 25th

An Evening with Edgar
Allen Poe

Oct 27th

A Wolf at the Schoolhouse
Door



Hours

Mon, Wed, Fri

9am-6pm

Tue, Thu

9am-7pm

Sat

9am-3pm



In House Services

WiFi - 24/7

Wireless Printing

Public computers

Interlibrary Loans

Reference Help

Fax, Copier, & Scanner



603-763-5513

info@abbottlibrary.org

www.abbottlibrary.org





Police Department Request for Use of SLFRF



- **Purchase and Up-fit of Police Cruiser (\$55,000)**
 - Cruisers provided essential emergency response and patrols throughout the COVID-19 Pandemic and are operated by officers who are responsible for public safety and are trained in life-saving skills.
 - COVID-19 has extended time-frames and increased costs.
- **Benefits to purchasing now.**
 - Cruiser allows for more individual assignment; less risk of infecting other officers and causing out-of-service placement of cruisers due to need for decontamination.
 - Expected vehicle cost increase of 10% to 20%.
 - Delays in cruiser orders (8-10 months + outfit) and current fleet maintenance.

Biggest Challenge Facing Sunapee Fire Adequately Staffed Calls

Current Solution: Two Per Diem Shifts
Monday through Friday
First shift 6am to 2pm
Second shift 10am to 6pm
Pay Rate: \$158 per shift (\$19.75 per hr)

Challenge: Hard to Fill Spots
Weekend calls going unanswered
Neighboring towns pay higher per diem rate plus
longer hours and more shifts

Proposed Solution: Offer 24 hour per diem shifts
Increase number of persons per shift

