SUNAPEE SELECTBOARD
MEETING MINUTES
Monday August 21st, 2023
Called to Order at 6:47 PM by Selectboard Chair Wallace

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1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

- Parcel ID: 0138-0002-0000, 3 Schoolhouse Lane, Martina Grgas
- Parcel ID: 0238-0060-0000, 43 Sioux Path, Edward Gross
- Parcel ID: 0104-0040-0000, 52 Prospect Hill Road, Elizabeth & David Hutchinson
- Parcel ID: 0235-0092-0007, Greenwood Lane, Unit 7, Ashish Sharma & Isha Goyal
- Parcel ID: 0125-0021-0000, 3 White Shutters Road, McCalmont Revocable Trust, Regina McCalmont

SIGN PERMIT:

- Parcel ID: 0237-0006-0000, 545 Stagecoach Road, Harding Hill Farm

LAND DISTURBANCE:

- Parcel ID: 0126-0020-0000, 122 Garnet Hill Road, Mark & Lisa Bruni
- Parcel ID: 0125-0021-0000, 3 White Shutters Road, McCalmont Revocable Trust, Regina McCalmont

TIMBER TAX (PA-7):

- Parcel ID: 0233-0003-0000, 249 Route 103, Benjamin Guillow

USE OF FACILITIES:

- Outdoor Recreation for Seniors (COA) requesting use of Dewey Beach for an event from 9:30am to 1:30pm on September 19th, 2023
- Center for the Arts requesting use of Sunapee Harbor for Arts in the Harbor from 8:00am to 6:00pm on August 13th, 2024

BOAT LAUNCH & DOCK USE AUTHORIZATION:

- Central Lakes Dock Co. requesting use until November 30th, 2023, to load material for dock installation & repair

CONSENT AGENDA: Motion to approve CZCs, Sign Permit, Land Disturbance, Timber Tax, Use of Facilities, and Boat Launch and Dock Use Authorization as noted above. Motion made by Selectboard Member Gallup, Seconded by Selectboard Member Trow. All voted in favor.

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2. APPOINTMENTS:

- 7:00 PM – Public Hearing – Pursuant to RSA 41:9a, Planning, Zoning, and Compliance Application Fee Schedule Amendments
- **Public Hearing opened by Sunapee Selectboard Chair Carol Wallace at 7:01 PM.** Land Use and Assessing Coordinator Allyson Traeger spoke to the mission of the Planning, Zoning, and Compliance Office. She explained that the Selectboard needs to review the outdated fees, which were last updated in 2014.
- Ms. Traeger acknowledged that the current fee schedule and wording on the permit forms can be confusing to applicants. She also said that many other towns are regularly reviewing and adjusting their respective fee schedules.
- The current fee schedule does not cover newspaper notices for Planning & Zoning Board meetings, and the newspaper notice fees have recently increased. She also spoke about difficulties in identifying and noticing abutters, which involves additional review by the Town that is not reflected in the current fee schedule.
- Ms. Traeger noted that the high number of nonconforming lots in Sunapee results in more nuanced P&Z cases. The Town incurs additional fees to consult legal counsel and subject experts when navigating such cases.
- For a full list of proposed changes to the Planning, Zoning, and Compliance fee schedule, click here.
- Selectboard Member Trow said that Sunapee has the highest of comparable permit fee schedules. Ms. Traeger reiterated that Sunapee has more nonconforming lots than other towns, and that proposed projects on nonconforming lots require more oversight by the Planning & Zoning Office. Mr. Trow agreed that the schedule should be based on square footage. Town Manager Martinez commented that complex projects require detailed review of site plans to provide accurate information to the Planning and/or Zoning Board and ensure that new developments comply with the Zoning Ordinance.
- Ms. Traeger confirmed that for After-the-Fact permits, the proposed fee is double the standard application costs of the project.
- Board Members agreed on an amendment that the expiration date for CZCs be extended from one year to two years after the issue date.
- **Chris Whitehouse** would like to see the expected amount of annual revenue that would be brought by the new fees. Town Manager Martinez confirmed that Town Administration had a very rough draft of an internal government cost control estimate. Ms. Traeger shared estimated overhead costs for 2023. Mr. Whitehouse would like to see more exact numbers.
- **John Augustine** would like to see how much other towns spend on Planning & Zoning administration. Questioned the Selectboard's goals for the proposed percentage of Planning & Zoning administration that permit fees would cover. Chairwoman Wallace would like to see 100% coverage. Selectman Trow would not expect 100%, but as much as possible while maintaining comparable rates. Mr. Augustine asked whether there are performance metrics for the Land Use Coordinator

and Code Compliance Officers, and Town Manager Martinez confirmed that there are. Mr. Augustine suggested that the proposed language: "fees subject to a 10% annual increase" be changed, and Chairwoman Wallace agreed. Selectboard Member Trow believes that 10% is a reasonable cap for annual changes.

- **Chris Whitehouse** is concerned that the proposed fee schedule may not be affordable for middle-class individuals. Mr. Trow clarified that smaller projects may result in lesser fees than previously.

- Town Manager Martinez asked the Board what questions, changes, or suggestions they have prior to voting on the fee schedule. Mr. Trow does not believe the fee adjustments are problematically high. Mr. Hathorn does not believe Sunapee is out of line with comparable towns.

- The Board amended the original proposed language from "*All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard*" to "*All fees are subject to an increase of up to 10% increase in one calendar year at the discretion of the Sunapee Selectboard*."

- The Board amended the expiration of CZCs from one year after the date of issue to two years. Town Manager Martinez noted that applicants will have the opportunity to manage their permits and request an extension through the OpenGov platform.

Motion to approve the proposed adjustments to the Planning, Zoning, and Compliance Application fee schedule, as discussed and amended, was made by Selectboard Member Trow and seconded by Selectboard Member Gottling. All voted in favor and the motion passed.

Motion for an effective date of January 1st, 2024 was made by Selectboard Member Trow and seconded by Selectboard Member Gottling. All voted in favor and the motion passed.

Public hearing closed at 8:18 PM.

3. PUBLIC COMMENT: Full comments can be viewed on **Town Hall Streams,** starting at 8:19 PM.

- **Chris Whitehouse** spoke on the topic of Transfer Station/Beach Pass fees. Mr. Whitehouse feels it is an unnecessary 'tax,' and believes that the Town is violating the Dewey Beach deed. He noted that any fee charged on behalf of Dewey Beach needs to be used at Dewey Beach. He expressed that he felt Sunapee Police distributing dog registration paperwork is a waste of time.

- **Lisa Hoekstra** spoke on the topic of right-to-know requests. She does not feel she is getting the information she requested. She does not believe that the current Short-Term Rental registration fee is accurate and wants to know who, beyond paid staff, will have access to the GovOS system. She also said that she has been denied information on non-public sessions that were not sealed properly.

- **John Augustine** referenced the MS-535 and encouraged the Selectboard to review the unrestricted fund balance. He asked whether the Selectboard will review the $850,000 and use that amount to draw down the taxes.

- **Christine Corey** wanted clarification about rules of procedure and referenced the Selectboard's Duties & Operations. Ms. Corey asked who is preparing and submitting meeting minutes to/for the Board.

