

SUNAPEE BOARD OF SELECTMEN  
6:00PM Town Office Meeting Room  
Monday, December 16, 2019

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

REVIEW OF ITEMS FOR SIGNATURE:

**MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BONDS:**

**Parcel ID:0148-0025-0000 7 Morningside Drive, Lance & Christina Harbour**

**Parcel ID:0148-0037-0000 16 Sunnyside Drive, Bradford & Sarah Kassey**

**By Selectman Gottling, seconded by Selectman Hastings. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING PROPERTY TAX REFUND**

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

**By Selectman Hastings, seconded by Selectman Gottling. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING TIMBER TAX ABATEMENT:**

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

**By Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:**

**Parcel ID:0202-0012-0000 89 Perkins Pond Road, Margaret Tarzia**

**By Selectman Hastings, seconded by Selectman Gottling. Unanimous.**

APPOINTMENTS

6:15PM-ABC Committee

Linda Tanner said that tonight the committee's job is to keep reviewing the "draft" copy of the 2020 ABC Budget Recommendations. The first part are the numbers which have been provided by the Finance Department and the Warrant Article Summary. The numbers are the correct numbers and will not change. In the warrant article summary Scott Hazelton received a new bid amount for the New Harbor Boat Launch from Hansen Bridge. The amount will be decreased from \$220,000 to \$200,000. Chairman Trow said the Employee Health Insurance Capital Reserve should also be taken off the list. There are enough funds in the account to cover the deductible costs this year. **Motion to accept the 2020 ABC Budget Recommendations as edited by Chief Cahill, seconded by Chief Ruggles. Unanimous**

Linda Tanner didn't get any suggestions from other members, so she passed out the document that she had updated. The group started with the Public Works section which Scott Hazelton made changes too. Chris Whitehouse stated that at the School meeting it was said that the Town does not service and maintain their buses. Kevin Cooney said his understanding is that the School feels the Town Mechanic is not as reliable as it could be. Scott Hazelton replied that right now the Mechanic the Town has cannot do the inspections. The Mechanic is working on getting his state license. As far as doing general repairs the Town is working on the buses. Linda Tanner went over the corrections made to the Public Works section and ask for a motion to accept.

**Motion to accept by as written by Chris Whitehouse, seconded by Chief Ruggles. All in Favor except Scott Hazelton Abstained.**

**Public Safety-Motion to accept as written by Mindy Atwood, seconded by Scott Hazelton Unanimous**

**General Government-Motion to accept with changes by Selectman Gottling, seconded Aaron Warkentien. All in Favor except Chris Whitehouse Opposed**

**Public Service-Motion to accept as written by Chief Cahill, seconded by Scott Hazelton.**

**Unanimous**

**Public Debt-Motion to accept as written by Chairman Trow, seconded by Chief Cahill.**

**Unanimous**

**Enterprise- Motion to accept as written by Aaron Warkentien, seconded by Chief Cahill.**

**Unanimous**

**Warrant-Motion to accept as written by Chief Cahill, seconded by Chief Ruggles.**

**Unanimous**

**Change wording on last sentence. Motion to accept with changes by Chief Cahill, seconded by Scott Hazelton. Unanimous.**

**Motion to authorize Linda Tanner to work with Barbara Vaughn to make the changes that have been voted on tonight and will be presented at the Budget Hearing by Chief Cahill, seconded by Mindy Atwood. Unanimous**

**Motion to adjourn by Chief Cahill, seconded by Scott Hazelton. Unanimous.**

7:45PM-Van Webb-Conservation Commission

Donna Nashawaty said as requested by the Board at the last meeting she contacted Van Webb and conveyed the discussion the Board had regarding the Conservation Commission's warrant article. Van Webb said the Commission firmly believes they still should be asking for the warrant article for \$55,000. The first reason is the Commission believes every time they protect an acre of ground or a parcel of property in Sunapee, they're actually protecting a parcel that's an appreciating asset to the town. The Commission feels those parcels will really prove invaluable for the Town of Sunapee. The Commission feels if they can protect property with today's dollars, that the town will see benefits that they don't ever foresee in another 20 years. An example would be the 2 water wells on the Wendall Marsh property. That property was protected for very reasonable dollars and the town now has wells that prove out to 80,000 gallons a day for water capacity, which might be a valuable resource in 2, 3 or 5 years. The second reason is their yearly costs, over the long term, are very small. And the third reason is the Commission believes there's a real strong feeling that taxpayers support their programs and support the land protection work the Commission does. Van Webb thinks it shows in spades when you look at the town vote tallies for the last decade. If you look at the vote, he feels the taxpayers overwhelming support Conservation. The Commission feels they have a very strong case in asking for the \$55,000. So far, the Commission has protected 2,375 acres in Sunapee, which is about 14.8% of the land base. The Commission would like to see the Board support the warrant article. After some discussion, the Board thanked Van Webb for coming and Van Webb thanked the Board for their support.

#### **PUBLIC COMMENTS:**

•Chris Whitehouse said with the reduction of the \$20,000 from the boat launch warrant article it puts the town about \$40,000 more than last year in warrant articles. Can the town take the \$20,000 and apply it towards one of the other warrant articles? Chairman Trow replied that the Board will discuss funding sources for the remaining warrant articles later in the meeting. Donna Nashawaty wanted to clarify that the \$20,000 will not reduce the amount because it was already put on the Hydro funding side.

The column to be raised by taxes has no change based on the deduction.

#### SELECTMEN ACTION

- Special Recreation Fund Transfer

Scott Blewitt would like to transfer money from the Special Recreation Fund to the General Fund in the amount of \$37,141.08. **Motion to transfer \$37,141.08 from the Special Recreation Fund to the General Fund by Selectman Gallup, seconded by Selectman Gottling.**

**Unanimous.**

- Employee Health Insurance Expendable Trust Fund Transfer

Donna Nashawaty said the town received the December bill which was not included in the packet materials. The exact amount of the bill was not known so the Board will hold off on the motion and the amount will be included in the December 30<sup>th</sup> meeting packet.

- Adopt Fire Retro Pay Policy

Donna Nashawaty had some discussion trying to figure out what the amount of the retro pay would be knowing that some of the positions were still in flux. Donna Nashawaty and the Finance Director had a discussion regarding the language the Board of Selectmen intended. Donna Nashawaty said that the fire pay motion be set based on the Seasonal/Elected/ Non-Classified rate of pay the Selectmen adopted on September 23, 2019. The pay will be retroactively to March 13, 2019. The rate of pay scheduled is attached. **Motion to issue the retro checks as soon as the people are placed in their new positions by Chairman Trow, seconded by Selectman Gottling. Unanimous.** Donna Nashawaty emailed Chief Ruggles telling him the 2019 budget is complete except for the hourly wage adjustment for the end of March through November hours. The 2019 budgeted amount is \$76,202, the actual amount paid out to date is \$64,723.55. The maximum payout for the hourly wage adjustment for the end of March through November hours is \$20,117. **Motion to encumber up to \$20,117 out of the part-time payroll line for the pay of 2019 by Chairman Trow, seconded by Selectman Hastings. Unanimous.**

- New Job Description: Light Equipment Water/Sewer Operator Grade 10 Replace Operator/Mechanic Water/Sewer Grade 11

