

SUNAPEE BOARD OF SELECTMEN

6:30PM Town Office Meeting Room

Monday, August 26, 2019

Present: Josh Trow, Chairman, Sue Gottling, Vice Chairman,
Selectman John Augustine, Selectman Fred Gallup and Donna Nashawaty.
Absent: Selectman Shane Hastings.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0130-0004-0000 23 West Court Rd. Joshua Trow

Parcel ID: 0215-0030-0000 51 Cary Farm Rd. Timber Rock Trust

Parcel ID: 0126-0031-0000 Garnet Hill Rd. Douglas & Alane Carey

By Selectman Gallup, seconded by Selectman Gottling. 4 in Favor, Chairman Trow abstained.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE:

Parcel ID: 0103-0015-0000 62 Oak Ridge Rd. David & Elizabeth Erickson

Parcel ID: 0126-0031-0000 Garnet Hill Rd. Douglas & Alane Carey

By Selectman Gottling, seconded by Selectman Gallup. Unanimous

MOTION TO APPROVE THE FOLLOWING PERMIT TO EXCAVATE:

Parcel ID: 0115-0002-0000 3 Burma Rd. Natasha Cote

By Selectman Gallup, seconded by Selectman Gottling. Unanimous

MOTION TO APPROVE THE FOLLOWING CURRENT USE:

Parcel ID: 0213-0013-0000 436 North Rd. Wiggins Revocable Trust

By Selectman Gottling, seconded by Selectman Gallup. Unanimous

MOTION TO APPROVE THE FOLLOWING YIELD TAX:

Parcel ID: 0148-0001-0000 Edgemont Rd. Jeffrey & Allisen Heath Revoc. Trust

Parcel ID: 0148-0044-0000 Edgemont Rd. Jeffrey & Allisen Heath Revoc. Trust

Parcel ID: 0148-0045-0000 Edgemont Rd. Jeffrey & Allisen Heath Revoc. Trust

Parcel ID: 0148-0046-0000 Edgemont Rd. Jeffrey & Allisen Heath Revoc. Trust

By Selectman Gallup, seconded by Selectman Gottling. Unanimous

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID: 0129-0006-0001 8 Abbott Court, Ernest & Jean Colby

By Selectman Gottling, seconded by Selectman Gallup. Unanimous

APPOINTMENTS

7:00PM-Energy Committee-Mission Statement

Chairman Trow read the Energy Committee's mission statement (see attached). Selectman Augustine asked if the town in the mission statement meant just the town buildings or did it also include the school. Keith Chrisman, Chairman of the Energy Committee said the committee is interested in including Water & Sewer Department, Abbott Library and the School and asked the Board if the committee could reach out to these entities.

Chairman Trow had no objections to it. Selectman Gallup also didn't have any objections but suggested the committee concentrate on just the town buildings and then go to the different entities to show what the committee is looking at, their recommendations and if the entities would be interested in the committee working with them. After some discussion, **Selectman Augustine made the motion to direct the Town Manager to write an introduction letter to be presented to the various entities that the committee would like to talk to that are not under the jurisdiction of the Board of Selectmen, seconded by Chairman Trow. Unanimous. Motion to accept the mission statement as written by Chairman Trow, seconded by Selectman Gottling. Unanimous.**

7:15 PM – Highway Director – Organization Chart

Scott Hazelton would like to have the flexibility to assess the staff and their skills to put them in one of the five positions in the Highway Department on the organizational chart. He would not be adding any additional positions to the chart. Right now, he has three Truck Drivers, but one qualifies for the Heavy Equipment Operator, so he would change it to have one heavy, two lights and 2 truck drivers. Chairman Trow suggested doing the same with the Attendant positions at the Transfer Station. **Motion to authorize that the organizational chart be amended to show the grouped-up job descriptions by Chairman Trow, seconded by Selectman Gottling. Unanimous.**

PUBLIC COMMENTS:

- Mr. Junuis asked what time the meeting start.? Chairman Trow replied the meeting opens at 6:30pm for reviewing documents to sign and appointments start at 7:00pm.
- Don Bettencourt wondered if the Board would reconsider making Betty Nowack, who is doing a great job, a full member on the Energy Committee. Chairman Trow replied the concern would be with an even number you could have more deadlocks. She can sit at the table and participate in the discussions, she just would not be able to vote.

SELECTMEN ACTION

- Sign MS-1

Motion to sign the MS-1 by Selectman Gallup, seconded by Selectman Gottling.

Unanimous.

- Conservation Commission Appointment-Mark Reynolds, 3 Year Term

Motion to appoint Mark Reynolds to the Conservation Commission for a three-year term.

By Selectman Gallup, seconded by Selectman Gottling. Unanimous.

- Alternate Abbott Library Trustee Appointment-Jon Reed, 1 Year Term

Motion to appoint Jon Reed as an Abbott Library Trustee Alternate for a 1-year term by Selectman Gottling, seconded by Selectman Gallup. Unanimous.

- Use of Facilities-09/17-Outer Recreation for Seniors (COA), Dewey Beach

Motion to approve the Use of Facilities from the Outer Recreation for Seniors (COA) to use

Dewey Beach on September 17th by Selectman Gallup, seconded by Selectman Gottling. Unanimous.

- Primex CAP agreement for CY 2020-2022

Donna Nashawaty said that Primex is offering its members in their Property & Liability Program an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (CAP). CAP limits the annual contribution increase during a defined period of years. The CAP period will be for three years and the annual contribution increase will not exceed seven percent of the prior year's contribution. **Motion to authorize Chairman Trow to sign the Property & Liability Program CAP Agreement by Chairman Trow, seconded by Selectman Gallup. Unanimous.**

CHAIRMAN'S REPORT

- Chairman Trow reported that the Firewards did approve the Fire Truck at their last meeting.

Items requested by Selectman Augustine:

- Status update on past due employee performance reviews

Selectman Augustine was curious if all the performance reviews that were past due are all up to date. Donna Nashawaty replied that she was in the month of August. Selectman Augustine asked if the review that four months was late was done. Donna Nashawaty replied yes it was.

Selectman Augustine asked if the ones due in August would be done. Donna Nashawaty said she couldn't promise that the four that are still outstanding will be done by the end of the month but was working on it.

- Highway department staff turnover

Selectman Augustine said he received a letter, along with the rest of the Board from a staff member that left. In the letter it mentioned that there were multiple resignations within the calendar year. Was that information accurate. Donna Nashawaty replied yes it was. Selectman Augustine said it seemed like a large number in a short period of time. Donna Nashawaty said she told the Board every time there was a Truck Driver or laborer opening. She reported as of Thursday, the Foreman position was filled, the Mechanic position was filled which was told to the Board at the last meeting and there are three applicants for the now opened Truck Driver position. This will satisfy the openings in the Highway Department. Selectman Augustine said it doesn't seem like the town has difficulty hiring people, the difficulty seems to be retaining people. Donna Nashawaty said she would disagree the difficulty is hiring qualified personnel. The qualifications which are taken on with some expectations that they will learn what is missing from their history. If you hire someone in a supervisory position with no experience, you're expecting them to gain that in a certain period. Selectman Augustine said it seems like its focused on one department. Donna Nashawaty replied that the Police Department had a revolving door about seven years ago and she had four Account Clerks in three and a half years. Selectman Augustine asked if it was worth talking about changing the hiring process. Donna Nashawaty has been working on the Employee Personnel Handbook and there is no section on hiring. Donna Nashawaty reached out to Primex who will be hosting a Best Practices & Hiring Seminar at the Safety Services Building on Wednesday, September 11th which the Town Department Heads will be attending.

