

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Office Meeting Room
Monday, April 8, 2019

Present: Josh Trow, Chairman, Suzanne Gottling Vice Chairman, John Augustine,
Fred Gallup, Shane Hastings and Donna Nashawaty, Town Manager

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0128-0032-0000 86 Garnet Street, Katherine York Revocable Trust
Parcel ID: 0146-0038-0000 7 Bay Point Lane, Philip & Debra Hussey, Trustees
Parcel ID: 0209-0029-0000 5 Twin Birch Lane, Gary & Patricia Canning Revoc. Trust
Parcel ID: 0136-0058-0000 50 Birch Point Lane, Robert A & Judith B Bonanno Trusts
Parcel ID: 0106-0033-0000 11 Sunny Knoll Road, Rita Hubert, Thomas Hubert, Jr., et al
Parcel ID: 0140-0001-0000 1 Tara Hall Lane, Jane Shanahan Revoc Trust
Parcel ID: 0132-0015-0000 12 Chase Street, David W. & Cynthia M. Chaves
By Selectman Gallup, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID: 0146-0038-0000 7 Bay Point Lane, Philip & Debra Hussey, Trustees
By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING INTENT TO CUT WOOD OR TIMBER:

Parcel ID: 0211-0017-0000 990 Route 11, High Pine Properties, LLC
Parcel ID: 0148-0044-0000 Edgemont Rd, Jeffrey J. & Allisen E. Heath Revoc Trust
Parcel ID: 0148-0045-0000 Edgemont Rd, Jeffrey J. & Allisen E. Heath Revoc Trust
Parcel ID: 0148-0046-0000 Edgemont Rd, Jeffrey J. & Allisen E. Heath Revoc Trust
Parcel ID: 0148-0001-0000 Edgemont Rd, Jeffrey J. & Allisen E. Heath Revoc Trust
By Selectman Hastings, seconded by Selectman Gallup. Unanimous.

MOTION TO APPROVE THE FOLLOWING NOTICE OF INTENT TO EXCAVATE:

Parcel ID: 0211-0001-0000 1106 Route 11, Michael & Elizabeth Lemieux
By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING YIELD TAX:

Parcel ID: 0211-0011-0000 1106 Route 11, Michael & Elizabeth Lemieux
By Selectman Gallup, seconded by Selectman Hastings. Unanimous.

APPOINTMENTS

7:00PM- Scott Hazelton River Road Parking & Concept for Ben Mere Parking
Scott Hazelton will be discussing two different parking concepts with the Board tonight. One is the Ben Mere parking area, which right now between the three parking areas there are fifty-seven parking spaces on the existing conditions plan. The concept would have sixty vehicular parking spaces and ten boating parking spaces. There would be two handicap boat parking spaces in the Ben Mere area. This project would be given to the Capital Improvement Committee (CIP) for their review. The second concept is the River Road parking area. Right now, there are thirty parking spaces between the right side of River Road coming towards the harbor the parking area next to Pete's Shed. After Scott Hazelton completes the projects on his pavement management plan, and if he has funds available, would like to fix some parking issues on River Road.

Scott Hazelton's proposal would be to overlay River Road, the parking area and then add ten parallel parking spaces on the left side.

He would restructure the parking area so only two spaces would be lost and there would be one official handicap boat parking space. Currently there is no assigned handicap boat parking in the harbor area. The Board supported the River Road parking project if funds were available this year.

7:45PM-Scott Blewitt, Veteran's Field Design & Permitting Project, Georges Mills After the Fact Permit

Scott Blewitt is ready to take the next steps going forward with the Veterans Field project. The trust fund was approved by the voters and the fundraising campaign has started. Scott Blewitt has received a proposal from Pathways Consulting for topographic surveying, final design, permitting, construction bid documents and bid administration assistance related to the Veteran's Field Sports Complex project. The total estimated project costs are \$58,395. **Motion to authorize up to \$58,395 to cover the cost of the Pathways Consulting contract for the Veteran's Field project from the Special Rec Revolving Fund by Chairman Trow, seconded by Selectman Hastings. Unanimous.**

•Scott Blewitt said this After the Fact permit is for last year's Georges Mills beach work and any future work, in case the town must bring beach sand in. Scott Blewitt said there is money in his budget for the engineering and wetlands scientist permit work. He just wanted the Board to be aware of this permit.

SELECTMEN ACTION

•Use of Facilities:

4/13-Annual Firemen's Dinner Safety Services Building

Motion to approve the Use of Facilities from the Sunapee Fire Association for the Annual Firemen's Award Dinner at the Safety Services Building on Saturday, April 13th by Selectman Gallup seconded by Selectman Hastings. Unanimous.

5/1-10/30 Lake Sunapee Rowing Club, Georges Mills Harbor

Motion to approve the Use of Facilities from Lake Sunapee Rowing Club to use Georges Mills Harbor from May to October by Selectman Gottling, seconded by Selectman Hastings. Unanimous.

Sign LSPA Reappointments-Becky Rylander & David Beardsley

Motion to reappoint David Beardsley as an LSPA alternate for a term of one-year by Selectman Gallup seconded by Selectman Gottling. Unanimous. Motion to reappoint Becky Rylander as primary LSPA for a term of one-year by Selectman Hastings, seconded by Selectman Gottling. Unanimous.

•Recreation Appointment-Melissa Trow, 3-year Term

Motion to appoint Melissa Trow to a 3-year term on the Recreation Committee by Selectman Gallup seconded by Selectman Gottling. 4 in Favor. Chairman Trow Abstained.

•Expiring Terms for CIP (Capital Improvement Program) & ABC (Advisory Budget Committee) Members

Chairman Trow said there are two appointments on the ABC committee that are expiring on April 15th, Linda Tanner and Chris Whitehouse. Chris Whitehouse's appointment as the CIP representative from the ABC committee would also expire on April 15th. Donna Nashawaty said that the Board needs to set-up the ABC committee 2019 Budget Review Meeting. After some

discussion, the Budget Review Meeting will take place on either April 22nd or May 6th at 7:00PM. An email will be sent out to the members asking which date would be better for them. Chris White is also trying to set-up a CIP wrap-up meeting. An email will be sent to the expiring ABC members asking if they are interested in being reapplying to the committee.

- Decision of Waiver of Deeds

Chairman Trow said as noted at the last meeting, this is effectively the deadline for the Town to decide if they want to take a property by tax deed. There are four parcels that the town will not accept because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks". **Motion to sign the deed waivers for the four properties mentioned earlier by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

- Discuss Town Renewable Energy Committee

Chairman Trow said that this topic was brought up by Selectman Augustine at a prior meeting. If the Board were to put a committee together, what was the Board looking to get out of it or what would the goal of the committee be? Chairman Trow said the town has the Hydro Plant, which is one form but there are certainly many options. Selectman Augustine envisioned that the first step for people on the committee would be to do the legwork to find out what other town's have done or are doing. Donna Nashawaty said the first project would be to find people who are interested in serving on an exploratory committee. After some discussion an email will be sent out stating the town is looking to create an energy committee whose job will be to review the town's energy options and see if there is any interest. The committee would have three to five people on it.

CHAIRMAN'S REPORT

- Selectman Gottling stated that House Bill #136, which was extending the time for the Zoning Board to have their hearings, passed the Senate Committee 5-0 and is on their consent calendar for Thursday. This bill has already passed the House.

- Selectman Gottling said the Springfield Bio Plant is going to close because Eversource is delaying in entering into a contract with the plant.

Items requested by Selectman Augustine:

- Discuss whether the "unassigned fund balance" (aka "rainy day fund") information should be included in the Town Annual Report going forward

Selectman Augustine was approached by someone saying that Selectman Augustine says it's one number and other people say it's another number, so where can the number be found by anyone in town. Selectman Augustine couldn't find the fund balance number in the Town Report.

Selectman Augustine feels it should be included in the annual report and asked the other Board members what their thoughts were. Chairman Trow is not opposed to the data being available, but is not sure the Town Report is the right place, maybe on the town website? Selectman Gottling asked if the whole audit is on the website, Chairman Trow replied no it is not.

Selectman Augustine said in the Town Report you would go to the table of contents and find where the certain pages are located instead of flipping through fifty pages of the audit report. It would be a lot easier. Selectman Gottling suggested that the Town Manager consult with the Town Auditors to find out what would be the best way to make sure the right kind of a content is around those numbers. Donna Nashawaty would use the four-page tax rate setting document which is the place the fund balance number shows up. That is the only time and only content that number is ever brought into reality as far as how it's used and what it's used for. Donna

Nashawaty said the Treasurer's Report that is in the Town Report shows all the account balances as of December 31st. The Fund Balance page will be included in future town reports.

- Discuss whether the Town should have a technology replacement plan like the multi-year maintenance/replacement plans for buildings, vehicles, roads, bridges

Selectman Augustine stated that the town has very detailed documentation of the town vehicles, roads, buildings and bridges which includes a multi-year replacement plan. The town currently does not have that for its technology assets. Selectman Augustine feels at some point it would be wise to do something similar and have in one place all the documentation of all the technology assets, such as desktop and laptop computers, etc. and their replacement dates.

Chairman Trow asked if Competitive Computers replaces desktops every year or two? Donna Nashawaty replied yes, they do with the new contract that was just signed.

Chairman Trow said the contract is part of support and part of support is hardware support.

Selectman Augustine asked if Competitive would replace things that are not broken but just may be at the end of their replacement cycle? Chairman Trow replied if it is not functional than Competitive would have replaced it because they will not support it. Selectman Augustine asked if the town asked them for an inventory, they could produce it for them. Donna Nashawaty replied yes, they could as part of the contract that was presented as part of the budget. Donna Nashawaty stated the town had to buy x number of machines, that met their standards in order to start the contract and a three-year contract was signed after the budget passed.

