

SUNAPEE BOARD OF SELECTMEN  
MEETING

6:30PM Town Office Meeting Room  
Monday, September 21, 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: 0145-0032-0000 Edgemont Road, Russell & Pamela Price**

**Parcel ID: 0210-0056-0000 61 Keyes Road, Eric S Thompson**

**Parcel ID: 0133-0051-0019 10B Indian Cave Landing, Judith & Michael Doherty**

**Parcel ID: 0124-0016-0000 133 Ryder Corner Road, Daniel G & Melissa D Hayward  
BY Selectman Gallup, seconded by Selectman Hastings Unanimous.**

APPOINTMENTS

7:00PM-Scott Hazelton

-Fuel (Oil/Propane) Contract

Scott Hazelton said the Fuel Contract was bid out 2 years ago and Dead River won the bid. Since Irving Oil Company had been the town's existing supplier, the town had to change the tanks out at 4 different locations. This was a joint venture with the school to get a better rate. This year Scott Hazelton would like to negotiate with the existing supplier, Dead River for services, so the town does not have to go through the expense of changing out the tanks again. The Board had no objection to Scott Hazelton's request.

- Compost agreement

Scott Hazelton ran the Compost Agreement by the Town Council, who said it looked good but to run it by the insurance company. The agreement was sent to Primex this morning.

- Bradford/Paradise Road Update

Scott Hazelton does not have an update because the Newport Police Chief was out of the office. He will get back to the Board when he has an update.

- Preliminary Discussion: Procurement Options

Scott Hazelton handed out an article from the New Hampshire Local Government Center regarding developing a purchasing policy, which is attached. Scott Hazelton wanted to start the discussion with the Board about a purchasing policy. Scott Hazelton would like to move forward with a purchasing policy for the projects he would oversee. Scott Hazelton has put together a draft that is being reviewed by the Town Manager and Finance Director.

-Lake Avenue Dust Complain

Chairman Trow received an email from a Lake Avenue resident about a concern related to the health and safety risks caused by the way the roads are now treated in the winter. The resident is complaining about the dust caused by the sand mixture that is used by the Highway Department.

The resident stated that once the mixture dries it causes a lot of dust which contains mica. Scott Hazelton discussed the sand mixture he uses to treat the roads with the Board. He also stated that the town does not have their own sweeper anymore but when they did, they could sweep the road as soon as it dries. During this budget season Scott Hazelton will discuss adding the sweeper to his Capital Reserve Plan. Scott Hazelton said it is important to him that dust borne matter is a concern to him and he sees that they get out there as quickly as they can to clean it up. The entire email is attached.

#### SELECTMEN ACTION

- Abbott Library Update

Donna Nashawaty handed out a memo from the Abbott Library Trustees in response to the library questions that Selectman Augustine raised at the September 14<sup>th</sup> Board of Selectmen's meeting. The memo outlines the services that are being offered at the Library and is attached.

- COVID-19 Policy Update

Donna Nashawaty reviewed the update COVID-19 policy with the Board. There is a change to the Temporary Leave Time Policy related to the guidelines for travel. The change is that the policy follows the State of NH guidelines, so the Board does not have to readopt the policy after every change. Donna Nashawaty would like the Board to readopt the Temporary Leave Time Policy. **Motion to adopt the edited Temporary Leave Time Policy by Selectman Gallup seconded by Selectman Hastings.**

**Unanimous.**

- Timber Tax for Sale on Ledge Pond

Donna Nashawaty received an email (attached) from Van Webb, Conservation Commission regarding a timber sale on a Ledge Pond lot. Van Webb wondered if it was possible for the Board of Selectmen to waive the timber tax that would be due on the harvested volumes so they could increase the revenues for the Town Forest Fund. After some discussion, the Board agreed to abating the timber tax. The process does not happen till cut is complete and abatement form is presented.

#### CHAIRMAN'S REPORT

- Chairman Trow wanted to remind everyone that voting was Tuesday, November 3<sup>rd</sup>. The all-day budget session is Friday, November 6<sup>th</sup>. Donna Nashawaty is working on the details of the meeting. Selectman Augustine asked if the Town would be celebrating Veterans Day on Wednesday, November 11<sup>th</sup>, Donna Nashawaty replied yes, it is November 11<sup>th</sup>.

Items Selectman Augustine requested:

- Update on COVID-19 cases in Sunapee and nearby towns

Selectman Augustine updated the Board on the COVID-19 cases in the area per WMUR.

- Unemployment rate in the Sunapee area

Selectman Augustine gave the unemployment numbers for Sunapee according to the NH Employment Security website.

- Proposal for employee retirement advance notification incentive program

Selectman Augustine presented to the Board a proposal for an employee retirement advance notification incentive program.

Before they get into the nuts and bolts of the proposal Selectman Augustine asked if it was even worth talking about the proposed program. Chairman Trow replied that he really does not have a strong preference because no other town is doing it but knows there is nothing wrong with changing it. Selectman Augustine looked across the Organization Chart and he does not know the details of other towns but feels the Town of Sunapee is very senior experience heavy. Selectman Augustine feels that most of the department leaders are closer to retirement than the start of their career. He feels it is challenging to find multiple people for positions that will need to be filled at the same time. Selectman Augustine asked what the process has been for replacing someone who is retiring. Donna Nashawaty replied that she would use Tony Bergeron as an example, but before Tony suffered his heart attack there was discussion about hiring an Assistant Highway Director for the 6 months prior to his retirement. In today's world Donna Nashawaty said retirement does not mean quite the same thing.

You can not have mandatory retirement processes.

Someone might state that they will be retiring at the end of the year, but until it is put in writing, they could change their mind and stay. Donna Nashawaty does not think Selectman Augustine retirement incentive proposal is legal, because she does not think you can categorize certain people for a retirement program. After some discussion, Chairman Trow asked the Town Manager to investigate the legalities of this proposal and bring back her findings at a future BOS meeting.

- Advisory Budget Committee (ABC) membership status and meeting schedule

Selectman Augustine said that the Town is going into budget season and wondered if the 5 citizen members are still interested in participating on the ABC Committee.

- Capital Improvements Program Committee (CIPC) membership status and meeting schedule

Selectman Augustine noticed that the website is not updated. He wanted to know who was on the CIP Committee and what was their meeting schedule.

- Town employee job openings

Selectman Augustine saw the job openings for the Highway Department on the website, but wondered why the Library Aid position, that was approved by the BOS at the last meeting that was not posted on the website. Chairman Trow replied that maybe the position was not ready to be filled or the Library Director already had someone in mind for the position. Selectman Augustine had questions regarding the GOFFER expenses and how they would affect the town budget, outside of the budget line items.

- Triathlon

Selectman Gallup asked if the group that held the triathlon this weekend had submitted a Use of Facilities form for the event. Donna Nashawaty said the event did not start in our Town so a Use of Facilities form was not submitted but an invoice would be submitted for the police detail.

#### TOWN MANAGER REPORTS

- November 6<sup>th</sup>-Hold the date for Budget Meeting

Meeting Adjourned 9:00PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, September 21, 2020

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

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2. APPOINTMENTS

7:00PM-Scott Hazelton -Fuel (Oil/Propane) Contract

- Compost agreement
- Bradford/Paradise Road Update
- Preliminary Discussion: Procurement Options

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

5. CHAIRMAN'S REPORT

Items Selectman Augustine requested:

- Update on COVID-19 cases in Sunapee and nearby towns
- Unemployment rate in the Sunapee area
- Proposal for employee retirement advance notification incentive program
- Advisory Budget Committee (ABC) membership status and meeting schedule
- Capital Improvements Program Committee (CIPC) membership status and meeting schedule
- Town employee job openings

6. TOWN MANAGER REPORTS

- November 6-Hold the date for Budget Meeting

7. UPCOMING MEETINGS:

09/24-6:00AM-Highway Safety Committee, Safety Services Building

09/24-5:30PM-Water & Sewer Commission, Town Meeting Room

10/01-7:00PM-Zoning Meeting, Town Meeting Room

10/05-6:30PM-Board of Selectmen, Town Meeting Room

To: Town of Sunapee Board of Selectmen  
From: Abbott Library Board of Trustees  
Re: Library Status in the time of COVID-19  
Date: September 18, 2020

In response to the questions raised at the September 14, 2020 Board of Selectmen's meeting, the Abbott Library Trustees would like to share the following:

- On March 15, 2020, in accordance with the New Hampshire Governor's declaration of a State of Emergency and his announcement that schools would transition to remote instruction, the Abbott Library Board of Trustees determined that March 17, 2020 would be the last day the library building would be open to the public.
- On June 18, 2020, the Abbott Library Trustees adopted the COVID-19 Pandemic Policy (attached).
- In order to re-open to the public, extensive research as well as a review of the Governor's Guidelines for Libraries, professional library studies and consultation with other libraries in the State of New Hampshire was conducted. The Abbott Library adopted many new and modified operational procedures **with the safety of the library staff, patrons and community at the forefront**. On June 23, 2020, the library and re-opened its building to the public.

The current status of the library is as follows:

- The library is currently open to the public on **Mondays 9-11 and 1-3, Tuesdays 1-3 and 5-7 and Saturdays 9-11 and 1-3**.
- During these hours, **people may enter the library, without an appointment**, to freely browse the collection and use the public computers. We are also offering a curbside pick-up option for patrons who prefer not to enter the building.
- All furniture has been removed from public areas to discourage congregating and to adhere to social distancing guidelines.
- In accordance with the New Hampshire Governor's Safer at Home Universal Guidelines, **the library cleans and disinfects "frequently touched surfaces every two hours."** During this cleaning process, the library is closed.
- In accordance with the Abbott Library COVID-19 Pandemic Policy, **returned library items are quarantined** before being handled by the library staff for check-in.
- In accordance with the Abbott Library COVID-19 Pandemic Policy, **all persons entering the library are required to wear a mask and wash their hands**.

