

•SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, June 15, 2020

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0144-0013-0000 19 Heather Way, Matthew & Whitney McKnight

2. APPOINTMENTS

7:00PM-Steve McGrath, Potential Capital Improvement Committee Member

7:20PM-Accept Nutting Farm Conservation Easement

7:40PM-Scott Hazelton-Summer Paving Schedule & Building Maintenance/Transfer Station

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Webb Forest Annexation
- Waive Property Taxes-57 & 59 Hamel Road
- Sign MS-232
- Health Officer Stipend

5. CHAIRMAN'S REPORT

- Update on past due employee annual performance reviews.
- Update on road paving projects.
- Update on number of COVID-19 cases in Sunapee and surrounding towns.
- Update on public bathrooms availability and cleaning protocols.
- Update on Town operations & employee morale.
- Review mental health services available as part of Town health insurance program.
- Discuss when to invite the Library Trustees to a future BOS meeting to hear about responsible phased re-opening plan for library.
- Discuss when to invite the Thrift Shop committee to a future BOS meeting to discuss the future of the Thrift Shop.
- Discuss whether to utilize currently unemployed high school graduates to staff Information Booth and/or Thrift Shop.
- Share feedback on how citizens are faring given current health situation and economic situation.

6. TOWN MANAGER REPORTS

- Discussion on Modified Opening Process
- Monday, June 29th BOS Meeting
- Heavy Equipment Discussion-Boat & Dock Ordinance Update
- Continued Items:

Scott Brown, Request to Waive Late Tax Bill Interest

7. UPCOMING MEETINGS:

06/16-5:00PM-Energy Committee, Town Meeting Room

06/17-6:30PM-Firewards, Town Meeting Room

06/24-6:30PM-Firewards, Town Meeting Room

06/25-5:30PM-Water & Sewer Commission, Town Meeting Room

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

83 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

April 10, 2020

Mr. Andy Deegan
Land Protection Specialist/Stewardship Manager
Ausbon Sargent Land Preservation Trust
PO Box 2040
71 Pleasant Street
New London, NH 03257

Re: Webb Forest Conservation Amendment/Ausbon Sargent Land Preservation

Dear Mr. Deegan:

Thank you for your email dated April 7, 2020, requesting review of a proposed "Amendment of and Addition to Conservation Easement Deed" located in Sunapee, New Hampshire. I write to inform you that the Charitable Trusts Unit has completed its review of the proposed amendment.

For the following reasons, we hereby issue this "no action" letter, effective April 10, 2020.

In 2000, R.H. Webb Forest Preserve, LLC ("R.H. Webb") granted in perpetuity to the Town of Sunapee a conservation easement over approximately 370 acre of land in Sunapee, New Hampshire, and granted an executory interest in the conservation easement to the Ausbon Sargent Land Preservation Trust ("Ausbon Trust"). R.H. Webb has since acquired an additional approximately six (6) acres adjacent to the existing Conservation Easement Property and wishes to extend the existing easement over the additional 6 acres of adjoining property on the same terms and conditions as the original conservation easement. Both the Ausbon Trust, by vote of its Board of Directors on January 15, 2020, and the Town of Sunapee, by vote of the Board of Selectmen on January 27, 2020, have agreed to accept the 6 acre addition to the conservation easement.

The proposed amendment is considered to be a "low risk" amendment in that it simply adds land to an existing conservation easement consistent with the purpose of the original easement. The Ausbon Trust has verified that the proposed amendment meets the seven principles set forth in the publication, *Amending or Terminating Conservation Easements: Conforming to State Charitable Trust Requirements*, in that it provided information that:

Mr. Andy Deegan
April 10, 2020
Page 2

1. The amendment serves the public interest in that it adds conservation land to an existing easement and is consistent with Ausbon's mission to conserve land;
2. The amendment complies with applicable federal, state, and local laws;
3. The amendment will not jeopardize Ausbon's tax exempt status;
4. The amendment will not result in private inurement or impermissible private benefit;
5. The amendment is consistent with the purposes and intent of the original easement to protect open space, valuable soils, and scenic resources in that it adds valuable agricultural soils and scenic views from Stagecoach Road;
6. The amendment is consistent with the documented intent of the donor to protect open space and scenic views, and the terms and conditions of the original easement will apply to the additional acreage; and
7. The amendment will have a beneficial effect on the conservation values protected by the easement because it adds acreage to the existing easement on the same terms and conditions, and the additional acreage contains valuable agricultural soils and offers scenic views from Stagecoach Road.

