

SUNAPEE BOARD OF SELECTMEN  
MEETING

6:30PM Town Office Meeting Room  
Monday, March 22, 2021

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman Fred Gallup, Selectman Shane Hastings, and Donna Nashawaty, Town Manager.  
Jeremy Hathorn attended by Zoom

•Election of Officers

**Motion to nominate reappoint Chairman Trow as Chairman of the Board by Selectman Trow seconded by Selectman Hastings. Unanimous.**

**Motion to nominate reappoint Selectman Gottling as Vice Chairman of the Board by Selectman Gallup seconded by Selectman Hastings, Unanimous.**

•Committee Assignments

CIP (Capital Improvement Program)-Selectman Gallup

CROWTHER CHAPEL-John Augustine (Board representative)

FIREWARDS-Chairman Trow

HIGHWAY SAFETY-Selectman Gallup

JOINT ASSESSING BOARD-Selectman Gottling

LSPA-Becky Rylander & David Beardsley (Board representatives)

PLANNING-Selectman Gottling

SCENIC BYWAYS-Selectman Hastings

SCHOOL ABC REP-This will be determined at the ABC recap meeting

UVLSRPC-Chairman Trow

**REVIEW OF ITEMS FOR SIGNATURE:**

**MOTION TO APPROVE THE FOLLOWING CZC's:**

**Parcel ID: 0140-0001-0000 1 Tara Hall Lane, Jane Shanahan**

**Parcel ID: 0106-0036-0000 18 Sunny Knoll, Norah Geraghty**

**Parcel ID: 0144-0016-0000 82 Brown Hill Road, Samuel & Nancy Fleming**

**Parcel ID: 0129-0043-0009 & 0129-0043-0010 4-8 SooNipi Circle, SooNipi Circle**

**Parcel ID: 0231-0001-0000 67 Hells Corner Road, EIMIM, LLC.**

**Parcel ID: 0144-0025-0000 71 Emily Lane, Michael Carney**

**Parcel ID: 0237-0042-0000 Jeffrey Drive, Joseph & Diana Warhill**

**By Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:**

**Parcel ID: 0233-0013-0000 524 Stagecoach Road, V-OZ Asset Management Co.**

**By Selectman Gottling, seconded by Selectman Hastings. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:**

**Parcel ID: 0237-0042-0000 Jeffrey Drive, Joseph & Diana Warhill**

**By Selectman Hastings, seconded by Selectman Gallup. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:**

**Parcel ID: 0107-0016-0000 29 John Avery Lane, Cathy LaRose**

**Parcel ID: 0210-0028-0000 25 Hastings Heights, Eric Covill**

**By Selectman Gallup, seconded by Selectman Gottling. Unanimous.**  
**MOTION TO APPROVE THE FOLLOWING AFTER THE FACT pending**  
**signature: Parcel ID: 0231-0001-0000 67 Hells Corner Road, EIMIM, LLC.**  
**By Selectman Gottling, seconded by Selectman Hastings. Unanimous.**

#### APPOINTMENTS

##### 7:00PM-Betty Ramspott-Town Clerk/Tax Collector Hours

Betty Ramspott wanted to let the Board know that she has decided to make a change in the hours of the Town Clerk/Tax Collector's office. Effective Monday, April 5<sup>th</sup> the office will be open at 7:00AM Monday through Friday which will add (5) additional hours each week to do your town business. This will replace the office being opened on Saturdays. The office was only open on the second and fourth Saturday of the month for a total of (5) hours. This office will be open (43) hours a week with the change.

##### 7:10PM-Chief David Cahill-Town Property-Dock & Shooting Range

- Lieutenant Cobb said the Police Department has owned their boat for about (10) years and in that time, they have received some generous donations. The boat was originally a gift from the Police Benevolent Association. During the years, the department has had various boat slips that have been donated to them and the Association has paid the taxes on the slips. The slip the department was using was sold this year and fortunately they were able to find another donation for this year, but it is becoming increasingly difficult to find these generous offers. The department came up with the idea of putting a boat slip in the sandy area by the restrooms in the harbor. This would not impact the existing dock space for the dock already there. Currently the Highway Department has been a huge help in the permitting process to get a dock there. The Police Department got some rough estimates from Watermark on a 30ft x 6ft dock. The reason why they are here tonight is to get a feeling from the Board if this is something they should continue to pursue. Selectman Gallup asked if this would be a seasonal dock? Lieutenant Cobb replied yes it would be seasonal. After some discussion, the Board told them to continue with the design and permitting of the dock.

- Chief Cahill wanted to get a feel from the Board regarding creating a space that they would call a training ground or firing range in town. The space is located on the opposite side of the Eversource right-of-way at the end of the lagoon at the water treatment plant. The attached paperwork shows where the range would be located. Signs would be posted in (3) different locations when the range is in use. This would be a four-season range for handguns and rifles. The photos attached show the participants would be shooting into the berm or hill. The closest house to the south is (1,750ft), the closest house to the west is (1,525ft), to the north (2,000ft) and to the east (2,900ft). Right now, the department uses New London's range and the Fish and Game range in Wilmot. Chief Cahill wanted to make sure the Board was okay with using this location for the range. Selectman Gallup thinks the department should spend some more time developing the plans, the cost and funding and come back to the Board. The Board agreed.

#### 7:25PM-Scott Hazelton No Thru Trucking Ordinance & Highway Garage Infrastructure Improvement Capital Reserve Expense

•Scott Hazelton stated that he has been waiting for Newport's No-Thru Ordinance to be adopted, which it was a couple of weeks ago. Scott Hazelton would like to add Bradford Road and Paradise Road to the town's existing No-Thru Trucking Ordinance. The ordinance currently only applies to Central Street. The signage would be on both the Newport side and Sunapee side. Chief Cahill suggested signage be put on Depot Road, which is a state road that Paradise Road is a No-Thru Trucking road. Scott Hazelton will talk to the state. The homeowners will be notified by mail of the date and time of the public hearing. The notice will give the details of how to attend by zoom. The date of the public hearing will be set at the Monday, April 19<sup>th</sup> Selectmen's meeting.

•Scott Hazelton said with the passing of the Highway Garage Infrastructure Improvement Capital Reserve Warrant Article he has come before the Board to ask to use some of the money to have the project fully permitted, designed, and bid out to contractor this fall to get actual cost numbers. The cost associated with finishing the permitting and the engineers assisting us with the bidding is \$6,580. The warrant article was for \$50,000.

**Motion to authorize the Town Manager and Highway Director to spend \$6,580 from the Highway Garage Infrastructure Improvement Capital Reserve Fund by Selectman Gallup seconded by Selectman Hastings. Unanimous.**

#### PUBLIC COMMENTS:

•John Augustine asked if the Town knew what the cost was to reprint the ballots? Donna Nashawaty replied she has not received the bill.

•John Augustine asked based on a conversation from last year, why the reason was that the Fund Balance data was not included in the 2020 Town Report. Donna Nashawaty checked her emails and meeting minutes for a motion and could not find this request. Going forward it would look better if the data were in the town report. Donna Nashawaty replied that the Balance Sheet and Treasurers Report, which was in the town report, does include all the funds on hand as of December 31<sup>st</sup>. Chairman Trow said he hoped that everyone interested or concerned about the budget would attend, get involved or watch the meetings which are available on the town's website.

#### SELECTMEN ACTION

•Reappointment-Rachel Carmen, Deputy Town Clerk & Tax Collector-3 Year Term

**Motion to reappoint Rachel Carmen as the deputy Town Clerk/Tax Collector for a 3-year term by Selectman Gallup seconded by Selectman Hastings Unanimous.**

•Appointment-Matthew Hurd, Conservation Commission-3 Year Term

**Motion to appoint Matthew Hurd to the Conservation Commission for a 3-year term by Selectman Gallup seconded by Selectman Hastings. Unanimous.**

•Appointment-Lynn Smith, Trustees of the Trust Fund-1 Year Term

**Motion to appoint Lynn Smith to a 3-year term to the Trustees of the Trust Fund by Selectman Hastings seconded by Selectman Gottling. Unanimous.**

•Appointments-Megan Oxland, Recreation Committee- 3-Year Term and Samantha Heino, Recreation Committee Alt.-3-Year Term

**Motion to reappoint Megan Oxland as a full member for a 3-year term and**

**Samantha Heino as an alternate member for a 3-year term to the Recreation Committee by Selectman Gallup seconded by Selectman Gottling.**

**•Reappointments- John Galloway, Dana Ramspott & Corey Oxland, Deputy Forest Fire Wardens and Betty Ramspott, Issuing Agent and New appointments- Matthew Gross, John Gosselin & Matthew Pollari Deputy Forest Fire Warden.**

**Motion that all the above-mentioned people are recommended by the Board of Selectmen To be Deputy Forest Fire Wardens by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

**•Harbor Liaison Officer Job Description**

Donna Nashawaty said the current job title on the pay table is a Laborer job description for the Police Department and Chief Cahill would like to change the title of the job description to Harbor Liaison Officer. This is not a change in the grade, it is just a change in the title. **Motion to accept the job description for the Harbor Liaison Officer by Selectman Gallup. Seconded by Selectman Hastings. Unanimous.**

**•Authorize Town Manager to Sign Emergency Management Performance Grant**

Donna Nashawaty said there is a grant that allows the town to hire a Coordinator to update their emergency management plan. The town's portion of the grant is 50% match. **The Board of Selectmen in a majority vote accepts the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000 to update the community's local emergency operations plan. Furthermore, the Board acknowledges that the total cost of this project would be \$8,000 which the town would be responsible for a 50% match. Motion to authorize the Chairman to sign all documents as relevant by Chairman Trow seconded by Selectman Gallup. Unanimous.**

**•2021 Ben Mere Bandstand Entertainment**

Donna Nashawaty said last year the Ben Mere Bandstand operated within the COVID protocol and there were no issues. The concerts will be every Wednesday starting on July 7<sup>th</sup> through September 1<sup>st</sup>. **Motion to authorize the Town Manager to sign the contract with Wightsteeple Productions for the bandstand summer concerts which is similar to last year by Chairman Trow seconded by Selectman Hastings. Unanimous.**

**•2021 Pay Table**

Chairman Trow said to Selectman Gallup's point grade 13 would be in the \$24.50 to \$35.00 range. Chairman Trow said the question that pops in his mind, is the Land Use & Assessing Coordinator a higher, tougher position to fill than a Chief Operator of a Wastewater Plant or a Full-time Police Officer? The question is why wouldn't this position go to the grade 12? Donna Nashawaty said because it did not fit. She compared it to New London who has a Land Use & Assessing Coordinator. The range is \$20.50 to \$25.60, currently they are paying \$24.51. The Assessing Technician is currently making \$23.27. Chairman Trow replied that she has multiple years of experience and he does not think a job that starts at \$25.00 is the right place to be. Chairman Trow said he is not arguing moving it but feels grade 13 is not the right spot for it. Chairman Trow said some weird ones that do not make sense in general. For example, the Zoning Administrator is way less than the Planning Administrator. Donna Nashawaty replied that the Zoning position was never adjusted on the table after Roger Landry left. Chairman Trow said if the Assessing Technician is getting more responsibilities then yes, the chart made sense.

He does not know if jumping it up 25% is the right thing, going from a grade 11 to a grade 13 would 25%. Selectman Gottling asked if there was a grade 13.

Chairman Trow replied there is no grade 13 or 17 right now. Donna Nashawaty said she could make it a grade 12 and start it at a higher step. Chairman Trow said he was not objecting to changing the grade, but again he does not think a grade 13 is the right place. Donna Nashawaty said part of the problem is if you make it a grade 12 and you make it a promotion you are higher than a grade 10 or 11 and at the higher end of that pay grade. Chairman Trow replied that when putting job descriptions together you are not supposed to be building the job for the person, it is for building the job for the people who fit it. Chairman Trow said that the person would still be getting a promotion, the COLA, and a whole new set of steps to move into. The change will be from an Assessing Technician at grade 11 to a Land Use & Assessing Coordinator at grade 12. Chairman Trow asked if the Board wanted to change the Planner/Zoning Director from grade 14 or change to grade 15 because of becoming a supervisory role. The Board is on-board with this change. Chairman Trow said the next question is does the Board want to accept the pay table as presented with a 1.4% COLA which includes what was in the budget. **Motion to amend the pay table with a 1.4% increase and make the adjustments as discussed regarding the Planning and Zoning Restructure by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

•Deed Waivers

The Board will not accept the Tax Collector's deed on the following (3) properties.

43 Wilderness Park Road-Parcel ID: 0239-0001-0010

22 Wilderness Park Road-Parcel ID: 0239-0001-0008

38 Wilderness Park Road-Parcel ID: 0239-0001-0002

**Motion to waive taking the (3) property deeds by Selectman Gallup seconded by Selectman Hastings.**

Donna Nashawaty stated that there are (3) other properties that have until April 12<sup>th</sup> to Come in and clear up any back taxes before they go to deed.

•Town of Springfield Transfer Station Agreement

Chairman Trow read the Transfer Station Agreement between the Town of Sunapee and the Town of Springfield. The agreement is attached. **Motion to sign the annual agreement by Selectman Gallup seconded by Selectman Hastings. Unanimous.**

•Review of County Nursing Home Project

Donna Nashawaty was asked by Linda Tanner to pass along to the Board of Selectmen (BOS) the County Nursing Home Renovation Project presentation. Selectman Gottling who is the Chairman of the County Finance Delegation said the committee is still working on the numbers for this project. The complete presentation is attached.

Extension of Paid Sick Leave Related to Covid thru September 30<sup>th</sup>

Donna Nashawaty said that this started as paid sick leave by the federal government under the Families First Coronavirus Response Act which went from April 1, 2020 to December 31, 2020. In January, the Board of Selectmen extended the paid sick leave through March 31, 2021. Donna Nashawaty stated that employees are not abusing this benefit, but as the vaccine becomes more available the employee will have to miss some time to get the shot and then could miss a day or two if the employee experience a reaction to the second shot. With the new American Rescue Act this was extended to September 30, 2021.

It is the town's choice if they want to extend this benefit to September. **Motion to extend the paid sick leave through September 30, 2021 by Selectman Gallup seconded by Selectman Hastings. Unanimous.**

#### CHAIRMAN'S REPORT

- Selectman Hastings said that in July he will be moving to Florida. His wife received an offer she could not turn down.
- Chairman Trow wanted to thank the election volunteers for running another smooth election.

#### TOWN MANAGER REPORTS

- Schedule Revision Request Related to ABC Review Meeting

Donna Nashawaty said both her and her husband have received their COVID shots and would like to take a trip. The BOS Meeting for April 5<sup>th</sup> only had the ABC Recap on the agenda so she would like to cancel the BOS meeting and reschedule the ABC Recap to the Monday, May 3<sup>rd</sup> BOS meeting. The Board agreed to cancel the April 5<sup>th</sup> meeting and reschedule the ABC Recap to May 3<sup>rd</sup>. For the May 3<sup>rd</sup> meeting half the committee will meeting in the Town Office Meeting and the other half will be at the Safety Services Meeting Room.

- Coalition 2.0 update

Donna Nashawaty updated the Board on Coalition 2.0. There are now (27) out of (36) towns participating. The total contribution for the town is \$5,000 for (2) years, but the town has a credit so it will not be that much. Some of the bills were killed, but there is still one that they are watching. Bernstein, Shur, Sawyer and Nelson were hired as the lobbyists. They will be handling all notifications and keeping track the bills.

- Monthly Revenue and Expense reports

The Board received the February Revenue and Expense Reports which have the new budget in them.

- Discuss Restructure of Planning and Zoning

Donna Nashawaty started by passing out what the organizational chart looked like in 2020. The chart has the Town Manager, Administrative Assistant II, and the Assessing Technician. On the Planning side of the chart, you have the Planning Administrator, the outside Zoning Administrator and the (2) Boards that both positions support. There is also the Intern position that was added last year, that could be the Part-time Administrative Assistant and the Recording Secretary. As the Board is aware Nicole Gage resigned as Zoning Administrator which was a (2) day contracted position from New London. Donna Nashawaty wants to change the structure a little bit and make the Town Manager responsible for the Planning and Zoning (P&Z) Director and then the P&Z Director would be the Supervisor of the full-time Land Use and Assessing Coordinator and the part-time Administrative Assistant I. The Assessing Technician position would be eliminated, and the Town manager would only be the Supervisor of the Administrative Assistant II. The P&Z Director would have no increase to hours, some of the mundane tasks would be taken away. He would support the Planning Board and attend their meetings. He would be the expert on all P&Z issues. The Land Use & Assessing Coordinator would review and approve the CZC's, code violations, assessing duties, monthly agenda and support the Zoning Board and attend their meetings. She would attend training at the NH Office of Planning.

Donna Nashawaty is proposing that the Administrative Assistant I be a grade 7, the Land Use & Assessing Coordinator be a grade 13 and the P&Z Director would now be a grade 15 instead of a grade 14. Donna Nashawaty would like the Board to approve the adjustments that she described so she can go out and advertise for the part-time Administrative Assistant position. **Motion to approve the adjustments to the organizational chart by Selectman Gallup seconded by Selectman Gottling.** Donna Nashawaty asked if this motion included the new grade 13 to the pay table. Selectman Gallup replied if the Board approves the organizational chart changes that will allow the Town Manager to advertise for the part-time position. Selectman Gallup would like to see the pay table with that grade in it before approving it.

