

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, June 14, 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](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](mailto:donna@town.sunapee.nh.us) no later than 3:30 pm on the day prior to the meeting.

1. REVIEW OF ITEMS FOR SIGNATURE:  
CZC's:

2. APPOINTMENTS  
7:00PM-Scott Hazelton, 2021 Proposed Paving Projects

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Beverly Bjorklund, Abbott Library Alternate Appointment
- Use of Facilities-7/11-Project Sunapee Teddy Bear Picnic, Sunapee Harbor
- Use of Facilities-Various Dates-Project Sunapee 5<sup>th</sup> Annual Movie Under the Stars, Sunapee Harbor
- ABC Members Update
- Manager Search

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- Monthly Expenditure & Revenue Reports

7. UPCOMING MEETINGS:

06/15-5:00PM-Energy Committee, Town Meeting Room  
06/17-6:00PM-Zoning Board, Town Meeting Room  
06/17-6:30PM-Abbott Library Trustees, Abbott Library  
06/24-5:30PM-Water & Sewer Commission, Town Meeting Room  
06/28-6:30PM-Board of Selectmen, Town Meeting Room

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



## SUNAPEE HIGHWAY DEPARTMENT

621 Route 11

Sunapee, New Hampshire 03782

Phone: (603) 763-5060 Fax: (603) 763-4337

### MEMORANDUM

FROM: Scott A. Hazelton, Highway Director  
TO: Donna Nashawaty, Town Manager  
DATE: June 10, 2021  
RE: Building Maintenance Capital Reserve Plan – 2021 Proposed Paving Projects

Please find attached two Paving Proposals from GMI Asphalt dated June 9, 2021. The first proposal is for the construction of 2-inches of base course pavement on two separate areas at the Highway Department. The areas are depicted as “Area A” & “Area B” on the sketch that is attached to GMI Asphalt’s proposal. The second proposal is for the construction of a 1-inch pavement overlay of the Georges Mills Boat Launch Access and Beach Parking Area.

“Area A” is the location of the winter sand, super sand and 3/8” chip stone stockpiles at the Highway Department. The NHDES conducted an inspection of the Highway Garage grounds in 2019 and recommended that “Area A” be paved and that the stockpiles be covered to aid in the prevention of sediment transfer into the adjacent wetland area. Paving of “Area A” will also help prevent larger stones and blasted ledge material from being scraped up by the loader and placed into the sanders during winter maintenance, which has resulted with significant down-time and costs to repair our trucks in the past. The total cost to install the 2-inch base course of pavement in “Area A” is \$21,870.

“Area B” is the location that we park Highway Department vehicles, that the school bus drivers park their vehicles and that everyone accesses the cold storage building from. The area is currently gravel and is difficult to maintain during the late winter and early spring months as it becomes a muddy, rutted, mess. The total cost to install the 2-inch base course of pavement in “Area B” is \$10,530 and the Sunapee School District has agreed to fund half the cost of paving this area. Therefore, the total cost to the Town would be \$5,265.

The Georges Mills Boat Launch Access and Beach Parking Area is in fair condition and has a few large potholes immediately above the boat launch ramp. The last time the area was paved was approximately 15-years ago, and constructing a 1-inch overlay will aid in restoring and preserving the paved surfaces for another decade. The total cost to install a 1-inch overlay at this location is \$6,911.

I am seeking approval from the Board of Selectmen to expend \$34,046 from the Building Maintenance Capital Reserve Fund to complete the aforementioned paving projects per GMI Asphalt’s two proposals dated June 9, 2021. Thank you.



## PAVING PROPOSAL – Revision I Highway Garage

June 9, 2021  
Recorded 02/18/2020

Town of Sunapee  
Highway Department  
621 Route 11  
Sunapee, NH 03782

Attn: Scott Hazelton Ph: 603-763-5060 Fax: 603-763-4337 E-mail:scotth@town.sunapee.nh.us

**We hereby propose to furnish the materials and perform the labor necessary for the completion of:**  
**Project –Town of Sunapee – DPW - Town Garage**

**Highway Garage (5,000 sy total. x 1 ½”-in wearing course):**

- Supply and install 19mm hot bituminous asphalt @ 2” thick compacted. See attached SK outlining area “A” and area “B”. Gravel prep work and fine grading to be performed by others.
- (Area ‘A’ – 2,300 SY)
  - Supply and install machine pave hot bituminous concrete at 2.0 ”-in compacted (approx 270-tons)  
Cost: \$ 81.00 -per ton x 270-tons = \$21,870.00
- (Area ‘B’ – 1,100 SY)
  - Supply and install machine pave hot bituminous concrete at 2.0 ”-in compacted (approx 130-tons)  
Cost: \$ 81.00 -per ton x 130-tons = \$10,530.00

**For a Total Estimated Cost of: \$32,400.00**

**Exclusions & Qualifications:**

- All prep work to be performed by others
- All fine grading to be performed by others

**Note: Sweeping and structure adjustment to be performed by others**

**Note – Any Curb Patch associated with this project will be billed at \$170.00-per ton** – All Permits, Testing (QC Testing), Layout, Grade elevations, Traffic control, Cold planning, and Sweeping provided by-contractor/owner (not included) unless noted above – Rubberized Joint Adhesive and Material Transfer Vehicle (MTV) Not included unless mentioned above – Bonds, Prevailing Wages, Union Wages, Night Paving Wages not included unless noted above – Winter Conditions: GMI will not be responsible for cold weather paving, frozen gravels and/or final appearance of paved area(s).