If you have any questions, please do not hesitate to contact me.

Very truly yours,



Diane Murphy Quinlan
Assistant Director of Charitable Trusts
(603) 271-3591
diane.quinlan@doj.nh.gov

DMQ/d

This is a non-contractual conveyance pursuant to New Hampshire RSA 78-B:2 and is exempt from the New Hampshire real estate transfer tax.

Please Return to:

ASLPT, PO Box 2040, New London, NH 03257

Amendment of and Addition to Conservation Easement Deed

This Amendment of and Addition to a Conservation Easement Deed is made as of the date of the last signature below by and between **R.H. WEBB FOREST PRESERVE, LLC**, with a mailing address of 428 Stagecoach Road, Sunapee, New Hampshire 03782 (hereinafter referred to as the "Grantor"), the **TOWN OF SUNAPEE**, a municipal corporation with its principal office at 23 Edgemont Road, Sunapee, New Hampshire 03782 (hereinafter "Town" or the "Grantee", as the context may require), and the **Ausbon Sargent Land Preservation Trust**, a New Hampshire Voluntary Corporation organized under the provisions of NH RSA Chapter 292, with its principal office located at 71 Pleasant Street, New London, New Hampshire (mailing address: PO Box 2040, New London, NH 03257-2040) (hereinafter referred to as "ASLPT" or the "Executory Interest Holder"), with respect to a certain parcel of land located in Sunapee, New Hampshire and being depicted as Tax Map 234, Lot 7 on a Plan entitled "Plan of Standard Property Survey, Nutting Family Trust, Sunapee NH" prepared by Pennyroyal Hill Land Surveying and Forestry, LLC, dated October 16, 2019, recorded as Plan No. 5304 at the Sullivan County Registry of Deeds (hereafter referred to as the "Plan");

RECITALS:

WHEREAS, by Conservation Easement Deed dated September 18, 2000 and recorded October 6, 2000 at the Sullivan County Registry of Deeds at Book 1237, Page 123, the Grantor, R.H. Webb Forest Preserve, LLC granted in perpetuity to the Town of Sunapee a conservation easement for the public benefit consistent with RSA 477:45-47 (the "Conservation Easement Deed" or "Easement"), with respect to a certain parcel of land, with any improvements thereon, containing approximately 370 acres, situated in the Town of Sunapee, County of Sullivan, and State of New Hampshire, and more particularly bounded and described in Appendix A of said Conservation Easement Deed (the "Conservation Easement Property"); and

WHEREAS, the said Conservation Easement Deed, Grantor also conveyed an executory interest in the Conservation Easement to the Ausbon Sargent Land Preservation Trust; and

WHEREAS, the Grantor has since acquired an additional approximately six (6) acres adjacent to the existing Conservation Easement Property by Warranty Deed dated December 20, 2019 and recorded at the Sullivan County Registry of Deeds at Book 2092, Page 485; and

WHEREAS, the Grantor wishes to extend the existing Conservation Easement to include Tax Map 234 Lot 7 ("the Conservation Easement Property Addition") as shown on the Plan, and the Grantee and Executory Interest Holder are willing to accept such addition; and

WHEREAS, the Grantor wishes to ensure that this Conservation Easement Property Addition being added hereby and incorporated into the Conservation Easement Property shall not be subdivided or conveyed separately from said Conservation Easement Property in accordance with Section 2.B of the Conservation Easement Deed; and

WHEREAS, the entire parcel of property consisting of the original Conservation Easement Property and the Conservation Easement Property Addition (hereinafter referred to collectively as the "Property") shall not be subdivided, in accordance with Section 2.B of the Conservation Easement Deed;

NOW THEREFORE, the GRANTOR, GRANTEE, and Executory Interest Holder, each in consideration of the agreements of the other herein contained, hereby amend the said Conservation Easement Deed as follows:

- I. The Grantor, in consideration aforesaid, hereby grants in perpetuity to the Grantee, WITH WARRANTY COVENANTS, and the Grantee hereby accepts, as an addition to the Conservation Easement Property, a CONSERVATION EASEMENT on the lot described below, subject to the terms and conditions of the Conservation Easement Deed dated September 18, 2000 and recorded October 6, 2000 at the Sullivan County Registry of Deeds at Book 1237, Page 123, which terms, conditions, restrictions, obligations and provisions are fully incorporated herein by reference, and subject to the condition that the Conservation Easement Property Addition so added shall not be subdivided or separately conveyed from the Conservation Easement Property, and furthermore that the collective Property shall also not be subdivided.

