

SUNAPEE BOARD OF SELECTMEN
MEETING

6:30PM Town Office Meeting Room
Monday, December 14, 2020

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman John Augustine, and Donna Nashawaty, Town Manager.
Selectman Shane Hastings Attended by Zoom
Absent: Selectman Fred Gallup,

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC'S:

Parcel ID:0136-0045-0000 25 Birch Point Lane, Jessica Simonetti 2019 Trust

Parcel ID:0211-0007-0000 16 Trow Hill Road, Monica Rooney Revoc. Trust

BY Selectman Gottling, seconded by Selectman Hastings. Roll Call Unanimous.

MOTION TO APPROVE THE FOLLOWING PERMIT TO EXCAVATE:

Parcel ID:0121-0029-0000 81 Fernwood Point, Nicholas Fletcher

BY Selectman Hastings, seconded by Selectman Gottling. Roll Call Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID:0134-0018-0000 247 Lake Ave., Bruce & Ann Lukasik

Parcel ID:0136-0045-0000 25 Birch Point Lane, Jessica Simonetti 2019 Trust

BY Selectman Gottling, seconded by Selectman Hastings. Roll Call Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID:0233-0010-0000 18 Glenwood Road, Mike Walsh

Parcel ID:0136-0045-0000 25 Birch Point Lane, Jessica Simonetti 2019 Trust

BY Selectman Hastings, seconded by Selectman Gottling. Roll Call Unanimous.

APPOINTMENTS

6:00PM-ABC Committee

The committee reviewed the updated draft 2021 ABC Budget Recommendations, which is attached. Lynne Wiggins, Finance Director was asked to make some changes to the draft document by the Monday, December 28th BOS meeting for the committee to reviewed and approve.

7:30PM-Van Webb, Conservation Warrant Article

Van Webb did not join the meeting by Zoom as expected. As requested, the Conservation Commission was asked to lower the requested amount on the warrant article to \$40,000 because of the Current Use penalties they were be receiving this year. The Conservation Commission, who said they still have projects to do and wanted to stay with the original amount of \$55,000. The Board will move to the next appointment.

7:40PM-Betty Ramspott, Election Update

Betty Ramspott said her reason for being here tonight is in a response to a request that she received about information from the marked checklist of November 3rd.

Someone requested a spreadsheet from her of all the people who voted in the November 3rd election and how whether they voted in person or by absentee ballot. The request was made on November 10th. Betty Rampsott does not have a spreadsheet with this data that she could give the requestor. Betty Rampsott then called the Secretary of State's office and was told that she should tell the requestor to get in touch with them and they would walk the requestor through the process. The requestor was told the Town Clerk could not produce the report. On November 25th, the requestor called the Secretary of State's office, there was some confusion there. Betty Rampsott gave the requestor the RSA that spells out that this request would go through the Secretary of State's office. On November 27th, the requestor asked if the Secretary of State had the marked checklist. It was there and archived, but the town keeps a copy for their records. On December 1st Betty Rampsott offered the option of coming in during business hours and scanning the checklist with their own scanner. Betty Rampsott said the reason she is bringing this forward is that she wants to make sure, as Selectman Augustine likes too, see it on streaming, because she wants the Town of Sunapee to know how the process works. The requestor came in on December 1st scanned everything and left happy. On December 7th Betty Rampsott was asked for the domicile addresses for the new voters. Whenever the town has a new voter on Election Day, the new voter is brought to the Ballot Clerks, who take their name and check that the new voter has voted. Betty Rampsott said the requestor could have requested a new checklist, which is a checklist that is made up after the Supervisors have put in all the new voters and taken out the news that have a new domicile. The fee for the checklist is \$25. The requestor replied, "oh there's an altered version", Betty Rampsott replied and said no, that is not what it is called, it is called a new checklist. Betty Rampsott could tell the requestor was not happy and they gave her the definition of what altered is. Betty Rampsott said at 5:17pm, that same day, the most disturbing thing happened. Betty Rampsott received an email from the requestor that was supposed to come to one of the Selectmen, but mistakenly came to her. The contents of the email said that Betty Rampsott was being difficult, which she took total offense to since she feels she has "bend over backwards" for the requestor. Betty Rampsott was very upset and sent back an email stating the statements made were untrue. At 7:16pm that same evening, Betty Rampsott received an email from the requestor stating that they were sorry and did not want her to take it personally. Betty Rampsott said she is not sure that anyone of the Selectmen would not take it personally. Betty Rampsott read the response that she sent to the requestor. Betty Rampsott said she is very disturbed that one of the Selectmen would be involved in such a discussion. Betty Rampsott said she would never think of interfering in the Selectmen's duties and all she asks is for the same professionalism in return. Chairman Trow appreciates Betty Rampsott taking issue with this. After some discussion, the message from Betty Rampsott and the Board is if the public have questions regarding voting data to please contact the Town Clerk's Office or the Secretary of State.

7:50PM-Aaron Simpson, Moderator-Voting 2021

Aaron Simpson reached out to the Secretary of State for some guidance on the alternative town meeting options. The options from the state are attached. Aaron Simpson said with the current rate of acceleration of COVID-19 he has some concern about holding an in-person town meeting. Selectman Augustine stated that according to WMUR's website

there were more active cases reported on the November 3rd election day, then there are today. Selectman Augustine asked if the public wanted to watch the Deliberative Session by streaming would it be available, and would they be able to comments. Donna Nashawaty replied that the town the legal authority to hold the Deliberative Session by a zoom meeting. Chairman Trow does not think a Deliberative Session should be held by a zoom meeting. Donna Nashawaty said the SB2 law specially says the Deliberative Session must be held in person. Donna Nashawaty said that the whole town meeting process was not addressed during the Governor's emergency procedures for allowing all of this to happen. That is why the Municipal Association came up with the steps for guidance. Donna Nashawaty said if Aaron Simpson is nervous about holding an in-person Deliberative Session should the town be working on soliciting someone who could be appointed by Aaron Simpson to do the in-person meeting. Aaron Simpson replied yes. Donna Nashawaty asked when Aaron Simpson would know if he would not want to run the in-person meeting. Aaron Simpson replied possibly after Christmas, but he is happy to appoint some Deputy Moderators. After some discussion, Chairman Trow said he does not see a need to change anything right now, but the Board meets on December 28th where they can revisit this discussion with updates.

SELECTMEN ACTION

- Sign 2020 Equalization Municipal Assessment Data

Motion to sign the Equalization Municipal Assessment Data Report by Selectman Gottling, seconded by Selectman Hastings. Roll Call Unanimous.

