

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, December 17, 2018

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0133-0051-0000 15B Indian Cave Landing, Thomas & Susan Garrity

Parcel ID: 0123-0006-0000 23A Fairway Drive, Granliden Community Assoc.

Parcel ID: 0104-0006-0000 1008 Main Street, GM, Susan Kent

Parcel ID: 0149-0024-0000 725 Route 103, Michael Mclaughlin

DRIVEWAY PERMIT:

Parcel ID: 0106-0005-0000 1002 Main Street, George & Susan Neuwirt

LAND DISTURBANCE BOND:

Parcel ID: 0104-0006-0000 1008 Main Street, GM, Susan Kent

Parcel ID: 0149-0024-0000 725 Route 103, Michael Mclaughlin

AFTER THE FACT:

Parcel ID: 0104-0006-0000 1008 Main Street, GM, Susan Kent

DEMO PERMIT:

Parcel ID: 0149-0024-0000 725 Route 103, Michael Mclaughlin

2. APPOINTMENTS

6:45PM-Sunapee Fire Department Postponed until January 28, 2019

6:45PM-Sestercentennial Committee

1. The Committee requests that the Selectmen approve an expense not to exceed \$100 to reimburse Kathy Springsteen for shipping banners to owners. (October 24, 2018 Sestercentennial Meeting Minutes)
2. The Committee requests that the Selectmen approve an amount of \$893.03 to Stone Vault for engraving of stone being placed over the time capsule. (December 10, 2018 Sestercentennial Meeting Minutes)
3. The Committee requests that the Selectmen approve an amount of \$30.00 to returned to Megan Leo for non-delivery of license plate.

7:00PM-ABC Committee

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Vote on Encumbrances for 2018
- Highway/Transfer Station Motion
- Authorization to Process Boat Registrations
- Sign (2) Eversource Petition for Pole License on Woodland Road

5. CHAIRMAN'S REPORT

**6. TOWN MANAGER REPORTS**

- Historical Society Deed Update
- Lake Ave./Main St., GM Name Change Update

**7. UPCOMING MEETINGS:**

12/18-5:30PM Abbott Library Trustees, Abbott Library

12/19-Employee Christmas Party

12/24 & 12/25-Town Offices Closed-MERRY CHRISTMAS!!

12/27-5:30PM Water & Sewer Commission, Town Meeting Room

01/08-7:00PM Town Budget Public Hearing, Town Meeting room

01/09-7:00PM School Bond & Budget Public Hearing, SMHS Music Room

## **Subject: 2019 Advisory Budget Committee (ABC) Budget Recommendations**

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

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

The primary components of the General Govt Budget include:

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

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

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

2019 Town Warrant Articles Summary

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

\$15,000 trade Net \$169000

\*\*not Reduced by Land Use Change Tax Revenue

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

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

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

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

## **The Proposed 2019 Recommendations:**

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

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

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

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

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

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

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

Respectfully submitted:

Advisory Budget Committee



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

December 17, 2018

To: Department of Safety- Division of Motor Vehicle, Boat Division

From: Town of Sunapee

Re: Authorization for Town Clerk & Deputy Town Clerk

This letter is to grant Betty H. Ramspott, Town Clerk & Tax Collector and Melissa D. Heino Deputy Town Clerk & Tax Collector authority to process boat registrations for the Town of Sunapee and the State of New Hampshire for the year 2019.

This agreement is entered into in agreement with RSA 72-A:3.

Signed this 17th day of December 2018:

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Joshua Trow, Chairman

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Suzanne Gottling, Vice Chair

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John Augustine

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Frederick Gallup

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Shane Hastings

To: Property owners that live on Main Street and Lake Avenue in Georges Mills:

From: Sunapee Board of Selectmen

RE: Street Names and Numbers

It has come to our attention that property owners in Georges Mills that live on Main St. and Lake Ave. have some delivery carrier's that have confusion with the streets with the same names in Sunapee and this has increasingly become more of an issue for the residents of Georges Mills. The State of NH, department of Safety has guidelines in their publication "Addressing Standards Guide" that directly relates to a State Statute governing this process.

The guide outlines under Street Naming that each street within a municipality should be given its own unique road name to prevent confusion on the part of emergency responders. And further state that in the case of existing road names which are identical or confusingly similar, recommend that the municipality rename on or more of these roads to eliminate the potential confusion in responding to an emergency at these locations. The municipality is not bound by the statutes to make any changes to road names that were assigned before August 14<sup>th</sup>, 2005.

Since Main St and Lake Ave were in existence prior to 2005, a compromise was made back then, that the house numbers would start with 1000, distinguishing the address from the other Lake Ave and Main Street in Sunapee. That appears to have worked for the past 17 years as our emergency personnel have attested to. Based on the above information the number and Street names would stay as is or a new street name altogether would be issued.

The Board of Selectmen have been asked to address this issue, in order to get as much information as possible we are sending this postcard for you to respond with. Please reply by January 31, 2018.

To the best of your knowledge, Do you have mail or deliveries that are delayed because of confusion with your location in Georges Mills?

If you were given a choice to rename your street, would you want it renamed.

If yes, Road Name Suggestion \_\_\_\_\_

Please mail to Selectmen, 23 Edgemont Road, Sunapee NH 03782 or email your comments to the Town Manager with "Georges Mills" in the subject line to at [manager@town.sunapee.nh.us](mailto:manager@town.sunapee.nh.us)