

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, September 20, 2021

- **The meeting will be streamed live on the internet via the Town's website at https://townhallstreams.com/towns/sunapee_nh. If citizens have input for the Board/Committee please submit to Donna Nashawaty, Town Manager at donna@town.sunapee.nh.us no later than 3:30 pm on the day prior to the meeting.**

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0202-0011-0000 Stephen Murphy, 276 Prospect Hill Road

Parcel ID:0138-0037-0000 Wiggins (American Tower) 15 Stagecoach Lane

SIGN PERMIT:

Parcel ID:0136-0007-0000 JPC Investments, LLC, 179 Burkehaven Hill Road

Parcel ID:0106-0018-0000 Goodhue Sunapee Real Property, LLC, 15 Cooper St.

2. APPOINTMENTS

6:50PM-Lucien Osborne

7:00PM-Public Hearing on \$35,000 Fire Department Donation

7:15PM-Keith Chrisman-Energy Committee

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

•SIGN MS1

•Update Job Description-Buildings & Grounds Laborer

•Use of Facilities:

10/01-SMHS Annual Homecoming Bonfire, Harbor Area

10/16-Sunapee Fire Dept. Association, Safety Services Building

10/30-Project Sunapee Haunted Harbor Halloween, Harbor Area

•Advisory Budget Appointments-Doug Hanson, 2yr. & Patrick Fine 3yr.

•Trustees of the Trust Fund Appointment-Patrick Fine, Until Next Election

•**Non-Public Session RSA 91-A:3, II b-New Sunapee Town Manager: Next Steps**

5. CHAIRMAN'S REPORT

•COVID Update

6. TOWN MANAGER REPORTS

7. UPCOMING MEETINGS:

•09/21-9:00AM-Board of Selectmen Non-Public Session-New Manager Search

•09/21-6:00PM-Zoning Board, Town Meeting Room

•09/21-6:30PM- Board of Selectmen Non-Public Session-New Manager Search

•09/22-5:00PM-Energy Committee, Town Meeting Room

•09/23-5:30PM-Water & Sewer Commission, Town Meeting Room

September 14, 2021

Town of Sunapee
Board of Selectmen
23 Edgemont Rd.
Sunapee, NH 03782

To the Sunapee Board of Selectmen,

The Sunapee Fire Department Association (SFDA) would like to donate the sum of \$35,000 to the Town of Sunapee Fire Department for the purchase of a new Argo UTV rescue vehicle and any associated accessories. Attached, please find a copy of the invoice and specifications of the UTV that will be purchased with this donation.

Sincerely,

A handwritten signature in cursive script that reads "Richard Hamm". The signature is fluid and extends to the right.

Richard Hamm
President
Sunapee Fire Department Association
P.O. Box 30
Sunapee, NH 03782
contact@sunapeefireassoc.org

Livingston Sales LLC

livingstonscatgirls@mcttelecom.com
123 Henniker Street
Hillsboro NH 03244

SALES ORDER

3851

603-464-5454 or fax 603-464-3537

SOLD TO:

Sunapee Fire Dept.
P.O. Box 1519 Sargeant Rd.
Sunapee NH 03782-0015

CUSTOMER ORDER NO. <i>(603) 763-5770</i>	DATE <i>8-23-21</i>
TAX EXEMPT NO.	SALESPERSON

SHIP TO

TERMS:

CASH	CHARGE	C.O.D.	MDSE. RET'D	PAID OUT	SHIP VIA	F.O.B. POINT	
QUANTITY	STOCK NUMBER	DESCRIPTION				UNIT PRICE	AMOUNT
①		2021 Argo					
	S-44	Aurora 850 SX green					
							26,399 -
		900-0111 Windshield				1299	95-
		900-0049 mirror				410	-
		900-0036 brush guard				479	-
		825-50-1WE trailer				4177	-
		900-0094 hitch receiver X2 front & rear				470	-
		900-0046 wheel				770	-
		900-0088 hard roof				1224	95-
		900-0073 hood rack				749	-
		900-0075 Cargo Wheel				410	-
							36,388 90
		In tree					
		1994 MAX				- 4000	-
							32,388 90
RECEIVED BY						TOTAL	

THANK YOU

Town of Sunapee, NH

POSITION: Building & Grounds, Highway Maintenance Laborer **DEPARTMENT:** GGB&G
FLSA STATUS: Non-Exempt **REPORTS TO:** GGB&G Maintenance Supervisor
LABOR GRADE: 5 **DATE:** September 7, 2021

GENERAL SUMMARY

This position is responsible for routine maintenance duties for all Town buildings and grounds on an annual basis, and as determined necessary. Miscellaneous maintenance duties may need to be done on an as-needed basis and may not be listed in this job description because of the unknown nature of the items(s). However, regular duties are listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

Take direction for buildings and grounds maintenance and repairs from the Buildings & Grounds Supervisor, and for roadway and drainage maintenance repairs from the Highway Director.