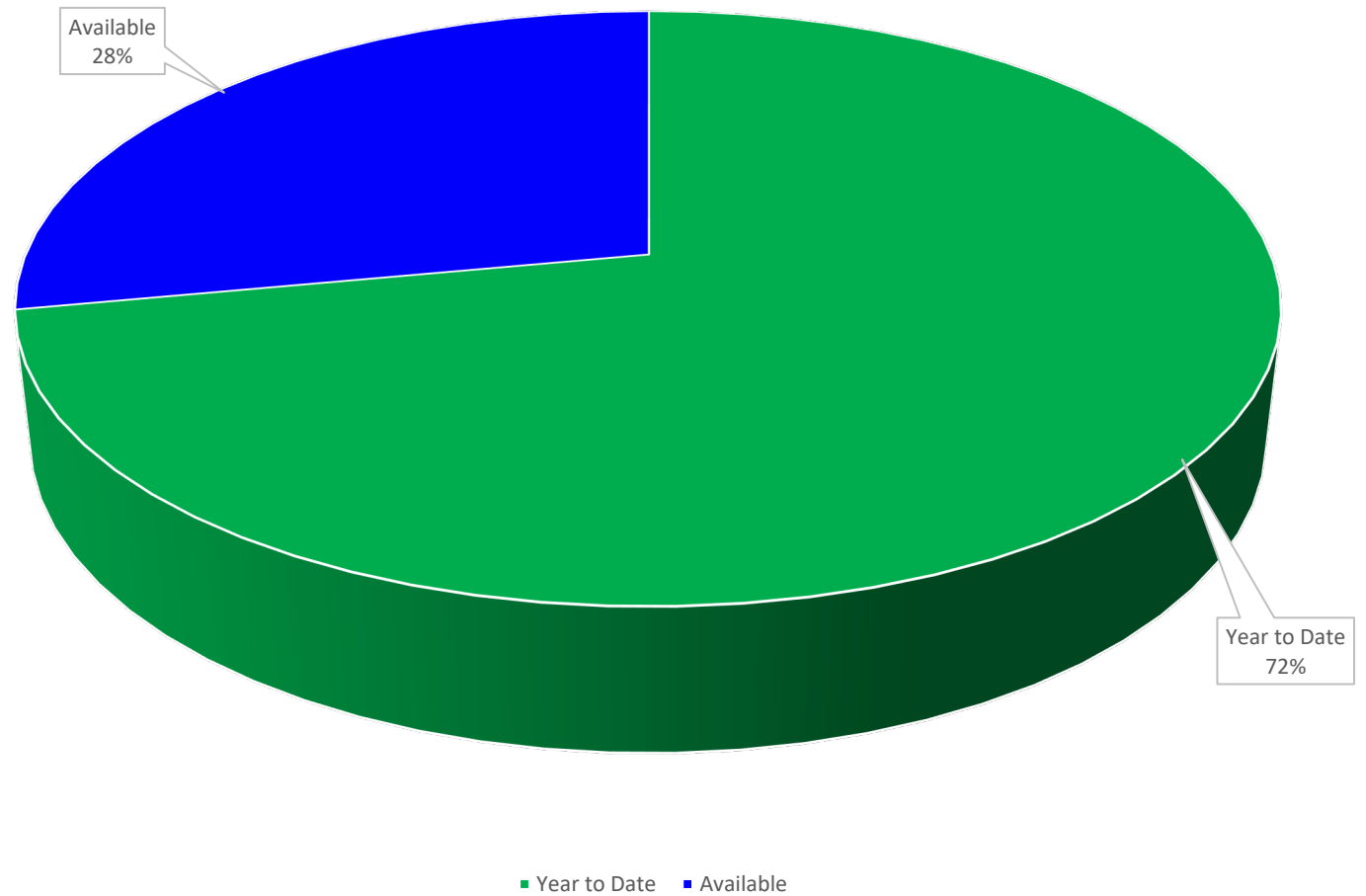
Financial Update

Budget Update to the Board of Selectman



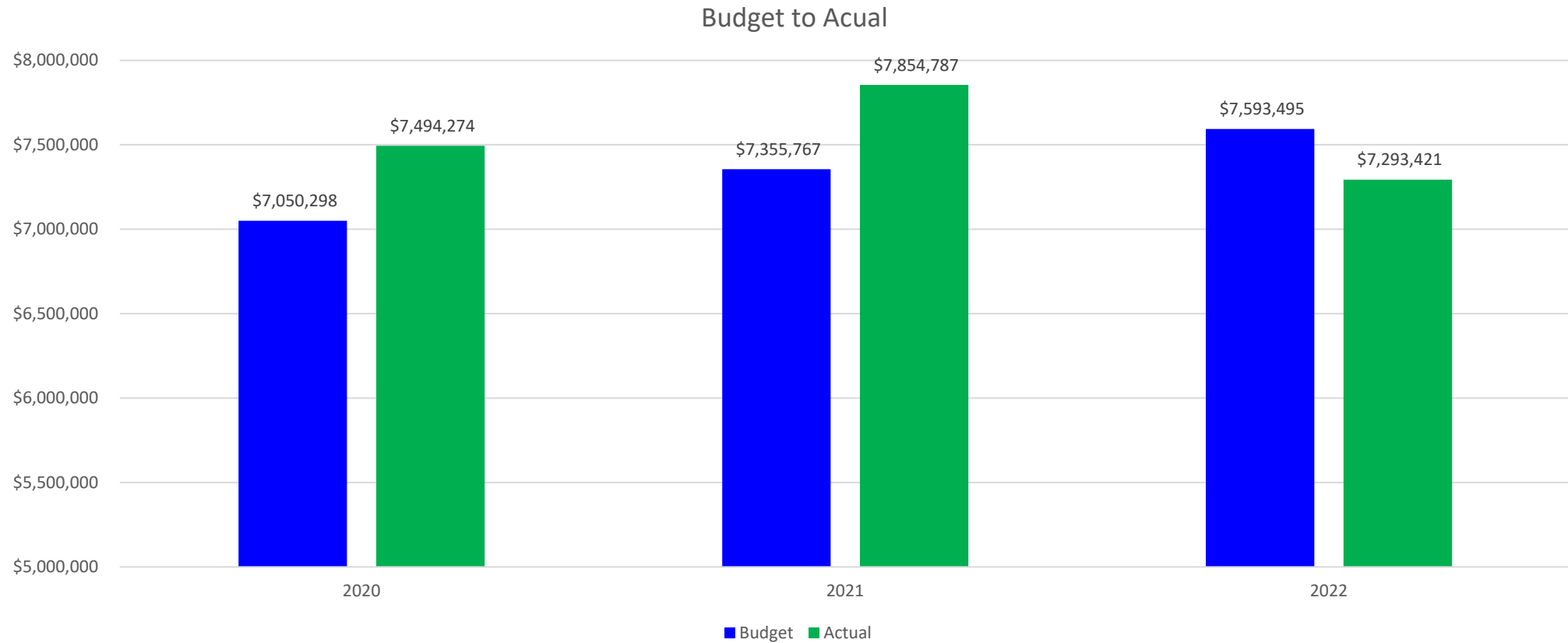
Total Budget

Note: January through
September is
approximately 75%

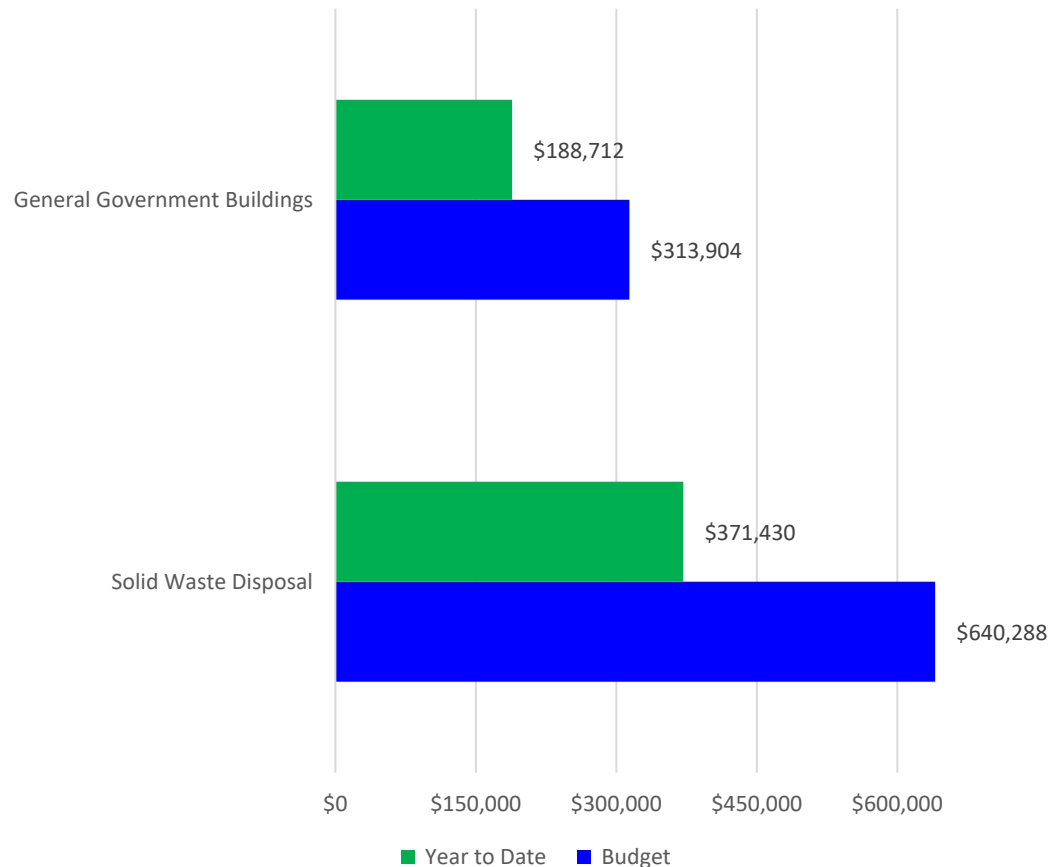


Budget to Actual Results

2022 Year to date annualized
(Fund 04 - Water and Sewer
Removed)

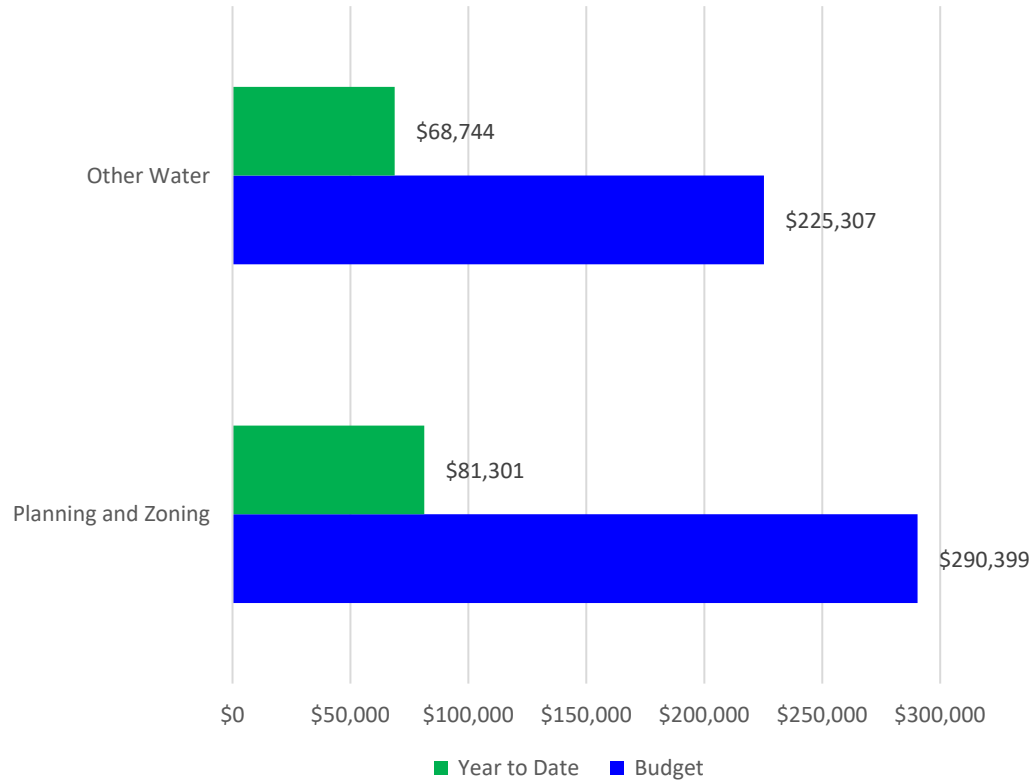


Under 65% Expended



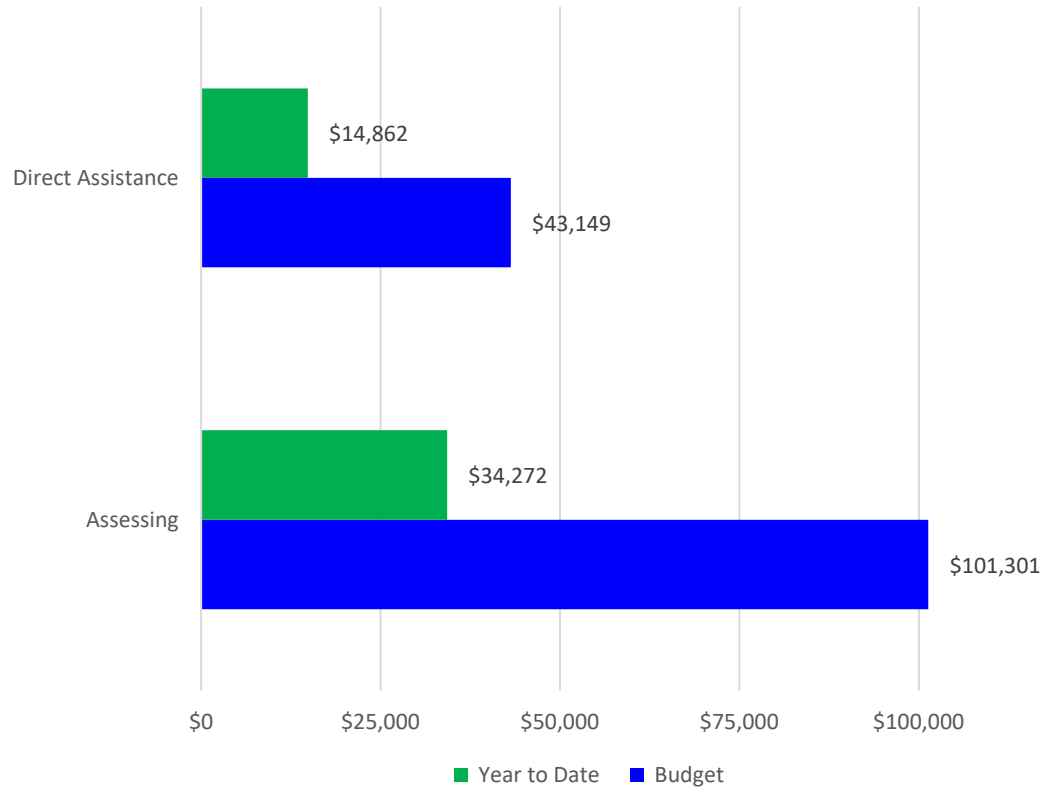
- General Government Buildings (60%)
 - Vacant position
 - Part time laborer
 - Maintenance budget \$40k only expended \$13k (33%)
- Solid Waste Disposal – Transfer Station (58%)
 - Vacant position
 - Part time laborer
 - MSW 65% & C & D 54% - Had been high in prior years so budget was increased
 - Equipment, Vehicle and Building repair budget of \$32k has only \$2.5k in expenses
 - Several accounts included in budget with no activity. (Machinery and equipment \$12k, Advertising \$9k, Paving \$5k)

Under 65% Expended



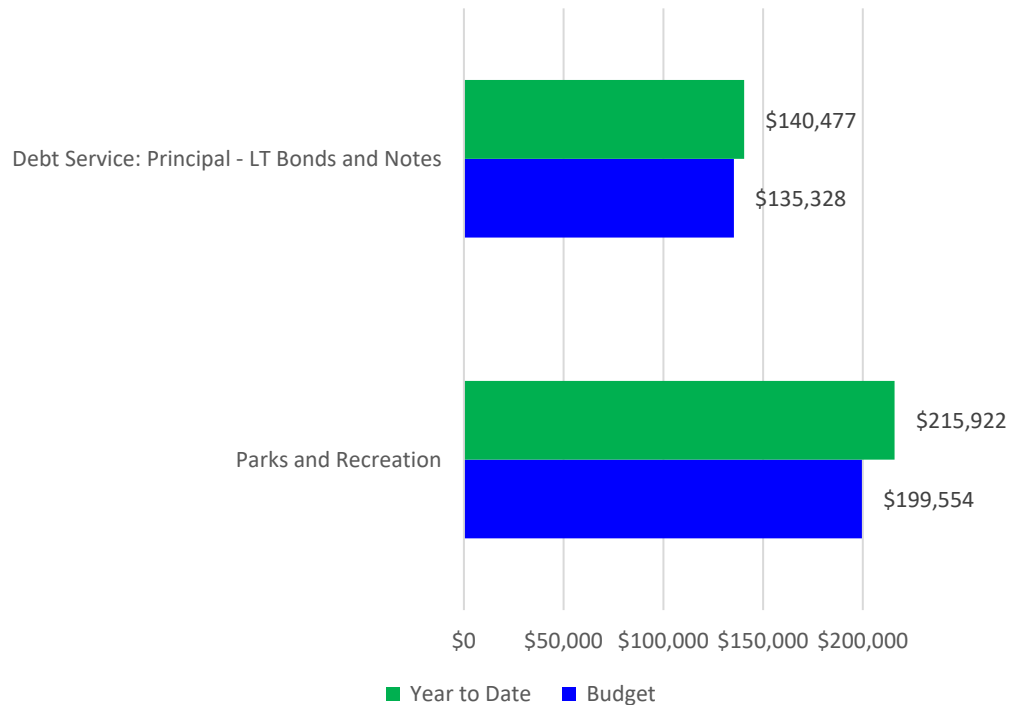
- Other Water (31%)
 - Hydro repair has been under budget for the past few years – budgeting for potential Federal Energy Regulatory Commission expenses that have not occurred. This year will include both a FERC and Penstock inspection so large expenditures are expected
 - Budgeting for potential replacement of equipment that is approximately 40 years old, which haven't needed to be replaced so far. (\$85k budget against \$1.4k expense)
 - Part-time wages under budget
- Planning and Zoning (28%)
 - Vacant positions
 - Assessing and Land Use Coordinator
 - Position filled as of 8/2/22
 - Zoning and Code Enforcement Officer (Still open)
 - Administrative Assistant

Under 65% Expended



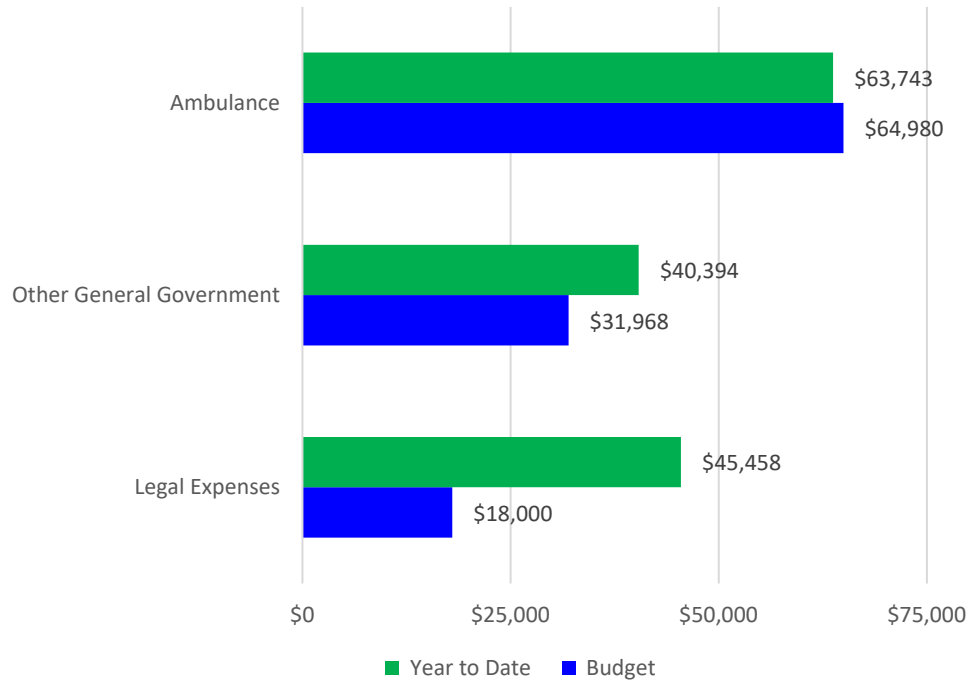
- Direct Assistance (34%)
 - \$15k year to date is consistent with prior years. (\$22k through September in 2021)
 - Rents/Leases budgeted at \$11k – have seen reduced charges since COVID – expected to increase once we are being charged again
- Assessing (34%)
 - Vacant position
 - Assistant assessor
 - Filled October 2022

Over 85% Expended



- Debt Service (104%)
 - Payments already made for the year – total expected to be lower than previous year due to Safety services payment decreasing from \$164k to \$35k (final payment).
- Parks and Recreation (108%)
 - Summer spending – We expect to be fully expended by the end of the Summer. Level expended is reasonable given the seasonality of expenditures.

