

**SUNAPEE SELECTBOARD
MEETING MINUTES
TOWN OFFICE MEETING ROOM
Monday, March 18, 2024, 6:30 p.m.**

Present: Selectboard Chair Carol Wallace; Selectboard Vice Chair Suzanne Gottling; Selectboard Members Jeremy Hathorn, Frederick Gallup, and Anthony Dolan.

Also present: Town Manager Shannon Martinez

Present online: Allyson Traeger, Land Use and Assessing Coordinator

1. CALL SELECTBOARD MEETING TO ORDER

Selectboard Chair Wallace called the meeting to order at 6:36 p.m. She thanked everyone who came out to vote, hosted a successful election day, and ran for office. She congratulated all who were elected, including Anthony Dolan and Jeremy Hathorn. She commended the Planning and Zoning Boards on the work they did on the warrant articles, most of which were voted for by the Town. She also thanked everyone who put the budget together and those who voted for it.

Mr. Gallup thanked everyone who posted political signs and then promptly removed them after the Town Meeting.

2. REVIEW OF MINUTES

February 26, 2024

MOTION to approve the minutes of the February 26, 2024, Selectboard meeting as presented made by Selectboard Vice Chair Gottling, seconded by Selectboard Member Hathorn. A vote was taken. All were in favor, except Selectboard Member Gallup and Selectboard Member Dolan, who abstained. Motion carried 3-0-2.

March 4, 2024

MOTION to approve the minutes of the March 4, 2024, Selectboard meeting as presented made by Selectboard Member Gallup, seconded by Selectboard Vice Chair Gottling. A vote was taken, all were in favor. Motion carried unanimously.

March 8, 2024

MOTION to approve the minutes of the March 8, 2024, Selectboard meeting as presented made by Selectboard Vice Chair Gottling, seconded by Selectboard Chair

Wallace. A vote was taken, all were in favor except Selectboard Members Gallup, Hathorn and Dolan, who abstained. Motion carried 2-0-3.

Note: One of the members present at the March 8, 2024, meeting has transitioned from the Selectboard, so could not approve the minutes.

3. SELECTBOARD MEETING OVERVIEW

A. Selectboard Overview

Chair Wallace noted they want to ensure all members are up to date on the processes of the Selectboard. There are two NHMA-sponsored training sessions scheduled; she encouraged the members to attend:

- Local Officials Training, April 3, 2024
- Right to Know Workshop, April 17, 2024

Ms. Martinez explained that an onboarding/orientation manual was drafted to help with the onboarding of new Selectboard Members and to serve as a refresher for existing Selectboard Members. Ms. Martinez reviewed the manual contents provided to the Selectboard Members at the meeting's commencement.

She also reviewed the Town organizational chart and explained the departments that fall within the jurisdiction of the Selectboard. To that end, Ms. Martinez spoke about the utility of a strategy that would help guide the Selectboard and the Town team write large.

Selectboard Chair Wallace underpinned the importance of working on said strategy by leaning on the the Master Plan, Plan NH charrette, and rec survey to help develop a comprehensive plan that can be followed moving forward.

B. Right to Know Overview

Ms. Martinez reviewed some of the Right to Know rules and recommended the members educate themselves on them.

C. Rules of Procedure

Ms. Martinez explained that the Selectboard had approved the Rules of Procedure in October 2023 and noted that it is within the Selectboard's mandate to review and update as applicable yearly. Ms. Martinez and Selectboard Chair Wallace led the conversation as the Selectboard reviewed the document. Ms. Martinez noted recommended changes made by the Selectboard and will return an amended document for the Selectboard to review and approve at the next Selectboard meeting.

Selectboard Chair Wallace explained that the meeting cadence was changed last year so that the Selectboard meets the first and third Mondays. She clarified how public comments are addressed at Selectboard meetings. (See Section IX. Public Comment Procedures)

The Selectboard discussed the pros/cons of a leadership rotation in terms of the Chair and Vice Chair positions. They agreed the Vice Chair position could serve as preparation for the Chair position, and that the Chair should be more than a one-year term. They also agreed a progression schedule is not needed.

MOTION to approve the Rules and Procedures as presented and edited at this meeting made by Selectboard Member Gallup, seconded by Selectboard Vice Chair Gottling. A vote was taken, all were in favor. Motion passed unanimously.

4. ELECTION OF OFFICIALS & COMMITTEE APPOINTMENTS

A. Selectboard

- Chair: Carol Wallace
- Vice Chair: Suzanne Gottling

MOTION that the Selectboard will continue with the current Chair and Vice Chair through 2024 until the next election made by Selectboard Member Gallup, seconded by Selectboard Member Hathorn. A vote was taken, all were in favor. Motion carried unanimously.

B. Capital Improvement Program Committee

- Jeremy Hathorn

Ms. Martinez said this Committee can help devise an overarching plan for necessary upgrades to the Town buildings and facilities.

C. Crowther Chapel

- Jeremy Hathorn

Ms. Martinez noted some of the specialized woodwork in the Chapel needs upkeep. An RFP is ready to be released for this. The committee will need to select the vendor and oversee the work.

D. Firewards

Ms. Martinez explained this position is appointed by the Selectboard. Josh Trow noted the Firewards will provide recommendations for appointees and their terms for the Selectboard to review at the April meeting.

Because of an administrative snafu the Firewards and the Selectboard agree to reset the terms of the Firewards. In accordance with the original article, the appointments will adhere to the following schedule: A board of three (3) Firewards responsible for the policies and oversight of the Fire Department. The Firewards shall be appointed by the Board of Selectmen. For the first term only, one member shall be appointed for and shall have a term of one (1) year; one member shall be appointed for and

shall have a term of two (2) consecutive years; and one member shall be appointed for and shall have a term of three (3) consecutive years. Thereafter, each member shall be appointed by the local governing body and shall have a term of three (3) consecutive years.

E. Highway Safety

- Frederick Gallup

F. LSPA

- Becky Rylander
- Dave Beardsley

G. Planning Board

- Suzanne Gottling

H. Scenic Byways

- Frederick Gallup

I. School Advisory Budget Committee Representative

- Carol Wallace

J. Tri-Town Assessing

- Anthony Dolan

K. UVLSRPC

- Josh Trow
- Lynn Arnold

L. Deputy Treasurer

Ms. Martinez hopes to have a deputy treasurer for the Selectboard to consider soon.

M. Deputy Town Clerk

MOTION to reappoint Ian Lawson as Deputy Town Clerk made by Selectboard Member Gallup, seconded by Member Hathorn. A vote was taken, all were in favor. Motion passed unanimously.

N. Tri-Town Watershed Initiative

The Selectboard discussed the need for a Selectboard member to be assigned to this committee. They agreed the role should remain informal, and suggested Ms. Martinez contact the towns involved to discuss their interest in officially establishing a working committee. Chair Wallace said the Committee will discuss this at their upcoming meeting.

MOTION to move the slate of Committee appointments made by Selectboard Vice Chair Gottling, seconded by Selectboard Member Hathorn. A vote was taken, all were in favor. Motion passed unanimously.

5. REVIEW OF ITEMS FOR SIGNATURE

CZCs

- Parcel ID: 0138-0037-0000 – Stagecoach Road – Dennis & Lynne Wiggins
- Parcel ID: 0148-0016-0000 – 108 Hamel Road – Steven Ehret & Michelle Sing
- Parcel ID: 0147-0007-0000 – 616 Route 103 – Pier 60, LLC
- Parcel ID: 0235-0092-0012 – Greenwood Lane – Kathleen & Scott Murphy

SIGN PERMMIT

- Parcel ID: 0132-0037-0000 – 73 Lower Main Street – SR Lower Village, LLC

AFTER THE FACT

- Parcel ID: 0112-0014-0000 – 56 Woodland Road – Bruce W. Ferguson Irrevocable Trust

SHORT-TERM RENTAL CZCs

- Parcel ID: 0114-0036-0000 – 84 Tonset Slope – Alan & Lisa Albert
- Parcel ID: 0225-0080-0000 – 21 Sleeper Road – Hudson Holdings, LLC
- Parcel ID: 0106-0009-0000 – 1049 Lake Avenue – Dean & Lori Cibotti
- Parcel ID: 0124-0015-0000 – 129 Ryder Corner Road – Joshua & Margarita Ginsberg
- Parcel ID: 0114-0025-0000 – 73 Tonset Slope – Jeffrey & Kate Davis
- Parcel ID: 0233-0064-0000 – 41 Nutting Road – Joseph & Stephanie Krol
- Parcel ID: 0103-0010-0000 – 72 Oak Ridge Road – Patricia Freeman
- Parcel ID: 0113-0026-0000 – 46 Ridgewood Road – Carlos Dunlap
- Parcel ID: 0136-0032-0000 – 339 Lake Avenue – Mink Brook Investments, LLC
- Parcel ID: 0115-0011-0000 – 10 Burma Road – Gordon & Deborah Udall

REPORT OF WOOD OR TIMBER CUT

- Parcel ID: 0123-0001-0000 & 0218-0083-0000, Route 11, Town of Sunapee
- Parcel ID: 0234-0008-0000, Stagecoach Road, RH Webb Forest Preserve, LLC

MOTION to approve the Consent Agenda as presented made by Member Gallup, seconded by Member Hathorn.

Chair Wallace asked about the height of the new roof for 616 Route 103 and Ms. Traeger provided it.

A vote was taken, all were in favor. Motion carried unanimously.

Added at the 01 April 2024 Meeting: Mr. Dolan noted that he should have recused himself from approving the CZC approved for 41 Nutting Road.

6. APPOINTMENTS

7. PUBLIC COMMENT

Chair Wallace asked for public comment.

Christine Corey welcomed Mr. Dolan. She asked if Mr. Dolan took the oath of office. Ms. Martinez explained it was done before the meeting by the Town Clerk. Ms. Corey said as a representative of the public, she was fine with the way approval of the March 8, 2024, meeting minutes was handled. She cautioned the board about letting Mr. Trow and/or others speak to an agenda item at this meeting outside of public comment and without being called upon. If they allow one person to operate outside of the rules, they will have to let everyone operate outside of the rules. She noted she was not allowed to speak at a previous meeting regarding road closures and bonding of heavy equipment operators. She wanted to Selectboard to know that often times, members of the public, can supplement their understanding of complex materials not within their realm of expertise and that it would behoove them to list to the public.

Chris Whitehouse (online) said he felt that comments by Chair Wallace in the Town Report regarding the silent majority needing to speak up were not very communal. He cited the vote on the budget as an example of many people in Town not being happy. He noted warrant articles that did not pass by a large vote. He said the Sunapee School falsified a warrant article by about \$250,000, making the default budget more than the proposed budget, guaranteeing it would pass.

Lisa Hoekstra, as a resident, said it could be challenging for community members to ask a question during public comment, but not receive a response until the next Selectboard meeting. She said she was accused of slander at the January 26, 2024, meeting and that something that is true is not slander. She said the statements she made and the evidence she presented were true.

John Augustine (online) said the Selectboard should pay attention to the fact that a warrant article that received 500 yes votes is about 5-6% of the people who have a tax-paying interest in the town. He encouraged the Selectboard to set priorities for what they want to achieve in the coming year. He said the STR zoning ordinance passed, but it also passed last year and the Selectboard chose not to enforce it. He asked if the current Selectboard intended to enforce the 120-day rental limit.

Josh Trow congratulated the Selectboard members and wished them luck. He said the Firewards are meeting next Thursday and will be discussing the capital reserve funds program. He said all departments and committees of the Town need to ensure they are on the same page regarding these funds. He said as a taxpayer, he likes capital reserve funds, and residents need to understand the impact when they are voted down. He urged the Town to

continue with capital reserve funds, as they provide the ability to plan. Concurrently, he encourage the Town to better message the hows/whys/whats of Capital Reserve plans. Potentially, the Fire Department Apparatus Capital Reserve warrant article failed because not everyone understands that a Fire Truck Engine costs \$700-800,000 and a Ladder Truck is double that estimate.

Lisa Hoekstra, LSSTRA president, asked about assurances regarding the security of the OpenGov system, due to security issues experienced with GovOS. She said privacy is important, as some STR owners have experienced illegal behavior against them, including trespassing and harassment. She said the Town and Selectboard have not offered STR owners any protections, but have created ways for them to be targeted, harassed, and maligned. On January 26, 2024, the LSSTRA gave the Selectboard a list of ways to build a bridge with the STR community and asked about the status of that list. She said some people are not registering because they feel agreeing to these regulations would harm them, and that some of the regulations are punitive in nature. She said the LSSTRA would like to know if the Selectboard would be willing to engage in a conversation with them to look at the regulations.

Chair Wallace closed public comment.

8. SELECTBOARD ACTION

Flag of Life Request

MOTION to approve the Flag of Life request made by Selectboard Member Gallup, seconded by Selectboard Vice Chair Gottling. A vote was taken, all were in favor. The motion passed unanimously.