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4. SELECTMEN ACTION:

- Review and Sign MS-535
    - Town Manager Martinez noted the Town is currently waiting for auditor's final report to be produced as well as a final presentation.
    - Town Manager Martinez anticipates that the MS-434 will be available for review at the next regular Selectboard meeting.

Motion to approve the MS-535, as presented, was made by Selectboard Member Trow and seconded by Selectboard Member Hathorn. All voted in favor.

- Old Business
    - Investment Policy
        - Town Manager Martinez is waiting to hear back from municipal money managers to schedule presentations for the Selectboard.
    - Rules of Procedure
        - Discussions on meeting minutes and rules of procedure forthcoming

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5. TOWN MANAGER REPORTS

- **MS-1 Update:**
    - The Assessor has applied for an extension due to a longer-than-expected revaluation process in New London, and the Town will be behind on the tax rate-setting process.
- **Welcome to Sullivan County**: The Sullivan Country Board of Commissioners would like the Town of Sunapee to participate in the "Welcome to Sullivan County" sign project.
    - Town Manager Martinez presented the proposed signs and a map of tentative locations.
    - Board Members reviewed the map of proposed signs and would like to know exact placement locations.
    - Board Members discussed the large scale of the sign and wondered whether the detail in the logo would be visible to drivers.
- Fill dirt is available at the Transfer Station for anyone who wants it. Selectboard Member Gallup asked about whether the fill material was tested for contaminants, and Town Manager Martinez clarified that tests were run beforehand, and individuals must sign a waiver to pick it up.

- Staffing Update: Lindsay Hale will be resigning from the Finance Department, and Town Manager Martinez said that administration is close to hiring a Finance Director. The Highway Department has hired a new foreman.
    - On the topic of the Highway Department, Selectboard Member Trow asked about the status of repairs, and Town Manager Martinez replied that they are currently behind but will be catching up as they become fully staffed.
    - Town Manager Martinez also reminded those in attendance that there will be upcoming news and announcements about the Georges Mills Bridge closure.
- Coalition 2.0 Update
    - Town Manager Martinez gave a brief update regarding the Conval and Rand cases. She noted that a more comprehensive update was forthcoming. The entire Coalition 2.0 membership is meeting next month.
- Recreation Survey Instrument
    - Sunapee has partnered with the University of New Hampshire to develop an academically-sound survey instrument that will evaluate the effectiveness of the Recreation Department and gauge community needs. The Recreation Committee has approved the final survey.

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6. CHAIRWOMAN'S REPORT

- Selectboard Member Trow asked whether the State has provided an update on Muzzy Hill? Town Manager Martinez said that they had not, and she will reach out to them to follow up.
- Selectboard Member Gallup spoke on behalf of some residents who complemented the work of the Highway Department and the work on Jobs Creek Road. Mr. Gallup would like to meet with the Highway Director and Foreman to discuss upcoming projects and priorities. Town Manager Martinez wants to continue building clear organization in staff schedules and project schedules.
- Chairwoman Wallace asked that Board Members review the Master Plan Survey results ahead of next week's strategic planning meetings. She asked that they table the discussion of how meeting minutes are taken until the next meeting
- It was agreed that the Selectboard meeting on September 4th be moved to September 5th in observance of Labor Day.
- Chairwoman Wallace revisited the topic of preexisting Short-Term Rental dates and confirmed that the timeframe is 12/01/2020 – 12/01/2022.

MEETING ADJOURNED AT 9:14 PM.

. UPCOMING MEETINGS:

- **August 24th** – Water & Sewer Commissioners – 5:30pm
- **August 28th** – Selectboard Strategy Session – 6:30pm
- **September 4th** – Selectboard Meeting – 6:30pm
- **September 6th** – Conservation Commission – 7:00pm
- **September 7th** – Zoning Board Meeting – 6:30pm

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

SUNAPEE SELECTBOARD
MEETING AGENDA
6:30 PM Town Office Meeting Room
Monday August 21st, 2023
Join us on Zoom: https://us06web.zoom.us/j/86066395397

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- Parcel ID: 0235-0092-0007, Greenwood Lane, Unit 7, Ashish Sharma & Isha Goyal
- Parcel ID: 0125-0021-0000, 3 White Shutters Road, McCalmont Revocable Trust, Regina McCalmont
- Parcel ID: 0215-0010-0000, 420 North Road, Lori Meyers

SIGN PERMIT:

- Parcel ID: 0237-0006-0000, 545 Stagecoach Road, Harding Hill Farm

LAND DISTURBANCE:

- Parcel ID: 0126-0020-0000, 122 Garnet Hill Road, Mark & Lisa Bruni
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3. PUBLIC COMMENT:

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4. SELECTMEN ACTION:

- Review and Sign MS-535
- Old Business
  - Investment Policy
  - Rules of Procedure

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5. TOWN MANAGER REPORTS

- MS-1 Update
- Welcome to Sullivan County
- Fill available at the Transfer Station for those who want it.
- Staffing Update
- Coalition 2.0 Update
- Recreation Survey Instrument

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6. CHAIRMAN'S REPORT

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SIGN-IN SHEET

SUNAPEE SELECTBOARD MEETING

DATE: 8/21/23

Regina McCalmont	
Christine A Corey	356 RTE 103, Sunapee
[illegible]	Maple St.
Chris Whitehouse	Wild Hill Rd

