

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Office Meeting Room
Monday, October 14, 2019

Present: Chairman Josh Trow Sue Gottling, Vice Chairman, Selectman John Augustine, Selectman Shane Hastings and Donna Nashawaty, Town Manager.

Absent: Selectman Fred Gallup

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0235-0091-0000 490 Edgemont Road, 350 Enterprises, LLC

Parcel ID: 0145-0024-0000 58 Caldwell Lane, Tanya Krajcik/Joseph Abraham

Parcel ID: 0231-0006-0000 127 Hells Corner Road, James & Crystal Knapp

Parcel ID: 0133-0059-0000 22 Quarry Road, Thomas & Michelle Davis

Parcel ID: 0126-0023-0000 23 Old Norcross Road, Brien & Lorraine Bolsinger

Parcel ID: 0238-0038-0000 270 Nutting Road, Allan Lemire

Parcel ID: 0235-0064-0000 30 Middlebrook Road, Robert Hopkins

Parcel ID: 0125-0026-0000 154 Garnet Street, Elaine Goldberg

Parcel ID: 0145-0026-0000 26 Caldwell Lane, Margaret Houseman

Parcel ID: 0115-0022-0000 11 North Shore Road, William & Diane Sinatra

BY Selectman Gottling, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID: 0126-0023-0000 23 Old Norcross Road, Brien & Lorraine Bolsinger

Parcel ID: 0115-0022-0000 11 North Shore Road, William & Diane Sinatra

BY Selectman Hastings, seconded by Selectman Gottling. Unanimous

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID: 0145-0026-0000 26 Caldwell Lane, Margaret Houseman

Parcel ID: 0126-0027-0000 92 Garnet Hill Road, Lindsay & Jeffrey Paul

Parcel ID: 0235-0039-0000 57 Turtleback Road, James Jaworski

BY Selectman Gottling, seconded by Selectman Hastings. Unanimous

MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:

Parcel ID: 0126-0023-0000 23 Old Norcross Road, Brien & Lorraine Bolsinger

Parcel ID: 0121-0028-0000 75 Fernwood Point Road, Undici Property Management

BY Selectman Hastings, seconded by Selectman Gottling. Unanimous

MOTION TO APPROVE THE FOLLOWING YIELD TAXES:

Parcel ID: 0202-0012-0000 254 Prospect Hill Road, Robert & Leslie Scheele

Parcel ID: 0209-0014-0000 49 Coventry Drive, Lance & Michelle Boucher

BY Selectman Gottling, seconded by Selectman Hastings. Unanimous

MOTION TO APPROVE THE FOLLOWING VETERANS TAX CREDIT:

Parcel ID: 0210-0049-0000 559 North Road, Barry Groton

Parcel ID: 0132-0019-0000 15 Winn Hill Road, Mark Sakurada

BY Selectman Hastings, seconded by Selectman Gottling. Unanimous

MOTION TO APPROVE THE FOLLOWING ELDERLY EXEMPTION:

Parcel ID: 0225-0049-0000 13 Rollins Road, Leon & Sandra Rollins

BY Selectman Gottling, seconded by Selectman Hastings. Unanimous

APPOINTMENTS

7:00PM-Scott Hazelton Harbor Boat Launch Engineering Plan

Scott Hazelton went over the conceptual plan of the proposed rehabilitation of the harbor boat launch. Last spring 2 contractors were contacted to submit a proposal, one of the contractors did not response. The other contractor, Hansen Bridge submitted a boat launch estimate. The cost of the project is \$156,604, which exceeds what was estimated in the Building Maintenance Capital reserve Fund. It was discussed that anything that exceeded the \$100,000 mark would be its own warrant article. The Safety Services Building Roof, which was just shy of \$100,000, depleted the fund by quite a bit. The options would be to put this on as a warrant article this year or ask for warrant article to supplement the current available funds in the Buildings Maintenance Capital Reserve Fund or we could wait and continue to put money away yearly until there is enough to do the work. After some discussion regarding extending the ramp another 12 feet to cover the 4-foot-deep prop wash hole. Scott Hazelton will get answers from the state on Shoreline Permit and cost estimate from Hansen Bridge. Donna Nashawaty will ask the Finance Director to put a placeholder for a warrant article for \$180,000.

•Water Supply Sampling

The town received a letter addressed to Scott Hazelton relative to the August 2019 Drinking Water Monitoring for the closed Sunapee Municipal Landfill site. Last year they found perfluoro octane sulfinate (PFOS) in the groundwater wells around the landfill. The NH DES had the town do some additional sampling from outside the landfill on private property and one of the properties did test positive for the PFOS, so they asked for a subsequent round of sampling to be done prior to the submission of the town's groundwater management permit update last year. Those levels did not exceed the Ambient Groundwater Quality Standards (AGQS) that the NHDES recently published, however with the town's new updated groundwater management permit that the NHDES just issued to the town it was asked that the town continues to sample that private property as well as all 4 wells on the town's property. It is still an added cost from where we were a year ago. The good news is that it didn't exceed the AGQS.

•Paving

Scott Hazelton reported that they had finished paving last week and new speed limit signs have been put up. The bids were opened 2 weeks ago for Winn Hill and they were a little bit higher than what was anticipated. The low bid came in around \$356,000 and the next bid came in at \$357,000, both local contractors. The next road that will need to be done is Youngs Hill, so he will be looking to add some money to his operating budget possibly to do both roads.

8:00PM-Mark McDonough, Sunapee Self-Storage

Mark McDonough stated that he and his brothers are expanding their storage facility here in Sunapee with 3 new buildings. They have been to the Zoning and Planning Boards and have gotten all the approvals. Mark McDonough was working on his building permit application and was blown away by the dollar number for the permit fee. The pricing in the Town of Sunapee is based on the square footage and at .60 cents per square foot for their particular property, in addition to the engineering oversight that was asked for. In this situation the frustration for the McDonoughs is that their buildings are strictly warehouse buildings.

There is no plumbing, heating or mechanical systems so, the whole inspection process is minimal. The cost per square foot compared to someone building a beautiful lake house the McDonoughs are at \$40 a foot and the lake house are at \$300 plus. To add .60 cents per square feet based on a residence is minimal compared to this warehouse space where it's a lot of square footage but not impactful to the municipality from an inspection standpoint. Mark McDonough knows Sunapee recognizes that warehouse type spaces are different then residential occupied spaces because Sunapee has a separate fee for garages. Another frustration is that the town has requested a third-party engineering firm, which the McDonoughs will need to pay for, will be doing the oversight inspections to the tune of \$3,500. The McDonoughs have already hired an engineering firm to put the plans together for them so this is an additional fee. They have never had to pay this fee before. The McDonoughs are looking at \$12,000 for permitting and fees for these 3 warehouse buildings that seem quite exorbitant. He would like some consideration and discussion from this Board who set those fees. Mark McDonough hopes the Board understands his position. Selectman Augustine asked if Mark McDonough was ok with the fees structure on the original project. Donna Nashawaty said there was no oversight inspections on the original project. Donna Nashawaty asked if the square footage of the new buildings would be the same. Mark McDonough replied that the buildings would be smaller. Donna Nashawaty said the town has another self-storage facility that just went through the permit process and it wouldn't be fair if we adjusted on one and not the other. Chairman Trow said the fee for a commercial project \$240 plus .60 cents per square foot, what is the Zoning Administrator doing for these projects? Donna Nashawaty replied that she does various inspections. Chairman Trow said if the town is requiring an Engineer to do inspections is the Zoning Administrator less committed to that site because the Engineer is covering all the requirements. Donna Nashawaty said the Engineer is not looking at the actual building, the Engineer is looking at the actual sitework. Chairman Trow said if the town is charging this price, he has a hard time imagining we're going to spend \$9,000 worth of a town employee's time. It might be a couple of thousand dollars, but then we're charging a fee for the third-party engineering firm. Maybe the base fee should include the engineering fee. After some discussion, the Board would like to see what the square footage has been on commercial projects the last couple of years. What size, type of business, usable square footage, future projects and building permit fees paid. Donna Nashawaty will bring the information back to the next meeting.

SELECTMEN ACTION

- Decision on Retained Unrestricted Fund Balance

Donna Nashawaty summarized the hand-outs that she had given to the Board. The whole purpose of having this discussion is decide what amount will be used to set the tax rate. Donna Nashawaty said part of the float issue is the town will start giving the school \$1,000,000 a month after December, so their paying \$6,000,000 even before they collect the funds from June tax bills. The Finance Director feels when you look at the cash flow analysis, anything that gets close to \$1,500,000 just touches the boundaries of cash flow issues where the town would have to borrow money at some point. At these levels the Board also needs to be careful when they're suggesting things get paid on the warrant from fund balance. Chairman Trow said based on the numbers he would be happy and comfortable with \$300,000. Selectman Augustine would feel comfortable with a higher amount. After some discussion **a motion to use \$300,000 from unassigned fund balance to offset the upcoming tax year by Chairman Trow, seconded by Selectman Gottling. 3 in Favor. Selectman Augustine Opposed.**

- Deputy Town Clerk/Tax Collector Job Description

Motion to approve the Deputy Town Clerk/Tax Collector job description by Selectman Hastings seconded by Selectman Gottling. Unanimous.

- Tax Warrant

Donna Nashawaty said this is put on hold until she gets a tax rate. She just wanted the Board to be on stand-by to come in to sign the tax warrant.

