

SUNAPEE BOARD OF SELECTMEN
6:00PM Town Office Meeting Room
Monday, December 2, 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: 0133-0025-0000 63 Main Street, Lake Sunapee Protective Association

Parcel ID: 0113-0028-0000 7 Ridgewood Point Road, Shaun & Suzanne Murphy

Parcel ID: 0126-0026-0000 1-4 Mustard Seed Lane, Edward & Bonnie Henderson

By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE:

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

Parcel ID: 0126-0026-0000 1-4 Mustard Seed Lane, Edward & Bonnie Henderson

Parcel ID: 0133-0025-0000 63 Main Street, Lake Sunapee Protective Association

By Selectman Hastings, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID: 0126-0026-0000 1-4 Mustard Seed Lane, Edward & Bonnie Henderson

By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:

Parcel ID: 0126-0026-0000 1-4 Mustard Seed Lane, Edward & Bonnie Henderson

By Selectman Hastings, seconded by Selectman Gottling. Unanimous.

APPOINTMENTS

6:00PM-Public Hearing to Accept Unanticipated Revenue in the Amount of \$30,558.08

Chairman Trow opened the public hearing to accept the unanticipated revenue in the amount of \$30,558.08 at 6:02PM. Donna Nashawaty explained that the check is a share of a twenty-million-dollar municipal aid given to towns. The amount given to each town is based on their student count. Chris Whitehouse asked what the money would be used for. Donna Nashawaty said it would be used to purchase new software. Donna Nashawaty read a memo detailing the software she is recommending purchasing. (See attached). **After some discussion, Chairman Trow made a motion to accept the unanticipated revenue in the amount of \$30,558.08 and expend up to \$20,150 of it in support of the software and file server purchase, seconded by Selectman Gottling. Unanimous. Motion to authorize the expense of up to \$35,000 from the Computer Systems Capital Reserve Fund in support of the file server and application software upgrades, seconded by Selectman Hastings. Unanimous.** Chairman Trow stated that should leave about \$5,771 in that fund and would leave \$10,408 going into the general fund.

6:10PM-ABC Committee

•Update After Budget Presentation

Linda Tanner stated that she had circulated (2) items to the committee members. The first one is the memo that was included in the Selectmen's meeting packet. The updated items are changes from the last meeting and highlighted in red.

Donna Nashawaty went over the changes which can be found on the attached memo. The committee was given a copy of the Advisory Budget Committee (ABC) 2019 Budget Recommendations. **Chief Cahill made the motion that with the correct numbers plugged into this document for this year he would feel comfortable to continue using this document as their work product. Chairman Trow asked if the motion effectively to say that the report is this and not from scratch. Chairman Trow replied that he was not saying it was a full motion, but it that what the goal is? Chairman Cahill said that this document is one of the last things the committee has done every year. Kevin Cooney seconded the motion.** asked if as an Advisory Budget Committee can they all agree that this report is their work product. There was some discussion on the ABC recommending warrant articles and funding the articles to the Board, who will vote on the articles to approve for the ballot. Chris Whitehouse thinks the ABC should be able to vote on the warrant articles. Linda Tanner said that the ABC has reviewed and then make recommendations to the Board on warrant articles. Chief Cahill said the committee is getting away from his motion which was made and seconded. Linda Tanner said that the committee will go with the motion and the Town Manager will change the numbers on the Budget recommendations. Chief Cahill said then a motion could be made to go over each individual warrant article and publicly support or not support them. Linda Tanner said the motion, as she understands it is the committee will be using page 1 & 2 of the 2019 Budget Recommendations, changing the numbers instead of starting from scratch. All in Favor, Unanimous. Donna Nashawaty wanted to talk a little bit about warrant articles. The Department Heads make up their warrant articles when they're putting their budget together. The only way a warrant article can make it on the ballot is if the Board of Selectmen (BOS) puts it there or if a petitioned warrant article comes in. The BOS might look at the warrant articles and maybe say there is so much going on and ask if one of the warrant articles can be put off until next year. **Chris Whitehouse made the motion to go over and make recommendations on each warrant article to the BOS, seconded by Kevin Cooney.** Mindy Atwood asked if the ABC has any guidelines and is this really under the ABC purview or not. Chief Cahill would rather have a working conversation on how to achieve the goals of the warrant articles, but he would not support going through each warrant article. Kevin Cooney stated if the BOS is going to appoint people from the community to an "advisory" committee, then the BOS needs to respect the members and let them give their opinions. Linda Tanner said she thinks this motion in itself and going through each warrant article is not advising. The "advisory" process is going through the budget, hearing the Department Heads and looking at the justification of different budget items. She would not support this motion. Chief Cahill said at the last meeting every warrant article was discussed and there was the opportunity to ask questions. Donna Nashawaty said the intent of all the parties is to present the best possible budget to the community. This committee was established to give the BOS another set of eyes to see if there were any help that could be given to that operating portion of the budget. **Linda Tanner asked the ABC for a vote on the motion and motion failed.** The committee will individually review, make changes to the 2020 Budget Recommendations Report and send back to Linda Tanner who will present a copy at the next meeting. The next meeting will be on Monday, December 16th at 6:00PM in the Town Meeting Room. **Motion to adjourn by Chief Cahill, seconded by Kevin Cooney.**

PUBLIC COMMENTS:

- Chris Whitehouse feels it's rather reckless to pave a road, that is not fully paved without fixing the water pipes. Donna Nashawaty replied that the Water Department is not replacing any water service anywhere. The Water department has no plans to replace water service except for when there is a break. Selectman Augustine said they do not have the funds to replace now or in the future.