Approve 2024 Pay Table

Ms. Martinez explained that after the budget is approved, the Selectboard approves the pay table used to create it. She noted this will be the basis of the compensation study.

MOTION to approve the 2024 pay table made by Selectboard Member Hathorn, seconded by Selectboard Member Gallup. A vote was taken, all were in favor. The motion passed unanimously.

Signed Agreement for the Use of the Town of Sunapee Transfer Recycling Facility

MOTION to sign the agreement for the use of the Town of Sunapee Transfer Recycling Facility made by Selectboard Vice Chair Gottling, seconded by Selectboard Member Gallup.

Mr. Gallup asked if the Town of Springfield is contributing more or less than 25%. He said the Town should find out if Springfield has grown and if that percentage is still accurate. The Selectboard discussed how and when this percentage was established. Ms. Martinez said she

has had conversations with the Springfield admin and suggested this topic could be discussed with Springfield. She also noted difficulties with selling plastics and other recyclables and the possibility of setting up a revolving fund to address this.

A vote was taken, all were in favor. The motion passed unanimously.

9. TOWN MANAGER REPORT

A. Discuss Highway Director Concerns

Trask Brooke Road

The Selectboard discussed the possibility of closing and gating Trask Brooke Road. Highway Director Mike Martell said Jared Johnson has volunteered to maintain the road, if it is permanently closed. Mr. Martell noted the estimated cost to replace the bridge is \$100,000-110,000, which is primarily permit costs.

Selectboard Member Gallup suggested abandoning the road back to Mr. Jared Johnson and ensuring that the two abutting property owners approve of this proposal. It should then be proposed in a future warrant article.

Sargent Road Bridge

Mr. Martell noted that bridge repair in Town needs to be prioritized. The Selectboard agreed this should be done to determine the priority of bridges that need attention.

Selectboard Member Gallup suggests that Mr. Martell reevaluate and do an analysis of the bridges in the town that may need more attention than the Sargent Road Bridge. Selectboard Member Gallup stated that this evaluation should be the job of the Highway Department. Mr. Martell should redirect our attention and resources. We need to understand the scope of what needs to be done at Georges Mills.

Retaining Wall

Mr. Martell noted a retaining wall on Main Street is in danger of failing. A letter has been prepared to the property owner. The Highway Safety Committee agrees this needs to be done. If no action is taken, the Town can take legal action, as it endangers the Town road.

MOTION to approve Selectboard Chair Wallace signing a letter to the property owner requesting repair of the retaining wall made by Selectboard Member Gallup, seconded by Selectboard Vice Chair Gottling. A vote was taken, all were in favor. Motion passed unanimously.

B. Budget Update

Ms. Martinez will give the Selectboard an updated budget, once the encumbrances and warrant articles have been built in.

She also notified the board that she is continuing to communicate and share information back and forth with Russ Holden, the School Superintendent, legislation pertaining to SWEPT (return to donor community).

C. 2024 Hazardous Waste Collection Day: August 3, 2024

D. Emergency Management Update

Ms. Martinez said David Cahill will take over as director of the Emergency Management team at the end of the year. She noted the current director feels the position should be full-time, because of increased responsibilities. When Howard Sargent steps down from the Emergency Management Directorship, he will have served the town for over 50 years.

E. HB 1479

Ms. Martinez shared information on HB 1479. She explained it is an anti-lobbying bill that would prevent local officials from taking a position on bills at the Legislature. She recommended the Selectboard members reach out to State representatives to express their concern that this is not beneficial to local government.

MOTION to approve Selectboard Chair Wallace to contact State representatives to express that the Selectboard is opposed to anything that limits their ability to have a voice on bills that will affect them made by Selectboard Member Gallup, seconded by Selectboard Member Hathorn. A vote was taken, all were in favor. Motion passed unanimously.

10. OUTSTANDING ITEMS

A. Solar at the Wastewater Treatment Plant

Ms. Martinez reported that as a result of her research on the roles of Town, the Water & Sewer Commission, and the solar array, she believes the only time the Town would get involved is if an outside company needs to lease the land to locate the solar array. In that case, the relationship would be between the solar array company and the Board. If the array only benefits the wastewater treatment plant, the Town would not get involved, except to provide administrative support.

B. Short-Term Rental Platform Transition

Ms. Martinez shared the current documentation regarding moving from GovOS to OpenGov. She noted OpenGov has been easier to navigate. The permitting process

has been moved to the Planning and Zoning Office, eliminating the Short-Term Rental Coordinator position.

C. Building/Roads Congestion

Ms. Martinez said this is a conversation that needs to continue to occur.

D. Fourth of July

Ms. Martinez said at the Community Conversation, there was overwhelming support to change from fireworks to a drone display, although there was the suggestion to transition slowly and to explain it clearly. She said there is a group that would like to consider banning fireworks at large in Town, as they are not good for the watershed. Conversations with other towns and the community regarding this are ongoing.

Ms. Martinez said the Rec Committee does not want to recommend the Fourth of July as a recreation program. She noted there was no Rec support for the skating rink this year. She suggested this would be a good opportunity to review the recreation ordinances and be clear who is in charge of which programs. This needs to be discussed with the Rec Committee and department heads before a full-time Recreation Director is hired.

E. Conservation Commission Deed Clean-Up

Ms. Martinez said progress has been made on two of the deeds.

F. Ethics Policy

Ms. Martinez said after the Ethics Policy was updated and adopted by the Selectboard, the HR team obtained everyone's signature, from employees to Selectboard members.

11. SELECTBOARD MEMBERS' REPORT

Mr. Hathorn said the area in front of the information booth needs attention. Mr. Gallup said there is documentation, possibly created by Ladybird Johnson, that allows the Town to remove signage in this area. His mother has conducted research about this subject. He said he believes there is a provision for political signs to be in place for a certain amount of time before and after an election. He was pleased with those candidates who removed their signs after the election. Chair Wallace noted this is State property, not Town property, although the Town maintains it.

Mr. Dolan asked what protections are being offered to the STR owners, per Ms. Hoekstra's question. Chair Wallace said this information is in the documentation. Ms. Martinez offered to bring Mr. Dolan up to speed on this topic. She said the registration document ensures the

STR owners are complying with the ordinance and the fee to rent the property has been paid. She said a conversation is needed regarding assurances.

Chair Wallace said she received an email from Ann Bordeianu, who said she has been slighted in public with public documents, and debunking concerns that have been made public. Chair Wallace asked to include this email in the minutes. She also received an email regarding a cease and desist for using electronic voting machines. She said Josh Boone referenced RSA 656:40 in response to this and noted that the Town is within their rights to use an electronic ballot-counting device.

12. UPCOMING MEETINGS

- March 21st, 2024: Planning Board Meeting – Workshop – 7:00 p.m.
- March 26th, 2024: Abbott Library Trustees – 5:00 p.m.
- March 28th, 2024: Water & Sewer Commission Meeting – 5:30 p.m.
- March 28th, 2024: Firewards – 6:30 p.m.
- April 1st, 2024: Selectboard Meeting – 6:30 p.m.
- April 2nd, 2024: Recreation Committee – 7:00 p.m.
- April 3rd, 2024: Conservation Committee – 7:00 p.m.
- April 4th, 2024: Zoning Board Meeting – 6:30 p.m.
- April 11th, 2024: Planning Board Meeting – 7:00 p.m.
- April 12th, 2024: Sunapee Charrette – 3:30 p.m.
- April 13th, 2024: Sunapee Charrette Presentation – 3:00 p.m.

13. ADJOURNMENT

The meeting was adjourned at 9:44 p.m.

Respectfully submitted,

Beth Hanggeli
Recording Secretary



TOWN OF SUNAPEE

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

AGREEMENT FOR THE USE OF THE TOWN OF SUNAPEE TRANSFER RECYCLING FACILITY

This agreement is made between the Town of Sunapee and the Town of Springfield by their respective Boards of Selectmen. The purpose of this agreement is for the use of the Transfer Recycling Facility owned by the Town of Sunapee, by the residents and taxpayers of Springfield.

The Board of Selectmen of Springfield agrees to pay the Town of Sunapee \$160,753 in four quarterly payments of \$40,188. The total sum is 25% of the 2024 Transfer Station operating budget of \$669,752 (\$167,438) less \$6,685 which is 25% of the \$26,738 (2023 Revenue) received from the sale of recycled items and the sale of "open-top" tickets. This agreement is to be renewed annually.

CP Wallace

Carol P. Wallace, Chair

3/18/24

Date Approved

Suzanne Gottling
Suzanne Gottling

Board of Selectmen
Town of Sunapee

Frederick C. Gallup
Frederick C. Gallup

Anthony Dolan

Joshua Trow: Anthony Dolan (OPW) *AWD*

Jeremy Hathorn
Jeremy Hathorn

Paul E. Helmann
POUL E. HELLMANN, CHAIR

Jan. 31, 2024
Date Approved

Board of Selectmen
Town of Springfield



TOWN OF SUNAPEE SELECTBOARD

POLICIES & PROCEDURES

I. PURPOSE:

This document describes the duties and methods of operation of the Sunapee Selectboard (“Board”) and provides guidelines on approaches to interfacing with the Town Manager (“Manager”), the Town of Sunapee (“Town”), its employees (“Employees”), and the public. Any RSA changes shall supersede existing Town processes. In addition, the Select Board will adhere to the Sunapee Code of Ethics.

This document is to be reviewed and approved as written, or revised as necessary then approved, at the first meeting of the voted board after each Town election. Any item herein, except as required by law, may be overruled on a per-occurrence basis by a majority vote of the present Board at any time. An amendment to these By-Laws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting, not less than 7 (seven) days later.

II. AUTHORITY:

The Board is duly elected and derives its authority from RSA 41:8, other RSAs, and Town ordinances. The Town Manager derives their authority from RSA 37.

III. ORGANIZATION:

The Board is a 5 (five) member Board. For purposes of process, the Board shall vote upon and elect a Chair and Vice-Chair at the first meeting following each Town election. Any vacancies shall be filled within 45 days. In the event the Chair is unable to attend a meeting or must abstain from action, the Vice-Chair shall fulfill the duties as required.

IV. POWERS & DUTIES:

A. Board members shall make their best effort to attend all meetings.

Adopted by the Board, on this 18th day of March 2024
Adopted by the Board, on this 2nd day of October 2023
Last Revised/Approved: July 2, 2018

- B. Members of the Board have authority only when acting as a Board legally in session and with a quorum. The Board shall not be bound by any action or statement of any individual Board member except when such statement or action is pursuant to instructions from the Board.
- C. Given that the Town has voted to be under a Town Manager form of governance, duties as required under RSA 37 are to be completed by the Manager.
- D. The Chair shall preside over all meetings of the Board and perform all duties required by law. In the Chair's absence, the Vice-Chair shall perform the chair's duties. Any action of the Chair may be overruled by a majority vote of the board.
- E. The Board shall delegate members of the Board to serve on required committees after each Town election and may delegate members to perform other duties as agreed upon by consensus and as permitted by law.
- F. The Board shall hold standard public meetings as needed to facilitate the town's business. The Chair may allow but is not required to allow public input and/or participation during discussion of the Board at times other than public hearings or public comment. (See Section IX: Public Comment Procedures)
- G. The Board may hold non-public meetings as needed, pursuant to RSA 91-A:3. These may be distinct from a standard meeting or may be included as an item in the process of a regular meeting, in which case a recess may be called to ensure proper attendance is achieved. Non-public meetings shall generally be placed at the end of a regular meeting if they are co-scheduled, after public action. If any public action is knowingly acted upon after a non-public session, it shall be noted prior to entering non-public.
- H. Annually, the Board is responsible for evaluating the job performance of the Town Manager. It is the Chair's responsibility to coordinate the evaluation, including obtaining input from the other members of the Board, aggregating that information, and presenting to the Board a comprehensive draft of the evaluation document. The current seated Select Board must complete the final evaluation document prior to the next annual election. (Or prior to the Town Manager's anniversary date.)

V. ENACTED ORDINANCES AND RESOLUTION:

An **enacted ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Examples include Parking Ordinance, Personnel Policy, Investment Policy, Fixed Asset Policy, Road Excavation, etc.

Selectboard action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.

Adopted by the Board, on this 18th day of March 2024
Adopted by the Board, on this 2nd day of October 2023
Last Revised/Approved: July 2, 2018

An **enacted resolution** is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Selectboard action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

1. **RESOLUTIONS**

Each resolution may be voted and approved on the same day on which it was introduced. Examples include recognition of an Eagle Scout, declaration of Public Works Week, support for action by the state or federal government, etc.

2. **ORDINANCES**

A Selectman may, in open session, request of the Chair that the Selectboard study the wisdom of enacting a particular ordinance. By affirmative motion, the Selectboard may assign the proposed ordinance to an existing or newly created committee. The committee shall report its findings to the Selectboard.

