

SUNAPEE BOARD OF SELECTMEN
MEETING
6:30PM Town Office Meeting Room
Monday, June 28, 2021

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

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0128-0074-0000 106 Lake Ave., Kent Nierendorf Revoc. Trust
Parcel ID:0144-0013-0000 19 Heather Way, Matthew & Whitney McKnight
Parcel ID:0218-0022-0000 223 North Road, Dana Ramspott Revoc. 2003 Trust
Parcel ID:0136-0051-0000 68 Birch Point Road, Charles Morrison Revoc. Trust
Parcel ID:0139-0011-0000 62 Rolling Rock Road, Lynch Revocable Trust, ET AL
By Selectman Hathorn, seconded by Selectman Gallup. Unanimous.

APPOINTMENTS

7:00PM-Chief Cahill- Meritorious Service Award to Officer Merullo
Chief Cahill thanked the Board, members of the community and Officer Merullo's family for their time in honoring Officer Joseph Merullo who is receiving the Meritorious Service Award for saving a life on May 26, 2021, in Sunapee Harbor. Officer Merullo also received the Chief's Recognition Coin that is presented by the Police Chief as a personal token of appreciation. Chief Cahill also said that Jeremy Soulia is in the full-time academy and will be graduating on August 20th.

SELECTMEN ACTION

- Abbott Library Alternate Reappointment-Jon Reed 1-Year Term
Motion to approve the reappointment of Jon Reed to the Abbott Library Trustees for a 1-year term by Selectman Hathorn seconded by Selectman Gallup. Unanimous.
- Use of Facilities-07/17-Candeia/Carter Wedding, Gazebo
Motion to approve the Use of Facilities for the Candeia/Carter wedding at the gazebo on July 17th by Selectman Gallup, seconded by Selectman Hathorn. Unanimous.
- Use of Facilities-10/2-Butler Wedding, Gazebo
Motion to approve the Use of Facilities for the Butler wedding at the gazebo on October 2nd by Selectman Hathorn, seconded by Selectman Gallup. Unanimous.
- Use of Facilities-7/17-Sunapee Harbor West Club, Safety Services Building
Motion to approve the Use of Facilities from the Sunapee Harbor West Club to use the Safety Services Building for their annual meeting on July 17th by Selectman Gallup seconded by Selectman Hathorn. Unanimous.

•Use of Facilities-09/4-Overlook at Indian Cave Association, Safety Services Building
Motion to approve the Use of Facilities from Overlook at Indian Cave Association to use the Safety Services Building for their annual meeting on September 4th by Selectman Hathorn seconded by Selectman Gallup. Unanimous.

•Sign Doris Carmichael Deed

Donna Nashawaty said this was a tax deeded property taken by the town on April 12th. There is a purchase pending, with a closing date of July 16th. The total due to the town at closing will be \$7,603.90. **Motion to sign the deed for Doris Carmichael for land and buildings on 8 Pleasant Street in Georges Mills by Selectman Gallup seconded by Selectman Hathorn. Unanimous.**

•ARPA Funds

Donna Nashawaty reported that the Town of Sunapee does not qualify for the reduced revenue portion of the ARPA funds. The town is eligible for \$365,053.00. There are restrictions on how and for what these funds can be spent on. The funds can be used for public health issues created or worse by COVID-19, economic impact for grants to business or individuals hit hard by COVID, premium pay for essential workers and investment in infrastructure, such as, Water & Sewer projects or broadband. The costs must be incurred after March 3, 2021, obligated by December 31, 2024, and spent by December 21, 2026.

•Selectmen Vacancy

Donna Nashawaty said that the Board received a packet with the information from the 7 interested candidates. After some discussion, the Board decided to invite the 7 candidates to the Monday, July 26th meeting, give each a 5-minute interview and then make the decision that night. The Town Manager will send out the invitation to the potential candidates.

•Manager Search

The Board received the update Town Manager job advertisement and Town Manager Recruitment Profile. After Board approval Donna Nashawaty will send out to all the New England States Municipal Association groups. **Motion to approve the job advertisement for the Town Manager position as presented by Selectman Gallup, seconded by Selectman Hathorn. Unanimous. Motion to approve the Town Manager Recruitment Profile as presented By Selectman Hathorn seconded by Selectman Gallup. Unanimous.**

•Short Term Rentals

Donna Nashawaty said that on November 16, 2020, there was a presentation given to the Board regarding short term rentals. The presentation is attached. At that meeting the Board asked the Town Manager to find out if any other New Hampshire town were using this company for their short-term rental registrations. The only town using the service halfway was Conway and there were no comments she could get from that. In addition, at the last meeting Donna Nashawaty reported that the police were starting to get complaints from citizens in the community on the short-term rentals and the Board asked the Town Manager if she could get an update on pricing and software. Chief Cahill gave the Board examples of some of the concerns he has with short-term rentals. Donna Nashawaty said that the Board of Selectmen would have to adopt an ordinance on short-term rentals. The cost of the program would be paid through the registration process.

After some discussion, the Board asked the Town Manager to bring back a draft registration form and the costs to the town and a sample draft ordinance.

CHAIRMAN'S REPORT

- Selectman Gottling said that tomorrow as the County Convention in Claremont at 6:00PM. She will try to convince everyone to vote for a budget that has a 4% increase in taxes instead of one that has a 9.7% increase.
- Selectman Gallup has noticed that the No-Thru Trucking signs have gone up on Bradford Road and Nutting Road, but the 6-ton road limit signs are still up. Donna Nashawaty will investigate it.

TOWN MANAGER REPORTS

•Summer Town Meeting

Donna Nashawaty suggested that the Summer Town Meeting be combined with a Coffee with the Chief session. After some discussion, the Town Manager will arrange with the Chief to have more department head participation in the August Coffee with the Chief meeting.

•Farmers Market Liquor Commission Approval

Donna Nashawaty said there was a form in the Board packet requesting to do alcohol retail sales at the Farmers Market. After some discussion, the Board decided they had no problem with the request. **Motion to authorize the Vice-Chairman to sign the State of New Hampshire Liquor Commission form from Coffin Cellars Winery to sell wine at the Farmers Market tonight and authorize the Town Manager to sign future requests by Selectman Gallup, seconded by Selectman Hathorn. Unanimous.**

•Temporary Administrative Assistant

Donna Nashawaty said that Barb Vaughn notified her that she would be out of work for medical reasons for 3 months so she will need to go out and get part-time help. She has someone she has reached out to and will fill the hours and be able to stay within the department budgets.

Meeting Adjourned 8:11PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, June 28, 2021

- **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.**

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0128-0074-0000 106 Lake Ave., Kent Nierendorf Revoc. Trust
Parcel ID:0144-0013-0000 19 Heather Way, Matthew & Whitney McKnight
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Parcel ID:0136-0051-0000 68 Birch Point Road, Charles Morrison Revoc. Trust
Parcel ID:0139-0011-0000 62 Rolling Rock Road Lynch Revocable Trust, ET AL

2. APPOINTMENTS

7:00PM-Chief Cahill- Meritorious Service Award to Officer Merullo

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Abbott Library Alternate Reappointment-Jon Reed 1-Year Term
- Use of Facilities-07/17-Candeia/Carter Wedding, Gazebo
- Use of Facilities-10/2-Butler Wedding, Gazebo
- Use of Facilities-7/17-Sunapee Harbor West Club, Safety Services Building
- Use of Facilities-09/4-Overlook at Indian Cave Association, Safety Services Building
- Sign Doris Carmichael Deed
- ARPA Funds
- Selectmen Vacancy
- Manager Search
- Short Term Rentals

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- Summer Town Meeting
- Farmers Market Liquor Commission approval
- Temporary Administrative Assistant

7. UPCOMING MEETINGS:

06/30-6:00PM-Trustees of the Trust Fund, Town Meeting Room
07/01-6:00PM-Zoning Board Meeting, Town Meeting Room
07/06-5:00PM-Energy Committee, Town Meeting Room
07/07-7:00PM-Conservation Commission, Town Meeting Room
07/08-7:00PM-Planning Board Meeting, 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

SIGN-IN SHEET

BOARD OF SELECTMEN MEETING

DATE: 6-28-21

Craig Goodwin

Shawn Plarvill Jr.

Carol Merullo

Joshua Levasseur

Will Sencbaugh

Joe Merullo

Michaela Cella

John Arguina



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

Name: Reed, Jonathan Date: June 15, 2021
(Last) (First)

Sunapee Registered Voter: (X) Yes () No

Mailing Address:

Street Address (if different):

81 Sargent Road
Sunapee, NH 03782

Lived in Sunapee Since: 9/03 Home Phone: 603-727-8821 Work Phone _____

E-mail: jonsreed@gmail.com Fax: _____

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

<u>1</u> Abbott Library Trustee (Alternate)	_____ 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	_____ Highway Safety Committee
_____ Energy Committee	

2. For consideration:

a. Occupation: Teacher b. Employer: SAU 85 - Sunapee School District

c. Length of current employment: 16 +/- Years d. Education: BS Science

e. Relevant Experience: I have been an alternate for the past two 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 XNo

g. Volunteer Time Available _____ hours per week (daytime) 2 hours per week (evenings)
5 hours per week (weekends)

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

i. If yes, please indicate Town/Position: Abbott Library Alternate Trustee / Recreation Committee

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

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

3. Why do you want to serve on this board/committee? To continue to be a part of the community

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? _____

Personal and professional life experience.

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

To be involved with the community in another capacity.

6. Additional Comments: _____

Jonathan S Reed

(Signature)

June 17, 2021

(Date)

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

“considered public information and may be distributed or copied”

DRAFT Minutes of the Abbott Library Board of Trustees
Abbott Library, Sunapee, NH, under the tent
June 17, 2021

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Betsy Bowen, and Suzanne Tether. Alternate Jon Reed filled in for Jim Harrison, and new Alternate Beverly Bjorkland served in place of Nancy Berger.

Library Director Mindy Atwood attended.

Other attendees were: Lynne Wiggins, Town of Sunapee, Jess White, Friends of Abbott Library Representative.