- Sign MS535

The MS-535 which is the financial report of the budget needs to be signed by the Board. **Motion to approve and sign the MS-535 by Selectman Gottling, seconded by Selectman Hastings. Unanimous**

- Employee Insurance Rates

The Board received the HealthTrust rate sheet in their packet. The health insurance increased by 7.4% for the coming year. Donna Nashawaty went over the rates and cost of the health plan. The balance of the deductible fund to date is \$43,133.88, we will revisit as year progresses but a warrant article may not be necessary. As a baseline Chairman Trow sees no reason to change the offered plans. He thinks people have had a chance to see how it works and he hasn't heard any far widespread complaints. Selectman Hastings asked if there was a lot of complaints from the employees regarding paying 10% of the premium. Donna Nashawaty replied some employees did feel 10% was a lot and there were a few employees, even after their raise had net less. The employees accepted what the Board said, and she is very proud of the employees because they don't walk around complaining and are very thankful of benefits the town provides.

Selectman Gottling feels the Board should leave it for at least another year. The consensus of the Board was to leave the health plan as is for the next year. **Motion to continue offering the health plan as presented and have the 10% employee contribution to the premium continued by Chairman Trow, seconded by Selectman Hasting. 3 in Favor. Selectman Augustine Opposed.**

CHAIRMAN'S REPORT

Items Requested by Selectman Augustine:

- Auditor's report for 2018

Selectman Augustine asked if there was a report from the Auditor's for 2018. Donna Nashawaty replied that the Auditors are still closing some items out.

- Employee benefits review: Life insurance, worker's compensation insurance, accident & disability insurance, Family & Medical Leave Act (FMLA) leave

Selectman Augustine went over the employee benefits that he found and read in the Employee Handbook. He asked if the town's benefits were like the surrounding towns. Donna Nashawaty replied yes, they were similar.

TOWN MANAGER REPORTS

- August & September Revenue & Expense Reports

The Board received the August and September Financial Reports.

- Highway Safety Committee

Donna Nashawaty passed out the Highway Safety Committee guidelines she had been working on. The Board will discuss at the next meeting when Selectman Gallup, who is a member of the Highway Safety Committee can comment on the guidelines.

Meeting adjourned 9:41PM
Respectfully Submitted by,
Barbara Vaughn
Administrative Assistant

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2. APPOINTMENTS

7:00PM-Mark McDonough, Sunapee Self-Storage

7:15PM-Scott Hazelton Harbor Boat Launch Engineering Plan

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Decision on Retained Unrestricted Fund Balance
- Deputy Town Clerk/Tax Collector Job Description
- Tax Warrant

- Employee Insurance Rates

5. CHAIRMAN'S REPORT

Items Requested by Selectman Augustine:

- Auditor's report for 2018
- Employee benefits review: Life insurance, worker's compensation insurance, accident & disability insurance, Family & Medical Leave Act (FMLA) leave

6. TOWN MANAGER REPORTS

- August & September Revenue & Expense Reports
- Highway Safety Committee

7. UPCOMING MEETINGS:

10/15-5:00PM-Energy Committee, Town Meeting Room

10/16-7:00AM-Firewards, Safety Services Building

10/17-5:30PM-Abbott Library Trustees, Abbott Library

10/28-6:30PM-Board of Selectmen, Town Meeting Room

SIGN-IN SHEET

BOARD OF SELECTMEN MEETING

DATE: _____

Lance Harbour

Joe Perrone

Sunapee Self Storage

Barbara Vaughn

From: Mark McDonough <mark@fratellos.com>
Sent: Friday, October 4, 2019 9:52 AM
To: Donna Nashawaty
Cc: Barbara Vaughn; Zoning
Subject: Re: Guarantee Letter

I understand Donna thank for the prompt reply.

Barbara can you please walk me through the process of getting before the select board on the 14th

Also Barbara the error balance in the 3rd party check has been mailed to you today.

Thanks Mark

Sent from my iPhone

On Oct 4, 2019, at 9:39 AM, Donna Nashawaty <Donna@town.sunapee.nh.us> wrote:

Mark, I have cc'd Barb on this reply, I understand your question however I dont have that authority. The selectmen adopt the rates. So unless there is an error in calculation which I did not check, you request should go to the selectmen. Their next meeting is the 14th. Sorry i cant help you.

Donna

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Mark McDonough <mark@fratellos.com>
Date: 10/4/19 8:20 AM (GMT-05:00)
To: Donna Nashawaty <Donna@town.sunapee.nh.us>
Subject: Re: Guarantee Letter

Donna

Good morning.

I understand you are on vacation this week and appreciate all the attention you are giving to our project with our guarantee letter review when you are suppose to taking time for yourself.

I'm reaching out to you today to get some direction from you at Barbara's recommendation.

While completing the building permit application for the storage expansion I was calculating the fees that are based upon a square foot cost.

Though the rate itself of .60 a square foot does not seem exorbitant when multiplied out with the large storage buildings the fees get extremely expensive.

2m06a 7132 890m2

We understand that typically these costs are directly associated with the labor cost of a detailed inspection process for properties that have extensive HVAC, electrical and mechanical systems.

Our buildings are unique in that they are simply open warehouse space with no mechanical or electrical systems. Our units have no heat and not lighting. Much like a garage or a shed that your town has recognized as different than a occupied structure and have reduced rates for these buildings.

It would be our request that this fee schedule be reviewed based on the unique nature of the our buildings.

Some municipalities where we have storage projects have a completely separate and reduced fee for warehouse space.

We have already agreed to and paid \$3500 to the town for the site work and drainage inspections for a third party Engineering firm to come and observe the construction of our already engineered plans.....

We feel that requiring this third party fee along with an additional \$9000 for a permit seems excessive and would appreciate your consideration of some relief of these fees.

In making this request to your staff they suggested I bring this request to your attention first and you could either make a decision from your office or refer this request to the selectmans office.

Your consideration would be greatly appreciated. I would be pleased come and discuss this matter with you when you return from your vacation if you feel it would be appropriate.

If you would prefer we make this request through the selectmans office please let me know how that process would work.

Thank you again. I look forward to hearing from you.

Regards,

Mark McDonough

Sent from my iPhone

On Oct 3, 2019, at 8:35 AM, Donna Nashawaty <Donna@town.sunapee.nh.us> wrote:

I sent letter to Mitchell municipal to see if it would do, waiting to hear back....stay tuned.

Donna

Get [Outlook for Android](#)

From: Christopher F. Walkley <walkley@banknh.com>
Sent: Thursday, October 3, 2019 8:34:07 AM
To: 'Mark McDonough' <mark@fratellos.com>
Cc: Donna Nashawaty <Donna@town.sunapee.nh.us>
Subject: RE: Guarantee Letter

Will do!

Chris

Christopher F. Walkley | Vice President - Commercial Banker
Bank of New Hampshire | 62 Pleasant Street | Laconia | NH | 03246
Office: 603.527.3257 | Cell: 603.520.3439 | Fax: 603.524.0997 | www.BankNH.com

-----Original Message-----

From: Mark McDonough [<mailto:mark@fratellos.com>]
Sent: Thursday, October 03, 2019 5:49 AM
To: Christopher F. Walkley <walkley@banknh.com>
Cc: Donna Nashawaty <donna@town.sunapee.nh.us>
Subject: Guarantee Letter

Chris,

I have provided Donna from the Town of Sunapee a copy of your letter for review.

Once this document has all required signatures will you please forward the executed copy to Donna at her email address above.

Thank you.

Mark McDonough

Sent from my iPhone

DISCLAIMER:

Bank of New Hampshire shall never send out or request Non-public Confidential Information under applicable law using unsecured email. The information contained in this electronic communication is intended to be sent only to the stated recipient. If the reader of this message is not the intended recipient or the intended recipient's agent, you are hereby notified that any dissemination, distribution or copying of the information is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies. Bank of New Hampshire strongly advises our customers and partners to not send or remit Non-public Confidential Information through unsecure medium.

Bank of New Hampshire Privacy Policy<<https://www.banknh.com/about/privacy-policy>>

PERMIT FEES

THERE IS NO CHARGE IF THE PROJECT ONLY INVOLVES INTERIOR RENNOVATIONS.

To meet this requirement, the interior renovation may not include adding bedrooms, kitchens or dwelling units.
NOTE: The Town does not require a permit application for interior renovations under \$25,000. (VIII.8.21)

RESIDENTIAL PROJECTS - (single family and two-family dwellings):

New Home - Including manufactured housing and prefabricated housing, etc. Finished space only.
Be sure that you also add an additional fee below for each shed, deck, porch or garage.

..... Up to 2000 S/F	\$600	\$
..... 2000 - 5000 S/F	= \$1200	\$
..... 5000 S/F	= \$1,800	\$

Residential Additions or Alterations - This section includes additions, expansion of footprints, or any project that involves the adding of a bedroom, kitchen or dwelling unit.

..... Up to 500 S/F	= \$180	\$
..... 500 S/F+	= \$360	\$

Sheds / Decks / Porches \$60 / each \$

Garages \$300 \$

After-the-Fact Zoning Compliance Permit - Residential or other non-commercial projects .. \$300 \$

A regular zoning compliance application must also be submitted with this permit.

COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY RESIDENTIAL (3+ Unit), & MUNICIPAL PROJECTS

(including convalescent homes, nursing home, assisted living and other multi-person dwellings):

New Structures, Accessory Structures and Additions or Alterations

that involve a change of footprint \$240 + \$.60 S/F \$

Alterations that do not involve a change of footprint

(SF will only apply to any additional floor area created by or occupied as a result of the alteration.)

This section includes projects that went to Site Plan, projects that do not involve a change of footprint, or any project that involves the adding of a bedroom, kitchen or dwelling unit.

..... \$120 + \$.60 S/F \$

After-the-fact Zoning Compliance Permit \$330 \$

A regular zoning compliance application must also be submitted with this permit.