A survey of other libraries in the area reveals the following:

- During the Stay-at-Home order, the Abbott Library was the only library in the state to **partner with its public school district** to offer the home delivery of library items.
- Abbott Library's COVID-19 Pandemic Policy was posted on the NH Library Association's website as an example for other state libraries to consider.
- Richards Free Library and Newbury Public Library are offering curbside pick-up and are open for limited hours by appointment only.
- New London, Grantham, Enfield, Lyme, Lebanon and Hanover are offering curbside pick-up. These library buildings remain closed to the public with no stated target date to open.

The Abbott Library Board of Trustees remains committed to the continued pursuit of innovative solutions in this challenging time that balance the following factors:

- The **health and safety** of our community and our staff;
- **Compliance with all guidelines** from the CDC, the NH Governor's Office and NH Department of Health and Human Services;
- The **financial costs** of this compliance; and
- The **best possible service to our community**.

Thank you for your time and attention to this report and thank you for your continued support of the Abbott Library in these unprecedented times.

Abbott Library COVID-19 Pandemic Policy Phases of Service

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>Building</b>	closed to public	= closed to public	+/- open very limited hours	+/- open hours may increase	+/- return to regularly scheduled open hours
		+/-	+/- reduced occupancy in accordance with requirements for physical distancing and guidelines issued by the NH Governor	= reduced occupancy in accordance with requirements for physical distancing and guidelines issued by the NH Governor	+/- occupancy limited by building code only
		+/-	+/- cleaning of surfaces in accordance with guidance issued by NHDHHS, CDC and NH Governor's Emergency Orders	= cleaning of surfaces in accordance with guidance issued by NHDHHS, CDC and NH Governor's Emergency Orders	+/- cleaning will take place as previously scheduled (Wednesday, Saturday and Sunday)
		+/-	+/- meeting rooms are not available for reservation by the community	+/- meeting rooms may be available for use by public by reservation for community groups of 12 or fewer	+/- meeting rooms made available for use and reservation in accordance with library Meeting Room use policy
		+/-	+/- patrons will follow guidelines for physical distancing as outlined in the retail and food service industries	= patrons will follow guidelines for physical distancing as outlined in the retail and food service industries	+/-
<b>Staff</b>	work from home for the number of hours they are usually scheduled to work	= work from home for the number of hours they are usually scheduled to work	+/- work a combination of scheduled hours at the library and from home for a total of the hours they are regularly scheduled for	+/- work a combination of scheduled hours at the library and from home for a total of the hours they are regularly scheduled for	+/- will work regularly scheduled hours in the library
	only Director and Assistant Director to enter building on an as needed basis	+/- all staff may enter building on a scheduled and limited basis to perform duties that cannot be done from home	+/- will follow guidelines for screening, face coverings and physical distancing in accordance with guidance issued by NHDHHS, CDC and NH Governor's Emergency Orders	= will follow guidelines for screening, face coverings and physical distancing in accordance with guidance issued by NHDHHS, CDC and NH Governor's Emergency Orders	+/- may continue to wear face coverings
<b>Furniture/Surfaces</b>	determine if a "deep clean" by a professional cleaning company is needed	+/- clean used areas as needed	+/- soft furniture removed from public areas	= soft furniture removed from public areas	+/- all furniture may be returned to the public spaces of the library
	clean used areas as needed	+/- staff to be assigned temporary, individual work areas	+/- tables and chairs removed from public areas	= remove tables and chairs from public areas	+/-
			+/- surfaces to be cleaned in accordance with guidance issued by NHDHHS, CDC and NH Governor's Emergency Orders	= surfaces to be cleaned in accordance with guidance issued by NHDHHS, CDC and NH Governor's Emergency Orders	regularly scheduled cleaning resumes (Wednesdays, Saturdays and Sundays)
<b>Materials Handling</b>	book drop is made inaccessible	+/- allow materials to be returned in accordance with guidance issued by NHDHHS, CDC, NH Governor's Emergency Orders and professional studies	+/- allow materials to be returned in accordance with guidance issued by NHDHHS, CDC, NH Governor's Emergency Orders and professional studies	= allow materials to be returned in accordance with guidance issued by NHDHHS, CDC, NH Governor's Emergency Orders and professional studies	+/- materials can be handled immediately upon return
	patrons are directed to keep material at home	+/-	=	=	=
	staff will handle returned materials as little as possible and in accordance with guidance issued by NHDHHS, CDC and NH Governor's Emergency Orders	+/-	=	=	=
	digital services will be offered	= digital services will be offered	= digital services will be offered	= digital services will be offered	= digital services will be offered
<b>Circulation</b>		+/- home delivery will be offered if a suitable delivery method that is in accordance with NH Governor's Emergency Orders is available	= home delivery will be offered if a suitable delivery method that is in accordance with NH Governor's Emergency Orders	= home delivery will be offered if a suitable delivery method that is in accordance with NH Governor's Emergency Orders	+/- delivery and curbside pick-up are suspended
		+/-	+/- curbside pick-up may be offered	= curbside pick-up may be offered	



Abbott Library COVID-19 Pandemic Policy Phases of Service

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>Ordering and Processing</b>	Ordering may be suspended or severely curtailed processing will not take place	= +/-	+/- +/-	Ordering may be reduced processing may be done at home or in the library, if time allows	+/- +/-
<b>Programs</b>	*on-line, digital or remote programs only	=	+/-	*on-line, digital or remote programs	+/-
			+/-	*in-library, in-person events that adhere to all guidelines about surfaces, face coverings, number of people in attendance and physical distancing issued by NHDHHS, CDC and NH Governor's Emergency Orders may occur	+/-
<b>Internet &amp; Public Computer Access</b>	*wifi will be available on a secured and unsecured network *no access to public computers, copier, FAX or scanner	=	=	*wifi will be available on a secured and unsecured network *reduced number of public computers will be made available and time on computers may be limited	=
			+/-	*length of public computer use will be limited to 30 minutes per session, per user	+/-
			+/-	*copier, FAX and scanner will be made available for use	=
<b>Technology Help</b>	*offered via phone, email or teleconference	=	=	*offered via phone, email or teleconference	=
			+/-	*will be offered in the library by appointment only	=
<b>Community Outreach</b>	*phone calls, emails, e-newsletter, social media platforms and other digital means of communication *Director to participate in relevant committees, meetings and partnerships	=	=	*phone calls, emails, e-newsletter, social media platforms and other digital means of communication *Director to participate in relevant committees, meetings and partnerships	=
			+/-	*consideration of additional staff participation in committees, meeting and partnerships will be made on a case-by-case basis	+/-
<b>Shared Materials in the Library</b>	*building is closed to the public	=	+/-	*staff will be issued personal caddies of office supplies	+/-
			+/-	*no shared materials such as Legos, puzzles, stuffed animals, etc. will be made available	+/-
			+/-	*signage will ask that patrons not re-shelve materials they have handled	+/-
			+/-	*shared materials among the staff may return but staff may continue to use personal caddies	+/-
			+/-	*shared materials for patrons will be available for use in the library	+/-

+/- denotes change in service  
= denotes service stays the same



## **COVID-19 Pandemic Policy**

*Abbott Library, Sunapee, NH*

### **INTRODUCTION**

On March 15, 2020, the Abbott Library Board of Trustees made the difficult decision to close the library building to the public. On March 23, 2020, out of an abundance of caution, curbside pick-up was suspended. On April 15, 2020 thanks to the Sunapee School District, we were able to begin delivery of library items to patrons' homes in Sunapee. All of these steps were taken with careful consideration of Emergency Orders issued by the Governor of New Hampshire.

At any time and in all instances, the Abbott Library's priority is the health and safety of our staff and our patrons. As a municipal entity, the Abbott Library is exempt from the guidelines issued in Emergency Order #40 (also known as Stay-at-Home 2.0), but the Board of Trustees has followed the recommendation of the Town of Sunapee town manager and the New Hampshire State Library to follow the guidelines that are issued for the Retail and Restaurant industries.

The Abbott Library Board of Trustees has adopted the following plan for a continuum of services. The Trustees will consider the following when deciding which phase of services can be offered:

1. The safety of the library staff and library patrons;
2. Recommendations, guidelines, and emergency orders issued by the New Hampshire Governor;
3. Recommendations and guidelines from the Centers for Disease Control and Prevention (CDC) and New Hampshire Department of Health and Human Services;
4. Recommendations and guidelines from the New Hampshire State Library;
5. The status of and mode of delivery of services being offered by Town Hall; and
6. The mode of operation of the Sunapee School District.

This document is intended to serve as a framework for action that should be referenced and followed, but unforeseen and unanticipated circumstances may require this document to be amended. The Board of Trustees will determine the phase of service at which the Abbott Library will operate and the responsibility for implementation of the service phases lies with the Director.

Communication between the Abbott Library and the Town of Sunapee and between the Abbott Library and the Sunapee School District is critically important and it will be the responsibility of the Director to maintain timely and clear lines of communication with those entities. In addition, when possible and appropriate, communication between neighboring libraries and the Abbott Library should be maintained.

#### FACTORS TO CONSIDER WHEN DETERMINING PHASES OF SERVICE

Factors to be considered when moving from one phase of service to another include but are not limited to:

1. The health and safety of the library staff, library patrons and the community;
2. Changes to Emergency Orders issued by the New Hampshire Governor, regarding Stay-at-Home or Shelter-in-Place, restrictions on gatherings and status of operation of public schools;
3. Changes in rates of illness in New Hampshire, Sullivan County or Sunapee;
4. Availability of testing for COVID-19;
5. Availability of Personal Protective Equipment (PPE), Plexiglas, cleaning solvent rated by the CDC for COVID-19 and other supplies needed to comply with recommended guidelines;
6. Health status of the library staff; and
7. Availability of federal and state funds to pay for additional expenses related to compliance with COVID-19 guidelines issued by the New Hampshire Governor, the CDC or the NHHHS.