Selectman Augustine said all the people who left this year left because it was their choice not because the town decided they were not doing their job. Donna Nashawaty said that was not true and that she could not talk about why they left because it is a personnel issue. After some discussion, Selectman Augustine asked to keep the Board updated.

- Discuss whether the Town's unassigned fund balance (aka "rainy day fund") could be used for school-related bond payments Selectman Augustine said from what he has heard the elementary school has significant renovation needs for safety and education reasons. The voters voted down the request in March, but it appears there is going to be a similar request this coming March. In selectman Augustine's opinion the town has a healthy or large unassigned fund balance. His question is if the voters approved, could any portion of the fund balance be applied for paying down the bond for school projects like how it was used to pay down the interest on the Safety Service Building. Chairman Trow said unassigned fund balance was not used for principle payments it was hydro revenue that was used. Unassigned fund balance has just been applied back to the tax rate in general. Donna Nashawaty said you can take a warrant article and ask for unrestricted fund balance to be used to pay for x. If the voters pass it, then it gets turned into it. Unrestricted fund balance was used to establish the employee deductible account. Selectman Gallup asked if you could have a warrant article asking for a one-time donation to the school with the funds coming from unrestrictive fund balance. Donna Nashawaty said if you really want to make the tax rate stable why wouldn't you put the funds towards the town's portion of the tax rate. If you took \$200,000 out of fund balance and applied, it to reduce the taxes. It would only be the town portion you would be reducing, not the school's portion. There was a little more discussion before the Board moved on to the Town Manager's section.

- Discuss whether the Town's hydroelectric plant's surplus funds could be used for school-related bond payments Donna Nashawaty said you could not use the Hydro, which can only be used for plant operating expenses or capital expenditures for the benefit of the town.

OWN MANAGER REPORTS

- New London Park & Ride

Donna Nashawaty was contacted on Friday by the Town Administrator in New London inviting the Sunapee Board of Selectmen to come to a meeting on Monday, August 26th at 600PM to give input regarding the proposed New London Park & Ride expansion project. Donna Nashawaty told her that they also had their meeting that night so they would not be able to make it. Donna Nashawaty asked the Board if they had any comments on the project or that it didn't affect them because it was in New London. Chairman Trow said he wouldn't say it doesn't affect us; he thinks as far as physically being within our bounds and causing problems it doesn't affect us, but personally, he has used that park & ride many times and it is always completely full.

Chairman Trow said they might run into some problems because of the wetlands, but as far as the expansion of it, its sorely needed. There is no other one around and people park in the grass and across the road or anywhere they can. **After some discussion, a motion was made by Selectman Gallup to instruct the Town Manager to write a letter of support to the State of New Hampshire seconded by Selectman Gottling. Unanimous.**

- Perambulation

Donna Nashawaty said at the last meeting the topic of perambulation was brought up by Selectman Augustine, Donna Nashawaty put it out on her “listserv” and the only response she received was from the Town of Bedford who sent a copy of the staff report and photos. Donna Nashawaty suggested to Clayton Platt, Pennyroyal Hill Land Surveyors that this could be a school project and asked if he would be a co-mentor with Selectman Gallup, he replied that he would. Donna Nashawaty reached out to the School Superintendent who told her to speak to Sharon Parsons, so she sent her an email but hasn’t heard back from her.

- Next Meeting Preparation: Joint Meeting with Water & Sewer RE: 10-year Pavement Management Plan.

Donna Nashawaty had a meeting with Dave Bailey, Water & Sewer Superintendent and Scott Hazelton, Highway Director regarding the 10-year Pavement Management Plan. She would like the Board to look over this plan and the Water Asset Management Plan before the scheduled joint meeting.

- The Recreation and Highway Directors met with the school regarding the fields needs of the town. The School Superintendent suggested the Board and Donna Nashawaty come to the public community forum on September 12th at 6:00pm at the Sunapee Middle High school to hear community input.

- The Board talked about the complaint letter received today regarding the signage on Prospect Hill Road.

•8:50PM-Motion to enter a Non-Public Session under 91A:3 II(a) Dismissal, promotion, or compensation of any public employee by Chairman Trow, seconded by Selectman Gottling. Roll Call Unanimous.

•9:57PM-Motion to return from Non-Public Session by Chairman Trow seconded by Selectman Gottling. Roll Call Unanimous.

•10:00PM-Motion to seal minutes by Chairman Trow, seconded by Selectman Gottling. Roll Call Unanimous.

Meeting adjourned at 8:50PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, August 26, 2019

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PERMIT TO EXCAVATE:

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CURRENT USE:

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YIELD TAX:

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Parcel ID: 0148-0045-0000 Edgemont Rd. Jeffrey & Allisen Heath Revoc. Trust

Parcel ID: 0148-0046-0000 Edgemont Rd. Jeffrey & Allisen Heath Revoc. Trust

DEMO PERMIT:

Parcel ID: 0129-0006-0001 8 Abbott Court, Ernest & Jean Colby

2. APPOINTMENTS

7:00PM-Energy Committee-Mission Statement

7:15 PM – Highway Director – Organization Chart

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Sign MS-1
- Conservation Commission Appointment-Mark Reynolds, 3 Year Term
- Alternate Abbott Library Trustee Appointment-Jon Reed, 1 Year Term
- Use of Facilities-09/17-Outer Recreation for Seniors (COA), Dewey Beach
- Primex CAP agreement for CY 2020-2022

5. CHAIRMAN'S REPORT

- Status update on past due employee performance reviews
- Highway department staff turnover
- Discuss whether the Town's unassigned fund balance (aka "rainy day fund") could be used for school-related bond payments
- Discuss whether the Town's hydroelectric plant's surplus funds could be used for school-related bond payments

6. TOWN MANAGER REPORTS

- New London Park & Ride
- Perambulation
- Next Meeting Preparation: Joint Meeting with Water & Sewer RE: 10-year Pavement Management Plan.

•Non-Public: 91A:3 II(a) Dismissal, promotion, or compensation of any public Employee.

7. UPCOMING MEETINGS:

- 08/29-5:30PM-Water & Sewer Commission, Town Meeting Room
- 09/02-Labor Day-Town Offices Closed
- 09/04-7:00PM-Conservation Commission, Town Meeting Room
- 09/05-7:00PM-Zoning Board, Town Meeting Room
- 09/09-6:30PM-Board of Selectmen, Town Meeting Room
- 09/09-7:00AM-Firewards, Safety Services Building

U

SIGN-IN SHEET

BOARD OF SELECTMEN MEETING

DATE: 8/26/19

Betsy Junius

Dan Junius

Frances Harris

Don + Jan Bettencourt

Keith Chrisman

TOWN OF SUNAPEE NH
ENERGY COMMITTEE MEETING NOTES
8-6-2019

Location – Town Hall Meeting Room

Attendance – Keith Chrisman, Don Bettencourt, Bette Nowack, Joe Bisson,

Meeting time – 5:00 pm to 7:00 pm

Minutes:

1. Reviewed previous meeting minutes:
 - a. Noted incorrect year for future correction.
 - b. Minutes - accepted.
2. Discussed meeting time:
 - a. Future meetings to be 5:00 pm to 7:00 pm on 1st and 3rd Tuesdays every month.
3. Bette Nowack introduced as Alternate Committee Member.
 - a. Voting member when quorum of 3 needed.
4. Each member discusses their reasons for volunteering for EC and their views of committee's role for Town of Sunapee.
5. Mission statement discussed in detail, with following statement voted on and approved:

The Energy Committee identifies and recommends opportunities for energy conservation, energy efficiencies, energy generation and other energy-related cost savings for the Town of Sunapee.