**Payment Terms: Payment in full upon completion of the work, – No retainage unless approved by GMI Asphalt LLC.**

**Note: Estimate is valid for a period of 30 days due to the escalating cost of all petroleum-based products.**

A finance charge of 2.5% per month will be charged on all accounts over 30 days past due. Annualized this is 30% per year. Also, legal fees will be added if it is necessary to submit the account to an attorney for collection. All materials used in this contract are guaranteed to be as specified, and the entire job is to be done in a neat and substantial manner. Customer and or owner are responsible for all city and town permits. Any on or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Workman’s Compensation Insurance. Loam and landscaping to be completed by property owner unless agreed upon in



**PAVING SPECIALISTS**

contract. **GMI Asphalt is not responsible for Surface Areas with less then 1% pitch. GMI is not responsible for any sub-base gravel that has been prepared by-others.** GMI will not be responsible for cold weather paving, frozen gravels and/or final appearance of paved area(s). By accepting this proposal above named understands that if payment is not rendered to GMI Asphalt within a 30 day grace period, a mechanics and or payment lien will be attached to above project.

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**ACCEPTANCE OF CONTRACT**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_



3.5% charge on all credit card purchases

Name: Jeff Perry (603-934-7028) Signature \_\_\_\_\_

Confidential GMI Asphalt LLC





ROUTE 1

TOWN OF SUNAPEE

82-01

7.56 AC

E

ADDN 11

ADDN 11

582.9

284.15

296.5

468.7

591.8





## PAVING PROPOSAL Georges Mills Boat Launch

June 9, 2021  
Recorded 06/09/2021

Town of Sunapee  
Highway Department  
621 Route 11  
Sunapee, NH 03782

Attn: Scott Hazelton Ph: 603-763-5060 Fax: 603-763-4337 E-mail:scotth@town.sunapee.nh.us

**We hereby propose to furnish the materials and perform the labor necessary for the completion of:**  
**Project –Town of Sunapee – Georges Mills Boat Launch – 1” Overlay – See Attached SK**

**Boat Launch (1,100 sy total. x 1”-in wearing course):**

- Trim (1) asphalt joint at entrance  
Cost: \$ 550.00 -per ls x 1-ls = \$550.00
- Asphalt emulsion – tack coat  
Cost: \$ 0.20 -per sy x 1,100-sy = \$220.00
- Supply and install machine pave hot bituminous concrete overlay at 1”-in compacted (approx 69-tons)  
Cost: \$ 89.00 -per ton x 69-tons = \$6,141.00

**For a Total Estimated Sum of: \$6,911.00**

**Exclusions & Qualifications:**

- All prep work to be performed by others
- All pavement cleaning and sweeping by others

**Payment Terms: Payment in full upon completion of the work, – No retainage unless approved by GMI Asphalt LLC.**

**Note: Estimate is valid for a period of 30 days due to the escalating cost of all petroleum-based products.**

A finance charge of 2.5% per month will be charged on all accounts over 30 days past due. Annualized this is 30% per year. Also, legal fees will be added if it is necessary to submit the account to an attorney for collection. All materials used in this contract are guaranteed to be as specified, and the entire job is to be done in a neat and substantial manner. Customer and or owner are responsible for all city and town permits. Any on or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation Insurance. Loam and landscaping to be completed by property owner unless agreed upon in contract. **GMI Asphalt is not responsible for Surface Areas with less than 1% pitch. GMI is not responsible for any sub-base gravel that has been prepared by-others.** GMI will not be responsible for cold weather paving, frozen gravels and/or final appearance of paved area(s). By accepting this proposal above named understands that if payment is not rendered to GMI Asphalt within a 30 day grace period, a mechanics and or payment lien will be attached to above project.