- Quitclaim Deed

Chairman Trow said the Board has a corrective Quitclaim Deed for the Harbor House Livery. Donna Nashawaty said there were two locations in the initial deed that talked about the property and adjacent property and gave the wrong Parcel ID numbers. In doing the research for the \$350,000 grant that was given to Sunapee Heritage Alliance the Attorney noticed that the Parcel ID numbers did not match the plan. A corrective deed should be approved by the Board of Selectmen and recorded at the Sullivan County Registry of Deeds. **Motion to approve the corrected quitclaim deed by Selectman Gottling, seconded by Selectman Hastings. Roll Call Unanimous.**

- Vital Statistics Certified Copies

Betty Ramspott would like to request that a \$1.00 fee be added to the online Vital Statistics certified copies. The reason for the request is that it costs a lot to mail the copies because a large manilla envelope is used instead of a regular #10 white envelope. The current fee is \$15 for the first copy and \$10 for each additional copy. The \$1.00 fee will be added to the amount total. **Motion to amend the online Vital Statistics Certified Copy fee to be increased from \$15.00 to \$16.00 for the first copy by Selectman Gottling, seconded by Chairman Trow. Roll Call Unanimous.**

- Collection of Taxes Update

Betty Ramspott reported that the second issue taxes are 95% collected. The first issue Taxes are 98% collected. This leaves an overall number of 97% of the 2020 taxes are collected. Selectman Augustine asked if that was based on dollar value. Betty Ramspott replied yes. There are 88 parcels in the first issue that are not collected and 240 parcels in the second issue that are not collected. That is 97% collected "bill wise" on the first issue and 92% "bill wise" on the second issue.

•Continuing Discussion about the Warrant Articles

Chairman Trow said at the last meeting the Board had pushed the warrant article for the water and sewer line to the Highway Garage to \$75,000. After the meeting, Scott Hazelton sent an email saying the amount effectively required was smaller. Chairman Trow wants to make sure he understood that correctly so the Board can discuss what they want to do. Scott Hazelton replied yes that is correct and has been confirmed with the Engineer. The overall picture of what the project will cost is not \$1,000,000 the projected cost is \$795,207, which includes a 15% contingency in the site work. To finish the design plans, ready for bidding and to assist us with bidding, the estimated cost is just under \$10,000. Chairman Trow said that is an estimate on current pricing. Scott Hazelton said yes that is estimated for 2021. The warrant article says \$75,000, but it can now be changed to \$10,000. When Selectman Gallup called to say he would not be at the meeting tonight, he told Donna Nashawaty that he still supported the warrant article amount at \$75,000 because he felt it would be good ongoing seed money, especially if it were going into a Capital Reserve Fund. Chairman Trow said the amount certainly could be dropped more based on need, but at some point, it is going to cost money. Chairman Trow said if this is a project that the Board looks at as a requirement, then why would we not discuss putting money in the "piggy bank". Selectman Augustine said regardless if it is used for \$10,000, \$50,000 or \$75,000, it would be used for the designing the ultimate solution? Chairman Trow replied yes, the initial \$10,000 would be for the design, the rest would be used for everything else. **After some discussion, a motion was made by Selectman Gottling to change the warrant article from \$75,000 to \$50,000, seconded by Selectman Augustine. Unanimous.** Chairman Trow said getting back to the Conservation Warrant Article. The response from the Conservation Commission was to keep the warrant article amount request at \$55,000. Chairman Trow asked if the Board wanted to leave it at \$55,000? Selectman Augustine said that the Board has not asked anyone else to step back or to reduce their requested amount. It would be difficult for him to single them out. Chairman Trow said this might sound bad, but the difference between the Conservation article and the other ones is that Conservation and Dirt Roads is largely discretionary and everything else kind of has a purpose. Selectman Augustine asked if the Conservation Warrant Article could be funded by Fund Balance. Donna Nashawaty said that you cannot take money from one fund to give to another. Chairman Trow said maybe if you were funding a project, Donna Nashawaty replied yes. Selectman Gottling suggested waiting to decide on this article until the Board decides where other things will be funded. Chairman Trow asked Scott Hazelton what the intention of the next use of the Dirt Roads Capital Reserve Fund? If the money was not added to the capital reserves fund the top of Winn Hill would not get paved. Scott Hazelton replied that is correct. Chairman Trow said there is about \$100,000 available in Hydro fund. The Recreation Director is not fundable from anywhere except taxes, but any of the other non-capital funds could be funded from Hydro or Fund Balance. After some discussion, fund balance will be used for the PD Body Cameras and to crush existing asphalt pile and Hydro will be used for the Garnet Street and Main Street Intersection.

CHAIRMAN'S REPORT

- Update on COVID-19 cases in Sunapee and surrounding towns

Selectman Augustine updated the Board on the current COVID-19 cases according to WMUR.

- Percentage of property tax payments received to date (i.e., percentage of the total number of parcels that have been paid)

This was discussed earlier in the meeting.

- Percentage of property tax dollars due received to date

This was discussed earlier in the meeting.

- Proposed changes in SWEPT (state-wide education property taxes) and implications for Sunapee taxpayers

Donna Nashawaty said the group of towns is actively fighting the proposed changes.

Selectman Gottling said that no bill has been submitted yet because the report was just finalized a week and a half ago. After some discussion, Donna Nashawaty said that the BOS should make sure they read the emails she forwards to them to keep up to date on what is happening with SWEPT?

- Confirm objectives and relative priorities of proposed project to improve water situation at the Town Highway garage

This was discussed earlier in the meeting.

- Discuss possible funding sources for proposed warrant articles

This was discussed earlier in the meeting.

- Town employee job openings

There is no change in town job openings.

- Update on Zoning Amendments

Selectman Augustine said he sat in on the December 10th Planning Board and wanted to tell the BOS that there will be a zoning amendment that talks about farming and farm districts on the ballot in March.

TOWN MANAGER REPORTS

- Monthly Revenue & Expenditure Reports

The Board received and reviewed the November Revenue and Expenditure Reports.

- Service Awards

Donna Nashawaty said that she tried to figure out a safe way to do some sort of a holiday celebration, but could not. She would like to put a letter in all the employee pay envelopes that indicate the Employee Service Awards for this year. She would also like the BOS to support giving the employees Christmas Eve day off this year. Chairman Trow replied that this would be the extended thank you that normally is done with a Christmas luncheon for the employees. The Board had no problem with this suggestion. Finance Software

- The software conversation happened this weekend and the new reports looked good For the Finance Director.

Meeting Adjourned 9:41PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:00PM Town Office Meeting Room
Monday, December 14, 2020

- **Citizen Input:** In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at https://townhallstreams.com/towns/sunapee_nh. If citizens have input for the Board/Committee please submit to Donna Nashawaty, Town Manager at donna@town.sunapee.nh.us no later than 3:30 pm on the day prior to the meeting.