SELECTMEN ACTION

- Technology Purchase

This subject was discussed during the public hearing to accept unanticipated revenue.

- Waterfront Improvements Capital Reserve

Donna Nashawaty said one of the things after the last ABC budget meeting was that numbers were being thrown around as placeholders on this warrant article list. The question is when we start talking about them and would the Waterfront Improvements Capital Reserve be the big one that the Board would start with. Chairman Trow said in general he kind of looks at the process as the point of capital reserves is to keep the tax rate steady. Part of his question, particularly with this warrant article, how dire are the things we are trying to fix with this money versus how much of it can be a band-aid for 2 or 3 years if it came down to it. If we needed to keep filling in some rock at the end of this thing to fill in the prop wash hole, are we allowed After some discussion on what projects are priorities and the cost that are associated with the project by the State under the permit we have now. Scott Hazelton replied yes, we are allowed. The prop hole stays until we fix the whole thing. Scott Hazelton said the permit the town has now basically allows the town to go in and pull the existing pads out and replace with similar size pads. Chairman Trow said the goal is to put 40 feet of new concrete pads, so the town is band-aiding the whole situation until the whole permit can be done. In his mind there are 2 separate things here. If the project is a 40-foot concrete ramp that is going to cost \$225,000, could that be 3 or 4 years in the future and just filling in the prop hole with rock? Selectman Gottling asked what the cost covers? Scott Hazelton said all the materials and construction. The construction would be to pull out the old ramp, install new longer ones and to fill in the prop hole. Chairman Trow said maybe the decision of the Board is to take \$206,000 from Hydro the first year and then fund it annually. There is roughly \$423,000 available for use in the Hydro Fund, is that correct? Donna Nashawaty doesn't believe this is a capital improvement which it needs to be to use money from the Hydro Fund. Chairman Trow said in his opinion this is the equivalent of selling and buying a new truck or tearing down and rebuilding a building. Donna Nashawaty will ask the Town Attorney to weigh in on the subject. Chairman Trow feels that personally this is a worthwhile thing to do and getting it done this next year would be the best choice. If there is pushback with it coming from Hydro, then he would be looking at splitting it up into a multi-year thing. Chairman Trow concern is the amount to annually fund the capital reserve. After some discussion on the establishing the capital reserve and the funding of the boat launch project the Board agreed to take \$220,000 from the Hydro Fund for the new harbor boat launch and move the Establish Waterfront Improvement Capital Reserve Maintenance warrant article to the end of the list and fund for \$1. The Board would like to get the new tax dollar amount down and briefly discussed having the Route 11 project and the Design & Permitting Water & Sewer service to Highway Garage warrant article come out of fund balance.

The Board also asked the Town Manager to invite the Conservation Commission to the next meeting to discuss the amount of money on their warrant article.

- Water & Sewer Commissioner's Response to Selectmen's Questions

The Board reviewed the letter from the Water & Sewer Commissioners that answered some of the concerns the BOS had addressed in a letter to them.

CHAIRMAN'S REPORT

- Chairman Trow reported that the Upper Valley Lake Sunapee Regional Planning Commission received the approval to have a non-profit status so they could get extra work through non-profit means and funding sources.

- Selectman Augustine asked when the Board would see the Default Budget. Donna Nashawaty said now that she has the numbers and will be available by the budget hearing on Tuesday, January 14th.

TOWN MANAGER REPORTS

- Today was Tax Due Day-87% collected

- Donna Nashawaty said the Town received the November bill for the Employee Health Insurance. We should be okay but will know by the next meeting.

- The Employee Christmas Luncheon will be Wednesday, December 18th at noon at the Safety Services Building.

Meeting Adjourned 9:13PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

State of New Hampshire

Vendor Payments

Check Number: 2987541

STATEMENT OF REMITTANCE

| VOUCHER NUMBER | INVOICE NUMBER | DESCRIPTION | CONTACT INFORMATION | DATE | AMOUNT |
|--|-------------------|----------------------------|--|----------|-----------|
| 4425226 | OCT2019MUNI | OCTOBER 2019 Municipal Aid | (603) 271-2636 lkennett@treasury.state.nh.us | 10/07/19 | 30,558.08 |
| If you have further payment questions, reference the contact information provided next to the line item in question. | | | | | |
| Page 1 of 1 | | | | | |
| TOTAL | | | | | 30,558.08 |

INFORMATIONAL MESSAGE

Questions On Your Payment?

Please use the contact information provided above in the fourth column from the left.

REMOVE DOCUMENT ALONG THIS PERFORATION

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH
51-44 / 119

10/09/19

2987541

PAY EXACTLY *Thirty Thousand Five Hundred Fifty Eight and 08/100 Dollars*

\$ ****30,558.08

PAY
TO THE
ORDER
OF

TOWN OF SUNAPEE
TREASURER
23 EDMONT RD
SUNAPEE NH 03782-2513

VOID AFTER 365 DAYS

William E. Dyer
Authorized Signature

⑈02987541⑈ ⑆011900445⑆ 000000011123⑈



TOWN OF SUNAPEE

23 Edgemont Road

Sunapee, New Hampshire 03782

Phone: (603) 763-2212 Fax: (603) 763-4925

Monday, Tuesday, Thursday, Friday 8-5; Wednesday 8-1

November 27, 2019

To Board of Selectmen

RE: Technology

I would like to recommend that the town purchase MTS for Finance at **\$21,500** which includes the first year of annual maintenance. This includes the GI/Reports Module, Bank Reconciliation and Accounts Payables. It also includes the Training and setup/conversion of 3 years of data. The anticipation that the year 2020 will be completely on the new software is the goal.