### ACCEPTANCE OF CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_



3.5% charge on all credit card purchases

Name: Jeff Perry (603-934-7028) Signature \_\_\_\_\_

Confidential GMI Asphalt LLC





MENT

OTTER POND BROOK

20

0.20 AcC

106'

19

0.61 AcC

E

TOWN OF SUNAPEE  
PUMPING STATION

COOPER STREET

540'S

116'S

67.41'

96.2'

29.3'

4.8'

212'S

17-1

17-1





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

Name: BJORKLUND (Last), BEVERLY (First) Date: M

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

PO Box 4166  
SUNAPEE

14 WOODLAND RD  
SUNAPEE

Lived in Sunapee Since: 2019 (moved since 1978) Home Phone: 2763-2000 Mobile Work Phone: 203 414 1353

E-mail: bevbjorklund51@gmail.com Fax: ---

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

☒ Abbott Library Trustee *absternote*

☐ Advisory Budget Committee

☐ Capital Improvement Committee

☐ Conservation Commission

☐ Crowther Chapel Committee

☐ Fireward

☐ Planning Board Alternate

☐ Recreation Committee

☐ Thrift Shop

☐ Upper Valley Lake Sunapee Regional

☐ Zoning Board Alternate

☐ Highway Safety Committee

☐ Energy Committee

2. For consideration:

a. Occupation: RETIRED; FORMER CHILDREN'S LIBRARIAN b. Employer: TOWN OF NEWSTOWN CT

c. Length of current employment: - d. Education: BA PSYCH/ELEMED MA SCHOOL MEDIA

e. Relevant Experience: 18 yrs as an elementary school library/teacher

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 10-15 hours per week (daytime) 3-5 hours per week (evenings)  
☐ hours per week (weekends)

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



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

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? Now that I am retired, I would like to become involved in the town and offer my skills for its benefit.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have 18 years of experience as a librarian and feel the skills I have developed will be of benefit to this board.

5. Your reasons for wanting this/these appointments /appointments are: I would like to become more involved in the town. I am an organized, thoughtful person who brings an understanding of libraries to the table. I believe it is important support our community with our knowledge and background.

6. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Genevieve Bjorklund  
(Signature)

April 26, 2021  
(Date)

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

“considered **public information** and may be distributed or copied”

## Education

December 2000

**Fairfield University**- *Masters of Science-School Media*

June 1997

**Western Connecticut State University** - *Bachelors of Science Psychology/Elementary Education (dual major)*

Summa Cum Laude

## Additional Information

**District Professional Development Co-Coordinator 2005-2017**

- ~Responsible for employing user needs surveys to determine the needs of staff and faculty
- ~Secured presenters for workshops
- ~Provided workshops as a presenter to both staff and parents

**Advisory Committee Member for the Keene State College Children's Festival**

- ~evaluated efficacy of program structure and presenters
- ~made recommendations for changes and improvements

## Leadership Roles

- ~HOM School Leadership Committee 2003-2004
- ~District Professional Development Co-Chair 2005-2017
- ~District Technology Curriculum Committee 2004-2019
- ~District Teacher Evaluation Planning Committee 2014-2016
- ~District Library Media Specialist Committee 2000-2019
  - Co-chair 06/07; 09/10; 12/13
- ~SHS and HOM Technology Committee Chair 2005-2019



## Bev Bjorklund

14 Woodland Rd.  
Sunapee, NH 03782  
203.414.1353 (C)  
603.763.2000 (H)  
bevbjorklund51@gmail.com

## Skills

- ~managed an elementary library including purchase and processing of books and magazines
- purchase and implementation of various databases
- ~taught library usage and research skills in a K-4 elementary school
- ~assisted students in finding appropriate reading materials for pleasure and research
- ~served as site technology liaison
- ~taught classes in MS Office and Google suite of applications
- ~mentored 4 new library media specialists
- ~interacted effectively with students, parents and staff

## Experience

2010-2019

### **Head O'Meadow Elementary School - *Library Media Specialist***

- Teaching position providing library usage and research skills to elementary students in a K-4 school
- Technology liaison providing front line support to staff regarding all areas of technology including printer management, SMARTboard maintenance; miscellaneous troubleshooting of equipment and applications
- Management of Chromebooks and iPads

2000-2010

### **Sandy Hook Elementary School - *Library Media Specialist***

- Teaching position providing library usage and research skills to elementary students in a K-4 school
- Technology liaison providing front line support to staff regarding all areas of technology including printer management, SMARTboard maintenance; miscellaneous troubleshooting of equipment and applications

1997-2000

### **Sandy Hook Elementary School - *5th Grade Classroom Teacher***

Minutes of the Abbott Library Trustees' Meeting  
Abbott Library, Sunapee, NH  
May 20, 2021

*In attendance via ZOOM were Trustees:* Carol Brudnicki, Chair, Susi Churchill, Treasurer, Betsy Bowen, Jim Harrison, Nancy Berger, and Suzanne Tether, Secretary. Alternate Michael Parker filled in for Vice Chair Jane Frawley who was absent..

*Library Director attending Via ZOOM:* Mindy Atwood with David Flater in the house

*Others attending via ZOOM:* Caitlin Clapp, Friends of Abbott Library representative and Julie Loosigian, Community Garden proponent

**Chair's Remarks**

The meeting was called to order by Carol Brudnicki at 6:32 pm, Thursday, May 20, 2021.

