

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, March 22, 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.

- Election of Officers
- Committee Assignments

CIP (Capital Improvement Program)
CROWTHER CHAPEL
FIREWARDS
HIGHWAY SAFETY
JOINT ASSESSING BOARD
LSPA
PLANNING
SCENIC BYWAYS
SCHOOL ABC REP
UVLSRPC

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0140-0001-0000 1 Tara Hall Lane, Jane Shanahan

Parcel ID: 0106-0036-0000 18 Sunny Knoll, Norah Geraghty

Parcel ID: 0144-0016-0000 82 Brown Hill Road, Samuel & Nancy Fleming

Parcel ID: 0129-0043-0009 & 0129-0043-0010 4-8 SooNipi Circle, SooNipi Circle, LLC

Parcel ID: 0231-0001-0000 67 Hells Corner Road, EIMIM, LLC.

Parcel ID: 0144-0025-0000 71 Emily Lane, Michael Carney

Parcel ID: 0237-0042-0000 Jeffrey Drive, Joseph & Diana Warhill

SIGN PERMIT:

Parcel ID: 0233-0013-0000 524 Stagecoach Road, V-OZ Asset Management Co.

DRIVEWAY PERMIT:

Parcel ID: 0237-0042-0000 Jeffrey Drive, Joseph & Diana Warhill

DEMO PERMIT:

Parcel ID: 0107-0016-0000 29 John Avery Lane, Cathy LaRose

Parcel ID: 0210-0028-0000 25 Hastings Heights, Eric Covill

AFTER THE FACT:

Parcel ID: 0231-0001-0000 67 Hells Corner Road, EIMIM, LLC.

2. APPOINTMENTS

7:00PM-Betty Ramspott-Town Clerk/Tax Collector Hours

7:10PM-Chief David Cahill-Town Property-Dock & Shooting Range

7:25PM-Scott Hazelton No Thru Trucking Ordinance & Highway Garage Infrastructure Improvement Capital Reserve Expense

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Reappointment-Rachel Carmen, Deputy Town Clerk & Tax Collector-3 Year Term
- Appointment-Matthew Hurd, Conservation Commission-3 Year Term
- Appointment-Lynn Smith, Trustees of the Trust Fund-1 Year Term
- Reappointment-Megan Oxland, Recreation Committee- 3 Year Term
- Appointment-Samantha Heino, Recreation Committee Alt.-3 Year Term
- Appointments- Matthew Gross, John Gosselin & Matthew Pollari Deputy Forest Fire Warden
- Harbor Liaison Officer Job Description
- Authorize Town Manager to Sign Emergency Management Performance Grant
- 2021 Ben Mere Bandstand Entertainment
- 2021 Pay Table
- Deed Waivers
- Town of Springfield Transfer Station Agreement
- Review of County Nursing Home Project
- Extension of Paid Sick Leave Related to Covid thru September 30th

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- Schedule Revision Request Related to ABC Review Meeting
- Coalition 2.0 update
- Monthly Revenue and Expense reports
- Discuss Restructure of Planning and Zoning

7. UPCOMING MEETINGS:

03/25-5:30PM-Water & Sewer Commission Meeting, Town Office Meeting Room

04/01-6:00PM-Zoning Board Meeting, Town Office Meeting Room

04/05-6:30PM-Board of Selectmen, Town Office Meeting Room (possible cancellation)

04/07-7:00PM-Conservation Commission, Town Office Meeting Room

04/08-7:00PM-Planning Board, Town Meeting Room

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

Barbara Vaughn

From: R Rylander <brylander@gmail.com>
Sent: Thursday, March 11, 2021 1:01 PM
To: Barbara Vaughn
Subject: Re: LSPA

Nope. Still all the same.

Becky

On Thu, Mar 11, 2021 at 9:41 AM Barbara Vaughn <frontdesk@town.sunapee.nh.us> wrote:

Has any of your contact information changed from last year. If so, I will need you to fill out attached volunteer form.

Barbara Vaughn

Administrative Assistant

23 Edgemont Road

Sunapee, NH 03782

603-763-2212

frontdesk@town.sunapee.nh.us

From: R Rylander <brylander@gmail.com>
Sent: Thursday, March 11, 2021 9:29 AM
To: Barbara Vaughn <frontdesk@town.sunapee.nh.us>
Cc: David Beardsley (dlbeard@comcast.net) <dlbeard@comcast.net>
Subject: Re: LSPA

Yes, please.

Becky

On Thu, Mar 11, 2021 at 9:24 AM Barbara Vaughn <frontdesk@town.sunapee.nh.us> wrote:

Barbara Vaughn

From: David <dlbeard@comcast.net>
Sent: Thursday, March 11, 2021 9:57 AM
To: Barbara Vaughn
Subject: Re: LSPA

No, nothing has changed. Do we need to get sworn in again or with Covid has that been postponed or changed? I'm not sure I could do that last year. Thanks, Dave

Sent from Xfinity Connect App

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

From: Barbara Vaughn
To: David Beardsley
Sent: March 11, 2021 at 9:51 AM
Subject: RE: LSPA

Has any of your contact information changed from last year. If so, I will need you to fill out attached volunteer form.

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

From: David <dlbeard@comcast.net>
Sent: Thursday, March 11, 2021 9:47 AM
To: Becky Rylander <brylander@gmail.com>; Barbara Vaughn <frontdesk@town.sunapee.nh.us>
Subject: Re: LSPA

Yes please also. Dave

Sent from Xfinity Connect App

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

Your term expires in March. Did you want to continue as the LSPA representative?

Barbara Vaughn
Administrative Assistant

Town of Newport

WEIGHT LIMITS FOR MOTOR VEHICLES UPON TOWN HIGHWAYS

ARTICLE I- No Through Trucking and Prohibited Trucking

Section 1 – Declaration of Purpose

It is the intent of this ordinance to reduce hazards to public safety and prevent excessive municipal expense which the use of large vehicles can create on particular highways.

Section 2 – Authority to Regulate:

The Newport Board of Selectmen's authority to adopt regulations is set forth in RSA 41:11 relating to regulation of the use of town roads, and RSA 47:17, VII and VIII which specifically authorizes the Board of Selectmen to make special regulations as to the use of vehicles upon particular highways and to exclude such vehicles altogether from certain highways. The Board of Selectmen also has authority to enact weight limits on Town highways under RSA 231:190 and RSA 231:191.

Section 3- Use of Roadways:

Motor vehicles having the gross vehicle weight rating of 6-tons (12,001 pounds) or more shall be excluded from the Town maintained roadways as identified in **Appendix A**. The weight of the vehicle shall be determined by using the total combined gross vehicle weight rating (GVWR) of a vehicle and trailer as labeled by the manufacturer. Such gross weight as shown shall be conclusive in determining whether or not a motor vehicle is excluded from the Town roadways as provided in this ordinance.

Section 4 – Posting:

No person shall operate a vehicle in the Town of Newport except in conformity with the requirements or directives of traffic signals, signs and devices, and in the manner specified in RSA Chapter 265. Signs shall be posted on all affected highways of the restrictions contained in ordinance.

Section 5 – Modification of Appendix A:

The addition or deletion of any Town maintained roadway to this ordinance will only occur after a hearing and notice as required by state statute.

Section 6 – Penalty:

Any person who violates any provision of this ordinance shall be guilty of a violation if a natural person and subject to a fine of not more than \$1,000 per violation, or guilty of a misdemeanor if any other person; and in addition, shall be liable for the cost of restoration of the highway to a condition satisfactory to the person empowered to give such written permission.

Section 7 – Exemption:

- A. The following motor vehicles having the gross vehicle weight rating of 6-tons (12,001 pounds) or more are exempt:
- 1) Town vehicles;
 - 2) Emergency vehicles;
 - 3) School and Public Transportation buses;
 - 4) Public utility vehicles in performance of official duties;
 - 5) Vehicles making local deliveries within the excluded portion of the roadway (*except during the period of seasonal road postings*);
 - 6) Vehicles of private contractors engaged to perform work on behalf of the Town, public utilities or owners of property abutting or otherwise having access from the excluded portion of said roadways or any other road accessible only via the excluded section (*except during the period of seasonal road postings*);
 - 7) Vehicles owned by a property owner performing work on their own behalf on property that abuts or otherwise is accessed from the excluded roadways identified in Appendix A (*except during the period of seasonal road postings*);
 - 8) Any other vehicle for which the Director of Public Works, or his/her designee, has issued a special waiver in accordance with (B) below.
- B. The Board of Selectmen shall have the authority, and/or invest authority in the Newport Department of Public Works Director and/or the Newport Chief of Police, to grant waivers to this ordinance. The applicant shall demonstrate that the ordinance creates practical difficulty or unnecessary hardship for them, and/or that the vehicle they seek to operate on the posted road will not cause unusual damage to the highway. No such waiver will be granted if it would be detrimental to public safety. The Board of Selectmen, Public Works Director or Police Chief may impose reasonable conditions regulating the proposed use including bonding and restoration of highways.

Section 9 – Effective Date:

Having held a duly noticed public hearing, the Board of Selectmen voted to adopt this Ordinance on the _____ day of _____, 2021, which shall be the effective date hereof.

IN WITNESS WHEREOF, a majority of the Board of Selectmen have hereunder set their hands.

TOWN OF NEWPORT
BOARD OF SELECTMEN

Jeffrey F. Kessler, Chair

Todd Fratzel

John H. Hooper, II

Barry J. Connell

Herbert R. Teller, Jr.

APPENDIX A

BRADFORD ROAD

Either direction from Maple Street to the Sunapee Town Line.

CHANDLERS MILL ROAD

Either direction from John Stark Highway to the Claremont City Line.

MAPLE STREET

Either direction from South Main Street to the Sunapee Town Line.

POLLARDS MILLS ROAD

Either direction from Unity Road to South Main Street.

ALLEN ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

ASPEN ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

AYRES ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

BARTON WHITNEY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

BASCOM ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

CHESTNUT ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

COON BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

CORNISH TURNPIKE [Restriction in effect from March 1 to May 31, or as conditions dictate]

CROYDON BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

CUTTS ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

EAST MOUNTAIN ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

EDGELL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

ELM STREET (from the Health Center to the top of the hill) [Restriction in effect from March 1 to May 31, or as conditions dictate]

ENDICOTT ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

HICKERY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

HICKEY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

HURD ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

LANGLEY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

McDONOUGH ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

MOORE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

MOSQUITO SCHOOLHOUSE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

OLD KELLEYVILLE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

PAGE HILL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

PARADISE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

PINE STREET [Restriction in effect from March 1 to May 31, or as conditions dictate]

PYSZ ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

RAM BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SAND HILL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SATERLEE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SPRING BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SPRINGFIELD ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

TURKEY HILL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WEBSTER ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WHIPPLE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WHITCHER ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WILCOX ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]



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

Name: Hurd Matthew Date: 2/09/2021
(Last) (First)

Sunapee Registered Voter: ☒ Yes () No

Mailing Address:

Street Address (if different):

163 Nutting Rd
Sunapee, NH 03782

Lived in Sunapee Since: 1986 Home Phone: 603-568-8965 Work Phone: 603-568-8965

E-mail: Construct629@yahoo.com Fax: _____

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

_____ Abbott Library Trustee

_____ Advisory Budget Committee

_____ Capital Improvement Committee

☒ Conservation Commission

_____ Crowther Chapel Committee

_____ Fireward

_____ Planning Board Alternate

_____ Recreation Committee

_____ Thrift Shop

_____ Upper Valley Lake Sunapee Regional

_____ Zoning Board Alternate

2. For consideration:

a. Occupation: CNC Operator b. Employer: Crown Point Cabinetry Corp.

c. Length of current employment: 12 years d. Education: 2 yrs College

e. Relevant Experience: Woodworking, understanding responsible forestry practices

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) 4 hours per week (evenings)

4-6 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: _____

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? To stand as a steward of the land to ensure and conserve wild and public places for generations to come.

4. What attributes and/or qualifications can you bring to the Board Committee/Commission? Avid hunter, angler and outdoorsman with a great appreciation for wildlife and nature.

5. Your reasons for wanting this/these appointments/appointments are: To do my part to keep wild places with public access for all to enjoy and recreate on responsibly. To ensure ethical and responsible use and resource extraction such as water use and timber harvest.

6. Additional Comments: member of the Theodore Roosevelt Conservation Partnership, Rocky Mountain Elk Foundation, Backcountry Hunters and Anglers, Sierra Club

Matthew R. Hill
(Signature)

2/09/2021
(Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23 Edgemont Road, Sunapee, NH 03782 telephone 603-763-2212, fax 603-763-1925.

Sunapee Conservation Commission Meeting Minutes March 3, 2021

Present online: Van Webb, Mark Reynolds, Terry Mattson, Matt Hurd

Town Office: Tim Fleury, Lela Emery

Absent: Cliff Field

Tim Fleury read the Governors Emergency Order.

Tim Fleury made the motion to approve the Meeting Minutes of February 2021 as written. Motion was seconded by Terry Mattson. All in favor TF Y, LE Y, MR Y, TM Y, VW Y

Mark Reynolds presented the Treasurers report which had been emailed out to Commission members. CC Fund has a balance of \$29,309.58

Dewey Woods \$1,611.16

Bartlett Tyler Fund \$2,090.70

SCC has the Warrant Article for 2021 of \$55,000, Budget, and \$12,162.59 Change in use tax. Van asked Mark to work with Lynne on getting our Budget/Line item report for the next meeting.

