

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, July 26, 2021

- **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](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

Selectmen Candidate Interviews

7:00PM-Chris Whitehouse

7:05PM-John Augustine

7:10PM-Paul Skarin

7:15PM-Carol Wallace

7:20PM-John Mattson

7:25PM-Shaun Carroll

7:30PM-Jonathan Reed

7:45 PM Harbor Intersection Update

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Election by BOS of New Selectboard Member
- Use of Facilities-09/07-Outdoor Recreation for Seniors, Dewey Beach
- Lake Sunapee Protective Association (LSPA) Request for Code Enforcement Action
- New Sunapee Town Manager: Next Steps

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- Audit
- New Boston Post Cane Recipient Search
- Start of 2022 Budget Process

7. UPCOMING MEETINGS:

07/28-5:00PM-Energy Committee, Town Meeting Room

08/04-7:00PM-Conservation Commission, Town Meeting Room

08/05-6:00PM-Zoning Board, Town Meeting Room

08/09-6:30PM-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-A:3, II**

From: Donna Nashawaty  
To: Barbara Vaughn  
Subject: Fwd: Volunteer Form For BOS  
Date: Wednesday, May 26, 2021 7:09:00 AM

Sent from my Galaxy Tab® S2

----- Original message -----

From: Chris Whitehouse <cdw17c@yahoo.com>  
Date: 5/25/21 5:46 PM (GMT-05:00)  
To: Donna Nashawaty <Donna@town.sunapee.nh.us>  
Subject: Volunteer Form For BOS

Donna

Here is my form for the empty spot on the BOS.

The link you provided by the way does not work. As well as there is no selection for the BOS on it. Or for any other elected position. So why do we have a volunteer form out of curiosity.

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

Name: Whitehouse (Last) Christian Date: 5/25/21  
Sunapee Registered Voter: ( ) Yes ( ) No  
Mailing Address: 40 Winn Hill Rd  
Sunapee NH 03782  
Lived in Sunapee Since: 2001 Home Phone: 603-224-7575 Work Phone: 603-309-6384  
E-mail: cdw17c@yahoo.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.)

_____ About 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	_____ Highway Safety Committee
_____ Energy Committee	<input checked="" type="checkbox"/> <u>Board of Selectmen</u>

2. For consideration:  
a. Occupation: Sales Manager b. Employer: Berkshire Hathaway  
c. Length of current employment: 23 years d. Education: \_\_\_\_\_  
e. Relevant Experience: Corporate America Business Management/Hubbicon  
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 11/1 hours per week (daytime) 0/0 hours per week (evenings)  
0/0 hours per week (weekends)  
h. Did you previously serve on any Municipal or School District Board/Committee/Commission? Yes ☒ No ☐

Revised 11/20/08 Page 1 of 2

I. If yes, please indicate Town/Position: ABC CEC (school), CIP (town)

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? I believe you actually need an opposing view. We currently do not seem to have one.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have been on the ABC, CEC & the CIP committees. I have been accountable for profit & loss for over 20 years in corporate America.

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

You need the devils advocate to hear the people who don't support the board 100%.

6. Additional Comments: Challenging the status quo is what this board needs. We are taxing the low to middle class right out of town. That voice isn't being heard

 (Signature)

5/25/2021 (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 603-763-4925)

Revised 11/26/2018

Page 2 of 2

"considered public information and may be distributed or copied"

Regards

Chris Whitehouse  
6032237575  
cdw17c@yahoo.com

May 31, 2021

Sunapee Board of Selectmen  
c/o Town Manager Nashawaty  
23 Edgemont Road  
Sunapee, NH 03782

Sunapee Board of Selectmen,

Please allow this letter and the attached volunteer interest form to serve as my formal expression of interest in the vacant position on the Sunapee Board of Selectmen.

Sincerely,

A handwritten signature in cursive script, appearing to read "John Augustine".

John Augustine  
258 Stagecoach Road  
Sunapee, NH 03782  
603-763-5571  
Email: dexters@tds.net

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

Name: Augustine John Date: 5/31/21  
(Last) (First)

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

258 Stagecoach Road  
Sunapee, NH 03782

Lived in Sunapee Since: 2001 Home Phone: 603-454-4478 Work Phone 603-763-5571

E-mail: dexterswtds.net Fax: N/A

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

☐ Recreation Committee

☐ Thrift Shop

☐ Upper Valley Lake Sunapee Regional

☐ Zoning Board Alternate

☐ Highway Safety Committee

☐ Energy Committee

☒ Board of Selectmen (BOS)

2. For consideration:

a. Occupation: Inn Keeper b. Employer: Dexter's Inn

c. Length of current employment: 20 years d. Education: MBA, BA

e. Relevant Experience: Two terms on Sunapee BOS preceded by 4 years on Budget Committee

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 hours per week (daytime) 10 hours per week (evenings)  
0 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: Select Board / Budget Committee / Crowther Chapel Committee / Recreation Committee

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? So that entire community is represented. Continue making progress on greater transparency, accountability, dialogue, fiscal responsibility, and fair play in Town government.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Six years in the position. Knowledge of Town finances, operations and personnel. Business savvy. Analytical skills. Verbal & written communication skills.