Town of Sunapee

Public Hearing: Planning & Zoning Application Fee Schedule Amendments

Allyson Traeger, Land Use & Assessing Coordinator

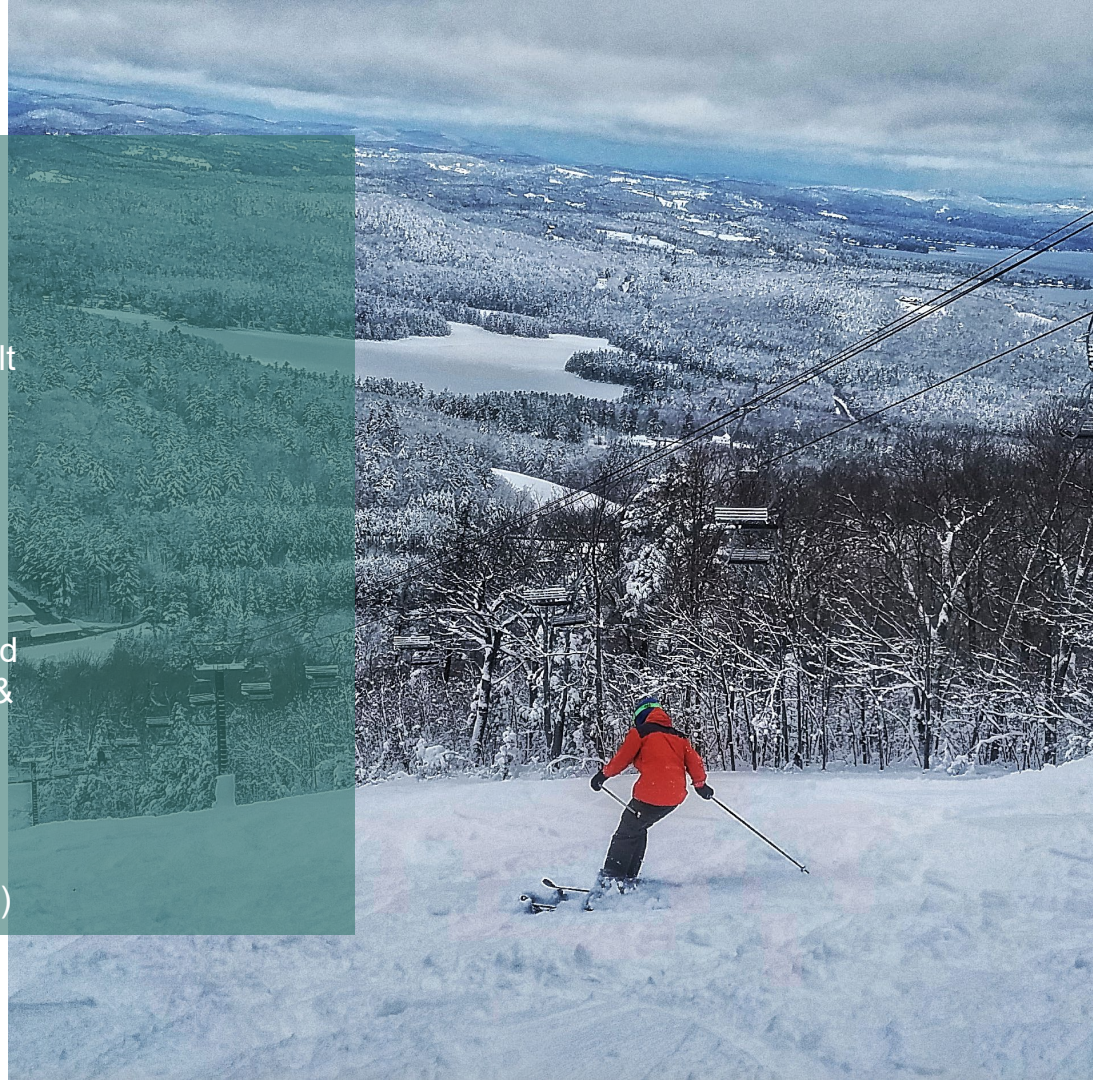
August 21,2023

Mission:

The Planning, Zoning, and Compliance Office's mission is to address our citizens' land use needs by providing enforcement, information, participation, and assistance related to the Town's Land Use ordinance while providing the highest possible levels of customer service.

Reason for changes

- Last comprehensive update occurred in 2014
  - Current format is unclear and difficult to understand
- After-the-fact compliance permit fee adjustments
- Legal costs associated with the Planning Board & Zoning Board of Adjustment
  - RSA 674:33 & RSA 674:1
    - Planning Board & Zoning Board of Adjustment Public notices & Abutters notices
- Addition of:
  - 6-Year Septic Waiver Application
  - Site Plan Compliance Completion
  - Granted Motions for Rehearing (ZBA)



	SUNAPEE 1/27/2014		NEWBURY Revised 4/12/2023		NEW LONDON Revised 5/31/2022 & 7/5/2023		MOULTONBOROUGH Revised 8/1/2010		Meredith Revised 4/20/2020		Bristol Revised 7/6/23	
	Application	Fee	Application	Fee	Application	Fee	Application	Fee	Application	Fee	Application	Fee
RESIDENTIAL PROJECTS	New Home - up to 2000 sq. ft	$600	Single Family:		New Residential Structures (including manufactured housing and prefabricated housing, etc.	$100 + $0.30 sq. ft	Residential Building:		New Construction:		New one (1) or two (2) family dwelling	$50 + $0.30 sq. ft
	New Home - 2000 - 5000 sq. ft	$1,200	Up to 2500 S/F	100 + 0.30/sq. ft	Residential Additions and Accessory Structure	$50 + $0.25 sq. ft	Finished	$0.22 sq.ft*	Singe Family	$0.25 sq. ft * Gross Area including Basement	Addition/accessory structure	$35 + $0.15 sq. ft
	New Home - 5001 + S/F	$1,800	2501-4999 S/F	250 + 0.30/sq. ft	New Residential Structures, Additions, and Accessory Structures that add impervious surface to the waterfront	$100	Unfinished	$0.11 sq.ft*	Multi Family	$100/unit + $0.25 sq.ft	Interior alteration/renovation	$50 + $0.30 sq. ft
	Residential Additions or Alterations up to 500 S/F	$180	5000 S/F	500 + 0.30/sq. ft	Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration)	$25 + $0.25 sq. ft			Alterations & Structural Chnages	$0.15 sq. ft		
	Residential Additions or Alterations 500+ S/F	$360	Shed	50 + 0.15/sq. ft					Renovations	$0.15 sq. ft		
	Sheds / Decks / Porches / Permanent Pools	$60	Barn/Garage/Carport/Breezeway/Deck/Dock	100 + 0.15/sq. ft								
	Garages	$300	Residential Additions or Alterations	75 + 0.30/sq. ft					Garage	$0.15 sq. ft		
	After-the-Fact Zoning Compliance Permit Residential or other non-commercial projects	$300	After the fact	*Double the application fee	After the fact	$200 + $0.25 sq. ft			After the Fact	$100 1st offense & $250 2nd offense	After the Fact	2x Permit Fee
COMMERCIAL PROJECTS	New Structures, Accessory Structures and Additions or Alterations that involve a change of footprint	$240 + $0.60 sq. ft	Multi Family: 3 or more dwellings	100 per unit + 0.30/sq. ft	New Structures, Accessory Structures, and Additions or Alterations that involve a change of footprint	$100	Commercial Building:		Commercial	$0.30 sq. ft	New commercial/industrial building	$100 + $0.40 sq. ft
	Alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration.)	$120 + $0.60 sq. ft	Country Inn/B&B/Hotel/Motel	$100 per unit +$ 0.40/sq. ft	Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration)		Finished	$0.22 sq.ft*	Industrial	$0.30 sq. ft	New multi-family dwelling	$100 + $0.40 sq. ft
			Non-Residential Structures	$100 per unit +$ 0.40/sq. ft			Unfinished	$0.11 sq.ft*			Addition/accessory structure	$50 + $0.40 sq. ft
	After-the-Fact Zoning Compliance Permit Commercial	$330	Non-Residential Alterations	$100 per unit +$ 0.40/sq. ft	After the fact	$200					Interior alteration/renovation	$100 + $0.40 sq. ft
OTHER FEES	Alternative Energy Systems: solar collectors, roof mounted energy producing systems, etc.	$112.50									Energy Solar Permit	$125
	Alternative Energy Systems: Tower Mounted Systems	$225										
	Demolition Permit	$75	Demolition	$100	Demolition	$50	Demolition	$30				
	Driveway Permit	$75			Driveway	$50					Demolition	$50
	Land Disturbance Permit	$50 (plus bond)			Erosion Control Permit	$50					Driveway	$50
	Meteorological Tower	$225										
	Excavation Permit	$75			Excavation Permit	100						
	Sign Permit	$30			Sign Permit	10	Sign Permit	$25 Permanent & $20 Temporary	Sign Permit	$25	Sign Permit	$25
	Telecommunications - Accessory Structures for Telecommunications Use	$300	Personal Wireless Service Facility: Additional Antennas	$500/antenna + $20/ft to highest antenna	Telecommunications Towers	$500/colocator + $20 per vertical foot						
	Telecommunications Towers	$1,500	Personal Wireless Service Facility: Initial Construction	$500/antenna + $20/ft to highest antenna	Accessory Structures for Telecommunications Use	$100 + 0.30 sq. ft			Swimming Pool	$25		
	Temporary Structures	$75	Septic Inspection	50	Other (solar, swimming pool, home radio antenna mast, non-typical structures, etc.)	Commercial: $100 Residential: $50			Septic System	$50	Temporary Camping Permit	$25
	Tree Cutting Permit	$75			Temporary Structures	$25 + 0.25 sq ft			Septic Repairs	$25		