Tim Fleury made the motion to approve the Treasurers Report. Terry Mattson seconded the motion. Vote TF Y, LE Y, TM Y, MR Y, VW Y

Mail:

Notice of Past Violation 28 Fernwood South, Sunapee 021/0051 Dennis Booth, Docks Plus. SCC no action required
NH Fish & Game Department flyer promoting webinars [a quick trails etiquette](#) for the public regarding deep woods and wildlife.

ASLPT 2021 Annual Membership renewal notice

Friends of Mt Sunapee letter, brochure and funds request

DES Approval for Douglas & Laurie Sanders, 84 Garnet Hill Rd, Sunapee, NH 03782

Tim Fleury made the motion to pay ASLPT \$500 for the 2021 SCC membership from the Budget line item of Memberships. . Motion Seconded by Mark Reynolds. Vote TF Y, LE Y, TM Y, MR Y, VW Y

Tim Fleury made the motion to pay NHACC \$375 for the 2021 SCC membership from the budget line item memberships. Motion seconded by Mark Reynolds. Vote TF Y, LE Y, TM Y, MR Y, VW Y

Matt Hurd in attendance of the SCC meeting to become a SCC member since completing the volunteer form for the Town of Sunapee. Van Asked Matt if he is interested in joining the committee, Matt replied yes.

Terry Mattson made the motion to appoint Matt Hurd as a Sunapee Conservation Commission member. Tim Fleury seconded the motion. Vote TF Y, LE Y, TM Y, MR Y, VW Y Next step is the appointment by the Select Board, once in their minutes Matt will need to be sworn in at the Town Office.

Tim, Terry and Van have been sworn in. All members should at present be in current standings.

Ledge Pond update- ALSPT report states that the project is very well done, no problems, no questions, all documentation of work on file. Van explained how logging/timber sales work as well as some of the terminology to the SCC members for better understanding of the work performed, the parties' roles in the project, responsibilities of the parties, payment, material distribution, and reviewed the submitted Harvest Stumpage Income Report. SCC has been very pleased with the work Jeremy and MTL have done with the Ledge Pond Harvest and Timber sale. This process highlights the importance of having an overseer of the project.

Town Forest System – will be placed on the next meeting agenda. SCC needs to review Town Forest parcel descriptions and specific needs as they all have issues within the Town Forest designation.

Terry Mattson had a conversation with Donna Nashawaty regarding the question of Town Forest Funds and the spending of the money. SCC cannot approve spending out of Town Forest funds, this would be done via Town vote. This would require the setting up of a Warrant Article and the language to accomplish. SCC needs to seek the draft requirements. SCC would like to spend out of the CCF to start the trail work - \$3750 for the preliminary trail work commitment. With the anticipated funds available to the CCF being \$85,000, work could begin this summer. SCC members will set a date to go back to the Ledge Pond site in the spring when the work is complete and logging equipment is gone and the do the final assessment of the parcel from the logging after the frost is out. This will be a good time to meet with Jeremy and maybe piggyback on that day. The crew will be at the work site and we could pay for our fine tuning while taking advantage of the equipment and man power to get more prep done for future trails with

views and foot paths in mind. Terry would like to prioritize trail work of one trail just to get started and show the public our intent and the benefit of this project. The project still has a ways to go with close out, final dress up, erosion due diligence, rock placement this is when SCC would dove tail with their plans and pay for the extra time of the cleanup crew/Jeremy to get us closer to trails. The gate will also be reinstalled very important to keep wheeled vehicles out. Terry Mattson will draft a letter with input and final approval from Anne, Jeremy (MTL) and the SCC members as a PR and update notice on the project of Ledge Pond. Notice will be short with bullet points, SCC contact info, stay tuned feel. Once approved this will be on the Town website, maybe a mailing.

SCC reviewed the spread sheet submitted from Lynne and account balances.

Clarify and understand Town Forest designation- SCC members will need to review all deeds to each town forest parcel, as well as the easements, to determine which stipulations follow the parcel and are taken into account first with regards to income generated from the parcel and the spending as well as which takes precedent on each parcel. Town Attorney to clean up and resolve funding question on Town Forest v. intent of the deed. Van asked Mark to have for the next meeting a register of expenses recorded for each of the following parcels for the past 2-3 years: Bartlett Tyler Fund, Dewey Woods, the Simpson parcel SCC knows the deed takes precedence, the Bartlett Tyler Fund spending is authorized by a vote of the SCC. Next meeting SCC will discuss the funds and how they are spent legally of Town Forest with regulations and deeds and restrictions. Mark Reynolds reported that SCC spent \$5,640 for trail work and trail maintenance. This will be helpful information to get to Cliff for the Volunteer/Trail work proposal and guideline set up as a money saver when the public can be involved.

Lela Emery informed the SCC Board that she would not be renewing her term which expires in October of 2021.



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

Name: Smith Lynn Date: 4/3/17
(Last) (First)

Sunapee Registered Voter: ☒ Yes () No

Mailing Address:

Street Address (if different):

PO Box 684
Sunapee, NH 03782

112 RT 11
Sunapee, NH 03782

Lived in Sunapee Since: 1994 Home Phone: 863-1918 Work Phone 690-2727

E-mail: Sunapee.smith@gmail.com Fax: _____ Cell 955-1474

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

_____ Abbott Library Trustee

_____ Advisory Budget Committee

_____ Capital Improvement Committee

_____ Conservation Commission

_____ Crowther Chapel Committee

_____ Planning Board Alternate

_____ Recreation Committee

_____ Sestercentennial (250th) Celebration

_____ Thrift Shop

_____ Upper Valley Lake Sunapee Regional

_____ Zoning Board Alternate

☒ Trustee of the Trust Funds

2. For consideration:

a. Occupation: Accountant b. Employer: Claremont Savings Bank

c. Length of current employment: 9 yrs d. Education: Bachelors Degree in Accounting

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) 1 hours per week (evenings)

2 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: 1

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? To ensure funds are
properly distributed and accounted for.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Accounting knowledge + organizational skills

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

Recruited by Danna

6. Additional Comments: _____


(Signature)

4/3/17
(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)

Town of Sunapee, NH

POSITION: Harbor Liaison Officer
FLSA STATUS: Non-exempt
LABOR GRADE: 5

DEPARTMENT: Police
REPORTS TO: Chief of Police
DATE: 03-22-2021

GENERAL SUMMARY

This position is responsible for the efficient and effective flow of traffic in the boat que in Sunapee Harbor. This officer is responsible for the monitoring of parking in all parking lots to ensure there are no issues that would reduce the flow of traffic.

Typically, this officer will get direction from the duty officer or supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Direct all vehicles efficiently through the boat que and onto the loading ramp for the purposes of discharge and retrieval of boats.

Answer any question from visitors regarding locations to park for the day or to secure their boats to the trailers.

Provide informational material to all boaters and visitors alike with safe boater guide

Direct traffic on Main Street, River Road and Lake Avenue during the shift to ensure the flow through the harbor is with out back up and congestion

Patrol during the shift the parking lots in and around the harbor to monitor their capacity and to ensure there are no parking violations.

Use the police radio to communicate to the on-duty officer to assist with parking/traffic issues

Maintain the vehicle assigned to ensure it efficiency and reliability during the shift.

Maintain the Harbor life jacket box and provide loaner life jackets to those who need them.

Wear appropriate uniform as issued by the Chief of Police

Interact with the public in a courteous and professional manner

Be the liaison between the businesses in Sunapee Harbor and the police department and report any issues or complaints to the duty officer right away.

Work harmoniously with other members of the police department and the public

OTHER DUTIES AND RESPONSIBILITIES

The Harbor Liaison officer is primarily a traffic position and will be used throughout the year for such events to include but not limited to 4th of July Parade, High School graduation, Christmas in the Harbor and Halloween event.

PERSONAL CONTACTS

The Harbor Liaison Officer is a very visible position and therefore many people will have interaction for information and directions

DESIRED MINIMUM QUALIFICATIONS

LICENSING AND CERTIFICATION

None required

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Telephone, computer, calculator, AV equipment, copier.

Knowledge of the police departments scheduling program and how to access the program for weekly schedule.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear, and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing, and balancing.

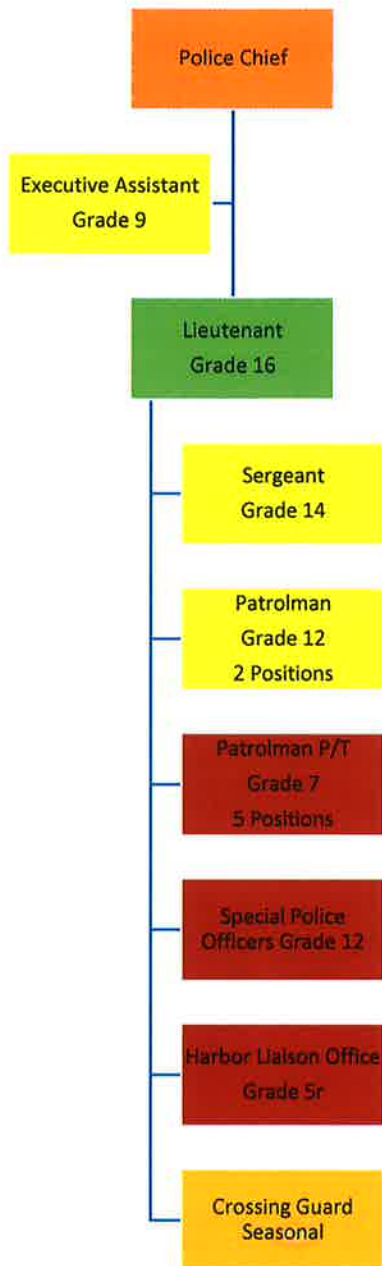
WORK ENVIRONMENT

This position will require working in heat, rain, cold and darkness. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK SCHEDULE

This position is part time, as assigned by the Chief of Police.

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



WIGHTSTEEPLE PRODUCTIONS

25 MAIN ST., PO BOX 304

SUNAPEE, NH 03782

603-763-8732

bill.wightman@comcast.net

www.wightsteeple.com

March 5, 2021

Donna Nashawaty, Town Manager
Town of Sunapee
23 Edgemont Rd.
Sunapee, NH 03782

Dear Donna,

I've attached the contracts for the 2021 Ben Mere Bandstand entertainment this summer, again with the COVID-19 guidelines for both Attendees and Performers. If the same guidelines as for last summer are to be in place, I can use the same signs we used last year with the Attendee Guidelines. Again, I will email each act a performance agreement that includes the Performer Guidelines. In addition, each act will be requested to make the included announcement at the start of the concert and again at the start of the second half of the concert.

Let me know if this meets your approval or if there are any questions or other changes we need to make.

Again, as in the past, please arrange for the electricity and lighting to be operational at least 1.5 hours before; during the hours of performance; and at least an hour beyond the end of the performance (6:30 to 8:30).

Thanks again for the opportunity to help with the town's efforts of providing quality entertainment for the Ben Mere bandstand.

Yours truly,

Bill Wightman

WIGHTSTEEPLE PRODUCTIONS

**25 MAIN ST., PO BOX 304
SUNAPEE, NH 03782
603-763-8732**

bill.wightman@comcast.net

SERVICES CONTRACT

This contract, made this **March 5, 2021** between **Town of Sunapee** , the purchaser of Services (herein referred to as "Purchaser") and **Wightsteeple Productions** (herein referred to as "Provider") is for the provision of an **Entertainment Booking Agent/Manager** .

Address where Services will be performed: **Ben Mere Bandstand
Sunapee Harbor, Sunapee, NH 03782**

Dates:	2021 Summer Wednesday Evenings	Chairs needed
July 7	-	
July 14	-	
July 21	-	
July 28	-	
Aug. 4	-	
Aug. 11	-	
Aug. 18	-	
Aug. 25	-	
Sept. 1	-	

(Labor Day is Mon. Sept. 6)

Times: Wednesday Evenings: 6:30 pm to 8:30 pm

Responsibilities of Provider:

1. To book acts (subject to approval by the Purchaser) for the bandstand entertainment.
2. To make sure the performance facility is set up and that the performer's needs are met.
3. To prepare and make available to the Purchaser, all copy necessary for ads & flyers to promote the performers.
4. To provide the use of a sandwich board with an insert listing the acts and times for the nine (9) listed dates and to timely mark the board appropriately in the event that a date has been rained out.

Responsibilities of Purchaser: To provide the exclusive use of the Ben Mere Bandstand during the listed dates and times. To be sure all lighting and AC outlets for the facility are in working order and that the Provider is aware of the location and operation of their controls. To make available folding chairs for use by the big band orchestras according to the listed needs and to provide the flyers and advertising necessary to promote the scheduled entertainment. Also, to include on all ad copy, "Entertainment arranged by Wightsteeple Productions".

- **Theatre Arts & Music Education / Event & Project Management** ●

Cost of Services:	Act Costs		\$4,175.
	Booking/Management		\$ 750.
	Sign Fee	-	\$ 75.
	Total Costs	-	\$5,000.