Carol began the meeting by reading "A Checklist To Ensure Meetings Are Compliant With Right-To-Know Law During The State of Emergency", confirming that the Trustees are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means,
- b) Providing public notice of the necessary information for accessing the meeting,
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access,
- d) Adjourning the meeting if the public is unable to access the meeting.

It was also noted that all votes taken during this meeting shall be done by roll call vote.



## **II. Approval of Minutes**

Susi made a motion to approve the March 11 minutes of the Strategic Planning presentation by ESC. Nancy seconded the motion. The minutes were approved by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes. Betsy was not present for the March 11 meeting and abstained from voting.

Betsy moved to approve the April 22 minutes as amended. Jim seconded the motion. The minutes were approved unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

## **III. Proposal for Community Garden on Library property**

Sunapee resident Julie Loosigian is an experienced and enthusiastic gardener who proposes that a Community Garden be established at the far end of the upper parking lot. While she has investigated several issues regarding logistics, many questions about specific details remain to be addressed. Board members agreed to ask Julie to return in the coming months with a more definite plan for Board approval.

## **IV. Treasurer's Report**

### **A. Review of Financials**

Susi reported that the bank accounts have all been reconciled. The town funding is current.

Carol moved to transfer the amount of \$225.22 from the Abbott Library Trust and Fines account at the Bar Harbor Bank and Trust to the library's Donations Account at the Sugar River Bank. These funds are the interest accrued from the recently matured

Certificate of Deposit in the amount of \$125,016 (Martha Abbott Trust). Betsy seconded the motion which passed unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

### **Review/Approve Bill Manifest**

Susi moved to approve the April Manifest of Bills, seconded by Betsy. The motion passed unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

### **V. Director's report – Mindy Atwood**

Mindy requested that her Director's Report be included in the meeting minutes each month. She then highlighted her written report:

Mindy continues to pursue reimbursement from the town.

A new Youth Services Librarian will begin on June 8. The newly hired candidate is currently pursuing a Master in Library Arts with a focus on Youth Librarianship.

### **VI. Policies and Covid-19 update**

The Town of Sunapee has updated Town policy on working remotely due to the Covid 19 virus. All employees are now working in person.

Mindy reports her staff questionnaire regarding Covid-19 safety measures has revealed varying comfort levels. This issue will be a standing monthly Trustee's meeting agenda item.



For the time being masks will be required inside the Abbott Library. The goal is to open the library for normal hours six days per week.

Discussion of the upper parking lot tent, sponsored by the Friends of the Library, centered on tent size, capacity and Covid-19 safety measures.

During the Covid-19 era, activities and safety measures will be organized at the discretion of the program director.

Indoor event guidelines will be addressed at a future date.

Carol made a motion, seconded by Jim that the Director will continue to edit the Covid-19 policies in agreement with tonight's discussion. Current policies will remain in effect until the Board is able to officially approve these edits.

The motion passed unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

The Policy By Laws discussion is postponed to the next meeting.

## **VII. Alternate Trustee Applications**

After consideration of the applications it was decided to recommend to the Board of Selectmen that Beverly Bjorkland be appointed alternate Trustee.

Betsy made the motion, seconded by Nancy. The roll call vote passed unanimously. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

## **VIII. Chair's Report**

Carol spoke about the recent New Hampshire Library Trustees attended by Nancy Berger, Jim Harrison, Suzanne Tether and herself. The virtual event took place on May 12 and 13 and featured many workshops. Among the presenters was Sunapee's own Assistant Director Justin Levesque.

By unanimous roll call vote the Trustees determined to submit nomination of the Friends of the Abbott Library as the New Hampshire Library Trustees Association Friends of the Year. The motion was made by Betsy and seconded by Susi. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

Caitlin Clapp proposed that Mindy Atwood be nominated for the New Hampshire Library Trustees Association Librarian of the Year award.

A brief discussion ensued on whether it is appropriate to submit two nominations to the NHLTA awards Committee from the same Library. Both nominations require unanimous approval of the Board for submission. Carol will investigate and determine the correct process.

## **IX. Reports from the Abbott Library Foundation**

Michael Parker will serve as a Board of Trustees representative to the Foundation Board.

The Foundation will meet on June 2, 2021 under the tent.

## **X. Friends of the Abbott Library**

A To Go Kit will keep the traditional Pancake Breakfast alive. Details will be released.

On June 19 the Abbott Library Friends and Foundation will be represented at the local non-profit table for the new Sunapee Farmers' Market.

#### **XI. Strategic Planning Progress Report/ESC**

A new binder is being created for the Trustees.

Volunteers will be contacted although no emails will be shared. Telephone numbers are available publicly.

There has been no action on the Multipurpose Space.

