

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, October 19, 2020

- **Citizen Input:** In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. 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 of the meeting. To be on the agenda via zoom, contact the Town Manager for log in information.

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0134-0018-0000 247 Lake Ave., Bruce & Ann Lukasik

LAND DISTURBANCE BOND:

Parcel ID:0134-0018-0000 247 Lake Ave., Bruce & Ann Lukasik

2. APPOINTMENTS

7:00PM-Michael Dugas, NH Dept. of Transportation-Route 11 Road Safety Audit

7:30PM-Lynne Wiggins-Review of organizational chart, coordination of Job

Descriptions and coordinating titles on pay table.

Cyber Security Plan for the Town of Sunapee

8:00PM-Fentons-Contract Negotiations and Non-Public Contract Negotiation

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Town Manager Contract Renewal

- Use of Facilities: October 25th Soccer Tournament, Veterans Field

- Revised MS-1 for signature

5. CHAIRMAN'S REPORT

Items Requested by Selectman Augustine:

- Update on COVID-19 cases in Sunapee and nearby towns

- Update on Town Manager job description document

- Discuss whether to make Town Manager contract renewal contingent upon successful completion of job description document

- Agenda for 11/6 all-day 2021 budget work session

6. TOWN MANAGER REPORTS

Requested update on retirement incentive

Drainage easement: Birch Point Lane

7. UPCOMING MEETINGS:

10/20-5:00PM-Energy Committee, Town Meeting Room

10/21-6:00PM-Firewards Meeting, Town Meeting Room

10/22-5:30PM-Water & Sewer Commission, Town Meeting Room

11/03-****VOTING DAY at SHERBURNE GYM****

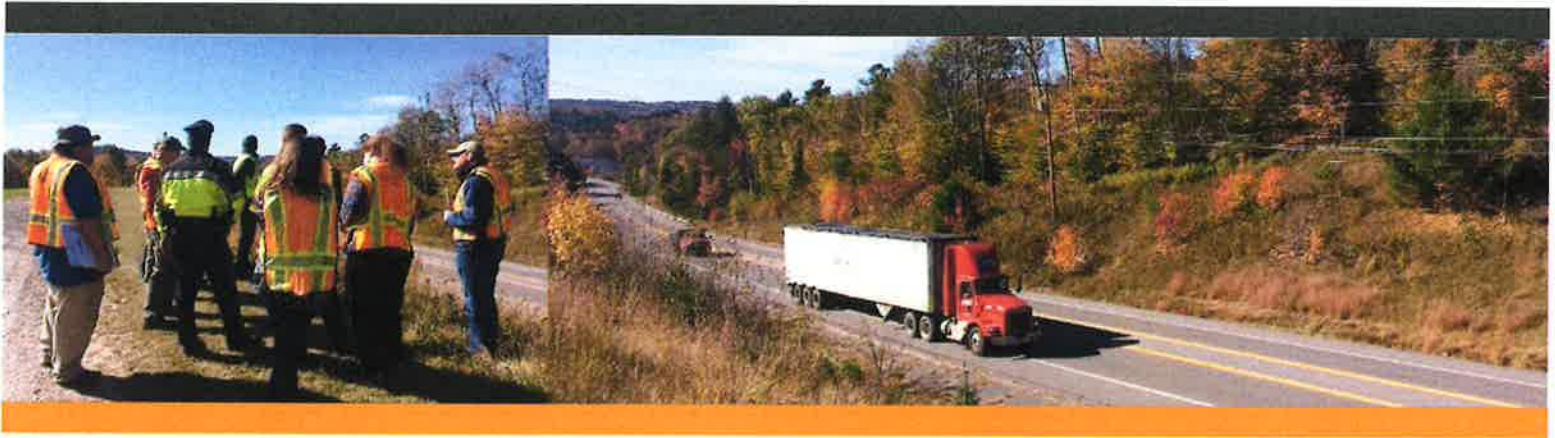


the science of insight

FINAL

ROAD SAFETY AUDIT: NH 11 IN SUNAPEE, NH

9.17.2019



PREPARED FOR:

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

SUBMITTED BY:

RSG

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White River Junction, VT 05001
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STATUTORY NOTICE

23 U.S. Code § 409 - Discovery and admission as evidence of certain reports and surveys:

Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential accident sites, hazardous roadway conditions, or railway-highway crossings, pursuant to sections 130, 144, and 148 of this title or for the purpose of developing any highway safety construction improvement project which may be implemented utilizing Federal-aid highway funds shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.



ROAD SAFETY AUDIT: NH 11 IN SUNAPEE, NH

PREPARED FOR:
NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

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1.0 INTRODUCTION

In December 2016, the Town of Sunapee, New Hampshire, submitted a request to the New Hampshire Department of Transportation (NHDOT) to conduct a Road Safety Audit (RSA) along NH 11, which was approved. The RSA was contracted to extend from Sargent Road to Trow Hill Road, but a decision was made during the pre-audit meeting to study an additional mile of NH 11, up to the north end of Jobs Creek Road, due to safety concerns on Muzzey Hill and at the intersection of Jobs Creek Road.

NHDOT retained RSG as a third-party consultant to perform the RSA, which RSG facilitated in October 2017 with a team representing the Town of Sunapee Police Department, the Sunapee School District (SAU 85), the Town Board of Selectmen, the New Hampshire Department of Transportation (NHDOT), the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC), Mount Royal Academy, and Granliden on Sunapee.

This report summarizes the existing conditions of the project area, observations made in the field during the RSA, and short-, medium-, and long-term recommendations compiled by the team.

ROAD SAFETY AUDIT DEFINITION

According to the Federal Highway Administration (FHWA) a **Road Safety Audit (RSA)** is a formal safety performance examination of an existing or future road or intersection by an independent, multidisciplinary team. It qualitatively estimates and reports on potential road safety issues and identifies opportunities for improvements in safety for all road users.

FIGURE 1-1: SUMMARY OF WHAT RSA'S ARE AND ARE NOT

<u>RSA's are:</u>	<u>RSA's are not:</u>
<ul style="list-style-type: none">✓ Focused on road safety.✓ A formal examination.✓ Proactive in nature.✓ Conducted by a multidisciplinary team.✓ Conducted by a team that is independent of the operations, design, or ownership of the facility.✓ Conducted by a qualified team.✓ Broad enough to consider the safety of all road users of the facility.✓ Qualitative in nature.	<ul style="list-style-type: none">× A means to evaluate the design of a facility.× A check of compliance with standards.× A means of ranking or justifying one project over another.× A means of rating one design option over another.× A redesign of a project.× A crash investigation (although the crash history of an existing facility is reviewed by an RSA team).



PROJECT TEAM AND FIELD REVIEW

RSAs require an independent, qualified, and multidisciplinary team of experts. Team members should act independently of the project owner/design team and have the freedom, ability, and comfort to comment frankly on potentially controversial safety issues. Having a combination of skills and experience in different areas is also helpful to ensure the most critical aspects of the project are addressed.¹

The NH 11 RSA's team included 16 members, identified in Table 1 with the elements of the audit for which they were present. Erica Wygonik of RSG was the RSA team leader.

TABLE 1: RSA TEAM MEMBERS AND ATTENDANCE

Name	Agency	AM Peak Hour Review	Pre-Audit Meeting	Field Review	Debriefing Meeting	NHDOT Debriefing Meeting	PM Peak Hour Review
Sally Gunn	NHDOT Highway Safety		X	X	X	X	
Bill Lambert	NHDOT Traffic Bureau		X	X	X	X	
Leah Savage	NHDOT Highway Design		X	X	X	X	
Jonathan Hebert	NHDOT Highway Design		X	X	X		
Chris Turgeon	NHDOT District 2		X	X	X	X	
Scott Hazelton	Sunapee Highway Department		X	X	X		
David Cahill	Chief, Sunapee Police Department		X	X	X		
Brenda Thomas	Sunapee School District		X				
Russ Holden	Superintendent, Sunapee School District (SAU 85)		X				
John Augustine	Sunapee Board of Selectmen		X				
Adam Ricker	Upper Valley Lake Sunapee Regional Planning Commission		X	X	X		
Derek Tremblay	Headmaster, Mount Royal Academy		X	X			
David Little	Granliden on Sunapee		X	X			
Erica Wygonik (team leader)	RSG (Consultant)	X	X	X	X	X	X
Corey Mack	RSG (Consultant)	X	X	X	X	X	X
Roxanne Meuse	RSG (Consultant)	X	X	X	X	X	X

¹ FHWA Road Safety Audit Guidelines, Publication No. FHWA-SA-06-06, page 27.

New Hampshire Department of Transportation
Road Safety Audit: NH 11 in Sunapee, NH

The total length studied during the field review was the three-mile segment between Sargent Road and Jobs Creek Road (North).

The team gathered for a pre-audit meeting at Sunapee Safety Services at 9:00 am, then held a field review, driving the corridor in NHDOT vans and making stops at key locations to discuss and observe together. At the end of the field review, the team debriefed in the field and made a list of short-, medium-, and long-term recommendations. Following these observations, RSG met with Sally Gunn, Bill Lambert, Chris Turgeon, and Leah Savage (NHDOT) to confirm the list and plan the deliverables.

RSG also observed the corridor including specific observations at the intersection of Seven Hearths Lane during the school drop-off time and when the school day at Mount Royal Academy ended. RSG took measurements and made additional observations throughout the corridor after the formal field review was over. Findings and analysis from these observations are included in this report.



PROJECT CONTEXT

The project corridor is located to the west of Lake Sunapee, north of Mount Sunapee, and southwest of Interstate 89 (Figure 1-2). Lebanon and Concord are 25-minute and 40-minute drives from the project corridor along I-89 to the north and south, respectively.

The year-round population of the Town of Sunapee is about 3,500; the summer population is about 6,500-7,000.²

NH 11 is a federal aid eligible Tier 2 state highway under NHDOT District 2 jurisdiction.

NH 11 is generally an east-west road, but along the project corridor it is aligned north-south. This report will refer to travel along NH 11 as northbound or southbound and travel along cross-streets as eastbound or westbound.

FIGURE 1-2: PROJECT LOCATION



Image Source: Google Maps, Graphics: RSG

² According to Town officials at the RSA

2.0 EXISTING CONDITIONS

The study corridor is the three-mile segment of NH-11 between Sargent Road and the north end of Jobs Creek Road, as shown in Figure 2-1. Jobs Creek Road meets NH 11 in two places; its southern end is just north of Sargent Road, and its northern end is at the bottom of Muzzey Hill. The corridor has a rolling terrain and is wooded on either side.