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

See above

6. Additional Comments: Highest vote-getter among individuals not already on the BOS at March 2021 election. Saved taxpayers \$25 million via vocal opposition to silly school construction proposals. Courage to ask the hard questions. Inspire others to get involved.

Jan Augustine  
(Signature)

5/31/21  
(Date)

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

**"considered public information and may be distributed or copied"**

Paul W. Skarin  
178 Youngs Hill Road  
PO Box 675  
Sunapee, NH 03782

June 14, 2021

Town of Sunapee  
23 Edgemont Road  
Sunapee, NH 03782

Sent via email to following address: [manager@town.sunapee.nh.us](mailto:manager@town.sunapee.nh.us)

To the Board of Selectman,

I am writing to express my interest to replace Shane Hastings as Board of Selectman and to finish his term.

I believe that this is a very significant time for the direction of Sunapee. There have only been 2 town managers since our town adopted this back in the late 80's. Hiring the new town manager is my primary reason for submitting my letter of interest

My town history and experience is deep. I summered here from Newport as a child living summers on Great Island. I established residency while in college commuting. My wife and I purchased first home in 1989 at 43 Hilltop Drive then acquired our present home in 1995. My primary business is real estate since 1987. My wife has taught as SCES for over 3 decades and all 3 of my sons began school and graduated from Sunapee.

Currently I volunteer in town positions in in town. I am a board member for the Sunapee Harbor Riverway. I am also a founding member for the non profit Friends of Sunapee Recreation.

My past experience has been on Sunapee School Board for 6 years service with 1 year as chairman. I was on the Sunapee Recreation Committee for over a dozen years much of my time serving as chairman. I have been a volunteer coach for many sports teams an my family is also a LSYC members.

Please contact me should you have any questions for me about my experience and or reason for my interest in volunteering for this position.

Respectfully,

Paul W. Skarin  
178 Young Hill Road

[paul.skarin@gmail.com](mailto:paul.skarin@gmail.com)  
(603) 763-6000 office  
(603) 387-2736 mobile



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

Name: SKARIN PAUL Date: 6/14/21  
(Last) (First)

Sunapee Registered Voter: ( ) Yes ( ) No

Mailing Address:

PO Box 675  
SUNAPEE NH 03782

Street Address (if different):

178 Young Hill Rd  
SUNAPEE NH 03782

Lived in Sunapee Since: 1987 Home Phone: 603 763 4363 Work Phone: 603 763 -6000  
E-mail: Paul.Skarin@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.)

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

2. For consideration:

a. Occupation: Real Estate b. Employer: SELF  
c. Length of current employment: 33 d. Education: BS  
e. Relevant Experience: Please see attached letter  
f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No  
g. Volunteer Time Available ☒ hours per week (daytime) ☒ hours per week (evenings)  
☐ hours per week (weekends) \* whatever is necessary  
h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☒ Yes ☐ No



i. If yes, please indicate Town/Position: Sunapee | School Board 6 YEARS  
SUNAPEE Recreation Committee 12+ YRS

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? Please see Attached letter

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Please see attached letter

5. Your reasons for wanting this/these appointments /appointments are: Please See Attached letter

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

Fawn Skarvan \_\_\_\_\_ 6/17/21  
(Signature) (Date)

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

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



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

Name: Wallace (Last), CAROL (First) Date: 6/16/21

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

P.O. BOX 595  
Sunapee, NH 03782

Street Address (if different):

27 Burkehaven Lane  
Sunapee, NH 03782

Lived in Sunapee Since: 2017 Home Phone: 860-558-5458 Work Phone: \_\_\_\_\_

E-mail: cpwallace27@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.)