- Georges Mills Fire Station

Selectman Augustine said given that Chairman Trow and Selectman Gallup are the acting Fire Wards and with the restructuring of the Fire Department he thought it would be a good time to see if that group wanted to address the topic of the Georges Mills Fire Station. Specifically, do we need it and if we do great, if we don't what is the process to repurpose that building.

Chairman Trow said he has no intention or desire to approach that as a temporary Fire Ward Member. That's something that the folks who are eventually appointed as the full-time members and the Fire Chief would need to figure out between themselves. Selectman Gallup shares the same attitude and feels it's a very valuable piece of the Fire Department infrastructure. Chairman Trow stated he is not on the Fire Wards intending to change the functionality of it. He is a member just to get the guidelines written and personnel chart done and then turning it over to people who can pick up the piece of do we want a fire station in Georges Mills or not.

Selectman Gallup said that was the same way. Selectman Augustine asked if it was discussed in the CIP committee meetings. Selectman Gallup said it was brought up by one of the members, but he doesn't think it went any further than being brought up.

6. TOWN MANAGER REPORTS

- March End of Month Expenditure & Revenue Reports

The Board received the March End of Month Reports.

- The Annual Firemen's Award Dinner is Saturday, April 13th at the Safety Services Building.

- Senior Project Night is Thursday, April 11th and at 5:30PM the Lions Club will be providing a spaghetti dinner in the SMHS cafeteria.

- The Town has not heard from Rocco Pignataro this month.

•9:05PM-The Board entered a non-public session under RSA 91-A:3, II (c), Personnel-Matters which, if discussed in public, would likely affect adversely the reputation of any person. Motion to seal the minutes by Chairman Trow, seconded by Selectman Gottling. Roll Call Unanimous. 10:07PM-Motion to reconvene the public session by Chairman Trow, seconded by Selectman Gottling. Roll Call Unanimous.

**Meeting adjourned at 10:07PM
Respectfully Submitted by,
Barbara Vaughn
Administrative Assistant**

SIGN-IN SHEET

BOARD OF SELECTMEN MEETING

DATE: 4/8/19

Steve Marshall

Joe Bisson

Megan Oxlund

Melissa Trow

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
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Parcel ID: 0148-0046-0000 Edgemont Rd, Jeffrey J. & Allisen E. Heath Revoc Trust
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NOTICE OF INTENT TO EXCAVATE:

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YIELD TAX:

Parcel ID: 0211-0011-0000 1106 Route 11, Michael & Elizabeth Lemieux

2. APPOINTMENTS

7:00PM- Scott Hazelton River Road Parking & Concept for Ben Mere Parking
7:45PM-Scott Blewitt, Veteran's Field Design & Permitting Project, Georges Mills After
the Fact Permit

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

•Use of Facilities:

4/13-Annual Firemen's Dinner Safety Services Building
5/1-10/30 Lake Sunapee Rowing Club, Georges Mills Harbor

•Sign LSPA Reappointments-Becky Rylander & David Beardsley

•Recreation Appointment-Melissa Trow, 3-year term

•Expiring Terms for CIP (Capital Improvement Program) & ABC (Advisory Budget
Committee) Members

• Decision of Waiver of Deeds

•Discuss Town Renewable Energy Committee

OVER

5. CHAIRMAN'S REPORT

- Discuss whether the "unassigned fund balance" (aka "rainy day fund") information should be included in the Town annual report going forward
- Discuss whether the Town should have a technology replacement plan similar to the multi-year maintenance/replacement plans for buildings, vehicles, roads, bridges
- Georges Mills fire station

6. TOWN MANAGER REPORTS

- March End of Month Expenditure & Revenue Reports
- Non-Public Session-RSA 91-A:3, II (c), Personnel-Matters which, if discussed in public, would likely affect adversely the reputation of any person

7. UPCOMING MEETINGS:

04/09-5:30PM-Recreation Committee, Town Meeting Room

04/11-7:00PM-Planning Board, Town Meeting Room

04/18-5:30PM-Abbott Library Trustees, Abbott Library



PRELIMINARY DRAWING 05/02/08

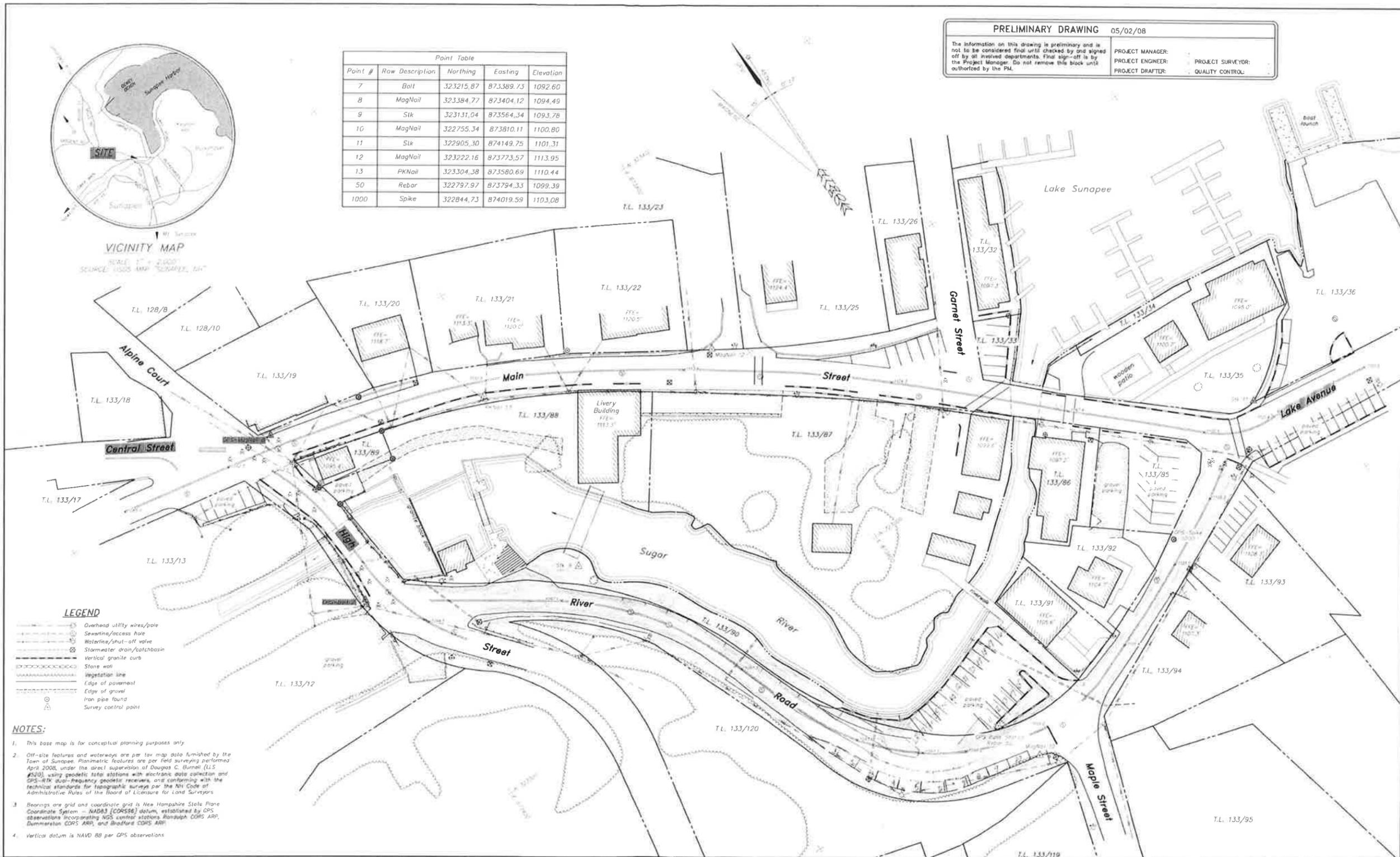
The information on this drawing is preliminary and is not to be considered final until checked by and signed off by all involved departments. Final sign-off is by the Project Manager. Do not remove this block until authorized by the PM.

PROJECT MANAGER: _____
 PROJECT ENGINEER: _____
 PROJECT DRAFTER: _____
 PROJECT SURVEYOR: _____
 QUALITY CONTROL: _____

Point #	Row Description	Northing	Easting	Elevation
7	Bolt	323215.87	873389.73	1092.60
8	MagNail	323384.77	873404.12	1094.45
9	Sik	323131.04	873564.34	1093.78
10	MagNail	322755.34	873810.11	1100.80
11	Sik	322905.30	874149.75	1101.31
12	MagNail	323222.16	873773.57	1113.95
13	PKNail	323304.38	873580.69	1110.44
50	Rebar	322797.97	873794.33	1099.39
1000	Spike	322844.73	874019.59	1103.08



VICINITY MAP
 SCALE: 1" = 2000'
 SOURCE: 1000 AMP SUNAPEE, NH



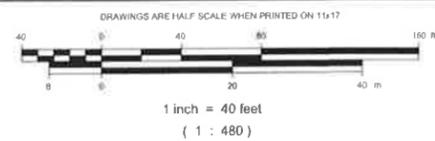
LEGEND

- Overhead utility wires/pole
- Sewerline/access hole
- Waterline/shut-off valve
- Stormwater drain/catchbasin
- Vertical granite curb
- Stone wall
- Vegetation line
- Edge of pavement
- Edge of gravel
- Iron pipe found
- Survey control point

- NOTES:**
- This base map is for conceptual planning purposes only.
 - Off-site features and waterways are per far map data furnished by the Town of Sunapee. Planimetric features are per field surveying performed April 2008, under the direct supervision of Douglas C. Burnett (L.S. #210), using geodetic level stations with electronic data collection and GPS-RTK dual-frequency geodetic receivers, and conforming with the technical standards for topographic surveys per the NH Code of Administrative Rules of the Board of Licensure for Land Surveyors.
 - Bearings are grid and coordinate grid is New Hampshire State Plane Coordinate System - NAD83 (CORSS8) datum, established by GPS observations incorporating NGS control stations, Bougoula CORS ARP, Dunsmuir CORS ARB, and Beaford CORS ARB.
 - Vertical datum is NAVD 88 per GPS observations.