Purchaser will make payments as follows:

A check made payable to "Wightsteeple Productions" in the amount of \$5,000. on or before Friday, July 2nd, 2021.

Additional Agreements:

1. That the Provider of Services is engaged as an independent contractor and will be responsible for any Federal or State taxes applicable to this payment.
2. That the agreement of the Provider of Services to perform is subject to proven detention by sickness, adverse weather conditions, acts of God, or any other legitimate condition beyond it's control for which the Provider will not be held responsible for any loss incurred by the Purchaser as a result thereof.
3. In the event that a performance is cancelled because of weather or other legitimate reason, and the act is not paid for that performance date, the act fees, not paid, will be used to pay for an alternative act / date, pay the Provider the amounts stipulated in this contract, or will be returned to the Purchaser.
4. Due to the COVID-19 pandemic, the following guidelines are provided below for Attendees and Performers. Additionally, performers will be asked to make the included announcement and signage will be created for posting on the bandstand and around the concert area.
5. In the event that the COVID-19 conditions should prompt the NH Governor to order outdoor concerts to STOP or if is deemed by the Town Manager or the Chief of Police that either Performers and/or Attendees are not in sufficient compliance with the guidelines, the Town of Sunapee may order the Concerts to stop. If either of these should occur, the Purchaser will be issued a 'credit' toward the costs of next year's concert series in the amount of those concert costs not yet incurred.

SUMMER 2021 CONCERT ATTENDEE GUIDELINES

In an effort to prevent and reduce the transmission of COVID-19, those attending our summer concerts shall abide by the following precautionary guidelines:

- Attendees Must Practice Social Distancing and Seating Must Be Places at Least 6 Feet From Other Groups.
- Concert attendees will not be allowed to sit any closer than 25 feet to the concert bandstand.
- Only band members will be allowed into the bandstand area.
- Attendees are encouraged to bring masks to wear when passing close by to others in attendance.
- If overcrowding occurs or social distancing guidelines cannot be followed, concerts may be cancelled.
- Those attendees who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not be in attendance at these concerts.

SUMMER 2021 CONCERT PERFORMER GUIDELINES

In an effort to prevent and reduce the transmission of COVID-19, those performing at our summer concerts shall abide by the following precautionary guidelines:

- Performers Must Practice Social Distancing and with fellow performers who are not family members or do not have a similar trusted relationship. Masks are encouraged even for performers when possible.
- Performers will ask concert attendees not to sit any closer than 25 feet to the concert bandstand and will not socialize with concert attendees closer than the 6 foot guideline.
- Only band members will be allowed into the bandstand.
- Those performers who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not perform at these concerts.

SUMMER 2021 CONCERT PERFORMER ANNOUNCEMENT

(to be announced at the start of the concert and again, half way through)

Good evening everyone and welcome to the Ben Mere Bandstand Concert Series. We're happy you've decided to join us this evening but also ask you to help us in complying with the NH Governor's COVID-9 Guidelines for preventing and reducing the likelihood of transmission of the Covid-19 virus.

- All Attendees Must Practice Social Distancing and Seating Must Be Places at Least 6 Feet From Other Groups.
- Concert attendees will not be allowed to sit any closer than 25 feet to the concert bandstand.
- Only band members will be allowed into the bandstand area.
- Attendees are encouraged to bring masks to wear when passing close by to others in attendance.
- If overcrowding occurs or social distancing guidelines cannot be followed, concerts may be cancelled.
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Thank you for your help with these guidelines and we hope you enjoy the concert!

Town of Sunapee

Wightsteeple Productions

Purchaser

Provider

Authorized Signature

Authorized Signature

**23 Edgemont Rd.
Sunapee, NH 03782**

**PO Box 304
Sunapee, NH 03782**

Address

Address

603-763-2212

603-763-8732 / 603-381-1662 cell

Phone Number

Phone Number

Donna Nashawaty

Bill Wightman

Contact Person

Contact Person

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
3 Positions	\$ 14.09	\$ 14.44	\$ 14.80	\$ 15.17	\$ 15.55	\$ 15.94	\$ 16.34	\$ 16.75	\$ 17.17	\$ 17.60	\$ 18.04	\$ 18.36	\$ 18.68	\$ 19.01	\$ 19.34	\$ 19.68	\$ 20.02	\$ 20.37
Library Aide I																		
5 Positions																		
Building Custodian Transfer Station/Recycling Attendant I Harbor Liaison Officer Laborer Health Officer Library Aide II	\$ 15.54	\$ 15.93	\$ 16.33	\$ 16.74	\$ 17.16	\$ 17.59	\$ 18.03	\$ 18.48	\$ 18.94	\$ 19.41	\$ 19.90	\$ 20.25	\$ 20.60	\$ 20.96	\$ 21.33	\$ 21.70	\$ 22.08	\$ 22.47
7 Positions																		
Hydro Attendant Part-time Police Officer Secretary (recording) office clerk (Fire) Operator in Training Transfer Station/Recycling Attendant II Library Aide III Assistant Assessing Clerk	\$ 17.12	\$ 17.55	\$ 17.99	\$ 18.44	\$ 18.90	\$ 19.37	\$ 19.85	\$ 20.35	\$ 20.86	\$ 21.38	\$ 21.91	\$ 22.29	\$ 22.68	\$ 23.08	\$ 23.48	\$ 23.89	\$ 24.31	\$ 24.74
9 Positions																		
Adm Asst Highway Water/Wastewater Plant Operator I Truck Driver Exec Assistant Police	\$ 18.47	\$ 18.93	\$ 19.40	\$ 19.89	\$ 20.39	\$ 20.90	\$ 21.42	\$ 21.96	\$ 22.51	\$ 23.07	\$ 23.65	\$ 24.06	\$ 24.48	\$ 24.91	\$ 25.35	\$ 25.79	\$ 26.24	\$ 26.70
10 Positions																		
Welfare Administrator Light Equipment Operator Deputy Town Clerk/Tax Collector Account Clerk Librarian Children's Librarian Administrative Assistant II	\$ 19.83	\$ 20.33	\$ 20.84	\$ 21.36	\$ 21.89	\$ 22.44	\$ 23.00	\$ 23.58	\$ 24.17	\$ 24.77	\$ 25.39	\$ 25.63	\$ 26.28	\$ 26.74	\$ 27.21	\$ 27.69	\$ 28.17	\$ 28.66

Proposed March 22, 2021

DEED WAIVER

The property located at **43 Wilderness Park Road, Parcel # 0239-0001-0010** in the name of **Daniel & Dawna Vinal** is due to be deeded to the Town of Sunapee for non-payment of 2011-2020 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

DATE: _____

DEED WAIVER

The property located at **22 Wilderness Park Rd., Parcel # 0239-0001-0008** in the name of **Gilman E. Michaud** is due to be deeded to the Town of Sunapee for non-payment of 2011-2020 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

DATE: _____

DEED WAIVER

The property located at **38 Wilderness Park Rd; Sunapee NH** known as **Map 0239-0001-0002** in the name of **Anne LaClair** formerly known as **Jeffrey A Sykes** is due to be deeded to the Town of Sunapee for non-payment of 2008 -2020 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

DATE: _____



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

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

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

The Board of Selectmen of Springfield agrees to pay the Town of Sunapee \$133,868 in four quarterly payments of \$33,467. The total sum is 25% of the 2021 Transfer Station operating budget of \$626,856 (\$156,714) less \$22,846 which is 25% of the \$91,385 (2020 Revenue) received from the sale of recycled items and the sale of "open-top" tickets. This agreement is to be renewed annually.

Joshua Trow

Date Approved

Suzanne Gottling

Board of Selectmen
Town of Sunapee

Jeremy Hathorn

Frederick C. Gallup

Shane Hastings

Date Approved

Board of Selectmen
Town of Springfield

A photograph of a large, multi-story brick building, identified as the Sullivan County Health Care facility. The building has a complex roofline with several gables and dormers. In front of the building is a green lawn, and to the right is a dark asphalt parking lot. The sky is filled with white and grey clouds. The text "SULLIVAN COUNTY HEALTH CARE" and "RENOVATION" is overlaid in white, sans-serif font across the center of the image.

SULLIVAN COUNTY HEALTH CARE RENOVATION

AUGUST 11, 2020



SCHC Renovation

- Overview
- GMP & Total Project Budget
- Cost Analysis
- Other Options to Consider
- Way Ahead – Discussion
- Questions

Overview - Historical Context



- Regulatory environment drives nursing home facility requirements
- County in similar situation as mid-1960s

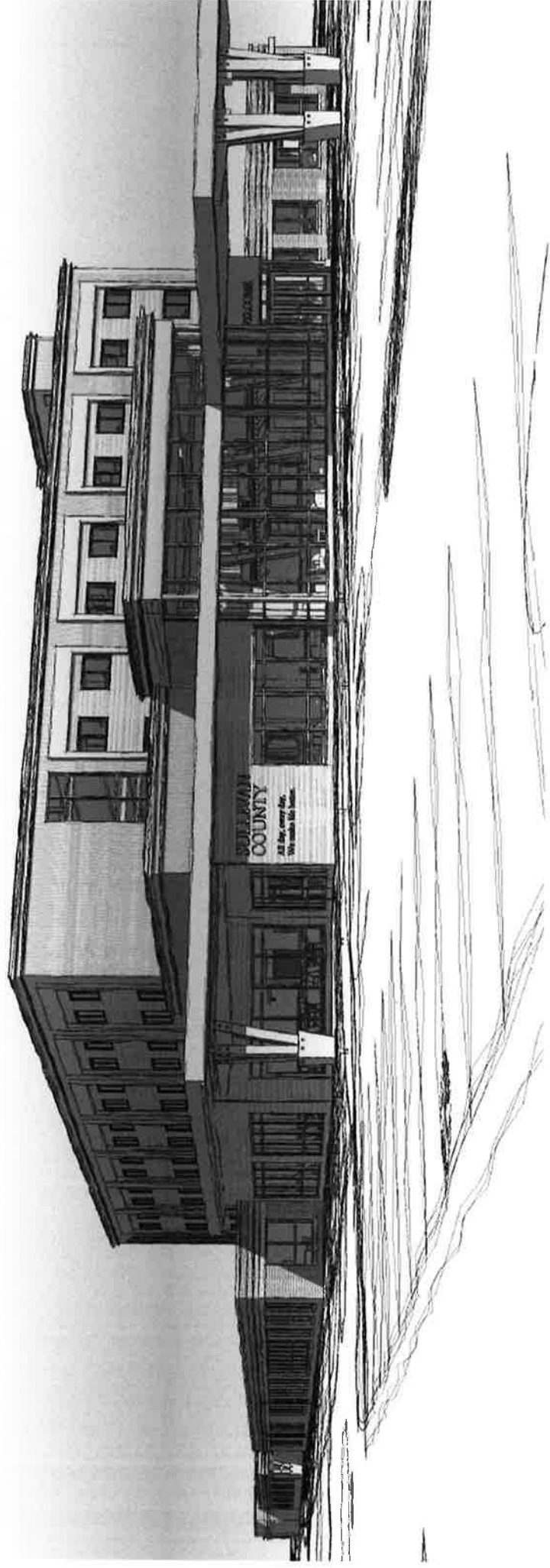
THEN:

- Social Security Act (1965)
- Rules for Medicare/Medicaid
- Made Sanders obsolete
- Led to Stearns building

TODAY:

- Federal and State Requirements
- 2018 Facility Guidelines Institute (FGI) rules for long-term care facilities
- Makes Stearns obsolete

GMP and Project Budget



GMP Results – Hard Construction Costs



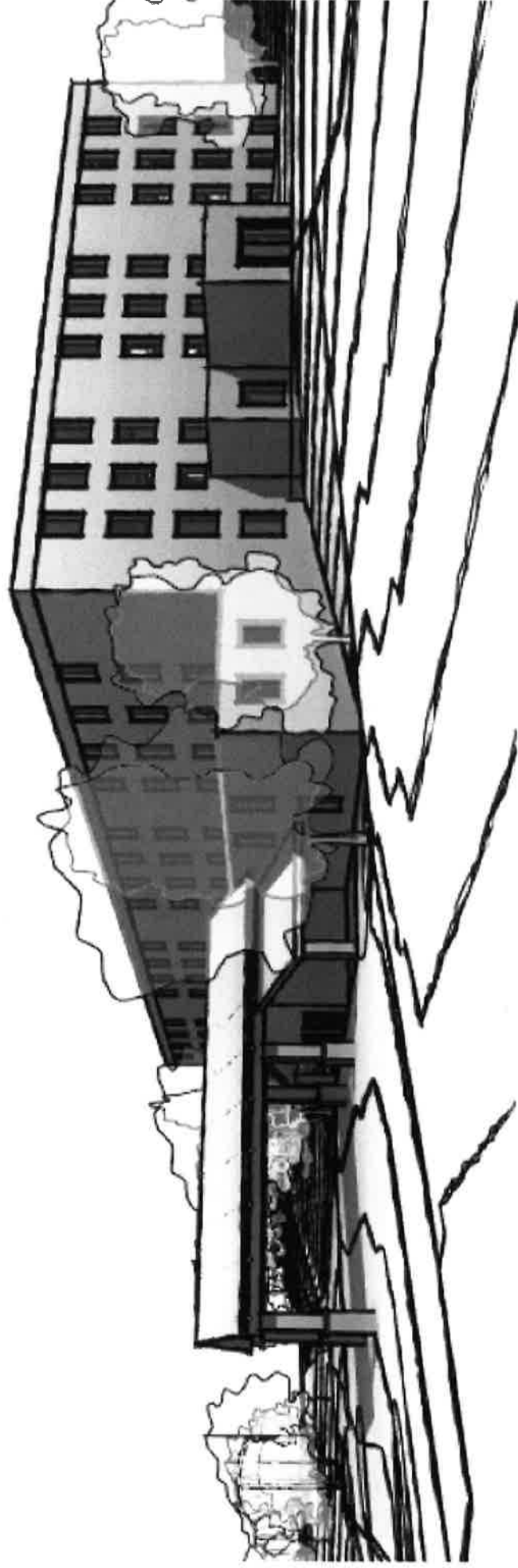
	Conceptual Estimate July 2019	GMP Results July 2020
Construction	\$ 31,000,000	\$ 41,772,000
Escalation	\$ 4,000,000	\$ 0
Bond	\$ 500,000	\$ 625,000
HARD COST TOTAL	\$ 35,500,000	\$ 42,397,000