Perform preventative and routine maintenance on all building components (i.e. garage doors, toilets, sinks, lights, siding, walls, windows, roofs, doors, etc.) Report maintenance issues that need to be repaired to the Buildings & Grounds Maintenance Supervisor as they are discovered.

Maintains all Town-owned grounds including but not limited to parking lots, sidewalks, building entrances, lawns, trees, shrubs, gardens, gates and miscellaneous signs and posts as needed. Assists with roadway maintenance including snow plowing, snow removal, sanding and salting of surfaces for public safety, being available for all winter related emergencies, and other roadway maintenance activities as needed.

Repair roofs, walls and ceilings from water damage, human damage, property damage and any other type of damage to include replacing damaged shingles, wood, sheet rock, insulation, and painting of surfaces, etc.

Repair floors and stairways from normal wear and tear, and damage to include all floor and stair types such as linoleum, carpet, wood, ceramic tile and concrete.

Repair walkways and stairways (all foot travel routes) to include installation or replacement of brick, concrete, gravel, asphalt pavement and all types of walkway surfaces.

Remodeling and/or constructing new buildings, additions, rooms, entrances, stairways, walls, shelving units, doorways, windows, storage sheds, and other miscellaneous ancillary structures as needed or requested.

Interior and exterior painting.

Perform minor electrical maintenance/repairs as needed and as permitted.

Perform minor plumbing maintenance/repairs as needed and as permitted.

Fill water bubblers with replacement bottles as needed.

Clean, sanitize, and perform general maintenance of bathrooms, breakrooms and kitchen areas.

OTHER DUTIES AND RESPONSIBILITIES

Perform any or all other duties as requested or needed that pertain to the repair, maintenance, upkeep and construction of all building components and/or grounds.

COMPLEXITY

This position requires attention to safety requirements, safety needs, and safety problems.

This position requires the ability to read and follow written instructions.

This position requires the ability to follow verbal instructions.

This position requires the ability to respond to issues and problems in and around buildings and properties in a timely manner.

PERSONAL CONTACTS

Contacts are typically with the Town Manager, department heads, other municipal officials, department foremen, co-workers, other Town employees, Town residents, and the general public

PURPOSE OF CONTACTS

The purpose is to facilitate completion of needed tasks or repairs in various locations in Town.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or G.E.D

3-5 years in building repair and maintenance, landscaping, and building construction.

Any equivalent combination of education and experience.

LICENSING AND CERTIFICATION

Valid NH Driver's license.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Heavy and light construction equipment, heavy commercial and light trucks. Hand and power tools, cleaning equipment, ladders and lift equipment, and any other equipment that may be used for buildings and grounds maintenance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must be able to lift, carry, and move 50 pounds, be able to regularly lift and carry 51 or more pounds regularly as needed, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing. Employee must be able to stand for two hours consecutively, up to five total hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 50% of the work is performed inside, and 50% is performed outdoors sometimes during inclement weather.

WORK SCHEDULE

The general work schedule is Monday through Friday, eight hours per day , during regular business hours, and after hours for winter weather related emergencies. Hours may be modified to meet the needs of the Town. Occasionally certain work or repairs may need to be done when the Town buildings aren't open due to the nature of the work, and in order that normal business may continue. Therefore, this type of work may be done before or after business hours, on a weekend or holiday with permission from the Highway Director. In addition this position may be required to work overtime to complete projects.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): Ben Mere/Bandstand - Coffin Park - Dewey Beach - Georges Mills Harbor -
Safety Services Building - Sunapee Harbor - Tilton Park

Name of Organization:

Sunapee Middle High School

This Organization is: Non-Profit - Political - Private (N/A for profit companies)

Sean Moynihan

Name of Duly Authorized:

Mailing Address: 10 North Road

SUNAPEE NH 03782

Daytime Phone: 603-763-5615 Evening Phone: _____

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: 10-1-2021 Time: From: 5p To: 10p

Please describe the complete details of the event: (If advertising please include ad or flyer)

*include a list of outside vendors that will be part of your event.

