

**SUNAPEE BOARD OF SELECTMEN
MEETING
6:30PM Town Office Meeting Room
Monday, May 24, 2021**

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

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0138-0030-0000 66 Stagecoach Road, Mark Glenn Fisher

Parcel ID: 0119-0012-0000 24 Fairway Drive, Douglas McGarrah/Elizabeth Dowd

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

BY Selectman Gallup seconded by Selectman Gottling Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID: 0138-0030-0000 66 Stagecoach Road, Mark Glenn Fisher

BY Selectman Hathorn seconded by Selectman Gottling Unanimous.

MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:

Parcel ID: 0225-0003 & 0004 & 0005-0001 Route 11 Matthew & Kathleen Driscoll

BY Selectman Gottling seconded by Selectman Hathorn Unanimous.

MOTION TO APPROVE THE FOLLOWING ABATEMENT DENIAL

RECOMMENDATIONS:

Parcel ID: 0133-0051-0008 1B Indian Cave Landing, Bryan & Beverly Trainor

Parcel ID: 0136-0021-0000 292 Lake Ave., Kurt & Samantha Croft

Parcel ID: 0133-0051-0009 15B Indian Cave Landing, Thomas & Suzan Garrity

Parcel ID: 0146-0044-0000 386 Bay Point Road, Douglas & Cheryl Koeppen

Parcel ID: 0114-0035-0000 83 Tonset Slope, Nangeroni Realty Trust

Parcel ID: 0121-0113-0000 58 Woodland Road, Woodland Point, LLC

Parcel ID: 0128-0059-0000 89 Lake Ave., Kurt & Karla Elsaessar

Parcel ID: 0125-0031-0000 Garnet Street, Mary Frances Kingsley

Parcel ID: 0122-0025-0000 178 Garnet Hill Road, Gardiner Bay, LLC

BY Selectman Gallup seconded by Selectman Hathorn Unanimous.

MOTION TO APPROVE THE FOLLOWING ABATEMENT APPROVAL

RECOMMENDATIONS:

Parcel ID: 0140-0024-0000 14 Burkehaven Lane, Hopfenspirger Family Trust

Parcel ID: 0135-0013-0000 10 Lovejoy Lane, Peter Howard

Parcel ID: 0104-0066-0000 44 Springfield Road, Ernest & Patricia Collins

**Parcel ID: 0127-0036-0000 33 Overlook at Indian Cave, Lawrence & Carol
Brudnicki**

Parcel ID: 0148-0004-0000 18 Lochly Road, Raymond & Lynn Brewer

Parcel ID: 0121-0052-0000 26 Fernwood South, Kenneth & Kristin Jautz

Parcel ID: 0112-0012-0000 68 Woodland Road, Mark & Kristen Begor

Parcel ID: 0237-0025-0000 Nature's Way, HP Sunapee, LLC

Parcel ID: 0122-0024-0000 186 Garnet Hill Road, Pamela & Stephen Wojcik

Parcel ID: 0237-0011-0000 4 Harding Hill Road, Ryan Crawford

Parcel ID: 0122-0015-0000 242 Garnet Hill Road, Camp David, LLC.

Parcel ID: 0104-0014-0000 8 Pleasant Street, Town of Sunapee

BY Selectman Gottling seconded by Selectman Gallup Unanimous.

**MOTION TO APPROVE THE FOLLOWING ABATEMENT WITHDRAWAL
RECOMMENDATIONS:**

Parcel ID: 0106-0021-0000 1250 Route 11, HK Sunapee Cove

Parcel ID: 0130-0026-0000 75 North Road, NH Electric Co-op

BY Selectman Hathorn seconded by Selectman Gottling Unanimous.

