

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Tuesday, January 12, 2021

- **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 prior to the meeting.

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0144-0009-0000 100 Emily Lane, Louise & Andrew Nichols

2. APPOINTMENTS

7:00PM-Budget Public Hearing (Presentation Attached)

8:00PM-Fentons

3. PUBLIC COMMENTS

4. SELECTMEN ACTION

- Abatement for Robin Macilroy/William Spears for 57 and 59 Hamel Road
- Use of Facilities: 07/17-Center for the Arts (Art Show) Sunapee Harbor
- Reappointment-Randy Clark-Upper Valley Lake Sunapee Regional Planning Commission, 2-Year Term

5. CHAIRMAN'S REPORT

Items Selectman Augustine Requested:

- Update on COVID-19 cases in Sunapee and nearby towns
- Update on COVID-19 vaccine distribution to Sunapee first responders, front-line workers, and most at-risk residents
- Review letter sent to committee volunteer who committed ethics gaffe
- Discuss whether to send an ethics policy reminder to all committee members & volunteers at the beginning of each year

6. TOWN MANAGER REPORTS

- Families First Act
- December Monthly Revenue & Expenditure Report
- Town Report Cover & Dedication

7. UPCOMING MEETINGS:

01/13-7:30PM-Firewards Meeting, Town Meeting Room

01/14-7:00PM-Planning Board, Town Meeting Room

01/19-Energy Committee, Town Meeting Room

01/21-Abbott Library Trustees, Abbott Library

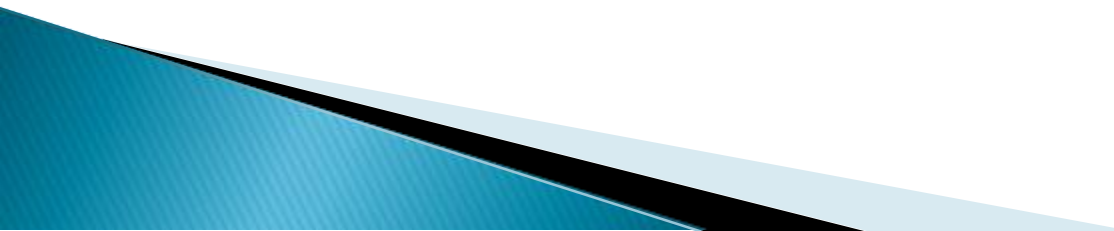
NONPUBLIC: The Board of Selectmen may enter a nonpublic session, if so voted, to discuss items listed under RSA 91-A:3, II

2021 Town of Sunapee

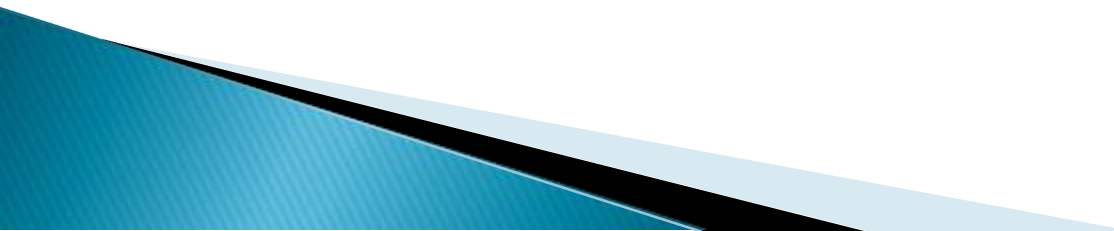
Budget Hearing

Required to hold one public hearing on the budget

Rules of Budget for 2021

- ▶ Selectmen (BOS) hold the public hearing
 - ▶ Notice given at least seven days in advance
 - ▶ All purposes and amounts must be either discussed or disclosed at the hearing
 - ▶ Budget for Town can only be finalized by BOS at conclusion of public testimony
 - ▶ Remember this is only the Town Portion of the Tax Rate
- 

Gross Budgeting

- ▶ State law requires all appropriations to be stated on “gross basis”
 - ▶ “Raise and appropriate” is a required clause
 - ▶ DRA will invalidate appropriations that fail to follow rules
 - ▶ Separate warrant articles not included in operating budget article
- 

Sample of "Line Items"