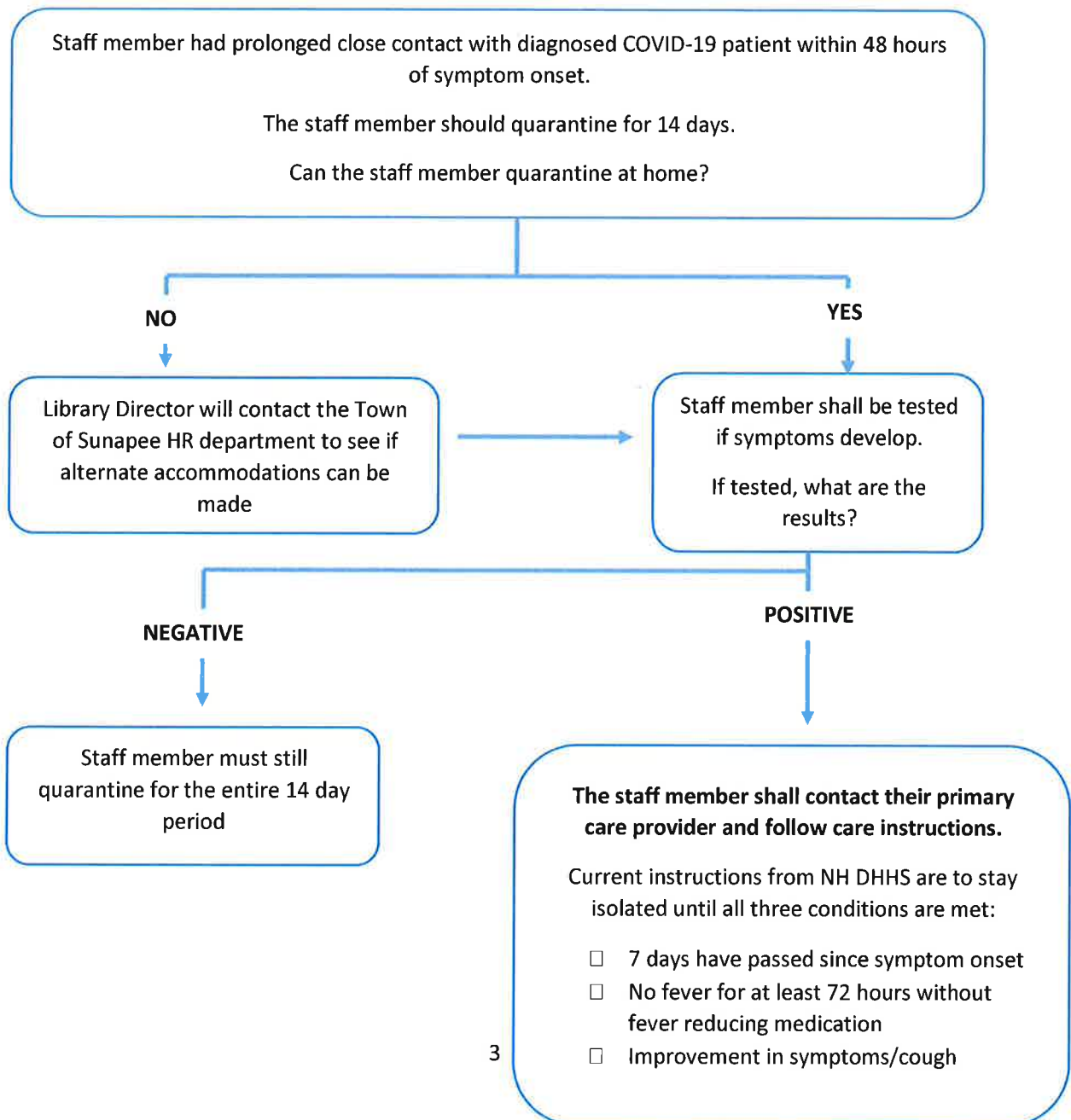
<<<<INSERT PHASES OF SERVICE SPREADSHEET HERE>>>>

## STAFF EXPOSURE TO COVID-19

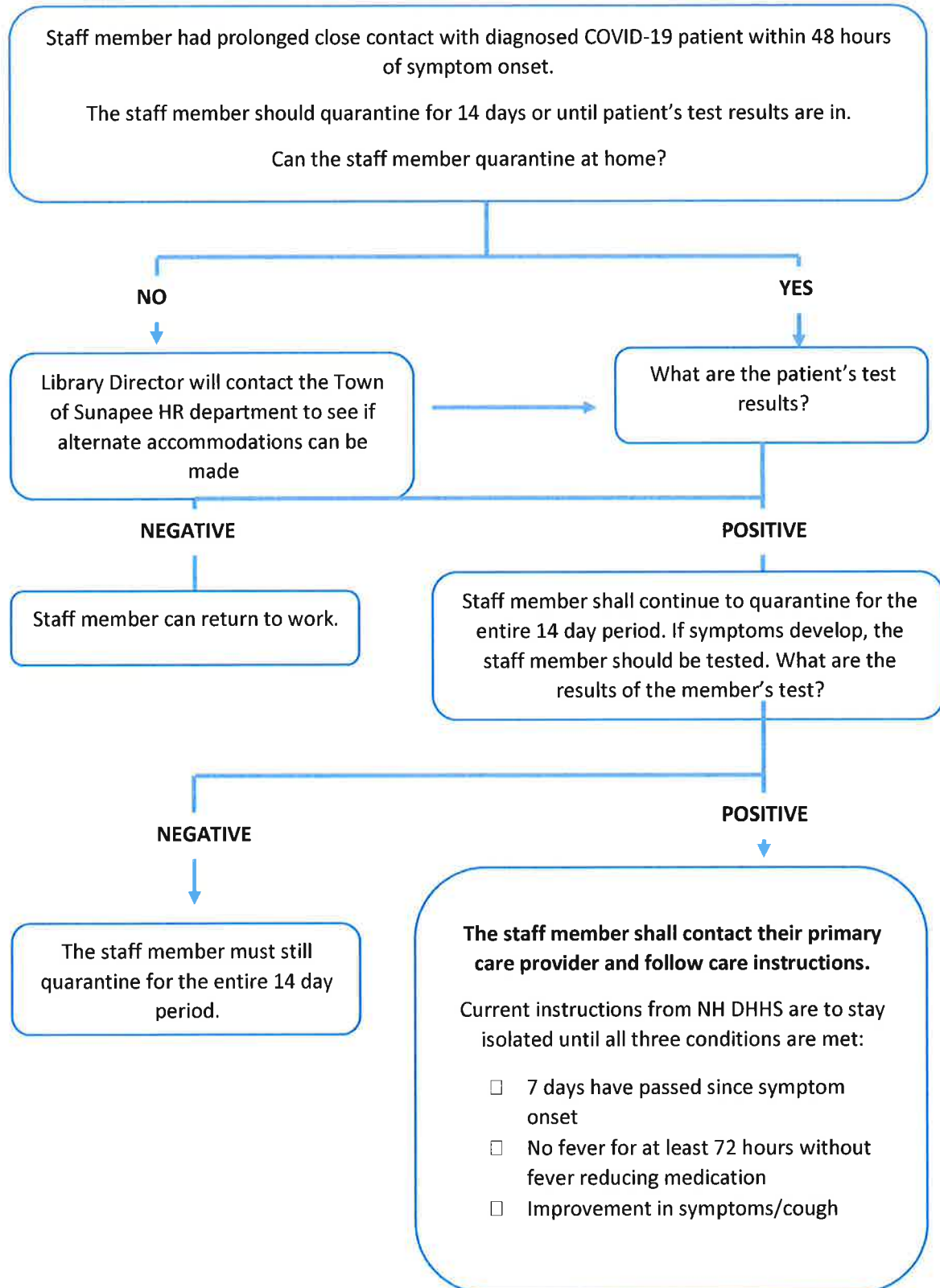
When testing is available to library staff in the State of New Hampshire, the Abbott Library will follow the algorithm for Emergency Services Members that is followed by the Sunapee Police Department.

In accordance with the Town of Sunapee Personnel Handbook, staff members should notify their direct supervisor if they are unable to report to work. The direct supervisor must also be contacted on each additional day of absence. While under quarantine, staff shall adhere to the Work From Home policy or utilize paid time off.