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

2. For consideration:

- a. Occupation: Retired CEO of manufacturer b. Employer: Cooper-Atkins, Middlefield CT
- c. Length of current employment: \_\_\_\_\_ d. Education: BA Biology
- e. Relevant Experience: Zoning Board Alternate
- 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 hours per week (daytime) 10 hours per week (evenings)  
6 hours per week (weekends)
- h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☒ Yes ☐ No  
Currently Zoning Board Alternate

i. If yes, please indicate Town/Position: Sunapee Zoning / Alternate /

j. Are you willing to serve as an Alternate? \_\_\_ Yes \_\_\_ No N/A

k. Are you willing to serve on a Sub-Committee? \_\_\_ Yes \_\_\_ No N/A

3. Why do you want to serve on this board/committee? There is a temporary vacancy and I am willing to fill the spot for the town to be able to conduct selectboard business. It's my opportunity to give back to this community.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I am thoughtful, reasonable and able to collaborate with colleagues in order to achieve the best outcomes for our town.

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

Please see above #3 + #4.

6. Additional Comments:

CP Wallace

(Signature)

6/16/2021

(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 603-763-4925)*

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



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

Name: Mattson, John Date: 06-24-2021  
(Last) (First)

Sunapee Registered Voter: (X) Yes ( ) No

Mailing Address: Street Address (if different):  
P.O. Box 215 1043 Main Street  
Georges Mills, NH 03751 Georges Mills, NH 03751

Lived in Sunapee Since: 2020 (permanent); Home Phone: 603-763-1853 Work Phone: 512-565-5023  
2006 (part time)  
E-mail: john.mattson202@gmail.com Fax: None

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

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

2. For consideration:

- a. Occupation: Global Director, Quality Assurance b. Employer: SACHEM,  
Inc.  
c. Length of current employment: 25 years d. Education: BS Chemical Engineering, MBA Marketing  
e. Relevant Experience: Dealing with customers for nearly 35 years; leading teams (direct / indirect reports)  
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 X No  
g. Volunteer Time Available 5-10 hours per week (daytime) 5-10 hours per week (evenings)  
5-10 hours per week (weekends)  
h. Did you previously serve on any Municipal or School District Board/Committee/Commission? Yes X No

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

j. Are you willing to serve as an Alternate? \_\_\_ Yes \_\_\_X\_\_\_ No


k. Are you willing to serve on a Sub-Committee? \_\_\_ Yes \_\_\_X\_\_\_ No

3. Why do you want to serve on this board/committee? I have always believed in community service, from my youth in Boy Scouts through Eagle rank, and on through my adult Scouting roles. My parents both served in similar roles in other towns and enjoyed giving back to the communities they loved. They encouraged me to do it, too.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I would bring enthusiasm, energy, organization skills, patience, and the ability to work with teams and individuals in other areas.

5. Your reasons for wanting this/these appointments /appointments are: I want to serve the community where I live and give back. My skills and capabilities are well-suited to helping those around me, so I believe I would be successful. I have the time and willingness to help and participate.

6. Additional Comments: If chosen as the Selectman, my first task would be to learn as much as I can about the role and how to work with the other Selectmen and Town Manager and staff. They have a lot of experience and knowledge to share on how to do the job. The second task is to *listen* - to everyone around me I hope to serve.

  
(Signature)

06-24-2021  
(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”**

Shaun P. Carroll, Jr.

5 Apple Hill Road

Sunapee, NH 03782

603-520-9815

[Us4skas@comcast.net](mailto:Us4skas@comcast.net)

To the Sunapee Board of Selectmen:

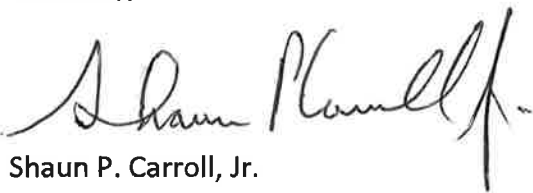
I would like to have your consideration of my application to fill the vacancy on the Board of Selectman until election in March 2022.

I have lived in Sunapee since 1973 and have been on a few different Sunapee Boards and Committees. Most recently I was on the Sunapee School Board for 19 years. I have also served on the Planning Board, Conservation Committee, been a Zoning Board alternate, and a member of the Town Manager Hiring Committee.

I feel my prior experience would benefit the Board of Selectmen as well as the Town of Sunapee.

Please feel free to call me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaun P. Carroll, Jr.", with a stylized flourish at the end.

Shaun P. Carroll, Jr.



# TOWN OF SUNAPEE

## Volunteer Interest Form

### For Town Committees, Boards, and Commission

Name: Carroll Jr. Shaun P Date: 6/21/2021  
(Last) (First)

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

5 Apple Hill Rd.

Lived in Sunapee Since: 1973 Home Phone: X Work Phone 603-520-9815

E-mail: US4SKAS@comcast.net Fax: X

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

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

2. For consideration:

- a. Occupation: COO b. Employer: Carroll Concrete Co, Inc.
- c. Length of current employment: 42 yrs d. Education: High School / Some College
- e. Relevant Experience: 19 yrs School Board, Planning Board 3 terms / Zoning Alt. Conservation 2 terms, Town Manager hiring committee.
- 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 as needed hours per week (daytime) ☐ hours per week (evenings)  
☐ hours per week (weekends)
- h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☒ Yes ☐ No

i. If yes, please indicate Town/Position: See 2-E 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? I have thought about  
serving on the board for many years but the timing wasn't right,  
I feel with this vacancy and my work load I'll be an asset to the  
Board.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Prior  
experience on other boards in Sunapee, and  
many planning and zoning boards that I worked with  
at Carroll Concrete.