MS-6

Budget - Town of _____ FY _____

1	2	3	4	5	6	7
Acct. #	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	Appropriations Ensuing FY (RECOMMENDED)	Appropriations Ensuing FY (NOT RECOMMENDED)
GENERAL GOVERNMENT			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4130-4139	Executive					
4140-4149	Election,Reg.& Vital Statistics					
4150-4151	Financial Administration					
4152	Revaluation of Property					
4153	Legal Expense					
4155-4159	Personnel Administration					
4191-4193	Planning & Zoning					
4194	General Government Buildings					
4195	Cemeteries					
4196	Insurance					
4197	Advertising & Regional Assoc.					
4199	Other General Government					
PUBLIC SAFETY			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4210-4214	Police					
4215-4219	Ambulance					
4220-4229	Fire					
4240-4249	Building Inspection					
4290-4298	Emergency Management					
4299	Other (Incl. Communications)					
AIRPORT/AVIATION CENTER			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4301-4309	Airport Operations					
HIGHWAYS & STREETS			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4311	Administration					
4312	Highways & Streets					
4313	Bridges					
4316	Street Lighting					
4319	Other					
SANITATION			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4321	Administration					
4323	Solid Waste Collection					
4324	Solid Waste Disposal					
4325	Solid Waste Clean-up					
4326-4329	Sewage Coll. & Disposal & Other					

MS-6
Rev. 07/07

2021 Budget



The ABC committee report is presented to the Selectmen for consideration of the proposed budget and can be reviewed on the ABC committee web page or by contacting Donna Nashawaty, Town Manager at the Town Offices or at donna@town.sunapee.nh.us

Operating Budget

- ▶ \$8,277,612 Budget including Enterprise Funds
- ▶ \$6,240,876 General Government Operating (GGO)
- ▶ Operating Budget is overall same as 2021 with adjustments as follows:
 - Annual increase to salary 52 pay periods, 135 staff positions, 1.2% across the board COLA increase and, Step increases based on anniversary date & merit adjustments based on successful employee evaluations
 - Cost of Living Proposed for 2021 GGO 1.2% at a cost of \$32,402.16.

Operating Budget

Larger Contract Services changes for 2021

- ▶ New London Dispatch \$70,913 a reduction of \$3,389.
- ▶ Software improvements/annual contracts also annually stayed stable as software upgrades were purchased from the Computer System Upgrade Capital Improvement Fund
- ▶ Joint Assessing decrease of \$14,644
- ▶ Ambulance remained the same \$61,886
- ▶ Fuel Prices and Roller Lease decreased by \$25,000
- ▶ Municipal Solid Waste and C & D increased by \$16,000
- ▶ NH Retirement rates increased budget by \$23,784.05
- ▶ Staffing increases for additional p/t hours included in budget:
 - Finance hours \$8,635.63
 - Town Clerk/tax collection \$8,680.49
 - Zoning Intern \$4,869.61
 - Laborer Highway \$7,418.94

Operating Budget

- Overall Health Insurance Premiums increased by 6.4%, , employees contribute 10% of the health insurance premium in 2021 in addition to the first half of their deductible.
 - Salary plus rollups change GGO from 2020 \$37,443.42
- Increase in 2021 General Government operating budget up \$291,367 or 4.9%
 - Additional Information for 2021
 - At this time, we are not receiving any unanticipated revenue for Covid-19 under the Cares Act and we do anticipate some increases in the budget. Not entirely budgeted for depending how long special cleaning and supplies are needed adjustments to services may be necessary by the selectmen

Operating Budget Process

- 2021 proposed Warrant Articles raise \$522,299 in new tax dollars:
 - 2020 Warrant articles raised \$484,200
 - 2019 Warrant articles raised \$446,520
 - 2018 Warrant articles raised \$600,000
- Enterprise Fund Notes
 - All Enterprise Funds contain all benefits similar to the GGO budget