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC'S:

Parcel ID:0136-0045-0000 25 Birch Point Lane, Jessica Simonetti 2019 Trust

Parcel ID:0211-0007-0000 16 Trow Hill Road, Monica Rooney Revoc. Trust

PERMIT TO EXCAVATE:

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LAND DISTURBANCE BOND:

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DEMO PERMIT:

Parcel ID:0233-0010-0000 18 Glenwood Road, Mike Walsh

Parcel ID:0136-0045-0000 25 Birch Point Lane, Jessica Simonetti 2019 Trust

2. APPOINTMENTS

6:00PM-ABC Committee

1. Changes to Warrant Articles
2. Changes to the Budget
3. Open Discussion
4. Discuss Letter of Approval to turn over to BOS

7:30PM-Van Webb, Conservation Warrant Article

7:40PM-Betty Ramspott, Election Update

7:50PM-Aaron Simpson, Moderator-Voting 2021

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Sign 2020 Equalization Municipal Assessment Data

5. CHAIRMAN'S REPORT

- Update on COVID-19 cases in Sunapee and surrounding towns
- Percentage of property tax payments received to date (i.e., percentage of the total number of parcels that have been paid)
- Percentage of property tax dollars due received to date
- Proposed changes in SWEPT (state-wide education property taxes) and implications for

Sunapee taxpayers

- Confirm objectives and relative priorities of proposed project to improve water situation at the Town Highway garage
- Discuss possible funding sources for proposed warrant articles
- Town employee job openings

6. TOWN MANAGER REPORTS

- Monthly Revenue & Expenditure Reports
- Service Awards

7. UPCOMING MEETINGS:

12/15-5:00PM-Energy Committee, Town Meeting Room

12/16-7:30PM-Firewards Meeting, Town Meeting Room

12/17-5:00PM-Abbott Library trustees, Abbott Library

12/17-5:30PM-Water & Sewer Commission, Town Meeting Room

12/24 & 12/25-Town Office Closed for the Christmas Holiday

NONPUBLIC: The Board of Selectmen may enter a nonpublic session, if so voted, to discuss items listed under RSA 91-A:3, II

Subject: 2021 Advisory Budget Committee (ABC) Budget Recommendations

The proposed 2021 Operating Budget that was submitted by the Town Manager totals \$8,286,699. The proposed budget is an increase of \$346,645, or 4.5%, more than the approved 2020 Operating Budget.

The proposed 2021 General Government Budget totals \$6,242,864. The proposed budget is an increase of \$293,355, or 4.9% more than the approved 2020 General Government Budget.

The primary components of the General Govt Budget include:

- Public Works which includes the Highway & Transfer Station and that comprises 43.79% of the Operating Budget. The proposed Public Works budget totals \$2,461,579. This is an increase of \$135,771 or 5.8% over the 2020 approved budget.**
- Public Safety which includes the Police, Fire, Ambulance, EMS, & Safety Services Building and that comprises 25.15% of the Operating Budget. The proposed Public Safety Budget totals \$1,409,069. This is an increase of \$73,453 or 5.5% over the 2020 approved budget;**
- General Government which includes Executive, Finance, Government Buildings, Town Clerk, and other smaller departments, and that comprises 25.04% of the Operating Budget. The proposed General Government budget totals \$1,361,764. This is an increase of \$31,635 or 2.4% over the 2020 approved budget;**
- Public Service which includes the Library, Recreation, Welfare, and various annual events, and that comprises 10.79% of the Operating Budget. The proposed Public Service budget totals \$707,953. This is an increase of \$66,126 or 10.3% over the 2020 approved budget;**
- Debt Service comprises 5.31% of the Operating Budget. The proposed Debt Service budget totals \$309,598. This is a decrease of \$6,531 or 2.1% under the 2020 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 \$565,555. This is an increase of \$12,835 or 2.4% over the 2020 approved budget.**
- The proposed Sewer Department budget is \$1,186,075. This is an increase of \$31,855 or 2.9% more than the 2020 approved budget.**
- The proposed Hydroelectric Plant budget is \$285,106. This is an increase of \$1,501 or .5% more than the 2020 approved budget.**

2021 Town Warrant Articles Summary

Article	Description	Amount	New Tax dollars raised in 2020	Revenue Offset/No increase to tax rate
	Budget Authorization			
	Add to Highway & Transfer Station Equipment Capital Reserve	\$135,000	\$135,000	
	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	
	Add to Bridges Capital Reserve	\$50,000	\$50,000	
	Add to Dirt Roads Paving Capital Reserve	\$25,000	\$25,000	
	Conservation Fund	\$55,000	\$55,000	
	Add to Milfoil Control Non-Capital Reserve Fund	\$5,000	\$5,000	
	Establish Capital Reserve Water & Sewer line to Highway Department	\$75,000	\$75,000	
	Purchase Backhoe	\$139,850		\$139,850
	Purchase Ford F550	\$84,350		\$84,350
	Garnet St/Main St Safety intersection improvements	\$50,000	\$50,000	
	Crush existing asphalt pile	\$29,500	\$29,500	
	PD Body Cameras	\$22,885	\$22,885	
	Full Time Recreation Director	\$22,299	\$22,299	
	Cemetery Trust from Fund Balance	\$3,200		\$3,200
	TOTALS:	\$877,084	\$649,684	\$227,400

*\$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

\$484,200 new tax dollars raised in 2020

The Proposed 2021 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



NHMA Guidance on 2021 Annual Meeting*

December 4, 2020

***This guidance is subject to further update, clarification, and supplemental material. Please visit NHMA's COVID-19 webpage to ensure you are reading the most recent version of our guidance and any supplemental information that may be available.**

HB 1129: "Drive-Thru Voting"

In order to afford local governments the option of holding a virtual annual meeting in 2021, the Legislature adopted [HB 1129](#) (2020 N.H. Laws Chapter 8). The Temporary Optional Town Meeting Procedures of HB 1129, Paragraph 8:3, are set forth at length below, and may be used for either SB2 or "traditional" annual meetings.

The governing body of a town, school district or village district may elect to convene the annual meeting to approve the posted warrant through a two (2) step process. Where that decision is going to be made after the warrant has been posted, and thus the town meeting has been scheduled, the moderator should make a determination under 40:4 that an "emergency" (Covid-19) has "render[ed] use of the meeting location unsafe," and the select board would then exercise the option to conduct a virtual meeting as permitted by HB 1129. All procedures that would normally precede posting of the annual meeting warrant would still be followed as prescribed in RSA chapter 39, RSA chapter 40, RSA chapter 52, RSA chapter 194. When the governing body undertakes to employ HB 1129 to conduct the annual meeting virtually, the regular municipal legal counsel should be consulted.

Step 1: First, the governing body must hold two (2) live virtual meetings to inform the voters about the proposed optional meeting procedures, discuss the warrant articles and finalize the warrant content.

Before the first virtual information session is held the governing body shall mail notice to all registered voters at least seven (7) days prior to that first session providing the date and time of the meeting and the virtual meeting access information. This means that each voter shall receive an individually addressed piece of mail, regardless of the number of voters at each address location. The notice must also describe the procedures to be followed for conducting the annual meeting under provisions of HB 1129. The notice will also inform voters that a second virtual meeting will be held by the governing body seven days later. This first information session would be a review of the warrant, article by article. During the first information session, the proposed optional town or school district meeting procedures must also be outlined. The first information session will be conducted by the governing body chairperson or by the moderator. It would be optional whether the first information session would be interactive with members of the public offering comment via online means.

After the first virtual meeting is adjourned, questions and comments from the public shall be solicited and received via electronic mail, voice mail, text message, or by other electronic means. Comments are not restricted to registered voters, but of course the governing body can decide how much weight to give to comments from non-voters.

Within seven (7) days of the first information session, the governing body shall hold another live virtual meeting to consider and address comments received from the public after the first session. At that meeting the governing body shall discuss, debate, and be permitted to amend the posted warrant. This delegates to the governing body the sole authority to put the warrant in final form. Like the first information session, this second virtual meeting could either be conducted by the chair of the governing body or by the moderator. It would also be optional whether the second information session would be interactive with the public participating via online means.