Vote, Yes – KC, NW, JB, Not present – DB

6. With approved Mission Statement, EC's goal is to start baselining the town's existing energy's costs, with request for information concerning all town buildings and facilities, with associated energy costs from the last year.
7. Plan on using the free *EPA Energy Star Portfolio Manager* website to review existing facilities costs against national averages.
8. Plan on reviewing local area town energy committees, to see how long they have been active, what they have been able to accomplish, and what lessons they've learned, to help this EC in our mission.

End of meeting notes.

Next meeting scheduled for Tuesday, 8-20-19 @ 5:00 pm at Town Hall meeting room.



Sunapee Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:

NH DRA Municipal and Property Division
(603) 230-5090

<http://www.revenue.nh.gov/mun-prop/>

Normand Bernaiche

Name	Position	Signature
Joshua Trow	Chairman- Selectboard	
Frederick Gallup	Selectboard	
Suzanne Gottling	Selectboard	
John Augustine	Selectboard	
Shane Hastings	Selectboard	

Name	Phone	Email
Normand Bernaiche	763-2212	assessor@nl-nh.com
Preparer's Signature		



New Hampshire
Department of
Revenue Administration

2019
MS-1

Land Value Only		Acres	Valuation
1A	Current Use RSA 79-A	6,541.65	\$515,417
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0
1C	Discretionary Easements RSA 79-C		
1D	Discretionary Preservation Easements RSA 79-D		
1E	Taxation of Land Under Farm Structures RSA 79-F		
1F	Residential Land	4,364.84	\$593,351,800
1G	Commercial/Industrial Land	262.71	\$13,821,000
1H	Total of Taxable Land	11,169.20	\$607,688,217
1I	Tax Exempt and Non-Taxable Land	1,387.74	\$18,467,400
Buildings Value Only		Structures	Valuation
2A	Residential		\$591,735,400
2B	Manufactured Housing RSA 674:31		\$1,071,800
2C	Commercial/Industrial		\$32,550,300
2D	Discretionary Preservation Easements RSA 79-D		
2E	Taxation of Farm Structures RSA 79-F		
2F	Total of Taxable Buildings		\$625,357,500
2G	Tax Exempt and Non-Taxable Buildings		\$33,667,200
Utilities & Timber			Valuation
3A	Utilities		\$14,577,800
3B	Other Utilities		\$0
4	Mature Wood and Timber RSA 79:5		
5	Valuation before Exemption		\$1,247,623,517
Exemptions		Total Granted	Valuation
6	Certain Disabled Veterans RSA 72:36-a		
7	Improvements to Assist the Deaf RSA 72:38-b V		
8	Improvements to Assist Persons with Disabilities RSA 72:37-a		
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV		
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12		
10B	Utility Water & Air Polution Control Exemption RSA 72:12-a		
11	Modified Assessed Value of All Properties		\$1,247,623,517
Optional Exemptions		Amount Per	Total Grant
12	Blind Exemption RSA 72:37	\$15,000	1
13	Elderly Exemption RSA 72:39-a,b		4
14	Deaf Exemption RSA 72:38-b		
15	Disabled Exemption RSA 72:37-b		
16	Wood Heating Energy Systems Exemption RSA 72:70		
17	Solar Energy Systems Exemption RSA 72:62		
18	Wind Powered Energy Svstems Exemption RSA 72:66		
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23		
20	Total Dollar Amount of Exemptions		\$275,000
21A	Net Valuation		\$1,247,348,517
21B	Less TIF Retained Value		\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value		\$1,247,348,517
21D	Less Commercial/Industrial Construction Exemption		
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction Exem		
22	Less Utilities		\$14,577,800
23A	Net Valuation without Utilities		\$1,232,770,717
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value		\$1,232,770,717



New Hampshire
Department of
Revenue Administration

2019
MS-1

Utility Value Appraisers

12790600

1787200

The municipality **DOES NOT** use DRA utility values. The municipality **IS NOT** equalized by the ratio.

Electric Company Name

Valuation

NEW HAMPSHIRE ELECTRIC COOP

\$1,787,200

PSNH DBA EVERSOURCE ENERGY

\$12,790,600

\$14,577,800



New Hampshire
Department of
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Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$500	135	\$67,500
Surviving Spouse RSA 72:29-a			
Tax Credit for Service-Connected Total Disability RSA 72:35	\$2,000	7	\$14,000
All Veterans Tax Credit RSA 72:28-b			
Combat Service Tax Credit RSA 72:28-c			
		142	\$81,500

Deaf & Disabled Exemption Report

Deaf Income Limits

Single

Married

Deaf Asset Limits

Single

Married

Disabled Income Limits

Single

Married

Disabled Asset Limits

Single

Married

Elderly Exemption Report

First-time Filers Granted Elderly
Exemption for the Current Tax Year

Age	Number
65-74	
75-79	
80+	1

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year
and Total Number of Exemptions Granted

Age	Number	Amount	Maximum	Total
65-74	1	\$35,000	\$35,000	\$35,000
75-79				
80+	3	\$75,000	\$225,000	\$225,000
	4		\$260,000	\$260,000

Income Limits

Single	\$25,000
Married	\$34,000

Asset Limits

Single	\$75,000
Married	\$75,000

Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)

Adopted? No

Structures:

Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)

Adopted? No

Properties:

Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)

Adopted? No

Properties:

Has the municipality adopted the low-income housing tax credit tax program? (RSA 75:1-a)

Adopted? No

Properties:

Assessed value prior to effective date of RSA 75:1-a:

Current Assessed Value:

Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)

Adopted? No

Properties:

Percent of assessed value attributable to new construction to be exempted:

Total Exemption Granted:



New Hampshire
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Current Use RSA 79-A	Total Acres	Valuation
Farm Land	496.75	\$154,893
Forest Land	4,462.50	\$294,260
Forest Land with Documented Stewardship	918.04	\$53,712
Unproductive Land	249.45	\$4,631
Wet Land	414.91	\$7,921
	6,541.65	\$515,417

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	3,353.84
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	5.20
Total Number of Owners in Current Use	Owners:	
Total Number of Parcels in Current Use	Parcels:	

Land Use Change Tax

Gross Monies Received for Calendar Year		\$609
Conservation Allocation	Percentage: 50.00%	Dollar Amount: \$305
Monies to Conservation Fund		\$305
Monies to General Fund		\$304

Conservation Restriction Assessment Report RSA 79-B

	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



New Hampshire
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Revenue Administration

2019
MS-1

Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
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Taxation of Farm Structures and Land Under Farm Structures RSA 79-F

Number Granted	Structures	Acres	Land Valuation	Structure Valuation
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Discretionary Preservation Easements RSA 79-D

Owners	Structures	Acres	Land Valuation	Structure Valuation
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Map	Lot	Block	%	Description
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This municipality has no Discretionary Preservation Easements.

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
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This municipality has no TIF districts.