At 7:01 pm Justin Levesque and the newly hired Youth Services librarian Neolani Conroy joined the meeting. Carol welcomed Neolani and after brief introductions with the Trustees, Neolani left the meeting. Justin left the meeting at 7:39 pm.

I. Chair's Remarks

The meeting was called to order at 6:35 pm by Carol Brudnicki.

Carol welcomed Beverly Bjorkland as a newly appointed Alternate Trustee.

II. Covid-19 Policy Update

Subsequent to Governor Sununu's lifting of Covid-19 orders concerning mask use and further restrictions and regulations, the discussion resulted in a motion by Suzanne, seconded by Betsy.

The Public is welcome to wear masks if they wish.
Unvaccinated individuals are encouraged to wear a mask in the library and at library sponsored events.

The motion passed unanimously.

Additional Covid-19 issues were addressed:

Volunteers will be welcomed back when Mindy and the staff are comfortable working with more people than just the patrons in the building.

Furniture is not yet in place, and still stored in the meeting rooms.

The cleaning schedule will continue every 24 hours, as recommended by the CDC. Unanticipated revenue sources will cover these additional expenses.

III. Lynne Wiggins , Town of Sunapee representative

Lynne recounted the historical and administrative history of the Town of Sunapee and the Abbott Library.

The Town handles all administrative issues for the Library, which is an autonomous organization within the Town structure.

Donna Nashawhaty signs off on all Town employees.

IV. Approval of Minutes

Susi moved to approve the May 20 minutes as amended, seconded by Bev. The minutes were approved unanimously.

The Chair and Director's reports will be added to the approved minutes each month for distribution to the public.

V. Treasurer's Report

A. Review of Financials

All bank accounts have been reconciled and the Town funding is current.

Following a brief explanation and discussion, Susi moved that she be authorized to reinvest the \$115,104. Mabel Davies trust funds in a two year Certificate of Deposit at the best interest rate available at the time of renewal. Betsy seconded the motion which was unanimously approved.

Review/Approve Manifest of Bills

Jane moved to accept the May Manifest of Bills, seconded by Jon. The motion was passed unanimously.

Vi. Director's Report

Mindy opened by discussing of New Hampshire General Court Bill H.B. 2. Among many topics in this Bill is a measure that will affect education around the teaching of divisive cultural theories. Many organizations have written to

express their opinions to the legislators. A final vote on the Budget, with its many added proposals is expected next week.

At this time the Library plans Equity, Diversity and Inclusion (EDI) training for the staff. The Library will be closed for the session. The Sunapee School District has recommended a professional, seasoned team of 2 to 3 presenters who will lead a similar program for school staff. Mindy will pursue the idea of a shared Library catalog with the Sunapee School Library., with a selective sharing of some resources. Funding for this training may be possible through American Recovery Act distributions.

Mindy has sent out an RFP for landscaping services.

As in the past, the idea was broached that the Library remain open on Veterans' Day in exchange for closing the Library on December 26. Carol proposed this policy, seconded by Betsy. The motion passed unanimously. Subsequently Suzanne moved to strike the previous proposal in view of the December calendar with December 26 falling on a Sunday. This proposal, seconded by Carol, also passed unanimously. The Library will remain open on Veterans' Day, November 11.

VII. Chair's Report

Jon Reed's term as an Alternate Trustee expires before the next regularly scheduled meeting in August. Jane proposed that Jon be recommended to the Select Board again as an Alternate. Following a second by Bev, the motion passed unanimously.

Jon moved, seconded by Susi, that the Trustees nominate the Friends of the Abbott Library to receive the annual New Hampshire Library Trustees Association Sue Palmatier Award for Outstanding Support By a Friends of the Library Group. This motion passed unanimously. Mindy will write the nomination.

On recommendation from the Friends of Abbott Library the Trustees also nominated Mindy to receive the New Hampshire Library Trustees Association award for Library Director of the Year. The Friends of Abbott will write the nomination.

VIII. Report from Abbott Library Foundation

Suzanne reported that the Library Foundation met under the tent on June 10. At that meeting it was determined that the Foundation wishes to fund the long discussed storage shed.

Betsy moved that the Abbott Library Foundation be charged to proceed with the Library Shed Construction project. Jane seconded the motion which passed unanimously. Jane passed along to Suzanne the original architects' sketches for the shed designed in harmony with the Library's architectural style. Suzanne will forward these and additional documents to Foundation President Arlene Adams and to Tim Eliassen for the Foundation's further consideration.

IX. Report from Abbott Library Friends

Jess White represented the Friends of Abbott Library to discuss the July 10 Pancake Breakfast Replacement event. For \$35 supporters may buy a reusable custom Friends of Abbott Library insulated bag with all the ingredients for a family pancake breakfast. On June 22 the Friends will begin to take orders for the breakfast bags which will be available for pickup at the Sunapee Middle High School.

On Saturday, June 19, representatives of the Friends of the Abbott Library and the Abbott Library Foundation will accompany Mindy at the Sunapee Farmers' Market non-profit organization table. Magnets with the new Library hours will be available.

X. Book Collection

Jane reported that on July 10 from 8 am to 3 pm boxed books can be dropped off in the parking lot tent. John Walsh will pick up the donated books. This service to the community replaces the annual book sale for 2021.

XI. Strategic Planning Progress Report/ ESC

Carol stated that the new Trustees binders are 95% complete and will be distributed soon.

Suzanne reported she has attended the Friends of Abbott Library meetings as well as the June 10 Abbott Library Foundation meeting.

Jane mentioned that Foundation President Arlene Adams, would like contact information to increase the Foundation volunteers. This information was collected in response to the ESC surveys.

Susi announced a June 24 meeting on the multipurpose room agenda item.

XII. Old Business/Other Business

There was no old business.

Mindy advised the Board she will take a two week vacation from July 11 to July 26. Justin will serve in the Director's role during that time.

XIII. Public Comment

There was no public comment.

XIV. Adjournment

Betsy moved to adjourn the meeting ,seconded by Jon. The motion passed unanimously. The meeting adjourned at 8:15 pm.

Respectfully submitted,
Suzanne Tether
June 17, 2021

Calendar:

July	no meeting
July 10, 2021	Pancake Breakfast pick up/book drop off
August 19, 2021	Trustees meeting – 6:30 pm
September 16, 2021	Trustees meeting – 6:30

50.00 cash
6/24/21

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 gazebo

Name of Organization:

Candela / Carter wedding

This Organization is: Non-Profit – Political –Private (N/A for profit companies)

Name of Duly Authorized:

Mailing Address: 2 mason st Salem ma 01970

Daytime Phone: 857 417-3175 Evening Phone: 857-417-3175

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

Event Date: 07-17-2021 Time: From: 5:15 To: 5:45

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.

wedding vows - short and simple ceremony
reception is on super boat.

I/We acknowledge understanding the following restrictions:

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

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

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

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

I/We plan on 50 # of people and WE are hiring a Shuttle service, (3) # of vehicles attending our event.

Signature of Responsible Individual

Shelby A. Coe

Date 06-24-21

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

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

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

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): Ben Mere/Bandstand ~~Coffin Park~~ - Dewey Beach - Georges Mills Harbor - Safety Services Building--Sunapee Harbor-Tilton Park

Name of Organization:

Butler Wedding

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

Name of Duly Authorized:

Mailing Address: 14 Maple Court Po Box 56
Sunapee N.H. 03782

Daytime Phone: 781-640-6979 Evening Phone: Same

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

Event Date: Oct. 2, 2021 Time: From: 3:45 To: 4:45 ^(4:00 - 4:30 Ceremony AT MOST)

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.

Wedding - Bride, Groom, Maid of honor, Best man
officiant, Harpist, will be on Bandstand
Approx. 90 people for the ceremony. Some will
be seated and the rest standing

I/We acknowledge understanding the following restrictions:

- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
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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 100 # of people and 25-30 # of vehicles attending our event.

Signature of Responsible Individual Joel Bittner Date 6/14/2021

Approved by Chief of Police _____ Date _____

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

Approved by Recreation Director (if applicable) _____ Date _____

Approved by Fire Chief (if applicable) _____ Date _____

Approved by Highway Director (if applicable) _____ Date _____

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

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

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APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One) Grass Ben Mere/Bandstand Coffin Park - Dewey Beach - Georges Mills Harbor - Safety Services Building - Sunapee Harbor - Tilton Park

Name of Organization:

Butler Wedding

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

Name of Duly Authorized:

Mailing Address: 14 Maple Court Po Box 56
Sunapee N.H. 03782

Daytime Phone: 281-640-6979 Evening Phone: Same

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

Event Date: Oct. 2, 2021 Time: From: 3:45 To: 4:45

(4:00 - 4:30)
ceremony
at most

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.

Wedding - Bride, Groom, Maid of honor, Best man
officiant, Harpist, will be on bandstand
Approx. 90 people for the ceremony. Some will
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I/We plan on 100 # of people and 25-30 # of vehicles attending our event.

Signature of Responsible Individual

Date 6/14/2021

Approved by Chief of Police

Date 6-18-21

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

Approved by Recreation Director (if applicable)

Date

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

— Parking in Burkeheaven lot only NO parking
on town roads

— No Alcohol on town property

DR

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

Butler Wedding

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

Name of Duly Authorized:

Mailing Address: 14 Maple Court Po Box 56
Sunapee N.H. 03782

Daytime Phone: 281-640-6979 Evening Phone: Same

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

Event Date: Oct. 2, 2021 Time: From: 3:45 To: 4:45

(4:00 - 4:30)
Ceremony
AT MOST

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.

Wedding - Bride, Groom, Maid of honor, Best man
officiant, Harpist, will be on bandstand
Approx. 90 people for the ceremony. some will
be seated and the rest standing

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- (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 100 # of people and 25 - 30 # of vehicles attending our event.

