

SUNAPEE BOARD OF SELECTMEN
MEETING

6:30PM Town Office Meeting Room
Monday, September 19, 2022

Present: Vice-Chairman Suzanne Gottling, Selectman Jeremy Hathorn, Selectman Fred Gallup (via ZOOM), Selectmen Carol Wallace and Shannon Martinez, Town Manager.

REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0138-0030-0000 66 Stagecoach Road, Mark Glenn Fisher

Parcel ID: 0237-0044-0000 101 Jaffrey Drive, Robert & Diane Mallett

Parcel ID: 0104-0083-0000 1004 Lake Ave. GM, Cynthia Currier

Parcel ID: 0226-0025-0001 200 Stagecoach Road, Thomas & Faith Reney

Parcel ID: 0128-0031-0000 90 Garnet Street, Mike & Sharon Kelly

Motion to approve CZC's by Selectman Hathorn seconded by Selectman Wallace. All voted in favor.

DRIVEWAY PERMIT:

Parcel ID: 0203-0007-0006 121 Granite Ridge, Christopher & Nancy Norris

Motion to approve DRIVEWAY PERMIT by Selectman Wallace seconded by Selectman Hathorn. All voted in favor.

APPOINTMENTS

•Scott Hazelton and Michael Martell presented the proposals he had received from their solicited bids for sand back in August. The proposals were from three different companies: Pike Industries, United Construction and Carrol Concrete. Pike Industries had offered a manufactured sand, washed product which was priced at \$20.18 per ton. Carrol Concrete had offered them washed sand product and a dried screen product. The washed product was priced at \$10.40 per ton and the dried screen product \$10.95 per ton. United Construction had offered them dried screen manufactured sand which was priced at \$7.49 per ton. He said that they purchase 4000 tons a year and the difference of the last two offers of roughly \$3 in price comes at \$12.000 difference in their budget. Therefore, they recommend going with United Construction, they have been using them in the past and their product does have higher micro content, as they have learned from the research that they have done last year. He wanted to leave that up to the board's decision. Selectmen Wallace asked if United Construction had offered a washed sand. Mr. Hazelton answered that they do not have a washed plant to create a washed sand and that they did not ask for a washed product either. They have asked for a certain material size and whether it is a dried screened or washed, it still must meet that material size and they have all submitted that the product meets the material gradation specifications. Selectmen Hathorn asked about the difference between the washed and dried product.

Mr. Hazelton answered that when you wash the sand from plant potentially you are washing a lot of the fines out, so that way you can control that product better but there is still a substantial number of fines that adheres to the product itself. Their specification calls for 0-7%.

Vice-Chairman Gottling asked for a confirmation that the difference between \$7.49 and \$10.40 is \$12.000 and Mr. Hazelton confirmed that it is approximately \$12.000 because of the difference of roughly \$3 per ton.

•7:00PM-Department Heads ARPA Fund Presentations

-Town Manager Martinez started with the example of COVID Funding and said that the first cut that had come was spent, was accounted for, and done with. The second tranche of money is the one that they have been talking about and had been approved by the board for the design of the Water and Sewer Department to be upgraded or for the plans to be done. A large part of their decision making was made in accordance with the guidance that had come out in May, through which the key things were that money could go to public health expenditures, replace fund of lost revenue, premium pay for essential workers, water and sewer. Out of those things, they did not have enough information on what it means to replace loss revenue because the documentation trail from the old administration to the current one was not all there, so they were not sure how things were accounted for. So, they did a little bit more research and knew a little bit more but then also in January 2021 the Treasure Department had released the final guidance which expands the original guidance. The January 2021 guidance allowed a lot more, like support families, maintain bio public services, making investments that support long term growth opportunity. Because they all know what the longer-term applications of COVID have been and the current economic climate being so much different, they have decided to really draw into what the new guidance offers and one of the key offers is the improved government services. She said that all department heads got the guidance and they have looked at the other things available for 2023 and what they need to be thinking for and how are they going to be able to meet all the demands with all the costs going up. One of the things they were excited for were the effective government services. She presented the graphic of where they are now numbers wise and showed that they have an overarching budget now \$365.052 and showed an accounting of what are they going to ask for and what that would look like from the financial perspective. The library cleaning that likely was not expenditure reported through the treasury portal by the former administration but likely does not belong there. The broadband has been installed, paid for and working. The two sewer sketches were approved by the board, and they are paid for. The Finance Department is asking for \$35.000 which will help increase and pay the payroll system. They would be negative of \$130.000 so obviously do not have enough money to meet all the competing demands. However, if they speak strategically there are some competitive wages that led them thinking through how they build in some retention bonuses out of this money, so it does not hit at their next year's budget. With the Police & Fire they are looking at other kinds of grants that could be able to compliment a lot of things.