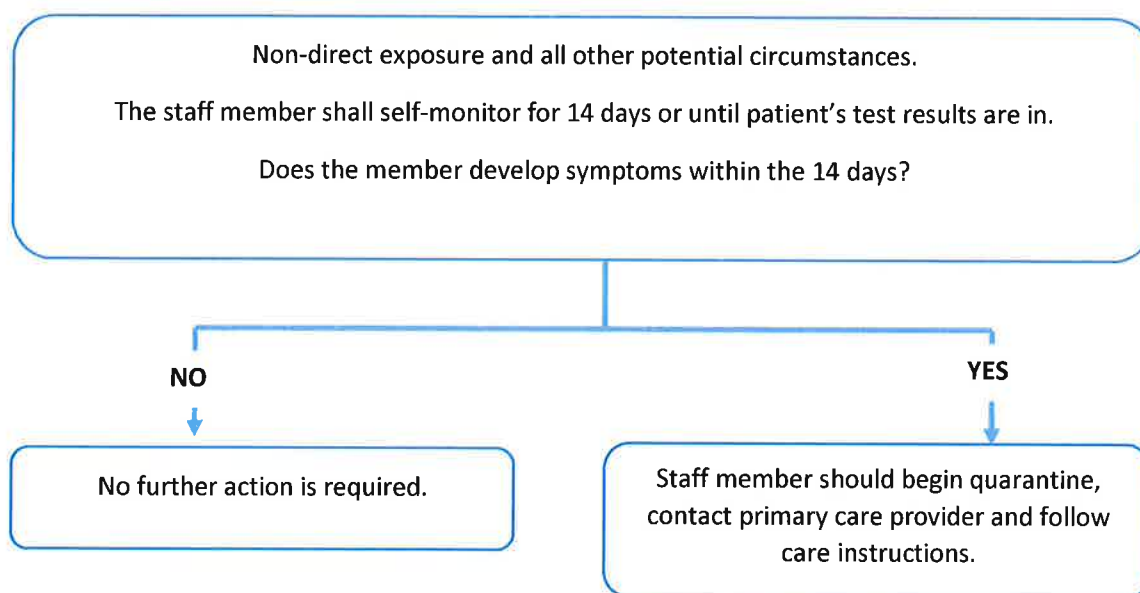
### **Unprotected Exposure - Confirmed COVID-19 patient – Algorithm #1**



## Unprotected Exposure - Suspected COVID-19 patient – Algorithm #2



### **Unprotected Exposure - Non-Direct Contact – Algorithm #3**



#### **Who to Notify:**

- Email Mindy Atwood, Library Director- [director@abbottlibrary.org](mailto:director@abbottlibrary.org)
- Email Donna Nashawaty, Town Manager- [donna@town.sunapee.nh.us](mailto:donna@town.sunapee.nh.us)
- Lynne Wiggins, Finance Director- [lynne@town.sunapee.nh.us](mailto:lynne@town.sunapee.nh.us)

#### **What Human Resources Needs:**

##### **Initial Paperwork**

- When Employees initially go into Quarantine Human Resources (HR) needs the following:
  - If They Fell Ill at Work:
    - Provide the employee with the following form to fill out:
      1. First Report of Injury Form (HR has from Primex)HR will accept a photo of the completed form when filled out remotely.
  - If They Were Exposed at Work:
    - Provide them with the following form to fill out:
      1. First Report of Injury Form (HR has from Primex)HR will accept a photo of the completed form when filled out remotely
  - If Their Household Member Falls Ill:
    - Have them obtain a Doctor's Note or Patient Portal screen-shot indicating their household member has a Pending COVID-19 Test
- When Employees are instructed to Self-Monitor for 14 Days, HR needs the following:
  - For Non-direct exposure and all other potential exposure circumstances.
    - Provide them with the following form to fill out: "First Report of Injury" Form (HR has from Primex)

### Secondary Paperwork Needed by HR

- All quarantined Employees:
  - When/If the Employee Is Tested for COVID-19
    - Provide them with the following form to fill out:
      - 1. Return to Work Checklist- This form provides further guidance on the specific criteria that must be met for a staff member to return to work.
    - Have the employee obtain a Doctor's Note or Patient Portal screen-shot indicating they or the individual who exposed them were tested for COVID-19.
- Symptomatic Employees:
  - As Soon as the Employee is Tested but Prior to Receiving Results:
    - Obtain a Doctor's Note or Patient Portal screen-shot indicating a Pending COVID19 Test.
  - Once Test Results come Back (POSITIVE or NEGATIVE):
    - Obtain a Doctor's Note or Patient Portal screen-shot indicating the results of the COVID-19 Test.
    - Further instructions on the requirements for their return to work are listed on the "Return to Work Checklist."
- Employees with Symptomatic Household Members:
  - Have them obtain a Doctor's Note or Patient Portal screen-shot indicating the results of their Household Member's COVID-19 Test.
  - Once Test Results Come Back (POSITIVE or NEGATIVE):
    - Obtain a Doctor's Note or Patient Portal screen-shot indicating the results of the COVID-19 Test.
    - Follow instructions on the requirements for return to work that are listed on the "Return to Work Checklist."

*\*Updated April 10, 2020 with NHSEM algorithm updates.*



## REFERENCES

<https://www.governor.nh.gov/news-and-media/emergency-orders-2020>

[https://www.usfa.fema.gov/coronavirus/planning\\_response/occupancy\\_social\\_distancing.html](https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html)

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-libraries.pdf>

Approved by the Abbott Library Board of Trustees – 18 June 2020

APPENDIX  
HISTORICAL TIMELINE

**March 15, 2020:** President of the United States declares **national emergency** regarding the Novel Coronavirus Disease (COVID-19) Outbreak

**March 15, 2020:** New Hampshire Governor issues Executive Order 2020-04, an order declaring a **state of emergency** due to the Novel Coronavirus (COVID-19)

**March 15, 2020:** New Hampshire Governor announces that he will issue Emergency Order #1, instructing all New Hampshire schools to close and to transition to temporary and **remote instruction** until April 3, 2020

**March 15, 2020:** Abbott Library Board of Trustees vote to **close the Abbott Library to the public** beginning March 17, 2020.

**March 16, 2020:** New Hampshire Governor issues Emergency Order #2 **prohibiting onsite food and beverage consumption**

**March 23, 2020:** New Hampshire Governor issues Emergency Order #16, temporarily **prohibiting scheduled gatherings of 10** or more attendees

**March 23, 2020:** Abbott Library **curbside pick-up is suspended**

**March 26, 2020:** New Hampshire Governor issues Emergency Order # 17, **closure of non-essential businesses** and requiring Granite Staters to **stay at home**

**March 27, 2020:** New Hampshire Governor issues Emergency Order #19 to **continue remote instruction** and support through Monday, May 4, 2020

**April 4, 2020:** New Hampshire Governor issues Emergency Order #26, **extending Emergency Order #2** (prohibiting onsite food and beverage consumption), **Emergency Order #6, and Emergency Order #16** (no scheduled gatherings of more than 10) until May 4, 2020

**April 10, 2020:** Abbott Library announces **book delivery** program in cooperation with the Sunapee School District

**April 16, 2020:** New Hampshire Governor issues Emergency Order #19 to **continue remote instruction and support through the end of each school district's school year**

**May 1, 2020:** New Hampshire Governor issues Emergency Order #40 which includes **universal guidelines** for all New Hampshire Employers and Employees and **industry-specific guidelines**

**May 18, 2020:** New Hampshire Governor issues **guidelines for Phase 1 of Amateur and Youth Sports**

**May 29, 2020:** New Hampshire Governor issues **guidelines for day camps**

**May 29, 2020:** New Hampshire Governor extends Emergency Orders #2, #16, #17 and #40 to June 15, 2020

**June 5, 2020:** New Hampshire Governor updates guidelines for food services industry to state that as of June 15, 2020, restaurants in Sullivan County may operate at 100 percent capacity

**June 11, 2020:** New Hampshire Governor announces that EO #17 will be allowed to expire on June 15, 2020 and issues guidelines for public libraries

## Abbott Library

### COVID-19: Return to Work Checklist

- ☐ **COVID positive with NO symptoms** – May return to work at least seven days after first positive test with no subsequent illness.
- ☐ **COVID positive with symptoms** – May return to work when fever resolves without use of fever reducing medications; AND respiratory symptoms improve; AND two negative results from specimens collected at least 24 hours apart WITH a doctor's note OR a certification that employee spoke with doctor or equivalent who cleared employee to return to work.
- ☐ **COVID positive with symptoms** – May return to work when fever resolves without use of fever reducing medications; AND respiratory symptoms improve; AND at least 7 days have passed since symptoms first appeared; AND a doctor's note OR a certification that employee spoke with doctor or equivalent who cleared employee to return to work.
- ☐ **COVID status uncertain** but quarantined based upon exposure to suspected COVID individual, and no symptoms have developed:
  - ☐ **Source of potential exposure is Town of Sunapee employee or family member of same** – May return to work upon written or verbal confirmation that potential source has tested COVID negative.
  - ☐ **Source of potential exposure is a patron** – May return to work with written or verbal confirmation from a doctor, ARNP, or other health or testing official, or from a state, federal, or local official, that potential source has tested COVID negative; or
  - ☐ Fourteen calendar days have passed since quarantine began;
- ☐ **COVID negative** – May return to work immediately with written or verbal confirmation of test.
- ☐ I have checked the appropriate box above. I certify that it applies to me. A doctor's note is either attached to this form, **OR** I certify that my provider (doctor, ARNP, PA) has specifically cleared me to return to work.

Dated: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

## Abbott Library

### *Acknowledgement of Receipt of COVID-19 Policy*

The Abbott Library COVID-19 policy describes important information about the policies and procedures the library will follow during the COVID-19 Pandemic.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Abbott Library COVID-19 Policy may occur at any time and without notice. Such changes may be communicated through official notices or other manners, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received a copy of the Abbott Library COVID-19 Pandemic Policy and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

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EMPLOYEES'S SIGNATURE

---

DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)



## TOWN OF SUNAPEE

23 Edgemont Road

Sunapee, New Hampshire 03782

Phone: (603) 763-2212 Fax: (603) 763-4925

**PRIOR TO LEAVING HOME EACH DAY**, please ask yourself the following 6 questions, and if the answer to any of them is **YES**, **STAY HOME** and contact your supervisor a phone, email, or text:

\_\_\_\_\_ 1. Have I been in close contact with a confirmed case of COVID-19, or someone with COVID-19 symptoms (see #2 – 5, below)?

\_\_\_\_\_ 2. Do I have a fever of 100 degrees Fahrenheit (100.0° F) or above (please take your own temperature every morning at home, and if you are unable to do so, we have touchless thermometers available at Town Hall) or have I felt feverish (chills, clammy) in the last 72 hours?

\_\_\_\_\_ 3. Am I experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?

\_\_\_\_\_ 4. Am I experiencing any new muscle aches or chills?

\_\_\_\_\_ 5. Am I experiencing any gastrointestinal symptoms such as nausea, vomiting, or diarrhea?

\_\_\_\_\_ 6. Have I experienced any new change in my sense of taste or smell?