Step 2: Second, after the last information session the governing body would make the final warrant available electronically for printing by voters to be brought to the voting session. The final warrant that is provided electronically would be in the nature of a sample ballot. The actual ballot to be used for voting purposes would only be provided to each voter at the drive-up voting session. Although HB 1129 permits the governing body to schedule the date and time of the voting session, ideally the date of the voting session should comply with the date prescribed as the Official Ballot Voting Day as defined in RSA 652:16-g. Therefore, it is recommended that the drive-up voting session for a traditional town or school district meeting would be March 9, 2021 or May 11, 2021. For an SB 2 town or district the drive-up voting session would be on March 9, 2021, April 13, 2021, or May 11, 2021. However, in a town where town elections and school district elections are coordinated, it will be necessary for the town and school district to cooperate, and this may require the drive-up voting session to be held on a different day, especially if the school district is using HB 1129 and the town is not, or vice versa.

Voting on final warrant articles shall be by secret ballot cast by voters through drive-up procedures to ensure appropriate social distancing. For SB 2 municipalities and districts, voting by official ballot for the election of officers and for voting on all warrant articles will proceed as provided in RSA 40:13. In a traditional town or district meeting municipality, an official ballot will be printed for the election of officers and other items that are required to be placed on the official ballot. All other warrant articles will be printed on a separate ballot ("the alternative ballot").

The first article on the SB 2 Official ballot or the alternative ballot shall ask whether voters approve the optional meeting procedures. If the optional procedures are not approved by a simple majority, all other warrant articles shall be deemed disapproved. However, the election of officers and action on other items on the initial ballot will be effective. (Because of an ambiguity in the bill, if an SB 2 town or district does not approve the optional procedures, there is some uncertainty about whether the election of officers would be deemed effective.) If the optional voting procedures are approved, then all other votes on warrant articles shall be deemed the final action of the meeting, provided that if the operating budget warrant article is not approved, the governing body may vote to:

- (a) Convene a meeting before September 1 to adopt an operating budget; or
- (b) Elect to deem that the meeting has adopted the previous year's operating budget article, not including separate warrant articles.

Municipalities or school districts that will be voting on bond articles under the provisions of RSA 33:8 and RSA 33:8-a should plan to consult your bond counsel or the Municipal Bond Bank for any additional procedures that should be followed.

***This guidance is subject to further update, clarification, and supplemental material. Please visit NHMA's COVID-19 webpage to ensure you are reading the most recent version of our guidance and any supplemental information that may be available.**

In-Person Annual Meetings & Masks

For those towns that do hold in person deliberative or business sessions, NHMA interprets EO #74 to apply to those meetings, and persons attending those meetings who cannot consistently maintain a physical distance of at least six feet from persons outside their household must wear a mask or cloth face covering over their noses and mouths. Local officials should review [NHMA's guidance on EO#74](#).

Other Voting-Related Issues

NHMA is pursuing clarification on several other town meeting and election issues. We will keep you updated, and we will also update this guidance if additional clarification or orders/guidance from the state becomes available.

HB 1129- 8:3 Temporary Optional Town Meeting Procedures; State of Emergency. Towns, village districts, and school districts that are unable to hold in-person annual meetings in 2020 or 2021 due to novel coronavirus disease (Covid-19) may conduct virtual meetings in accordance with this section. At the option of the governing body, the town or school district meeting may be convened and proceed to approve the posted 2020 or 2021 warrant in the following fashion:

I. The governing body shall host a live virtual meeting and information session, during which the proposed optional town or school district meeting procedures shall be outlined and warrant articles discussed. At least 7 days prior to this informational session, notice shall be mailed to all registered voters describing the procedures to be followed for conducting an annual meeting pursuant to this section. After the live, virtual meeting is adjourned, questions and comments from the public shall be solicited and received via electronic mail, voice mail, text message, or by other electronic means.

II. Within 7 days of the information session, the governing body shall hold another live virtual meeting to consider and address comments received from the public. The governing body shall then discuss, debate, and be permitted to amend the posted warrant. The final warrant, as amended, shall then be made available electronically for printing by voters to be brought to the voting session, which shall be scheduled for a date and time to be determined by the governing body.

III. Voting on final warrant articles shall be by secret ballot cast by voters through drive-up procedures to ensure appropriate social distancing. In a town or district that uses the official ballot for the election of officers and has not yet held its town or district election, an official ballot will be printed for the election of officers and other items that are required to be placed on the official ballot. All other warrant articles will be printed on a separate ballot ("the alternative ballot").

IV. The first article on the alternative ballot shall ask whether voters approve these optional meeting procedures. If the optional procedures are not approved by a simple majority, all other warrant articles shall be deemed disapproved. However, the election of officers and action on other items on the initial ballot will be effective. If the optional voting procedures are approved, then all other votes on warrant articles shall be deemed the final action of the meeting, provided that if the operating budget warrant article is not approved, the governing body may vote to:

(a) Convene a meeting before September 1 to adopt an operating budget; or

(b) Elect to deem that the meeting has adopted the previous year's operating budget article, not including separate warrant articles.

V. In a town or district using the official ballot referendum (SB 2) form of annual meeting that has held its deliberative session but has not yet held its official ballot voting sessions, the governing body may choose to use the drive up procedures in paragraph III for the official ballot voting session, and paragraphs I and II shall not apply.

*This guidance is subject to further update, clarification, and supplemental material. Please visit NHMA's COVID-19 webpage to ensure you are reading the most recent version of our guidance and any supplemental information that may be available.

2020 EQUALIZATION MUNICIPAL ASSESSMENT DATA CERTIFICATE



MUNICIPALITY: SUNAPEE

We the undersigned do hereby certify that the assessment and sales information provided by us on the NH Mosaic Equalization System has been thoroughly reviewed by this Board and is complete and accurate to the best of our knowledge.

We understand that this information will be used by the NH Department of Revenue Administration to calculate the municipality's equalization ratio. The equalization ratio will be used to calculate the total equalized valuation for this municipality.

SIGNATURE OF ASSESSING OFFICIALS

*(Selectmen if Town; must be signed by a majority)
(Assessor if City)*

DATE

NAME OF CONTACT PERSON:

OFFICE PHONE NUMBER:

EMAIL:

OFFICE HOURS:

(Note: If your office keeps irregular hours, please provide an alternate means of contacting you.)