#### **XII. Book Sale**

No book sale will take place this year.

On July 10 books can be dropped off at the tent. Then on July 11. John Walsh will pick up the books for disposal at his discretion.

#### **XIII. Old Business/Other business**

Jane and Carol met with Mindy and Lynne Wiggin. Mindy would like to invite Lynne to a Board meeting to discuss a more formal documentation of the issue surrounding a recent Non-public session of the Board.

#### **XIV. Public Comment**

There was no public comment.

#### **XV. Next meeting – Adjournment**

The next meeting will take place on Thursday, June 17 at 6:30, under the tent.



Betsy made a motion to adjourn the meeting, seconded by Susi. The motion passed by unanimous roll call vote. Carol Brudnicki – yes; Michael Parker– yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

The meeting was adjourned at 9:07 pm.

Respectfully submitted,  
Suzanne Tether  
Secretary  
May 20, 2021

Calendar:

June 17, 2021	Thursday, Trustee Meeting 6:30 pm
July	no meeting
August 19, 2021	Thursday, Trustee Meeting 6:30 pm
September 16, 2021	Thursday, Trustee Meeting 6:30 pm

## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

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

DONNA GAZELLE  
Name of Duly Authorized:

Mailing Address: POB 594 SUNAPEE NH 03782

Daytime Phone: 603-763-2293 Evening Phone: 214-407-6808

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

Event Date: SUNDAY JULY 11<sup>th</sup> Time: From: 11:30 am To: 1:30 pm

to setup 1 hour previous & taken down 1 hr. post event

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

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

"TEDDY BEAR PICNIC"

As tradition for decades - children, teddy bears (& parents) will gather on lawn to their picnics. Family entertainment will be on Bandstand. -> COVID guidelines as applicable, will be observed.

I/We acknowledge understanding the following restrictions:

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

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

I/We plan on 100 # of people and 25 # of vehicles attending our event.

Signature of Responsible Individual

Date

Approved by Chief of Police

Date

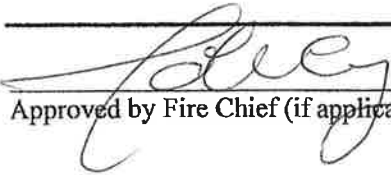
# of Officer(s) will be assigned to event at applicant's expense.



Approved by Recreation Director (if applicable)

6/8/21

Date



Approved by Fire Chief (if applicable)

6/7/21

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

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



## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

PROJECT SUNAPEE

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

Name of Duly Authorized:

DONNA GAZELLE

Mailing Address:

POB 594 SUNAPEE NH 03782

Daytime Phone:

603-763-2293

Evening Phone:

216-407-6808

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

Event Date:

August 5-12-19-24

Time: From:

7:30p

To:

10p

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

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

5<sup>th</sup> ANNUAL "MOVIES UNDER THE STARS"

Family films presented on large outdoor screen,

Audience seated on lawn.

→ COVID guidelines, as applicable will be observed.

I/We acknowledge understanding the following restrictions:

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

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

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

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

I/We plan on 125 # of people and 50 # of vehicles attending our event.

Signature of Responsible Individual

Date

Approved by Chief of Police

Date

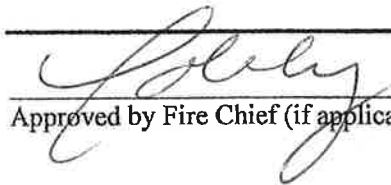
# of Officer(s) will be assigned to event at applicant's expense.



Approved by Recreation Director (if applicable)

6/8/21

Date



Approved by Fire Chief (if applicable)

6/7/21

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

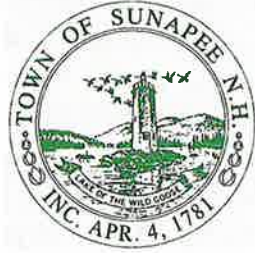
**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A  
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

Sunapee, NH (3500 approx. pop.), is seeking an innovative, proactive, community leader to serve as our next Town Manager. Northwest of Concord NH, located on the western shores of Lake Sunapee and in the shadows of Mount Sunapee, conveniently located off Interstate 89. Enjoy the beautiful vistas as you travel on Route 11 in Sunapee and stop into the harbor to enjoy the view of the lake. Sunapee is a short thirty minute drive to Hanover to appreciate the cultural, medical, and educational assets of Dartmouth Hitchcock Medical Center and Dartmouth College. Governed by a 5-member Board of Selectmen and an SB2 form of Town Meeting, this full-service community has 36 FT and 122 P/T, seasonal and elected employees. A 2020 municipal operating budget of \$8.3 million. Five or more years of direct work experience as a senior level public manager in a municipal leadership position required for consideration. Preference will be given to candidates with an appropriate graduate degree that combines work experience and education. Starting salary range at \$90,000, commensurate with qualifications and experience. Sunapee is an equal opportunity employer. Recruitment Profile available on [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us). Resume and cover letter submitted to [search@town.sunapee.nh.us](mailto:search@town.sunapee.nh.us) with last name and "Sunapee TM" in the Subject line. Deadline July 19, 2021



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## Town of Sunapee—Town Manager Recruitment Profile



### THE TOWN

Sunapee is a Town in Sullivan County, New Hampshire, United States. The population was 3,365 at the 2010 census. Sunapee is home to part of Lake Sunapee. The town includes the village of Georges Mills. Bordering Mount Sunapee and Lake Sunapee, our quaint little town takes advantage of all four New England seasons.