FIGURE 2-1: STUDY CORRIDOR

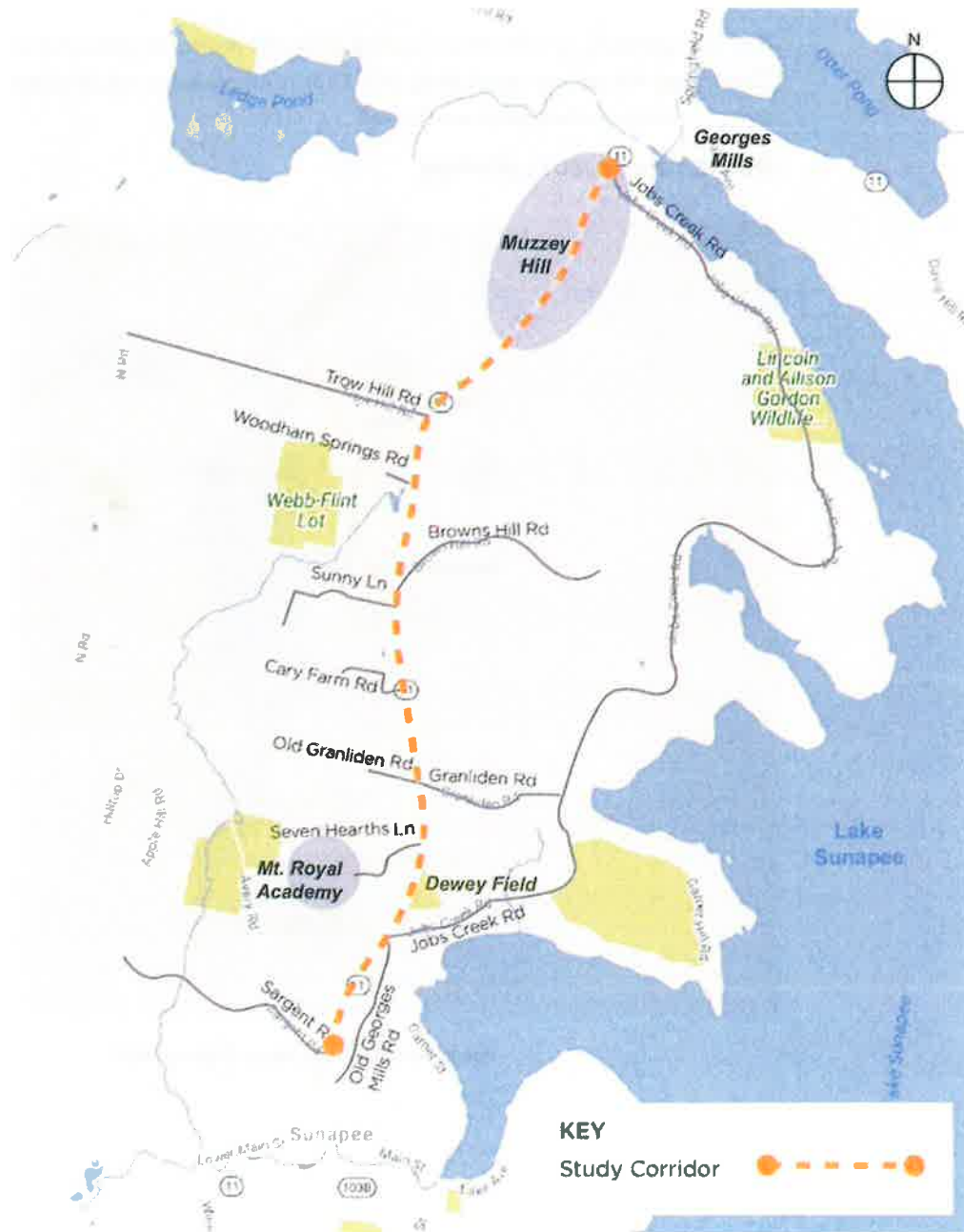




Image source: snazzymaps.org

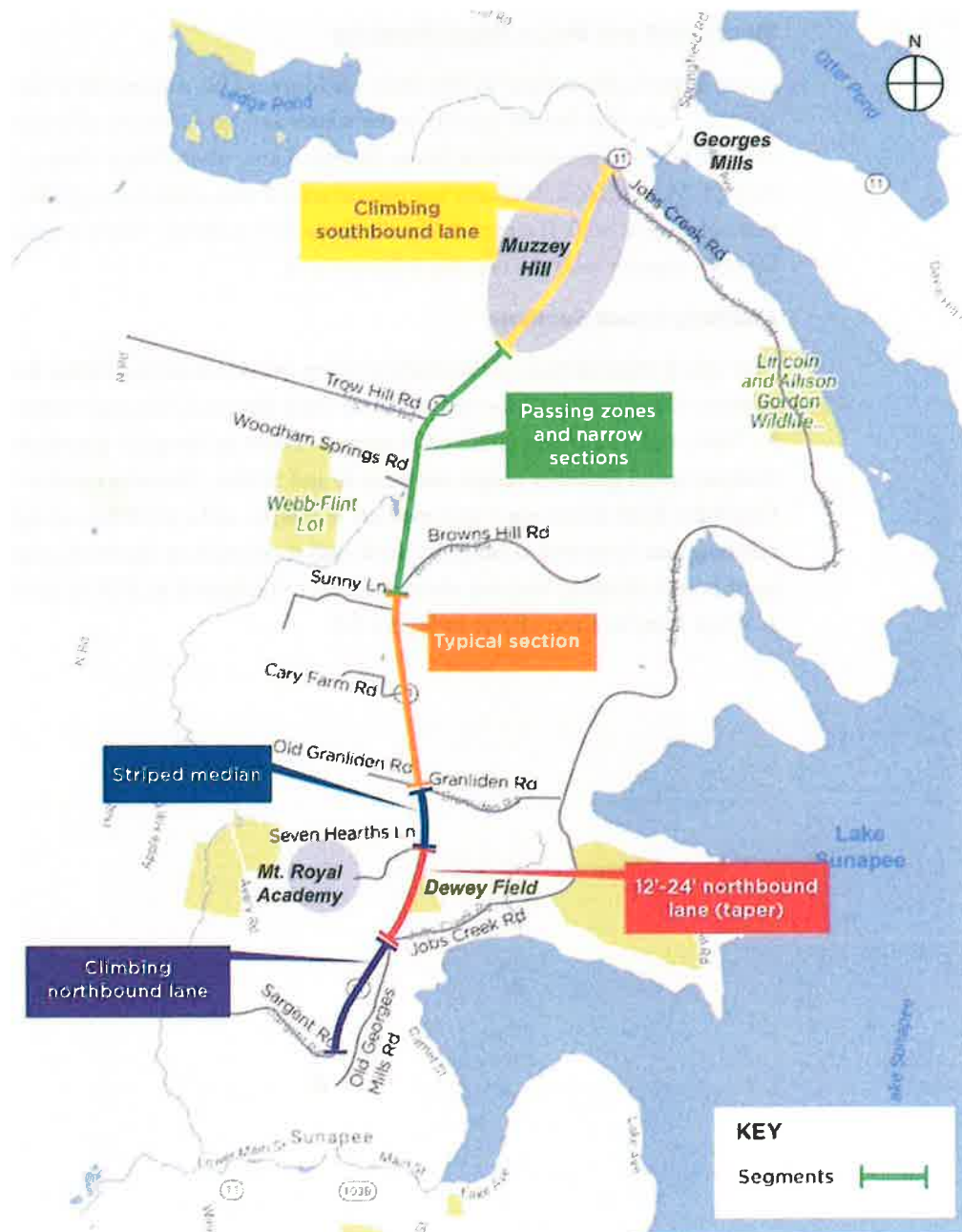
Muzzey Hill and Mount Royal Academy

Areas of particular interest to this study are Muzzey Hill, a steep hill at the north end of the study corridor that freezes quickly in the winter and has experienced a significant number of crashes, and the intersection of Seven Hearths Lane, where Mount Royal Academy is located. Mount Royal Academy is a private school with students in grades pre-kindergarten through high school. It currently enrolls about 210 students, which is approximately the school's capacity with the existing infrastructure.

Roadway Cross-Sections

The typical cross-section of the study corridor extends from Granliden Road to the top of Muzzey Hill with one 12-foot travel lane in each direction, shoulder widths varying from 4 to 7 feet, and no curbing or sidewalk present. There are frequent guardrails, and the total roadway width generally ranges between 40 and 50 feet. Elsewhere within the study area the Granliden Road intersection provides left turn lanes and a northbound right turn lane. A climbing lane is present at both the north and south ends of the study corridor. The northbound climbing lane was shortened and reconfigured in 2016 to provide a left turn lane at Seven Hearths Lane. Refer to Figure 2-2.

FIGURE 2-2: SEGMENTS ALONG THE STUDY CORRIDOR



Volumes

The average annual daily traffic is generally consistent along the study corridor: just north of Sargent Road, the corridor experiences 6,900 vehicles per day, and just south of Trow Hill Road, the corridor experiences 7,300 vehicles per day. Volumes are typically higher throughout the summer for people accessing the lake and vacation homes and on weekends in the winter for access to Mount Sunapee.



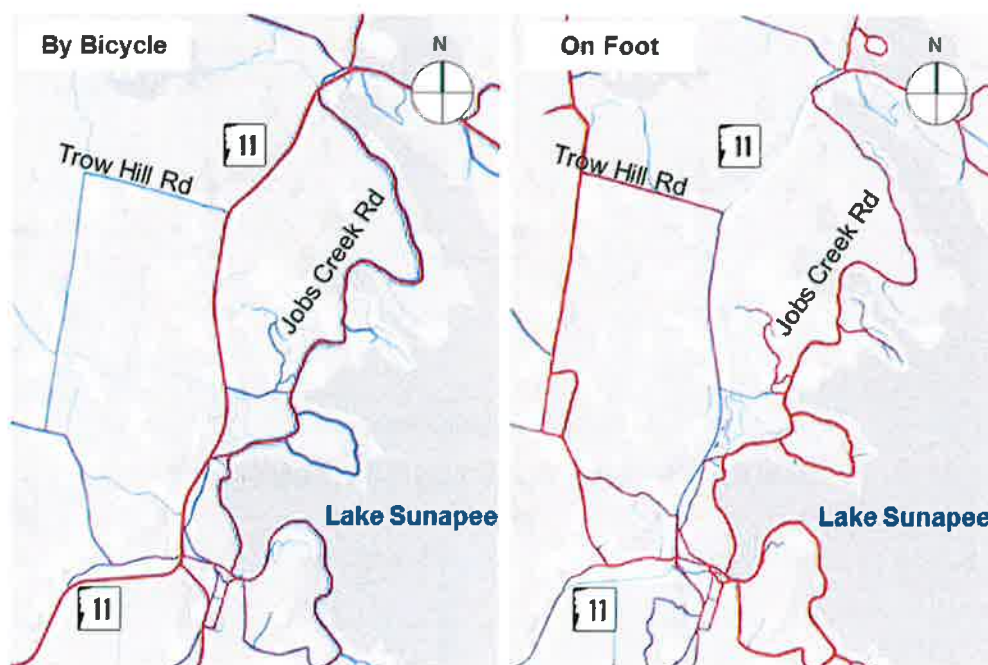
Mount Royal Academy does not use buses; students drive themselves or are driven to school. Outside of regular school hours, the school hosts sporting and other events that also draw traffic.

Walking and Bicycling

Walking and bicycling data has not been collected along the study corridor, but one sample of data available is through Strava, an app that allows people to track their activities such as bicycling and running. The dataset only includes those who use this app, but it provides a general understanding of how people perform these non-motorized activities along the study corridor compared to nearby roads. Figure 2-3 shows Strava heatmaps for bicycling and activities on foot, which may include walking, running, or jogging.

The existing shoulder is wide enough to accommodate pedestrians and bicyclists in most places, and Jobs Creek Road provides a lower-volume, lower-speed alternative route.

FIGURE 2-3: STRAVA HEATMAP FOR ACTIVITIES BY BICYCLE AND ON FOOT



Source: Strava Global Heatmap

The color, color intensity, and line thickness of these maps show the relative volume of bicycle or foot traffic along roadways along the study corridor and nearby. Brighter red signifies higher volume, while light blue signifies lower volume.

SPEEDS

The speed limit is 50 mph along NH 11 between the two intersections with Jobs Creek Road. South of the southern intersection with Jobs Creek Road South into the village of Sunapee, the speed limit drops to 30 mph. North of the northern intersection with Jobs Creek Road into the Georges Mills village, the posted speed limit is reduced to 35 mph.

Speed data was collected on the day of the RSA at two locations, during free flow conditions outside of peak hours. Just south of Seven Hearths Lane the 85th percentile speed was **52 mph** in the southbound direction (downhill) and **54 mph** in the northbound direction (uphill). Between Sunny Lane and Brown Hill Road the 85th percentile speed was **57 mph** in the southbound direction and **54 mph** in the northbound direction.

SIGHT DISTANCE

RSG measured intersection sight distances at all intersections along the study corridor that appeared to have less than optimum visibility. Design intersection sight distances in Table 9-6 of the AASHTO Green Book are summarized here in Table 2. Conformance to these design sight distances are shown in Table 3. Granliden Road and Seven Hearths Lane do not meet design sight distance standards.