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	SUNAPEE 1/27/2014		NEWBURY Revised 4/12/2023		NEW LONDON Revised 5/31/2022 & 7/5/2023		MOULTONBOROUGH Revised 8/1/2010		Meredith Revised 4/20/2020		Bristol Revised 7/6/23	
	Application	Fee	Application	Fee	Application	Fee	Application	Fee	Application	Fee	Application	Fee
ZONING BOARD	Variance	$150	Variance	$175 + $6/ per abutter	Variance	$150 + $4.98/abutters + $56 notice	Variance	$100 +$2/abutters + $75 notice	Variance	$25 + $10/abutters	Variance	$175 (includes notice) + $9/abutters
	Special Exception	$150	Special Exception	$175 + $6/ per abutter	Special Exception	$150 + $4.98/abutters + $56 notice	Special Exception	$100 +$2/abutters + $75 notice	Special Exception	$25 + $10/abutters	Special Exception	$175 (includes notice) + $9/abutters
	Motions for Rehearing	$0	Granted Motions for Rehearing	$175 + $6/ per abutter			Granted Motions for Rehearing	$100 +$2/abutters + $75 notice			Motion for Rehearing	*Unless granted, then new application fees will apply
	Appeals	$150	Appeals	$175 + $6/ per abutter	Appeals	$150 + $4.98/abutters + $56 notice	Appeals	$200 Application Fee + $200 Hearing Fee + $200 Re-Hearing Fee (if granted)			Appeals	$175 (includes notice) + $9/abutters
	Equitable Waivers	$150	Equitable Waivers	$175 + $6/ per abutter	Equitable Waivers	$150 + $4.98/abutters + $56 notice	Equitable Waivers	$100 +$2/abutters + $75 notice	Equitable Waiver	$25 + $10/abutters	Equitable Waiver	$175 (includes notice) + $9/abutters
PLANNING BOARD	Major Subdivision	$150 + $300 / per lot	Major Subdivision	* $200 + $6/ per abutter + $75 for notice	Major Subdivision	$200 + $300 per lot + $4.98/abutters + $56 notice	Major Subdivision	$300 + $100 per lot	Major Subdivision	$150/lot + $50 notice + $10 abutters	Subdivision	$250 (includes notice) + $9/abutters
	Minor Subdivision	$150 + $150/per lot	Minor Subdivision	* $100 + $6/ per abutter + $75 for notice	Minor Subdivision	$100 + $150 per lot + $4.98/abutters + $56 notice	Minor Subdivision	$275	Minor Subdivision	$300/lot + $50 notice + $10 abutters		
	Annexation	$150	Annexation	* $75 + $6/ per abutter + $75 for notice	Annexation	$75 + $4.98/abutters + $56 notice	Annexation				Minor Lot Line Adjustment	$50
	Lot Line Adjustment	$75					Boundary Line Adjustment	$200	Boundary Line Adjustment	$200/lot + $50 notice + $10 abutters	Lot Line Adjustment	$175 (includes notice) + $9/abutters
	Site Plan Review	$150	Site Plan Review:		Site Plan Review Home Business	$50 + $4.98/abutters + $56 notice	Site Plan Review	$250	Site Plan Review:		Minor Site Plan	$175 (includes notice) + $9/abutters
	Over 2000 sq. ft	$75 / per 1000 sq. ft	Design Review	* $150 + $6/ per abutter + $75 for notice	Certificate of Site Plan Compliance	$50	Over 2000 sq. ft		Home Occupation	$100 + $50 notice + $10 abutters	Full Site Plan	$250 (includes notice) + $9/abutters
	5000 sq. ft additional and disturbed	$75/ per 5000 sq. ft	Minor Review	* $100 + $6/ per abutter + $75 for notice			5000 sq. ft additional and disturbed		Change of Use (no site modification)	$125 + $50 notice + $10 abutters		
	Additional units after 2	$100 / per unit	Final Review	* $150 + $6/ per abutter + $75 for notice			Additional units after 2		Other	$150 + $0.03/sq. ft + $50 notice + $10 abutters		
	Mergers	$75	Merger	$100 / each merger deed	Merger	$50/two lots + $25/additional + $4.98/abutters + $56 notice	Voluntary Merger	$0	Lot Merger	$75/lot + $50 notice + $10 abutters		

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Current Fee Schedule Permits:

PERMIT FEES

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

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

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

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

Up to 2000 S/F $600		$_____
2000 – 5000 S/F = $1200		$_____
5000 S/F = $1,800		$_____

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

Up to 500 S/F = $180		$_____
500 S/F+ = $360		$_____
Sheds / Decks / Porches/Permanent Pools	$60 / each	$_____
Garages	$300	$_____
After-the-Fact Zoning Compliance Permit - *Residential or other non-commercial projects*	$300	$_____

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

COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY RESIDENTIAL (3+ Unit), & MUNICIPAL PROJECTS
(including convalescent homes, nursing home, assisted living and other multi-person dwellings):

New Structures, Accessory Structures and Additions or Alterations that involve a change of footprint ..... $240 + $.60 S/F $_____

Alterations that do not involve a change of footprint
(SF will only apply to any additional floor area created by or occupied as a result of the alteration.)
This section includes projects that went to Site Plan, projects that do not involve a change of footprint, or any project that involves the adding of a bedroom, kitchen or dwelling unit.

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

After-the-fact Zoning Compliance Permit ..... $330 $_____
A regular zoning compliance application must also be submitted with this permit.

OTHER FEES

Alternative Energy Systems: Solar collectors, roof mounted energy producing systems, etc.	$112.50	$_____
Alternative Energy Systems: Tower Mounted systems	$225	$_____
Demolition Permit (unless associated with rebuilding projects)	$75	$_____
Driveway Permit	$75	$_____
Land Disturbance Permit	$50 (plus security)	$_____
Meteorological Tower	$225	$_____
Permit to Excavate, Highways/Streets	$75	$_____
Sign Permit	$30	$_____
Telecommunications - Accessory Structures for Telecommunications Use	$300	$_____
Telecommunications Towers	$1,500	$_____
Temporary Structures, such as trailers and container boxes used for storage, construction offices, temporary living for use more than 60 consecutive days	$75 each unit	$_____
Tree Cutting Permit	$75	$_____

TOTAL..... AMOUNT DUE: $_____

Make check payable to Town of Sunapee.