-Mindy Atwood stated that to the best of her knowledge the spreadsheet that is showing the revenue given to the library, if the check was cut, they have not seen any money. According to the overview of the final rule an eligible use of funds is to support government outreach and engagement activity. A core mission of the library has always been to offer free and equitable

access to materials, programs, and services for the community, including population that has experience pandemic impact. Also, from their strategic plan that was completed in December 2020, they know that more than 70% of respondents rent increasing resources to help community members facing financial difficulties. Also, from the data gathered they know that people use non-electronic methods and printing. As such, their request for funding is for funds that will allow them to place a monthly half page ad from October 2022 to November 2026, which is the deadline to expand the funds. Their vision is that this additional method of communication will increase the awareness of the community about the recourses that the library has to offer them.

-Chief Cobb said that part of the updated plan speaks to providing the government services and particularly includes revision of police, fire, and public safety, including purchase of fire trucks and police vehicles. He said that typically they lease two new cars every three years, and they keep them for six years at the time. Currently there are two 2017 vehicles; one is F-150 and the other is Ford SUV which has 114,000 miles. The other two are Chevy Tahoe's at about 40-45,000 miles. So far, he asks for the use of ARPA Funds for the next cycle budget to be the replacement of two vehicles, and if they do one now, they could avoid the wait line that was created due to COVID. The last order of a vehicle took around 8-10 weeks for the purchase and 8-10 months to get. Additionally, they have been told to expect 10-20% increase in 2023. They have tried to gather some pricing for cruisers for the next year and have been told they will be available in October. They are concerned about the availability and the cost of the cruisers for the next year. These vehicles are the officer's office where they spend 8-10 hours a day, completely connected to their record's management system, the paperwork and everything they need to do their job is in these cars. They ask for \$55,000 from which about \$35,000 for a car and the rest is needed to equip the car. He said that the F-150 has 40,000 miles on it and they plan to keep it even though it is going to be six years old when the budget cycle comes because the condition it is in based on the use of the vehicle is still particularly good. That vehicle was not designed to be used as a patrol car and it was used as an administrative vehicle.

-Chief Galloway said that they are looking for help with staffing. They have had around thirty calls this year that went without response from the Fire Department. He like to add per diem shifts for the 24-hours a day and they are going to present it as a whole package with explanation how they plan to get there, some of the cost and how that all works. The money they are looking is to offset some of the per diem cost. Right now, they are at \$19.75 an hour for their per diem shifts and the towns around are at \$21. A lot of the spots that people sign up for are 12-hour shifts, not an 8-hour shift what they have now. The total amount would be \$80,000.

-David Bailey said that they feel like they must invest in their infrastructure; they have ancient pipes that are on the ground, and they are looking to upgrade them. He knows that this is not going to do the job, but they need to be ready when the next round of stimulus package comes in. They are looking to take \$125,000 to pay for their engineering for them, to design the waterline to go from Central Street, High Street. 103b.

Selectmen Wallace asked if the \$125,000 is covering the design only and if they had any benefit from their capital investment in the pipe from the state in terms of tax rebate.

Mr. Bailey answered affirmative about the cost and said that they can apply for fundings for that job.

•7:30PM-Scott Hazelton-Benmere Parking Improvements.

Scott Hazelton said that earlier this year they have sent out bid proposals to engineers to develop concept and design development plans for a piece of property that is owned by the town, and it is part of the gazebo property that extends few hundred feet back beyond the gazebo. There has always been an issue of not enough parking spaces in the harbor. He had also discovered that there are probably 2 or 3 boaters that are handicapped, and they must come down all the way to the Blue Stone lot and drop the trailer and then either wheelchair back to the harbor or use crotches, and he finds that very odd and unfair. Throughout the ten years that he has been here, especially during the summer it does get very crowded in the harbor and there is definitely a need for parking spaces. The reason being is that all the business in the harbor have been allowed to utilize the town's parking spaces. Last year the voters have approved to hire an engineer to look at this piece of property, to try and maximize the amount of parking spaces they could fit on that property and included boat parking spaces and bus parking spaces for visitors. The first parking option had 140 parking spaces and if existing spaces are calculated between the two gravel lots and the paved parking lot there are roughly forty-four parking spaces difference. There are some wetlands on the south part and there are some minor impacts there because of them. The only outstanding issue that he can see from this concept is the initial grade. The second option offers three boat trailer queuing, and he thinks they need more. They also need a couple of more bus parking spots. Otherwise, it is the same concept as far as parking bays with a total of 125 parking spaces. As the boat trailer and bus parking spaces are added, the other parking spaces are eliminated, in general 3-4 spaces per bus parking. Both concepts have a significant retaining wall and that is the method used to make up grade difference and he is not in favor of that, because of the higher maintenance.