TABLE 2: DESIGN INTERSECTION SIGHT DISTANCE - LEFT TURN FROM STOP

Design Speed (mph)	Design Intersection Sight Distance (ft) - Level Grade	Design Intersection Sight Distance (ft) - 6% Downhill Grade
35	390	429
50	555	666
55	610	732
60	665	798

Source: A Policy on Geometric Design of Highways and Streets, 6th Edition, 2011

TABLE 3: INTERSECTION SIGHT DISTANCE CONFORMANCE

Cross Street	Speed Limit	Conformance to Design Intersection Sight Distance
Jobs Creek Road (N)	35 mph, >6%	Exceeds Design Sight Distance ³
Trow Hill Road	50 mph	Exceeds Design Sight Distance
Browns Hill Road	50 mph	Meets Design Sight Distance
Sunny Lane	50 mph	Meets Design Sight Distance

³ The Jobs Creek Road intersection is less than 300 feet from the 50 mph zone, so vehicle speeds are likely higher than the 35 mph posted speed limit. The available sight distance just meets the design sight distance standard for 50 mph.



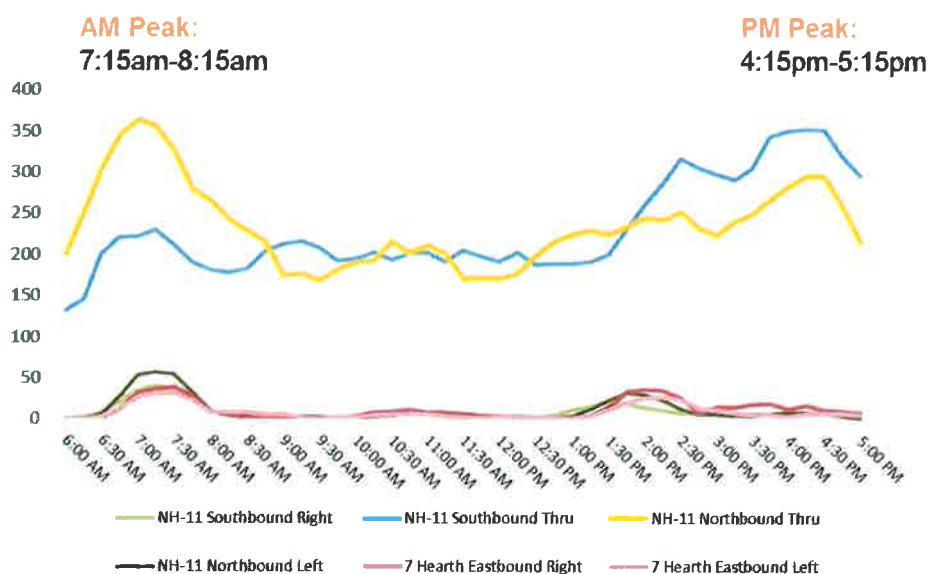
Cary Farm Road	50 mph	Exceeds Design Sight Distance
Old Granliden Road	50 mph	Exceeds Design Sight Distance
Granliden Road	50 mph	15 feet less than design sight distance
Seven Hearths Lane	50 mph	95 feet less than design sight distance
Dewey Field	50 mph	Exceeds Design Sight Distance
Sargent Road	30 mph	Exceeds Design Sight Distance

SEVEN HEARTHS LANE TRAFFIC

The Upper Valley Lake Sunapee Regional Planning Commission collected a 12-hour turning movement count at the intersection of NH-11 and Seven Hearths Lane on November 16, 2016 (the third Wednesday of the month). The data show the AM and PM peak hours at this intersection are from 7:15 am to 8:15 am and from 4:15 pm to 5:15pm, respectively. The peaks of traffic turning into and out of Seven Hearths Lane (thus not including through traffic on NH-11) are from 7:15 am to 8:15 am and 2:00 pm to 3:00 pm (corresponding to the end of the school day).

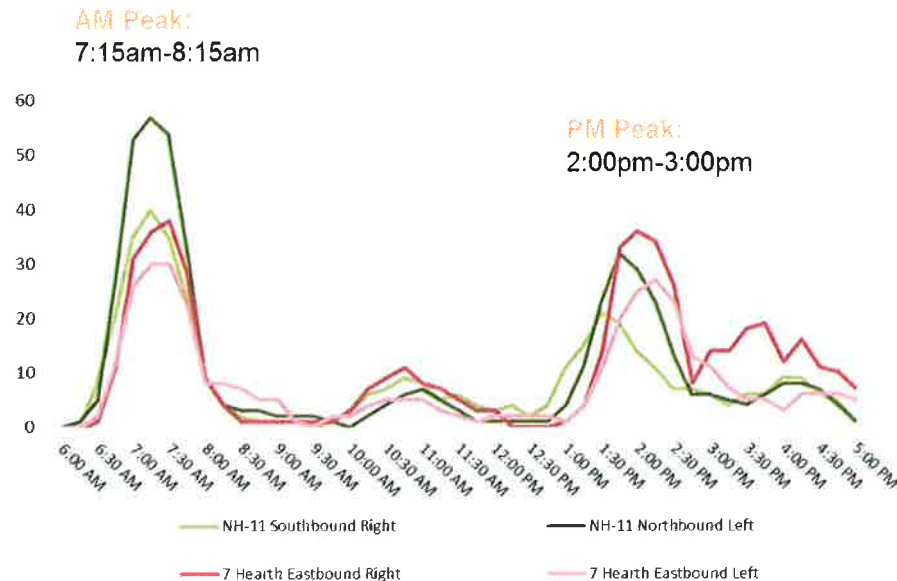
Figure 2-4 shows the volumes by movement for all approaches and Figure 2-5 shows the volumes by movement for Academy traffic only.

FIGURE 2-4: VEHICLE VOLUME BY MOVEMENT AT SEVEN HEARTHS LANE, ALL APPROACHES, 11/16/2016



Source: Upper Valley Lake Sunapee Regional Planning Commission

FIGURE 2-5: VEHICLE VOLUME BY MOVEMENT, ACADEMY TRAFFIC ONLY, 11/16/2016



Source: Upper Valley Lake Sunapee Regional Planning Commission

CRASH SUMMARY

One of the requirements for a site to be eligible for a road safety audit is it has had a history of serious safety issues, including a fatal or serious injury crash occurring in the past ten years. Between 2006 and 2015 (the ten years prior to the RSA application submittal in 2016), the study corridor data includes at least two fatal crashes⁴. Two fatal crashes occurred in 2010 - one at Browns Hill Road and one at the north end of Jobs Creek Road⁵.

In addition to the fatal crashes, there were at least 94 crashes between 2006 and 2015 along the study corridor. Six additional crashes occurred along NH 11, but at unspecified locations. Every intersection along the study corridor experienced at least two crashes during this period. At least four locations experienced nine or more crashes.⁶ All crashes along the study corridor are shown in Figure 2-6.

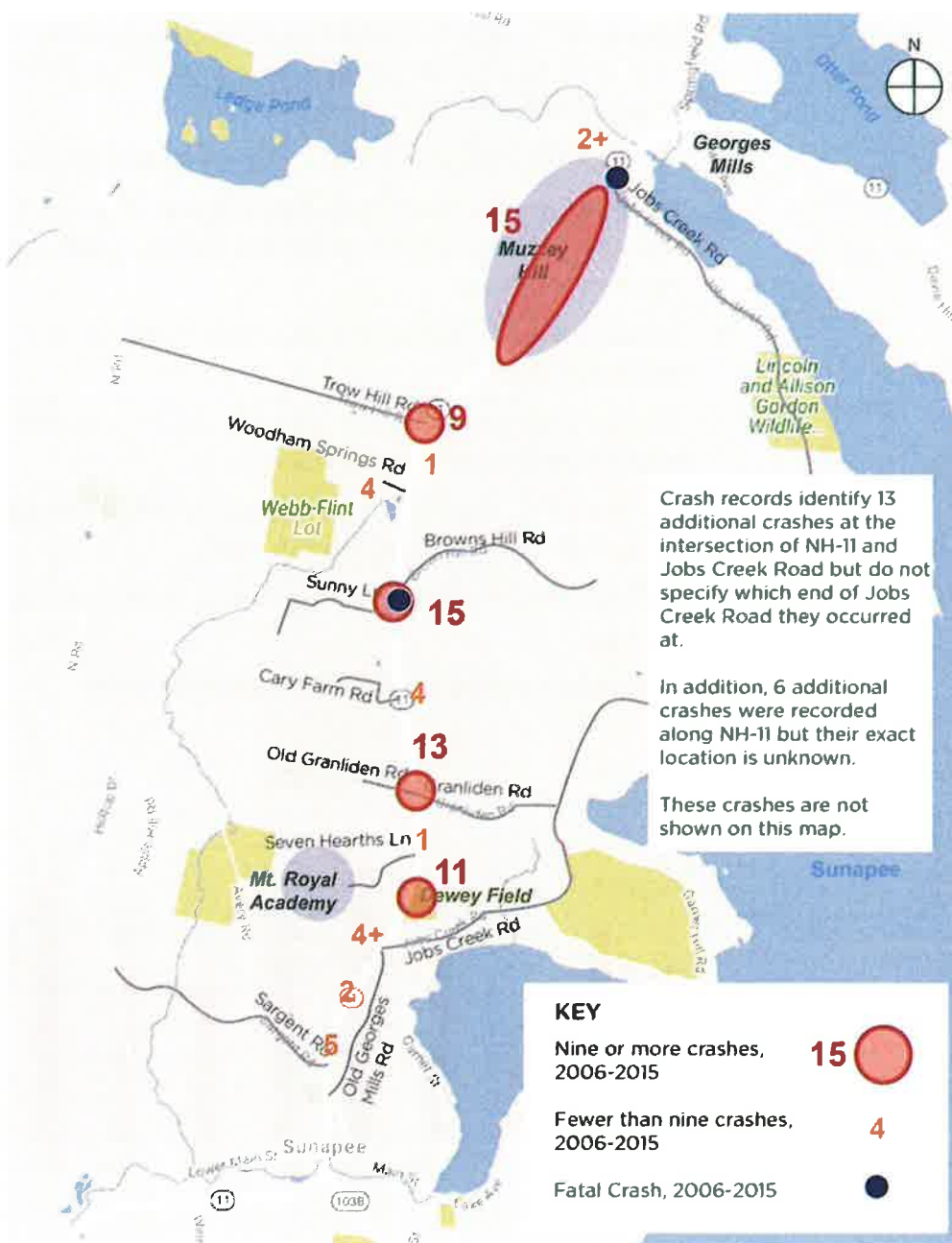
⁴ A map from UVLSRPC identifies two fatal crashes that do not align with other data sources – one at Jobs Creek Road (south) and one at Trow Hill Road. The Trow Hill Road crash appears to be the same as the Jobs Creek Road (north) fatal crash noted in the crash narratives. No additional data was available regarding the Jobs Creek Road (south) crash labeled on the UVLSRPC map.

⁵ Crash location is uncertain, but the crash narrative supports the Jobs Creek Road (North) location.

⁶ Of the 16 crashes occurring at either end of Jobs Creek Road in the Sunapee Police Department's crash list summary (not including those identified at Georges Mills Road, which is at the same intersection as the southern end of Jobs Creek Road), only three specified which end of the road they occurred at.