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

I'm at a point in my life and career where I have  
time to give back to the town and community.

6. Additional Comments:

Adam Plamell J.  
(Signature)

6/21/2021  
(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 603-763-4925)

“considered public information and may be distributed or copied”



Jonathan Reed  
81 Sargent Road  
Sunapee, NH 03782  
603-727-8821  
[sunapeejon@gmail.com](mailto:sunapeejon@gmail.com)

June 25, 2021

Dear Members of the Sunapee Selectboard,

Please accept this letter of introduction and volunteer application for consideration for the open seat on the Sunapee Selectboard.

I have had the opportunity to be a part of Sunapee for over 40 years and in many different roles. As a young child in the late 1970's I first started coming to Sunapee as a tourist, staying in a cottage at Sargent's Marina. Through the 1980's my family had a house in George's Mills and then Sunapee where we spent school vacations and summers. In 1988 my family and I moved to Sunapee permanently, giving me the experience of being a student in Sunapee High School where I graduated from in 1991. In the early 2000's my wife and I purchased a piece of land in Sunapee where we were going to build our own vacation home. Our plan was to have a place to get away from our lives in the suburban Boston rat race to. However before we were able to put that plan in place we came to the realization that if Sunapee was the place to go in our free time, let's move there, and we did.

Since moving to Sunapee in the fall of 2002 we have been raising our three children here and been involved in the community. I have been teaching in Sunapee for 15 years where I coach soccer, ski jumping and track & field outside the classroom. I have a wonderful wife of over twenty years who is an elementary school principal. We have three children, 18 boy, 16 girl, 11 girl who have varying interests, strengths and passions. Our oldest recently graduated from Sunapee Middle High School and will be attending UNH to study Environmental Engineering in the fall. Sunapee schools were very good to him and continue to be outstanding for our daughters.

I tell you this so you have some understanding of me and the perspective I would bring to the board. I have experienced Sunapee as a child, a student, a tourist, an employee, a volunteer, a community member, and a taxpayer. I believe the board has an opportunity filling this seat to move further in a direction that is inclusive of all community members and residents. Change continues to happen in Sunapee and our town leadership needs to be representative of all our constituents.

Thank you for your consideration of my application. I wish you the best of luck in filling this seat and remain grateful to you for the time and thoughtfulness you bring to the board.

*Jonathan S Reed*



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

Name: Reed (Last), Jonathan (First) Date: June 25, 2021

Sunapee Registered Voter: (X) Yes ( ) No

Mailing Address:

Street Address (if different):

81 Sargent Road

Lived in Sunapee Since: 2003 Home Phone: 603-727-8821 Work Phone: \_\_\_\_\_

E-mail: sunapeejon@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

\_\_\_\_\_ 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

--X-- *Selectboard*

2. For consideration:

a. Occupation: Teacher b. Employer: Sunapee School Distict

c. Length of current employment: 15 +/- Years d. Education: BS Science

e. Relevant Experience: Active community member for 18 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 X No

g. Volunteer Time Available \_\_\_\_\_ hours per week (daytime) 4 hours per week (evenings)  
6 hours per week (weekends)

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

i. If yes, please indicate Town/Position: Recreation Committee / Alternate Library Trustee

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

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

3. Why do you want to serve on this board/committee? This is an oppotune time to lend my expeirences to the benefit of our community. I look forward to the oppotunity to speak with you further about this.

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

Broad reach to cross section of community members. Desire to represented all community members.  
I look forward to the opportunity to speak with you further about my qualifications.

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

To help the town move forward with the business of the town to the benefit of all community members.

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

Thank you for your time. I look forward to the opportunity to speak further about the possibility of my filling the vacant seat on the selectboard.