LAND USE CHANGE TAX RECOMMENDATIONS:

Parcel ID: 0145-0022-0001 Caldwell Lane, Woodley Family Revoc. Trust

Parcel ID: 0145-0022-0002 Caldwell Lane, Heather Nolen/Garrik Clogston

Parcel ID: 0145-0021-0000 Caldwell Lane, Graham Family Revoc. Trust

Parcel ID: 0145-0020-0000 Caldwell Lane, Nolen Family Revoc. Trust

Parcel ID: 0145-0022-0000 Caldwell Lane, Donald & Teresa Trenholm

BY Selectman Gallup seconded by Selectman Gottling Unanimous.

PUBLIC COMMENTS:

SELECTMEN ACTION

•Selectman Gallup suggested, and the Board agreed to send a letter to Selectman Hastings thanking him for his years of service on the Board.

Motion to instruct the Town Manager to send a letter of thanks to Selectman Hastings for his years of service on the Board by Selectman Gallup seconded by Gottling. Unanimous.

•Donna Nashawaty said in March of 2019 the town had a warrant article to authorize a loan for the Drinking Water State Revolving Fund in the amount of \$400,000 for a UV (ultraviolet light) system. The Board also needs a motion to authorize the Chairman to sign any documents pertaining to the loan. **A motion from the Board to authorize signing the Drinking Water State Revolving Fund loan application in the amount of \$400,000 and naming the Board of Selectmen Chairman as the authorized representative to file the application, make disbursements and sign any documents pertaining to the loan by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

•Chris Whitehouse ABC (Advisory Budget Committee) Resignation

Motion to accept the resignation letter from Chris Whitehouse ABC (Advisory Budget Committee) and ask the Town manager to send a letter of thanks by Selectman Gallup seconded by Selectman Hathorn. Unanimous.

•Use of Facilities: 08/28-SMHS/Project Sunapee Rubber Duck Race, River Road

Motion to approve the Use of Facilities from SMHS/Project Sunapee to use River Road for the Rubber Duck Race on 08/28 by Selectman Hathorn seconded by Selectman Gallup. Unanimous.

•Motion to Expend Milfoil Grant

Chairman Trow said this is the annual request from LSPA (Lake Sunapee Protective Association) for \$5,000 for the milfoil control efforts. **Motion to expend \$5,000 for the milfoil grant by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

- New Town Manager Search

Donna Nashawaty gave the Board an information packet to start the new Town Manager search. This draft packet is a “work in progress”. The Board discussed and commented on the following bullets:

- Information about the Town-description of the town and area
- Powers & Duties of the Town Manager
- Information about the Government-five-member Selectboard, SB2 & Town Manager
- Process for Selection
- Salary & Benefits
- Qualifications
- Ideal Candidate
- Town Priorities
- Interview Panel & Interviewer Rater’s report

The Board instructed the Town Manager to set-up an email account to receive Applications. The Town Manager will edit the brochure and advertisement and bring it back to the next meeting.

- Selectmen Vacancy

The Board has an opening until the next election because of Selectman Hastings’s resignation. The Board decided to put an ad in the shopper and send an email blast requesting a letter of interest and that the town’s volunteer form be filled out.

Meeting Adjourned 9:27PM

Respectfully Submitted by,
Barbara Vaughn
Administrative Assistant

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, May 24, 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. If citizens have input for the Board/Committee please submit to Donna Nashawaty, Town Manager at donna@town.sunapee.nh.us no later than 3:30 pm on the day prior to the meeting.

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2. APPOINTMENTS

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Chris Whitehouse ABC (Advisory Budget Committee) Resignation
- Use of Facilities: 08/28-SMHS/Project Sunapee Rubber Duck Race, River Road
- Motion to Expend Milfoil Grant
- New Town Manager Search
- Selectmen Vacancy

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

7. UPCOMING MEETINGS:

5/25-6:00PM-Zoning Board, Town Meeting Room

5/27-5:30PM-Water & Sewer Commission, Town Meeting Room

6/01-5:00PM-Energy Committee, Town Meeting Room

6/02-7:00PM-Conservation Commission, Town Meeting Room

6/03-6:00PM-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



FORM 1: FINAL APPLICATION

Water Division/Drinking Water and Groundwater Bureau Drinking Water State Revolving Fund (DWSRF)