Signature of Responsible Individual Joe Bitt Date 6/14/2021

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 _____
John Gray 6/22/21
Approved by Fire Chief (if applicable) _____ Date _____

Approved by Highway Director (if applicable) _____ Date _____

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

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

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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

Name of Organization:

Sunapee Harbor West Club - Private
This Organization is: Non-Profit – Political – Private (N/A for profit companies) Non-Polit

Name of Duly Authorized:

Ann Bordenanu - Secretary -

Mailing Address:

15 Maple St
Sunapee NH 03782

Daytime Phone:

978-346-4478 Evening Phone: Same

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

Event Date:

7/17/21 Time: From: 8:30 AM To: 12:00

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.

Annual meeting of boat slip owners. No
outside vendors.

I/We acknowledge understanding the following restrictions:

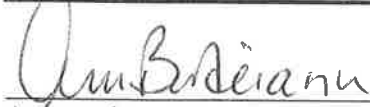
- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

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

I/We plan on 30-40 # of people and 15 # of vehicles attending our event.

Signature of Responsible Individual

Date



6/17/21

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

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

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

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): Ben Mere/Bandstand - Coffin Park - Dewey Beach - Georges Mills Harbor -
Safety Services Building - Sunapee Harbor-Tilton Park

Name of Organization:

Sunapee Harbor West Club - Private

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

Non-Profit

Name of Duly Authorized:

Ann Bordenau - Secretary

Mailing Address:

15 Maple St
Sunapee NH 03782

Daytime Phone: 978-346-4478 Evening Phone: Same

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

Event Date: 7/17/21 Time: From: 8:30 AM To: 12:00

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.

Annual Meeting of Boat Slip Owners - NO
Outside Vendors.

I/We acknowledge understanding the following restrictions:

- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

I/We plan on 30-40 # of people and 15 # of vehicles attending our event.

Date _____

AmBöckmann

0/17/21

Approved by Chief of Police

Date _____

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

Date _____

Date _____

Date _____

Date _____

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

Page 2 of 2

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): Ben Mere/Bandstand - Coffin Park - Dewey Beach - Georges Mills Harbor -
Safety Services Building--Sunapee Harbor-Tilton Park

Name of Organization:

Sunapee Harbor West Club - Private
This Organization is: Non-Profit - Political - Private (N/A for profit companies) Non-Polit

Name of Duly Authorized:

Mailing Address:

15 Maple St
Sunapee NH 03782

Daytime Phone:

978-346-4478

Evening Phone:

Same

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

Event Date:

7/17/21

Time: From:

8:30 AM To: 12:00

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.

Annual Meeting of Boat Slip Owners. NO
Outside vendors.

I/We acknowledge understanding the following restrictions:

- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

I/We plan on 30-40 # of people and 15 # of vehicles attending our event.

Date _____

Date _____

Date _____

Date _____

Date _____

Date _____

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

Page 2 of 2

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

Name of Organization: OAICOA

OVERLOOK AT INDIAN CAVE OWNERS ASSOCIATION

This Organization is: Non-Profit – Political –Private (N/A for profit companies)

NON-PROFIT

Name of Duly Authorized:

JANILE M. KULPA PRESIDENT OAICOA BOARD

Mailing Address: 170 OVERLOOK AT INDIAN CAVE

SUNAPEE, NH 03782

Daytime Phone: 203-525-7500 Evening Phone: 203-525-7500

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

~~XXXXXXXXXXXXXXXXXXXX~~

Event Date: Sept. 4, 2021 Time: From: 8:30AM To: 11:30AM
BOTH SATURDAYS

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.

ANNUAL - MEETINGS - OF HOMEOWNER'S ASSOC.
Memorial Day & LABOR DAY WEEKENDS

I/We acknowledge understanding the following restrictions:

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

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

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

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

Name of Organization: OALCOA

OVERLOOK AT INDIAN CAVE OWNERS ASSOCIATION

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

NON-PROFIT

Name of Duly Authorized:

JANILE M. KULPA PRESIDENT OALCOA BOARD

Mailing Address: 170 OVERLOOK AT INDIAN CAVE

SUNAPEE, NH 03782

Daytime Phone: 203-525-7500

Evening Phone: 203-525-7500

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

~~any other facility~~

Event Date: Sept. 4, 2021 Time: From: 8:30AM To: 11:30AM

BOTH SATURDAYS

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.

ANNUAL - MEETINGS - OF HOMEOWNER'S ASSOC.
Memorial Day & LABOR DAY WEEKENDS

I/We acknowledge understanding the following restrictions:

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

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

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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 30-40 # of people and 15 # of vehicles attending our event.

Signature of Responsible Individual Janine M. Kalpa Date 9/18/2020
JOAICVA BOARD PRESIDENT

D.R. Cam
Approved by Chief of Police

1-5-21
Date

0 # 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)

6/22/21
Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

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

EXECUTED this _____ day of _____, 2021.

**TOWN OF SUNAPEE
BY ITS BOARD OF SELECTMEN**

Josh Trow, Chair

Suzanne Gottling, Vice Chair

Frederick Gallup, Selectman

Jeremy Hathorn, Selectman

STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

The foregoing instrument was acknowledged before me this _____ day of _____, 2021 by Josh Trow, Suzanne Gottling, Frederick Gallup and Jeremy Hathorn, in their capacity as Selectmen of the Town of Sunapee.

Before me,

Notary Public/Justice of the Peace
My Commission Expires: _____

THE SPACE ABOVE IS FOR RECORDING INFORMATION

DEED WITH NO COVENANTS

THE TOWN OF SUNAPEE, a municipal corporation duly organized under the laws of the State of New Hampshire with a mailing address of PO Box 303, 23 Edgemont Road, Sunapee, NH 03782, acting by and through its duly authorized Board of Selectmen, for consideration paid, grants to Doris T. Carmichael, an individual whose mailing address is 8 Pleasant Street, Georges Mills, New Hampshire 03782, with NO COVENANTS, the following property located in Sunapee, Sullivan County, New Hampshire:

Description of Property

Certain real estate described in the Town's Warrant Book as:

Land and Buildings on .50 Acres Map #104, Lot #14

Meaning and intending to convey all and the same premises described in the Town of Sunapee's Tax Collector's Deed to the Grantor herein, dated April 12, 2021 and recorded in the Sullivan County Registry of Deeds at Book 2147, Page 544.

This conveyance is made pursuant to the repurchase provisions of RSA 80:89 et seq. Pursuant to RSA 80:89, IV this conveyance is subject to any liens of record against the property as of the time of the tax deed to the Town of Sunapee, and subject to any leases, easements, or other encumbrances as may have been granted or placed on the property by the Town of Sunapee.

This conveyance is exempt from the real estate transfer tax pursuant to RSA 80:89, VI.

TO: Department Heads

FROM: Finance Department

RE: ARPA Funds

ARPA

The Town of Sunapee is eligible for \$365,053.00. This will be paid in two Tranches, the first in the amount of \$182,526.40. There are restrictions on how and for what these funds can be spent on. The Town of Sunapee does not qualify for the Reduced Revenue portion of the ARPA.

Public Health Impacts: Step 1 identify the public health issue created or made worse by COVID-19. Step 2: Identify how the proposed program, service or other intervention addresses the need.

Economic Impacts: Also, a 2 Step Eligibility Test. This is primarily for grants to business or individuals hard hit by COVID.

Premium Pay: Premium pay up to \$13.00 per hour not to exceed \$25,000 per worker for Essential Workers. Examples are staff at nursing homes, workers at farms, grocery stores and restaurants, janitors and sanitation workers and public health and safety staff.

Investment in Infrastructure: Two categories: Water & Sewer and Broadband. The Water & Sewer Department has indicated they have numerous projects that would fit the ARPA requirements.

Costs must be incurred after March 3, 2021. Funds must be "obligated" by December 31, 2024, and all funds must be spent by December 31, 2026.

GOFERR has hired Guideposts to assist Towns in completing the application and planning process.

Coronavirus Local Fiscal Recovery Funds

Frequently Asked Questions on Allowable Uses and Reporting Requirements



Purpose

This document provides answers to frequently asked questions by New Hampshire local government stakeholders regarding the Local Fiscal Recovery Funds established by the American Rescue Plan Act. This document is subject to revision as guidance evolves.

A. General Background

#	Question	Answer
1	What is ARPA? What are the Coronavirus Local Fiscal Recovery Funds?	<p>The American Rescue Plan Act ("ARPA") was signed in to law by President Biden on March 11, 2021 to support coronavirus pandemic recovery. Among its many provisions, ARPA establishes the Coronavirus Local Fiscal Recovery Funds ("LFRFs"), which provide emergency funding for local governments to support their response to the impacts of the pandemic. ARPA authorizes the U.S. Department of the Treasury ("Treasury") to administer the LFRFs.</p> <p>ARPA provides \$112.2 million specifically for New Hampshire local governments.</p> <p>ARPA refers to local governments as "non-entitlement units of local government" ("NEUs").</p>
2	What is an NEU?	<p>Non-entitlement units of local government (NEUs) are defined in ARPA as local governments typically serving populations of less than 50,000. NEUs include cities, villages, towns, townships, or other types of local governments.</p> <p>Treasury identifies <u>229 NEUs in New Hampshire</u>.</p>
3	What are the big picture objectives of the LFRF?	<p>Broadly, ARPA established the LFRFs for local governments to accomplish four key objectives:</p> <ol style="list-style-type: none">1. Support urgent pandemic response efforts2. Replace lost state and local government revenue3. Support economic stabilization4. Address public health and economic inequities that exacerbated the impacts of the pandemic for some.
4	Where will the LFRF funds come from, and when will funds be distributed to NEUs?	<p>Treasury will distribute funds to the states, who will then distribute them to their NEUs. Treasury expects to make payments to states for distribution to NEUs in two equal tranches approximately twelve months apart. Following receipt of funding from Treasury, ARPA requires each state to distribute funds to its NEUs within 30 days unless granted an extension by Treasury.</p> <p>The invoice date of the first NEU tranche to New Hampshire was May 28, 2021. New Hampshire shows receipt of the funds on June 1, 2021.</p>