OTHER FEES

Alternative Energy Systems: Solar collectors, roof mounted energy producing systems, etc. \$112.50 \$

Alternative Energy Systems: Tower Mounted systems \$225 \$

Demolition Permit (unless associated with rebuilding projects)..... \$75 \$

Driveway Permit \$75 \$

Land Disturbance Permit \$50 (plus security) \$

Meteorological Tower \$225 \$

Permit to Excavate, Highways/Streets \$75 \$

Sign Permit..... \$30 \$

Telecommunications - Accessory Structures for Telecommunications Use \$300 \$

Telecommunications Towers \$1,500 \$

Temporary Structures, such as trailers and container boxes used for storage, construction offices,

temporary living for use more than 60 consecutive days..... \$75 each unit \$

Tree Cutting Permit..... \$75 \$

TOTAL.....AMOUNT DUE: \$

Make check payable to Town of Sunapee.

Permit Fees

Effective October 1, 2009 (revised 7/24/19)

BP# _____

Commercial, Institutional, and Multi-Family Residential Projects (including convalescent homes, nursing homes, assisted living institutions, and other multi-person dwellings):		Amount Owed
• New Structures, Accessory Structures, and Additions or Alterations that involve a change of footprint:	\$100 base fee ¹ + \$.30/ SF ²	
• Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration):	\$100 + \$.30/SF	
• Tax Exempt Structures (properties that have been granted tax exempt status by the Town of New London, for structures that will be used for a non-profit or tax-exempt purposes):	\$50 + \$.20/SF	
• Sewer Connection Fees	\$1 SF (\$2000 minimum)	
• After-the-fact building permit:	\$200 + \$.30/SF	
• Sign permit fee (for commercial permanent signs only):	\$10	
• After-the-fact sign permit:	\$110	
Residential Projects (single family and two-family dwellings):		
• New Residential Structures (including manufactured housing and prefabricated housing, etc.):	\$100 base fee + \$.30/ SF	
• Residential Additions and Accessory Structures:	\$50 + \$.25/SF	
• New Residential Structures, Additions, and Accessory Structures that add impervious surface to the waterfront:	Additional \$100 to base fee	
• Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration):	\$25 + \$.25/SF	
• Sewer Connection Fees	\$1 SF (\$2000 minimum)	
• After-the-fact building permit:	\$200 + \$.25/SF	
Other fees:		
• New Driveway Permit (does not apply to resurfacing):	\$50	
• Demolition Permit:	\$50	
• Erosion Control Permit:	\$50	
• Excavation Permit:	\$100	
• Other (swimming pool, home radio antenna mast, non-typical structures, etc.):	Commercial: \$100 Residential: \$50	
• Telecommunications Towers:	\$500/colocator + \$20 per vertical foot	
• Accessory Structures for Telecommunications Use:	\$100 + \$.30/SF	
• Small Wind Energy System	\$100	
• Large Wind Energy System	\$100 plus Town Costs	
• Temporary structures, such as trailers and container boxes used for storage, construction offices, temporary living, etc.:	\$25 + \$.25/SF	
• Extension of or amendment to a building permit	\$25 + \$.25/SF	
• After-the-fact permits	\$100 above base fee	
		Total Due:\$ _____
		Paid _____

¹ Base fees are not cumulative (e.g., if a building permit for a new home includes demolition of an existing building, plus an erosion control plan, plus accessory structures, the only base fee required will be for the new home. However, the SF cost (see footnote 2) will be calculated on the basis of the total floor area of all new structures included in the building permit.

² SF = Square Foot. SF is calculated on the basis of all potentially habitable or useable space, including the basement, measuring from the exterior dimensions of a structure's walls.

**TOWN OF NEWBURY
BUILDING FEE SCHEDULE**
Effective April 25, 2016

Type of Permit	Fixed Fee	Per Square Foot Fee
Single Family Dwelling	\$50	.30 / sq. ft.
Two-Family Dwelling	\$50	.30 / sq. ft.
Multi-Family Dwelling (3 or more units)	\$50	.30 / sq. ft.
Country Inn, Bed & Breakfast Hotel or Motel	\$100	.40 / sq. ft.
Non-Residential Structure Other than Line 4, above)	\$100	.40 / sq. ft.
Accessory Structure (shed, barn, garage, carport, breezeway, pool, deck, dock, etc.	\$35	.15 / sq. ft.
Residential Structure Alteration/ Additional Living Space (with or without change in footprint)	\$50	.30 / sq. ft.
Non-Residential Structure Alteration/ Additional Occupied Space	\$50	.40 / sq. ft.
Electrical, Plumbing, Mechanical, Gas	\$75	
Demolition	\$50	
Personal Wireless Service Facility: initial construction	\$500 antenna	\$20 ft. of height to the highest antenna
Personal Wireless Service Facility: additional antennas	\$500 antenna	\$20 ft. add. ht. to the highest antenna
Blodgett's Landing Sewer new hook-up	\$1,200	

- A fee of \$100 dollars will be required to extend existing or re-issue expired permits.
- Permits applied for after the fact will be charged double the applicable fee.
- The Code Enforcement Officer may charge a re-inspection fee of \$30 when, in his/her opinion, more inspections than necessary were required.

Rev. 04/25/2016



Letter of Transmittal

To: Dustin Aldrich
112A Sargent Rd.
Sunapee, N.H. 03782

Date: August 30, 2019

File No.: 33302.00

Re: Results for Water Supply Sampling, August 2019
Aldrich Residence
Map 218 Lot 61
112A Sargent Rd., Sunapee, NH
NHDES Site No. 199103006

We are sending you the following via:

- | | |
|---|---|
| <input type="checkbox"/> Next Day Service | <input checked="" type="checkbox"/> U.S. Mail |
| <input type="checkbox"/> Second Day Service | <input type="checkbox"/> Hand Delivery |
| <input type="checkbox"/> Certified Mail | <input type="checkbox"/> Other: |

No.	Copies	Date	Description
1	1	8/27/19	Con-Test Analytical Laboratory results of drinking water sample (Lab ID 19H0636-01) collected on 8/12/19 as part of a potential receptor survey for the Sunapee Landfill site.

These are transmitted:

- | | |
|--|---|
| <input checked="" type="checkbox"/> For your use | <input type="checkbox"/> For review and comment |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Other: |

Remarks: Per-and polyfluoroalkyl substances (PFAS) were not detected at concentrations above the laboratory reporting limits in the untreated water sample collected from the outdoor spigot. The laboratory reporting limit is 2.0 parts per trillion (ppt). The NH Ambient Groundwater Quality Standard (AGQS) is 70 ppt for perfluorooctanoic acid (PFOA), perfluorooctane sulfonate (PFOS), and the combined total of PFOA and PFOS. AGQS have not been established for other PFAS. The attached data are part of a larger report; only the data for your water supply are included.

Copy To: Matthew Taylor, P.G. - NHDES
Scott Hazelton - Town of Sunapee

Signed:

Lori A. L. Cox

Lori Cox, P.E., Project Engineer

39 Spruce Street * East Longmeadow, MA 01028 * FAX 413/525-6405 * TEL. 413/525-2332

Project Location: Sunapee, NH

Sample Description:

Work Order: 19H0636

Date Received: 8/13/2019

Field Sample #: Lot 218-61

Sampled: 8/12/2019 10:50

Sample ID: 19H0636-01

Sample Matrix: Drinking Water

Semivolatile Organic Compounds by - LC/MS-MS

Analyte	Results	MCL/SMCL		Units	Dilution	Flag/Qual	Method	Date	Date/Time	Analyst
		RL	MA ORSG					Prepared	Analyzed	
Perfluorobutanoic acid (PFBA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluorobutanesulfonic acid (PFBS)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluoropentanoic acid (PFPeA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluorohexanoic acid (PFHxA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluorohexanesulfonic acid (PFHxS)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluoroheptanoic acid (PFHpA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluorooctanoic acid (PFOA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluorooctanesulfonic acid (PFOS)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Perfluorononanoic acid (PFNA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:23	BLM
Surrogates		% Recovery	Recovery Limits		Flag/Qual					
MPFBA		66.2	30-110						8/20/19 22:23	
M3PFBS		69.7	50-150						8/20/19 22:23	
M5PFPeA		92.9	50-150						8/20/19 22:23	
M5PFHxA		68.1	50-150						8/20/19 22:23	
M3PFHxS		78.1	50-150						8/20/19 22:23	
M4PFHpA		74.3	50-150						8/20/19 22:23	
M8PFOA		89.5	50-150						8/20/19 22:23	
M8PFOS		77.8	50-150						8/20/19 22:23	
M9PFNA		89.4	50-150						8/20/19 22:23	

39 Spruce Street * East Longmeadow, MA 01028 * FAX 413/525-6405 * TEL. 413/525-2332**FLAG/QUALIFIER SUMMARY**

*	QC result is outside of established limits.
†	Wide recovery limits established for difficult compound.
‡	Wide RPD limits established for difficult compound.
#	Data exceeded client recommended or regulatory level
ND	Not Detected
RL	Reporting Limit is at the level of quantitation (LOQ)
DL	Detection Limit is the lower limit of detection determined by the MDL study
MCL	Maximum Contaminant Level
Percent recoveries and relative percent differences (RPDs) are determined by the software using values in the calculation which have not been rounded.	
No results have been blank subtracted unless specified in the case narrative section.	
MS-22	Either matrix spike or MS duplicate is outside of control limits, but the other is within limits. RPD between the two MS/MSD results is within method specified criteria.
MS-23	Either matrix spike or MS duplicate is outside of control limits, but the other is within limits. RPD between the two MS/MSD results is outside of the method specified criteria. Reduced precision anticipated for any reported result for this compound.