\_\_\_\_\_ 7. Have I, or one of the people I live with, traveled outside of NH, ME, MA, CT, RI or VT via public conveyance (airplane, train, bus) or traveled internationally

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**









Drop into entry file folder drop box provided if all are No. If any are Yes, call your supervisor, do not enter the building.

OFFICE HOURS: Mon., Tues., Thurs., Fri. – 8:00 A.M. to 5:00 P.M. • Wed. – 8:00 A.M. to 1:00 P.M.



# COVID-19: What are isolation, quarantine, and self-observation?

Adapted from the Vermont Department of Health  
or more information call 2-1-1 or visit <https://www.nh.gov/covid19/>

	Question?	Isolation	Quarantine	Self-Observation
	For Whom?	People sick with COVID-19 or tested positive for COVID-19 but did not have any symptoms.	People who: <ul style="list-style-type: none"> <li>were in close contact with someone sick with COVID-19, or</li> <li>are returning to NH from travel (except from select states in the Northeast) <sup>(2)</sup></li> </ul>	All other Granite Staters.
	Do I stay home?	Yes	Yes	Staying home is the best way to lower your risk. Follow prevention guidance when you go out.
	Can I go to work?	No. Work at home if your job allows and if you feel well enough.	No. Work at home if your job allows.	Follow health and safety guidance while at work. Work at home if you can.
	Can I go outside for walks, bike rides, and hikes?	With health department approval. Keep six feet away from people you don't live with and wear a cloth mask.	With health department approval. Keep six feet away from people you don't live with and wear a cloth mask.	Yes. Keep six feet away from people you don't live with. Wear a cloth mask if you can't stay six feet from others.
	Can I go out for groceries and other essential items like medication?	Not until you have recovered. <sup>(1)</sup>	Not until 14 days have passed since last exposure.	Yes. Keep six feet away from people you don't live with. Wear a cloth mask if you can't stay six feet from others. Wash your hands often.
	Do I stay in a separate room in my home?	If possible, stay in a separate room until you have recovered. <sup>(1)</sup>	If possible, stay in a separate room until 14 days have passed and no symptoms have appeared. <sup>(2)</sup>	No
	What if I start to feel ill?		Start isolation and call your healthcare provider.	Start isolation and call your healthcare provider.

1. Recovery is defined as A) At least 10 days have passed since your symptoms first appeared AND B) At least one day (24 hours) has passed with resolution of fever and without the use of fever-reducing medication, AND C) Other symptoms have improved for at least 1 day. If you didn't have symptoms when you were tested, recovery is when 10 days have passed since the date of your first positive test and you continued to have no symptoms.

2. For close contacts: 14 days since the day you were last in close contact with the person with COVID-19. If you live with someone who has COVID-19, quarantine lasts for an additional 14 days after that individual's recovery. For returning travelers: 14 days since travelling internationally, or outside of ME, NH, VT, CT, RI, MA, irrespective of the mode of travel (public vs. private), or on a cruise. Information at <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel->

## Isolation and Quarantine Summary

	Household Contact (highest risk) to someone suspected or confirmed to have COVID-19 in past 14 days	Non-Household Close Contact with someone suspected or confirmed to have COVID-19 in past 14 days	Traveled outside NH, VT, ME, MA, CT, RI or by cruise ship	Traveled within NH, VT, MA, CT, RI or ME or No Travel
<b>New or unexplained symptom of COVID-19</b>	Isolate, Get Tested, If negative <a href="#">Self-Quarantine</a> for 14 days from last day of exposure (no exceptions)	Isolate, Get Tested, If negative <a href="#">Self-Quarantine</a> for 14 days from last day of exposure (unless essential employee as outlined above)	Isolate, Get Tested, If negative <a href="#">Self-Quarantine</a> for 14 days from last day of travel (unless essential travel – see definition below)	Isolate, Get Tested, If negative then person can return to normal activities once without fever for at least 24 hours (off fever reducing medications) and other symptoms improving
<b>Asymptomatic</b>	<a href="#">Self-Quarantine</a> for 14 days from last day of exposure (no exceptions), Get tested	<a href="#">Self-Quarantine</a> for 14 days from last day of exposure (unless essential employee as outlined above), Get tested	<a href="#">Self-Quarantine</a> for 14 days from last day of travel (unless essential travel – see definition below)	No restrictions
<b>Positive Test for COVID-19</b>	<a href="#">Self-Isolate</a>	<a href="#">Self-Isolate</a>	<a href="#">Self-Isolate</a>	<a href="#">Self-Isolate</a>

Essential Travel: Essential travel includes personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.

### What is the difference between Isolation and Quarantine?

Isolation applies to people who are sick and quarantine applies to people who have been potentially exposed. They both mean to stay home away from others, but the time required for each differs. See this overview of differences [online](#).

## Exceptions to Quarantine Requirements

Exceptions to quarantine requirements following close contact to someone suspected or confirmed with COVID-19, or travel outside New England for non-essential purposes are not recommended and should not be standard practice. All efforts should be made to allow employees to work remotely during their quarantine period. Exceptions should only be made for employees that work in the critical infrastructure sectors listed below AND who are deemed essential to the functioning of the business. Essential critical infrastructure employees may be permitted to work during the quarantine period if all of the following criteria are met:

- The employee is not exhibiting any signs or symptoms of COVID-19;
- The employee is not a household contact to a confirmed case of COVID-19;
- The employee is deemed essential to the functioning of the business and substantial business impact would be experienced if the employee does not work in person;
- The employee cannot conduct essential functions remotely;
- There is no replacement personnel for the employee;
- The employee works in a [critical infrastructure sector](#);
- The employee self-quarantines for all other purposes other than reporting to work;
- The employee wears a mask, maintains at least 6 feet of separation from other employees and customers, and participates in daily health screening while at work or other public locations as outlined in CDC [guidance](#).
  - Healthcare workers must follow healthcare worker-specific [guidance](#).

Specialized or technical workers who must come to New Hampshire from other locations to support critical infrastructure businesses are permitted to stay overnight in New Hampshire hotels without quarantining in their home state prior to arrival. They must follow the other guidance above pertaining to mask wearing and social distancing while at work and in public settings (e.g., transiting through their hotel, getting take-out food, etc.), and they must quarantine and stay out of public settings when not working.

### Employee Illness and Risk Screening

- Facilities and businesses should ask screening questions to assess risk for COVID-19 every day before an employee is allowed to work:
  - Do you have any symptoms of COVID-19 or fever of 100.4 degrees Fahrenheit or higher? Symptoms of COVID-19 can include:
    - Fever, or feeling feverish;
    - Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;
    - General body symptoms such as muscle aches, chills, and severe fatigue;
    - Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
    - Changes in a person's sense of taste or smell.
  - Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" because they are not considered to have a COVID-19 exposure)
  - Have you traveled in the prior 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island for non-essential purposes?

### Employee Exclusion

Persons with any new or unexplained COVID-19 symptoms (even if only mild symptoms), those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors must **not** be allowed into the facility unless they are eligible for the exceptions outlined in this document:

- Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and must self-isolate at home.
  - If the person tests negative with an appropriate test to detect active COVID-19, they may return to work when symptoms improve and they are fever-free for at least 24 hours off fever-reducing medication. If the person had close contact with a person with suspected or confirmed COVID-19 or travel risk factors in the prior 14 days they must still complete their 14-day quarantine even if they test negative unless they meet the exceptions outlined below.
  - If the person tests positive or they are not tested, they must isolate at home until symptom-based criteria are met for discontinuation of isolation:
    - At least 10 days have passed since symptoms first started,
    - AND**
    - At least 24 hours have passed since last fever (off any fever-reducing medications),
    - AND**
    - Symptoms have improved
- Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the travel-related risk factors must self-quarantine for 14 days from their last exposure or return from travel unless they meet the exceptions outlined below. Testing for COVID-19 does not allow a person to be released early from their 14 day quarantine.



## New Hampshire COVID-19 General Travel and Quarantine Guidance, & Employer Screening and Exclusion Criteria August 27, 2020

### Situation

The novel coronavirus disease 2019 (COVID-19) pandemic continues around the world and within the United States. Many countries are showing an increasing number of COVID-19 infections and new outbreaks, including countries that have originally brought their original outbreaks under control, and many international travel destinations continue to have a [Level 3 Travel Health Notice](#) indicating COVID-19 risk is high. Many states outside of New England also continue to experience high rates of infection and/or uncontrolled community transmission (see [individual state trends](#)). Therefore, any travel internationally or locally increases your chances of getting infected and spreading COVID-19; staying home is the best way to protect yourself and others from getting sick.

### General Travel and Quarantine Guidance

The CDC has guidance for people [traveling within the United States](#). Because travel increases a person's chance of getting COVID-19 through close contact with others or contaminated public surfaces, anybody traveling should continue to avoid large gatherings and public areas, keep a distance of at least 6 feet from others, wear a cloth face covering when in public areas, and frequently sanitize their hands.

NH residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) need to [self-quarantine](#) for the first 14 days of any intended stay in NH after travel (starting from the last day of their travel outside New England). This recommendation is irrespective of the mode of transportation for travel (public vs. private transportation). It is also acceptable for travelers to New Hampshire to self-quarantine in their home state prior to arrival as long as they do not travel on public transportation.

### Travel Guidance for Employers

- Do not permit non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
- Discourage personal international and domestic travel outside of the New England states.
- Discourage personal travel on cruise ships.
- Any persons traveling internationally (including Canada), on a cruise ship, or domestically outside of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island for non-essential purposes must quarantine for 14 days after return. Occupational Medicine and businesses should screen staff for such travel before returning to work after vacation. Other New England-based domestic travel risks can be assessed by Occupational Medicine on a case-by-case basis.
  - "Essential travel" includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.