V1.01
SHEET 1 OF 1

2008-042
Base Map
Town of Sunapee



COPYRIGHT		2008		H.E. BERGERON ENGINEERS, INC.	
NO.	REVISION	DATE	BY		

HEB
 H.E. BERGERON ENGINEERS, INC.
 P.O. BOX 440
 NORTH CONWAY, NH
 03660 (603) 356-6936

SURVEYED BY	KT/SB/GT
DRAWN BY	KLK
CHECKED BY	DCB
FIELD BOOK	328/329
SCALE	1" = 40'
DATE	

Base Map
 for the
Sunapee Harbor Loop
 located in
Sunapee, NH
 prepared for the
 Town of Sunapee

2008-042
 V1.01
 SHEET 1 OF 1

PATHWAYS CONSULTING, LLC

Planning • Civil & Environmental Engineering • Surveying • Construction Assistance
240 Mechanic Street • Suite 100
Lebanon, New Hampshire 03766
(603) 448-2200 • Fax: (603) 448-1221

March 22, 2019

Scott Blewitt
Town of Sunapee Recreation Department
23 Edgemont Road
Sunapee, New Hampshire 03782

RE: REVISED PROPOSAL FOR TOPOGRAPHIC SURVEYING, FINAL DESIGN, PERMITTING, CONSTRUCTION BID DOCUMENTS, AND BID ADMINISTRATION ASSISTANCE, VETERAN'S FIELD SPORTS COMPLEX, ROUTE 11, SUNAPEE, NEW HAMPSHIRE (P5095AR/Project No. 12844)

Dear Scott:

We are pleased to provide you with the following scope of services for topographic surveying, final design, permitting, construction bid documents, and bid administration assistance related to the Veteran's Field Sports Complex project. The following understanding of the scope of services is based on our discussions with Scott Hazelton, the conceptual master plan we previously developed for the project, our understanding of the current regulatory process, and our experience with similar projects in New Hampshire. Our proposal is based on the following understanding of the scope of services.

Understanding of the Scope of the Services

1. The project includes topographic surveying, permitting, final design, construction bid documents, and bid administration assistance for improvements to Veteran's Field Sports Complex. The site is identified on the Town of Sunapee (Town) Tax Map 129 as Lot 36 and consists of 6.1 acres. The Sunapee Safety Services facility occupies the northern portion of the site. The attached conceptual master plan identifies the proposed improvements to the Veteran's Field Sports Complex.
2. We understand that the Town has decided to separate the project into two phases. Phase 1 improvements include the parking area, sidewalks, concession's pavilion, water and sewer services to the pavilion, basketball court, skate park, and associated landscaping. Phase 2 includes field improvements, a softball field, a multi-purpose field, fencing, service vehicle access/equipment gates, pedestrian walkways, retaining walls, raised seating, dugouts, equipment shed, water service to equipment shed, maintenance road, irrigation system, underdrain system, field lights, and remaining landscaping.
3. Wetlands are identified on a plan entitled Preliminary-Draft Safety Services and Veterans Field Topographic Site Plan prepared by Pennyroyal Hill Land Surveying and Forestry, LLC, dated January 11, 2016. Wetlands appear to be located within, or adjacent to, the project area, particularly north and west of the existing field. Our Certified Wetland Scientist (CWS) will need to confirm and delineate the limits of jurisdictional wetlands.

4. It appears that there will be direct wetland impacts for the proposed Veteran's Field Sports Complex improvements, and the project will therefore require review and approval by the State of New Hampshire Department of Environmental Services (NHDES) Wetlands Bureau. We assume that the wetland impacts will be less than 3,000 square feet (SF), and a New Hampshire Natural Heritage Bureau (NH NHB) data check will be produced as a result of "No Impact", which would allow for submission of an application for a Minimum Impact Expedited Permit. If greater wetland disturbance is necessary to implement the project, we can amend our scope of services to cover the additional permitting effort with your prior approval.
5. Topographic surveying data will be necessary within the project area to support our design efforts. Our survey crew will establish the locations of structures or other visible features (i.e., edge of road, utilities identified or marked by others, drainage structures, tree lines, vegetation limits, etc.) within the project area.
6. We will "tie" surveying information to the State Plane Coordinate System NAD83 with a vertical datum based on the NAVD88 Datum.
7. During the master planning of this project, Town Tax Maps and information available from previous work on the property were utilized to present boundary and right-of-way (ROW) information as part of the base plan preparation. If deed research, boundary, and/or ROW surveying services are required for the project, they will be completed as additional services beyond the scope of this proposal.
8. The project will require Site Plan Review and approval by the Planning Board. We have included services to complete a site plan application and resubmit revised plans based on staff comments. You will coordinate with Town staff, attend a staff review meeting, and attend the Planning Board meetings to present the project. Additional information, such as typical building elevations for the concessions pavilion, will be required from you for the application.
9. We will provide off-site impact analyses, designs, and permitting assistance that may be required as the project develops as an additional service. Such services may include, but are not limited to upgrades to surrounding roads and sidewalks.
10. We have included services to design a new 36-inch drain line to replace the existing drain that runs under the existing field and extends south to the Sugar River. We understand that the drain line replacement will be bid as an Additive Alternative to the base bid of the project. Prior to completing the design of the new drain line, the Town will have the drain line videoed to determine its condition. We understand that the drain under the existing field may be a stone culvert.
11. The design will include retaining walls integral to the field to accommodate raised seating and minimize site grading. We assume that low retaining walls (less than 4-feet high) will consist of segmented, modular blocks and be designed by the retaining wall manufacturer.

12. We assume that this project will include an electrical service to the concessions pavilion and field lights. We have included an allocation for electrical engineering services to design the electrical service to the concessions pavilion and the field lights. We assume that the field lighting manufacturer will produce a photometric diagram for our use for the Site Plan Review submission.
13. This proposal considers a single design effort with a limited number of hours to develop one final design that will include the project components and items as shown on the master plan. Revisions or design changes as a result of changes in the outlined scope of services, changes by permitting entities, or from project review will be provided as an additional service and may result in additional costs.
14. We have included services to complete a final Engineer's Opinion of Probable Cost (EOPC) based on the final design plans.
15. For the purpose of this proposal, we assume that contiguous site disturbance will be greater than 100,000 SF, which will require an Alteration of Terrain (AoT) Permit application to the NHDES. Our staff Certified Soil Scientist (CSS) will complete a high intensity, site specific soil map (SSSM) to inform the AoT application.
16. We assume that total site disturbance will be more than one acre, and we will need to develop a Notification of Intent (NOI) to construct for the Environmental Protection Agency (EPA) and prepare a Storm Water Pollution Prevention Plan (SWPPP).
17. It is our understanding that the backstop with overhang, sideline fencing (if required), and safety netting components (if required) will be designed for this project by another consultant, under separate contract with the Town, and will be provided to us to incorporate into the final design plans. We have included time to coordinate with the fencing consultant to obtain specifications for the contract documents.
18. This proposal does not include construction administration or stake-out efforts. If these services are desired by the Town, we will provide you with an updated scope of services and proceed based on your prior authorization.
19. The Town will pay all application, permitting, public notice, and legal costs that may arise. These costs are not part of our proposal, but may include things like local, State, and Federal application and permitting fees.
20. Local, State, and Federal regulations that are currently in effect are the basis for our scope of services.
21. This proposal does not include any geotechnical services or test pits. If these services are required, they will be completed as additional services beyond the scope of this proposal.
22. We understand that we will need to communicate regularly with you, or at your direction with other members of your staff, members of the Town staff, regulatory agencies, and/or other team members. We have provided a limited budget for this type of coordination

within our scope of services, which we can amend as a change in our scope of services and costs as needed.

23. We will provide only the services described in this proposal. We will provide any services not specifically detailed in this proposal as additional services and at additional cost with your prior authorization.
24. The attached Terms and Conditions and cost matrix are incorporated as part of this proposal.

Based on the proceeding understanding of the scope of services, we offer the following scope of services.

Scope of Services

1. **Topographic Surveying:** Our survey crew will devote up to three days to complete a topographic survey within the project area to gather supplemental detail, utilities located and marked by others, and sufficient spot elevations to produce 1-foot contours over the project area. Our survey will extend along the existing 36-inch drain line south to the Sugar River.
2. **Wetland Delineation:** Our CWS will perform a field investigation to determine the jurisdictional wetland boundaries within 30-feet of the proposed project limits by means of flagging. Our survey crew will locate wetland flags for inclusion on the on the base plan for planning, design, and development of wetland permitting documents.
3. **Base Plan Preparation:** We will utilize the base map generated during the conceptual design phase of this project and supplement it with the information obtained during the topographic surveying task detailed above to prepare an updated digital base plan for the project areas at the appropriate scale for final design. We will format information into digital base drawings at a scale of 1" = 20', or other appropriate scale for final design.
4. **Design Plans:** We will use the base plan and the master plan to develop a design plan in digital and paper format to show the Veteran's Field Sports Complex improvements. We will provide this plan to you for review and comment. With your input, we will finalize the design plan for use in the various permitting tasks presented below. The plan set will include general notes, materials specification references (as necessary), project sequence notes, proposed grading, proposed features, erosion and sediment control components, and construction details. The backstop with overhang, sideline fencing, safety netting, and dugouts will also be shown on the plans. We will develop a landscape plan suitable for submission to the Planning Board. The landscape plan will include pedestrian circulation and public open spaces, typical hardscape details, a planting plan including a plant list and planting details, and a tree protection plan.