Revenues Received from Payments in Lieu of Tax
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Revenue	Acres
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State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357

White Mountain National Forest only, account 3186

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)
--

Amount

This municipality has not adopted RSA 72:74 or has no applicable PILT sources.

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)
--

Amount

This municipality has no additional sources of PILTs.

Notes



SUNAPEE HIGHWAY DEPARTMENT

621 Route 11

Sunapee, New Hampshire 03782

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

MEMORANDUM

FROM: Scott A. Hazelton, Highway Director
TO: Donna Nashawaty, Town Manager
DATE: August 26, 2019
RE: Highway Department - Proposed Organizational Chart Modification

The Highway Department Organizational Chart currently consists of the following:

- Highway Director (1 - position, position is filled)
- Highway Forman (1 - position, position is filled)
- Mechanic (1 - position, position is filled)
- Heavy Equipment Operator (1 - position, position is not filled)
- Light Equipment Operator (2 - positions, positions are filled)
- Truck Drivers (3 - positions, two positions are filled)

I would like to implement the proposed modification to the Highway Department Organizational Chart:

- Highway Director (No change)
- Highway Forman (No change)
- Mechanic (No change)
- Heavy Equipment Operator (1 - position, position would be filled with internal candidate)
- Light Equipment Operator (No change)
- Truck Drivers (2 - positions, 1 - position would remain filled and 1 - position would need to be filled)



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

Name: REYNOLDS (Last), MARK (First) Date: 7/23/2019

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

48 HANSEN CHASE RD -
SUNAPEE, NH 03782

Lived in Sunapee Since: FULL TIME 2015 Home Phone: (603) 496-5380 Work Phone —

E-mail: RENMARKCP@COMCAST.NET Fax: N/A

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

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

2. For consideration:

a. Occupation: RETIRED b. Employer: SELF

c. Length of current employment: N/A d. Education: 12+

e. Relevant Experience: DECISION MAKING ABILITY FROM SELF-EMPLOYMENT

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 4 hours per week (daytime) 2 hours per week (evenings)

1 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? I AM VERY CONCERNED WITH
MAINTAINING THE NATURAL BEAUTY OF SUNAPEE AND THE ENVIRONMENT.
A LIFETIME OUTDOORS PERSON CONCERNED WITH CONSERVING WHAT WE HAVE

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? EXPERIENCE OF OWNING A SMALL BUSINESS FOR 27 YEARS. LEADERSHIP,
FISCAL RESPONSIBILITY, DECISION MAKING ABILITY. BOARD OF NEMSA FOR
THREE YEARS-

5. Your reasons for wanting this/these appointments /appointments are:
I WOULD LIKE TO JOIN A GROUP OF EXPERIENCED CONSERVATIONISTS,
WHOSE MISSION HAS BEEN TO CONSERVE THE TOWN LANDS,
TO LEARN FROM THEM, AND TO PROTECT THE FORESTS AND LANDS IN SUNAPEE-

6. Additional Comments: _____


(Signature)

7/23/2019
(Date)

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

“considered public information and may be distributed or copied”

Sunapee Conservation Commission Meeting minutes of August 7, 2019

Present: Van Webb, Tim Fleury, Cliff Fields, Lela Emery

Attending as a potential Committee member Mark Reynolds

Cliff Field made the motion to accept the meeting minutes of June 2019 as written. Tim Fleury Seconded the motion. All in favor 4, opposed.

Treasurers report – none Lela will get one for the September meeting

Mail:

Notice acceptance of Permit, 25 Garnet Street, Sunapee, 128/16-17

Written notice of dredge work 5 days prior to begin date to SCC from Nick Aiken of the Storage Facility located on Rt 11 per NHDES. Dtd 7/9/19.

DES approval Shore land Impact for 25 Garnet St, Loretta & Morgan Dewey, 128/16-17

Wetlands Permit Application for James and Dianne Kevein Prevo Rev Trust, 112 Fernwood Point Rd, Sunapee 121/0039, remove dock, remove concrete cap of old crib system with barge/excavator, remove and replace 10'x16' stone filled crib. Replacing inkind.

DESapproval James and Dianne Kevein Prevo Rev Trust, 112 Fernwood Point Rd, Sunapee, wetland and non-site specific application.

Complaint to Marcus Allen, 248 Lake Ave, Sunapee 0134/19

Received from Penny Royal Hill Land Survey & Forestry, 3 Tilton Park/Ski Tow Hill survey maps and Wendell Marsh Trail Map

DES Approval Alane Douglas Carey, 59 Garnet Hill Rd, Sunapee 126/31

DES Emergency Authorization to Sally Putonen/John Chesson, 132 North Rd, Sunapee 218/10 Repair water line

DES Approval for Rita Thomas Hubert, 12 Sunny Knoll Rd, Sunapee, 106/33

Cliff Field made the motion to recommend to the Select Board that Mark Reynolds become a member of the Sunapee Conservation Commission. Motion seconded by Tim Fleury. All in favor 4. Opposed 0

The Blackington/Collins project is in progress and is expected to close in the fall. SCC will fund up to \$31,000 toward expenses of the easement.

Van Webb stepped down as Chairman of the SCC meeting and appointed Tim Fleury as Chairman for the discussion of the potential project of the Nutting Family Trust property located on Stage Coach Road, Sunapee. The parcel is approximately 90 acres and abuts the Webb property as well as other parcels. The Nutting Family approached Van for information of options on the property since the property owner's death. Van has been in touch with ASLPT as well. The family will be given potential ideas and suggestions for the land. The family would like two lots cut out of the parcel for family members. This parcel is located in a central part of the wildlife corridor which is significant. The parcel also holds prime Agriculture soils/farming. The family would need help with expenses of the easement if the land becomes protected. Van will not be a part of the discussions of this project in any way as a board member of the Sunapee conservation commission and will leave the building during any meetings. Van will also communicate with Donna on protocol to be transparent about this process and project if it does move forward. The projects strengths are it connects a lot of parcels, and will help protect agricultural soils and fields with Road frontage. Process will need a survey, title search, discussion for money for developmental rights based on appraised value or a bargain sale. Explore funds and get budget details. **Cliff Field made the motion that the Sunapee Conservation Commission support the potential project of Nutting Family Trust with further discussion pending. Lela Emery seconded the motion. All in favor 3. Opposed 0)**

Next SCC meeting scheduled for Sept 4, 2019 at 7:00pm with a trail walk at Wendall Marsh to reroute trails away from the well heads which need a 400 foot protected perimeter. In order to accommodate this trails/snowmobile trails will need to be diverted and relocated. SCC members meet at the bridge on Treatment Plant Road at 5:30pm prior to regularly schedule meeting.

Cliff Field will not be attending the October 2019 SCC meeting

Welcome Mark Reynolds!

Lela Emery will forward the last three months of meeting minutes as well as the maps received from Meadowsend Timberlands Ltd to Mark for review.



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

Name: Reed (Last) Jonathan (First) Date: 8/2/19

Sunapee Registered Voter: ☒ Yes () No

Mailing Address:

Street Address (if different):

81 Sargent Rd

Lived in Sunapee Since: 2003 Home Phone: Mindy has Work Phone: 763-4627

E-mail: _____ Fax: my contact info should I be relected.