Selectmen Wallace asked if there is a code requirement for the number of handicap boat trailer parking. She said that it would make more sense to have those parking spots further down the hill. Mr. Hazelton answered that he could not find any codes of that kind but when they reconfigure a parking lot, he believes that they need to go by ADA requirements.

PUBLIC COMMENTS:

•Robin Saunders said that she had lived in Perkins Pond since 2000, it was a quiet and safe place until now, when over 30% of homes are short-term rental business, and most are not owner occupied. Now she locks her doors and does not know many of her neighbors, because many of them are investors whose sole purpose is to make money. She must navigate vehicles on their very narrow emergency access roads, listen to loud noisy parties up to late hours of the night, pickup unending trash and deal with floodlights streaming on her bedroom window. She and many other neighbors live in rural residential districts and deliberately selected to live here because both Towns Master Plans of 1998 and 2010 had stated that the town would be protecting both the environment and historic resources. They have primarily single-family homes, barns, and forests. In the Mission Statement of 2010, the Master Plan states that in Sunapee people value peace and quiet, lack of streetlight and the fact that they could see the stars at night. She has experienced a righteous trespassing on her private property, private blueberry, and vegetable patches, dumping soda and beer cans in the pond and packing two-bedroom homes with multiple families. Their boat

launch has no wastewater station and renters bring watercraft that can easily introduce invasive species to their very fragile pond. The rural residential districts need to be protected in Sunapee. They are the only districts that do not allow any transient housing except by special exception. Short-term rental businesses are against the law in the town of Sunapee, and she is asking the town to consider sending cease and desist orders to all short-term rental businesses who do not have a special exception in both rural and rural residential zones.

- John Augustine wanted to first thank the election workers and volunteers on the elections that happened on Tuesday for the primary elections, he had seen some fresh faces that had gathered new experience and hoped that they enjoyed and would come back as volunteers on the November elections as well. Secondly, he thanked the volunteer men and women that showed up for the call of the Fire Chief services and with that being said, he proposed to the Board before they commit to any significant amount of additional funding for the Fire Department, there should be an upgrade on the call tracking and reporting for the Fire Department. When they compare the information as provided by the Police Department to what is provided to the Fire Department currently, it is just a significant difference.

- Lisa Hoekstra asked about the proposed parking, specifically if the walkway between the small area next to the gazebo was changed as handicap parking. Somehow there needs to be better spaces for handicap people to be able to move in that space. There is not a walkway between either of the parking lots that are there now to get down to the paved parking or the street and somebody with mobility issues will not have an easy and convenient way to get there. She was asking for that to be taken into consideration and the second thing was about facts that they need to know about the short-term rentals like their locations, who owns them and what percentage they make up in different zoning districts in town.

SELECTMEN ACTION

- Suzanne Tether-Abbott Library Resignation

The board accepted the letter of resignation from Suzanne Tether and thanked her for her service.

- Appoint James McGraw from Library Alternate to Full Member until 3/14/23

Motion to appoint James McGraw from Library Alternate to Full Member until 3/14/23 by Selectman Wallace seconded by Selectman Hathorn. All voted in favor.

- Review & sign MS-535

Motion to approve & sign MS-535 by Selectman Hathorn seconded by Selectman Wallace. All voted in favor.

- Review & sign the MOU for Professional Services Between the Coalition Communities

Town Manager Martinez said that she was able to find that in the past they were a member of this coalition, and she does not know if it is something that the board wants to continue to do.

Vice-Chairman Gottling confirmed that they were a part of coalition communities in the past and their last expenditure in 2021 for 2022 was \$2435, and the previous one was \$2443. Her assumption was that it would be similar if they continue doing it. The coalition communities formed when there was the concept of donor towns, so that all the money that were paid on the

SWEPT were kept and the excess amount went to Sunapee. At one point the excess funds from the donor towns were distributed to other towns in need. That had created an enormous amount of tension and argument, and everybody recognized that they have a problem. If they decide to still be a part of the coalition communities, they will support a lobbyist who would keep track of potential legislation. The last time that the lobbyist reported was on the school funding commission and made a conclusion that there was enough money to provide for supporting of the schools, but it had to be distributed differently than it was presently being distributed. That would be an enormous hit to Sunapee and their taxes if they had to suddenly replace a substantial chunk of money. She proposed to decide on this matter when the Chairman is back, and all members are present in person. The proposal was accepted.