Current Fee Schedule Zoning & Planning Board:

TOWN OF SUNAPEE
PLANNING & ZONING
APPLICATION FEE FORM

TYPE OF APPLICATION	FEE SCHEDULE	FEE CALCULATION
Zoning Board of Adjustment		
_____Variance/Special Exception Equitable Waivers Appeals	$150.00 filing fee + abutters & property owner including consultants are charged at the rate of Rate TBD*for certified mail	_____
	SUB TOTAL	[ ]
Planning Board		
_____Major Subdivision	$150.00 filing fee	_____
	+$300.00 per lot +	_____
(4 Lots or More)	Notification to abutters & owner plus consultants at Rate TBD * for certified mail	_____
	SUB TOTAL	[ ]
_____Minor Subdivision	$150.00 filing fee	_____
	and including $150.00	
(1-3 Lots)	per new lot +	_____
	Notification to abutters & owner plus engineer Rate TBD* for certified mail	_____
	SUB TOTAL	[ ]

*Check with Town for current postage rates, check made out to the Postmaster

Planning & Zoning Fees
Page 2

TYPE OF APPLICATION	FEE SCHEDULE	FEE CALCULATION
_____Site Plan Review	$150.00 filing fee	_____
	Non-Residential: $75/1000 sq. ft. of bldg. over 2000 sq. ft.	_____
	$75/5000 sq. ft. of additional and disturbed beyond bldg. footprint	_____
	Residential: $100/unit after the first 2 units	_____
	Abutters fee of TBD each plus owner & consultants *	_____
	SUB TOTAL	[ ]

*Check for postage made out to the Postmaster

_____Mergers	$75.00 filing fee (check to made out to Town of Sunapee)	
	Recording fee (check To be made out to Sullivan County Registry of Deeds) 1st pg. of document is $10.00**	_____
	Each additional page Is $4.00 per page	_____
	Surcharge $2.00	_____
		[ ]

SUB TOTAL

**Need to include self-addressed stamped envelope for return

Planning & Zoning Fees
Page 3

TYPE OF APPLICATION	FEE SCHEDULE	FEE CALCULATION
_____Annexation/ Subdivision	$150.00 filing fee + $75 Notification to Abutters, owner and Consultants Rate TBD* each For certificated mail*	_____
	SUB TOTAL	_____

*Check for postage made out to the Postmaster

_____Mylar Recording	Check made out to the Sullivan County Registry Of Deeds	
	17"x22" = $16.00	_____
	22"x34" = $26.00	_____
_____LChip Surcharge	Check made out to the Sullivan County Registry (LCHIP IN Check Memo) $25.00 per Document	
	SUB TOTAL	[ ]

NOTE: ***Mylars must comply with Sullivan County Registry of Deeds approval block requirements***

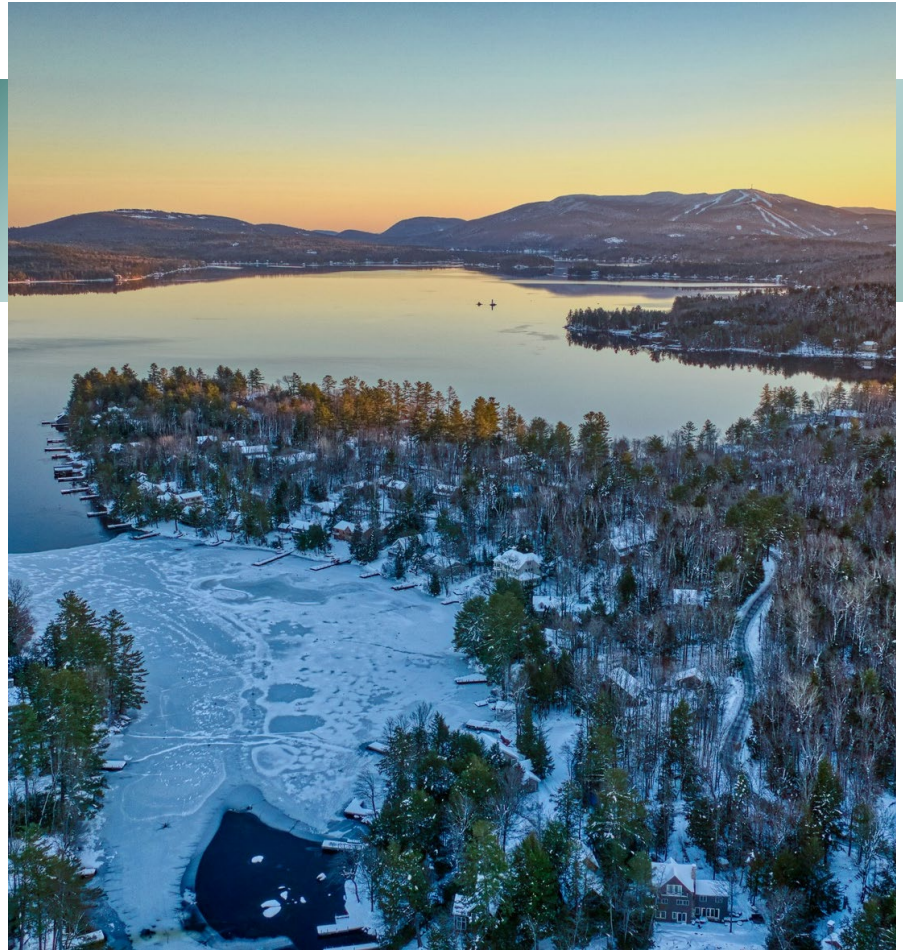
Proposed Changes:

SUNAPEE			
	Application Type	Current Fee	Proposed Fee
RESIDENTIAL PROJECTS	New Home - up to 2000 sq. ft	$600	$200 + $0.30/sq. ft
	New Home - 2001 - 5000 sq. ft	$1,200	$400 + $0.30/sq. ft
	New Home - 5001 + sq. ft	$1,800	$600 + $0.30/ sq. ft
	Residential Additions or Alterations up to 500 sq. ft	$180	$50 + $0.30/sq. ft
	Residential Additions or Alterations 501 + sq. ft	$360	$125 + $0.30/sq. ft
	Sheds / Decks / Porches / Permanent Pools	$60	$50 + $0.15/sq.ft
	Garages	$300	$200 + $0.20/sq. ft
	After-the-Fact Zoning Compliance Permit Residential or other non-commercial projects	$300	*Double the application fees (minimum $300)
COMMERCIAL PROJECTS	New Structures, Accessory Structures and Additions or Alterations that involve a change of footprint	$240 + $0.60 sq. ft	$300 + $0.60 S/F
	Alterations that do not involve a change of footprint (sq. ft will only apply to any additional floor area created by or occupied as a result of the alteration.)	$120 + $0.60 sq. ft	$150 + $0.60 S/F
	After-the-Fact Zoning Compliance Permit Commercial	$330	*Double the application fees
OTHER FEES	Alternative Energy Systems: solar collectors, roof mounted energy producing systems, etc.	$112.50	$120
	Alternative Energy Systems: Tower Mounted Systems	$225	$200 + $0.25 sq/ft
	Demolition Permit	$75	$100
	Driveway Permit	$75	$75
	Land Disturbance Permit	$50 (plus bond)	$100 (plus Letter of Credit or Bond)
	Meteorological Tower	$225	$225
	Excavation Permit	$75	$100
	Sign Permit	$30	$30
	Telecommunications - Accessory Structures for Telecommunications Use	$300	$500 / antenna + $20 / ft to highest antenna
	Telecommunications Towers	$1,500	$500 / antenna + $20 / ft to highest antenna
	Temporary Structures	$75	$150
	Tree Cutting Permit	$75	$100
	6-year Septic Pumping Compliance Waiver	NEW	$10
ZONING BOARD	Variance	$150	$150 + $15/per abutter + $60 notice
	Special Exception	$150	$150 + $15/per abutter + $60 notice
	Motions for Rehearing	NEW	$150 + $15/per abutter + $60 notice *IF GRANTED
	Appeals	$150	$150 + $15/per abutter + $60 notice
	Equitable Waivers	$150	$150 + $15/per abutter + $60 notice

