

SUNAPEE BOARD OF SELECTMEN
MEETING

6:30PM Town Office Meeting Room
Monday, June 15, 2020

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman John Augustine, Selectman Fred Gallup, Selectman Shane Hastings, and Donna Nashawaty, Town Manager.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0144-0013-0000 19 Heather Way, Matthew & Whitney McKnight

Parcel ID:0146-0047-0000 354 Bay Point Road, Bromley 2013 Trust

Parcel ID:0146-0013-0000 17 Rock Hill Road, Howard & Diane Ehrlich

Parcel ID:0238-0001-0000 Timmothy Road, Jonathan & Jennifer Gray

Parcel ID:0136-0080-0000 6 Burkehaven Terrace, Charles & Janet D'Atri

Parcel ID:0203-0007-0008 107 Granite Ridge Road, Stefan & Karen Timbrell

Parcel ID:0215-0030-0000 30 Chippendale Road, Steven & Robin Longtin

Parcel ID:0215-0030-0000 51 Cary Farm Road, Timber Rock Trust

Parcel ID:0146-0019-0000 52 Turtleback Road, Stephen & Diane D'Angelo

Parcel ID:0128-0037-0000 56 Garnet Street, Robert & Paula Planer

By Selectman Gallup, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID:0128-0037-0000 56 Garnet Street, Robert & Paula Planer

By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:

Parcel ID:0238-0001-0000 Timmothy Road, Jonathan & Jennifer Gray

Parcel ID:0203-0007-0008 107 Granite Ridge Road, Stefan & Karen Timbrell

By Selectman Gottling, seconded by Selectman Gallup. Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID:0128-0037-0000 56 Garnet Street, Robert & Paula Planer

Parcel ID:0210-0055-0000 35 Keyes Road, Jeanne Kennedy Rev. Trust

Parcel ID:0210-0055-0000 35 Keyes Road, Jeanne Kennedy Rev. Trust

By Selectman Hastings, seconded by Selectman Gallup. Unanimous.

APPOINTMENTS

7:00PM-Steve McGrath, Potential Capital Improvement Committee Member

Donna Nashawaty reported that Steve McGrath has withdrawn his application.

7:20PM-Accept Nutting Farm Family Conservation Easement

Chairman Trow said that the BOS approved the Chairman to sign the Webb Forest Annexation and if Tim Fleury signs his part in front of the camera like Chairman Trow did the Town Clerk, who is watching the meeting will notarize the signatures tomorrow. Van Webb will need to stop by the office to sign his part with the Town Clerk tomorrow.

Tim Fleury, Acting Chairman stated that Van Webb, Chairman of the Conservation Commission has recused himself from this discussion tonight. Chairman Fleury and Andy Deegan of Ausbon Sargent Land Trust have come before the BOS to get approval for the Nutting Farm Family Conservation Project which is pursuing a conservation easement. It will be an 84.3 acres conservation easement with the town being the back-up holder and the primary easement holder will be Ausbon Sargent. Assuming approval by the BOS, Ausbon Sargent will be signing a purchase and sales agreement for the conservation easement from the Nutting Farm Family Trustee. Andy Deegan said this property has been on the town's wish list for a long time. This property has a lot of conservation attributes. Tim Fleury said the property joins the Harrison lot, which is owned by the Webbs, all the way down to Webb Forest and combines all the open land to Stagecoach Road. The funding of the project is primary coming from the Conservation Fund. The appraisal for the conservation easement was \$205,000. The family agreed to a bargain sale of \$20,000, so the total purchase price is \$185,000. It will be about \$23,000 for the closing costs with the total of which \$207,500 will come from the Conservation Fund, \$20,000 from the bargain sale, and about \$1,500 from a local fundraising campaign. This project has been in the works for about a year. **Motion to accept the town as being the back-up conservation easement holder for the Nutting Farm Family Conservation Easement by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

7:40PM-Scott Hazelton-Summer Paving Schedule & Building Maintenance/Transfer Station

Scott Hazelton wanted to make a change to the paving schedule for this year and next year. Scott Hazelton said in speaking with Chief Cahill and his Foreman they thought it would be best to put off River Road and Fieldstone Drive until next year and move up Dowd Lane, Orchard Circle and Sargent Road to this year. They are approximately the same monetary value for the 2 roads versus the 3 roads. The 2 roads are approximately \$48,400 and the 3 roads are approximately \$49,200. The pavers will be here mid-July And there is a little more work than anticipated on River Road which the prep work will be done in the fall and it will be paved next spring when Youngs Hill Road is paved. Selectman Gallup asked if the change fit into the current budget, Scott Hazelton replied yes, it did. The Board had no objections to the changes. Scott Hazelton said he was going to cancel the scheduled paving at the Highway Garage because they might be installing the water and sewer lines in that parking lot and he does not want to put brand-new paving down only to tear it back up. The Transfer Station paving was going under the Transfer Station's budget but it came over a \$10,000 price tag, so Scott Hazelton would like to put this into the Building and Grounds Maintenance Plan. The cost is \$19,060. Chairman Trow said that was a seriously different estimate on the Transfer Station pricing. Is it because they are planning to pave more of the back area? Scott Hazelton replied that he was going to do a little more than he was planning on doing because of the way the winter treated the asphalt up there. It does not include the back but does include everything up front. Selectman Gallup asked what effect this will have on the other projects scheduled for this year in the Building and Grounds Maintenance Plan?

Scott Hazelton said the Safety Services roofing projects threw things off and he has been shifting things around but he is comfortable with doing the painting project at the highway garage next year. **Motion to approve the expense of \$19,060 coming from the Building and Grounds Capital Reserve Fund for paving at the Transfer Station by Selectman Gallup seconded by Selectman Hasting. Unanimous.** Selectman Augustine asked if the town gets multiple bids on projects like this. Scott Hazelton replied that he did not get multiple bids on this project but instead used GMI who the town has a 3-year paving contract with. Selectman Augustine asked if the Town of Sunapee has agreed to use GMI for all paving projects for 3 calendar years, Scott Hazelton replied yes. Selectman Augustine asked if the proposals were on-line where residents could review them, Scott Hazelton replied that they were not. Donna Nashawaty said they were on the website 2 years ago when it went out to bid, but now it is a contract. Selectman Augustine asked if the contract was on-line, Scott Hazelton replied it was not, but a bid summary of all the bids received was put on-line. Scott Hazelton has no problem putting this stuff on-line, Selectman Augustine replied that it would be a step forward and thinks whatever details could be on the website regarding the ongoing project would be appreciated. Selectman Gallup said that just an FYI, before Mustard Seed Lane on Garnet Hill Road on the left-hand side there is a pine tree hung up in the trees that looks like it might come down in the road. Scott Hazelton will check it out. Selectman Augustine said he had a few people asked if the work on Winn Hill Road is completed for the year, Scott Hazelton replied yes it was. Selectman Augustine asked if a guardrail was going to be installed because the ditches on the side of the road is deep, Scott Hazelton replied no. Selectman Augustine asked if there were any updates on Youngs Hill Road or is it completed? Scott Hazelton replied that they will continue to work on the drainage.