TOTAL PROJECT BUDGET

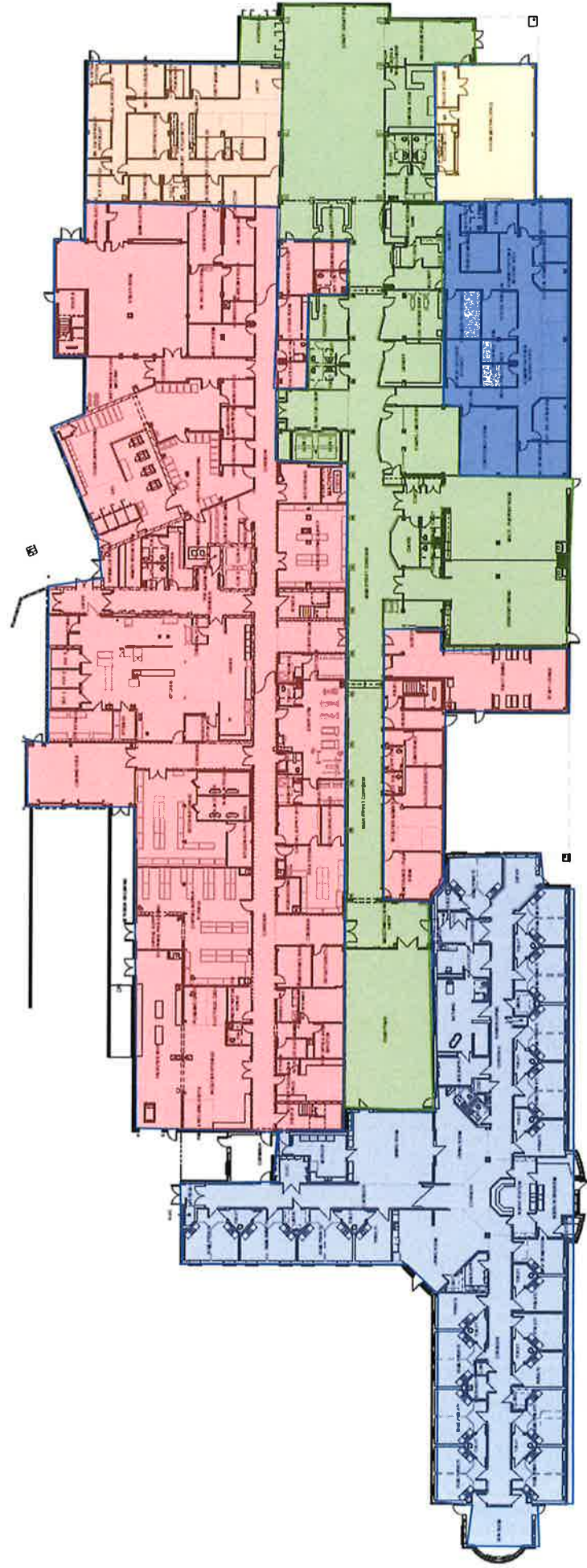


GMP - Construction	\$ 42,397,000
Architect / Engineer / Commissioning	\$ 710,000
Permitting / Inspections / Testing	\$ 350,000
Furniture / Equipment	\$ 2,700,000
Security / Surveillance / Networking / TV / Phone	\$ 230,000
Temporary Construction / Moving	\$ 490,000
Other Owners Costs – Insurance / Legal / Admin	\$ 350,000
Contingency – Construction Manager / Owner	\$ 3,100,000
Credits to Project – Rebates / Bond Interest / Salvage	(\$ 850,000) +/-
TOTAL PROJECT BUDGET	\$ 49,477,000

Conceptual Design – Option 6



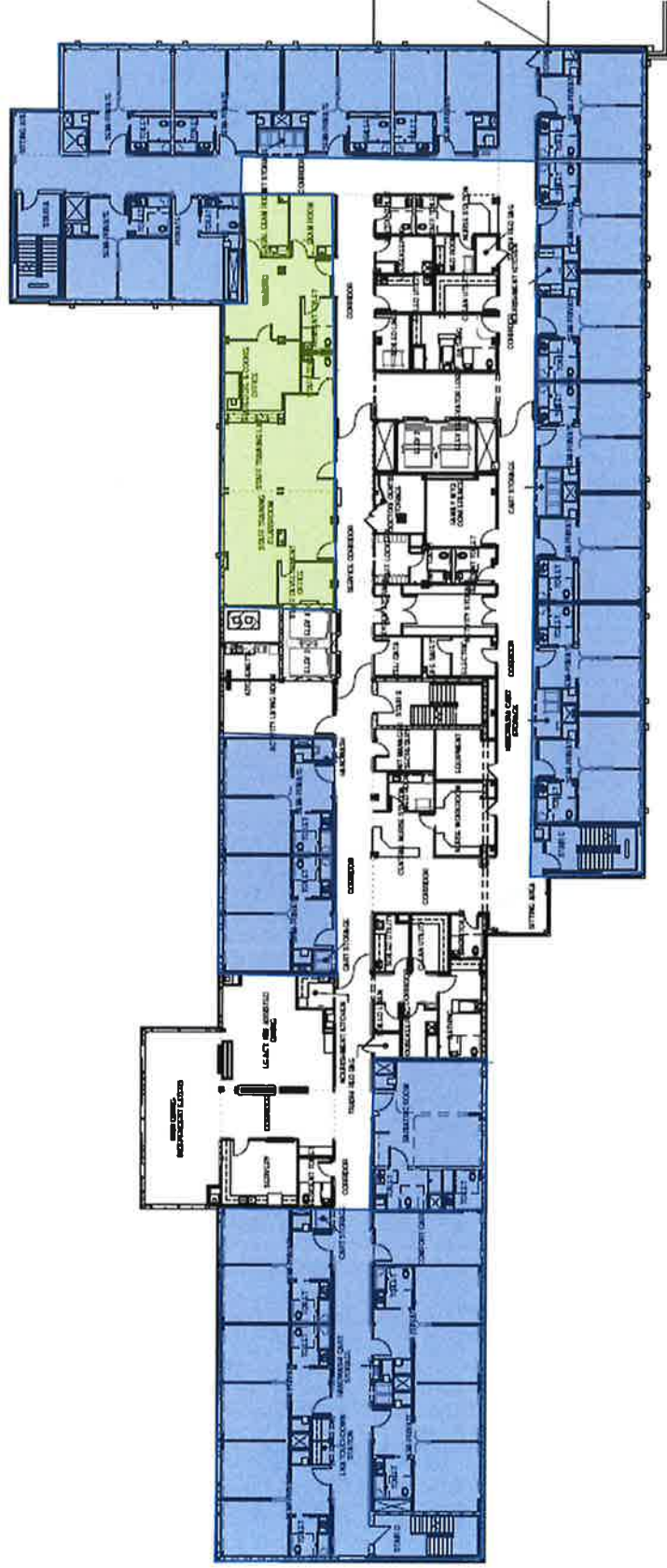
Proposed Design – 1st Floor



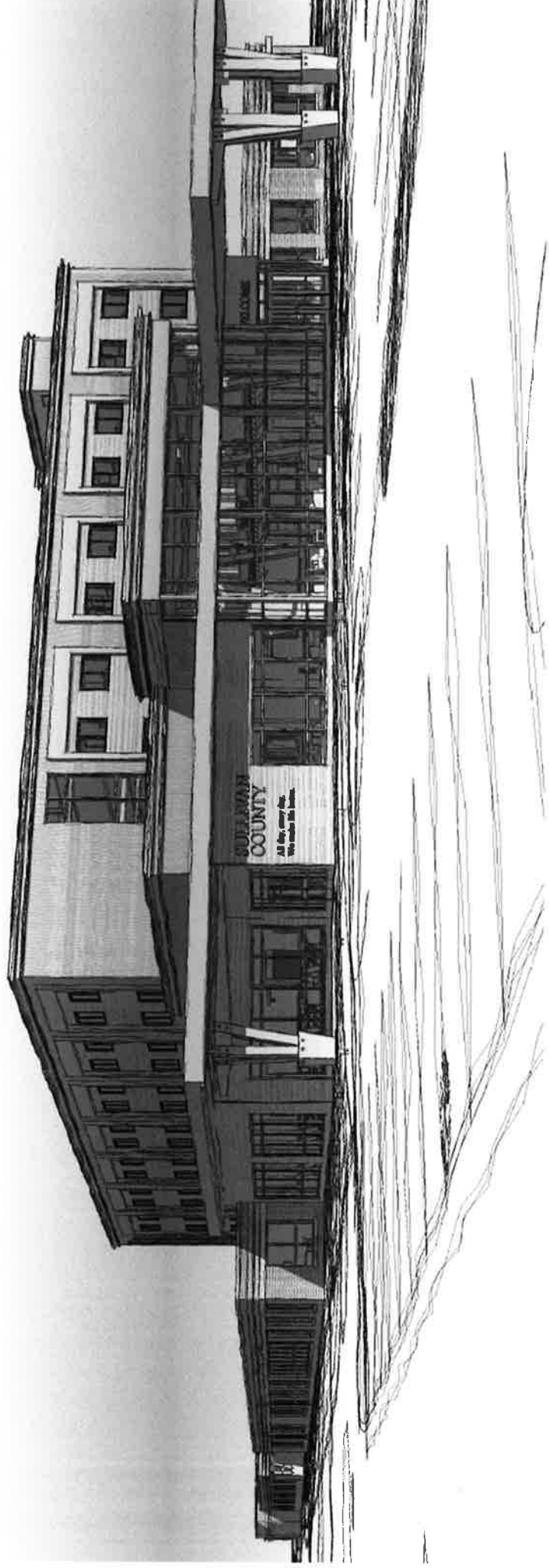
Proposed Design – Footprint of Upper Floors



Proposed Design - Typical Upper Floor



Factors Affecting Construction Costs



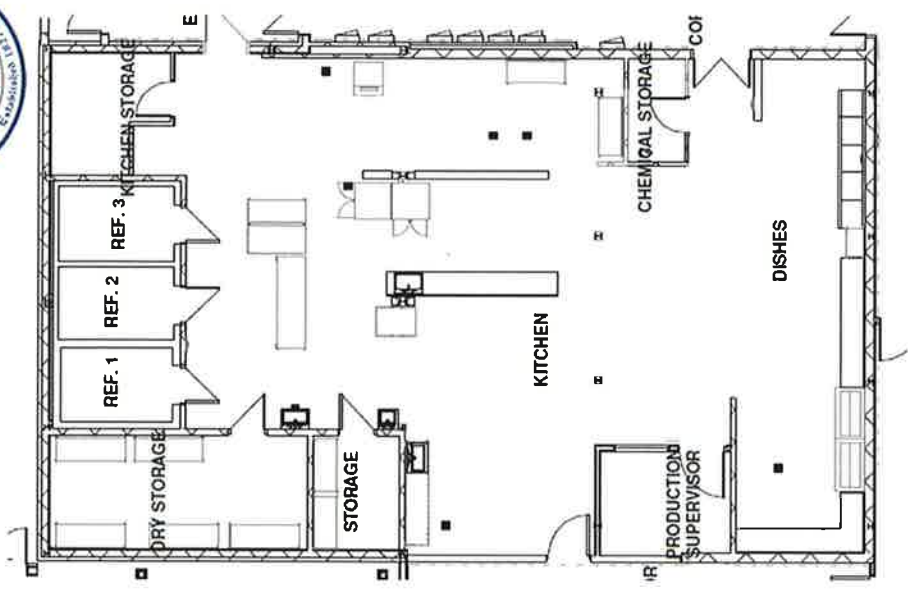


Regulatory Impacts – September 2019

• FGI Guidelines	\$1,800,000
• Increased Clearances in New Resident Rooms	
• Addition of Bariatric Compliant Rooms	
• Building Code and Fire Codes	\$1,550,000
• Did Not Allow for Office Use on Upper Floors	
• Additional Fire Proofing in Stearns	
• Existing Generator Does Not Meet Requirements	