The Town of Sunapee was first established as "Saville" in 1768, changing to Wendell in 1781 and then, through legislature in 1850, became known as "Sunapee" - an Algonquin word meaning "Goose Lake".

There is a long history of tourism in the Lake Sunapee area which began in the mid-1800's with the introduction of steamboats and trains. During this time there were many Grand Hotels and a few private residences around the lake, catering to the city people who arrived on the shores with their steamer trunks to spend the summer on Lake Sunapee. Sunapee Harbor and the Sugar River have played a major role in the town's history and development. Although Sunapee's earliest occupation was agriculture, manufacturing sprang up along the Sugar River falls to harness the water's power.

Sunapee Harbor is a pleasant place to be on a summer's day. It features a lively collection of shops and restaurants. Live music is regularly scheduled on weekends and two cruise boats offer a scenic trip around the lake. For lodging, there are a number of waterfront cottages, as well as some charming inns and bed and breakfasts.

Known mostly for the 6th largest lake in the State, Lake Sunapee, the Town has a four season draw. Visitors come not only for lake activities in the summer, but also foliage in the fall, skiing on nearby Mt. Sunapee in the winter and hiking and biking in the spring..

Sunapee adopted the Town Manager form of government in 1993, this form of government is placing some of the authority that would otherwise be held by the Select Board into the hands of a non-elected official. While the Town Manager is subject to the direction and supervision of the Select Board, he or she assumes several important duties when appointed. For example, the Town Manager becomes the administrative head of all town departments and has the authority to hire and fire employees under his or her control and to set their salary. The Town Manager also has the authority to approve the payment of bills incurred by the departments under his or her supervision. See [RSA 37:6](#) for a complete list of the powers and duties of a Town Manager.

- Providing supervision, direction and oversight of the Town's day to day administrative and operational functions;
- Assuring all provisions of NH Laws, votes of the Select Board, Town Meeting and other Town agencies which require enforcement are faithfully performed and enforced;
- Serving as the appointing authority in accordance with employment laws, collective bargaining agreements if necessary, under the jurisdiction of the Select Board :
- Administering the Town's personnel system, including, but not limited to personnel policies and practices, employee performance review rules and regulations, and amendments to the Personnel policy, as warranted, and with the guidance of the Select Board :
  - Indirect oversight of the Water and Sewer Director and staff; and Library and staff; and Fire Department Personnel, regarding Personnel Administration;
- Preparing and submitting the fiscal documents necessary for the Annual Budget and Capital Outlay Programs;
- Keeping appropriate boards and committees informed of the fiscal condition and financial needs of the Town and providing recommendations to all elected and appointed officers, as necessary.



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## THE GOVERNMENT

Sunapee's governance includes a five-member Select Board that serves as the executive body of the Town. Each member is elected to a three-year term.

The Select Board appoints a Town Manager as the Chief Administrative Officer of the Town who is charged with implementing the policy initiatives of the Select Board and managing the Town's day-to-day administrative and operational affairs.

Sunapee has a SB-2 form of Government which serves as the legislative body for the town. Legally there is still one town meeting, but instead of one session where debate and final voting on warrant articles takes place, there will be two separate town sessions, deliberative and voting. The deliberative session, usually in early February, is held to discuss, debate, and possibly amend warrant articles (except that articles whose wording is prescribed by law may not be amended). The second town meeting session is on the second Tuesday in March, the voting session, takes place in the voting booth where citizens vote on all warrant articles.

Other elected officials, include the Planning and Zoning Boards, Abbott Library Board of Trustees, Town Clerk/Tax Collector and Water & Sewer Commissioners, among numerous others.

The Sunapee School District has its own governing process and elects a School Board to handle its affairs.

Sunapee's legislative representation comes from two members of the NH House of Representatives and a NH State Senator. Those NH House members also make up our representation in Sullivan County. Sullivan county is administered by three County Commissioners, also elected.

## TOWN PRIORITIES

Sunapee strives to be a safe, friendly town where youth, families & community come together. The expectation of encouraging and supporting the civic engagement at all levels is a major priority. The leadership is challenged to help the community find the appropriate balance between the quality services already being delivered, with the costs of delivering those services. A strong goal is to provide quality services such as a strong qualified Public Safety Agency, competent Community and Social Services and a robust Infrastructure among other quality endeavors.