Additional Notes:

- **All fees are nonrefundable**
- **All CZCs expire 1 year after the issue date** (unless substantial effort)
- **All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard**

DRAFT



Next Steps

- Planning Board Fees
  - Following the Town Vote
- Implementation of Fee Schedule
  - Finalize Roll Out Date
- OpenGov

Questions?

SULLIVAN COUNTY

Serving the communities of
Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon, Lempster, Newport, Plainfield, Springfield, Sunapee, Unity & Washington

Board of Commissioners
14 Main Street
Newport, NH 03773
(603)863-2560
Fax (603)863-9314
commissioners@sullivancountynh.gov

County Manager
14 Main Street
Newport, NH 03773
(603)863-2560
Fax (603)863-9314
manager@sullivancountynh.gov

Dept. of Corrections
103 County Farm Road
Unity, NH 03743
(603)542-8717
Fax (603)542-0239
doc@sullivancountynh.gov

Facilities & Operations
5 Nursing Home Drive
Unity, NH 03743
(603)542-9511 x230
Fax (603)542-2829
facilities@sullivancountynh.gov

Human Resources & Payroll
5 Nursing Home Drive
Unity, NH 03743
(603)542-9511 x286
Fax (603)542-9214
humanresources@sullivancountynh.gov

Natural Resources
95 County Farm Road
Unity, NH 03743
(603)542-4891
Fax (603)542-2829
naturalresources@sullivancountynh.gov

Sullivan County Health Care
5 Nursing Home Drive
Unity, NH 03743
(603)542-9511
Fax (603)542-9214
nursinghome@sullivancountynh.gov

8 August 2023

Town of Sunapee Selectboard
23 Edgemont Road
Sunapee, NH 03782

Re: "Welcome To Sullivan County" Sign Project

Dear Town of Sunapee Selectboard,

I am writing to you on behalf of the Sullivan County Board of Commissioners regarding our "Welcome to Sullivan County" sign project. This idea has been discussed for quite some time and we are in the final planning stages and expect to begin installation soon. The purpose of this letter is to let you know where we are with the project, share the proposed locations with you, and answer any questions you might have before we begin installation.

The map at Atch 1 shows the approximate locations of each sign—along every state highway as it enters the county. The signs are approximately 4′ tall by 6′ wide—the same size as the State's "Welcome to New Hampshire" signs. The design was created in part through an online survey that had over 300 responses from the public and is included as Atch 2.

We are actively coordinating with the regional DOT offices (Districts 2 and 4) as well as individual landowners to get necessary permissions and ensure these signs are installed in accordance with appropriate regulations.

Please let me know if you have any questions.

Sincerely

Derek R. Ferland

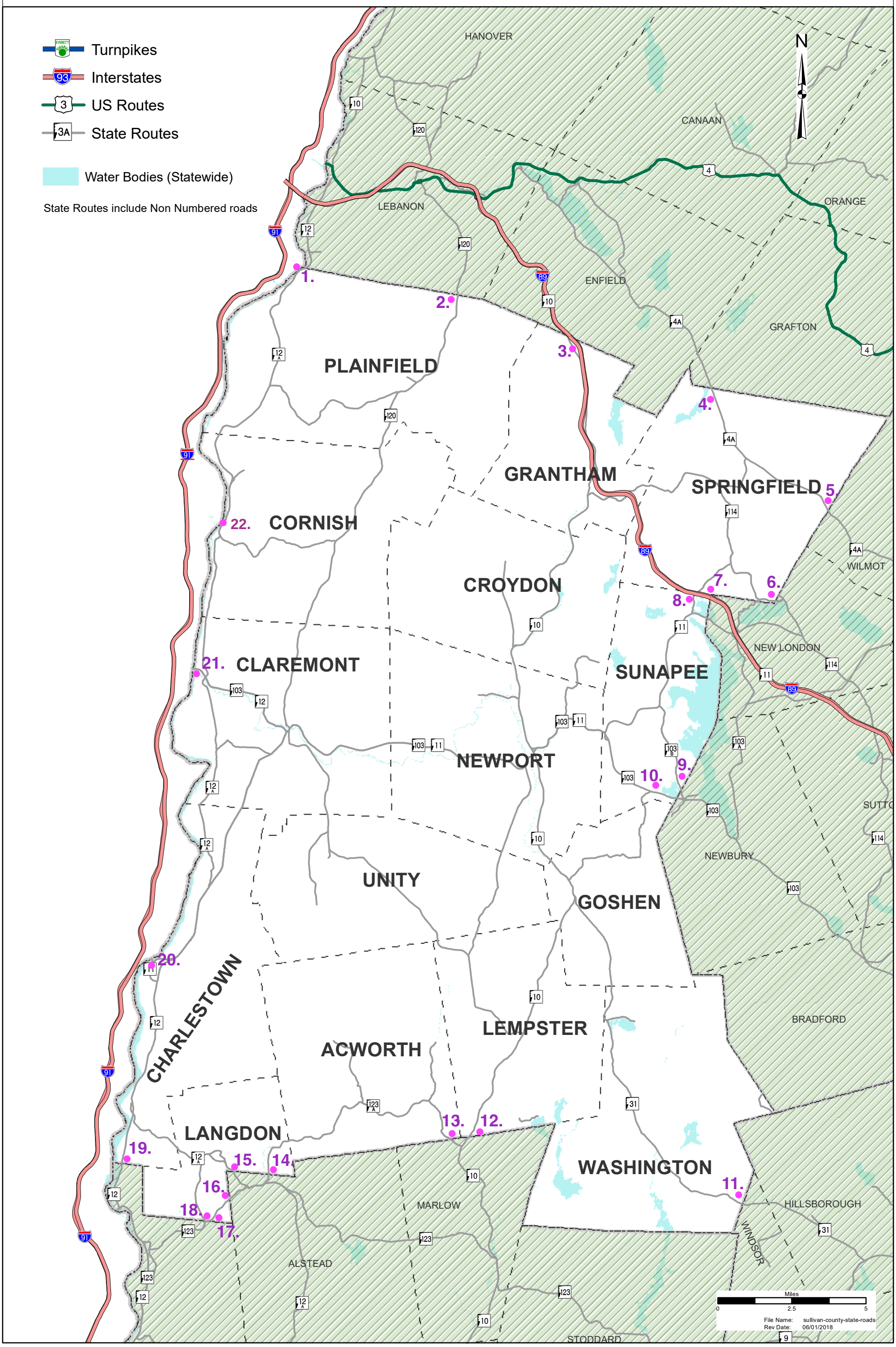
Derek R. Ferland, Sullivan County Manager
E. dferland@sullivancountynh.gov
T. (603) 863-2560