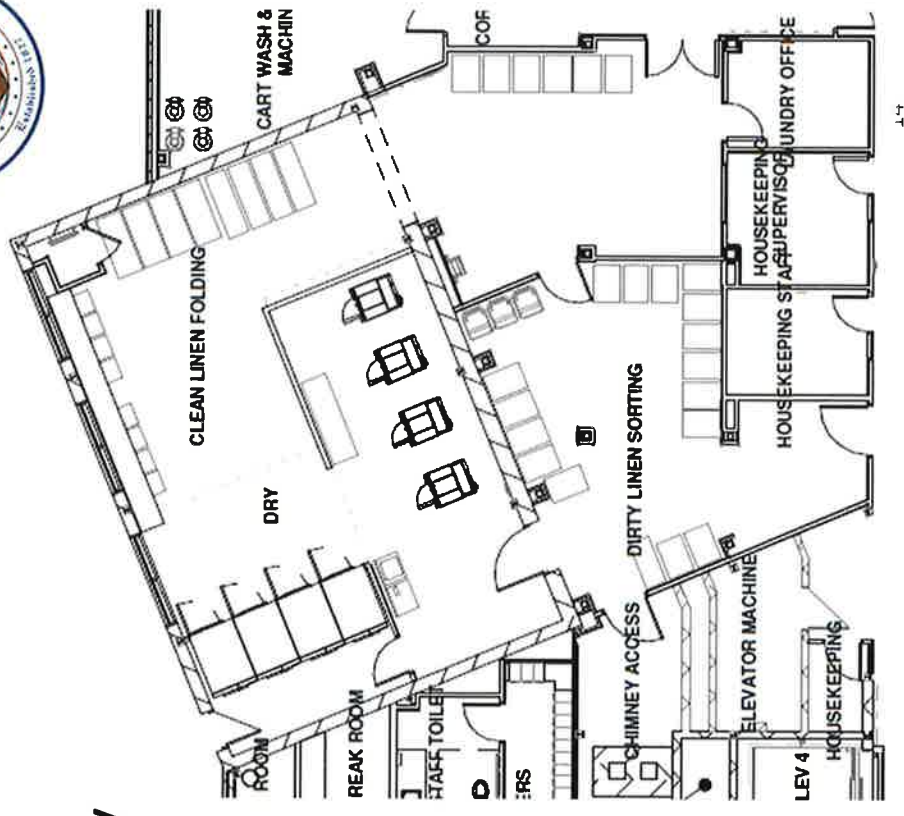
Kitchen Repairs & Maintenance

- Kitchen Under Slab Plumbing
- Kitchen Flooring Replacement
- Kitchen Hood Not in Compliance
- \$300K



Laundry – Process Improvement Project

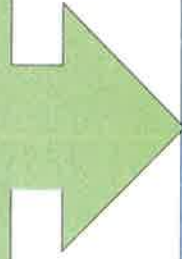
- Employee Driven Lean Six Sigma Study
- Improves Efficiency Bringing Laundry Back to SCHC Building from DOC
- \$100K per Year in Saved and Avoided Costs
- \$50K Previously Approved for Washer Replacement
- Project Budget Additional \$250K



Schedule, Climate, and Constraints



July 2019



July 2020

- ~ Additional \$1M
Driven By Market Challenges
- 36-Month vs. 30-Month
\$330,000
- Existing Conditions Constraints
 - Geotech
 - 10 FT Floor-to-Floor
 - Infrastructure



Cost Analysis: Bond Payment

- Assumptions:
 - County bonds for \$45,000,000 (construction & contingency)
 - \$4,500,000 from Capital Reserves for equipment, furniture, etc.
 - 29 year term
 - 2% interest rate
- Annual payment = \$2,046,240
- Expired CCC bond payment = \$680,000 (included in FY21 budget)
- **Balance = \$1,366,240**

NOTE: 1% increase on bond rates = ~\$300K



Cost Analysis: FY22 Tax Impact

- If renovation project approved, FY22 budget impacts include:
 - Bond payment balance = \$1,366,240
 - Structural deficit = approx. \$1,500,000
 - Annual personnel cost growth (~2%) = approx. \$400,000
 - SUBTOTAL: \$3,266,240
- FY22 enhanced ProShare (no IDN 1 payment) = ~ \$1,150,000
- FY22 Tax Increase: \$3,266,240 - ~\$1,150,000 = \$2,116,000
 - 15.5% increase compared to FY21
 - Average county tax rate of \$2.57/\$1,000 would increase to \$2.97/\$1,000
 - For a median home value in Sullivan County assessed at \$200,000 this increase would equal about \$80 per year (22 cents per day)
 - NOTE: Actual county tax rates vary by municipality



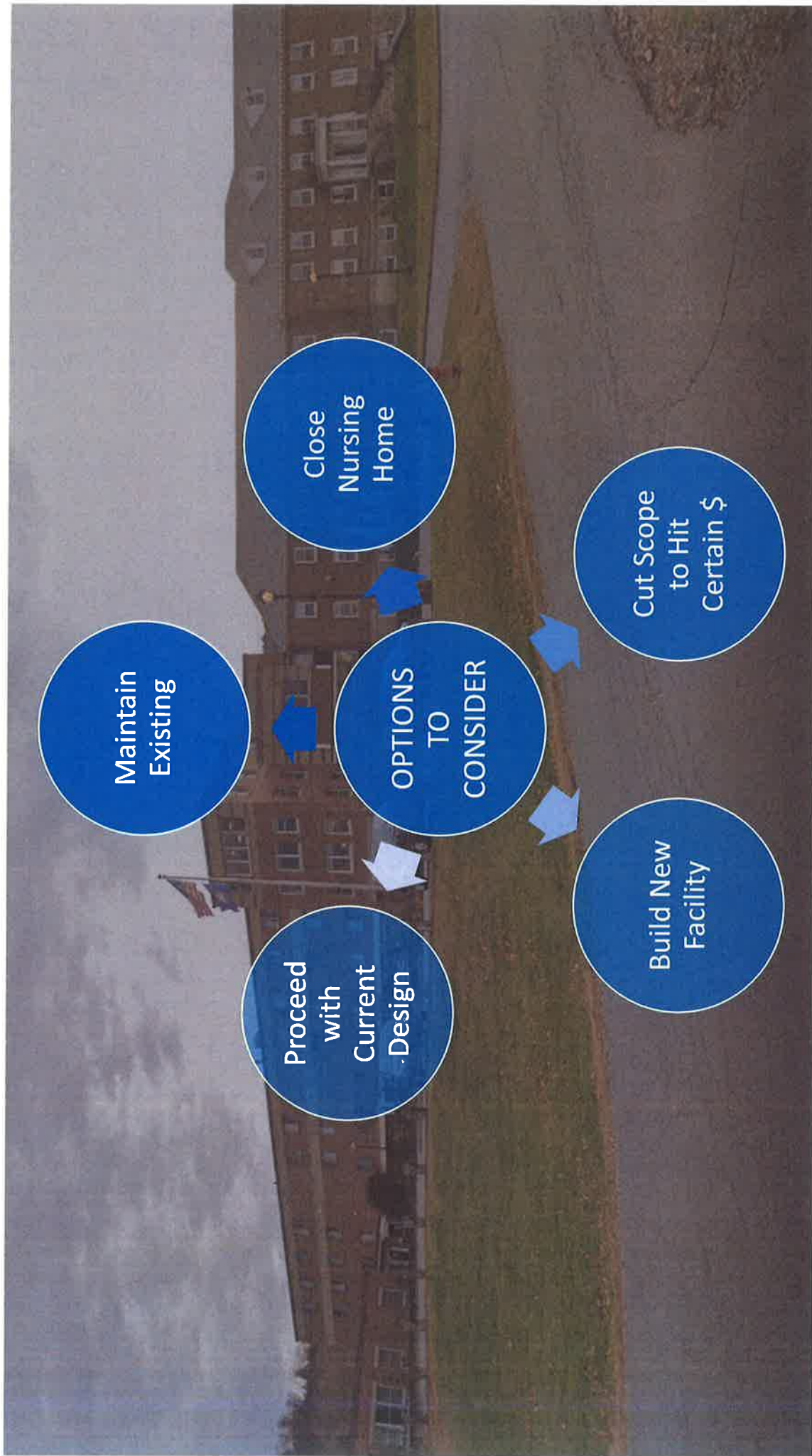
Cost Analysis: Perspective

- County nursing homes are expensive to operate
- Medicaid rates do not fully capture operating costs
- Most counties run operational deficits of \$1.5 - \$2.5M million
 - Only Hillsborough County nursing home operates at a surplus
 - Coös County runs 2 nursing homes with combined deficit of \$7.7 million
- Sullivan County is close to breaking even
 - 2nd best performance behind only Hillsborough
 - We would be slightly positive if full ProShare budgeted as revenue



Cost Analysis: Cheshire County Benchmark

- Cheshire County began a similar project in 2019
 - Cost: \$37,000,000
 - Scope: 60,000 sq ft addition & 75,000 sq ft renovation
 - 150 bed facility
 - Cost / sq ft: \$274
- Adjusted for:
 - 1 year of escalation (7%) = \$293 / sq ft
 - 15% increase in floorplan due to 2018 FGI change = \$337 / sq ft
- Compared to Sullivan County project cost of \$353 / sq ft
 - Addition vs. renovation scope accounts for difference between projects



Maintain
Existing

Close
Nursing
Home

OPTIONS
TO
CONSIDER

Cut Scope
to Hit
Certain \$

Build New
Facility

Proceed
with
Current
Design







Option 1: Maintain Existing

- Fix only what breaks as systems fail
- Pros:
 - Least costly capital investment (but will still cost millions)
- Cons:
 - Increasing failures to 50-year old plumbing, heating, electrical systems jeopardizes health & safety of residents and staff
 - Work completed under emergency or urgent conditions
 - Cannot make improvements without triggering compliance with FGI
 - Deteriorating facility puts state licensure at risk
 - Obsolete floorplan locked in for foreseeable future
 - Loss of revenue from census drop