3. **The procedure for ordinance enactment is as follows:**

- a) An ordinance shall be introduced at a public meeting of the Selectboard.
- b) At this meeting, the Selectboard shall determine a future date for a Public Hearing, if necessary. At the **second** meeting, the Selectboard shall hold a Public Hearing as previously described and act upon the ordinance.
- c) The title of each ordinance shall in all cases be read prior to its passage and the Town Manager or other appropriate individual asked to give a summary of the ordinance, any change from prior ordinances and why the ordinance is before the Selectboard.
- d) **EMERGENCY ORDINANCES:** The Town Selectboard may, without notice or hearing, adopt an emergency ordinance citing the reason for the emergency.

VI. **LIMITATIONS OF POWERS & DUTIES:**

- A. The duties and responsibilities of the Board are set forth in these guidelines and as otherwise enumerated under NH State Law, are almost always subject to certain conditions, limitations, and exclusions that require further examination to determine the full extent of the Board's authority as it pertains to each specific set of circumstances.
- B. By statute, the Board has no direct authority over the personnel other than the Town Manager.
- C. Individual Selectboard members are not prohibited from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters to the extent that such information is

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based on encounters and observations derived outside of the privileged purview of a Selectboard Member. Any viewpoints or opinions expressed shall be as a member of the public and as not to conflict with Process (H) the Selectman should relocate away from their seat for the duration of their comment and will be treated as a member of the public.

VII. MEETING NOTICE:

Standard meeting scheduling shall be noticed at least one month prior. Meeting cancellations shall be noticed as soon as feasible once cancellation has been determined. Any emergency meetings shall be noticed as soon as feasible when necessary. Each meeting shall be posted in accordance with RSA 91 -A.

Most regular meetings of the Town of Sunapee Selectboard shall be held in the Town Hall Meeting room at 23 Edgemont Road, Sunapee, NH 03782 unless the Selectboard adjourns to another location, or the meeting is scheduled for another location and is properly noticed. Online web conferencing and audio platforms such as Zoom may be utilized in exigent circumstances.

Meetings of the Town of Sunapee Selectboard shall be held on the 1st and 3rd Monday of each month and begin at 6:30PM, unless otherwise noticed, or unless continued to a specific time and date.

VIII. PROCESS:

- A. **Quorum** - A quorum shall consist of three (3) members of the Board. If 3 members are absent from a meeting, no official meeting can take place and therefore no decisions can be made. Any agenda items shall be moved to the next standard meeting unless an emergency meeting is required.
- B. **Right-to-Know** - It is illegal for the Selectboard to make any decisions by use of a secret ballot or by email or in such a way that is contrary to the Right-to-Know Law. Further, Selectboard members should disqualify themselves from the Board and step down from all participation in deliberations (including voting) on any subject matter where there is a conflict of interest or if they nonetheless feel it appropriate to do so. A Selectboard member should disqualify themselves whenever they have a direct personal or pecuniary interest in the outcome of the deliberation and/or action.
- C. **Abstention** - If a Selectman should voluntarily abstain from voting, such action shall not count towards the tally of a vote to determine the majority viewpoint. If most attending Selectboard members abstain from a vote, no action shall be taken.

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- D. **Agenda Layout and Meeting Materials:** The Town Manager is responsible for coordinating and planning the agenda, including determining which documentation is contained in the agenda packet. The Chair has the final authority over the approved agenda, timing, schedules, and related matters. The agenda should be published at least 3 calendar days prior to the meeting, and in most cases strive to be on Thursday prior to a Monday meeting, and should be included in the minutes.
- E. **Agenda Requests** - Selectboard Members wishing to place an item on the agenda must submit a request to the Town Manager and Selectboard Chair the Wednesday before a Monday meeting. Citizens wishing to place an item on the Board's agenda must provide a copy of all presentation material and documentation to be included in the Board's "packet" by Wednesday at 12:00 p.m. prior to a Monday meeting, and inclusion into the agenda is at the discretion of the Town Manager and Selectboard Chair.
- F. **Order of Business** - The business of all meetings of the Selectboard shall be transacted as follows; provided, however, that the Chair may, during a Selectboard meeting and with the consent of the Board, rearrange items on the agenda to conduct the business before the Selectboard more expeditiously:
1. **Call to Order**
 2. **Review of Minutes**
 3. **Review of Items for Signature**
 4. **Appointment (s)**
 5. **Public Hearings (s)**
 6. **Public Comment**
 7. **Selectboard Action**
 8. **Town Manager Report**
 9. **Selectboard Members's Report**
 10. **Outstanding Business**
 11. **Non-Public Session**
 12. **Adjournment**
- G. **Conduct** - Meetings shall be conducted according to generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.
- H. **Voting** - Votes shall be by a show of hands or by a roll call. The results and method of the vote shall be recorded delineating any opposition votes, abstentions, and/or recusals.

- I. **Reconsideration** - No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.
- J. **Adjournment** - A motion for adjournment will usually not be in order until after the completion of the order of business unless a motion has been made at the start of the meeting to adjourn at a specified time.

IX. PUBLIC COMMENT PROCEDURES:

- A. All citizens shall have the right to speak for a period not to exceed three (3) minutes after being recognized by the Chair unless a longer period is granted by the Chair.
- B. Citizens who speak during Public Comment shall have the chance to address the Selectboard once during each meeting.
- C. The speaker shall not engage in personal attacks against citizens or public officials and shall always remain courteous and respectful.
- D. Citizens shall speak for themselves and not on behalf of others who are not present unless specific permission has been granted by the Chair. Generalized accusations and innuendoes will not be permitted.
- E. The Chair may rule a citizen out of order and the citizen will lose their right to speak if the speaker fails to remain courteous and respectful.
- F. The Chair may respond to a citizen and put an item on a future agenda, but the Selectboard and Chair are unable to problem solve or enter debate during Public Comment.

X. PUBLIC HEARING PROCEDURES:

State laws and various Town bylaws require the Selectboard to hold public hearings on certain issues before an action can be taken.

- A. The Selectboard will schedule the dates for the hearing.
- B. The Chair will open the hearing by identifying its purpose and the rules to be followed.
- C. The Chair may call upon the Town Manager or other person(s) to describe the matter under consideration. This presentation shall be concise and to the point.
- D. **Public Hearing Rules and Procedures:**
 - Announce the sign-up sheet at the beginning of the meeting and before the Public Hearing opens.
 - Those interested in speaking shall sign up on the sheet provided before the hearing starts. If anyone is unable to physically sign-up, they need to make the board aware of their desire to speak. Said person will be added to the queue (this includes those participating virtually).
 - The following rules and procedure should be read at the opening remarks of public comment.

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E. Rules & Procedure for Comments During Public Hearing:

- Everyone must sign up to speak during the respective time of public input.
- Public input will be limited to one five-minute comment per member of the public. Additional input will not be accepted by the same individual (*even if the 5-minute time allotment was not utilized)
- Public input will follow the order of the sign-up sheet.
- There will be no questions answered by the Selectboard or Town Employees at the time of input.
- All input shall be concise and relevant to the Public Hearing topic.
- Any irrelevant or duplicative input will be prohibited during the public hearing.
- If an individual continuously disrupts or refuses to cede the floor, they may be asked to leave the meeting.

XI. MINUTES:

- A. Minutes of the Board meetings shall be kept in accordance with the provisions of RSA 91 -A. At a minimum, minutes will contain the names of members present, other people participating in the meeting, a summary of the subject matter discussed, and any final decisions reached, or actions taken.
- B. The minutes will indicate the names of participating members of the public. Minutes shall be considered a summary of events and business transacted once adopted by the Board with any corrections noted. Minutes shall be posted on the Town's website.
- C. The minutes of Board meetings are kept by the Selectboard and are for the Selectboard to review and approve. The public will not be allowed to amend the minutes of the meetings. No outside material will be accepted and/or read into the minutes.
- D. Any documentation pertaining to legal matters involving the Town will be included in the minutes and posted on the Town's website.

XII. REQUESTS FOR INFORMATION:

- A. Formal requests for information by Board members from the Manager, Town Counsel, Department of Revenue Administration, or the Attorney General's Office shall be made at a meeting, and only at the direction of the majority of the Board. Informal requests may be made by email to the Manager but are

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non-binding until acted upon at the next meeting of a quorum of the Board. Any information provided to any individual Board member shall be provided to the rest of the Board.

- B. Acting as a citizen, a member of the Board may ask a department head for information, and as a courtesy should copy the Manager (the department head will do so as they reply). The Board member may only ask for anything that any other citizen could ask for and if it falls under a right to know request the procedure for that shall be followed.

XIII. CONFLICT RESOLUTION:

- A. **Numbers** - In situations where a conflict arises among the Board or as the Board in its interactions with another entity, full effort shall be made to come to resolution by consensus. In cases of questions on calculations or multi-option possibilities, questions and concerns shall not be placed as accusations or interrogation unless the quorum is in consensus. The Board shall try to ensure full discussion of all relevant questions before voting, but 2 (two) members of the Board may call for a vote, and the result of the vote shall abide by Process (H).
- B. **Personnel** - Citizens that make complaints to the Board or a member of it should be encouraged to contact the department that handles the complaint's matters. They should then be encouraged to contact the Town Manager. If they do not feel that they have reached a resolution, only then the Board bring the matter up to the Town Manager or at a meeting the citizen can request an appointment (which may or may not be non-public at the Board and Town Manager's discretion.)
- C. **Departments** – Any requests from a department or employees thereof that are not able to be resolved by the department head or Manager shall be resolved via the Personnel Policy and/or by the majority vote of the Board, during a legal public or non-public (as necessary) meeting.

XIV. CHAIR DUTIES:

- A. Vote as a member of the board in all actions as appropriate.
- B. Open the session when the Board meets by calling the members to order.
- C. Announce business before the Board as it is acted upon.
- D. As necessary, to recognize members entitled to the floor.
- E. State and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote.
- F. Protect the Board from annoyance, up to and including having people removed from the meeting if necessary.

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- G. Assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if they think it advisable.
- H. Restrain the Board and Public when engaged in debate within the rules of order
- I. Enforce on all occasions the observance of order and decorum among the members, deciding all questions of order, unless it is preferable to submit the question for the decision of the Board.
- J. Ensure that Board's communication abide by all aspects of the NH Right-to-Know Laws.
- K. Authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.
- L. Represent the Town at ceremonial events.
- M. Act as Board liaison to Town Counsel in any issues pertaining to the Manager.

XV. VIOLATIONS & REPERCUSSIONS:

There are no defined consequences under NH law for failure to comply with these guidelines. However, it should be noted that the remaining members of the Board may vote to publicly censure a member for repeated or egregious failures to meet these obligations. In the event that a quorum of the Board is of the opinion that one or more of the members has violated State Law, then they may vote in public session to initiate judicial removal proceedings and/or petition a court of competent jurisdiction for the imposition of such other penalties as may be allowed by law.

XVI. EFFECTIVE DATE:

These Rules of Procedure shall take effect immediately following a majority vote of the Town of Sunapee Selectboard at a regularly scheduled Selectboard's meeting.

Adopted by the Board, on this 18th day of March 2024
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C Wallace

Carol Wallace, Chair

Sue Gottling

Sue Gottling, Vice Chair

Fred Gallup

Fred Gallup

Jeremy Hathorn

Jeremy Hathorn

Anthony Dolan

Anthony Dolan

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Annex A: Legal Responsibilities and Annual Tasks

Legal Responsibilities:

1. Chief Executive Branch of town government
2. Coordinates with other town elected committees as applicable
3. Appointments on boards, committees, and other assignments
4. Local permitting authority
5. Special permit grant authority
6. Set policy and propose bylaws for town meeting warrant
7. Oversee preparation of budget with Advisory Budget Committee and Town Manager
8. Call for town meeting and approve warrants articles for the ballot
9. Set fees
10. Create general rules and regulations for town operations
11. Appoint town counsel and approve legal strategy
12. Serve as the agent to expend as delegated by Town vote
13. Appoint Town Manager
14. Conduct annual review of Town Manager including review of and setting of objectives
15. Communications to public on issues and respond to citizen concerns

Annual Tasks:

1. Establish roles, responsibilities, and reassign liaisons as necessary
2. Selectboard appointments to boards and committees
3. Annual financial policy and budget plan
4. Issue annual report
5. Provide leadership in the development of the capital improvement program
6. Set risk management policy
7. Per RSA 128:3, the local board of health for each town shall meet at least once every year, and as frequently as needed, to review the state of local public health issues and concerns and provide information, as requested, to the department of health and human services, on the readiness to address relevant public health threats at the local or regional levels

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Annex B: Select Board Roles, Responsibilities, & Legal Authorities

1. RSA 41:8 – Selectmen

- a. The selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed. A majority of the selectmen shall be competent in all cases.