ABC Committee Report

▶ Chris Whitehouse: Chair of the Town ABC Committee

David Cahill

Veronica Hastings

Betty Ramspott

Scott Hazelton

Josh Trow

John Augustine

Shane Hastings

Mindy Atwood

Linda Tanner, vice chair

Aaron Warkentien

John Galloway

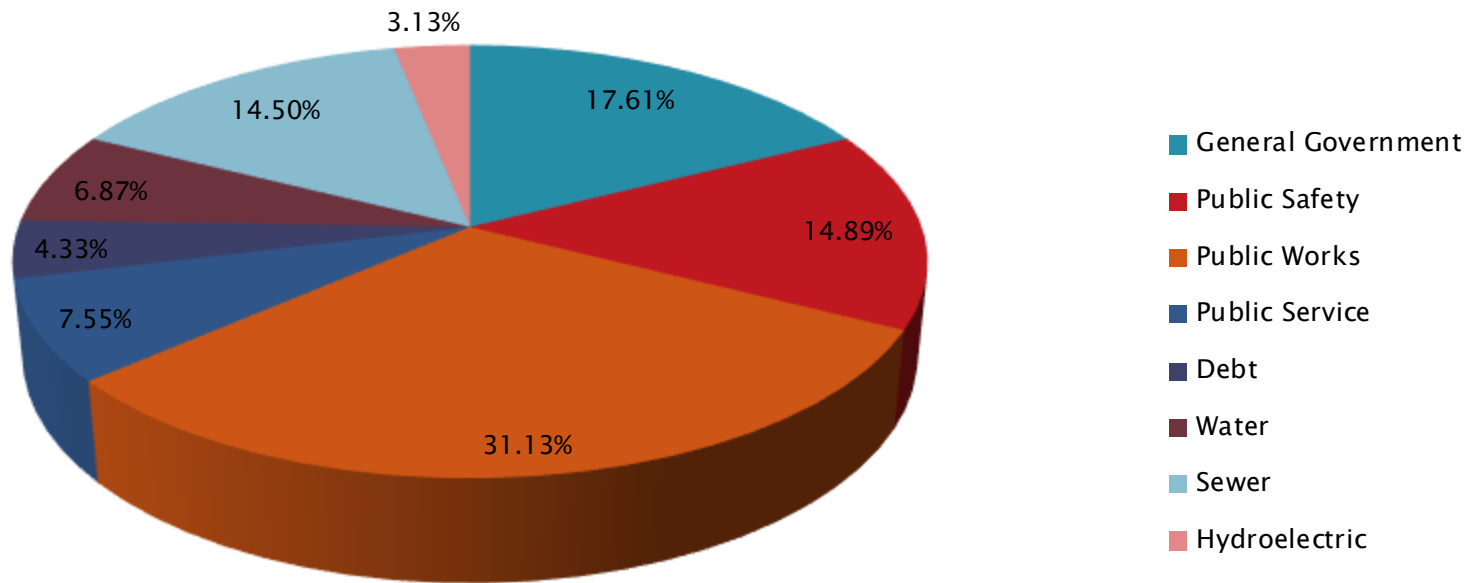
Scott Blewitt

Sue Gottling

Fred Gallup

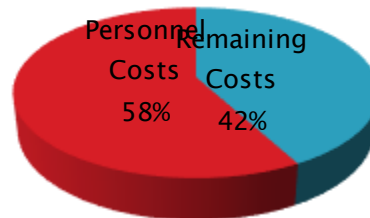
Ed Anderson

Components of Operating Budget 2021

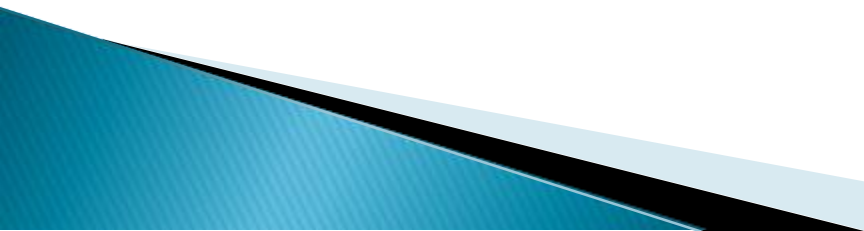


Personnel vs remaining costs

Total General Government



Default Budget \$8,127,116

- ▶ Because we are a SB 2 community a default budget must be included with operating budget article and disclosed at Public Hearing
 - ▶ Default budget is not last years operating budget
 - ▶ An operating budget is total appropriations excluding special and separate warrant articles and a default budget is the amount of the same appropriation with some adjustments.
 - Increased by Debt Service, contracts or other obligations previously incurred or mandated by law
 - Reduced by one time expenditures contained in the operating budget
- 

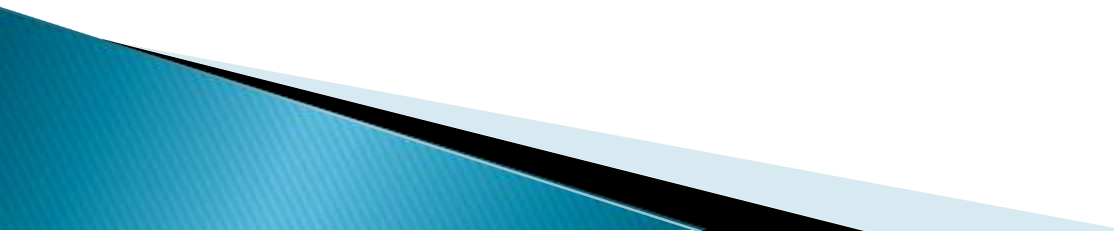
Relationship of Default Budget to Operating Budget