**10:10PM-A motion was made by Chairman Trow to go into non-public session under RSA 91-A:3 II (a) – the dismissal, promotion, or compensation of any public employee, seconded by Selectman Hastings. Roll call vote unanimous.**

**11:00PM-Motion to return from non-public session and seal the minutes by Selectman Gallup and Selectman Gottling.**

Meeting Adjourned 11:01PM  
Respectfully Submitted by,  
Barbara Vaughn  
Administrative Assistant

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, March 22, 2021

- **Citizen Input:** In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at [https://townhallstreams.com/towns/sunapee\\_nh](https://townhallstreams.com/towns/sunapee_nh). If citizens have input for the Board/Committee please submit to Donna Nashawaty, Town Manager at [donna@town.sunapee.nh.us](mailto:donna@town.sunapee.nh.us) no later than 3:30 pm on the day prior to the meeting.

- Election of Officers
- Committee Assignments
- CIP (Capital Improvement Program)
- CROWTHER CHAPEL
- FIREWARDS
- HIGHWAY SAFETY
- JOINT ASSESSING BOARD
- LSPA
- PLANNING
- SCENIC BYWAYS
- SCHOOL ABC REP
- UVLSRPC

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID: 0140-0001-0000 1 Tara Hall Lane, Jane Shanahan

Parcel ID: 0106-0036-0000 18 Sunny Knoll, Norah Geraghty

Parcel ID: 0144-0016-0000 82 Brown Hill Road, Samuel & Nancy Fleming

Parcel ID: 0129-0043-0009 & 0129-0043-0010 4-8 SooNipi Circle, SooNipi Circle, LLC

Parcel ID: 0231-0001-0000 67 Hells Corner Road, EIMIM, LLC.

Parcel ID: 0144-0025-0000 71 Emily Lane, Michael Carney

Parcel ID: 0237-0042-0000 Jeffrey Drive, Joseph & Diana Warhill

SIGN PERMIT:

Parcel ID: 0233-0013-0000 524 Stagecoach Road, V-OZ Asset Management Co.

DRIVEWAY PERMIT:

Parcel ID: 0237-0042-0000 Jeffrey Drive, Joseph & Diana Warhill

DEMO PERMIT:

Parcel ID: 0107-0016-0000 29 John Avery Lane, Cathy LaRose

Parcel ID: 0210-0028-0000 25 Hastings Heights, Eric Covill

AFTER THE FACT:

Parcel ID: 0231-0001-0000 67 Hells Corner Road, EIMIM, LLC.



## 2. APPOINTMENTS

7:00PM-Betty Ramspott-Town Clerk/Tax Collector Hours

7:10PM-Chief David Cahill-Town Property-Dock & Shooting Range

7:25PM-Scott Hazelton No Thru Trucking Ordinance & Highway Garage Infrastructure Improvement Capital Reserve Expense

## 3. PUBLIC COMMENTS:

## 4. SELECTMEN ACTION

- Reappointment-Rachel Carmen, Deputy Town Clerk & Tax Collector-3 Year Term
- Appointment-Matthew Hurd, Conservation Commission-3 Year Term
- Appointment-Lynn Smith, Trustees of the Trust Fund-1 Year Term
- Reappointment-Megan Oxland, Recreation Committee- 3 Year Term
- Appointment-Samantha Heino, Recreation Committee Alt.-3 Year Term
- Appointments- Matthew Gross, John Gosselin & Matthew Pollari Deputy Forest Fire Warden
- Harbor Liaison Officer Job Description
- Authorize Town Manager to Sign Emergency Management Performance Grant
- 2021 Ben Mere Bandstand Entertainment
- 2021 Pay Table
- Deed Waivers
- Town of Springfield Transfer Station Agreement
- Review of County Nursing Home Project
- Extension of Paid Sick Leave Related to Covid thru September 30<sup>th</sup>

## 5. CHAIRMAN'S REPORT

## 6. TOWN MANAGER REPORTS

- Schedule Revision Request Related to ABC Review Meeting
- Coalition 2.0 update
- Monthly Revenue and Expense reports
- Discuss Restructure of Planning and Zoning

## 7. UPCOMING MEETINGS:

03/25-5:30PM-Water & Sewer Commission Meeting, Town Office Meeting Room

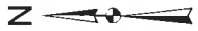
04/01-6:00PM-Zoning Board Meeting, Town Office Meeting Room

04/05-6:30PM-Board of Selectmen, Town Office Meeting Room (possible cancellation)

04/07-7:00PM-Conservation Commission, Town Office Meeting Room

04/08-7:00PM-Planning Board, Town Meeting Room

**NONPUBLIC: The Board of Selectmen may enter a nonpublic session, if so voted, to discuss items listed under RSA 91-A:3, II**



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March 2, 2021



100-RW

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Sunapee, NH

1 inch = 20 Feet



March 2, 2021



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Tri Town, NH

1 inch = 100 Feet

**CAI** Technologies  
Advanced Mapping - Imagery - GIS Solutions



May 8, 2020

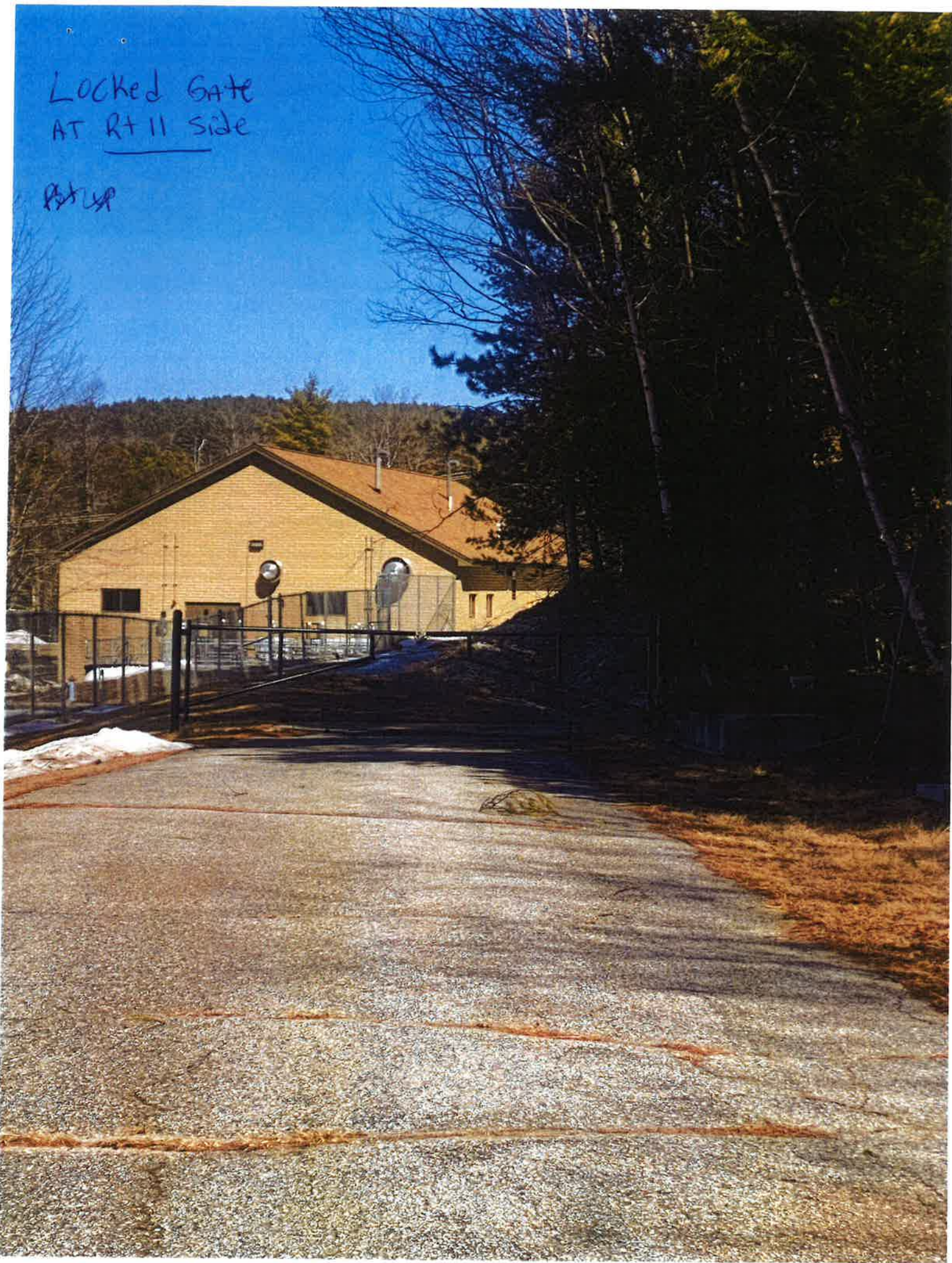


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Locked Gate  
AT Rt 11 side

Post Up





Entrance From Lagoons





FACING EAST TOWARD WENDELL MARSH



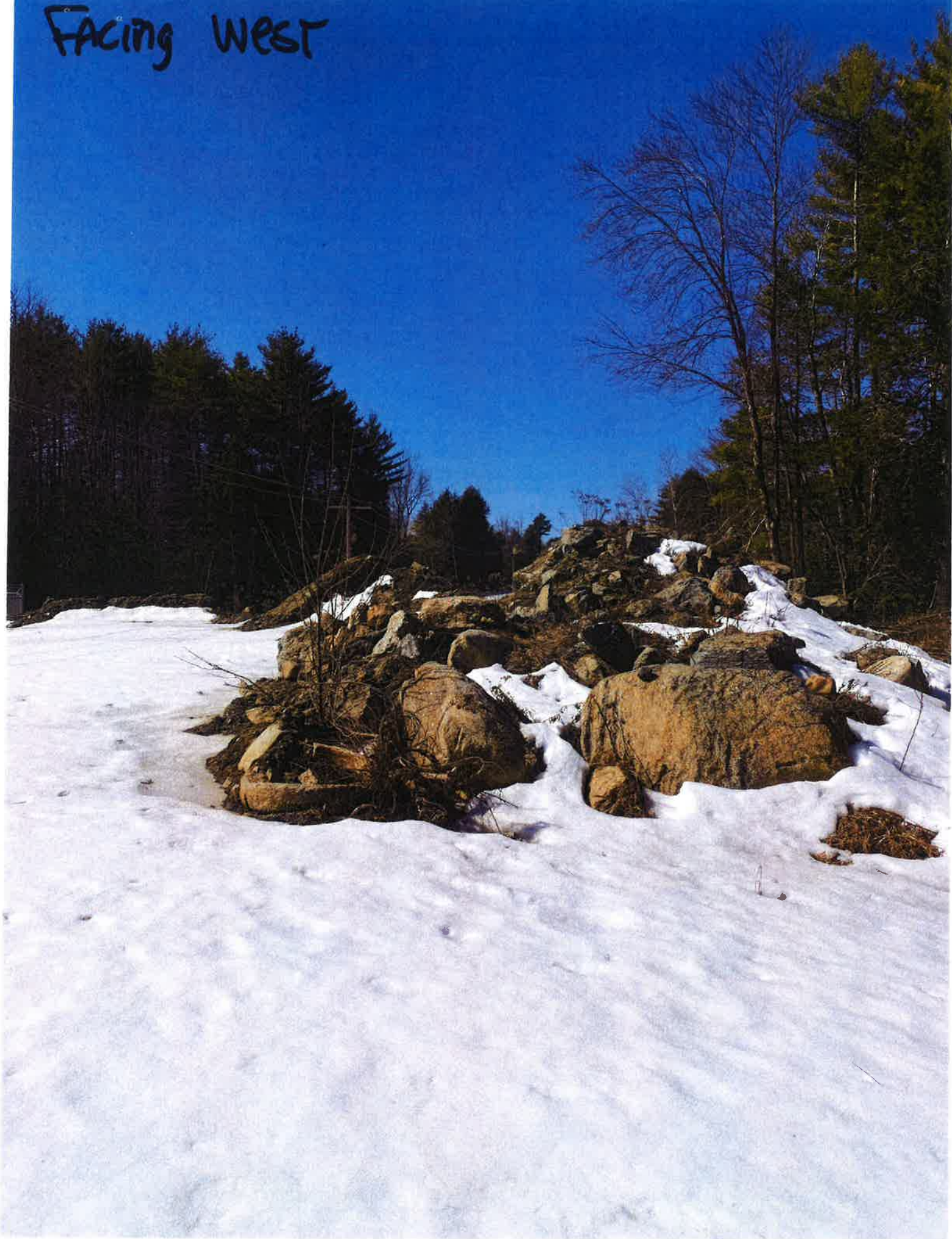


FACING EAST TOWARD WADDELL MARSH





FACING WEST





FACING North TOWARDS Ryder Corner Rd



## Barbara Vaughn

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**From:** R Rylander <brylander@gmail.com>  
**Sent:** Thursday, March 11, 2021 1:01 PM  
**To:** Barbara Vaughn  
**Subject:** Re: LSPA

Nope. Still all the same.

Becky

On Thu, Mar 11, 2021 at 9:41 AM Barbara Vaughn <[frontdesk@town.sunapee.nh.us](mailto:frontdesk@town.sunapee.nh.us)> wrote:

Has any of your contact information changed from last year. If so, I will need you to fill out attached volunteer form.

Barbara Vaughn

Administrative Assistant

23 Edgemont Road

Sunapee, NH 03782

603-763-2212

[frontdesk@town.sunapee.nh.us](mailto:frontdesk@town.sunapee.nh.us)

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**From:** R Rylander <[brylander@gmail.com](mailto:brylander@gmail.com)>  
**Sent:** Thursday, March 11, 2021 9:29 AM  
**To:** Barbara Vaughn <[frontdesk@town.sunapee.nh.us](mailto:frontdesk@town.sunapee.nh.us)>  
**Cc:** David Beardsley ([dlbeard@comcast.net](mailto:dlbeard@comcast.net)) <[dlbeard@comcast.net](mailto:dlbeard@comcast.net)>  
**Subject:** Re: LSPA

Yes, please.

Becky

On Thu, Mar 11, 2021 at 9:24 AM Barbara Vaughn <[frontdesk@town.sunapee.nh.us](mailto:frontdesk@town.sunapee.nh.us)> wrote:

## Barbara Vaughn

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**From:** David <dlbeard@comcast.net>  
**Sent:** Thursday, March 11, 2021 9:57 AM  
**To:** Barbara Vaughn  
**Subject:** Re: LSPA

No, nothing has changed. Do we need to get sworn in again or with Covid has that been postponed or changed? I'm not sure I could do that last year. Thanks, Dave

Sent from Xfinity Connect App

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

From: Barbara Vaughn  
To: David Beardsley  
Sent: March 11, 2021 at 9:51 AM  
Subject: RE: LSPA

Has any of your contact information changed from last year. If so, I will need you to fill out attached volunteer form.

Barbara Vaughn  
Administrative Assistant  
23 Edgemont Road  
Sunapee, NH 03782  
603-763-2212  
frontdesk@town.sunapee.nh.us

**From:** David <dlbeard@comcast.net>  
**Sent:** Thursday, March 11, 2021 9:47 AM  
**To:** Becky Rylander <brylander@gmail.com>; Barbara Vaughn <frontdesk@town.sunapee.nh.us>  
**Subject:** Re: LSPA

Yes please also. Dave

Sent from Xfinity Connect App

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

Your term expires in March. Did you want to continue as the LSPA representative?

Barbara Vaughn  
Administrative Assistant



Town of Newport

WEIGHT LIMITS FOR MOTOR VEHICLES UPON TOWN HIGHWAYS

ARTICLE I- No Through Trucking and Prohibited Trucking

**Section 1 – Declaration of Purpose**

It is the intent of this ordinance to reduce hazards to public safety and prevent excessive municipal expense which the use of large vehicles can create on particular highways.

**Section 2 – Authority to Regulate:**

The Newport Board of Selectmen's authority to adopt regulations is set forth in RSA 41:11 relating to regulation of the use of town roads, and RSA 47:17, VII and VIII which specifically authorizes the Board of Selectmen to make special regulations as to the use of vehicles upon particular highways and to exclude such vehicles altogether from certain highways. The Board of Selectmen also has authority to enact weight limits on Town highways under RSA 231:190 and RSA 231:191.

**Section 3- Use of Roadways:**

Motor vehicles having the gross vehicle weight rating of 6-tons (12,001 pounds) or more shall be excluded from the Town maintained roadways as identified in **Appendix A**. The weight of the vehicle shall be determined by using the total combined gross vehicle weight rating (GVWR) of a vehicle and trailer as labeled by the manufacturer. Such gross weight as shown shall be conclusive in determining whether or not a motor vehicle is excluded from the Town roadways as provided in this ordinance.

**Section 4 – Posting:**

No person shall operate a vehicle in the Town of Newport except in conformity with the requirements or directives of traffic signals, signs and devices, and in the manner specified in RSA Chapter 265. Signs shall be posted on all affected highways of the restrictions contained in ordinance.

**Section 5 – Modification of Appendix A:**

The addition or deletion of any Town maintained roadway to this ordinance will only occur after a hearing and notice as required by state statute.

**Section 6 – Penalty:**

Any person who violates any provision of this ordinance shall be guilty of a violation if a natural person and subject to a fine of not more than \$1,000 per violation, or guilty of a misdemeanor if any other person; and in addition, shall be liable for the cost of restoration of the highway to a condition satisfactory to the person empowered to give such written permission.