- Accept Recreation Donation in the amount of \$699.66 for Dewey Field Improvements
Motion to accept Recreation Donation in the amount of \$699.66 for Dewey Field Improvements by Selectman Wallace seconded by Selectman Hathorn. All voted in favor.

- Alternate for the UVLSRPC's Transportation Advisory Committee
Motion to appoint Scott Hazelton as a primary delegate for the UVLSRPC's Transportation Advisory Committee and Allyson Traeger as alternate by Selectman Hathorn seconded by Selectman Wallace. All voted in favor.

5. TOWN MANAGER REPORTS

- Budget Update

Town Manager Martinez said that a couple of weeks ago in partnership with the school they were developing, looking, exploring, and investigating whether an after-school program would be possible to be done.

If done correctly and well, the budgeting for both the after-school program and the day camp program models do fund themselves.

They have already started with initial budget meetings, they will come with recommendations of how they get rid of some of the part-time positions and create full-time positions, and to get themselves competitive to the market, they need to think of salary increase of their employees who had stayed with them during COVID.

Selectmen Wallace said that the raise rate should be 6-8% according to the inflation rate now which is 6%. She suggested reducing the number of heads to be able to achieve the same output because if they bring the technology in, they would be able to balance.

Town Manager Martinez had a question in terms of budget guidance about recruiting three more community members in addition to the two they have already. They need them to be compliant. In terms of the short-term rentals, she said that most of the definitions that need to be discussed with the Planning Board are sent to them. They will have one or two more meetings as a group about the registration process of the short-term rentals and bring it in front of the Board of Selectmen. They have a proposed cost of registration fee which will be discussed as well. They will go to a meeting together with Chief Galloway and Chairman Trow to get a contract with New London Ambulance.

They have had two cases of appeals with the board and Jautz case was settled.

- Software Update
- Staffing Update

6. CHAIRMAN'S REPORT

- No reports from the Chairman and other members.

7. UPCOMING MEETINGS:

09/21-4:00PM-Crowther Chapel Meeting, Dexter's Inn

09/26-5:00PM-Short-Term Rentals Task Force Meeting, Town Meeting Room

09/28-5:00PM-Energy Committee Meeting, Town Meeting Room

09/29-5:30PM-Water & Sewer Commission, Town Meeting Room

09/29-7:00PM-Abbott Library Trustees Meeting, Abbott Library

Meeting Adjourned 9:10PM

Respectfully submitted,

Rajmonda Selimi

SIGN-IN SHEET

BOARD OF SELECTMEN MEETING

DATE: 09/19/2022

Ann Bordeianu

Rehi Bowden

Melissa D'Angelo

John Galloway

John Augustine

DAVID BANEY

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, September 19, 2022

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

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Parcel ID:0237-0044-0000 101 Jaffrey Drive, Robert & Diane Mallett

Parcel ID:0104-0083-0000 1004 Lake Ave. GM, Cynthia Currier

Parcel ID:0226-0025-0001 200 Stagecoach Road, Thomas & Faith Reney

Parcel ID: 0128-0031-0000 90 Garnet Street, Mike & Sharon Kelly

DRIVEWAY PERMIT:

Parcel ID:0203-0007-0006 121 Granite Ridge, Christopher & Nancy Norris

2. APPOINTMENTS

- 7:00PM-Department Heads ARPA Fund Presentations
- 7:30PM-Scott Hazelton-Benmere Parking Improvements

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Suzanne Tether-Abbott Library Resignation
- Reappoint James McGraw from Library Alternate to Full Member until 3/14/23
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- Accept Recreation Donation in the amount of \$699.66 for Dewey Field Improvements
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NONPUBLIC: The Board of Selectmen may enter a nonpublic session, if so voted, to discuss items listed under RSA 91-A:3, II



ARPA Funding

UPDATED GUIDANCE

JANUARY 2022 FINAL RULE

Program Objectives

Fight the pandemic and support families and businesses struggling with its public health and economic impacts