## Sample COVID-19 Health Screening Questionnaire

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

The purpose of this screening tool is to minimize workplace transmission of COVID-19 by identifying employees' potential exposures and responding with appropriate measures, which may include, for example, focused follow-up questions, working from home, temporary leave from the workplace, testing and/or fit-for-duty certification. To assist with these measures, the New Hampshire Bureau of Infectious Disease Control has developed an Isolation and Quarantine Summary for employers, which may serve as a situational assessment tool, at page four of the following (effective August 27, 2020): <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf>

	<u>YES</u>	<u>NO</u>
1. I have one or more flu-like symptoms that I do not normally experience in connection with a pre-existing health condition, and which are causing me to feel unwell. Such symptoms may include, but are not necessarily limited to, unusual headache, fatigue, runny nose, muscle aches, sore throat, cough, fever, shortness of breath, change in sense of taste or smell, and chills.	<input type="checkbox"/>	<input type="checkbox"/>
2. A person residing or staying in my household has one or more symptoms described in #1 causing them to feel unwell.	<input type="checkbox"/>	<input type="checkbox"/>
3. I answered no to #1 and #2, but I, or someone residing or staying in my household, did have symptoms within the last 72 hours.	<input type="checkbox"/>	<input type="checkbox"/>
4. I have had contact with an individual who has tested positive for COVID-19 within the last 14 calendar days.	<input type="checkbox"/>	<input type="checkbox"/>
5. I have had contact with an individual who is experiencing flu symptoms such as those indicated in #1, but has not been tested for COVID-19 within the last 14 calendar days.	<input type="checkbox"/>	<input type="checkbox"/>
6. I have traveled outside of NH, ME, MA, CT, RI, or VT, within the last 14 days or I have returned from international travel or travel on a cruise ship during that period.	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a fever (over 100 degrees) or are you feeling feverish?	<input type="checkbox"/>	<input type="checkbox"/>

This form is a guidance document provided as a sample. Use of the form is not required by Primex<sup>3</sup> in connection with membership, coverage or services. The implementation of workplace screening is a local policy decision that should be based on consideration of current executive orders, public health guidelines and operational needs. The form may be modified; however, we would strongly recommend adherence to any applicable executive orders and public health guidelines. This is a general form. Certain occupations may be subject to different screening inquiries and procedures. To that point, for example, questions 4 and 5 may focus more appropriately on "unprotected contact" for public safety workers using PPE.



**TOWN OF SUNAPEE**  
**TEMPORARY LEAVE TIME POLICY**

Thank you to all staff for taking the risk presented by COVID-19 seriously, and observing protocols designed to stop the spread of the coronavirus including:

- Social distancing when possible,
- Wearing masks when social distancing is not possible, or when visiting another office,
- Washing hands frequently and/or using hand sanitizer,
- Keeping work areas and vehicles wiped down and disinfected on a regular basis,
- Staying home when feeling ill or when there has been a potential exposure, and
- Keeping supervisors informed of issues that might impact the health of other employees.

Some departments have additional protocols specific to their operations. These steps are critical to stop the spread of the virus to our fellow staff members, family members and the community. We likely have several more months of COVID-19 ahead of us and I urge everyone not to become complacent. We need to continue to observe all the precautions we have been following since March, as well as any new protocols that may be added as conditions require, such as the temporary leave time policy described below.

Temporary Leave Time Policy

Given the COVID-19 pandemic, the State of NH adopted guidance on traveling and what steps should be Taken when traveling is likely to increase the risk of spreading the coronavirus. We believe that adopting these rules is the best way to help keep all staff safe from other staff members who might travel and contract the disease. This policy is temporary and will only be in effect while the State of NH guidance remains in effect.

The travel risk factors that will trigger a 14-day self-quarantine upon the return to NH are when an employee travels:

1. Internationally (outside the U.S.);
2. By cruise ship; or,
3. Domestically (within the U.S.) outside of the States recommended by the NH Division of Public Health Employee Travel Guidance.

Consistent with these guidelines, when requesting leave time, all employees will be asked about his or Her travel plans to determine whether the risk factors listed above will be present. All employees are urged to refrain from traveling internationally, taking a cruise, or traveling outside of the area recommended by the NH Division of Public Health Employee Travel Guidance. However, if your leave time plans do include these risk factors, you will be required to self-quarantine for 14-days upon your return to NH. Leave time that must also include 14-day self-quarantine, may be denied by a supervisor if he/she believes that staffing requirements will not allow the employee to take the leave time plus the 14-day self-quarantine time upon return. The State of NH Division of Public Health Services COVID-19 Self-Quarantine Guide is attached to this policy and can also be viewed online at <https://www.dhhs.nh.gov/dphs/cdcs/covid19/self-quarantine-covid.pdf>

The COVID-19 pandemic has created stress in all employees who must continue to provide service to the public while being mindful of incorporating several new protocols into the workday to stay healthy and not spread the disease to others. Taking time off is encouraged, but while we are taking time off, we must continue to follow protocols that have been instituted to protect us all. Your continued cooperating is very much appreciated.

Please feel free to contact your supervisor with any questions on this temporary leave time policy, or any COVID-19 protocols that are part of your workday.

Donna M. Nashawaty  
Town Manager

Read and accepted by:

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

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



## SUNAPEE HIGHWAY DEPARTMENT

621 Route 11

Sunapee, New Hampshire 03782

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

### MEMORANDUM

FROM: Scott A. Hazelton, Highway Director  
TO: Donna Nashawaty, Town Manager  
DATE: September 21, 2020  
RE: Developing a Purchasing Policy – Written by Barbara Reid of the New Hampshire Local Government Center

# Developing a Purchasing Policy

#### *By Barbara Reid*

New officials are often surprised to learn that there is no state law requiring competitive bidding for town contracts and purchases (with the exception of a public official involved as one of the sellers or contractors). However, unlike their counterparts in the private sector, government purchasing officials are often required to publicly disclose prices paid, as well as the reasoning and justification for choosing a particular vendor or contractor. The use of taxpayers' dollars, along with citizens' demands for maximum value, fair and ethical selection criteria, and efficient and timely delivery of goods and services, spotlights the public procurement process. The primary objective for adopting a purchasing policy is to promote public confidence in the municipal procurement process by addressing these accountability demands through the establishment of uniform procedures that: "procure the necessary quality and quantity of goods and services in an efficient, timely, and cost-effective manner" and "encourage the most open, competitive purchasing process practicable for the acquisition of goods and services, with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors." (Excerpted from the City of Claremont Purchasing Policies and Procedures statement of purchasing objectives.)

Unlike other financial policies that establish broad objectives, such as the appropriate range of unreserved fund balance to be retained or the maximum amount of excess funds held in a certain investment instrument, purchasing policies tend to be more procedural in nature, providing specific parameters that govern the steps taken in the procurement process.

#### **Competitive Bidding**

As previously stated, there is no statutory requirement for competitive bidding, unless a public official is a seller or contractor, in which case [RSA 95:1](#) requires competitive bidding if the goods or services exceed \$200.

The absence of a general statutory requirement for competitive bidding however does not prevent the use of such a procedure. But it is very important to note that when New Hampshire municipalities have adopted purchasing or competitive bidding policies, the courts have ruled that these policies must be *strictly* followed. In the case of *Gerard Construction Co. v. City of Manchester*, 120 N.H. 391 (1980), the New Hampshire Supreme Court stated that the purpose of competitive bidding is "...to invite competition, guard against favoritism, improvidence, extravagance, fraud and

corruption and secure the best work or supplies at the lowest price practicable...Central to this scheme is the notion that every prospective bidder should have identical information upon which to submit a proposal." In this particular case, the Court addressed the issue of a vendor having been selected based upon criteria not communicated to all prospective bidders, specifically, the project completion date.

Despite the lack of statutory directives, by way of several other decisions in cases challenging municipal competitive bidding practices, the New Hampshire Supreme Court has established some basic rules of fairness in the bidding process. In *Curran, Inc. v. Auclair Transportation, Inc.*, 121 N.H. 451 (1981), the Court ruled: "...public officials have broad discretion in deciding whether to reject all bids made on public contracts. However, should public officials decide to accept any of the bids received on the proposed contract, their broad discretion to reject bids yields to the more ministerial function of determining the 'lowest responsible bidder' who has complied with the terms of the solicitation."

In light of this decision, several of the example purchasing policies (found at [www.nhlgc.org](http://www.nhlgc.org), Local Officials Info, Finance and Taxation, Financial Policies) define the term "lowest responsible bidder" to include criteria such as quality of the commodity, service reputation, suitability, compatibility and other factors that are relevant and appropriate in connection with a given project or service. Some purchasing policies, such as the City of Lebanon's, use the term "most advantageous," defining that as a judgmental assessment of what is in the municipality's best interest. Even with the adoption of policies clearly stating that criteria other than lowest price will be considered, municipalities must be extremely cautious in their bid selection process in terms of justifying any decision *not* to accept the lowest bidder. As stated in the City of Claremont's policy, "When other than the lowest priced good is selected, such decision shall not be arbitrary or capricious."

Two other cases highlight the Court's requirements that all bidders be treated fairly and equally with respect to the municipality's competitive bidding procedures. In *Irwin Marine, Inc. v. Blizzard, Inc.*, 126 N.H. 271 (1985), the Court held that an "unfair advantage afforded to one bidder to the detriment of another and inadequate notice of subsequent developments to parties relying in good faith on a municipality's prior notice" are unacceptable practices in a competitive bidding process.

In the case of *Marbucco Corp. v. City of Manchester*, 137 N.H. 629 (1993), the Court addressed the impropriety of accepting a bid that is calculated on a different set of specifications than those included in the solicitation, at least without rejecting all bids, advertising the new specifications and allowing the other bidders to resubmit bids.