The NH Supreme Court set precedent interpreting the scope of the prudential affairs powers: *The nature of the duties encompassed in management of "the prudential affairs of the town" has been considered in a number of the earlier cases... "The particular duties comprehended within the meaning of the phrase 'prudential affairs' are not easily enumerated." [S]electmen have not been regarded as the general agents of the town, "clothed with the general powers of the corporate body for which they act." "They can only exercise such powers and perform such duties as are properly incident to the special and limited authority conferred on them by their office." They are "empowered to do only such acts as are required to meet the exigencies of ordinary town business."*

2. RSA 41:9 – Financial Duties

- a. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more.
- b. The selectmen shall transfer all sums of money received and provide an accounting of such to the Town's Treasurer.
- c. The selectmen shall publish in the Town Report the general fund balance sheet as shown in the audited financial report.
- d. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

3. RSA 41:9-a – Establishment of Fees

- a. The selectmen may establish or amend fees or charges.

4. RSA 41:10-a Municipal Prosecutors

- a. The selectmen of towns or the appropriate appointing authorities are hereby authorized to appoint and compensate one or more qualified members of the New Hampshire bar to serve as municipal prosecutors.

5. RSA 41:11 Regulation of Use of Highways

- a. Unless regulated by the commissioner of the department of transportation as provided in RSA 236:1, the selectmen may regulate the use of all public highways, sidewalks, and commons in their respective towns.

6. RSA 41:11-c Regulations; Businesses Obtaining Municipal Permits

*Adopted by the Board, on this 18th day of March 2024
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- a. The selectmen may establish regulations relative to businesses obtaining municipal permits. Any person who violates a regulation established under this section shall be guilty of a violation.

7. RSA 41:11-d Restricting the Watering of Lawns

- a. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

8. RSA 41:12 Removal of Collector, Clerk, or Treasurer

- a. The selectmen may remove from office any collector of taxes, town clerk, or any treasurer, who, in their judgment, has become insane or otherwise incapacitated to discharge the duties of the office. They may proceed without notice in any case arising under this section.

9. RSA 41:13 Report

- a. At the close of each fiscal year the selectmen shall make a report to the town, giving a particular account of all their financial transactions during the year, and of the financial condition of the town at the close of the year, including a schedule of all its assets and liabilities.

10. RSA 41:14 Publication of Reports

- a. The selectmen shall cause their report, and those of other town officers required by law to make reports, to be published in pamphlet form at the expense of the town and make the same available to the voters of said town at least 7 days prior to the date of the annual meeting.

11. RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both:

- a. Selectmen shall have the authority to acquire or sell land, buildings, or both.

However: The provisions of this section shall not apply to the sale of and the selectmen shall have no authority to sell:

- i. Town-owned conservation land which is managed and controlled by the conservation commission under the provisions of RSA 36-A.
- ii. Any part of a town forest established under RSA 31:110 and managed under RSA 31:112.
- iii. Any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes except as provided in RSA 498:4-a or RSA 547:3-d

12. 41:14-b Adoption and Amendment of Town Codes and Ordinances

- a. Selectmen shall have the authority to establish and amend town ordinances and codes [to include policies].

13. Other General Authorities of the Board of Selectmen:

- a. Warn Town Meetings, make bylaws, borrow money, grant licenses, lay out highways, and when needed assess damages.
- b. Appoint a Town Manager that may or may not be a resident of the Town.
- c. Provide direction and supervision of the Town Manager.
- d. Appoint Deputy Town Clerk, Tax Collector, Deputy Tax Collector, and members to Committees, Commissions, and other Boards.
- e. Fill temporary vacancies of elected positions until the next Town Meeting.

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Annex C: Town Manager Roles, Responsibilities, & Legal Authorities

1. RSA 37:3 Qualifications of Manager and Authority of Selectmen

- a. The town manager shall be selected with special reference to his education, training, and experience to perform the duties of his office, and without reference to his political belief.

2. RSA 37:4 Oath

- a. Before entering upon the duties of his office, the town manager shall be sworn to the faithful and impartial performance thereof, and a certificate to that effect shall be filed with the town clerk.

3. RSA 37:5 General Authority

- a. The Town Manager shall be the administrative head of all departments of the town and be responsible for the efficient administration thereof.
- b. The Town Manager shall have general supervision of the property and business affairs of the town and of the expenditure of moneys appropriated by it for town purposes.

When a Town adopts the town manager form of government: *The legislative body is placing some of the authority that would otherwise be held by the selectmen into the hands of a nonelected official. While the town manager is subject to the general direction and supervision of the selectmen, he or she assumes several important duties when appointed. For example, the town manager becomes the administrative head of all town departments and has the authority to hire and fire employees under his or her control and to set their salary. The town manager also has the authority to approve the payment of bills incurred by the departments under his or her supervision. See below for a complete list of the powers and duties of a town manager.*

4. RSA 37:6 Powers and Duties in Particular

- a. The town manager shall have the power and it shall be his duty:
 - i. To organize, continue, or discontinue, from time to time, such departments.
 - ii. To appoint, upon merit and fitness alone, and to remove, all subordinate officers and employees under his control, and to fix their compensation.
 - iii. To attend such regular or special meetings of the selectmen as they shall require.
 - iv. To keep full and complete records of the doings of his office, and to render to the selectmen an itemized monthly report in writing, showing in detail the receipts and disbursements for the preceding month; and annually, or oftener at the request of the selectmen, to make a synopsis of all reports for publication.
 - v. To keep the selectmen fully advised as to the needs of the town, within the scope of his or her duties.
 - vi. To furnish the selectmen, on or before the thirty-first day of January of each year a careful, detailed estimate in writing of the probable expenditures of the town government for the ensuing fiscal year, stating the amount required to meet the interest on maturing bonds and notes or other outstanding indebtedness of the town, and showing specifically the amount necessary to be provided for each fund and department; and to submit at the same time an estimate in writing of the amount of income from all sources of revenue, exclusive of taxes

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- upon property, and of the probable amount required to be levied and raised by taxation to defray all expenses and liabilities of the town.
- vii. For the purpose of enabling the town manager to make up the annual estimate of expenditures, all boards, officers, and committees of the town shall, upon his written request, furnish all information in their possession and submit to him in writing a detailed estimate of the appropriations required for the efficient and proper conduct of their respective departments during the fiscal year.
 - viii. To examine or cause to be examined, with or without notice, the affairs of any department under his control, or the conduct of any officer or employee thereof; and for that purpose he shall have access to all town books and papers, for the information necessary for the proper performance of his duties.
 - ix. To have charge, control, and supervision, subject to the direction of the selectmen and to the bylaws of the town, if any, of the following matters:
 1. The management of municipal water works, lighting, and power systems.
 2. The construction, maintenance, and repairing of all town buildings and of all town roads, highways, sidewalks, and bridges.
 3. The purchase of all supplies for the town.
 4. The police and fire departments of the town, if any.
 5. The system of sewers and drainage, if any.
 6. The lighting of streets, highways, and bridges.
 7. The sprinkling of streets and highways, the laying of dust, and the removal of snow.
 8. The maintenance of parks, commons, and playgrounds.
 9. The care of cemeteries when the town.
 10. The letting, making, and performance of all contracts for work done for the town.
 11. The town manager shall supersede any board of commissioners or other supervisory officer or officers previously established, elected, or appointed.
 12. To administer the poor relief of the town, either directly or through a person or persons appointed.
 13. To perform such other duties, consistent with his office.

5. RSA 37:7 Approval of Vouchers

- a. The town manager may approve vouchers for obligations incurred by any department of which he has supervision, and, except during his absence or disability, the selectmen shall not draw orders for the payment of any such obligations without such approval. The selectmen may themselves approve such vouchers, or authorize their approval by some other person, in the event of the absence or disability of the town manager.

Roberts Rules of Order – Simplified

GUIDING PRINCIPLES:

- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is always going on. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

HOW TO DO THINGS:

You want to bring up a new idea before the group.

- After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

- After recognition by the president of the board, move to amend by
 - adding words,
 - striking words or,
 - striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

- Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

- Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

- Move to postpone to a definite time or date.

You are tired of the current discussion.

- Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rd vote.

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You have heard enough discussion.

- Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rd vote.

You want to postpone a motion until some later time.

- Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion isn't taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rd vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

- "Call for orders of the day."

You want to take a short break.

- Move to recess for a set period of time.

You want to end the meeting.

- Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

- Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

- Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

- Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

- Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rd vote is required.

UNANIMOUS CONSENT:

- If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

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You may INTERRUPT a speaker for these reasons only:

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board’s ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

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THE CHEMISTRY OF FIREWORK POLLUTION

Fireworks displays can be spectacular, but they can also have some negative effects on the environment. Here we take a look at some of the issues.

PARTICULATE MATTER

PM₁₀

Particulate matter 10 micrometres or less in diameter

PM_{2.5}

Particulate matter 2.5 micrometres or less in diameter

Fireworks produce a lot of very small particles, which can remain suspended in the air for some time after the display. This significantly increases the concentration of particulate matter in the air. Inhalation of these particles can have adverse effects on the respiratory and cardiovascular systems.

METALS

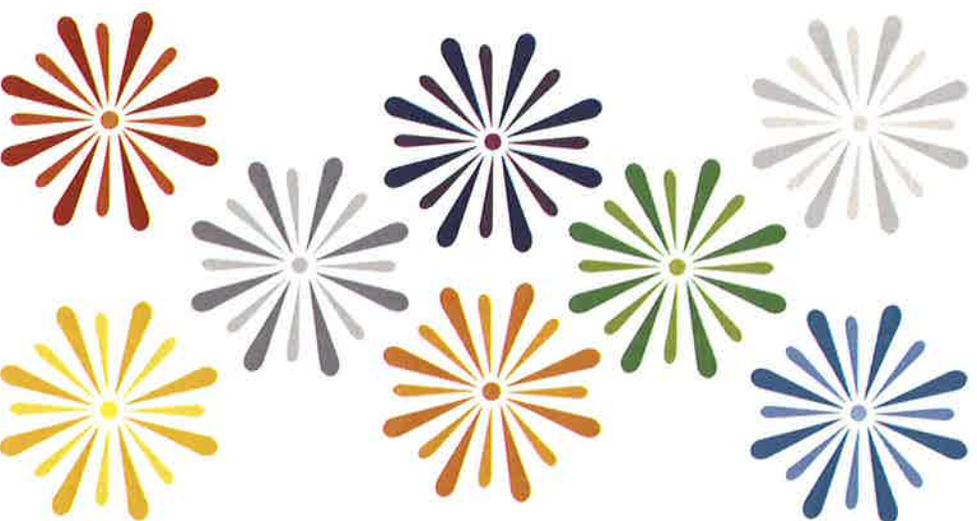


Note: Lead (Pb) and chromium (Cr) are both banned in fireworks in the US and UK, but can still be found in some imported fireworks.

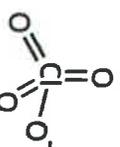
OTHER METALS

COLOURS

Metal compounds give fireworks their vivid colours and can also be present in oxidiser or mixtures. These metals persist in the environment. Small particles of toxic metals such as lead, chromium and antimony show increases in atmospheric concentrations in the days after fireworks displays.



PERCHLORATE POLLUTION



PERCHLORATE ION



H₂O

0.11 µg/L

519 µg/L

Perchlorate concentration increase after a firework display in Albany, New York

Source: Fate of perchlorate in a mine: insight into the long period following a fireworks display in Albany, New York, USA. Qian Huo and others. 2012. Environmental Toxicology and Chemistry. Vol. 31, 2449-2455.

Perchlorate compounds are used as oxidisers in some fireworks to aid the combustion reaction. These perchlorates can contaminate bodies of water near firework displays. Elevated concentrations of perchlorate in water can affect wildlife and it may also affect human health if it contaminates drinking water.

POLLUTING GASES



Fireworks lead to elevated levels of well-known polluting gases in the atmosphere. These gases include nitrogen dioxide and sulfur dioxide, which can cause respiratory problems, or exacerbate existing health problems such as asthma. They can also react in the atmosphere to form particulate matter.





HB 1479 Impacts to Local Government Frequently Asked Questions

HB 1479: As Introduced

Q: How does this bill affect local officials?

A: The bill prohibits local officials from any form of advocacy—period. It broadly prohibits *any* public funds from being used to “lobby, attempt to influence legislation, participate in political activity, or contribute funds to any entity for the purpose of engaging in same.”

Q: Would this prohibit local elected officials as well as employees?

A: Yes. This would prevent any local official, whether a paid employee or an elected official receiving a stipend, from any advocacy on behalf of a city or town.

Q: But don’t locally elected officials represent their constituents—just like legislators?

A: Yes. But under the bill, locally elected officials would no longer be able to engage in the legislative process.

Q: But doesn’t RSA 15:1 protect local officials?

A: No. RSA 15:1 would not protect local officials if this bill passed, despite what the House committee members have stated.

Q: Does this bill prohibit NHMA—and other local-government created organizations—from carrying out member-adopted policies at the legislature?