B. NEU Eligibility and Application Process

#	Question	Answer
1	What determines an NEU's funding allocation through the LFRF?	<p>Funding allocations to NEUs are based on their population.</p> <p>Additionally, the total amount to be distributed to an NEU may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020.</p>
2	Does an NEU need to do anything in order to receive funds?	<p>Yes. An NEU must take action in order to receive funds. New Hampshire's application portal is on the GOFERR website (beginning June 17, 2021).</p> <p>To submit an application, an NEU must have available and/or provide:</p>

		<ul style="list-style-type: none"> Local government name, Taxpayer Identification Number, DUNS number, State Vendor Number, and address Authorized representative name, title, and email Contact person name, title, phone, and email Financial institution information (e.g., routing and account number, financial institution name and contact information) Total NEU budget (defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020) or top-line expenditure total (in exceptional cases in which the NEU does not adopt a formal budget) Agreement to certain terms and conditions of the funding <p>Treasury has prepared a checklist to assist NEUs in this process.</p>
3	Are there eligibility criteria that an NEU must meet in order to receive funds?	<p>As noted above, an NEU's allocation is based on its population. Additionally, ARPA specifies that an NEU's allocation may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020.</p> <p>Broadly, an NEU must accept award terms and conditions and assure compliance with Title VI of the Civil Rights Act of 1964.</p> <p>A state may not impose additional requirements on an NEU in order to receive its allocation of funds.</p>
4	What if an NEU does not adopt a formal annual budget?	If an NEU does not adopt a formal budget, it may instead certify its most recent annual total expenditures as of January 27, 2020. Note: these numbers may be verified against a copy of the appropriate budget documents submitted in the NEU's first report to Treasury.
5	What happens if an NEU's funding allocation exceeds 75 percent of its budget?	If an NEU's total allocation is found to be more than 75 percent of its budget, the State must return the amount of the allocation in excess of the NEU's reference budget to Treasury.
6	Can an NEU decline funding?	<p>Yes. An NEU may decline its funding allocation and transfer funds to the State by providing a signed notice to the State.</p> <p>Importantly, per Treasury guidance: "If the NEU does not provide such notice, it will remain legally obligated under the award with respect to accounting for the uses of the funds and the reporting on such uses. Treasury will provide a standard notice form that will be required for this use."</p>
7	What if an NEU doesn't take any action (e.g. neither applies for nor declines funding)?	If an NEU is unresponsive, the State may distribute its funds to other NEUs – specifically to "residual NEUs," which are those whose initial funding distribution was below their 75 percent budget cap.
8	Can an NEU receive funds directly through Treasury?	No. NEUs may only receive funds through the state. NEUs are not eligible to receive this funding directly from Treasury and should not request funding.
9	Who is authorized to represent an NEU in this process?	<p>Per Treasury's June 10th FAQs:</p> <p><i>"An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid."</i></p>

10	Are federal compliance requirements applicable for receipt of LFRF funds?	<p>Yes. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") apply to the LFRF. These include, <u>but are not limited to</u>:</p> <ul style="list-style-type: none"> • Contracts must follow federal procurement rules and cost principles. • Cities/towns may enter into Grant Agreements with subrecipients (such as to broadband suppliers, water departments, or school districts that serve multiple NEUs). Cities/towns are responsible for monitoring and reporting on sub-recipient use of LFRF funds. • Single Audit requirements apply to subrecipients who receive <u>in the aggregate</u> more than \$750,000 in federal funds annually. <p>For a summary of LFRF-applicable requirements, see the SAM.gov site specific to Coronavirus State and Local Fiscal Recovery Funds here (see "Compliance Requirements" section). For the full text of applicable requirements, see Title 2, Part 200 of the Code of Federal Regulations here.</p>
11	What if an NEU has other questions about funding eligibility and allocations that are not answered here?	Treasury maintains a lengthy FAQ inventory of its own and periodically updates it with additional guidance and direction. It is available online here (last updated June 10, 2021).

C. How NEUs may use Fiscal Recovery Funds

#	Question	Answer
1	How may an NEU use these funds?	<p>Per Treasury's June 10th FAQs, eligible uses for the funds fall into four general categories:</p> <ul style="list-style-type: none"> a) <i>To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;</i> b) <i>To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;</i> c) <i>For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and</i> d) <i>To make necessary investments in water, sewer, or broadband infrastructure.</i>
2	How may an NEU use these funds in the context of pandemic response?	<p>Treasury identifies a broad list of services related to COVID-19 response, mitigation and prevention for which an NEU may use these funds. Per Treasury's June 10th FAQs, these include:</p> <p><i>"vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health</i></p>

		<p><i>care settings, or other key locations; enhancement of public health data systems; and other public health responses.”</i></p> <p>Note: NEUs may also use these funds for certain capital investments. Also per Treasury’s June 10th FAQs:</p> <p><i>“Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.”</i></p> <p>Also note: The list above is non-exclusive, and Treasury’s explicit intention is to provide NEUs with flexibility in how funds are used.</p>
3	How may an NEU use these funds in the context of supporting economic stabilization?	<p>Treasury identifies a broad list of services related to households and businesses for which an NEU may use these funds. Per Treasury’s June 10th FAQs, these include:</p> <p><i>“assistance to households; small businesses and nonprofits; and aid to impacted industries.</i></p> <p><i>Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker’s occupation or level of training. Assistance to small business and non-profits includes, but is not limited to:</i></p> <ul style="list-style-type: none"> <i>• loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;</i> <i>• Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and</i> <i>• Technical assistance, counseling, or other services to assist with business planning needs”</i>
4	How may an NEU use these funds in the context of addressing the disparate impacts of the pandemic?	<p>Treasury identifies a broad list of services related to households and businesses for which an NEU may use these funds. Per Treasury’s June 10th FAQs, these include:</p> <ul style="list-style-type: none"> <i>• Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;</i> <i>• Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;</i> <i>• Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students’ social, emotional, and mental health needs; and</i>

		<ul style="list-style-type: none"> <i>Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.</i>
5	How may an NEU use these funds to replace lost revenue?	Treasury provides NEUs with a specific definition of revenue, a formula for calculating lost revenue, and direction on how to apply funds for replacement. This information may be found in Treasury's June 10th FAQs (see pages 9-12).
6	Are NEUs limited to using funds for costs incurred beginning on March 3, 2021 only?	For the eligible uses described above, funds may be used for costs incurred by the recipient beginning on March 3, 2021. But, in some cases, recipients may use the funds for circumstances occurring prior to March 3, 2021. Treasury provides guidance and examples on this important timing consideration in its June 10th FAQs (see item 4.7 on pages 14-15)
7	What if an NEU has other questions about how funds may be used?	Treasury maintains a lengthy FAQ inventory of its own and periodically updates it with additional guidance and direction. It is available online here (last updated June 10, 2021).

D. NEU Reporting Requirements

#	Question	Answer
1	Will an NEU be required to submit reports on how funds are used?	<p>Yes. NEUs will be required to report to Treasury on the use of funds annually by October 31st each year. First reports will be due to Treasury by October 31, 2021. Reporting instructions will be forthcoming. In advance of those instructions, NEUs should maintain detailed financial records and supporting documents accordingly.</p> <p>After the initial request for funding, an NEU will be required to report the following:</p> <ul style="list-style-type: none"> NEU Recipient Number (a unique ID code for each NEU assigned by the state to the NEU as part of the request for funding) Copy of signed award terms and conditions agreement Copy of signed assurances of compliance with Title VI of the Civil Rights Act of 1964 Copy of actual budget documents validating the top-line budget total provided to the state as part of the request for funding

E. Miscellaneous/Other

#	Question	Answer
1	Should an NEU expect to submit information through the Treasury Submission Portal in addition to the GOFERR website in order to receive funds?	No. NEUs will receive LFRF funds from the State and should not submit information via the Treasury Submission Portal.

Sunapee, NH (3500 approx. pop.), is seeking an innovative, proactive, community leader to serve as our next Town Manager. Northwest of Concord NH, located on the western shores of Lake Sunapee and in the shadows of Mount Sunapee, conveniently located off Interstate 89. Enjoy the beautiful vistas as you travel on Route 11 in Sunapee and stop into the harbor to enjoy the view of the lake. Sunapee is a short thirty minute drive to Hanover to appreciate the cultural, medical, and educational assets of Dartmouth Hitchcock Medical Center and Dartmouth College. Governed by a 5-member Board of Selectmen and an SB2 form of Town Meeting, this full-service community has 36 FT and 122 P/T, seasonal and elected employees. A 2020 municipal operating budget of \$8.3 million. Five or more years of direct work experience as a senior level public manager in a municipal leadership position required for consideration. Preference will be given to candidates with an appropriate graduate degree that combines work experience and education. Residency is preferred. Starting salary range at \$90,000, commensurate with qualifications and experience. Sunapee is an equal opportunity employer. Recruitment Profile available on www.town.sunapee.nh.us. Resume and cover letter submitted to search@town.sunapee.nh.us with last name and "Sunapee TM" in the Subject line. Deadline July 30, 2021

Town of Sunapee—Town Manager Recruitment Profile



THE TOWN

Sunapee is a Town in Sullivan County, New Hampshire, United States. The population was 3,365 at the 2010 census. Sunapee is home to part of Lake Sunapee. The town includes the village of Georges Mills. Bordering Mount Sunapee and Lake Sunapee, our quaint little town takes advantage of all four New England seasons.

The Town of Sunapee was first established as "Saville" in 1768, changing to Wendell in 1781 and then, through legislation in 1850, became known as "Sunapee" - an Algonquin word meaning "Goose Lake".

There is a long history of tourism in the Lake Sunapee area beginning in the mid-1800's with the introduction of steamboats and trains. During this time there were many Grand Hotels and a few private residences around the lake, catering to the city people who arrived with their steamer trunks to spend the summer on Lake Sunapee. Sunapee Harbor and the Sugar River have played a major role in the town's history and development. Although Sunapee's earliest occupation was agriculture, manufacturing sprang up along the Sugar River falls to harness the water's power.

Sunapee Harbor is a pleasant place to be on a summer's day. It features a lively collection of shops and restaurants. Live music is regularly scheduled on weekends and two cruise boats offer a scenic trip around the lake. For lodging, there are a number of waterfront cottages, as well as some charming inns and bed and breakfasts.