Donna Nashawaty said the Water & Sewer Commissioners discussed some position changes. They have a new job description for a Light Equipment Water/Sewer Operator that will be a grade 10. It will replace the Operator/Mechanic Water/Sewer grade 11. **Motion to approve and adopt the new job description for the Light Equipment Water/Sewer Operator at a grade 10 and remove the Operator/Mechanic Water/Sewer at grade 11 by Chairman Trow, seconded by Selectman Hastings. Unanimous.**

- Personnel Handbook Update-Adopt Replacement Section 513

Donna Nashawaty said this is a modification that the federal Government is making on the requirements for holding a CDL. Everyone will have to annually review and update their staff members information. **Motion to adopt the modification of Section 513 in the employee Handbook by Selectman Gallup, seconded by Selectman Hastings. Unanimous.**

- Appointment of Deputy Town Clerk & Tax Collector-Rachel Carmen

Betty Ramspott has made a choice for the Deputy Town Clerk/Tax Collector. Her name is Rachel Carmen and she will be starting on Monday, December 23<sup>rd</sup>. **Motion to appoint Rachel Carmen as the Deputy Town Clerk & Tax Collector per Betty Ramspott's recommendation by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

Ballot Clerk

Betty Ramspott said a letter was sent out to Selectman Gottling by one of the Ballot Clerks who after 40 years of service will be resigning as the Democratic Ballot Clerk on December 31, 2019. Betty Ramspott said Sally Putonen was a great Ballot Clerk and has been at almost every single election. Chairman Trow suggested a letter of appreciation be sent from the Board to Sally Putonen. **Chairman Trow made a motion to send a letter of appreciation to Sally Putonen from the Board of Selectmen and Town Clerk, seconded by Selectman Gottling.**

**Unanimous.**

•Continue Warrant Article Review Discussion

Chairman Trow said the Route 11 Project and the Design for water service to the Highway Garage from Fund Balance and the Harbor Boat launch is from Hydro, the amount is \$200,000. Chairman Trow said Hydro is used to its extent based on this. Chairman Trow said he didn't see any other considerations unless the Board wanted to contribute to the Dirt Roads Capital Reserve from Fund Balance. Currently the Board is pulling \$43,000 from Fund Balance. Chairman Trow stated that as it stands right now if everything passed \$484,201 new tax dollars, where last years total was \$446,520. Donna Nashawaty said it was equal to or less than the 2 previous years. The capital reserve warrant articles are annual standard or fixed amounts. After reviewing the remaining warrant articles the Board agreed they didn't see any other considerations. Selectman Augustine said the next step would be to put the articles in order. Donna Nashawaty said the TTHM warrant article, which is a bond must be first and then the operating budget. The Board discussed and decided the new harbor boat launch from Hydro would be after the operating budget and the rest would stay in the same order.

#### CHAIRMAN'S REPORT

Selectman Gallup wanted to talk about the email Donna Nashawaty sent to the Board regarding the issues the Town is having with the Postal Service Rural Delivery service. Selectman Gallup said the service is pathetic and he really doesn't care what their problems.

The United States Post Office has pledged to the town that they would deliver the mail and ever since the operation has moved to Newport there have been nothing but problems. Selectman Gallup thinks it would be appropriate as a Board to instruct the Town Manager to draft a letter of complaint and make 100 copies of it and send it to our Senators, Representatives, Postmaster General and all the way to the President's desk if needed. The Board can even sign it if that might carry more weight. At least the Town will be on record as not being pleased with the situation. **Motion to instruct the Town Manager to draft a letter of complaint and bring to the next meeting for Board signatures by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

•Chairman Trow said he already talked a little about the fire stuff and how the hiring was going and the Firewards are pushing Chief Ruggles to make things happen there. Chairman Trow asked if the Finance Director had reposted the Assistant Fire Chief. Donna Nashawaty replied that the Finance Director did not take it down from the town's website and she is waiting for approval on the language in the ad and what newspaper the Fire Chief wants to use.

•Selectman Augustine asked what the timing is for the holiday week to get something on the agenda for the meeting on Monday, December 30<sup>th</sup>. Donna Nashawaty replied Thursday by noon.

## TOWN MANAGER REPORTS

- November Revenue & Expenditure Reports

The Board reviewed the November Revenue and Expenditure reports.

- Town Report Cover & Dedications

Donna Nashawaty wanted the Board to start thinking about what they would like to see on the cover of the Town Report and dedications.

- Donna Nashawaty said tomorrow is the day the check in the amount of \$3,852,193 will be delivered to the County.

### Comp Time

Donna Nashawaty said she has an awkward situation and she's not sure how to handle it.

Employees could earn comp time, which is done when they take comp time instead of money for their overtime hours. As a new employee you accrue vacation time but cannot use it until after the first year. The Highway Department has a few new employees who asked if they could use their overtime hours as comp time instead of taking the money. The town policy doesn't state that comp time can be used in the overtime calculation. Donna Nashawaty would like the Board to add comp time to the town policy.

- Steven Whitley

Mitchell Municipal Group has notified the town that Steven Whitley will be leaving the firm.

### Otter Pond Dam

Donna Nashawaty received a call from Tony Bergeron, who along with Gerry Shelby, has been taking care of the Otter Pond Dam. He is asking that the town assign this project to someone else. After some discussion, the project will be assigned to the Highway Department, possibly under Buildings and Grounds.

**Meeting Adjourned 9:31PM**

**Respectfully Submitted by,**

**Barbara Vaughn**

**Administrative Assistant**

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:00PM Town Office Meeting Room  
Monday, December 16, 2019

1. REVIEW OF ITEMS FOR SIGNATURE:

LAND DISTURBANCE BOND:

Parcel ID:0148-0025-0000 7 Morningside Drive, Lance & Christina Harbour

Parcel ID:0148-0037-0000 16 Sunnyside Drive, Bradford & Sarah Kassey

PROPERTY TAX REFUND

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

TIMBER TAX ABATEMENT:

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

INTENT TO CUT:

Parcel ID:0202-0012-0000 89 Perkins Pond Road, Margaret Tarzia

2. APPOINTMENTS

6:00PM-Chris White, CIP Chairman

6:15PM-ABC Committee

7:45PM-Van Webb-Conservation Committee

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Special Recreation Fund Transfer

- Employee Health Insurance Expendable Trust Fund Transfer

- Adopt Fire Retro Pay Policy

- New Job Description: Light Equipment Water/Sewer Operator Grade 10 Replace Operator/Mechanic Water/Sewer Grade 11

- Personnel Handbook Update-Adopt Replacement Section 513

- Appoint of Deputy Town Clerk & Tax Collector-Rachel Carmen

- Continue Warrant Article Review Discussion

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- November Revenue & Expenditure Reports

- Town Report Cover & Dedications

7. UPCOMING MEETINGS:

12/17-5:30PM-Energy Committee, Town Meeting Room

12/18-7:00AM-Firewards Meeting,

12/18-Noon-Employee Christmas Party, Safety Services Building

12/19-5:30PM-Water & Sewer Commission, Town Meeting Room

12/25-Christmas-Town Offices Closed

12/30-6:30PM-Board of Selectmen, Town Meeting Room

## **Subject: 2020 Advisory Budget Committee (ABC) Budget Recommendations**

Updated Report

The proposed 2020 Operating Budget that was submitted by the Town Manager totals \$7,926,922. The proposed budget is an increase of \$278,241, or 3.6%, more than the approved 2019 Operating Budget.