PUBLIC COMMENTS

Chris Whitehouse had a couple of questions for Scott Hazelton on the Winn Hill Road Project. On January 6th Scott Hazelton stated he were going to work with GMI to value engineer the Winn Hill Road Project. Chris Whitehouse asked Scott Hazelton if Notts Excavating was given the opportunity to rebid the project or did he just give it to GMI? Scott Hazelton said the town reserves the right to reject any or all bids and since GMI was the town's contractor at the time Scott Hazelton asked the BOS if he could negotiate a contract with GMI due to their existing asphalt prices. Chris Whitehouse asked the BOS if they give him the right to do this without putting it back out to bid. Chris Whitehouse said Notts Excavating was the lowest bidder and he understands if everything got throe out and the process was started over, but next thing he knew GMI was the engineer and contractor. In Chris Whitehouse's opinion the road is like the New Jersey Turnpike, the road looks like crap. Chris Whitehouse questions how Nott Excavating, who was the low bidder, had the project taken away from them, value engineered it with a company who only has a paving contract with the town, not tree removal or drainage. It just seems weird that the low bidder was not even allowed to rebid the project. Scott Hazelton said there were 5 or 6 companies that bid on the project, it came in well above the estimate and he did not have the money in his budget so Scott Hazelton talked to Donna Nashawaty and the BOS about the value engineering method.

Chris Whitehouse said a couple of people in town wanted to know, including himself, why a \$300,000 major project, that was originally bid out to the public was not bid out to the public after being reengineered. Donna Nashawaty said the town has had this issue before Scott Hazelton came to work here, on large projects. The town has gone out twice and had little to no bids or the bids came back higher, so that puts the project off for another year without being able to negotiate it in some way. Things got a little tense and Chairman Trow said in the future the Board will need to look at the projects to see if it makes sense to go out for bid or keep them inhouse.

- Chris Whitehouse said the other departments are open but the Town Office and Library are not open. Chairman Trow said the Town Office is providing all the same services that it always has, its simply not in person. The Town Office will be opening on July 6th.

SELECTMEN ACTION

- Webb Forest Annexation

This is the purchase and merger of 6 acres on Stagecoach Road.

Motion to authorize the Chairman to sign the Webb Forest Annexation by Selectman Gallup seconded by Selectman Gottling. Unanimous.

- Waive Property Taxes-57 & 59 Hamel Road

Donna Nashawaty said there is a mobile home on someone else's property that each year the Board of Selectmen (BOS) choose not to take for tax deed because it is a dilapidated property. There is interest in buying the property and cleaning it up, but the back taxes prohibit them from doing it. Most of the time when people buy tax deeded properties the property has some value; this particular property does not have any value. The interested party is asking if the BOS would be willing to waive the back taxes. They would buy the property and destroy the mobile home. The parcel of land is 57 Hamel Road and the mobile home, which sits on the land is 59 Hamel Road. The BOS has waived this property for 10 years and the amount of the back taxes is \$9,000. The interested party is watching the meeting tonight for the BOS's decision. After some discussion, the Board would love to see the situation move forward as far as cleaning the property up and are open to a later conversation about relieving all the back taxes or relieving the interest and penalties off the original tax amount.

- Sign MS-232

Motion to sign the 2020 MS-232 by Selectman Gallup seconded by Selectman Gottling. Unanimous.

- Health Officer Stipend

Donna Nashawaty said she became aware that the Health Officer was on the pay table as an hourly employee. The Health Officer periodically does health inspections for the town, but not on a regular basis. Donna Nashawaty suggested that the Health Officer position be removed from the step pay table and get paid an annual \$250 stipend. **Motion to approve the adjusted pay table to add the Health Officer to the Seasonal/Elected /Non-Classified with an annual stipend of \$250 by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

CHAIRMAN'S REPORT

•Chairman Trow said that it was discovered that people are serving in certain positions might have the experience but do not have the certifications required for the position. The Firewards and Fire Chief would like the ability to make the change to the Fire Department job descriptions adding the sentence “or equivalent experience” in parenthesis. **Motion to conditionally support the changes to the Fire Department Job Descriptions to add “or equivalent experience” to the job descriptions by Selectman Gallup, seconded by Selectman Hastings. 4 in Favor, Chairman Trow Abstained.**

Items Requested by Selectman Augustine

•Update on past due employee annual performance reviews.

Chairman Trow wanted to say that the Town Manager's review is past due and asked if the Board wanted to follow the previous process in which Chairman Trow emailed the review documents to the Board. After some discussion, the Board will go with the previous process. Selectman Augustine asked if all employee who were up for a review have been done. Donna Nashawaty replied that her review was the oldest and there are 3 others: 2 very part-time employees and 1 Water and Sewer employee. Selectman Augustine asked if the Supervisors were aware of this and Donna Nashawaty replied that Lynne Wiggins had sent out a reminder.

•Update on road paving projects.

Discussed earlier in the meeting.

•Update on number of COVID-19 cases Sunapee and surrounding towns.

Selectman Gallup said everyone listens to Channel Nine News and gets the updates on their own and he would like to skip this discussion.

•Update on public bathrooms availability and cleaning protocols.

Selectman Augustine said that an email blast went out regarding the bathrooms which prompted 2 people to ask him why there were going to be porta-potties at the town beaches and an outside company cleaning the harbor bathrooms. Selectman Augustine said he later heard that the Highway Employees are cleaning the harbor and Georges Mills bathrooms and Town Office Employees are cleaning that bathroom, so why are the Beach Employees not cleaning the beach bathrooms. Donna Nashawaty replied that the Beach Employees are now cleaning the family bathroom and there are 2 chemical toilets on-site that are cleaned twice a week. The Highway Employees are cleaning the harbor bathrooms Monday through Thursday and the outside cleaning company are cleaning them Friday through Sunday.