FIGURE 2-6: CRASHES ALONG THE STUDY CORRIDOR, 2006-2015

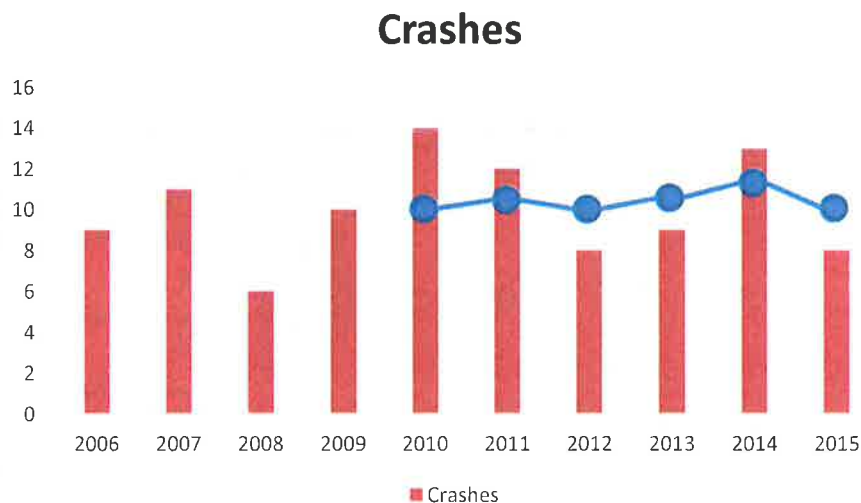


Source: Sunapee Police Department crash list and Traffic Accident Reports

Notable Crash History Findings Along the Study Corridor, 2006-2015⁷:

- The average number of crashes per day during school vacations is approximately seven percent less than the average number of crashes per day when school is in session (including weekends).⁸
- Crashes on weekends occur at a 13 percent lower rate than crashes on weekdays⁹.
- The average number of crashes per day during peak ski season (January and February) is approximately four percent less than the average number of crashes per day the rest of the year.
- Crashes during the day (between 6 am and 6 pm) occur at a four percent lower rate than crashes at night.¹⁰
- While the number of crashes each year varies, the five-year running average has remained nearly constant (see Figure 2-7).
- On Muzzey Hill, 10 of the 15 crashes were in the winter: December - six crashes, January - three crashes, and February one crash.
- Only one crash occurred at Seven Hearths Lane, in November 2014 on a Monday evening.

FIGURE 2-7: CRASHES ALONG THE STUDY CORRIDOR BY YEAR



Data Source: Sunapee Police Department

⁷ The number of crashes in the findings has not been compared to roadway volumes.

⁸ There is insufficient traffic data to compare crash rates during the seasons of the year. School vacation periods were considered as being from December 23 to January 1 and from June 14 to August 27, based on the 2017-2018 school district calendar, for a total of 85 vacation days.

⁹ Based on volumes at NHDOT Counting Location 82435063 east of Trow Hill Road in 2014.

¹⁰ Based on volumes at NHDOT Counting Location 82435063 east of Trow Hill Road in 2014.

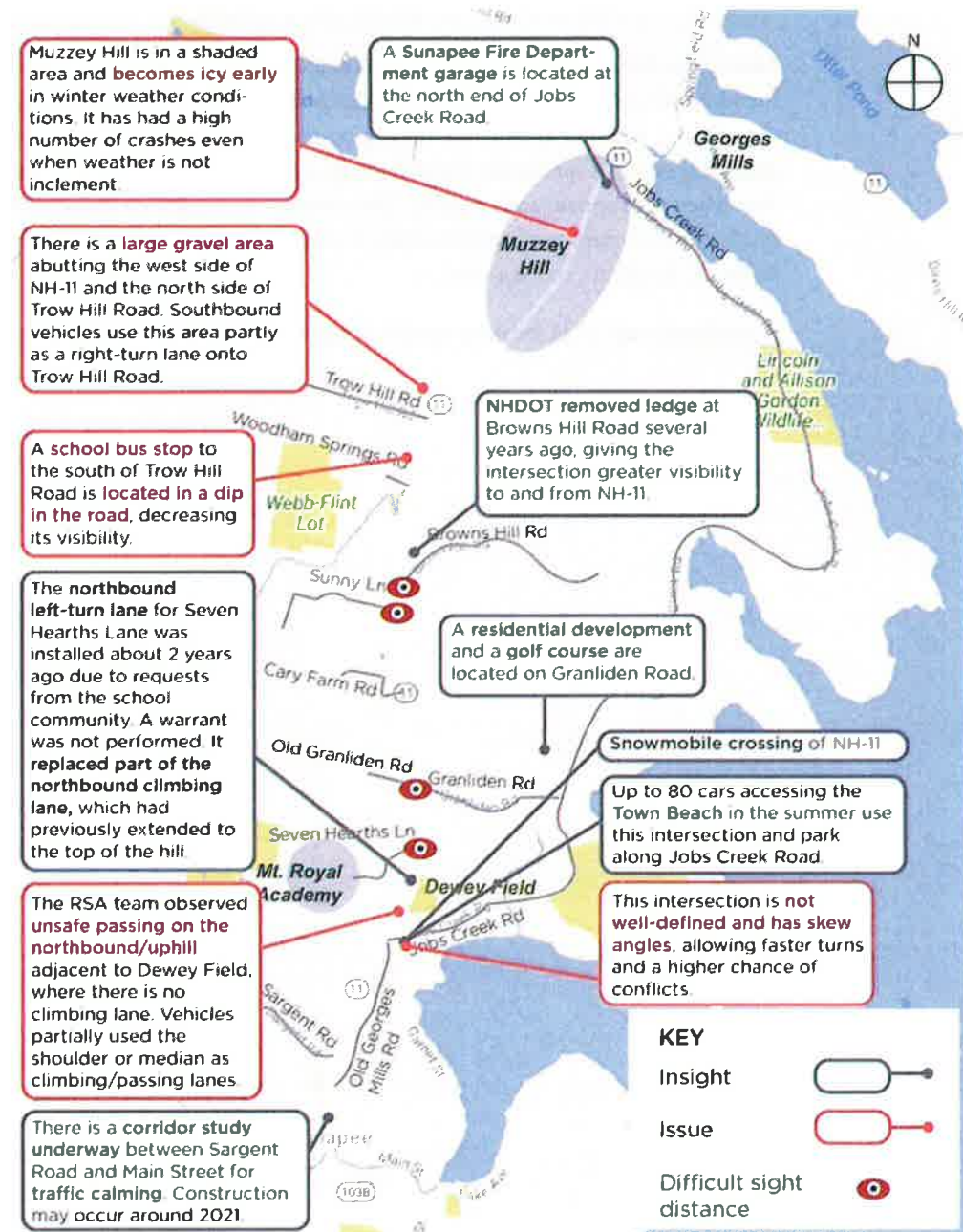


3.0 FINDINGS AND SUGGESTIONS

During the RSA pre-audit meeting, field review, and debrief meetings, the project team members discussed their collective knowledge and experience with the corridor, observed the corridor together at various stopping points, and identified possible improvements. The following sections summarize these findings and suggestion for consideration, backed by data when appropriate and available. The sections are organized by location from south to north after a summary of corridor-wide findings and suggestions. Suggestions are identified as short-, medium-, or long-term.

A summary map of all location-specific insights and issues is shown in Figure 3-1.

FIGURE 3-1: INSIGHTS AND ISSUES SUMMARY



Source: RSG

Note: This graphic does not include corridor-wide issues or insights.



CORRIDOR-WIDE

Issue #1: Intersection warning signs, where they are present, do not have street name plaques. Appropriate intersection warning signs with street name plaques can help drivers anticipate the locations of side roads.



Source: Google Streetview

An intersection warning sign for Brown Hill Road and Sunny Lane does not provide street name plaques.

→ **Short-Term Suggestion:** Add intersection warning signs where needed. Add street name plaques to intersection warning signs.

✓ **To advance.**

Issue #2: Speeding is prevalent along the study corridor; RSG observed an 85th percentile speed seven miles per hour over the speed limit near Sunny Lane and four miles per hour over the speed limit near Seven Hearths Lane. This makes turns into and out of cross streets riskier, particularly in areas with minimum sight distances.

→ **Medium-Term Suggestion:** Reduce the speed limit by extending the 35 mph zone north of the Granliden Road intersection.

✗ **Not to advance.** *Based on the nature of the road and the rural surroundings with relatively few access points, the 50 mph speed limit appears to be appropriate along this corridor. Furthermore, speed limit reductions on their own are generally not effective at reducing vehicle speed. Other changes are being suggested to improve safety in the corridor.*

Issue #3: Lane or road departure crashes are more common on curves than on straights.

→ **Medium-Term Suggestion:** Install **rumble strips** (see Figure 3-2) along NH 11 between the two ends of Jobs Creek Road to alert drivers when they encroach on the centerline.

✓ **To advance.** According to the current NHDOT (draft) rumble strip guidelines, the study area of NH 11 will likely be a candidate for

future rumble strips (centerline and possibly shoulder), which would be pursued corridor-wide by the NHDOT's annual rumble strip program.

FIGURE 3-2: CENTERLINE RUMBLE STRIPS EXAMPLE



Source: Connecticut Department of Transportation

- ➔ **Short-Term Suggestion:** Evaluate appropriateness of **chevron curve warning signs** (see Figure 3-3) ahead of horizontal curves.
- ✖ **Not to advance.** All highway curves on NHDOT routes in District 2 have recently been evaluated and appropriate curve warning signs installed.

FIGURE 3-3: CHEVRON CURVE WARNING SIGNS EXAMPLE





Issue #4: Intersection sight distances along the corridor are not comfortable to many drivers and, in several cases, do not conform to design sight distances, partially due to vertical curves.

→ **Long-Term Suggestion:** Level out grades.

- ✓ **To Advance.** This segment of NH 11 travels through mountainous terrain and as such has challenging horizontal and vertical alignments. However, much of the road is built to a modern standard and is generally suitable for the posted speed limit. While it is beyond the capability of the Highway Safety Improvement Program to pursue grade adjustments to this highway, a substantial improvement of this nature could be pursued via the Ten Year Plan.

SARGENT ROAD

Insight: A corridor improvement study is underway along NH 11 between Sargent Road and Main Street for traffic calming, with construction planned for 2021. Figure 3-4 shows a concept drawing of the plans. The expected traffic calming effects may extend north of Sargent Road.

FIGURE 3-4: NH-11 STREETSCAPE IMPROVEMENT CONCEPTUAL PLAN



Source: Town of Sunapee, 2017



JOBS CREEK ROAD (S) / GEORGES MILLS ROAD / DEWEY BEACH ROAD



Insight: Many cars accessing the Town Beach in the summer use this intersection and park along Jobs Creek Road. Parking prohibition is not a feasible option on these minor roads.

Insight: Snowmobiles cross NH 11 here. The trail goes north between NH 11 and Jobs Creek Road at this point.

Issue #1: The snowmobile crossing of NH 11 is not signed; drivers have no warning snowmobilers may be crossing.

➔ **Short-Term Suggestion:** **Clear roadside vegetation** as needed to ensure adequate sight lines to and from the trail heads at the roadside. **Install snowmobile crossing sign** (MUTCD W11-6, see Figure 3-5) at this permitted crossing location.

✓ **To advance.**

FIGURE 3-5: MUTCD SIGN W11-6 - SNOWMOBILE CROSSING SIGN



Source: *Manual on Uniform Traffic Control Devices*

Issue #2: The intersections of Georges Mills Road, Jobs Creek Road (S), Dewey Beach Road, and NH 11 are not well defined and have high skew angles, which allow for faster turns and a greater chance of conflicts.

FIGURE 3-6: INTERSECTION OF JOBS CREEK ROAD AND GEORGES MILLS ROAD WITH NH-11



Image source: *Google Satellite Imagery, 2017*

➔ **Long-Term Suggestion:** Reconfigure the intersections to reduce conflict points and improve the intersection angles.

✓ To advance. Conduct a scoping study in the medium term.



SEGMENT BETWEEN JOBS CREEK ROAD (S) AND SEVEN HEARTH'S LANE



Insight: The northbound left-turn lane at Seven Hearths Lane was installed in 2014 (along with turn lanes at Granliden Road). According to NHDOT, a warrant was not performed; it was installed due to requests from the school community to provide a northbound left turn refuge. The turn lane replaced part of the northbound climbing lane, which had previously extended to the top of the hill.

Insight: The southbound 50-mph zone transitions to a 30-mph zone along this segment. A 30-mph warning sign is installed prior to the 30-mph zone.