A: Yes. However, despite the focus on NHMA and organizations like ours during the hearing and executive session, this bill affects every recipient of public funds: every organization of municipal officials, like the Building Officials, the Association of Assessing Officials, the Firefighters, or the Police Officers; every state agency and department; and every nonprofit organization that receives state or local funds. In fact, the bill is so broad in its language, it appears to apply to any private corporation that receives payment from a public entity, since the purchase of goods or payment for services constitutes an appropriation of public funds.

Q: Does the bill have legal consequences?

A: Yes. The bill states that any person who knowingly authorizes spending of public funds in violation of this law is **guilty of a Class A misdemeanor** and personally liable for three times

the amount wrongfully paid or expended. So, for example, **locally elected leaders** would be barred from—even prosecuted for—speaking on legislation with **local impacts** in the Live Free or Die State. The bill also allows for the discharge of an employee who knowingly violates this law.

Q: Are there ANY exceptions?

A: The exception is a red herring—so there is no exception at all. The bill states that a recipient of public funds who wishes to lobby can do so if they segregate the funds for lobbying from public funds. Under New Hampshire law, lobbying time and revenue received is reported at the end of each quarter. Because it is not possible to predict the future time spent on advocacy activities, the segregation exception is simply a distraction from the ban that the law creates. The exception is not workable—and is not meant to be.

Q: Does the bill cost taxpayers money?

A: Yes. The bill would cost taxpayers money. First, the bill would allow a taxpayer or resident of this state to bring a lawsuit for injunctive relief to prevent further activity prohibited *and* allows the plaintiff to recover from the entity the taxpayer's or resident's reasonable attorney's fees and costs incurred in bringing the action. The cost of these lawsuits would be paid for by the taxpayers.

Second, the bill would prevent local officials and their representative organizations from taking a stance against costly legislation. Every year, alongside our members, NHMA advocates on bills that typically fall into one of two categories: defeating bills that cost municipalities money and supporting bills that maintain or increase state aid. **Every new cost on municipalities is paid for by taxpayers, and every additional dollar sent from the state to the cities and towns offsets property taxes. Proposed legislation this session alone would cost taxpayers more than \$50 million.**

Q: But what about that mass mailer sent from Texas that said, “Your own tax dollars are being used against you?”

A: This is a serious misrepresentation of the work that NHMA and other organizations do. As stated above, most of the legislation NHMA opposes would cost taxpayers money. This ranges from unfunded mandates to changes in the NH Retirement System to downshifting of costs from the state level to the local level or even cutting state funding to the local level. Beyond that, NHMA staff work hard with legislators to improve legislation to make it workable or to improve the impact legislation will have on local budgets and the local officials who serve their communities. Just like your legislators do not file bills or vote in a manner that represent the wants and needs of all their constituents, municipal officials, individually or through their membership organizations, cannot take positions that every constituent personally agrees with; and, instead, work to represent the best interests of the entire community. This is what serving in government means.

Q: Aren't these things local decisions?

A: Yes. The bill strips local officials and town meetings of authority to make their own local decisions. Dues paid to organizations that provide services to local officials are included by local officials in municipal budgets and are voluntary for most organizations—like NHMA. In most of our municipalities, these budgets are adopted by the voters. In the rest, they are adopted by the representatives the voters elect to make those decisions for them. Cities and towns make decisions every year to be members of organizations that provide these services to make them more efficient and to operate in a more cost-effective manner. The legislature should not make judgments on local spending; the voters and their locally elected officials should.

Q: The bill almost sounds—unreal. Are you sure it's this bad?

A: Yes. In fact, the chair of the Legislative Administration Committee [admitted](#) during the executive session that HB 1479 is “authoritarian” and that it is not “the legislature’s job to tell municipalities what to spend money on.” **On this, we agree.**

HB 1479: The Proposed Amendment

Q: Do we know exactly what the floor amendment will say?

A: No, but because NHMA was at the executive session, we were able to take a picture of the amendment proposed (copies of the amendment were not made available to the public). We believe this amendment, or something very similar, will be offered on the floor.

Q: Who does the amendment apply to?

A: A vast array of entities. The amendment would apply to every entity, public or private, that provides lobbying and other services, like legislative research (“Any entity required to register under RSA 15:1 that provides both lobbying services and non-lobbying services”). It, therefore, is even broader than the bill itself.

Q: Would it change anything about the way these types of entities operate?

A: Yes. Despite statements by the amendment sponsor that nothing in the amendment changes the way local government organizations operate, it would, in fact, drastically and fundamentally do just that. The amendment would require that these entities separate out lobbying from other services; charge separate fees for separate services; provide separate contracts for separate services; prohibit the bundling of services; and even dictate the type of fee allowed, including, confusingly, prohibiting “fair share and agency fees.”

Q: Why does it talk about “fair share and agency” fees?

A: It is very unclear—but also troubling. This prohibition either demonstrates a fundamental misunderstanding of what these concepts are and whom they apply to, *or* it is an attempt by legislators to try to require organizations like NHMA to provide services to those who do not pay for them, since this language appears modeled after so-called “Right to Work” legislation.

Q: Would the changes mandated by the state save municipalities money?

A: No. Speaking for NHMA, compliance with these new state mandates would mean increasing operational expenses and billing for services separately, a curious result for legislation purportedly motivated by taxpayer cost concerns. Although the focus of the conversation has been lobbying, the amendment’s mandate would require that NHMA’s many services be billed for separately because we provide both lobbying and non-lobbying services. So, for example, the unlimited legal advice members can access as part of their membership would be a thing of the past. This result would blatantly contradict statements made by the amendment’s sponsor during the executive session that municipalities say they like the services they are receiving from organizations like NHMA. The goal of the amendment, then, is just a different way to get the same result: creating new hurdles to chip away at local government’s participation in the legislative process and authority to join or establish local government organizations—essentially removing an entire viewpoint from the democratic process. Businesses, nonprofits, unions, and other affected entities should ask their membership organizations how their costs would change under the amendment.

Q: Will the amendment improve transparency?

A: All lobbying time is already reported in accordance with New Hampshire law and is publicly available. Further, the proposed new operational requirements do not make sense based on the way lobbying time is reported under New Hampshire law. As stated previously, lobbying time is reported at the *end* of each quarter. When asked how entities would comply with the mandates in the amendment, the amendment sponsor stated that the organization could just “estimate” the cost of lobbying based on last year. We are not certain how this improves the transparency of the current system, in which we report *actual time* spent on lobbying.

Q: The conversation about both the bill and the amendment seemed to be almost entirely about NHMA. Does this legislation affect only NHMA?

A: No, it affects many groups and organizations in our state, along with all local officials. Despite the focus on NHMA, there are many, many associations across the state that represent and work to address the interests and needs of different sectors of our state, from local governments to nonprofits to businesses to timber harvesters. Advocacy and

education provided in this manner is more efficient and cost effective for the members *and* more efficient for legislators and policymakers. In fact, The New Hampshire State Legislature and all its individual legislators are members of the National Conference of State Legislatures (NCSL), which, among other services, “engages with members of Congress and the administration on state-federal priorities, advocates on behalf of state legislatures, and bring legislators to Washington D.C. for critical meetings.”

Q: Someone told me the amendment is pro-local control. Is it?

A: No. The amendment is not “pro-local control,” as some committee members claimed repeatedly during the executive session. Local control is allowing local governments to exercise local authority, including forming their own organizations, joining them if they choose, and changing the way those organizations operate as they choose—not the state dictating how they do business. Every membership organization that represents its municipal members has a process for its members to change how it operates, including whether it provides advocacy services and what it advocates for. The amendment is not about improving the way local government organizations deliver their services; it is simply a state mandate that would make the delivery of those services more cumbersome *and* costly so that they, will, eventually, no longer be provided at all.



RECEIVED
MAR 04 2024

BY:

Dear Partner Communities:

It's that time of year again – Household Hazardous Waste Collections will be here before you know it! Thank you for your support of the Household Hazardous Waste collection program and for reducing the amount of harmful chemicals entering our environment.

Enclosed please find several copies of the collection notice – feel free to hang these up in your town offices, at the transfer station, or anywhere else people congregate in your community. We wanted to highlight the biggest change for the 2024 year: **a new collection site in Lebanon!** This site is close to the previous one and will be held at **DHMC Lot 27 at 52 Labombard Road**.

Please note that this is NOT at the hospital campus. It is closer to I-89 off Route 120 by Etna Road. New signage will be placed to direct people to the new location which has ample room for cars to line up off-street. All collections listed below are open to residents of your municipality.

All collections are 9am to Noon and dates are as follows:

Saturday, May 4: Lebanon – DHMC Lot 27, 52 Labombard Road

Saturday, June 1: Claremont – Claremont Highway Garage, 8 Grandview Street

Friday, July 12: Lebanon – DHMC Lot 27, 52 Labombard Road

Saturday, August 3: Sunapee – Sunapee Highway Garage, 621 Route 11

Saturday, September 28: Lebanon – DHMC Lot 27, 52 Labombard Road

These collections are free to households within your municipality for up to 25 gallons of waste. Businesses are not covered by this program, but we can take their waste for a fee and registration two weeks ahead of time. As always, if there are any questions about what to bring, please contact me at the UVLSRPC office at 603-448-1680 or visit hww.uvlsrpc.org.

Thank you once again for your support of the Household Hazardous Waste collections in the Upper Valley Lake Sunapee Region. Keeping these contaminants out of our waste stream is crucial to protecting and maintaining the pristine New Hampshire environment we all know and love.

See you at the collections!

Tim Josephson

Associate Planner

UVLSRPC

10 Water Street, Suite 225
Lebanon, NH 03766
603-448-1680

Household Hazardous Waste 2024 COLLECTION DAYS

NEW SITE
IN LEBANON
FOR 2024

WHEN

All collections are 9:00 am—Noon

Sat, May 4—NEW! Lebanon: DHMC Lot 27, 52 Labombard Rd

Sat, June 1—Claremont Highway Garage, 8 Grandview Street

Fri, July 12 —NEW! Lebanon: DHMC Lot 27, 52 Labombard Rd

Sat, August 3—Sunapee Highway Garage, 621 Route 11

Sat, Sept 28—NEW! Lebanon: DHMC Lot 27, 52 Labombard Rd

FREE to residents from Claremont, Cornish, Enfield, ~~Gorham~~ Goshen, Hanover, Lebanon, Lempster, Lyme, New London, Newbury, Newport, Orford, Piermont, Plainfield, Springfield, Sunapee, Unity, Washington, and Wilmot. (Other towns' residents welcome for a fee)

ANYONE with 25 gallons or more and all businesses must pre-register by calling UVLSRPC two weeks before event

WHAT TO BRING:

- Pesticides & Herbicides, Flea/Tick Treatments
- Antifreeze, Dirty Gas & Kerosene
- Adhesives & Driveway Sealer
- Mercury Thermostats/Thermometers
- Household Cleaners & Polishes
- Hobby & Pool Chemicals
- Lead Fishing Tackle
- Smoke Detectors
- Oil-Based Paint (NOT LATEX)
- Solvents, Varnishes, Stains
- Batteries: Button, Ni-Cad, Lithium, Rechargeable (NOT ALKALINE)

Vape pens and other oddball items require pre-registration

WHAT NOT TO BRING

- Aerosol cans, empty:** Recycle with scrap metal. Talk to your town. Bring cans with product in them to collection
- Ammunition and explosives:** Call State Police at 271-3636.
- Asbestos:** Contact a licensed asbestos specialist. Asbestos is hazardous to your health — don't remove it yourself!
- Batteries, alkaline:** Most non-rechargeable batteries (AA, AAA, C, D, and 9-volt) are trash in NH. Tape 9-volt terminals before disposal to avoid fire in your trash
- Batteries, automotive:** Take to auto parts store or your transfer station
- Fire extinguishers:** Recycle empty extinguishers (NRRRA takes from towns)
- Fluorescent lights:** May be taken at your town facility. Check with your town. Food Co-ops and Home Depot may take CFLs (spiral bulbs), not tubes
- Latex paint:** Use kitty litter, sawdust, or shredded paper to dry out latex paint; throw in your trash. Empty, dry metal cans may be recycled as scrap metal at your recycling facility. If it says, "clean up with soap and water," it's latex
- Medical sharps:** Place in a rigid container (e.g. detergent bottle), seal cap with duct tape, and label container "SHARPS — NOT FOR RECYCLING" Dispose of with regular trash by handing to a waste collector — can become a projectile if compacted in trash
- Medicine:** See www.twinstatesafemeds.com for police stations taking meds
- Propane or helium tanks:** Propane/helium tanks can be exchanged/refilled at a distributor; or contact town transfer station about empty tanks
- Used motor oil:** Take to town transfer station or a service station for recycling



Questions? Contact the Upper Valley Lake Sunapee Regional Planning Commission
(603) 448-1680 + tjosephson@uvlsrpc.org + <http://hhw.uvlsrpc.org>

Electronic Ballot Counting Devices

Section 656:40

656:40 Adoption. – The mayor and aldermen of any city or the selectmen of any town, subject to the approval of the ballot law commission, may authorize the use of one or more electronic ballot counting devices for the counting of ballots in such city or town on a trial basis for any regular or special election and pay the expense of such trial from any available funds. The use of such devices so authorized shall be valid for all purposes. Any town, or the mayor and aldermen of any city, may vote to lease or purchase electronic ballot counting devices for the elections held in said town or city. Any town, or the mayor and aldermen of any city, so acting shall notify the secretary of state of the action taken in regard to electronic ballot counting devices; and, after said action, electronic ballot counting devices shall be used in said town or city in accordance with said vote or authorization. If a special state election involving a state representative district occurs in a city or town that has adopted the provisions of RSA 656:40, the secretary of state may prepare and issue paper ballots which shall be used.