Maintain vital public services, even amid declines in revenue

Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

AARP Funding					
Award Amount: \$182,526.40					
Total Amount Awarded Installment 1 & 2		\$	365,052.80		
			Installment #1		
	Obligation	Expenditure	Balance	Description	Back Up Documentation
Library Cleaning		\$ 3,825.00	\$ 361,227.80	Public Health Impact: Cleaning for Library, adherence to CDC Guidelines, COVID-19 mitigation and prevention	F:\Finance 2021\AARP\Library Cleaning.pdf
Broadband Baypoint		\$ 10,000.00	\$ 351,227.80	Investment in Infrastructure: Underserved Broadband community	F:\Finance 2021\AARP
Water/Sewer: Lower Main		\$ 17,101.94	\$ 334,125.86	Designs	Water/Sewer Department
Water/Sewer: High St		\$ 17,334.00	\$ 316,791.86	Designs	Water/Sewer Department
Water/Sewer Upgrade	\$ 115,564.00		\$201,227.86	Investment in Infrastructure: Failing Infrastructure, Improve Drinking Water Infrastructure	Water/Sewer Department
			Installment #2		
	Obligation	Expenditure	Balance	Description	Back Up Documentation
Finance Department	\$ 35,000.00		\$ 166,227.86	Technology infrastructure to improve access to and the user experiences of government IT systems; Clear Gov, Website Upgrade; Payroll Upgrade	
Library	\$ 11,000.00		\$ 155,227.86	Increase public access and delivery of government programs and services	
Police Department	\$ 55,000.00		\$ 100,227.86	Government Services: Provision of police cruiser	
Retention Incentive	\$ 25,000.00		\$ 75,227.86	Providing worker retention incentives, including reasonable increases in compensation	
Fire	\$ 80,000.00		\$ (4,772.14)	Public Sector Staff	
Water and Sewer	\$ 125,300.00		\$ (130,072.14)		Water/Sewer Department
*Total Water/Sewer Request (\$275,299.94)					

Sunapee Specific Opportunities

Invest in water, sewer, and broadband infrastructure

Spending on government services

Providing worker retention incentives, including reasonable increases in compensation

Covering administrative costs associated with administering the hiring, support, and retention of supporting and retaining public sector works

Effective service delivery

- Supporting program evaluation, data, and outreach through community outreach and engagement activities, capacity building resources to support using data and evidence, technology infrastructure improvements to improve access to the user experience of government IT systems, data analysis resources to gather, assess, share, and use data

Improved Government Services

- Funds can be used to upgrade software to modernize budgeting processes
- Increase transparency
- Address Audit findings
- Retention



Requested Funds: \$11,025

- 50 monthly half-page ads in The Kearsarge Shopper

Purpose:

- improvement of the efficacy of library programs through outreach
- promote services to more households impacted by the pandemic

Goals*:

- increased participation in programs
- increased library usage

*the library does not collect socio-economic data so overall usage will be tracked instead



Abbott Library

11 Soonipi Cir
Sunapee, NH 03782

Upcoming Programs

Sept 20th

Understanding Putin's
Invasion of Ukraine

Oct 25th

An Evening with Edgar
Allen Poe

Oct 27th

A Wolf at the Schoolhouse
Door



Hours

Mon, Wed, Fri

9am-6pm

Tue, Thu

9am-7pm

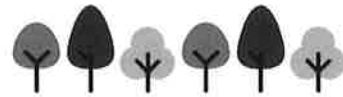
Sat

9am-3pm



ABBOTT LIBRARY

BE ENLIGHTENED • READ



Online Services

Libby

eBooks, eAudiobooks

Hoopla

eBooks, eAudiobooks,
Music, & Movies

Mango

learn a new language

Kanopy

movies

In House Services

WiFi - 24/7

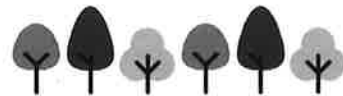
Wireless Printing

Public computers

Interlibrary Loans

Reference Help

Fax, Copier, & Scanner



603-763-5513

info@abbottlibrary.org

www.abbottlibrary.org

ABBOTT LIBRARY

BE ENLIGHTENED • READ



Police Department Request for Use of SLFRF




- **Purchase and Up-fit of Police Cruiser (\$55,000)**
 - Cruisers provided essential emergency response and patrols throughout the COVID-19 Pandemic and are operated by officers who are responsible for public safety and are trained in life-saving skills.
 - COVID-19 has extended time-frames and increased costs.
- **Benefits to purchasing now.**
 - Cruiser allows for more individual assignment; less risk of infecting other officers and causing out-of-service placement of cruisers due to need for decontamination.
 - Expected vehicle cost increase of 10% to 20%.
 - Delays in cruiser orders (8-10 months + outfit) and current fleet maintenance.