•Update on Town operations & employee morale.

Selectman Augustine said with all the changes and things starting to open the memo on the town website is dated March 19th. Are there any changes happening to town operations since March 19th? Donna Nashawaty replied no there are not.

•Review mental health services available as part of Town health insurance program.

Selectman Augustine felt bad that employees were scared and wondered if the employee health plan gives employees the ability to talk to someone. Donna Nashawaty replied that the employees did have materials and an 800 number to call if needed.

•Discuss when to invite the Library Trustees to a future BOS meeting to hear about responsible phased re-opening plan for library.

Selectman Augustine said at the last BOS meeting it was stated that the Library Trustees would make the decision regarding reopening the library and wanted to know if the BOS

wanted to invite them to a future meeting to see what their plans are for reopening. Donna Nashawaty replied that the Library Trustees are having a zoom meeting on Thursday, June 18th and people can call the library to get the information on how to join the meeting.

- Discuss when to invite the Thrift Shop committee to a future BOS meeting to discuss the future of the Thrift Shop.

Selectman Augustine asked the BOS if they wanted to invite the Thrift Shop Committee to a meeting to discuss the future of the Thrift Shop. Chairman Trow said in his opinion, the BOS needs to decide if they want to bring it up as a topic in the future of whether they want to continue supporting the Thrift Shop.

- Discuss whether to utilize currently unemployed high school graduates to staff Information Booth and/or Thrift Shop.

Selectman Augustine said if the reason the Thrift Shop is not open because the current volunteers do not feel uncomfortable opening then maybe the BOS could invite people to temporarily operate the shop. Would the BOS consider hiring recent high school graduates? Donna Nashawaty said that volunteers run the Thrift Shop and there needs to be a plan so the guidelines can be followed, and the volunteers or employees are kept safe. Donna Nashawaty said conversations are happening with both entities.

- Share feedback on how citizens are faring given current health situation and economic situation.

The Board has had no new comments.

TOWN MANAGER REPORTS

- Discussion on Modified Opening Process

- Donna Nashawaty said that Dewey Beach is now open and staffed for the summer. The beach is open Monday through Saturday 9:00am to 5:00pm and Sunday 11am to 5:00pm, weather depending. The number of daily employees fluctuates but it typically includes 1 manager, 3 lifeguards and 2 beach attendants. The staff is very busy guarding the water, cleaning the inside and outside grounds and facilities, painting, gardening. Mowing the grass, installing swim lines, checking parking permits, distributing beach safety guidelines, raking goose poop, and most importantly training for emergency response. The single use bathroom is opened during staffed hours and cleaned/ sanitized every 2 hours. A handicapped chemical toilet is also onsite and cleaned 2x weekly. The rafts, boats and playground equipment are not available for use.

- Donna Nashawaty wanted to talk to the Board about the band concerts. The town is not involved in any of the operation. Wightsteeple Productions schedules the bands and the bands come and play the town really does not have anything to do with the scheduled events. The problem is there is still the gathering of the 50 people limit. Donna Nashawaty has not cancelled the concerts, but will investigate it a little more to see if it is feasible to do.

- Monday, June 29th BOS Meeting

Donna Nashawaty will be on vacation Monday, June 29th. After some discussion, the Board agreed to cancel the June 29th meeting, but will meet on Monday, July 6th for a non-public session to do Donna Nashawaty's review. The Board will also approve and

sign any building permits.

- Chief Cahill's Letter to the Board

The Board received a letter from Chief Cahill detailing the procedures and training of the Department. The letter is attached.

- Heavy Equipment Discussion-Boat & Dock Ordinance Update

The Board received an email from Chief Cahill regarding how the Boat and Dock Ordinance is working.

- Donna Nashawaty sent the Board an email that contained a link to participate in an on-line session school funding and donor towns if anyone is interested.

- Summer Town Meeting is Tuesday, August 4th.

- The town is 32% collected on the property taxes.

- Continued Items:

Scott Brown, Request to Waive Late Tax Bill Interest

Meeting Adjourned 9:53PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

•SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, June 15, 2020

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

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Parcel ID:0146-0047-0000 354 Bay Point Road, Bromley 2013 Trust

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LAND DISTURBANCE BOND:

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DRIVEWAY PERMIT:

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Parcel ID:0203-0007-0008 107 Granite Ridge Road, Stefan & Karen Timbrell

DEMO PERMIT:

Parcel ID:0128-0037-0000 56 Garnet Street, Robert & Paula Planer

Parcel ID:0210-0055-0000 35 Keyes Road, Jeanne Kennedy Rev. Trust

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2. APPOINTMENTS

7:00PM-Save McGrath, Potential Capital Improvement Committee Member

7:20PM-Accept Nutting Farm Conservation Easement

7:40PM-Scott Hazelton-Summer Paving Schedule & Building Maintenance/Transfer Station

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

•Webb Forest Annexation

•Waive Property Taxes-57 & 59 Hamel Road

•Sign MS-232

•Health Officer Stipend

5. CHAIRMAN'S REPORT

•Update on past due employee annual performance reviews.

•Update on road paving projects.

•Update on number of COVID-19 cases in Sunapee and surrounding towns.

•Update on public bathrooms availability and cleaning protocols.

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

83 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

April 10, 2020

Mr. Andy Deegan
Land Protection Specialist/Stewardship Manager
Ausboson Sargent Land Preservation Trust
PO Box 2040
71 Pleasant Street
New London, NH 03257

Re: Webb Forest Conservation Amendment/Ausboson Sargent Land Preservation

Dear Mr. Deegan:

Thank you for your email dated April 7, 2020, requesting review of a proposed "Amendment of and Addition to Conservation Easement Deed" located in Sunapee, New Hampshire. I write to inform you that the Charitable Trusts Unit has completed its review of the proposed amendment.

For the following reasons, we hereby issue this "no action" letter, effective April 10, 2020.