RSA 486:14,I(a)&(c)/Env-Dw 1100

1. PUBLIC WATER SYSTEM INFORMATION	
Water System Name: Town of Sunapee	PWS ID #:2271010
Town/City: Sunapee	Municipal <input checked="" type="checkbox"/> Private <input type="checkbox"/>
Contact Person: David Bailey, Superintendent	
Mailing Address: 23 Edgemont Rd P.O. Box 347 Sunapee, NH	ZIP + 4: 03782
Phone: (603) 763-2115	Email: sunws@town.sunapee.nh.us
Primary site where work will be performed: Sunapee Water Treatment Plant	
Address: 56 Harbor Hill Road	ZIP + 4:
Repayment Billing Contact: Holly Leonard, Office Manager	Phone: (603) 763-2115
Email: holly@town.sunapee.nh.us	

2. PROJECT TITLE	Water Treatment Plant Improvements - UV System
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3. PROJECT DESCRIPTION – provide a concise description of the project need and how it will address public health protection and compliance with the Safe Drinking Water Act (SDWA):
This project includes ultraviolet light (UV) disinfection improvements to mitigate disinfection byproducts per an Administrative Order by Consent. This project includes installation of a UV system and associated controls. Improvements will also be made to filter effluent control valves for better process control.

4. PROJECT COST	
Estimated Construction Cost	\$ 330,000
Construction Contingency (10%)	\$ 30,000
Estimated Engineering / Planning Costs	\$ 40,000
Other Costs	\$ 70,400
Describe other costs: Design Phase Engineering	
Total Estimated Costs	\$ 470,400
Amount of Loan Requested	\$ 400,000

5. LOAN TERM	
Loan Term* (5, 10, 15, 20 or 30** years)	20 years

Notes

dwgbinfo@des.nh.gov or (603) 271-2513
PO Box 95, Concord, NH 03302-0095
www.des.nh.gov

* Loan term cannot exceed the life-cycle cost of the financed asset/improvement.

**Loans to disadvantaged water systems may be for a term of up to 30 years.

6. CURRENT RESIDENTIAL WATER RATE (Based on 71,996 gallons/year)	\$ 1,000 /single family home/year
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7. PROJECT COST	
Anticipated Authority to Borrow Date	03/10/2020
Anticipated Design Start Date	12/01/2019
Anticipated Construction Contract Award Date	01/04/21
Anticipated Project Completion Date	7/3/21

8. DUNS NUMBER – A DUNS number may be obtained at the DUNS Request Service webpage .


0	5	2	9	0	3	4	7	3
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9. VENDOR CODE – A vendor code may be obtained online on the Department of Administrative Services Vendor Registration webpage .

1	7	7	4	8	3
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10. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT EXECUTIVE COMPENSATION REPORTING {APPLICABLE TO PRIVATE ORGANIZATIONS ONLY}
In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number you provided belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements? Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant certifies that the information in the application and in the attachments is true, correct and complete to the best of the representative's knowledge and belief.



 Signature of Authorized Representative
 Joshua Trow, Board of Selectmen, Chairman

 Title
 10/28/2020

 Date



FORM 2A: AUTHORITY TO BORROW – FOR PUBLICLY OWNED SYSTEMS



Water Division/Drinking Water and Groundwater Bureau
Drinking Water State Revolving Fund (DWSRF)

The warrant article/resolution must indicate the authority to raise, appropriate and spend the requested funds, and must include the full loan amount.

Part 1: AUTHORITY TO FILE AND DESIGNATION OF AUTHORIZED REPRESENTATIVE

WHEREAS, Town of Sunapee, after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works, generally described as: Water Treatment Plant Improvements - UV System is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY the Sunapee Board of Selectmen, the governing body of said Applicant, as follows:

1. That the person holding the position of Chairman currently held by Joshua Trow is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, furnishing such information, data, disbursements, and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application and if such loan be made, is the designated Authorized Representative of the Applicant responsible for furnishing such information, data, and documents pertaining to disbursements for the loan.
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
3. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
4. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

dwgbinfo@des.nh.gov or phone (603) 271-2513
PO Box 95, Concord, NH 03302-0095
www.des.nh.gov

Board of Selectmen, Chairman

5. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED:

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Betty Ramspott is the Town Clerk of the Town of Sunapee.