Over 85% Expended



- Ambulance (98%)
 - Timing - We pay this amount once a year to New London Hospital Association – paid for entire year
- Other General Government (126%)
 - \$17.5k Miscellaneous expenses not budgeted. Land Disturbance Bonds being recorded that were not on the balance sheet (dating back to 2014)
- Legal Expenses (253%)
 - Legal consultations regarding Human Resources
 - Assessing cases in progress

Expenditure Report Monthly BOS

ALL FUNDS Periods: 2022-08 thru 2022-09 [75% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - GENERAL FUND						
4130 - GENERAL GOVERNMENT: EXECUTIVE	325,454.88	65,990.27	229,909.52	0.00	95,545.36	70.64
4140 - TOWN CLERK TAX COLLECTOR	265,906.76	57,681.16	208,768.42	0.00	57,138.34	78.51
4141 - ELECTIONS	14,663.00	2,548.00	8,106.04	0.00	6,556.96	55.28
4150 - FINANCIAL ADMINISTRATION	357,039.81	95,614.44	283,565.23	0.00	73,474.58	79.42
4152 - REVALUATION OF PROPERTY	101,300.56	0.00	34,272.23	0.00	67,028.33	33.83
4153 - LEGAL EXPENSES	18,000.00	16,291.31	45,457.52	0.00	(27,457.52)	252.54
4155 - PERSONNEL ADMINISTRATION	1,000.00	705.43	6,057.68	0.00	(5,057.68)	605.77
4191 - PLANNING AND ZONING	290,399.34	24,924.50	81,300.81	0.00	209,098.53	28.00
4194 - GENERAL GOVERNMENT BUILDINGS	313,903.54	41,860.71	188,711.58	0.00	125,191.96	60.12
4195 - CEMETERIES	14,392.50	1,538.99	7,672.43	0.00	6,720.07	53.31
4196 - INSURANCE NOT OTHERWISE ALLOCATED	8,068.00	0.00	6,983.42	0.00	1,084.58	86.56
4197 - ADVERTISING AND REGIONAL ASSOCIATION	13,890.00	5,522.89	10,658.03	0.00	3,231.97	76.73
4199 - OTHER GENERAL GOVERNMENT	31,968.15	18,120.86	40,394.13	0.00	(8,425.98)	126.36
4210 - PUBLIC SAFETY: POLICE	977,825.58	156,708.27	715,695.28	0.00	262,130.30	73.19
4215 - AMBULANCE	64,980.30	63,743.00	63,743.00	0.00	1,237.30	98.10
4220 - FIRE	373,948.96	39,596.84	232,438.98	0.00	141,509.98	62.16
4229 - SAFETY SERVICES BUILDING	147,100.00	40,159.63	117,097.58	0.00	30,002.42	79.60
4290 - EMERGENCY MANAGEMENT	500.00	0.00	308.96	0.00	191.04	61.79
4312 - HIGHWAY AND STREETS	1,948,883.05	407,597.95	1,380,619.91	0.00	568,263.14	70.84
4316 - STREET LIGHTS	15,000.00	173.37	5,369.36	0.00	9,630.64	35.80
4324 - SOLID WASTE DISPOSAL	640,287.65	82,663.66	371,430.11	0.00	268,857.54	58.01
4411 - HEALTH: ADMINISTRATION	462.00	0.00	549.30	0.00	(87.30)	118.90
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	15,024.00	0.00	152.00	99.00
4442 - DIRECT ASSISTANCE	43,149.43	2,110.26	14,861.65	0.00	28,287.78	34.44
4520 - PARKS AND RECREATION	199,553.52	41,125.04	120,948.86	0.00	78,604.66	60.61
4550 - LIBRARY	470,813.52	62,236.90	308,563.97	0.00	162,249.55	65.54
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	4,500.00	(3,010.00)	1,330.50	0.00	3,169.50	29.57
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	135,328.00	0.00	140,477.17	0.00	(5,149.17)	103.80
4721 - INTEREST - LONG-TERM BONDS AND NOTES	38,593.87	8,080.37	33,428.91	0.00	5,164.96	86.62
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
4900 -	529,300.00	48,572.89	545,965.59	0.00	(16,665.59)	103.15
01 - GENERAL FUND	7,368,188.42	1,280,556.74	5,224,760.11	0.00	2,143,428.31	70.91

Expenditure Report Monthly BOS

ALL FUNDS Periods: 2022-08 thru 2022-09 [75% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
02 - HYDRO FUND						
4339 - OTHER WATER	225,306.80	8,557.26	68,744.26	0.00	156,562.54	30.51
02 - HYDRO FUND	225,306.80	8,557.26	68,744.26	0.00	156,562.54	30.51
04 - WATER DEPT						
4335 - WATER TREATMENT	0.00	131,275.91	720,341.64	0.00	(720,341.64)	0.00
04 - WATER DEPT	0.00	131,275.91	720,341.64	0.00	(720,341.64)	0.00
06 - SCHOOL						
4800 -	0.00	915.08	3,891.95	0.00	(3,891.95)	0.00
06 - SCHOOL	0.00	915.08	3,891.95	0.00	(3,891.95)	0.00
07 - SPECIAL RECREATION FUND						
4520 - PARKS AND RECREATION	0.00	30,638.14	89,272.93	0.00	(89,272.93)	0.00
07 - SPECIAL RECREATION FUND	0.00	30,638.14	89,272.93	0.00	(89,272.93)	0.00
12 - PISTOL PERMIT FUND						
4210 - PUBLIC SAFETY: POLICE	0.00	0.00	0.00	0.00	0.00	0.00
12 - PISTOL PERMIT FUND	0.00	0.00	0.00	0.00	0.00	0.00
19 - TOWN FOREST FUND						
4520 - PARKS AND RECREATION	0.00	5,700.00	5,700.00	0.00	(5,700.00)	0.00
19 - TOWN FOREST FUND	0.00	5,700.00	5,700.00	0.00	(5,700.00)	0.00
22 - SPECIAL DETAIL						
4216 -	0.00	754.87	7,420.93	0.00	(7,420.93)	0.00
22 - SPECIAL DETAIL	0.00	754.87	7,420.93	0.00	(7,420.93)	0.00
30 - GRANTS						
4220 - FIRE	0.00	48,356.00	70,275.67	0.00	(70,275.67)	0.00
30 - GRANTS	0.00	48,356.00	70,275.67	0.00	(70,275.67)	0.00
	7,593,495.22	1,506,754.00	6,190,407.49	0.00	1,403,087.73	81.52

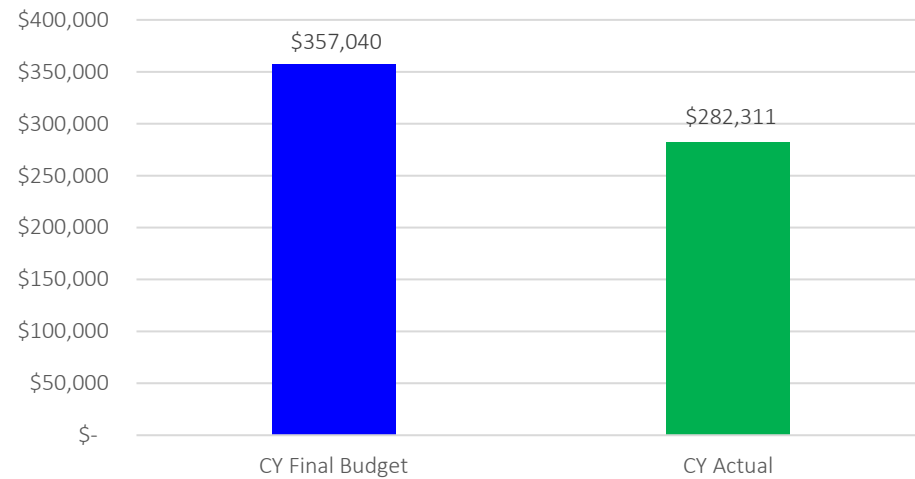
Board of Selectman Transfer Request



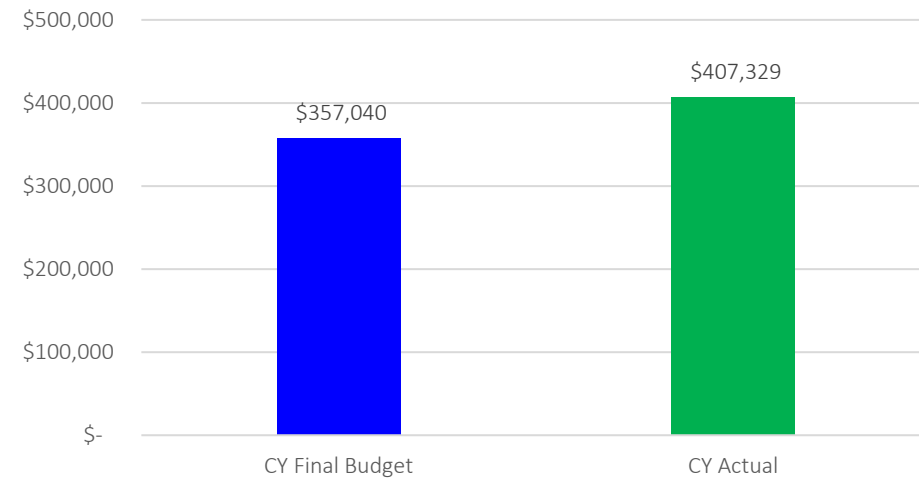
Finance Department

2022 Year to date annualized
at 9/30/22 amounts * 1.33

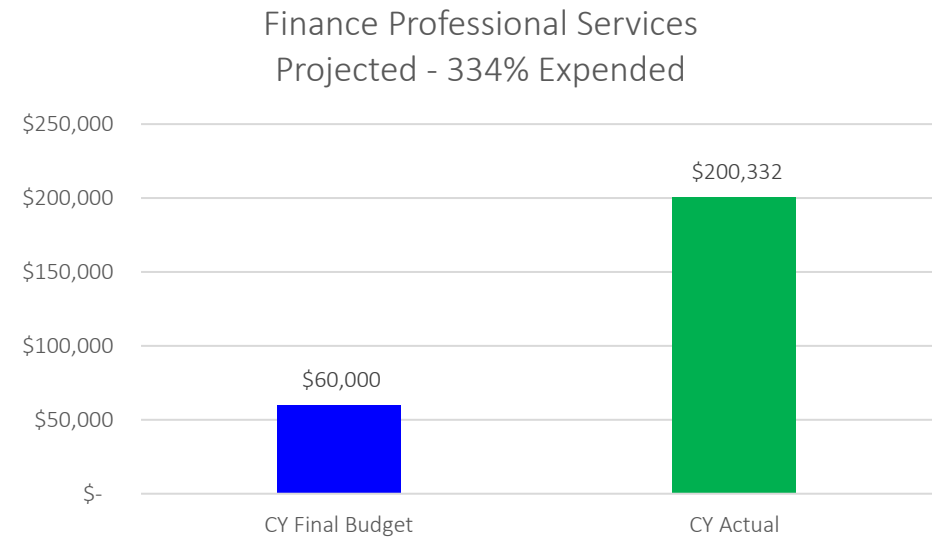
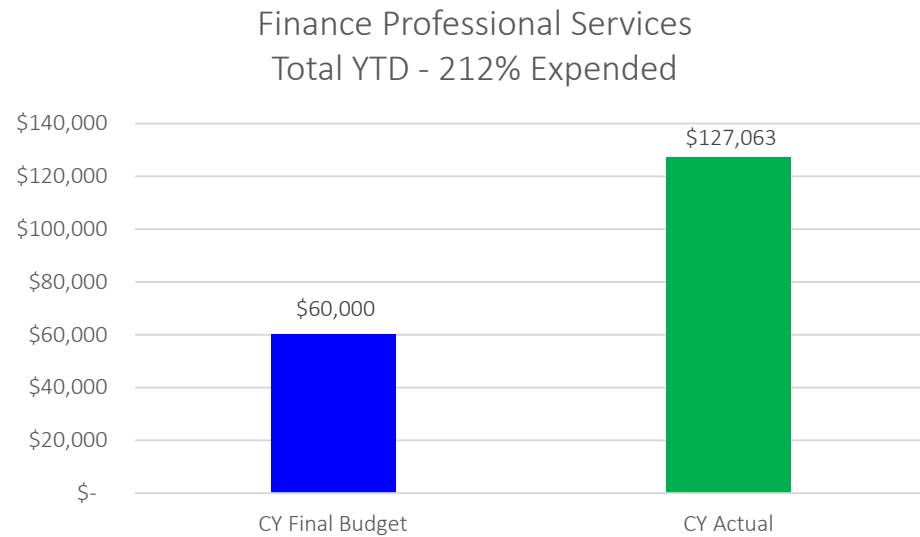
Finance YTD - 79% Expended