Kristen McAllister Assessor2@NL-NH.com
763-2212 Tues - 8-4

(Please check appropriate box, if applicable)

☐ Full Reval ☐ Cyclical Reval *(values updated)* ☐ Cyclical In Progress ☐ Partial ☒ Update/Statistical

NAME OF COMPANY DOING REVALUATION WORK:

COMMENTS:

In house
(Please state if done in-house)

Done For 2020

Please sign, scan, and upload this page to <https://ratiostudy.org/>

Monthly Budget Through November 30, 2020

	Budget	PaymentToDate	EndingBalance	% Remaining
Executive	\$332,502.00	\$290,308.16	\$42,193.84	12.69%
TCTC	\$219,088.00	\$180,175.73	\$38,912.27	17.76%
Elections	\$16,898.00	\$11,788.83	\$5,109.17	30.24%
Finance	\$228,848.00	\$194,715.20	\$34,132.80	14.92%
Assessing	\$116,644.00	\$52,318.73	\$64,325.27	55.15%
Legal	\$18,000.00	\$10,025.67	\$7,974.33	44.30%
Personnel Benefits Mgmt	\$1,000.00	\$55.00	\$945.00	94.50%
Planning/Zoning	\$55,339.00	\$35,688.12	\$19,650.88	35.51%
General Govt-B&G	\$252,116.00	\$175,289.30	\$76,826.70	30.47%
Cemetery	\$13,636.00	\$9,343.01	\$4,292.99	31.48%
Insurance	\$8,068.00	\$6,526.53	\$1,541.47	19.11%
Information Booth	\$28,544.00	\$7,422.21	\$21,121.79	74.00%
Other General Govt	\$31,128.00	\$19,874.57	\$11,253.43	36.15%
Police	\$880,923.00	\$793,915.26	\$87,007.74	9.88%
Ambulance	\$61,886.00	\$61,886.00	\$0.00	0.00%
Fire	\$236,998.00	\$181,463.63	\$55,534.37	23.43%
SSB	\$149,955.00	\$132,633.21	\$17,321.79	11.55%
Emergency Management	\$200.00	\$0.00	\$200.00	100.00%
Highway	\$1,743,461.00	\$1,510,047.16	\$233,413.84	13.39%
Street Lights	\$16,800.00	\$13,707.65	\$3,092.35	18.41%
Transfer Station	\$557,178.00	\$466,438.48	\$90,739.52	16.29%
Health Officer	\$5,323.00	\$405.58	\$4,917.42	92.38%
Animal Control	\$500.00	\$0.00	\$500.00	100.00%
Health Services	\$15,176.00	\$15,176.00	\$0.00	0.00%
Welfare	\$42,354.00	\$18,697.36	\$23,656.64	55.85%
Recreation	\$164,297.00	\$125,886.62	\$38,410.38	23.38%
Library	\$405,202.00	\$347,299.07	\$57,902.93	14.29%
Memorial Day	\$200.00	\$234.65	(\$34.65)	-17.33%
Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$0.00	0.00%
Conservation Commission	\$3,775.00	\$3,775.00	\$0.00	0.00%
Debt - Principal	\$263,609.00	\$263,608.13	\$0.87	0.00%
Debt - Interest	\$51,520.00	\$51,681.34	(\$161.34)	-0.31%
Debt - TAN	\$1,000.00	\$0.00	\$1,000.00	100.00%
Sum	\$5,927,168.00	\$4,985,386.20	\$941,781.80	15.89%

Monthly Budget Through November 30, 2020

	Budget	PaymentToDate	EndingBalance	% Remaining
Hydro	\$163,605.00	\$48,996.21	\$114,608.79	70.05%
Sum	\$163,605.00	\$48,996.21	\$114,608.79	70.05%

Revenue Comparison January through November 30, 2016-2020

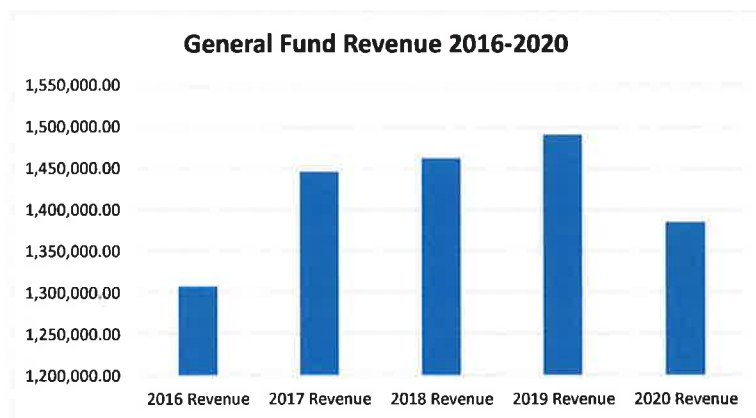
AccountNumber	AccountName	2016 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
01-2080-30-700	Westwood RD.	0.00	0.00	0.00	0.00	0.00
01-3110-01-900	PROPERTY TAXES-CURRENT	0.00	0.00	0.00	0.00	0.00
01-3110-01-901	TAX REDEMPTIONS	0.00	0.00	0.00	0.00	0.00
01-3120-01-901	LAND USE CHANGE	0.00	0.00	12,750.00	0.00	0.00
01-3185-01-900	YIELD TAX		0.00	0.00	0.00	0.00
01-3186-01-900	Excavation Tax	0.00	0.00	0.00	0.00	0.00
01-3190-01-902	INTEREST & COSTS	55,688.55	64,220.59	64,591.43	61,018.47	42,959.97
01-3190-01-903	Returned Check Fee	75.00	0.00	150.00	125.00	75.00
01-3190-01-904	Revenue Over/Short	0.00	0.00	0.00	0.00	0.00
01-3210-01-910	UCC FILING	630.00	825.00	1,224.00	945.00	1,495.50
01-3220-01-906	AUTO REGISTRATIONS	738,054.38	747,996.33	815,420.17	848,045.85	903,800.16
01-3220-01-907	Snowmobile and ATV Fees	0.00	-513.00	-2,262.00	-3,956.00	-1,794.50
01-3230-01-908	SUBDIVISION FEES	550.00	3,800.00	1,450.00	775.00	1,650.00
01-3230-01-909	SITE PLAN REVIEW FEES	1,850.00	700.00	900.00	1,985.00	850.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	62,468.70	49,064.83	30,411.75	55,510.40	33,685.70
01-3290-01-320	Landlords Filing Fee	0.00	0.00	4.00	0.00	6.00
01-3290-01-902	REDEMPTION COSTS	2,469.00	1,540.00	1,543.90	3,278.60	3,567.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	10,681.90	9,716.90	9,501.12	11,869.62	13,700.15
01-3290-01-912	DOG LICENSES/FEES	6,041.00	5,883.50	7,314.50	5,270.50	3,662.00
01-3290-01-915	VITALS-BIRTH & DEATH	2,921.00	3,985.00	4,535.00	3,490.00	3,625.00
01-3290-01-917	TOWN CLERK FEES	14,799.50	14,715.00	15,024.50	14,683.50	1,157.00
01-3290-01-918	MISC. TC/TC OVERAGES	0.00	0.00	0.00	0.00	0.00
01-3290-01-919	WETLANDS APPLICATIONS	9.50	13.50	15.00	21.00	11.50
01-3311-01-841	FEDERAL FEMA FUNDS	0.00	0.00	18,165.50	0.00	0.00
01-3353-01-928	HIGHWAY BLOCK GRANT	121,863.03	122,208.67	124,397.12	126,092.43	122,907.44
01-3354-01-794	STATE OF NH-SEWER GRANT	0.00	0.00	0.00	0.00	4,916.50
01-3354-01-795	STATE OF NH - WATER GRANT	5,339.75	5,295.46	5,294.00	-36.31	2,702.92
01-3359-01-741	PD GRANT INCOME	2,100.00	0.00	0.00	0.00	0.00
01-3359-01-840	STATE NH ROOMS AND MEALS TAX	0.00	0.00	0.00	0.00	0.00
01-3379-01-935	TOWN OF SPRINGFIELD-TS	78,817.00	78,040.50	76,718.25	81,570.00	89,532.00
01-3401-01-320	Fireworks Permit Fee	360.00	540.00	440.00	280.00	240.00
01-3401-01-321	PHOTOCOPY INCOME	84.50	98.50	62.25	48.25	26.25
01-3401-01-581	RECYCLING MAGAZINES	878.47	0.00	0.00	0.00	0.00
01-3401-01-584	RECYCLING INCOME-STEEL CANS	233.70	788.93	859.46	283.16	0.00