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 ALT

_____ 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: Teacher b. Employer: Sunapee School District

c. Length of current employment: 13 years d. Education: BS

e. Relevant Experience: I have worked with the library on numerous

programming opportunities over the last 5 years
f. Do you feel there may be any conflict of interest with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No

g. Volunteer Time Available _____ hours per week (daytime) _____ hours per week (evenings)

_____ hours per week (weekends) It would depend on the task.
I feel I have capacity in my

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

i. If yes, please indicate Town/Position: Rec Comm. Hec 1

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? This position seems to be
a good fit for my interests and skills.

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

Passion for a strong Sunapee
Experience recognizing opportunities for community programming

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

6. Additional Comments: _____


(Signature)

8/2/15
(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"

bonding, etc.) beforehand in order for the Trustees to formulate their questions. Following this, a date will be set to meet with Dave to discuss the Library's coverage.

3. The Trustees have received an application from Jonathan Reed for the vacant alternate trustee position.

Scott made a motion, seconded by Terri, to recommend Jonathan Reed to the Board of Selectmen for the Abbott Library Board of Trustees Alternate role. The motion passed unanimously.

4. The NHLTA Sue Palmatier Award nomination has been submitted. It is expected the Trustees will hear the outcome of the nomination after Labor Day.
5. The book sale was a huge success! Thanks to Jane for organizing the event. Special thanks to Mark Prowe for making the old sawhorses stable and for researching and recommending the new sawhorses. The new sawhorses worked extremely well.

VI. Report from the Friends of the Abbott Library

Mindy reported that the Friends' pancake breakfast was very successful.

The Friends' mailing for donations has gone out and the donations are coming in as expected.

The Friends are currently working on their annual meeting to be held in October.

VII. Report from the Abbott Library Foundation

The Foundation met on August 19. A decision was made to fund a 5th anniversary celebration of the new library. The event is planned for the evening of November 15, 2019. There will be a few speakers and refreshments.

The Foundation is interested in taking on the project to complete the metal staircase in the parking lot (from the upper parking lot to the lower one). The project is focused on improving the safety and appearance of the stairs, and is targeted to be undertaken in the fall. Scott will inform the Foundation of the upcoming Trustee meetings so they can plan when to bring their proposal on the stairs to the Trustees.

VIII. Book Sale report – Jane Frawley

Jane reported that the book sale was a success! The event raised \$2618.85 from the sale of books.

Comments were made on how the book sale feels like a public service for the Town of Sunapee. Jane also reported that more than 170 hours of volunteers' time was donated over the three days of the book sale preparation, the sale itself, and the clean-up efforts.

Jane stated that the Friends had asked the Trustees to share in the cost of the banners and the hardware for the banners. This, along with the cost of the ad in the Kearsarge Shopper, will be approximately \$470.00.

The new sawhorses were deemed to be a great addition and very convenient from a storage perspective. Positive comments were made about tables being lower on the new sawhorses. A discussion ensued in regard to whether to continue purchasing new sawhorses to replace the existing sawhorses, which are of different heights and, in some cases, are unstable. It was suggested that it would be beneficial to monitor the pricing of sawhorses on Amazon in order to take advantage of purchasing these at the most favorable prices.

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Bandstand - Coffin Park - Dewey Beach - Georges Mills Harbor -
Safety Services Building--Sunapee Harbor-Tilton Park

Name of Organization:

Outdoor Recreation for Seniors (ORFS-COA)
This Organization is: Non-Profit - Political - Private (N/A for profit companies)

Al Peterson
Name of Duty Authorized:

Mailing Address: 82 Pine Ridge Rd, Sunapee

Daytime Phone: 263 5456 Evening Phone:

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

Event Date: Sept 17, 2019 Time: From: 9:30 am To: 1:30 pm

Please describe the complete details of the event: (If advertising please include ad or flyer)
*include a list of outside vendors that will be part of your event.

we plan to launch kayaks and then picnic

* must contact Recreation Director if
Town Soaps or Lifeguard is needed

I/We acknowledge understanding the following restrictions:

- (1) 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.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) 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.

We plan on 30 # of people and 20 # of vehicles attending our event.

Signature of Responsible Individual *C. Peterson* Date 8/8/2019

Dan P. Lam 8-13-19
Approved by Chief of Police Date

of Officer(s) will be assigned to event at applicant's expense.
Scott Runt 8/8/19
Approved by Recreation Director (if applicable) Date

Approved by Fire Chief (if applicable) Date

Approved by Highway Director (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.

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

August 16, 2019

Donna Nashawaty, Town Manager
Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782

RE: Contribution Assurance Program (CAP) for CY 2020 - CY 2022 for the Property & Liability Program

Dear Donna:

Primex³ is pleased to offer the **Town of Sunapee** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Property & Liability contributions for future renewals.**

We are pleased to offer you a **CAP Agreement** that provides you budgetary assurance through **December 31, 2022**. (See enclosed **CAP Agreement and Resolution**.) **Please return your executed CAP Agreement and Resolution on or before September 27, 2019, to ensure your participation in CAP for the upcoming October 15, 2019 Renewal.**

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Property & Liability Compensation Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,



Carl Weber
Director of Member Services

Trust. Excellence. Service.

Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees, with limited exception¹¹, that your annual contribution increase will not exceed seven percent (7%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2020 January 1, 2020 through December 31, 2020

(maximum 7% increase over January 1, 2019 through December 31, 2019 contribution)

CY 2021 January 1, 2021 through December 31, 2021

(maximum 7% increase over January 1, 2020 through December 31, 2020 contribution)

CY 2022 January 1, 2022 through December 31, 2022

(maximum 7% increase over January 1, 2021 through December 31, 2021 contribution)

By signing this Agreement, the **Town of Sunapee** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **December 31, 2022**. The **Town of Sunapee** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.

The **Town of Sunapee** agrees that the seven percent (7%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Sunapee** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Town of Sunapee** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Town of Sunapee** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Sunapee** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Sunapee** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Sunapee**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Sunapee** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Sunapee** with legal authority to contractually bind the **Town of Sunapee** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Property & Liability Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

Town of Sunapee

August 16, 2019

PL-2022-07-3

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Sunapee** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

Town of Sunapee

August 16, 2019

PL-2022-07-3

For NHDOT use only:

Application #: _____

LOI Received on: _____

MMW Attendee: _____

MMW Date: _____

Application Received on: _____

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION CONGESTION MITIGATION & AIR QUALITY PROGRAM

2019 APPLICATION FOR FUNDING

Sponsor Information (*Sponsor is the municipality or organization that is applying.*

Contact is the person who will be in responsible charge of the project).