Annual Bonfire For Homecoming

I/We acknowledge understanding the following restrictions:

(1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.

(2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.


(3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 200 # of people and 50 # of vehicles attending our event.

Signature of Responsible Individual

Date 9/16/2021

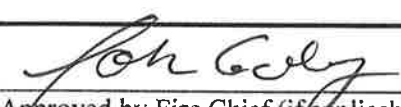

Approved by Chief of Police

9-16-2021
Date

0 # of Officer(s) will be assigned to event at applicant's expense.

Approved by Recreation Director (if applicable)

Date


Approved by Fire Chief (if applicable)

9/16/21
Date

Approved by Highway Director (if applicable)

Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen)

Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Bandstand – Coffin Park - Dewey Beach - Georges Mills Harbor –
Safety Services Building - Sunapee Harbor-Tilton Park

Name of Organization:

Sunapee Fire Department Association

This Organization is: Non-Profit - Political - Private (N/A for profit companies)

RICHARD HAMM - President

Name of Duly Authorized:

Mailing Address:

P.O. Box 30

Sunapee NH 03782

Daytime Phone: 603-369-9296 Evening Phone: 603-369-9296

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: October 16, 2021 Time: From: 5:00 To: 9:00 ~

Please describe the complete details of the event: (If advertising please include ad or flyer)

*include a list of outside vendors that will be part of your event.

Dinner with fire fighters from Sunapee and
surrounding towns

NO Alcohol at event.

I/We acknowledge understanding the following restrictions:

- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 40-50 # of people and 15-20 # of vehicles attending our event.

Signature of Responsible Individual [Signature] Date 9/16/21

Approved by Chief of Police [Signature] Date 9/16/21
of Officer(s) will be assigned to event at applicant's expense.

Approved by Recreation Director (if applicable) _____ Date _____

Approved by Fire Chief (if applicable) [Signature] Date 9/16/21

Approved by Highway Director (if applicable) _____ Date _____

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) _____ Date _____

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): Ben Mere/Bandstand - Coffin Park - Dewey Beach - Georges Mills Harbor - Safety Services Building - Sunapee Harbor - Tilton Park

Name of Organization:

PROJECT SUNAPEE
This Organization is: Non-Profit - Political - Private (N/A for profit companies)

DONNA GAZELLE (for PROJECT SUNAPEE)
Name of Duly Authorized:

Mailing Address: POB 594 SUNAPEE NH 03782

Daytime Phone: 603-763-2293 Evening Phone: _____

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: October 30 Time: From: 4 pm To: 8 pm

→ SET UP EARLIER AFTERNOON CLEANUP: UPON CLOSING

Please describe the complete details of the event: (If advertising please include ad or flyer)

*include a list of outside vendors that will be part of your event.

"HAUNTED HARBOR HALLOWEEN"

To be a scaled down version of the 10yr. traditional Halloween event for community with COVID protocols as mandated as of the date. → see addendum note.

I/We acknowledge understanding the following restrictions:

- ✓ (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- ✓ (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- ✓ (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 250 # of people and 50 # of vehicles attending our event.

Signature of Responsible Individual

Donna Jarell

Date

9/3/2021

Approved by Chief of Police

Date

of Officer(s) will be assigned to event at applicant's expense.

Approved by Recreation Director (if applicable)

Date

9/13/21

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen)

Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

→ NOTE: Town facilities that will be used are: Ben Mene Bandstand, Lakefront Lawn & Harbor parking lots. All other elements will be on private/Riverway property. Event elements will include: Costume Parade, Pumpkin Carving Contest, Spooky Graveyard, Halloween music, Fortune Teller, Tailgate "Trick-or-Treating", & possibly outdoor movies. (Subject to changes or cancellation depending on COVID precautions.)

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 250 # of people and 50 # of vehicles attending our event.

Signature of Responsible Individual

W. J. Zelle

Date

9/3/2021

Approved by Chief of Police

Pat. [unclear]

Date

9-15-21

0 # of Officer(s) will be assigned to event at applicant's expense.