Revenue Comparison January through November 30, 2016-2020

AccountNumber	AccountName	2016 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
01-3401-01-586	RECYCLING INCOME-ALUMINUM	9,552.50	8,812.60	13,574.57	6,250.35	4,366.57
01-3401-01-587	RECYCLING CARDBOARD	7,946.30	14,560.35	9,989.15	3,959.78	6,793.10
01-3401-01-588	RECYCLING NEWSPAPER	2,747.15	3,308.47	1,094.62	1,205.87	2,213.85
01-3401-01-589	RECYCLING SCRAP METAL	9,130.40	10,508.67	13,336.21	8,204.82	12,586.22
01-3401-01-592	RECYCLING PLASTIC	697.70	2,019.16	7,608.28	4,604.12	0.00
01-3401-01-593	RECYCLING INCOME-BATTERIES	1,158.00	3,357.36	0.00	0.00	0.00
01-3401-01-594	RECYCLING BONUS	0.00	0.00	0.00	0.00	0.00
01-3401-01-596	RECYCLING INCOME-BROWN BAGS	0.00	0.00	0.00	0.00	0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOME	17,679.47	20,293.41	33,768.34	41,616.98	9,434.73
01-3401-01-940	INSURANCE REPORTS	0.00	0.00	0.00	0.00	0.00
01-3401-01-942	Standard Power Income Net Metering	0.00	0.00	0.00	10,947.07	3,591.46
01-3401-01-948	MISC. TOWN OFFICE INCOME	0.00	0.00	0.00	0.00	0.00
01-3401-01-949	REGULATIONS SOLD	0.00	10.00	0.00	0.00	0.00
01-3401-01-950	ZBA INCOME	0.00	1,050.00	2,850.00	2,700.00	2,550.00
01-3401-01-951	TOWN OFFICE POSTAGE	86.22	50.08	83.89	3.42	9.45
01-3401-01-953	REPORTS/LABELS/DISKS SOLD	534.25	686.23	232.74	482.25	403.25
01-3401-01-957	HWY EQUIP RENTAL FOR BURIALS	0.00	0.00	0.00	0.00	0.00
01-3401-01-958	HIGHWAY PARTS	0.00	0.00	0.00	0.00	0.00
01-3401-01-959	HWY-MATERIALS SOLD	0.00	0.00	0.00	0.00	0.00
01-3404-01-940	SUNAPEE T/S TICKET SALES	51,537.50	48,146.50	46,023.00	53,057.00	65,225.00
01-3404-01-941	SPRINGFIELD T/S TICKET SALES	0.00	0.00	2,000.00	0.00	0.00
01-3409-01-965	SALE OF CEMETERY LOT	3,200.00	1,600.00	1,200.00	800.00	3,200.00
01-3409-01-966	BURIAL INCOME	2,100.00	1,750.00	2,150.00	2,100.00	2,200.00
01-3501-01-965	PD-SALE OF CRUISER	0.00	2,640.00	0.00	0.00	0.00
01-3501-01-966	SALE OF TOWN OWNED PROPERTY	16,330.28	128,321.79	1,150.00	31,456.63	0.00
01-3501-01-968	SALE OF HIGHWAY EQUIPMENT	0.00	0.00	3,601.99	0.00	0.00
01-3501-01-970	Checking Account Interest Earned	46,990.23	43,770.61	104,681.51	87,360.64	35,665.13
01-3501-10-813	Pistol Permit Fee	0.00	370.00	130.00	120.00	260.00
01-3503-01-936	RENTS/LEASES & SERVICES	10,317.74	26,397.18	18,097.46	18,441.31	0.00
01-3503-01-937	TOWN DOCK RENTAL	0.00	0.00	0.00	0.00	0.00
01-3503-01-938	Old Abbott Library Rent	0.00	1,500.00	5,500.00	225.81	0.00
01-3504-01-938	DOG FINES	0.00	0.00	50.00	0.00	75.00
01-3504-01-939	PARKING FINES	3,200.00	1,320.00	2,480.00	3,060.00	4,440.00
01-3504-01-940	PD FALSE ALARM FINES	100.00	1,370.00	0.00	0.00	0.00

Revenue Comparison January through November 30, 2016-2020

AccountNumber	AccountName	2016 Revenue	2017 Revenue	2018 Revenue	2019 Revenue	2020 Revenue
01-3504-01-941	Replacement Transfer Station Tags	225.00	425.00	450.00	75.00	155.00
01-3504-01-944	PD STATE WITNESS FEES	1,660.00	13,160.36	1,200.00	787.30	500.00
01-3504-01-945	PD COURT RESTITUTION	0.00	0.00	0.00	0.00	0.00
01-3504-01-946	PD Discovery	690.00	525.00	400.00	634.00	510.00
01-3506-60-260	Revenue from other agency	0.00	0.00	0.00	0.00	0.00
01-3509-01-950	WELFARE MISC. REVENUE	15,367.36	667.00	1,713.00	724.75	1,561.00
Totals:		1,307,165.08	1,445,539.48	1,461,874.71	1,490,116.57	1,384,515.35



Expenditure Comparision January through November 2016-2020

Dept	Department Name	2016 Expenditures	2017 Expenditures	2018 Expenditures	2019 Expenditures	2020 Expenditures
4130	Executive	\$257,357.81	\$268,574.66	\$251,747.88	\$283,431.30	\$290,308.16
4140	TCTC	\$176,363.28	\$183,596.53	\$176,550.23	\$175,842.11	\$180,175.73
4141	Elections	\$11,242.44	\$5,383.20	\$10,063.43	\$5,390.09	\$11,788.83
4150	Finance	\$152,253.86	\$168,482.29	\$142,507.99	\$202,035.34	\$194,715.20
4152	Assessing	\$81,744.85	\$79,080.77	\$80,818.52	\$82,341.31	\$52,318.73
4153	Legal	\$11,323.21	\$18,262.05	\$14,999.35	\$11,321.48	\$10,574.24
4155	Personnel Benefits Mgm	\$114.00	\$128.50	\$97.50	\$63.25	\$55.00
4191	Planning/Zoning	\$33,842.15	\$30,208.47	\$41,123.00	\$41,180.09	\$35,688.12
4194	General Govt-B&G	\$109,529.52	\$117,172.24	\$126,244.76	\$145,322.11	\$184,005.53
4195	Cemetery	\$9,704.28	\$12,326.68	\$11,135.05	\$10,012.32	\$9,372.50
4196	Insurance	\$14.38	\$7,738.82	\$7,539.99	\$6,928.39	\$6,526.53
4197	Information Booth	\$14,373.86	\$11,838.47	\$11,491.62	\$11,973.83	\$7,422.21
4199	Other General Govt	\$24,676.99	\$23,859.37	\$18,083.12	\$25,563.40	\$19,874.57
4210	Police	\$644,694.30	\$710,905.75	\$721,132.08	\$775,461.79	\$808,177.02
4215	Ambulance	\$56,100.00	\$56,100.00	\$57,222.00	\$58,939.00	\$61,886.00
4220	Fire	\$145,876.11	\$135,190.90	\$163,442.61	\$146,275.78	\$181,463.63
4229	SSB	\$122,734.99	\$110,362.01	\$114,541.32	\$133,676.35	\$132,633.21
4290	Emergency Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4312	Highway	\$1,307,126.53	\$1,598,128.02	\$1,421,075.53	\$1,637,491.67	\$1,516,021.26