The Conservation Easement Property Addition to be added to the Conservation Easement Property is shown as Tax Map 234, Lot 7 on the Plan, and is more particularly bounded and described as follows:

Beginning at an iron rod set in the ground on the Southerly edge of the right-of-way for Stagecoach Road, so-called, said point of beginning being the Northwesterly corner of land of Robert and Tanya Wilkie, and the Northeasterly corner of the tract described herein; thence South 24°53'01" West two hundred twenty-two and thirteen hundredths (222.13) feet to a stone bound; thence South 18°00'47" West four hundred eighty-nine and fifty-eight hundredths

(489.58) feet to an iron pipe set in the line of a stone wall at land of Webb Forest Preserve LLC, the previous two courses having been against said Wilkie land; thence North 78°01'52" West one hundred forty-nine and fifty hundredths (149.50) feet to a point; thence North 80°59'33" West seventy-two and twenty-five hundredths (72.25) feet to an iron rod set in a corner of stone walls at land of MacDeux Partners LLC, the previous two courses having been along a stone wall and against said land of Webb Forest Preserve LLC; thence North 25°25'32" West fifty-seven and one hundredth (57.01) feet to a point; thence North 09°55'51" West one hundred forty-four and sixty-two hundredths (144.62) feet to a point; thence North 16°59'31" West one hundred fifty-five and eighty hundredths (155.80) feet to a point; thence North 21°28'33" West two hundred seventy-one and eighty-seven hundredths (271.87) feet to an iron rod set in a drill hole at a corner of stone walls on the Southerly edge of the right-of-way for said Stagecoach Road, the previous four courses having been along a stone wall against said land of MacDeux Partners LLC; thence North 87°29'11" East six hundred fifty-seven and fifty-nine hundredths (657.59) feet along the Southerly edge of the right-of-way for said Stagecoach Road to the point of beginning; consisting of 6.11 acres or 265,970 square feet, more or less.

As Amended hereby and in all other respects said Conservation Easement Deed is reconfirmed and ratified in full force and effect.

This is not a homestead property

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____, 2020

R.H. Webb Forest Preserve, LLC

BY: _____
VAN O. WEBB
SOLE MEMBER MANAGER

STATE OF NEW HAMPSHIRE
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 2020 by VAN O. WEBB, SOLE MANAGING MEMBER OF THE R.H. WEBB FOREST PRESERVE, LLC. The identity of the subscribing party was determined by (check box that applies and complete blank line, if any):

My personal knowledge of the identity of said person OR

The oath or affirmation of a credible witness, _____ (name of witness), the witness being personally known to me OR

The following identification documents: _____ (driver's license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)

Accepted: TOWN OF SUNAPEE BOARD OF SELECTMEN this ____ day of _____, 2020

By: _____
JOSHUA TROW, Selectboard Chairman
Duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

This instrument was acknowledged before me on this ____ day of _____, 2020 by
JOSHUA TROW, Selectboard Chairman, TOWN OF SUNAPEE. The identity of the subscribing party was
determined by (check box that applies and complete blank line, if any):

- ☐ My personal knowledge of the identity of said person OR
- ☐ The oath or affirmation of a credible witness, _____ (name of witness), the
witness being personally known to me OR
- ☐ The following identification documents: _____ (driver's
license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)

Accepted: TOWN OF SUNAPEE CONSERVATION COMMISSION this ____ day of _____, 2020

By: _____
Timothy Fleury, its Chair
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

This instrument was acknowledged before me on this ____ day of _____, 2020 by TIMOTHY FLEURY, CHAIR, SUNAPEE CONSERVATION COMMISSION. The identity of the subscribing party was determined by (check box that applies and complete blank line, if any):

- ☐ My personal knowledge of the identity of said person OR
- ☐ The oath or affirmation of a credible witness, _____ (name of witness), the witness being personally known to me OR
- ☐ The following identification documents: _____ (driver's license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)

Executed and Accepted: THE AUSBON SARGENT LAND PRESERVATION TRUST this ____ day of _____, 2020.