In addition the recommendation is that the town purchase the Avitar software modules for Clerk/Motor Vehicle and Tax Collect. Both purchases include an Internet Kiosk of online information and transactions. We will use the Clerk as soon as they can feasibly set it up for us, the Collect conversion will be in April after tax lien and deeding. For the Clerk **\$12,350** contains the modules and the per month fee for the cloud, set up and training. Maintenance for the first year is included, for 2021 billed at the end of 2020 the fee plus a small increase would be \$4,550 plus the hosting fee .

For Tax Collection, we would purchase for **\$11,300** and this includes the software, set up and online as well as conversion and training. For 2020 the maintenance is included, 2021 maintenance is \$4,100 and the cloud fee is \$1,200.

So the motion for the software portion of the technology would be for \$45,150
In addition the File Server is scheduled to be replaced in 2020 and the ability to plan during this transition makes sense. So an additional amount of \$ **10,000** would be requested.

For the future there is an Avitar integrated module that if for Permit Processing, currently \$5,900. I would recommend this for a date in the future. As of 2019 we have purchased Avitar Assessing, so the integration of all our modules is the best we can hope for in our pricing range, obviously municipalities larger than us have software that they purchase from larger companies for a much larger price with a staff to make programming changes. I believe that this purchase will satisfy Sunapee's needs for many years.

The capital reserve contains an approximate amount of ~~\$43,900~~ ^{40,771} and the unanticipated revenue amount of \$30,558.08 is available to use for this purpose.

Thank you

35 K
CAP Reserve

20150 K
unanticipated
Revenue

OFFICE HOURS: Mon., Tues., Thurs., Fri. – 8:00 A.M. to 5:00 P.M. • Wed. – 8:00 A.M. to 1:00 P.M.



TOWN OF SUNAPEE

23 Edgemont Road

Sunapee, New Hampshire 03782

Phone: (603) 763-2212 Fax: (603) 763-4925

Monday, Tuesday, Thursday, Friday 8-5; Wednesday 8-1

October 29, 2019

Sunapee Water & Sewer Commissioners
PO Box 347
Sunapee, NH 03782

Dear Commissioners;

At last night's Board of Selectmen's meeting, there was much discussion around the signing of the Administrative Order by Consent. Ultimately the motion was made to have me sign the document, however a few bullet points came out that the Selectmen would like to work with the Commissioner's to understand.

They were as follows:

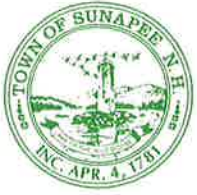
- Concerns that the commitment of \$300-\$400k of work to the water system that may not fix the TTHM problem. Can the engineering company give any assurance that this will work. After paying this large amount what would the next step be and at what cost.
- Could we spend some time reviewing the overall water service long term, is it still a viable service based on the asset plan and maintenance items and their costs.
- As indicated in the minutes of the meeting in September of the Commissioner's, Dave B said that "he would be plumbing in something that will run water through the deduct meter at the Safety Services Building in hopes of getting more flow through the building to see if that helps with the TTHM's at that location." The selectmen's discussion was to encourage that this item should happen as soon as it possibly could.
- What happens with running costs, does the chlorine reduction take the place of the costs associated with the new system? They were looking for information of where the UV lights are installed and is there also a reduction in chemicals planned for the system.

The Selectmen want to work with the commissioner's and wanted them to know that the commission was not out there alone. Do you want to set up a meeting or can we help with any of these tasks?

Sincerely,

Josh Trow, Chairman
Duly Authorized
Sunapee Board of Selectmen

OFFICE HOURS: Mon., Tues., Thurs., Fri. – 8:00 A.M. to 5:00 P.M. • Wed. – 8:00 A.M. to 1:00 P.M.



TOWN OF SUNAPEE
WATER AND SEWER COMMISSION
P.O. BOX 347, SUNAPEE, NH 03782-0347
(603) 763-2115

November 22, 2019

Town of Sunapee Board of Selectmen
23 Edgemont Road
Sunapee, NH 03782

Dear Selectmen,

In response to your letter of October 29, 2019 regarding the signing of the Administrative Order by Consent and the bullet points that you wished to work with the Commissioner's to understand.

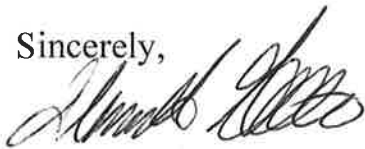
In case any of these things were not explained adequately at the budget hearing our responses are as follows:

- 1) At the October 24th meeting of the Commission it was decided that the Atlantium UV disinfection system has the capability to reduce levels of TTHMs more than an aeration system and that it will also help reduce HAA5s as well. An aeration system will not remove HAA5's which are the other disinfection by-product of chlorine. The engineer's opinion of cost for this is \$258,000. The Commission voted to do the UV system and then see if there is a need to do anything further to reduce the TTHMs. If something further is necessary, the Commission will enter into Phase 2 of the alternate disinfection system with the addition of a Chloramine system instead of the Chlorination. The engineer's opinion of cost for this is \$119,000 for a total of \$378,000.
- 2) The newly developed Water Department asset management plan does show that every item that could possibly need replacement within the next 10 years could total \$3,924,118. As we begin to fully utilize the asset management plan for tracking the frequency of issues and operation and maintenance required for each of these items it will become clearer which of them is higher priority than the others. No water system can afford to replace all of its aging infrastructure at once instead they must choose the items with the greatest criticality to replace or repair first. The Commission realizes that the two bond issues that are currently being bonded will be paid off in 7 years and do foresee having the ability to bond some of the critical asset replacements without impacting water rates too severely.