Close Nursing Home



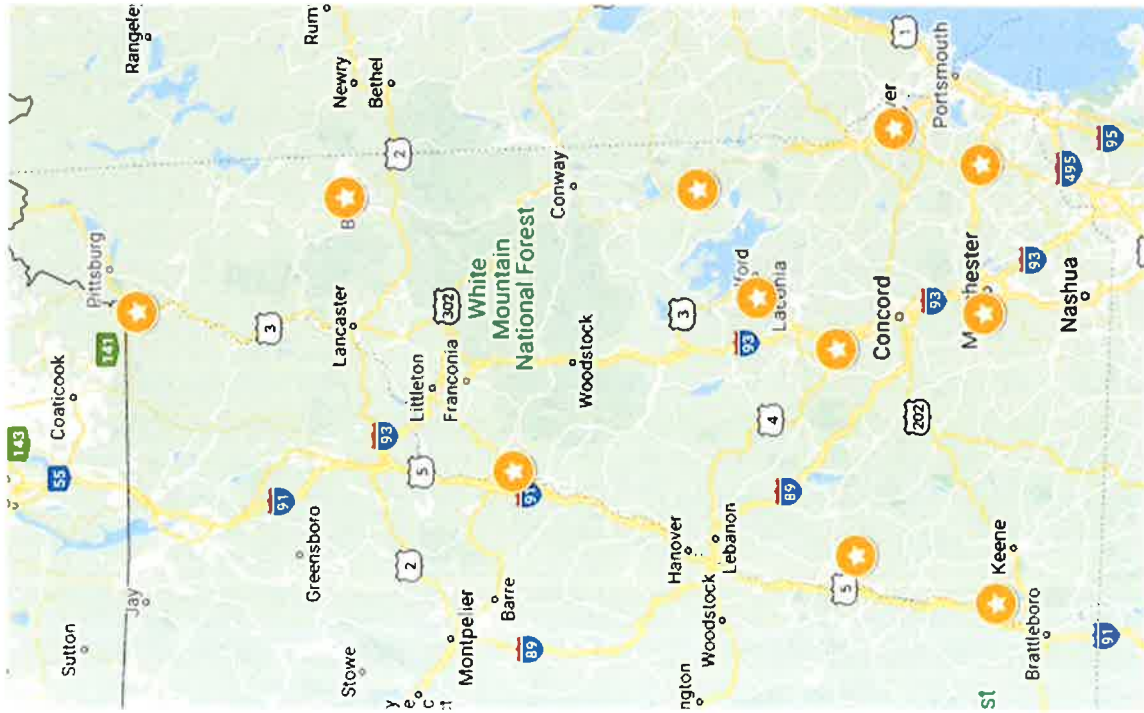
Option 2: Close Nursing Home

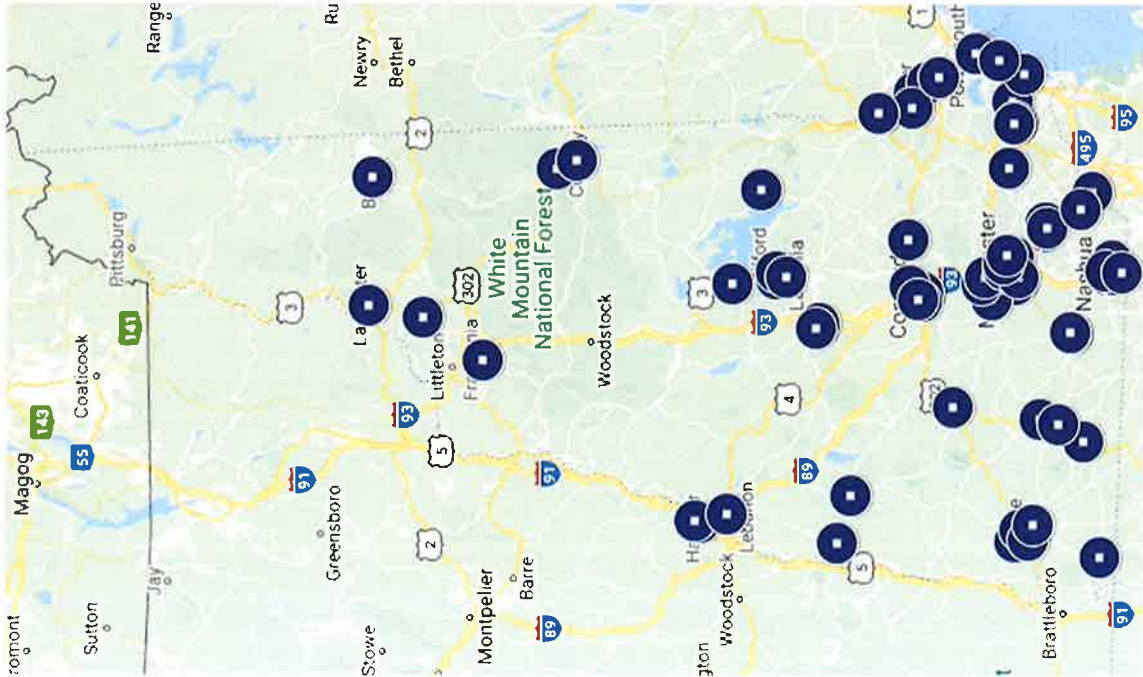
- *No requirement for counties to own or operate nursing homes*
- [RSA 167:18-a](#) “Counties shall reimburse the state for expenditures for **recipients for whom such county is liable who are eligible for nursing home care...**”
- Sullivan County’s responsibility under RSA 167:18-a is **345 people**
- FY21 budget includes \$5.2 million for Human Services
 - This payment would remain a county responsibility
- Drawdown plan for staff & residents would require careful planning
- Campus infrastructure impacts to Dept of Corrections
 - Biomass plant too large
 - Food currently supplied by SCHC Dietary staff
- Where do Sullivan County residents go for long term care?



New Hampshire County Nursing Homes

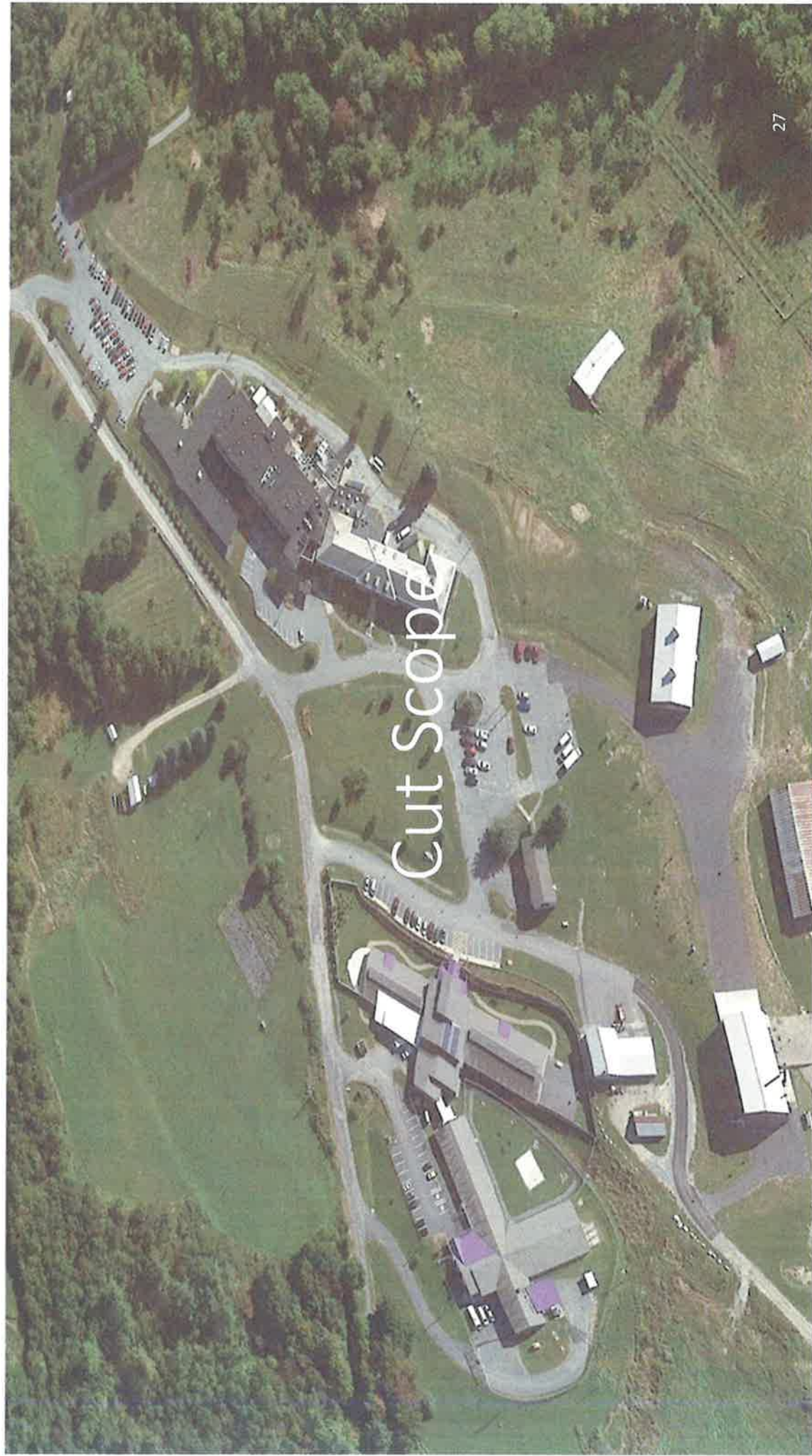
- Cheshire County 39 Miles
- Merrimack County 50 Miles
- Hillsborough County 52 Miles
- Belknap County 60 Miles
- Grafton County 70 Miles
- Rockingham County 87 Miles
- Carroll County 89 Miles
- Strafford County 90 Miles
- Coos County 153 Miles





New Hampshire Private Nursing Homes





Cut Scope



Option 3: Cut Scope

- Evaluate current project for scope reductions
 - Ahern replacement & County Commissioner staff
 - Approx \$1 million savings on project; add'l cost to upgrade existing Ahern
- Reduce number of beds to fit a budget number
 - Would drive some level of redesign (time & money) AND evaluation of impact on staffing & operations
- January-February 2020 census was approx. 141 residents
- Demographic trends suggest greater demand for next 20 years as Baby Boomer generation ages
- Reduction in beds likely result in greater percentage of Medicaid beds and result in future operational deficits

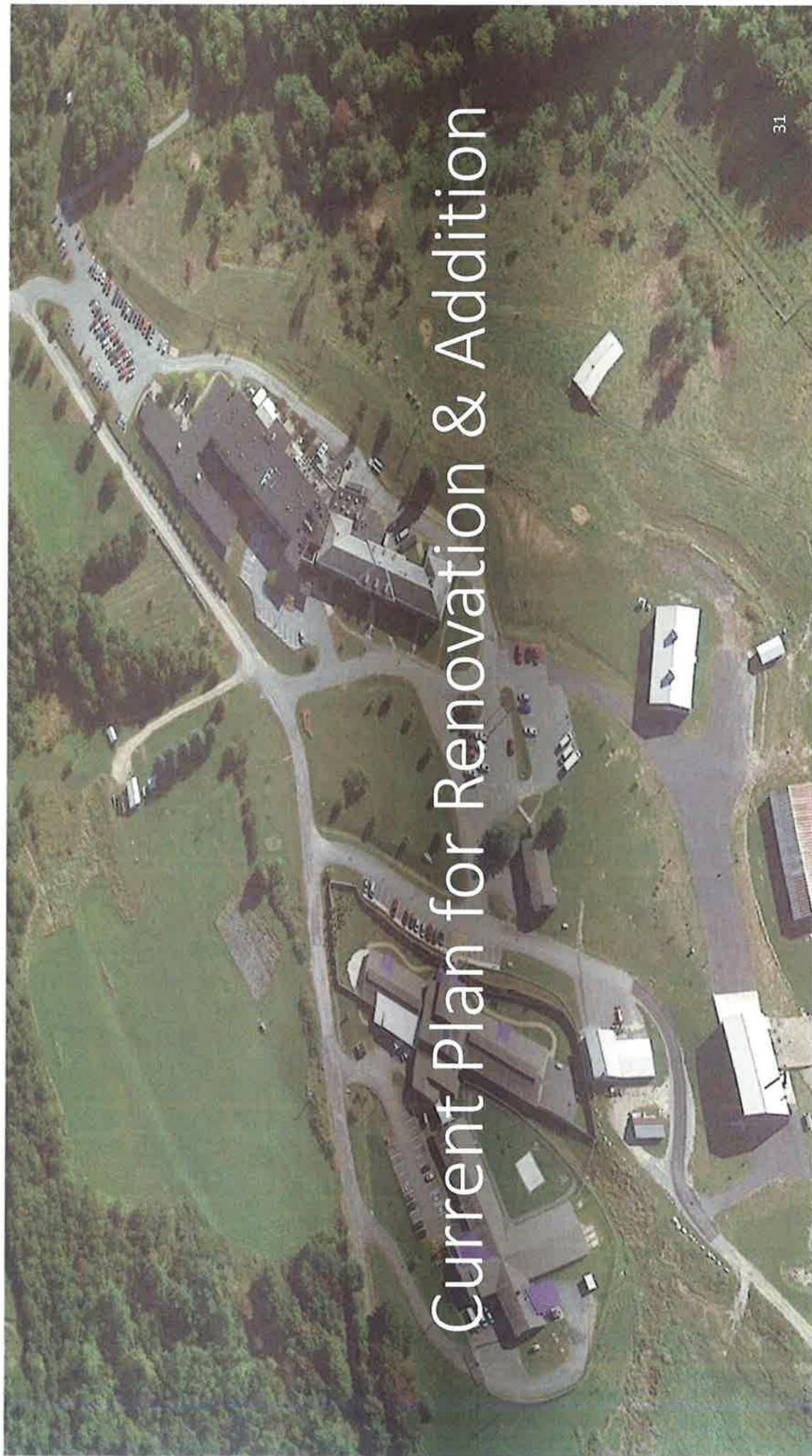




Option 4: Build New

- Is there a value proposition to support this?
- Rough estimate: \$55 – 60 million for new facility
- Pros:
 - Shorter construction schedule (16-18 months vs. 30 months)
 - No impact to current operations; no risk of census drop
 - Likely result in more competition from subcontractors from shorter schedule
 - Possibility of adaptive reuse of Stearns/MacConnell for assisted living?
- Cons:
 - Another year and more money to redesign
 - Another year of escalation costs
- More competition, shorter schedule, and zero risk of lost revenue during construction could shrink cost difference
 - Is it worth considering added value of a new facility?

Current Plan for Renovation & Addition





Option 5: Proceed with Current Plan

- Process to approve funding outlined in RSA 33:10, Municipal Finance Act
 - 33:10 County Bonds. – County bonds shall be authorized and issued as provided in RSA 25¹ and 28, provided that a public hearing is held which shall be advertised at least 7 days before said public hearing, in some daily newspaper having a wide circulation in the county, giving the time and place of the hearing; and provided that not more than 14 days after said public hearing the county convention shall approve such bond issue by at least 2/3 of the county convention present and voting and provided further that a majority of the whole convention shall be present.
 - RSA 28:23 and 28:24 spell out Commissioners' role
- Engage bond counsel to assist with application
- NHMBB application deadline is November 6; funds issued in Feb 2021
 - Interest payment due August 2021; principal & interest Feb 2022

A photograph of a large, multi-story brick building, identified as the Sullivan County Health Care facility. The building has a complex roofline with several gables and dormers. In front of the building is a green lawn, and to the right is a dark asphalt parking lot. The sky is overcast with grey clouds. The text 'SULLIVAN COUNTY HEALTH CARE' and 'RENOVATION' is overlaid in white, serif, all-caps font across the center of the image.