Dept	Department Name	2016 Expenditures	2017 Expenditures	2018 Expenditures	2019 Expenditures	2020 Expenditures
4316	Street Lights	\$23,851.90	\$33,203.72	\$11,067.71	\$13,617.89	\$13,707.65
4324	Transfer Station	\$395,680.33	\$400,879.89	\$438,122.39	\$470,060.08	\$467,932.06
4411	Health Officer	\$350.67	\$315.96	\$372.31	\$223.76	\$405.58
4414	Animal Control	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00
4415	Health Services	\$14,384.00	\$15,175.00	\$15,176.00	\$15,176.00	\$15,176.00
4442	Welfare	\$14,579.86	\$20,770.26	\$14,132.54	\$15,553.11	\$18,697.36
4520	Recreation	\$128,121.78	\$142,690.39	\$146,354.34	\$144,897.05	\$125,886.62
4550	Library	\$325,597.12	\$323,873.96	\$328,557.05	\$349,038.07	\$347,299.07
4583	Memorial Day	\$107.82	\$34.94	\$34.94	\$174.95	\$234.65
4589	Patriotic/Band Concerts	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
4611	Conservation Commissio	\$2,474.00	\$896.00	\$3,550.00	\$2,365.00	\$3,775.00
4711	Debt - Principal	\$246,026.93	\$261,187.13	\$262,155.53	\$262,881.83	\$263,608.13
4721	Debt - Interest	\$70,218.91	\$73,955.75	\$67,810.73	\$58,453.07	\$51,681.34
4723	Debt - TAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$4,385,465.88	\$4,815,461.73	\$4,662,149.52	\$5,090,690.42	\$5,016,409.93
4339	Hydro	\$39,388.37	\$47,558.28	\$48,565.52	\$95,237.50	\$63,491.58
		\$39,388.37	\$47,558.28	\$48,565.52	\$95,237.50	\$63,491.58
Grand Total		\$4,424,854.25	\$4,863,020.01	\$4,710,715.04	\$5,185,927.92	\$5,079,901.51



John Galloway
Fire Chief
Dana Ramspott
Asst. Fire Chief

Sunapee Fire Department

PO Box 15/ 9 Sargent Rd
Sunapee, NH. 03782-0015
603-763-5770
firechief@town.sunapee.nh.us



Matthew Pollari
Capt.- Fire Operations
Steven Marshall
Capt.- EMS Operations

Procedures for the New Hampshire COVID-19 First Responder Optional Testing Program

- I. Introduction- The First Responder Optional Screening Test program (FROST) enables routine COVID-19 screening for first responders (police, fire and emergency medical services [EMS]) working in the state of New Hampshire (NH) who are at higher risk than the general population because of their routine community interactions. FROST aims to identify asymptomatic individuals with COVID-19. This program will be offered to all responders of the Sunapee Fire & Police Department who job description/function requires them to interact with the public.
- II. Abbreviations & Definitions-
 - a. Asymptomatic- feeling nor displaying any of the classic signs of COVID-19 infection
 - b. BinaxNOW- Antigen nasal swab preliminary test kit
 - c. ESF- Emergency Support Function
 - d. NH DHHS- NH Department of Health & Human Services
 - e. PCR Test- Polymerase chain reaction nasal diagnostic test
- III. Eligibility for Testing-
 - a. All Responders of the Sunapee Fire & Police Departments whose job description/functions brings them in contact with members of the public are eligible for monthly testing.
 - b. Responders of either agency may opt out of FROST testing
 - c. FROST testing will be conducted as a screening method for first responders and only offered to asymptomatic Responders.
 - i. Responders displaying COVID-19 symptoms should be isolated and in contact with their primary care providers.
 - d. Responders opting to participate in the FROST program will agree to be tested once each month. 100% participation of all Responders opting for testing is required.
 - i. Responders who are getting FROST testing through an affiliation with another public safety agency need not be tested in Sunapee, but are asked to notify the Sunapee FROST testers for documentation purposes.
- IV. Testing Process
 - a. Responder-
 - i. Upon initial testing the member will be given an "Information for Participating First Responders" fact sheet prior to the sample being taken
 - ii. Responders shall report for testing at during one Tuesday of the month, at the beginning of the weekly fire department meeting/training.

- iii. Responders will be staggered on different Tuesdays of the month to ensure safe distancing.
 - iv. One daytime testing opportunity for the police department and members unable to attend meeting
- b. Testers-
 - i. Testers shall be designated by the Fire Chief and trained to conduct BinaxNOW sampling.
 - ii. Testing staff shall be fit tested for the proper size N-95 mask
 - iii. During the sampling the testing staff shall wear proper PPE:
 - 1. N-95 mask
 - 2. Eye protection- goggles or face shield which protect the front and sides of the eyes
 - 3. Gown or Tyvek suit
 - 4. Gloves- double gloving is recommended with the change of outer pair with proper hygiene after each sample taking
 - 5. If there is no contact and contamination between the tester and responders the facemask, eye protection and gown can stay in place.
 - iv. Upon completion of the testing for the group the Tester shall go to the NH DHHS on-line reporting portal and enter the results
- c. Sampling Procedure-
 - i. Sampling will be conducted either outdoors, or at the threshold of a bay with the overhead door partially open.
 - ii. When prepared to take the sample the Tester will call the Responder in, have the Responder remove their mask and take the sample as per BinaxNOW instructions.
 - iii. Once the sample is taken the Responder's sneeze reflex may kick in. The Responder shall turn away from the Tester, and try to get as far outside and away from the facility as possible.
 - iv. The Responder will re-mask and may continue activities. The test results will be returned in approximately 15 minutes.

V. Testing Result Procedure

- a. Negative Results- the Responders may continue regular functions with precautions in place as per department regulations
- b. Positive Results- If the BinaxNOW sample indications a positive screen for COVID-19 antigens further diagnostic screening is required.
 - i. The Responder will be informed of the test indication and directed to relocate away from other Responders and back to the sampling location.
 - ii. The Responders will be provided the ESF-4 Procedure for First Responders form with instructions for follow up and a DHHS test requisition form (both appended)
 - 1. The Responder shall self-isolate from all activities
 - 2. The Responder shall make arrangements to get a PCR test within 48 hours, ideally within 24 hours. Responders are encouraged to arrange for testing at their primary care provider or one of the Concord sites listed on the form.

3. Once an appointment is made the Responder shall notify their respective Command of time and location of the PCR testing. They will take the DHHS requisition form with them to the testing.
4. The Responder shall remain isolated at home until PCR testing results indicate there is no infection.
 - a. If the PCR tests indicates positive for COVID-19 NH DHHS will assume monitoring and follow-up.
5. A representative from the agency will report to the test site, retrieve the sample and deliver it to the DHHS lab for testing as per the instructions on ESF-4.
6. One of the testing team will submit a completed New Hampshire Confidential COVID-19 Case Report Form to NH DHHS as per instructions on the form.