**Section 7 – Exemption:**

- A. The following motor vehicles having the gross vehicle weight rating of 6-tons (12,001 pounds) or more are exempt:
- 1) Town vehicles;
  - 2) Emergency vehicles;
  - 3) School and Public Transportation buses;
  - 4) Public utility vehicles in performance of official duties;
  - 5) Vehicles making local deliveries within the excluded portion of the roadway (*except during the period of seasonal road postings*);
  - 6) Vehicles of private contractors engaged to perform work on behalf of the Town, public utilities or owners of property abutting or otherwise having access from the excluded portion of said roadways or any other road accessible only via the excluded section (*except during the period of seasonal road postings*);
  - 7) Vehicles owned by a property owner performing work on their own behalf on property that abuts or otherwise is accessed from the excluded roadways identified in Appendix A (*except during the period of seasonal road postings*);
  - 8) Any other vehicle for which the Director of Public Works, or his/her designee, has issued a special waiver in accordance with (B) below.
- B. The Board of Selectmen shall have the authority, and/or invest authority in the Newport Department of Public Works Director and/or the Newport Chief of Police, to grant waivers to this ordinance. The applicant shall demonstrate that the ordinance creates practical difficulty or unnecessary hardship for them, and/or that the vehicle they seek to operate on the posted road will not cause unusual damage to the highway. No such waiver will be granted if it would be detrimental to public safety. The Board of Selectmen, Public Works Director or Police Chief may impose reasonable conditions regulating the proposed use including bonding and restoration of highways.

**Section 9 – Effective Date:**

Having held a duly noticed public hearing, the Board of Selectmen voted to adopt this Ordinance on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, which shall be the effective date hereof.

IN WITNESS WHEREOF, a majority of the Board of Selectmen have hereunder set their hands.

TOWN OF NEWPORT  
BOARD OF SELECTMEN

\_\_\_\_\_  
Jeffrey F. Kessler, Chair

\_\_\_\_\_  
Todd Fratzel

\_\_\_\_\_  
John H. Hooper, II

\_\_\_\_\_  
Barry J. Connell

\_\_\_\_\_  
Herbert R. Tellor, Jr.

## APPENDIX A

### BRADFORD ROAD

Either direction from Maple Street to the Sunapee Town Line.

### CHANDLERS MILL ROAD

Either direction from John Stark Highway to the Claremont City Line.

### MAPLE STREET

Either direction from South Main Street to the Sunapee Town Line.

### POLLARDS MILLS ROAD

Either direction from Unity Road to South Main Street.

ALLEN ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

ASPEN ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

AYRES ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

BARTON WHITNEY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

BASCOM ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

CHESTNUT ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

COON BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

CORNISH TURNPIKE [Restriction in effect from March 1 to May 31, or as conditions dictate]

CROYDON BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

CUTTS ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

EAST MOUNTAIN ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

EDGEHILL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

ELM STREET (from the Health Center to the top of the hill) [Restriction in effect from March 1 to May 31, or as conditions dictate]



ENDICOTT ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

HICKERY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

HICKEY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

HURD ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

LANGLEY ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

McDONOUGH ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

MOORE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

MOSQUITO SCHOOLHOUSE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

OLD KELLEYVILLE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

PAGE HILL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

PARADISE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

PINE STREET [Restriction in effect from March 1 to May 31, or as conditions dictate]

PYSZ ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

RAM BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SAND HILL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SATERLEE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SPRING BROOK ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

SPRINGFIELD ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

TURKEY HILL ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WEBSTER ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WHIPPLE ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WHITCHER ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]

WILCOX ROAD [Restriction in effect from March 1 to May 31, or as conditions dictate]



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

Name: Hurd Matthew Date: 2/09/2021  
(Last) (First)

Sunapee Registered Voter: ☒ Yes ( ) No

Mailing Address:

Street Address (if different):

163 Nutting Rd  
Sunapee, NH 03782

Lived in Sunapee Since: 1986 Home Phone: 603-568-8965 Work Phone: 603-568-8965

E-mail: Construx629@yahoo.com Tax: \_\_\_\_\_

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

\_\_\_\_\_ Abbott Library Trustee

\_\_\_\_\_ Advisory Budget Committee

\_\_\_\_\_ Capital Improvement Committee

\* ☒ X Conservation Commission

\_\_\_\_\_ Crowther Chapel Committee

\_\_\_\_\_ Fireward

\_\_\_\_\_ Planning Board Alternate

\_\_\_\_\_ Recreation Committee

\_\_\_\_\_ Thrift Shop

\_\_\_\_\_ Upper Valley Lake Sunapee Regional

\_\_\_\_\_ Zoning Board Alternate

2. For consideration:

a. Occupation: CNC Operator b. Employer: Crown Point Cabinetry Corp.

c. Length of current employment: 12 years d. Education: 2 yrs College

e. Relevant Experience: Woodworking, understanding responsible forestry practices

f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? Yes ☒ No

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

4-6 hours per week (weekends)

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

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

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

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

3. Why do you want to serve on this board committee? To stand as a steward of the land to ensure and conserve wild and public places for generations to come.

4. What attributes and/or qualifications can you bring to the Board Committee/Commission? Avid hunter, angler and outdoorsman with a great appreciation for wildlife and nature.

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

To do my part to keep wild places with public access for all to enjoy and recreate on responsibly. To ensure ethical and responsible use and resource extraction such as water use and timber harvest.

6. Additional Comments: member of the Theodore Roosevelt Conservation Partnership, Rocky Mountain Elk Foundation, Backcountry Hunters and Anglers, Sierra Club

Matthew R. Hill  
(Signature)

2/09/2021  
(Date)

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

Sunapee Conservation Commission Meeting Minutes March 3, 2021

Present online: Van Webb, Mark Reynolds, Terry Mattson, Matt Hurd

Town Office: Tim Fleury, Lela Emery

Absent: Cliff Field

Tim Fleury read the Governors Emergency Order.

Tim Fleury made the motion to approve the Meeting Minutes of February 2021 as written. Motion was seconded by Terry Mattson. All in favor TF Y, LE Y, MR Y, TM Y, VW Y

Mark Reynolds presented the Treasurers report which had been emailed out to Commission members. CC Fund has a balance of \$29,309.58

Dewey Woods \$1,611.16

Bartlett Tyler Fund \$2,090.70

SCC has the Warrant Article for 2021 of \$55,000, Budget, and \$12,162.59 Change in use tax. Van asked Mark to work with Lynne on getting our Budget/Line item report for the next meeting.

Tim Fleury made the motion to approve the Treasurers Report. Terry Mattson seconded the motion. Vote TF Y, LE Y, TM Y, MR Y, VW Y

Mail:

Notice of Past Violation 28 Fernwood South, Sunapee 021/0051 Dennis Booth, Docks Plus. SCC no action required  
NH Fish & Game Department flyer promoting webinars [a quick trails etiquette](#) for the public regarding deep woods and wildlife.

ASLPT 2021 Annual Membership renewal notice

Friends of Mt Sunapee letter, brochure and funds request

DES Approval for Douglas & Laurie Sanders, 84 Garnet Hill Rd, Sunapee, NH 03782

**Tim Fleury made the motion to pay ASLPT \$500 for the 2021 SCC membership from the Budget line item of Memberships. . Motion Seconded by Mark Reynolds. Vote TF Y, LE Y, TM Y, MR Y, VW Y**

**Tim Fleury made the motion to pay NHACC \$375 for the 2021 SCC membership from the budget line item memberships. Motion seconded by Mark Reynolds. Vote TF Y, LE Y, TM Y, MR Y, VW Y**

Matt Hurd in attendance of the SCC meeting to become a SCC member since completing the volunteer form for the Town of Sunapee. Van Asked Matt if he is interested in joining the committee, Matt replied yes.

**Terry Mattson made the motion to appoint Matt Hurd as a Sunapee Conservation Commission member. Tim Fleury seconded the motion. Vote TF Y, LE Y, TM Y, MR Y, VW Y** Next step is the appointment by the Select Board, once in their minutes Matt will need to be sworn in at the Town Office.

Tim, Terry and Van have been sworn in. All members should at present be in current standings.

Ledge Pond update- ALSPT report states that the project is very well done, no problems, no questions, all documentation of work on file. Van explained how logging/timber sales work as well as some of the terminology to the SCC members for better understanding of the work performed, the parties' roles in the project, responsibilities of the parties, payment, material distribution, and reviewed the submitted Harvest Stumpage Income Report. SCC has been very pleased with the work Jeremy and MTL have done with the Ledge Pond Harvest and Timber sale. This process highlights the importance of having an overseer of the project.

Town Forest System – will be placed on the next meeting agenda. SCC needs to review Town Forest parcel descriptions and specific needs as they all have issues within the Town Forest designation.

Terry Mattson had a conversation with Donna Nashawaty regarding the question of Town Forest Funds and the spending of the money. SCC cannot approve spending out of Town Forest funds, this would be done via Town vote. This would require the setting up of a Warrant Article and the language to accomplish. SCC needs to seek the draft requirements. SCC would like to spend out of the CCF to start the trail work - \$3750 for the preliminary trail work commitment. With the anticipated funds available to the CCF being \$85,000, work could begin this summer. SCC members will set a date to go back to the Ledge Pond site in the spring when the work is complete and logging equipment is gone and the do the final assessment of the parcel from the logging after the frost is out. This will be a good time to meet with Jeremy and maybe piggyback on that day. The crew will be at the work site and we could pay for our fine tuning while taking advantage of the equipment and man power to get more prep done for future trails with

views and foot paths in mind. Terry would like to prioritize trail work of one trail just to get started and show the public our intent and the benefit of this project. The project still has a ways to go with close out, final dress up, erosion due diligence, rock placement this is when SCC would dove tail with their plans and pay for the extra time of the cleanup crew/Jeremy to get us closer to trails. The gate will also be reinstalled very important to keep wheeled vehicles out. Terry Mattson will draft a letter with input and final approval from Anne, Jeremy (MTL) and the SCC members as a PR and update notice on the project of Ledge Pond. Notice will be short with bullet points, SCC contact info, stay tuned feel. Once approved this will be on the Town website, maybe a mailing.

SCC reviewed the spread sheet submitted from Lynne and account balances.

Clarify and understand Town Forest designation- SCC members will need to review all deeds to each town forest parcel, as well as the easements, to determine which stipulations follow the parcel and are taken into account first with regards to income generated from the parcel and the spending as well as which takes precedent on each parcel. Town Attorney to clean up and resolve funding question on Town Forest v. intent of the deed. Van asked Mark to have for the next meeting a register of expenses recorded for each of the following parcels for the past 2-3 years: Bartlett Tyler Fund, Dewey Woods, the Simpson parcel SCC knows the deed takes precedence, the Bartlett Tyler Fund spending is authorized by a vote of the SCC. Next meeting SCC will discuss the funds and how they are spent legally of Town Forest with regulations and deeds and restrictions. Mark Reynolds reported that SCC spent \$5,640 for trail work and trail maintenance. This will be helpful information to get to Cliff for the Volunteer/Trail work proposal and guideline set up as a money saver when the public can be involved.

Lela Emery informed the SCC Board that she would not be renewing her term which expires in October of 2021.



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

Name: Smith (Last) Lynn (First) Date: 4/3/17

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

PO Box 684

112 RT 11

Sunapee, NH 03782

Sunapee, NH 03782

Lived in Sunapee Since: 1994 Home Phone: 863-1918 Work Phone 690-2727

E-mail: Sunapee.smith@gmail.com Fax: \_\_\_\_\_ Cell 955-1474

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

\_\_\_\_\_ Abbott Library Trustee

\_\_\_\_\_ Advisory Budget Committee

\_\_\_\_\_ Capital Improvement Committee

\_\_\_\_\_ Conservation Commission

\_\_\_\_\_ Crowther Chapel Committee

\_\_\_\_\_ Planning Board Alternate

\_\_\_\_\_ Recreation Committee

\_\_\_\_\_ Sestercentennial (250<sup>th</sup>) Celebration

\_\_\_\_\_ Thrift Shop

\_\_\_\_\_ Upper Valley Lake Sunapee Regional

\_\_\_\_\_ Zoning Board Alternate

☒ Trustee of the Trust Funds

2. For consideration:

a. Occupation: Accountant b. Employer: Claremont Savings Bank

c. Length of current employment: 9 yrs d. Education: Bachelors Degree in Accounting

e. Relevant Experience: \_\_\_\_\_

f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No

g. Volunteer Time Available \_\_\_\_\_ hours per week (daytime) 1 hours per week (evenings)

2 hours per week (weekends)

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

i. If yes, please indicate Town/Position: 1

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

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

3. Why do you want to serve on this board/committee? To ensure funds are  
properly distributed and accounted for.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Accounting knowledge + organizational skills

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

Recruited by Donna

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

\_\_\_\_\_

Thynn Shunk 4/3/17  
(Signature) (Date)

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



3 year term  
9/18/20 - 9/18/2023

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

Name: Oxland (Last), Megan (First) Date: 2/1/21

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

48 Sleeper Rd.  
Sunapee, NH 03122

Lived in Sunapee Since: 1980 Home Phone: 843-5261 Work Phone \_\_\_\_\_

E-mail: mommaoxland@hotmail.com Fax: \_\_\_\_\_

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

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

2. For consideration:

Front Desk → Lake Sunapee Marine

a. Occupation: Learning Center b. Employer: Mount Sunapee

c. Length of current employment: 3 yrs d. Education: BS - Elementary Education

e. Relevant Experience: Previous Rec. Comm. member / Community Volunteer

f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No

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

2 hours per week (weekends)

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

i. If yes, please indicate Town/Position: Rec Comm. / Sunapee 1  
Fire Aux.





(ALT)

3 year term  
3/22/21 - 3/22/24

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

Name: Heino (Last), Samantha (First) Date: 1/7/21

Sunapee Registered Voter: ☒ Yes ☐ No

Mailing Address:

Street Address (if different):

56 Lower Main St.  
Sunapee, NH 03782

Same

Lived in Sunapee Since: 185 Home Phone: cell → Work Phone 603-340-3516

E-mail: littlelakers2@gmail.com

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

☐ Abbott Library Trustee

☐ Advisory Budget Committee

☐ Capital Improvement Committee

☐ Conservation Commission

☐ Crowther Chapel Committee

☐ Fireward

☐ Planning Board Alternate

☒ Recreation Committee

☐ Thrift Shop

☐ Upper Valley Lake Sunapee Regional

☐ Zoning Board Alternate

2. For consideration:

a. Occupation: Property Manager b. Employer: Bailey Properties

c. Length of current employment: 2 yrs d. Education: BS Early childhood Ed.

e. Relevant Experience: own/operated Little Lakers for 10+ years

f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No

g. Volunteer Time Available 5-10 hours per week (daytime) 1-2 hours per week (evenings)

2-4 hours per week (weekends) Flexible?!

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

i. If yes, please indicate Town/Position: 1 1

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

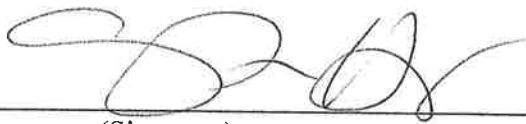
k. Are you willing to serve on a Sub-Committee? ☒ Yes ☐ No

3. Why do you want to serve on this board/committee? To share my ideas  
and improve programs offered for our local  
kids (+ adults!)

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Experience working with families of all ages  
Communication / financial background

5. Your reasons for wanting this/these appointments /appointments are:  
To better the community + provide new ideas.

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



(Signature)

1/7/21

(Date)

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

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

## **SUNAPEE RECREATION MINUTES**

**February 9, 2021**

**ATTENDEES:** Scott Blewitt, Charleen Osborne, Melissa Trow, Megan Oxland, Tim Berube, Dan Hayward, Jesse Socci

**ATTENDEE(S):** Public, John Augustine

**Begin 5:41pm**

**Membership Discussion-**

**MO- Paperwork in to Town Hall**

**TB- Ready to re-up & will be getting to Town Hall for Volunteer Form**

**Waiting on resignation of Ed Winters**

**Motion to accept on membership- JS**

**2<sup>nd</sup>- MT**

**All in favor**

**Interest in joining & filled out paperwork is Samantha Heino**

**Motion to accept her onto the committee- DH**

**2<sup>nd</sup>- JS**

**All in favor**

**Basketball Update**

**2 Teams-**

**3<sup>rd</sup>-5<sup>th</sup> grade girls- 6 girls coached by Megan Oxland, Brent Morin, & helper Dakota Shackett**

**3<sup>rd</sup>-5<sup>th</sup> grade boys 10 boys coached by Deb Jensen & Ava Shapiro**

**Practices & games both help at Mount Royal (thank you so much!). Practices Thursday or Friday & games held Saturdays against Mount Royal only & will be held through February. Covid precautions remain strictly in place including sanitizing areas, masks wore at all times, & equipment sanitizing.**

### **Spring Sport Update:**

#### **Tim B with Baseball Update: Kearsarge Valley League**

- Limited indoor practices so there will be a later start to season causing loss of 1 or 2 games of the season
- Umpire pay is now changed to paying the same across the board

#### **Softball- Scott**

- Kearsarge South League
- Limited indoor practices

#### **T-ball- Scott**

- Slightly up in the air at this point
- Covid precautions will be similar to what we did with K-2 soccer

Registration for all Spring Sports is slow to start but will be pushing as month moves along.

#### **Summer Programs- Scott**

- Day Camp almost ½ full at this point & slated to start June 21<sup>st</sup> with max cap of 60 kids.
- Taking applications for Day Camp Counselors & Beach Staff now. Getting a good jump start already!

#### **Easter- Scott**

- Similar to Christmas/Santa & doing a Drive By picture moment with the Easter Bunny
- Offering Adult Easter Egg Hunt- 18+

Scott interested in acquiring a 14 passenger van for the Recreation Department.