Approved by Recreation Director (if applicable)

Date

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen)

Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

→ NOTE: Town facilities that will be used are: Ben Mene Sand Island, Lakefront Lawn & Harbor parking lots. All other elements will be on private/Riverway property. Event elements will include: Costume Parade, Pumpkin Carving Contest, Spooky Graveyard Halloween music, Fortune Teller, Tailgate "Trick-or-Treating" & possibly outdoor movie. (Subject to changes or cancellation depending on COVID precautions.)

Barbara Vaughn

From: John H. Galloway
Sent: Tuesday, September 14, 2021 5:11 PM
To: Barbara Vaughn; david.cahill@sunapeepd.com; Scott Blewitt
Subject: Re: Use of Facilities Form

Approved, thank you!

Chief John Galloway
Sunapee Fire Department
PO Box 15
9 Sargent Rd.
Sunapee, NH 03782
Phone # 603-763-5770
Fax # 603-763-7358
Cell # 603-520-5593

From: Barbara Vaughn <frontdesk@town.sunapee.nh.us>
Sent: Tuesday, September 14, 2021 3:49 PM
To: david.cahill@sunapeepd.com <david.cahill@sunapeepd.com>; John H. Galloway <firechief@town.sunapee.nh.us>; Scott Blewitt <recreation@town.sunapee.nh.us>
Subject: FW: Use of Facilities Form

Could you review and approve.

Barbara Vaughn
Administrative Assistant
23 Edgemont Road
Sunapee, NH 03782
603-763-2212
frontdesk@town.sunapee.nh.us

From: Barbara Vaughn
Sent: Thursday, September 9, 2021 4:11 PM
To: Chief David Cahill (david.cahill@sunapeepd.com) <david.cahill@sunapeepd.com>; John H. Galloway <firechief@town.sunapee.nh.us>; Scott Blewitt <recreation@town.sunapee.nh.us>
Subject: Use of Facilities Form

Good Afternoon,

Attached, please find a Use of Facilities application from Project Sunapee for their annual Haunted Harbor Halloween. I need you to review, comments and sign or send email for approval.

Barbara Vaughn
Administrative Assistant
23 Edgemont Road
Sunapee, NH 03782



TOWN OF SUNAPEE
Volunteer Interest Form
For Town Committees, Boards, and Commission

Name: Hanson (Last) Douglas (First) Date: Apr. 6, 2021

Sunapee Registered Voter: () Yes () No

Mailing Address:

Street Address (if different):

6 Brandywine Drive

Lived in Sunapee Since: 1986 Home Phone: 290-2693 Work Phone: _____

E-mail: Wayfaring53@qmail.com

1. Please indicated the Board/Commission/Committee you would like to serve on in order of preference.
(1-First Choice, 2-Second choice, etc.)

1 Abbott Library Trustee

2 Advisory Budget Committee

_____ Capital Improvement Committee

_____ Conservation Commission

_____ Crowther Chapel Committee

_____ Fireward

_____ Planning Board Alternate

_____ Recreation Committee

_____ Thrift Shop

_____ Upper Valley Lake Sunapee Regional

_____ Zoning Board Alternate

_____ Highway Safety Committee

3 Energy Committee

2. For consideration:

a. Occupation: retired b. Employer: _____

c. Length of current employment: _____ d. Education: _____

e. Relevant Experience: B.S. Nursing - Hospital Management

f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ____ Yes X No

g. Volunteer Time Available 12 hours per week (daytime) 12 hours per week (evenings)
_____ hours per week (weekends)

h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ____ Yes X No

i. If yes, please indicate Town/Position: _____ / _____ / _____

j. Are you willing to serve as an Alternate? ___ Yes ___ No

k. Are you willing to serve on a Sub-Committee? ___ Yes ___ No

3. Why do you want to serve on this board/committee? interested in public service

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? _____

Forty years as a Registered Nurse & hospital management

5. Your reasons for wanting this/these appointments /appointments are:

interested & have the time & skills

6. Additional Comments: _____

Douglas Hanson
(Signature)

Apr. 6 2021
(Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23Edgemont Road, Sunapee, NH 03782 (telephone 603-763-2212, fax 603-763-4925)

“considered public information and may be distributed or copied”

Barbara Vaughn

From: Doug Hanson <wayfaring53@gmail.com>
Sent: Sunday, June 6, 2021 6:37 AM
To: Barbara Vaughn
Subject: Re: Potential ABC Committee Member

Yes, I am still interested.
Thank you. Doug

Sent from my iPad

On May 21, 2021, at 12:08 PM, Barbara Vaughn <frontdesk@town.sunapee.nh.us> wrote:

Good Afternoon,

At their May 17th meeting the Board of Selectmen changed the ABC Committee Guidelines. Please review the updated guidelines and get back to me if you are still interested in serving on the committee.