Sponsor Name: NH Department of Transportation, Bureau of Rail and Transit

Mailing Address: P.O. Box 483
Concord, NH 03302-0483

Telephone: 603-271-2468

Email: Bureau66@dot.nh.gov

Contact Name and Title: Michael Pouliot, Transportation Specialist

Mailing Address: P.O. Box 483
Concord, NH 03302-0483

Telephone: 603-271-4043

Email: Michael.Pouliot@dot.nh.gov

Governing Regional Planning Commission: Upper Valley Lake Sunapee RPC

Executive Council District: District 1

RPC and Executive Council information is important because final selections may be adjusted to provide regional equity

2. Project Information

CMAQ Activities: *Check the CMAQ activity(s) that your project is proposing.*

- ☐ Non-Transit related alternative fuel projects such as refueling or charging facilities.
- ☐ Projects that improve traffic flow, including efforts to provide signal system optimization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations,
- ☐ Projects that implement ITS technology, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information
- ☒ Transit capital investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity,
- ☐ Transit operating assistance for new services or the incremental cost of expanded services.
- ☐ Transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel
- ☐ Rail network Improvements

Description of work being proposed:

(Clearly describe purpose and need for project as well as project goals and objectives)

The proposed project is to expand the New London Park & Ride lot creating approximately 50 additional parking spaces. The lot has scheduled intercity/commuter bus service, provided by Dartmouth Coach, to Boston's South Station and Logan Airport and is also utilized by carpoolers. Though the lot was expanded in 2009 and an additional 87 spaces were added to address capacity constraints, the lot currently has 132 parking spaces and is routinely operating near or over capacity. While peak season (NH school vacation weeks) utilization in which the lot is considerably over capacity may be the exception, weekday parking utilization is approximately 90%. In order for transit users and other shared ride users to confidently locate available parking to facilitate their shared ride activity, this Park & Ride lot requires additional parking capacity. Additionally, there have been ongoing discussions and renewed interest in transit services along the I-89 corridor between the Upper Valley area, the New London area, and Concord; it is likely that if any of these transit services come to fruition, that a New London Park & Ride lot stop/pick-up would become a reality and thus further exacerbate the parking shortage.

1) Is your project a Capital Purchase?

☐ Yes

☒ No

If Yes go to section 4

2) Is your project requesting Operating Assistance?

☐ Yes

☒ No

If Yes go to section 4

3) Is your project an infrastructure project?

(The project will have a construction phase.)

☒ Yes

☐ No

If Yes go to section 3

Note: *If you answer yes to questions (1 and 3), (2 and 3), or (1,2 and 3) you must fill out both sections 3 and 4*

3. Infrastructure Projects

Map: *(A map is required as part of the application. Map must be scanned as a pdf file. Map should include street names, State route numbers, project details, identification of resources, north arrow, and a scale)*



MAP SUBMITTED

Resources within project limits:

(List all cultural, archeological, and natural resources, as well as any known hazardous materials in project limits)

There are no know cultural, archaeological, natural resources or hazardous materials within the parking lot expansion project area.

Project Details

Road Name(s) *(List all roads in project limits as applicable)*

The proposed parking lot expansion will be on State property that abuts Interstate 89, Route 11 (Newport Road) and Route 103A. Access to the parking lot expansion will be off Route 103A.

State Route Number: *(List all State route numbers or N/A if on a municipal road)*

The proposed parking lot expansion will be on State property that abuts Interstate 89, Route 11 (Newport Road) and Route 103A. Access to the parking lot expansion will be off Route 103A.

Railroad: *(List name of railroad corridor if project impacts a rail line or service in any way)*

No railroad corridor is impacted.

Other: *(If off-road path, describe beginning and ending termination locations)*

No off-road paths are impacted.

Length of Project: *(If more than one location, provide total length of proposed improvement)*

The length of the proposed parking expansion is approximately 270 feet which includes approximately 50 parking spaces and an access way to connect to Route 103A.

Width of proposed improvement: *(If width isn't consistent, provide an average width for majority of improvements)*

The width of the proposed parking lot expansion is approximately 85 feet which includes two rows of approximately 25 parking spaces and a travel lane between the rows.

Surface Type: *(List Paved, Concrete, Gravel, Stone Dust, etc. for all proposed improvements)*

The surface type of the proposed parking lot expansion will be pavement.

Ownership: *(List the entity that owns the land in the limits of your proposed improvements)*

The State owns the land to the construction limits of the proposed parking lot expansion.

Project Cost Estimate – Infrastructure Projects

Identify the estimated project costs under each of the phases below.

A) Design/Engineering:

\$

(Costs for engineering study, preliminary design, environmental review, identifying and establishing right-of-way, easements preparation, final design, and bid phase services)

B) Right-Of-Way:

\$

(Cost of easement acquisition and/or land acquisition)

C) Construction:

\$

(Cost of constructing project, materials, and labor)

D) Construction Engineering:

\$

(Cost of engineering oversight for the project. Oversight needs to be almost fulltime.)

Project Total: \$
(Max \$1,500,000)

Identify the amount of federal funding you are applying for.

If you are overmatching your project to get over \$1,500,000 you add the additional funds to your required match and put that in the Match\$ box below. Your % federal funds will be adjusted based on your amount of overmatch. If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the CMAQ program but you want the work done under the overall contract.

Federal \$

(\$1,200,000 Max. for federal amount requested)

%

(80% Max. for CM AQ reimbursement)

Match \$

(Enter amount of local match and additional funds if applicable)

%

Non-Participating \$

Funding Total \$
(Max.\$1,500,000)

4. Non-Infrastructure Projects

Map: (If you are requesting operating assistance, a map of the proposed routes are required as part of the application. Map must be scanned as a pdf file.)

☐

MAP SUBMITTED

Identify the estimated project costs under each of the phases below.

A) Capital Purchase \$

B) Operating Assistance \$

Project Total: \$
(Max \$1,500,000)

Identify the amount of federal funding you are applying for.

If you are overmatching your project to get over \$1,500,000 you add the additional funds to your required match and put that in the Match\$ box below. Your % federal funds will be adjusted based on your amount of overmatch. If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the CMAQ program but you want the work done under the overall contract.

Federal \$ %
(\$1,200,000 Max. for federal amount requested) (80% Max. for CM AQ reimbursement)

Match \$ %
(Enter amount of local match and additional funds if applicable)

Non-Participating \$

Funding Total \$
(Max.\$1,500,000)

Reason for non-participating funds

5. Evaluation Criteria (*Applications will be scored on criteria approved by the Governor's Advisory Commission on Intermodal Transportation*)

5-1) Project Readiness and Support (20 points maximum): *Does the applicant have LPA certified staff, have prior FHWA/FTA experience, and is project identified in local, regional and statewide plans? Please provide information and documentation that addresses the following:*

- Letter of Support from Sponsor's Governing Body (0 or 10 points)
- Current LPA Certified staff identified as Point of Contact? (0 or 5 points)
- How many local and regional plans is the proposed work in? (0 to 5 points)

The New Hampshire Department of Transportation is the sponsor of the project.

Transportation Specialist Michael Pouliot of the Bureau of Rail and Transit will be the LPA Certified Point of Contact for this project and is registered for the LPA Certification Course on October 24, 2019.

The need to expand the New London Park & Ride Lot was identified in the Town of New London's Master Plan (2012) as well as in two recent studies, funded in part with federal funds from the NHDOT: 2019 NH Statewide Strategic Transit Assessment - Park & Ride Facilities and 2017 I-89 Commuter Transit Service Feasibility Study.

5-2) Financial Readiness: (20 points maximum) *(CMAQ is a reimbursement program. Sponsor will have to gross appropriate funds for entire project before federal funds are authorized and eligible work can get started. Projects are reimbursed a maximum of 80% of each reimbursement request.) Does the applicant have funding available to complete the project at time of application, or is there commitment to request funding at next annual town meeting (or equivalent)? Please provide information and documentation that addresses the following:*

- Are funds already gross appropriated? (15 points)
- Will sponsor receive approval to fully fund project within 6 months of project award? How? (10 points)
- Does the Sponsor's most recent financial audits and/or statements show any negative comments, material weaknesses, etc.? (0 to 5 points)

5-3) Stewardship / Sustainability: (Maximum 25 points) *If the application is for operating assistance, does it provide a plan that demonstrates the continuation of service after the funds are exhausted and a long term commitment for service to continue? If the application is for capital or infrastructure improvements, what is the long term maintenance plan for the project? Please provide information and documentation that addresses the following:*

- Transit Operating -Provide a plan that demonstrates the continuation of service after the funds are exhausted and a long term commitment for service to continue
- Transit Capital - If the application is for capital or infrastructure improvements, what is the long term maintenance and replacement plan for the capital purchases so that services are not impacted?
- Infrastructure – How will the project sponsor maintain the completed facility/improvements? Does the sponsor have similar facilities, existing equipment, operations plans that are already in place that would accommodate this improvement as well?