By: _____
FRANCES HARRIS

Its Chairman, Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

This instrument was acknowledged before me on this ____ day of _____, 2020 by **FRANCES HARRIS**, Chairman, The Ausbon Sargent Land Preservation Trust, a New Hampshire Voluntary Corporation. The identity of the subscribing party was determined by (check box that applies and complete blank line, if any):

My personal knowledge of the identity of said person OR

The oath or affirmation of a credible witness, _____ (name of witness), the witness being personally known to me OR

The following identification documents: _____
(driver's license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)

Print Date: 05/19/2020 11:38

CURRENT OWNER				TOPO.		UTILITIES		STRT/ROAD		LOCATION		CURRENT ASSESSMENT														
BESWICK, LARRY G & BONNIE 6723 SO 91ST ST EAST AVE TULSA, OK 74133 Additional Owners:				4	Rolling	5	Well	1	Paved	3	Rural	Description		Code	Appraised Value	Assessed Value		2413 SUNAPEE, NH								
												RESIDNTL	1030	11,100	11,100											
												RES LAND	1030	51,900	51,900											
												RESIDNTL	1030	9,500	9,500											
SUPPLEMENTAL DATA																		VISION								
Other ID: 0147-0033-0000				PP																						
SEPTIC APPR				LAKE FRON																						
UTILITY				LOT DEPTH																						
DES PERMITS				MULTIPLE																						
Routing # 3125																										
SUBDIVISION																										
GIS ID: 0147-0033-0000				ASSOC PID#								Total 72,500 72,500														
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		q/u	w/i	SALE PRICE		V.C.	PREVIOUS ASSESSMENTS (HISTORY)													
BESWICK, LARRY G & BONNIE BESWICK FAMILY TRUST, LARRY G				1787/ 462 0/ 0		11/10/2010		U	I			1F	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value					
													2020	1030	11,100	2019	1030	11,100	2018	1030	11,100					
													2020	1030	51,900	2019	1030	51,900	2018	1030	51,900					
													2020	1030	9,500	2019	1030	9,500	2018	1030	9,500					
													Total:		72,500	Total:	72,500	Total:	72,500							
EXEMPTIONS				OTHER ASSESSMENTS								This signature acknowledges a visit by a Data Collector or Assessor														
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.																		
Total:																										
ASSESSING NEIGHBORHOOD												APPAISED VALUE SUMMARY														
NBHD/SUB		NBHD Name		Street Index Name		Tracing		Batch		Appraised Bldg. Value (Card)								11,100								
0001/A										Appraised XF (B) Value (Bldg)								0								
												Appraised OB (L) Value (Bldg)								9,500						
												Appraised Land Value (Bldg)								51,900						
												Special Land Value								0						
												Total Appraised Parcel Value								72,500						
												Valuation Method:								C						
												Adjustment:								0						
												Net Total Appraised Parcel Value								72,500						
NOTES																										
2 8X12 SHD1 ATT TO REAR OF FGR1																										
BUILDING PERMIT RECORD												VISIT/ CHANGE HISTORY														
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result												
									09/18/2015			NB	FR	IN FIELD REVIEW												
									07/17/2015			MP	AC	ADMIN DATA ENTRY												
									02/22/2013			EO	M	MEASURE												
									07/02/2012			MP	AC	ADMIN DATA ENTRY												
									11/10/2010			SB	AC	ADMIN DATA ENTRY												
LAND LINE VALUATION SECTION																										
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I. Factor	%A	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing		S Adj Fact	Adj. Unit Price	Land Value						
																Spec Use	Spec Calc									
1	1030	Mobile Hom	RR				14,375 SF	3.61	1.0000	5	1.0000	1.00		0.00					1.00	3.61	51,900					
Total Card Land Units:												0.33	AC	Parcel Total Land Area: 0.33 AC										Total Land Value:		51,900

Property Location: 57 HAMEL RD
Vision ID: 2065

Account # 6181

MAP ID: 0147/ 0033/ 0000/ /

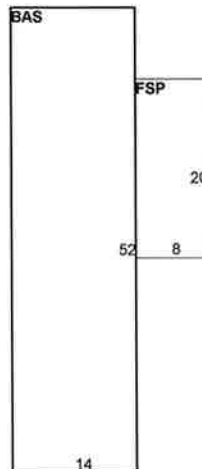
Bldg Name:

State Use: 1030

Bldg #: 1 of 1 Sec #: 1 of 1 Card 1 of 1

Print Date: 05/19/2020 11:38

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	20		Mobile Home				
Model	02		Mobile Home				
DESIGN/APPEAL	04		Average +10				
Stories	1						
Occupancy	1						
Exterior Wall 1	27		Pre-finish Metl				
Exterior Wall 2							
Roof Structure	03		Gable/Hip				
Roof Cover	03		Asph/F Gls/Cmp				
Interior Wall 1	04		Plywood Panel				
Interior Wall 2							
Interior Flr 1	14		Carpet				
Interior Flr 2							
Heat Fuel	02		Oil				
Heat Type	03		Hot Air-no Duc				
A/C	01		None				
Total Bedrooms	03		3 Bedrooms				
Total Bthrms	1						
Total Half Baths							
Total Xtra Fixtrs							
Total Rooms	5						
Bath Style	02		Average				
Kitchen Style	02		Average				
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)				MIXED USE			
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr
FGRI	GARAGE-AVE	24 X 22	L	528	25.00	2005	0
SHD1	SHED FRAME	8 X 11	L	88	20.00	2005	0
SHD1	SHED FRAME	8 X 12	L	96	20.00	2005	0
RPV1	RES PAV SMA		L	1	1,000.00	2005	0
BUILDING SUB-AREA SUMMARY SECTION				COST/MARKET VALUATION			
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value	
BAS	First Floor	728	728	728		31,920	
FSP	Porch, Screen, Finished	0	160	40		1,754	
Tot. Gross Liv/Lease Area:		728	888	768		36,974	
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr
FGRI	GARAGE-AVE	24 X 22	L	528	25.00	2005	0
SHD1	SHED FRAME	8 X 11	L	88	20.00	2005	0
SHD1	SHED FRAME	8 X 12	L	96	20.00	2005	0
RPV1	RES PAV SMA		L	1	1,000.00	2005	0
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value	
BAS	First Floor	728	728	728		31,920	
FSP	Porch, Screen, Finished	0	160	40		1,754	
Tot. Gross Liv/Lease Area:		728	888	768		36,974	



Vision ID: 2066

MAP ID: 0147/ 0033/ 0001/ /

Bldg Name:

State Use: 1031

Account # 2853

Bldg #: 1 of 1

Sec #: 1 of 1 **Card** 1 of 1

Print Date: 05/19/2020 11:39

CURRENT OWNER				TOPO.		UTILITIES		STRT./ROAD		LOCATION		CURRENT ASSESSMENT						2413 SUNAPEE, NH VISION			
GUIMOND, HERBERT & KANE, BONNI 6723 S 91ST EAST AVE TULSA, OK 74133 Additional Owners:				4	Rolling	5	Well	1	Paved	3	Rural	Description		Code	Appraised Value	Assessed Value					
						6	Septic							RESIDNTL	1031	12,500	12,500				
SUPPLEMENTAL DATA												Total		12,500	12,500						
Other ID: 0147-0033-0001				PP LAKE FRON LOT DEPTH MULTIPLE																	
SEPTIC APPR																					
UTILITY																					
DES PERMITS																					
Routing # 3124																					
SUBDIVISION																					
GIS ID: 0147-0033-0001				ASSOC PID#																	
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		a/u	v/i	SALE PRICE		V.C.	PREVIOUS ASSESSMENTS (HISTORY)								
GUIMOND, HERBERT & KANE, BONNIE				760/ 275		05/18/1984							Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
													2020	1031	12,500	2019	1031	12,500	2018	1031	12,500
													Total:			12,500			Total:		
EXEMPTIONS				OTHER ASSESSMENTS								This signature acknowledges a visit by a Data Collector or Assessor									
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.													
Total:																					
ASSESSING NEIGHBORHOOD																					
NBHD/ SUB		NBHD Name		Street Index Name		Tracing		Batch													
0001/A																					
NOTES																					
MOBILE HOME ONLY - NO LAND																					
BUILDING PERMIT RECORD												VISIT/ CHANGE HISTORY									
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result							
									09/18/2015			NB	FR	IN FIELD REVIEW							
									03/24/2015			MP	AC	ADMIN DATA ENTRY							
									11/18/2014			MP	AC	ADMIN DATA ENTRY							
									02/22/2013			EO	M	MEASURE							
									05/31/2007			KM	AC	ADMIN DATA ENTRY							
LAND LINE VALUATION SECTION																					
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj.	Special Pricing		S Adj Fact	Adj. Unit Price	Land Value	
																	Spec Use	Spec Calc			
1	1031	MH NO LAND	RR				0 SF	0.00	1.0000	5	1.0000	1.00	0.00						.00	0.00	0
Total Card Land Units:				0.00 AC		Parcel Total Land Area: 0 AC				Total Land Value:											

Property Location: 59 HAMEL RD
 Vision ID: 2066

Account # 2853

MAP ID: 0147/ 0033/ 0001/ 1

Bldg Name:

State Use: 1031

Bldg #: 1 of 1 Sec #: 1 of 1 Card 1 of 1

Print Date: 05/19/2020 11:39

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	20		Mobile Home				
Model	02		Mobile Home				
DESIGN/APPEAL	04		Average +10				
Stories	1						
Occupancy	1						
Exterior Wall 1	27		Pre-finish Metl				
Exterior Wall 2							
Roof Structure	03		Gable/Hip				
Roof Cover	01		Metal/Tin				
Interior Wall 1	04		Plywood Panel				
Interior Wall 2							
Interior Flr 1	14		Carpet				
Interior Flr 2							
Heat Fuel	02		Oil				
Heat Type	03		Hot Air-no Duc				
A/C	01		None				
Total Bedrooms	03		3 Bedrooms				
Total Bthrms	1						
Total Half Baths							
Total Xtra Fixtrs							
Total Rooms	5						
Bath Style	02		Average				
Kitchen Style	02		Average				

MIXED USE			
Code	Description	Percentage	
1031	MH NO LAND	100	

COST/MARKET VALUATION			
Adj. Base Rate:	40.69		
Net Other Adj:	38,451		
Replace Cost	3,300.00		
AYB	41,751		
EYB	1970		
Dep Code	1935		
Remodel Rating	A		
Year Remodeled			
Dep %	70		
Functional ObsInc	0		
External ObsInc	0		
Cost Trend Factor	1		
Condition			
% Complete			
Overall % Cond	30		
Apprais Val	12,500		
Dep % Ovr	0		
Dep Ovr Comment			
Misc Imp Ovr	0		
Misc Imp Ovr Comment			
Cost to Cure Ovr	0		
Cost to Cure Ovr Comment			

OB-OUTBUILDING & YARD ITEMS(I) / XF-BUILDING EXTRA FEATURES(B)											
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	924	924	924		37,597
WDK	Deck, Wood	0	212	21		854
Ttl. Gross Liv/Lease Area:		924	1,136	945		41,751



Report of Appropriations Actually Voted

Sunapee

For the period beginning January 1, 2020 and ending December 31, 2020

Form Due Date: 20 Days after the Annual Meeting

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

[illegible]

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

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



New Hampshire
Department of
Revenue Administration

2020
MS-232

Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	17	\$332,502
4140-4149	Election, Registration, and Vital Statistics	17	\$245,986
4150-4151	Financial Administration	17	\$228,848
4152	Revaluation of Property	17	\$116,644
4153	Legal Expense	17	\$18,000
4155-4159	Personnel Administration	17	\$1,000
4191-4193	Planning and Zoning	17	\$57,839
4194	General Government Buildings	17	\$262,206
4195	Cemeteries	17	\$13,636
4196	Insurance	17	\$8,068
4197	Advertising and Regional Association	17	\$14,272
4199	Other General Government	17	\$31,128
General Government Subtotal			\$1,330,129
Public Safety			
4210-4214	Police	17	\$886,577
4215-4219	Ambulance	17	\$61,886
4220-4229	Fire	17	\$236,998
4240-4249	Building Inspection		\$0
4290-4298	Emergency Management	17	\$200
4299	Other (Including Communications)	17	\$149,955
Public Safety Subtotal			\$1,335,616
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration		\$0
4312	Highways and Streets	17	\$1,750,762
4313	Bridges		\$0
4316	Street Lighting	17	\$16,800
4319	Other		\$0
Highways and Streets Subtotal			\$1,767,562
Sanitation			
4321	Administration		\$0
4323	Solid Waste Collection		\$0
4324	Solid Waste Disposal	17	\$558,246
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$558,246



Appropriations

Account	Purpose	Article	Appropriations As Voted
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0
Health			
4411	Administration	17	\$5,323
4414	Pest Control	17	\$500
4415-4419	Health Agencies, Hospitals, and Other	17	\$15,176
Health Subtotal			\$20,999
Welfare			
4441-4442	Administration and Direct Assistance	17	\$42,354
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other		\$0
Welfare Subtotal			\$42,354
Culture and Recreation			
4520-4529	Parks and Recreation	17	\$164,297
4550-4559	Library	17,31	\$439,402
4583	Patriotic Purposes	17	\$200
4589	Other Culture and Recreation	17	\$5,000
Culture and Recreation Subtotal			\$608,899
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	17	\$3,775
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development		\$0
Conservation and Development Subtotal			\$3,775