ATTEST:

Date:

October 26, 2020

Betty H. Ramspott

Part 2: CERTIFYING AUTHORIZATION TO BORROW

I, the undersigned, the duly qualified and acting Town Clerk of the Town of Sunapee herein called the Applicant and keeper of the records of the Applicant, including the journal of the proceedings of the Town of Sunapee Board of Selectmen herein called the Governing Body do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the Governing Body held on the 10th day of March, 2020, and duly recorded in my office;
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting; and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate;
3. That if an impression of the seal has been affixed below, it constitutes the official seal of the Applicant and this Certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal;

IN WITNESS WHEREOF, I have hereunto set my hand this 26 day of October, 2020.

If the Applicant has an official seal, impress below.



Betty H. Ramsport
(signature of officer)

Betty H Ramsport
(print name of officer)

Town Clerk
(title of officer)

May 17, 2021

To: Sunapee Board of Selectmen

RE: Advisory Budget Committee Resignation

All

I have been on the ABC for 3 budget seasons so far. I learned a lot. But in these 3 years I saw no opportunity to change anything. Nothing changed, no matter how much you point out the inconsistencies, or lack of actual justification for it. It was apparent using a calculator at a budget meeting is not well received! You recently eliminated the report and the vote at the end of the budget process before it was handed over to the respective BOS or School Board at the 5/17/2021 BOS Meeting. This was the only time a volunteer could go on record that they could be opposed to the tax rate increases for proposed budgets, bonds, and warrant articles.

I have spent countless hours researching other towns budgets, tax rates, and costs per resident and the like, just to have any comparison fall on deaf ears. Sunapee is #1 in cost per person of all billion-dollar towns in NH FYI. We are #2 in costs per student for our school system, but we are not the #2 school..... The town is not as bad, but we still spend about 20% more than most billion \$ towns do. As a matter of fact, most lake towns in this state molest the tax rate on a regular basis. We happen to be one of the worst in the state when it comes to that as the numbers show.

A town with 3500 people should not be spending almost \$21 million. With the average household having 2.5 people in it per the US Census. That means the average home here would have a \$15,000 tax bill if we didn't have the lake here. Our tax rate would be 3 times what it is as well. Pushing \$45 per thousand if the locals had to pay for it. It is not like the rich people are getting much for basically paying \$30 of that \$45 actual tax rate that I can see.

Sunapee with their overspending of their town budget, compiled with Sunapee Schools audacious \$32,600 per student cost for tuition and facilities, and looking to expand it..... is highway robbery. In 2019 and 2020 the people on this committee including the boards with bonds, warrant articles, and budgets.... asked for a 20% increase in our taxes. I was the only one who opposed it..... The bonds keep failing. There are more of me than you think! The people on this committee make decisions every year that eventually force elderly and middle to lower-class citizens out of their homes. Based on property values and taxes combined, the middle class and below are probably never going to live here in the near future. Our decline in school enrollment faster than the average in the state FYI, combined with our decline in affordable housing, and the lack of people to fill jobs.....it is all related to what Sunapee and many lake towns in the whole state are doing. Abusing taxation, while trying to hide it in the "lower tax rate" in hopes most people don't understand the tax rate is just a % of your valuation. Which ours is much higher than the average per capita, further proving the abuse of the tax rate. Our tax liability is 28% higher than it is in Newport, who has 3000 more people than us. Why??? Check it yourself

<https://www.revenue.nh.gov/mun-prop/municipal/documents/20-tax-rates.pdf>.