The proposed 2020 General Government Budget totals \$5,936,377. The proposed budget is an increase of \$168,941, or 2.9% more than the approved 2019 General Government Budget.

The primary components of the General Govt Budget include:

- **Public Works** which includes the Highway & Transfer Station and that comprises 39.18% of the Operating Budget. The proposed Public Works budget totals \$2,325,808. This is a decrease of \$21,147 or -4.2% under the 2019 approved budget.
- **Public Safety** which includes the Police, Fire, Ambulance, EMS, & Safety Services Building and that comprises 22.28% of the Operating Budget. The proposed Public Safety Budget totals \$1,322,484. This is an increase of \$56,649 or 4.5% over the 2019 approved budget;
- **General Government** which includes Executive, Finance, Government Buildings, Town Clerk, and other smaller departments, and that comprises 22.41% of the Operating Budget. The proposed General Government budget totals \$1,330,129. This is an increase of \$133,311 or 11.1% over the 2019 approved budget;
- **Public Service** which includes the Library, Recreation, Welfare, and various annual events, and that comprises 10.81% of the Operating Budget. The proposed Public Service budget totals \$641,827. This is an increase of \$6,361 or 1.00% over the 2019 approved budget;
- **Debt Service** comprises 5.33% of the Operating Budget. The proposed Debt Service budget totals \$316,129. This is a decrease of \$6,233 or 1.90% under the 2019 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 \$552,720. This is an increase of \$21,630 or 4.1% over the 2019 approved budget.
- The proposed Sewer Department budget is \$1,154,220. This is an increase of \$37,977 or 3.4% more than the 2019 approved budget.
- The proposed Hydroelectric Plant budget is \$283,605. This is an increase of \$49,693 or 21.2% more than the 2019 approved budget.

## 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	
TTHM Remediation Article ( Water Users Paying)	\$400,000		\$400,000	
Budget Authorization				
New Harbor Boat Launch from Hydro	\$200,000		\$200,000	
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	\$25,000	\$25,000		\$15,306.74
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	
Route 11 Project from Fund Balance	\$27,000		\$27,000	
Design & Permitting Water & Sewer Service to Hwy				
Garage Building from Fund Balance	\$16,000		\$16,000	
Asset Management Article (Sewer)	\$30,000		\$30,000	
Full Time Library Aide III	\$34,200	\$34,200		
<b>TOTALS:</b>	<b>\$1,268,000</b>	<b>\$484,200</b>	<b>\$783,800</b>	

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

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

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

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

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

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

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

\$370,000 new tax dollars raised in 2014

\$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

\$446,520 new tax dollars raised in 2019

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.



## **The Proposed 2020 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 systems. Additionally, the Highway Department strives to service and maintain 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 price fluctuations are 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. The Transfer Station launched a pilot project in conjunction with the New Hampshire Department of Environmental Services (NHDES) for composting yard and leaf waste during the summer and the program is off to a great start. 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. ABC acknowledges that the Election Budget fluctuates depending on the number of elections in each calendar year. In the year 2020 there are 4 elections.

>**Public Service:** This budget funds Library and Recreation programs and facilities, and Welfare programs. 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 Advisory Budget Committee recognizes and appreciates the efforts of all the individuals and associations within the community that do contribute to offset tax dollars.

Respectfully submitted:  
Advisory Budget Committee

### Conservaton Commission Fund

Bank Balance as of November 30, 2019	\$217,093.37
2019 Warrant Article due to Fund	\$55,000.00
2019 Land Use Tax to date due to fund	\$1,609.50

Total Assets	\$273,702.87
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Due to General Fund	\$143,928.78
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<b>Balance Available in Conservation Fund</b>	<b>\$129,774.09</b>
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Dewey Woods	\$1,609.14
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Town Forest Fund	\$5,215.69
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Bartlett Tyler Fund	\$29,090.70
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### Special Revolving Fund

Beginning Balance	\$66,924.64
Revenue due to Spec Rec from General Fund	\$51,037.04
Expenses due to General Fund	-\$37,141.08
Balancing remaining Spec Rec Fund	\$80,820.60

### Expenditure due to General Fund

12/21/2018 Belletetes	\$40.49	
12/21/2018 Pleasant Acres Corp	\$795.00	
12/21/2018 Echo Communications	\$414.00	
12/31/2018 Rec Maintenance	\$2,239.23	
4/19/2019 Paint N'Place	\$2,606.00	
5/24/2019 J. Polep Distributions	\$1,693.50	
5/24/2019 Scott Blewitt	\$100.00	Dewey Beach Start Up
5/24/2019 Belletetes	\$9.85	
5/24/2019 Coca- Cola Northern New England	\$1,173.51	
6/21/2019 Paint N'Place	\$480.00	
6/21/2019 Paint N'Place	\$532.00	
6/28/2019 J. Polep Distributions	\$776.00	
7/5/2019 Atlas PyroVision Entertainment	\$12,750.00	
7/12/2019 J. Polep Distributions	\$919.31	
7/12/2019 Coca- Cola Northern New England	\$414.54	
7/12/2019 J. Polep Distributions	\$502.65	
7/26/2019 Harding Hill Farm	\$270.00	
8/2/2019 Pinnacle Timing	\$500.00	
8/16/2019 Eastern Fat Tire Association	\$247.50	
9/6/2019 Paint N'Place	\$1,000.00	
10/25/2019 Sunapee Graniteworks	\$3,290.00	
11/22/2019 Scott Blewitt	\$250.00	
11/29/2019 Harding Hill Farm	\$1,112.50	
11/29/2019 Paint N'Place	\$3,375.00	
12/6/2019 Sunapee Heritage Alliance	\$150.00	
12/13/2019 Pinnacle Timing	\$1,500.00	Turkey Trot
Due to General Fund	\$37,141.08	

## Request of Selectmen for Fire Retro Pay

The fire pay was set for all but the Chief and AA at \$10 per hour as of March 13, 2019.

The Selectmen acknowledged that in the past a point system that awarded bonus points for rank and training were in addition to the \$10 per point hour.

The Selectmen on September 23<sup>rd</sup> 2019 adopted a Seasonal/Elected/Non Classified rate of pay for the firmen as follows:

Assistant Chief		\$19.00
Captain	2	\$18.00
Lieutenant	4	\$17.00
Firefighter		\$11.00
Firefighter 1		\$12.00
Firefighter 2		\$13.00
EMR		\$12.00
EMT		\$13.00
AEMT		\$14.00
PENT		\$15.00
EMR + Firefighter 1		\$13.00
EMR + Firefighter 2		\$14.00
EMT + Firefighter 1		\$14.00
EMT + Firefighter 2		\$15.00
A-EMT + Firefighter 1		\$15.00
A-EMT + Firefighter 2		\$16.00
P-EMT + Firefighter 1		\$16.00
P-EMT + Firefighter 2		\$17.00
Training Officer		\$16.00
Photographer		\$11.00

Pay for Fire Department employees has been continued to be paid on a monthly basis at \$10 per hour for hour of call and hour of training.

For 2019 employee's, the intent is to retroactively to March 13, 2019 award the rate of pay to the person who is appointed to the position in the new fire department structure.