- Used for summer camp, afterschool programs, senior citizen trips, & sporting events.
- Cost around \$50,000 & Patsy's in Concord is a place to check out.
- Options for financing: Buy out right or 3<sup>rd</sup> Party lease
- Question by committee on cost of maintenance? Who? Frequency of maintaining?
- Question on who would be allowed or licensed to drive the van?

TB- Motion to explore further the idea of acquiring a bus for the Sunapee Recreation Department & Recreation Programs.

2<sup>nd</sup>- Melissa Trow

Unanimous Yes

#### **Sunapee Newsletter-**

- Yes, will be happening & in early stages slated to release mid-May.
- Scott, reaching out to start gathering information now.

#### **Cecilia O. Update on Fit Trail-**

- Had some donations come in. Needs \$1566 more to raise for equipment.

#### **Skating Rink**

- Porta potty switch to Handicap accessible 4
- Lent out 50 plus pairs of skates to be used
- Successful

**6:26pm**

**Motion to adjourn- TB**

**2<sup>nd</sup> DH**

**All in favor**

## **Town of Sunapee, NH**

**POSITION:** Harbor Liaison Officer  
**FLSA STATUS:** Non-exempt  
**LABOR GRADE:** 5

**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**DATE:** 03-22-2021

### **GENERAL SUMMARY**

This position is responsible for the efficient and effective flow of traffic in the boat que in Sunapee Harbor. This officer is responsible for the monitoring of parking in all parking lots to ensure there are no issues that would reduce the flow of traffic.

Typically, this officer will get direction from the duty officer or supervisor

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

Direct all vehicles efficiently through the boat que and onto the loading ramp for the purposes of discharge and retrieval of boats.

Answer any question from visitors regarding locations to park for the day or to secure their boats to the trailers.

Provide informational material to all boaters and visitors alike with safe boater guide

Direct traffic on Main Street, River Road and Lake Avenue during the shift to ensure the flow through the harbor is with out back up and congestion

Patrol during the shift the parking lots in and around the harbor to monitor their capacity and to ensure there are no parking violations.

Use the police radio to communicate to the on-duty officer to assist with parking/traffic issues

Maintain the vehicle assigned to ensure it efficiency and reliability during the shift.

Maintain the Harbor life jacket box and provide loaner life jackets to those who need them.

Wear appropriate uniform as issued by the Chief of Police

Interact with the public in a courteous and professional manner

Be the liaison between the businesses in Sunapee Harbor and the police department and report any issues or complaints to the duty officer right away.

Work harmoniously with other members of the police department and the public

### **OTHER DUTIES AND RESPONSIBILITIES**

The Harbor Liaison officer is primarily a traffic position and will be used throughout the year for such events to include but not limited to 4<sup>th</sup> of July Parade, High School graduation, Christmas in the Harbor and Halloween event.

### **PERSONAL CONTACTS**

The Harbor Liaison Officer is a very visible position and therefore many people will have interaction for information and directions

## **DESIRED MINIMUM QUALIFICATIONS**

### **LICENSING AND CERTIFICATION**

None required

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Telephone, computer, calculator, AV equipment, copier.

Knowledge of the police departments scheduling program and how to access the program for weekly schedule.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear, and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing, and balancing.

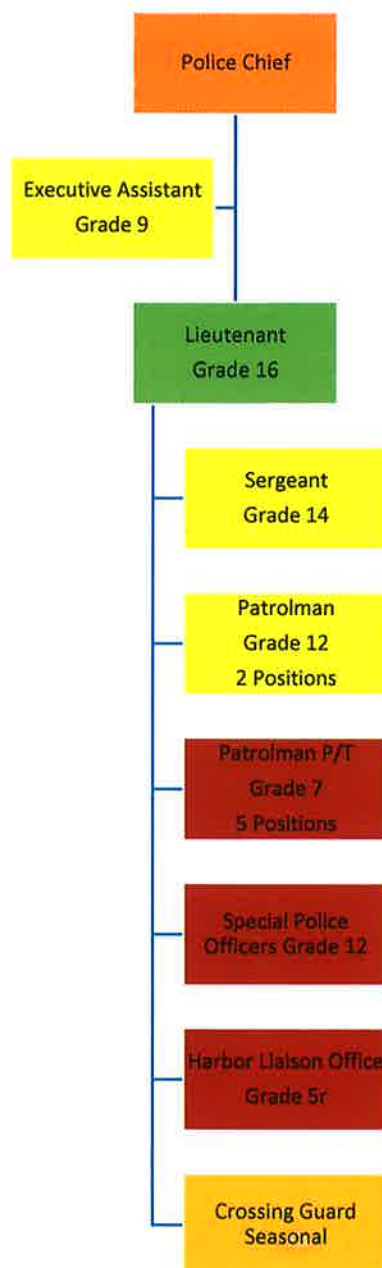
### **WORK ENVIRONMENT**

This position will require working in heat, rain, cold and darkness. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **WORK SCHEDULE**

This position is part time, as assigned by the Chief of Police.


**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**





State of New Hampshire  
Department of Natural and Cultural Resources  
Division of Forests and Lands  
**FOREST PROTECTION BUREAU**

**DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM**

Date	2/25/2021	Town	Sunapee	District	22
<b>CANDIDATE INFORMATION</b>					
Name	Matthew Gross				
Mailing Address	96 Sargent Rd.				
E-mail Address	mattgross@hotmail.com				
Home Phone	(603) 763-1011	Cell Phone	(603) 454-7352		
Work Phone	(603) 763-9070	Date of Birth	04/23/1979		
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests &amp; Lands</i></p>					
 Candidate Signature				2/25/2021 Date	


**MUNICIPALITY RECOMMENDATION**

*By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands*

**Candidate Authorized to Issue:**

**Fire Permits** ☐

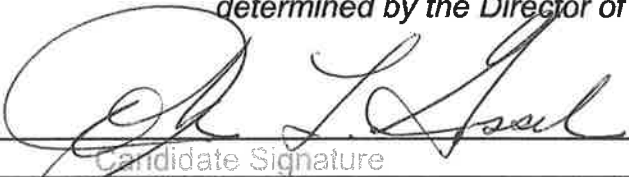
**Official Warnings** ☐


 Forest Fire Warden Signature	2/25/21 Date
	/ /
Chairperson, Mayor, Town/City Manager Signature	Date
	/ /
Selectman Signature	Date
	/ /
Selectman Signature	Date
DELETED PREVIOUS APPOINTMENT OF	

**DIVISION APPROVAL**

	/ /
Forest Ranger Signature	Date
	/ /
Director, NH Division of Forests and Lands Signature	Date


State of New Hampshire  
Department of Natural and Cultural Resources  
Division of Forests and Lands  
**FOREST PROTECTION BUREAU**

DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM					
Date	2/26/2021	Town	SUNAPEE	District	22
<b>CANDIDATE INFORMATION</b>					
Name	John Gosselin				
Mailing Address	P.O. Box 502 Sunapee NH 03282				
E-mail Address	jlgosselin@comcast.net				
Home Phone	(603) 863-3574	Cell Phone	(603) 398-3396		
Work Phone	( ) -	Date of Birth	5' 3" 1954		
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests &amp; Lands</i></p>					
				2/26/21	
Candidate Signature				Date	

MUNICIPALITY RECOMMENDATION	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
Candidate Authorized to Issue:	Fire Permits <input type="checkbox"/> Official Warnings <input type="checkbox"/>
	2/25/21
Forest Fire Warden Signature	Date
	/ /
Chairperson, Mayor, Town/City Manager Signature	Date
	/ /
Selectman Signature	Date
	/ /
Selectman Signature	Date
	/ /
DELETED PREVIOUS APPOINTMENT OF	

DIVISION APPROVAL	
	/ /
Forest Ranger Signature	Date

State of New Hampshire  
Department of Natural and Cultural Resources  
Division of Forests and Lands  
**FOREST PROTECTION BUREAU**

Date	2/27/21	Town	Sunapee	District	
<b>CANDIDATE INFORMATION</b>					
Name	Matthew Pollari				
Mailing Address	4 Dowd Lane Sunapee NH 03782				
E-mail Address	mattladder5@gmail.com				
Home Phone	(603) 381 - 3178	Cell Phone	(603) 381 - 3178		
Work Phone	(603) 381 - 3178	Date of Birth	4 / 18 / 73		
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests &amp; Lands</i></p>					
 Candidate Signature				2/27/21 Date	

<b>MUNICIPALITY RECOMMENDATION</b>	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
<b>Candidate Authorized to Issue:</b>	<b>Fire Permits</b> <input type="checkbox"/> <b>Official Warnings</b> <input type="checkbox"/>
 Forest Fire Warden Signature	2/27/21 Date
_____ Chairperson, Mayor, Town/City Manager Signature	/ / Date
_____ Selectman Signature	/ / Date
_____ Selectman Signature	/ / Date
<b>DELETE PREVIOUS APPOINTMENT OF</b>	

<b>DIVISION APPROVAL</b>	
_____ Forest Ranger Signature	/ / Date

# GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

## 1. Identification and Definitions.

<b>1.1. State Agency Name</b> NH Department of Safety, Homeland Security and Emergency Management		<b>1.2. State Agency Address</b> 33 Hazen Drive Concord, NH 03305	
<b>1.3. Subrecipient Name</b> Town of Sunapee (VC#177483-B001)		<b>1.4. Subrecipient Tel. #/Address</b> 603-763-2212 23 Edgemont Road Sunapee NH 03782	
<b>1.5 Effective Date</b> Upon State Approval	<b>1.6. Account Number</b> AU #80920000	<b>1.7. Completion Date</b> August 31, 2021	<b>1.8. Grant Limitation</b> \$4,000.00
<b>1.9. Grant Officer for State Agency</b> Olivia Barnhart, EMPG Program Coordinator		<b>1.10. State Agency Telephone Number</b> (603) 223-3639	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Subrecipient Signature 1</b>  Subrecipient Signature 2  Subrecipient Signature 3		<b>1.12. Name &amp; Title of Subrecipient Signor 1</b>  Name & Title of Subrecipient Signor 2  Name & Title of Subrecipient Signor 3	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of _____, on _____ / _____ / _____, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace</b> (Seal)			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> _____ (Commission Expiration) _____			
<b>1.14. State Agency Signature(s)</b> By: _____ On: _____ / _____ / _____		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> Steven R. Lavoie, Director of Administration	
<b>1.16. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By: _____ Assistant Attorney General, On: _____ / _____ / _____			
<b>1.17. Approval by Governor and Council (if applicable)</b> By: _____ On: _____ / _____ / _____			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials: 1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

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

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Subrecipient Initials: 1.)

2.)

3.)

Date:

## EXHIBIT B

### Grant Amount and Method of Payment

#### 1. GRANT AMOUNT

	<b>Applicant</b>	<b>Grant</b>	
	<b>Share</b>	<b>(Federal Funds)</b>	<b>Cost Totals</b>
Project Cost	\$4,000.00	\$4,000.00	\$8,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
<b>Awarding Agency:</b> Federal Emergency Management Agency (FEMA)			
<b>Award Title &amp; #:</b> Emergency Management Performance Grant (EMPG) EMB-2019-EP-00003-S01			
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b> 97.042 (EMPG)			
<b>Applicant's Data Universal Numbering System (DUNS):</b> 052903473			

#### 2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$4,000.00.
- b. "The State" shall reimburse up to \$4,000.00 to "the Subrecipient" upon "the State" receiving appropriate documentation of expended funds (i.e., copies of invoices and cancelled checks) and proof of match from "the Subrecipient".
- c. Upon State Business Office Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, October 1, 2018, to the identified completion date (block 1.7).

Subrecipient Initials: 1.)                     

2.)                     

3.)                     

Date:





New Hampshire Department of Safety  
Division of Homeland Security and Emergency Management

Grant Agreement Checklist

Emergency Management Performance Grant (EMPG)

Applicant: Town of Sunapee

Grant Amount: \$4,000.00

Project: LEOP Update

All steps below are required to be completed in their entirety.

If any items are not completed properly, the Grant Agreement will not be processed.

Complete and return this checklist and all Grant Agreement documents by **December 18, 2020** to:  
NH DOS/HSEM Attn: EMPG Program Coordinator, 33 Hazen Drive, Concord NH, 03305

Grant Agreement

Grantee signors complete the following:

- ☐ Block 1.11 – Subrecipient Signatures  
Have a **majority** of the **Select Board or City Council** sign in blocks 1.11
- ☐ Block 1.12 – Name & Title of Subrecipient Signor  
Print names and titles of the signors
- ☐ Initial and date **each page of the Grant Agreement**
- ☐ Initial and date **Exhibit A, B and C.**

Notary Public or Justice of the Peace complete the following:

- ☒ Block 1.13 – Fill in County and Date
- ☒ Block 1.13.1 – Signature of Notary Public or Justice of the Peace, with seal.
- ☒ Block 1.13.2 – Name and Title of Notary Public or Justice of the Peace, with expiration date

**At this time, these documents do NOT need to be notarized.**

Additional Required Documents

- ☐ Meeting Minutes- **\*\*See SAMPLE MEETING MINUTES\*\***  
Minutes of the meeting documenting that the **community/agency's** GOVERNING AUTHORITY accepted/approved the EMPG grant agreement. Ensure the minutes state **the community/agency is accepting the grant agreement terms as presented.** Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.

The minutes should also include:

- ☐ What the grant is for
- ☐ Total project cost
- ☐ Amount of local match (50%)



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Jennifer L. Harper, Director



November 18, 2020

Howard Sargent, Director  
Sunapee Emergency Management  
9 Sargent Road  
Sunapee NH 03782

Dear Director Sargent:

Thank you for submitting an Emergency Management Performance Grant (EMPG) application on February 7, 2020 for the LEOP Update Project.

- We have finished the review and found the project falls within the guidelines of the current EMPG Program.
- The next step in the review process is to execute the attached grant agreement.

**THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.**  
**DO NOT PURCHASE OR INSTALL ANYTHING**  
**OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!**

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office to continue the review process.
- After the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need *meeting minutes showing that your governing body have accepted the terms of the grant*. Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does **NOT** constitute approval. *Please keep this for your records.*

If you have any questions or need assistance with this process, please contact me or your assigned HSEM Senior Field Representative, Julia Chase.

Thank you for your interest in the EMPG Program!

Sincerely,

*Olivia Barnhart*

Olivia Barnhart  
EMPG Program Coordinator

Enclosures

cc: (w/o enclosures), Julia Chase, Senior Field Representative



# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 31

#### POWERS AND DUTIES OF TOWNS

#### Miscellaneous

#### Section 31:95-b

##### **31:95-b Appropriation for Funds Made Available During Year. –**

- I. Notwithstanding any other provision of law, any town or village district at an annual meeting may adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:
- (a) Such warrant article to be voted on shall read: "Shall the town (or village district) accept the provisions of RSA 31:95-b providing that any town (or village district) at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen (or commissioners) to apply for, accept and expend, without further action by the town (or village district) meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year?"
- (b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town or village district meeting votes to rescind its vote.
- II. Such money shall be used only for legal purposes for which a town or village district may appropriate money.
- III. (a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.
- (b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.
- IV. Action to be taken under this section shall:
- (a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and
- (b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.

**Source.** 1979, 42:1. 1991, 25:1. 1993, 176:3, eff. Aug. 8, 1993. 1997, 105:1, eff. Aug. 8, 1997. 2005, 188:2, eff. Aug. 29, 2005. 2014, 237:1, eff. Sept. 19, 2014.

## Guidance for Meeting Minutes

***Please use language similar to this when documenting meeting minutes accepting the grant***

*"The Select Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 to update the community's Local Emergency Operations Plan (LEOP). Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the town will be responsible for a 50% match (\$4,000.00)."*

PLEASE NOTE- If one individual signs the grant agreement, please include this statement in the meeting minutes: *"(name and/or title/position) is authorized to sign all documents related to the grant"*. Refer to the Certificate of Authority for additional guidance.

**As a reminder, please have the signor(s) and notary/justice of the peace sign and date the Grant Agreement the same date.**

# *WIGHTSTEEPLE PRODUCTIONS*

25 MAIN ST., PO BOX 304

SUNAPEE, NH 03782

603-763-8732

[bill.wightman@comcast.net](mailto:bill.wightman@comcast.net)

[www.wightsteeple.com](http://www.wightsteeple.com)

March 5, 2021

Donna Nashawaty, Town Manager  
Town of Sunapee  
23 Edgemont Rd.  
Sunapee, NH 03782

Dear Donna,

I've attached the contracts for the 2021 Ben Mere Bandstand entertainment this summer, again with the COVID-19 guidelines for both Attendees and Performers. If the same guidelines as for last summer are to be in place, I can use the same signs we used last year with the Attendee Guidelines. Again, I will email each act a performance agreement that includes the Performer Guidelines. In addition, each act will be requested to make the included announcement at the start of the concert and again at the start of the second half of the concert.

Let me know if this meets your approval or if there are any questions or other changes we need to make.

Again, as in the past, please arrange for the electricity and lighting to be operational at least 1.5 hours before; during the hours of performance; and at least an hour beyond the end of the performance (6:30 to 8:30).

Thanks again for the opportunity to help with the town's efforts of providing quality entertainment for the Ben Mere bandstand.

Yours truly,

Bill Wightman

*WIGHTSTEEPLE PRODUCTIONS*

**SUNAPEE, NH 03782**

**SUNAPEE, NH 03782**

**603-763-8732**

bill.wightman@comcast.net

## SERVICES CONTRACT

This contract, made this **March 5, 2021** between **Town of Sunapee** , the purchaser of Services (herein referred to as "Purchaser") and **Wightsteeple Productions** (herein referred to as "Provider") is for the provision of an **Entertainment Booking Agent/Manager** .