Finance Projected - 114% Expended



Finance – Professional Services

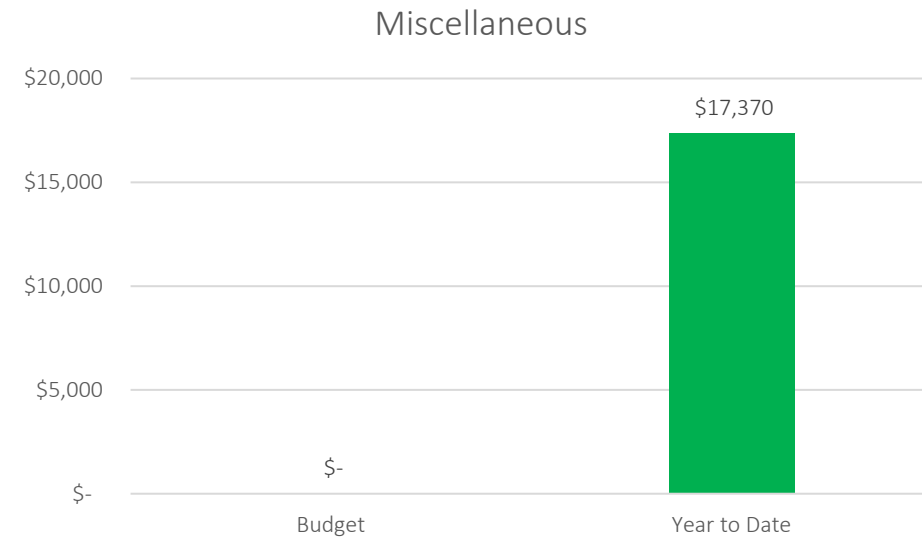
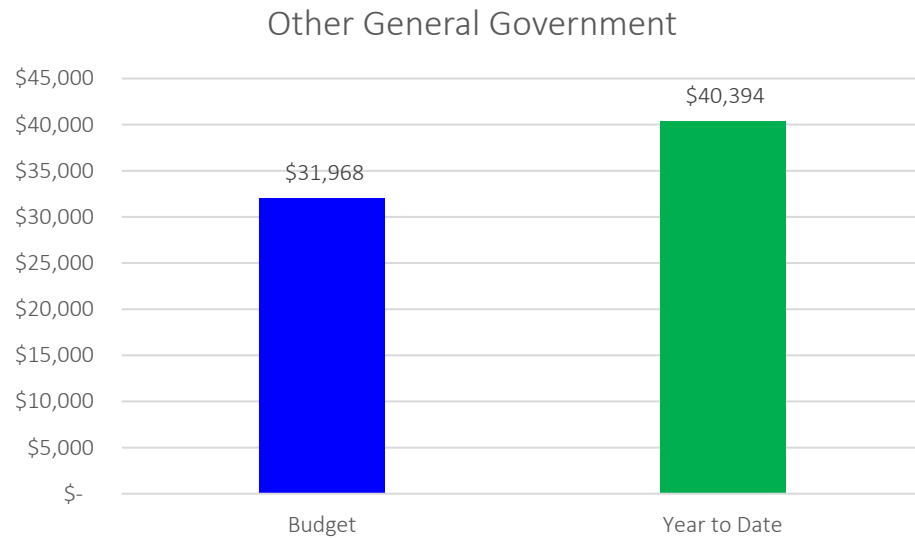


Projected over expenditure of approximately \$160,000

\$50,000 of over expenditure to be moved from within Finance department budget

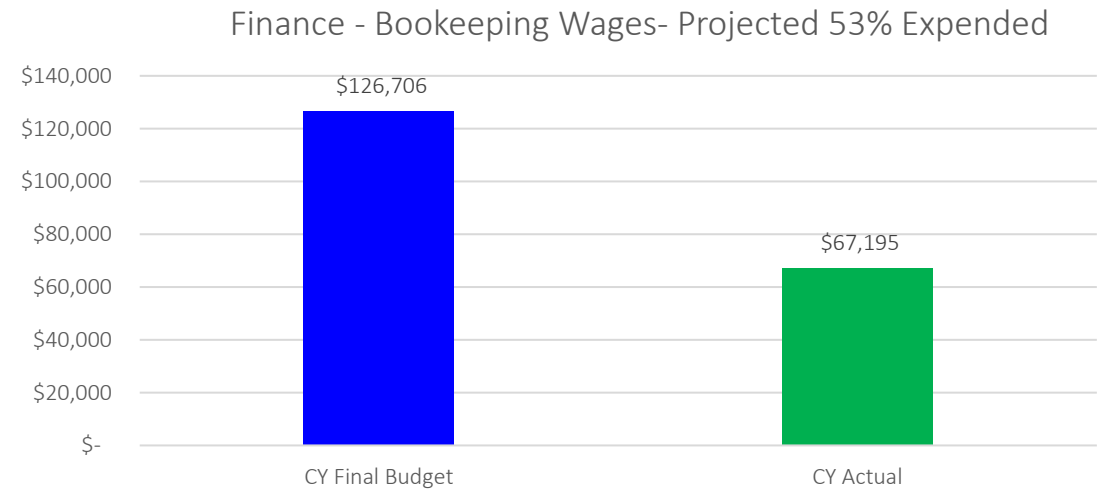
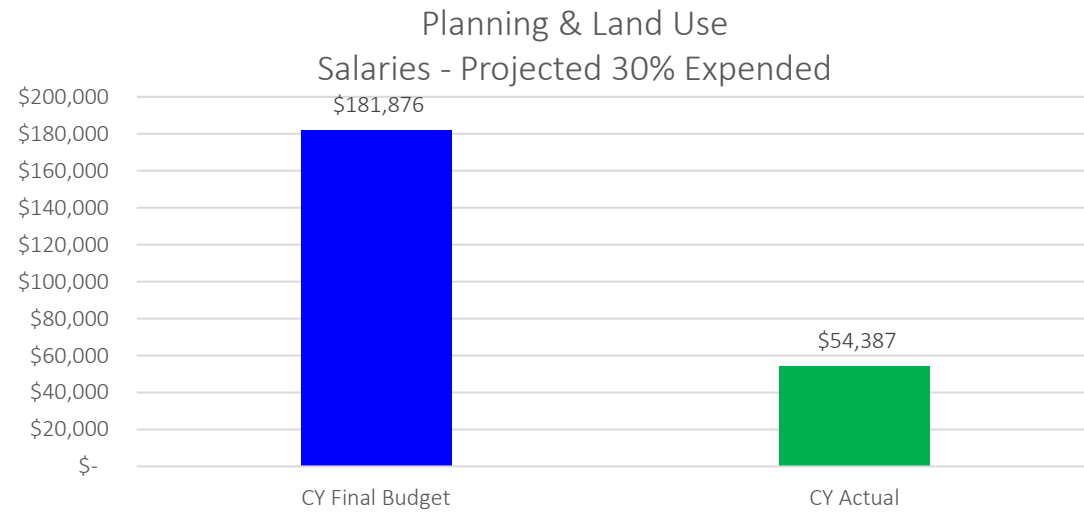
\$110,000 to be transferred from another department

Other General Government

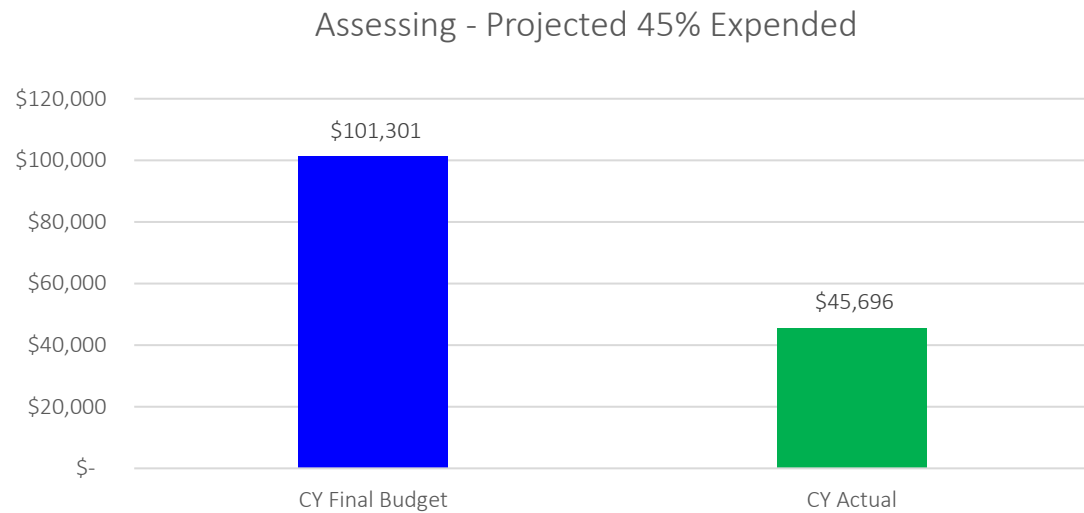


Projected over expenditure of approximately \$17,000

Under Expended



Under Expended



Projected over expenditure in Finance – Professional Services of \$110,000 & Other Government of \$17,000

Projected under expenditures

Planning and Land Use - \$128,000

Assessing - \$56,000

Suggested transfers

Planning and Land Use - \$87,000

Assessing - \$40,000

Additional transfer

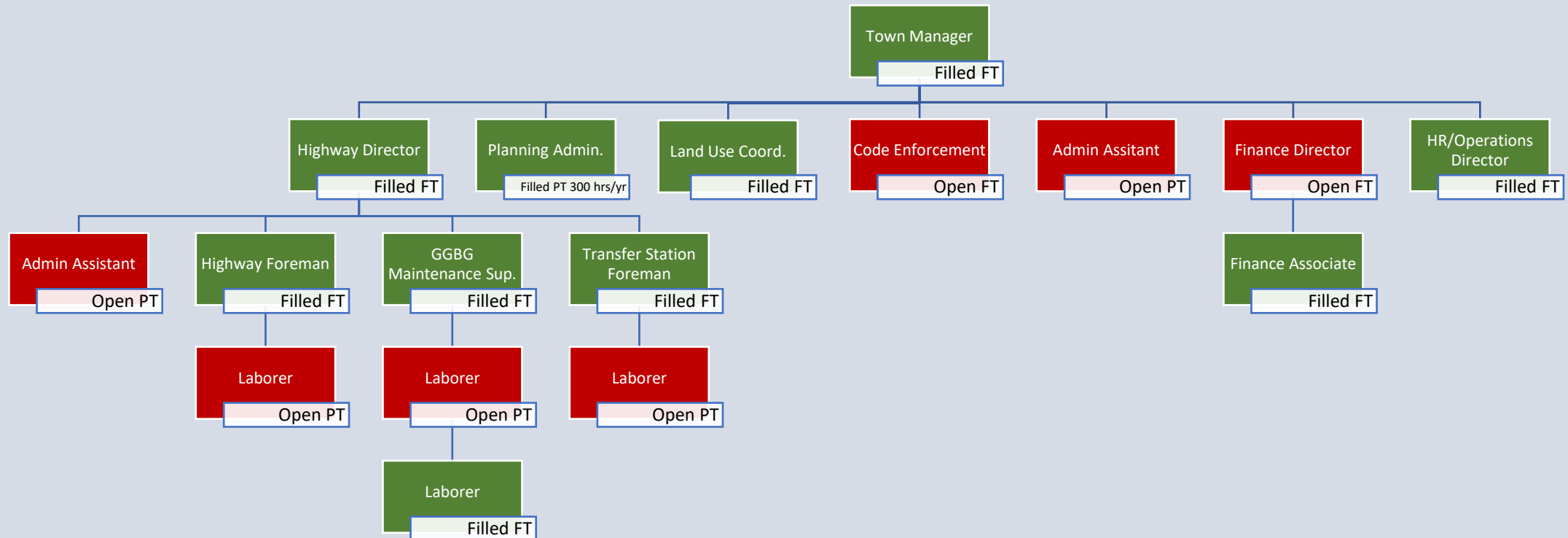
\$250 from Welfare to Health Administration