- ▶ Normally would not compare as differences more obvious
- ▶ As I explained default is last year's budget with adjustments. Includes entire gross budget adjusted by default rules. Included is Water, Sewer and Hydro even though they are enterprise funds adjusted by the same default rules.
- ▶ Difference between Operating Budget Proposed and Default Budget is \$144,422
 - General Government w/o utilities \$150,496

Warrant Articles

- ▶ Articles for the warrant fall into a couple of categories
 - Capital Reserve: In and Out
 - Money is raised and appropriated annually to fund Capital Reserve accounts in order to balance the tax rate for large expenses that in a single year would greatly impact the tax rate
 - Money can only be spent from a Capital Reserve Account for the purpose that the fund was established.
 - Only town meeting can set up a Capital Reserve Account and designate agents to expend
 - If no agent to expend then must come to Town Meeting to take the money out for the specific purpose

Warrant Article explanation cont.....

- ▶ Appropriations that may need individual explanations
 - ▶ Articles that ask to spend fund balance money (amount that is carried from one year to the next)
 - ▶ Article that could be included in the operating budget but not sure how the voters feel and don't want to jeopardize the operating budget passing.
- 

2021 Town Warrant Articles Summary

Article	Description	Amount	New Tax dollars raised in 2021	Revenue Offset/No increase to tax rate
	Budget Authorization			
	Add to Highway & Transfer Station Equipment Capital Reserve	\$135,000	\$135,000	
	Add to Used Highway Equipment Capital Reserve	\$25,000	\$25,000	
	Add to Town Buildings Capital Reserve Fund	\$40,000	\$40,000	
	Add to Fire Equipment Capital Reserve	\$115,000	\$115,000	
	Add to Bridges Capital Reserve	\$50,000	\$50,000	
	Add to Dirt Roads Paving Capital Reserve	\$25,000	\$25,000	
	Conservation Fund	\$55,000	\$55,000	
	Add to Milfoil Control Non-Capital Reserve Fund	\$5,000	\$5,000	
	Establish Capital Reserve for utilities infrastructure			
	Highway Garage	\$50,000	\$50,000	\$0
	Purchase Backhoe	\$139,850		\$139,850
	Purchase Ford F550	\$84,350		\$84,350
	Garnet St/Main St Safety intersection improvements from Hydro	\$50,000	\$0	\$50,000
	Crush existing asphalt pile from Fund Balance	\$29,500	\$0	\$29,500
	PD Body Cameras from Fund Balance	\$22,885	\$0	\$22,885
	Full Time Recreation Director	\$22,299	\$22,299	
	Cemetery Trust from Fund Balance	\$3,200		\$3,200
	TOTALS:	\$852,084	\$522,299	\$329,785

*\$673,930 new tax dollars raised in 2007

*\$408,350 new tax dollars raised in 2008

*\$407,300 new tax dollars raised in 2009

*\$348,152 new tax dollars raised in 2010

*\$358,300 new tax dollars raised in 2011

*\$335,300 new tax dollars raised in 2012

*\$607,300 new tax dollars raised in 2013

\$370,000 new tax dollars raised in 2014

\$105,000 new tax dollars raised in 2015

\$250,000 new tax dollars raised in 2016

\$485,000 new tax dollars raised in 2017

\$600,000 new tax dollars raised in 2018

\$446,520 new tax dollars raised in 2019

\$484,200 new tax dollars raised in 2020

Town Tax Rate Calculation

▶ 2020 TOWN PORTION

▶ Appropriations	\$ 9,181,054
▶ Less: Revenues	\$ -4,302,491
▶ Less: fund bal reduce tax	\$ -300,000
▶ Less: fund bal voted	\$ -16,800
▶ Add: Overlay	\$ 32,200
▶ Add: War Service Credits	<u>\$ 74,500</u>
▶ Net Town Appropriation	\$4,668,463
▶ Town Tax Rate	\$3.21

Calculating a tax rate

- ▶ Need to know Grand List
 - 2020 Grand List including utilities
 - \$1,451,938,388
- ▶ Net amount to be raised by taxes
 - \$4,668,463
- ▶ Divide by the grand list leaving off the thousands
- ▶ Nets the \$3.21 from 2020