Letter of Transmittal

To: Shawn and April Simonds
61 Avery Rd.
Sunapee, N.H. 03782

Date: August 30, 2019

File No.: 33302.00

Re: Results for Water Supply Sampling, August 2019
Simonds Residence
Map 218 Lot 72
61 Avery Rd., Sunapee, NH
NHDES Site No. 199103006

We are sending you the following via:

- | | |
|---|---|
| <input type="checkbox"/> Next Day Service | <input type="checkbox"/> U.S. Mail |
| <input type="checkbox"/> Second Day Service | <input type="checkbox"/> Hand Delivery |
| <input type="checkbox"/> Certified Mail | <input checked="" type="checkbox"/> Other: E-mail |

No.	Copies	Date	Description
1	1	8/27/19	Con-Test Analytical Laboratory results of drinking water sample (Lab ID 19H0636-03) collected on 8/12/19 as part of a potential receptor survey for the Sunapee Landfill site.

These are transmitted:

- | | |
|--|---|
| <input checked="" type="checkbox"/> For your use | <input type="checkbox"/> For review and comment |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Other: |

Remarks: Four of the nine analyzed per-and polyfluoroalkyl substances (PFAS) were detected at concentrations above the laboratory reporting limit in the untreated water sample collected at the pressure tank. The laboratory reporting limit is 2.0 parts per trillion (ppt). The NH Ambient Groundwater Quality Standard (AGQS) is 70 ppt for perfluorooctanoic acid (PFOA), perfluorooctane sulfonate (PFOS), and the combined total of PFOA and PFOS. AGQS have not been established for other PFAS. The attached data are part of a larger report; only the data for your water supply are included.

Copy To: Matthew Taylor, P.G. - NHDES
Scott Hazelton - Town of Sunapee

Signed:

Lori A. L. Cox

Lori Cox, P.E., Project Engineer

39 Spruce Street * East Longmeadow, MA 01028 * FAX 413/525-6405 * TEL. 413/525-2332

Project Location: Sunapee, NH

Sample Description:

Work Order: 19H0636

Date Received: 8/13/2019

Field Sample #: Lot 218-72

Sampled: 8/12/2019 12:30

Sample ID: 19H0636-03

Sample Matrix: Drinking Water

Semivolatile Organic Compounds by - LC/MS-MS

Analyte	Results	MCL/SMCL		Units	Dilution	Flag/Qual	Method	Date	Date/Time	Analyst
		RL	MA ORSG					Prepared	Analyzed	
Perfluorobutanoic acid (PFBA)	4.1	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluorobutanesulfonic acid (PFBS)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluoropentanoic acid (PFPeA)	2.4	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluorohexanoic acid (PFHxA)	2.1	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluorohexanesulfonic acid (PFHxS)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluoroheptanoic acid (PFHpA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluorooctanoic acid (PFOA)	3.7	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluorooctanesulfonic acid (PFOS)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Perfluorononanoic acid (PFNA)	ND	2.0		ng/L	1		SOP-454 PFAS	8/16/19	8/20/19 22:59	BLM
Surrogates		% Recovery	Recovery Limits		Flag/Qual					
MPFBA		74.3	30-110						8/20/19 22:59	
M3PFBS		72.9	50-150						8/20/19 22:59	
M5PFPeA		100	50-150						8/20/19 22:59	
M5PFHxA		65.3	50-150						8/20/19 22:59	
M3PFHxS		86.9	50-150						8/20/19 22:59	
M4PFHpA		82.5	50-150						8/20/19 22:59	
M8PFOA		90.5	50-150						8/20/19 22:59	
M8PFOS		79.4	50-150						8/20/19 22:59	
M9PFNA		91.8	50-150						8/20/19 22:59	

39 Spruce Street * East Longmeadow, MA 01028 * FAX 413/525-6405 * TEL. 413/525-2332

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1252 County Road, New London, NH 03257

603-526-4049 / 603-526-4205

hansenbridge@tds.net

BOAT RAMP ESTIMATE

October 6, 2019

CLIENT:

Town Of Sunapee NH

Attn: Select Board

RE: Sunapee Boat Ramp

Payment: Prior written approval in the form of a change order will be required before any additional work can be executed. An additional work price outline and change order form is provided for your convenience upon request.

Payment Schedule : #1 \$78,302.00 deposit prior to construction
#2 \$78,302.00 due after new ramp is complete.

Description: Install erosion control and cofferdam per NHDES permit specifications. Remove existing reinforced concrete boat ramp and dispose. Install new precast 40'-0" x 24'-0" wide precast boat ramp.

BOAT RAMP ITEMS

Description	Estimated Qty	Unit		
Precast Concrete Ramp Planks	1	UNIT		
Cofferdam	1	UNIT		
Existing Ramp Removal	1	UNIT		
Erosion Control	1	UNIT		
Excavation, Ramp Erection, Dredge and Fill	1	UNIT		
			TOTAL	\$156,604.00

- ☐ Price is based on Hansen Construction to provide job supervision.
- ☐ Price does not include the cost of any required testing or sampling.
- ☐ Price does not include NH DES wetlands permit. Wetlands permitting and delineation by others.

Acceptance of above contract by owner, Mr. _____ Date _____ Signature _____

Thank you,

Hansen Construction
Michael Hansen, President
www.hansenbridge.com

HARBOR BOAT LAUNCH REHABILITATION
TOWN OF SUNAPEE

HARBOR PARKING LOT

EXISTING CONCRETE RAMP
PADS (24'x20' & (2) 10'x11')

**EXISTING RETAINING WALL
TO REMAIN UNDISTURBED
BOAT LAUNCH RAMP**

PROPOSED CONCRETE RAMP
PADS (26'x36' OVERALL)

**4-FOOT DEEP PROP
WASH HOLE TO BE
FILLED WITH STONE**

Financial Report of the Budget

Sunapee

For the period ending December 31, 2018

PREPARER'S EFILE CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Patrick Mohan

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

[illegible]

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$309,568	\$282,424
4140-4149	Election, Registration, and Vital Statistics	\$216,701	\$208,544
4150-4151	Financial Administration	\$204,630	\$173,050
4152	Revaluation of Property	\$110,000	\$107,225
4153	Legal Expense	\$18,000	\$19,494
4155-4159	Personnel Administration	\$1,000	\$98
4191-4193	Planning and Zoning	\$51,957	\$48,609
4194	General Government Buildings	\$170,920	\$143,393
4195	Cemeteries	\$13,506	\$12,283
4196	Insurance	\$7,540	\$7,540
4197	Advertising and Regional Association	\$13,911	\$11,923
4199	Other General Government	\$30,205	\$22,868
General Government Subtotal		\$1,147,938	\$1,037,451
Public Safety			
4210-4214	Police	\$813,923	\$807,227
4215-4219	Ambulance	\$57,222	\$57,222
4220-4229	Fire	\$200,325	\$212,667
4240-4249	Building Inspection	\$0	\$0
4290-4298	Emergency Management	\$200	\$0
4299	Other (Including Communications)	\$140,852	\$125,149
Public Safety Subtotal		\$1,212,522	\$1,202,265
Airport/Aviation Center			
4301-4309	Airport Operations	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0
Highways and Streets			
4311	Administration	\$0	\$0
4312	Highways and Streets	\$1,656,914	\$1,646,454
4313	Bridges	\$0	\$0
4316	Street Lighting	\$16,800	\$13,606
4319	Other	\$0	\$0
Highways and Streets Subtotal		\$1,673,714	\$1,660,060
Sanitation			
4321	Administration	\$0	\$0
4323	Solid Waste Collection	\$0	\$0
4324	Solid Waste Disposal	\$504,287	\$498,455
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$504,287	\$498,455



Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Water Distribution and Treatment			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335	Water Treatment	\$0	\$0
4338-4339	Water Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Administration	\$5,133	\$376
4414	Pest Control	\$500	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$15,176	\$15,176
Health Subtotal		\$20,809	\$15,552
Welfare			
4441-4442	Administration and Direct Assistance	\$43,677	\$11,982
4444	Intergovernmental Welfare Payments	\$0	\$0
4445-4449	Vendor Payments and Other	\$0	\$0
Welfare Subtotal		\$43,677	\$11,982
Culture and Recreation			
4520-4529	Parks and Recreation	\$151,659	\$151,658
4550-4559	Library	\$379,760	\$362,260
4583	Patriotic Purposes	\$200	\$35
4589	Other Culture and Recreation	\$5,000	\$5,000
Culture and Recreation Subtotal		\$536,619	\$518,953
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	\$3,550	\$3,550
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$0	\$0
Conservation and Development Subtotal		\$3,550	\$3,550



Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Debt Service			
4711	Long Term Bonds and Notes - Principal		
4721	Long Term Bonds and Notes - Interest	\$262,156	\$262,156
4723	Tax Anticipation Notes - Interest	\$65,566	\$67,811
4790-4799	Other Debt Service	\$1,000	\$0
		\$0	\$0
Debt Service Subtotal		\$328,722	\$329,967
Capital Outlay			
4901	Land	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$81,172	\$77,363
4903	Buildings	\$92,000	\$90,960
4909	Improvements Other than Buildings	\$85,000	\$79,225
		\$258,172	\$247,548
Capital Outlay Subtotal			
Operating Transfers Out			
4912	To Special Revenue Fund	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$233,113	\$58,360
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$1,103,076	\$1,417,865
4914W	To Proprietary Fund - Water	\$563,276	\$490,108
4915	To Capital Reserve Fund	\$446,750	\$446,750
4916	To Expendable Trusts/Fiduciary Funds	\$76,600	\$76,600
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
		\$0	\$0
Operating Transfers Out Subtotal		\$2,422,815	\$2,489,683
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$3,629,169
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$8,460,693
4934	Taxes Assessed for State Education	\$0	\$2,744,111
4939	Payments to Other Governments	\$0	\$0
		\$0	\$0
Payments to Other Governments Subtotal			\$14,833,973
Total Before Payments to Other Governments		\$8,152,825	\$8,015,466
Plus Payments to Other Governments			\$14,833,973
Plus Commitments to Other Governments from Tax Rate		\$14,833,973	
Less Proprietary/Special Funds		\$1,899,465	\$1,966,333
Total General Fund Expenditures		\$21,087,333	\$20,883,106