In 2000, R.H. Webb Forest Preserve, LLC ("R.H. Webb") granted in perpetuity to the Town of Sunapee a conservation easement over approximately 370 acre of land in Sunapee, New Hampshire, and granted an executory interest in the conservation easement to the Ausboson Sargent Land Preservation Trust ("Ausboson Trust"). R.H. Webb has since acquired an additional approximately six (6) acres adjacent to the existing Conservation Easement Property and wishes to extend the existing easement over the additional 6 acres of adjoining property on the same terms and conditions as the original conservation easement. Both the Ausboson Trust, by vote of its Board of Directors on January 15, 2020, and the Town of Sunapee, by vote of the Board of Selectmen on January 27, 2020, have agreed to accept the 6 acre addition to the conservation easement.

The proposed amendment is considered to be a "low risk" amendment in that it simply adds land to an existing conservation easement consistent with the purpose of the original easement. The Ausboson Trust has verified that the proposed amendment meets the seven principles set forth in the publication, *Amending or Termination Conservation Easements: Conforming to State Charitable Trust Requirements*, in that it provided information that:

1. The amendment serves the public interest in that it adds conservation land to an existing easement and is consistent with Ausbon's mission to conserve land;
2. The amendment complies with applicable federal, state, and local laws;
3. The amendment will not jeopardize Ausbon's tax exempt status;
4. The amendment will not result in private inurement or impermissible private benefit;
5. The amendment is consistent with the purposes and intent of the original easement to protect open space, valuable soils, and scenic resources in that it adds valuable agricultural soils and scenic views from Stagecoach Road;
6. The amendment is consistent with the documented intent of the donor to protect open space and scenic views, and the terms and conditions of the original easement will apply to the additional acreage; and
7. The amendment will have a beneficial effect on the conservation values protected by the easement because it adds acreage to the existing easement on the same terms and conditions, and the additional acreage contains valuable agricultural soils and offers scenic views from Stagecoach Road.

If you have any questions, please do not hesitate to contact me.

Very truly yours,



Diane Murphy Quinlan
Assistant Director of Charitable Trusts
(603) 271-3591
diane.quinlan@doj.nh.gov

DMQ/d

This is a non-contractual conveyance pursuant to New Hampshire RSA 78-B:2 and is exempt from the New Hampshire real estate transfer tax.

Please Return to:
ASLPT, PO Box 2040, New London, NH 03257

Amendment of and Addition to Conservation Easement Deed

This Amendment of and Addition to a Conservation Easement Deed is made as of the date of the last signature below by and between **R.H. WEBB FOREST PRESERVE, LLC**, with a mailing address of 428 Stagecoach Road, Sunapee, New Hampshire 03782 (hereinafter referred to as the “Grantor”), the **TOWN OF SUNAPEE**, a municipal corporation with its principal office at 23 Edgemont Road, Sunapee, New Hampshire 03782 (hereinafter “Town” or the “Grantee”, as the context may require), and the **Ausbon Sargent Land Preservation Trust**, a New Hampshire Voluntary Corporation organized under the provisions of NH RSA Chapter 292, with its principal office located at 71 Pleasant Street, New London, New Hampshire (mailing address: PO Box 2040, New London, NH 03257-2040) (hereinafter referred to as “ASLPT” or the “Executory Interest Holder”), with respect to a certain parcel of land located in Sunapee, New Hampshire and being depicted as Tax Map 234, Lot 7 on a Plan entitled “Plan of Standard Property Survey, Nutting Family Trust, Sunapee NH” prepared by Pennyroyal Hill Land Surveying and Forestry, LLC, dated October 16, 2019, recorded as Plan No. 5304 at the Sullivan County Registry of Deeds (hereafter referred to as the “Plan”);

RECITALS:

WHEREAS, by Conservation Easement Deed dated September 18, 2000 and recorded October 6, 2000 at the Sullivan County Registry of Deeds at Book 1237, Page 123, the Grantor, R.H. Webb Forest Preserve, LLC granted in perpetuity to the Town of Sunapee a conservation easement for the public benefit consistent with RSA 477:45-47 (the “Conservation Easement Deed” or “Easement”), with respect to a certain parcel of land, with any improvements thereon, containing approximately 370 acres, situated in the Town of Sunapee, County of Sullivan, and State of New Hampshire, and more particularly bounded and described in Appendix A of said Conservation Easement Deed (the “Conservation Easement Property”); and

WHEREAS, the said Conservation Easement Deed, Grantor also conveyed an executory interest in the Conservation Easement to the Ausbon Sargent Land Preservation Trust; and

WHEREAS, the Grantor has since acquired an additional approximately six (6) acres adjacent to the existing Conservation Easement Property by Warranty Deed dated December 20, 2019 and recorded at the Sullivan County Registry of Deeds at Book 2092, Page 485; and

WHEREAS, the Grantor wishes to extend the existing Conservation Easement to include Tax Map 234 Lot 7 ("the Conservation Easement Property Addition") as shown on the Plan, and the Grantee and Executory Interest Holder are willing to accept such addition; and

WHEREAS, the Grantor wishes to ensure that this Conservation Easement Property Addition being added hereby and incorporated into the Conservation Easement Property shall not be subdivided or conveyed separately from said Conservation Easement Property in accordance with Section 2.B of the Conservation Easement Deed; and

WHEREAS, the entire parcel of property consisting of the original Conservation Easement Property and the Conservation Easement Property Addition (hereinafter referred to collectively as the "Property") shall not be subdivided, in accordance with Section 2.B of the Conservation Easement Deed;

NOW THEREFORE, the GRANTOR, GRANTEE, and Executory Interest Holder, each in consideration of the agreements of the other herein contained, hereby amend the said Conservation Easement Deed as follows:

- I. The Grantor, in consideration aforesaid, hereby grants in perpetuity to the Grantee, WITH WARRANTY COVENANTS, and the Grantee hereby accepts, as an addition to the Conservation Easement Property, a CONSERVATION EASEMENT on the lot described below, subject to the terms and conditions of the Conservation Easement Deed dated September 18, 2000 and recorded October 6, 2000 at the Sullivan County Registry of Deeds at Book 1237, Page 123, which terms, conditions, restrictions, obligations and provisions are fully incorporated herein by reference, and subject to the condition that the Conservation Easement Property Addition so added shall not be subdivided or separately conveyed from the Conservation Easement Property, and furthermore that the collective Property shall also not be subdivided.