2022 Reorganization
Request

10.17.2022
Board of
Selectman
Meeting



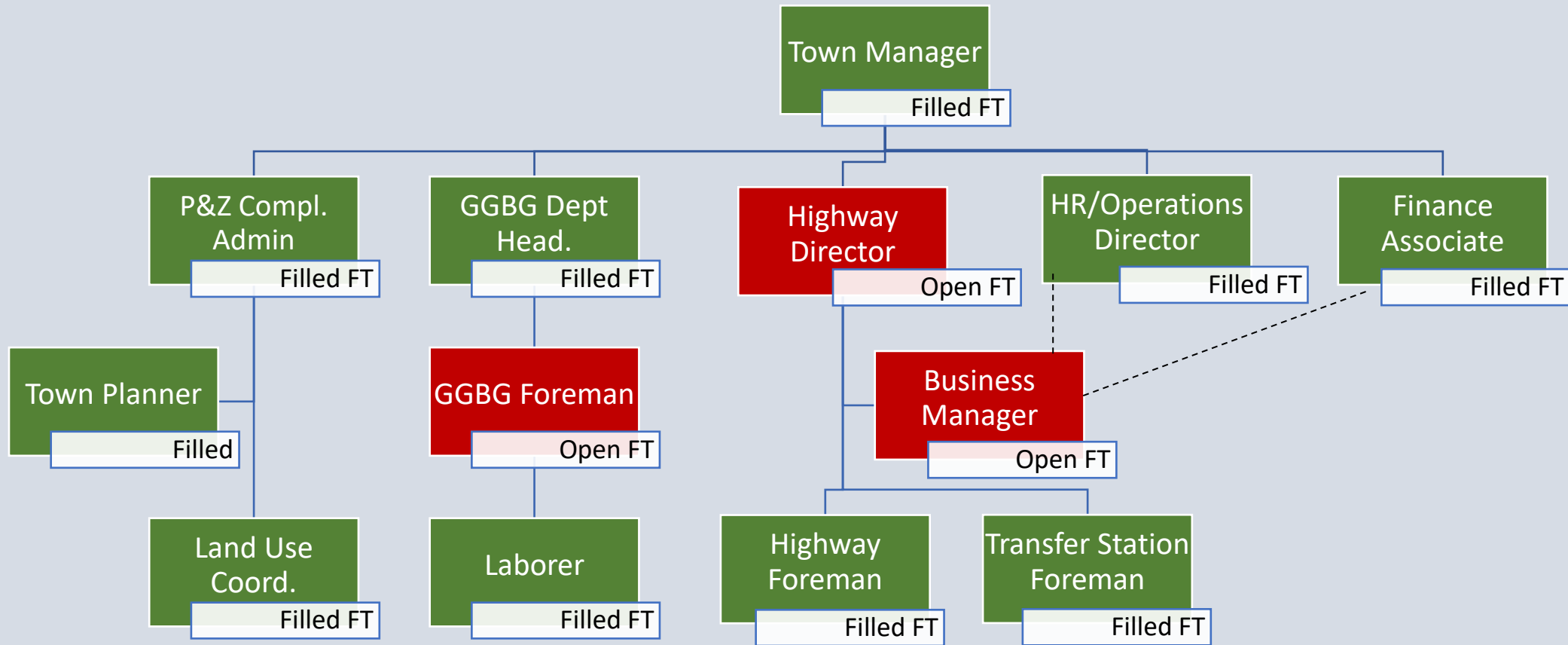
Current Positions: Filled vs Open



Proposed Changes to Org Structure

- Highway Director becomes FT Planning, Zoning, and Compliance Administrator
 - Becomes Department of 2 FT positions with “consultant”.
 - Combines budgeted positions of:
 - FT Code Enforcement Officer
 - PT Admin Assistant
 - Remaining 1200 budgeted hours of current PT Planning Administrator
- FT Finance position becomes FT Highway Business Manager position.
 - Finance is budgeted for three positions; however, at present only has two FT persons plus technical consultant
 - FT Highway Business Manager is shared with Finance and helps with AP, AR, Purchase Orders, Grants Management. Ensures audit worthy internal controls
- GGBG Foreman becomes Department Head and merges with Rec Department.
 - 3 PT positions are combined for FT Foreman position
 - Absorbs Georges Mills Beach, Dewey Beach, Tilton Park, Sunapee Harbor, Veterans Field, Coffin Park, Information Booth, Hydro Grounds, docks, boat launches, and ice rink.

Proposed Positions Filled vs Open



Reorg Financial Summary

Unstaffed Budgeted Positions in the 2022 Budget				
	Dept	Title	Salary	Grade Budgeted
switch	Finance	FT Finance Director	77,396.80	15/9
these	Highway	PT Office Manager	25,353.45	9/7
combine	GGBG	PT Time Laborer	15,748.20	Seasonal
these	Highway	PT Laborer	16,798.08	5/9
three	Transfer Station	PT Laborer	28,994.87	5/10
		total unspent wages	61,541.15	
combine	PZ Director	Budgeted 1500 hours	40,291.93	current PT works 300 hours
these	Planning Zoning	Code Enforcement	46,482.88	15/1
three	Planning/Zoning	PT Admin Asst	28,557.36	7/9
		total unspent wages	115,332.17	

Payroll Census versus Budgeted Summary

- There are 32 budgeted FT positions and only 30 FT employees, excluding Water & Sewer
- Currently two executive assistants are on staff due to training through year end.
- Total of 3 FT positions open.
- There are 30 budgeted PT positions and only 25 PT employees, excluding the Fire Department and stipend employees.
- Total of 5 PT positions open.

Payroll Census					2022 Budgeted Positions					
FT, PT, Seasonal					FT, PT, Seasonal					
Department	RFT	RPT	TPT	Grand Total	Department	FT	PT	Stipend	Seasonal	Grand Total
Cemeteries		1		1	Cemetery		1			1
Executive	3			3	Executive	2		6		8
Finance	2		2	4	Finance	3		2		5
General Govt	2	1	1	4	General Govt	1	2		1	4
Health: Administration			1	1	Health			1		1
Highway	8			8	Highway	9	2			11
Hydro		3		3	Hydro		3			3
Information			2	2	Information Booth		3			3
Library	3	8	4	15	Library	3	6			9
Planning / Zoning	1	1		2	Planning & Zoning	2	2			4
Police	5	8		13	Police	6	8			14
Recreation		2	6	8	Recreation		1		9	10
Town Clerk	2			2	Town Clerk/Tax Collector	2				2
Transfer Station	4		1	5	Transfer Station	4	1			5
Welfare		1		1	Welfare		1			1
Payroll Total	30	25	17	72	Budgeted Total	32	30	9	10	81
Fire		31	1	32	Fire		2			3
Elections		1		1	Elections			7		7
W & S	7			7	OGG			1		1



SUNAPEE HIGHWAY DEPARTMENT

621 Route 11

Sunapee, New Hampshire 03782

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

MEMORANDUM

FROM: Scott A. Hazelton, Highway Director
TO: Board of Selectmen
DATE: October 13, 2022
RE: Winter Sand Investigation & 2022/2023 Winter Sand Bid Results

Earlier this year, Mr. Roger Dik, owner of 363 Lake Avenue in Sunapee, New Hampshire, alleged that he had observed a sparkly dust material in the air which was being emitted from the surface of Lake Avenue and that it was due to the sand that the Highway Department had applied to the road surface during the winter months. Mr. Dik's allegations indicated that he was concerned about potential health effects that this could result with to residents or to the public when walking on Lake Avenue. The Highway Department completed a limited investigation pertaining to Mr. Dik's allegations, as requested by the Board of Selectmen (Board), and the following information is provided for the Board's review:

Winter sand is one of the primary materials that the Town of Sunapee utilizes for the maintenance of its roads and plays a major role in public safety during the winter season. Contrary to what residents may think, winter sand is not used to melt snow. Winter sand is an abrasive material that aids in providing traction for motorists when applied to the road surface during winter storm events. The Highway Department purchases approximately 4,000 tons of winter sand per season, and we routinely mix it with rock salt at a ratio of 2-3 parts sand to 1 part rock salt which is also known as super sand. When super sand is applied to the road surface the rock salt aids in breaking the bond between the road surface and any freezing precipitation (i.e. snow, sleet and/or freezing rain) and the winter sand provides traction.

The Highway Department specifies its winter sand material in its annual Request for Proposals (RFP). The Highway Department's winter sand specification is similar to many other communities throughout New Hampshire that utilize winter sand to treat their roads. Our specification requires that each vendor's winter sand material must meet a certain material gradation which is also known as a grain size distribution. United Construction has been supplying the Town with winter sand material for the past three winter seasons (2019/2020, 2020/2021 and 2021/2022). United Construction tested their winter sand material, that they supplied during the 2021/2022 season, prior to submission of their bid proposal to the Highway Department in 2021, and the material met the required material gradation specifications.

Our investigation included sampling our winter sand stockpile earlier this summer and having it tested by M&W Soils Engineering (an independent materials testing laboratory), and the winter sand met the material gradation specifications. We also mailed a sample of our winter sand to Continental Placer, Incorporated, a geological, mining and environmental consulting firm in Albany, NY, and they determined that the finer fraction of the winter sand material (i.e. the material passing the #200 sieve) had a high content of mica in it (a verbal estimate of 40% was provided).

We have not conducted any additional sampling or testing of our winter sand material for this investigation at this time. However, the following information pertaining to the concentrations of respirable mica that are "immediately dangerous to life or health (IDLH) as determined by the Centers for

Disease Control and Prevention (CDC), and published in The National Institute for Occupational Safety and Health (NIOSH) manual, was obtained from the CDC's website in support of the investigation:

Mica

MAY 1994 IMMEDIATELY DANGEROUS TO LIFE OR HEALTH CONCENTRATIONS (IDLH)

CAS number: 12001-26-2

NIOSH REL: 3 mg/m³ (respirable dust) TWA

Current OSHA PEL: 20 mppcf TWA

1989 OSHA PEL: 3 mg/m³ (respirable dust) TWA

1993-1994 ACGIH TLV: 3 mg/m³ (respirable dust) TWA

Description of substance: Colorless, odorless flakes or sheets of hydrous silicates.

LEL: . . . Noncombustible Solid

Original (SCP) IDLH*: No Evidence [*Note: "Effective" IDLH = 10,000 mppcf — see discussion below.]

Basis for original (SCP) IDLH: The available toxicological data show no evidence that an acute exposure to a high concentration of mica would impede escape or cause any irreversible health effects within 30 minutes. For this draft technical standard, therefore, respirators have been selected on the basis of the assigned protection factor afforded by each device. However, for some particulate substances for which no evidence of an IDLH exists, the determination of allowable respiratory protection based on protection factors may result in the assignment of respirators for concentrations that are not likely to be encountered in the occupational environment. Therefore, for all such particulate substances it has been arbitrarily determined that only the "most protective" respirators are permitted for use in concentrations exceeding 500 ' the OSHA PEL (500 ' 20 mppcf is 10,000 mppcf).

Short-term exposure guidelines: None developed

ACUTE TOXICITY DATA:

Animal or human data: None relevant for use in determining the revised IDLH.

Revised IDLH: 1,500 mg/m³

Basis for revised IDLH: The available toxicological data contain no evidence that an acute exposure to a high concentration of mica would impede escape or cause an irreversible health effect within 30 minutes. However, the revised IDLH for mica is 1,500 mg/m³ based on being 500 times the NIOSH REL of 3 mg/m³ (500 is an assigned protection factor for respirators and was used arbitrarily during the Standards Completion Program for deciding when the "most protective" respirators should be used for particulates).

In summary, the Highway Department has no way of quantifying alleged emissions that may be coming off from Lake Avenue or any other road in Town, nor are we able determine if what Mr. Dik has alleged is hazardous to public health because we did not observe any sparkly dust being emitted from Lake Avenue during our site visits. A qualified professional would likely have to quantify respirable emissions from its source, but we are not aware of any consultants or firms that might provide this service. With

Board approval, we will consult with the Town's insurance carrier to assist us further with addressing Mr. Dik's allegations.