## **Town of Sunapee, NH**

<b>POSITION:</b> LIGHT EQUIPMENT/W&S OPERATOR	<b>DEPARTMENT:</b> WATER & SEWER DEPT
<b>FLSA STATUS:</b> NONEXEMPT	<b>REPORTS TO:</b> Water and Sewer Assistant Superintendent.
<b>LABOR GRADE:</b> 10	<b>DATE:</b> 12/16/19

### **GENERAL SUMMARY**

Performs highly responsible work in the operation, maintenance and repair of water and sewer system equipment for a municipal water and sewer department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

Coordinates and performs schedules, preventative and emergency maintenance and repair of water distribution and treatment as well as wastewater collection and treatment equipment.

Develops, recommends and implements repair, maintenance schedules for water and sewer equipment.

Operate and maintain mechanical and electrical equipment used in the water and wastewater treatment system.

Assures that accurate records are kept from the maintenance and repair of the department's facilities and equipment.

Prepare routine reports on plant and system maintenance operation.

Performs basic mathematical computations rapidly and easily

Performs department facility rounds according to rotating schedule and needs of the system, including weekends and holidays.

Perform weekend tests at waste-water treatment facility and water treatment facilities on a rotating schedule.

Establish and maintain effective working relationships with the public, co-workers, federal and state officials.

Order, and maintain inventory of repair parts, and other supplies.

Install, maintain and perform seasonal connect, disconnect and maintenance on water lines and hydrants.

Familiar with and execute safe work procedures associated with assigned work.

Install and remove water meters as needed.

Test, repair or replace water meters as needed

Perform other duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

Flexibility in dealing with assigned work in either water or sewer, depending on the needs of the department. Required to work in waste-water treatment, as needed, and acquire the skills to perform effectively in those circumstances.

### **SUPERVISORY CONTROLS**

The Water and Sewer Assistant Superintendent or Superintendent assigns all work tasks and/or projects with general instructions and timeframes for completion. The employee is responsible for keeping the Assistant Superintendent informed of the status of all phases of work tasks and projects that are assigned.

## **GUIDELINES**

Guidelines include Town and Department policies and procedures.

## **PERSONAL CONTACTS**

The public, co-workers, town, federal and state officials.

## **PURPOSE OF CONTACTS**

Establish and maintain effective working relationships with the public, co-workers, federal and state officials.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

HS Diploma or GED. Demonstrated mechanical maintenance and repair of water & sewer equipment; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

## **LICENSING AND CERTIFICATION**

Valid NH CDL license and two of the following: Grade I Water Treatment Operator, Grade I Water Distribution System Operator, Grade I Waste Water Collection System Operator, or Grade I Waste Water Treatment Operator or have the ability to obtain these in a reasonable period of time.

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Heavy and Light-duty trucks; backhoe; Bobcat; jetting and vacator units; various hand and power tools; telephone; two-way radio; copy machine; analysis and testing equipment; computers.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, carry, and move up to 25 pounds, reach above and below shoulder height, and be required to push and or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

## **WORK ENVIRONMENT**

Equipment and vehicle cabs; various rough and uneven surfaces, wet and slippery surfaces, laboratory tables, concrete and tile floors, rocky and all other surfaces required for the position.

Approximately 25% of the work is performed inside in the office on a computer, and 75% is performed outdoors during all types of weather.

**Possible Occupational Exposures:** Chlorine (liquid & gas); Sodium Hydroxide; Sulfur Dioxide; Zinc Polyphosphate; Raw Sewage.

## **WORK SCHEDULE**

7:00 a.m. to 3:30 p.m. Monday through Friday with the ability to perform department facility rounds according to rotating schedule and needs of the system, including weekends and holidays. Must be available 24 hours per day for and all types of departmental emergency situations.

**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.**



## 513 Sunapee Highway Department Mandatory Drug and Alcohol Testing

In order to comply with the mandate of the United States Department of Transportation, and to provide a safe, drug and alcohol free work environment, all Public Works Department employees who are required to hold a commercial driver's license will be required to submit to drug and alcohol screens in accordance with the Federal Rules and Regulations on Alcohol and Controlled Substance Testing. ~~The use, possession, sale or transfer of illegal drugs, on or off the job, will be cause for termination.~~

~~As outlined in the Federal Motor Carrier Safety Regulations Title 49 CFR Part 382 of the U. S. Department of Transportation, Sunapee Highway Department truck drivers will be tested. Refusal to participate in an alcohol or drug screening, whether selected randomly or for cause, will result in immediate termination.~~

~~The use of illegal drugs or alcohol on or off duty by employees can impair their ability to perform tasks that are critical to proper performance and can result in the potential for accidents while on duty and a threat to public safety.~~

~~The drinking of alcoholic beverages during working hours is strictly prohibited. The consumption of illegal substances by employees in any amount before or during working hours is strictly prohibited. If an employee reports to work under the influence of drugs or alcohol, consumes drugs or alcohol while on duty, or refuses to submit to a drug or alcohol test, disciplinary action will be taken; which, because of our type of work, will be termination.~~

~~Drugs that will be tested for are alcohol, cocaine, marijuana, cannabinoids, amphetamines, opiates and any other drugs deemed appropriate by the New Hampshire Department of Transportation. Testing will be done through the LRG Healthcare Drug and Alcohol Testing Consortium at their collection site (presently at Claremont Hospital). They will pick from a pool of names monthly to satisfy testing requirements (50% annual for drugs, 25% for alcohol). Names will be sent to the employer designate and the employer will notify the employee. The employee will then proceed to the site and be tested.~~

~~A Medical Review Officer (MRO) will review and interpret screen results and notify the driver of positive results prior to notifying the employer designate.~~

~~When a sample is taken, it is split with both bottles sent to the lab. One is used for the test; the other will remain sealed and stored. In the event of a positive test, the MRO will attempt to contact the driver to give him an opportunity to discuss the findings and examine legitimate medical explanations that could result in a positive result.~~

~~The driver will also have 72 hours to have the split specimen sent to another DHHS certified lab for re-testing. After certifying that the tests are either positive or negative, the MRO will notify the employer designee. Results of the tests will be kept in strict confidence and retained in the driver's record for 5 years. Information contained in the file will not be released without written permission of the driver, unless otherwise required by law.~~

~~Drug testing will be done for pre-employment, random, post-accident, reasonable suspicion and return to work and/or follow-up as outlined in Federal Motor Carrier Safety Regulations Title 49 CFR Part 382.~~

~~Consequences for positive drug and alcohol testing will consist of immediate dismissal. Refusal to submit to a test will be treated as a positive test. We reserve the right to test for drugs and alcohol either in blood, breath or urine.~~

## **STATEMENT OF PURPOSE**

Town of Sunapee, referred to hereafter as “The Company”, is committed to providing a safe work environment and protecting the health and well being of its employees and the general public. Involvement with illegal drugs and alcohol in the workplace can adversely affect job performance and public safety. When drivers of commercial motor vehicles engage in the misuse of drugs and alcohol, they increase the risk of causing accidents resulting in serious injuries and death. Therefore, the company is implementing a Controlled Substances and Alcohol Testing Policy as required by regulations set forth in Title 49 Code of Federal Regulations Part 40 and Part 382.

### **DESIGNATED EMPLOYER REPRESENTATIVE(S)**

Donna Nashawaty has/have been designated by the company as the individual(s) who will receive communications and test results from service agents and who is/are authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation process. All questions in regard to this policy will be directed to the Town Manager or Highway Director.