The Conservation Easement Property Addition to be added to the Conservation Easement Property is shown as Tax Map 234, Lot 7 on the Plan, and is more particularly bounded and described as follows:

Beginning at an iron rod set in the ground on the Southerly edge of the right-of-way for Stagecoach Road, so-called, said point of beginning being the Northwesterly corner of land of Robert and Tanya Wilkie, and the Northeasterly corner of the tract described herein; thence South 24°53'01" West two hundred twenty-two and thirteen hundredths (222.13) feet to a stone bound; thence South 18°00'47" West four hundred eighty-nine and fifty-eight hundredths

(489.58) feet to an iron pipe set in the line of a stone wall at land of Webb Forest Preserve LLC, the previous two courses having been against said Wilkie land; thence North 78°01’52” West one hundred forty-nine and fifty hundredths (149.50) feet to a point; thence North 80°59’33” West seventy-two and twenty-five hundredths (72.25) feet to an iron rod set in a corner of stone walls at land of MacDeux Partners LLC, the previous two courses having been along a stone wall and against said land of Webb Forest Preserve LLC; thence North 25°25’32” West fifty-seven and one hundredth (57.01) feet to a point; thence North 09°55’51” West one hundred forty-four and sixty-two hundredths (144.62) feet to a point; thence North 16°59’31” West one hundred fifty-five and eighty hundredths (155.80) feet to a point; thence North 21°28’33” West two hundred seventy-one and eighty-seven hundredths (271.87) feet to an iron rod set in a drill hole at a corner of stone walls on the Southerly edge of the right-of-way for said Stagecoach Road, the previous four courses having been along a stone wall against said land of MacDeux Partners LLC; thence North 87°29’11” East six hundred fifty-seven and fifty-nine hundredths (657.59) feet along the Southerly edge of the right-of-way for said Stagecoach Road to the point of beginning; consisting of 6.11 acres or 265,970 square feet, more or less.

As Amended hereby and in all other respects said Conservation Easement Deed is reconfirmed and ratified in full force and effect.

This is not a homestead property

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____, 2020

R.H. Webb Forest Preserve, LLC

BY: _____
VAN O. WEBB
SOLE MEMBER MANAGER

STATE OF NEW HAMPSHIRE
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 2020
by VAN O. WEBB, SOLE MANAGING MEMBER OF THE R.H. WEBB FOREST PRESERVE, LLC. The identity
of the subscribing party was determined by (check box that applies and complete blank line, if
any):

My personal knowledge of the identity of said person OR
The oath or affirmation of a credible witness, _____ (name of
witness), the witness being personally known to me OR
The following identification documents: _____
(driver’s license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)

Accepted: TOWN OF SUNAPEE BOARD OF SELECTMEN this ____ day of _____, 2020

By: _____
JOSHUA TROW, Selectboard Chairman
Duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

This instrument was acknowledged before me on this ____ day of _____, 2020 by
JOSHUA TROW, Selectboard Chairman, TOWN OF SUNAPEE. The identity of the subscribing party was
determined by (check box that applies and complete blank line, if any):

- ☐ My personal knowledge of the identity of said person OR
- ☐ The oath or affirmation of a credible witness, _____ (name of witness), the
witness being personally known to me OR
- ☐ The following identification documents: _____ (driver's
license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)

Accepted: TOWN OF SUNAPEE CONSERVATION COMMISSION this ____ day of _____, 2020

By: _____
Timothy Fleury, its Chair
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

This instrument was acknowledged before me on this ____ day of _____, 2020 by TIMOTHY FLEURY, CHAIR, SUNAPEE CONSERVATION COMMISSION. The identity of the subscribing party was determined by (check box that applies and complete blank line, if any):

- ☐ My personal knowledge of the identity of said person OR
- ☐ The oath or affirmation of a credible witness, _____ (name of witness), the witness being personally known to me OR
- ☐ The following identification documents: _____ (driver’s license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)

Executed and Accepted: THE AUSBON SARGENT LAND PRESERVATION TRUST this ____ day of _____, 2020.

By: _____
FRANCES HARRIS

Its Chairman, Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

This instrument was acknowledged before me on this ____ day of _____, 2020
by **FRANCES HARRIS**, Chairman, The Ausbon Sargent Land Preservation Trust, a New Hampshire
Voluntary Corporation. The identity of the subscribing party was determined by (check box that
applies and complete blank line, if any):

My personal knowledge of the identity of said person OR

The oath or affirmation of a credible witness, _____ (name of
witness), the witness being personally known to me OR

The following identification documents: _____
(driver’s license, passport, other).

Notary Public/Justice of the Peace
My Commission expires: _____
(Notary Seal)



PAVING PROPOSAL
Highway Garage & Transfer Station

March 25, 2020
Recorded 02/18/2020

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

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

We hereby propose to furnish the materials and perform the labor necessary for the completion of:
Project –Town of Boscawen – Town Garage & Transfer Station

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

- Cold plane around existing building, from face of doors x 15' wide
Cost: \$ 6.00 -per sy x 525-sy = \$3,150.00
- Asphalt emulsion – tack coat
Cost: \$ 0.20 -per sy x 5,000-sy = \$1,000.00
- Supply and install machine pave hot bituminous concrete overlay at 1 ½"-in compacted (approx 425-tons)
Cost: \$ 81.00 -per ton x 425-tons = \$34,425.00

For a Total Estimated Cost of: \$38,575.00

- Add/Alternate #1 (Area 'A')
 - Supply and install machine pave hot bituminous concrete at 3.0 "-in compacted (approx 395-tons)
Cost: \$ 81.00 -per ton x 395-tons = \$31,995.00
- Add/Alternate #2 (Area 'B')
 - Supply and install machine pave hot bituminous concrete at 3.0 "-in compacted (approx 190-tons)
Cost: \$ 81.00 -per ton x 190-tons = \$15,390.00

Transfer Station (2,300 sf total. x 1 ½"-in wearing course):

- Trim asphalt joints for overlay
Cost: \$ 1,600.00 -per ls x 1-ls = \$1,600.00
- Asphalt emulsion – tack coat
Cost: \$ 0.20 -per sy x 2,300-sy = \$460.00
- Supply and install machine pave hot bituminous concrete overlay at 1 ½"-in compacted (approx 200-tons)
Cost: \$ 85.00 -per ton x 200-tons = \$17,000.00

For a Total Estimated Cost of: \$19,060.00

Exclusions & Qualifications:

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

2020 -ROADWAYS TO BE RECONSTRUCTED, REHABILITATED OR RESURFACED

ROAD NAME	ROAD SURFACE & LENGTH (ft)		AVERAGE ROADWAY WIDTH (ft)	AVERAGE DAILY TRAFFIC COUNT (ADT)	EXISTING ROADWAY CONDITION (BASED ON 2013 VISUAL OBSERVATION)	DATE OF LAST OVERLAY OR REPAIR	RECOMMENDED REPAIR	RECOMMENDED REPAIR SCHEDULE	10-YEAR SCHEDULED REHABILITATION OR RESURFACING	CONSTRUCTION MATERIAL QUANTITIES REQUIRED FOR RESURFACING OR REHABILITATION				10-YEAR REHABILITATION OR RESURFACING TOTAL ESTIMATED COST PER ROADWAY
	PAVED	GRAVEL								SQUARE YARDS GRINDING ASPHALT	SQUARE YARDS ASPHALT EMULSION	TONS ASPHALT	TONS SHOULDER GRAVEL	
Winn Hill Rd (Value engineered to decrease construction costs)	1380	2000	21		Poor	2002/2006	Grind, Modify Elevation, Reconstruct Drainage & Repave 3"	2017 to 2021	2020	7,000.0	3,500.0	660.0	100.0	\$314,081.00
Chase Street	1300		22		Fair	Unknown	1" Overlay	2019	2019		3,177.8	199.2	43.3	\$15,622.82
Fieldstone Dr	1620		22		Fair/Good	Unknown	1" Overlay	2020	2020		3,960.0	248.3	54.0	\$19,468.44
River Road	900		34		Fair/Good	2007	1" Overlay	2016	2019		3,400.0	213.2	30.0	\$16,322.60
Youngs Hill Road	7500		21		Fair/Poor	2006	Grind in 2020, Repave 3" in 2021	2021	2020	17,500.0	0.0	0.0	0.0	\$21,875.00
TOTAL QUANTITIES OF CONSTRUCTION MATERIALS										24,500.0	14,037.8	1,320.7	227.3	

ESTIMATED COST FOR ROADWAY IMPROVEMENTS IN 2020

\$387,369.86 \$48,421.18

2021 -ROADWAYS TO BE RECONSTRUCTED, REHABILITATED OR RESURFACED

ROAD NAME	ROAD SURFACE & LENGTH (ft)		AVERAGE ROADWAY WIDTH (ft)	AVERAGE DAILY TRAFFIC COUNT (ADT)	EXISTING ROADWAY CONDITION (BASED ON 2013 VISUAL OBSERVATION)	DATE OF LAST OVERLAY OR REPAIR	RECOMMENDED REPAIR	RECOMMENDED REPAIR SCHEDULE	10-YEAR SCHEDULED REHABILITATION OR RESURFACING	CONSTRUCTION MATERIAL QUANTITIES REQUIRED FOR RESURFACING OR REHABILITATION				10-YEAR REHABILITATION OR RESURFACING TOTAL ESTIMATED COST PER ROADWAY
	PAVED	GRAVEL								SQUARE YARDS GRINDING ASPHALT	SQUARE YARDS ASPHALT EMULSION	TONS ASPHALT	TONS SHOULDER GRAVEL	
Dowd Ln	1200		22		Fair/Good	Unknown	1.5" Thickened Overlay	2027	2022		2,933.3	267.5	40.0	\$20,393.45
Lake Ave GM	3000		22		Fair/Poor	2001	Grind & Repave 3"	2016	2021	7,333.3	7,333.3	1,295.8	100.0	\$104,322.44
Orchard Circle	300		20		Fair/Good	Unknown	1.5" Thickened Overlay	2028	2024		666.7	60.8	10.0	\$4,656.69
Pine Ridge Road	400	3200	22		Fair	2006	1" Overlay	2021	2024		977.8	61.3	13.3	\$4,834.61
Sargent Rd	2000	2000	22		Good	2012	1" Overlay	2027	2021		4,888.9	306.5	66.7	\$24,173.05
Youngs Hill Road			22		Grinded	2006	Repave 3" in 2021	2021	2020	0.0	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL QUANTITIES OF CONSTRUCTION MATERIALS										7,333.3	#VALUE!	#VALUE!	#VALUE!	

ESTIMATED COST FOR ROADWAY IMPROVEMENTS IN 2021

#VALUE! \$49,223.20

Print Date: 05/19/2020 11:38

VISION

Property Location: 59 HAMEL RD
Vision ID: 2066

Account # 2853

MAP ID: 0147/ 0033/ 0001 /
Bldg #: 1 of 1

Bldg Name:
Sec #: 1 of 1 Card 1 of 1

State Use: 1031
Print Date: 05/19/2020 11:39

CURRENT OWNER				TOPO.		UTILITIES		STRT./ROAD		LOCATION		CURRENT ASSESSMENT				2413 SUNAPEE, NH VISION						
GUIMOND, HERBERT & KANE, BONNIE 6723 S 91ST EAST AVE TULSA, OK 74133 Additional Owners:				4	Rolling	5	Well	1	Paved	3	Rural	Description	Code	Appraised Value	Assessed Value							
						6	Septic					RESIDNTL	1031	12,500	12,500							
				SUPPLEMENTAL DATA																		
Other ID: 0147-0033-0001 SEPTIC APPR UTILITY DES PERMITS Routing # 3124 SUBDIVISION GIS ID: 0147-0033-0001				PF LAKE FRON LOT DEPTH MULTIPLE				ASSOC PID#		Total		12,500	12,500									
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		q/u	w/	SALE PRICE V.C.		PREVIOUS ASSESSMENTS (HISTORY)										
GUIMOND, HERBERT & KANE, BONNIE				760/ 275		05/18/1984						Yr.	Code	Assessed Value	Yr.	Code	Assessed Value					
												2020	1031	12,500	2019	1031	12,500	2018	1031	12,500		
												Total:		12,500	Total:		12,500	Total:		12,500		
EXEMPTIONS				OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor														
Year	Type	Description		Amount	Code	Description	Number	Amount	Comm. Int.													
Total:										APPRAISED VALUE SUMMARY												
ASSESSING NEIGHBORHOOD																						
NBHD/ SUB		NBHD Name		Street Index Name		Tracing		Batch														
0001/A																						
NOTES																						
MOBILE HOME ONLY - NO LAND																						
										Appraised Bldg. Value (Card) 12,500												
										Appraised XF (B) Value (Bldg) 0												
										Appraised OB (L) Value (Bldg) 0												
										Appraised Land Value (Bldg) 0												
										Special Land Value 0												
										Total Appraised Parcel Value 12,500												
										Valuation Method: C												
										Adjustment: 0												
										Net Total Appraised Parcel Value 12,500												
BUILDING PERMIT RECORD										VISIT/ CHANGE HISTORY												
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result								
									09/18/2015			NB	FR	IN FIELD REVIEW								
									03/24/2015			MP	AC	ADMIN DATA ENTRY								
									11/18/2014			MP	AC	ADMIN DATA ENTRY								
									02/22/2013			EO	M	MEASURE								
									05/31/2007			KM	AC	ADMIN DATA ENTRY								
LAND LINE VALUATION SECTION																						
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	S Adj Fact	Adj. Unit Price	Land Value			
1	1031	MH NO LAND	RR				0	SF	0.00	1.0000	5	1.0000	1.00	0.00				.00	0.00	0		
Total Card Land Units: 0.00 AC																	Parcel Total Land Area: 0 AC			Total Land Value: 0		