5. **Drainage Calculations and Stormwater System Design:** We will complete a drainage analysis using the TR-55 methodology based on accepted NHDES standards pursuant to RSA 485-A:17. The result of this task will be to generate pre- and post-development runoff rates for a "locked" project. These data will then be used to develop component sizing for stormwater treatment and detention facilities within the project. We will design a new 36-inch drain line to replace the existing 36-inch drain line that runs from the north side of the field to the south toward the Sugar River.
6. **Material Specifications:** We will develop material specifications for the civil-site components of the project within our design spectrum. We will provide tree protection specifications, hardscape specifications, and planting and turf specifications for the athletic fields to supplement the civil specification sections.
7. **Preliminary Site Plan Review, Staff Meeting, and Coordination:** Prior to submission of the site plan to the Planning Board, we understand you will meet with the Town Planning and Zoning Staff, Public Works, the Fire Department, and the Police Department to review the proposed plans and to elicit their comments about the project. As such, we have not included any time to assist with this task for the project. Upon your authorization, we will provide these services as an additional service on a time and materials basis.
8. **Planning Board Submission Assistance:** We will assist you with compiling an application to the Planning Board for site plan review. We will prepare a cover letter, waiver requests, a list of abutters, a fee schedule, a technical checklist, and coordinate and combine plans from project team members for submission.
9. **Staff Review and Plan (Re)submission:** We understand you will attend a staff review meeting as regularly scheduled after submission of the application for Site Plan Review, and you will provide us with documentation of staff review comments so that we may revise the plans. We will provide you with full-size or 11" x 17" revised plan sets for you to submit to the Planning Department for review by the Planning Board. As such, we have included limited time to assist with this task for the project.
10. **Planning Board Meetings:** We understand you will attend meetings with the Planning Board to assist with project presentation technical support. We have not included time for preparation of presentation boards and materials prior to the meeting in our proposal. Upon your authorization, we will provide these services as an additional service on a time and materials basis.
11. **Conservation Commission Meeting:** We understand you will coordinate with the Town staff to attend a regularly scheduled meeting of the Conservation Commission to present the application to the NHDES for wetland impacts. As such, we have not included any time to assist with this task for the project. Upon your authorization, we will provide these services as an additional service on a time and materials basis.

12. **Conservation Commission Revisions:** This task provides a limited amount of time to make revisions to site plans based on Conservation Commission comments that result in minor modifications up to the budget for this task. We will provide modified plans to the Conservation Commission for acceptance as necessary.
13. **Site Specific Soil Map:** Our CSS will conduct a site investigation and prepare an SSSM for the project including establishing ground control at a density of at least four points per acre uniformly distributed across the project site. Our CSS will make soil observations to provide soil map unit composition. We will provide a soil legend for our soil mapping, including appropriate map symbols and color coding in accordance with the AoT rules. We will also provide a narrative report to accompany the final product.
14. **NHDES Wetlands Bureau Application:** We will assist you with compiling an application to the NHDES Wetlands Bureau for direct wetland impacts. Application materials will include a cover letter addressing the project and questions in the application, an application, a list of abutters, a USGS location map, project layout and grading information, construction and erosion control details, color photographs of wetlands to be impacted, and photocopies of certified mail slips. Our efforts will include generating multiple copies of the application (including color photographs), a general letter to abutters, certified mailings to abutters, correspondence with the NH NHB Inventory to solicit input about rare and endangered species, and correspondence with the New Hampshire Division of Historical Resources to get historic and archeological clearance for the project. In conjunction with this process, we will provide application information to the U.S. Army Corps of Engineers (USACE) to provide requisite notice.
15. **NHDES Wetlands Bureau Revisions:** This task provides a limited amount of time to make revisions to site plans based on NHDES Wetlands Bureau and USACE comments that result in minor modifications up to the budget for this task. We will provide modified plans to the NHDES Wetlands Bureau and USACE for acceptance.
16. **NHDES AoT Bureau Application:** Based on the stormwater drainage plan and drainage calculations prepared in previous work phases of the project, we will prepare an application package for AoT review by the NHDES. This package will include an application, project description, location information, component sizing data, calculations, and plans.
17. **NHDES AoT Bureau Revisions:** This task provides a limited amount of time to make revisions to site plans based on AoT Bureau comments that result in minor modifications up to the budget for this task. We will provide modified plans to the NHDES for acceptance.
18. **Final Construction Drawings:** We will incorporate review comments from the Town, NHDES, and potentially the USACE and formulate a set of Final Construction Drawings for bidding and construction.
19. **Construction Documents EOPC:** We will revise the EOPC for the site work based on the construction documents.

20. **EPA Notice of Intent and Stormwater Pollution Prevention Plan:** Based on the Stormwater Drainage Plan, drainage calculations, and Erosion and Sediment Control Plan prepared in other work phases of the project, we will file an NOI with the EPA. We will also prepare a SWPPP for execution by the Town and the site contractor.
21. **Construction Bid Documents and Bid Administration (Phase 1):** We will coordinate with the Town and prepare a Phase 1 construction bid package for the project, including an appropriate "front end," bid tabulation based on NHDES unit cost and lump sum items, general and special conditions, provisions required by the Town (as applicable), material specifications, and any special documents such as permits. We will assist the Town with language for the request for bids for construction advertisement. We will conduct a pre-bid meeting with potential contractors and the Town to discuss the project. We will collect questions from the pre-bid meeting and respond to questions from contractors during bidding by issuance of up to one (1) addendum by email. We will assist the Town with the review of bids for construction by attending a bid opening, reviewing bids, checking the apparent low bid for completeness, and making a recommendation for contractor selection.
22. **Construction Bid Documents and Bid Administration (Phase 2):** We will coordinate with the Town and prepare a Phase 2 construction bid package for the project, including an appropriate "front end," bid tabulation based on NHDES unit cost and lump sum items, general and special conditions, provisions required by the Town (as applicable), material specifications, and any special documents such as permits. We will assist the Town with language for the request for bids for construction advertisement. We will conduct a pre-bid meeting with potential contractors and the Town to discuss the project. We will collect questions from the pre-bid meeting and respond to questions from contractors during bidding by issuance of up to one (1) addendum by email. We will assist the Town with the review of bids for construction by attending a bid opening, reviewing bids, checking the apparent low bid for completeness, and making a recommendation for contractor selection.
23. **Meetings and Coordination:** We will provide a limited number of hours for meetings and general coordination with you, your project team, the Town, and other regulatory agencies during the project. This task will include general coordination, correspondence, and telephone discussions in support of various tasks.
24. **Expenses:** Expenses will include items such as postage, progress prints, submission prints, copies, and other miscellaneous reimbursable items necessary for the project.

Additional Services

As the project unfolds, we will work with you to identify additional services that you may want to consider for project implementation. Such tasks may include:

- Boundary and/or ROW Surveying;
- Geotechnical services, test pits, or infiltration tests; and
- Construction phase services from stake-out and submittal review to Record Drawings.

In closing, we appreciate this opportunity to assist you with the efforts needed to complete the final design for improvements to the Veteran's Field Sports Complex. If you are in agreement with this proposal, please return a signed copy to us as your authorization to proceed. Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,

PATHWAYS CONSULTING, LLC



Rodrick J. Finley, P.E.
Vice President/Director of
Engineering Services

RJF:sef

Enclosures

I accept this proposal and authorize Pathways Consulting, LLC to proceed.