In the event that a consultant is located that can provide the aforementioned service, and if the Board opts to continue the investigation, quantifying emissions from Lake Avenue would likely have to occur in the spring of 2023 (after we've treated the roads through the 2022/2023 winter season), the cost of which would have to be included in our 2023 budget, and we assume that the same or similar winter sand material should be used this season so that the investigation is accurate.

I have attached copies of the RFP for 2022/2023 Winter Sand and copies of the three bid proposals that were received in response to this season's winter sand RFP. United Construction is the apparent low bidder with a proposed cost to deliver their winter sand of \$7.49/ton, and as previously stated United's sand was used during the 2021/2022 winter season. The Highway Department is late in awarding a contract for our winter sand. We typically have the material delivered during the second two weeks of October. We would like the Board's approve for the Town Manager to sign one of the winter sand bid proposals so that we can place our order for the 2022/2023 season. Thank you for your time and support on this issue.

ITB/RFP Winter Sand

CLOSES (DATE) 8/30/22

(TIME) 11:00 AM

BIDDER'S NAME Carroll Concrete

DATE/TIME RECEIVED 8/24/22 10:12 AM

RECEIVED BY Brian Vaughn

CONTACT # 603-863-1000

BID AMOUNT 10.40/ton washed ; 10.95/ton dry screened

WITNESS [Signature]

WITNESS _____

TOWN OF SUNAPEE

REQUEST FOR BID PROPOSAL

2022/2023 WINTER SAND

The Town of Sunapee (Town), New Hampshire is accepting bid proposals for winter sand for the 2022/2023 winter season.

PROJECT LOCATION: Town Highway Garage, Route 11 Sunapee, New Hampshire 03782.

PROJECT REQUIREMENTS: The contractor selected for this work will be responsible for supplying delivering winter sand to the Sunapee Highway Department beginning on or about October 3rd, 2022, and continuing through on or about October 3rd, 2023 with the following conditions:

1. The successful bidder will deliver approximately 4,000 tons +/- (quantity is weather dependent) of bankrun sand, screened sand or a manufactured crushed sand product to the Sunapee Highway Department during the above listed time period.
2. Contractor's may provide a cubic yard price, and may use cubic yards to measure the quantity delivered. However, the actual weight of the contractor's sand shall be provided with the Bid Proposal, as verified by an accredited materials testing laboratory, for the purpose of converting from a cost per cubic yard to cost per ton.
3. Delivery shall include all excavation equipment (at the contractor's gravel pit and/or rock quarry), dump trucks or haul trucks, diesel fuel, labor, and all else necessary to deliver the material to the Sunapee Highway Garage.
4. Delivery shall occur during the Sunapee Highway Garage's normal business hours which are 7:00AM to 3:30PM Monday through Friday.
5. The contractor will be notified by the Highway Director or his designee at least 3 business days prior to the required date(s) of delivery.
6. The Highway Department may provide an employee on site during the delivery period to verify that the material visually conforms to the Winter Sand Gradation Requirements listed below.
7. The contractor shall provide a delivery weight slip measured in tons, or the measured quantity in cubic yards, for each truck that conducts a delivery during all delivery dates throughout the entire delivery period. If the cubic yard method of measurement is used, then the contractor shall supply the weight of their material as verified by an accredited laboratory for the purpose of converting to tons delivered, and for payment by the ton.
8. The contractor **shall provide a material test result (sieve analysis) from an accredited laboratory**, that the winter sand meets the required Winter Sand Gradation Requirements as stated below.
9. The Town may at its option ask the contractor to retest the material at any time to confirm that the material continues to meet the required gradation.
10. No frozen chunks of sand shall be delivered to or accepted by the Highway Department under this contract. Any material delivered not meeting the gradation listed below shall be removed and replaced at the contractor's expense.
11. The contractor shall provide the name of his/her company, the company's mailing address, the name of the individual that will be responsible for overseeing the project, and the telephone and/or cell phone number of the individual that will be in charge of the project.
12. Contractor shall **provide a list of the trucks** that they have available, and that will be used to deliver winter sand to the Highway Garage.
13. The contractor shall provide an all-inclusive **per ton rate** or **per cubic yard rate** to deliver winter sand to the Sunapee Highway Garage.
14. The contractor shall **sign and date** his/her proposal. By doing so, he/she acknowledges that they have the equipment and a qualified operator that is capable of providing the services for the completion of the project, and that they can complete the services within the specified time frame.

WINTER SAND GRADATION REQUIREMENTS: Bankrun sand, screened sand or crushed manufactured sand must meet the following material gradation as tested by an accredited material testing laboratory:

<u>Sieve Size</u>	<u>Percent Passing</u>
3/8"	100
1/4"	90-100
#10	55-95
#40	10-60
#200	0-10

ADDITIONAL INFORMATION & PROJECT REQUIREMENTS:

1. No pre-bid meeting will be conducted for this project. Contractors are encouraged to visit the Highway Garage to familiarize themselves with the challenges of delivering the winter sand.
2. The contractor is required to carry a minimum of one million dollars (\$1,000,000) of insurance coverage throughout the duration of the project. The Town shall be named as additionally insured on the contractor's insurance certificate.
3. Proposals must be mailed or hand delivered to the **Town Office**, Attn: Highway Director, 23 Edgemont Road Sunapee, NH 03782. All proposals must be **sealed** in an envelope clearly marked "**Winter Sand**", and they **must be received by 1:00 p.m. August 30, 2022**.
4. A **public bid opening** will be conducted at 1:15PM on August 30, 2022, in the meeting room that is located down stairs in the Town Offices. Social distancing and facial masks shall be required for all attendees (maximum of 10). At that time, all proposals will be opened and read aloud by the Highway Director and assisted by the Highway Foreman to anyone who wishes to attend the bid opening.
5. The Town will review all bid proposals following the public bid opening, and upon determining the most responsive and responsible bidder, the Town reserves the right to select the proposal that is determined to be in its best interest.
6. Any proposal that is not submitted in accordance with the requirements of this Request for Proposal may be disqualified by the Town Manager.
7. The Town reserves the right to accept or reject any or all proposals, either in whole or in part; to waive any defects, informalities, and/or minor irregularities in proposal responses.
8. Any questions should be directed to Scott A. Hazelton, Highway Director, in writing at: scotth@town.sunapee.nh.us . Questions must be received on or before August 25, 2022. Response to questions will be provided in writing to all bidders via e-mail on or before **AUGUST 29, 2022**.



Newport Sand & Gravel Co., Inc.
PO Box 1000
Newport, NH 03773

603 863-1000
fax 603 863-8213

August 23, 2022

Project

Town of Sunapee – Winter Sand 2022-2023
Sunapee, NH

Below please find our pricing for products picked up or delivered to the referenced project:

<u>Material</u>	<u>Price Picked Up</u>	<u>Price Delivered</u>	<u>UOM</u>	<u>Quarry</u>
Dry Screened Sand	\$5.50	\$10.95	Ton	Fellows Pit
Washed Manufactured Sand	\$6.00	\$10.40	Ton	Pike Hill
Trucks Available for Delivery: 3 - Tri-Axle Dump Trucks				
<u>Quarry Locations:</u>				
6 Reeds Mill Rd. Newport, NH	122 Pike Hill Rd. Newport, NH	Fellows Pit, Rte 10 Goshen, NH		

Prices listed above are Net 30 and do not include any applicable state or local taxes.

The prices listed above are Net 30 and do not include any applicable state or local taxes

Pricing for this project shall expire on May 31, 2023. If material is required after the expiration date, please contact the sales office for updated pricing.

Pick-up or Delivery is available during our normal operating hours - 7:00 a.m. to 4:00 p.m., Monday through Friday.

If you anticipate the need for material outside our standard operating hours, please let us know so we may discuss your needs upfront to ensure the project is bid accurately.

The terms of this quote shall be valid if signed, dated, and returned within 60 days from the date of this letter.

Please contact us if you have any questions or need anything else.

Respectfully,

Erik Palmer
Ready-mix Sales

Company Name: _____

Duly Authorized: _____

Date: _____

For scheduling delivery please contact Bob Young @ 603-861-1000, X-6026



Date/time:	6/21/2022				Date/time:	7/15/2022			
Weather:			Lab/location:	Pike Hill	Weather:	Clear		Lab/location:	Pike Hill
Material:	PIKE MFSND		Wet mass:	671.00	Material:	Fellows DSSND		Wet mass:	671.00
Sample #:			Original dry mass:	645.00	Sample #:			Original dry mass:	649.00
Source:	Pike Hill		Moisture loss:	26.00	Source:	Fellows Pit		Moisture loss:	22.00
			% Moisture:	4.03				% Moisture:	3.39
Sieve analysis of fine and coarse aggregates (T 27)					Sieve analysis of fine and coarse aggregates (T 27)				
Sieve	Mass	% Ret	% Pass	Spec %	Sieve	Mass	% Ret	% Pass	Spec %
2" (50 mm)	0.00	0.00			2" (50 mm)	0.00	0.00		
1.75"(44.5 mm)	0.00	0.00			1.75"(44.5 mm)	0.00	0.00		
1.5"(37.5mm)	0.00	0.00			1.5"(37.5mm)	0.00	0.00		
1.25"(31.5mm)	0.00	0.00			1.25"(31.5mm)	0.00	0.00		
1" (25mm)	0.00	0.00			1" (25mm)	0.00	0.00		
.75"(19mm)	0.00	0.00			.75"(19mm)	0.00	0.00		
.5"(12.5mm)	0.00	0.00			.5"(12.5mm)	0.00	0.00		
3/8"(9.5mm)	0.00	0.00		100%	3/8"(9.5mm)	0.00	0.00		100%
#4(4.75mm)	60.00	9.33	90.67	60-95%	#4(4.75mm)	8.00	1.24	98.76	60-95%
#8(2.36mm)	206.00	32.04	67.96		#8(2.36mm)	46.00	7.12	92.88	
#16(1.18mm)	305.00	47.43	52.57		#16(1.18mm)	105.00	16.25	83.75	
#30(600um)	411.00	63.92	36.08		#30(600um)	231.00	35.76	64.24	
#50(300um)	522.00	81.18	18.82		#50(300um)	420.00	65.02	34.98	
#100(150um)	604.00	93.93	6.07	5-15%	#100(150um)	552.00	85.45	14.55	5-15%
#200(75um)	631.00	98.13	1.87	0-12%	#200(75um)	608.00	94.12	5.88	0-12%
PAN:	643.00				PAN:	646.00			
Total:	643.00				Total:	646.00			
FM:	3.28				FM:	2.11			
Comments:					Comments:				

7/26/2022

ITB/RFP Winter Sand

CLOSES(DATE) 8/30/22

(TIME) 11:00 AM

BIDDER'S NAME United Construction

DATE/TIME RECEIVED 8/30/22 7:40 AM

RECEIVED BY Brian Vaughan

CONTACT # 603-863-1240

BID AMOUNT 7.49 / ton

WITNESS [Signature]

WITNESS _____



MATERIAL QUOTE

PO BOX 48, NEWPORT, NEW HAMPSHIRE 03773
PHONE: (603) 863-1240 FAX: (603) 863-7399

Job No.

Date: 8/29/2022

Sheet No.

Proposal Submitted to:

Name: Town of Sunapee Attn: Scott Hazelton
Street: 621 Rt 11
City: Sunapee, NH Zip: 03782
Email: scotth@town.sunapee.nh.us
Phone: 763-5060 Fax: 763-4337

Project Specific Information:

Name: Winter Sand Bid 2022
Street: Public Works Garage
City: Sunapee, NH
Date of Plans:
Designer:

Scope of Work:

Material Type:	Estimated Quant.	Unit	FOB Price	ADD Delivery	Estimated Value
Winter Sand (Manufactured Sand)	4000	Ton \$	4.99 \$	2.50 \$	\$ 29,960.00
					<u>\$ 29,960.00</u>

*Quantities are approximate

Respectfully Submitted:
Per:

United Construction, Corp.
Cary L Whipple

Signature: Cary L Whipple

Note: This proposal may be withdrawn by us if not accepted within (15) Days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made thirty days after invoice.