NHDOT Maintenance District 2 has ultimate responsibility for the routine maintenance of the New London Park & Ride lot with the exception of the security camera system, emergency call box and other transit amenities which are maintained by the Bureau of Rail & Transit. The responsibilities for the maintenance responsibilities of the proposed expansion of the parking lot will be equivalent.

5-4) Air Quality Benefits: (Maximum 35 points) *Points will be awarded based on relative rank for air quality analysis. A cost/benefit factor will be calculated for each project and by category the top b/c factor will get 35 points and the bottom 0 and all others spaced relatively in between. Standardized air quality analysis templates have been created for each of the following project types:*

Check the box next to the category that your air quality analysis will be developed from.

- ☐ • Transit capital purchases
- ☒ • New or Expanded transit services
- ☐ • Bike and Pedestrian projects
- ☐ • Road/Intersection projects that mitigate congestion and air pollution
- ☐ • ITS-related projects
- ☐ • Alternative fuel projects (not transit related)
- ☐ • Rail Improvements

(Projects must demonstrate an Air Quality benefit. NHDOT staff will work with you as the applicant after the application is submitted to complete this air quality analysis. The project must show a reduction in CO, Ozone or PM2.5 to be eligible)

In the box below describe what your air quality analysis will be based on.

The proposed expansion of the New London Park & Ride lot provide parking spaces for approximately 50 additional vehicles whose occupants will be utilizing transit services or shared ride options, such a carpooling. Air quality analysis will be based on the following:

- Reduction in emissions of hydrocarbons, NOx, and CO.
- Reduction of vehicle congestion.
- Reduction in vehicle miles traveled.
- Reduction in single occupant vehicle use.

If you submit more than 1 application please rank them in order of importance

Multiple applications submitted ☐ Application Importance ☐

6) Application Submission Information: The application is an adobe .pdf form and it must be saved and submitted in electronic format on either a CD or a USB thumb drive. Other supporting documents including Maps, Air Quality calculations, Letters of Support, and other supporting documentation need to be submitted with the application in pdf format and saved to the CD or USB thumb drive.

NOTE: Due to size limitations on DOT email please do not email application

APPLICATIONS ARE DUE FRIDAY SEPTEMBER 6, 2019 BY 4:00PM!

Failure to meet this deadline will result in your project being removed from the scoring process.

Submission Guidelines

Format: Application form must be saved electronically as a pdf and then mailed or delivered to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form.

Applications and supporting documents must be either burned to a CD, DVD or saved to a USB thumb drive.

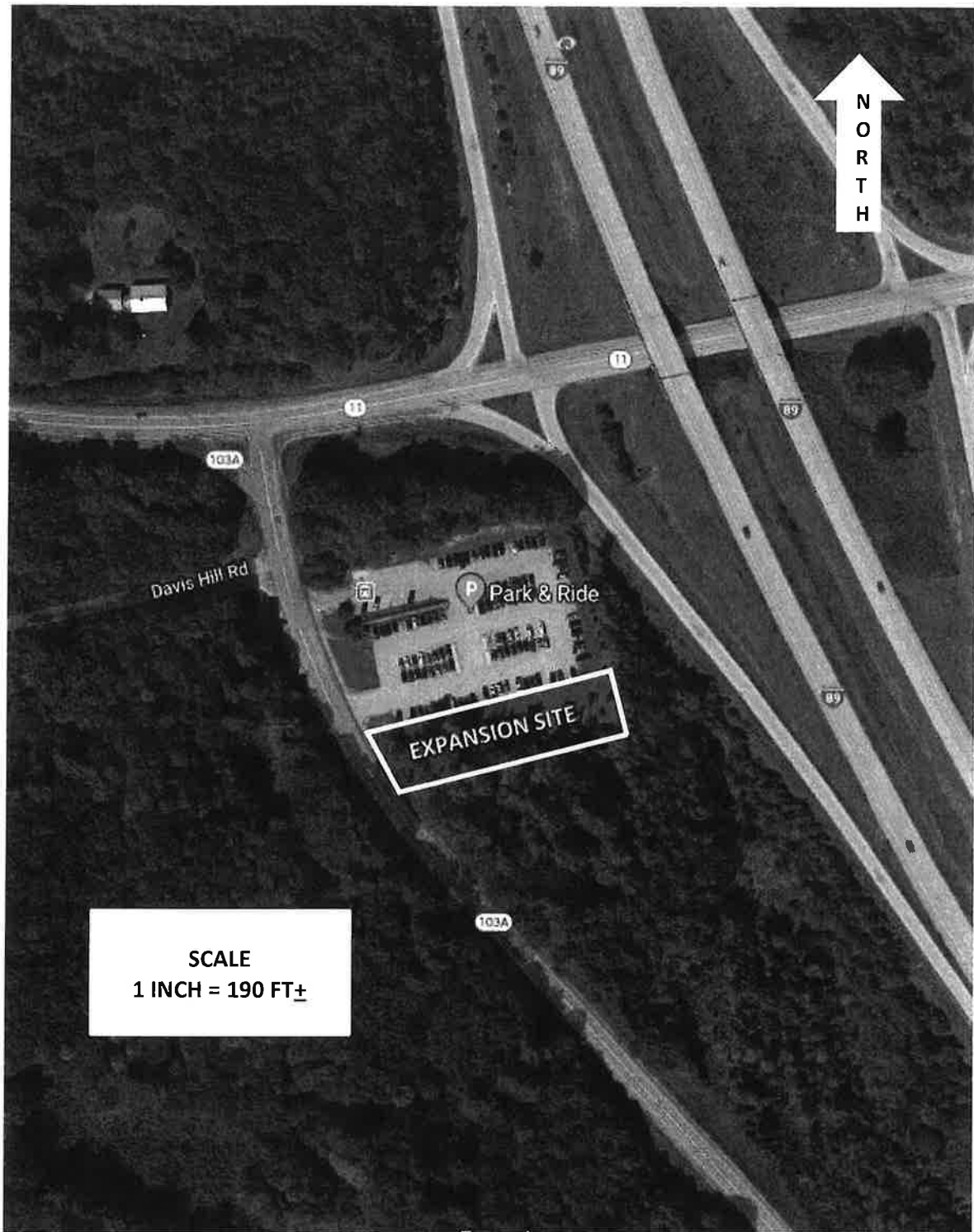
Submission: CD, DVD, or thumb drive must be received on or before 4:00pm SEPTEMBER 6, 2019. Delivery can be either hand delivered or mailed to:

Thomas Jameson, CMAQ Program Manager
NHDOT Bureau of Planning & Community Assistance
7 Hazen Drive, Concord NH. 03302-0483

Warning: If you mail the Application it must be received by the Department on or before 4:00pm on SEPTEMBER 6, 2019

Direct any questions to: Tom Jameson, email: tom.jameson@dot.nh.gov , phone: 271-3462

New London Park & Ride Lot Expansion



Donna Nashawaty

From: Clayton Platt <pennyroyalls@yahoo.com>
Sent: Thursday, August 15, 2019 4:45 PM
To: Donna Nashawaty
Subject: Re: perambulation

I would be happy to help - I have quite a bit of information and have long advocated for doing the Town lines at least once every century!!!