2021 Town Tax Rate Calculation

▶ Appropriations	\$	8,277,612
▶ Proposed Warrant Articles	\$	522,299
▶ Less: Revenues	\$	-3,606,259
▶ Less: Fund Balance	\$	- 300,000
▶ Add: Overlay	\$	35,000
▶ Add: War Service Credits	\$	74,500
▶ Net Town Appropriation	\$	5,003,152
▶ Town Tax Rate	\$	\$3.45

*Rate increase \$.24 using 2020 property values

Unrestricted Fund Balance Retainage

- ▶ GFOA Standards recommend at a minimum, “general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating expenditures”
 - 2020 2 month's worth
 - \$3,695,241
 - History of Retainage
 - 2015 \$1,685,625 8.67% \$300,000 used to reduce taxes
 - 2016 \$1,938,927 9.81% \$300,000 used to reduce taxes
 - 2017 \$1,698,956 8.18% \$350,000 used to reduce taxes
 - 2018 \$1,978,457 9.41% \$400,000 used to reduce taxes
 - 2019 \$1,637,791 7.48% \$300,000 used to reduce taxes
 - 2020 \$1,588,698 7.17% \$300,000 used to reduce taxes
 - Policy of Selectmen
 - The Town will strive to maintain an unassigned fund balance in its General Fund equal to 5–17% of the total appropriations of the community (this is calculated by adding the municipality's appropriations, the statewide enhanced education amount, the local school net tax commitment, and the county appropriation). The Board of Selectmen will review this information each year in order to determine the amount, if any, of unassigned fund balance to use to balance the budget and to reduce the property tax rate.

Deliberative Session

- ▶ **When**
 - Tuesday, February 2, 2021 7:00PM
- ▶ **Where**
 - Sunapee Middle High School Gymnasium
- ▶ **Why**
 - To discuss and to amend, if deemed appropriate warrant articles, except election and zoning.

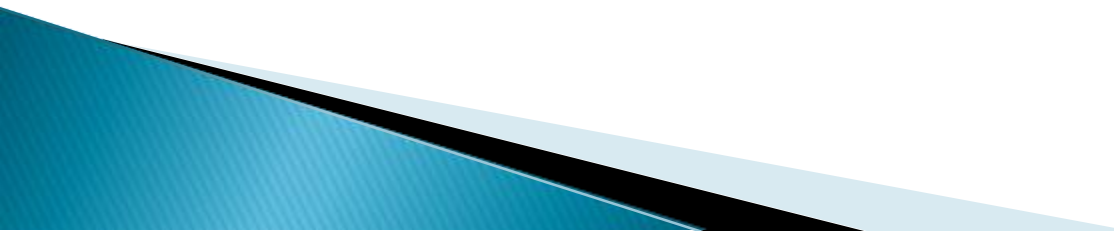
Voting by Ballot, Tuesday March 9, 2021 at the Sherburne Gymnasium from 8:00 am to 7:00 PM



Warrant Article 1

- ▶ Election of Town Officers
- ▶ Filing period is January 20 thru January 29

QUESTIONS

- ▶ Any questions on the Slide show or discussion of what is included in the budget can be asked with an email to the Town Manager at Donna@town.sunapee.nh.us or please call Donna Nashawaty at 763-2212
 - ▶ Thanks
 - ▶ Donna
- 

AGREEMENT REGARDING ABATEMENT OF TAXES

NOW COME the Town of Sunapee, a municipal corporation with a mailing address of 23 Edgemont Road, Sunapee, NH 03782 and Robin Macilroy and William Spears of 58 Hamel Road, Sunapee, NH 03782 and hereby stipulate and agree as follows:

WHEREAS, Macilroy and Spears own the property located at 57 and 59 Hamel Road in Sunapee, both of which were previously owned by Bonnie Beswick, with 59 Hamel Road being co-owned by Herbert Guimond; and

WHEREAS, 57 Hamel Road is identified in the town's tax records as Lot 147-33-0 and consists of 0.33 acres of land, a deteriorating manufactured home, a garage, and a shed; and

WHEREAS, 59 Hamel Road is identified in the town's tax records as Lot 147-33-01 and consists solely of a deteriorating manufactured home located on the land identified above; and

WHEREAS, as of December 28, 2020, the Town is owed a total of \$11,093.18 in real estate property taxes and interest on the properties; and

WHEREAS Macilroy and Spears intend to remove the structures from the property and otherwise clean the property up and to begin paying real estate taxes on the property and have asked the Town to abate the past due taxes in order to facilitate these efforts, which the parties agree will result in a benefit to the general public;