CORRECTIVE QUITCLAIM DEED

KNOW ALL PERSONS BY THESE PRESENT, that the TOWN OF SUNAPEE, a New Hampshire municipal corporation with a mailing address of 23 Edgemont Road, Sunapee, NH 03782, by Its Selectboard, ["GRANTOR"] for consideration paid, grants to SUNAPEE HARBOR-RIVERWAY, INC., an organization with a mailing address of PO Box 850, Sunapee, NH 03782 ["GRANTEE"] with QUITCLAIM COVENANTS,

A certain parcel of land situate in the Town of Sunapee in the County of Sullivan and State of New Hampshire and being the parcel of land identified in the Town's tax records as Tax Map 133, Lot 88, comprising about 0.64 acres, and shown on a plan entitled "Plan Depicting Boundary Line Agreement and Easements to Be Retained by Town of Sunapee, 58 Main Street, Sunapee, New Hampshire," by Wayne McCutcheon Associates, Inc., dated September 28, 2015, and recorded in the Sullivan County Registry of Deeds as Plan # DR-05-005 ("the Plan"). Said parcel being more particularly described as follows:

Beginning at a set iron pin on the southerly side of the asphalt sidewalk on the southerly side of Main Street, so-called, said point being the northeasterly corner of the parcel described herein; thence South 37° 18' 48" West 88.00 feet to an existing iron pin; thence South 37° 20' 39" West 7.49 feet to an existing iron pin; thence South 37° 20' 39" West 43.00 feet to a set PK Nail in the center of the Sugar River, that last three coursed being along Tax Map 133, Lot 87; thence northwesterly 262 feet, plus or minus, along the center of the Sugar River, being the property boundary, along a closure line North 52° 28' 38" West 257.94 feet, to a set PK Nail at the southwestern corner of the parcel described herein; thence North 02° 30' 10" West 28.55 feet to a set iron pin; thence North 16° 50' 49" West 24.09 feet to a set iron pin in granite curb; thence South 76° 42' 31" East 70.00 feet to a set iron pin; thence North 13° 17' 26" East 26.72 feet to a set iron pin on the southerly side of the asphalt sidewalk on the southerly side of Main Street, so-called; thence 250 feet, plus or minus, along the southerly side of said asphalt sidewalk on the southerly side of said Main Street along a closure line South 64° 00' 45" East 247.53 feet to the set iron pin first begun at. Said parcel to contain 27,871 square feet or 0.64 acre.

The Grantor's conveyance is subject to the following covenants:

1. The historic 1927 clock and cupola shall be preserved and maintained in the current condition, and both the chime and the clockworks to be kept in proper working order;
2. The horse ramp is to be maintained in its current condition, preserved and displayed to the public as a piece of town history; in the alternative, if the within Grantee does not so wish to maintain, preserve and display, the horse ramp shall be removed in one piece

and transported to the Sunapee Historical Society to be permanently displayed outdoors in a suitable weather resistant enclosure, said cost of removal, transportation and outdoor enclosure to be borne by the Grantee;

3. The front barn doors shall remain where currently located or shall be incorporated prominently into the use of the building; and
4. The property conveyed herein shall be used for regular community use. In accordance with this covenant, the owner is required to provide for public access and regular community use of the buildings herein conveyed. "Regular community use" is defined as a use that is intended for frequent and regular use by the public that highlights the property's social, cultural, architectural, and historical significance in the town's history and may be accomplished by the following, including but not limited to: dedicating physical space within the building for community use and/or offering programs to the general public that make use of the building for community use purposes. As the Grantee's development of the within parcel goes before the town planning board for site plan review, where applicable, the Grantee shall identify on each such phase of construction how the regular community use requirement is satisfied.

The benefits and burdens of the above covenants are intended to run with the land, and to touch and concern the land, such that the parties themselves, their respective successors and assigns or those claiming under the parties to this conveyance, shall be bound by the within covenants. Further, if the Grantee or its successor or assign leases the property to a third party or allows others to use the property, it shall require the third party to acknowledge in writing its obligation to comply with the covenants herein.

As indicated by the above referenced plan, the Covered Bridge and Dam are specifically excluded from this conveyance and shall remain the property of the Grantor. Further the Grantor retains an easement to maintain, operate, and repair the Dam, as shown and depicted on the aforementioned Plan as "Easement Area A". The Grantor also retains an easement to maintain, operate, and repair the Covered Bridge, as shown and depicted on the aforementioned Plan as "Easement Area C".

Also as indicated by the above referenced plan, the Grantor reserves for itself a Riverwalk Easement for use by the public. Said easement is intended as a public pedestrian right-of-way for the passage of persons, excluding motorized and wheeled vehicles or apparatus except as may be required by the Americans with Disabilities Act, and shall be located beginning at the property boundary between the within described premises and property presently owned by Sunapee Harbor-Riverway, Inc. identified in the town's tax records as Tax Map/Lot 0133-0087-0000, proceeding across Tax Map/Lot 0133-0088, and ending at the property boundary between the within described premises and property presently owned by Lake Sunapee Insurance Agency, Inc., identified in the town's tax records as Tax Map/Lot 0133-0089-000, more particularly shown and described in the Plan as "Easement Area B," and includes the right of the Grantor to repair, replace, maintain to ensure safe and adequate use by the public, and to make reasonable improvements of same.

The within conveyance is also subject to any rights, easements, reservations, or other encumbrances of record.

Meaning and intending hereby to convey a portion of the parcel that was conveyed by deed of Herbert B. Sawyer to the within Grantor dated March 27, 1920, and recorded at the Sullivan County Registry of Deeds, Book 205, Page 313, and also by deed of Peter, Arthur, Constantine

C., and Marie C. Laganas to the within Grantor, dated January 26, 1963, and recorded at the Sullivan County Registry of Deeds, Book 436, Page 565.

The Grantor is exempt from the payment of transfer taxes under RSA 78-B.

The purpose of this Corrective Quitclaim Deed is to correct the Tax Map/Lot reference in the second paragraph of the Quitclaim Deed executed on October 19, 2015 and recorded in Book 1958, Page 24 of the Sullivan County Registry of Deeds.

Executed this 15th day of December 2020 by the Town of Sunapee, New Hampshire, by its Selectboard.



JOSHUA TROW, CHAIRMAN



SUZANNE GOTTLING, VICE CHAIR



JOHN AUGUSTINE



FREDERICK C. GALLUP

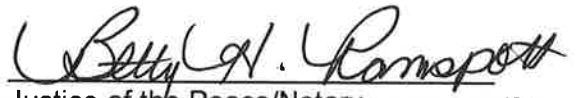


SHANE HASTINGS

STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

On this 15 day of December 2020, before me

the undersigned officer, personally appeared JOSHUA TROW, SUZANNE GOTTLING, JOHN AUGUSTINE, FREDERICK C. GALLUP and SHANE HASTINGS who acknowledged themselves to be the Selectboard of the Town of Sunapee, and that they, as the such Selectboard, executed the foregoing instrument for the purposes therein contained.



Justice of the Peace/Notary, HAMSPOTT
My Commission Expires May 18, 2021