- 3) Dave B. has run a hose at the Safety Services building just prior to the TTHM test taken on November 7th and will evaluate if this had the desired effect when the results come back from that. He is currently waiting for a plumber to make the plumbing adjustments at the Safety Services building that hopefully will improve the results there.
- 4) With the use of UV as the primary means of disinfection there will be a reduction in chlorine but there may need to be the addition of chloramines instead and the operating costs of the UV will most likely mean an increase in operations costs at Harbor Hill to run the UV lights and there is a higher cost to maintain the system. The UV lights will be installed in the pipe gallery at Harbor Hill see the attached schematic of the installation.

The Commission would like to invite the Selectmen to attend or watch any of our meetings to gain a better understanding about the water and sewer systems. We would hope that this would avoid dissemination of misinformation to the public like what happened with the newspaper article regarding discussion had during the Selectman's October 28th meeting. The Commission would like to thank you for your offer of help and urge you to support the two warrant articles put forth by us. Currently there does not seem to be a need to set up a special meeting but we will certainly let you know if we feel one would be beneficial.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Theodore H. Gallup', written in a cursive style.

Theodore H. Gallup, Chairman
Sunapee Water & Sewer Commission

Barbara Vaughn

From: Donna Nashawaty
Sent: Monday, December 2, 2019 12:05 PM
To: Barbara Vaughn
Subject: dock permit

The permit application needs to go on the web site, how is it found easier? after its approved, what are we giving to user (put on number of permit) and if you are doing it over 2020 season would be appropriate and excel sheet like fireworks permit.

Donna Nashawaty
Town Manager

Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782

603 763-2212

Memo



To: Selectmen
CC: Advisory Budget Committee
From: Donna Nashawaty
Date: December 2, 2019
Re: Update after Budget Presentation

The Budget report online has been corrected with a code for the color on the organizational chart for each section of the budget book.

No Change is passed out to the committee with the exception of the Summary after changes are accumulated. The online Budget under the Finance Department has been changed to reflect the following.

Page 8, the reference to the stipends has been updated to indicate that is an annual amount for elected Selectmen and Treasure and Moderator

Page 22, Description of Springfield Transfer Station revenue "From other Governments" Included in appendix: last year contract for Springfield for description of calculation of charge

Page 67, include organizational chart of positions related to Elections

Page 82 organizational chart Planning & Zoning include box for Recording Secretary part time and AA Time part time hours

Page 100, correct Town Manager to note Grade 19

Page 116 Correct Fire Organizational chart to include 4 Lieutenant positions

Page 126 Dispatch letter from New London (not on page as numbers would be affected, include in appendix)

Correction on Page 127 to only include Highway positions on chart

Correction on Page 132 Winter Sand and Salt, rate of salt 1200 TN @ **61.95**

Page 144, Transfer Advertising over spent for 2019, confirmed it is HHW expense and should be reallocated. No change to 2020 budget warranted.

Page 151 Welfare Social Services: Include appendix for letters of request

Page 161 Library General Insurance, Insurance included on present by itself and as part of Library operating budget amount. Remove \$2,938

Page 164 Library Trustee, change Total \$107,256.84 (correct on Summary Sheet) **update change add additional \$3,500 to Total making budget \$110,757 see net change in table**

Pages 168-171: **Hydro Revenue included in Appendix**

Page 172 & 182 Water & Sewer, confirmed, budget does include a \$3,800 invoice for police radio in exchange for vehicle.

Page 194: Warrant article table for each week. Change Date column

Change amount on Warrant Article for Library Position: April – End of year, wage at middle of table, all benefits for the 8 month period: new Total of \$34,200

Page 199: Dirt Road Paving Capital Reserve, Change of Ending Balance \$15,306.74

General Note for Property Liability Insurance, which is in every department, we signed a maximum increase of 7% each year for the next 3 years.

Changes Include:

See attached sheet

Budget Summary on 187-188 headings on page 188, correct amounts based on below table

Line Items noted that waiting for further information

| Page # | Account Line | 2020 Manager Request | 2020 Adjustment | Change in position |
|--------|--|----------------------|-----------------|--------------------|
| 73 | Finance Computer SVCS | \$44,472.00 | 45347.00 | +875 |
| | Property Liability/various lines in budget. 2020 down, signed contract increase limit 7% max | \$37,776 | \$43,941 | +6,165 |
| 94 | GGB & G Thrift Shop Rent CPI-U increase 1.5% | \$6,000 | \$6,090 | +90 |
| 125 | SSB – Dispatch Services | \$84,538 | \$76,303. | -8,235 |
| 135 | HWY – Other Professional SVCS | \$12,000 | \$12,000 | -0- |
| 135 | HWY– Roadway Sweeping/Vacuuming | \$12,400 | \$10,850 | -1550 |

| | | | | |
|-----|--|-----------|----------|----------|
| 135 | HWY – Chemicals | \$13,800 | \$9,040 | -4,760 |
| 144 | TS-Monitor Landfill | \$12,500 | \$10,000 | -2,500 |
| 152 | Welfare | \$8,750 | \$6,780 | -1,970 |
| 157 | Recreation water rent | \$1,500 | \$1,500 | 0 |
| 161 | Library General Insurance contained it in both places, belongs in operating budget so remove from individual line | \$2,938. | \$0 | -2,938 |
| 164 | Library Operating Budget | \$107,257 | 110,757 | +\$3,500 |