Signature: _____ Date: _____

Terms and Conditions

1. **Billings/Payments:** Invoices will be submitted monthly by PATHWAYS, in PATHWAYS' standard format, to the CLIENT for services and reimbursable expenses and, unless other mutually satisfactory arrangements have been made between the CLIENT and PATHWAYS, are due upon receipt. Hours worked in excess of 40/week/individual will be billed at 1.5 times the normal rate. The invoices shall be considered past due if not paid within 30 days after the invoice date and PATHWAYS may, without waiving any claim or right against the CLIENT, and without liability whatsoever to the CLIENT, terminate the performance of the service. A finance charge will be assessed in the amount of 1.5% per month on unpaid balances. In the event any portion of the account remains unpaid 60 days after billing, the CLIENT shall pay PATHWAYS' collection costs, including reasonable attorney's fees. If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PATHWAYS may suspend performance of services upon five (5) calendar days' notice to the CLIENT. PATHWAYS shall have no liability whatsoever to the CLIENT caused by any breach of this Agreement by the CLIENT. If the CLIENT fails to make payment to PATHWAYS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by PATHWAYS. Payment of invoices is in no case subject to unilateral discounting or set-offs by the CLIENT, and payment is due regardless of suspension or termination of the Agreement by either party.
2. **Access to Site:** Unless otherwise stated, PATHWAYS will have access to the Site for activities necessary for the performance of the services. PATHWAYS will take precautions to minimize damage due to these activities, but shall not be held responsible for the restoration of any resulting damage. Arrangements and/or permission for site access shall be made by the CLIENT unless otherwise stated. The CLIENT shall provide for PATHWAYS' right to enter the property owned by the CLIENT and/or others in order for PATHWAYS to fulfill the scope of services included hereunder. The CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement.
3. **Buried Utilities:** PATHWAYS and/or its authorized subconsultant will conduct the research that in its professional opinion is necessary with respect to the assumed locations of underground improvements. Such services by PATHWAYS or its subconsultant will be performed in a manner consistent with the ordinary standard of care. The CLIENT recognizes that the research may not identify all underground improvements and that the information upon which PATHWAYS relies may contain errors or may not be complete. The CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against PATHWAYS and anyone for whom PATHWAYS may be legally liable, for damages to underground improvements resulting from subsurface penetration locations established by PATHWAYS.
4. **Hidden Conditions and Hazardous Materials:** A condition is hidden if it cannot be investigated by reasonable visual observation or records reviewed as customary in the performance of the services being rendered. If PATHWAYS has reason to believe that such a condition may exist, PATHWAYS shall notify the CLIENT who shall authorize and pay for costs associated with the investigation of such a condition and, if necessary, costs necessary to correct said condition. If (1) the CLIENT fails to authorize such investigation or correction after due notification, or (2) PATHWAYS has no reason to believe that such a condition exists, the CLIENT is responsible for all risks associated with this condition, and PATHWAYS shall not be responsible for the existing condition nor any resulting damages to persons or property. Unless specifically agreed upon prior to the commencement of service, PATHWAYS shall have no responsibility for the discovery, presence, handling, removal, disposal, or exposure of persons to hazardous materials of any form.
5. **Permits and Approvals:** PATHWAYS shall assist the CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which PATHWAYS' services are being engaged. It is the CLIENT's responsibility to obtain any and all permits. PATHWAYS shall not be held responsible for the approval or denial of the aforementioned permits or approvals. The CLIENT also agrees not to make resolution of any dispute with PATHWAYS or payment of any amount due to PATHWAYS contingent upon the approval or denial of permits or approvals.
6. **Indemnifications:** The CLIENT shall indemnify and hold harmless PATHWAYS, all of its personnel, and its subconsultants from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss, or expense is caused in whole or in part by the negligent act or omission and/or strict liability of the CLIENT, anyone directly or indirectly employed by the CLIENT (except PATHWAYS), or anyone for whose acts any of them may be liable. This indemnification shall include any claim, damage, or losses due to the presence of hazardous materials. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold PATHWAYS and PATHWAYS' subconsultants harmless from any claim, liability, or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions, or inaccuracies in documents or other information provided by the CLIENT to PATHWAYS.
7. **Risk Allocation:** To the maximum extent permitted by law, PATHWAYS' total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement, from any cause or causes, shall not exceed \$10,000 or the total amount of PATHWAYS' fee, whichever is greater. Such causes include PATHWAYS' negligence, errors, omissions, strict liability, or breach of contract.
8. **Termination:** This Agreement may be terminated upon 10 calendar days written notice by either party. In the event of termination, the CLIENT shall pay PATHWAYS for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.
9. **Ownership of Documents:** All documents produced by PATHWAYS under this Agreement shall remain the property of PATHWAYS and will not be used by the CLIENT for any other endeavor without the consent of PATHWAYS. PATHWAYS also reserves all copyrights to all documents, services and works of authorship that are created or prepared by PATHWAYS.

10. **Information Provided by Others:** The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless PATHWAYS, all of its personnel, and its subconsultants from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out of or resulting from PATHWAYS' use of all information, requirements, reports, data, surveys, and instructions provided by others, which will be relied upon by PATHWAYS for the services PATHWAYS provides for the CLIENT.
11. **Dispute Resolution:** Any claim or dispute between the CLIENT and PATHWAYS shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s).
12. **Governing Law:** The CLIENT and PATHWAYS agree that all disputes arising out of or in any way connected to this Agreement, its validity, interpretation and performance, and remedies for breach of contract, or any other claims related to this Agreement shall be governed by the laws of the State of New Hampshire.
13. **Assignment:** Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.
14. **Extent of Agreement:** This Agreement comprises the final and complete agreement between the CLIENT and PATHWAYS. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had any questions explained by independent counsel, and is satisfied. Amendments to this Agreement shall not be binding unless made in writing and signed by both the CLIENT and PATHWAYS.
15. **Additional Services:** Services not explicitly detailed in this Agreement will be considered additional and subject to increased project fees. Additional services will not be provided without the CLIENT's prior authorization to proceed.
16. **Attorney's Fees:** In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, reasonable attorneys' fees, and other related expenses.
17. **Consequential Damages:** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the CLIENT or PATHWAYS, their employees, agents, subconsultants, or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
18. **Delays:** PATHWAYS is not responsible for delays caused by factors beyond PATHWAYS' reasonable control. When such delays beyond PATHWAYS' reasonable control occur, the CLIENT agrees PATHWAYS is not responsible for damages, nor shall PATHWAYS be deemed to be in default of this Agreement.
19. **Jobsite Safety:** Neither the professional activities of PATHWAYS, nor the presence of PATHWAYS or its employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. PATHWAYS and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the CLIENT's agreement with the General Contractor. The CLIENT also agrees that the CLIENT, PATHWAYS, and PATHWAYS' consultants shall be indemnified and shall be made additional insured under the General Contractor's general liability insurance policy.
20. **Subconsultants:** PATHWAYS may use the services of subconsultants when, in PATHWAYS' sole opinion, it is appropriate and customary to do so.
21. **Severability:** Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.
22. **Timeliness:** PATHWAYS will perform its services with due and reasonable diligence consistent with sound professional practices.
23. **Unauthorized Changes:** In the event that the CLIENT consents to, allows, authorizes, or approves of changes to any plans, specifications, or other documents, and these changes are not approved in writing by PATHWAYS, the CLIENT recognizes that such changes and results thereof are not the responsibility of PATHWAYS. Therefore, the CLIENT agrees to release PATHWAYS from any liability arising from the construction, use, or result of such changes.
24. **Titles:** The titles used in this Agreement are for general reference only and are not part of the Agreement.
25. **Photographs:** PATHWAYS has the CLIENT's permission to use any photographs taken for advertising purposes, including on its World Wide Web site or in any other printed publication. No confidential information will be used. PATHWAYS has the right to crop or treat the photograph(s) at its discretion. PATHWAYS agrees to indemnify and hold the CLIENT harmless and free of any liability or claims arising out of the use of any photograph described herein.

COST PROPOSAL

for the

TOWN OF SUNAPEE RECREATION DEPARTMENT
 TOPOGRAPHIC SURVEYING, FINAL DESIGN, AND PERMITTING ASSISTANCE AND CONSTRUCTION-RELATED SERVICES
 VETERAN'S FIELD SPORTS COMPLEX, ROUTE 11, SUNAPEE, NEW HAMPSHIRE
 PREPARED BY PATHWAYS CONSULTING, LLC
 (P5095AR/Project No. 12844)
 March 22, 2019

SCOPE OF SERVICES	Chief of Survey	Two (2) Person Survey Crew	Project Director	Landscape Architect	Project Engineer	Wetland Scientist/ Soil Scientist	CAD Designer	Administrative Staff	Estimated Number of Labor Hours	Estimated Cost, per Task
HOURLY RATE PER LABOR CLASSIFICATION	\$80	\$100	\$110	\$110	\$75	\$75	\$55	\$45		
1. Topographic Surveying	4	24	1						29	\$2,830.00
2. Wetland Delineation						6			8	\$450.00
3. Base Plan Preparation	1		8	18	60		12		13	\$740.00
4. Design Plans			4		40		24		108	\$8,460.00
5. Drainage Calculations and Stormwater System Design			4	4	12		8		52	\$3,660.00
6. Material Specifications								4	24	\$1,960.00
7. Preliminary Site Plan Review, Staff Meeting, and Coordination			4	4	16			2	26	\$90.00
8. Planning Board Submission Assistance					2		4		6	\$2,170.00
9. Staff Review and Plan (Re)submission									6	\$370.00
10. Planning Board Meetings									0	\$0.00
11. Conservation Commission Meeting									0	\$0.00
12. Conservation Commission Revisions							4	1	5	\$285.00
13. Site Specific Soil Map						12		1	13	\$945.00
14. NHDES Wetlands Bureau Application			2		32		4	6	44	\$3,110.00
15. NHDES Wetlands Bureau Revisions					6				6	\$450.00
16. NHDES AOT Bureau Application			4		60		8	8	80	\$5,740.00
17. NHDES AOT Bureau Application Revisions			2		16		8	2	28	\$1,960.00
18. Final Construction Drawings			6	8	40		18		72	\$5,640.00
19. Construction Documents EOPC					8			1	9	\$645.00
20. EPA Notice of Intent and Stormwater Pollution Prevention Plan			2		40			6	48	\$3,480.00
21. Construction Bid Documents and Bid Administration (Phase 1)			4		32			8	44	\$3,200.00
22. Construction Bid Documents and Bid Administration (Phase 2)			4		24			8	36	\$2,600.00
23. Meetings and Coordination			32	8	8			8	48	\$5,000.00
24. Expenses										\$1,000.00
Electrical Engineer Allocation										\$3,500.00
TOTAL ESTIMATED PROJECT COSTS										\$86,355.00

Town of Sunapee
APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Banstand – Sunapee Harbor – Georges Mills Harbor – Dewey Beach – Coffin Park – Ski Tow Safety Services Building – Town Hall

Name of Organization: SUNAPEE FIRE DEPARTMENT ASSOCIATION

This Organization is: Profit (Non Profit) Political – Private – Other _____

Name of Duty Authorized: HOWARD G. SARGENT TREASURER

Mailing Address: P.O. BOX 30
SUNAPEE, NH 03782

Daytime Phone: 603-748-1001 Evening Phone: 603-748-1001

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: 4/13/2019 Time From: 6:00AM To: 12:00MIDNIGHT