Report of Appropriations Actually Voted

Sunapee

For the period beginning January 1, 2020 and ending December 31, 2020

Form Due Date: 20 Days after the Annual Meeting

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations As Voted
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0
Health			
4411	Administration	17	\$5,323
4414	Pest Control	17	\$500
4415-4419	Health Agencies, Hospitals, and Other	17	\$15,176
Health Subtotal			\$20,999
Welfare			
4441-4442	Administration and Direct Assistance	17	\$42,354
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other		\$0
Welfare Subtotal			\$42,354
Culture and Recreation			
4520-4529	Parks and Recreation	17	\$164,297
4550-4559	Library	17,31	\$439,402
4583	Patriotic Purposes	17	\$200
4589	Other Culture and Recreation	17	\$5,000
Culture and Recreation Subtotal			\$608,899
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	17	\$3,775
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development		\$0
Conservation and Development Subtotal			\$3,775

Seasonal - Elected-Non-Classified

Assistant Beach Manager/WSI		\$12.00 - \$15.00
Beach Manager		\$15.00 - \$18.00
Beach Staff - Attendant	6	\$8.50 - \$9.50
Boof Camp Instructor		\$15.01
Cemetery Laborer		\$12.50
Crossing Guard		\$12.50
Fire Chief Annual Stipend		\$15,000.00
Fireman		\$10.00
Information Booth Attendant I	2	\$13.99
Information Booth Attendant II	1	\$14.50
Library Intern		\$13.03
Lifeguards	6	\$10.50
Senior Lifeguards		\$11.00
Recreation Baseball/Softball Umpire		\$35.00
Recreation Basketball Umpires		\$25.00
Recreation Instructor		\$30.00
Recreation Scorekeepers		\$9.00
Recreation Soccer Referee		\$25.00
Skate Attendant		\$12.00
Summer Custodian		\$14.61
Summer TS Attendant		\$14.61
Senior TS Attendant		\$14.97
Seasonal Water & Sewer Laborer		\$14.61
Trust Fund Secretary		\$24.86
Youth Sailing Instructor		\$12.50 - \$14.00
Plow Driver I (no CDL)		\$22.50
Senior Plow Driver I (no CDL)		\$23.50
Plow Driver II (CDL License)		\$24.50
Senior Plow Driver II (CDL License)		\$25.50
Interim Assistant TCTC		\$16.00-\$20.00
Health Officer Stipend Annual		\$250.00

Elected

Ballot Clerk	4	\$9.75
Deputy Treasurer		\$145.06
Moderator		\$176.24
Selectmen	4	\$3,508.92
Selectmen Chair		\$3,692.94
Supervisor of the Checklist	3	\$10.00
Treasurer		\$3,692.94

Proposed

Fire Department

Fire Chief		\$15,000.00
Assistant Chief		\$19.00
Captain	2	\$18.00
Lieutenant	4	\$17.00
Firefighter		\$11.00
Firefighter 1		\$12.00
Firefighter 2		\$13.00
EMR		\$12.00
EMT		\$13.00
AEMT		\$14.00
PEMT		\$15.00
EMR + Firefighter 1		\$13.00
EMR + Firefighter 2		\$14.00
EMT + Firefighter 1		\$14.00
EMT + Firefighter 2		\$15.00
A-EMT + Firefighter 1		\$15.00
A-EMT + Firefighter 2		\$16.00
P-EMT + Firefighter 1		\$16.00
P-EMT + Firefighter 2		\$17.00
Training Officer		\$16.00
Photographer		\$11.00



Stay at Home 2.0

UNIVERSAL GUIDELINES

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



- b. The screener should ask the following questions:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Have you had a fever or felt feverish in the last 72 hours?
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv. Are you experiencing any new muscle aches or chills?
 - v. Have you experienced any new change in your sense of taste or smell?
- c. Document the temperature of all employees daily before their shift:
 - i. Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
 - ii. If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.0 degrees Fahrenheit.

3. Employers must handle employee(s) who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever) as follows:

- a. Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.
- b. Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.

4. Employers must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:

- a. Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.

5. Implement workplace cleaning and disinfection practices: These practices should [follow CDC guidelines](#) with regular sanitation of high-moderate touch surfaces at least every two hours. Employers must develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks.



STAY AT HOME 2.0

UNIVERSAL GUIDELINES

and the policy should be posted for confirmation.

- 11. Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace:** Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees must comply with the following guidelines:

- 1. Stay home when feeling ill:** Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.
- 3. Increase hygiene practices, including:**
 - a. Wash hands and use hand sanitizer frequently
 - b. Avoid touching the face, eyes or mouth
 - c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
- 4. Wear a cloth face covering:** While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on [use of cloth face coverings](#). Medical-grade masks should be reserved for healthcare workers or first responders.
- 5. Practice social distancing:** To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more





Stay at Home 2.0

RETAIL

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



6. Provide regular updates and training for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines.
7. Require all employees to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.
8. Staff must be screened (questioned about) for symptoms of COVID-19 before each shift. Staff with any symptoms must not be allowed to work.
9. Staff should be instructed to maintain a distance of at least 6 feet from others (staff and customers) at all times. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for a safe social distancing of at least 6 feet whenever possible.
10. Restrict interaction between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.