Issue #1: The RSA team observed unsafe passing in the northbound (uphill) direction where there is no climbing lane. Vehicles partially used the shoulder or median as climbing or passing lanes, respectively.

FIGURE 3-7: LANE CONFIGURATION ADJACENT TO DEWEY PARK AND SEVEN HEARTHS LANE

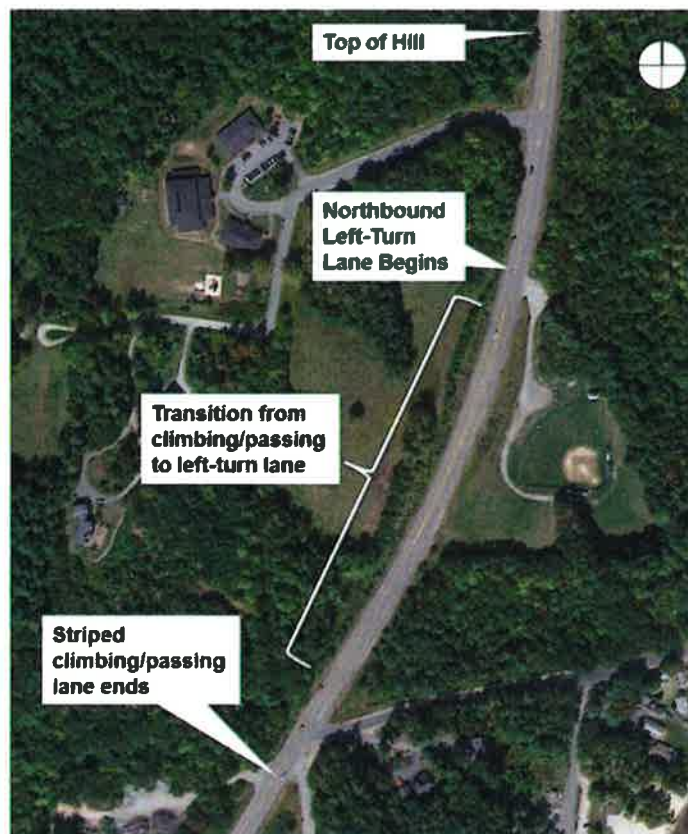


Image source: Google Maps Satellite Imagery

- **Short-Term Suggestion:** Install **centerline rumble strips** to keep vehicles in their lanes.
 - ✗ **Not to advance.** A centerline rumble strip would properly be located on the southbound double yellow line and thus would not help reduce inappropriate northbound lane use.
- **Medium-Term Suggestion:** Install a **two-way left turn lane** by eliminating the remainder of the passing lane.
 - ✓ **To advance.** Eliminating the remainder of the passing lane would curb aggressive uphill driving as vehicles exit the village, and would provide a left turn refuge at Dewey Field and at the Jobs Creek Road and Georges Mills Road intersections.
- **Long-Term Suggestion:** **Widen the roadway** here to fit both the northbound left-turn lane and a northbound climbing/passing lane.
 - ✗ **Not to advance.** Adding a climbing/passing lane would increase the hazard of turning left from Seven Hearths Lane and Dewey Field.



DEWEY FIELD



Looking south along NH-11 from Dewey Field, north of where the northbound climbing lane ends.

Issue #1: A high number of crashes are reported at Dewey Field, though the crash reports may be referring to the road segment south of the Dewey Field access and not just at the access. Either way, suggestions in the previous section may mitigate these crashes. The sight distance at the access is adequate.

→ **Suggestion:** As described in previous section, effective geometric alternatives to improve the safety of this area are not evident.

SEVEN HEARTHS LANE



Issue #1: From Seven Hearths Lane looking left (northbound) on NH 11, the available sight distance does not meet the minimum sight distance required for the speeds.

➔ **Short-Term Suggestion:** Remove trees and the mound north of Seven Hearths Lane to improve sight distance.

- ✓ **To advance.** The intention of this short-term improvement would be to pursue the maximum amount of roadside improvement that can be accomplished within the right of way.

➔ **Long-Term Suggestion:** Install an **intersection conflict warning system** (ICWS, see Figure 3-8) that enhances the intersection warning signs with a flashing beacon that is activated only when a vehicle is detected waiting to enter NH 11 from Seven Hearths Lane. The flashing beacon would alert NH 11 traffic of the potential of an entering vehicle.

- ✓ **To advance (if effectiveness confirmed by NHDOT pilot project)**

➔ **Long-Term Suggestion:** If removing the mound at Seven Hearths Lane is not effective enough, consider expansion of roadside grading at the intersection for further improvements to the sight distance. This work is presumed to extend outside the right of way.

- ✓ **To advance if mound removal proves insufficient.**



FIGURE 3-8: INTERSECTION CONFLICT WARNING SYSTEM EXAMPLE



Source: FHWA

Issue #2: Southbound vehicles on NH 11 turning right onto Seven Hearths Lane are at risk of rear-end crashes due to the speed differential between them and southbound through traffic. This issue is compounded by the limited available sight distance.

➔ **Medium-Term Suggestion:** Install a **southbound right-turn lane** on NH 11 to remove right-turning vehicles from the traffic stream, preventing possible rear-end crashes.

- ✖ **Not to advance.** As has been seen elsewhere on the State system, a southbound right turn lane, because of its location on the inside of a curve, would create an additional hazard to traffic exiting Seven Hearths Lane, as right-turning vehicles would conceal southbound through vehicles from the view of vehicles waiting on Seven Hearths Lane.

Issue #3: Mount Royal Academy is not visible from NH 11, thus its traffic may not be expected by travelers.

➔ **Short-Term Suggestion:** Install school signs with flashing beacons.

- ✖ **Not to advance.** According to NHDOT policy, school zone signs are not justified because the school does not abut NH 11 and its students do not walk to school.

GRANLIDEN ROAD / OLD GRANLIDEN ROAD



Looking south from Granliden Road.

Insight: In 2014, NHDOT installed left turn lanes and a northbound right-turn lane for access onto Granliden Road.

Issue #1: The available sight distance looking left does not meet the minimum design sight distance. The sight line is highly dependent on the position of the stopped vehicle.

➔ **Corridor-wide improvements** of intersection warning signs and roadside vegetation clearing may help address this concern.

SUNNY LANE

Issue #1: The available sight distance looking left does not meet the minimum design sight distance.

➔ **Corridor-wide improvements** of intersection warning signs and roadside vegetation clearing is recommended. The addition of name plaques to the intersection warning signs will make Route 11 traffic more aware of the presence of Sunny Lane.



BROWNS HILL ROAD



Looking north from Browns Hill Road; ledge on right.

Insight: The NHDOT removed ledge several years ago, giving the intersection greater visibility.

Issue #1: The sight distance at Browns Hill Road just meets the minimum design sight distance for the posted speed.

- ➔ **Corridor-wide improvements** of intersection warning signs is recommended. Ongoing maintenance of vegetation is important to ensure appropriate sight lines are preserved.

TROW HILL ROAD



Looking north from Trow Hill Road; gravel area on left.

Insight: The failed pavement area within the northbound lane is being evaluated now and will be repaired in advance of the planned 2020 resurfacing of NH 11.

Issue #1: A gravel area on the west side of NH 11 adjacent to the intersection is commonly used for right turns onto Trow Hill Rd. This use allows for unpredictable driving and faster southbound right turns.

➔ **Short-Term Suggestion:** **Grade and seed the gravel area** to discourage drivers from traveling on it. Provide tapered shoulder to accommodate southbound right turns.

✓ **To advance.**

Issue #2: A school bus stop to the south of Trow Hill Road is in a sag in the road, causing the sight distance to and from the stop to be limited (see Figure 3-9). There is a warning sign for southbound traffic that a bus stop is ahead.

➔ **Long-Term Suggestion:** **Raise the grade of NH 11** south of Trow Hill Road.

✗ **Not to advance.** Road reconstruction to improve sight distance for a school bus stop, which is a transient condition, is not recommended.



FIGURE 3-9: BUS STOP IN SAG IN THE ROAD



Source: Google Streetview Imagery

Issue #3: The southbound lane drop as it crests over Muzzey Hill is very long and provides a very narrow shoulder. The wide undelineated lane leads to high speeds and poor lane discipline on the approach to Trow Hill Road.

➔ **Medium-Term Suggestion:** As part of the next pavement resurfacing provide an appropriate shoulder width throughout the southbound lane drop to provide a quicker and more distinct narrowing of the road width approaching Trow Hill Road. Evaluate the layout of the lane drop to determine if pavement can be removed.

✓ To advance.

MUZZEY HILL



Looking north along NH 11 on Muzzey Hill.

Issue #1: Muzzey Hill becomes icy early in winter weather conditions. With its steep grade, it has experienced a high number of crashes, especially in the winter but also throughout the year.

➔ **Short-Term Suggestion:** Coordinate maintenance operations in snow or ice conditions between the Town and NHDOT.

✓ **To advance.**

➔ **Medium-Term Suggestion:** Install high-friction surface treatment. NHDOT has not yet adopted this pavement treatment as a safety measure, but a pilot project is contemplated. This segment of highway will be considered as a candidate.

✓ **To advance.**

JOBS CREEK ROAD (N)

Issue #1: Jobs Creek Road (N) has adequate sight distance in both directions for its speed limit of 35 mph. However, due to the proximity of the 50 mph zone speeds are commonly higher.¹¹

➔ **Short-Term Suggestion:** Trim vegetation north and south of the intersection. Looking to the right from Jobs Creek Road North, light trimming would be satisfactory. Looking to the left, thicker branches will need to be cut.

✓ **To advance.**

¹¹ Design sight distances take into consideration the downgrade of Muzzey Hill.



3.1 SUGGESTION SUMMARY WITH COST ESTIMATES

The following is a summary of all suggested improvements determined to be appropriate for the corridor. Planning-level cost estimates are provided for each suggestion.

SHORT TERM SUGGESTIONS

Location	Improvement	Cost
Corridor Wide	Install intersection warning signs with name plaques.	\$
Corridor Wide	Clear vegetation.	\$
Jobs Creek Rd (S) / Georges Mills Rd / Dewey Beach Rd	Sign the snowmobile crossing, clear vegetation	\$
Seven Hearths Lane	Remove trees and the mound north of Seven Hearths Lane to improve sight distance.	\$\$
Trow Hill Road	Grade and seed the roadside to discourage drivers from traveling off the pavement.	\$
Muzzey Hill	Coordinate maintenance operations in snow or ice conditions between the Town and NHDOT.	NA
Jobs Creek Road (N)	Trim branches north and south of the intersection.	\$

MEDIUM TERM SUGGESTIONS

Location	Improvement	Cost
Corridor Wide	Install rumble strips	\$\$
Muzzey Hill	Install high-friction surface treatment on Muzzey Hill.	\$\$
Trow Hill Road	Evaluate and modify southbound lane drop	\$

LONG TERM SUGGESTIONS

Location	Improvement	Cost
Jobs Creek Rd (S) / Georges Mills Rd / Dewey Beach Rd	Reconfigure the intersections to reduce conflict points and improve the intersection angles. Conduct a scoping study in the medium-term.	\$\$
Seven Hearths Lane	Install an intersection conflict warning system.	\$\$
Seven Hearths Lane	If removing the mound at Seven Hearths is not effective enough, pursue more substantial sight distance improvements.	\$\$
Corridor Wide	Level grades along corridor to improve sight lines	\$\$\$



3.2 BENEFIT-COST ANALYSIS

Road safety audits customarily evaluate and prioritize improvement alternatives by benefit-cost analysis. The benefit of a certain treatment is estimated by applying the relevant crash modification factor (CMF) to the crash data at a site to estimate the monetary value of reducing the number of crashes that might occur. A CMF is a published value derived from research that measures the effectiveness of a particular treatment in reducing various types of crashes. For example a treatment with a CMF of 0.5 would be expected to reduce crashes of a particular type by 50%. The computed benefit of an action is compared to its construction cost to determine the benefit-cost ratio.