Please describe the event: AWARDS DINNER

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
 - a. Alcohol will not be sold.
 - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
 - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
 - d. I am responsible for terminating the event by midnight.
 - e. I agree that random police checks may be made at any time.
 - f. I understand all relevant State laws must be complied with.
 - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 80 # of people and 40 # of vehicles attending our event.
 Signature of Responsible Individual: Howard G. Sargent TREASURER Date: 4/3/2019

Approved by Chief of Police: [Signature] Date: 4-3-19
 # of Officer(s) will be assigned to event at applicant's expense. _____

Approved by Recreation Director (if applicable) _____ Date _____

Approved by Fire Chief (if applicable) _____ Date _____

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) _____ Date _____

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

***Suggested \$50 donation for non-residents**

Town of Sunapee
APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Banstand – Sunapee Harbor – Georges Mills Harbor – Dewey Beach – Coffin Park – Ski Tow Safety Services Building – Town Hall

Name of Organization: Lake Sunapee Rowing Club

This Organization is: Profit Non Profit – Political – Private – Other

Name of Duty Authorized: Brenda Balenger, LSRC

Mailing Address: PO Box 287
New London NH 03259

Daytime Phone: 603 481 2166 Evening Phone: same

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: May - Oct 2019 Time From: See attached To:

Please describe the event:

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
 - a. Alcohol will not be sold.
 - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
 - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
 - d. I am responsible for terminating the event by midnight.
 - e. I agree that random police checks may be made at any time.
 - f. I understand all relevant State laws must be complied with.
 - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on _____ # of people and _____ # of vehicles attending our event. See attached

Paul Webb Signature of Responsible Individual March 27 2019 Date

Don P. [Signature] Approved by Chief of Police 4-2-19 Date

[Signature] # of Officer(s) will be assigned to event at applicant's expense. 3/28/19 Date

[Signature] Approved by Recreation Director (if applicable) 3/28/19 Date

[Signature] Approved by Fire Chief (if applicable) 4/2/19 Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) _____ Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

***Suggested \$50 donation for non-residents**

LAKE SUNAPEE ROWING CLUB – 2019 Application to use Georges Mills Town Beach
Contact: Brenda Balenger, President, 481.2166, and Faith
Reney, Secretary, 763.5171
Lake Sunapee Rowing Club
PO Box 287
New London, NH 03257
www.lakesunapeerowing.org

GENERAL INFORMATION

This will be LSRC's 11th year on the water. We are a Non-Profit Charitable Organization recognized by the State of NH, and a 501(c)(3) recognized by the federal government serving the Sunapee area residents with membership open to all. We charge a nominal fee of \$150 per year which covers the costs such as the safety launch and safety equipment, boat yard fees, purchase, repair, and maintenance of rowing shells, insurance, registration of boats and coaching fees. An annual fund of \$500 from fund raising efforts is set aside for rowers in need of financial aid.

We provide athletic fit-for-life and competitive opportunities for adults and students. An advantage of our formal rowing sessions is the presence of certified, commercially licensed coaches in a safety launch providing optimum personnel and equipment for safety purposes.

Our fundraising also supports our long-standing, ten year program for students and adults who are mentally and/or physically disabled to row with the club. Staffed entirely by volunteers who are rowers and non-rowers alike, we meet with the disabled athletes once a week for 12 weeks in the summer and fall. One of our adaptive rowers competes nationally in Philadelphia every year.

LSRC members also participate in community events such as Love Your Lakes Day, and the Sunapee Roadside Cleanup, and we continue to maintain two miles of trash cleanup on Route 11 through the spring, summer, and fall seasons.

Please see the following information regarding our calendar and schedule. Nothing has been changed from our application last year. The dates have been changed to accommodate the calendar and have not changed more than 1 day. As last year, we will continue to use the Exit 12 Park and Ride for non-

PARKING

Park and Ride, Exit 12, New London, unlimited spaces. Non-residents will park at the Park and Ride and a pre-determined Sunapee resident will shuttle them to Cooper Street, and return them back to the Park and Ride at the end of practice.

BOAT STORAGE - Rowing shells are kept on racks at 16 Cooper St, Barbara & Don Dupont's property, for which rent is paid monthly. The LSRC coach's safety launch is stored at Sue Cobb's slip at 32 Maple Street, Georges Mills, for which rent is paid for the season. The coach's launch is a 12 ft. aluminum boat with a 15 hp motor.

LAUNCHING – The rowers launch off the point of land on the north end of the town beach. Rowers carry boats from the storage area to the launch site. Coach talks with the rowers for a few minutes and then the boats are launched. The approximate time from arrival to 'on-the-water' is 15-20 minutes. The same process applies for returning to shore and storing the boats.

INSURANCE - The club has liability insurance through US Rowing, the national governing body for the sport. Equipment insurance is purchased through Roehrs Insurance Company. A rider's liability insurance will be provided for the town.

LOW NOISE LEVEL – The first mile and a half from the beach out toward Tilson's Point is our warmup stretch. The coxswains have head phones, speak in normal tones, and the boats have small speakers under rowers' seats. Approximate warm up time is 10-15 minutes. The coaches talk from coach's launch and sound does not carry far. Our coaches are careful to speak quietly directly toward the boats and not toward the shoreline when at all possible. We intend to be good neighbors.

Thanks in advance for your support to LSRC.

Brenda Balenger & Faith Reney
Lake Sunapee Rowing Club



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/28/2019

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 Assured Partners-Roehrs 736 Springdale Dr P.O. Box 100 Exton PA 19341-0100	CONTACT NAME: Wendy Pierce PHONE (A/C, No, Ext): (610) 363-7999 E-MAIL ADDRESS: wendy.pierce@assuredpartners.com	FAX (A/C, No): (610) 363-5231
	INSURER(S) AFFORDING COVERAGE	
INSURER A: Philadelphia Indemnity Ins Co		NAIC # 18058
INSURED United States Rowing Association and its member organizations 2 Wall Street Princeton NJ 08540	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 18-19 Master for Members **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 INSD	SUBR 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 checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Watercraft Liability <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK1922781	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Sexual Abuse \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1922781	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB659450	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The certificate holder is included as Additional Insured under the liability policy. Coverage is provided under this policy only for sponsored/supervised activities of the Named Insured for which a premium has been paid. This certificate is issued on behalf of US Rowing member Lake Sunapee Rowing Club.

CERTIFICATE HOLDER Town of Sunapee 23 Edgemont 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 
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3 yr term 4/8/22

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

Name: Trow (Last), Melissa (First), Date: 3-19-19

Sunapee Registered Voter: Yes () No

Mailing Address: 23 W Court Rd
Sunapee NH 03782
Street Address (if different): _____

Lived in Sunapee Since: 2016 Home Phone: 276-0028 Work Phone _____

E-mail: MFerrig@gmail.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

2. For consideration:

a. Occupation: Stay at home MOM b. Employer: _____

c. Length of current employment: _____ d. Education: _____

e. Relevant Experience: Several years of nanny/childcare

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 20 hours per week (daytime) 15 hours per week (evenings)

10 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: _____ / _____ / _____

j. Are you willing to serve as an Alternate? Yes ___ No

k. Are you willing to serve on a Sub-Committee? Yes ___ No

3. Why do you want to serve on this board/committee? We enjoy the Many programs the
the recreation department/committee offer and I want to
help be a part of it and give back to our Town.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I've worked
with children for many years. I also am skilled in
Microsoft Office.

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

I love our town and all that it offers and
want to be able to give back.

6. Additional Comments: _____

Melanee

(Signature)

3-19-19

(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”

Sunapee Recreation Committee Meeting Minutes

Monday, March 25, 2019

Sunapee Town Hall

Start Time: 5:23pm

Member Attendees: Scott Blewitt, Maria Fair, Charleen Osborne, Megan Oxland, Tim Berube, & Dan Hayward

Guest Attendees: Richard Osborne & Melissa Trow

Story Walk: Tilton Park

- Sharon Parsons & John Reed (SMHS) spoke Tuesday, March 19th explaining this new program which includes 9-11 stations in Tilton Park wooded areas consisting of Sunapee Middle School students as a Spring elective. Students will be doing the clean-up and implementing the program aimed to connect nature with reading for various age groups.
- Motion to accept: Tim 1st
 - Maria 2nd
 - All in favor

Red River Donation:

- Red River Company donated \$500 for baseball bats
- Motion to accept: Tim 1st
 - Maria 2nd
 - All in favor

Field Usage:

- Mount Royal is asking for the use of Dewey Field as long as they are finished with the field by 4pm.
- SMHS- Looking for use of Veterans Field until 4:30 for the pre-season. As of 4/29 they will need to be done by 4pm.
- No problem with this seen by the committee.

Veterans Field Project:

- Following meeting with Pathways the estimate for plans to move forward was quoted \$58,395.00
- Motion to move forward: Maria 1st
 - Megan 2nd
 - All in favor
- Discussion about fundraising, grant, and time frame possibilities.

- The New Summer Recreation Newsletter Theme will be Veterans Field. Committee members will proofread finished product.

Dewey Field Parking:

- Discussion had about some small road area repairs but after a meeting with Scott Hazelton (Town Highway Director) & Scott Blewitt, committee would like to concentrate on Tilton Park parking area due to new impending Story Walk.

Policy & Procedure Recreation Committee:

- Update: Intern (& Ed Winters) working on an updated policy & procedure handbook for the Recreation Committee.

Baseball Update:

- 13 Majors, 20 Minors, 2 teams Rookies
- 4/4/19- Last day to add teams to league
- 4/11/19- League coaches meeting

New Committee Member Interest:

- Melissa Trow, Sunapee Resident, interested in becoming Full member of the Recreation Committee.
- Motion to accept: Megan 1st
 - Tim 2nd
 - All in favor
- Welcome Melissa!

Recognition: Scott Blewitt

- Dedication of plaque to Maria Fair for her dedication to Sunapee and the Recreation Committee of over 10 years of service. Thank you Maria!