Address where Services will be performed: **Ben Mere Bandstand  
Sunapee Harbor, Sunapee, NH 03782**

Dates:	2021 Summer	Chairs needed
	<u>Wednesday Evenings</u>	
July 7	-	
July 14	-	
July 21	-	
July 28	-	
Aug. 4	-	
Aug. 11	-	
Aug. 18	-	
Aug. 25	-	
Sept. 1	-	

**(Labor Day is Mon. Sept. 6)**

**Times: Wednesday Evenings: 6:30 pm to 8:30 pm**

### Responsibilities of Provider:

1. To book acts (subject to approval by the Purchaser) for the bandstand entertainment.
2. To make sure the performance facility is set up and that the performer's needs are met.
3. To prepare and make available to the Purchaser, all copy necessary for ads & flyers to promote the performers.
4. To provide the use of a sandwich board with an insert listing the acts and times for the nine (9) listed dates and to timely mark the board appropriately in the event that a date has been rained out.

**Responsibilities of Purchaser: To provide the exclusive use of the Ben Mere Bandstand during the listed dates and times. To be sure all lighting and AC outlets for the facility are in working order and that the Provider is aware of the location and operation of their controls. To make available folding chairs for use by the big band orchestras according to the listed needs and to provide the flyers and advertising necessary to promote the scheduled entertainment. Also, to include on all ad copy, "Entertainment arranged by Wightsteeple Productions".**

Cost of Services:	<b>Act Costs</b>	<b>\$4,175.</b>
	<b>Booking/Management</b>	<b>\$ 750.</b>
	<b>Sign Fee</b>	<b>\$ 75.</b>
	<b>Total Costs</b>	<b>\$5,000.</b>

Purchaser will make payments as follows:

**A check made payable to "Wightsteeple Productions" in the amount of \$5,000. on or before Friday, July 2<sup>nd</sup>, 2021.**

Additional Agreements:

1. That the Provider of Services is engaged as an independent contractor and will be responsible for any Federal or State taxes applicable to this payment.
2. That the agreement of the Provider of Services to perform is subject to proven detention by sickness, adverse weather conditions, acts of God, or any other legitimate condition beyond it's control for which the Provider will not be held responsible for any loss incurred by the Purchaser as a result thereof.
3. In the event that a performance is cancelled because of weather or other legitimate reason, and the act is not paid for that performance date, the act fees, not paid, will be used to pay for an alternative act / date, pay the Provider the amounts stipulated in this contract, or will be returned to the Purchaser.
4. Due to the COVID-19 pandemic, the following guidelines are provided below for Attendees and Performers. Additionally, performers will be asked to make the included announcement and signage will be created for posting on the bandstand and around the concert area.
5. In the event that the COVID-19 conditions should prompt the NH Governor to order outdoor concerts to STOP or if is deemed by the Town Manager or the Chief of Police that either Performers and/or Attendees are not in sufficient compliance with the guidelines, the Town of Sunapee may order the Concerts to stop. If either of these should occur, the Purchaser will be issued a 'credit' toward the costs of next year's concert series in the amount of those concert costs not yet incurred.

## **SUMMER 2021 CONCERT ATTENDEE GUIDELINES**

In an effort to prevent and reduce the transmission of COVID-19, those attending our summer concerts shall abide by the following precautionary guidelines:

- Attendees Must Practice Social Distancing and Seating Must Be Places at Least 6 Feet From Other Groups.
- Concert attendees will not be allowed to sit any closer than 25 feet to the concert bandstand.
- Only band members will be allowed into the bandstand area.
- Attendees are encouraged to bring masks to wear when passing close by to others in attendance.
- If overcrowding occurs or social distancing guidelines cannot be followed, concerts may be cancelled.
- Those attendees who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not be in attendance at these concerts.

## **SUMMER 2021 CONCERT PERFORMER GUIDELINES**

In an effort to prevent and reduce the transmission of COVID-19, those performing at our summer concerts shall abide by the following precautionary guidelines:

- Performers Must Practice Social Distancing and with fellow performers who are not family members or do not have a similar trusted relationship. Masks are encouraged even for performers when possible.
- Performers will ask concert attendees not to sit any closer than 25 feet to the concert bandstand and will not socialize with concert attendees closer than the 6 foot guideline.
- Only band members will be allowed into the bandstand.
- Those performers who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not perform at these concerts.

## **SUMMER 2021 CONCERT PERFORMER ANNOUNCEMENT**

(to be announced at the start of the concert and again, half way through)

Good evening everyone and welcome to the Ben Mere Bandstand Concert Series. We're happy you've decided to join us this evening but also ask you to help us in complying with the NH Governor's COVID-9 Guidelines for preventing and reducing the likelihood of transmission of the Covid-19 virus.

- All Attendees Must Practice Social Distancing and Seating Must Be Places at Least 6 Feet From Other Groups.
- Concert attendees will not be allowed to sit any closer than 25 feet to the concert bandstand.
- Only band members will be allowed into the bandstand area.
- Attendees are encouraged to bring masks to wear when passing close by to others in attendance.
- If overcrowding occurs or social distancing guidelines cannot be followed, concerts may be cancelled.
- Those attendees who have been in close contact with someone who is suspected or confirmed to have COVID-19, had a fever or felt feverish in the last 72 hours, experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or difficulty breathing, have traveled internationally, by cruise ship, or domestically outside of NH, VT, or ME within the last 14 days, should not be in attendance at these concerts.

Thank you for your help with these guidelines and we hope you enjoy the concert!

**Town of Sunapee**

---

Purchaser

---

Authorized Signature

**23 Edgemont Rd.  
Sunapee, NH 03782**

---

Address

**603-763-2212**

---

Phone Number

**Donna Nashawaty**

---

Contact Person

**Wightsteeple Productions**

---

Provider

---

Authorized Signature

**PO Box 304  
Sunapee, NH 03782**

---

Address

**603-763-8732 / 603-381-1662 cell**

---

Phone Number

**Bill Wightman**

---

Contact Person





Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
<b>11 Positions</b>																		
Recreation Director P/T																		
Heavy Equipment Operator																		
Bookkeeper/Accountant																		
Water/Wastewater Plant Operator II																		
Office Manager W & S																		
Prosecutor	\$ 20.81	\$ 21.33	\$ 21.86	\$ 22.41	\$ 22.97	\$ 23.54	\$ 24.13	\$ 24.73	\$ 25.35	\$ 25.98	\$ 26.63	\$ 27.10	\$ 27.57	\$ 28.05	\$ 28.54	\$ 29.04	\$ 29.55	\$ 30.07
Buildings Maintenance Full Time																		
Operator Mechanic																		
Zoning Administrator P/T																		
Assessing Technician																		
<b>12 Positions</b>																		
Foreman Transfer Station	\$ 22.49	\$ 23.05	\$ 23.63	\$ 24.22	\$ 24.83	\$ 25.45	\$ 26.09	\$ 26.74	\$ 27.41	\$ 28.10	\$ 28.80	\$ 29.30	\$ 29.81	\$ 30.33	\$ 30.86	\$ 31.40	\$ 31.95	\$ 32.51
Hydro Supervisor																		
Water/Wastewater Control Chief Operator																		
Buildings Maintenance Supervisor																		
Operator Diesel & Heavy Equip Mechanic																		
Full Time Police Officer																		
<b>14 Positions</b>																		
Highway Foreman																		
Ass. Water & Sewer Superintendent																		
Planning Administrator P/T	\$ 26.72	\$ 27.39	\$ 28.07	\$ 28.77	\$ 29.49	\$ 30.23	\$ 30.99	\$ 31.76	\$ 32.55	\$ 33.36	\$ 34.19	\$ 34.79	\$ 35.40	\$ 36.02	\$ 36.65	\$ 37.29	\$ 37.94	\$ 38.60
Police Sergeant																		
<b>15 Positions</b>																		
Combined Town Clerk/Tax Collector																		
Library Director	\$ 29.38	\$ 30.11	\$ 30.86	\$ 31.63	\$ 32.42	\$ 33.23	\$ 34.06	\$ 34.91	\$ 35.78	\$ 36.67	\$ 37.59	\$ 38.25	\$ 38.92	\$ 39.60	\$ 40.29	\$ 41.00	\$ 41.72	\$ 42.45
Finance Director																		
<b>16 Positions</b>																		
Police Lieutenant	\$ 32.33	\$ 33.14	\$ 33.97	\$ 34.82	\$ 35.69	\$ 36.58	\$ 37.49	\$ 38.43	\$ 39.39	\$ 40.37	\$ 41.38	\$ 42.10	\$ 42.84	\$ 43.59	\$ 44.35	\$ 45.13	\$ 45.92	\$ 46.72
<b>18 Positions</b>																		
Water/Wastewater Superintendent																		
Highway Director	\$ 39.12	\$ 40.10	\$ 41.10	\$ 42.13	\$ 43.18	\$ 44.26	\$ 45.37	\$ 46.50	\$ 47.66	\$ 48.85	\$ 50.07	\$ 50.95	\$ 51.84	\$ 52.75	\$ 53.67	\$ 54.61	\$ 55.57	\$ 56.54
Police Chief																		
<b>19</b>	\$ 43.04	\$ 44.12	\$ 45.22	\$ 46.35	\$ 47.51	\$ 48.70	\$ 49.92	\$ 51.17	\$ 52.45	\$ 53.76	\$ 55.10	\$ 56.06	\$ 57.04	\$ 58.04	\$ 59.06	\$ 60.09	\$ 61.14	\$ 62.21

Proposed March 22, 2021

## **DEED WAIVER**

The property located at **43 Wilderness Park Road, Parcel # 0239-0001-0010** in the name of **Daniel & Dawna Vinal** is due to be deeded to the Town of Sunapee for non-payment of 2011-2020 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

### **BOARD OF SELECTMEN**

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**DATE:** \_\_\_\_\_

### **DEED WAIVER**

The property located at **22 Wilderness Park Rd., Parcel # 0239-0001-0008** in the name of **Gilman E. Michaud** is due to be deeded to the Town of Sunapee for non-payment of 2011-2020 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

### **BOARD OF SELECTMEN**

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DATE: \_\_\_\_\_

**DEED WAIVER**

The property located at **38 Wilderness Park Rd; Sunapee NH known as Map 0239-0001-0002** in the name of **Anne LaClair formerly known as Jeffrey A Sykes** is due to be deeded to the Town of Sunapee for non-payment of 2008 -2020 taxes.

The Town of Sunapee hereby notifies the Tax Collector that they will not accept the Tax Collector's deed because "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 89:38 II-a.

BOARD OF SELECTMEN

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DATE: \_\_\_\_\_



**TOWN OF SUNAPEE**  
23 Edgemont Road  
Sunapee, New Hampshire 03782-0717  
Phone: (603) 763-2212 Fax: (603) 763-4925

**AGREEMENT FOR THE USE OF THE TOWN OF SUNAPEE  
TRANSFER RECYCLING FACILITY**

This agreement is made between the Town of Sunapee and the Town of Springfield by their respective Boards of Selectmen. The purpose of this agreement is for the use of the Transfer Recycling Facility owned by the Town of Sunapee, by the residents and taxpayers of Springfield.

The Board of Selectmen of Springfield agrees to pay the Town of Sunapee \$133,868 in four quarterly payments of \$33,467. The total sum is 25% of the 2021 Transfer Station operating budget of \$626,856 (\$156,714) less \$22,846 which is 25% of the \$91,385 (2020 Revenue) received from the sale of recycled items and the sale of "open-top" tickets. This agreement is to be renewed annually.

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Joshua Trow

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Date Approved

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Suzanne Gottling

Board of Selectmen  
Town of Sunapee

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Jeremy Hathorn

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Frederick C. Gallup

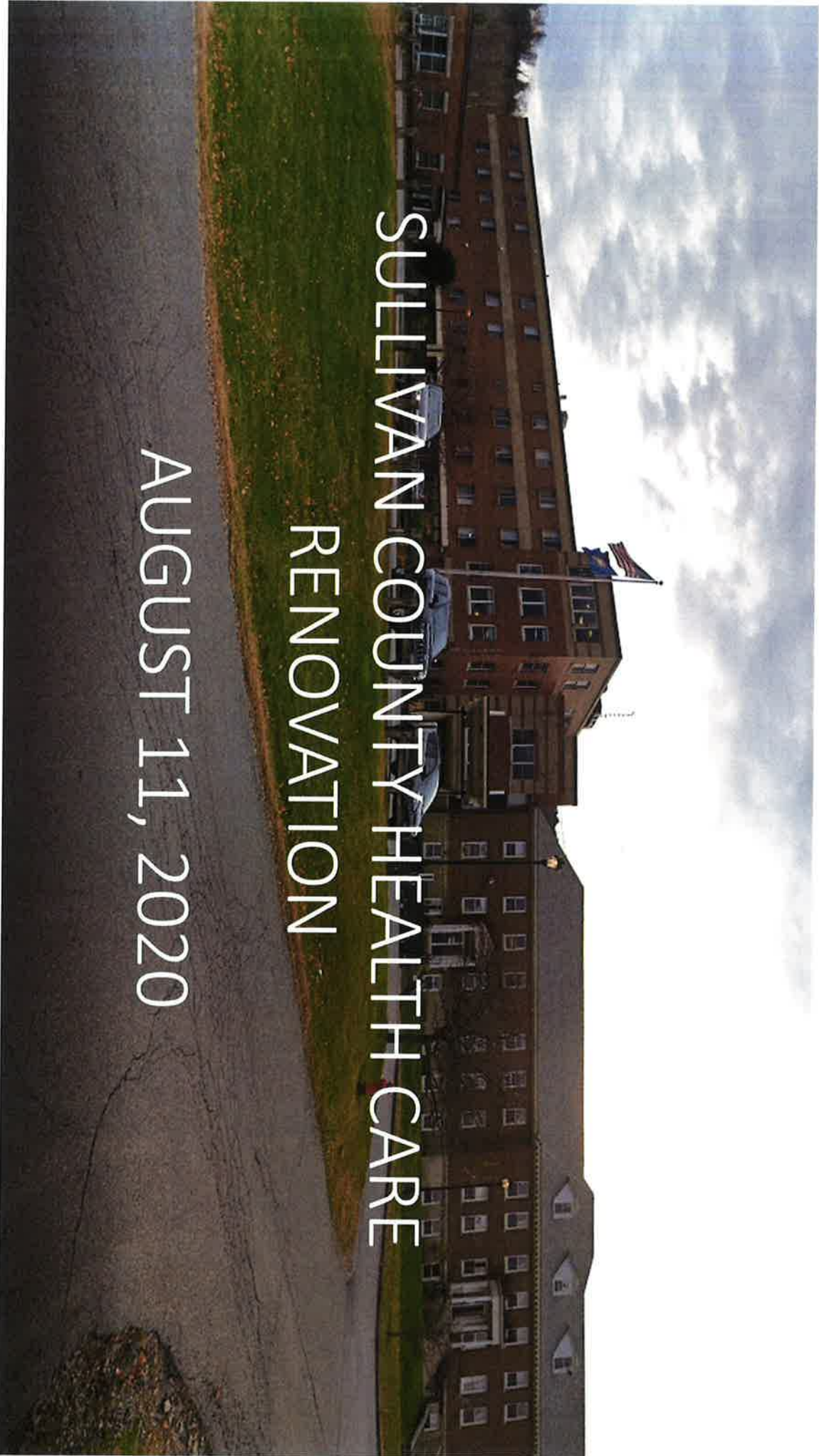
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Shane Hastings

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Date Approved

Board of Selectmen  
Town of Springfield



# SULLIVAN COUNTY HEALTH CARE

## RENOVATION

AUGUST 11, 2020



# SCHC Renovation

- Overview
- GMP & Total Project Budget
- Cost Analysis
- Other Options to Consider
- Way Ahead – Discussion
- Questions





# Overview - Historical Context

- Regulatory environment drives nursing home facility requirements
- County in similar situation as mid-1960s

## THEN:

- Social Security Act (1965)
- Rules for Medicare/Medicaid
- Made Sanders obsolete
- Led to Stearns building

## TODAY:

- Federal and State Requirements
- 2018 Facility Guidelines Institute (FGI) rules for long-term care facilities
- Makes Stearns obsolete