SULLIVAN COUNTY HEALTH CARE RENOVATION

AUGUST 11, 2020

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

*Extended thru March 31 2021
by Board of Selectmen*

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



FEBRUARY BUDGET REPORT

Fund: GENERAL FUND Periods: 2021-02 thru 2021-02 [16.67% of Year] Include: - Expenditures (Board of Selectmen Monthly Report)

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - GENERAL FUND						
4130 - GENERAL GOVERNMENT: EXECUTIVE	355,055.00	23,056.99	51,671.52	0.00	303,383.48	14.55
4140 - TOWN CLERK TAX COLLECTOR	234,361.00	14,525.11	31,275.42	0.00	203,085.58	13.34
4141 - ELECTIONS	9,061.00	468.90	468.90	0.00	8,592.10	5.17
4150 - FINANCIAL ADMINISTRATION	243,964.00	13,525.63	44,247.18	0.00	199,716.82	18.14
4152 - REVALUATION OF PROPERTY	102,000.00	0.00	0.00	0.00	102,000.00	0.00
4153 - LEGAL EXPENSES	18,000.00	430.00	430.00	0.00	17,570.00	2.39
4155 - PERSONNEL ADMINISTRATION	1,000.00	0.00	0.00	0.00	1,000.00	0.00
4191 - PLANNING AND ZONING	56,074.00	3,627.85	4,431.76	0.00	51,642.24	7.90
4194 - GENERAL GOVERNMENT BUILDINGS	274,624.00	17,738.64	34,942.32	0.00	239,681.68	12.72
4195 - CEMETERIES	13,647.00	123.01	123.01	0.00	13,523.99	0.90
4196 - INSURANCE NOT OTHERWISE ALLOCATED	8,068.00	0.00	0.00	0.00	8,068.00	0.00
4197 - ADVERTISING AND REGIONAL ASSOCIATION	14,390.00	119.06	119.06	0.00	14,270.94	0.83
4199 - OTHER GENERAL GOVERNMENT	31,520.00	414.28	9,448.57	0.00	22,071.43	29.98
4210 - PUBLIC SAFETY: POLICE	918,523.00	62,577.16	157,639.83	0.00	760,883.17	17.16
4215 - AMBULANCE	61,886.00	0.00	0.00	0.00	61,886.00	0.00
4220 - FIRE	271,360.00	10,601.49	36,448.33	0.00	234,911.67	13.43
4229 - SAFETY SERVICES BUILDING	148,013.00	4,019.58	7,428.00	0.00	140,585.00	5.02
4290 - EMERGENCY MANAGEMENT	200.00	0.00	0.00	0.00	200.00	0.00
4312 - HIGHWAY AND STREETS	1,817,923.00	139,329.48	240,458.40	0.00	1,577,464.60	13.23
4316 - STREET LIGHTS	16,800.00	906.86	952.35	0.00	15,847.65	5.67
4324 - SOLID WASTE DISPOSAL	626,856.00	35,042.77	75,807.94	0.00	551,048.06	12.09
4411 - HEALTH: ADMINISTRATION	5,494.00	0.00	0.00	0.00	5,494.00	0.00
4414 - PEST CONTROL	500.00	0.00	0.00	0.00	500.00	0.00
4415 - HEALTH AGENCIES AND HOSPITALS	15,176.00	0.00	0.00	0.00	15,176.00	0.00
4442 - DIRECT ASSISTANCE	42,535.00	556.34	1,224.26	0.00	41,310.74	2.88
4520 - PARKS AND RECREATION	167,168.00	7,546.29	11,933.75	0.00	155,234.25	7.14
4550 - LIBRARY	468,005.00	33,816.46	76,992.34	0.00	391,012.66	16.45
4583 - PATRIOTIC PURPOSES	300.00	0.00	0.00	0.00	300.00	0.00
4589 - OTHER CULTURE AND RECREATION	5,000.00	0.00	0.00	0.00	5,000.00	0.00
4611 - CONSERVATION: ADMINISTRATION	3,775.00	75.00	75.00	0.00	3,700.00	1.99
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	264,335.00	0.00	175,337.93	0.00	88,997.07	66.33
4721 - INTEREST - LONG-TERM BONDS AND NOTES	44,263.00	0.00	6,278.47	0.00	37,984.53	14.18
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 - GENERAL FUND	6,240,876.00	368,500.90	967,734.34	0.00	5,273,141.66	15.51
	6,240,876.00	368,500.90	967,734.34	0.00	5,273,141.66	15.51

MS-535 FUND REVENUES - DETAIL

Fund: GENERAL FUND Periods: 2021-01 thru 2021-02 [16.67% of Year] Include: Revenues - (Revenue)

Account #	Account Title	Estimated Revenues	Actual Revenues
<u>3100 - TAXES</u>			
<u>3190 - INTEREST/PENALTIES</u>			
01-3190-01-902	INTEREST & COSTS	0.00	3,906.87
01-3190-01-903	RETURNED CHECK FEE	0.00	0.00
3190 - INTEREST/PENALTIES		<u>0.00</u>	<u>3,906.87</u>
3100 - TAXES		<u>0.00</u>	<u>3,906.87</u>
<u>3200 - LICENSES, PERMITS AND FEES</u>			
<u>3210 - BUSINESS LICENSES AND PERMITS</u>			
01-3210-01-910	UCC FILING	0.00	0.00
3210 - BUSINESS LICENSES AND PERMITS		<u>0.00</u>	<u>0.00</u>
<u>3220 - MV PERMIT FEES</u>			
01-3220-01-906	AUTO REGISTRATIONS	0.00	162,663.50
01-3220-01-907	SNOWMOBILE AND ATV FEES	0.00	1,152.50
01-3220-10-840	TOWN CLERK-REFUNDS/REBATES	0.00	(15.00)
3220 - MV PERMIT FEES		<u>0.00</u>	<u>163,801.00</u>
<u>3230 - BUILDING PERMITS</u>			
01-3230-01-908	SUBDIVISION FEES	0.00	100.00
01-3230-01-909	SITE PLAN REVIEW FEES	0.00	1,716.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	0.00	8,095.00
3230 - BUILDING PERMITS		<u>0.00</u>	<u>9,911.00</u>
<u>3290 - OTHER LICENSES, PERMITS AND FEES</u>			
01-3290-01-320	LANDLORDS FILING FEE	0.00	0.00
01-3290-01-902	REDEMPTION COSTS	0.00	132.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	0.00	794.32
01-3290-01-912	DOG LICENSES/FEES	0.00	2,536.50
01-3290-01-915	VITALS-BIRTH & DEATH	0.00	265.00
01-3290-01-917	TOWN CLERK FEES	0.00	39.50
01-3290-01-919	WETLANDS APPLICATIONS	0.00	8.50
3290 - OTHER LICENSES, PERMITS AND FEES		<u>0.00</u>	<u>3,775.82</u>
<u>3311-3319 - REVENUE FROM FEDERAL GOVERNMENT</u>			
01-3311-01-841	FEDERAL FEMA FUNDS	0.00	0.00
3311-3319 - REVENUE FROM FEDERAL GOVERNMENT		<u>0.00</u>	<u>0.00</u>
3200 - LICENSES, PERMITS AND FEES		<u>0.00</u>	<u>177,487.82</u>
<u>3350 - STATE SOURCES</u>			
<u>3352 - MEALS & ROOMS TAX DISTRIBUTION</u>			
01-3352-01-840	STATE OF NH ROOMS MEALS TAX	0.00	176,552.84
3352 - MEALS & ROOMS TAX DISTRIBUTION		<u>0.00</u>	<u>176,552.84</u>
<u>3353 - HIGHWAY BLOCK GRANT</u>			
01-3353-01-928	HIGHWAY BLOCK GRANT	0.00	24,036.14
3353 - HIGHWAY BLOCK GRANT		<u>0.00</u>	<u>24,036.14</u>
<u>3354 - WATER POLLUTION GRANT</u>			
01-3354-01-794	STATE OF NH-SEWER GRANT	0.00	0.00
01-3354-01-795	STATE OF NH - WATER GRANT	0.00	15,814.50
3354 - WATER POLLUTION GRANT		<u>0.00</u>	<u>15,814.50</u>
<u>3379 - FROM OTHER GOVERNMENTS</u>			
01-3379-01-935	TOWN OF SPRINGFIELD-TS	0.00	29,844.00
3379 - FROM OTHER GOVERNMENTS		<u>0.00</u>	<u>29,844.00</u>
3350 - STATE SOURCES		<u>0.00</u>	<u>246,247.48</u>
<u>3400 - CHARGES FOR SERVICES</u>			

MS-535 FUND REVENUES - DETAIL

Fund: GENERAL FUND Periods: 2021-01 thru 2021-02 [16.67% of Year] Include: Revenues - (Revenue)

Account #	Account Title	Estimated Revenues	Actual Revenues
<u>3401-3406 - INCOME FROM DEPARTMENTS</u>			
01-3401-01-320	FIREWORKS PERMIT FEE	0.00	0.00
01-3401-01-321	PHOTOCOPY INCOME	0.00	0.00
01-3401-01-584	RECYCLING INCOME-STEEL CANS	0.00	0.00
01-3401-01-586	RECYCLING INCOME-ALUMINUM	0.00	1,945.74
01-3401-01-587	RECYCLING CARDBOARD	0.00	0.00
01-3401-01-588	RECYCLING NEWSPAPER	0.00	1,589.50
01-3401-01-589	RECYCLING SCRAP METAL	0.00	2,507.07
01-3401-01-592	RECYCLING PLASTIC	0.00	0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOME	0.00	209.01
01-3401-01-942	STANDARD POWER INCOME NET METERING	0.00	399.85
01-3401-01-950	ZBA INCOME	0.00	1,050.00
01-3401-01-951	TOWN OFFICE POSTAGE	0.00	132.25
01-3401-01-953	REPORTS/LABELS/DISKS SOLD	0.00	75.00
01-3404-01-940	SUNAPEE T/S TICKET SALES	0.00	7,837.50
01-3404-01-941	SPRINGFIELD T/S TICKET SALES	0.00	0.00
3401-3406 - INCOME FROM DEPARTMENTS		0.00	15,745.92
<u>3409 - OTHER CHARGES FOR SERVICES</u>			
01-3409-01-965	SALE OF CEMETERY LOT	0.00	800.00
01-3409-01-966	BURIAL INCOME	0.00	400.00
3409 - OTHER CHARGES FOR SERVICES		0.00	1,200.00
3400 - CHARGES FOR SERVICES		0.00	16,945.92
<u>3500 - MISCELLANEOUS REVENUES</u>			
<u>3501 - SALE OF MUNICIPAL PROPERTY</u>			
01-3501-01-966	SALE OF TOWN OWNED PROPERTY	0.00	0.00
01-3501-01-968	SALE OF HIGHWAY EQUIPMENT	0.00	1,200.00
01-3501-01-970	CHECKING ACCOUNT INTEREST EARNED	0.00	0.00
01-3501-10-813	PISTOL PERMIT FEE	0.00	0.00
3501 - SALE OF MUNICIPAL PROPERTY		0.00	1,200.00
<u>3503-3509 - OTHER MISCELLANEOUS REVENUES</u>			
01-3503-01-936	RENTS/LEASES & SERVICES	0.00	0.00
01-3503-01-937	TOWN DOCK RENTAL	0.00	18,441.30
01-3503-01-938	OLD ABBOTT LIBRARY RENT	0.00	0.00
01-3504-01-938	DOG FINES	0.00	0.00
01-3504-01-939	PARKING FINES	0.00	0.00
01-3504-01-941	REPLACEMENT TRANSFER STATION TAGS	0.00	50.00
01-3504-01-944	PD STATE WITNESS FEES	0.00	300.00
01-3504-01-946	PD DISCOVERY	0.00	0.00
01-3509-01-950	WELFARE MISC. REVENUE	0.00	223.00
3503-3509 - OTHER MISCELLANEOUS REVENUES		0.00	19,014.30
3500 - MISCELLANEOUS REVENUES		0.00	20,214.30
		0.00	464,802.39



3 year term
9/18/20 - 9/18/2023

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

Name: Oxland (Last), Megan (First) Date: 2/1/21

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

48 Sleeper Rd.
Sunapee, NH 03782

Lived in Sunapee Since: 1980 Home Phone: 843-5261 Work Phone _____

E-mail: mommaoxland@hotmail.com Fax: _____

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

- | | |
|-------------------------------------|--|
| _____ Abbott Library Trustee | _____ Advisory Budget Committee |
| _____ Capital Improvement Committee | _____ Conservation Commission |
| _____ Crowther Chapel Committee | _____ Fireward |
| _____ Planning Board Alternate | <u>1</u> _____ Recreation Committee |
| _____ Thrift Shop | _____ Upper Valley Lake Sunapee Regional |
| _____ Zoning Board Alternate | |

2. For consideration: Front Desk → Lake Sunapee Marine
- a. Occupation: Learning Center b. Employer: Mount Sunapee
- c. Length of current employment: 3 yrs. d. Education: BS - Elementary Education
- e. Relevant Experience: Previous Rec. Com. member / Community Volunteer
- 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) 4 hours per week (evenings)
2 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: Rec Comm / Sunapee / Fire Aux.



ALT

3 year term
3/22/21 - 3/22/24

TOWN OF SUNAPEE

Volunteer Interest Form

For Town Committees, Boards, and Commission

Name: Heino (Last) Samantha (First) Date: 1/7/21

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

56 Lower Main St.
Sunapee, NH 03782

Same

Lived in Sunapee Since: '85 Home Phone: cell → Work Phone 603-340-3516

E-mail: littlelakers2@gmail.com

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

☐ Abbott Library Trustee

☐ Advisory Budget Committee

☐ Capital Improvement Committee

☐ Conservation Commission

☐ Crowther Chapel Committee

☐ Fireward

☐ Planning Board Alternate

☒ ① Recreation Committee

☐ Thrift Shop

☐ Upper Valley Lake Sunapee Regional

☐ Zoning Board Alternate

2. For consideration:

a. Occupation: Property Manager b. Employer: Bailey Properties

c. Length of current employment: 2 yrs d. Education: BS Early childhood Ed.

e. Relevant Experience: Own/operated Little Lakers for 10+ years

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 5-10 hours per week (daytime) 1-2 hours per week (evenings)

2-4 hours per week (weekends) Flexible?!