Most of the treatments recommended in this report are very low cost yet have proven safety benefits. B/C ratios have not been computed for these. Other treatments, such as rumble strips, although higher cost than some of the alternatives, have been demonstrated to consistently provide very favorable returns on investment.

4 RECOMMENDATIONS FOR IMPLEMENTATION

- Clearing and regrading roadside adjacent to Seven Hearths Lane to improve sight lines.
- Clear vegetation corridor wide at intersections and elsewhere as needed.
- Install snowmobile signs and clear vegetation at crossing near Jobs Creek Road (S).
- Improve roadside at Trow Hill Road to prevent improper use of the roadside as a turning area.
- Install intersection warning signs where needed, and add street name plaques to existing and new warning signs.
- Eliminate the remainder of the northbound passing lane and convert the width to a two-way left turn lane.
- Install rumble strips: According to the current NHDOT rumble strip standard NH 11 would be a candidate for rumble strips on the centerline and possibly on the shoulders. The rumble strips would be pursued as an element of the NHDOT's annual rumble strip program, which would select, evaluate, and prioritize candidate corridors.

Suggestions not supported by NHDOT

- Extend 35 mph speed limit to Granliden Road: According to NHDOT policy and State law, the reduction would need to be supported by an engineering study. Furthermore, experience has shown that lowering a speed limit below what is generally appropriate for the design and context of a road is ineffective at lowering travel speeds.
- Install school zone signs with flashing beacons: According to NHDOT policy, school zone signs are not supported because the Mount Royal Academy does not abut NH 11, and its students do not walk to school.
- Install a southbound right turn lane at Seven Hearths Lane: This lane would likely increase the hazard to vehicles exiting Seven Hearths Lane as right turning vehicles would obscure their view of conflicting southbound through vehicles.
- Install a northbound passing / climbing lane in the vicinity of Dewey Field and Seven Hearths Lane: This additional lane would encourage aggressive driving and add to the hazard of turns out of Dewey Field and Seven Hearths Lane.

Cyber Security Plan for the Town of Sunapee

Purpose: To mitigate the risks associated with cyber attacks

Action steps:

1. This plan will be reviewed annually by the Joint Loss Management Committee and any needed changes will be brought to the Board of Selectmen. The Incident Response Team will consist of the Town Manager and the Joint Loss Management Team; the Board of Selectmen will be immediately notified of any breaches.
2. All employees will participate in this plan by alerting the IT vendor to any problems and using passwords and their good judgement whenever they are using Town computers to perform work activities. They will also participate in training when available.
3. Emergency Communications Plan-Any cyber-attacks will be immediately reported to our IT vendor CCI, Inc, and the Town Manager.
4. Legal Communications-If legal issues arise from the cyber-attack the Town Manager will act as the legal liaison.
5. Communications Plan-In the event of a cyber-attack the office phone system will be used as a method of communication.
6. Third party Relationships-Our IT vendor; Michael Demers of CCI, Inc. will be key to solving any cyber-attack problems. They already provide proactive prevention strategies to our computer systems.
7. Recovery-Through our contract with CCI, Inc. our data is backed up on a regular basis. They would provide recovery services if all of the onsite data was lost or corrupted.
8. Business Continuity Plan-The Town employees would partner with CCI to provide whatever support was needed to resume normal operations.
9. Follow Up-The Joint Loss Management Team will partner with CCI to examine the circumstances that may have led to a breach. They will use those meetings to develop better strategies moving forward.

Oct 19
Appleseed
Negotiations

SUNAPEE BOARD OF SELECTMEN
MEETING
6:30 PM Town Office Meeting Room
Monday, June 1, 2020

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman John Augustine, Selectman Fred Gallup, Selectman Shane Hastings, and Donna Nashawaty, Town Manager.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0235-0039-0000 57 Turtleback Road, James & Michele Jaworski

By Selectman Gallup, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:

Parcel ID:0226-0030-0000 284 Route 11, Osborne Revocable Trust

By Selectman Hastings, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING 2019 ABATEMENT APPROVALS:

Parcel ID:0104-0016-0000 1021 Main Street, GM, Royce Enterprises LLC

Parcel ID:0106-0021-0000 1250 Route 11, HK Sunapee Cove, LLC

By Selectman Gottling, seconded by Selectman Gallup. Unanimous.

MOTION TO APPROVE THE FOLLOWING 2019 ABATEMENT DENIAL:

Parcel ID:0121-0052-0000 26 Fernwood South, Kenneth & Kristin Jautz

By Selectman Gallup, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND USE CHANGE TAX:

Parcel ID:0148-0045-0000 640 Edgemont Road, Timothy & Linda Julian

Parcel ID:0238-0037-0000, 0001 & 0002, 11 Wilderness Drive, Touchette Living Trust

Parcel ID:0209-0014-0000, 49 Coventry Drive, Lance & Michelle Boucher

By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

APPOINTMENTS

7:00PM-Michael Sisemore and Steve McGrath-Capital Improvement Committee
Chairman Trow stated that Steve McGrath had a conflict and could not attend tonight's meeting. Donna Nashawaty said Kevin Cooney was also invited to the meeting and responded that he would attend but has not been heard from. Chairman Trow said the Board received a Volunteer Application from Michael Sisemore who was interested in becoming a member of the Capital Improvement Program Committee (CIP). Chairman Trow asked Michael Sisemore to tell the Board a little about himself, which he did. Chairman Trow asked Michael Sisemore if he had attended any previous CIP meetings. Michael Sisemore replied he had not but has talked with committee members. Chairman Trow said for reference, that the past meeting minutes are available on the town website for 3 years. Selectman Augustine asked how many vacancies were on the committee? Chairman Trow replied that there were 2 vacancies on the committee. Kevin Cooney who is a current member of the committee said he would stay on as long as the people who were joining the committee wanted to be productive.

Kevin Cooney's sentiment was that he had no desire to be part of a committee that was not going anywhere. Donna Nashawaty asked Michael Sisemore if he had gone on the website to read the purpose of the committee. Michael Sisemore said he did read the purpose, but has heard some inconsistencies regarding the purpose. Michael Sisemore said his time is valuable and he hopes his time will be productive and bring some value to the community. Chairman Trow replied that the committee was originally set-up by a town meeting votes several years ago. The job of the committee is to look at all the pieces for town projects and prioritize for needs and costs. Selectman Gottling said it is not a matter of this committee making budget recommendations but a matter of making the Board of Selectmen (BOS) and the Department Heads aware of all the budget requests for that year. Chairman Trow said the committee has no hard and fast authority to change budgets, it is an advisory committee. Selectman Gallup said that the Town of Sunapee has been very proactive regarding setting up capital reserve accounts for major department expenses. Selectman Gallup feels the general idea of a CIP committee applies to a town that does not have capital reserve accounts. Selectman Gallup envisions this committee working on town projects that are not covered by capital reserve accounts, such as the Water and Sewer infrastructure. Donna Nashawaty said at one time that Planning Boards had the authority of CIP committees. This came out of the fact that the Planning Board is supposed to make sure the infrastructure is in place and the money is there for the growth that the community sees. The Planning Board did not do much with the committee, hence the statute allowing a warrant article to form the committee. After some discussion, **a motion was made to appoint Michael Sisemore to the Capital Improvement Program Committee for a 3-year term expiring March 30, 2023 by Selectman Hastings seconded by Selectman Gallup. Unanimous.** The Board asked the Town Manager to invite Steve McGrath to the Monday, June 15th meeting at 7:00PM.

7:15PM- Appleseed Cruises LLC-Contract

The Fentons came to discuss the 2020 contracts with the Board. The MV Mt. Sunapee is a 1-year contract and the MV Kearsarge which is in the last year has a 3-year contract. Chairman Trow said that perhaps both boats could go to a 1-year contract when negotiations happen this fall. The Fentons have not been huge fans of the COLA and their hopes were that a freeze could be put in place for this year. At this point their charters are down by 60% and they are not asking for a reduction in the contract amounts. They would like to keep good ties with the town. The MV MT Sunapee contract amount is \$7,947.91 and the Mt Kearsarge contract amount is \$10,493.40. The Board agreed to forgo the COLA increases for this year. **Motion to leave the leases the same for this year by Selectman Gallup, seconded by Selectman Gottling. Unanimous.** Selectman Augustine asked if there was anything else the Fentons wanted to talk about such as repairs or improvements. The Fentons said the main reason they came tonight was to talk about the contracts, but there is a post on the dock that needs to be replaced. Selectman Gallup said it does not sound like anything other than routine maintenance. Chairman Trow said it was his understanding that the docks had some significant work coming up on them, not just the ramp, but the docks themselves with the cribbing.

Donna Nashawaty said there is normal wear and tear which is the town's responsibility, but both Scott Hazelton and Donna Nashawaty determined the broken post was the Fenton's responsibility. The Fentons do not know why, with all the money they pay for rent, some of the money does not go towards the maintenance of the docks. After some discussion, the Board determined it was the town's responsibility to fix the broken post.

SELECTMEN ACTION

- Motion to Approve the 33 Solar Energy Credit Applications (See Attached)

Donna Nashawaty said that when Beck Johnson submitted the petitioned warrant article back in 2012 it triggered the Department of Revenue (DRA) to require residents to fill out a Solar Energy Credit Application. This is not assessed by the town and there is no fee for the application. **Motion to approve the 33 Solar Energy Applications by Selectman Gallup seconded by Selectman Hastings. Unanimous.**

- Unanticipated Revenue

Donna Nashawaty said this was put as a placeholder while being researched and should have been taken off the agenda.

- Motion to Approve the Acceptance of the Municipal Relief Fund known as GOFERR This funding is part of the CARES ACT (Coronavirus Aid Relief and Economic Security Act). There was \$32 million dollars authorized by the Governor on May 4th which was allocated to all NH towns based on population. Sunapee's portion of the \$32 million is \$82,415. There are three phases to submit for reimbursement of the \$82,415 of which the first phase is June 1st. The Town has applied for \$5,644.59 in the first phrase.

Motion to approve the acceptance of the Municipal Relief Fund known as GOFERR held by the State of NH up to a maximum of \$82,415 and to authorize the Town Manager to sign the grant application by Selectman Gallup, seconded by Selectman Gottling. Unanimous.

- Designation of Authorities for Clean Water State Revolving Fund Loan

This is for the Sewer's Asset Management Plan. The document designates the Sunapee Board of Selectmen Chairman, currently held by Joshua Trow as the authorized representative of the applicant for the purpose of filing an application for the loan and for the purpose of sign any documents pertaining to the disbursement of funds. **Motion to authorize the Chairman of the Board of Selectmen to sign the Clean Water State Revolving Fund Loan by Selectman Gallup, seconded by Selectman Gottling.**

Unanimous.

- Computer Capital Reserve Authorization

Donna Nashawaty said the Board received a letter in their packet from the Fire Chief regarding the new hardware and software upgrade purchases for the Fire Department. The department received a quote from CCI of \$2,392 for the hardware purchases and \$3,771 for the software upgrade with \$700 coming from their budget Donna Nashawaty would like to ask the Board to spend the money from the Computer Equipment Capital Reserve which has a balance of \$5,771 in it. She would also like them to authorize \$5,392 to pay for the necessary hardware and software for the Fire Department. **Motion to authorize the withdrawal of \$5,392 from the Computer Equipment Capital Reserve Fund by Selectman Gallup, seconded by Selectman Hastings. Unanimous.**

- Appointments to Crowther Chapel-Gisela Polleys 3-Year Term & Betty Erickson 2-Year Term and Accept Resignation of Skip & Wendi Nolin.

Motion to appoint Gisela Polleys for a 3-year term and Betty Erickson for a 2-year term by Selectman Gottling, seconded by Selectman Gallup. Unanimous.

Motion to send a thank you letter Skip and Wendi Nolin for their years of service to the Crowther Chapel by Selectman Gallup, seconded by Selectman Gottling.