Biggest Challenge Facing Sunapee Fire Adequately Staffed Calls

Current Solution: Two Per Diem Shifts
Monday through Friday
First shift 6am to 2pm
Second shift 10am to 6pm
Pay Rate: \$158 per shift (\$19.75 per hr)

Challenge: Hard to Fill Spots
Weekend calls going unanswered
Neighboring towns pay higher per diem rate plus
longer hours and more shifts

Proposed Solution: Offer 24 hour per diem shifts
Increase number of persons per shift





TOWN OF SUNAPEE
Water and Sewer Commission

P.O. Box 347, Sunapee, NH 03782-0347
(603) 763-2115

September 8, 2022

Town of Sunapee Selectmen
23 Edgemont Road
Sunapee, NH 03782

Re: Town of Sunapee ARPA Funds Proposal

Dear Selectmen,

The Sunapee Water & Sewer Commission is requesting that the Selectboard approve the proposal No. 20211335.A20 and authorize that \$125,300 of the remaining Local Fiscal Recovery Funds (LFRFs) in the amount that have been received by the Town for the design engineering for the High Street, Route 103B and Central Street water main replacement. This project will include the replacement of any lead service lines found during construction and will alleviate the discolored water that has been plaguing many residences on the older mains in Sunapee, qualifies in accordance with the intended uses for these ARPA funds and is an important investment in maintaining the viability of Sunapee's Water Infrastructure for the future.

Sincerely,

David Bailey-Superintendent

To the Board of Trustees of the Abbott Library

Please accept this letter as formal notice of my resignation as Trustee of the Abbott Library effective August 1, 2022.

After careful consideration, I realize that the recently rescheduled meeting dates and my own previously planned travel over the next few months prevent me from active Board participation.

Serving first as an alternate and then Trustee of the Abbott Library has been an honor and privilege for which I am grateful.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Tether". The ink is dark and the signature is fluid.

Suzanne Tether

July 26, 2022

September 12, 2022

To: Sunapee Select Board

From: Bev Bjorklund, Chair - Abbott Library Board of Trustees

Re: Resignation of Suzanne Tether



Effective August 1, 2022 Suzanne Tether resigned her tenure on the Abbott Library Board of Trustees. As a result, the Board of Trustees would like to put forward James McGraw, Library Trustee Alternate, to fill the vacancy left by Suzanne Tether's resignation.

It is my understanding that this term will end in March and a new 1-yr term will be placed on the ballot.

Please advise me as to when this might be brought before the Select Board.

Thank You.

Letter of Resignation attached



2022
MS-535

Financial Report of the Budget

Sunapee

For the period ending December 31, 2021

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.

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/>



New Hampshire
Department of
Revenue Administration

2022
MS-535

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$355,055	\$350,609
4140-4149	Election, Registration, and Vital Statistics	\$243,422	\$226,868
4150-4151	Financial Administration	\$243,964	\$282,406
4152	Revaluation of Property	\$102,000	\$69,673
4153	Legal Expense	\$18,000	\$17,857
4155-4159	Personnel Administration	\$1,000	\$151
4191-4193	Planning and Zoning	\$56,074	\$60,609
4194	General Government Buildings	\$274,624	\$236,503
4195	Cemeteries	\$13,647	\$10,348
4196	Insurance	\$8,068	\$0
4197	Advertising and Regional Association	\$14,390	\$12,833
4199	Other General Government	\$31,520	\$60,643
General Government Subtotal		\$1,361,764	\$1,328,500
Public Safety			
4210-4214	Police	\$941,408	\$929,193
4215-4219	Ambulance	\$61,886	\$61,886
4220-4229	Fire	\$271,360	\$272,646
4240-4249	Building Inspection	\$0	\$0
4290-4298	Emergency Management	\$200	\$0
4299	Other (Including Communications)	\$148,013	\$143,169
Public Safety Subtotal		\$1,422,867	\$1,406,894
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	\$1,817,923	\$1,863,771
4313	Bridges	\$0	\$0
4316	Street Lighting	\$16,800	\$10,634
4319	Other	\$0	\$0
Highways and Streets Subtotal		\$1,834,723	\$1,874,405
Sanitation			
4321	Administration	\$0	\$0
4323	Solid Waste Collection	\$0	\$0
4324	Solid Waste Disposal	\$626,856	\$559,713
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$626,856	\$559,713