New Hampshire
Department of
Revenue Administration

2019
MS-535

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes		
3120	Land Use Change Tax - General Fund	\$0	\$18,578,450
3121	Land Use Change Taxes (Conservation)	\$6,375	\$1,075
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$0	\$0
3186	Payment in Lieu of Taxes	\$2,791	\$4,542
3187	Excavation Tax	\$0	\$0
3189	Other Taxes	\$86	\$86
3190	Interest and Penalties on Delinquent Taxes	\$0	\$0
9991	Inventory Penalties	\$60,000	\$67,964
	Taxes Subtotal	\$0	\$0
		\$69,252	\$18,652,117
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$500	\$1,494
3220	Motor Vehicle Permit Fees	\$750,000	\$880,404
3230	Building Permits	\$35,000	\$37,613
3290	Other Licenses, Permits, and Fees	\$36,000	\$40,324
3311-3319	From Federal Government	\$0	\$0
	Licenses, Permits, and Fees Subtotal	\$821,500	\$959,835
State Sources			
3351	Shared Revenues	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$177,291	\$177,291
3353	Highway Block Grant	\$124,468	\$124,397
3354	Water Pollution Grant	\$0	\$0
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$7,508	\$5,294
3379	From Other Governments	\$104,054	\$102,291
	State Sources Subtotal	\$413,321	\$409,273
Charges for Services			
3401-3406	Income from Departments	\$118,025	\$130,484
3409	Other Charges	\$2,000	\$4,350
	Charges for Services Subtotal	\$120,025	\$134,834
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$5,000	\$6,602
3502	Interest on Investments	\$57,000	\$114,558
3503-3509	Other	\$30,000	\$11,949
	Miscellaneous Revenues Subtotal	\$92,000	\$133,109



Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$0	\$0
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$285,113	\$239,367
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$1,114,743	\$1,487,799
3914W	From Enterprise Funds: Water (Offset)	\$551,609	\$546,066
3915	From Capital Reserve Funds	\$78,172	\$77,363
3916	From Trust and Fiduciary Funds	\$0	\$0
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$2,029,637	\$2,350,595
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$0	\$0
Other Financing Sources Subtotal		\$0	\$0
Less Proprietary/Special Funds		\$1,951,465	\$2,273,232
Plus Property Tax Commitment from Tax Rate		\$19,113,468	
Total General Fund Revenues		\$20,707,738	\$20,366,531



Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$9,846,299	\$6,251,901
1030	Investments	\$0	\$0
1080	Tax Receivable	\$489,156	\$494,502
1110	Tax Liens Receivable	\$193,521	\$190,993
1150	Accounts Receivable	\$0	\$0
1260	Due from Other Governments	\$11,882	\$29,072
1310	Due from Other Funds	\$736,595	\$611,114
1400	Other Current Assets	\$11,578	\$937,253
1670	Tax Deeded Property (Subject to Resale)	\$35,451	\$35,451
Current Assets Subtotal		\$11,324,482	\$8,550,286
Current Liabilities			
2020	Warrants and Accounts Payable	\$676,385	\$213,890
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$0	\$30,743
2075	Due to School Districts	\$5,279,001	\$5,485,532
2080	Due to Other Funds	\$262,513	\$0
2220	Deferred Revenue	\$2,508,716	\$747,684
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$72,528	\$63,673
Current Liabilities Subtotal		\$8,799,143	\$6,541,522
Fund Equity			
2440	Non-spendable Fund Balance	\$11,578	\$22,998
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$0	\$0
2490	Assigned Fund Balance	\$86,954	\$26,372
2530	Unassigned Fund Balance	\$2,426,807	\$1,959,394
Fund Equity Subtotal		\$2,525,339	\$2,008,764



Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$3,629,169	\$0	\$8,460,693	\$2,744,111		
Commitment	\$3,629,169	\$0	\$8,460,693	\$2,744,111	\$0	\$18,578,450
Difference	\$0	\$0	\$0	\$0		\$19,113,468
						(\$535,018)

General Fund Balance Sheet Reconciliation

Total Revenues	\$20,366,531
Total Expenditures	\$20,883,106
Change	(\$516,575)
Ending Fund Equity	\$2,008,764
Beginning Fund Equity	\$2,525,339
Change	(\$516,575)



Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Lake Ave (Water)	\$706,741	\$45,000	4.25	2024	\$279,241	\$0	\$45,000	\$234,241
Library (Library)	\$975,000	\$48,750	2.76	2034	\$828,750	\$0	\$48,750	\$780,000
Perkins Pond (Sewer)	\$1,585,000	\$0	2.50	2042	\$1,467,592	\$0	\$58,704	\$1,408,888
Safety Services Building (General Government)	\$3,133,625	\$0	3.97	2024	\$694,419	\$0	\$164,928	\$529,491
Water Filtration #1 (Water)	\$469,350	\$0	2.42	2027	\$215,231	\$0	\$19,126	\$196,105
Water Filtration #2 (Water)	\$778,910	\$0	2.42	2027	\$673,769	\$0	\$59,874	\$613,895
WWTP (Sewer)	\$1,500,000	\$0	3.50	2042	\$1,399,311	\$0	\$35,939	\$1,363,372
	\$9,148,626				\$5,558,313	\$0	\$432,321	\$5,125,992

Town of Sunapee, NH

POSITION: Deputy Town Clerk/Tax Collector

DEPARTMENT: Town Clerk/Tax Collector Office

FLSA STATUS:

REPORTS TO: Town Clerk/Tax Collector

LABOR GRADE:

DATE: October 2019

GENERAL SUMMARY

This position requires clerical & public relations work associated with tax collection, billing and accounting operations of the Town Clerk & Tax Collector's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

Accurately perform daily accounting operations in a reasonable time period.

Ability to perform many tasks simultaneously.

Prepare financial statements and reports associated with the Office of Town Clerk/Tax Collector.

Issue registrations, permits, licenses, etc. in accordance with local, state and federal regulations governing the activities of the Town Clerk/Tax Collector.

Conduct voter registration activities in accordance with federal & state laws.

Assist in all activities associated with the conduct of local, state, and federal elections.

Maintain records of the municipality in accordance with the laws, regulations and generally accepted practices.

Maintain a suitable level of confidentiality regarding records of the municipality.

Interpret and apply statutes, rules regulations and policies.

Daily application of effective oral & written communications skills.

Responding effectively to inquiries made by residents, taxpayers, & businesses questions regarding all activities associated with the Town Clerk/Tax Collector's Office.

Create a good public image as a representative of the office of Town Clerk/Tax Collector.

Maintain effective working relationships with other employees and the general public.

Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

In the absence of the Town Clerk/Tax Collector the Deputy shall perform all duties necessary to ensure the operations of the Office is not disrupted.

Strict observance of confidentiality is required when dealing with DMV and Vital Records.

SUPERVISORY CONTROLS

This position does not require any supervisory responsibilities.

COMPLEXITY

The position includes a variety of duties and the ability to handle many tasks at once.

PERSONAL CONTACTS

Contacts are typically with the Town Clerk/Tax Collector, state agencies, other municipal officials, co-workers, town residents, taxpayers, and the general public. Contacts may also include town committees and their members.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

MANAGEMENT RESPONSIBILITY

This position requires no management responsibility; however, it requires you to work independently with careful attention to details.

DESIRED MINIMUM QUALIFICATIONS**Education and Experience**

The Deputy Town Clerk & Tax Collector must be domiciled in the Town of Sunapee.

High school graduate

Strong computer and organizational skills

Valid NH Operator Driver's License

Successfully pass a background investigation

LICENSING AND CERTIFICATION

Municipal Agent Automation Program (MAAP) certified within 6 months of hire.

Vital Records certified within 6 months of hire.

Election Net certified within 6 months of hire.

Enrollment in the New Hampshire Joint Certification Program

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Computer, typewriter, calculator, telephone, scan, copy and fax machine

PHYSICAL DEMANDS

Typical office environment does not require much physical strength. However high energy is required to multitask. While performing the duties of this job, the employee is required to stand; walk; sit; use hands. Employee must occasionally lift, carry, and move up to 25 pounds, sometimes reach above and below shoulder height.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE

The work schedule will be determined by the Town Clerk & Tax Collector.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.



Medical Rate Exhibit

Town of Sunapee

Rating Renewal: January

Rating Tier: Small

Rating Type: Standard

Current Benefit Option(s)	Enrollment Type	Enrollee Counts	1/19 Rates	1/20 Rates	% Change
AB20(01S)-R10/25/40M10/40/70/3K(S)	Single	0	\$889.68	\$955.52	7.4%
	2-Person	1	\$1,779.36	\$1,911.04	7.4%
	Family	0	\$2,402.13	\$2,579.90	7.4%
ABSOS20/40/1KDED(01S)-R10/25/40M10/40/70/5K(S)*	Single	0	\$717.15	\$770.22	7.4%
	2-Person	1	\$1,434.30	\$1,540.44	7.4%
	Family	0	\$1,936.31	\$2,079.60	7.4%
HRAABSOS20/40/1KDED(01S)-R10/25/40M10/40/70/5K(S)*	Single	10	\$717.15	\$770.22	7.4%
	2-Person	13	\$1,434.30	\$1,540.44	7.4%
	Family	8	\$1,936.31	\$2,079.60	7.4%
MC3(01S)-R10/25/40M10/40/70(SCY)	Single	5	\$595.68	\$639.76	7.4%
MCNRX(01S)	Single	3	\$246.25	\$264.47	7.4%
Monthly Total		41	\$48,238.69	\$51,808.41	7.4%

Alternative Benefit Option(s): As you consider your benefit offerings for January 1, 2020, please refer to the sampling of Benefit Option(s) provided below. It is important to note that not all of the sample plans listed below can be offered along with your current Benefit Option(s). Your Benefits Advisor is available to help you select the plans that best meet your Group's needs and work within HealthTrust's underwriting guidelines.