Jonathan S Reed

(Signature)

June 25, 2021

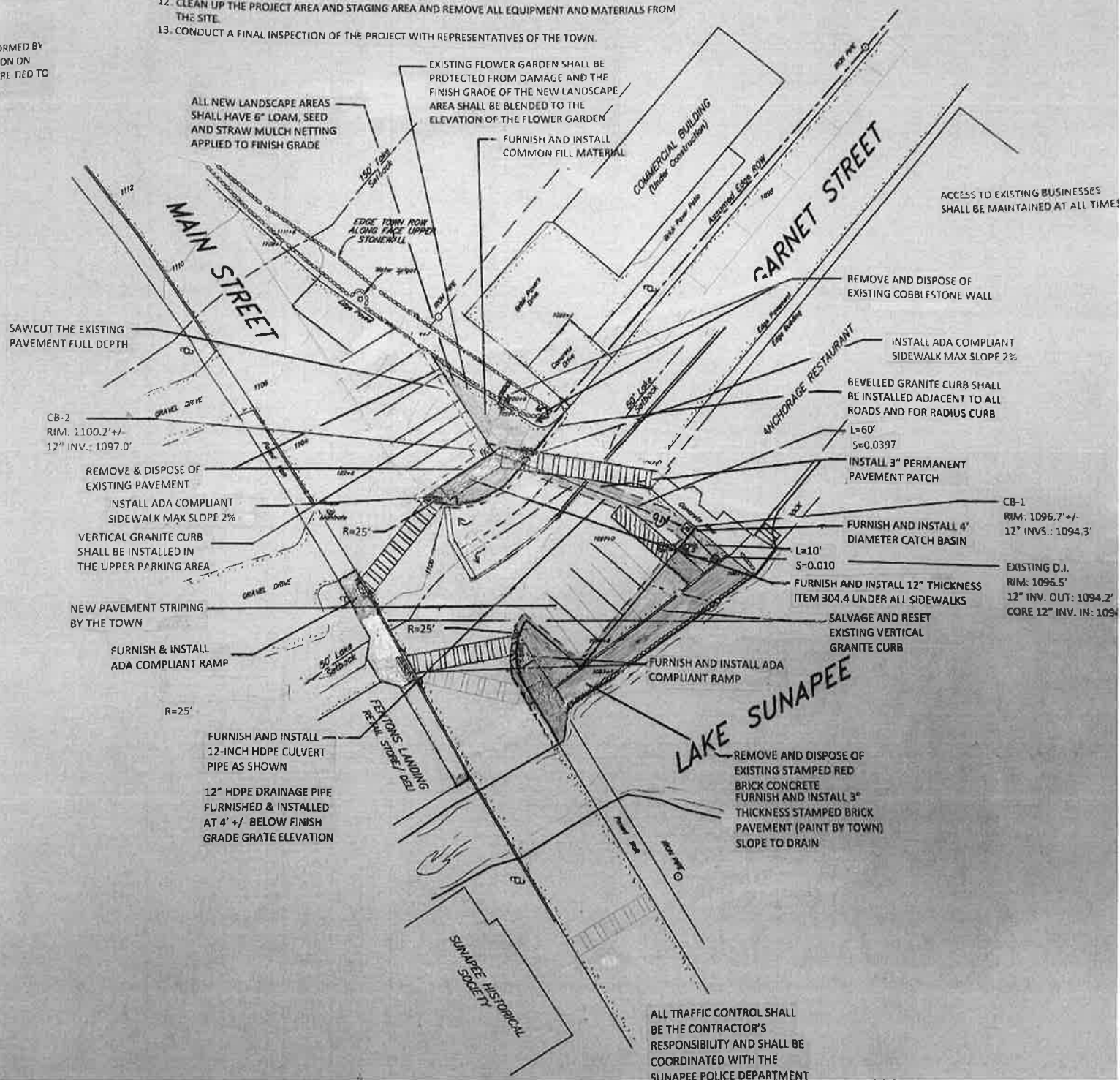
(Date)

*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”**

PERFORMED BY  
STATION ON  
AND ARE TIED TO

8. FURNISH AND INSTALL ALL GRANITE CURB AS SHOWN AND AS DETAILED ON THE PLAN.
9. FURNISH AND INSTALL ALL STRUCTURAL GRAVEL AS DETAILED ON THE PLAN.
10. FURNISH AND INSTALL ALL PERMANENT PAVEMENT PATCHES AND ALL PAVED SIDEWALKS.
11. FURNISH AND INSTALL ALL COMMON FILL, AND LOAM, SEED, AND MULCH AS SHOWN ON THE PLAN.
12. FURNISH AND INSTALL ALL STRIPING AS SHOWN ON THE PLAN.
13. CLEAN UP THE PROJECT AREA AND STAGING AREA AND REMOVE ALL EQUIPMENT AND MATERIALS FROM THE SITE.
14. CONDUCT A FINAL INSPECTION OF THE PROJECT WITH REPRESENTATIVES OF THE TOWN.