These court decisions illustrate that, even in the absence of statutory provisions, case law has nevertheless established certain principles that must be considered in the adoption of a formal purchasing policy. These include: fair and equitable treatment of all bidders; criteria for selection; definition of "lowest responsible bidder"; and authority to reject all bids; process to change specifications.

### **Bidding Procedures and Thresholds**

Most purchasing policies outline different procedures based upon the type of goods/services

sought as well as the dollar amount involved. Generally there are three types of purchasing methods: 1) small purchases, usually under \$1,000, often handled via a field purchase order process; 2) informal bidding requirements for purchases from \$1,000 to \$10,000, often requiring oral or written quotes; and 3) formal bidding requirements for goods and services costing more than \$10,000, requiring a competitive bid process.

In addition to the three basic purchasing methods, some municipal purchasing policies outline specific procedures to be followed for emergency purchases, purchasing consultative and professional services (such as legal, auditing, architectural and engineering services), sole source purchases and public works projects. A summary chart of the various thresholds and procedures included in the eight municipal purchasing policies is provided on the LGC Web site. As the chart shows, the thresholds, methods and special provisions vary considerably between municipalities.

### **Approval Authority**

In addition to the purchasing methods and dollar thresholds, the policy should assign specific authority for purchase approvals. For example, small purchases may only require the approval of the department head, whereas medium level purchases may require the approval of the finance director. As indicated in several of the example policies, major purchases may require approval by the town/city manager, by the finance committee or by the city council.

### **Exceptions**

Nearly all the example policies address exceptions to the purchasing procedures. The most common exception is for the acquisition of goods through intergovernmental cooperative purchasing contracts, such as the commodity contracts available to municipalities through the State of New Hampshire Bureau of Purchase and Property. Other exceptions may be for those items covered by a blanket purchase order, acquired from vendors on a pre-qualification list or contracts with nonprofit organizations providing health, welfare or social services.

### **Preference Provisions**

Some policies include preference provisions, such as a "green" procurement policy that commits the municipality to purchasing recycled, biodegradable or environmentally friendly products. The City of Nashua's policy requires that an environmental concerns statement be included in all solicitations for bids, proposals and quotes, as well as on all purchase orders and requisition forms. The City of Concord's policy specifically requires the purchase of Energy Star® compliant appliances.

Another type of preference provision is the "local advantage" provision, as can be found in the Town of Conway's policy, stating that the town will make every effort to purchase from businesses located in the Mount Washington Valley area if the purchase fits the category of "overall best value." Some municipalities follow an unwritten policy of giving preference to a local vendor, one that is a taxpayer and/or an employer in town, even when that vendor is not the lowest bidder. Although such a practice may be justified in terms of the municipality's commitment to support its local economy, it would be advisable for such a "local advantage" policy to be formally adopted to avoid a potential challenge.

### **Conflict of Interest**

Most of the example policies include either an ethics or conflict of interest provision. As stated in the City of Lebanon's policy, the purpose of this provision is to highlight the expectation that all employees involved in the procurement process will "discharge their duties impartially so as to assure fair competitive access to city purchasing by responsible contractors." Such a provision reiterates that employees are not to solicit favorable treatment for themselves or others in the course of the procurement process. The policy should clearly state that any attempt to realize personal gain results in a breach of the public trust, and is subject to disciplinary action.

### **Conclusion**

A purchasing policy can be as simple as an outline of the purchasing thresholds, methods and approval levels, or far more detailed including definitions, bidding procedures and specific duties of the purchasing manager. At a minimum, it is recommended that a purchasing policy include: (1) definitions; (2) purchasing methods—field purchase order, oral/written quotes or competitive bidding; (3) dollar thresholds; (4) assignment of approval authority; (5) exceptions; (6) special provisions for emergencies, professional services, public works projects and sole-source contracts; (7) preference provisions; and (8) ethics/conflict of interest statement.

*Barbara Reid is Government Finance Officer for New Hampshire Local Government Center.*

Dear Selectmen,

I spoke with Selectman Gallup earlier this summer in an unofficial capacity about a concern shared by many town residents related to health and safety risks caused by the way our roads are now treated in the winter. I shared that I emailed Highway Director Hazelton and was frustrated with his inadequate response. Selectman Gallup encouraged me to write to you as a group.

By way of background my original email to Mr. Hazelton and his response are attached below.

Approximately five years ago the town appeared to change products used to treat our roads each winter. While I understand in earlier years sand (loose, granular and brown in color) was used. The new product is much finer in texture, appears to break down easily with road traffic, and as a result becomes and stays airborne with something as simple as a passing car or truck or a gust of wind. I emailed Mr. Hazelton to better understand what exactly was being applied to our roads. He described it as a mined product, a mechanically broken down product and as something called winter sand. It's not sand. It appears to be crushed stone and/or crushed sand and with that significant amounts of stone and silica dust.

The issue is that this product gets and stays airborne as soon as it dries - which is many days and weeks between snow events during the winter months and continues to occur in a long tail until early summer. Rock dust and airborne silica are a significant respiratory health hazard, a known carcinogen and can cause serious irreversible lung damage (Centers for Disease Control).

I asked Mr. Hazelton if he was aware of the dust conditions caused as a result of how our roads were treated. His response was that " he is not aware that it is the case before the snow has melted, the roads are swept and it has rained a couple of times..," That's quite a qualification! Mr. Hazelton claimed that the roads were dust free in late April this year. The reality was that sections of Lake Avenue, including my section, were not dust free until late June this year. I'm guessing that is because parts of Lake Avenue are in such disrepair - no functioning road crown, ruts, pot holes and cracks - that the road clings onto bits of 'snow sand' until we have many many rain events. No amount of street cleaning is going to eliminate the risk. This is a problem that exists for at least six months each year. I also asked him if he could provide health and safety guidelines and data about the product being used. His response was that was not aware of the health and safety guidelines for the product being used, but then goes on to imply that I was on my own to figure out my own protection and mentions N95 masks.

Here are some points I would ask the Selectmen to consider:

1. Lake Avenue and Birch Point are as much pedestrian paths as public roadways. The town already acknowledges this with the new "Walk Left/Drive Right" signs.
2. The dust created by the town's road treatment is not only a nuisance, it is a health hazard and has no place on a pedestrian pathway. Yet no



health warnings are provided. Without exception, everyone I have talked to who lives on Lake Avenue or Birch Point and those who walk that loop regularly are aware of the problem. Many report that they have shared their concerns with Mr. Hazelton only to be ignored. Residents and walkers report eye, nose and lung irritation. They report not going out and walking as much as they would like because of the dust. They report having to shower after walks and the need for dedicated 'dirty walking cloths' because of the dust. They report house exteriors that are imbedded with fine stone and sand particles. They report damage to plantings and dust floating on our lake each spring.

3. The Lake Avenue Loop is mostly flat and the posted speed limit is just 20 mph. I don't understand the need to apply so much winter sand each year that these roads resemble dirt roads come spring and expensive and dusty street cleaning contracting is even necessary.

I think there are several potential solutions to this problem, but I think a good first step will be to take this issue seriously.

Roger Dik

363 Lake Avenue

Begin forwarded message:

From: Scott Hazelton

Subject: Dust Conditions on Lake Avenue

Date: April 30, 2020 at 11:16:50 AM EDT

To: "[rdik@comcast.net](mailto:rdik@comcast.net)"

Cc: Donna Nashawaty , Michael Martell

Roger:

During routine winter weather events (i.e. snow) the Highway Department applies a mixture of sand and rock salt (mixed at 2 parts sand to 1 part salt +/-) to the Town's paved roads. The sand and salt are mined from the earth and are mechanically broken down into the sizes necessary for winter weather maintenance. Winter sand, rock salt or a combination of both are standard materials that are used by many municipalities and by the State of NH Department of Transportation, and we all follow recommended guidelines for application rates which are based on the type(s) of storm event being addressed. Once the material are applied to roadways, the salt portion of the mixture usually dissolves and aids in the melting process of snow and ice from the roadway, while the sand portion of the mixture usually remains on the road surface and aids in traction for vehicular traffic.

In the spring the Town of Sunapee hires an independent contractor to sweep the Town's paved roadways, with the Highway Department's assistance, with the goal of removing as much of the sand remnants as possible from the road surface. We do this as soon as we can safely put heavy equipment on the Town's roads without causing significant damage to the roads, and the contractor has a dust suppression unit on his/her sweeper truck that sprays water on the road surface to prevent dust emissions. Fortunately, this spring came very early for us and we started sweeping our paved roads in mid-April versus the beginning of May. The spring snow melt and first few rain events usually wash the finer sand particles that remain on our paved

roads into adjacent drainage ditches and/or drainage structures. We also hire and assist an independent contractor to remove sediment deposits from our drainage structures (i.e. catch basins) so that the sand does not discharge into our lakes and other water bodies.

That said, I was not aware of any air born particulates (i.e. dust from sand) that occur from our road surfaces after the snow has melted, it has rained a couple of times, and after we've had the chance to sweep our roads (such as Lake Avenue which we swept late last week and early this week). I am also not aware of any health and safety guidelines, or recommendation that I may suggest for you to employ as a result of dust that may, or may not, be coming off our paved roads. While I was employed as an engineer in the private sector and frequented many rock quarries and gravel pits, I often wore an N95 dust mask when air born particulates reached certain levels. I don't recall what the levels were, but it was comparable to blizzard conditions that we experience during significant snow storms.

I hope this helps explain our processes and methods that we employ to remove sand and sediment and to prevent dust from the Town's roads, and to prevent sand and sediment from discharging into the Town's water bodies. Thank you for the inquiry and please do not hesitate to contact me if you have any questions.