Alternative Benefit Option(s)	Enrollment Type	1/20 Rates
ABSOS25/50/3KDED(01S)-R10/25/40M10/40/70/5K(S)*	Single	\$559.34
	2-Person	\$1,118.67
	Family	\$1,510.20

**Maximum of 50% Employer funding of deductible allowed.*

Monthly Budget Through August 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$325,904.00	\$200,120.97	\$125,783.03	38.60%
TCTC	\$210,052.00	\$128,189.91	\$81,862.09	38.97%
Elections	\$6,485.00	\$4,546.14	\$1,938.86	29.90%
Finance	\$222,127.00	\$164,002.21	\$58,124.79	26.17%
Assessing	\$112,218.00	\$53,596.53	\$58,621.47	52.24%
Legal	\$18,000.00	\$9,383.08	\$8,616.92	47.87%
Personnel Benefits Mgmt	\$1,000.00	\$55.00	\$945.00	94.50%
Planning/Zoning	\$52,752.00	\$30,419.00	\$22,333.00	42.34%
General Govt-B&G	\$173,983.00	\$97,042.20	\$76,940.80	44.22%
Cemetery	\$13,625.00	\$6,929.46	\$6,695.54	49.14%
Insurance	\$7,540.00	\$0.00	\$7,540.00	100.00%
Information Booth	\$13,981.00	\$8,349.50	\$5,631.50	40.28%
Other General Govt	\$30,651.15	\$17,639.58	\$13,011.57	42.45%
Police	\$847,326.73	\$561,858.84	\$285,467.89	33.69%
Ambulance	\$59,516.00	\$58,939.00	\$577.00	0.97%
Fire	\$202,257.00	\$87,437.57	\$114,819.43	56.77%
SSB	\$156,535.00	\$113,283.91	\$43,251.09	27.63%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,786,325.00	\$851,114.67	\$935,210.33	52.35%
Street Lights	\$16,800.00	\$9,947.51	\$6,852.49	40.79%
Transfer Station	\$531,762.00	\$323,418.67	\$208,343.33	39.18%
Health Officer	\$5,193.00	\$223.76	\$4,969.24	95.69%
Animal Control	\$500.00	\$0.00	\$500.00	100.00%
Health Services	\$15,176.00	\$15,176.00	\$0.00	0.00%
Welfare	\$43,808.00	\$12,491.06	\$31,316.94	71.49%
Recreation	\$161,086.00	\$114,801.73	\$46,284.27	28.73%
Library	\$400,953.00	\$251,152.57	\$149,800.43	37.36%
Memorial Day	\$200.00	\$174.95	\$25.05	12.53%
Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$0.00	0.00%
Conservation Commission	\$3,550.00	\$2,365.00	\$1,185.00	33.38%
Debt - Principal	\$262,883.00	\$233,529.83	\$29,353.17	11.17%
Debt - Interest	\$58,479.00	\$30,895.47	\$27,583.53	47.17%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,746,867.88	\$3,392,084.12	\$2,354,783.76	40.98%

Monthly Budget Through August 31, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Hydro	\$113,912.00	\$38,938.95	\$74,973.05	65.82%
Sum	\$113,912.00	\$38,938.95	\$74,973.05	65.82%

Monthly Budget Through September 30, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$325,904.00	\$223,711.03	\$102,192.97	31.36%
TCTC	\$210,052.00	\$150,366.40	\$59,685.60	28.41%
Elections	\$6,485.00	\$4,366.10	\$2,118.90	32.67%
Finance	\$222,127.00	\$167,053.04	\$55,073.96	24.79%
Assessing	\$112,218.00	\$53,596.53	\$58,621.47	52.24%
Legal	\$18,000.00	\$9,896.78	\$8,103.22	45.02%
Personnel Benefits Mgmt	\$1,000.00	\$57.75	\$942.25	94.23%
Planning/Zoning	\$52,752.00	\$32,086.84	\$20,665.16	39.17%
General Govt-B&G	\$173,983.00	\$109,620.02	\$64,362.98	36.99%
Cemetery	\$13,625.00	\$7,534.14	\$6,090.86	44.70%
Insurance	\$7,540.00	\$0.00	\$7,540.00	100.00%
Information Booth	\$13,981.00	\$10,292.57	\$3,688.43	26.38%
Other General Govt	\$30,651.15	\$17,930.55	\$12,720.60	41.50%
Police	\$847,326.73	\$619,469.07	\$227,857.66	26.89%
Ambulance	\$59,516.00	\$58,939.00	\$577.00	0.97%
Fire	\$202,257.00	\$97,020.13	\$105,236.87	52.03%
SSB	\$156,535.00	\$118,431.52	\$38,103.48	24.34%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,786,325.00	\$932,842.49	\$853,482.51	47.78%
Street Lights	\$16,800.00	\$11,231.47	\$5,568.53	33.15%
Transfer Station	\$531,762.00	\$365,605.08	\$166,156.92	31.25%
Health Officer	\$5,193.00	\$223.76	\$4,969.24	95.69%
Animal Control	\$500.00	\$0.00	\$500.00	100.00%
Health Services	\$15,176.00	\$15,176.00	\$0.00	0.00%
Welfare	\$43,808.00	\$12,877.24	\$30,930.76	70.61%
Recreation	\$161,086.00	\$121,242.73	\$39,843.27	24.73%
Library	\$400,953.00	\$281,346.14	\$119,606.86	29.83%
Memorial Day	\$200.00	\$174.95	\$25.05	12.53%
Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$0.00	0.00%
Conservation Commission	\$3,550.00	\$2,365.00	\$1,185.00	33.38%
Debt - Principal	\$262,883.00	\$233,529.83	\$29,353.17	11.17%
Debt - Interest	\$58,479.00	\$41,025.42	\$17,453.58	29.85%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,746,867.88	\$3,703,011.58	\$2,043,856.30	35.56%

Monthly Budget Through September 30, 2019

	Budget	PaymentToDate	EndingBalance	% Remaining
Hydro	\$113,912.00	\$41,662.71	\$72,249.29	63.43%
Sum	\$113,912.00	\$41,662.71	\$72,249.29	63.43%

2019 Revenue Report through August 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	\$47,786.38
01-3190-01-903	Returned Check Fee		\$200.00		\$125.00
Sum Interest and Penalties on Delinquent Taxes		\$60,000.00	\$59,113.61	\$60,000.00	\$47,911.38
01-3210-01-910	UCC FILING	\$500.00	\$1,494.00	\$500.00	\$720.00
Sum Licenses, Permits and Fees		\$500.00	\$1,494.00	\$500.00	\$720.00
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	\$600,415.85

Wednesday, October 9, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Motor Vehicle Permit Fees		\$750,000.00	\$880,404.17	\$750,000.00	\$600,415.85
	01-3230-01-908	SUBDIVISION FEES		\$1,700.00		\$550.00
	01-3230-01-909	SITE PLAN REVIEW FEES		\$2,800.60		\$1,835.00
	01-3230-01-910	CERTIFICATE OF COMPLIANC	\$35,000.00	\$33,111.75	\$35,000.00	\$32,349.90
Sum	Building Permits		\$35,000.00	\$37,612.35	\$35,000.00	\$34,734.90
	01-3290-01-320	Landlord's Filing Fee	\$0.00	\$4.00		\$0.00
	01-3290-01-902	REDEMPTION COSTS		\$1,543.90		\$3,102.60
	01-3290-01-907	BOAT REGISTRATIONS/FEES	\$36,000.00	\$10,067.68	\$36,000.00	\$11,083.66
	01-3290-01-912	DOG LICENSES/FEES		\$7,314.50		\$5,052.00
	01-3290-01-915	VITALS-BIRTH & DEATH		\$4,680.00		\$2,810.00
	01-3290-01-917	TOWN CLERK FEES		\$16,202.00		\$10,638.00
	01-3290-01-919	WETLANDS APPLICATIONS		\$21.00		\$10.50
Sum			\$36,000.00	\$39,833.08	\$36,000.00	\$32,696.76
	01-3311-01-841	FEDERAL FEMA FUNDS		\$0.00		(\$12,608.84)
Sum	From Federal Government			\$0.00		(\$12,608.84)
	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

Wednesday, October 9, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Meals and Rooms Tax Distribution		\$177,168.00	\$177,291.02	\$177,291.00	\$0.00
	01-3353-01-928	HIGHWAY BLOCK GRANT	\$122,211.00	\$124,397.12	\$124,468.00	\$87,982.83
Sum	Highway Block Grant		\$122,211.00	\$124,397.12	\$124,468.00	\$87,982.83
	01-3354-01-794	STATE OF NH-SEWER GRANT		\$0.00		\$0.00
Sum	Water Pollution Grant			\$0.00		\$0.00
	01-3354-01-795	STATE OF NH - WATER GRANT	\$7,508.00	\$5,294.00	\$7,508.00	\$0.00
	01-3359-01-741	PD GRANT INCOME		\$0.00		\$0.00
	01-3359-01-927	STATE NH HIGH ST BRIDGE G		\$0.00		\$0.00
	01-3359-01-927	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
	01-3379-01-935	TOWN OF SPRINGFIELD-TS	\$104,054.00	\$102,291.00	\$109,054.00	\$53,203.50
Sum	From Other Governments		\$104,054.00	\$102,291.00	\$109,054.00	\$53,203.50
	01-3401-01-150	PD - SPECIAL DETAIL INCOME		\$0.00		\$0.00
	01-3401-01-320	FIREWORKS PERMIT FEE		\$440.00		\$280.00
	01-3401-01-321	PHOTOCOPY INCOME		\$63.00		\$33.75
	01-3401-01-581	RECYCLING MAGAZINES		\$0.00		\$0.00
	01-3401-01-584	RECYCLING INCOME-STEEL C		\$1,026.42		\$283.16
	01-3401-01-586	RECYCLING INCOME-ALUMIN		\$13,574.57		\$4,820.00