# GMP and Project Budget



# GMP Results – Hard Construction Costs



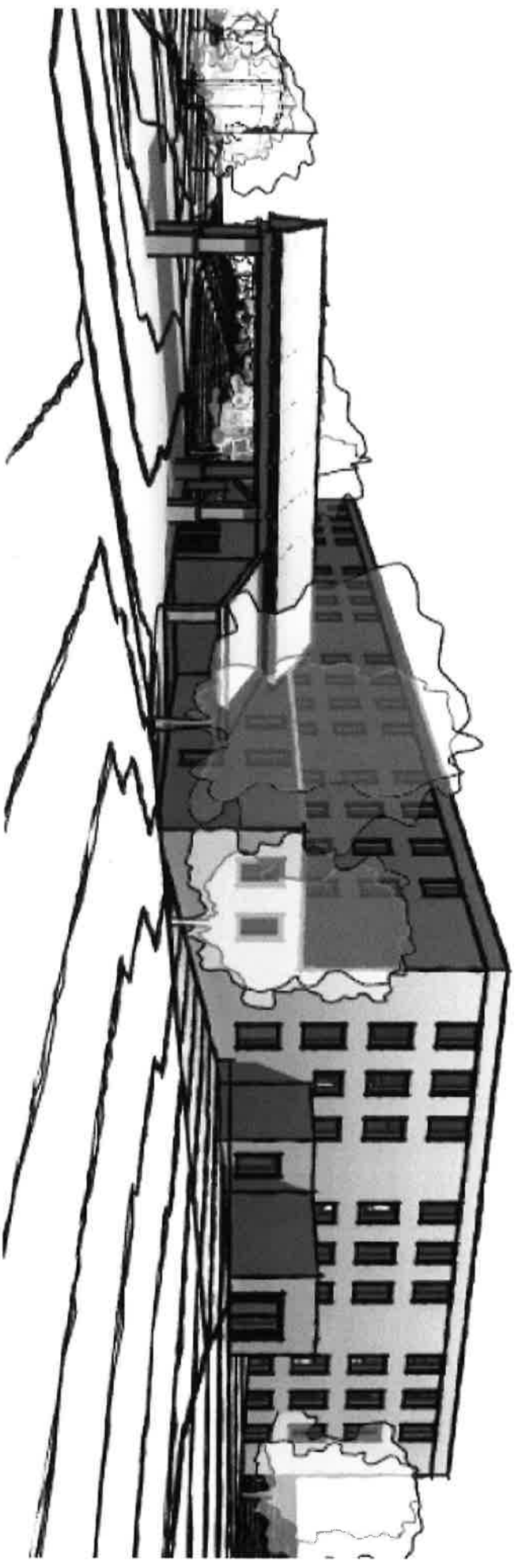
	Conceptual Estimate July 2019	GMP Results July 2020
Construction	\$ 31,000,000	\$ 41,772,000
Escalation	\$ 4,000,000	\$ 0
Bond	\$ 500,000	\$ 625,000
<b>HARD COST TOTAL</b>	<b>\$ 35,500,000</b>	<b>\$ 42,397,000</b>

# TOTAL PROJECT BUDGET



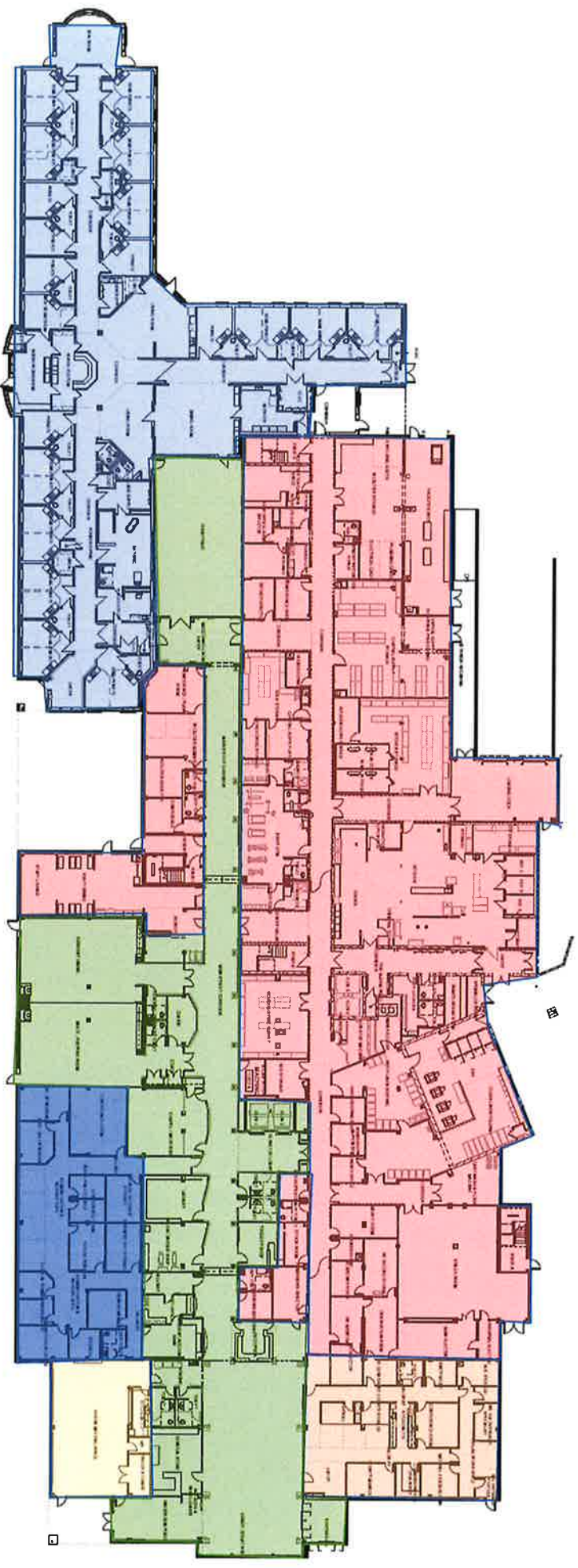
GMP - Construction	\$ 42,397,000
Architect / Engineer / Commissioning	\$ 710,000
Permitting / Inspections / Testing	\$ 350,000
Furniture / Equipment	\$ 2,700,000
Security / Surveillance / Networking / TV / Phone	\$ 230,000
Temporary Construction / Moving	\$ 490,000
Other Owners Costs – Insurance / Legal / Admin	\$ 350,000
Contingency – Construction Manager / Owner	\$ 3,100,000
Credits to Project – Rebates / Bond Interest / Salvage	(\$ 850,000) +/-
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 49,477,000</b>

# Conceptual Design – Option 6





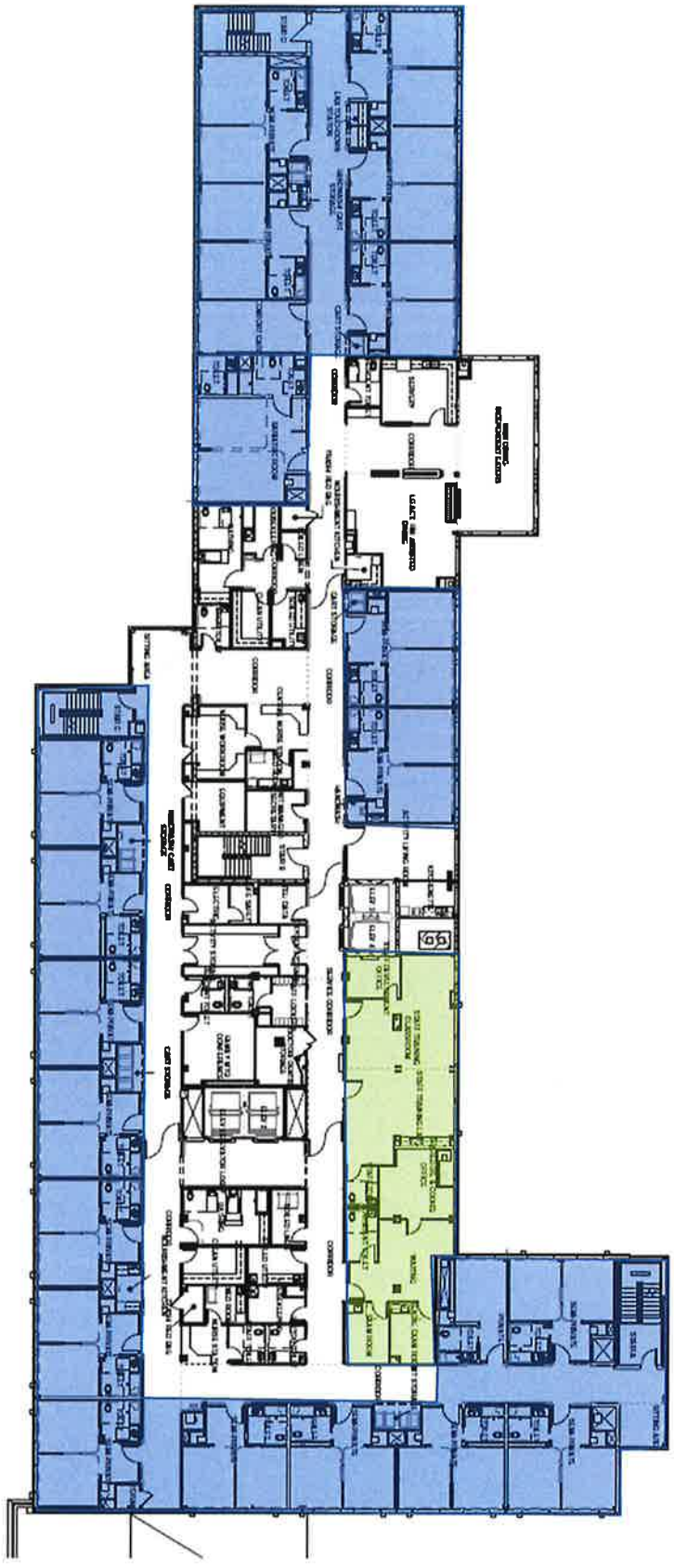
# Proposed Design – 1<sup>st</sup> Floor



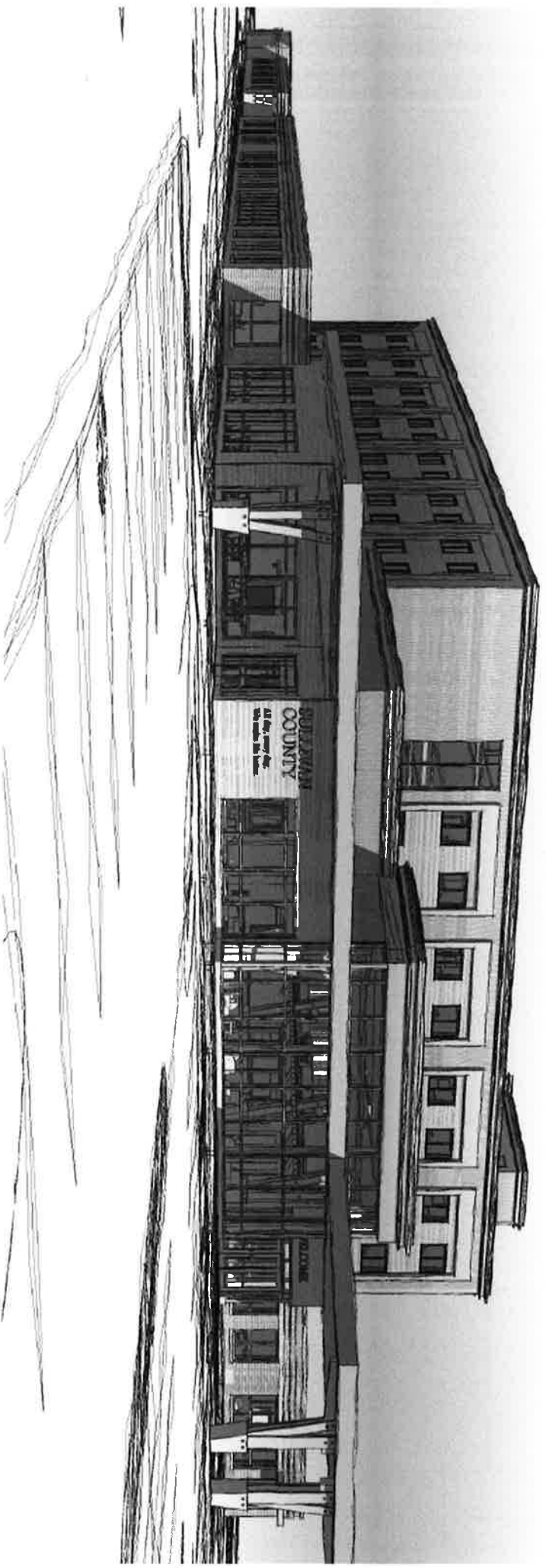
# Proposed Design – Footprint of Upper Floors



# Proposed Design - Typical Upper Floor



# Factors Affecting Construction Costs



# Regulatory Impacts – September 2019

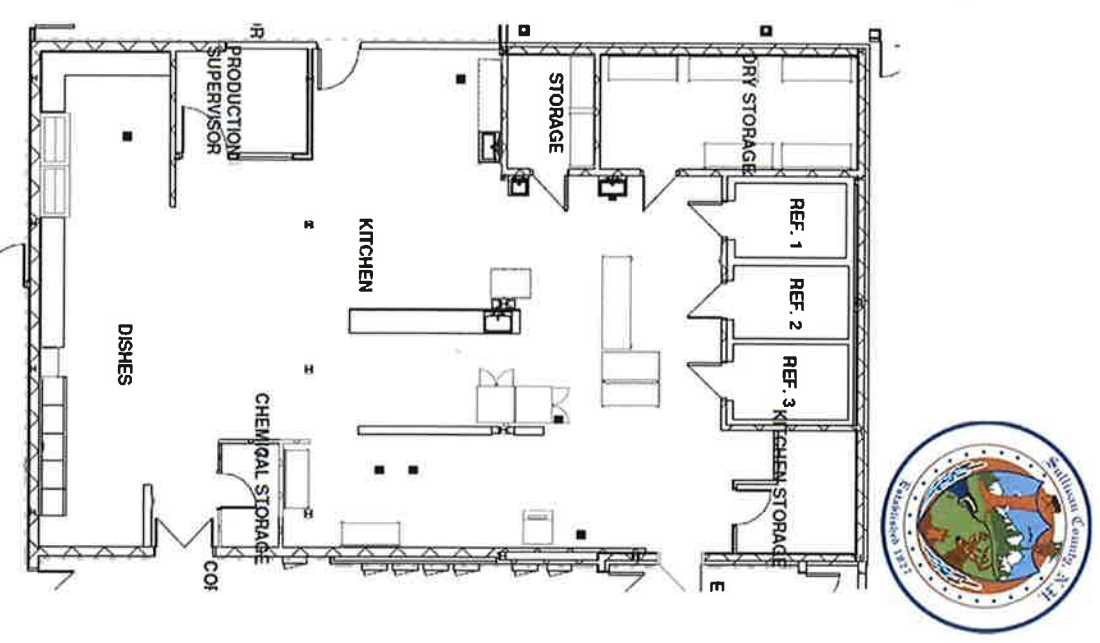


- |   |             |
|---|-------------|
| • FGI Guidelines                                | \$1,800,000 |
| • Increased Clearances in New Resident Rooms    |             |
| • Addition of Bariatric Compliant Rooms         |             |
| • Building Code and Fire Codes                  | \$1,550,000 |
| • Did Not Allow for Office Use on Upper Floors  |             |
| • Additional Fire Proofing in Stearns           |             |
| • Existing Generator Does Not Meet Requirements |             |



# Kitchen Repairs & Maintenance

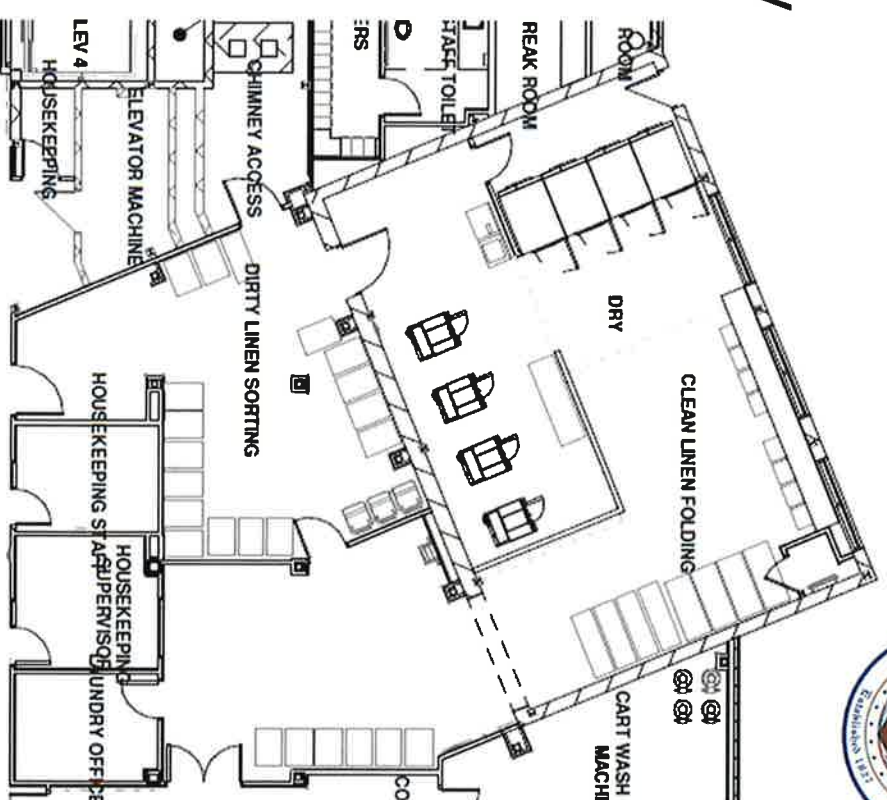
- Kitchen Under Slab Plumbing
- Kitchen Flooring Replacement
- Kitchen Hood Not in Compliance
- \$300K



# Laundry – Process Improvement Project



- Employee Driven Lean Six Sigma Study
- Improves Efficiency Bringing Laundry Back to SCHC Building from DOC
- \$100K per Year in Saved and Avoided Costs
- \$50K Previously Approved for Washer Replacement
- Project Budget Additional \$250K

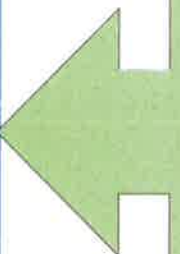


# Schedule, Climate, and Constraints



July 2019

- ~ Additional \$1M  
Driven By Market Challenges
- 36-Month vs. 30-Month  
\$330,000