Kind Regards,

Scott A. Hazelton, CPESC  
Highway Director  
Town of Sunapee  
Highway Department  
621 Route 11  
Sunapee, New Hampshire 03782  
Telephone (603)763-5060 Ext. 11  
Fax (603) 763-4337  
E-mail: [scotth@town.sunapee.nh.us](mailto:scotth@town.sunapee.nh.us)

-----Original Message-----

From: [cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)  
Sent: Thursday, April 30, 2020 8:20 AM  
To: Scott Hazelton  
Subject: [Sunapee NH] Dust conditions on Lake Avenue (Sent by Roger Dik, [rdik@comcast.net](mailto:rdik@comcast.net))  
Hello shazelton,  
Roger Dik ([rdik@comcast.net](mailto:rdik@comcast.net)) has sent you a message via your contact form (<https://www.town.sunapee.nh.us/user/29/contact>) at Sunapee NH.  
If you don't want to receive such e-mails, you can change your settings at <https://www.town.sunapee.nh.us/user/29/edit>.

Message:

Good morning Scott,

I'm writing to express my concern about the ongoing dust conditions on Lake Avenue. I'd like to understand what is being applied to Lake Avenue in the winter that becomes so easily air-borne for weeks on end each spring. It is impossible not to inhale and causes respiratory and eye irritation and I am concerned about health implications of ongoing exposure. Can you share what you are applying as well as health and safety guidelines and data about the product you are using?

I look forward to hearing from you.

Roger Dik

363 Lake Avenue

On Apr 30, 2020, at 11:16 AM, Scott Hazelton wrote:

Roger:

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Kind Regards,  
Scott A. Hazelton, CPESC  
Highway Director  
Town of Sunapee  
Highway Department  
621 Route 11  
Sunapee, New Hampshire 03782  
Telephone (603)763-5060 Ext. 11  
Fax (603) 763-4337  
E-mail: [scotth@town.sunapee.nh.us](mailto:scotth@town.sunapee.nh.us)

-----Original Message-----

From: [cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)  
Sent: Thursday, April 30, 2020 8:20 AM  
To: Scott Hazelton  
Subject: [Sunapee NH] Dust conditions on Lake Avenue (Sent by Roger Dik, [rdik@comcast.net](mailto:rdik@comcast.net))

Hello shazelton,

Roger Dik ([rdik@comcast.net](mailto:rdik@comcast.net)) has sent you a message via your contact form (<https://www.town.sunapee.nh.us/user/29/contact>) at Sunapee NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.town.sunapee.nh.us/user/29/edit>.

Message:

Good morning Scott,  
I'm writing to express my concern about the ongoing dust conditions on Lake Avenue. I'd like to understand what is being applied to Lake Avenue in the winter that becomes so easily air-borne for weeks on end each spring. It is impossible not to inhale and causes respiratory and eye irritation and I am concerned about health implications of ongoing exposure. Can you share what you are applying as well as health and safety guidelines and data about the product you are using?  
I look forward to hearing from you.

Roger Dik  
363 Lake Avenue

## **Donna Nashawaty**

---

**From:** Van Webb <[vanowebb@gmail.com](mailto:vanowebb@gmail.com)>  
**Sent:** Friday, September 18, 2020 6:18 AM  
**To:** Donna Nashawaty  
**Cc:** 'Fleury, Tim'; 'jeremy turner'  
**Subject:** RE: timber tax for sale on the Ledge Pond lot

Donna-

Please bring this up as an agenda item on Monday so we can seek clarification. We are showing this sale this afternoon and I think my advice for our forester and Tim (who will join the walk) would be that the Town will be liable for the tax and that we will seek a waiver for the bill after it is produced. If Monday's hearing goes badly, we will step to the plate and take some of our revenues and pay the timber tax bill before we deposit monies in the Town Forest Fund.

Van

**From:** Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)>  
**Sent:** Thursday, September 17, 2020 2:20 PM  
**To:** Van Webb <[vanowebb@gmail.com](mailto:vanowebb@gmail.com)>  
**Cc:** 'Fleury, Tim' <[timothyfleury@gmail.com](mailto:timothyfleury@gmail.com)>; 'jeremy turner' <[jgturner@mttforests.com](mailto:jgturner@mttforests.com)>  
**Subject:** RE: timber tax for sale on the Ledge Pond lot

Based on those numbers under \$2,500 in Timber tax as a rough guess. Would you like me to talk to the board on Monday night? I think they needed a number to consider. This is not a town manager decision because it takes a vote of the board on an abatement (to waive). Technically, we would have to go thru the entire process, when the tax bill was produced, that's what would trigger an abatement action to appear in front of the board.

thanks  
Donna

**From:** Van Webb <[vanowebb@gmail.com](mailto:vanowebb@gmail.com)>  
**Sent:** Thursday, September 17, 2020 12:19 PM  
**To:** Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)>  
**Cc:** 'Fleury, Tim' <[timothyfleury@gmail.com](mailto:timothyfleury@gmail.com)>; 'jeremy turner' <[jgturner@mttforests.com](mailto:jgturner@mttforests.com)>  
**Subject:** RE: timber tax for sale on the Ledge Pond lot

Donna-

This should help you, the chart on the first page will give you estimated volumes and product, assessing can use their current values for pine and hemlock to give you a rough idea of revenue that will be produced. As an example, if you are taxing pine at \$150/MBF and the volume is estimated to be 110 MBF the tax for the pine would be approximately \$1,650.

Van

**From:** Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)>  
**Sent:** Thursday, September 17, 2020 10:13 AM  
**To:** Van Webb <[vanowebb@gmail.com](mailto:vanowebb@gmail.com)>  
**Cc:** 'Fleury, Tim' <[timothyfleury@gmail.com](mailto:timothyfleury@gmail.com)>; 'Jeremy turner' <[jgturner@mtlforests.com](mailto:jgturner@mtlforests.com)>  
**Subject:** RE: timber tax for sale on the Ledge Pond lot

I have asked finance and assessing for this question pertaining to quirks I am not thinking of. What has been asked of me is do you have any idea of the magnitude of this cut.

I think I am going to have to let the board decide. There is a big difference between the "town" getting the tax as it goes into the general fund vs abating it and letting the Forest Fund keep the maximum amount.

I think those are the two choices as I don't think the person cutting to decrease their pricing works..... the abatement would still have to happen at the board level.

Any idea of magnitude?

Donna

**From:** Van Webb <[vanowebb@gmail.com](mailto:vanowebb@gmail.com)>  
**Sent:** Thursday, September 17, 2020 9:40 AM  
**To:** Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)>  
**Cc:** 'Fleury, Tim' <[timothyfleury@gmail.com](mailto:timothyfleury@gmail.com)>; 'Jeremy turner' <[jgturner@mtlforests.com](mailto:jgturner@mtlforests.com)>  
**Subject:** RE: timber tax for sale on the Ledge Pond lot

Donna-

Have you had a chance to think about how the Selectboard would like to handle this?

Van

**From:** Van Webb <[vanowebb@gmail.com](mailto:vanowebb@gmail.com)>  
**Sent:** Tuesday, September 15, 2020 8:05 AM  
**To:** 'Donna Nashawaty' <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)>  
**Cc:** Fleury, Tim <[timothyfleury@gmail.com](mailto:timothyfleury@gmail.com)>; 'jeremy turner' <[jgturner@mtlforests.com](mailto:jgturner@mtlforests.com)>  
**Subject:** timber tax for sale on the Ledge Pond lot

Donna-

As you know we are proposing a timber sale for this winter on the Ledge Pond Lot and are having a showing this week which Jeremy Turner is handling. We are wondering how you would like to handle the Timber Tax on this sale and how we should proceed. It is possible the Selectboard could waive the timber tax that would be due on the harvested volumes and we could increase revenues for the Town Forest Fund. The ConCom could pay the tax out of sale receipts and then deposit the funds in the fund or we could have the purchaser of the timber be responsible for the tax and see the revenues decrease by 10%. Any thoughts or ideas on the matter?

Van



## Sunapee Town Employee Retirement Advance Notification Incentive Program

**Objective:** To maximize the time between a key employee's notification of his/her intent to retire and the last date of work in order to enable sufficient time to effectively interview, hire, and train the retiring employee's replacement.

**Employees eligible for the advance notice incentive program:**

- Town manager
- Police chief
- Highway Director
- Water & Sewer Director
- Finance Director
- Library Director
- Town Clerk & Tax Collector
- Fire chief

**Eligibility requirements for the individuals holding the job titles listed above:**

- At least 55 years of age upon the retirement date
- At least 5 years in the position in the Town of Sunapee upon the retirement date

**Incentive Proposal:**

\$500 per month for each month of advance notification provided starting with seven months in advance of the retirement date and ending with two months advance notice of the retirement date. If less than two months advance notice of retirement is provided the notification incentive pay-out would be zero. If two months advance notice is provided the pay-out equals \$500. If seven months advance notice is provided the pay-out equals \$3,000 (i.e., \$500 per months for six months).

**Example:** Retirement date = 12/1/21

- Retirement notice provided between 10/2 and 11/1/21 pay-out equals zero
- Retirement notice provided between 9/2/21 and 10/1/21 pay-out equals \$500
- Retirement notice provided between 8/2/21 and 9/1/21 pay-out equals \$1,000
- Retirement notice provided between 7/2/21 and 8/1/21 pay-out equals \$1,500
- Retirement notice provided between 6/2/21 and 7/1/21 pay-out equals \$2,000
- Retirement notice provided between 5/2/21 and 6/1/21 pay-out equals \$2,500
- Retirement notice provided on 5/1/21 or earlier pay-out equals \$3,000

**Program Cost:**

To fully pre-fund the maximum potential cost would require \$3,000 per eligible employee. Assuming that all positions eligible for the program also met the age & tenure eligibility requirements would require a total of \$24,000 per year. However, for annual budgeting purposes it would be possible to plan for only those positions that would meet the age & eligibility requirements in the upcoming budget year, and therefore the annual amount necessary would likely be lower than \$24,000.

Proposed program start date is 1/1/21.