New Hampshire
Department of
Revenue Administration

2020
MS-232

Appropriations

Account	Purpose	Article	Appropriations	As Voted
Debt Service				
4711	Long Term Bonds and Notes - Principal	17		\$263,609
4721	Long Term Bonds and Notes - Interest	17		\$51,520
4723	Tax Anticipation Notes - Interest	17		\$1,000
4790-4799	Other Debt Service			\$0
Debt Service Subtotal				\$316,129
Capital Outlay				
4901	Land			\$0
4902	Machinery, Vehicles, and Equipment	28		\$110,000
4903	Buildings			\$0
4909	Improvements Other than Buildings	18,30		\$216,000
Capital Outlay Subtotal				\$326,000
Operating Transfers Out				
4912	To Special Revenue Fund			\$0
4913	To Capital Projects Fund			\$0
4914A	To Proprietary Fund - Airport			\$0
4914E	To Proprietary Fund - Electric	17		\$283,605
4914O	To Proprietary Fund - Other			\$0
4914S	To Proprietary Fund - Sewer	16,17		\$1,184,220
4914W	To Proprietary Fund - Water	15,17		\$952,720
4915	To Capital Reserve Fund	19,20,21,22,23,24		\$390,000
4916	To Expendable Trusts/Fiduciary Funds	25,26,27		\$60,800
4917	To Health Maintenance Trust Funds			\$0
4918	To Non-Expendable Trust Funds			\$0
4919	To Fiduciary Funds			\$0
Operating Transfers Out Subtotal				\$2,871,345
Total Voted Appropriations				\$9,181,054



Stay at Home 2.0

UNIVERSAL GUIDELINES

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



STAY AT HOME 2.0

UNIVERSAL GUIDELINES

Universal Guidelines for All New Hampshire Employers and Employees

These guidelines apply to businesses and organizations that have been deemed essential and remained open during the “Stay at Home Order” and those that are re-opening all or a portion of their operations.

These guidelines are based on recommendations from the [U.S. Centers for Disease Control and Prevention](#) (CDC), [Equal Employment Opportunity Commission](#) (EEOC) and [Occupational Safety and Health Administration](#) (OSHA). To ensure the safety of all Granite Staters and to reduce the impact of the COVID-19 outbreak on businesses, workers, and customers, all employers and employees must take steps to either stay open or reopen safely. These guidelines are based on what is currently known about COVID-19 and are intended to protect the public’s health and allow New Hampshire to remain open for business.

Businesses and their employees should follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements to reduce transmission among employees and customers; maintain healthy business operations; and maintain a healthy work environment. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidelines, as those guidelines are set forth.

Employers must comply with the following guidelines:

- 1. Employers must require all employees who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:**
 - a. Fever
 - b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
 - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - d. Changes in a person’s sense of taste or smell
- 2. Employers must develop a process for screening all employees reporting for work for COVID-19 related symptoms as follows:**
 - a. Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.



STAY AT HOME 2.0

UNIVERSAL GUIDELINES

- b. The screener should ask the following questions:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Have you had a fever or felt feverish in the last 72 hours?
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv. Are you experiencing any new muscle aches or chills?
 - v. Have you experienced any new change in your sense of taste or smell?
 - c. Document the temperature of all employees daily before their shift:
 - i. Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
 - ii. If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.0 degrees Fahrenheit.
- 3. Employers must handle employee(s) who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever) as follows:**
- a. Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.
 - b. Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.
- 4. Employers must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:**
- a. Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.
- 5. Implement workplace cleaning and disinfection practices:** These practices should [follow CDC guidelines](#) with regular sanitation of high-moderate touch surfaces at least every two hours. Employers must develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks.



STAY AT HOME 2.0

UNIVERSAL GUIDELINES

6. **Mitigate exposure:** Employers must reduce the risk to employees in the workplace by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be limited and employees should maintain a safe distance of at least 6 feet from others at all times.
 - a. Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).
 - b. Employers should promote etiquette for coughing, sneezing and handwashing. Employers should provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
 - c. If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.
7. **Allow Employees to work from home as much as practical:** Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible while still allowing a business to open.
8. **Plan for potential COVID-19 cases:** Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Employers should work with state and local officials when needed to monitor and investigate cases of COVID-19. In all cases, employers must work in a manner to ensure privacy rights.
9. **Covered employers and employees should be reminded of the provisions of the federal [Families First Coronavirus Response Act](#):** This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.
10. **Update the Employee Illness Policy:** Employers must review their policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Employers should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific recommendations by the state of New Hampshire. All staff should sign the policy,



STAY AT HOME 2.0

UNIVERSAL GUIDELINES

and the policy should be posted for confirmation.