July 2020

- Existing Conditions Constraints
  - Geotech
  - 10 FT Floor-to-Floor
  - Infrastructure



# Cost Analysis: Bond Payment

- Assumptions:
  - County bonds for \$45,000,000 (construction & contingency)
  - \$4,500,000 from Capital Reserves for equipment, furniture, etc.
  - 29 year term
  - 2% interest rate
- Annual payment = \$2,046,240
- Expired CCC bond payment = \$680,000 (included in FY21 budget)
- **Balance = \$1,366,240**

NOTE: 1% increase on bond rates = ~\$300K

# Cost Analysis: FY22 Tax Impact



- If renovation project approved, FY22 budget impacts include:
  - Bond payment balance = \$1,366,240
  - Structural deficit = approx. \$1,500,000
  - Annual personnel cost growth (~2%) = approx. \$400,000
  - SUBTOTAL: \$3,266,240
- FY22 enhanced ProShare (no IDN 1 payment) = ~ \$1,150,000
- FY22 Tax Increase: \$3,266,240 - ~\$1,150,000 = \$2,116,000
  - 15.5% increase compared to FY21
  - Average county tax rate of \$2.57/\$1,000 would increase to \$2.97/\$1,000
  - For a median home value in Sullivan County assessed at \$200,000 this increase would equal about \$80 per year (22 cents per day)
- NOTE: Actual county tax rates vary by municipality



# Cost Analysis: Perspective

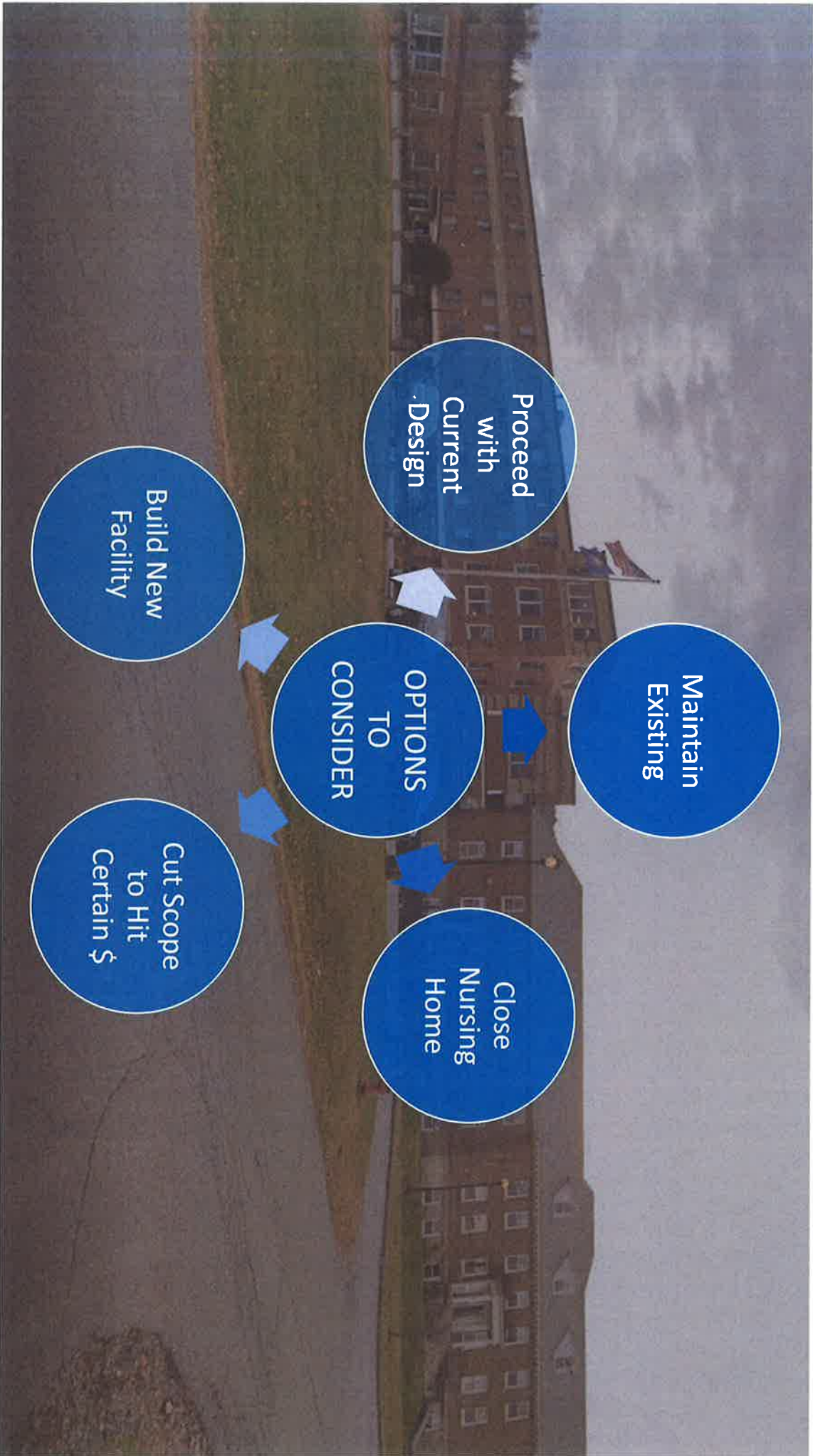


- County nursing homes are expensive to operate
- Medicaid rates do not fully capture operating costs
- Most counties run operational deficits of \$1.5 - \$2.5M million
  - Only Hillsborough County nursing home operates at a surplus
  - Coös County runs 2 nursing homes with combined deficit of \$7.7 million
- Sullivan County is close to breaking even
  - 2<sup>nd</sup> best performance behind only Hillsborough
  - We would be slightly positive if full ProShare budgeted as revenue



## Cost Analysis: Cheshire County Benchmark

- Cheshire County began a similar project in 2019
  - Cost: \$37,000,000
  - Scope: 60,000 sq ft addition & 75,000 sq ft renovation
  - 150 bed facility
  - Cost / sq ft: \$274
- Adjusted for:
  - 1 year of escalation (7%) = \$293 / sq ft
  - 15% increase in floorplan due to 2018 FGI change = \$337 / sq ft
- Compared to Sullivan County project cost of \$353 / sq ft
  - Addition vs. renovation scope accounts for difference between projects





An aerial photograph of a school campus. The image shows several buildings, including a large central building and smaller structures. There are parking lots with cars, a baseball field, and surrounding greenery. The text "Maintain Existing" is overlaid in the center.

Maintain Existing



## Option 1: Maintain Existing

- Fix only what breaks as systems fail
- Pros:
  - Least costly capital investment (but will still cost millions)
- Cons:
  - Increasing failures to 50-year old plumbing, heating, electrical systems jeopardizes health & safety of residents and staff
  - Work completed under emergency or urgent conditions
  - Cannot make improvements without triggering compliance with FGI
  - Deteriorating facility puts state licensure at risk
  - Obsolete floorplan locked in for foreseeable future
  - Loss of revenue from census drop





## Option 2: Close Nursing Home

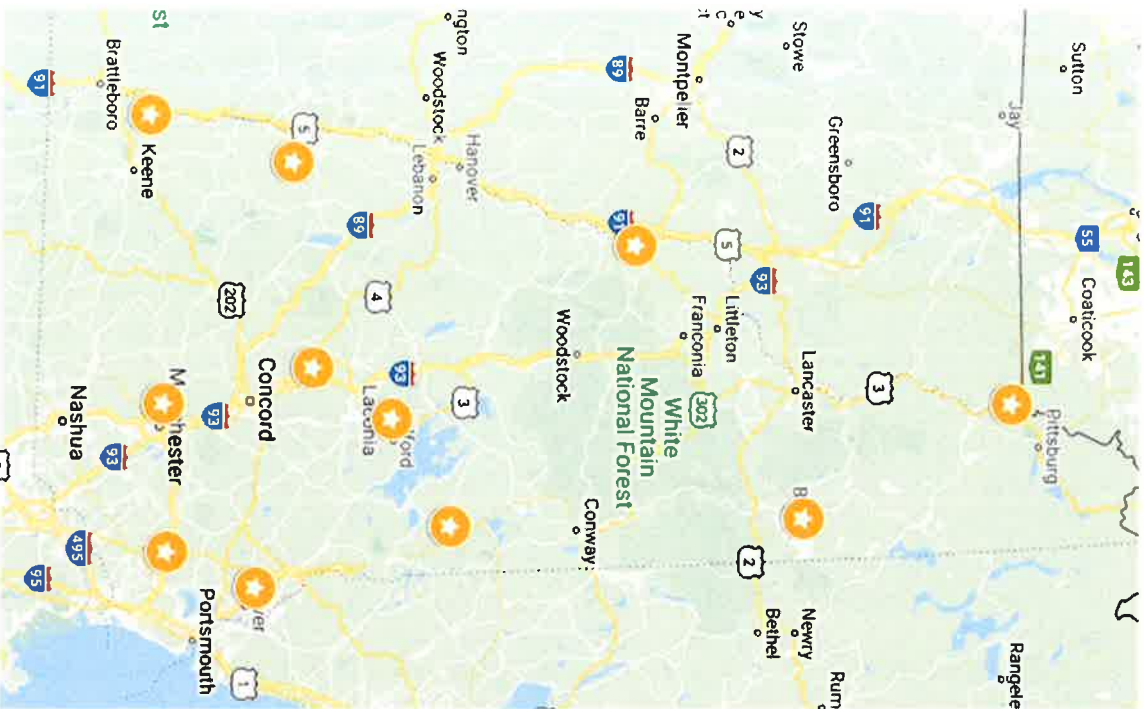


- *No requirement for counties to own or operate nursing homes*
- [RSA 167:18-a](#) “Counties shall reimburse the state for expenditures for **recipients for whom such county is liable who are eligible for nursing home care...**”
- Sullivan County’s responsibility under RSA 167:18-a is **345 people**
- FY21 budget includes \$5.2 million for Human Services
  - This payment would remain a county responsibility
- Drawdown plan for staff & residents would require careful planning
- Campus infrastructure impacts to Dept of Corrections
  - Biomass plant too large
  - Food currently supplied by SCHC Dietary staff
- Where do Sullivan County residents go for long term care?



# New Hampshire County Nursing Homes

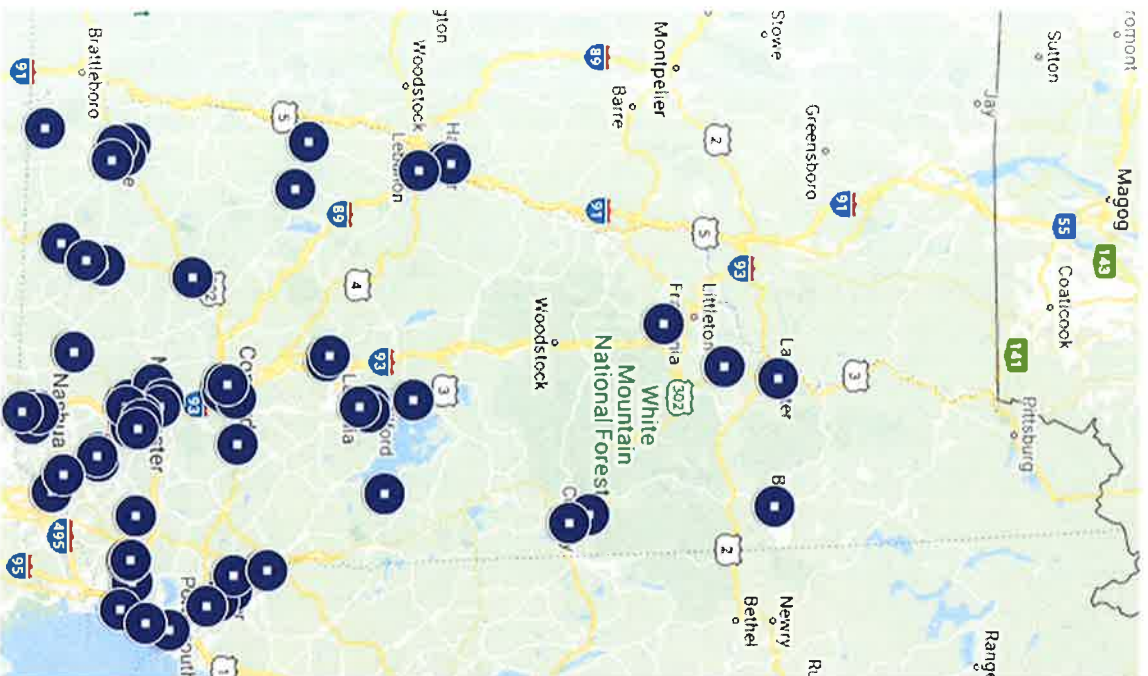
- |                       |           |
|-----------------------|-----------|
| • Cheshire County     | 39 Miles  |
| • Merrimack County    | 50 Miles  |
| • Hillsborough County | 52 Miles  |
| • Belknap County      | 60 Miles  |
| • Grafton County      | 70 Miles  |
| • Rockingham County   | 87 Miles  |
| • Carroll County      | 89 Miles  |
| • Strafford County    | 90 Miles  |
| • Coos County         | 153 Miles |







# New Hampshire Private Nursing Homes









# Build New Facility



## Option 4: Build New

- Is there a value proposition to support this?
- Rough estimate: \$55 – 60 million for new facility
- Pros:
  - Shorter construction schedule (16-18 months vs. 30 months)
  - No impact to current operations; no risk of census drop
  - Likely result in more competition from subcontractors from shorter schedule
  - Possibility of adaptive reuse of Stearns/MacConnell for assisted living?
- Cons:
  - Another year and more money to redesign
  - Another year of escalation costs
- More competition, shorter schedule, and zero risk of lost revenue during construction could shrink cost difference
  - Is it worth considering added value of a new facility?



An aerial photograph of a school campus. The image shows several large, multi-story buildings with dark roofs, likely classrooms or administrative buildings. There are several parking lots with cars parked. A large, open green field is visible on the right side. A road or path runs through the center of the campus. The overall scene is a mix of built-up areas and natural green spaces.

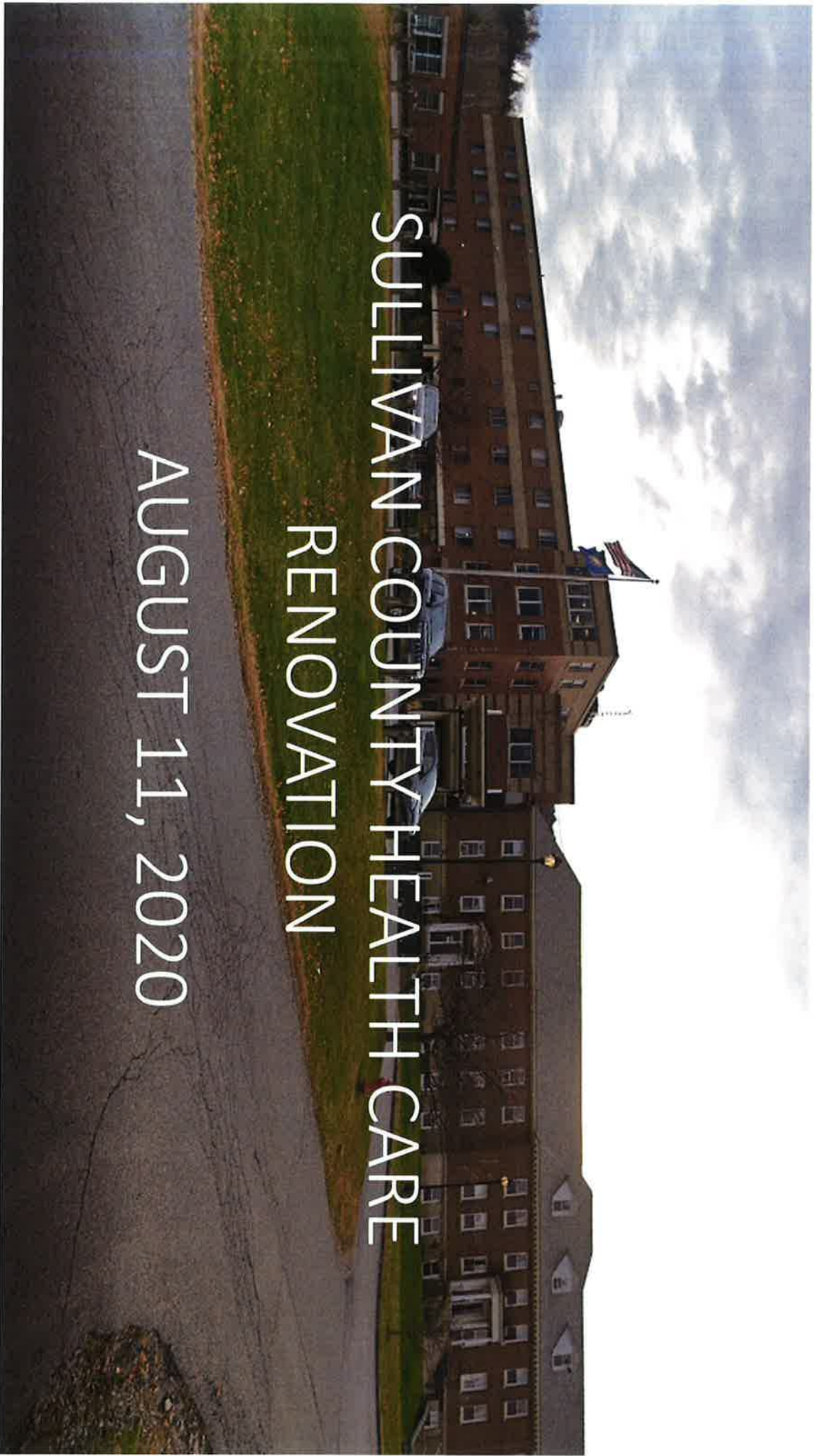
# Current Plan for Renovation & Addition