\$-11,323

- Red denotes changes for December 2 meeting

2020 Town Warrant Articles Summary

| Description | Amount | New Tax dollars raised in 2020 | Revenue | Projected Capital Reserve Balances December 31, 2019 |
|---|-------------|-----------------------------------|--------------------------------------|--|
| | | | Offset/No increase to tax rate | |
| Add to Highway & Transfer Station Equipment Capital Reserve | \$135,000 | \$135,000 | | \$154,438.29 |
| Add to Used Highway Equipment Capital Reserve | \$25,000 | \$25,000 | | \$27,754.23 |
| Add to Town Buildings Capital Reserve Fund | \$40,000 | \$40,000 | | \$70,427.48 |
| Add to Fire Equipment Capital Reserve | \$115,000 | \$115,000 | | \$352,359.38 |
| Add to Bridges Capital Reserve | \$50,000 | \$50,000 | | \$170,198.79 |
| Add to Dirt Roads Paving Capital Reserve | \$30,000 | \$30,000 | | \$15,306.74 |
| Capital Reserve for Software/Technology | \$10,000 | \$10,000 | | \$40,771.28 |
| Conservation Fund ** | \$55,000 | \$55,000 | | |
| Add to Milfoil Control Non-Capital Reserve Fund | \$5,000 | \$5,000 | | |
| Cemetery Trust from Fund Balance | \$800 | | \$800 | |
| Purchase Hwy Truck (H-18) | \$110,000 | | \$110,000 | |
| Establish Waterfront Improvement Capital Reserve | \$206,000 | \$206,000 | | |
| Route 11 Project | \$27,000 | \$27,000 | | |
| Design & Permitting Water & Sewer Service to Hwy Garage Building | \$16,000 | \$16,000 | | |
| Asset Management Article (Sewer) | \$30,000 | | \$30,000 | |
| TTHM Remediation Article (Water Users Paying) | \$400,000 | | \$400,000 | |
| Full Time Library Aide III | \$34,200 | \$34,200 | | |
| Employee Health Insurance Capital Reserve | | | | \$43,949.27 |
| TOTALS: | \$1,289,000 | \$714,000 | \$540,800 | |

**not Reduced by Land Use Change Tax Revenue

*\$673,930 new tax dollars raised in 2007

\$370,000 new tax dollars raised in 2014

*\$408,350 new tax dollars raised in 2008

\$105,000 new tax dollars raised in 2015

*\$407,300 new tax dollars raised in 2009

\$250,000 new tax dollars raised in 2016

*\$348,152 new tax dollars raised in 2010

\$485,000 new tax dollars raised in 2017

*\$358,300 new tax dollars raised in 2011

\$600,000 new tax dollars raised in 2018

*\$335,300 new tax dollars raised in 2012

\$446,520 new tax dollars raised in 2019

*\$607,300 new tax dollars raised in 2013

Projected Capital Reserve Balances are based on Authority to Expend duly approved and expenditures known. These are provided as information only and are not actual balances.

Hydro Revenue**2018**

| | PSNH | Interest | RECS | |
|----------------|---------------------|-------------------|--------------------|---------------------|
| January | 17,882.07 | 477.88 | | |
| February | 31,569.27 | 449.03 | 3,830.05 | |
| March | 10,786.30 | 522.17 | | |
| April | 15,061.88 | 515.34 | | |
| May | 9,757.34 | 557.10 | 13,083.85 | |
| June | 6,617.91 | 545.17 | | |
| July | 2,792.59 | 568.99 | | |
| August | 963.64 | 582.73 | 24,330.51 | |
| September | 963.64 | 574.18 | | |
| October | 8,855.75 | 595.17 | | |
| November | 40,753.77 | 598.98 | 12,204.54 | |
| December | 33,273.87 | 653.42 | | |
| Totals: | \$179,278.03 | \$6,640.16 | \$53,448.95 | \$239,367.14 |

2019

| | PSNH | Interest | RECS | |
|----------------|---------------------|-------------------|--------------------|---------------------|
| January | | 676.77 | | |
| February | 40,191.03 | 644.54 | 3,038.04 | |
| March | 27,201.47 | 733.98 | | |
| April | 22,923.96 | 732.73 | | |
| May | 17,810.14 | 783.73 | 24,330.51 | |
| June | 34,391.14 | 795.70 | 17,933.16 | |
| July | | 840.00 | | |
| August | 13,518.59 | 863.53 | 22,107.37 | |
| September | 2,551.29 | 845.47 | | |
| October | 0.00 | 874.58 | | |
| November | | | | |
| December | | | | |
| Totals: | \$158,587.62 | \$7,791.03 | \$67,409.08 | \$233,787.73 |