Contact Information:

Town Manager Work Phone: 603-763-2212

Highway Director Work Phone: 603-763-5060

### **COVERED EMPLOYEES**

This policy applies to all employees who operate a commercial motor vehicle to carry out their duties for the company and are required to possess a commercial driver license (CDL). Covered employees also include those commercial driver licensed employees that normally do not drive, but could be called upon to do so. Participation in the company’s controlled substances and alcohol testing program for all covered employees is considered to be a condition of employment.

A commercial motor vehicle is defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

1. Has a gross combination weight rating of 11,794 or more kilograms (26,001 pounds or more inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds).
2. Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds).
3. Is designed to transport 16 or more passengers, including the driver.
4. Is of any size and is used in the transportation of hazardous materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to placarded under the hazardous materials regulation (49 CFR Part 172, Subpart F).

### **SAFETY SENSITIVE FUNCTIONS**

A safety-sensitive function is defined as: All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a conforming sleeper berth.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

### **PROHIBITED CONDUCT**

Prohibited conduct addressed by this policy includes the following:

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. No driver shall use alcohol while performing safety-sensitive functions.
3. No driver shall perform safety-sensitive functions within 4 hours after using alcohol.
4. No driver required to take a post-accident alcohol test shall use alcohol for 8 hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
5. No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test.
6. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
7. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive, or has adulterated or substituted a test specimen for controlled substances. The company shall not permit a driver to continue to perform safety-sensitive functions if the company has actual knowledge of a driver violating any of the aforementioned prohibitions. The company can obtain actual knowledge based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or an employee's admission of alcohol or controlled substance use, except as discussed in the company's voluntary self-identification program.

## **PRESCRIPTION MEDICATIONS**

No driver may possess any prescription medication or report to work while using any prescription, except when he/she is under a doctor's care and the doctor has advised the driver that the substance does not affect his/her ability to operate a commercial motor vehicle. The use of medication that could affect a driver's safe job performance is prohibited while working. The driver shall report to the supervisor, the use of any prescribed medication and, without identifying the medication, shall provide a certificate from the driver's doctor that the use of the medication will not impair his/her ability to safely perform his/her duties. If as a result of testing under this policy, the driver is found to have the presence of a controlled substance in the body which is a result of the use of his/her legally prescribed medication that has not been reported, the driver shall be removed from service without pay until it is determined that the use of medication will not impair his/her ability to safely perform assigned duties.

## **FMCSA DRUG AND ALCOHOL CLEARINGHOUSE (Part 382.701), effective 01/06/2020**

The following personal information collected and maintained under this part shall be reported to the clearinghouse once it becomes active and thereafter:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at 382.107;
  - a. On duty alcohol use pursuant to 382.205;
  - b. Pre-duty alcohol use pursuant to 382.207;
  - c. Alcohol use following an accident pursuant to 382.209; and
  - d. Controlled substance use pursuant to 382.213;
- A substance abuse professional (SAP as defined in 40.3 of this title) report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and
- An employer's report of completion of follow-up testing.

## **CONTROLLED SUBSTANCES AND ALCOHOL TESTING**

**Pre-Employment Testing:** Prior to the first time a driver performs a safety-sensitive function for the company the driver must undergo testing for controlled substances and obtain a negative

result as a condition of employment. This requirement also includes employees transferring from a non safety-sensitive function to a safety-sensitive function. A driver who tests positive will not be considered for employment.

**Post-Accident Testing:** As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol if the accident resulted in the following:

1. A loss of human life (fatality).
2. The driver receives a citation for a moving violation and the accident involved bodily injury to a person, who as a result of the injury, immediately receives medical attention away from the scene of the accident.
3. The driver receives a citation for a moving violation and the accident involved one or more motor vehicles incurring disabling damage, resulting in one or more motor vehicles being towed away from the scene.

The testing for alcohol must be conducted as soon as practicable or within 8 hours after the accident. The driver will cease attempts to be tested after 8 hours.

The testing for controlled substances must be conducted as soon as practicable or within 32 hours after the accident. The driver will cease attempts to be tested after 32 hours.

Failure to comply with post accident testing will be considered a refusal to be tested and will be grounds for termination.

**Random Testing:** All drivers will be subject to random controlled substances and alcohol testing. The minimum annual percentage rate for controlled substance testing shall be 25 percent of the average number of drivers. The minimum annual percentage rate for alcohol testing shall be 10 percent of the average number of drivers. The tests will not be announced in advance and will be reasonably spread out throughout the calendar year. The selection of drivers will be made by means of a scientifically valid computer number generator that is matched with social security numbers, payroll identification numbers, or other comparable identifying numbers, ensuring that each driver has an equal probability of being selected. After a driver is selected for a test and notified, the driver must immediately proceed to the test site. A driver will only be tested for alcohol while the driver is performing, about to perform or just completing a safety-sensitive function. Failure to comply with random testing will be considered a refusal to be tested and will be grounds for termination.

**Reasonable Suspicion Testing:** Company supervisors trained in reasonable suspicion awareness will have a driver tested for controlled substances and/or alcohol whenever that supervisor has reasonable suspicion that the driver has violated this policy in regard to the misuse of controlled substances and/or alcohol. The supervisor's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the driver. The supervisor will inform the driver in a confidential manner of his/her suspicions. The company will provide transportation to a testing site. The supervisor will make record of the observations leading to

the reasonable suspicion test within 24 hours. Failure to comply with reasonable suspicion testing will be considered a refusal to be tested and will be grounds for termination.

**Return to Duty Test:** A driver found to be in violation of the company's policy will not be permitted to return to duty in a safety-sensitive function until the driver has been evaluated and cleared by a substance abuse professional. The driver must also obtain a negative drug and/or alcohol test result before returning to duty in a safety-sensitive function.

**Follow up Testing:** A driver returning to duty in a safety-sensitive function after being evaluated and cleared by a substance abuse professional will be subject to at least 6 unannounced tests in the first 12 months and may be extended up to 60 months following a return to duty. The driver will adhere to all other requirements of that substance abuse professional. Failure to comply with follow up testing will be considered a refusal to be tested and will be grounds for termination.

### **CONTROLLED SUBSTANCE TESTING PROCEDURES**

The testing program for controlled substances required by the regulations is limited to five drug types: **Marijuana, Cocaine, Opioids, Amphetamines, Phencyclidine (PCP)**

All testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory. All collections are required to be conducted in a split-specimen technique, primary and secondary.

Driver protection is built into the testing procedures. In order to meet the federal requirements the only testing laboratories that can be used are those that have been certified by the Federal Government. The Substance Abuse and Mental Health Services Administration certifies laboratories that have met all the guidelines established by the Department of Health and Human Services.

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test. If the results of the initial test are negative, the testing laboratory will advise the Medical Review Officer (MRO) that the test was negative. No additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the test levels for any of the five drug classes, a second (confirmation) test is performed. This test is done in an entirely different manner from the initial one. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques.

Only specimens that are confirmed positive on the second (confirmation) test are reported positive to the MRO for review and analysis. Prior to the MRO making a final decision to verify

a positive result, he will give the driver an opportunity to discuss the result with him. He will contact the driver directly, on a confidential basis, to determine if the driver wants to discuss the result. If the MRO is unable to reach the driver, he will then contact a company official who will in turn direct the driver to contact the MRO. If the company official, after making all reasonable efforts, cannot make contact with the driver, the company can place the driver on temporary medically unqualified status or medical leave.