## Option 5: Proceed with Current Plan



- Process to approve funding outlined in RSA 33:10, Municipal Finance Act
  - 33:10 County Bonds. – County bonds shall be authorized and issued as provided in RSA 25<sup>1</sup> and 28, provided that a public hearing is held which shall be advertised at least 7 days before said public hearing, in some daily newspaper having a wide circulation in the county, giving the time and place of the hearing; and provided that not more than 14 days after said public hearing the county convention shall approve such bond issue by at least 2/3 of the county convention present and voting and provided further that a majority of the whole convention shall be present.
  - RSA 28:23 and 28:24 spell out Commissioners' role
- Engage bond counsel to assist with application
- NHMBB application deadline is November 6; funds issued in Feb 2021
  - Interest payment due August 2021; principal & interest Feb 2022





# SULLIVAN COUNTY HEALTH CARE RENOVATION

AUGUST 11, 2020



# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

*Extended thru March 31 2021  
by Board of Selectmen*

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;              | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19;                       | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.                           |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;                                    |   |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); |   |

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



## FEBRUARY BUDGET REPORT

Fund: GENERAL FUND Periods: 2021-02 thru 2021-02 [16.67% of Year] Include: - Expenditures (Board of Selectmen Monthly Report)

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
<b>01 - GENERAL FUND</b>						
4130 - GENERAL GOVERNMENT: EXECUTIVE	355,055.00	23,056.99	51,671.52	0.00	303,383.48	14.55
4140 - TOWN CLERK TAX COLLECTOR	234,361.00	14,525.11	31,275.42	0.00	203,085.58	13.34
4141 - ELECTIONS	9,061.00	468.90	468.90	0.00	8,592.10	5.17
4150 - FINANCIAL ADMINSTRATION	243,964.00	13,525.63	44,247.18	0.00	199,716.82	18.14
4152 - REVALUATION OF PROPERTY	102,000.00	0.00	0.00	0.00	102,000.00	0.00
4153 - LEGAL EXPENSES	18,000.00	430.00	430.00	0.00	17,570.00	2.39
4155 - PERSONNEL ADMINISTRATION	1,000.00	0.00	0.00	0.00	1,000.00	0.00
4191 - PLANNING AND ZONING	56,074.00	3,627.85	4,431.76	0.00	51,642.24	7.90
4194 - GENERAL GOVERNMENT BUILDINGS	274,624.00	17,738.64	34,942.32	0.00	239,681.68	12.72
4195 - CEMETERIES	13,647.00	123.01	123.01	0.00	13,523.99	0.90
4196 - INSURANCE NOT OTHERWISE ALLOCATED	8,068.00	0.00	0.00	0.00	8,068.00	0.00
4197 - ADVERTISING AND REGIONAL ASSOCIATION	14,390.00	119.06	119.06	0.00	14,270.94	0.83
4199 - OTHER GENERAL GOVERNMENT	31,520.00	414.28	9,448.57	0.00	22,071.43	29.98
4210 - PUBLIC SAFETY: POLICE	918,523.00	62,577.16	157,639.83	0.00	760,883.17	17.16
4215 - AMBULANCE	61,886.00	0.00	0.00	0.00	61,886.00	0.00
4220 - FIRE	271,360.00	10,601.49	36,448.33	0.00	234,911.67	13.43
4229 - SAFETY SERVICES BUILDING	148,013.00	4,019.58	7,428.00	0.00	140,585.00	5.02
4290 - EMERGENCY MANAGEMENT	200.00	0.00	0.00	0.00	200.00	0.00
4312 - HIGHWAY AND STREETS	1,817,923.00	139,329.48	240,458.40	0.00	1,577,464.60	13.23
4316 - STREET LIGHTS	16,800.00	906.86	952.35	0.00	15,847.65	5.67
4324 - SOLID WASTE DISPOSAL	626,856.00	35,042.77	75,807.94	0.00	551,048.06	12.09
4411 - HEALTH: ADMINISTRATION	5,494.00	0.00	0.00	0.00	5,494.00	0.00
4414 - PEST CONTROL	500.00	0.00	0.00	0.00	500.00	0.00
4415 - HEALTH AGENCIES AND HOSPITALS	15,176.00	0.00	0.00	0.00	15,176.00	0.00
4442 - DIRECT ASSISTANCE	42,535.00	556.34	1,224.26	0.00	41,310.74	2.88
4520 - PARKS AND RECREATION	167,168.00	7,546.29	11,933.75	0.00	155,234.25	7.14
4550 - LIBRARY	468,005.00	33,816.46	76,992.34	0.00	391,012.66	16.45
4583 - PATRIOTIC PURPOSES	300.00	0.00	0.00	0.00	300.00	0.00
4589 - OTHER CULTURE AND RECREATION	5,000.00	0.00	0.00	0.00	5,000.00	0.00
4611 - CONSERVATION: ADMINISTRATION	3,775.00	75.00	75.00	0.00	3,700.00	1.99
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	264,335.00	0.00	175,337.93	0.00	88,997.07	66.33
4721 - INTEREST - LONG-TERM BONDS AND NOTES	44,263.00	0.00	6,278.47	0.00	37,984.53	14.18
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
<b>01 - GENERAL FUND</b>	<b>6,240,876.00</b>	<b>368,500.90</b>	<b>967,734.34</b>	<b>0.00</b>	<b>5,273,141.66</b>	<b>15.51</b>
	<b>6,240,876.00</b>	<b>368,500.90</b>	<b>967,734.34</b>	<b>0.00</b>	<b>5,273,141.66</b>	<b>15.51</b>

## MS-535 FUND REVENUES - DETAIL

Fund: GENERAL FUND Periods: 2021-01 thru 2021-02 [16.67% of Year] Include: Revenues - (Revenue)

Account #	Account Title	Estimated Revenues	Actual Revenues
<b>3100 - TAXES</b>			
<b>3190 - INTEREST/PENALTIES</b>			
01-3190-01-902	INTEREST & COSTS	0.00	3,906.87
01-3190-01-903	RETURNED CHECK FEE	0.00	0.00
3190 - INTEREST/PENALTIES		<u>0.00</u>	<u>3,906.87</u>
3100 - TAXES		<u>0.00</u>	<u>3,906.87</u>
<b>3200 - LICENSES, PERMITS AND FEES</b>			
<b>3210 - BUSINESS LICENSES AND PERMITS</b>			
01-3210-01-910	UCC FILING	0.00	0.00
3210 - BUSINESS LICENSES AND PERMITS		<u>0.00</u>	<u>0.00</u>
<b>3220 - MV PERMIT FEES</b>			
01-3220-01-906	AUTO REGISTRATIONS	0.00	162,663.50
01-3220-01-907	SNOWMOBILE AND ATV FEES	0.00	1,152.50
01-3220-10-840	TOWN CLERK-REFUNDS/REBATES	0.00	(15.00)
3220 - MV PERMIT FEES		<u>0.00</u>	<u>163,801.00</u>
<b>3230 - BUILDING PERMITS</b>			
01-3230-01-908	SUBDIVISION FEES	0.00	100.00
01-3230-01-909	SITE PLAN REVIEW FEES	0.00	1,716.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	0.00	8,095.00
3230 - BUILDING PERMITS		<u>0.00</u>	<u>9,911.00</u>
<b>3290 - OTHER LICENSES, PERMITS AND FEES</b>			
01-3290-01-320	LANDLORDS FILING FEE	0.00	0.00
01-3290-01-902	REDEMPTION COSTS	0.00	132.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	0.00	794.32
01-3290-01-912	DOG LICENSES/FEES	0.00	2,536.50
01-3290-01-915	VITALS-BIRTH & DEATH	0.00	265.00
01-3290-01-917	TOWN CLERK FEES	0.00	39.50
01-3290-01-919	WETLANDS APPLICATIONS	0.00	8.50
3290 - OTHER LICENSES, PERMITS AND FEES		<u>0.00</u>	<u>3,775.82</u>
<b>3311-3319 - REVENUE FROM FEDERAL GOVERNMENT</b>			
01-3311-01-841	FEDERAL FEMA FUNDS	0.00	0.00
3311-3319 - REVENUE FROM FEDERAL GOVERNMENT		<u>0.00</u>	<u>0.00</u>
3200 - LICENSES, PERMITS AND FEES		<u>0.00</u>	<u>177,487.82</u>
<b>3350 - STATE SOURCES</b>			
<b>3352 - MEALS &amp; ROOMS TAX DISTRIBUTION</b>			
01-3352-01-840	STATE OF NH ROOMS MEALS TAX	0.00	176,552.84
3352 - MEALS & ROOMS TAX DISTRIBUTION		<u>0.00</u>	<u>176,552.84</u>
<b>3353 - HIGHWAY BLOCK GRANT</b>			
01-3353-01-928	HIGHWAY BLOCK GRANT	0.00	24,036.14
3353 - HIGHWAY BLOCK GRANT		<u>0.00</u>	<u>24,036.14</u>
<b>3354 - WATER POLLUTION GRANT</b>			
01-3354-01-794	STATE OF NH-SEWER GRANT	0.00	0.00
01-3354-01-795	STATE OF NH - WATER GRANT	0.00	15,814.50
3354 - WATER POLLUTION GRANT		<u>0.00</u>	<u>15,814.50</u>
<b>3379 - FROM OTHER GOVERNMENTS</b>			
01-3379-01-935	TOWN OF SPRINGFIELD-TS	0.00	29,844.00
3379 - FROM OTHER GOVERNMENTS		<u>0.00</u>	<u>29,844.00</u>
3350 - STATE SOURCES		<u>0.00</u>	<u>246,247.48</u>
<b>3400 - CHARGES FOR SERVICES</b>			

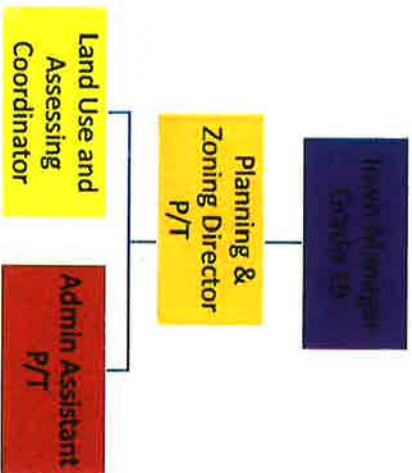
## MS-535 FUND REVENUES - DETAIL

Fund: GENERAL FUND Periods: 2021-01 thru 2021-02 [16.67% of Year] Include: Revenues - (Revenue)

Account #	Account Title	Estimated Revenues	Actual Revenues
<b><u>3401-3406 - INCOME FROM DEPARTMENTS</u></b>			
01-3401-01-320	FIREWORKS PERMIT FEE	0.00	0.00
01-3401-01-321	PHOTOCOPY INCOME	0.00	0.00
01-3401-01-584	RECYCLING INCOME-STEEL CANS	0.00	0.00
01-3401-01-586	RECYCLING INCOME-ALUMINUM	0.00	1,945.74
01-3401-01-587	RECYCLING CARDBOARD	0.00	0.00
01-3401-01-588	RECYCLING NEWSPAPER	0.00	1,589.50
01-3401-01-589	RECYCLING SCRAP METAL	0.00	2,507.07
01-3401-01-592	RECYCLING PLASTIC	0.00	0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOME	0.00	209.01
01-3401-01-942	STANDARD POWER INCOME NET METERING	0.00	399.85
01-3401-01-950	ZBA INCOME	0.00	1,050.00
01-3401-01-951	TOWN OFFICE POSTAGE	0.00	132.25
01-3401-01-953	REPORTS/LABELS/DISKS SOLD	0.00	75.00
01-3404-01-940	SUNAPEE T/S TICKET SALES	0.00	7,837.50
01-3404-01-941	SPRINGFIELD T/S TICKET SALES	0.00	0.00
3401-3406 - INCOME FROM DEPARTMENTS		<u>0.00</u>	<u>15,745.92</u>
<b><u>3409 - OTHER CHARGES FOR SERVICES</u></b>			
01-3409-01-965	SALE OF CEMETERY LOT	0.00	800.00
01-3409-01-966	BURIAL INCOME	0.00	400.00
3409 - OTHER CHARGES FOR SERVICES		<u>0.00</u>	<u>1,200.00</u>
3400 - CHARGES FOR SERVICES		<u>0.00</u>	<u>16,945.92</u>
<b><u>3500 - MISCELLANEOUS REVENUES</u></b>			
<b><u>3501 - SALE OF MUNICIPAL PROPERTY</u></b>			
01-3501-01-966	SALE OF TOWN OWNED PROPERTY	0.00	0.00
01-3501-01-968	SALE OF HIGHWAY EQUIPMENT	0.00	1,200.00
01-3501-01-970	CHECKING ACCOUNT INTEREST EARNED	0.00	0.00
01-3501-10-813	PISTOL PERMIT FEE	0.00	0.00
3501 - SALE OF MUNICIPAL PROPERTY		<u>0.00</u>	<u>1,200.00</u>
<b><u>3503-3509 - OTHER MISCELLANEOUS REVENUES</u></b>			
01-3503-01-936	RENTS/LEASES & SERVICES	0.00	0.00
01-3503-01-937	TOWN DOCK RENTAL	0.00	18,441.30
01-3503-01-938	OLD ABBOTT LIBRARY RENT	0.00	0.00
01-3504-01-938	DOG FINES	0.00	0.00
01-3504-01-939	PARKING FINES	0.00	0.00
01-3504-01-941	REPLACEMENT TRANSFER STATION TAGS	0.00	50.00
01-3504-01-944	PD STATE WITNESS FEES	0.00	300.00
01-3504-01-946	PD DISCOVERY	0.00	0.00
01-3509-01-950	WELFARE MISC. REVENUE	0.00	223.00
3503-3509 - OTHER MISCELLANEOUS REVENUES		<u>0.00</u>	<u>19,014.30</u>
3500 - MISCELLANEOUS REVENUES		<u>0.00</u>	<u>20,214.30</u>
		<u>0.00</u>	<u>464,802.39</u>

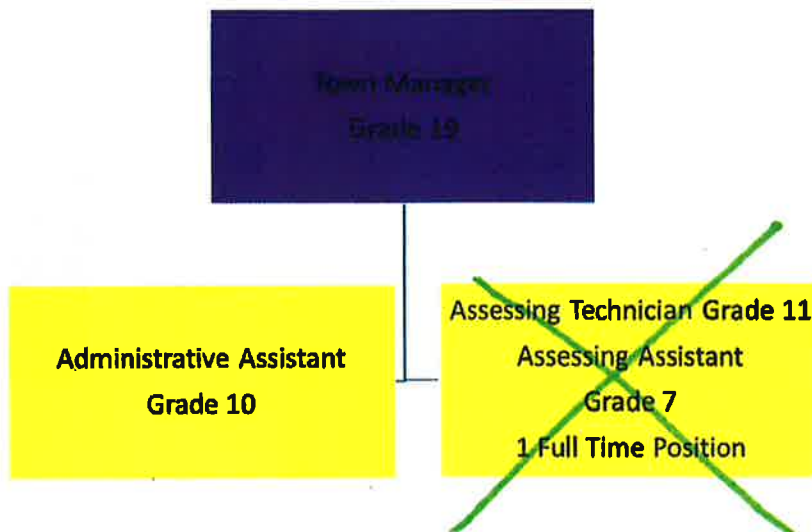


2021 Proposals



2021  
proposed

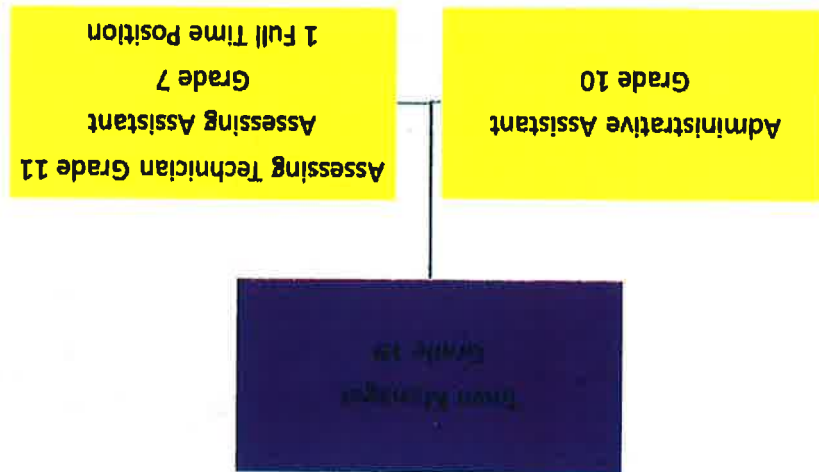
## Executive Department Organization Chart



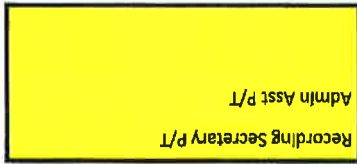
**Elected Officials**  
**Town Manager**  
**Department Head**  
Supervisor  
Full Time  
Part Time  
Seasonal/Non-  
Classified

2020

Executive Department Organization Chart



Elected Officials  
Town Manager  
Department Head  
Full Time  
Part Time  
Seasonal/Non-  
Classified



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**Elected Officials**  
**Town Manager**  
**Department Head**  
**Department**  
**Part Time**