2 Attachments:
1. "Welcome to Sullivan County" Proposed Sign Locations
2. "Welcome to Sullivan County" Sign Design

Sullivan County

State Roads

New Hampshire DOT
Department of Transportation



Welcome to

Sullivan County

Est. 1827

SUGAR RIVER REGION

· NEW HAMPSHIRE · MADE HERE ·

SugarRiverRegion.org

New Hampshire
Department of
Revenue Administration

2023
MS-535

COPY

Financial Report of the Budget

Sunapee

For the period ending December 31, 2022

PREPARER'S EFILE CERTIFICATION

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

Ashley Miller

GOVERNING BODY CERTIFICATION

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

Name	Position	Signature
CAROL P. WALLACE	Chair	CPWallace
SUZANNE GOTTLING	vice chair	Suzanne Gottling
Frederick C Gallup	Selectman	Frederick C Gallup
Josh Trow	Selectmen	[illegible]
Jeremy Hathorn	Selectman	[illegible]

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

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

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	$325,455	$327,821
4140-4149	Election, Registration, and Vital Statistics	$280,570	$272,057
4150-4151	Financial Administration	$357,040	$441,295
4152	Revaluation of Property	$101,301	$73,043
4153	Legal Expense	$18,000	$66,935
4155-4159	Personnel Administration	$1,000	$9,531
4191-4193	Planning and Zoning	$290,399	$300,202
4194	General Government Buildings	$313,904	$135,669
4195	Cemeteries	$14,392	$11,471
4196	Insurance	$8,068	$6,983
4197	Advertising and Regional Association	$13,890	$12,490
4199	Other General Government	$31,968	$54,137
	General Government Subtotal	**$1,755,987**	**$1,711,634**
Public Safety			
4210-4214	Police	$977,826	$958,616
4215-4219	Ambulance	$64,980	$63,743
4220-4229	Fire	$373,949	$346,432
4240-4249	Building Inspection	$0	$0
4290-4298	Emergency Management	$500	$309
4299	Other (Including Communications)	$147,100	$139,505
	Public Safety Subtotal	**$1,564,355**	**$1,508,605**
Airport/Aviation Center			
4301-4309	Airport Operations	$0	$0
	Airport/Aviation Center Subtotal	**$0**	**$0**
Highways and Streets			
4311	Administration	$0	$0
4312	Highways and Streets	$1,948,883	$1,974,245
	Explanation: $104,500 of additional highway block grant funds expended		
4313	Bridges	$0	$0
4316	Street Lighting	$15,000	$10,381
4319	Other	$0	$0
	Highways and Streets Subtotal	**$1,963,883**	**$1,984,626**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Sanitation			
4321	Administration	$0	$0
4323	Solid Waste Collection	$0	$0
4324	Solid Waste Disposal	$640,288	$552,192
4325	Solid Waste Cleanup	$0	$0
4326-4328	Sewage Collection and Disposal	$0	$0
4329	Other Sanitation	$0	$0
	Sanitation Subtotal	**$640,288**	**$552,192**
Water Distribution and Treatment			
4331	Administration	$0	$0
4332	Water Services	$0	$0
4335	Water Treatment	$0	$0
4338-4339	Water Conservation and Other	$0	$0
	Water Distribution and Treatment Subtotal	**$0**	**$0**
Electric			
4351-4352	Administration and Generation	$0	$0
4353	Purchase Costs	$0	$0
4354	Electric Equipment Maintenance	$0	$0
4359	Other Electric Costs	$0	$0
	Electric Subtotal	**$0**	**$0**
Health			
4411	Administration	$462	$819
4414	Pest Control	$500	$0
4415-4419	Health Agencies, Hospitals, and Other	$15,176	$15,024
	Health Subtotal	**$16,138**	**$15,843**
Welfare			
4441-4442	Administration and Direct Assistance	$43,149	$28,394
4444	Intergovernmental Welfare Payments	$0	$0
4445-4449	Vendor Payments and Other	$0	$0
	Welfare Subtotal	**$43,149**	**$28,394**
Culture and Recreation			
4520-4529	Parks and Recreation	$199,554	$155,996
4550-4559	Library	$470,814	$420,221
4583	Patriotic Purposes	$300	$50
4589	Other Culture and Recreation	$51,750	$16,979
	Culture and Recreation Subtotal	**$722,418**	**$593,246**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	$4,500	$4,323
4619	Other Conservation	$0	$0
4631-4632	Redevelopment and Housing	$0	$0
4651-4659	Economic Development	$0	$0
	Conservation and Development Subtotal	**$4,500**	**$4,323**
Debt Service			
4711	Long Term Bonds and Notes - Principal	$135,328	$140,477
4721	Long Term Bonds and Notes - Interest	$38,594	$33,429
4723	Tax Anticipation Notes - Interest	$1,000	$0
	Explanation: No TAN		
4790-4799	Other Debt Service	$0	$0
	Debt Service Subtotal	**$174,922**	**$173,906**
Capital Outlay			
4901	Land	$0	$0
4902	Machinery, Vehicles, and Equipment	$195,000	$84,458
	Explanation: WA #9 was not spent in FY 22 will be encumbered to be paid in FY 2023. $84,458 ARPA expenditures		
4903	Buildings	$0	$42,992
	Explanation: Reimbursed from capital reserves as agents		
4909	Improvements Other than Buildings	$0	$3,386
	Explanation: Reimbursed from capital reserves as agents		
	Capital Outlay Subtotal	**$195,000**	**$130,836**
Operating Transfers Out			
4912	To Special Revenue Fund	$0	$0
4913	To Capital Projects Fund	$0	$0
4914A	To Proprietary Fund - Airport	$0	$0
4914E	To Proprietary Fund - Electric	$225,307	$138,085
4914O	To Proprietary Fund - Other	$0	$0
4914S	To Proprietary Fund - Sewer	$1,279,643	$2,974,824
4914W	To Proprietary Fund - Water	$587,885	$692,956
4915	To Capital Reserve Fund	$440,000	$440,000
4916	To Expendable Trusts/Fiduciary Funds	$8,250	$8,250
4917	To Health Maintenance Trust Funds	$0	$0
4918	To Non-Expendable Trust Funds	$0	$0
4919	To Fiduciary Funds	$40,000	$40,000
	Operating Transfers Out Subtotal	**$2,581,085**	**$4,294,115**

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Payments to Other Governments			
4931	Taxes Assessed for County	$0	$4,276,301
4932	Taxes Assessed for Village District	$0	$0
4933	Taxes Assessed for Local Education	$0	$9,646,153
4934	Taxes Assessed for State Education	$0	$1,812,575
4939	Payments to Other Governments	$0	$0
	Payments to Other Governments Subtotal		**$15,735,029**
	Total Before Payments to Other Governments	**$9,661,725**	**$10,997,720**
	Plus Payments to Other Governments		**$15,735,029**
	Plus Commitments to Other Governments from Tax Rate	**$15,735,029**	
	Less Proprietary/Special Funds	**$2,092,835**	**$3,805,865**
	Total General Fund Expenditures	**$23,303,919**	**$22,926,884**