Source. 1979, 436:1. 2009, 70:2. 2014, 65:1, eff. July 26, 2014.

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**CHANGE COLA RATE HERE TO
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1.03

Steps 1-11 2.50%

Board
Approved
3/18/24

FY24 Rate

Steps 12-18 1.75%

Grade	Positions	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Grade 3	Library Aid I	FY23	\$ 15.38	\$ 15.77	\$ 16.16	\$ 16.57	\$ 16.98	\$ 17.40	\$ 17.84	\$ 18.28	\$ 18.74	\$ 19.21	\$ 19.69	\$ 20.04	\$ 20.39	\$ 20.74	\$ 21.11	\$ 21.48	\$ 21.85	\$ 22.23
		FY24	\$ 15.84	\$ 16.24	\$ 16.65	\$ 17.06	\$ 17.49	\$ 17.93	\$ 18.37	\$ 18.83	\$ 19.30	\$ 19.79	\$ 20.28	\$ 20.64	\$ 21.00	\$ 21.37	\$ 21.74	\$ 22.12	\$ 22.51	\$ 22.90

Grade	Positions	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Grade 5	Building Custodian Transfer Station/Recycling Attendant I Harbor Liaison Officer School Crossing Guard Evidence Technician Laborer Health Officer Library Aide II	FY23	\$ 16.97	\$ 17.39	\$ 17.83	\$ 18.27	\$ 18.73	\$ 19.20	\$ 19.68	\$ 20.17	\$ 20.68	\$ 21.19	\$ 21.72	\$ 22.10	\$ 22.49	\$ 22.88	\$ 23.28	\$ 23.69	\$ 24.11	\$ 24.53
		FY24	\$ 17.48	\$ 17.92	\$ 18.36	\$ 18.82	\$ 19.29	\$ 19.78	\$ 20.27	\$ 20.78	\$ 21.30	\$ 21.83	\$ 22.37	\$ 22.77	\$ 23.16	\$ 23.57	\$ 23.98	\$ 24.40	\$ 24.83	\$ 25.26

Grade	Positions	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Grade 7	Hydro Attendant Part-Time Police Officer Administrative Assistant I Office Clerk (Fire) Operator in Training Transfer Station/Recycling Attendant II Library Aide III	FY23	\$ 18.69	\$ 19.16	\$ 19.64	\$ 20.13	\$ 20.63	\$ 21.15	\$ 21.67	\$ 22.22	\$ 22.77	\$ 23.34	\$ 23.92	\$ 24.34	\$ 24.77	\$ 25.20	\$ 25.64	\$ 26.09	\$ 26.55	\$ 27.01
		FY24	\$ 19.25	\$ 19.73	\$ 20.23	\$ 20.73	\$ 21.25	\$ 21.78	\$ 22.32	\$ 22.88	\$ 23.46	\$ 24.04	\$ 24.64	\$ 25.07	\$ 25.51	\$ 25.96	\$ 26.41	\$ 26.88	\$ 27.35	\$ 27.82

Grade	Positions	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Grade 9	Water/Wastewater Plant Operator I Truck Driver Executive Administrative Assistant I	FY23	\$ 20.17	\$ 20.67	\$ 21.19	\$ 21.72	\$ 22.26	\$ 22.82	\$ 23.39	\$ 23.98	\$ 24.58	\$ 25.19	\$ 25.82	\$ 26.27	\$ 26.73	\$ 27.20	\$ 27.68	\$ 28.16	\$ 28.65	\$ 29.15
		FY24	\$ 20.78	\$ 21.30	\$ 21.83	\$ 22.37	\$ 22.93	\$ 23.51	\$ 24.09	\$ 24.70	\$ 25.31	\$ 25.95	\$ 26.59	\$ 27.06	\$ 27.53	\$ 28.02	\$ 28.51	\$ 29.00	\$ 29.51	\$ 30.03

Grade	Positions	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Grade 10	Welfare Administrator Light Equipment Operator Deputy Town Clerk/Tax Collector Librarian/Technology/Outreach Executive Administrative Assistant II	FY23	\$ 21.65	\$ 22.19	\$ 22.75	\$ 23.32	\$ 23.90	\$ 24.50	\$ 25.11	\$ 25.74	\$ 26.38	\$ 27.04	\$ 27.72	\$ 28.20	\$ 28.69	\$ 29.20	\$ 29.71	\$ 30.23	\$ 30.76	\$ 31.29
		FY24	\$ 22.30	\$ 22.86	\$ 23.43	\$ 24.02	\$ 24.62	\$ 25.23	\$ 25.86	\$ 26.51	\$ 27.17	\$ 27.85	\$ 28.55	\$ 29.05	\$ 29.55	\$ 30.07	\$ 30.60	\$ 31.13	\$ 31.68	\$ 32.23

Grade	Positions	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Grade 11	Heavy Equipment Operator Finance Associate Water/Wastewater Plant Operator II General Grounds & Buildings Laborer Full-Time Assistant Library Director I Youth and Children's Librarian	FY23	\$ 22.72	\$ 23.29	\$ 23.87	\$ 24.47	\$ 25.08	\$ 25.71	\$ 26.35	\$ 27.01	\$ 27.68	\$ 28.38	\$ 29.09	\$ 29.60	\$ 30.11	\$ 30.64	\$ 31.18	\$ 31.72	\$ 32.28	\$ 32.84
		FY24	\$ 23.40	\$ 23.99	\$ 24.59	\$ 25.20	\$ 25.83	\$ 26.48	\$ 27.14	\$ 27.82	\$ 28.52	\$ 29.23	\$ 29.96	\$ 30.48	\$ 31.02	\$ 31.56	\$ 32.11	\$ 32.67	\$ 33.25	\$ 33.83

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1.03

Steps 1-11 2.50%

Board
Approved
3/18/24

FY24 Rate

Steps 12-18 1.75%

Grade	Positions	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Grade 12	Positions																			
	Foreman Transfer Station																			
	Hydro Supervisor	FY23	\$ 24.56	\$ 25.17	\$ 25.80	\$ 26.45	\$ 27.11	\$ 27.79	\$ 28.48	\$ 29.19	\$ 29.92	\$ 30.67	\$ 31.44	\$ 31.99	\$ 32.55	\$ 33.12	\$ 33.70	\$ 34.29	\$ 34.89	\$ 35.50
	Water/Wastewater Control, Chief Operator	FY24	\$ 25.30	\$ 25.93	\$ 26.58	\$ 27.24	\$ 27.92	\$ 28.62	\$ 29.34	\$ 30.07	\$ 30.82	\$ 31.59	\$ 32.38	\$ 32.95	\$ 33.52	\$ 34.11	\$ 34.71	\$ 35.32	\$ 35.93	\$ 36.56
	Heavy Equip Mechanic																			
	General Grounds & Buildings Foreman																			
	Full Time Police Officer																			
Assistant Library Director II																				
Recreation Director																				

Grade 14	Positions																			
	Highway Foreman																			
	Asst. Water & Sewer Superintendant	FY23	\$ 29.18	\$ 29.91	\$ 30.66	\$ 31.42	\$ 32.21	\$ 33.01	\$ 33.84	\$ 34.69	\$ 35.55	\$ 36.44	\$ 37.35	\$ 38.01	\$ 38.67	\$ 39.35	\$ 40.04	\$ 40.74	\$ 41.45	\$ 42.18
	Planning & Zoning Director	FY24	\$ 30.05	\$ 30.81	\$ 31.58	\$ 32.37	\$ 33.17	\$ 34.00	\$ 34.85	\$ 35.73	\$ 36.62	\$ 37.53	\$ 38.47	\$ 39.15	\$ 39.83	\$ 40.53	\$ 41.24	\$ 41.96	\$ 42.69	\$ 43.44
	General Grounds & Buildings Director																			
	Police Sergeant																			
	Office Manager																			
Land Use Assessing Coordinator/ Office Manager																				
Code Enforcement																				

Grade 15	Positions																			
	Combined Town Clerk/Tax Collector																			
	Human Resources Director	FY23	\$ 32.09	\$ 32.89	\$ 33.71	\$ 34.56	\$ 35.42	\$ 36.30	\$ 37.21	\$ 38.14	\$ 39.10	\$ 40.07	\$ 41.08	\$ 41.79	\$ 42.53	\$ 43.27	\$ 44.03	\$ 44.80	\$ 45.58	\$ 46.38
Finance Director	FY24	\$ 33.05	\$ 33.88	\$ 34.72	\$ 35.59	\$ 36.48	\$ 37.39	\$ 38.33	\$ 39.29	\$ 40.27	\$ 41.28	\$ 42.31	\$ 43.05	\$ 43.80	\$ 44.57	\$ 45.35	\$ 46.14	\$ 46.95	\$ 47.77	

Grade 16	Positions																			
	Police Lieutenant																			
	Library Director	FY23	\$ 35.30	\$ 36.18	\$ 37.09	\$ 38.02	\$ 38.97	\$ 39.94	\$ 40.94	\$ 41.96	\$ 43.01	\$ 44.09	\$ 45.19	\$ 45.98	\$ 46.78	\$ 47.60	\$ 48.44	\$ 49.28	\$ 50.15	\$ 51.02
	FY24	\$ 36.36	\$ 37.27	\$ 38.20	\$ 39.16	\$ 40.13	\$ 41.14	\$ 42.17	\$ 43.22	\$ 44.30	\$ 45.41	\$ 46.54	\$ 47.36	\$ 48.19	\$ 49.03	\$ 49.89	\$ 50.76	\$ 51.65	\$ 52.55	

Grade 18	Positions																			
	Water/Wastewater Superintendant																			
	Highway Director	FY23	\$ 42.71	\$ 43.78	\$ 44.88	\$ 46.00	\$ 47.15	\$ 48.33	\$ 49.54	\$ 50.77	\$ 52.04	\$ 53.34	\$ 54.68	\$ 55.63	\$ 56.61	\$ 57.60	\$ 58.61	\$ 59.63	\$ 60.68	\$ 61.74
Police Chief	FY24	\$ 44.00	\$ 45.10	\$ 46.22	\$ 47.38	\$ 48.56	\$ 49.78	\$ 51.02	\$ 52.30	\$ 53.60	\$ 54.94	\$ 56.32	\$ 57.30	\$ 58.31	\$ 59.33	\$ 60.36	\$ 61.42	\$ 62.50	\$ 63.59	

Grade 19	Positions																			
	Town Manager	FY23	\$ 47.00	\$ 48.17	\$ 49.38	\$ 50.61	\$ 51.88	\$ 53.17	\$ 54.50	\$ 55.87	\$ 57.26	\$ 58.69	\$ 60.16	\$ 61.21	\$ 62.29	\$ 63.38	\$ 64.48	\$ 65.61	\$ 66.76	\$ 67.93
		FY24	\$ 48.41	\$ 49.62	\$ 50.86	\$ 52.13	\$ 53.43	\$ 54.77	\$ 56.14	\$ 57.54	\$ 58.98	\$ 60.45	\$ 61.97	\$ 63.05	\$ 64.15	\$ 65.28	\$ 66.42	\$ 67.58	\$ 68.76	\$ 69.97