The MRO may verify a test as positive without communicating with the driver in three circumstances:

1. The driver expressly declines the opportunity to discuss the test.
2. The company official has made contact with the driver and instructed the driver to contact the MRO and five or more days have passed since the contact.
3. Other circumstances provided for in DOT agency drug testing regulations.

If the test result of the primary specimen is positive, the driver may request the MRO to send the secondary (split) specimen to a different certified lab for testing. If the driver wants the secondary (split) specimen tested, the driver must advise the MRO within 72 hours of being notified of the positive test result of the primary specimen. In most cases, the driver is usually responsible for the cost of analysis of the split specimen.

The testing of the secondary (split) specimen will be for the presence of drugs with no cut-off levels. If the result of the test of the secondary (split) specimen is negative, the MRO shall cancel the test.

### **ALCOHOL TESTING PROCEDURES**

Alcohol testing is done by testing breath, because breath is the most easily obtained bodily substance and the results are known within minutes of testing. The test results are displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). The EBT is a scientific instrument which determines the concentration of alcohol expressed as percent by weight. It does this by analyzing a specific volume of expired breath. The weight of alcohol in the breath sample is determined and the quantity of the alcohol converted to its equivalent value in blood. A BAC (blood alcohol concentration) of 0.10 means one tenth of a gram of alcohol per 210 liters of breath. The EBT will print three copies of each test result and the test results are numbered. A test may have two separate parts. The first test is the initial test. If the initial test shows a reading less than 0.02, the test is recorded as negative. If the initial test result is 0.02 or greater, a confirmation test will be done.

The alcohol testing will be done in a site that affords privacy to the drivers being tested. This site could be a room, van, or a partitioned-off area. Only one breath test will be done at one time. The person giving the test will not leave the testing sight during the test.

The first part of the testing process is to make sure that the EBT is operating properly. In the drivers

presence the technician runs an air blank test to make sure the EBT is working correctly, and the reading is zero. Next a sealed mouthpiece is opened and placed into the EBT. In order to get a sufficient quantity of deep lung air, the driver is requested to blow into the mouthpiece for at least 6 seconds, or until the EBT indicates that an adequate amount of breath has been obtained. The EBT will immediately read the results of the test and a copy of the printed results will be given to the driver. Printed results are not required for the initial test.

When the initial test results show a reading of 0.02 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15 minute waiting period will be observed. The purpose of the 15 minute waiting period is to ensure that the presence of mouth alcohol from recent use of food, tobacco, or hygiene products does not artificially raise the test result. As the confirmation test is done on the same EBT as the first test, the testing procedures will be the same.

When the confirmation result is different from the initial test, the confirmation test results will always be used to determine the consequences for the driver. A breath alcohol testing form will be prepared with a copy for the tested driver.

## **DRIVER COOPERATION**

Drivers who are subject to this policy are expected to comply fully with the testing process. Any obstructions to the testing process will be considered a violation of this policy and subject the driver to disciplinary actions, up to and including termination.

## **REFUSAL TO SUBMIT TO A TEST**

Drivers who are subject to this policy will not refuse to take a required test. Refusals to be tested will result in immediate termination. A refusal to be tested includes, but is not limited to the following:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
2. Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences a pre-employment test is not deemed to have refused to test.
3. Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test.
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen.



5. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
6. Fail or declines to take a second test the employer or collector has directed the driver to take.
7. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
8. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector or behave in a confrontational way that disrupts the collection process.
9. Is reported by the MRO as having a verified adulterated or substituted test result.

### **CONSEQUENCES**

If a driver tests positive for controlled substances, or is found to have an alcohol concentration of 0.04 or greater the driver will be subject to the following if not terminated:

1. Removed from performing safety-sensitive functions without pay.
2. Submit to an examination by a substance abuse professional (SAP). Upon a determination by the substance abuse professional, the driver may be required to undergo treatment for his/her drug or alcohol abuse. The driver must successfully complete the designated treatment or rehabilitation before he/she can be re-instated to performing a safety-sensitive function. The company is not responsible to pay for this treatment.
3. Submit to and pass a return-to-duty controlled substance and/or alcohol test depending on what test or tests the driver failed.
4. Submit to unannounced follow-up testing after he/she has been returned to duty.

For a second positive controlled substance or alcohol test, the driver will be immediately terminated. The driver will not be considered for re-employment with the company but will be advised of the resources available to him/her in evaluating and resolving the problems associated with the misuse and abuse of controlled substances and/or alcohol.

### **CONSEQUENCES FOR OTHER ALCOHOL RELATED CONDUCT**

If a driver tested for alcohol is found to have an alcohol concentration of 0.02 or greater but less than 0.04, the driver will be subject to the following:

1. The driver will be prohibited from performing safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the administration of the test.
2. Any subsequent offense of alcohol concentration of 0.02 or greater but less than 0.04, the company reserves the right to take disciplinary action against the driver up to and including termination.

### **THE EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE**

The misuse of illegal drugs and alcohol extend far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our highways. Employees with drugs or alcohol in their system are less productive and more likely to injure themselves or other persons in an accident. Drug and alcohol abusing employees increase the costs related to productivity, loss of personnel, absenteeism, accidents, theft, and treatment and deterrence programs. Also, medical costs are higher and are passed on to the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes a number of changes in behavior. Even low doses can impair the judgment and co-ordination required for driving. Low to moderate doses increase the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and liver.

### **SIGNS AND SYMPTOMS OF A DRUG OR ALCOHOL PROBLEM**

Drugs can show their effect in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disorientated behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy and depression. Signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance and confusion.

Multiple substance abuses are the abuses of more than one drug, either at the same time or over a period of time and will involve any combination of:

1. Alcohol
2. Prescription drugs
3. Over-the-counter drugs
4. Illegal drugs

Multiple substance abuses are especially dangerous because different substances interact with each other to produce unexpected effects and dangers.

Multiple substance abuses often begin with the abuse of a single substance. This may happen because once a person begins to rely on a drug, abuses of additional substances are at a high risk for developing dependence and tolerance for other substances.

### **METHODS OF INTERVENTION FOR SUSPECTED DRUG OR ALCOHOL PROBLEMS**

Drug and alcohol abuse is a complex problem calling for specialized supervision and care. Don't try to help or aid a person who you think has a drug or alcohol abuse problem. Don't

make excuses for them. Don't do their work for them. Don't look the other way. The problem is not going to go away. Don't enable the person to continue the drug and/or alcohol abuse.

Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT regulations require that the person with a problem be evaluated by a professional, such as, a physician, psychologist, or other persons with knowledge of abuse and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

### **CONFIDENTIALITY OF RECORDS**

The company will maintain all records and test results in accordance with DOT regulations. Any release of these records will be at the discretion of and written consent of the driver. The company may release, without the driver's consent, the records pertaining to a driver's drug or alcohol test to decision makers in civil and criminal legal matters (e.g., lawsuit, grievances initiated by or on behalf of the driver, worker's compensation, unemployment compensation, disability compensation, court of law, etc.). The company may release, without the driver's consent, the records pertaining to a driver's drug or alcohol test to authorized representatives of government agencies with regulatory authority over the company and its drivers.