Meeting Adjourned 6:40pm

DEED WAIVER

The property located at **59 Hamel Road, Parcel #0147-0033-0001** in the name of **Herbert Guimond & Bonnie Kane** is due to be deeded to the Town of Sunapee for non-payment of 2008-2016 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

DATE: _____

DEED WAIVER

The property located at **38 Wilderness Park Road, Parcel #0239-0001-0002** in the name of **Anne LaClair formerly property under Jeffrey A. Sykes** is due to be deeded to the Town of Sunapee for non-payment of 2008-2016 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

DATE: _____

DEED WAIVER

The property located at **22 Wilderness Park Road, Parcel #0239-0001-0008** in the name of **Gilman E. Michaud** is due to be deeded to the Town of Sunapee for non-payment of 2011-2016 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

DATE: _____

DEED WAIVER

The property located at **43 Wilderness Park Road, Parcel #0239-0001-0010** in the name of **Daniel & Dawna Vinal** is due to be deeded to the Town of Sunapee for non-payment of 2011-2016 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

DATE: _____

Monthly Budget Through March 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$325,904.00	\$69,405.49	\$256,498.51	78.70%
TCTC	\$210,052.00	\$46,918.73	\$163,133.27	77.66%
Elections	\$6,485.00	\$3,925.25	\$2,559.75	39.47%
Finance	\$222,127.00	\$62,970.49	\$159,156.51	71.65%
Assessing	\$112,218.00	\$0.00	\$112,218.00	100.00%
Legal	\$18,000.00	\$3,455.70	\$14,544.30	80.80%
Personnel Benefits Mgmt	\$1,000.00	\$27.50	\$972.50	97.25%
Planning/Zoning	\$52,752.00	\$9,265.23	\$43,486.77	82.44%
General Govt-B&G	\$169,983.00	\$34,695.17	\$135,287.83	79.59%
Cemetery	\$13,625.00	\$327.82	\$13,297.18	97.59%
Insurance	\$7,540.00	\$0.00	\$7,540.00	100.00%
Information Booth	\$13,981.00	\$294.17	\$13,686.83	97.90%
Other General Govt	\$30,651.15	\$8,795.99	\$21,855.16	71.30%
Police	\$847,326.73	\$204,196.51	\$643,130.22	75.90%
Ambulance	\$59,516.00	\$0.00	\$59,516.00	100.00%
Fire	\$202,257.00	\$27,568.91	\$174,688.09	86.37%
SSB	\$156,535.00	\$50,424.74	\$106,110.26	67.79%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,786,325.00	\$404,421.99	\$1,381,903.01	77.36%
Street Lights	\$16,800.00	\$2,650.34	\$14,149.66	84.22%
Transfer Station	\$531,762.00	\$106,905.69	\$424,856.31	79.90%
Health Officer	\$5,193.00	\$189.49	\$5,003.51	96.35%
Animal Control	\$500.00	\$0.00	\$500.00	100.00%
Health Services	\$15,176.00	\$0.00	\$15,176.00	100.00%
Welfare	\$43,808.00	\$2,817.20	\$40,990.80	93.57%
Recreation	\$161,086.00	\$21,317.00	\$139,769.00	86.77%
Library	\$400,953.00	\$92,721.39	\$308,231.61	76.87%
Memorial Day	\$200.00	\$0.00	\$200.00	100.00%
Patriotic/Band Concerts	\$5,000.00	\$0.00	\$5,000.00	100.00%
Conservation Commission	\$3,550.00	\$1,625.00	\$1,925.00	54.23%
Debt - Principal	\$262,883.00	\$223,361.63	\$39,521.37	15.03%
Debt - Interest	\$58,479.00	\$22,049.24	\$36,429.76	62.30%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,742,867.88	\$1,400,330.67	\$4,342,537.21	75.62%

Monthly Budget Through March 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Hydro	\$113,912.00	\$13,325.11	\$100,586.89	88.30%
Sum	\$113,912.00	\$13,325.11	\$100,586.89	88.30%

2019 Revenue Report through March 31, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3110-01-900	PROPERTY TAXES-CURRENT		\$0.00		\$0.00
01-3110-01-901	TAX REDEMPTIONS		\$0.00		\$0.00
Sum			\$0.00		\$0.00
01-3120-01-901	LAND USE CHANGE		\$0.00		\$0.00
Sum	Land Use Change		\$0.00		\$0.00
01-3185-01-900	YIELD TAX		\$0.00		\$0.00
Sum	Yield Tax		\$0.00		\$0.00
01-3186-01-900	EXCAVATION TAX		\$0.00		\$0.00
Sum	Excavation Tax		\$0.00		\$0.00
01-3190-01-902	INTEREST & COSTS	\$60,000.00	\$58,913.61	\$60,000.00	\$26,613.23
01-3190-01-903	Returned Check Fee		\$200.00		\$75.00
Sum	Interest and Penalties on Delinquent Taxes	\$60,000.00	\$59,113.61	\$60,000.00	\$26,688.23
01-3210-01-910	UCC FILING	\$500.00	\$1,494.00	\$500.00	\$180.00
Sum	Licenses, Permits and Fees	\$500.00	\$1,494.00	\$500.00	\$180.00
01-3220-01-807	Snowmobile and ATV Fees	\$0.00	(\$3,458.00)		
01-3220-01-906	AUTO REGISTRATIONS	\$750,000.00	\$883,862.17	\$750,000.00	\$232,543.05

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Motor Vehicle Permit Fees	\$750,000.00	\$880,404.17	\$750,000.00	\$232,543.05
01-3230-01-908	SUBDIVISION FEES		\$1,700.00		\$350.00
01-3230-01-909	SITE PLAN REVIEW FEES		\$2,800.60		\$100.00
01-3230-01-910	CERTIFICATE OF COMPLIANC	\$35,000.00	\$33,111.75	\$35,000.00	\$1,075.00
Sum	Building Permits	\$35,000.00	\$37,612.35	\$35,000.00	\$1,525.00
01-3290-01-320	Landlord's Filing Fee	\$0.00	\$4.00		\$0.00
01-3290-01-902	REDEMPTION COSTS		\$1,543.90		\$1,486.04
01-3290-01-907	BOAT REGISTRATIONS/FEES	\$36,000.00	\$10,067.68	\$36,000.00	\$1,475.08
01-3290-01-912	DOG LICENSES/FEES		\$7,314.50		\$980.00
01-3290-01-915	VITALS-BIRTH & DEATH		\$4,680.00		\$875.00
01-3290-01-917	TOWN CLERK FEES		\$16,202.00		\$3,480.50
01-3290-01-919	WETLANDS APPLICATIONS		\$21.00		\$10.00
Sum	FEDERAL FEMA FUNDS	\$36,000.00	\$39,833.08	\$36,000.00	\$8,306.62
01-3311-01-841			\$0.00		(\$6,170.84)
Sum	From Federal Government		\$0.00		(\$6,170.84)
01-3351-01-927	SHARED REVENUE		\$0.00		\$0.00
Sum	Shared Revenues		\$0.00		\$0.00
01-3352-01-840	STATE OF NH-ROOMS/MEALS	\$177,168.00	\$177,291.02	\$177,291.00	\$0.00

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Meals and Rooms Tax Distribution				
	01-3353-01-928	\$177,168.00	\$177,291.02	\$177,291.00	\$0.00
Sum	Highway Block Grant				
		\$122,211.00	\$124,397.12	\$124,468.00	\$25,031.33
Sum	01-3354-01-794	\$122,211.00	\$124,397.12	\$124,468.00	\$25,031.33
Sum	Water Pollution Grant				
	STATE OF NH-SEWER GRANT		\$0.00		\$0.00
			\$0.00		\$0.00
	STATE OF NH - WATER GRANT	\$7,508.00	\$5,294.00	\$7,508.00	\$0.00
	PD GRANT INCOME		\$0.00		\$0.00
	STATE NH HIGH ST BRIDGE G		\$0.00		\$0.00
	State of NH Treatment Plant Road		\$0.00		\$0.00
Sum	Water Pollution Grant	\$7,508.00	\$5,294.00	\$7,508.00	\$0.00
Sum	01-3379-01-935	\$104,054.00	\$102,291.00	\$109,054.00	\$0.00
Sum	From Other Governments	\$104,054.00	\$102,291.00	\$109,054.00	\$0.00
	01-3401-01-150		\$0.00		\$0.00
	01-3401-01-320		\$440.00		\$100.00
	01-3401-01-321		\$63.00		\$7.75
	01-3401-01-581		\$0.00		\$0.00
	01-3401-01-584		\$1,026.42		\$105.27
	01-3401-01-586		\$13,574.57		\$1,597.20

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3401-01-587	RECYCLING CARDBOARD		\$9,989.15		\$1,266.68
01-3401-01-588	RECYCLING NEWSPAPER		\$1,094.62		\$255.54
01-3401-01-589	RECYCLING SCRAP METAL		\$13,899.71		\$1,043.29
01-3401-01-592	RECYCLING PLASTIC		\$7,608.28		\$4,604.12
01-3401-01-593	RECYCLING INCOME-BATTERI		\$0.00		\$0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOM		\$34,279.83		\$21,391.75
01-3401-01-940	INSURANCE REPORTS		\$0.00		\$0.00
01-3401-01-948	MISC. TOWN OFFICE INCOME		\$0.00		\$0.00
01-3401-01-949	REGULATIONS SOLD		\$0.00		\$0.00
01-3401-01-950	ZBA INCOME		\$3,000.00		\$600.00
01-3401-01-951	TOWN OFFICE POSTAGE		\$83.89		\$2.92
01-3401-01-953	REPORTS/LABELS/DISKS SOLD		\$250.74		\$104.00
01-3401-01-958	HIGHWAY PARTS		\$0.00		\$0.00
01-3401-01-959	HWY-MATERIALS SOLD		\$0.00		\$0.00
01-3404-01-940	SUNAPEE T/S TICKET SALES	\$80,000.00	\$49,093.00	\$109,820.00	\$4,765.00
01-3404-01-941	SPRINGFIELD T/S TICKET SAL		\$2,000.00		\$0.00
01-3404-01-950	Sunapee Beautification Donations		\$0.00		\$0.00
01-3501-10-813	Pistol Permit Fee	\$0.00	\$70.00	\$0.00	\$50.00