Consumer Protection:

1. Develop a process for limiting the number of customers inside a store at a given time, excluding employees and representatives of third-party delivery companies, to 50 percent or less of store occupancy based on New Hampshire's Building and Fire Code.
2. Ensure any waiting line outside the store has demarcations spacing customers at least 6 feet apart.
3. Customers should wear cloth face coverings at all times when inside the store. Signage and staff should request this before customers enter the store.
4. Consider dedicated shopping hours or appointment times for the elderly and medically vulnerable persons.
5. If feasible and reasonable, establish one-way aisles and traffic patterns for social distancing.
6. Where appropriate and possible, implement pay-ahead and curbside pickup and/or delivery service options to minimize contact and maintain social distancing.
7. Assign dedicated staff (i.e. a safety officer) to monitor social distancing and compliance with protective actions, and to prompt customers and other staff about the importance of social distancing, hand hygiene, and use of cloth face coverings.
8. Add social distancing reminder signage, personal and floor stickers in key areas in the store (e.g. check-out counters)
9. Offer self-checkout and/or self-bagging options when possible





Sunapee Police Department



David P. Cahill
Chief of Police

P.O. Box 91
Sunapee, New Hampshire 03782
Telephone 603-763-5555
Fax 603-763-4771

Board of Selectmen
Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782

June 12, 2020

Dear Board,

In light of the events taking place around the country and questions of policing I thought I would advise the board on the status of the Sunapee Police Department.

First off let me say that every member of the Sunapee Police Department is just as appalled and disappointed as everyone else on the handling of George Floyd in Minneapolis. As your police Chief I not only condemn the actions of former Officer Derek Chauvin, but I am also concerned about the lack of interaction of the three Minneapolis Police Officers, who did not intervene.

Every year in the Town report I have written and emphasized the importance of training within the Sunapee Police Department. I pride myself on the training concepts and delivery of training within such a small organization. We have our "use of Force" policy on video so we can view it throughout the year in a roll call training concept utilizing today's technology. Our use of force deployment is based on the "force continuum" model. The force continuum model covers the use of non-deadly force and deadly force as each officer carries those weapons and could discharge them during his/her duties. The force continuum model is supported by the state law that allows the use of non-deadly/deadly force.

Our policy is clear when the use of a deadly/non-deadly is used by a member of this department that an administrative review of the facts and circumstances are done to ensure the force used was justified under the state law and department policy. As I have reported to you in the past our field training model for new police officers is 16 weeks long which is above and beyond the 16 weeks at the Police Academy. During that time the new officer is trained in many aspects of law enforcement to include testing on weekly law enforcement modules and department policy and procedure.

The foundation of every successful police agency across this country is based on models of professionalism, good moral conduct and quality principles of training and the Sunapee Police Department is no different.

The members of the Sunapee Police department strive each and every day to administer the highest level of professionalism as we perform our work within our community. What works in Sunapee may not work in other Towns so we consider our service just as unique as our community.

The tragic events that occurred in Minneapolis certainly have caused us to review the current policing and training models that we currently use to ensure the delivery of our service is the highest degree of professionalism and striving to treat every citizen with respect and dignity. Each Officer when hired is given our "Police Manual" which is the departments set of rules and policies in which they are expected to adhere to during their employment with the Town of Sunapee.

As you know in 2019 the Sunapee police offered a survey for all visitors and citizens to consider and submit a response. The survey showed a large support for police department and showed that the Sunapee Police regularly communicates with the citizens and works with citizens and businesses to solve problems. The survey also showed an overwhelming percentage of citizens feel safe in and outside of their homes.

I recognize we are not perfect but we spend a lot time and effort doing the best job we can do as we work with our community, law enforcement partners and NH Legislature administering our duties.

I have attached two pages from our police manual one is the code of ethics and the other is the Mission Statement of the Sunapee Police Department.

Thank you for your time and consideration. I am available anytime for questions or comments

Respectfully,

A handwritten signature in black ink, appearing to read "David P. Cahill". The signature is fluid and cursive, with the first name "David" being the most prominent.

David P. Cahill
Chief of Police



David P. Cahill
Chief of Police

Sunapee Police Department

P.O. Box 91
Sunapee, New Hampshire 03782
Telephone 603-763-5555
Fax 603-763-4771



Law Enforcement Code of Ethics

"As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality, and justice."

"I will keep my private life unsullied as an example to all; maintain courage in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that which is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of duty."

"I will never act officiously or permit personal feelings, prejudice, animosities, or friendships to influence my decisions with no compromise for crime and with relentless prosecution of criminals. I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities."

"I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession – law enforcement."

Sources: IACP, Law Enforcement Code of Ethics



David P. Cahill
Chief of Police

Sunapee Police Department

P.O. Box 91
Sunapee, New Hampshire 03782
Telephone 603-763-5555
Fax 603-763-4771



MISSION STATEMENT

"The mission of the Sunapee Police Department is to protect life and property, preserve the peace, enforce town Ordinances and State Laws, and to resolve concerns fairly and impartially in a manner that is consistent with the quality of life in our community."

Donna Nashawaty

From: David Cahill <david.cahill@sunapeepd.com>
Sent: Friday, June 12, 2020 10:14 AM
To: Donna Nashawaty
Cc: david.cahill@sunapeepd.com
Subject: Sunapee Boat Ramps

Donna, I am writing to update you on how the spring is going as it pertains to the use of boat ramps. First off in February 2020 I met with all of the Barge companies and established a line of communication by way of my cell phone number and email. I believe all of the barge/boat companies have filed the required permits for the use of the ramp for the season and most have filed their insurance policies naming the Town of Sunapee in the event of damages. So far I have found ALL of the companies using the ramps in Sunapee and Georges Mills to be communicating and working around the busy hours so as to limit congestion and space issues. There may be times when the barges need to be there during busy times but they are few and far between and all parties have been cooperative.

I believe in past years the lines of communication have existed and the barge/boat companies have all done a good job with communicating but I feel since my meeting in February those lines of communication have improved.

At this point I have no complaints and we all are working well together and I would like to thank the barge/boat companies for being professional and thoughtful when using the ramps.

We are now entering the real busy part of the year and will be happy to report back in a couple months but my feeling is this will not be an issue.

Thank you
D. Cahill

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“Success through Team work”