Signature _____

Date: _____

Signature _____



MATERIAL QUOTE

PO BOX 48, NEWPORT, NEW HAMPSHIRE 03773
PHONE: (603) 863-1240 FAX: (603) 863-7399

Job No.

Date: 8/29/2022

Sheet No.

Proposal Submitted to:

Name: Town of Sunapee Attn: Scott Hazelton
Street: 621 Rt 11
City: Sunapee, NH Zip: 03782
Email: scotth@town.sunapee.nh.us
Phone: 763-5060 Fax: 763-4337

Project Specific Information:

Name: Winter Sand Bid 2022
Street: Public Works Garage
City: Sunapee, NH
Date of Plans:
Designer:

Scope of Work:

Material Type:	Estimated Quant.	Unit	FOB Price	ADD Delivery	Estimated Value
Winter Sand (Manufactured Sand)	4000	Ton	\$ 4.99	\$ 2.50	\$ 29,960.00
					<hr/> \$ 29,960.00

*Quantities are approximate

Respectfully Submitted:
Per:

United Construction, Corp.
Cary L Whipple

Signature: Cary L Whipple

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within (15) Days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made thirty days after invoice.

Signature _____

Date: _____

Signature _____

M&W SOILS ENGINEERING, INC

SOILS AND CONCRETE LABORATORY

159 East Street
PO Box 1466
Charlestown, NH 03603
603-826-5873

MECHANICAL ANALYSIS OF AGGREGATES AND GRANULAR MATERIAL

Project: **UNITED CONSTRUCTION**

Type of Material: Manufactured Sand	Sample #: 816ManSand
Source of Material: United Pit, Newport	Date in Lab: 8-16-22
Sample from: Stockpile, by M&W	Date Tested: 8-17-22
Report To: United	Technician: HA

Sieve	Weight	% Retained	Cumulative % Retained	Cumulative % Finer	Specification
3/4"	0.0	0.0	0.0	100.0	
1/2"	0.0	0.0	0.0	100.0	
3/8"	0.0	0.0	0.0	100.0	
4	87.6	17.6	17.6	82.4	
10	116.5	23.4	41.0	59.0	
20	84.5	17.0	58.0	42.0	
40	73.1	14.7	72.7	27.3	
100	87.5	17.6	90.3	9.7	
200	27.6	5.5	95.8	4.2	
pan	20.6	4.1	100.0	0.0	

Moisture Content: 2.3 %

ITB/RFP Winter Sand

CLOSES (DATE) 8/30/22

(TIME) 11:00 AM

BIDDER'S NAME Pike Industries

DATE/TIME RECEIVED 8/17/22 10:30 AM

RECEIVED BY Scott Hazelton

CONTACT # 802-582-4028

BID AMOUNT \$20.80 / ton

WITNESS [Signature]

WITNESS _____

Please Return contract to our area office:

Pike Industries, Inc.
249 Granger Rd Berlin - Barre, VT 05641
Phone (802)-522-4028
Fax: (802)-223-3175
Attention: Jeff Salvador



Office Use Only

Contract #
Customer # 4915
Account Terms: N30

8/16/2022

Customer PO:

Aggregate Quote/Contract

<u>Customer Information</u>		<u>Project Information</u>	
Submitted To:	Town of Sunapee Highway Dept.	Project Name:	2022/2023 Winter Sand Bid
Contact Name:	Scott Hazelton	Project Address:	Town Stockpile Sunapee, NH
Address:	23 Edgemont Road Sunapee, NH 03782		
Contact Phone:	(603)-763-5060	Tax Exempt	Yes
Contact Fax:		Note: If purchase is exempt, please provide certificate	
Email:	scotth@town.sunapee.nh.us	Bid Date:	
		Project Completion/Pricing Expiration Date: 10/3/2023	

Location	Product Code	Material	Estimated Units	U/M	\$/Unit Delivered	Extension
Stone - W. Lebanon, NH	6215	Washed Stone Screenings	4,000	TON	\$20.80	\$83,200.00

Estimated Total: \$83,200.00

Terms and Conditions

- Quote is valid until 9/15/2022 unless signed by both parties.
- Pike reserves the right to adjust pricing based on total amounts awarded
- All products are subject to availability.
- Verification and in place calculations are the responsibility of the purchaser.
- A finance charge of 1% per month will be charged on all accounts over 30 days. Any legal fees incurred to collect overdue balances will be the sole responsibility of the customer.
- Delivery is subject to availability and/or restrictions. The customer is responsible for any required traffic control and identification of any hazards (overhead, such as wires and trees or underground, such as septic tanks, etc.). Drivers have the right to request a safer area in which to unload. Wait time in excess of 15 minutes may result in additional billing of the truck at an hourly rate. In volatile petroleum markets, we reserve the right to impose a fuel escalation when prices change more than 10% from the time of contract to the point of sale. This adjustment will be evaluated and adjusted monthly if necessary based on the state specifications and postings.

Acceptance of Contract

The foregoing terms, Specifications and conditions are satisfactory, and the same are hereby accepted and agreed to pending credit approval.

Customer: Town of Sunapee Highway Dept.

Pike Industries, Inc.

Signature: _____

Signature: _____

Name: _____

Name: Jeff Salvador

Title: _____

Title: Commercial Sales Estimator

Date: _____

Date: 8/16/2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance Co. National Insurance East
2000 Westwood Dr.
Wausau, WI 54401

CONTACT NAME:	Valerie Reese
PHONE (A/C, No, Ext):	613-867-3822
FAX (A/C, No):	
E-MAIL ADDRESS:	CMeCertProduction@LibertyMutual.com
INSURER(S) AFFORDING COVERAGE	
INSURER A:	Liberty Mutual Fire Insurance Company
INSURER B:	Liberty Insurance Corporation
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

www.LibertyMutual.com

INSURED Pike Industries, Inc.
249 Granger Road
Barre, VT 05841

COVERAGES

CERTIFICATE NUMBER: 83321237

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	TB2-C81-004095-111 XCU Coverage Included	9/1/2021	9/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	AS2-C81-004095-121 AS2-C81-054602-521 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2021	9/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> A <input checked="" type="checkbox"/>	WA7-C8D-004095-021 All except OH, ND, WA, WY WC7-C81-004095-011 WI, MN	9/1/2021	9/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Northfield, VT 2022 paving project(s). The certificate holder is listed as an additional insured on general liability policy on primary and non-contributory basis, where by written contract. 30 day notice of cancellation applies.

CERTIFICATE HOLDER

TOWN OF SUNAPEE NH
23 EDGE MONT ROAD
SUNAPEE, NH 03782

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reese

Valerie J. Reese

Date: 01/02/02
 Title: Commercial Sales Estimator
 Name: Jeff Salvador
 Signature: _____

Customer: Town of Sunapee Highway Dept

The foregoing terms, specifications and conditions are hereby accepted and agreed to pending credit approval.

Phil's Industries, Inc.

Terms and Conditions

- Quotes are valid until 01/02/02 unless signed by both parties.
- Phil's reserves the right to adjust pricing based on total amounts awarded.
- All products are subject to availability.
- Verification and in place conditions are the responsibility of the purchaser.
- A finance charge of 1% per month will be charged on all accounts over 30 days. Any legal fees incurred to collect overdue balances will be the sole responsibility of the customer.
- Delivery is subject to availability and/or restrictions. The customer is responsible for any required traffic control and identification of any hazards (overhead, such as wires and trees or underground, such as electric lines, etc.). Drivers have the right to request a safer area in which to unload. Wait time in excess of 15 minutes may result in additional billing of the truck at an hourly rate. In volatile petroleum markets, we reserve the right to adjust prices when prices change more than 10% from the time of contract to the point of sale. This adjustment will be evaluated and adjusted accordingly if necessary based on the state specification and pricing.

Location	Product Code	Material	Estimated Units	Unit	\$/Unit Delivered	Extension
Stone - W. Lebanon, NH	8218	Washed Stone Screenings	4,000	TON	22.50	22,500.00
Estimated Total: 22,500.00						

Project Information: Project Name: 2021/02/02 Winter Sand Bid
 Project Address: Town Stockpile Sunapee, NH
 Contact Name: Jeff Salvador
 Address: 23 Edgemoor Road
 Sunapee, NH 03782
 Contact Phone: (803) 352-8800
 Contact Fax: (803) 352-8800
 Email: jeff@town.sunapee.nh.us
 Project Completion/Expiration Date: 10/31/02
 Bid Date: _____
 Note: If purchase is exempt, please provide certificate.
 Tax Exempt: Yes

Aggregate Quote/Contract

Customer PO: _____
 Established 1872

Attention: Jeff Salvador
 Phone: (803) 352-8800
 Fax: (803) 352-8800
 23 Edgemoor Road
 Sunapee, VT 05854
 Phil's Industries, Inc.

Account Terms: N30
 Customer # 4018
 Contract # _____
 Office Use Only

Gradation Test Report

Plant 020_00623-Lebanon Crushed Stone
Product 6215-Washed Manufactured Sand
Specification WMS



377269313

Sample Information

Sample No 377269313
Date Sampled 08/12/2022 12:51
Sampled By Chris Amell
Type Production
Method Bucket Blend

Split Sample ☐
Resample ☐

Gradation Results

Date Completed 08/12/2022 12:51

Tested By Chris Amell

Unit	Moist Mass	Dry Mass	Wash Mass	Moisture %	Wash Loss %	Procedure		
g		1464.00						
Sieve	Mass Retained	Cum Mass Retained	Ind % Retained	% Retained	% Passing	Target	Specification	Comment
3/4" (19mm)								
1/2" (12.5mm)								
3/8" (9.5mm)	5.00	5.00	0.3	0.3	99.7	≤100\100		
#4 (4.75mm)	71.00	76.00	4.8	5.2	94.8	93-100\99		
#8 (2.36mm)	527.00	603.00	36.0	41.2	58.8	60-70\65		OT
#16 (1.18mm)	384.00	987.00	26.2	67.4	32.6	30-40\35		
#30 (.6mm)	222.00	1209.00	15.2	82.6	17.4	15-24\19		
#50 (.3mm)	133.00	1342.00	9.1	91.7	8.3	7-15\11		
#100 (.15mm)	59.00	1401.00	4.0	95.7	4.3	5-9\6.8		OT
#200 (75µm)	27.00	1428.00	1.84	97.54	2.46	2-4.5\3.3		
Pan	36.00	1464.00	2.46	100.00	0.00			



TOWN OF SUNAPEE

Volunteer Interest Form

For Town Committees, Boards, and Commission

Name: Arnold Lynn Date: 7/18/2022
 (Last) (First)

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

22 Burma Rd
Sunapee 03782

/

Lived in Sunapee Since: 2019 Home Phone: 603 763 7040 Work Phone: cell 860 989 4517

E-mail: lfarnold2@aol.com Fax: /

1. Please indicated the Board/Commission/Committee you would like to serve on in order of preference.
 (1-First Choice, 2-Second choice, etc.)

☐ Abbott Library Trustee

☒ Advisory Budget Committee

☐ Capital Improvement Committee

☐ Conservation Commission

☐ Crowther Chapel Committee

☐ Fireward

☐ Planning Board Alternate

☐ Recreation Committee

☐ Thrift Shop

☐ Upper Valley Lake Sunapee Regional

☐ Zoning Board Alternate

☐ Highway Safety Committee

☐ Energy Committee

☒ Trustee of Trust Fund

2. For consideration:

a. Occupation: Retired Sr Proj Mgr b. Employer: AT&T

c. Length of current employment: / d. Education: MASTERS EDUC

e. Relevant Experience: /

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)

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

i. If yes, please indicate Town/Position: Ch BOS / Holland RA, Ch. Planning Bd,
Ch. Lake Oversight Committee / Holland RA
Commissioner Pioneer Valley Planning Commission, Exec Bd, PVPC
j. Are you willing to serve as an Alternate? ☒ Yes ☐ No Various sub com. / H&I
k. Are you willing to serve on a Sub-Committee? ☒ Yes ☐ No SSTRA / Sunapee

3. Why do you want to serve on this board/committee? _____

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? _____

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

6. Additional Comments: _____

Lynn F Arnold
(Signature)

7/18/2022
(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"

Barbara Vaughn

From: Town Manager
Sent: Thursday, October 13, 2022 3:34 PM
To: Barbara Vaughn
Subject: Fw: [EXTERNAL]Resignation from the Energy Committee

From: adam dolce <ajdolce12@gmail.com>
Sent: Thursday, October 13, 2022 3:31 PM
To: Town Manager <manager@town.sunapee.nh.us>
Subject: [EXTERNAL]Resignation from the Energy Committee

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Unfortunately, I am writing because I need to resign from the Energy Committee. Being a full-time college student, I was able to make my participation work but, given that COVID has ended and online attendance does not contribute to the quorum, I will have to step down. I have really enjoyed my time on the Committee and am proud of the work I was able to do. I hope in the future to be able to be involved again but in the meantime, I plan to continue to be very active as a resident in supporting our goals.