Barbara Vaughn
Administrative Assistant
23 Edgemont Road
Sunapee, NH 03782
603-763-2212
frontdesk@town.sunapee.nh.us

<ABC Guidelines.pdf>



TOWN OF SUNAPEE

Volunteer Interest Form

For Town Committees, Boards, and Commission

Name: Fine (Last) Patrick (First) Date: 09/07/2021

Sunapee Registered Voter: () Yes () No

Mailing Address:

Street Address (if different):

216 Burkehaven Hill Rd.
Sunapee, NH 03782

Lived in Sunapee Since: 1996 Home Phone: 603-763-4126 Work Phone: 919-937-7683

E-mail: chilionfine@gmail.com Fax: _____

1. Please indicated the Board/Commission/Committee you would like to serve on in order of preference.
(1-First Choice, 2-Second choice, etc.)

_____ Abbott Library Trustee

_____☒____ Advisory Budget Committee

_____ Capital Improvement Committee

_____ Conservation Commission

_____ Crowther Chapel Committee

_____ Fireward

_____ Planning Board Alternate

_____ Recreation Committee

_____ Thrift Shop

_____ Upper Valley Lake Sunapee Regional

_____ Zoning Board Alternate

_____ Highway Safety Committee

_____ Energy Committee

2. For consideration:

a. Occupation: Retired CEO b. Employer: FH1360

c. Length of current employment: _____ d. Education: Masters in Education

e. Relevant Experience: Executive management of large government, commercial, and non-profit organizations.

f. Do you feel there may be any conflict of interest with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? _____ Yes ☒ No

g. Volunteer Time Available 4 hours per week (daytime) 4 hours per week (evenings)
_____ hours per week (weekends) Flexible

h. Did you previously serve on any Municipal or School District Board/Committee/Commission? _____ Yes ☒ No

i. If yes, please indicate Town/Position: _____ / _____ / _____

j. Are you willing to serve as an Alternate? ☒ Yes ___ No

k. Are you willing to serve on a Sub-Committee? ☒ Yes ___ No

3. Why do you want to serve on this board/committee? Contribute to the well being
of the community.


4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? _____

Executive leadership experience, board/committee experience,
knowledge of public sector operations, supportive/collaborative
approach

5. Your reasons for wanting this/these appointments /appointments are:

To contribute to the well being of the community.

6. Additional Comments: _____


(Signature)

09/07/2021
(Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23 Edgemont Road, Sunapee, NH 03782 (telephone 603-763-2212, fax 603-763-4925)

“considered public information and may be distributed or copied”

Patrick Fine, MEd



Patrick Fine is Chief Executive Officer of [FHI 360](#), one of the U.S.'s largest and most diversified non-profit human development organizations with operations in 60 countries.

Before joining FHI 360 in 2013, Patrick served in the Obama administration as the Vice President for Compact Operations at the Millennium Challenge Corporation (MCC), where he championed non-traditional approaches to U.S. bilateral assistance. From 2006 to 2010, he was Senior Vice President of the Global Learning Group at the Academy for Educational Development (AED).

Prior to moving into the non-profit sector, Patrick served as a career member of the senior foreign service at the U.S. Agency for International Development (USAID) in a variety of leadership roles. His final assignment was as the Senior Deputy Assistant Administrator in the Africa Bureau. He also served as Mission Director in Afghanistan, where he led the rapid expansion of U.S. assistance for reconstruction and development in 2004, and had postings in Senegal, South Africa, Uganda, and Swaziland. Earlier in his career, Patrick was a faculty member at the University of Lesotho and ran a community school in Boston.

Patrick began his career in international development as a Peace Corps Volunteer in Swaziland, where he gained a first-hand appreciation for the importance of integrating education, health, economic development and governance into holistic, people-centered programs. His experience living and working in a rural African community continues to inform and inspire him today.