Wednesday, October 9, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3401-01-587	RECYCLING CARDBOARD		\$9,989.15		\$3,959.78
01-3401-01-588	RECYCLING NEWSPAPER		\$1,094.62		\$319.32
01-3401-01-589	RECYCLING SCRAP METAL		\$13,899.71		\$6,433.15
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		\$43,591.00
01-3401-01-940	INSURANCE REPORTS		\$0.00		\$0.00
01-3401-01-942	Standard Power Net Metering Inco	\$0.00	\$0.00	\$0.00	\$7,648.25
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		\$1,950.00
01-3401-01-951	TOWN OFFICE POSTAGE		\$83.89		\$3.42
01-3401-01-953	REPORTS/LABELS/DISKS SOLD		\$250.74		\$452.25
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	\$35,973.00
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

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3501-10-813	Pistol Permit Fee	\$0.00	\$70.00	\$0.00	\$100.00
Sum	Income from Departments	\$80,000.00	\$136,473.21	\$109,820.00	\$110,451.20
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	\$31,456.63
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	\$31,456.63
01-3501-01-970	Checking Account Interest Earned	\$57,000.00	\$120,558.12	\$80,000.00	\$66,571.87
01-3502-01-972	INVESTMENT INTEREST INCO				
Sum	Interest on Investments	\$57,000.00	\$120,558.12	\$80,000.00	\$66,571.87
01-3503-01-936	RENTS/LEASES & SERVICES	\$30,000.00	\$18,097.46	\$26,000.00	\$6,147.10
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		\$1,760.00
01-3504-01-940	PD FALSE ALARM FINES		\$0.00		\$0.00
01-3504-01-941	REPLACEMENT TRANSFER ST		\$450.00		\$75.00

Wednesday, October 9, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
	01-3504-01-944	PD STATE WITNESS FEES		\$1,750.00		\$787.30
	01-3504-01-945	PD COURT RESTITUTION		\$0.00		\$0.00
	01-3504-01-946	PD Discovery		\$550.00		\$504.00
	01-3506-60-260	Revenue from Other Agency		\$0.00		\$0.00
	01-3509-01-950	WELFARE MISC. REVENUE		\$1,888.00		\$118.00
Sum	Other		\$30,000.00	\$31,085.46	\$26,000.00	\$9,617.21
	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

Wednesday, October 9, 2019

AccountNumber		AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
	01-3915-01-652	CAP RESERVE - BRIDGES		\$0.00		\$0.00
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	\$1,063,153.29

2019 Revenue Report through September 30, 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	\$49,198.31
01-3190-01-903	Returned Check Fee		\$200.00		\$125.00
Sum Interest and Penalties on Delinquent Taxes		\$60,000.00	\$59,113.61	\$60,000.00	\$49,323.31
01-3210-01-910	UCC FILING	\$500.00	\$1,494.00	\$500.00	\$720.00
Sum Licenses, Permits and Fees		\$500.00	\$1,494.00	\$500.00	\$720.00
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	\$676,581.35

Wednesday, October 9, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Motor Vehicle Permit Fees		\$750,000.00	\$880,404.17	\$750,000.00	\$676,581.35
	01-3230-01-908	SUBDIVISION FEES		\$1,700.00		\$625.00
	01-3230-01-909	SITE PLAN REVIEW FEES		\$2,800.60		\$1,835.00
	01-3230-01-910	CERTIFICATE OF COMPLIANC	\$35,000.00	\$33,111.75	\$35,000.00	\$36,007.40
Sum	Building Permits		\$35,000.00	\$37,612.35	\$35,000.00	\$38,467.40
	01-3290-01-320	Landlord's Filing Fee	\$0.00	\$4.00		\$0.00
	01-3290-01-902	REDEMPTION COSTS		\$1,543.90		\$3,190.60
	01-3290-01-907	BOAT REGISTRATIONS/FEES	\$36,000.00	\$10,067.68	\$36,000.00	\$11,195.50
	01-3290-01-912	DOG LICENSES/FEES		\$7,314.50		\$5,180.00
	01-3290-01-915	VITALS-BIRTH & DEATH		\$4,680.00		\$3,045.00
	01-3290-01-917	TOWN CLERK FEES		\$16,202.00		\$12,001.50
	01-3290-01-919	WETLANDS APPLICATIONS		\$21.00		\$12.50
Sum			\$36,000.00	\$39,833.08	\$36,000.00	\$34,625.10
	01-3311-01-841	FEDERAL FEMA FUNDS		\$0.00		\$0.00
Sum	From Federal Government			\$0.00		\$0.00
	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

Wednesday, October 9, 2019

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
Sum	Meals and Rooms Tax Distribution		\$177,168.00	\$177,291.02	\$177,291.00	\$0.00
	01-3353-01-928	HIGHWAY BLOCK GRANT	\$122,211.00	\$124,397.12	\$124,468.00	\$87,982.83
Sum	Highway Block Grant		\$122,211.00	\$124,397.12	\$124,468.00	\$87,982.83
	01-3354-01-794	STATE OF NH-SEWER GRANT		\$0.00		\$0.00
Sum	Water Pollution Grant			\$0.00		\$0.00
	01-3354-01-795	STATE OF NH - WATER GRANT	\$7,508.00	\$5,294.00	\$7,508.00	\$0.00
	01-3359-01-741	PD GRANT INCOME		\$0.00		\$0.00
	01-3359-01-927	STATE NH HIGH ST BRIDGE G		\$0.00		\$0.00
	01-3359-01-927	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
	01-3379-01-935	TOWN OF SPRINGFIELD-TS	\$104,054.00	\$102,291.00	\$109,054.00	\$53,203.50
Sum	From Other Governments		\$104,054.00	\$102,291.00	\$109,054.00	\$53,203.50
	01-3401-01-150	PD - SPECIAL DETAIL INCOME		\$0.00		\$0.00
	01-3401-01-320	FIREWORKS PERMIT FEE		\$440.00		\$280.00
	01-3401-01-321	PHOTOCOPY INCOME		\$63.00		\$38.00
	01-3401-01-581	RECYCLING MAGAZINES		\$0.00		\$0.00
	01-3401-01-584	RECYCLING INCOME-STEEL C		\$1,026.42		\$283.16
	01-3401-01-586	RECYCLING INCOME-ALUMIN		\$13,574.57		\$5,656.95

Wednesday, October 9, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3401-01-587	RECYCLING CARDBOARD		\$9,989.15		\$3,959.78
01-3401-01-588	RECYCLING NEWSPAPER		\$1,094.62		\$319.32
01-3401-01-589	RECYCLING SCRAP METAL		\$13,899.71		\$7,359.97
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		\$46,504.80
01-3401-01-940	INSURANCE REPORTS		\$0.00		\$0.00
01-3401-01-942	Standard Power Net Metering Inco	\$0.00	\$0.00	\$0.00	\$7,648.25
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		\$2,550.00
01-3401-01-951	TOWN OFFICE POSTAGE		\$83.89		\$3.42
01-3401-01-953	REPORTS/LABELS/DISKS SOLD		\$250.74		\$452.25
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	\$41,324.00
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

	AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
	01-3501-10-813	Pistol Permit Fee	\$0.00	\$70.00	\$0.00	\$100.00
Sum	Income from Departments		\$80,000.00	\$136,473.21	\$109,820.00	\$121,084.02
	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	\$31,456.63
	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	\$31,456.63
	01-3501-01-970	Checking Account Interest Earned	\$57,000.00	\$120,558.12	\$80,000.00	\$66,571.87
	01-3502-01-972	INVESTMENT INTEREST INCO				
Sum	Interest on Investments		\$57,000.00	\$120,558.12	\$80,000.00	\$66,571.87
	01-3503-01-936	RENTS/LEASES & SERVICES	\$30,000.00	\$18,097.46	\$26,000.00	\$6,147.10
	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		\$1,760.00
	01-3504-01-940	PD FALSE ALARM FINES		\$0.00		\$0.00
	01-3504-01-941	REPLACEMENT TRANSFER ST		\$450.00		\$75.00

Wednesday, October 9, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3504-01-944	PD STATE WITNESS FEES		\$1,750.00		\$787.30
01-3504-01-945	PD COURT RESTITUTION		\$0.00		\$0.00
01-3504-01-946	PD Discovery		\$550.00		\$504.00
01-3506-60-260	Revenue from Other Agency		\$0.00		\$0.00
01-3509-01-950	WELFARE MISC. REVENUE		\$1,888.00		\$674.75
Sum Other		\$30,000.00	\$31,085.46	\$26,000.00	\$10,173.96
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

Wednesday, October 9, 2019

AccountNumber	AccountName	2018 Estimated	2018 Actual	2019 Estimated	2019 Actual
01-3915-01-652	CAP RESERVE - BRIDGES		\$0.00		\$0.00
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	\$1,170,189.97

Wednesday, October 9, 2019

Fund Balance

2019 TAX RATE ESTIMATED COMPUTATION

Using 2018 Value of Property for Calculation

	<u>2018 TOWN PORTION</u>	2018 RATE
Appropriations	\$ 8,152,825	
Less: Revenues	\$ - 3,545,735	
Less: Fund Balance Surplus voted	\$ 48,350	
Less: Fund Balance to Reduce Tax	\$ 400,000	
Add: Overlay	\$ 36,255	
Add: War Service Credits	<u>\$ 84,500</u>	
Net Town Appropriation	\$4,279,495	
Town Tax Rate		\$3.49

Net Assessed Valuation 2018	
All Other Tax (Grand List)	1,229,041,113

Draft

	<u>2019 estimated TOWN PORTION</u>	2019 Estimated RATE
Appropriations	\$ 8,879,001	
Less: Revenues	\$ 4,192,086	
Less: Fund Balance to Reduce Tax	\$ 350,000	
Fund Balance voted from Surplus	\$ 21,600	
Add: Overlay	\$ 35,000	
Add: War Service Credits	<u>\$ 81,500</u>	
Net Town Appropriation	\$4,431,815	\$3.55

This is only operating budget, using \$350,000 of fund balance to reduce taxes.