Thank you very much!

-Adam Dolce

STATE OF NEW HAMPSHIRE

To the inhabitants of the Town/City (Ward) of _____ in the
County of _____, New Hampshire.

You are hereby notified to meet at _____
(name and location of polling place)
on Tuesday, the eighth day of November, 2022. The polls will be open between the hours of
_____ a.m. and _____ p.m. to act upon the following subjects:

**To bring in your votes for Governor, United States Senator, United States Representative in
Congress, Executive Councilor, State Senator, State Representatives and County Officers.**

To bring in your votes for Constitutional Amendment Questions

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

Selectmen of _____

October _____, 2022

We hereby certify that we gave notice to the inhabitants within named, to meet at the time and
place and for the purpose within mentioned, by posting an attested copy of the above Warrant at the place
of meeting and at the office of the Town or City Clerk or City Hall on the _____ day of October,
2022.

Selectmen of _____

STATE OF NEW HAMPSHIRE

To the inhabitants of the Town/City (Ward) of _____ in the
County of _____, New Hampshire.

You are hereby notified to meet at _____
(name and location of polling place)
on Tuesday, the eighth day of November, 2022. The polls will be open between the hours of
_____ a.m. and _____ p.m. to act upon the following subjects:

**To bring in your votes for Governor, United States Senator, United States Representative in
Congress, Executive Councilor, State Senator, State Representatives and County Officers.**

To bring in your votes for Constitutional Amendment Questions

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

_____ Selectmen of _____

October _____, 2022

We hereby certify that we gave notice to the inhabitants within named, to meet at the time and
place and for the purpose within mentioned, by posting an attested copy of the above Warrant at the place
of meeting and at the office of the Town or City Clerk or City Hall on the _____ day of October,
2022.

_____ Selectmen of _____

Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782

STREET NAME APPLICATION

Applicant: Bell Engineering, Inc.

Date: 11/23/2022

Mailing Address: 161 Keyes Rd.
Sunapee, NH 03782

Parcel ID: 235/092/00

Sub-division Name: Blueberry Ridge

Approval Date 11/23/2020

Proposed Street Name(s):

- A) Greenwood Lane
- B) Linwood Lane
- C) Surrey Lane

Planning Board Approval

[Signature] Chairperson 10/13/2022

Select Board Approval

Fire Chief Approval _____

Recorded-Town Clerk

Date: _____

CC:

Police Dept.

Fire Dept.

Master Road Book



October 13, 2022

Upper Valley Lake Sunapee Regional Planning Commission
10 Water Street, Suite 225
Lebanon, NH 03766

c/o Olivia Uyizeye, Planner & GIS Analyst
603.448-1680 | ouyizeye@uvlsrpc.org

Dear Ms. Uyizeye,

The Steering Committee for the InvestNH Municipal Planning & Zoning Grant Program reviewed your submission for the Community Housing Navigator Grant. The purpose of this grant is to assist municipalities in hiring local staff dedicated to increasing housing opportunities through community engagement and coordination of regulatory change.

I am pleased to inform you that the Steering Committee has approved your Community Housing Navigator Grant request of \$250,000 to assist the Towns of New London, Newbury, Sunapee, and Wilmont.

In addition to the monetary award, participation in Housing Academy is a key benefit of this program and is designed to help build or further develop local capacity as it relates to housing matters. Navigators will be expected to participate in Housing Academy and are encouraged to recruit up to three volunteer community members to join them in participating. More information on Housing Academy, including the schedule, will be forthcoming.

As a reminder, you have up to three months from the grant award date to hire a Community Housing Navigator. A sample job description is available on [page 10](#) of the application materials. You are encouraged to tailor this description to meet the specific needs of your community.

At your earliest convenience, please email your acknowledgment and acceptance of this award to info@NHHOPgrants.org. Once we have received your acknowledgement, we will follow up with a formal Grant Agreement.

In all public acknowledgments, we ask that you note this award as being received from the InvestNH Municipal Planning & Zoning Grant Program, funded by the NH Department of Business and Economic Affairs as part of the \$100 million InvestNH Initiative with ARPA State Fiscal Recovery funds. This award will be administered jointly by NH Housing, Plan NH, and UNH Cooperative Extension.

On behalf of the Steering Committee, congratulations!

A handwritten signature in black ink, appearing to read "Tiffany McNamara".

Tiffany Tononi McNamara
Steering Committee Chair

Executive Director | Plan New Hampshire
603-452-7526 | tiffany@plannh.org

-Town Letterhead-

date

Comcast
address, etc.

Dear (Comcast Representative),

At a selectmen's meeting (date) a proposal to provide our cable franchise provided community access channel for use by a consortium of communities (Newport, New London, Wilmot, Warner, Bradford, Newbury, Sutton and Hopkinton) for local programming was approved (unanimously if so). The channel will be managed and programmed by Newport (NH) Community Television (NCTV) and distributed on their channel 8 to all the participating towns. The purpose is to provide these communities with local content that will be governed by the rules in place by NCTV. It will be guided by an advisory board made up of representatives from each participating community. The channel is already being distributed to participating communities on TDS TV. We seek your guidance and technical recommendation toward the most efficient distribution of this signal on the Comcast cable system serving Sunapee, NH.

Sincerely,

_____, (town administrator)

Expenditure Report Monthly BOS

ALL FUNDS Periods: 2022-08 thru 2022-09 [75% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - GENERAL FUND						
4130 - GENERAL GOVERNMENT: EXECUTIVE	325,454.88	65,990.27	229,909.52	0.00	95,545.36	70.64
4140 - TOWN CLERK TAX COLLECTOR	265,906.76	57,681.16	208,768.42	0.00	57,138.34	78.51
4141 - ELECTIONS	14,663.00	2,548.00	8,106.04	0.00	6,556.96	55.28
4150 - FINANCIAL ADMINSTRATION	357,039.81	95,614.44	283,565.23	0.00	73,474.58	79.42
4152 - REVALUATION OF PROPERTY	101,300.56	0.00	34,272.23	0.00	67,028.33	33.83
4153 - LEGAL EXPENSES	18,000.00	16,291.31	45,457.52	0.00	(27,457.52)	252.54
4155 - PERSONNEL ADMINISTRATION	1,000.00	705.43	6,057.68	0.00	(5,057.68)	605.77
4191 - PLANNING AND ZONING	290,399.34	24,924.50	81,300.81	0.00	209,098.53	28.00
4194 - GENERAL GOVERNMENT BUILDINGS	313,903.54	41,860.71	188,711.58	0.00	125,191.96	60.12
4195 - CEMETERIES	14,392.50	1,538.99	7,672.43	0.00	6,720.07	53.31
4196 - INSURANCE NOT OTHERWISE ALLOCATED	8,068.00	0.00	6,983.42	0.00	1,084.58	86.56
4197 - ADVERTISING AND REGIONAL ASSOCIATION	13,890.00	5,522.89	10,658.03	0.00	3,231.97	76.73
4199 - OTHER GENERAL GOVERNMENT	31,968.15	18,120.86	40,394.13	0.00	(8,425.98)	126.36
4210 - PUBLIC SAFETY: POLICE	977,825.58	156,708.27	715,695.28	0.00	262,130.30	73.19
4215 - AMBULANCE	64,980.30	63,743.00	63,743.00	0.00	1,237.30	98.10
4220 - FIRE	373,948.96	39,596.84	232,438.98	0.00	141,509.98	62.16
4229 - SAFETY SERVICES BUILDING	147,100.00	40,159.63	117,097.58	0.00	30,002.42	79.60
4290 - EMERGENCY MANAGEMENT	500.00	0.00	308.96	0.00	191.04	61.79
4312 - HIGHWAY AND STREETS	1,948,883.05	407,597.95	1,380,619.91	0.00	568,263.14	70.84
4316 - STREET LIGHTS	15,000.00	173.37	5,369.36	0.00	9,630.64	35.80
4324 - SOLID WASTE DISPOSAL	640,287.65	82,663.66	371,430.11	0.00	268,857.54	58.01
4411 - HEALTH: ADMINISTRATION	462.00	0.00	549.30	0.00	(87.30)	118.90
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	15,024.00	0.00	152.00	99.00
4442 - DIRECT ASSISTANCE	43,149.43	2,110.26	14,861.65	0.00	28,287.78	34.44
4520 - PARKS AND RECREATION	199,553.52	41,125.04	120,948.86	0.00	78,604.66	60.61
4550 - LIBRARY	470,813.52	62,236.90	308,563.97	0.00	162,249.55	65.54
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	4,500.00	(3,010.00)	1,330.50	0.00	3,169.50	29.57
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	135,328.00	0.00	140,477.17	0.00	(5,149.17)	103.80
4721 - INTEREST - LONG-TERM BONDS AND NOTES	38,593.87	8,080.37	33,428.91	0.00	5,164.96	86.62
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
4900 -	529,300.00	48,572.89	545,965.59	0.00	(16,665.59)	103.15
01 - GENERAL FUND	7,368,188.42	1,280,556.74	5,224,760.11	0.00	2,143,428.31	70.91
02 - HYDRO FUND						
4339 - OTHER WATER	225,306.80	8,557.26	68,744.26	0.00	156,562.54	30.51
02 - HYDRO FUND	225,306.80	8,557.26	68,744.26	0.00	156,562.54	30.51
04 - WATER DEPT						
4335 - WATER TREATMENT	0.00	131,275.91	720,341.64	0.00	(720,341.64)	0.00
04 - WATER DEPT	0.00	131,275.91	720,341.64	0.00	(720,341.64)	0.00
06 - SCHOOL						
4800 -	0.00	915.08	3,891.95	0.00	(3,891.95)	0.00
06 - SCHOOL	0.00	915.08	3,891.95	0.00	(3,891.95)	0.00
07 - SPECIAL RECREATION FUND						

Expenditure Report Monthly BOS

ALL FUNDS Periods: 2022-08 thru 2022-09 [75% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
4520 - PARKS AND RECREATION	0.00	30,638.14	89,272.93	0.00	(89,272.93)	0.00
07 - SPECIAL RECREATION FUND	0.00	30,638.14	89,272.93	0.00	(89,272.93)	0.00
12 - PISTOL PERMIT FUND						
4210 - PUBLIC SAFETY: POLICE	0.00	0.00	0.00	0.00	0.00	0.00
12 - PISTOL PERMIT FUND	0.00	0.00	0.00	0.00	0.00	0.00
19 - TOWN FOREST FUND						
4520 - PARKS AND RECREATION	0.00	5,700.00	5,700.00	0.00	(5,700.00)	0.00
19 - TOWN FOREST FUND	0.00	5,700.00	5,700.00	0.00	(5,700.00)	0.00
22 - SPECIAL DETAIL						
4216 -	0.00	754.87	7,420.93	0.00	(7,420.93)	0.00
22 - SPECIAL DETAIL	0.00	754.87	7,420.93	0.00	(7,420.93)	0.00
30 - GRANTS						
4220 - FIRE	0.00	48,356.00	70,275.67	0.00	(70,275.67)	0.00
30 - GRANTS	0.00	48,356.00	70,275.67	0.00	(70,275.67)	0.00
	7,593,495.22	1,506,754.00	6,190,407.49	0.00	1,403,087.73	81.52