New Hampshire
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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Water Distribution and Treatment			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335	Water Treatment	\$0	\$0
4338-4339	Water Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Administration	\$5,494	\$0
4414	Pest Control	\$500	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$15,176	\$15,231
Health Subtotal		\$21,170	\$15,231
Welfare			
4441-4442	Administration and Direct Assistance	\$42,535	\$22,177
4444	Intergovernmental Welfare Payments	\$0	\$0
4445-4449	Vendor Payments and Other	\$0	\$0
Welfare Subtotal		\$42,535	\$22,177
Culture and Recreation			
4520-4529	Parks and Recreation	\$167,168	\$186,732
4550-4559	Library	\$468,005	\$389,966
4583	Patriotic Purposes	\$300	\$50
4589	Other Culture and Recreation	\$5,000	\$5,000
Culture and Recreation Subtotal		\$640,473	\$581,748
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	\$3,775	\$3,700
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$0	\$0
Conservation and Development Subtotal		\$3,775	\$3,700



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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Debt Service			
4711	Long Term Bonds and Notes - Principal	\$264,335	\$264,335
4721	Long Term Bonds and Notes - Interest	\$44,263	\$44,247
4723	Tax Anticipation Notes - Interest	\$1,000	\$0
<i>Explanation: No TAN Issued</i>			
4790-4799	Other Debt Service	\$0	\$0
Debt Service Subtotal		\$309,598	\$308,582
Capital Outlay			
4901	Land	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$224,200	\$172,656
<i>Explanation: \$69,400 encumbered to 2022</i>			
4903	Buildings	\$0	\$0
4909	Improvements Other than Buildings	\$79,500	\$32,755
Capital Outlay Subtotal		\$303,700	\$205,411
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	\$285,106	\$95,266
4914O	To Proprietary Fund - Other	\$55,000	\$55,000
4914S	To Proprietary Fund - Sewer	\$1,186,075	\$1,146,969
4914W	To Proprietary Fund - Water	\$565,555	\$861,232
4915	To Capital Reserve Fund	\$440,000	\$440,000
4916	To Expendable Trusts/Fiduciary Funds	\$8,200	\$8,200
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
Operating Transfers Out Subtotal		\$2,539,936	\$2,606,667
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$3,816,208
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$8,830,535
4934	Taxes Assessed for State Education	\$0	\$2,688,500
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$15,335,243
Total Before Payments to Other Governments		\$9,107,397	\$8,913,028
Plus Payments to Other Governments			\$15,335,243
Plus Commitments to Other Governments from Tax Rate		\$15,335,243	
Less Proprietary/Special Funds		\$2,036,736	\$2,103,467
Total General Fund Expenditures		\$22,405,904	\$22,144,804



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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$19,931,482
3120	Land Use Change Tax - General Fund	\$14,000	\$14,780
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$4,000	\$9,548
3186	Payment in Lieu of Taxes	\$0	\$0
3187	Excavation Tax	\$350	\$369
3189	Other Taxes	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$33,000	\$30,523
9991	Inventory Penalties	\$0	\$0
Taxes Subtotal		\$51,350	\$19,986,702
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$780	\$1,215
3220	Motor Vehicle Permit Fees	\$1,085,000	\$1,082,281
3230	Building Permits	\$45,400	\$61,636
3290	Other Licenses, Permits, and Fees	\$24,800	\$27,320
3311-3319	From Federal Government	\$0	\$0
Licenses, Permits, and Fees Subtotal		\$1,155,980	\$1,172,452
State Sources			
3351	Municipal Aid/Shared Revenues	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$257,424	\$257,424
3353	Highway Block Grant	\$120,131	\$120,100
3354	Water Pollution Grant	\$7,508	\$14,967
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)	\$21,967	\$0
<i>Explanation: Water proprietary fund has grant revenue recorded see 3194W</i>			
3379	From Other Governments	\$109,054	\$133,868
State Sources Subtotal		\$516,084	\$526,359
Charges for Services			
3401-3406	Income from Departments	\$135,000	\$200,415
3409	Other Charges	\$2,450	\$5,150
Charges for Services Subtotal		\$137,450	\$205,565
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$8,800	\$8,804
3502	Interest on Investments	\$53,000	\$56,067
3503-3509	Other	\$24,000	\$28,349
Miscellaneous Revenues Subtotal		\$85,800	\$93,220