### **DRIVER ADMISSION OF CONTROLLED SUBSTANCES AND ALCOHOL USE**

Drivers who voluntarily admit to controlled substances and/or alcohol misuse are not subject to the referral, evaluation and treatment requirements of Title 49 CFR, Part 40 and Part 382 and will not be subject to adverse action by the company provided that:

1. The driver does not self-identify in order to avoid testing.
2. The driver makes the admission of controlled substances and/or alcohol misuse prior to performing a safety sensitive function (i.e., prior to reporting for duty).
3. The driver does not perform any duties until the company is satisfied that the driver has been evaluated and has successfully completed education or treatment requirements in accordance with the company's voluntary self identification program.

The company will allow a driver, on a one time basis, without pay, sufficient opportunity (i.e., leave of absence), to seek evaluation, education or treatment to establish control over his/her misuse of controlled substances and/or alcohol problem. The driver will be responsible for the cost of this treatment.

The company will permit the driver to return to duty only upon completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, (i.e., employee assistance professional, substance abuse professional, or a qualified drug and alcohol abuse counselor).

Prior to returning to duty in a safety sensitive function the driver is required to comply with all return to duty and follow-up testing addressed in the company's voluntary self-identification program

**WHERE CAN I GO FOR HELP?**

National Council on Alcoholism and Drug Dependence (800) 622-2255

National Institute of Drug Abuse (800) 662-4357

National Council on Alcoholism (800) 662-4357



**TOWN OF SUNAPEE**  
Post Office Box 717  
23 Edgemont Road  
Sunapee, New Hampshire 03782-0717  
Phone: (603) 763-2212 Fax: (603) 763-4925

**CERTIFICATE OF APPOINTMENT**  
**TOWN OF SUNAPEE, NEW HAMPSHIRE**

To, **Rachel Carmen**, of Sunapee, NH in the  
County of Sullivan

Whereas, there is a vacancy on the **Deputy Town Clerk & Tax Collector** in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you **Rachel Carmen**, as the **Deputy Town Clerk & Tax Collector** of said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the town clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead. This term expires March 9, 2021.

Given under our hands the 16<sup>th</sup> day of December 2019

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, **Rachel Carmen**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an alternate member of as the **Deputy Town Clerk & Tax Collector** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So Help Me God.

STATE OF NEW HAMPSHIRE, ss.  
SULLIVAN COUNTY

Personally appeared the above named **Rachel Carmen**, who took and subscribed the foregoing oath.  
Before me,

Date                      20  
Received and Recorded

\_\_\_\_\_  
\_\_\_\_\_  
Town Clerk

## ***Monthly Budget Through November 30, 2019***

	<b>Budget</b>	<b>PaymentToDate</b>	<b>EndingBalance</b>	<b>% Remaining</b>
<b>Executive</b>	\$325,904.00	\$282,384.83	\$43,519.17	13.35%
<b>TCTC</b>	\$210,052.00	\$172,987.56	\$37,064.44	17.65%
<b>Elections</b>	\$6,485.00	\$5,365.39	\$1,119.61	17.26%
<b>Finance</b>	\$222,127.00	\$201,478.15	\$20,648.85	9.30%
<b>Assessing</b>	\$112,218.00	\$82,341.31	\$29,876.69	26.62%
<b>Legal</b>	\$18,000.00	\$11,216.48	\$6,783.52	37.69%
<b>Personnel Benefits Mgmt</b>	\$1,000.00	\$63.25	\$936.75	93.68%
<b>Planning/Zoning</b>	\$52,752.00	\$41,152.35	\$11,599.65	21.99%
<b>General Govt-B&amp;G</b>	\$173,983.00	\$140,243.72	\$33,739.28	19.39%
<b>Cemetery</b>	\$13,625.00	\$10,012.32	\$3,612.68	26.52%
<b>Insurance</b>	\$7,540.00	\$6,928.39	\$611.61	8.11%
<b>Information Booth</b>	\$13,981.00	\$11,973.83	\$2,007.17	14.36%
<b>Other General Govt</b>	\$30,651.15	\$25,563.40	\$5,087.75	16.60%
<b>Police</b>	\$847,326.73	\$768,402.31	\$78,924.42	9.31%
<b>Ambulance</b>	\$59,516.00	\$58,939.00	\$577.00	0.97%
<b>Fire</b>	\$202,257.00	\$140,735.84	\$61,521.16	30.42%
<b>SSB</b>	\$156,535.00	\$133,652.73	\$22,882.27	14.62%
<b>Emergency Management</b>	\$200.00	\$0.00	\$200.00	100.00%
<b>Highway</b>	\$1,786,325.00	\$1,624,551.09	\$161,773.91	9.06%
<b>Street Lights</b>	\$16,800.00	\$13,617.89	\$3,182.11	18.94%
<b>Transfer Station</b>	\$531,762.00	\$464,931.17	\$66,830.83	12.57%
<b>Health Officer</b>	\$5,193.00	\$223.76	\$4,969.24	95.69%
<b>Animal Control</b>	\$500.00	\$0.00	\$500.00	100.00%
<b>Health Services</b>	\$15,176.00	\$15,176.00	\$0.00	0.00%
<b>Welfare</b>	\$43,808.00	\$15,520.58	\$28,287.42	64.57%
<b>Recreation</b>	\$161,086.00	\$144,661.94	\$16,424.06	10.20%
<b>Library</b>	\$400,953.00	\$348,051.95	\$52,901.05	13.19%
<b>Memorial Day</b>	\$200.00	\$174.95	\$25.05	12.53%
<b>Patriotic/Band Concerts</b>	\$5,000.00	\$5,000.00	\$0.00	0.00%
<b>Conservation Commission</b>	\$3,550.00	\$2,365.00	\$1,185.00	33.38%
<b>Debt - Principal</b>	\$262,883.00	\$248,205.83	\$14,677.17	5.58%
<b>Debt - Interest</b>	\$58,479.00	\$49,647.52	\$8,831.48	15.10%
<b>Debt - TAN</b>	\$1,000.00	\$0.00	\$1,000.00	100.00%
<b>Sum</b>	<b>\$5,746,867.88</b>	<b>\$5,025,568.54</b>	<b>\$721,299.34</b>	<b>12.55%</b>

## ***Monthly Budget Through November 30, 2019***

	<b>Budget</b>	<b>PaymentToDate</b>	<b>EndingBalance</b>	<b>% Remaining</b>
<b>Hydro</b>	<b>\$113,912.00</b>	<b>\$53,518.15</b>	<b>\$60,393.85</b>	<b>53.02%</b>
<b>Sum</b>	<b>\$113,912.00</b>	<b>\$53,518.15</b>	<b>\$60,393.85</b>	<b>53.02%</b>

## Monthly Budget Through November 30, 2019

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	Budget	PaymentToDate	EndingBalance	% Remaining
Grand Total		\$5,860,779.88	\$5,079,086.69	\$781,693.19



## 2019 Revenue Report through November 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
<b>Sum</b>			<b>\$0.00</b>		<b>\$0.00</b>
01-3120-01-901	LAND USE CHANGE		\$0.00		\$0.00
<b>Sum</b> Land Use Change			<b>\$0.00</b>		<b>\$0.00</b>
01-3185-01-900	YIELD TAX		\$0.00		\$0.00
<b>Sum</b> Yield Tax			<b>\$0.00</b>		<b>\$0.00</b>
01-3186-01-900	EXCAVATION TAX		\$0.00		\$0.00
<b>Sum</b> Excavation Tax			<b>\$0.00</b>		<b>\$0.00</b>
01-3190-01-902	INTEREST & COSTS	\$60,000.00	\$58,913.61	\$60,000.00	\$51,693.80
01-3190-01-903	Returned Check Fee		\$200.00		\$125.00
<b>Sum</b> Interest and Penalties on Delinquent Taxes		<b>\$60,000.00</b>	<b>\$59,113.61</b>	<b>\$60,000.00</b>	<b>\$51,818.80</b>
01-3210-01-910	UCC FILING	\$500.00	\$1,494.00	\$500.00	\$945.00
<b>Sum</b> Licenses, Permits and Fees		<b>\$500.00</b>	<b>\$1,494.00</b>	<b>\$500.00</b>	<b>\$945.00</b>
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	\$848,045.85