## 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:

Outdoor Recreation for Seniors (ORFS)

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

Name of Duty Authorized:

Alan Peterson

Mailing Address: 82 Pine Ridge Rd, Sunapee

Daytime Phone: 763 5456 Evening Phone: \_\_\_\_\_

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

Event Date: sep 7 Time: From: 9:40 To: 11:45

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.

Approx. 25 area residents to kayak or walk

\* no lifeguards on duty \* \$

I/We acknowledge understanding the following restrictions:

- Family Bathroom will be open
- (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 25 # of people and 18 # of vehicles attending our event.

Signature of Responsible Individual

Date

*[Signature]*

7/20/21

Approved by Chief of Police

Date

*[Signature]*

*[Signature]*

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

*[Signature]*

7/20/21

Approved by Recreation Director (if applicable)

Date

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

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

**LAW OFFICE OF SHERIDAN T. BROWN, PLLC**

500 Dunbar Hill Road (NMR) • PO Box 1656 • Grantham, NH 03753 p: 603-865-5231 e: sb@sheridanbrownlaw.com

July 15, 2021

*via USPS Priority Mail and Hand Delivery*

Sunapee Board of Selectmen  
The Honorable Josh Trow, Chairman  
23 Edgemont Road  
Sunapee, NH 03782

RECEIVED  
JUL 15 2021  
TOWN OF

**RE: Request for code enforcement action against Royce Enterprises, LLC  
5 Garnet Street (Parcel ID 0133/0026/0000)**

Dear Chairman Trow and Members of the Board:

I am writing on behalf of Lake Sunapee Protective Association (LSPA) regarding an illegal rooftop patio at 5 Garnet Street (Parcel ID 0133/0026/0000)(hereinafter “the Property”). LSPA respectfully requests that the Board take code enforcement action regarding this prohibited use of the Property, which abuts LSPA.

**Background**

The Property, owned by Royce Enterprises, LLC (hereinafter “RE”) is located in Sunapee’s Village Commercial (VC) District. On January 2, 2020, the Town’s Zoning Board of Adjustment (ZBA) granted variances reducing the required front and rear setbacks so that RE could demolish the “Deck and Dock” building and replace it with a different structure. On February 13, 2020, the Town’s Planning Board (PB) granted RE’s site plan approval.

The proposed use presented by RE and approved by the Town’s land use boards was a combination of retail and professional office space. See N. Gage (Zoning Coordinator) Memo to ZBA, Dec. 19, 2019, and Royce Enterprises, LLC, Application for Site Plan Review, Jan. 9, 2020. Neither application included a rooftop patio, railings, or lighting as part of the proposed commercial use of the Property.

RE subsequently sought to add a rooftop deck on the Property by filing a Statement of Property Usage to “Install roof deck for private building and business owner use. No public access, no change in property use.” Royce Enterprises, LLC, Statement of Property Usage, Nov. 5, 2020 (Description of Proposed Project). On November 12, 2020, the Planning Board denied the proposal and instructed RE to submit an amended site plan for approval.

To LSPA's knowledge, RE has not filed an amended site plan nor received approval for the installation of a rooftop patio. Nonetheless, RE has gone forward with this use of the Property, adding railings, string lights, artificial grass and large wicker furniture to the rooftop—all to the detriment of neighborhood aesthetics. See Attachment A.

## ACTS OR ACTIONS CONSTITUTING ZONING VIOLATIONS AT 5 GARNET STREET

### 1. ADDING RAILINGS TO THE ROOFTOP OF THE STRUCTURE IN VIOLATION OF DIMENSIONAL CONTROLS

Pursuant to the Town of Sunapee Zoning Ordinance, Article III, §3.40(h):

“Dormers, gables, skylights, and other roof changes shall be allowed on non-conforming structures *provided that such additions are no higher than the existing predominant roof lines* of the subject structure and do not extend beyond the horizontal footprint. Id. (*emphasis added*).

The provision above was adopted by the Town's legislative body at the 1992 Annual Town Meeting as Warrant Article 8. As written, the provision applies to all non-conforming structures (not just those failing to meet height restrictions). No contrary intent is shown in the explanation of Article 8 contained in the 1992 Sunapee Town Report.

RE's structure is non-conforming; it does not meet front and rear setback requirements. Whereas the building has a flat roof, the rooftop railings extend several feet above the predominant roof lines of the structure. Per Article III, §3.40(h), the non-conforming structure that RE proposed and built cannot have rooftop railings.

### 2. ENGAGING IN A PROHIBITED USE OF THE PROPERTY

It is also well-established that New Hampshire Zoning laws are permissive, meaning that uses not expressly permitted by a zoning ordinance are prohibited. Pursuant to the Town of Sunapee Zoning Ordinance, Article IV, §4.20:

“Any use not specifically permitted is prohibited.” Id.