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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$0	\$1,034
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$335,106	\$273,285
<i>Explanation: \$50,000 transfer from hydro fund is not removed below</i>			
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$1,186,075	\$1,299,253
3914W	From Enterprise Funds: Water (Offset)	\$543,588	\$646,889
3915	From Capital Reserve Funds	\$224,200	\$257,201
3916	From Trust and Fiduciary Funds	\$0	\$0
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$2,288,969	\$2,477,462
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$0	\$0
Other Financing Sources Subtotal		\$0	\$0
Less Proprietary/Special Funds		\$2,014,769	\$2,169,227
Plus Property Tax Commitment from Tax Rate		\$20,017,604	
Total General Fund Revenues		\$22,238,668	\$22,292,533

Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$7,043,557	\$7,246,999
	Explanation: Restated beginning balance		
1030	Investments	\$0	\$0
1080	Tax Receivable	\$420,125	\$538,725
1110	Tax Liens Receivable	\$74,110	\$100,232
	Explanation: Reduced by allowance for uncollectible of \$9,982		
1150	Accounts Receivable	\$3,189	\$0
1260	Due from Other Governments	\$220,572	\$304,167
	Explanation: Restated beginning balance		
1310	Due from Other Funds	\$1,684,005	\$1,443,858
	Explanation: Restated beginning balance		
1400	Other Current Assets	\$0	\$0
1670	Tax Dedeed Property (Subject to Resale	\$532	\$6,361
	Explanation: Restated beginning balance		
	Current Assets Subtotal	\$9,446,090	\$9,640,342
Current Liabilities			
2020	Warrants and Accounts Payable	\$23,134	\$279,146
2030	Compensated Absences Payable	\$100,406	\$154,659
	Explanation: Restated beginning balance		
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$142,293	\$256,010
	Explanation: Restated beginning balance		
2075	Due to School Districts	\$5,628,505	\$5,443,525
2080	Due to Other Funds	\$395,900	\$240,814
	Explanation: Restated beginning balance		
2220	Deferred Revenue	\$60,386	\$41,430
	Explanation: Restated beginning balance		
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$35,159	\$16,722
	Explanation: Restated beginning balance		
	Current Liabilities Subtotal	\$6,385,783	\$6,432,306
Fund Equity			
2440	Non-spendable Fund Balance	\$532	\$6,361
	Explanation: Restated beginning balance		
2450	Restricted Fund Balance	\$0	\$3,092
2460	Committed Fund Balance	\$55,585	\$0
2490	Assigned Fund Balance	\$31,283	\$79,400
	Explanation: Restated beginning balance		
2530	Unassigned Fund Balance	\$2,972,907	\$3,119,183
	Explanation: Restated beginning balance		
	Fund Equity Subtotal	\$3,060,307	\$3,208,036



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Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$3,816,208	\$0	\$8,830,535	\$2,688,500	\$0	\$19,931,482
Commitment	\$3,816,208	\$0	\$8,830,535	\$2,688,500		\$20,017,804
Difference	\$0	\$0	\$0	\$0		(\$86,322)

General Fund Balance Sheet Reconciliation

Total Revenues	\$22,292,533
Total Expenditures	\$22,144,804
Change	\$147,729
Ending Fund Equity	\$3,208,036
Beginning Fund Equity	\$3,060,307
Change	\$147,729



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Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
Lake Ave (Water)	\$708,741	\$45,000	2.60	2024	\$144,241	\$0	\$45,000	\$89,241
Library (Library)	\$975,000	\$48,750	2.76	2034	\$682,500	\$0	\$48,750	\$633,750
Perkins Pond (Sewer)	\$1,585,000	\$0	2.50	2042	\$1,291,480	\$0	\$58,704	\$1,232,776
Safety Services Building (General Government)	\$3,133,625	\$0	3.97	2022	\$199,635	\$0	\$164,925	\$34,710
Water Filtration (Water)	\$1,248,260	\$0	5.00	2027	\$643,000	\$0	\$88,000	\$555,000
WWTP (Sewer)	\$1,500,000	\$0	3.50	2042	\$1,287,676	\$0	\$39,848	\$1,247,830
	\$9,148,626				\$4,248,532	\$0	\$445,225	\$3,803,307

**NOT FOR
CONSTRUCTION**

[illegible]

TOWN OF
SUNAPEE, NH
03782

BENMERE PARK PARKING IMPROVEMENTS

SHEET TITLE

SCHEMATIC
SITE PLAN
OPTION 1

DRAWN BY JWP	DATE 7/11/22
CHECKED BY LDC	D&K PROJECT # 427961L
PROJ. ENG LDC	D&K ARCHIVE #

SHEET NUMBER	
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