Net Assessed Valuation 2019	
All Other Tax (Grand List)	1,247,348,517

Draft

	<u>2019 estimated TOWN PORTION</u>	2019 Estimated RATE
Appropriations	\$ 8,879,001	
Less: Revenues	\$ 4,192,086	
Less: Fund Balance to Reduce Tax	\$ 400,000	
Fund Balance voted from Surplus	\$ 21,600	
Add: Overlay	\$ 35,000	
Add: War Service Credits	<u>\$ 81,500</u>	
Net Town Appropriation	\$4,401,815	\$3.53

This is only operating budget, using \$400,000 of fund balance to reduce taxes.

Net Assessed Valuation 2019	
All Other Tax (Grand List)	1,247,348,517

14 October 2019



New Hampshire
Department of
Revenue Administration

2019
MS-535

Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$9,846,299	\$6,251,901
1030	Investments	\$0	\$0
1080	Tax Receivable	\$489,156	\$494,502
1110	Tax Liens Receivable	\$193,521	\$190,993
1150	Accounts Receivable	\$0	\$0
1260	Due from Other Governments	\$11,882	\$29,072
1310	Due from Other Funds	\$736,595	\$611,114
1400	Other Current Assets	\$11,578	\$937,253
1670	Tax Deeded Property (Subject to Resale)	\$35,451	\$35,451
Current Assets Subtotal		\$11,324,482	\$8,550,286
Current Liabilities			
2020	Warrants and Accounts Payable	\$676,385	\$213,890
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$0	\$30,743
2075	Due to School Districts	\$5,279,001	\$5,485,532
2080	Due to Other Funds	\$262,513	\$0
2220	Deferred Revenue	\$2,508,716	\$747,684
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$72,528	\$63,673
Current Liabilities Subtotal		\$8,799,143	\$6,541,522
Fund Equity			
2440	Non-spendable Fund Balance	\$11,578	\$22,998
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$0	\$0
2490	Assigned Fund Balance	\$86,954	\$26,372
2530	Unassigned Fund Balance	\$2,426,807	\$1,959,394
Fund Equity Subtotal		\$2,525,339	\$2,008,764



New Hampshire
Department of
Revenue Administration

2018
MS-535

Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$7,081,219	\$9,846,299
	<i>DRA Notes: TR PG 28=\$9,474,720</i>		
1030	Investments	\$0	\$0
1080	Tax Receivable	\$459,816	\$489,156
	<i>DRA Notes: MS61=\$478,563</i>		
1110	Tax Liens Receivable	\$191,051	\$193,521
	<i>DRA Notes: MS61=\$193,525</i>		
1150	Accounts Receivable	\$0	\$0
1260	Due from Other Governments	\$0	\$11,882
1310	Due from Other Funds	\$461,006	\$736,595
1400	Other Current Assets	\$69,945	\$11,578
1670	Tax Deeded Property (Subject to Resale)	\$22,193	\$35,451
	Current Assets Subtotal	\$8,285,230	\$11,324,482
Current Liabilities			
2020	Warrants and Accounts Payable	\$150,423	\$676,385
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$0	\$0
2075	Due to School Districts	\$5,268,711	\$5,279,001
2080	Due to Other Funds	\$247,308	\$262,513
2220	Deferred Revenue	\$0	\$2,508,716
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$243,609	\$72,528
	Current Liabilities Subtotal	\$5,910,051	\$8,799,143
Fund Equity			
2440	Non-spendable Fund Balance	\$69,945	\$11,578
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$0	\$0
2490	Assigned Fund Balance	\$6,150	\$86,954
2530	Unassigned Fund Balance	\$2,299,084	\$2,426,807
	Fund Equity Subtotal	\$2,375,179	\$2,525,339



New Hampshire
Department of
Revenue Administration

2017
MS-535

Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$7,426,218	\$7,081,219
1030	Investments	\$0	\$0
1080	Tax Receivable	\$455,338	\$459,816
1110	Tax Liens Receivable	\$189,647	\$191,051
1150	Accounts Receivable	\$0	\$0
1260	Due from Other Governments	\$413,219	\$0
1310	Due from Other Funds	\$290,929	\$461,006
1400	Other Current Assets	\$8,185	\$69,945
1670	Tax Deeded Property (Subject to Resale)	\$22,193	\$22,193
Current Assets Subtotal		\$8,805,729	\$8,285,230
Current Liabilities			
2020	Warrants and Accounts Payable	\$755,709	\$150,423
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$0	\$0
2075	Due to School Districts	\$5,305,753	\$5,268,711
2080	Due to Other Funds	\$170,275	\$247,308
2220	Deferred Revenue	\$0	\$0
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$242,005	\$243,609
Current Liabilities Subtotal		\$6,473,742	\$5,910,051
Fund Equity			
2440	Non-spendable Fund Balance	\$8,185	\$69,945
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$0	\$0
2490	Assigned Fund Balance	\$37,775	\$6,150
2530	Unassigned Fund Balance	\$2,286,027	\$2,299,084
Fund Equity Subtotal		\$2,331,987	\$2,375,179



New Hampshire
Department of
Revenue Administration

2017
MS-535

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$3,491,008	\$0	\$7,776,407	\$2,947,522	\$0	\$17,919,090
Commitment	\$3,491,008	\$0	\$7,776,407	\$2,947,522		\$18,096,110
Difference	\$0	\$0	\$0	\$0		(\$177,020)

General Fund Balance Sheet Reconciliation

Total Revenues	\$19,527,823
Total Expenditures	\$19,484,631
Change	\$43,192
Ending Fund Equity	\$2,375,179
Beginning Fund Equity	\$2,331,987
Change	\$43,192

Budgetary Fund Balance Retention	5%	8%	10%	17%	MS 535government wide unassigned fund balance prior year end	used to set tax rate	Final Tax Rate Form Government wide amount retained	percent retained
Tax Year 2010	\$863,511	\$1,381,618	\$1,727,022	\$2,935,938	\$1,524,688	\$300,000	\$1,223,888	7.08%
Tax Year 2011	\$908,696	\$1,453,914	\$1,817,392	\$3,089,567	\$1,772,735	\$300,000	\$1,472,135	8.10%
Tax Year 2012	\$1,002,566	\$1,604,106	\$2,005,133	\$3,408,725	\$1,841,673	\$300,000	\$1,379,173	6.87%
Tax Year 2013	\$929,203	\$1,486,725	\$1,858,406	\$3,159,290	\$1,770,071	\$300,000	\$1,469,071	7.90%
Tax Year 2014	\$975,397	\$1,560,635	\$1,950,794	\$3,316,350	\$1,831,467	\$300,000	\$1,527,867	7.90%
Tax Year 2015	\$971,600	\$1,554,560	\$1,943,201	\$3,303,441	\$1,988,525	\$300,000	\$1,685,625	8.67%
Tax Year 2016	\$988,434	\$1,581,495	\$1,976,869	\$3,360,677	\$2,286,027	\$300,000	\$1,938,927	9.81%
Tax Year 2017	\$1,038,366	\$1,661,385	\$2,076,731	\$3,530,443	\$2,299,084	\$350,000	\$1,698,956	8%
Tax Year 2018	\$1,051,767	\$1,682,827	\$2,103,533	\$3,576,007	\$2,426,807	\$400,000	\$1,978,457	9.41%
Tax Year 2019					\$1,959,394	\$400,000	\$1,559,394	
Tax Year 2019					\$1,959,394	\$350,000	\$1,609,394	

*NOTE for 2019 \$21,600 voted at March 2019 Town Meeting from Fund Balance

Health Insurance

Town Manager Distributed to Selectmen on October 22, 2018

Town budget in 2017 (not including Water & sewer as they are paid by users)

2017 health budget 459,978.02
2018 health budget \$388,626.39 and for
2019 I will be filling in Health budget with full premium paid by town \$434,808.54.
(Note: Selectmen voted to have 10% paid by employee Making the 2019 budget number \$391,327.69)

substantial savings explained.

2018 \$72,000 less than 2017 budgeted health.
2019 \$25,169 less than 2017 budgeted health.

We have put \$65,250 into trust. It is town funds. Thru September 2018 we have spent \$10,433 on deductible.

We need \$29,000 (maximum exposure) in the fund to offer this plan at 50% of deductible. Based on our experience we might be able to reduce the exposure to something a little less after using it a couple of years.

Given that the Trust Fund has balance, a warrant article for 2019 is not necessary and possibly not for 2020.

All of the above is with 2018 & 2019 no contribution from the employee.

Town Manager Distributed to Selectmen on October 14, 2019

Using current census and contribution rates for General fund employee's. (Water & Sewer paid by users)

	Town Cost Health Insurance	Town Cost Dental Insurance
2020 Rates	\$428,604.85	\$26,751.80
2019 Rates	\$399,072.91	\$25,749.26

Difference \$29,531.94 \$1,002.54

Cost of Deductible to Town

Balance of Fund	\$65,752.89
2018	\$10,598.05
2019 to date	\$12,020.96
	\$43,133.88

AT current census maximum liability 2019 is \$27,005.00
If maximum spent in 2019 balance in fund would be \$14,984.04 at year end. (Max number includes Water & Sewer)

The Employee currently pays 10% of the health premium and 12.5% of the Dental Premium

[illegible]

