

**SUNAPEE BOARD OF SELECTMEN
MEETING**

6:30PM Town Office Meeting Room
Monday, November 29, 2021

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman Hathorn, Selectman Wallace and Shannon Martinez, Town Manager.
Absent: Selectman Fred Gallup

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0225-0003-0000 206 Route 11, Matthew Driscoll

**Parcel ID:0115-0039-0000 61 North Shore Road, Robert Evans/Anne Valentine
By Selectman Gottling seconded by Selectman Hathorn. Unanimous.**

MOTION TO APPROVE THE FOLLOWING CZC:

**Parcel ID:0106-0025-0000 2 Sunny Knoll Road, Opal Realty Trust
By Selectman Hathorn seconded by Selectman Wallace. Unanimous.**

There was also an After the Fact Permit for Matthew Driscoll.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

**Parcel ID:0126-0005-0000 111 Garnet Hill Road, John & Leanne Porter
By Selectman Wallace seconded by Selectman Gottling. Unanimous.**

DRIVEWAY PERMIT: (Both Properties Located in Croydon)

LOT #2 Melody Lane, Kenneth & Mary Lyman

LOT #3 Melody Lane, Kenneth & Mary Lyman

By Selectman Gottling seconded by Selectman Hathorn. Unanimous.

APPOINTMENTS:

7:00PM-Laura Trow, Welfare Director

Laura Trow came tonight to update the Board on what has been happening in the Welfare Department. The annual Cereal Drive that was held on Halloween collected 375 boxes of cereal which was shared with the Claremont Food Pantry. Laura Trow had some questions regarding why the town assistance does not provide Thanksgiving baskets. Laura Trow explained that she works with many agencies and the school that provide the baskets and gift cards to the recipients. The Christmas in the Harbor program will be accepting gifts for the local families. The Toys for Joy tree is up at the Safety Services Building and the tags will be available until December 7th and the parents will pick-up gifts on December 15th. The Senior Citizens will have the option to have their gifts delivered. Last year there was thirty families and fifty-five participants and this year there were thirty-three families and sixty-two participants in the program. The area Scout Troop sponsored a food drive. On another note, Laura Trow has been using her own computer

which just died. Thankfully, her database had been backed up. Shannon Martinez will work with Laura Trow in purchasing a new laptop. Shannon Martinez would like to thank Laura Trow for all the work she does for the town.

7:30PM-Sunapee Tourist Home Alliance

Lisa Hoekstra and Abby Peel who are Maple Street residents came to the Board tonight because they are interested in protecting the town and keeping its unique charm, but also continuing to offer opportunities for tourist homes. Lisa Hoekstra passed out a packet for the Board to review for a later discussion. The packet is attached. The group choose the name Sunapee Tourist Home Alliance instead of the more popular term "short-term rentals" is because tourist homes in what is in the Sunapee Zoning Ordinance. The group feels like some of the ordinances right now are not necessarily being applied. Lisa Hoekstra said the Board heard from another resident on Maple Street, Anne Bordeianu, who gave the Board a grid outline of some of the issues they were experiencing. Lisa Hoekstra wanted to stress that the group does not want to close the tourist homes, they just want to make sure the ordinances are being applied safely and fairly. Lisa Hoekstra said the Board started to investigate a company called Granicus to help figure out how many rentals were in Sunapee and have some sort of registration process. Lisa Hoekstra asked the Board if they were interested in pursuing talking to this company about what they could do for the Town of Sunapee. Selectman Hathorne and Selectman Wallace are extremely interested and said the Board had discussed Granicus coming in to further explain the presentation that was sent to them at an earlier date. After some discussion, the Town Manager will lead the charge and come back with a comprehensive plan that articulates the expenses related to it, the enforcement requirements and the revenue generated from it to a future meeting.

8:35PM-Motion to enter Selectman Gottling to go into a non-public session under RSA 91-A:3 II(c) (reputation). The motion was seconded by Chairman Trow and roll call vote unanimous. Rita Donaldson from MRI and Sheryl Pratt from Plodniz & Sanderson also attended.

10:00PM-Motion to exit non-public session by Chairman Trow. The motion was seconded by Selectman Gottling and roll call vote unanimous.

10:00PM-Motion to seal the minutes by Chairman Trow. The motion was seconded by Selectman Hathorn and roll call vote unanimous.

PUBLIC COMMENTS:

John Augustine, owner of Dexter's Inn has had interest in this for several years. He spoke with Michael Marquise, Planning Administrator and according to John Augustine he was told the short-term rentals did not need a big review process from the Planning Board because it was not a change of use. John Augustine feels this needs to be sorted out because it is a business to him when you are charging people a rental fee. The people doing the rentals should also be paying the 9% rooms and meals tax.

SELECTMEN ACTION:

•Dollar General-Combination Beverage/Wine/Tobacco License

Shannon Martinez wanted to make the Board aware of the request from Dollar General for a Combination Beverage/Wine/Tobacco License and see if they had any issues or concerns with this request. Selectman Wallace asked what businesses currently sell wine and beer in Sunapee? Chairman Trow replied that the Smokehouse, Fentons, Georges Mills Store, the gas station and Pizza Chef. The Board feels Dollar General has the right to ask for the request had no problem with it.

Transfer Funds from Welfare Revenue Line to Thielen Trust

Shannon Martinez said that checks received for the food pantry were addressed incorrectly, so the money had been deposited into the general fund and should have gone into the Thielen Trust account. The transfer amount would be \$410. **Motion to transfer funds \$410 from the Welfare Revenue Line in the general fund to the Thielen Trust account by Selectman Wallace seconded by Selectman Gottling. Unanimous.**

COVID-19 Protocol

Shannon Martinez said there is an uptick in COVID and heading into the winter months she wanted to have some guidelines in place to make sure both the town's team and community at large are COVID responsible. A "draft" copy of the guidelines is attached. There have been some cluster outbreaks on the Team that have been reported to NH Health and Human Services. Moving forward Shannon Martinez would like to recommend for these meetings people will be wearing masks and will be looking to purchase air purifiers for this room and the upstairs Town Office. Shannon Martinez wants to make sure that the town is doing everything they can to provide the services to the Town's residents while keeping everyone as safe as possible.

6. TOWN MANAGER REPORTS:

Letter from Historical Society regarding Town Watering Trough

- Shannon will organize a meeting with the Historical Society and interested parties to discuss.

Trask Brook Road

- There was a follow-up call with FEMA and because the town is not in compliance to take federal funds Shannon Martinez recommends that the town go with the Hansen Bridge proposal and pay for the repairs. The Board agreed.

Chairman Trow received and read an email from Steve McGrath regarding his concerns with the boat arrangement with Appleseed Cruises. The email is attached.

Meeting Adjourned 10:00PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

**SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
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1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

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DEMO PERMIT:

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DRIVEWAY PERMIT:) (Both Properties Located in Croydon)

LOT #2 Melody Lane, Kenneth & Mary Lyman

LOT #3 Melody Lane, Kenneth & Mary Lyman

2. APPOINTMENTS

7:00PM-Laura Trow, Welfare Director

7:30PM-Rita Donaldson, MRI & Sheryl Pratt-Audit & Finance Dept.

8:00PM-Sunapee Tourist Home Alliance

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Dollar General-Combination Beverage/Wine/Tobacco License
- Transfer Funds from Welfare Revenue Line to Thielen Trust
- COVID-19 Protocol

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

7. UPCOMING MEETINGS:

12/01-7:00PM-Conservation Commission, Town Meeting Room

12/02-6:00PM-Zoning Board, Town Meeting Room

12/08-5:00PM-Energy Committee, Town Meeting Room

12/09-7:00PM-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

For Town of Sunapee Selectmen

Meeting with Sunapee Tourist Home Alliance (STHA) on Monday, November 29, 2021

Sunapee Tourist Home Alliance (STHA) Background

The New Hampshire Municipal Association presented a workshop regarding short term rentals for the NH Office of Strategic Initiatives at the Spring, 2019 conference. The presenter cited zoning and regulatory issues as common themes for towns with high tourist volumes.

A review of Selectman and Zoning Boards' minutes dating back 2 years notes multiple references to "short term rentals" and concerns the town and residents have verbalized about the growing popularity of rental homes in Sunapee and subsequent issues of non-compliance with ordinances and laws.

Granicus completed a preliminary inventory of STRs / THs in Sunapee, noting "87 Unique Rental Units" as of June 2021 (see attached charts).

In late September 2021 a small group of full time Sunapee residents (TH owners and non-TH owners alike) met to discuss escalating concerns about STRs / THs.

In October 2021 two members of the Sunapee Tourist Home Alliance briefly introduced the group to the selectmen, offering a grid format of issues in town related to unregulated tourist homes. The greatest areas of concern are: unsafe conditions in overfull homes, noise, trash being left in the harbor, overcrowding at Dewey Beach, strain on police department resources, and absent TH owners.

In October and November 2021 STHA reviewed the Town of Sunapee's current ordinances and documents relevant to THs. The group also reviewed ordinances in towns of similar demographics as Sunapee. A Mission, Vision and Core Values statement was developed for STHA to operate from foundational principles which will guide our narrative with the town as they grapple with existing and future ordinances and move toward a registration and compliance process for Tourist Homes.

STHA Mission: Sunapee Tourist Homes Alliance exists to provide a collaborative voice of Sunapee residents who are Tourist Home owners as well as non-Tourist Home owners in the Town of Sunapee. The SHTA supports TH owners and non-owners in a representative format to advocate for ordinance compliance.

STHA Vision: Sunapee Tourist Homes Alliance seeks to enable registered tourist homes in Sunapee to provide tourist stay services with consistent and equitable application of existing and future ordinances as set out by the Town of Sunapee Ordinances as they relate to tourist homes.

STHA Core Values: Sunapee Tourist Homes Alliance's fundamental tenets include health and safety, diplomacy, and resource stewardship.

COMMONLY ACCEPTED DEFINITIONS REGARDING SHORT TERM RENTALS(STRs) AND TOURIST HOMES (THs)

Short Term Rental (per Law Insider): "...means a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental owner or operator for a fee for fewer than thirty consecutive nights. They are commonly referred to as vacation rentals. They are a form of tourist or transient accommodations. Short-term rental units may be whole house rentals, apartments, condominiums, or individual rooms in homes. For the purpose of administration and enforcement of this title, the terms 'overnight rental,' 'nightly rental,' and 'vacation rental' are interchangeable with short-term rentals."

Tourist Homes (per Merriam-Webster): "a house in which rooms are available for rent to transients."

Sunapee's Ordinances use the term "Tourist Homes" when identifying short term rentals. Hence why our group is called Sunapee Tourist Home Alliance.

DEFINITIONS: Per Sunapee ordinances, Article XI "Definitions and Explanations", pages 52 and 55

BED & BREAKFAST, TOURIST HOMES, INNS, LODGING & BOARDING – *An owner-occupied single-family dwelling in which no more than ten (10) rooms are used to provide transient sleeping accommodations, with meals served to guests only. (Adopted 3/14/2000) (Italics added)*

OWNER –OCCUPIED The occupancy of a dwelling for *more than 120 days in a calendar year* by a landowner who is a natural person. (Amended 3/10/2020) (Italics added)

"Home Business" and "Home Occupation" definitions do not apply to Tourist Homes if they are not "owner-occupied" since the wording of these two definitions uses the language "primary residential use..."

ZONING: per Sunapee ordinances

The zoning districts in Sunapee all permit "Bed & Breakfast, Tourist Homes, Inns, Lodging & Boarding Services", with the exception of Rurals Lands District (see Article IV "Use Regulations", pgs. 16-19 in 2021 edition of Zoning Ordinances). There is not a section within the existing ordinances that specifically addresses tourist homes or short-term rentals.

SITE PLAN REVIEW: per Sunapee ordinances REGULATIONS ARTICLE I AUTHORITY and APPLICABILITY

"Pursuant to the authority vested in the Sunapee Planning Board by the Town Meeting of March 10, 1987 and in accordance with the provisions of RSA 674:43-44 as amended, the Sunapee Planning Board adopts the following rules to review and approve or disapprove *site plans for the development or change or expansion of use of tracts for non-residential uses, multi-family dwelling units, and/or 3 or more residential dwellings in any configuration, whether or not such development includes a subdivision or re-subdivision of the site. (italics added).*

In other words, this process and the "Statement of Property Usage" form (see attached copy) is **not** an appropriate format to gather the information needed regarding THs and owners since the homes are residential in nature.

STHA's Preliminary Objective

The STHA feels the initial need of the town is to identify current Tourist Homes and their owners. This would then allow for ordinances to be applied fairly and consistently across all THs. We are suggesting that the Town of Sunapee engage Granicus (or a similar platform) to provide information of the addresses and owners' names for all currently existing THs. The quoted price from Granicus for this information is about \$4000.00.

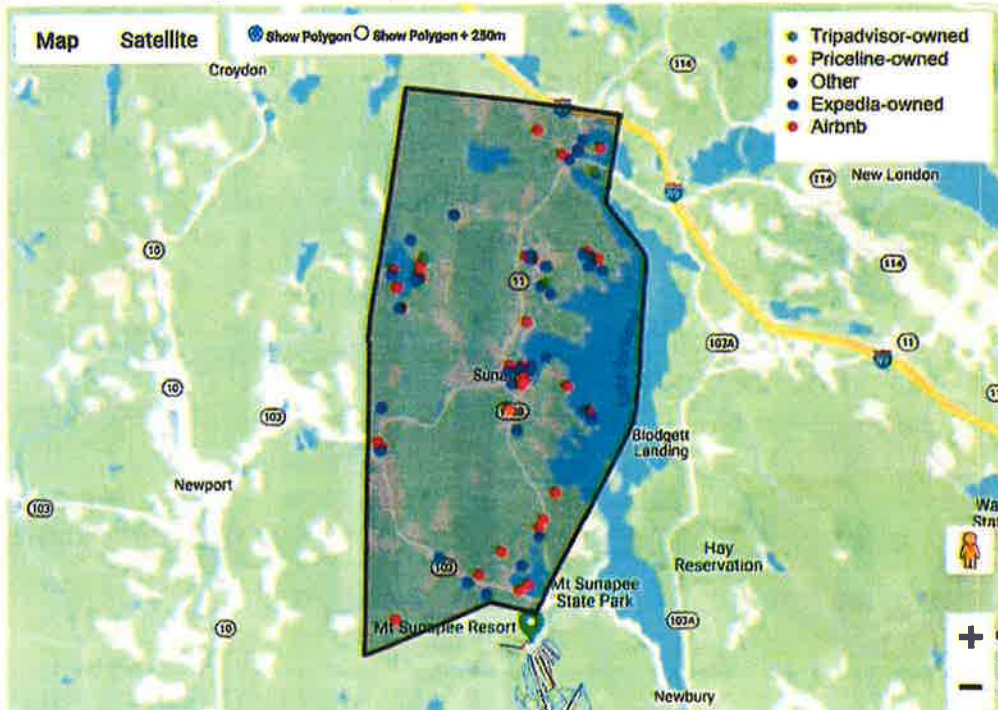
From that data Sunapee can develop a registration process, perhaps a mailed or on-line form by which all THs register their rental property with the town (see attached registration sample copy). Sunapee can enact a fee structure for each TH residence, thereby "paying back" the initial \$4000.00 investment.

With the data provided by the registered tourist homes, the Town of Sunapee then has owners' or representatives' names and contact information when non-compliance issues arise (such as noise, overcrowding or safety). Further, the town could engage in inspection checks at all THs to ensure basic safety protocols are being met, such as fire and Co2 alarms, fire extinguishers, two egresses, numbers of beds, trash plan, etc.).

Further, if the Town of Sunapee creates a sub-committee comprised of a few residents from the STHA and 1-2 members from the Selectmen, Zoning and Planning boards, the mutual objectives of the STHA and the town might best be met.

STHA's question to the Town of Sunapee: How can we help?

...and in Sunapee Township we have identified 94 listings, representing 87 unique rental units* Sunapee as of June 16, 2021

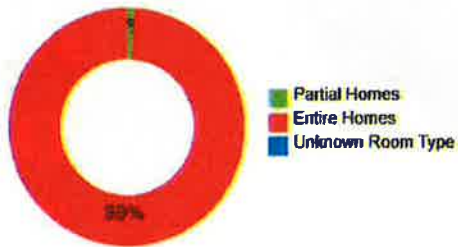


Sunapee STR Market Details

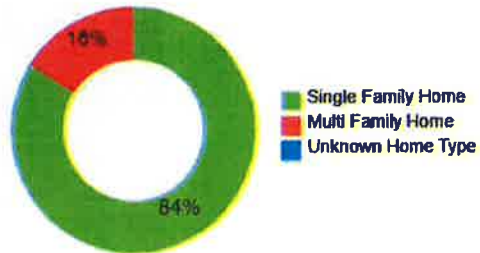
Median Nightly Rate
(USD)

\$340

Unit Types



Listing Types



Statement of Property Usage

Town of Sunapee
23 Edgemont Rd., Sunapee NH 03782
(603) 763-3194 | www.town.sunapee.nh.us

1. Owner's Name(s): _____

2. Address (Mail): _____

3. Phone: _____ Email: _____

4. Property Location: _____

5. Parcel ID: _____

6. Current Use of Property:

a. Describe in detail the current use of Property: _____

b. Number of Employees: _____

c. Square feet of Commercial Space: Retail _____ Office _____ Other _____

d. Hours of Operation: _____

7. Proposed Use of Property:

a. Describe in detail the proposed use of Property: _____

b. Number of Employees: _____

c. Square feet of Commercial Space: Retail _____ Office _____ Other _____

d. Hours of Operation: _____

8. **Certification / Permission for Inspection:** To the best of my knowledge the above is true and accurate. I hereby grant permission for site inspection to Planning or Zoning Officials.

Signature of Landowners: _____

THIS PAGE FOR TOWN-USE ONLY

Zoning Administrator's Comments Relative to Zoning Compliance

Zoning Administrator's Comments: _____

Signature

Date

Town Planner's Comments

- | | | |
|--------------------------------------|-----------|----------|
| 1. Increase in Employees? | Yes _____ | No _____ |
| 2. Increase in Business Area? | Yes _____ | No _____ |
| 3. Increase in Use Intensity? | Yes _____ | No _____ |
| 4. Increase in Days/Hours Operation? | Yes _____ | No _____ |

Based on the above data, findings, and comments, it is recommended that:

___ (1) The applicant should apply for a Site Plan Review Hearing

___ (2) The applicant should consult with the Planning Board to determine if a Site Plan Review Hearing is required.

___ (3) The applicant may move forward with the conversion without applying to the Planning Board for Site Plan Review as no use increase or other impacts have been identified.

Planner's Comments: _____

Signature

Date

Planning Board Decision (as per #2 above)

Based on the information provided by the applicant, the recommendations above, and as a result of review and discussion by the Planning Board, it is the opinion of the Board this this project **will / will not** require a Site Plan Review Hearing for the proposed conversion.

Signature

Date

DRAFT: REGISTRATION FORM

Statement of Property Usage

Town of Sunapee 23 Edgemont Rd.

Sunapee NH 03782

(603) 763-3194 | www.town.sunapee.nh.us

Use one form for each owned piece of rental property

1. Owner's Name(s):

2. Address (Mail):

3. If Sunapee is not your full-time residence, primary residence address:

4. Phone:

Email:

5. Sunapee Property Street Address:

6. Parcel ID (to locate go to www.town.sunapee.nh.us. "Click on Property Data / GIS", locate your property and hover on it for parcel ID number):

7. Current Use of Property (Except for items "f" and "g", please answer Yes, No or N/A)

a. Full-time, year-round residence: Single Family_____ Multi-Family_____

b. Part-time residence: Less than 120 days per year_____ Greater than 120 days per year_____

c. Tourist Home rental*: Entire residence: _____ Part of residence: _____

d. Number of Tourist Home rentals on property: _____

e. If Sunapee is not your primary residence, do you have a Sunapee representative for your Tourist Home rental(s)?

f. If you operate Tourist Home rental property(ies) in Sunapee, what do you advise your guests to do with their trash?

g. What rental platform(s) do you use for your Tourist Home rental unit(s) (such as: Airbnb, Home Away, VRBO, private realtor, etc.):

*The language "Tourist Home" is utilized in the Town of Sunapee ordinances to mean the more commonly known term of "Short Term Stay" rental.

Regulations Relative to Permits for Short Term Rentals

The Town of Lincoln will allow Short Term rentals but wants to ensure the safety of occupants, minimize neighborhood disruption, and maintain fairness related to paying for Town services.

A "Short-Term Rental" or "Vacation Rental" unit is defined as any individually or collectively owned single family house or dwelling unit or any unit or group of units in a condominium, cooperative, or timeshare, or owner-occupied residential home, that is offered for a fee for less than 30 consecutive days per RSA 48-A:1.

On or before January 1, 2021, all Short-Term Rental units must be registered with the Town. A registration form is available online at www.lincolnnh.org or at the Town office. Upon registration, a Short Term Rental permit shall be issued.

There is a \$50 annual fee to register Short-Term Rental units per tax parcel.

The owner of any unregistered Short-Term Rental unit will be fined as follows starting April 1, 2021:

First offense from unit owner that was not sent a notice of this ordinance by the Town: written warning

First offense from unit owner that was sent a notice of this ordinance by the Town: \$100

Second offense, after allowing 10 days for registration since first offense: \$500


Additional offenses, after allowing 10 days for registration since second offense: \$1,000 each.

The Town has the right to revoke a permit for any Short-Term Rental unit that becomes a nuisance. This action will require a minimum of three incidents within one year, validated by the Lincoln Police Department or NH State Police, where the contact person was notified of problematic occupant actions. Any unit owner found to be operating as a Short Term Rental after revocation will be fined \$1,000 per 10-day period.

If a permit is revoked, the owner may appeal the decision to the Board of Selectmen within 30 days of the date of revocation, and the Selectmen shall hold a hearing on the appeal within 45 days and either affirm the revocation or overturn the revocation. If the revocation is overturned, the Selectmen can impose conditions upon the reinstatement of the permit.

Any comments or complaints related to Short Term Rentals can be submitted online at www.lincolnnh.org or at the Town Office.

Approved by the Town of Lincoln Board of Selectmen on July 13th, 2020.


O.J. Robinson


Jayne Ludwig


Tamra Hunt



Chief Mark C. Armaganian
Director

State of New Hampshire
LIQUOR COMMISSION
Division of Enforcement & Licensing

50 Storrs Street
Concord, NH 03301
Phone: (603) 271-3521

Joseph W. Mollica
Chairman

Nicole Brassard Jordan
Deputy Commissioner

November 16, 2021

CITY OF SUNAPEE

Subject: RSA 541-A:39 Notice To Municipalities

Dear Sir or Madam:

DG Retail LLC dba Dollar General Store #22557 has made an application to the Division of Enforcement for a **Combination Beverage/Wine/Tobacco** license under the provisions of RSA 178:18 & 178:19-a. This establishment is located at 5 New Hampshire Rte 103.

Pursuant to RSA 541-A:39, the New Hampshire Liquor Commission hereby provides the City/Town of Sunapee with notice of the application and informs you that you may submit data, views, comments, or other materials or evidence with respect to the potential issuance of the liquor license. This information will be taken into consideration by the Division of Enforcement & Licensing prior to its recommendation to the Liquor Commission for approval or denial of the license.

Sincerely,

Mark C Armaganian, Chief
Division of Enforcement

GL TRANSACTIONS BY ACCOUNT

ALL FUNDS Periods: 2021-01 thru 2021-11 Include: Balance Sheet - Revenues - Expenditures - Posted (Account Number Is Equal To 01-3509-01-950)

Effect Date	Period	Batch ID	Trx	SL	Status	Post Date	Posted By	Debit	Credit	Description
01 - GENERAL FUND										
01-3509-01-950	WELFARE	MISC.	REVENUE							
1/04/2021	2021-01	117	J	GL	P	1/06/2021	LYNNE	0.00	149.00	202100002 - INCOME WELFARE MISC REVENUE
1/04/2021	2021-01	1994	J		P	9/25/2021	RDONALDSO	149.00	0.00	202100002 - INCOME WELFARE MISC REVENUE
1/12/2021	2021-01	193	J	GL	P	1/22/2021	LYNNE	0.00	30.00	202100036 - INCOME WELFARE MISC REVENUE
2/26/2021	2021-02	410	J	GL	P	3/02/2021	LYNNE	0.00	44.00	2021000167 - INCOME WELFARE MISC REVENUE
3/30/2021	2021-03	631	J	GL	P	4/05/2021	LYNNE	0.00	25.00	2021000242 - INCOME WELFARE MISC REVENUE
5/13/2021	2021-05	2341	J	GL	P	10/26/2021	RDONALDSO	0.00	35.00	2021000381 - INCOME WELFARE MISC REVENUE
6/07/2021	2021-06	1188	J	GL	P	6/14/2021	LYNNE	0.00	8.00	2021000455 - INCOME WELFARE MISC REVENUE
6/25/2021	2021-06	1309	J	GL	P	6/29/2021	LYNNE	0.00	25.00	2021000504 - INCOME WELFARE MISC REVENUE
8/13/2021	2021-08	1728	J	GL	P	8/24/2021	LYNNE	0.00	25.00	2021000614 - INCOME WELFARE MISC REVENUE
9/16/2021	2021-09	1884	J	GL	P	9/19/2021	RDONALDSO	0.00	48.00	2021000692 - INCOME WELFARE MISC REVENUE
9/17/2021	2021-09	1887	J	GL	P	9/19/2021	RDONALDSO	0.00	25.00	2021000695 - INCOME WELFARE MISC REVENUE
10/29/2021	2021-10	2368	J	GL	P	10/30/2021	RDONALDSO	0.00	125.00	2021000818 - INCOME WELFARE MISC REVENUE
								149.00	539.00	
								149.00	539.00	
								149.00	539.00	

01 - GENERAL FUND

Town of Sunapee

Updated COVID-19 PPE Protocol 29 November 2021

Visitors to all **Town Facilities** are requested to wear face masks and social distance. Masks will be available, and signs will be posted reminding visitors of the recommendation.

Members of the public attending meetings of the Board of Selectmen or other town boards and committees are requested to wear face masks and social distance. Board and Committee members are also requested to wear face masks and social distance during meetings.

Town Office employees are asked to wear face masks when out of their office, in a public area of the building or shared office space if social distancing cannot be maintained.

Patrons of the Library are urged to wear face masks and social distance while in the building. Library staff will wear face masks.

Employees of the Fire Department shall follow the NH Bureau of Emergency Medical Services protocol and wear full personal protective equipment (PPE) on all medical calls. Full PPE shall consist of face mask, face shields or goggles and gloves. COVID screening questions will be asked of all patients. Patients and family members present will be asked to wear face masks. A minimum number of EMS providers will enter a building to provide care if a covid positive patient is suspected. Employees of the fire department are requested to wear masks and social distancing shall be maintained in meetings and training. When dealing with the public at the station, masks shall be worn.

Highway Department employees shall not be required to wear face masks when in a town vehicle or operating town equipment unless they are with other employees and when social distancing cannot be maintained. When out dealing with the public, masks are recommended. Employees shall not be required to wear face masks at the highway garage if social distancing can be maintained.

