

SUNAPEE SELECTBOARD MEETING AGENDA

MONDAY, JANUARY 8th, 2024

6:30PM - TOWN OFFICE MEETING ROOM

Join us on Zoom: <https://us06web.zoom.us/j/86066395397>

1. CALL SELECTBOARD MEETING TO ORDER

2. REVIEW OF ITEMS FOR SIGNATURE

CZC's

- Parcel ID: 0114-0051-0000 & 0114-0052-0000, 99/100 Fairway Drive, CM Ponty Trust
- Parcel ID: 0121-0003-0000, 100 Woodland Road, SP Realty Trust
- Parcel ID: 0235-0068-0000, 51 Middlebrook Road, Christopher Baker & Vanessa Tran
- Parcel ID: 0128-0054-0000, 77 Lake Avenue, Michael & Anita Hayes
- Parcel ID: 0131-0031-0000, Lower Main Street, F E Clark Holdings LLC
- Parcel ID: 0127-0015-0000, 169 Lake Avenue, Scott Scanlon & Christopher Hunt
- Parcel ID: 0133-0043-0000, 61 Lake Avenue, Sweet Harbor LLC
- Parcel ID: 0218-0050-0000, 26 Sunapee Heights Court, Dan & Amy Proulx
- Parcel ID: 0203-0004-0000, 195 Prospect Hill Road, Diane Parsons
- Parcel ID: 0133-0009-0000, 28 High Street, Austin Willis
- Parcel ID: 0130-0033-0000, 46 North Road, Marathon Properties LLC
- Parcel ID: 0231-0031-0000, Pine Ridge Road, Mark Brunelle

LAND DISTURBANCE

- Parcel ID: 0106-0047-0000, 750 Jobs Creek Road, William & Catherine Fink
- Parcel ID: 0126-0010-0000, 158 Garnet Hill Road, James & Rebecca Loree
- Parcel ID: 0127-0015-0000, 169 Lake Avenue, Scott Scanlon & Christopher Hunt
- Parcel ID: 0128-0037-0000, 56 Garnet Street, Paula & Robert Planer

DEMO PERMIT

- Parcel ID: 0127-0015-0000, 169 Lake Avenue, Scott Scanlon & Christopher Hunt

DRIVEWAY

- Parcel ID: 0231-0031-0000, Pine Ridge Road, Mark Brunelle

AFTER THE FACT

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

INTENT TO CUT

- Parcel ID: 0123-0001-0000, Route 11, Town of Sunapee
- Parcel ID: 0218-0083-0000, Route 11, Town of Sunapee

USE OF FACILITIES

- Sunapee Cove Assisted Living – Use of GM Harbor Parking - Dec 14th (4PM – 6PM)
- Toys for Tots-Town of Sunapee Safety Services Parking Lot - Dec 16th (8PM – 8PM)
- Funeral Reception – Safety Services Building – January 6th (9AM – 5PM)

ASSESSING DEPARTMENT

- Veterans' Tax Credit – Mortan & Susan Lynn
- 2023 Municipal Assessment Data Certificate

CERTIFICATES OF APPOINTMENT

- