

SUNAPEE BOARD OF SELECTMEN
MEETING
6:30PM Town Office Meeting Room
Monday, April 4, 2022

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

REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0104-0040-0000 52 Prospect Hill Road, Elizabeth & David Hutchinson

Parcel ID: 0209-0028-0000 200 Perkins Pond Road, Springfield Family Trust

Parcel ID: 0103-0019-0000 52 Oak Ridge Road, Linda & George Snow

Parcel ID: 0235-0050-0000 42 Waterlot Road, James & Maureen King

Parcel ID: 0131-0025-0000 70 West Court Road, Debbie Samalis

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Parcel ID: 0131-0025-0000 70 West Court Road, Debbie Samalis

Parcel ID: 0134-0012-0000 231 Lake Ave. Steve & Heather Horan

Parcel ID: 0211-0025-0000 26 High Ridge Road, Ebert Family Trust

Motion to approve the CZC's by Selectman Hathorn seconded by Selectman Gallup. All voted in favor.

INTENT TO EXCAVATE:

Parcel ID: 0211-0001-0000 Route 11, Michael & Elizabeth Lemieux

Motion to approve the Intent to Excavate by Selectman Gallup seconded by Selectman Wallace. All voted in favor.

VETERANS TAX CREDIT:

Parcel ID: 0107-0050-0000 34 John Avery Lane, Paul Slack

Parcel ID: 0104-0047-0000 4 Prospect Hill Rd, Unit 14, Erik Hauck

Parcel ID: 0148-0025-0000 7 Morningside Drive, Lance Harbour

Parcel ID: 0117-0003-0000 44 Melody Lane, Tiago Perera

Parcel ID: 0233-0075-0000 34 Nutting Road, Gerald Patnode

Parcel ID: 0146-0006-0000 96 Upper Bay Road, Sean Hubbard

Motion to approve the Veterans Tax Credits by Selectman Wallace seconded by Vice-Chairman Gottling. All voted in favor.

APPOINTMENTS

6:45PM-Betty Ramspott, Town Clerk-Tax Deeding

Ms. Ramspott started with reminder that next Monday is Tax Deeding day for the people who hadn't paid their 2019 taxes, and this is the last time they have the opportunity to do deed waver with them. In the past they have done three deed wavers and asked the Board if they will do them again this time. They are for mobile homes that are in total disrepair in Wilderness Park.

The Board suggested a meeting with the Town Council and to have an agreement to write off some of the taxes, together with interests and penalties because few of them go back to 2008, and also get an agreement with the park owner to get rid of all the equipment that is there and do a complete cleanup. Therefore, if they agree to do that, they can build something else there and start collecting taxes.

Motion to approve the wavers of three parcels 0239-0001-0002, 0239-0001-0008, 0239-0001-0010 by Selectman Hathorn seconded by Selectman Gallup. All voted in favor.

7:00PM-Public Hearing to accept Boat Dock valued at \$12,000 as gift from Sunapee Police Benevolent Association

Chief Cahill indicated that this is a \$12,500 project, the structure costs \$9400 and the rest of it is concrete, wood and materials. It is a fabrication of several sections of 6 x 10 ft that will be connected together. They have already received the permit from the DES. Selectman Wallace asked if they have had any negative feedback, to which Chief Cahill answered that people have been very positive about all of this, and that the only question was where it would be.

Chairman Trow opened the Hearing for public comments, questions, and discussions.

No comments, questions and discussions were made.

Motion to approve/disapprove the acceptance of the gift from Sunapee Police Benevolent Association by Selectman Wallace seconded by Vice-Chairman Gottling. All voted in favor.

7:05PM-Authorize to hold House-Burning Drill on Lower Main Street

Town Manager Martinez informed the Board that Chief Galloway have decided not to do the Fire Drill.

Chairman Trow brought up the request about the 1939 Mack Fire Truck that the Firemen's Association had purchased many years ago as a parade piece of equipment and then gifted it to the Town of Sunapee. Due to insurance difficulties, because the truck is non-operable, the truck would be bought back by the original owner. The Board discussed if there is any objective to return that piece of equipment back to the Association as their ownership.

Motion to approve to give back the 1939 Mack Fire Truck to Firemen's Association by Selectman Gallup seconded by Vice-Chairman Gottling. All voted in favor.

7:40PM-Definition of Town Forest Discussion

Town Manager Martinez opened the discussion on proposed multiple uses for the land behind the Wastewater Treatment plant, the vast majority of it is in the Town Forest and that not everybody has the same definitions in mind, so she brought all the best attorneys together to have the Board decide and help direct public on the number of different wants and desires of use of the Towns Forest behind the Wastewater Treatment plant. There is a proposed shooting range, solar array and the potential extend of the Wastewater Treatment plant at some point of time. They also have different maps for everybody to consider and they have the legal counsel to explain the legal definition of the Town Forest.

Chairman Trow pointed that the land that they are discussing is what people call the triangle behind Wastewater Treatment plant, the storage area that is right know, where some containers are located. 14 acres of land. Representative of the Sewer Treatment Plant pointed that they ask for the plant to go back to the original footprint and not leave from the Town Forest. Representative from the storage area said that he is paying \$8000 a month for electricity and is fine with installment of solar panels, and he is not against a shooting range in the area either. There are two options with the company installing the solar array: The Town can buy the system or can buy a power purchasing agreement. Selectman Gallup suggested that all the Committees (Energy, Conservation, Water and Sewer) need to meet with each other and unify on what they want to do, how they want to do it and then meet back with the Board and present their proposals, instead of this conversation go on and they would not get anywhere without the guidelines of the Commissioners. The Board then can coordinate the future activities.

PUBLIC COMMENTS:

- Morgan Moses is halfway through part time Police Academy, and she will graduate May 27th. everything goes great and they all want to give her support, as she will do great things to the Town after graduation.

- Tony Venti submitted a petition to the Board from residents about the conditions of Perkins Pond Road. The residents would like the road to be put on the paving schedule.

- David Canning said that because the road is not paved, during the mud season, the last five years they've had vehicle damages and can't drive their cars to these roads which are unsafe. Also, emergency vehicles can't respond properly, as well as the school bus cannot operate well. There is an increased amount of traffic to those roads because vehicles cut through to get to the highway. Residents are mad about the situation, and they request an immediate action through this petition.

Scott Hazelton from Highway Department explained that the weather conditions this spring were the worst he has seen since he's been here, but they have been out there every day maintaining and improving them, but the solution is to pave the roads, and last year they came up with a gravel road to paved road plan, and he plans to schedule a meeting with the Board to discuss that plan. They have complete pavement management plan for summer of 2024/25. Selectman Wallace asked Mr. Hazelton if there is any plan to pave the gravel roads this year, to which he responded that there isn't any for this year, because of the planned budget. One of the good things the Highway Dep. and the Board have done is that six years ago they started budgeting for gravel road maintenance.

SELECTMEN ACTION

- Review MS232-R

The Board reviewed the MS232-R.

- Abbott Library Alternate Appointment-Susan Johnson, 1-year term

Motion to appoint Susan Johnson as Library Alternate by Vice-Chairman Gottling seconded by Selectman Hathorn. All voted in favor.

- LSPA Alternate Reappointment-David Beardsley, 1-year term

Selectman Wallace asked for a clarification on whether they need to have a member of the Board to be present at every LSPA Board meetings or do they assign someone from the Board as a liaison person on specific matters. After a discussion the Board decided to continue with a Board member and an alternate.

Motion to reappoint David Beardsley as LSPA Alternate by Selectman Hathorn seconded by Selectman Gallup. All voted in favor.

- Authorize Chairman to sign UV System Disbursement Request

Motion to authorize Chairman to sign UV System Disbursement Request by Selectman Gallup seconded by Selectman Wallace. All voted in favor.

- Objection Letter to State Representatives regarding SB249 (Short Term Rental Market)

Motion to authorize Chairman to sign the SB249 letter by Selectman Hathorn seconded by Selectman Gallup. All voted in favor.

- Discuss the Town donating to Ukraine

Doug Hanson made a proposal to the Board to consider a Stand for Ukraine donation where every resident can donate \$1 and clothes, even cash if possible. He also had a proposal of purchasing a Ukrainian flag and fly it over one of the buildings or school until the invasion is over. Vice-Chairman Gottling had a suggestion to find the group that is supporting the refugees that will be coming in New Hampshire and coordinate with them, or maybe through the school. Chairman Trow made a point that personally he thinks that the Town should not get involved in anything that is solely political, even though the cause is noble and that this is a case of humanitarian crises. Selectman Wallace was in support of them financially supporting the humanitarian crisis, however they can best do that. Also, she thinks it's not a political statement if they do so. Selectman Gallup agrees with Chairman Trow on the part of making it political, but as a Board they can open an averment and made it convenient of the citizens to make a donation, without using the Towns funds.

TOWN MANAGER REPORTS

- Broadband Update

The cost of the project is \$21,000 and TBS is asking the Town to contribute \$10,000.

Motion to approve \$10,000 to support TBS by Selectman Wallace seconded by Vice-Chairman Gottling. All voted in favor.

- Payroll Update

On Monday, April 11, a new HR Admin Director will start working and help a lot with finishing the payroll transition. A new payroll system is in place now, as well as a new system of paying bills.

- Audit Update

2021 Audit is getting towards the end. The report on 2020 Audit is not final yet, but they will have it soon.

- Summer Day Camp

Summer Day Camp is going to continue forward in a different configuration. A team of people from the school committee helped with planning and now they have a new schedule with some new components, built by educators. This year they will do the day camp together with the school and looking for the possibilities of using Georges Mills beach instead of Dewey Beach. The Camp Director is the same as last year and fully supported by the Recreation Board. They have hired a new Deputy Director and now campaigning to get day camp counselors and beach staff. The day camp will last 9 weeks.

9:43PM-Motion to enter a non-public session under RSA 91-A:3, II(l)-Consideration of legal advice provided by legal counsel by Chairman Trow, seconded by Selectman Gottling. Roll Call Unanimous.

10:00PM-Motion to reconvene the public session by Chairman Trow, seconded by Selectman Hathorn. Roll Call Unanimous.

10:00PM-Motion to seal the minutes by Selectman Wallace seconded by Chairman Trow. Unanimous.

Meeting Adjourned 10:00PM

Respectfully submitted,

Rajmonda Selimi

SUNAPEE BOARD OF SELECTMEN MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, April 4, 2022

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2. APPOINTMENTS

6:30PM-Betty Ramspott-Tax Deeding

7:00PM-Public Hearing to Accept Boat Dock Valued at \$12,000 as Gift from Sunapee Police Benevolent Association

7:15PM-Chief Galloway-Authorize to Hold House-Burning Drill on Lower Main Street

7:30PM-Definition of Town Forest Discussion

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Review MS232-R
- Abbott Library Alternate Appointment-Susan Johnson, 1-year term
- LSPA Alternate Reappointment-David Beardsley, 1-year term
- Authorize Chairman to sign UV System Disbursement Request
- Discuss the Town donating to Ukraine

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

7. UPCOMING MEETINGS:

04/06-7:00PM-Conservation Commission, Town Meeting Room

04/07-6:00PM-Zoning Board, Town Meeting Room

04/12-5:30PM-Recreation Committee, Town Meeting Room

04/13-5:00PM-Energy Committee, Town Meeting Room

04/14-7:00PM-Planning Board, Town Meeting Room

SIGN-IN SHEET

BOARD OF SELECTMEN MEETING

DATE: 41 April 2022

Nancy Stanbury

Scott Hazelton

GARY CANNING

Carla + Doug Venti

Debbie Rourke

Vel Holtz

PAUL BAILEY

Doug GANSBY

Seeing the Forest for the Trees

By Kimberly A. Hallquist, Esq.

Towns and cities have several options available to manage, conserve and protect town property in ways that best fit the needs of the municipality. Voters may establish a conservation commission to encourage the conservation of lands within their town by purchasing land or easements to protect a parcel from development and to conserve it for future generations. Voters may also vote to establish a town forest to ensure that particular attention is given to the management of a specific piece of town property. In this way, the town forest can be maintained as a healthy and productive forest.

Q: A large tract of land has been owned by our town for years and has always been known as "Finnegan's Forest." Is it a town forest?

A. It may be a forest (because it has lots and lots of trees), but unless the legislative body has voted to establish it as a town or city forest pursuant to RSA 31:110, it's a forest owned by the town, but not a town forest in a legal sense. In other words, absent a vote of town meeting establishing the property as a "town forest," the property known to everyone as Finnegan's Forest is no different than the town hall property, highway garage or any other town-owned property.

Q: What's the difference between a town forest and other town property?

A. Management. Generally, the selectmen have the authority to manage all real property owned by the town and to regulate its use. RSA 41:11-a. However, the statute specifically exempts certain town property, including a town forest, from the selectmen's authority. Instead, the statute places management of town forests in the hands of either a forestry committee or, if the municipality has a conservation commission, the legislative body (town meeting) may place management of the town forest in the hands of the conservation commission. RSA 31:112.

Q: Why vote to establish a town forest?

A. The purpose of a town forest is to encourage the proper management of timber, firewood and other natural resources through planning, timber stand improvement, thinning, harvesting, reforestation and other multiple use programs consistent with the forest management program, deed restrictions and any pertinent local ordinances or regulations. RSA 31:111. With management of the property taken from the selectmen, who have many varied tasks to deal with on behalf of the town, the forestry committee (or conservation commission) can direct concentrated efforts in the management of a valuable town resource.

Q: Is a town forest the same as conservation property?

A. Not in a legal sense, but both serve to encourage proper management of town property. A town forest is established by a vote of the legislative body pursuant to RSA 31:110 and the purpose of so designating town property as a forest is to enable it to be managed by a special committee dedicated to ensuring its continued viability as a forest. Lands controlled by the conservation commission pursuant to RSA Chapter 36-A may include forested properties as well as wetlands and fields, for the purpose of conservation and protection of the natural resources of the town. A municipality could have a town forest that is managed by a forestry committee and it could have other town-owned properties that have been acquired by the conservation commission that are managed and controlled by that body.

Q: Who serves on the committee to manage a town forest?

A. First, the legislative body decides whether the town forest will be managed by a forestry committee or, if the town has adopted RSA 36-A establishing a conservation commission, the voters may decide to have the conservation commission manage the town forest. If the town forest is managed by a forestry committee, the committee must have at least three members but no more than five members, who will be appointed by the selectmen and who shall serve without compensation. If there is a town or city tree warden, that person must be appointed to the forestry committee. At the formation of the forestry committee, appointment terms will be for one, two or three years so that terms of one-third of the members will expire each year. Thereafter, appointed terms will be three years each. RSA 31:112. If the legislative body decides to place management of the town forest in the hands of the conservation commission, it may also vote to include the tree warden, if any, as an ex-officio member of the conservation commission. The forestry committee shall make an annual report to the town and a copy must be sent to the state Department of Resources and Economic Development.

Q: What does management of the town forest actually mean?

A. The statute isn't specific as to what "management" means. The purpose of the town forest designation is to encourage the proper management of the natural resources of the forest consistent with a forest management program. Therefore, decisions and actions on the part of a forestry committee to further those goals are appropriate. For example, the forestry committee may decide that harvesting the timber is advisable or that plantings of certain species of trees is in order. The committee has the ability, by a majority vote, to engage in these activities, subject to the Municipal Budget Act with regard to budgeted expenditures.

However, the forestry committee does not have authority to manage property that is not included within the town forest as established by a vote of the legislative body. For example, if the road leading to the town forest is outside the boundaries of the established town forest, the forestry committee has no authority to make decisions about the road, even if the road affects the committee's ability to manage the forest. In this case, the forestry committee should work with the selectmen, who have the

authority to regulate the use of town roads pursuant to [RSA 41:11](#), to address issues that concern both boards' management responsibilities.

Q: Is the forestry committee subject to the Right to Know Law?

A. Yes, as a committee of the town, the forestry committee is subject to the provisions of [RSA 91-A](#). This means that meetings of the committee must be posted at least 24 hours in advance (unless an emergency exists), the meeting must be open to the public and minutes of the proceedings must be made available for public inspection within 144 hours. [RSA 91-A:2](#).

Q: Can the selectmen decide to harvest the timber in the town forest or decide that no hunting will be allowed in the town forest?

A. No. [RSA 41:11-a](#) specifically excludes town forests from the selectmen's authority to regulate and manage. Thus, the selectmen have no authority with regard to management of the town forest—that authority is delegated to either a forestry committee or the conservation commission by the legislative body when it establishes the town forest. By voting to establish a town forest, the voters are bypassing selectmen and placing the authority to manage a specific piece of town property with another town committee. However, the selectman can, and should, communicate with the forestry committee about ideas and concerns they may have about the town forest.

Q: Does the forestry committee get a budget to carry out its duties?

A. The legislative body can raise and appropriate the funds it deems necessary to establish or maintain a town forest. [RSA 31:113](#). Maintenance expenses might include such things as preparing a forestry plan, purchasing and planting trees and other activities related to the maintenance of the town forest. The authority to spend such appropriations lapses at the end of the town's fiscal year as required by [RSA 32:7](#).

In addition to funds that may be appropriated by the legislative body, any proceeds from the town forest, for example, money received from a timber harvest, must be deposited into a special forest maintenance fund. This fund is allowed to accumulate from year to year and does not lapse, unless the legislative body votes otherwise.

Q: Can the forestry committee use the money in the special forest maintenance fund to purchase land to establish a town forest?

A. No. Unlike the conservation commission, which has the authority to acquire in the name of the town (subject to the approval of the selectmen) interests in real property, there is no similar provision in the town and city forest statute. However, the legislative body could vote to purchase additional land to establish another town forest or to enlarge an existing town forest.

Q: Do the selectmen have any impact at all on the town forest?

A. Yes. First, the selectmen appoint the members to the forestry committee and the conservation commission. Second, the selectmen have a strong role in managing the town's financial affairs and in recommending various appropriations to town meeting via

the proposed operating budget and proposed warrant articles. Thus, it is important the selectmen and the committee managing the town forest work together effectively to serve the best interests of the town.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31 POWERS AND DUTIES OF TOWNS

Town and City Forests

Section 31:110

31:110 Establishment. – The legislative body of any city or town may vote to establish by purchase, lease, grant, tax collector's deed, transfer, bequest or other devise, a city or town forest.

Source. 1975, 254:1, eff. Aug. 5, 1975.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11-a

41:11-a Town Property. –

- I. The selectmen shall have authority to manage all real property owned by the town and to regulate its use, unless such management and regulation is delegated to other public officers by vote of the town, or is governed by other statutes, including but not limited to RSA 31:112, RSA 35-B, RSA 36-A:4, and RSA 202-A:6.
- II. The authority under paragraph I shall include the power to rent or lease such property during periods not needed for public use, provided, however, that any rental or lease agreement for a period of more than one year shall not be valid unless ratified by vote of the town.
- III. Notwithstanding paragraph II, the legislative body may vote to authorize the board of selectmen to rent or lease municipal property for a term of up to 5 years without further vote or ratification of the town. Once adopted, this authority shall remain in effect until specifically rescinded by the legislative body at any duly warned meeting provided that the term of any lease entered into prior to the rescission shall remain in effect.

Source. 1994, 17:1. 2009, 121:1, eff. Aug. 21, 2009.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Town and City Forests

Section 31:112

31:112 Management. –

I. A city or town forest established under RSA 31:110 shall be managed by a forestry committee consisting of not less than 3 nor more than 5 members. In cities the members shall be appointed by the mayor and aldermen and in towns they shall be appointed by the selectmen. When a forestry committee is first established, terms of the members shall be for one, 2 or 3 years, and so arranged that the terms of approximately 1/3 of the members shall expire each year, and their successors shall be appointed for terms of 3 years each. The committee shall include the city or town tree warden, if there is one. The committee shall choose its chairman, shall serve without compensation and shall make an annual report to the city or town and shall send a copy to the director of the division of forests and lands, department of natural and cultural resources. Vacancies for the unexpired terms shall be filled in the same manner as the original appointments.

II. If a city or town has adopted RSA 36-A, a city or town forest may be managed by the city or town conservation commission, with the tree warden, if any, as an ex-officio member, as determined by the legislative body.

Source. 1975, 254:1, eff. Aug. 5, 1975. 2017, 156:14, I, eff. July 1, 2017.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31 POWERS AND DUTIES OF TOWNS

Town and City Forests

Section 31:111

31:111 Purpose. – The main purpose of such city or town forest shall be to encourage the proper management of timber, firewood and other natural resources through planting, timber stand improvement, thinning, harvesting, reforestation, and other multiple use programs consistent with the forest management program, any deed restrictions and any pertinent local ordinances or regulations.

Source. 1975, 254:1, eff. Aug. 5, 1975.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 36-A CONSERVATION COMMISSIONS

Section 36-A:1

36-A:1 Method of Adoption. – Any city by vote of its city council, and any town at any duly warned meeting, may adopt or rescind the provisions of this chapter.

Source. 1963, 168:1, eff. Aug. 20, 1963. 2008, 317:1, eff. Jan. 1, 2009.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11

41:11 Regulation of Use of Highways, Etc. – Unless regulated by the commissioner of the department of transportation as provided in RSA 236:1, the selectmen may regulate the use of all public highways, sidewalks, and commons in their respective towns and for this purpose may exercise all the powers conferred on city councils by RSA 47:17, VII, VIII, and XVIII, and by any other provisions of the laws upon the subject.

Source. 1885, 44:1. PS 43:9. 1915, 98:2. PL 47:15. 1927, 83:1. 1933, 119:1. 1935, 117:3. RL 59:15. 1945, 188:3. RSA 41:11. 1993, 183:2, eff. Aug. 8, 1993.

TITLE VI

PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 91-A

ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS

Section 91-A:1

91-A:1 Preamble. – Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.

Source. 1967, 251:1. 1971, 327:1. 1977, 540:1, eff. Sept. 13, 1977.

TITLE VI

PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 91-A

ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS

Section 91-A:2

91-A:2 Meetings Open to Public. –

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include:

- (a) Strategy or negotiations with respect to collective bargaining;
- (b) Consultation with legal counsel;
- (c) A caucus consisting of elected members of a public body of the same political party who were elected on a partisan basis at a state general election or elected on a partisan basis by a town or city which has adopted a partisan ballot system pursuant to RSA 669:12 or RSA 44:2; or
- (d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents or related communications.

II. Subject to the provisions of RSA 91-A:3, all meetings, whether held in person, by means of telephone or electronic communication, or in any other manner, shall be open to the public. Except for town meetings, school district meetings, and elections, no vote while in open session may be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras, and videotape equipment, at such meetings. Minutes of all such meetings, including nonpublic sessions, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. The names of the members who made or seconded each motion shall be recorded in the minutes. Subject to the provisions of RSA 91-A:3, minutes shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any public body, or any subordinate body thereof, without exception. Except in an emergency or when there is a meeting of a legislative committee, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate undelayed action is deemed to be imperative by the chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency meeting. When a meeting of a legislative committee is held, publication made pursuant to the rules of the house of representatives or the senate, whichever rules are appropriate, shall be sufficient notice. If the charter of any city or town or guidelines or rules of order of any public body require a broader public access to official meetings and records than herein described, such charter provisions or guidelines or rules of order shall take precedence over the requirements of this chapter. For the purposes of this paragraph, a business day means the hours of 8 a.m. to 5 p.m. on Monday through Friday, excluding national and state holidays.

II-a. If a member of the public body believes that any discussion in a meeting of the body, including in a nonpublic session, violates this chapter, the member may object to the discussion. If the public body continues the discussion despite the objection, the objecting member may request that his or her objection be recorded in the minutes and may then continue to participate in the discussion without being subject to the penalties of RSA 91-A:8, IV or V. Upon such a request, the public body shall record the member's objection in its minutes of the meeting. If the objection is to a discussion in nonpublic session, the objection shall also be recorded in the public minutes, but the notation in the public minutes shall include only the member's name, a statement that he or she objected to the discussion in nonpublic session, and a reference to the provision of RSA 91-A:3, II, that was the basis for the discussion.

II-b. (a) If a public body maintains an Internet website or contracts with a third party to maintain an Internet website on its behalf, it shall either post its approved minutes in a consistent and reasonably accessible location on the website or post and maintain a notice on the website stating where the minutes may be reviewed and copies requested.

(b) If a public body chooses to post meeting notices on the body's Internet website, it shall do so in a consistent and reasonably accessible location on the website. If it does not post notices on the website, it shall post and maintain a notice on the website stating where meeting notices are posted.

III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

Source. 1967, 251:1. 1969, 482:1. 1971, 327:2. 1975, 383:1. 1977, 540:3. 1983, 279:1. 1986, 83:3. 1991, 217:2. 2003, 287:7. 2007, 59:2. 2008, 278:2, eff. July 1, 2008 at 12:01 a.m.; 303:4, eff. July 1, 2008. 2016, 29:1, eff. Jan. 1, 2017. 2017, 165:1, eff. Jan. 1, 2018; 234:1, eff. Jan. 1, 2018. 2018, 244:1, eff. Jan. 1, 2019.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31 POWERS AND DUTIES OF TOWNS

Town and City Forests

Section 31:113

31:113 Appropriations Authorized. – For the purposes of establishing or maintaining a city or town forest, a city or town may raise and appropriate such funds as it deems necessary. The proceeds from said forest shall be placed in a special forest maintenance fund and shall be allowed to accumulate from year to year, unless otherwise voted by the legislative body of such city or town.

Source. 1975, 254:1, eff. Aug. 5, 1975.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 32

MUNICIPAL BUDGET LAW

Appropriations

Section 32:7

32:7 Lapse of Appropriations. –

Annual meeting appropriations shall cover anticipated expenditures for one fiscal year. All appropriations shall lapse at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropriation, unless:

- I. The amount has, prior to the end of that fiscal year, become encumbered by a legally-enforceable obligation, created by contract or otherwise, to any person for the expenditure of that amount; or
- II. The amount is legally placed in any nonlapsing fund properly created pursuant to statute, including but not limited to a capital reserve fund under RSA 35, or a town-created trust fund under RSA 31:19-a; or
- II-a. The amount is appropriated to a capital reserve fund pursuant to RSA 35:5.
- III. The amount is to be raised, in whole or in part, through the issuance of bonds or notes pursuant to RSA 33, in which case the appropriation, unless rescinded, shall not lapse until the fulfillment of the purpose or completion of the project being financed by the bonds or notes; or
- IV. The amount is appropriated from moneys anticipated to be received from a state, federal or other governmental or private grant, in which case the appropriation shall remain nonlapsing for as long as the money remains available under the rules or practice of the granting entity; or
- V. The amount is appropriated under a special warrant article, in which case the local governing body may, at any properly noticed meeting held prior to the end of the fiscal year for which the appropriation is made, vote to treat that appropriation as encumbered for a maximum of one additional fiscal year; or
- VI. The amount is appropriated under a special warrant article and is explicitly designated in the article and by vote of the meeting as nonlapsing, in which case the meeting shall designate the time at which the appropriation shall lapse, which in no case shall be later than 5 years after the end of the fiscal year for which the appropriation is made.

Source. 1993, 332:1, eff. Aug. 28, 1993. 2017, 127:3, eff. Aug. 15, 2017.

SUNAPEE TOWN FORESTS:

2002 Town vote established six parcels as town forests per RSA 31:110 to 112 including:

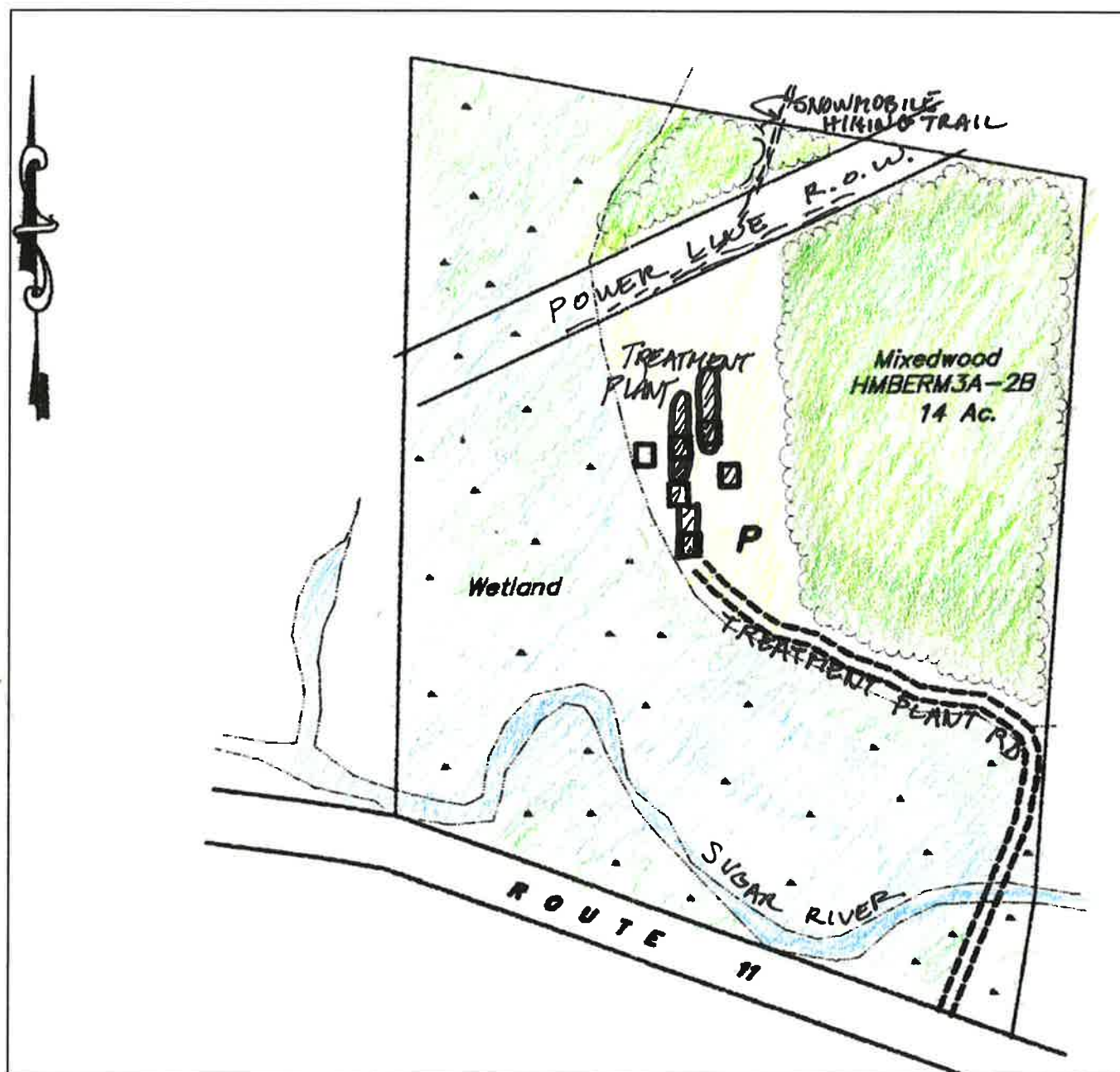
Sunapee Archer/Barrett Lot: 41-ac purchased in 1969 & 1970

1973-74 Municipal sewer plant built on a portion. Remainder is forest & wetland.

2002: Parcel was vote a Town Forest

1975 NH Town and City Forests Law: RSA 31:110 to 112. Town forests shall:

- Be established by town vote with land purchased, gifted, leased.
- Encourage the proper management of timber, firewood and other natural resources through planting, timber stand improvement, thinning, harvesting, reforestation, and other multiple use programs consistent with the forest management program.
- Be managed by a forest committee or Conservation Commission of 3 to 5 members appointed by selectmen with terms of 1 to 3



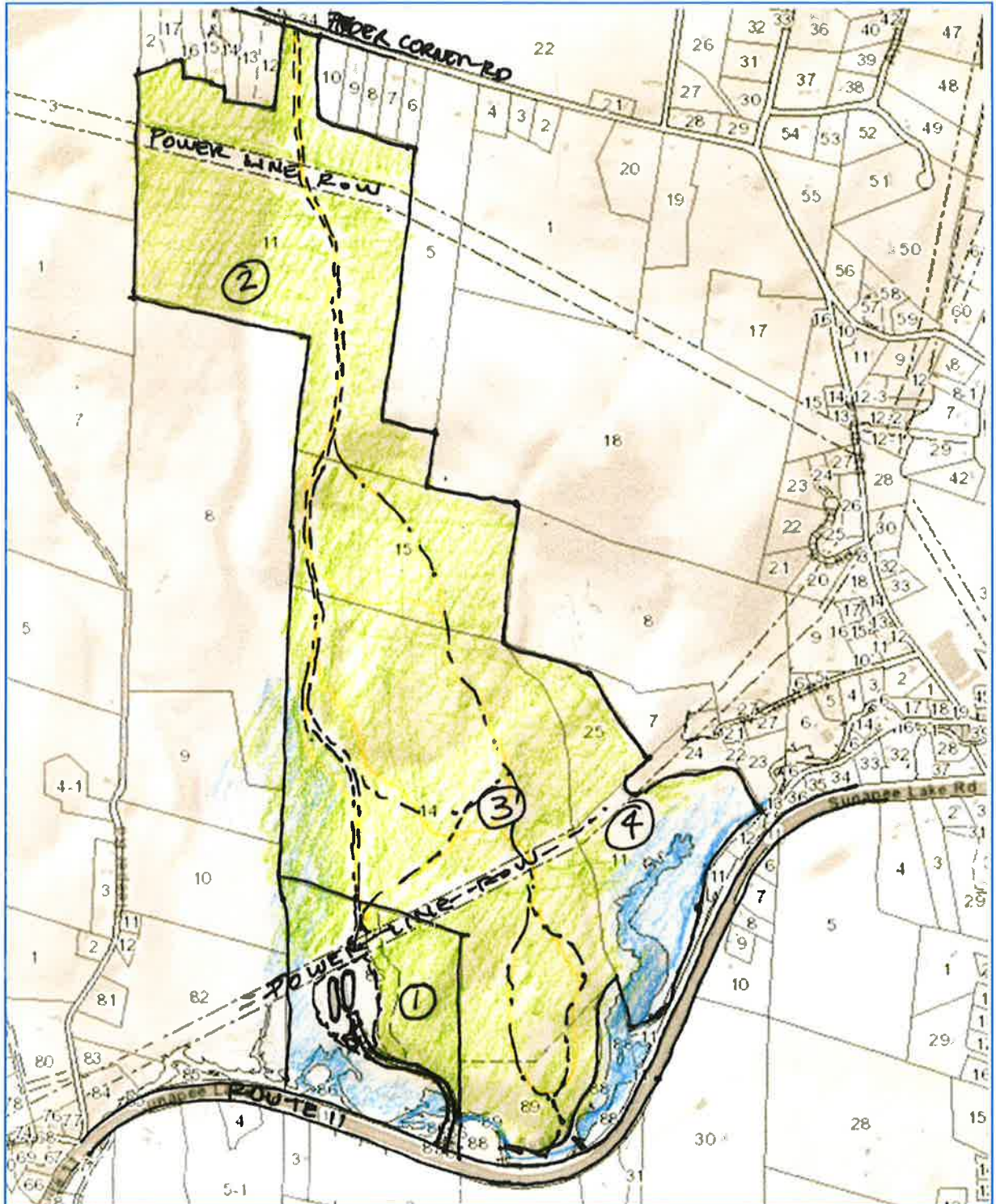
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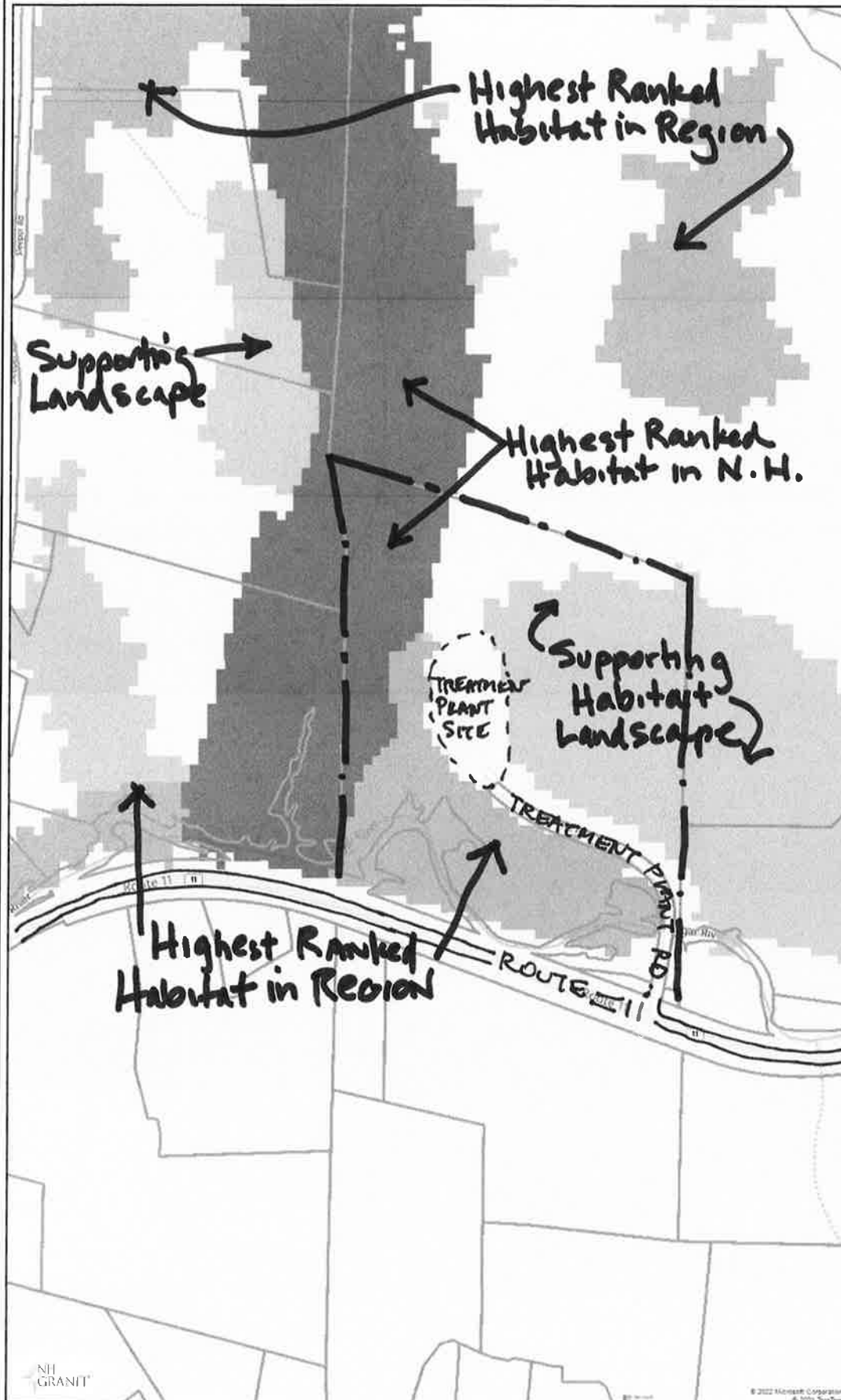
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- 1 - **Sunapee Archer/Barrett Lot:** 41-ac purchased in 1969 & 1970.
Sewer plant built 1973-4. Voted Town Forest in 2002.
- 2 - **Wendell Marsh North** (Johnson): 136-ac purchased in 2013. Cost: \$230,000
Conserved in 2013. Voted Town Forest in 2014 (Yes 498 No 114)
- 3 - **Wendell Marsh South** (MRT): 143-ac purchased in 2015. Cost: \$299,500.
Conserved in 2015. Voted Town Forest in 2018 (Yes 548 No 83)
- 4 - **Wendell Marsh Expansion** (Johnson): 39.4-ac purchased in 2018. Cost: \$65,000
Conserved in 2018.



Treatment Plant Town Forest - Wildlife Habitat



Legend

- Parcels
 - Parcel Polygons
 - Attributes for Additional Lines
- State
- County
- City/Town
- WAP 2020: Highest Ranked Wildlife Habitat
 - 1 Highest Ranked Habitat in NH
 - 2 Highest Ranked Habitat in Region
 - 3 Supporting Landscape

Map Scale

1: 6,494

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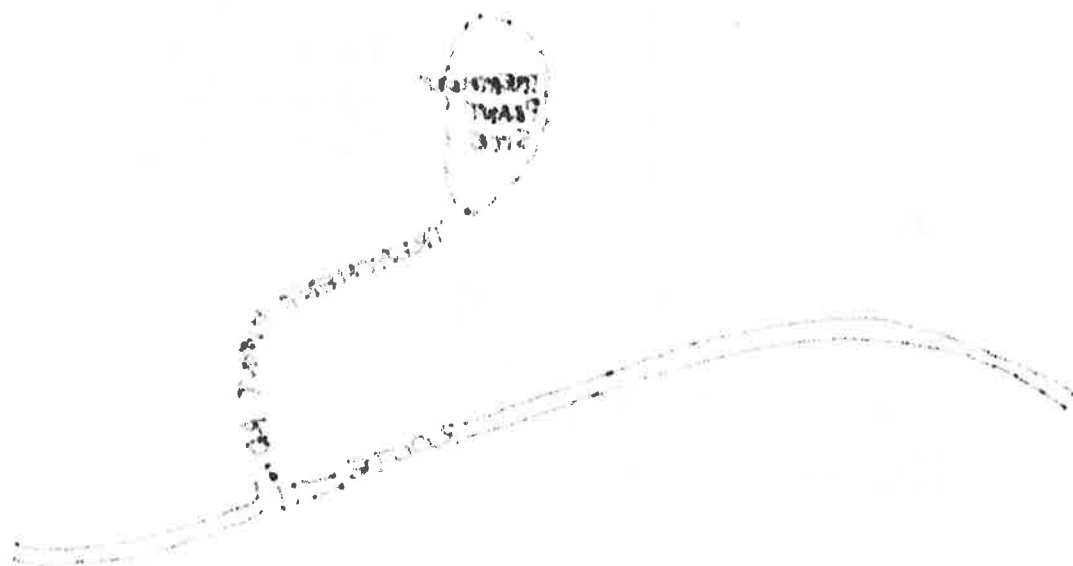
Map Generated: 4/1/2022



Notes

Data from 2020 NH Wildlife Action Plan







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: Board of Selectmen
DATE: April 4, 2022
RE: Summary of Level of Service for Gravel Road Maintenance - Spring 2022

The Town Office and the Highway Department have received many questions, comments and/or complaints that pertain to the Highway Department's level of service for maintaining our gravel roads over the past 9-years but especially during the Spring of 2022. The most common question/complaint this season has focused primarily on why our gravel roads have been rutted in sections, had potholes, and/or why the overall condition of them becomes very muddy.

The intent of this memorandum is to summarize the Highway Department's level of service during the Spring of 2022, and to begin a dialog of solutions that may improve the condition of our gravel roads in the future.

Summary of Level of Service for Gravel Road Maintenance in the Spring of 2022

3/14/2022: Patrol of all gravel roads. Looking for saturated areas (i.e. boils), muddy areas, potholes, rutted areas. Observed no issues on the date of this patrol.

3/17/2022: Patrol of gravel roads. Potholes and ruts observed on many of the gravel roads. Work conducted included placing crushed stone on the following roads:

- 1 load 1 ½" stone on Stagecoach Road.
- 4 loads 1 ½" stone on Perkins Pond Road.
- 3 loads 1 ½" stone on Penacook Path.

3/18/2022: Patrol of gravel roads. Frost continues to thaw (i.e. come out of the surface of) in sections of our gravel roads. Work performed included spreading crushed stone with the grader on the following roads:

- 1 load 1 ½" stone on Rolling Rock Road.
- 1 load 1 ½" stone on Sargent Road.
- 2 loads 1 ½" stone on Burma Road.
- 4 loads 1 ½" stone on Perkins Pond Road.

3/19/2022: Patrol of gravel roads. Frost continues to thaw (i.e. come out of the surface of) in sections of roads. Work performed included spreading crushed stone with the grader and/or York raking the following roads:

- 15 loads 1 ½ stone and some 3" stone on Perkins Pond Road.
- 2 loads 1 ½ stone on Burma Road.
- 6 loads 3 an 5 inch mix Perkins Pond Road.
- 2 loads 3 an 5 inch mix on Pine Ridge Road.
- 6 loads 3 an 5 inch mix on Penacook Path.

3/20/2022: Patrol of gravel roads. Frost continues to thaw (i.e. come out of the surface of) in sections of our gravel roads. Work performed included spreading crushed stone with the grader or the York rake on the following roads:

- 6 loads 1 ½" stone on Perkins.
- 4 loads 1 ½" stone on Penacook.
- 4 loads 1 ½" stone on Hells corner.
- 1 load 1 ½" stone on sleeper.

3/21/2022: Patrol of gravel roads. Frost continues to thaw (i.e. come out of the surface of) in sections of our gravel roads. Work performed included spreading crushed stone with the York rake on the following gravel roads, and York raking all other gravel roads:

- 1 load ¾" road-pack on West Court.
- 4 loads 2-inch dense graded aggregate on Perkins Pond Road.
- 3 loads 1 ½" stone, 2 loads of 2-inch dense graded aggregate, 2 loads of ¾" road-pack on Hells Corner Road.
- 1 load ¾" road-pack on Sleeper Road.

3/22/2022: Patrol of gravel roads. Some frost continues to thaw (i.e. come out of the surface of) in sections of our gravel roads. Work performed included York raking and/or grading all gravel to speed up the drying process of the gravel road surfaces.

3/23/2022: Patrol of gravel roads. Some frost continues to thaw (i.e. come out of the surface of) in sections of our gravel roads. Work performed included York raking all gravel to speed up the drying process of the gravel road surfaces.

3/24/2022: Patrol of gravel roads. Found that they were all passable for residents and EMS vehicles.

3/25/2022: Responded to complaint on Fernwood Point of muddy roads. Observe minimal issues but because we were there with the grader we scuffed over the road.

3/28/2022: Patrol of gravel roads. Some frost continues to thaw (i.e. come out of the surface of) in sections of our gravel roads. Work performed included York raking crushed stone to fill ruts and reshape road surface:

- 2 load of ¾" road-pack on Perkins Pond Road to fill minor ruts.
- 1 load of ¾" road pack on West Court to fill minor ruts.

3/29/2022: Patrol of gravel roads in AM and afternoon. Found that they were all passable for residents and EMS vehicles.

3/30/2022: Patrol of gravel roads. Observed minor rutting and/or potholes and sent out the York rake out to:

- Perkins Pond Road, Penacook Path, Hells Corner, Burma Road and Pine Ridge Road

3/31/2022: Patrol of gravel roads. Observed minor rutting and continued York raking.

4/1/2022: Patrol of gravel roads. Observed minor rutting and continued York raking.

4/4/2022: Patrol of gravel roads. Observed some saturated spots and continued York raking.



DRA Revised/Reviewed Appropriations

Sunapee

For the period beginning January 1, 2022 and ending December 31, 2022

In accordance with RSA 21-J:35, the department is notifying you of the following changes in the appropriations used in computing the tax rate.

Account	Purpose	Article	Appropriations As Voted	Change Amount	DRA Revised Appropriations
General Government					
4130-4139	Executive	06	\$325,455	\$0	\$325,455
4140-4149	Election, Registration, and Vital Statistics	06	\$280,570	\$0	\$280,570
4150-4151	Financial Administration	06	\$357,040	\$0	\$357,040
4152	Revaluation of Property	06	\$101,301	\$0	\$101,301
4153	Legal Expense	06	\$18,000	\$0	\$18,000
4155-4159	Personnel Administration	06	\$1,000	\$0	\$1,000
4191-4193	Planning and Zoning	06	\$290,399	\$0	\$290,399
4194	General Government Buildings	06	\$313,904	\$0	\$313,904
4195	Cemeteries	06	\$14,392	\$0	\$14,392
4196	Insurance	06	\$8,068	\$0	\$8,068
4197	Advertising and Regional Association	06	\$13,890	\$0	\$13,890
4199	Other General Government	06	\$31,968	\$0	\$31,968
General Government Subtotal			\$1,755,987	\$0	\$1,755,987
Public Safety					
4210-4214	Police	06	\$977,826	\$0	\$977,826
4215-4219	Ambulance	06	\$64,980	\$0	\$64,980
4220-4229	Fire	06	\$373,949	\$0	\$373,949
4240-4249	Building Inspection		\$0	\$0	\$0
4290-4298	Emergency Management	06	\$500	\$0	\$500
4299	Other (Including Communications)	06	\$147,100	\$0	\$147,100
Public Safety Subtotal			\$1,564,355	\$0	\$1,564,355
Airport/Aviation Center					
4301-4309	Airport Operations		\$0	\$0	\$0
Airport/Aviation Center Subtotal			\$0	\$0	\$0
Highways and Streets					
4311	Administration		\$0	\$0	\$0
4312	Highways and Streets	06	\$1,948,883	\$0	\$1,948,883
4313	Bridges		\$0	\$0	\$0
4316	Street Lighting	06	\$15,000	\$0	\$15,000
4319	Other		\$0	\$0	\$0
Highways and Streets Subtotal			\$1,963,883	\$0	\$1,963,883



DRA Revised/Reviewed Appropriations

Account	Purpose	Article	Appropriations As Voted	Change Amount	DRA Revised Appropriations
Sanitation					
4321	Administration		\$0	\$0	\$0
4323	Solid Waste Collection		\$0	\$0	\$0
4324	Solid Waste Disposal	06	\$640,288	\$0	\$640,288
4325	Solid Waste Cleanup		\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal		\$0	\$0	\$0
4329	Other Sanitation		\$0	\$0	\$0
Sanitation Subtotal			\$640,288	\$0	\$640,288
Water Distribution and Treatment					
4331	Administration		\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0
4335	Water Treatment		\$0	\$0	\$0
4338-4339	Water Conservation and Other		\$0	\$0	\$0
Water Distribution and Treatment Subtotal			\$0	\$0	\$0
Electric					
4351-4352	Administration and Generation		\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0
Electric Subtotal			\$0	\$0	\$0
Health					
4411	Administration	06	\$462	\$0	\$462
4414	Pest Control	06	\$500	\$0	\$500
4415-4419	Health Agencies, Hospitals, and Other	06	\$15,176	\$0	\$15,176
Health Subtotal			\$16,138	\$0	\$16,138
Welfare					
4441-4442	Administration and Direct Assistance	06	\$43,149	\$0	\$43,149
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0
4445-4449	Vendor Payments and Other		\$0	\$0	\$0
Welfare Subtotal			\$43,149	\$0	\$43,149
Culture and Recreation					
4520-4529	Parks and Recreation	06	\$199,554	\$0	\$199,554
4550-4559	Library	06	\$470,814	\$0	\$470,814
4583	Patriotic Purposes	06	\$300	\$0	\$300
4589	Other Culture and Recreation	06,17,19	\$51,750	\$0	\$51,750
Culture and Recreation Subtotal			\$722,418	\$0	\$722,418



DRA Revised/Reviewed Appropriations

Account	Purpose	Article	Appropriations As Voted	Change Amount	DRA Revised Appropriations
Conservation and Development					
4611-4612	Administration and Purchasing of Natural Resources	06	\$4,500	\$0	\$4,500
4619	Other Conservation		\$0	\$0	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0
Conservation and Development Subtotal			\$4,500	\$0	\$4,500
Debt Service					
4711	Long Term Bonds and Notes - Principal	06	\$135,328	\$0	\$135,328
4721	Long Term Bonds and Notes - Interest	06	\$38,594	\$0	\$38,594
4723	Tax Anticipation Notes - Interest	06	\$1,000	\$0	\$1,000
4790-4799	Other Debt Service		\$0	\$0	\$0
Debt Service Subtotal			\$174,922	\$0	\$174,922
Capital Outlay					
4901	Land		\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment	18	\$195,000	\$0	\$195,000
4903	Buildings		\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0
Capital Outlay Subtotal			\$195,000	\$0	\$195,000
Operating Transfers Out					
4912	To Special Revenue Fund		\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0
4914E	To Proprietary Fund - Electric	06	\$225,307	\$0	\$225,307
4914O	To Proprietary Fund - Other		\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer	06	\$1,279,643	\$0	\$1,279,643
4914W	To Proprietary Fund - Water	06	\$587,885	\$0	\$587,885
4915	To Capital Reserve Fund	07,08,09,10,11,12,13	\$440,000	\$0	\$440,000
4916	To Expendable Trusts/Fiduciary Funds	15,16	\$8,250	\$0	\$8,250
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0
4919	To Fiduciary Funds	14	\$40,000	\$0	\$40,000
Operating Transfers Out Subtotal			\$2,581,085	\$0	\$2,581,085
Total Voted Appropriations			\$9,661,725	\$0	\$9,661,725

Explanation for Adjustments

Warrant Reason for Adjustment

No DRA adjustments made or no adjustment notes available.



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

Name: Johanson (Last) Susan (First) Date: Feb 19, 2022

Sunapee Registered Voter: () Yes () No

Mailing Address:

Street Address (if different):

P.O. Box 302
Sunapee, NH 03782

56 Apple Hill Rd
Sunapee, NH 03782

Lived in Sunapee Since: Dec. 2020 Home Phone: 740-591-1715 Work Phone: —

E-mail: johanson.susan@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 checked="" 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 | |

2. For consideration:

- a. Occupation: School Psychologist - Retired Employer: —
- c. Length of current employment: Retired d. Education: Masters Degree
- e. Relevant Experience: Employed in education for 25 years
- f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No
- g. Volunteer Time Available 4 hours per week (daytime) 2 hours per week (evenings)
2 hours per week (weekends)
- h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☐ Yes ☒ No

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

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? We moved to Sunapee 14 months ago. Going to the library was one of the first ways I felt connected. I would like to contribute and support the library by being a
4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have ^{been} served on and held leadership positions on boards in other communities where I have lived. I am an organized individual who can collaborate and problem solve.
5. Your reasons for wanting this/these appointments /appointments are: I have enjoyed and benefitted from libraries my entire life. Libraries are an important part of any community. Being a trustee would give me an opportunity to promote and support the Sunapee Library.
6. Additional Comments: Since we moved to Sunapee 14 months ago we have been welcomed and supported and I already feel a part of the town. I'd like to give something back for all we have received. Thank you for your consideration.

A. N. Jr.
(Signature)

Feb 19, 2022
(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”

Select Board
Library Board of
Trustees
Approval of
Susan Johanson
Alternate

DRAFT Minutes of the Abbott Library Trustees Meeting
Thursday, March 17, 2022 6:30 pm
Abbott Library, Sunapee, NH

Attendees: Bev Bjorklund, Nancy Berger, Jim Harrison, Jon Reed, Tim Eliassen,
and Suzanne Tether. Susi Churchill attended by telephone connection.
Library Director - Mindy Atwood
James McGraw, nominee for Abbott Library Board of Trustees Alternate position
Arlene Adams, President of the Abbott Library Foundation
Susan Johanson, applicant for Abbott Library Board of Trustees Alternate position

I. Initial Remarks

At 6:32 pm Mindy called the meeting to order and congratulated newly
elected Trustees Jon Reed, Beverly Bjorklund and Tim Eliassen. The Trustees
are very pleased to welcome the new members and look forward to working
together with them.

Jim McGraw attended the meeting as an observer as his nomination has yet
to be voted upon by the Select Board.

II. Election of Officers

Election of the Chair: Jon nominated Beverly Bjorklund, seconded by Tim.
Bev accepted the nomination.

Election of the Vice Chair: Jon nominated Jim Harrison, seconded by Suzanne.
Jim accepted the nomination.

Election of the Secretary: Tim nominated Suzanne Tether, seconded by Bev.
Suzanne accepted the nomination.

Election of the Treasurer: Bev nominated Susi Churchill, seconded by Jim.
Susi accepted the nomination.

Nancy proposed the nominated slate of officers as so named, seconded by
Tim.

A brief discussion ensued before the election of officers was unanimously
passed.

III. Introduction of Library Alternate candidate applicant

Mindy introduced Susan Johanson who has applied for the position of Alternate to the Abbott Library Board of Trustees. Susan outlined her interest and qualifications. Nancy moved that the Abbott Library Board of Trustees recommend Susan's application for approval by the Sunapee Select Board. Jim seconded the nomination which passed unanimously.

A discussion ensued to inform Susan of the approval process.

IV. Approval of Minutes

Jon moved that the minutes of the February 17, 2022 meeting be approved as amended. Nancy seconded the motion, which was approved. Tim Eliassen abstained as he was not a member of the Board of Trustees at the February meeting.

V. Treasurer's Report

Susi and Mindy led the discussion on transition/technology issues of new Quick Book software. As yet line budget items for fiscal 2022 have not been entered, but the Profit and Loss actual budget will be available in April 2022.

Jim moved to accept the February Manifest of Bills be approved. Jon seconded the motion which was approved unanimously.

VI. Director's Report

Tim explained the process by which Tim creates the checks for accounts payable, a function previously performed by Jeanne Wilson. A copy of the Abbott Library Cash and check writing controls is attached to this document. In his role as an Abbott Library Trustee, Tim has no check signing authority. Thus it is deemed appropriate for him to continue working in the accounts payable capacity.

A copy of the minutes for March 17, 2022 Abbott Library Board of Trustees will be presented to each of the three banks currently holding Library accounts. Board Chair Bev Bjorklund will deliver the minutes attesting to the nomination and election of the slate of officers for March 2022 through February 2023. Each of the newly elected officers will present photo identification at the local bank branches for subsequent signing of the respective signature cards at Bar Harbor Bank and Trust, Mascoma Bank and Sugar River Bank.

Hoopla is now operative.

Mindy led the discussion surrounding the draft Librarian/Assistant Director position. The support documentation for this meeting contains the original draft. Mindy will provide the revised draft for Board records.

Jon moved to approve the amended Librarian/Assistant Director job description. Nancy seconded the motion which passed unanimously.

A copy of the amended document will be submitted for the minutes.

Mindy will submit the revised Librarian/Assistant Director job description to the Select Board for their information and concurrence.

The Board of Trustees Google email addresses are operative and should be utilized for distribution and communication. Technology and Outreach Librarian Brittany Blomquist is available to assist Board members in training and familiarity with the new system.

VI. Covid-19 Policy

Following discussion of CDC guidelines and the necessity, cost and frequency of cleaning the Library, the Trustees decided to authorize cleanings thrice weekly.

Nancy and Jon will work with Mindy to consider rescinding the Library's Covid-19 policy and substitute said policy with a Communicable and Infectious Disease Policy.

VII. Strategic Planning Progress - ESC

The newly formulated Board of Trustees will regroup on individual and committee assignments, determine progress on established goals, and renew efforts to complete the recommendations set during the Strategic Planning Process.

Trustees with current responsibilities for specific goals will check in with Mindy to maintain continuity, determine concerns and provide insight and report progress.

VIII. Friends of the Abbott Library

On March 31, the Friends will sponsor an author talk via Zoom by best-selling writer Hank Phillippi Ryan. The event is free of charge.

IX. Abbott Library Foundation

Foundation President Arlene Adams announced that in 2021 the Foundation received \$32,000 in donations. To date 2022 contributions total \$5,000.