Unanimous.

- Resignation-Joe Bisson, Energy Committee

Motion to accept Joe Bisson's resignation from the Energy Committee by Selectman Gallup seconded by Selectman Gottling. Unanimous.

CHAIRMAN'S REPORT

- Chairman Trow reported that the radio repeater is up and running again after the storm knocked it out a couple of weeks ago.

Items that Selectman Augustine Requested:

- Update on the number of COVID-19 cases in Sunapee and surrounding towns.

Selectman Augustine went over the details of the WMUR COVID-19 cases report he put together for the Board.

- Update on events scheduled on Town property.

The Board has not approved any new events and there are no outstanding events now.

- Update on Town operations & employee morale.

Donna Nashawaty said the big issue right now is what to do with the beaches. The beach is open and has seen some minor use, she feels people are being cautious.

On Monday, June 29th the door video and intercom will be installed at the Town Office.

The staff is working more hours in the office and all the phones are answered during work hours. The Welfare Department is still delivering 40 food backpacks over the buses and a meeting was held to try and figure out what to do once the buses are no longer running. The Governor has extended the stay-at-home order until June 15th.

Selectman Augustine said more than one person are questioning why certain things open and certain things are not. Selectman Augustine said another person wanted to know why the Transfer Station had to deal face to face with people and other town buildings did not.

The person asked if it was because the Transfer Station was all guys and the other building was all females. Selectman Augustine told the person he did not know but would bring it up. Donna Nashawaty said the Town of Sunapee is following other towns experiences and what other towns have put in place to try and figure out the safest way for our employees and residents.

Betty Ramspott asked Selectman Augustine if the people who commented were not able to do a transaction at the Town Office because she can not think of anything that is not being done right now. Selectman Augustine replied that he thinks they got service but had to make 2 trips to the office. Betty Ramspott said just for the record if everyone has their transactions in by 3:00PM, everything is being processed on the same day and in these times asking someone to come back is not a really big thing to do. She feels everyone must be a little patient with each other and would ask Selectman Augustine to have the person give her a call and she will try to make the transaction a little quicker. Donna Nashawaty said so soon as the door monitoring system is in place the Town can start looking at processes and procedures to safety let one person in at a time.

- Clarify who makes the decision to re-open Town facilities and re-start Town programs & services impacted by the COVID-19 situation (e.g., Town Manager, Board of Selectmen, Library Trustees, Town Health Officer, Recreation Director, Police/Fire/EMS Chief).

Selectman Augustine asked who ultimately makes the decision to open the Town Office, Library or Thrift Shop. Chairman Trow replied that the Library Trustees would make the decision regarding the Library and the Board of Selectmen would set the policy for the Town Office. Donna Nashawaty said you have 4 to 6 Department Heads every Monday, Wednesday and Friday at noon on a web call seeing what other towns are doing, receiving training from Primex and NHMA in order to figure out what makes it safer at this point to open. Donna Nashawaty said if the Board wants to make a policy decision, they can do so but she really thinks a piece of your question regarding morale is that everyone is scared. There are 2 or 3 employees who are extremely scared because they have members of their family that are in the high-risk category. Donna Nashawaty would hope for support from the Board. Selectman Augustine said he thinks he heard that it is ultimately the Board of Selectmen's decision whether to open Town Office or not and if the Board makes that decision they would do it with the sensitivity of the employee health and morale. Chairman Trow said it is a policy and it would be the Board's job. Chairman Trow said if the Board's policy was that they wanted every window to be open and people to walk in and out Chairman Trow suspects the Town Manager in implementing that would be hiring more people. He suspects the people here would have concerns about that and would not be willing too.

Donna Nashawaty said she would hope the Board of Selectmen would look at the liability issues. If the town must maintain the social distancing at this point, it is until June 15th. The social distancing and no more than 10 people in the office, there are 10 people in the office when fully manned. Chairman Trow said to be clear the Board of Selectmen are the policy setter and his understanding of the policy is to serve the community and that is being done today with modifications. Selectman Augustine does not recall the Board making the decision to close things down, does not recall a vote or a discussion. So, if the Board is the ultimate authority to open Selectman Augustine thinks if it comes to it in the future, the Board should be the ones to make the decision to close with obvious guidance and consultation. Chairman Trow does not think it was a policy change of being open versus closed. The policy change has always been providing and support the needs of the community which is being done. The Town Manager in implementing that policy has gone the route that we have and Chairman Trow does not see it as a problem. If the Board sees it as being a problem, then it is their prerogative to change the policy to open the doors. Selectman Augustine said at the State Government there are phrases. Donna Nashawaty said there is no one in the state offices, most of the employees are working remotely. Donna Nashawaty said she does believe that when she came to the Board with the whole plan for how to proceed, she gave the Board a very detailed plan on how the town was going to provide services at the very earliest moment that she could. Selectman Augustine said the Board will just have to monitor the situation and take it meeting by meeting.

- Review the language printed on the recently issued property tax invoice.

Selectman Augustine said the format was very different on the tax bill he just received versus last year's tax bill.

The language was different from last year and located in a different spot on the bill. Selectman Augustine wondered why it was different from last year. Chairman Trow replied that the new tax bills came out of the new software that was purchased last year but implemented this year. Betty Ramspott said everything on the new tax bill is statutory.

- Discuss whether to implement a wage freeze until the level of property tax receipts and non-property tax revenues become better known.

Selectman Augustine asked if the Board was going to do anything to try to alter the expenses going forward. As of today, the Board has 7 months to react before the end of the calendar year. Selectman Augustine thought if the Board held back on the 2.5% step increase until the Board knew about how the property tax and non-property tax revenue was coming in. It does not mean the employees would not get it; it just would not be this month. Chairman Trow would like to see how this tax billing goes but does not expect it to be crazy different. Chairman Trow said if this tax billing has some clear issues with it then he would say the town has much more immediate needs or concerns. Chairman Trow said that Sunapee is a relatively consistent town. Selectman Gallup said right now someone who is not working is doing well. There are some places that are trying to get their people to come back to work and the people really do not want too. Selectman Gallup said the town is in better shape for the July 1st bill because people received their \$1,200 stimulus money and as Selectman Gallup said those on unemployment get an extra \$600 from the federal government. So, they should be a least be whole which should get them through the July bill.

Unless the government extends the \$600 that ends at the end of July and unless they send another \$1,200 stimulus check, people are going to be in a very different situation come August through December. Donna Nashawaty stated that only 15% of the residents escrow their taxes. Selectman Gallup says he puts money away every month for taxes and feels it is like paying a bill. Selectman Hastings said it is called a budget. Selectman Gallup said as adult property owners you must be responsible about this stuff. Donna Nashawaty named some of the things the town will not be spending money on this year. Selectman Gallup said he has no indication that the town has major issues as far as its revenue and expenditures and unless something huge falls apart here. Donna Nashawaty said that the step increases happen on the employee's anniversary, so anyone who has had an anniversary between January and now has received their step. Donna Nashawaty and Selectman Gottling did not think it would be fair to the employees to not receive their step. Chairman Trow replied that if it came down to it and it was that much of a concern he would not object to stopping step increases in some part of the year and he understands that it is unfair to people, but if that's the financial position the Board finds themselves in that's the step that has to be taken. It would be a bummer for the employees, but that is not something he would be concerned about if it came to that. Chairman Trow does not think that is where the town is right now, but as the year goes on the Board just must keep an eye on it. Donna Nashawaty said she wanted to caution the Board that there are people who pay the taxes here that do not live here year-round. These people are not isolating and are passing back and forth between Massachusetts and Vermont on a regular basis. These are the people the Board is asking our employees to encounter.

- Share feedback on how citizens are faring given current health situation and economic situation.

Chairman Trow said there was a survey done on how the Governor was handling this crisis. The people of New Hampshire seem to be in support of the way the Governor has been handling it.

TOWN MANAGER REPORTS

- May Expenditure & Revenue Reports

The Board received the May Expenditure and Revenue Reports.

- Taxes Collected from Bill Date to May 29th

2016-\$730,196.60

2017-\$760,564.24

2018-\$1,187,159.40

2019-\$149,403.80

2020-\$313,274.33

As of today, Betty Ramspott has a collected figure of \$1,232,453.50

- Restrooms Update

Donna Nashawaty said a handicapped porta-potty was put at Dewey Beach and another at Georges Mills Beach for 30 days. The porta-potty will be cleaned twice a week by the company. Donna Nashawaty said there are 2 and a half pages of procedures for the Sunapee Harbor restrooms. Everything will be taped off, except for 1 stall for single use. The restrooms will be cleaned twice a day by a cleaning company. The restrooms will be opened only for daytime hours and locked at night.

There will be signage stating Use at Own Risk at all locations. The extra cleaning costs will be submitted to GOFERR. There are procedures for picking up the solid waste receptacles in the harbor.

- Take It or Leave It Shop

Scott Hazelton would like to reopen the shop sooner than later.

- Welcome Center

The Center will not be opened at this time.

- Dewey Beach

Selectman Augustine asked what the employees at Dewey Beach were doing for work. Donna Nashawaty said the employees are handing out the rules set for the beach, checking patrons for social distancing and capacity limits.

- Continued Items:

Scott Brown, Request to Waive Late Tax Bill Interest

Meeting Adjourned 9:59PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

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 Veterans Field

Name of Organization:

Sunapee High School / Abigail Pollaei
This Organization is: Non-Profit – Political – Private (N/A for profit companies)

Name of Duly Authorized:

Mailing Address: 10 North Rd, Sunapee NH 03782

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

Abigail Pollaei - 603-717-2027

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

Event Date: October 25th Time: From: 8:00am To: 5:30pm

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.

Soccerween soccer tournament, grades 3rd-8th,
~~and all other grades~~

this is a senior project.

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 75-125 # of people and 50 # of vehicles attending our event.
(will be split into 3 different groups)

Signature of Responsible Individual

Date

Did P. Chinn

10-5-2020

Approved by Chief of Police

Date

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

Scott Ryan

Approved by Recreation Director (if applicable)

10/09/20
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**



Sunapee Summary Inventory of Valuation


Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

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

Kristen McAllister

Name	Position	Signature
Joshua Trow, Chair		
Suzanne Gottling, Vice-Ch		
John Augustine		
Frederick C. Gallup		
Shane Hastings		

Name	Phone	Email
Kristen McAllister	7632212	assessor2@nl-nh.com
		

Preparer's Signature



Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	6,537.93	\$572,818	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	0.00	\$0	
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0	
1F	Residential Land	4,591.94	\$713,729,500	
1G	Commercial/Industrial Land	242.59	\$14,665,800	
1H	Total of Taxable Land	11,372.46	\$728,968,118	
1I	Tax Exempt and Non-Taxable Land	1,378.40	\$18,605,100	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$673,291,170	
2B	Manufactured Housing RSA 674:31	0	\$1,696,000	
2C	Commercial/Industrial	0	\$30,133,700	
2D	Discretionary Preservation Easements RSA 79-D	0	\$0	
2E	Taxation of Farm Structures RSA 79-F	0	\$0	
2F	Total of Taxable Buildings	0	\$705,120,870	
2G	Tax Exempt and Non-Taxable Buildings	0	\$36,104,630	
Utilities & Timber			Valuation	
3A	Utilities		\$19,780,800	
3B	Other Utilities		\$0	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$1,453,869,788	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	1	\$1,696,400	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	0	\$0	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Polution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$1,452,173,388	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$15,000	1	\$15,000
13	Elderly Exemption RSA 72:39-a,b	\$0	4	\$220,000
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$0	0	\$0
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	0	\$0
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$235,000
21A	Net Valuation			\$1,451,938,388
21B	Less TIF Retained Value			\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$1,451,938,388
21D	Less Commercial/Industrial Construction Exemption			\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$1,451,938,388
22	Less Utilities			\$19,780,800
23A	Net Valuation without Utilities			\$1,432,157,588
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$1,432,157,588