Board Approved 3/18/24

Seasonal - Elected-Non-Classified					
Position	# of staff	2023 Pay	2023 Pay Top Range	2024 Pay	2024 Top Range
Assistant Beach Manager/WSI		\$ 17.47	\$ 25.00	\$ 18.00	\$ 25.75
Beach Manager		\$ 18.56	\$ 21.84	\$ 19.12	\$ 22.50
Beach Staff - Attendant	8	\$ 11.00	\$ 13.00	\$ 11.33	\$ 13.39
Boot Camp Instructor		\$ 16.39		\$ 16.88	
Cemetery Laborer		\$ 13.65		\$ 14.06	
Crossing Guard		\$ 13.65		\$ 14.06	
Information Booth Attendant I	2	\$ 15.56		\$ 16.03	
Information Booth Attendant II	1	\$ 16.11		\$ 16.59	
Library Intern		\$ 14.23		\$ 14.65	
Lifeguards	11	\$ 13.00	\$ 15.00	\$ 13.39	\$ 15.45
Recreation Baseball Umpire		\$ 60.00	per game	\$ 61.80	
Recreation Softball Umpire		\$ 65.00	per game	\$ 66.95	
Recreation Basketball Referee		\$ 40.00	per game	\$ 41.20	
Recreation Basketball Scorekeeper		\$ 25.00	per game	\$ 25.75	
Recreation Instructor		\$ 32.76		\$ 33.74	
Recreation Soccer Referee		\$ 40.00	per game	\$ 41.20	
Summer Camp Director		\$ 19.66	\$ 30.00	\$ 20.25	\$ 30.90
Assistant Day Camp Director		\$ 14.20	\$ 16.38	\$ 14.62	\$ 16.87
Day Camp Counselors	8	\$ 11.00	\$ 13.00	\$ 11.33	\$ 13.39
Skate Attendant		\$ 13.10		\$ 13.50	
Seasonal Part-Time Janitor		\$ 21.84		\$ 22.50	
Summer TS Attendant		\$ 15.95		\$ 16.43	
Senior TS Attendant		\$ 16.35		\$ 16.84	
Seasonal Water & Sewer Laborer		\$ 15.95		\$ 16.43	
Seasonal Highway Laborer		\$ 15.95	\$ 17.47	\$ 16.43	\$ 18.00
Trust Fund Secretary		\$ 27.14		\$ 27.96	
Youth Sailing Instructor		\$ 14.20	\$ 17.47	\$ 14.62	\$ 18.00
Plow Driver I (no CDL)		\$ 24.57		\$ 25.31	
Senior Plow Driver I (no CDL)		\$ 25.66		\$ 26.43	
Plow Driver II (CDL License)		\$ 26.75		\$ 27.56	
Senior Plow Driver II (CDL License)		\$ 27.85		\$ 28.68	
Interim Assistant TCTC		\$ 17.47	\$ 21.84	\$ 18.00	\$ 22.50
Interim Outreach Assitant/Executive		\$ 28.00		\$ 28.84	
Health Officer Annual Stipend		\$ 16.00	\$ 20.00	\$ 16.48	\$ 20.60
Recreation Admin Assistant		\$ 25.00	\$ 28.00	\$ 25.75	\$ 28.84

CHANGE COLA RATE HERE TO CHANGE TABLE:		1.03	
Fire Department			
Position	# of staff	2023 Pay	2024 Pay
Fire Chief		\$ 54,600.00 Annually	\$ 56,238.00
Assistant Chief		\$ 20.75	\$ 21.37
Captain	2	\$ 19.66	\$ 20.25
Fire First Lieutenant	4	\$ 18.56	\$ 19.12
Fire Second Lieutenant		\$ 17.56	\$ 18.09
Firefighter		\$ 12.01	\$ 12.37
Firefighter 1		\$ 13.10	\$ 13.50
Firefighter 2		\$ 14.20	\$ 14.62
EMR		\$ 13.10	\$ 13.50
EMT		\$ 14.20	\$ 14.62
AEMT		\$ 15.29	\$ 15.75
PEMT		\$ 16.38	\$ 16.87
EMR + Firefighter 1		\$ 14.20	\$ 14.62
EMR + Firefighter 2		\$ 15.29	\$ 15.75
EMT + Firefighter 1		\$ 15.29	\$ 15.75
EMT + Firefighter 2		\$ 16.38	\$ 16.87
A-EMT + Firefighter 1		\$ 16.38	\$ 16.87
A-EMT + Firefighter 2		\$ 17.47	\$ 18.00
P-EMT + Firefighter 1		\$ 17.47	\$ 18.00
P-EMT + Firefighter 2		\$ 18.56	\$ 19.12
Training Officer		\$ 17.47	\$ 18.00
Photographer		\$ 12.01	\$ 12.37
Per Diem: 10 shifts per week		\$ 245.76 per 12 hr shift	\$ 253.13
Fire Supply Coordinator		\$ 100.00 Quarterly	\$ 103.00
Fire Training Coordinator		\$ 100.00 Monthly	\$ 103.00
Fire Prevention Coordinator		\$ 100.00 Quarterly	\$ 103.00

Elected			
Position	# of staff		2024 Pay
Ballot Clerk	4	\$ 10.65	\$ 10.97
Deputy Treasurer		\$ 158.41	\$ 163.16
Moderator		\$ 192.45	\$ 198.23
Selectmen	4	\$ 3,831.74	\$ 3,946.69
Selectmen Chair		\$ 4,032.69	\$ 4,153.67
Supervisor of the Checklist	3	\$ 10.92	\$ 11.25
Treasurer		\$ 4,032.69	\$ 4,153.67

SUNAPEE SELECTBOARD
MEETING AGENDA
Monday, March 18th, 2024
6:30PM - TOWN HALL MEETING ROOM
Join us on Zoom: <https://us06web.zoom.us/j/86066395397>

1. CALL SELECTBOARD MEETING TO ORDER

- A Word from the Chair

2. REVIEW & APPROVE MINUTES

- February 26th, 2024
- March 4th, 2024
- March 8th, 2024

3. SELECTBOARD MEETING OVERVIEW

- Selectboard Overview
 - NHMA Sponsored Training
 - Local Officials Training, April 3, 2024
 - Right to Know Workshop, April 17, 2024
- Right to Know Overview
 - Communications
- Rules of Procedure
 - Meeting Cadence
 - Building in Leadership Rotation

4. ELECTION OF OFFICIALS & COMMITTEE APPOINTMENTS

- **Board of Selectmen**
 - Chair:
 - Vice Chair:
- **Capital Improvement Program Committee**
 -
- **Crowther Chapel**
 -
- **Firewards**
 -
- **Highway Safety**
 -
- **LSPA**
 -
- **Planning Board**
 -
- **Scenic Byways**
 -
- **School Advisory Budget Committee Representative**
 -
- **Tri-Town Assessing**
 -
- **UVLSRPC**
 -

- **Deputy Treasurer**
 -
- **Deputy Town Clerk**
 -
- **Tri-Town Assessing**
 -

5. REVIEW OF ITEMS FOR SIGNATURE

CZC's

- Parcel ID: 0138-0037-0000 – Stagecoach Road – Dennis & Lynne Wiggins
- Parcel ID: 0148-0016-0000 – 108 Hamel Road – Steven Ehret & Michelle Sing
- Parcel ID: 0147-0007-0000 – 616 Route 103 – Pier 60, LLC
- Parcel ID: 0235-0092-0012 – Greenwood Lane – Kathleen & Scott Murphy

SIGN PERMIT

- Parcel ID: 0132-0037-0000 – 73 Lower Main Street – SR Lower Village, LLC

AFTER THE FACT

- Parcel ID: 0112-0014-0000 – 56 Woodland Road – Bruce W. Ferguson Irrevocable Trust

SHORT TERM RENTAL CZC's

- Parcel ID: 0114-0036-0000 – 84 Tonset Slope – Alan & Lisa Albert
- Parcel ID: 0225-0080-0000 – 21 Sleeper Road – Hudson Holdings, LLC
- Parcel ID: 0106-0009-0000 – 1049 Lake Avenue – Dean & Lori Cibotti
- Parcel ID: 0124-0015-0000 – 129 Ryder Corner Road – Joshua & Margarita Ginsberg
- Parcel ID: 0114-0025-0000 – 73 Tonset Slope – Jeffrey & Kate Davis
- Parcel ID: 0233-0064-0000 – 41 Nutting Road – Joseph & Stephanie Krol
- Parcel ID: 0103-0010-0000 – 72 Oak Ridge Road – Patricia Freeman
- Parcel ID: 0113-0026-0000 – 46 Ridgewood Road – Carlos Dunlap
- Parcel ID: 0136-0032-0000 – 339 Lake Avenue – Mink Brook Investments, LLC
- Parcel ID: 0115-0011-0000 – 10 Burma Road – Gordon & Deborah Udall

REPORT OF WOOD OR TIMBER CUT

- Parcel ID: 0123-0001-0000 & 0218-0083-0000, Route 11, Town of Sunapee
- Parcel ID: 0234-0008-0000, Stagecoach Road, RH Webb Forest Preserve, LLC

6. APPOINTMENTS

7. PUBLIC COMMENT

8. SELECTBOARD ACTION

- Flag of Life Request
- Approve 2024 Pay Table
- Sign Agreement for the Use of the Town of Sunapee Transfer Recycling Facility

9. TOWN MANAGER REPORT

- Discuss Highway Director Concerns
 - Retaining Wall
 - Trask Brooke Road Guidance
- Budget Update
- 2024 Hazardous Waste Collection Day-August 3, 2024
- Emergency Management Update
- HB 1479

10. OUTSTANDING ITEMS

- Solar at the Wastewater Treatment Plant
- Short-Term Rental Platform Transition
- Building/Roads Congestion
- Fourth of July
- Conservation Commission Deed Clean Up

11. SELECTBOARD MEMBERS' REPORT:

12. UPCOMING MEETINGS:

- March 21st, 2024: Planning Board Meeting – Workshop – 7:00 p.m.
- March 26th, 2024: Abbott Library Trustees – 5:00 p.m.
- March 28th, 2024: Water & Sewer Commission Meeting – 5:30 p.m.
- March 28th, 2024: Firewards – 6:30 p.m.
- April 1st, 2024: Selectboard Meeting – 6:30 p.m.
- April 2nd, 2024: Recreation Committee – 7:00 p.m.
- April 3rd, 2024: Conservation Committee – 7:00 p.m.
- April 4th, 2024: Zoning Board Meeting – 6:30 p.m.
- April 11th, 2024: Planning Board Meeting – 7:00 p.m.
- April 12th, 2024: Sunapee Charrette – 3:30 p.m.
- April 13th, 2024: Sunapee Charrette Presentation – 3:00 p.m.

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

TOWN OF SUNAPEE SELECTBOARD
POLICIES AND PROCEDURES

I. PURPOSE:

This document describes the duties and methods of operation of the Sunapee Select Board (“Board”) and provides guidelines on approaches to interfacing with the Town Manager (“Manager”), the Town of Sunapee (“Town”), its employees (“Employees”), and the public. Any RSA changes shall supersede existing Town processes. In addition, the Select Board will adhere to the Sunapee Code of Ethics.

This document is to be reviewed and approved as written, or revised as necessary then approved, at the first meeting of the voted board after each Town election. Any item herein, except as required by law, may be overruled on a per-occurrence basis by a majority vote of the present Board at any time. An amendment to these By-Laws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting, not less than 7 (seven) days later.

II. AUTHORITY:

The Board is a duly elected Board and derives its authority from RSA 41:8, other RSAs, and Town ordinances. The Manager derives their authority from RSA 37.

III. ORGANIZATION:

The Board is a 5 (five) member Board. For purposes of process, the Board shall vote upon and elect a Chair and Vice-Chair at the first meeting following each Town election. Any vacancies shall be filled within 45 days. In the event the Chair is unable to attend a meeting or must abstain from action, the Vice-Chair shall fulfill the duties as required.

IV. POWER & DUTIES:

- A.** Board members shall make their best effort to attend all meetings.
- B.** Members of the Board have authority only when acting as a Board legally in session and with a quorum. The Board shall not be bound by any action or statement of any individual Board member except when such statement or action is pursuant to instructions from the Board.
- C.** Given that the Town has voted to be under a Town Manager form of governance, duties as required under RSA 37 are to be completed by the Manager.
- D.** The Chair shall preside at all meetings of the Board and perform all duties required by law. In the absence of the Chair, the Vice-Chair shall perform the duties of the chair. Any action of the Chair may be overruled by a majority vote of the board.
- E.** The Board shall delegate members of the Board to serve on required committees after each

Town election and may delegate members to perform other duties as agreed upon by consensus and permitted by law.

- F. The Board shall hold standard public meetings as necessary in order to facilitate the business of the town. The Chair may allow, but is not required to allow, public input and/or participation during discussion of the Board at times other than public hearings or public comment. (See Public Comment Procedures)
- G. The Board may hold non-public meetings as needed, as provided under RSA 91-A:3. These may be distinct from a standard meeting or may be included as an item in the process of a regular meeting, in which case a short recess may be called in order to ensure proper attendance is achieved. Non-public meetings shall generally be placed at the end of a regular meeting if they are co-scheduled, after public action. If any public action is knowingly acted upon after a non-public session, it shall be noted prior to entering non-public.
- H. Annually, the Board is responsible for evaluating the job performance of the Manager. It is the Chair's responsibility to coordinate the evaluation, including obtaining input from the other members of the Board, aggregating that information, and presenting to the Board a comprehensive draft of the evaluation document. The current seated Select Board must complete the final evaluation document prior to the next annual election. (Or prior to the Town Managers anniversary date.)

V. ENACTED ORDINANCES AND RESOLUTION:

An **enacted ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Examples include Personnel Policy, Investment Policy, Fixed Asset Policy, Road Excavation, etc.