A rooftop deck is not specifically permitted in the VC District. See Id. Meanwhile, an accessory use is defined as “a use on the same lot that is customarily associated with,



and incidental and subordinate to, the principal use of the lot.” See Town of Sunapee Zoning Ordinance, Article XI (Definitions and Explanations). RE’s rooftop patio is not an accessory use because it lacks a nexus to their commercial use of the Property that could reasonably be considered commonplace. It is also ostensibly for the owners’ personal use rather than commercial use.

3. ADDING ROOFTOP RAILINGS AND LIGHTING THAT ARE A VARIATION FROM THE REPRESENTATIONS UPON WHICH THE TOWN BASED ITS APPROVALS.

Pursuant to the Town of Sunapee Zoning Ordinance, Article VIII, §8.25(a) (Revocation or Lapse of Building Certificate):

“A violation or variation from the terms, conditions, or authorization of a certificate of compliance by the holder thereof or his agent, architect or contractor shall be cause for revocation of such certificate.” Id.

The following constitute material variations from the representations to the Zoning Board and Planning Board by RE, upon whose approvals the CZC is based:

(1) Applications and supporting documents provided by RE when seeking zoning variances, site plan approval, and a Certificate of Zoning Compliance do not show a rooftop deck, flat roof, railings, or lighting along the rooftop of the proposed structure. The rooftop railings, artificial lawn, and lighting should be immediately removed. Furthermore, all parties should cease and desist from the use of the rooftop as a patio or deck.

(2) April Royce and her agent Travis Royce told the Planning Board that all lighting would be downcast. In addition to string lights along the rooftop railing, RE has added exterior lighting that is neither downcast nor included as part of the lighting plan approved by the Planning Board. See Sunapee Planning Board Minutes, Feb 13, 2020 at lines 543-554. See also Attachment B. All rooftop lighting should be removed; all other lighting should be properly downcast or shielded.

TOWN ACTION REQUESTED

LSPA did not object to RE's proposal to the Town's land use boards because the owners expressed an intent to respect the restrictions in their deed and to build a structure that offered improved aesthetics. See, e.g., Royce Enterprises, LLC, Variance Application, Dec. 4, 2019. As built, the structure has morphed from the design shown in drawings provided to the Town into something very different and inconsistent with representations made to secure LSPA's and the Town's support.

As you may know, some of RE's actions violate restrictive covenants in its deed to 5 Garnett Street. LSPA will take all necessary legal action to enforce these covenants. Still, LSPA believes there are important public interests served by enforcement of zoning ordinances. For one, ensuring that parties present full and accurate plans to the Town protects abutters' rights to meaningful participation in their consideration.

Wherefore, LSPA respectfully requests that the Board of Selectmen consider issuing a Cease and Desist Order to Royce Enterprises, LLC and April Royce requiring them to:

- (A) Immediately remove all railings, artificial lawn, and lighting from the rooftop of 5 Garnet Street;
- (B) Immediately discontinue using or allowing the use of the rooftop by other parties as a patio or deck; and,
- (C) Amend their CZC application with accurate drawings and dimensions of the structure as built.

Please do not hesitate to contact me with any questions. Thank you for your consideration.