Police Department members shall not be required to wear face masks while in the station when social distancing can be maintained, except when dealing with the public. Face masks shall not be required of police officers while operating a police vehicle. It is recommended that face masks be worn by officers when dealing with the public on the road. Full PPE shall be worn by police officers on medical emergency calls and motor vehicle incidents.

Transfer Station employees are recommended to wear face masks when the transfer station is open, and they are dealing with the public. Transfer Station employees shall not be required to wear face masks in a town vehicle or facilities unless they are with other employees or when social distancing cannot be maintained.

COVID-19 has been shown to spread in indoor facilities including gyms, fitness centers, studios and recreation centers. Recreation professionals will seek to reduce the risk of transmission of COVID-19 by:

- Limiting attendance at indoor group training sessions and opening windows to increase airflow throughout the space. Encouraging distance between participants and the use of cloth face coverings, if they do not interfere with the activity. All spectators must always wear a mask.
- Ensuring equipment is clean and disinfected. In addition to regularly sanitizing machines and equipment, provide and promote the use of disinfectant wipes and hand sanitizer for users.

- Discourage handshakes, high-fives, elbow bumps, or touching others because close contact increases the risk of acquiring COVID-19.

Regardless of prior infection or vaccination status, any person with new or unexplained symptoms of COVID still needs to follow the town's COVID-19 flow chart and be evaluated for COVID testing. (See attached Town of Sunapee Employee Screening algorithm and 5 steps-employee-positive-covid)

Quarantine Guide for Unvaccinated People Exposed to COVID in their household is also attached and this is what the town will follow if a town employee is exposed and/or becomes infected. (See Quarantine Guide for Unvaccinated People Exposed to COVID-19 in their Household)

The town will follow the NH Division of Public Health Services guidelines, these are subject to change as circumstances change.

Adopted by vote of the Sunapee Board of Selectmen on November X, 2021

Barbara Vaughn

From: Town Manager
Sent: Friday, December 3, 2021 2:51 PM
To: Barbara Vaughn; RePete Fenton
Subject: FW: [Sunapee NH] Letting the fentons build new Bot on town land (Sent by Steve Mc Grath, sugarsoc@gmail.com)

From: Contact form at Sunapee NH <cmsmailer@civicplus.com>
Sent: Wednesday, November 24, 2021 3:48:55 PM
To: jtrow <josh.trow@gmail.com>
Subject: [Sunapee NH] Letting the fentons build new Bot on town land (Sent by Steve Mc Grath, sugarsoc@gmail.com)

Hello jtrow,

Steve Mc Grath (sugarsoc@gmail.com) has sent you a message via your contact form (<https://www.town.sunapee.nh.us/user/61/contact>) at Sunapee NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.town.sunapee.nh.us/user/61/edit>.

Message:

Hi Josh I read in the Intertown record that the select board is considering a proposal from the Fentons to build out their new Boat over the winter on town property .I am not opposed to this but being very familiar with all that they will need to do , and all that can go wrong what protections is the town asking to make sure we do not have a major catastrophe . In talking to then about this they have said They THINK that a trailer will get the Boat there , They THINK that they can get it built , They THINK that it can be craned into the water
This boat currently weighs 55 tons , is not on a trailer and to me we are leaving the town wide open to having a Boat that is not finished on time , a Boat that might not be able to be launched , etc
The article mentioned a date to complete of 5/1 .Ice out as you well know is the start of the Boating season and that is generally well before 5/1
.If the town were to entertain this proposal I would suggest a bond in the amount of somewhere near 1/4 Million dollars to ensure that all deadlines are met to the day and that there is adequate additional insurance coverage to compensate the town and other business for all damage to property and potential loss of revenue . This project has all the makings of a process going wrong and I think the town needs to think this thru as they do have other options , like launching now , moving the Kearsarge before ice in and Building out the Boat in the water . This is how both The Mount Sunapee , and the Kearsarge were done just as a point of reference

Please forward this to all members of the select board , and please confirm that it was done as well as what time on the next agenda this matter will be discussed . I am looking forward to being part of the discussion as well as part of the solution to the concerns that I have raised