Known mostly for the 6th largest lake in the State, Lake Sunapee, the Town has a four season draw. Visitors come not only for lake activities in the summer, but also foliage in the fall, skiing on nearby Mt. Sunapee in the winter and hiking and biking in the spring.

Sunapee adopted the Town Manager form of government in 1993. This form of government places some of the authority that would otherwise be held by the Select Board into the hands of a non-elected official. While the Town Manager is subject to the direction and supervision of the Select Board, he or she assumes several important duties when appointed. For example, the Town Manager becomes the administrative head of all town departments and has the authority to hire and fire employees under his or her control and to set their salary. The Town Manager also has the authority to approve the payment of bills incurred by the departments under his or her supervision. See RSA 37:6 for a complete list of the powers and duties of a Town Manager.

- Providing supervision, direction and oversight of the Town's day to day administrative and operational functions;
- Assuring all provisions of NH Laws, votes of the Select Board, Town Meeting and other Town agencies which require enforcement are faithfully performed and enforced;
- Serving as the appointing authority in accordance with employment laws, collective bargaining agreements if necessary, under the jurisdiction of the Select Board ;
- Administering the Town's personnel system, including, but not limited to personnel policies and practices, employee performance review rules and regulations, and amendments to the Personnel policy, as warranted, and with the guidance of the Select Board :
 - Indirect oversight of the Water and Sewer Director and staff; and Library and staff; and Fire Department Personnel, regarding Personnel Administration;
- Preparing and submitting the fiscal documents necessary for the Annual Budget and Capital Outlay Programs;
- Keeping appropriate boards and committees informed of the fiscal condition and financial needs of the Town and providing recommendations to all elected and appointed officers, as necessary.





THE GOVERNMENT

Sunapee's governance includes a five-member Select Board that serves as the executive body of the Town. Each member is elected to a three-year term.

The Select Board appoints a Town Manager as the Chief Administrative Officer of the Town who is charged with implementing the policy initiatives of the Select Board and managing the Town's day-to-day administrative and operational affairs.

Sunapee has an SB-2 form of Town Meeting which serves as the legislative body for the town. Legally there is still one town meeting, but instead of one session where debate and final voting on warrant articles takes place, there will be two separate town sessions, deliberative and voting. The deliberative session, usually in early February, is held to discuss, debate, and possibly amend warrant articles (except that articles whose wording is prescribed by law may not be amended). The second session of town meeting takes place in the voting booth on the second Tuesday in March.

Other elected officials comprise the Planning and Zoning Boards, Abbott Library Board of Trustees, Town Clerk/Tax Collector and Water & Sewer Commissioners.

The Sunapee School District has its own governing process and an elected School Board to handle its affairs.

Sunapee's legislative representation comes from two members of the NH House of Representatives and a NH State Senator. Those NH House members also make up our representation in Sullivan County. Sullivan County is administered by three County Commissioners, also elected and they appoint a manager.

TOWN PRIORITIES

Sunapee strives to be a safe, friendly town where youth, families & community come together. The expectation of encouraging and supporting the civic engagement at all levels is a major priority. The leadership is challenged to help the community find the appropriate balance between the quality services already being delivered, with the costs of delivering those services. Our goal is to provide quality services such as effective strong qualified Public Safety Agencies, comprehensive Community and Social Services and a robust Infrastructure.



THE IDEAL CANDIDATE

- **A demonstrated and dynamic leader who is forward-thinking, fair-minded and transparent, thinks outside the box;**
- **An effective and experienced manager from an environment of similar complexity who has proven strong organizational and professional skills;**
- **An individual who has strong finance, capital, human resources, employee relations, planning and community and economic development skills, including a proven ability to accurately prepare and project sustainable municipal budgets;**
- **Skills to listen, engage, understand and sustain relationships with all stakeholders; public and private partnerships;**
- **A candidate with unquestionable ethics and integrity and committed to the standards for municipal management professionals specified by the International City Management Association (ICMA);**
- **Possess a good understanding of NH State Laws, regulations and statutory authority of the elected boards;**
- **Strong written, verbal and public presentation skills and promotes the town in a variety of communications;**
- **Willingness to engage and become part of the fabric of the community.**



SUNAPEE BY THE NUMBERS

FY21 Budget:

Town	\$8,277,612
Capital	\$ 852,084

2020 Tax Rate \$13.84

Town	\$3.21
School	\$6.10
State School	\$1.89
County	\$2.64

2020 Assessed Value \$ 1,451,938,388

Residential	\$ 1,389,289,488
Commercial/Ind	\$ 44,799,500
Utilities	\$ 19,780,800

2020 Revenue by Source

Tax Levy	\$ 4,668,463
State Aid	\$ 119,376
Local Revenues	\$ 2,531,326
Water/Sewer/Hydro	\$ 1,938,589

Reserves FY2020

Unassigned Fund Balance	\$ 1,588,698
Other Capital Improvement	\$ 2,126,102

QUALIFICATIONS

A minimum of five years of direct work experience as a senior level public manager in a position such as Town Manager or Town Administrator, Assistant TA/TM, Public Finance director or other relevant, transferable experience within the public sector.

ICMA credentialed manager certification should be held or expected to attain after hire.

Preference will be given to candidates with an appropriate graduate degree or under graduate degree that combines work experience and education.

The Town of Sunapee prefers to have the Manager reside in Sunapee.

SALARY AND BENEFITS

Salary range starts at \$90,000 with excellent benefits. Starting salary commensurate with qualifications and experience. Sunapee is an equal opportunity employer.

APPLICATION PROCESS

Please submit your resume and cover letter expressing your interest and detailing your qualifications to: search@town.sunapee.nh.us. Submit all documents in a single PDF file and include your last name and "Sunapee TM" in the subject line. Resumes and cover letters will be reviewed after the deadline of July 30, 2021.

SELECTION PROCESS

Resumes and cover letters will be reviewed by the Interview Committee and selected candidates will be invited to an initial interview to be held in executive session. The Interview Committee will recommend candidates to be forwarded to the Select Board. Successful candidate will be required to pass professional background investigation.

QUESTIONS AND REFERRALS

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact Donna Nashawaty, Town Manager at 603-763-2212

ADDITIONAL INFORMATION

Visit www.sunapee.nh.us for more information





govService

Host Compliance

Sunapee Township

Bruce McCaskill
June 2021



The Short-Term Rental Market is Exploding

Many communities are struggling to define and enforce regulations that preserve community character and keep communities safe while ensuring revenue collection.



15x

the # of short-term rental listings since 2011



27

global markets have seen home rentals outperform hotels in the last year



100s

of different platforms make it nearly impossible to manually track STR property listings



239%

Increase in STR related party complaints in the last year



Without compliance, local government knows STRs bring significant challenges

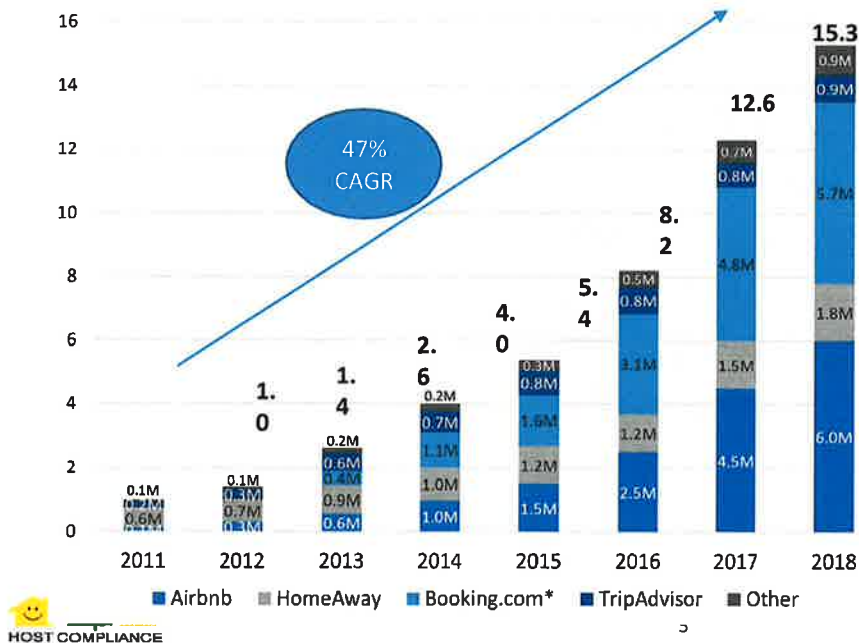
- >> Lost economic opportunities
- >> Diminished neighborhood character
- >> Impact on housing affordability
- >> Wasted time and money



The global short-term rental market has grown 1,530% since 2011 and continues to grow at a breakneck pace