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Income from Departments	\$80,000.00	\$136,473.21	\$109,820.00	\$35,893.52
01-3409-01-965	SALE OF CEMETERY LOT	\$2,000.00	\$1,600.00	\$2,000.00	\$0.00
01-3409-01-966	BURIAL INCOME		\$2,750.00		\$0.00
Sum	Other Charges	\$2,000.00	\$4,350.00	\$2,000.00	\$0.00
01-3501-01-965	PD-SALE OF CRUISER		\$0.00		\$0.00
01-3501-01-966	SALE OF TOWN OWNED PROP	\$2,000.00	\$1,650.00	\$8,000.00	\$9,369.00
01-3501-01-968	SALE OF HIGHWAY EQUIPMEN		\$3,601.99		\$0.00
Sum	Sale of Municipal Property	\$2,000.00	\$5,251.99	\$8,000.00	\$9,369.00
01-3501-01-970	Checking Account Interest Earned	\$57,000.00	\$120,558.12	\$80,000.00	\$20,296.93
01-3502-01-972	INVESTMENT INTEREST INCO				
Sum	Interest on Investments	\$57,000.00	\$120,558.12	\$80,000.00	\$20,296.93
01-3503-01-936	RENTS/LEASES & SERVICES	\$30,000.00	\$18,097.46	\$26,000.00	\$0.00
01-3503-01-938	OLD ABBOTT LIBRARY Rent	\$0.00	\$5,500.00		\$225.81
01-3504-01-938	DOG FINES		\$50.00		\$0.00
01-3504-01-939	PARKING FINES		\$2,800.00		\$0.00
01-3504-01-940	PD FALSE ALARM FINES		\$0.00		\$0.00
01-3504-01-941	REPLACEMENT TRANSFER ST		\$450.00		\$25.00
01-3504-01-944	PD STATE WITNESS FEES		\$1,750.00		\$300.00

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3504-01-945	PD COURT RESTITUTION		\$0.00		\$0.00
01-3504-01-946	PD Discovery		\$550.00		\$100.00
01-3506-60-260	Revenue from Other Agency		\$0.00		\$0.00
01-3509-01-950	WELFARE MISC. REVENUE		\$1,888.00		\$68.00
Sum	Other	\$30,000.00	\$31,085.46	\$26,000.00	\$718.81
01-3912-01-800	Operating Transfer from Special R				
Sum	From Special Revenue Funds				
01-3914-01-000	Enterprise Funds Sewer	\$1,114,743.00		\$1,116,243.00	
Sum	From Enterprise Funds: Sewer	\$1,114,743.00		\$1,116,243.00	
01-3914-01-001	Enterprise Funds Water	\$551,609.00		\$531,090.00	
Sum	From Enterprise Funds: Water	\$551,609.00		\$531,090.00	
01-3914-01-002	Enterprise Funds Electric	\$285,113.00		\$233,912.00	
Sum	From Enterprise Funds: Electric	\$285,113.00		\$233,912.00	
01-3915-01-650	CAPITAL RESERVE-HWY	\$78,172.00	\$0.00		\$0.00
Sum	From Capital Reserve Funds	\$78,172.00	\$0.00		\$0.00
01-3915-01-651	CAP RESERVE - LIBRARY		\$0.00		\$0.00
Sum	From Capital Reserve Funds		\$0.00		\$0.00
01-3915-01-652	CAP RESERVE - BRIDGES		\$0.00		\$0.00

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	From Capital Reserve Funds			\$0.00		\$0.00
	01-3915-01-653	CAP RESERVE - POLICE EQUIP				
Sum	From Capital Reserve Funds					
	01-3915-01-654	CAP RESERVE - DIRT ROAD PA				
Sum	From Capital Reserve Funds					
	01-3915-30-962	TRANSFER FROM EXP TRUST		\$0.00		\$0.00
Sum	From Capital Reserve Funds			\$0.00		\$0.00
	01-3934-01-800	Proceeds from Long Term Bonds &				
Sum	Proceeds from Long Term Bonds and Notes					
Grand Total			\$3,493,078.00	\$1,725,449.13	\$3,406,886.00	\$354,381.65

Donna Nashawaty

Not on Agenda

From: Gary Canning <cannin@comcast.net>
Sent: Friday, April 5, 2019 12:07 PM
To: Donna Nashawaty
Subject: Perkins Pond road

Hello Donna, thank you for taking the time to meet with me this morning about the condition of Perkins Pond Road, in addition to Perking pond residence , Coventry Dr, Burma Road, and North Shore Road use Perkins pond road to access there properties so needless to say it get plenty of traffic and our Road agent needs to Pro act a bit better to keep this road Safe for travel. I have lived here for 32 years so I have seen mud seasons and the town highway dept. has been very good about keeping on top of things in regards too applying gravel and keeping this road somewhat in shape. We Have not had to complain because the previous road agent Pro acted , I just ask the town to do a better job of keeping this PerkinsRoad in better shape for us to travel Safely back and forth to our Homes, Maybe it time to think about paving this road considering the amount of traffic and maintain required for a dirt road.

Could you please update me on your findings Thank You Regards Gary Canning
5 Twin Birch Lane
cell 603-843-7802

		Date Appointed	Term thru date
ADVISORY BUDGET	KEVIN COONEY	10/17/2016	4/15/2020
ADVISORY BUDGET	CHRIS WHITEHOUSE	10/22/2018	4/15/2019
ADVISORY BUDGET	LINDA TANNER	10/17/2016	4/15/2019
ADVISORY BUDGET	VERONICA HASTINGS	10/1/2012	4/1/2021
ADVISORY BUDGET	AARON WARKENTIEN	10/22/2018	4/1/2021

		Date Appointed	Term thru date
CAPITAL IMPROVEMENT	CHRIS WHITE	5/21/2018	3/30/2020
CAPITAL IMPROVEMENT	JOHN GALLOWAY	11/19/2018	3/20/2021
CAPITAL IMPROVEMENT	CHRIS WHITEHOUSE	5/21/2018	4/15/2019 ABC REP
CAPITAL IMPROVEMENT	RANDY CLARK	5/21/2018	PLANNING REP
CAPITAL IMPROVEMENT	MICHAEL MARQUISE		PLANNER
CAPITAL IMPROVEMENT	FRED GALLUP		Reappointed for 2019 BOS REP
CAPITAL IMPROVEMENT	LYNNE WIGGINS		FINANCE

MINUTES - NONPUBLIC SESSION

DATE: 4/8/19

PRESENT: <u>Josh</u>	<u>Y</u>	N
<u>Sue</u>	<u>Y</u>	N
<u>Fred</u>	<u>Y</u>	N
<u>John</u>	<u>Y</u>	N
<u>Shane</u>	<u>Y</u>	N
_____	<u>Y</u>	N
_____	<u>Y</u>	N

MOTION TO ENTER NONPUBLIC SESSION MADE BY: Josh

SPECIFIC EXEMPTION RELIED UPON AS FOUNDATION FOR THE NONPUBLIC SESSION

_____ RSA 91-A:3 II(a) - The dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him or her unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

_____ RSA 91-A:3 II(b) - The hiring of any person as a public employee.

X _____ RSA 91-A:3 II(c) - Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body or agency itself, unless such person requests an open meeting. ***This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.***

_____ RSA 91-A:3 II(d) - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

_____ RSA 91-A:3 II(e) - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. ***Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.***

_____ RSA 91-A:3 II(f) - Consideration of applications by the adult parole board under RSA 651-A.

_____ **RSA 91-A:3 II(g)** - Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.

_____ **RSA 91-A:3 II(h)** - Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

_____ **RSA 91-A:3 II(i)** - Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

_____ **RSA 91-A:3 II(j)** - Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

ROLL CALL VOTE:

_____	Y	N

THE BOARD ENTERED NONPUBLIC SESSION AT 9:05 AM PM

OTHER PERSONS PRESENT DURING THE NONPUBLIC SESSION:

Donna

BRIEF DESCRIPTION OF THE SUBJECT MATTER DISCUSSED AND FINAL DECISIONS:

- Donna's review + feedback

~~*[scribble]*~~

NOTE: RSA 91-A:3 (III) Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Shall the minutes be publicly disclosed? Y N
If No, the following motion is required:

**MOTION MADE BY Josh, SECONDED BY Sue,
to not publicly disclose the minutes because it is determined that divulgence of
the information likely would:**

- Affect adversely the reputation of any person other than a member of the Board, or
- Render the proposed action ineffective, or
- Pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which shall include training to carry out such functions.

ROLL CALL VOTE: _____

Y
Y
Y
Y
Y
Y

N
N
N
N
N
N

**MOTION TO RECONVENE THE PUBLIC SESSION MADE BY: Josh
SECONDED BY: Sue**

ROLL CALL VOTE: _____

Y
Y
Y
Y
Y
Y

N
N
N
N
N
N

THE BOARD RECONVENED THE PUBLIC SESSION AT 1012 AM/PM

Minutes Recorded By: Josh

Note: In order to avoid any questions, the Board should note in public session that the minutes have been sealed and the reason therefore.