You have trouble getting people to volunteer for any committee. I have been on 3 of them, and no suggestions have ever been taken by any board from them. What is the purpose of the volunteering? With exception of making volunteers frustrated because they can't do anything to even suggest a change..... there is no purpose in it. For this committee or any other one in this town. The boards negate the input consistently.

You should rename this the Affirmation Budget Committee, because that is all that you want. Because you just eliminated the one chance a volunteer member had a on the record say. One who could publicly say no..... I don't agree with these proposals. Now you are there to do what again?

I can't see any value of being on this committee any longer. As you have 4 openings now of the 5 volunteer positions, I would say I am not the only one who feels this way.

So please accept this letter as my resignation.

Chris Whitehouse

Former ABC, CIP, and CEC/CAC Member

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Bandstand – Coffin Park - Dewey Beach - Georges Mills Harbor –
Safety Services Building--Sunapee Harbor-Tilton Park – River Road

Name of Organization:

Project Sunapee + Sunapee Middle High School
This Organization is: Non-Profit Political –Private (N/A for profit companies)

Meagan Reed
Name of Duly Authorized:

Mailing Address: 10 North Rd.
Sunapee, NH 03782

Daytime Phone: 603. 763. 5615 Evening Phone: 603. 381. 7053

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

Saturday,
Event Date: August 28, 2021 Time: From: 9am To: 11am

Please describe the complete details of the event: (If advertising please include ad or flyer)
*include a list of outside vendors that will be part of your event.

We will "launch" 1000 - 1500 rubber ducks from the bridge
behind the Quack Shack into the Sugar River. Ducks will "race"
to a finish line before the dam. Students will be in the water
in kayaks to move ducks along and ensure they are all out
of the river when we are done. This will be our 6th Rubber Duck Race.
I/We acknowledge understanding the following restrictions: in this format;

(1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.

(2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.

(3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 40 # of people and 20 # of vehicles attending our event.

Signature of Responsible Individual

Megan Reed

Date 5.19.21

Approved by Chief of Police

Date

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

Approved by Recreation Director (if applicable)

Date

[Signature]
Approved by Fire Chief (if applicable)

Date 5/24/21

Approved by Highway Director (if applicable)

Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen)

Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

Barbara Vaughn

From: David Cahill <david.cahill@sunapeepd.com>
Sent: Thursday, May 20, 2021 10:06 AM
To: Barbara Vaughn; John H. Galloway; Scott Blewitt
Subject: RE: SMHS Use of Facilities

Barb, please accept this email as my approval for the event.
D. Cahill

From: Barbara Vaughn [mailto:frontdesk@town.sunapee.nh.us]
Sent: Thursday, May 20, 2021 9:42 AM
To: david.cahill@sunapeepd.com; John H. Galloway; Scott Blewitt
Subject: SMHS Use of Facilities

Please review and approve. Per Donna I can now take an email for approval.

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

Barbara Vaughn

From: Scott Blewitt
Sent: Thursday, May 20, 2021 9:44 AM
To: Barbara Vaughn
Subject: Re: SMHS Use of Facilities

I approve!

Thank you! Scott

On May 20, 2021, at 9:42 AM, Barbara Vaughn <frontdesk@town.sunapee.nh.us> wrote:

Please review and approve. Per Donna I can now take an email for approval.

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

<SMHS Rubber Duck Race.pdf>

Lake Sunapee Protective Association

PO Box 683
Sunapee, NH 03782

Invoice

Date	Invoice #
5/11/2021	202-89

Bill To
Town Manager Town of Sunapee 23 Edgemont Rd. Sunapee, NH 03782

P.O. No.	Terms	Project

Item	Description	Qty	Rate	Amount
Local Grant	Milfoil Grant RECEIVED SUNAPEE FINANCE DEPT MAY 14 2021 23 EDMONT RD SUNAPEE, NH 03782 SCANNED MAY 14 2021 01-4900-21-807		5,000.00	5,000.00

Thank you for your support!

Total \$5,000.00

Payments/Credits \$0.00

Balance Due \$5,000.00