## THE IDEAL CANDIDATE

- A demonstrated and dynamic leader who is forward-thinking, fair-minded and transparent, thinks outside the box;
- An effective and experienced manager from an environment of similar complexity who has proven strong organizational and professional skills;
- An individual who has strong finance, capital, human resources, employee relations, planning and community and economic development skills, including a proven ability to accurately prepare and project sustainable municipal budgets;
- Skills to listen, engage, understand and sustain relationships with all stakeholders; public and private partnerships;
- A candidate with unquestionable ethics and integrity and committed to the standards for municipal management professionals specified by the International City Management Association (ICMA);
- Possess a good understanding of NH State Laws, regulations and statutory authority of the elected boards;
- Strong written, verbal and public presentation skills and promotes the town in a variety of communications;
- Willingness to engage and become part of the fabric of the community.

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## **SUNAPEE BY THE NUMBERS**

### **FY21 Budget:**

Town	\$8,277,612
Capital	\$ 852,084

### **Bond Rating**

### **2020 Tax Rate**

Town	\$3.21
School	\$6.10
State School	\$1.89
County	\$2.64
Total Tax Rate	\$13.84

### **2020 Assessed Value \$ 1,451,938,388**

Residential	\$ 1,389,289,488
Commercial/Ind	\$ 44,799,500
Utilities	\$ 19,780,800

### **2020 Revenue by Source**

Tax Levy	\$ 4,668,463
State Aid	\$ 119,376
Local Revenues	\$ 2,531,326
Water/Sewer/Hydro	\$ 1,938,589

### **Reserves FY2020**

Unassigned Fund Balance	\$ 1,588,698
Other Capital Improvement	\$ 2,126,102

## **QUALIFICATIONS**

A minimum of five years of direct work experience as a senior level public manager in a position such as Town Manager or Town Administrator, Assistant TA/TM, Public Finance director or other relevant, transferable experience within the public sector.

ICMA credentialed manager or expected to acquire.

The Town of Sunapee prefers to have the Manager reside in Sunapee.

Preference will be given to candidates with an appropriate graduate degree or under-graduate degree that combines work experience and education.

## **SALARY AND BENEFITS**

Salary range starts at \$90,000 with excellent benefits. Starting salary commensurate with qualifications and experience. Sunapee is an equal opportunity employer.

## **APPLICATION PROCESS**

Please submit your resume and cover letter expressing your interest and detailing your qualifications to: [search@town.sunapee.nh.us](mailto:search@town.sunapee.nh.us). Submit all documents in a single PDF file and include your last name and "Sunapee TM" in the subject line. Resumes and cover letters will be reviewed after the deadline of July 19, 2021.

## **SELECTION PROCESS**

Resumes and cover letters will be reviewed by the Interview Committee and selected candidates will be invited to an initial interview to be held in executive session. The Interview Committee will recommend candidates to be forwarded to the Select Board. Successful candidate will be required to pass professional background investigation.

## **QUESTIONS AND REFERRALS**

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact Donna Nashawaty, Town Manager at 603-763-2212

## **ADDITIONAL INFORMATION**

Visit



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## Budget Report January - May 2021

Fund: GENERAL FUND Periods: 2021-01 thru 2021-05 [41.67% of Year] Include: - Expenditures (Board of Selectmen Monthly Report)