Expenditure Summary 2019
Projections for 2020

| TOWN OF SUNAPEE | | | | | | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------------|-------------------------------------|---------------------------|
| COMPARATIVE STATEMENT OF EXPENDITURES 2019 (unaudited) | | | | | | | | | | | |
| | 2013 Voted | 2014 Voted | 2015 Voted | 2016 Voted | 2017 Voted | 2018 Budget | 2019 Budget | 2020 Budget | \$ of change /2019 | % of change proposed /2019 | % of overall budget |
| GENERAL GOVERNMENT | | | | | | | | | | | |
| Executive | 272,157 | 286,739 | 289,510 | 294,102 | 308,234 | 309,568 | 325,904 | 332,502 | 6,598 | 2.0% | 5.59% |
| Town Clerk/Tax Collector | 195,589 | 201,510 | 202,309 | 205,458 | 211,685 | 204,948 | 210,052 | 229,088 | 19,036 | 9.1% | 3.85% |
| Elections | 8,261 | 14,443 | 4,978 | 14,514 | 6,472 | 11,753 | 6,485 | 16,898 | 10,413 | 160.6% | 0.28% |
| Finance | 158,804 | 162,642 | 169,721 | 177,158 | 192,402 | 204,630 | 222,127 | 228,848 | 6,721 | 3.0% | 3.85% |
| Assess-Assessing | 93,576 | 100,100 | 106,300 | 107,600 | 110,837 | 110,000 | 112,218 | 116,644 | 4,426 | 3.9% | 1.96% |
| Legal - GG - Legal Services | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 | 0 | 0.0% | 0.30% |
| Employment Benefits - Other | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0.0% | 0.02% |
| Planning/Zoning | 44,628 | 49,636 | 50,698 | 50,407 | 52,386 | 51,957 | 55,252 | 57,839 | 2,587 | 4.7% | 0.97% |
| General Gov Buildings | 101,478 | 113,422 | 116,383 | 137,753 | 142,652 | 170,920 | 179,983 | 262,206 | 82,223 | 45.7% | 4.41% |
| Cemetery | 13,218 | 13,369 | 13,362 | 13,536 | 13,536 | 13,506 | 13,625 | 13,636 | 11 | 0.1% | 0.23% |
| Insurance - Prop, Liab, Veh | 4,800 | 8,252 | 9,642 | 9,661 | 9,661 | 7,540 | 7,540 | 8,068 | 528 | 7.0% | 0.14% |
| Information Booth | 12,635 | 12,804 | 12,923 | 13,316 | 13,409 | 13,911 | 13,981 | 14,272 | 291 | 2.1% | 0.24% |
| Other General Gov't | 26,382 | 28,688 | 31,676 | 29,609 | 29,853 | 30,205 | 30,651 | 31,128 | 477 | 1.6% | 0.52% |
| TOTAL GENERAL GOV'T | 950,528 | 1,010,605 | 1,026,502 | 1,072,114 | 1,110,127 | 1,147,938 | 1,196,818 | 1,330,129 | 133,311 | 11.1% | 22.36% |
| Police | 719,589 | 758,239 | 778,103 | 777,272 | 801,430 | 813,923 | 847,327 | 873,445 | 26,118 | 3.1% | 14.69% |
| Ambulance | 51,000 | 51,850 | 53,449 | 56,100 | 56,100 | 57,222 | 59,516 | 61,886 | 2,370 | 4.0% | 1.04% |
| Fire | 122,511 | 190,029 | 191,163 | 199,546 | 199,968 | 200,325 | 202,257 | 236,998 | 34,741 | 17.2% | 3.98% |
| Emergency Management | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 0 | 0.0% | 0.00% |
| Safety Services Building | 125,587 | 137,868 | 148,569 | 143,222 | 136,727 | 140,852 | 156,535 | 149,955 | -6,580 | -4.2% | 2.52% |
| TOTAL PUBLIC SAFETY | 1,018,887 | 1,138,186 | 1,171,484 | 1,176,340 | 1,194,425 | 1,212,522 | 1,265,835 | 1,322,484 | 56,649 | 4.5% | 22.24% |
| Highway | 1,208,689 | 1,357,110 | 1,544,765 | 1,560,589 | 1,581,337 | 1,656,914 | 1,796,828 | 1,750,762 | -46,066 | -2.6% | 29.44% |
| Street Lights | 36,750 | 36,750 | 36,750 | 36,750 | 36,750 | 16,800 | 16,800 | 16,800 | 0 | 0.0% | 0.28% |
| Transfer Station | 503,859 | 536,540 | 505,980 | 499,462 | 506,571 | 504,287 | 533,327 | 558,246 | 24,919 | 4.7% | 9.39% |
| TOTAL PUBLIC WORKS | 1,749,298 | 1,930,400 | 2,087,495 | 2,096,801 | 2,124,658 | 2,178,001 | 2,346,955 | 2,325,808 | -21,147 | -0.9% | 39.10% |
| Health | 4,624 | 4,828 | 4,939 | 4,969 | 5,151 | 5,133 | 5,193 | 5,323 | 130 | 2.5% | 0.09% |
| Animal Control | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 0 | 0.0% | 0.01% |
| Health - LSVNA & KCOA | 14,678 | 14,856 | 14,856 | 14,384 | 15,176 | 15,176 | 15,176 | 15,176 | 0 | 0.0% | 0.26% |
| Welfare | 50,901 | 51,799 | 52,088 | 52,385 | 51,019 | 43,677 | 43,808 | 42,354 | -1,454 | -3.3% | 0.71% |
| Recreation | 145,379 | 148,350 | 148,478 | 150,585 | 151,258 | 151,659 | 161,086 | 164,297 | 3,211 | 2.0% | 2.76% |
| Library | 317,961 | 339,845 | 349,170 | 362,752 | 394,316 | 379,760 | 400,953 | 405,202 | 4,249 | 1.1% | 6.81% |
| Memorial Day Supplies | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 0 | 0.0% | 0.00% |
| Band Concerts | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | 0.0% | 0.08% |
| Conservation Commission | 3,250 | 3,500 | 3,500 | 3,550 | 3,550 | 3,550 | 3,550 | 3,775 | 225 | 6.3% | 0.06% |