Utility Value Appraisers

New Hampshire Department of Revenue Administration
assessor /company

The municipality **DOES NOT** use DRA utility values. The municipality **IS NOT** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
NEW HAMPSHIRE ELECTRIC COOP	\$0	\$2,331,200	\$0	\$0	\$2,331,200
PSNH DBA EVERSOURCE ENERGY	\$0	\$17,449,600	\$0	\$0	\$17,449,600
	\$0	\$19,780,800	\$0	\$0	\$19,780,800

**Veteran's Tax Credits**

	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$500	126	\$62,500
Surviving Spouse RSA 72:29-a	\$700	0	\$0
Tax Credit for Service-Connected Total Disability RSA 72:35	\$2,000	6	\$12,000
All Veterans Tax Credit RSA 72:28-b	\$0	0	\$0
Combat Service Tax Credit RSA 72:28-c	\$0	0	\$0
		132	\$74,500

Deaf & Disabled Exemption Report

Deaf Income Limits	
Single	\$0
Married	\$0

Deaf Asset Limits	
Single	\$0
Married	\$0

Disabled Income Limits	
Single	\$0
Married	\$0

Disabled Asset Limits	
Single	\$0
Married	\$0

Elderly Exemption Report**First-time Filers Granted Elderly Exemption for the Current Tax Year**

Age	Number
65-74	0
75-79	0
80+	0

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted

Age	Number	Amount	Maximum	Total
65-74	2	\$35,000	\$70,000	\$70,000
75-79	0	\$55,000	\$0	\$0
80+	2	\$75,000	\$150,000	\$150,000
	4		\$220,000	\$220,000

Income Limits	
Single	\$25,000
Married	\$34,000

Asset Limits	
Single	\$75,000
Married	\$75,000

Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)

Granted/Adopted? Yes

Structures: 0

Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)

Granted/Adopted? No

Properties:

Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)

Granted/Adopted? No

Properties:

Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)

Granted/Adopted? No

Properties:

Percent of assessed value attributable to new construction to be exempted:

Total Exemption Granted:

Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)

Granted/Adopted? No

Properties:

Assessed value prior to effective date of RSA 75:1-a:

Current Assessed Value:



Current Use RSA 79-A	Total Acres	Valuation
Farm Land	495.02	\$169,557
Forest Land	4,750.47	\$350,127
Forest Land with Documented Stewardship	629.08	\$39,959
Unproductive Land	249.45	\$4,867
Wet Land	413.91	\$8,308
	6,537.93	\$572,818

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	3,648.50
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	11.35
Total Number of Owners in Current Use	Owners:	159
Total Number of Parcels in Current Use	Parcels:	230

Land Use Change Tax

Gross Monies Received for Calendar Year		\$24,325
Conservation Allocation	Percentage: 50.00%	Dollar Amount: \$0
Monies to Conservation Fund		\$12,163
Monies to General Fund		\$12,162

Conservation Restriction Assessment Report RSA 79-B

	Acres	Valuation
Farm Land	0.00	\$0
Forest Land	0.00	\$0
Forest Land with Documented Stewardship	0.00	\$0
Unproductive Land	0.00	\$0
Wet Land	0.00	\$0
	0.00	\$0

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	0.00
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	0
Parcels in Conservation Restriction	Parcels:	0



Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
	0.00	0	\$0

Taxation of Farm Structures and Land Under Farm Structures RSA 79-F

Number Granted	Structures	Acres	Land Valuation	Structure Valuation
0	0	0.00	\$0	\$0

Discretionary Preservation Easements RSA 79-D

Owners	Structures	Acres	Land Valuation	Structure Valuation
0	0	0.00	\$0	\$0

Map	Lot	Block	%	Description
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This municipality has no Discretionary Preservation Easements.

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
<i>This municipality has no TIF districts.</i>					

Revenues Received from Payments in Lieu of Tax

	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357	\$0.00	0.00
White Mountain National Forest only, account 3186		0.00

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)

Amount

This municipality has not adopted RSA 72:74 or has no applicable PILT sources.

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)

Amount

This municipality has no additional sources of PILTs.

Notes

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Barbara Vaughn

From: Donna Nashawaty
Sent: Tuesday, October 6, 2020 11:00 AM
To: Barbara Vaughn
Subject: FW: Retirement Advance Notification Incentive Proposal
Attachments: Retirement Advance Notification Incentive Program.docx

This email and the attachment are the documents.

Donna

-----Original Message-----

From: dexters@tds.net <dexters@tds.net>
Sent: Sunday, September 20, 2020 2:49 PM
To: josh.trow@gmail.com; sgottling@comcast.net; fgallup@msn.com; fcgallupvailresorts.com, <shane3065@icloud.com>; shane3065@icloud.com
Cc: Donna Nashawaty <Donna@town.sunapee.nh.us>
Subject: Retirement Advance Notification Incentive Proposal

Greetings BOS colleagues,

It is my understanding that I am allowed to have one-way communication with you. I am not trying to deliberate via email and I do not expect a response.

The topic "proposal for employee retirement advance notification incentive program" is on the agenda for this Monday's meeting (9/21). The attached file contains the proposal that I intend to present at the 9/21 meeting. I encourage you to print the file and read the one-page proposal prior to the meeting.

My hope in creating an incentive for the department leaders & town manager to provide significant advance notice of their retirement date is to maximize the time provided to interview, hire, and train the retiring employee's replacement. I anticipate that the Town Manager and several of the department leaders will be retiring within the next few years. Attempting to find a strong replacement for one person is challenging enough. Attempting to replace multiple key employees who may decide to retire around the same time takes the challenge to another level.

I was not involved with the hiring of any Town employee in the past, but my sense is that more time could have been spent on evaluating the new hires' interpersonal skills and ability to mesh well with the existing employees & culture. Many candidates have the skills on paper to do a job, but whether a person is the right person for the job has a lot to do with "fit". In my opinion, the best way to determine "fit" is to check references, get feedback from the potential hire's current & former work associates, and conduct multiple rounds of interviews with several different individuals doing the interviewing and then comparing their notes. A thorough vetting process takes time and additional time is then desirable for the retiring employee to overlap with the incoming employee to transfer knowledge and ensure a smooth transition. Having the time to get it right is my hope in implementing a retirement advance notification incentive program.

As you will see in the attached one-page proposal, I suggest \$500 per month for each month of advance notice provided between two months and seven months in advance of the retirement date. So, between \$500 and \$3,000 per key employee depending upon how much advance notice is provided. In my opinion, such an amount is large enough to get a person's attention and provide an incentive, but not so large that it becomes difficult to fund.

Paying for the program is a consideration. To offset the cost of a retirement advance notification incentive program I suggest eliminating the taxpayer funding of one-half of the employee health insurance deductible, reducing the pay-out for unused sick days from 60% to a lower percentage, and/or reducing the amount of the health insurance declination pay-out from the current amount to a lower amount.

I look forward to our discussion at the 9/21 meeting.

John

John Augustine
Owner/Innkeeper
Dexter's Inn, Trails & Events
258 Stagecoach Road
Sunapee, NH 03782
603-763-5571
800-232-5571
www.dextersnh.com

Sunapee Town Employee Retirement Advance Notification Incentive Program

Objective: To maximize the time between a key employee's notification of his/her intent to retire and the last date of work in order to enable sufficient time to effectively interview, hire, and train the retiring employee's replacement.

Employees eligible for the advance notice incentive program:

- Town manager
- Police chief
- Highway Director
- Water & Sewer Director
- Finance Director
- Library Director
- Town Clerk & Tax Collector
- Fire chief

Eligibility requirements for the individuals holding the job titles listed above:

- At least 55 years of age upon the retirement date
- At least 5 years in the position in the Town of Sunapee upon the retirement date

Incentive Proposal:

\$500 per month for each month of advance notification provided starting with seven months in advance of the retirement date and ending with two months advance notice of the retirement date. If less than two months advance notice of retirement is provided the notification incentive pay-out would be zero. If two months advance notice is provided the pay-out equals \$500. If seven months advance notice is provided the pay-out equals \$3,000 (i.e., \$500 per months for six months).

Example: Retirement date = 12/1/21

- Retirement notice provided between 10/2 and 11/1/21 pay-out equals zero
- Retirement notice provided between 9/2/21 and 10/1/21 pay-out equals \$500
- Retirement notice provided between 8/2/21 and 9/1/21 pay-out equals \$1,000
- Retirement notice provided between 7/2/21 and 8/1/21 pay-out equals \$1,500
- Retirement notice provided between 6/2/21 and 7/1/21 pay-out equals \$2,000
- Retirement notice provided between 5/2/21 and 6/1/21 pay-out equals \$2,500
- Retirement notice provided on 5/1/21 or earlier pay-out equals \$3,000

Program Cost:

To fully pre-fund the maximum potential cost would require \$3,000 per eligible employee. Assuming that all positions eligible for the program also met the age & tenure eligibility requirements would require a total of \$24,000 per year. However, for annual budgeting purposes it would be possible to plan for only those positions that would meet the age & eligibility requirements in the upcoming budget year, and therefore the annual amount necessary would likely be lower than \$24,000.

Proposed program start date is 1/1/21.

Barbara Vaughn

From: Donna Nashawaty
Sent: Tuesday, October 6, 2020 10:59 AM
To: Barbara Vaughn
Subject: FW: Retirement Advance Notification Incentive Proposal

This email should be included for next meeting. Under town manager: review of Retirement proposal brought by Selectmen Augustine. We should include the original request too. I will send separately.

Thanks
Donna

-----Original Message-----

From: Naomi Butterfield <naomi@mitchellmunigroup.com>
Sent: Monday, October 5, 2020 1:56 PM
To: Donna Nashawaty <Donna@town.sunapee.nh.us>
Subject: RE: Retirement Advance Notification Incentive Proposal

Donna,

I hope your time in the camper has been relaxing. The weekend was beautiful.

I have read the email chain below and reviewed the proposal for an advance Notification Incentive. Based on this review and on our conversation Friday I have the following thoughts:

1. I do not think it is proper to include elected officials who run for a term in a retirement incentive program. They should intend to fill the term the voters elected them to fill barring incapacity. The anticipated date to replace them would be the end of their term.
2. You had mentioned that there was some dissatisfaction from employees not included in the list of those positions that would be eligible for this incentive. While it may not make the Board popular among those not eligible it is not improper to limit the incentive to upper level management positions that would be more difficult to fill quickly with limited notice. I note that all positions listed are Department head level positions (excluding elected officials).
3. I do wonder, however, why it is limited to retirement and an individual reaching the age of 55. Would not the same problem arise for the Town if a senior level manager were to leave for planned reasons other than retirement?

On a secondary note, I want to just mention that Selectman Augustine's understanding that one-way communication between members outside of public meeting on a matter of public concern is ok as long as there is no response is incorrect. In his email he is outlining his position and his views on the need for the proposed incentive. His arguments in favor are part of the Board's deliberative process and must be conducted in public session unless one of the exemptions allowing non-public sessions apply. If materials need to be forwarded prior to the meeting for the Board members to be prepared, that should be done by Town staff.

Please let me know if you wish to discuss further.

Best wishes,

Naomi
Naomi N. Butterfield
Mitchell Municipal Group, P.A.
25 Beacon Street East
Laconia NH 03246
603-524-3885
naomi@mitchellmunigroup.com
www.mitchellmunicipalgroup.com

-----Original Message-----

From: Donna Nashawaty
Sent: Wednesday, September 30, 2020 10:31 AM
To: Naomi Butterfield <naomi@mitchellmunigroup.com>
Subject: FW: Retirement Advance Notification Incentive Proposal

-----Original Message-----

From: dexters@tds.net <dexters@tds.net>
Sent: Sunday, September 20, 2020 2:49 PM
To: josh.trow@gmail.com; sgottling@comcast.net; fgallup@msn.com; fcgallupvailresorts.com, <shane3065@icloud.com>; shane3065@icloud.com
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John

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