The # of short-term rental listings has grown 15x since 2011

Millions of STR listings

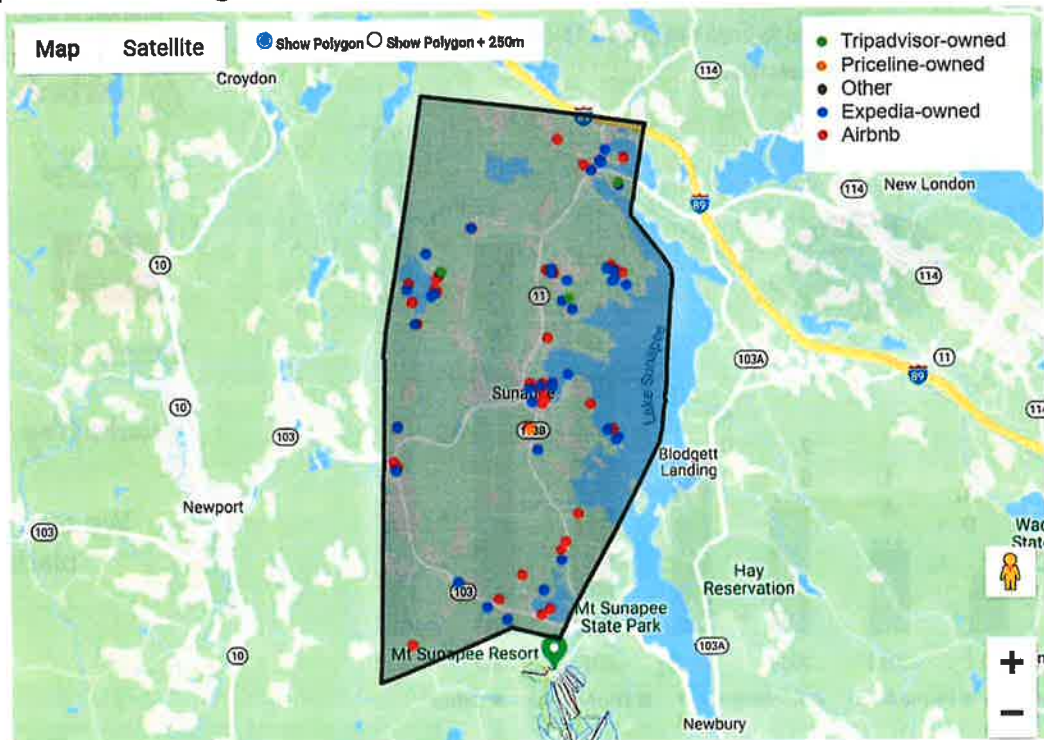


Market is fragmenting



We scan 65+ web platforms

...and in Sunapee Township we have identified 94 listings, representing 87 unique rental units* Sunapee as of June 16, 2021

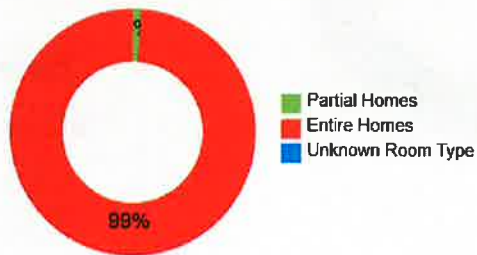


Sunapee STR Market Details

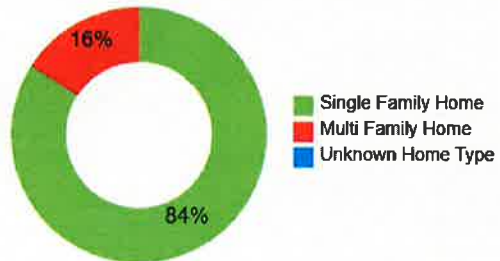
Median Nightly Rate
(USD)

\$340

Unit Types



Listing Types



True Compliance Requires a Holistic Approach

Identifying STRs alone isn't enough. You need to...

Understand the market

Understand the size and scope of short-term rentals in your community



Identify revenue loss

Ensure your community has identified every opportunity for revenue capture, creating an even playing field for all types of providers and residents



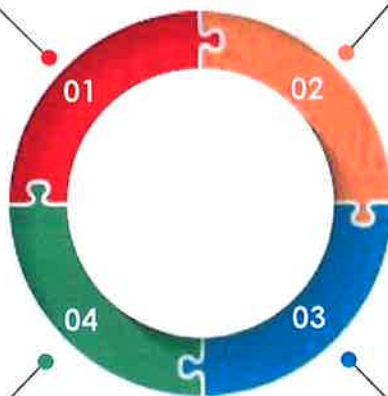
Automate and save

Support greater staff efficiency with impactful tools and process automation to help implement and enforce fair regulations



Protect the community

Ensure all lodging providers meet health and safety standards; develop short- and long-term plans to create, grow, or revitalize a community or area



govService **Host Compliance**

Workflow | Approvals

Compliance
Monitoring



Permitting
& Registration



Tax
Collection



24/7 Hotline



Rental Activity
Monitoring



Consulting
Services



Address Identification

Communications

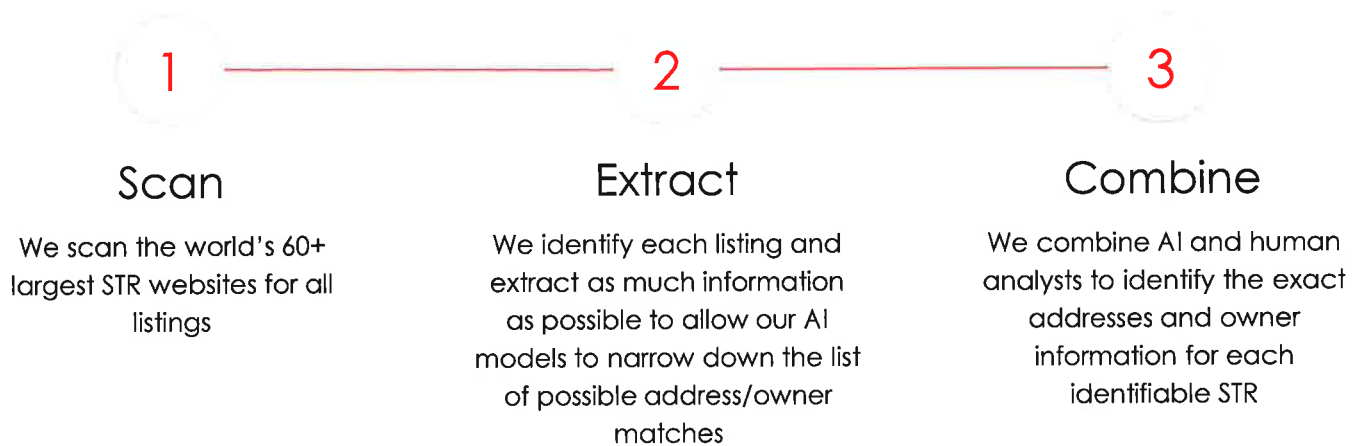
@ Resident

@ Visitor

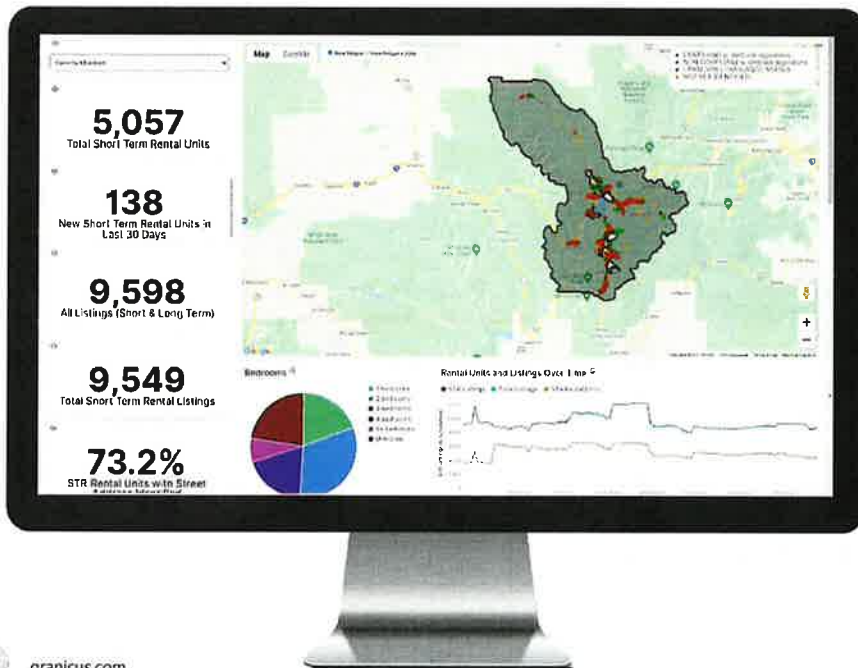
@ Business

Data & Analytics | Professional Services

Address Identification technology and processes make it possible to easily monitor the STR market and find the addresses and owners of all identifiable STRs



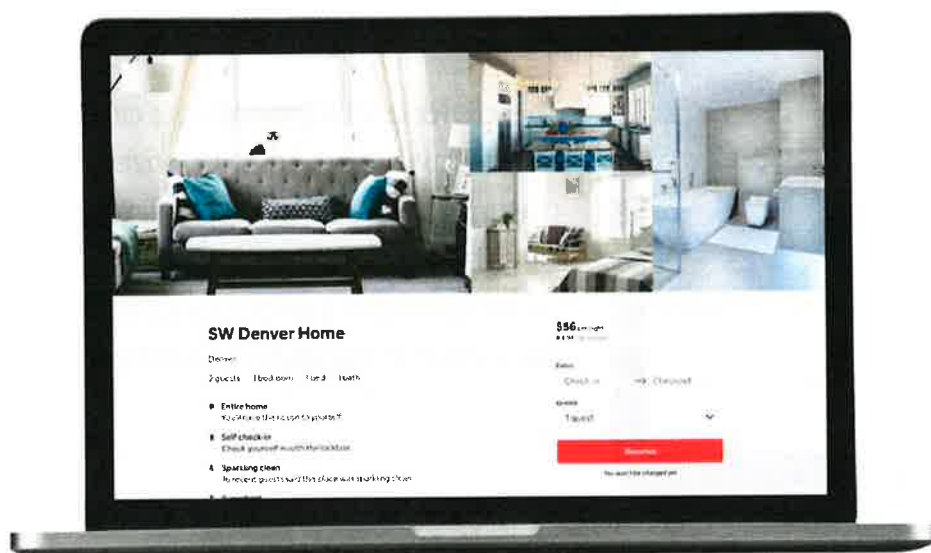
Address Identification monitors the STR market and finds the addresses and owners of all identifiable STRs



The data and screenshots are made available to authorized users in an easy-to-use online dashboard and records management system and easily exported in Excel/CSV format