NOW THEREFORE, the parties hereby stipulate and agree as follows:

1. The Town agrees to abate the taxes and interest which accrued on the properties prior to Macilroy and Spears purchasing them. Macilroy and Spears agree to pay prorated taxes on the property as of the date of purchase despite the fact that they did not own the property on April 1, 2020.
2. In exchange, Macilroy and Spears agree to remove the two manufactured homes from the property by July 1, 2021, and hereby specifically waive and renounce their right under the Zoning Ordinance to replace those two manufactured homes in the same footprint. Should the property be conveyed within one year of Macilroy and Spears obtaining it, this restriction and waiver shall be included in any deed conveying the property.
3. All future development of the property shall comply with the then current Zoning Ordinance. Currently, the Zoning Ordinance allows one single manufactured home of less than 10 years in age to be placed on the lot.
4. Should Macilroy and/or Spears breach this Agreement, including but not limited to failing to remove the manufactured homes by July 1, 2021, they shall jointly and severally be liable for:
 - a. Immediately paying to the Town of Sunapee \$11,093.18;
 - b. Reimbursing the Town of Sunapee for any costs and expenses incurred in enforcing this provision, including any and all attorneys' fees incurred by the Town in such a proceeding, regardless of whether a Court action is necessary.
5. This Agreement shall be recorded at the Sullivan County Registry of Deeds.

TOWN OF SUNAPEE

Date: _____

Donna Nashawaty, Town Manager
Duly authorized by a vote of the
Sunapee Board of Selectmen on
January 12, 2021

ROBIN MACILROY AND WILLIAM SPEARS

Date: _____

Robin Macilroy

Date: _____

William Spears

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

Center for the Arts-Lake Sunapee Region

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

Non Profit

Name of Duly Authorized:

Jean Connolly

Mailing Address: P O B o x 872

New London, NH 03257

Daytime Phone: 603-526-4444 (m e s s a g e s) Evening Phone: 763-5339(Jean Connolly-home)

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

Event Date: July 17th, 2021 Time: From: 8:00-6:00 To: E v e n t i s 10:00-4:00

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

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

Attached is a review of the previous shows and our plans for 2021

* Participating artists vary each year but are interviewed and juried
into the show to keep the quality of the show high.

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

50-200 people spread out throughout the day

10-20 cars spread out throughout the day

(artists will move their cars to remote parking before the art show begins).

Signature of Responsible Individual Jean Connolly Date August 12, 2020

D. M. E. Chen 1-5-21
Approved by Chief of Police Date

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

Approved by Recreation Director (if applicable) Date

[Signature] 1/7/21
Approved by Fire Chief (if applicable) Date

Approved by Highway Director (if applicable) Date

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

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

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

(attached \$100 donation)

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

The Center for the Arts; Lake Sunapee Region
Arts on the Green Review of Show and 2021 Plans

Arts on the Green is a fine arts and crafts show held to raise funds for free arts programs in the Lake Sunapee Region, throughout the year, as well as scholarships for local students and grants for teachers in our schools.

This show has been running smoothly for the past eight years and is an event that visitors and residents look forward to attending. We feel it is a positive addition to our region, contributing to the quality of life for residents and visitors.

We appreciate the cooperation of the Town of Sunapee and the Sunapee Police Department to allow this show to take place in Sunapee Harbor, one of the most beautiful places in our region. We hope to offer the show once again in 2021.

We are aware that July is a busy time in the Harbor and are happy to work with the town and police, in anyway we can, to ensure the safety of those enjoying the Harbor that day, and to be sure everything runs smoothly.

Below is a summary of the last few years of the show in Sunapee Harbor.
Please contact me with any questions or comments you may have.

With appreciation,
Jean Connolly-Chair
Center for the Arts

2019:

The 7th annual show took place in Sunapee Harbor on July 13th 10-4.

18 Artists displayed their works on the Sunapee Harbor Green near the Marina/Restrooms, and 5 on the Riverway Green in front to the Wild Goose Store. *Center for the Arts* Volunteers helped artists set up and take down their tents and shuttled their cars to parking on River Road, and the LSPA Knowlton House, which was available. They also helped artists and visitors throughout the day to make sure the show ran well. Artists were scheduled for drop off and pick up before and after the show, and this was supervised by the Police Department. At the end of the show, volunteers also made sure the grounds were free of any trash. All in all, the show was well attended, the feedback was all positive, and the day went smoothly.