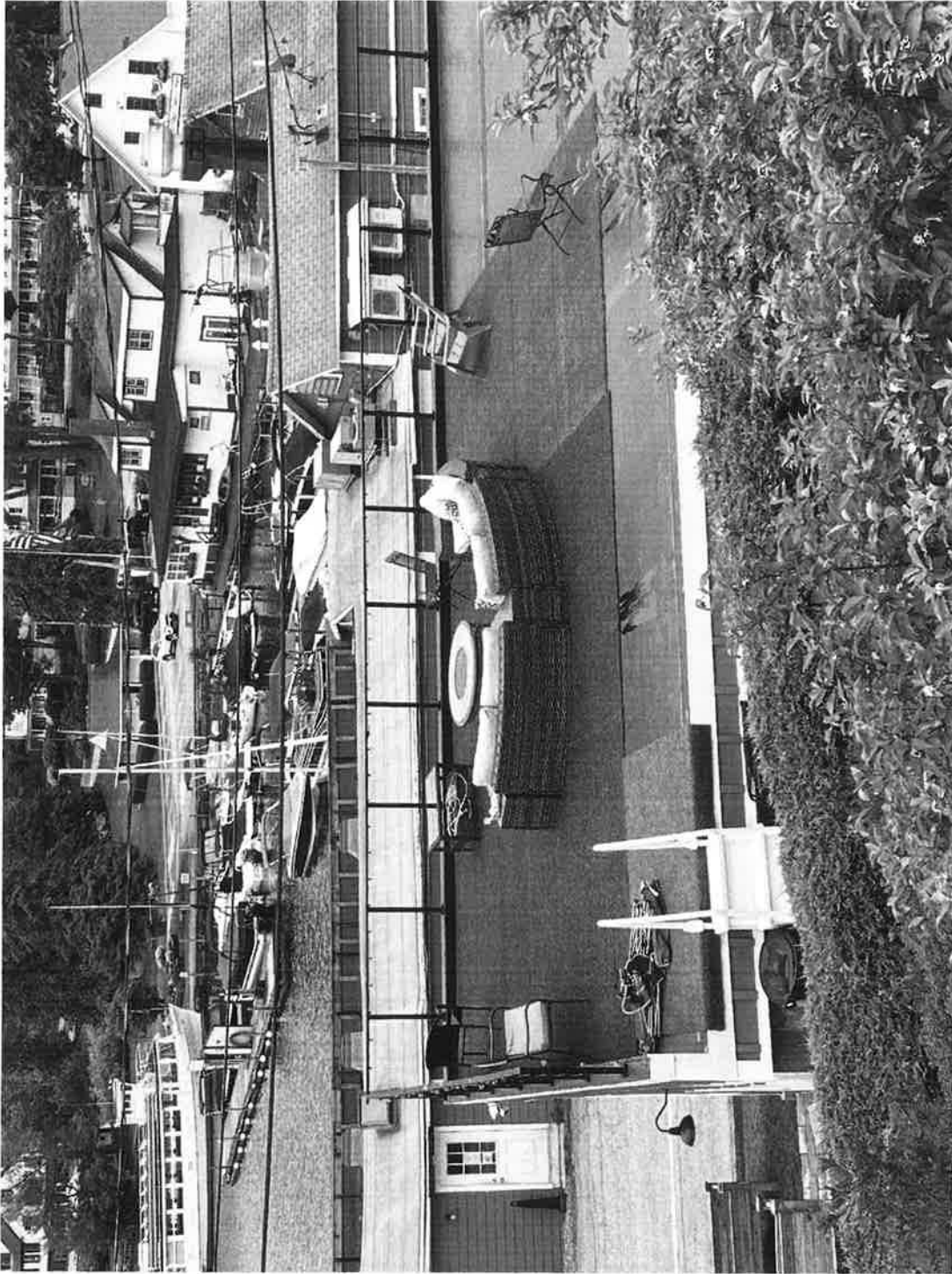
Sincerely,



Sheridan Brown  
*Attorney for Lake Sunapee Protective Association*

Attachments

cc: Michael Marquise, Town Planner  
April Royce, Royce Enterprises, LLC



Attachment A – Photo of 5 Garnett Street rooftop on July 12, 2021, showing railings, string lights, artificial lawn, patio furniture, and stairs.



Attachment B – Photo of 5 Garnett Street rooftop on July 10, 2021, showing insufficiently shielded lighting on north side of structure.



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

## **CEASE AND DESIST ORDER**

Violators: Royce Enterprises, LLC  
PO Box 50  
Sunapee, NH 03782

Violation Location: 5 Garnet St, Sunapee, NH

Parcel ID: 0133-0026-0000

Dated: July 20, 2021

You are hereby ordered to cease and desist all use of the rooftop deck at your property located at 5 Garnet St. You have clearly violated the Site Plan approved by the Planning Board on February 13, 2020 as the rooftop deck was not part of the approval. Additionally, you were notified at the November 12, 2020 Planning Board meeting that use of the rooftop deck would require an amendment to your approved Site Plan. The specific rules violated are Article IX of the Sunapee Zoning Ordinance and the Sunapee Site Plan Review Regulations.

In order to correct these violations, the following action must be taken within fifteen (15) days of receipt of this notice.

- 1) Immediately remove patio furniture, chairs, etc. from the rooftop of 5 Garnet St.
- 2) Immediately discontinue using or allowing use of the rooftop as a patio or deck
- 3) Apply for a Site Plan Amendment from the Planning Board.

Note-The Town of Sunapee may request fine assessments on all violations.

A motion for summary enforcement of this order shall be made to the court of the district in which the property is situated unless such corrective action is taken within the time provided or unless an answer is filed within 15 days.

Failure to either take the corrective action or to file an answer may result in corrective action being taken by the municipality, and that if this occurs the municipality's costs shall constitute a lien against the real estate, enforceable in the same manner as real estate taxes, including possible loss of the property if not paid.

Submitted by,

Michael Marquise  
Town of Sunapee  
Planning & Zoning Director