- 11. Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace:** Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees must comply with the following guidelines:

- 1. Stay home when feeling ill:** Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.
- 3. Increase hygiene practices, including:**
 - a. Wash hands and use hand sanitizer frequently
 - b. Avoid touching the face, eyes or mouth
 - c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
- 4. Wear a cloth face covering:** While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on [use of cloth face coverings](#). Medical-grade masks should be reserved for healthcare workers or first responders.
- 5. Practice social distancing:** To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more



STAY AT HOME 2.0

UNIVERSAL GUIDELINES

feet between one another at all times.

6. **Abide by employer, local and state guidelines:** Employees should follow all guidelines issued by their employer, local or state officials. This may include the use of gloves, social distancing practices and increased sanitation and disinfection practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state must follow these guidelines and other best practices set forth in this document.

To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/> or <https://businesshelp.nheconomy.com/hc/en-us>.





Stay at Home 2.0

RETAIL

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



STAY AT HOME 2.0

RETAIL

Safeguarding Guidance:

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to [U.S. Centers for Disease Control and Prevention \(CDC\)](#), [Equal Employment Opportunity Commission \(EEOC\)](#) and [Occupational Safety and Health Administration \(OSHA\)](#) guidance, and [US Food and Drug Administration \(FDA\)](#), the State of New Hampshire recommends policies and procedures to protect consumers and employees, including.

These guidelines apply to retail establishments who are currently open and providing Essential Services, as well as retail establishments who are re-opening their physical locations and resuming in person operations pursuant to Emergency Order #40.

Effective on May 11, 2020, all retail establishments may open their physical facilities to workers, customers, and the public and resume in person operations if they operate in accordance with the following guidelines. Retail establishments who are currently open due to provision of Essential Services must begin operating in accordance with these guidelines immediately.

Employee Protection:

1. All staff must wear cloth face coverings at all times when in the retail facility and in public locations or shared staff areas (e.g. break rooms), even if other individuals are not immediately present.
2. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
3. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their facemask without first sanitizing hands. After touching face or adjusting mask, hands must be sanitized.
4. Alcohol-based hand sanitizer must be made readily available for both staff and consumers at entrances and exits to the retail facility, at checkout locations, and in staff breakrooms and other commonly used staff areas.
5. Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations to maintain social distancing.



STAY AT HOME 2.0

RETAIL

6. Provide regular updates and training for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines.
7. Require all employees to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.
8. Staff must be screened (questioned about) for symptoms of COVID-19 before each shift. Staff with any symptoms must not be allowed to work.
9. Staff should be instructed to maintain a distance of at least 6 feet from others (staff and customers) at all times. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for a safe social distancing of at least 6 feet whenever possible.
10. Restrict interaction between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.

Consumer Protection:

1. Develop a process for limiting the number of customers inside a store at a given time, excluding employees and representatives of third-party delivery companies, to 50 percent or less of store occupancy based on New Hampshire's Building and Fire Code.
2. Ensure any waiting line outside the store has demarcations spacing customers at least 6 feet apart.
3. Customers should wear cloth face coverings at all times when inside the store. Signage and staff should request this before customers enter the store.
4. Consider dedicated shopping hours or appointment times for the elderly and medically vulnerable persons.
5. If feasible and reasonable, establish one-way aisles and traffic patterns for social distancing.
6. Where appropriate and possible, implement pay-ahead and curbside pickup and/or delivery service options to minimize contact and maintain social distancing.
7. Assign dedicated staff (i.e. a safety officer) to monitor social distancing and compliance with protective actions, and to prompt customers and other staff about the importance of social distancing, hand hygiene, and use of cloth face coverings.
8. Add social distancing reminder signage, personal and floor stickers in key areas in the store (e.g. check-out counters)
9. Offer self-checkout and/or self-bagging options when possible



STAY AT HOME 2.0

RETAIL

Business Process Adaptations:

1. Services should preferably be paid for electronically, but retailers may accept cash or check.
2. Establish enhanced cleaning protocols that follow [CDC guidance](#) relating to cleaning and disinfection for COVID-19. This includes cleaning and disinfecting shared resources and frequently touched surfaces every two hours. Check-out lanes should be wiped down and cleaned between each customer.
3. When possible, use a clearly designated entrance and a separate clearly designated exit to maintain social distancing.
4. Use plastic shields or barriers between customers and clerks at service counters and clean them frequently.
5. Adjust store hours to allow time for enhanced cleaning.
6. Continue to prohibit the use of reusable bags.
7. Suspend the sampling of food and personal hygiene products.
8. Task management-level employees within a store (i.e. a safety officer) to monitor compliance.
9. Respect the right of business owners to have requirements over and above these recommendations.