Monday, December 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	\$848,045.85
	01-3230-01-908	SUBDIVISION FEES		\$1,700.00		\$775.00
	01-3230-01-909	SITE PLAN REVIEW FEES		\$2,800.60		\$1,985.00
	01-3230-01-910	CERTIFICATE OF COMPLIANC	\$35,000.00	\$33,111.75	\$35,000.00	\$55,510.40
Sum	Building Permits		\$35,000.00	\$37,612.35	\$35,000.00	\$58,270.40
	01-3290-01-320	Landlord's Filing Fee	\$0.00	\$4.00		\$0.00
	01-3290-01-902	REDEMPTION COSTS		\$1,543.90		\$3,278.60
	01-3290-01-907	BOAT REGISTRATIONS/FEES	\$36,000.00	\$10,067.68	\$36,000.00	\$11,869.62
	01-3290-01-912	DOG LICENSES/FEES		\$7,314.50		\$5,270.50
	01-3290-01-915	VITALS-BIRTH & DEATH		\$4,680.00		\$3,490.00
	01-3290-01-917	TOWN CLERK FEES		\$16,202.00		\$14,683.50
	01-3290-01-919	WETLANDS APPLICATIONS		\$21.00		\$21.00
Sum			\$36,000.00	\$39,833.08	\$36,000.00	\$38,613.22
	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

Monday, December 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	\$126,092.43
Sum	Highway Block Grant		\$122,211.00	\$124,397.12	\$124,468.00	\$126,092.43
	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	\$81,570.00
Sum	From Other Governments		\$104,054.00	\$102,291.00	\$109,054.00	\$81,570.00
	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		\$48.25
	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		\$6,250.35

Monday, December 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		\$1,205.87
01-3401-01-589	RECYCLING SCRAP METAL		\$13,899.71		\$8,204.82
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		\$57,522.92
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	\$10,947.07
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		\$2,700.00
01-3401-01-951	TOWN OFFICE POSTAGE		\$83.89		\$3.42
01-3401-01-953	REPORTS/LABELS/DISKS SOLD		\$250.74		\$482.25
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	\$52,862.00
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	\$120.00
<b>Sum</b>	<b>Income from Departments</b>		<b>\$80,000.00</b>	<b>\$136,473.21</b>	<b>\$109,820.00</b>	<b>\$149,474.01</b>
	01-3409-01-965	SALE OF CEMETERY LOT	\$2,000.00	\$1,600.00	\$2,000.00	\$800.00
	01-3409-01-966	BURIAL INCOME		\$2,750.00		\$2,100.00
<b>Sum</b>	<b>Other Charges</b>		<b>\$2,000.00</b>	<b>\$4,350.00</b>	<b>\$2,000.00</b>	<b>\$2,900.00</b>
	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
<b>Sum</b>	<b>Sale of Municipal Property</b>		<b>\$2,000.00</b>	<b>\$5,251.99</b>	<b>\$8,000.00</b>	<b>\$31,456.63</b>
	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				
<b>Sum</b>	<b>Interest on Investments</b>		<b>\$57,000.00</b>	<b>\$120,558.12</b>	<b>\$80,000.00</b>	<b>\$66,571.87</b>
	01-3503-01-936	RENTS/LEASES & SERVICES	\$30,000.00	\$18,097.46	\$26,000.00	\$18,441.31
	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		\$3,060.00
	01-3504-01-940	PD FALSE ALARM FINES		\$0.00		\$0.00
	01-3504-01-941	REPLACEMENT TRANSFER ST		\$450.00		\$75.00

Monday, December 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		\$634.00
	01-3506-60-260	Revenue from Other Agency		\$0.00		\$0.00
	01-3509-01-950	WELFARE MISC. REVENUE		\$1,888.00		\$724.75
Sum	Other		\$30,000.00	\$31,085.46	\$26,000.00	\$23,948.17
	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

Monday, December 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	\$1,467,097.54

Monday, December 9, 2019

<b>Annual Report Year</b>	<b>Cover</b>	<b>Dedicated to</b>	<b>In Memory of</b>
2018	Color, Sestercentennial Quilt	Sestercentennial Committee	Harry Gale, Emma Smith, Brenda Huff, Janet Ramspott
2017	Color, "Save the Date" Sestercentennial	Duane Abbott & J. Anthony Bergeron	Betsy Katz & MaryLou Smith Wiggins & Susan Vigneault
2016	Color, Old Grader & New Grader	John Wilson	Gary D. Johnson & James Lyons & Everett Pollard
2015	Color, Wastewater Treatment Facility Upgrade	Rodney Chandler	Sonny Abbott & Gloria Achilles & Barbara Hollander
2014	Color, new Abbot Library	Sharon Montambeault	Chuck Goyette
2013	Color, Wendall Marsh	Jolyon Johnson	
2012	B & W, W. Burdett Bird feeder	Bruce Burdett	Francis C. Gallup & Michael Dashner
2011	Color, Pumper Truck		William Roach & Patricia Hand
2010	Color, Tilton Park	Volunteers	
2009	B & W, Old Boat & Mountain	Arthur Osborne	
2008	B & W, Old Town Hall Bldg	Old Town Hall Committee	
2007	B & W, Antique Road Roller	William Roach	
2006	B & W, Safety Services Bldg	Guy E. Alexander	
2005	B & W, Information Booth	Betsy & Dick Webb	
2004	B & W, Harnes Park Garden		William H. Chalmers
2003	B & W, Harbor Skating Rink		Eleanor Hopwood
2002	B & W, Collins Highway Facility		Bernie A. Ross
2001	Color, Harbor Memorial Garden	Dexter O. Collins, Sr.	John "Jack" W. Reed
2000	B & W, Ben Mere Bandstand		Dexter O. Collins, Sr. & Jean W. Putonen
1999	B & W, Harnes Park Main St	Harnes Park	
1998	B & W, Sunapee M/H School Additions		Robert E. Wiggins
1997	B & W, Georges Mills Reservoir	Town Employees and Volunteers	
1996	B & W, WWTP 1st Place Award	Jean W. Putonen	
1995	B & W, Sunapee Harbor Restrooms	Beverly Cutts & Joseph Hill, Jr.	Dennis W. Wells
1994	B & W, Ledge Pond Dam	Alice Irwin, Frank Hammond,	
		Stephen Gray, Carl "Bill" Ostrom	
1993	B & W, Conceptual Riverwalk Plan	Richard Leone	Richard C. Ruggles & Ernest Towne
1992	B & W, Ballfield behind High School	Sunapee Lions Club	
1991	B & W, 1860 Map of Sunapee	Joyce Hill	
1990	B & W, View of Lake from Bandstand	Veterans & current service men & women	
1989	B & W, New Town Office	Henry Cunningham & Charles Sorento	