Expenditure Summary 2019
Projections for 2020

| TOWN OF SUNAPEE | | | | | | | | | | | |
|---|-----------------------|-------------------|-----------------------|-----------------------|-------------------|------------------------|------------------------|--------------------|-------------------------------|---|------------------------------------|
| COMPARATIVE STATEMENT OF EXPENDITURES 2019 (unaudited) | | | | | | | | | | | |
| | 2013 Voted | 2014 Voted | 2015 Voted | 2016 Voted | 2017 Voted | 2018 Budget | 2019 Budget | 2020 Budget | \$ of change /2019 | % of change proposed /2019 | % of overall budget |
| TOTAL PUBLIC SERVICE | 542,493 | 568,878 | 578,731 | 594,325 | 626,170 | 604,655 | 635,466 | 641,827 | 6,361 | 1.0% | 10.79% |
| Debt Service - Principal | 182,180 | 181,633 | 249,767 | 246,027 | 261,188 | 262,156 | 262,883 | 263,609 | 726 | 0.3% | 4.43% |
| Debt Service - Interest | 72,770 | 111,352 | 68,161 | 70,044 | 72,716 | 65,566 | 58,479 | 51,520 | -6,959 | -11.9% | 0.87% |
| TAN Interest | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0.0% | 0.02% |
| TOTAL DEBT | 255,950 | 293,985 | 318,928 | 317,071 | 334,904 | 328,722 | 322,362 | 316,129 | -6,233 | -1.9% | 5.32% |
| SUBTOTAL GENERAL GOV'T | 4,517,156 | 4,942,054 | 5,183,140 | 5,256,651 | 5,390,284 | 5,471,838 | 5,767,436 | 5,936,377 | 168,941 | 2.9% | 99.81% |
| voted from fund balance/encumbered | | | | | 231,928 | | | | | | |
| SPECIAL REVENUE FUNDS | | | | | | | | | | | |
| Water | 497,343 | 506,667 | 503,344 | 500,038 | 505,358 | 511,609 | 531,090 | 552,720 | 21,630 | 4.1% | 27.77% |
| Sewer | 942,153 | 975,276 | 1,090,249 | 1,099,682 | 1,074,238 | 1,079,743 | 1,116,243 | 1,154,220 | 37,977 | 3.4% | 57.99% |
| Hydroelectric | 108,674 | 113,360 | 114,145 | 131,703 | 132,760 | 233,113 | 233,912 | 283,605 | 49,693 | 21.2% | 14.25% |
| SUBTOTAL SPEC REV FUNDS | 1,548,170 | 1,595,303 | 1,707,738 | 1,731,423 | 1,712,356 | 1,824,465 | 1,881,245 | 1,990,545 | 109,300 | 5.8% | 100.00% |
| TOTAL OPERATING BUDGET | 6,065,326 | 6,537,357 | 6,890,878 | 6,988,074 | 7,102,640 | 7,296,303 | 7,648,681 | 7,926,922 | 278,241 | 3.6% | |
| Special & Individ Articles | 1,516,000 | 560,000 | 105,000 | 325,000 | 175,500 | 438,172 | 853,720 | | | | |
| Expendable Trusts | 1,000 | 3,600 | 2,900 | 47,100 | 68,200 | 53,350 | 1,600 | | | | |
| Capital Reserve Funds | 332,300 | 270,000 | 50,000 | 235,000 | 480,000 | 365,000 | 375,000 | | | | |
| TOTAL SEPARATE ARTICLES | 1,849,300 | 833,600 | 157,900 | 607,100 | 723,700 | 856,522 | 1,230,320 | | | | |
| TOTAL BUDGET | 7,914,626 | 7,370,957 | 7,048,778 | 7,595,174 | 7,826,340 | 8,152,825 | 8,879,001 | | | | |

Subject: 2019 Advisory Budget Committee (ABC) Budget Recommendations

The proposed 2019 Operating Budget that was submitted to the Town Manager totals \$7,648,681. The proposed budget is an increase of \$352,378, or 4.8%, more than the approved 2018 Operating Budget. Note: this includes 53 weeks of Payroll at a cost of \$43,152.66 for the additional week.

The proposed 2019 General Government Budget totals \$5,767,436. The proposed budget is an increase of \$295,598, or 5.4% more than the approved 2018 General Government Budget.

The primary components of the General Govt Budget include:

- **Public Works** which includes the Highway & Transfer Station and that comprises 40.69% of the Operating Budget. The proposed Public Works budget totals \$2,346,955. This is an increase of \$168,954 or 7.8% over the 2018 approved budget (this increase contains \$75,000 added to the paving budget line from Warrant article 23 of the 2018 Town Meeting);
- **Public Safety** which includes the Police, Fire, Ambulance, EMS, & Safety Services Building and that comprises 21.95% of the Operating Budget. The proposed Public Safety Budget totals \$1,265,835. This is an increase of \$53,313 or 4.4% over the 2018 approved budget;
- **General Government** which includes Executive, Finance, Government Buildings, Town Clerk, and other smaller departments, and that comprises 20.75% of the Operating Budget. The proposed General Government budget totals \$1,196,818. This is an increase of \$48,880 or 4.3% over the 2018 approved budget;
- **Public Service** which includes the Library, Recreation, Welfare, and various annual events, and that comprises 11.02% of the Operating Budget. The proposed Public Service budget totals \$635,466. This is an increase of \$30,811 or 5.1% over the 2018 approved budget;
- **Debt Service** comprises 5.9% of the Operating Budget. The proposed Debt Service budget totals \$322,362. This is a decrease of \$6,360 or 1.91% under the 2018 approved budget.

The Enterprise Funds include the Water and Sewer Department and the Hydroelectric Plant, and are managed by the Water and Sewer Commission and the Board of Selectman respectively. The Commission and Board are responsible for setting rates to offset spending.

- The proposed Water Department budget is \$531,090. This is an increase of \$19,481 or 3.8% over the 2018 approved budget.
- The proposed Sewer Department budget is \$1,116,243. This is a increase of \$36,500 or 3.4% more than the 2018 approved budget.
- The proposed Hydroelectric Plant budget is \$233,912. This is an increase of \$799 or .3% more than the 2018 approved budget.