Selectboard action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.

An **enacted resolution** is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Selectboard action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

1. RESOLUTIONS

Each resolution may be voted and approved on the same day on which it was introduced. Examples include recognition of an Eagle Scout, declaration of Public Works Week, support for action by the state or federal government, etc.

2. ORDINANCES

A Selectman may, in open session, request of the Chair that the Selectboard study the wisdom of enacting a particular ordinance. By affirmative motion, the Selectboard may assign the proposed ordinance to an existing or newly created committee. The committee shall report its findings to the Selectboard.

3. The procedure for ordinance enactment is as follows:

- a. An ordinance shall be introduced at a public meeting of the Selectboard.
- b. At this meeting, the Selectboard shall determine a future date for a Public Hearing, if necessary. At the **second** meeting, the Selectboard shall hold a Public Hearing as previously described and act upon the ordinance.
- c. The title of each ordinance shall in all cases be read prior to its passage and the Town Manager or other appropriate individual asked to give a summary of the ordinance, any change from prior ordinances and why the ordinance is before the Selectboard.
- d. **EMERGENCY ORDINANCES:** The Town Selectboard may, without notice or hearing, adopt an emergency ordinance citing the reason for the emergency.

VI. LIMITATIONS OF POWER & DUTIES:

- A.** The duties and responsibilities of the Board as set forth in these guidelines and as otherwise enumerated under NH State Law, are almost always subject to certain conditions, limitations and exclusions that require further examination to determine the full extent of the Board's authority as it pertains to each specific set of circumstances.
- B.** By statute, the Board has no direct authority over the personnel other than the Manager.
- C.** Individual Selectboard members are not prohibited from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters to the extent that such information is based on encounters and observations derived outside of the privileged purview of a Selectman. Any viewpoints or opinions expressed shall be as a member of the public, and as not to conflict with Process(H) the Selectman should relocate away from their seat for the duration of their comment and will be treated as a member of the public

VII. MEETING NOTICE:

Standard meeting scheduling shall be noticed at least one month prior. Meeting cancellations shall be noticed as soon as feasible once cancellation has been determined. Any emergency meetings shall be noticed as soon as feasible when necessary. Each meeting shall be posted in accordance with RSA 91-A.

Most regular meetings of the Town of Sunapee Selectboard shall be held in the Town Hall Meeting room at 23 Edgemont Road, Sunapee, NH 03782 unless the Selectboard adjourns to another location, or the meeting is scheduled for another location and is properly noticed. Online web conferencing and audio platforms such as Zoom may be utilized in exigent circumstances.

Meetings of the Town of Sunapee Selectboard shall be held on the 1st and 3rd Monday of each month and begin at 6:30PM, unless otherwise noticed, or unless continued to a specific time and date.

VIII. PROCESS:

- A. Quorum** - A quorum shall consist of three (3) members of the Board. In the event that 3 members are absent from a meeting, no official meeting can take place and therefore no decisions can be made. Any agenda items shall be moved to the next standard meeting, unless an emergency meeting is required.
- B. Right-to-Know** - It is illegal for the Selectboard to make any decisions by use of a secret ballot or by email or in such a way that is contrary to the Right-to-Know Law. Further, Selectboard members should disqualify themselves from the Board and step down from all participation in deliberations (including voting) on any subject matter where there is a conflict of interest or if they nonetheless feel it appropriate to do so. A Selectboard members should disqualify himself whenever he has a direct personal or pecuniary interest in the outcome.
- C. Abstention** - If a Selectman should voluntarily abstain from voting, such action shall not count towards the tally of a vote for the purpose of determining the majority viewpoint. If a majority of attending Selectman abstains from a vote, no action shall be taken.
- D. Agenda Layout** - The Town Manager bears the primary responsibility for coordinating and planning the Agenda. The Chair has the final authority over the final approved agenda, timing, schedules and related matters. The Agenda should be published at least 3 calendar days prior to the meeting, and in most cases strive to be on Thursday prior to a Monday meeting, and included in the minutes.
- E. Agenda Requests** - Selectboard members wishing to place an item on the agenda must make the request to the Manager and Chair before Wednesday at 4:00 p.m. prior to a Monday meeting. Citizens wishing to place an item on the Board's agenda must provide a copy of all presentation material and documentation to be included in the Board's "packet" by Wednesday at 12:00 p.m. prior to a Monday meeting, and inclusion into the agenda is at the discretion of the Manager and Chair.
- F. Order of Business** - The business of all meetings of the Selectboard shall be transacted as follows; provided, however that the Chair may, during a Selectboard meeting and with the consent of the Board, rearrange items on the agenda to conduct the business before the Selectboard more expeditiously:
- | | |
|----------------------------------|--------------------------------|
| 1. Call to Order | 7. Town Manager Report |
| 2. Review of Minutes | 8. Selectboard Members' Report |
| 3. Review of Items for Signature | 9. Public Comment |
| 4. Appointment(s) | 10. Non-Public Session |
| 5. Public Hearing(s) | 11. Adjournment |
| 6. Selectboard Action | |

- G. Conduct** - Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.
- H. Voting** - Votes shall be by a show of hands or by a roll call. The vote of each member present shall be recorded.
- I. Reconsideration** - No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.
- J. Adjournment** - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

IX. PUBLIC COMMENT PROCEDURES:

- A.** All citizens shall have the right to speak for a period not to exceed three (3) minutes after being recognized by the Chair unless a longer period is granted by the Chair.
- B.** Citizens who choose to speak during Public Comment shall have the opportunity to address the Selectboard once during each meeting.
- C.** The speaker shall not engage in personal attacks against citizens or public officials and shall always remain courteous and respectful.
- D.** Citizens shall speak for themselves and not on behalf of others who are not present unless specific permission has been granted by the Chair. Generalized accusations and innuendoes will not be permitted.
- E.** The Chair may rule the citizen out of order and the citizen will lose the right to speak if the speaker fails to remain courteous and respectful.
- F.** The Chair may respond to a citizen and put an item on a future agenda, but the Selectboard and Chair are unable to problem solve or enter debate during Public Comment.

X. PUBLIC HEARING PROCEDURES:

State laws and various Town bylaws require the Selectboard to hold public hearings on certain issues before an action can be taken.

- A.** The Selectboard will schedule the dates for the hearing.
- B.** The Chair will open the hearing by identifying the purpose of the hearing and the rules to be followed during the hearing.
- C.** The Chair may call upon the Town Manager or other person to describe the matter under consideration. This presentation shall not be under the three-minute limit but should be

concise and to the point.

D. Public Hearing Rules and Procedure

- Announce the sign-up sheet at the beginning of the meeting and prior to the opening of the Public Hearing.
- Those interested in speaking shall sign- up on the sign-up sheet prior to the start of the hearing. If anyone is unable to physically sign-up, they need to make the board aware of their desire to speak. Said person will be added to the queue (this includes those participating virtually).
- The following rules and procedure should be read at the opening remarks of public comment.

E. Rules & Procedure for Comments During STR Public Hearing:

- Everyone must sign up in order to speak during the respective time of public comment.
- Public comments will be limited to one 3-minute comment per member of the public. Additional comments will not be accepted by the same individual (*even if the 3-minute time allotment was not utilized)
- Public comments will follow the order of the sign-up sheet.
- There will be no questions answered by the Selectboard or Town Employees at the time of the comment.
- All remarks shall be concise and relevant to the Public Hearing topic.
- Any irrelevant comments will be prohibited during the public hearing.
- If an individual continuously disrupts or refuses to cede the floor, they may be asked to leave the meeting.

XI. MINUTES:

- A. Minutes of the Board meetings shall be kept in accordance with the provisions of RSA 91-A. At a minimum, minutes will contain the names of members present, other people participating in the meeting, a brief summary of the subject matter discussed, and any final decisions reached, or actions taken.
- B. The minutes will indicate the names of participating members of the public. Minutes shall be considered a summary of events and business transacted once adopted by the Board with any corrections noted. Minutes shall be posted on the Town's website.
- C. The minutes of Board meetings are kept by the Selectboard and are for the Selectboard to review and approve. The public will not be allowed to amend minutes of the meetings.

XII. REQUESTS FOR INFORMATION:

- A. Formal requests for information from Board members from the Manager, Town Counsel, Department of Revenue Administration, or the Attorney General's Office shall be made at a meeting, and only at the direction of the majority of the Board. Informal requests may be made by email to the Manager but are non-binding until acted upon at the next meeting of a quorum of the Board. Any information provided to any individual Board member shall be provided to the rest of the Board.
- B. Acting as a citizen, a member of the Board may ask a department head for information, and as a courtesy should copy the Manager (the department head will do so as they reply). The Board member may only ask for anything that any other citizen could ask for and if it falls under a right to know request the procedure for that shall be followed.

XIII. CONFLICT RESOLUTION:

- A. **Numbers** - In situations where a conflict arises among the Board or as the Board in its interactions with another entity, full effort shall be made to come to resolution by consensus. In cases of questions on calculations or multi-option possibilities, questions and concerns shall not be placed as accusations or interrogation unless the quorum is in consensus. The Board shall attempt to ensure full discussion to resolution of all relevant questions before voting, but 2 (two) members of the Board may at any time call for a vote, and the result of the vote shall abide by Process(H).
- B. **Personnel** - Citizens that make complaints to the Board or member of it should be encouraged to contact the department that handles the matters that the complaint is about. They should then be encouraged to contact the Manager. If they don't feel that they have gotten resolution, only then the Board could bring the matter up to manager or at a meeting the citizen can request an appointment (which may or may not be non-public at the Board and Manager's discretion).
- C. **Departments** – Any requests from a department or employees thereof that are not able to be resolved by the department head or Manager shall be resolved via the Personnel Policy and/or by the majority vote of the Board, during a legal public or non-public (as necessary) meeting.

XIV. CHAIRMAN'S DUTIES:

- A. Vote as a member of the board in all actions as appropriate.
- B. Open the session at the time at which the Board is to meet by calling the members to order.
- C. Announce the business before the Board as it is acted upon.
- D. As necessary, to recognize members entitled to the floor.
- E. State and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote.
- F. Protect the Board from annoyance, up to and including having persons removed from the meeting if necessary.

- G. Assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if he thinks it advisable.
- H. Restrain the Board and Public when engaged in debate within the rules of order
- I. Enforce on all occasions the observance of order and decorum among the members, deciding all questions of order, unless it is preferable to submit the question for the decision of the Board.
- J. Ensure that Boards communication abide by all aspects of the NH Right-to-Know Laws.
- K. Authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.
- L. Represent the Town at ceremonial events.
- M. Act as Board liaison to Town Counsel in any issues pertaining to the Manager.

XV. VIOLATIONS & REPERCUSSIONS:

There are no defined consequences under NH law for failure to comply with these guidelines. However, it should be noted that the remaining members of the Board may vote to publicly censure a member for repeated or egregious failures to meet these obligations. In the event that a quorum of the Board is of the opinion that one of the members has violated State Law, then they may vote in public session to initiate judicial removal proceedings and/or petition a court of competent jurisdiction for the imposition of such other penalties as may be allowed by law.

XVI. EFFECTIVE DATE:

These Rules of Procedure shall take effect immediately following a majority vote of the Town of Sunapee Selectboard at a regularly scheduled Selectboard's meeting.



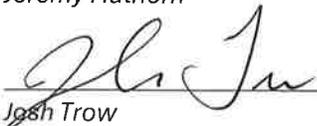
 Carol Wallace, Chair



 Sue Gotting, Vice Chair

 Fred Gallup

Jeremy Hathorn


 Josh Trow

REVISIONS & APPROVALS:

- October 30th, 2023
- July 2nd, 2018

ANNEX A: LEGAL RESPONSIBILITIES AND ANNUAL TASKS

Legal Responsibilities:

1. Chief Executive Branch of town government
2. Coordinates with other town elected committees
3. Appointments on boards, committees, and other assignments
4. Local permitting authority
5. Special permit grant authority
6. Set policy and propose bylaws for town meeting warrant
7. Oversee preparation of budget with advisory committee and town manager
8. Call for town meeting and approve warrants articles for the ballot
9. Set fees
10. Create general rules and regulations for town operations
11. Appoint town counsel and approve legal strategy
12. Serve as the agent to expend as delegated by Town vote
13. Appoint Town Manager
14. Conduct annual review of Town Manager
15. Communications to public on issues and respond to citizen concerns

Annual Tasks:

1. Annually establish roles, responsibilities, and reassign liaisons as necessary
2. Selectboard appointments to boards and committees
3. Annual financial policy and budget plan
4. Issue annual report
5. Provide leadership in the development of the capital improvement program
6. Set risk management policy
7. Per RSA 128:3, the local board of health for each town shall meet at least once every year, and as frequently as needed, to review the state of local public health issues and concerns and provide information, as requested, to the department of health and human services, on the readiness to address relevant public health threats at the local or regional levels.