A memorial gift honoring Eleanor Goddard has been received. Under discussion are possible expenditures that include books with emphasis on New England gardening practices and interests, and plantings on Library grounds. To date no decisions have been made considering expenditures in Ellie's memory. Ellie's energy, expertise, spirit and work ethic will be greatly missed throughout the Sunapee community.

Mindy asks that a successor to Ellie be recruited to plant and tend the Library entrance flower pots.

X. Old Business

Suzanne reported on two current developments concerning the storage shed building project.

Craig Heino has responded to Suzanne's inquiries regarding shed construction by the Town. Craig will get back to Suzanne with a drawing and more building and cost details. No date has been set but Craig did say he and Scott Hazelton had discussed placing the project on the Town's building and work schedule for Summer 2022.

Once again Suzanne investigated sheds produced by Reeds Ferry Sheds of Hudson. She has current promotional brochures and prices and was informed that proposed construction and installation dates are now booking into June and beyond.

XI. New Business

Mindy reported that Jeanne Wilson is not well. No further information is available at this time. The Board extends best wishes to Jeanne for a speedy recovery.

XII. Public Comment

There was no public comment.

XII. Adjournment

Tim moved that the meeting be adjourned. Jim seconded the motion which passed unanimously. The meeting ended at 8:23 pm.

4

Respectfully submitted,
Suzanne Tether, Secretary

Calendar

April 21, 2022	Thursday - Trustees Meeting
May 19, 2022	Thursday - Trustees Meeting
June 16, 2022	Thursday - Trustees Meeting

Sunapee Day Camp 2022

The plan is to build on the successes of the Recreation Department's efforts last year. By incorporating more structure into the daily schedule, increasing the number of planned activities and adding weekly educational presentations at the Abbott Library, the vision is for the Day Camp to be an enrichment program for all campers to enjoy.

Who is involved in the planning?

- 1) Town of Sunapee- Shannon Martinez, Town Manager; Steve Bourque, Recreation Coordinator
- 2) SAU #85- Terra Geer, Director of Student Services; Jon Reed- Technology Integrator
- 3) Abbott Library- Mindy Atwood, Director

Where will camp happen?

"Home base" will once again be the Sherburne Gymnasium. The Recreation Department is exploring the possibility of taking campers to the Georges Mills beach instead of Dewey Beach this year. Campers will also visit the Abbott Library on Tuesday morning to see various performers and presentations. Bus transportation will be provided by the Sunapee School District.

When will camp happen?

The Sunapee Recreation Department Day Camp will run Mondays-Fridays 8:30 AM to 4:30. The Recreation Department is exploring the possibility of early drop-off and late pick-up as an option for some families. See attached for a sample daily schedule.

Camp will start the week of June 20 and the last week of camp will be the week of August 15. Extended School Year (ESY) students will attend camp from July 5 to August 10.

How will camp staff be hired and trained?

The Recreation Department will hire and supervise the Camp Director, the Camp Deputy Director, two Assistant Directors and 5-7 Camp Counselors. All camp staff will be required to complete 6 hours of on-line training from Expert On-line Training and 6 hours of in-person training and team-building before the start of camp. Staff will be paid for training time.

The Sunapee School District will send to camp all special education and related services including a speech pathologist, occupational therapist, special education teacher, and paraeducators. These staff will be paid by the school district based on certifications.

This project is a showcase for the mutually beneficial results of inter-agency collaboration. The school district, the town and the library have each brought skills, resources and professional experience to the table to improve upon the day camp program. The result will be a more typical summer experience for the school district's ESY students, the library will benefit from increased participation in its summer learning programs and will be able to promote its available resources to a new audience and there will be a greatly enriched summer experience for all campers. We look forward to a great summer.

Sample Daily Schedule

Fleeting Counselor at the day	Drop Off	Snack / Group Time	Session 1												Session 2						Session 3						Session 4						Session 5						Unstructured Play time	Pickup																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Weekly Themes and Presentations

Week of June 20- Getting to Know You

Campers and camp staff alike will participate in activities that will set the stage for a positive camp culture throughout the summer. Campers will also be brought to the library for a tour and fun activity.

Week of June 27- Water, Water, Everywhere!

The presentation of the week will come from our very own Lake Sunapee Protective Association and activities throughout the week will focus on themes of ecology and responsible stewardship of one of our more precious resources, Lake Sunapee.

Week of July 5- Fairies and Dragons

Get ready for a fantastical week of fun! Simon Brooks will delight campers with his storytelling and activities will include making cardboard castles.

Week of July 11- Yum, Yum!

The Lebanon Co-op will offer a program titled "Read-It and Eat-It" and students will be able to make a food featured in the story. Throughout the week, campers will participate in activities that highlight the fun of food.

Week of July 18- Nature and Wildlife

The focus this week will be on the natural beauty and wildlife that is so much a part of Sunapee's environs. Students will enjoy a presentation from the Vermont Institute of Natural Science.

Week of July 25- STEM Fun

Science + Technology + Engineering + Math =Fun! This week younger campers will have a chance practice STEM learning with a hands-on presentation about magnets from the Montshire Museum of Science. Older campers will get to experiment with batteries, motors and bulbs!

Week of August 1- Super Hero Week

Campers will learn how to make their own super hero comic strip with Marek Bennett. All kinds of "super" games and activities will round out the week.

Week of August 8- Outer Space

The McAulliffe-Shepard Discovery Center will lead paper rocket workshops for campers. Other "out-of-this-world" activities will make for a great week of fun.

Week of August 15- Fond Farewell to Summer Camp

While there will be no presenter this week, camper can plan on revisiting some of the summer's favorite games, activities and crafts as we get ready to say "Thanks for a great summer."

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 Dewey Field

Name of Organization:

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

Jesse Dow
Name of Duty Authorized:

Mailing Address: Po Box 362
Sunapee NH 03782

Daytime Phone: 603-748-6870 ^{wk} Evening Phone: 603-763-9010

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

Event Date: Mon-Fri (4/6-6/6) Time: From: 2:30pm To: 4pm

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.

We would like to use Dewey Field for practices
for our softball and baseball teams. We are not
planning to host games so it will only be coaches, players
and parents on site.

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 15-20 # of people and 10-15 # of vehicles attending our event.

Signature of Responsible Individual



Date

4/5/22

Approved by Chief of Police

Date

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

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**

April 4, 2022

To our esteemed members of the New Hampshire House of Representatives,

We, the Board of Selectmen of the Town of Sunapee, NH, hereby state our objection to SB249 as currently drafted.

Every NH town is dealing with the negative effects of a rampant short-term rental (STR) market. Homes that in the past would have housed a family living there full-time are now being snatched up by investors and rented out by the day to unqualified or unscreened renters. There are close to 100 STRs listed on Airbnb, VRBO and other sites within our small town alone. Here in Sunapee, our own Chief of Police was assaulted in his own driveway by an inebriated guest from one of the parties held at a nearby STR. This illustrates how poorly managed STRs put a burden on our town's services such as Police, enforcement officers, waste disposal and beaches, making it difficult for the citizens of the town to receive the level of service they expect and deserve.

Recently, home prices have been driven up by investors who plan to use the houses specifically as short term rentals. This has the dual negative effect of transforming quiet residential neighborhoods into commercial enterprises while depriving an important segment of our community of long-term rental opportunities. In addition, those people who are hoping to raise their family in our town cannot afford to buy a home because they are bidding against a commercial enterprise. Affordable housing is something we as a town and as a state need to increase, and investments in homes as STRs do just the opposite by reducing long-term rental opportunities for our workforce. We even see large hotel chains entering the STR market. This begs the question as to when does a residential property become a commercial property? That is a decision that should be made at the local level, by Zoning officials who live in the town and not by a "one size fits all" approach legislated by the State.

There are many homeowners in Sunapee who rent their homes for a week or two when they are out of town. These homeowners care about their neighbors and the town they live in – which is the opposite of most investors who seldom even live in the region. SB249 would strip us of our rights to manage STRs through limits on the number of days that a home can be rented out, where those rentals can be located in our town, ensuring owner occupation and various other measures. Enforcement of public safety measures such as occupancy limits and parking restrictions would also be limited by this bill.

The Town government system was established in New Hampshire to allow the town's citizens to be locally represented on issues that directly impact them. In this case it is the town government's responsibility to protect the character of the town in which those citizens have chosen to live. The many nuances of this issue require decisions by people who are very close to the desires of our citizens. The STR industry is relatively new and is a rapidly expanding industry; and we need to create regulations that protect our town and the specific needs of our citizens. This cannot be achieved by state-wide mandates. The residents of Sunapee deserve a safe, orderly town in which to live and they expect their Town Government to protect their rights. Please let us do the job that we were elected to do. **Vote to oppose SB249.**

Sincerely,



Josh Trow

Sunapee Board of Selectmen Chair