Clayton Platt
Pennyroyal Hill Land Surveying and Forestry LLC
(603) 863-0981

On Thursday, August 15, 2019, 3:23:43 PM EDT, Donna Nashawaty <Donna@town.sunapee.nh.us> wrote:

Hi Clayton: Has any town contracted with you to find the perambulation marks for a town? If a senior project came up that a certain bound would be done, would you be a co mentor with Fred Gallup. trying to get this done and using ideas that might work.....

Let me know your thoughts.

thanks

Donna

Donna Nashawaty

Town Manager

Town of Sunapee

23 Edgemont Road

Sunapee, NH 03782

603 763-2212

Example

STAFF REPORT



To: Bedford Town Council
From: Jeff Foote, Director of Public Works
Date: October 02, 2018
Re: 2018 Perambulation Report

TOWN MANAGER'S COMMENTS – RECOMMENDATION

The Town is required by NH RSA 51:2 to perform a Perambulation with abutting communities every seven years. I concur with the information provided in this report as it satisfies the RSA requirements for reporting by the Town Council and endorse the recommendation for Town Council approval. *R. Sawyer*

BACKGROUND

In accordance with RSA 51:2 Perambulation of Town Lines, the lines between the towns in this state shall be perambulated, and the marks and bounds renewed, once every 7 years forever, by the selectmen of the towns, or by such persons as they shall appoint for that purpose. The next Perambulation by NH Statute shall take place in 2025.

Prior to this report, the last known perambulation was completed in 2010-2011. The communities abutting Bedford include; the towns of Goffstown, New Boston, Amherst, and Merrimack, and the City of Manchester.

DISCUSSION

To satisfy RSA requirements, both the Fire Chief Scott Wiggin and Public Works Director Jeff Foote, met with representatives from abutting Towns and visited each known bound delineating common town lines. The attached report provides observations of the location and condition of each bound. While detailed research of bounds was not included as part of this report, file records (portions attached) indicate that perambulations were completed as far back as the 1800's and as recent as the 2011. During the perambulation and field reconnaissance, it was determined additional investigation was needed to reconcile discrepancies with three boundary location between Bedford and Goffstown. Since that time two of boundary locations have been accurately re-established and the remaining boundary ambiguity between Bedford-Goffstown on Wallace Road will need more time and effort to resolve.

COST AND FUNDING

The Department has engaged the services of a NH licensed land survey as part of its efforts to re-establish missing and disturbed boundary markers between Bedford and Goffstown at a cost of estimated at \$6,000.

RECOMMENDATION

It is recommended that the Council accept this 2018 Perambulation report.

RECOMMENDED MOTION

I MOVE THAT THE TOWN COUNCIL accept the 2018 Perambulation report dated September 26, 2018.

* * * * *

EXHIBITS ...

2018 Perambulation Report, dated September 26, 2018

2018 PERAMBULATION

In accordance with **NH RSA 51:2 Perambulation of Town Lines**. – The lines between the towns in NH shall be perambulated, and the marks and bounds renewed, once in every 7 years forever, by the selectmen of the towns, or by such persons as they shall in writing appoint for that purpose.

The abutting communities to Bedford include; Town of Goffstown, Town of New Boston, Town of Amherst, Town of Merrimack and City of Manchester. Prior to this report, the last known perambulation of town boundaries was completed in 2010-2011. To aid future perambulations, all found bounds were photographed and GPS coordinates recorded.

To satisfy RSA requirements, both the Fire Chief - Scott Wiggin and Public Works Director - Jeff Foote P.E., met with representatives of adjacent municipalities and visited each known boundary marker common to the respective town or city. The attached report provides detailed observations of each location and condition of the bounds. While detailed research of bounds was not included as part of this report, file records indicate perambulations were completed in the 1800's through 1980's. Metes and bearing information between the bounds was not physically observed as part of this perambulation.

It should be noted that not all of the bounds date back to the early 1800's. Over the years, changes to road alignments as well as property development have necessitated relocation of bounds. Over the years bounds have been added, eliminated and reset.

Based on recent perambulations from the 1960's and the 1980's, the Town has 31 boundary bounds designating Town Lines. In addition, 5 other bounds are missing, three of these missing bounds identify the Bedford-Goffstown town line. The Department has engaged the services of a licensed land surveyor to resolve discrepancies and ambiguities identified in several publicly recorded documents between Bedford-Goffstown and other private property owners. Two missing boundaries; one Joppa Hill Road and other on Plummer Hill Road have been reconciled with new bounds scheduled for reset this fall. The Department will likely seek town counsel advice once survey reconnaissance and examination is complete on the remaining bound located on Wallace Road at the Bedford-Goffstown Town line.

Two other bounds "not found" border Manchester and have been missing for many decades, these bounds are not proposed to be reset at this time as they were likely destroyed when Second Street/South River Road and South Main/Boynton Street was developed. It should be noted that not all town boundary markers are located with public ways, several of the bounds are located remotely on private property.

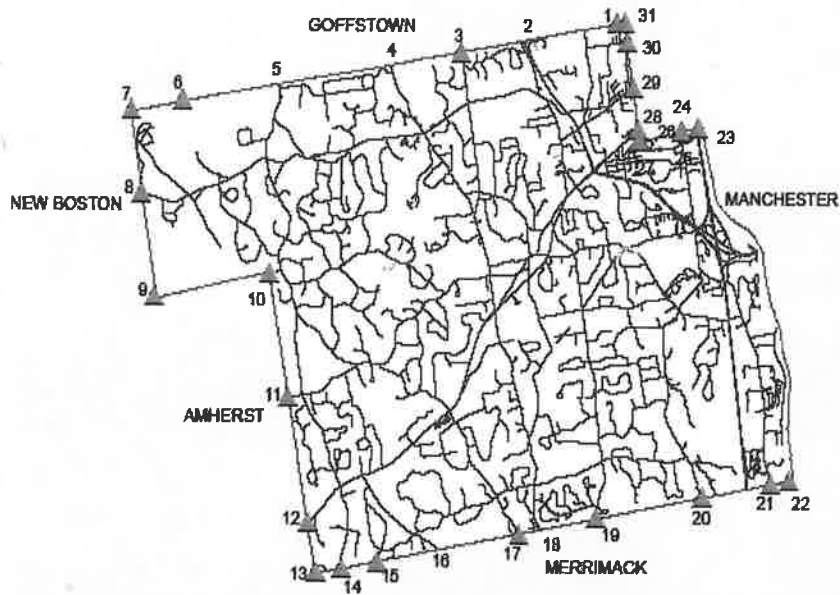
Respectfully Submitted,

Jeffrey Foote, P.E.
Director of Public Works

Scott Wiggin
Fire Chief

2018 PERAMBULATION

2018 TOWN OF BEDFORD PERAMBULATION



NOTES: BOUNDS 2, 4, 5, 16 AND 18 WILL BE RESET

BOUND 26-SOUTH RIVER RD AND SECOND ST HAS BEEN LISTED AS NOT FOUND SINCE 1994