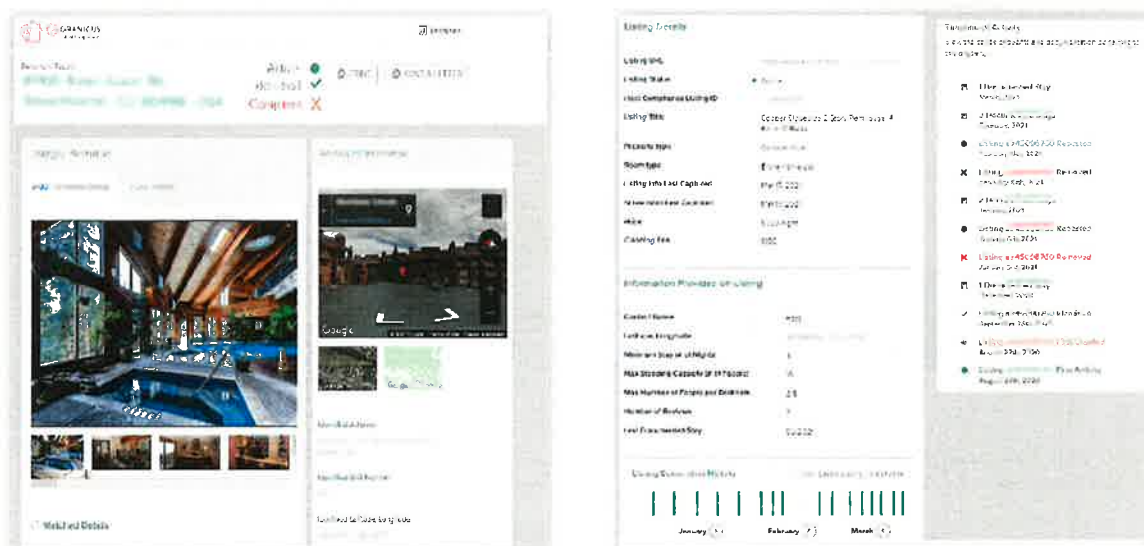


Use software to **automate the systematic capture of listing screenshots**



Full Screen

rental unit record



Provide documented evidence of every address match to support all of Sunapee's enforcement efforts

Example of Searchable Evidence

Matched Details


Analyst


Explanation

The exterior shown in the listing photo has all of the identical features to the one shown on the assessor's website. The property is hosted by [redacted] and [redacted] which matches the two owners listed by the assessor.


Listing Photos


Matching 3rd Party Sources





Same exterior





[redacted] and [redacted] mentioned as hosts, they are owners of property.

Example of Legal Declaration

CITY OF IMPERIAL BEACH-ADMINISTRATIVE CITATION APPEAL

Administrative Citation Number

Enforcement Case

Appellant,

vs.

CITY OF IMPERIAL BEACH,

Respondent.

Hearing Officer

Hearing Date

Hearing Time

Hearing Location

May 30, 2018

10:00 a.m.

Mayor's Office

825 Imperial Beach Blvd.

Imperial Beach, CA 91932

I, [redacted], declare as follows:

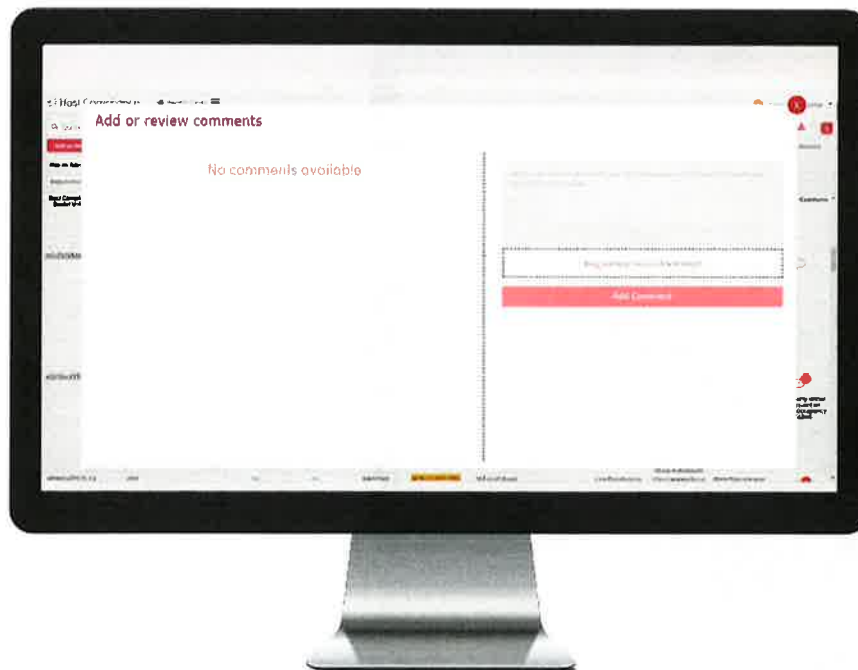
1. I am the Chief Executive Officer of Host Compliance, LLC. I have personal knowledge of all the matters stated herein and, if called as a witness, I could competently testify thereto.

2. Host Compliance, LLC ("Host Compliance") is a California Limited Liability Company that was formed on October 15, 2015 with its principal place of business located at 737 Market Street, Floor 4, San Francisco, CA 94102. I have worked for Host Compliance since its inception.

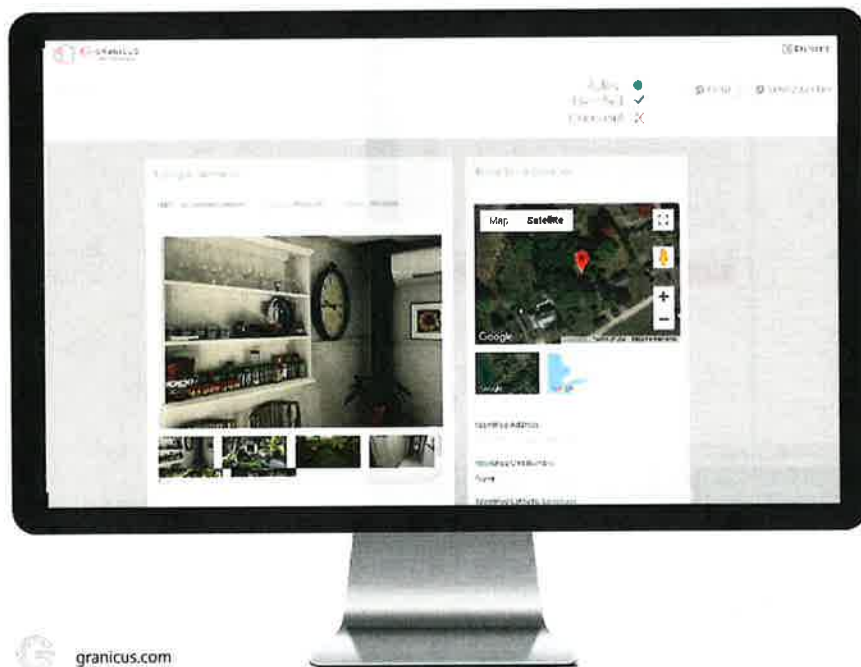
3. As the CEO my duties at Host Compliance include managing all aspect of the Company's operations. I am also the Founder and CEO of Host Compliance. I previously served

DECLARATION OF [redacted]

Easily track the status of individual rentals and create case notes on the unit's record



Compliance Monitoring allows you to stay in control and save time by sending your enforcement letters with the click of a button



 SEND A LETTER

Select Letter
Template

First Warning - No
STR or Tax

First Warning - No
STR Permit

First Warning - No
Tax Reg

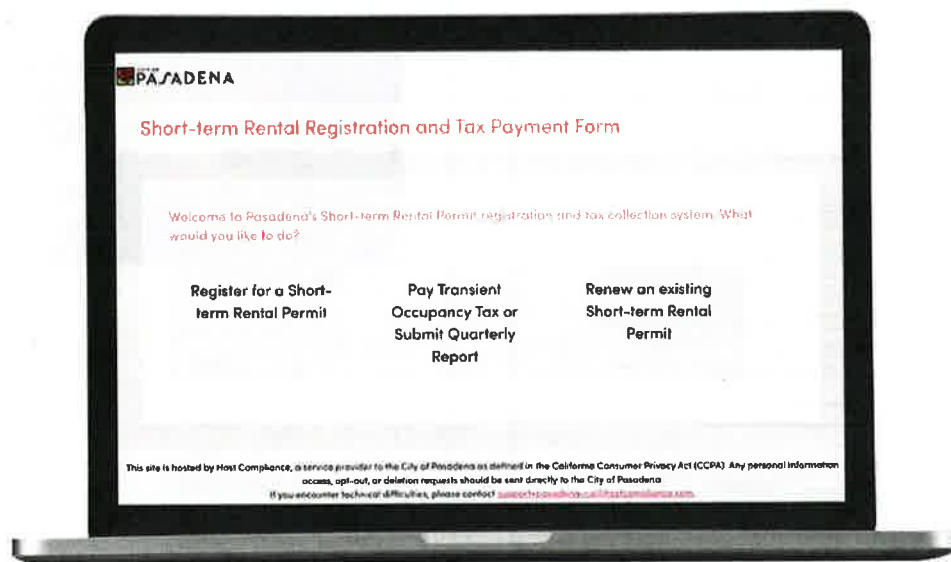
Airbnb Letter

Increase your outreach effectiveness and efficiency by automatically adding evidence to communications



Mobile Permitting & Registration

Simplify Sunapee's permitting and registration processes and significantly reduce the administrative costs on the back-end



Tax Collection

Simplify North Central Regional Planning and Development Commission's tax collection process and significantly reduce the administrative costs on the back-end

Please enter the taxable receipts for listing 1/2: <https://www.airbnb.com/rooms/XXXXXXXXX>
If you have had \$0 taxable receipts for a given quarter, please enter \$0.

Taxable receipts INCLUDE, but are not limited to, nightly rents, weekly rents, standard cleaning fees, pet fees, internet charges, late check out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as ski passes, or other recreational activity or additional service subject to sales tax.