2019 Town Warrant Articles Summary

| Article | Description | Amount | New Tax dollars raised in 2019 | Not Recomm ended | Revenue Offset/No increase to tax rate | |
|---------|--|--------------------|--------------------------------------|------------------------|---|--------------------------------|
| | Records preservation Town Clerk | \$10,000 | \$10,000 | | | |
| | Purchase new voting booths | \$8,659 | \$8,659 | | | |
| | Add to Highway & Transfer Station Equipment Capital Reserve | \$135,000 | \$135,000 | | | |
| | Purchase and equip new Highway Dump Truck with plow and sanding apparatus CR H-4 | \$184,000 | | | \$184,000 | \$15,000 trade Net \$169000 |
| | Phase 3 Cold Storage Building(funds from Hydro) | \$69,000 | | | \$69,000 | |
| | Add to Used Highway Equipment Capital Reserve | \$25,000 | \$25,000 | | | |
| | Add to Town Buildings Capital Reserve Fund | \$40,000 | \$40,000 | | | |
| | Add to Fire Equipment Capital Reserve | \$115,000 | \$115,000 | | | |
| | Fire Quick Response Vehicle CR | \$125,000 | | | \$125,000 | |
| | Add to Bridges Capital Reserve | \$50,000 | \$50,000 | | | |
| | Capital Reserve for Software/Technology | \$10,000 | \$10,000 | | | |
| | Capital Reserve Fund Buy Trustes equity in Old Abbott Library | \$50,000 | \$50,000 | | | |
| | Conservation Fund ** | \$55,000 | \$55,000 | | | |
| | Add to Milfoil Control Non-Capital Reserve Fund | \$5,000 | \$5,000 | | | |
| | Cemetery Trust from Fund Balance | | | | | |
| | Police Dept Full Time Secretary Position | \$21,520 | \$21,520 | | | |
| | Sewer Pump Stations Upgrade (Sewer Funds) | \$370,000 | | | \$370,000 | |
| | Refurbish the Water & Sewer Dept 2003 CAT Backhoe (W&S Funds) | \$30,000 | | | \$30,000 | |
| TOTALS: | | \$1,303,179 | \$525,179 | | \$778,000 | |

**not Reduced by Land Use Change Tax Revenue

*\$ 105,000 new tax dollars raised in 2015

*\$ 250,000 new tax dollars raised in 2016

*\$ 485,000 new tax dollars raised in 2017

*\$ 600,000 new tax dollars raised in 2018

The Proposed 2019 Recommendations:

>Public Works: This budget affects all residents who travel over our Town roads and bridges, use the Town boat launch and parking facilities, or use the Town transfer station including participating in the annual household hazardous waste days. Funding the Highway Department goes towards maintaining, repairing, and/or resurfacing the Town's fifty-one plus miles of paved and gravel roads including maintaining the storm water system. Additionally, the Highway Department services and maintains all the Town's vehicles and equipment including Sunapee School District's school buses. The budget contains petroleum products within it that are subject to the volatility of commodity pricing so an increase in cost is expected. ABC recommends the Transfer Station continue to explore methods to decrease the amount of solid waste that is processed through the Town's facility like the Take-it or Leave-it shop. The shop has been very successful in removing and repurposing solid waste items that would have cost the taxpayers money. ABC recommends the Transfer Station launch a pilot project in conjunction with the New Hampshire Department of Environmental Services (NHDES) for composting yard and leaf waste and in the future food waste. ABC recommends accepting the budget as presented.

>Public Safety: This budget provides funding for the protection and preservation of life and property to Sunapee residents, businesses and the Town. In addition, it provides protection for the town's public safety employees in the performance of their duties. ABC encourages our public safety departments to research state and federal programs to bring funds to our community where it's practical. ABC recommends accepting the budget as presented.

>General Government: This budget ensures the Town Office personnel and the Town Clerk/Tax Collector have the equipment, software, and means to maintain the tax base, collect the taxes, and track spending. Funds in the budget provide for the maintenance, repairs and/or improvements at the Town Office, and for other municipal buildings. All major repairs and/or improvements are completed in accordance with the Building Maintenance Capital Reserve Plan. ABC recommends town officials continue to upgrade technology to improve accessibility and ensure security, increase efficiencies, as well as provide town information for all residents. The Town should continue to address strategies for energy savings and implement new programs for efficiencies. ABC further recommends the protection and preservation of official Town records. ABC recommends accepting the budget as presented.

>Public Service: This budget funds Library programs and facilities, Recreation and Welfare programs for all town residents. ABC recommends that current services and programs be maintained through the budget in relationship to what the residents want and are requesting. ABC recommends coordination of services with outside agencies and other Town departments. ABC recommends accepting the budget as presented.

>Public Debt: Public debt is incurred by 60% voter approval of prior town warrant articles for town buildings and infrastructure as an investment in the community. ABC Committee recommends pursuing any available options to reduce public debt.

>Enterprise Funds: The Town of Sunapee has three (3) enterprise funds, which are supported by the revenue they generate. Water and Sewer is supported by user fees and the Hydroelectric Power Plant is supported by the revenues it generates. Enterprise funds submit their budgets to the Board of Selectmen and they are incorporated into the overall budget. The net effect to the tax rate is zero. ABC acknowledges the Enterprise Funds' budgets as presented.

>**Warrant Articles:** Sincere efforts have been made to work on warrant articles that meet the needs of the town. Each warrant article is discussed and reviewed individually before being considered for approval. ABC recommends that the Board of Selectmen consider drawing funds from the Hydroelectric Power Plant, Capital Reserve Funds and Undesignated Fund Balance when funding requests are within the guidelines. ABC recommends continuing this practice.

The Budget Advisory Committee recognizes and appreciates the efforts of all the associations within the community that do contribute to offset tax dollars.

Respectfully submitted:
Advisory Budget Committee