2020:

The 8th show took place, as above, on July 18th 10-4 with safety accommodations made due to Covid-19.

All artists were screened before setting up, masks and social distancing signage was posted, masks and hand sanitizer was available at all tents and information tables. Due to Covid, we reduced the numbers of artists in hald this year as well. We once again had many volunteers ready to help the artists, and visitors at the show.

In spite of the virus situation the show was successful and went smoothly.

2021:

We are planning the same show as above, with no more than 25 artists in total if the virus is under control.

We will accommodate as we did this year for safety, if necessary again next year, reducing the number of artists and taking covid safety precautions.

We are prepared to have additional volunteers as needed to ensure the safety of visitors and the success of the event, and will work with the town and police department on any adaptations of these plans.



"Enriching lives and building community through the Arts!"

Board of Directors

Jean Connolly, Chair
New London

Sandy Wells, Secretary
North Sutton

Debbie Lang, Treasurer
South Sutton

Bethany Balford
New London

Alicia Bergeron
Newbury

Wally Borgen
New London

Donald Cox
New London

Susan Elliott
New London

Barbara Hunting
New London

Susie Lowe Stockwell
South Sutton

Brenda Rapoport
Sunapee

Angela Tarleton
Warner

Kevin Tarleton
Warner

Thomas Tuthill
Newport

Sunapee Selectboard
August 12, 2020

RE: Arts on the Green

Thank you for 2020 and Request to use Sunapee Harbor Green July 17th, 2021

Dear Selectboard,

We would like to thank you for allowing us to, once again, hold *Arts on the Green* in Sunapee Harbor this past Saturday, July 18th. In spite of the current Covid situation and ensuing safety accommodations which needed to be taken, the show was successful and people commented on how nice it was to have a the show run this year.

As you know, this show raises funds for free arts programs, scholarships, and teacher grants which are offered throughout the year, to residents in the Lake Sunapee Region.

Please accept this \$100 donation as a token of our appreciation to the town for their help with this event.

We also request your approval of our 2021 date, July 17th, to hold the show once again in the Harbor, in the same way it has been previously done.

We understand that we will work with the Town and the Police Department to ensure the safety and enjoyment of those in the Harbor that day.

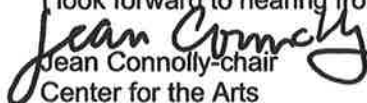
Our application is submitted here and a certificate of liability will be sent by Colby-Insurance, New London, once the date is confirmed.

We hope this will once again, be a nice addition for residents and visitors to Sunapee Harbor.

Please contact me with any questions or concerns, or if there is anything else you require.

Thank you for your consideration.

I look forward to hearing from you,


Jean Connolly-chair

Center for the Arts
Lake Sunapee Region

jcroninconnolly@gmail.com

P O Box 872
New London, NH 03257
603.526.4444
info@centerfortheartsnh.org
www.CenterForTheArtsNH.org



2 year Terms

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

Name: Clark (Last), Randall (First) Date: 1/2/2021

Sunapee Registered Voter: ☒ Yes () No

Mailing Address:

Street Address (if different):

103 North Road
Sunapee

Lived in Sunapee Since: 2015 Home Phone: 603 763/550 Work Phone 603 763 3397

E-mail: Randall@mjworklaw.com Fax: _____

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

- | | |
|--|--|
| <input type="checkbox"/> Abbott Library Trustee | <input type="checkbox"/> Advisory Budget Committee |
| <input type="checkbox"/> Capital Improvement Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Crowther Chapel Committee | <input type="checkbox"/> Fireward |
| <input type="checkbox"/> Planning Board Alternate | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Thrift Shop | <input checked="" type="checkbox"/> Upper Valley Lake Sunapee Regional |
| <input type="checkbox"/> Zoning Board Alternate | |

2. For consideration:

- a. Occupation: Attorney b. Employer: Law Office of Michael Worth
c. Length of current employment: 2 d. Education: _____
e. Relevant Experience: _____

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

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

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

i. If yes, please indicate Town/Position: Planning (current) / UVLSRPC (previously)

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

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


3. Why do you want to serve on this board/committee? _____

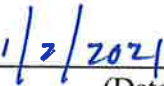
4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? _____

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

I have been previously on this board and wish to continue to
Represent The Town of Sunapee. ~~and to represent~~

6. Additional Comments: _____


(Signature)


(Date)

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

“considered public information and may be distributed or copied”

PRIMEX³ LEGAL AND HUMAN RESOURCE BULLETIN

Employer Obligations Under Families First Coronavirus Response Act

On March 18, 2020, H.R. 6201, the President signed into law the Families First Coronavirus Response Act to provide employees with paid leave in difficult situations arising from COVID-19. The Act provides this relief through two modifications to the Family and Medical Leave Act (FMLA): **(A) Emergency Family and Medical Leave Expansion Act** and **(B) Emergency Paid Sick Leave Act**.