January 2019 to March 2019 <small>(Taxable receipts e.g. \$1000)</small>	<small>(No. of nights occupied e.g. 10)</small>	
\$2,000	30	10
April 2019 to June 2019 <small>(Taxable receipts e.g. \$1000)</small>	<small>(No. of nights occupied e.g. 10)</small>	
\$1,000	15	10
July 2019 to September 2019 <small>(Taxable receipts e.g. \$1000)</small>	<small>(No. of nights occupied e.g. 10)</small>	
\$3,000	45	10
October 2019 to December 2019 <small>(Taxable receipts e.g. \$1000)</small>	<small>(No. of nights occupied e.g. 10)</small>	
\$10,000	200	10



24/7 Hotline makes it easy for neighbors to report, substantiate and resolve non-emergency STR incidents in real-time

1

Report

Concerned neighbor calls 24/7 short-term rental hotline or reports incident online

2

Proof

Complainant provides info on alleged incident and is asked to submit photos, videos or other proof of the alleged violation

3

Resolution

If property is registered, Granicus Host Compliance immediately calls and texts host/emergency contact to seek acknowledgement & resolution

4

Complete

Problem solved – complaints & resolution notes saved in database so serial offenders can be held accountable



Get detailed reports and dashboards to track all short-term rental related complaints in real-time



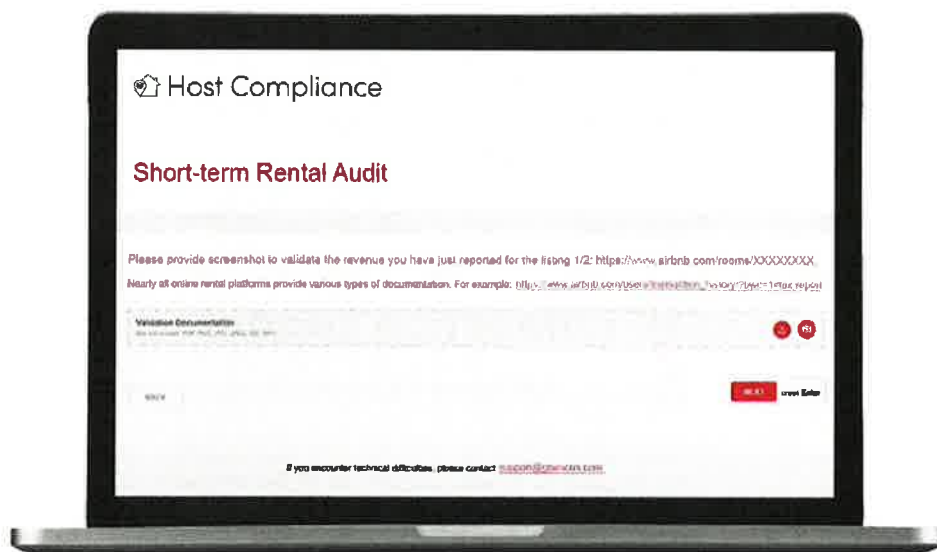
Rental Activity Monitoring automates the selection of audit candidates to maximize the impact of audit efforts

The screenshot shows the 'Host Compliance' software interface. A table titled 'Revenue Estimate by Rental Unit since January 01, 2019' is displayed. A magnifying glass highlights the 'Reported Revenue (USD)' and 'Reported Revenue less than Documented Revenue' columns.

Host Compliance Rental Unit ID	Unit	Period Number	Unit Number	Estimated Gross Revenue (USD)	Reported Revenue (USD)	Reported Revenue less than Documented Revenue
20181210-0001	1046	1046	1046	\$724,200.00	\$12,400.00	
20181210-0002	776	776	776	\$74,996.46	\$146.47	
20181210-0003	69148	69148	69148	\$71,831.06		
20181210-0004	307	307	307	\$17,650.18		Yes
20181210-0005	8421	8421	8421	\$9,146.17		Yes
20181210-0006	1430	1430	1430	\$64,684.36		Yes
20181210-0007	1091	1091	1091	\$68,788.01		Yes
20181210-0008	301	301	301	\$14,675.34		Yes
20181210-0009	8990	8990	8990	\$23,111.80		Yes
20181210-0010	529	529	529	\$28,000.00		Yes
					\$500.00	Yes

Identifying tax fraud and occupancy/rental frequency violations by STR listings for signs of rental activity

Streamline the audit process by **requesting all backup information through simple, interactive online forms**



Host Compliance

Short-term Rental Audit

Please provide screenshot to validate the revenue you have just reported for the listing 1/2: <https://www.airbnb.com/rooms/XXXXXXXXXX>.
Nearly all online rental platforms provide various types of documentation. For example: <https://www.airbnb.com/rooms/XXXXXXXXXX>

Validation Documentation

If you encounter technical difficulties, please contact support@granicus.com

Hosts can easily **upload** STR revenue statements to verify rental activity



Why Government Leaders Choose Granicus

Trusted by thousands of government agencies at all levels



Secure

Security-First

FedRAMP authorized; Tier III, DOD-approved data centers; Private vs. Public cloud.



Simplified

One Platform

Streamline digital services by consolidating to a single platform vs. multiple vendors and applications.



Supported

1 Team, 24/7

Around-the-clock support and training for your entire team; three types of support available – technical, success, adoption.



Innovation Leader

First-to-Market Technology

\$20M Invested Annually in R&D, Foremost innovator of government SaaS technology, with 5 first-to-market solutions.

govService **Host Compliance**



Address Identification

Automated monitoring of 60+ STR websites and online dashboard with complete address information and screenshots of all identifiable short-term rentals.



Compliance Monitoring

Ongoing monitoring of STRs for zoning and permit compliance coupled with systematic outreach to illegal short-term rental operators.



Permitting & Registration

Online forms and back-end systems to streamline the registration process and capture required documentation, signatures and payments electronically.



Tax Collection

Make tax reporting and collection easy for hosts and staff to submit and review online.



24/7 Hotline

Make it easy for neighbors to report, prove, and resolve non-emergency short-term rental related problems in real-time, any day, at any hour.







Rental Activity Monitoring







Estimate occupancy or rental revenue for each property and identify audit candidates who are under-reporting on taxes or exceeding occupancy regulations.



To accommodate any budget and ensure a high ROI for our clients, our services are priced based on the number of STRs that need to be monitored

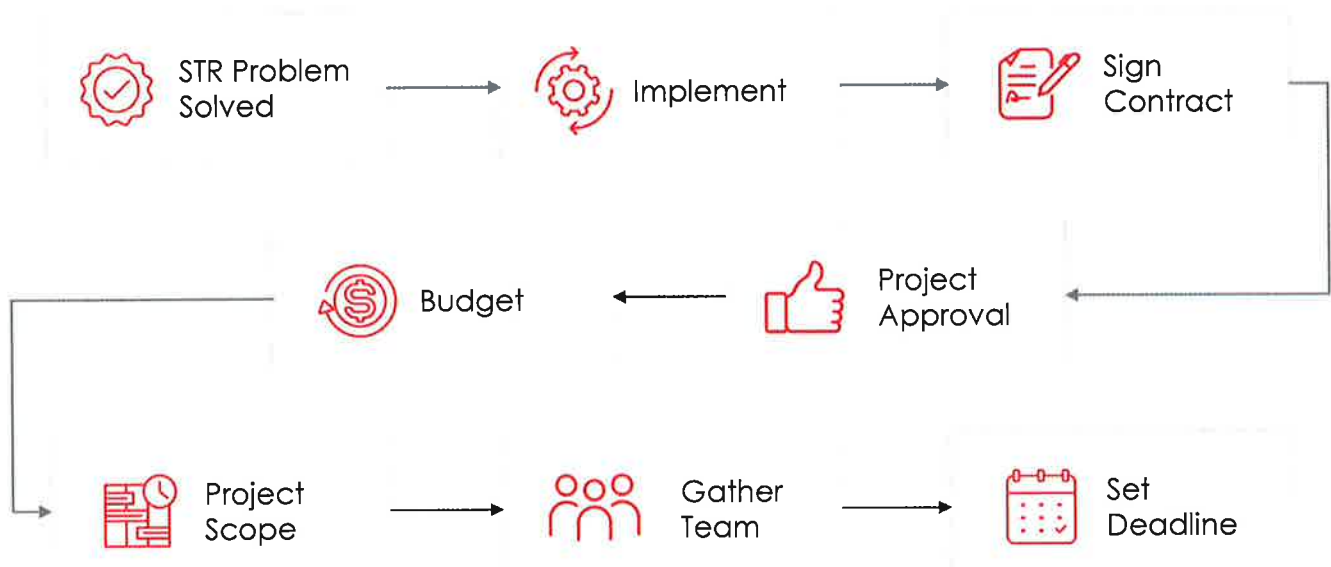
Cost per STR Listing/Rental Unit		
	Address Identification	\$45.00 Per Year
	Compliance Monitoring	\$22.50 Per Year
	Permitting & Registration/Tax collection	TBD Per Year
	24/7 Hotline	\$12.00 Per Year
	Rental Activity Monitoring	\$30.00 Per Year
		

Modular pricing tailored to North Central Regional Planning and Development Commission's short-term rental needs

	Address Identification	\$4,230 Per Year
	Compliance Monitoring	\$1,958 Per Year
	Permitting & Registration/Tax Collection	\$5,000 Per Year
	24/7 Hotline	\$1,044 Per Year
	Rental Activity Monitoring	\$2,610 Per Year
		



Working backwards to a solution to address North Central Regional Planning and Development Commission's STR challenges



Contact Info

Please feel free to contact us anytime if you have any questions about short-term rental compliance and how to best address the associated monitoring and enforcement challenges.

Bruce McCaskill

bruce.mccaskill@granicus.com

(415) 707-0568



State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing

Date Petition Received: _____

Date Petition Approved: _____

CFS: _____ Approved By: _____

FARMERS' MARKET

Type:

Submitted by:

Trade Name:

Email:

License Number:

Phone:

Address:

Date:

Location/Name of Market:

Address:

City/Town:

Day(s) of Week:

Date from to

Time from AM to AM
PM PM

Approved by Department of Agriculture ☐ Yes ☐ No

Attach Diagram (Required Only for Tastings)

Print this form and have it signed by City/Town Official where the Farmers' Market is being held.
Once signed, please email form to: audit@liquor.nh.gov.

-----City/Town Use Only Below-----

The _____, Governing Body or other Appointed Designee, hereby
approves _____ to attend the Farmers' Market for

☒ Retail ☐ Tasting ☐ Retail/Tasting.

Print Name/Title

Signature

Date