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
<b>01 - GENERAL FUND</b>						
4130 - GENERAL GOVERNMENT: EXECUTIVE	355,055.00	128,447.00	128,447.00	0.00	226,608.00	36.18
4140 - TOWN CLERK TAX COLLECTOR	234,361.00	80,949.38	80,949.38	0.00	153,411.62	34.54
4141 - ELECTIONS	9,061.00	5,871.22	5,871.22	0.00	3,189.78	64.80
4150 - FINANCIAL ADMINISTRATION	243,964.00	96,521.42	96,521.42	0.00	147,442.58	39.56
4152 - REVALUATION OF PROPERTY	102,000.00	14,500.61	14,500.61	0.00	87,499.39	14.22
4153 - LEGAL EXPENSES	18,000.00	4,586.90	4,586.90	0.00	13,413.10	25.48
4155 - PERSONNEL ADMINISTRATION	1,000.00	22.00	22.00	0.00	978.00	2.20
4191 - PLANNING AND ZONING	56,074.00	10,157.52	10,157.52	0.00	45,916.48	18.11
4194 - GENERAL GOVERNMENT BUILDINGS	274,624.00	90,099.59	90,099.59	0.00	184,524.41	32.81
4195 - CEMETERIES	13,647.00	1,267.94	1,267.94	0.00	12,379.06	9.29
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	928.30	928.30	0.00	13,461.70	6.45
4199 - OTHER GENERAL GOVERNMENT	31,520.00	17,671.15	17,671.15	0.00	13,848.85	56.06
4210 - PUBLIC SAFETY: POLICE	918,523.00	338,001.49	338,001.49	0.00	580,521.51	36.80
4215 - AMBULANCE	61,886.00	0.00	0.00	0.00	61,886.00	0.00
4220 - FIRE	271,360.00	77,658.10	77,658.10	0.00	193,701.90	28.62
4229 - SAFETY SERVICES BUILDING	148,013.00	27,209.91	27,209.91	0.00	120,803.09	18.38
4290 - EMERGENCY MANAGEMENT	200.00	0.00	0.00	0.00	200.00	0.00
4312 - HIGHWAY AND STREETS	1,817,923.00	523,767.73	523,767.73	0.00	1,294,155.27	28.81
4316 - STREET LIGHTS	16,800.00	3,666.02	3,666.02	0.00	13,133.98	21.82
4324 - SOLID WASTE DISPOSAL	626,856.00	182,057.77	182,057.77	0.00	444,798.23	29.04
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	15,176.00	15,176.00	0.00	0.00	100.00
4442 - DIRECT ASSISTANCE	42,535.00	6,404.93	6,404.93	0.00	36,130.07	15.06
4520 - PARKS AND RECREATION	167,168.00	35,188.30	35,188.30	0.00	131,979.70	21.05
4550 - LIBRARY	468,005.00	169,758.64	169,758.64	0.00	298,246.36	36.27
4583 - PATRIOTIC PURPOSES	300.00	0.00	0.00	0.00	300.00	0.00
4589 - OTHER CULTURE AND RECREATION	5,000.00	5,000.00	5,000.00	0.00	0.00	100.00
4611 - CONSERVATION: ADMINISTRATION	3,775.00	2,300.00	2,300.00	0.00	1,475.00	60.93
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	264,335.00	238,763.93	238,763.93	0.00	25,571.07	90.33
4721 - INTEREST - LONG-TERM BONDS AND NOTES	44,263.00	23,729.94	23,729.94	0.00	20,533.06	53.61
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
<b>01 - GENERAL FUND</b>	<b>6,240,876.00</b>	<b>2,099,705.79</b>	<b>2,099,705.79</b>	<b>0.00</b>	<b>4,141,170.21</b>	<b>33.64</b>
	<b>6,240,876.00</b>	<b>2,099,705.79</b>	<b>2,099,705.79</b>	<b>0.00</b>	<b>4,141,170.21</b>	<b>33.64</b>



## MS-535 FUND REVENUES

Fund: GENERAL FUND Periods: 2021-01 thru 2021-05 [41.67% of Year] Include: Revenues - (Revenue)

(DRA Section - DRA Account)	Estimated Revenues	Actual Revenues
<b>3100 - TAXES</b>		
3190 - INTEREST/PENALTIES	60,000.00	19,884.64
3100 - TAXES	<u>60,000.00</u>	<u>19,884.64</u>
<b>3200 - LICENSES, PERMITS AND FEES</b>		
3210 - BUSINESS LICENSES AND PERMITS	500.00	180.00
3220 - MV PERMIT FEES	827,000.00	286,969.10
3230 - BUILDING PERMITS	36,500.00	23,516.00
3290 - OTHER LICENSES, PERMITS AND FEES	26,060.00	16,829.74
3311-3319 - REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00
3200 - LICENSES, PERMITS AND FEES	<u>890,060.00</u>	<u>327,494.84</u>
<b>3350 - STATE SOURCES</b>		
3351 - SHARED REVENUES	30,000.00	0.00
3352 - MEALS & ROOMS TAX DISTRIBUTION	177,179.00	176,552.84
3353 - HIGHWAY BLOCK GRANT	126,282.00	24,036.14
3354 - WATER POLLUTION GRANT	7,508.00	20,657.50
3379 - FROM OTHER GOVERNMENTS	109,054.00	63,311.00
3350 - STATE SOURCES	<u>450,023.00</u>	<u>284,557.48</u>
<b>3400 - CHARGES FOR SERVICES</b>		
3401-3406 - INCOME FROM DEPARTMENTS	86,640.00	42,951.11
3409 - OTHER CHARGES FOR SERVICES	1,800.00	2,450.00
3400 - CHARGES FOR SERVICES	<u>88,440.00</u>	<u>45,401.11</u>
<b>3500 - MISCELLANEOUS REVENUES</b>		
3501 - SALE OF MUNICIPAL PROPERTY	85,000.00	15,465.42
3503-3509 - OTHER MISCELLANEOUS REVENUES	26,000.00	20,039.30
3500 - MISCELLANEOUS REVENUES	<u>111,000.00</u>	<u>35,504.72</u>
	<u>1,599,523.00</u>	<u>712,842.79</u>