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	$0	$20,553,900
3120	Land Use Change Tax - General Fund	$48,000	$97,917
3121	Land Use Change Taxes (Conservation)	$0	$0
3180	Resident Tax	$0	$0
3185	Yield Tax	$2,000	$1,027
3186	Payment in Lieu of Taxes	$0	$0
3187	Excavation Tax	$0	$0
3189	Other Taxes	$0	$0
3190	Interest and Penalties on Delinquent Taxes	$40,000	$34,922
9991	Inventory Penalties	$0	$0
	Taxes Subtotal	**$90,000**	**$20,687,766**
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	$1,280	$1,587
3220	Motor Vehicle Permit Fees	$1,067,000	$1,081,245
3230	Building Permits	$46,200	$69,202
3290	Other Licenses, Permits, and Fees	$18,800	$21,500
3311-3319	From Federal Government	$0	$84,458
	Explanation: ARPA expended		
	Licenses, Permits, and Fees Subtotal	**$1,133,280**	**$1,257,992**
State Sources			
3351	Municipal Aid/Shared Revenues	$0	$0
3352	Meals and Rooms Tax Distribution	$294,330	$294,330
3353	Highway Block Grant	$122,420	$226,445
3354	Water Pollution Grant	$7,508	$14,856
3355	Housing and Community Development	$0	$0
3356	State and Federal Forest Land Reimbursement	$0	$0
3357	Flood Control Reimbursement	$0	$0
3359	Other (Including Railroad Tax)	$31,603	$41,635
3379	From Other Governments	$110,000	$129,809
	State Sources Subtotal	**$565,861**	**$707,075**
Charges for Services			
3401-3406	Income from Departments	$130,000	$119,575
3409	Other Charges	$6,200	$7,050
	Charges for Services Subtotal	**$136,200**	**$126,625**
Miscellaneous Revenues			
3501	Sale of Municipal Property	$0	$0
3502	Interest on Investments	$35,000	$62,186
3503-3509	Other	$15,000	$25,623
	Miscellaneous Revenues Subtotal	**$50,000**	**$87,809**

Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Interfund Operating Transfers In			
3912	From Special Revenue Funds	$0	$0
3913	From Capital Projects Funds	$0	$0
3914A	From Enterprise Funds: Airport (Offset)	$0	$0
3914E	From Enterprise Funds: Electric (Offset)	$225,307	$239,771
3914O	From Enterprise Funds: Other (Offset)	$0	$0
3914S	From Enterprise Funds: Sewer (Offset)	$1,279,643	$3,328,644
3914W	From Enterprise Funds: Water (Offset)	$565,773	$729,804
	Explanation: Includes $39,400 transferred from CRF		
3915	From Capital Reserve Funds	$195,000	$66,002
	Explanation: $195,000 for WA #9 was not expended in 2022. $66,002 reimbursed from CRF as agents to expend.		
3916	From Trust and Fiduciary Funds	$0	$0
3917	From Conservation Funds	$0	$0
	Interfund Operating Transfers In Subtotal	**$2,265,723**	**$4,364,221**
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	$0	$0
	Other Financing Sources Subtotal	**$0**	**$0**
	Less Proprietary/Special Funds	**$2,070,723**	**$4,298,219**
	Plus Property Tax Commitment from Tax Rate	**$20,692,664**	
	Total General Fund Revenues	**$22,863,005**	**$22,933,269**

Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	$7,246,999	$8,385,890
1030	Investments	$0	$0
1080	Tax Receivable	$538,725	$773,585
1110	Tax Liens Receivable	$100,232	$66,437
	Explanation: Reduced by $9,982 allowance		
1150	Accounts Receivable	$0	$0
1260	Due from Other Governments	$304,167	$8,807
1310	Due from Other Funds	$1,443,858	$220,392
1400	Other Current Assets	$0	$87,299
1670	Tax Deeded Property (Subject to Resale	$6,361	$6,361
	Current Assets Subtotal	**$9,640,342**	**$9,548,771**
Current Liabilities			
2020	Warrants and Accounts Payable	$279,146	$116,149
2030	Compensated Absences Payable	$133,214	$155,699
	Explanation: Beginning balance restated by $21,445		
2050	Contracts Payable	$0	$0
2070	Due to Other Governments	$256,010	$271,008
2075	Due to School Districts	$5,443,525	$5,159,622
2080	Due to Other Funds	$240,814	$277,522
2220	Deferred Revenue	$41,430	$320,680
	Explanation: $280,595 unspent ARPA		
2230	Notes Payable - Current	$0	$0
2270	Other Payable	$16,722	$12,225
	Current Liabilities Subtotal	**$6,410,861**	**$6,312,905**
Fund Equity			
2440	Non-spendable Fund Balance	$6,361	$93,660
2450	Restricted Fund Balance	$3,092	$0
2460	Committed Fund Balance	$0	$0
2490	Assigned Fund Balance	$79,400	$378,279
2530	Unassigned Fund Balance	$3,140,628	$2,763,927
	Explanation: Beginning balance restated by $21,445		
	Fund Equity Subtotal	**$3,229,481**	**$3,235,866**

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	$4,276,301	$0	$9,646,153	$1,812,575	$0	$20,553,900
Commitment	$4,276,301	$0	$9,646,153	$1,812,575		$20,692,664
Difference	**$0**	**$0**	**$0**	**$0**		**($138,764)**

General Fund Balance Sheet Reconciliation

Total Revenues	$22,933,269
Total Expenditures	$22,926,884
Change	**$6,385**
Ending Fund Equity	$3,235,866
Beginning Fund Equity	$3,229,481
Change	**$6,385**

New Hampshire
Department of
Revenue Administration

2023
MS-535

Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Drinking water SRF (Water)								
	$236,000	$0	1.256	2041	$0	$236,000	$8,423	$227,577
Lake Ave (Water)								
	$706,741	$45,000	2.60	2024	$99,241	$0	$45,000	$54,241
Library (Library)								
	$975,000	$48,750	2.76	2034	$633,750	$0	$48,750	$585,000
Perkins Pond (Sewer)								
	$1,585,000	$0	2.50	2042	$1,232,776	$0	$1,232,776	$0
Perkins Pond - Refunded (Spilt between General & Sewer)								
	$1,068,525	$0	2.46	2042	$0	$1,068,525	$0	$1,068,525
Safety Services Building (General Government)								
	$3,133,625	$0	3.97	2022	$34,710	$0	$34,710	$0
Water Filtration (Water)								
	$1,248,260	$0	5.00	2027	$555,000	$0	$93,000	$462,000
WWTP (Sewer)								
	$1,500,000	$0	3.50	2042	$1,247,830	$0	$1,247,830	$0
WWTP - Refunded (Sewer)								
	$1,174,400	$0	2.46	2042	$0	$1,174,400	$0	$1,174,400
	$11,627,551				**$3,803,307**	**$2,478,925**	**$2,710,489**	**$3,571,743**