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

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

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

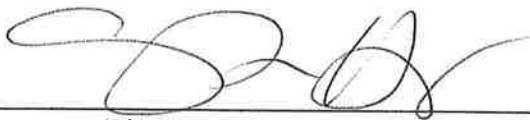
k. Are you willing to serve on a Sub-Committee? ☒ Yes ☐ No

3. Why do you want to serve on this board/committee? To share my ideas
and improve programs offered for our local
kids (+adults!)

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Experience working with families of all ages
Communication / financial background

5. Your reasons for wanting this/these appointments /appointments are:
To better the community + provide new ideas.

6. Additional Comments: _____



(Signature)

1/7/21

(Date)

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

"considered public information and may be distributed or copied"

SUNAPEE RECREATION MINUTES

February 9, 2021

ATTENDEES: Scott Blewitt, Charleen Osborne, Melissa Trow, Megan Oxland, Tim Berube, Dan Hayward, Jesse Socci

ATTENDEE(S): Public, John Augustine

Begin 5:41pm

Membership Discussion-

MO- Paperwork in to Town Hall

TB- Ready to re-up & will be getting to Town Hall for Volunteer Form

Waiting on resignation of Ed Winters

Motion to accept on membership- JS

2nd- MT

All in favor

Interest in joining & filled out paperwork is Samantha Heino

Motion to accept her onto the committee- DH

2nd- JS

All in favor

Basketball Update

2 Teams-

3rd-5th grade girls- 6 girls coached by Megan Oxland, Brent Morin, & helper Dakota Shackett

3rd-5th grade boys 10 boys coached by Deb Jensen & Ava Shapiro

Practices & games both help at Mount Royal (thank you so much!). Practices Thursday or Friday & games held Saturdays against Mount Royal only & will be held through February. Covid precautions remain strictly in place including sanitizing areas, masks wore at all times, & equipment sanitizing.

Spring Sport Update:

Tim B with Baseball Update: Kearsarge Valley League

- Limited indoor practices so there will be a later start to season causing loss of 1 or 2 games of the season
- Umpire pay is now changed to paying the same across the board

Softball- Scott

- Kearsarge South League
- Limited indoor practices

T-ball- Scott

- Slightly up in the air at this point
- Covid precautions will be similar to what we did with K-2 soccer

Registration for all Spring Sports is slow to start but will be pushing as month moves along.

Summer Programs- Scott

- Day Camp almost ½ full at this point & slated to start June 21st with max cap of 60 kids.
- Taking applications for Day Camp Counselors & Beach Staff now. Getting a good jump start already!

Easter- Scott

- Similar to Christmas/Santa & doing a Drive By picture moment with the Easter Bunny
- Offering Adult Easter Egg Hunt- 18+

Scott interested in acquiring a 14 passenger van for the Recreation Department.

- Used for summer camp, afterschool programs, senior citizen trips, & sporting events.
- Cost around \$50,000 & Patsy's in Concord is a place to check out.
- Options for financing: Buy out right or 3rd Party lease
- Question by committee on cost of maintenance? Who? Frequency of maintaining?
- Question on who would be allowed or licensed to drive the van?

TB- Motion to explore further the idea of acquiring a bus for the Sunapee Recreation Department & Recreation Programs.

2nd- Melissa Trow

Unanimous Yes

Sunapee Newsletter-

- Yes, will be happening & in early stages slated to release mid-May.
- Scott, reaching out to start gathering information now.

Cecilia O. Update on Fit Trail-

- Had some donations come in. Needs \$1566 more to raise for equipment.

Skating Rink

- Porta potty switch to Handicap accessible 4
- Lent out 50 plus pairs of skates to be used
- Successful

6:26pm

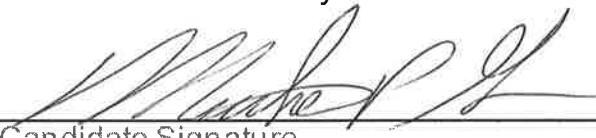
Motion to adjourn- TB

2nd DH

All in favor

State of New Hampshire
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM

Date	2 / 25 / 2021	Town	Sunapee	District	22
CANDIDATE INFORMATION					
Name	Matthew Gross				
Mailing Address	96 Sargent Rd.				
E-mail Address	mattpgross@hotmail.com				
Home Phone	(603) 763 - 1011	Cell Phone	(603) 454 - 7352		
Work Phone	(603) 763 - 9070	Date of Birth	04 / 23 / 1979		
<p>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands</p>					
 Candidate Signature				2 / 25 / 2021 Date	

MUNICIPALITY RECOMMENDATION

By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands

Candidate Authorized to Issue: **Fire Permits** ☐ **Official Warnings** ☐


 Forest Fire Warden Signature	2 / 25 / 21 Date
Chairperson, Mayor, Town/City Manager Signature	/ /
Selectman Signature	/ /
Selectman Signature	/ /


DELETE PREVIOUS APPOINTMENT OF	
--------------------------------	--

DIVISION APPROVAL

	/ /
Forest Ranger Signature	Date
	/ /
Director, NH Division of Forests and Lands Signature	Date


State of New Hampshire
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM					
Date	2/26/2021	Town	SUNAPEE	District	22
CANDIDATE INFORMATION					
Name	John Gosselin				
Mailing Address	P.O. Box 502 SUNAPEE NH 03782				
E-mail Address	jlgosselin@comcast.net				
Home Phone	(603) 863-3574	Cell Phone	(603) 398-3396		
Work Phone	() -	Date of Birth	5' 3" 1954		
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands</i></p>					
 Candidate Signature				2/26/21 Date	

MUNICIPALITY RECOMMENDATION	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
Candidate Authorized to Issue:	Fire Permits <input type="checkbox"/> Official Warnings <input type="checkbox"/>
 Forest Fire Warden Signature	2/25/21 Date
Chairperson, Mayor, Town/City Manager Signature	/ / Date
Selectman Signature	/ / Date
Selectman Signature	/ / Date
DELETED PREVIOUS APPOINTMENT OF	

DIVISION APPROVAL	
Forest Ranger Signature	/ / Date

State of New Hampshire
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM					
Date	2/27/21	Town	Sunapee	District	
CANDIDATE INFORMATION					
Name	Matthew Pollari				
Mailing Address	4 Dowd Lane Sunapee NH 03782				
E-mail Address	mattladder5@gmail.com				
Home Phone	(603) 381 - 3178	Cell Phone	(603) 381 - 3178		
Work Phone	(603) 381 - 3178	Date of Birth	4/18/73		
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands</i></p>					
			2/27/21		
Candidate Signature			Date		

MUNICIPALITY RECOMMENDATION	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
Candidate Authorized to Issue:	Fire Permits <input type="checkbox"/> Official Warnings <input type="checkbox"/>
	2/27/21
Forest Fire Warden Signature	Date
	/ /
Chairperson, Mayor, Town/City Manager Signature	Date
	/ /
Selectman Signature	Date
	/ /
Selectman Signature	Date
	/ /
DELETED PREVIOUS APPOINTMENT OF	

DIVISION APPROVAL	
	/ /
Forest Ranger Signature	Date

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name Town of Sunapee (VC#177483-B001)		1.4. Subrecipient Tel. #/Address 603-763-2212 23 Edgemont Road Sunapee NH 03782	
1.5 Effective Date Upon State Approval	1.6. Account Number AU #80920000	1.7. Completion Date August 31, 2021	1.8. Grant Limitation \$4,000.00
1.9. Grant Officer for State Agency Olivia Barnhart, EMPG Program Coordinator		1.10. State Agency Telephone Number (603) 223-3639	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1		1.12. Name & Title of Subrecipient Signor 1	
Subrecipient Signature 2		Name & Title of Subrecipient Signor 2	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on _____ / _____ / _____, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2. Name & Title of Notary Public or Justice of the Peace _____ (Commission Expiration) _____			
1.14. State Agency Signature(s) By: _____ On: _____ / _____ / _____		1.15. Name & Title of State Agency Signor(s) Steven R. Lavoie, Director of Administration	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: _____ / _____ / _____			
1.17. Approval by Governor and Council (if applicable) By: _____ On: _____ / _____ / _____			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Subrecipient Initials: 1.)

2.)

3.)

Date:

EXHIBIT B

Grant Amount and Method of Payment

1. GRANT AMOUNT

	Applicant	Grant	
	Share	(Federal Funds)	Cost Totals
Project Cost	\$4,000.00	\$4,000.00	\$8,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) EMB-2019-EP-00003-S01			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			
Applicant's Data Universal Numbering System (DUNS): 052903473			

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$4,000.00.
- b. "The State" shall reimburse up to \$4,000.00 to "the Subrecipient" upon "the State" receiving appropriate documentation of expended funds (i.e., copies of invoices and cancelled checks) and proof of match from "the Subrecipient".
- c. Upon State Business Office Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, October 1, 2018, to the identified completion date (block 1.7).

Subrecipient Initials: 1.)

2.)

3.)

Date:



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Grant Agreement Checklist

Emergency Management Performance Grant (EMPG)

Applicant: Town of Sunapee Grant Amount: \$4,000.00
Project: LEOP Update

All steps below are required to be completed in their entirety.

If any items are not completed properly, the Grant Agreement will not be processed.

Complete and return this checklist and all Grant Agreement documents by **December 18, 2020** to:
NH DOS/HSEM Attn: EMPG Program Coordinator, 33 Hazen Drive, Concord NH, 03305

Grant Agreement

Grantee signors complete the following:

- ☐ Block 1.11 – Subrecipient Signatures
Have a **majority** of the **Select Board or City Council** sign in blocks 1.11
- ☐ Block 1.12 – Name & Title of Subrecipient Signor
Print names and titles of the signors
- ☐ Initial and date **each page of the Grant Agreement**
- ☐ Initial and date **Exhibit A, B and C.**

Notary Public or Justice of the Peace complete the following:

- ☒ Block 1.13 – Fill in County and Date
- ☒ Block 1.13.1 – Signature of Notary Public or Justice of the Peace, with seal.
- ☒ Block 1.13.2 – Name and Title of Notary Public or Justice of the Peace, with expiration date

At this time, these documents do NOT need to be notarized.

Additional Required Documents

- ☐ Meeting Minutes- ****See SAMPLE MEETING MINUTES****
Minutes of the meeting documenting that the **community/agency's** GOVERNING AUTHORITY accepted/approved the EMPG grant agreement. Ensure the minutes state **the community/agency is accepting the grant agreement terms as presented.** Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.

The minutes should also include:

- ☐ What the grant is for
- ☐ Total project cost
- ☐ Amount of local match (50%)



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Jennifer L. Harper, Director



November 18, 2020

Howard Sargent, Director
Sunapee Emergency Management
9 Sargent Road
Sunapee NH 03782

Dear Director Sargent:

Thank you for submitting an Emergency Management Performance Grant (EMPG) application on February 7, 2020 for the LEOP Update Project.

- We have finished the review and found the project falls within the guidelines of the current EMPG Program.
- The next step in the review process is to execute the attached grant agreement.

THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.
DO NOT PURCHASE OR INSTALL ANYTHING
OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office to continue the review process.
- After the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need *meeting minutes showing that your governing body have accepted the terms of the grant*. Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does **NOT** constitute approval. *Please keep this for your records.*

If you have any questions or need assistance with this process, please contact me or your assigned HSEM Senior Field Representative, Julia Chase.

Thank you for your interest in the EMPG Program!

Sincerely,

Olivia Barnhart

Olivia Barnhart
EMPG Program Coordinator

Enclosures

cc: (w/o enclosures), Julia Chase, Senior Field Representative

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-b

31:95-b Appropriation for Funds Made Available During Year. –

I. Notwithstanding any other provision of law, any town or village district at an annual meeting may adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the town (or village district) accept the provisions of RSA 31:95-b providing that any town (or village district) at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen (or commissioners) to apply for, accept and expend, without further action by the town (or village district) meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town or village district meeting votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a town or village district may appropriate money.

III. (a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.

Source. 1979, 42:1. 1991, 25:1. 1993, 176:3, eff. Aug. 8, 1993. 1997, 105:1, eff. Aug. 8, 1997. 2005, 188:2, eff. Aug. 29, 2005. 2014, 237:1, eff. Sept. 19, 2014.

Guidance for Meeting Minutes

Please use language similar to this when documenting meeting minutes accepting the grant

"The Select Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 to update the community's Local Emergency Operations Plan (LEOP). Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the town will be responsible for a 50% match (\$4,000.00)."

PLEASE NOTE- If one individual signs the grant agreement, please include this statement in the meeting minutes: *"(name and/or title/position) is authorized to sign all documents related to the grant"*. Refer to the Certificate of Authority for additional guidance.

As a reminder, please have the signor(s) and notary/justice of the peace sign and date the Grant Agreement the same date.