Effective Date: The Act will be effective April 1, 2020 to December 31, 2020.

Covered Employers: Public employers (regardless of number of employees) and private employers with 500 or less employees.

(A) FMLA Expansion Act

- Eligible full time and part time employees are permitted to take up to 12 weeks of leave if they are unable to work/telework due to a need to take care of their minor child resulting from:
 - *school closure due to a public health emergency; or*
 - *unavailability of a childcare provider due to a public health emergency.*
- A public health emergency is one declared by local, state or federal authorities.
- An employee is eligible if he/she has worked for the employer for at least 30 calendar days.
- The first 10 days of this leave may be unpaid; however, the employee is allowed to use accrued paid leave during this period.
- The rate of pay for this leave is 2/3 the employee's regular rate of pay.
- The cap on the pay is \$200/day; \$10,000 total.

(B) Emergency Paid Sick Leave Act

- Full and part time employees, regardless of the length of their employment, are entitled to receive up to 80 hours of paid sick leave for an absence related to COVID-19 if they are unable to work for any of the following reasons:
 - *1. governmental order that employee quarantine,*
 - *2. health care provider's advice that employee self-quarantine,*
 - *3. employee is symptomatic and seeks diagnosis,*

Page 1 of 3

PRIMEX³ LEGAL AND HUMAN RESOURCE BULLETIN

Employer Obligations Under Families First Coronavirus Response Act

(continued)

- 4. *employee is caring for an individual under either a governmental quarantine order or advice from a healthcare provider to self-quarantine,*
 - 5. *employee is caring for a son or daughter because their school or place of childcare has closed, or their child care provider is unavailable, due to precautions, or*
 - 6. *employee is experiencing another substantially similar condition specified by the Secretary of Health and Human Services.*
- For reasons 1, 2 and 3, paid sick leave is at the employee's regular pay rate, and capped at \$511/day; \$5,110 total.
 - For reasons 4, 5, and 6, paid sick leave is at 2/3 the employee's regular pay rate, and capped at \$200/day; \$2,000 total.

(C) General Rules

- Employers may not require an employee to use other employer provided paid leave, or to find a replacement worker, before providing leave under the Act.
- After the start of leave, an employer may require the employee to follow reasonable notice procedures to support continued paid leave.
- Employers do not have to carry over or pay out unused leave provided by the Act.
- Most employers will be required to restore employees to the same or an equivalent position in most situations. A decision to not restore should occur only after legal consultation.
- Violations will be considered failure to pay minimum wage under the Fair Labor Standards Act, and shall be subject to fines.
- Retaliation is prohibited and subject to penalties.
- Within 7 days of enactment, employers must conspicuously post on their premises, in a place where notices to employees (and applicants) are customarily posted, or in employee handbooks, a model notice to be created by the Secretary of Labor.

Page 2 of 3

PRIMEX³ LEGAL AND HUMAN RESOURCE BULLETIN

Employer Obligations Under Families First Coronavirus Response Act

(continued)

(D) Coordination with Workers Compensation

- With respect to a member employee's compensable work-related quarantine and/or work-related sickness from COVID-19, Primex³ workers compensation coverage will pay wage replacement at the rate defined by statute. At this point, it is fair to assume the employer must pay an eligible employee the difference between the workers compensation wage replacement and the emergency paid sick leave required by the Act. The coordination of potentially overlapping wage replacement vehicles, such as workers compensation and short-term disability benefits, may be the subject of future regulations or enforcement agency guidance.

Primex³ will update this bulletin when additional helpful information becomes available. Please contact Carol Kilmister, ckilmister@nhprimex.org; Kate Spillane, kspillane@nhprimex.org; or Mike Ricker, mricker@nhprimex.org, if you have any questions about this bulletin or if we can be of assistance.

Please Note: All of our COVID-19 related updates and bulletins can be found on our website at www.nhprimex.org

Page 3 of 3

3/25/20

Bow Brook Place
46 Donovan Street
Concord, NH 03301

Primex³
NH Public Risk Management Exchange
Trust. Excellence. Service.

1-800-698-2364
603-225-2841
www.nhprimex.org