Patrick is a frequent speaker and writer on international and human development and hosts the popular podcast, [A Deeper Look](#), where he speaks with journalists, government officials, business leaders, policymakers, development practitioners, and courageous citizens around the world. Patrick serves on a number of non-profit boards and has received numerous awards.

Summary of Qualifications

Recognized senior executive with a proven track record leading large public and private organizations as both a political appointee and career officer. Demonstrated success initiating, negotiating, and implementing field-shaping innovations in the US and internationally. Experienced brokering effective interagency collaborations and delivering tangible results. Highly effective spokesperson and public speaker experienced in dealing with national media, heads of state, and members of Congress. Strong cross-cultural and language skills with a knack for establishing trusting partnerships. Frequent guest lecturer on development topics; senior consultant on human development.

Regional Experience

United States, West, East, and Southern Africa, Central Asia, South East Asia, Eastern Europe, Middle East, Latin America

Professional Experience

2014 – 2021

Chief Executive Officer, FHI 360, Durham, NC

Lead one of the U.S.'s pre-eminent international development non-profit organizations. Provide cross-functional oversight over 4,500 staff working in 50 countries and annual revenues exceeding \$750 million. Served with a distinguished Board of Directors to ensure mission-drive results and strong business performance. Spearheaded efforts to create a novel organizational structure to grow and diversify impact and revenue, empower local leaders, and establish FHI 360 as a sophisticated global social enterprise. Championed multi-disciplinary development approaches that integrate health, education, equity, and crisis response to address the world's most pressing human development challenges.

2013 – 2014

Chief Operating Officer, FHI 360, Durham, NC.

Ensured aggressive business development and high-functioning internal operations to deliver high quality, efficient programs that achieve results. Introduced new systems for digital automation. Principal areas of work included global health and nutrition, civil society and governance, education and workforce development, and economic empowerment. Integrated cross-cutting themes of gender, technology and youth across the portfolio. Encouraged a culture of learning and innovation.

2010 – 2013

Vice President, Compact Operations, Millennium Challenge Corporation, Washington, D.C.

Appointed by President Obama to oversee an \$8 billion global portfolio in 25 countries in Africa, Latin America, Asia, and Eastern Europe. Leading advocate for non-traditional approach to bilateral development assistance. Regularly

represented the U.S. Government to Heads of State, international organizations, the U.S. Congress, civil society, and the media. Responsible for all aspects of country and program operations, including assuring financial accountability and technical quality, achieving measurable results, and maintaining partner relationships.

2006 – 2010

Senior Vice President, Global Learning Group, Academy for Educational Development, Washington, D.C.

Member of senior management team of major U.S. non-profit with \$400 million annual budget. Responsible for organization's largest portfolio in 30 countries employing over 600 staff. Assisted governments, donors, and local NGOs improve access to quality education and workforce development. Ensured effective program delivery, sound financial management, and client satisfaction, positive impact and sustainability.

2005 – 2006

Senior Deputy Assistant Administrator, Africa Bureau, United States Agency for International Development (USAID), Washington, D.C.

Senior career officer. Provided policy and technical oversight to USAID's programs in sub-Saharan Africa. Represented the USAID in interagency discussions. Ensured effective management of Africa Bureau programs. Responsible for Senior Management Group assignments in the Bureau.

2004 – 2005

Director, Afghanistan, United States Agency for International Development (USAID), Kabul, Afghanistan

Led USAID's second largest field Mission. Managed a budget of \$1.5 billion per year. Built effective relationships with the Afghan government, U.N., civil society, and coalition military forces. Devised new ways of operating in a conflict setting. Promoted interagency collaboration. Worked closely with the Afghan Cabinet and members of the U.S. Congress and administration. Frequently represented the U.S. to international print and broadcast media. Acted as U.S. Embassy Deputy Chief of Mission for extended transition period.

2000 – 2004

Deputy Director, Senegal, United States Agency for International Development (USAID), Dakar, Senegal

Responsible for all aspects of one of USAID's major regional hubs providing legal, contracting, food aid management, and health services throughout West Africa. Served as a senior advisor to the Country Team on development matters. Promoted conflict prevention programs in the Casamance region. Provided operational oversight and intellectual leadership to Mission operations and the technical development of USAID's \$300 million bilateral program for Senegal.

1997 – 2000

Education Team Leader, United States Agency for International Development (USAID), Pretoria, South Africa

Provided strategic and technical direction to a \$350 million education development program that encompassed basic, adult, and higher education, and workforce development. Managed USAID/Pretoria's largest technical office. As the Point-of-Contact for the Gore-Mbeki Bi-National Commission

Human Resource/Education Committee, worked closely with the White House, Department of Education, and Department of Energy to implement partnership programs.

1992 – 1997

General Development Officer, United States Agency for International Development (USAID), Kampala, Uganda

Responsible for a \$200 million portfolio of private sector, health, and education programs. As Embassy Coordinator of disaster relief, initiated programs in northern Uganda. Served as Embassy liaison to relief efforts during the 1994 Rwanda relief operation. Managed \$100 million program to restructure Uganda's financial system. Managed micro-finance and business development projects. Designed and managed a \$108 million program to rehabilitate Uganda's primary education system. Designed and managed ground-breaking HIV/AIDS projects.

1989 – 1992

Education Officer, United States Agency for International Development (USAID), Mbabane, Swaziland

Responsible for education and training programs. Designed and managed projects to introduce student evaluation, improve school management, and strengthen policy making. Managed a large scholarship program and supported efforts to modernize university business education.

1987 – 1988

Project Manager, National University of Lesotho, Maseru, Lesotho

Counterpart to the Director of the Institute for Extra Mural Studies. Designed and launched a part-time non-degree program for primary school teachers. Strengthened continuing education to "take the university to the people."

1985 – 1987

Assistant Coordinator, Jackson/Mann Community School, City of Boston, Boston, Massachusetts

Responsible for all aspects of community school administration. Worked with elected board to assess and meet community needs. Supervised directors of pre-school, after-school, adult, and youth education programs. Started an alternative high school accredited by the City of Boston. Principal fundraiser.

1980 – 1984

Peace Corps Volunteer - Coordinator, Rural Education Center, Peace Corps, Dvokolwako, Swaziland

Worked with women's, farmers', and community groups to increase living standards. Initiated small businesses and community self-help projects. Taught carpentry, metal work, and use of appropriate rural technologies. Lived for 3 years with a Swazi family in a traditional, rural community.

1975-1978

Juvenile Counselor - Greene Country Juvenile Detention Center

Springfield, Missouri

Gained basic skills and appreciation for human development challenges through working with court-involved youth and their families. Developed training programs for counselors and out-reach for engaging families.

Education

Various Executive Education Courses – Federal Executive Institute, Harvard, MIT
M.Ed. – Center for International Education – University of Massachusetts – 1985
B.S. Social Studies – Missouri State University, Springfield, Missouri – 1979

Languages

- French (3/3)
- siSwati (3+)
- Spanish (2+/3)
- Dari (basic 0/2)

Professional Affiliations

Board Member, Vice Chair, FHI Clinical
Trustee, ex-officio, FHI Foundation
Board Member, FHI 360
Adjunct Faculty Member, Sanford School of Public Policy, Duke University – 2017-2019
Board Member, Interaction – 2020 - 2021
National Peace Corps Association Finance Committee- 2016 -present
Board Member and Management Committee Chair, Made in Durham, 2015 to present
Member, Reproductive Health CEO Group, 2014 - 2021
Co-Chair, The Alliance for International Youth Development (AIYD), 2014 – 2015; 2018- 2021
Board Member (elected) and Treasurer, National Peace Corps Association, 2016 – 2019
Advisory Council Member, Bridge Collaborative, The Nature Conservancy, 2017 - 2019
Member, Women Deliver Strategic Advisory Committee, 2017 - 2019
Board Member (elected), Society for International Development, 2013 – 2015
Principal, Modernizing Foreign Assistance Network, 2009 – 2010
Founding Co-Chair, USAID Alumni Association, 2008 – 2010
Board Member, Lincoln International School, Kampala, Uganda, 1993 – 1996
Vice Chair, Massachusetts Community Schools Association, 1986 – 1987
Community Mediator, City of Boston 1985 – 1987

Awards

Commander, Order of Benin, Government of Benin, 2012
Distinguished Career Award, USAID, 2006
Merite D'Honneur, Government of Senegal, 2004
USAID Meritorious Honor Awards, 1992, 1994, 1999, 2003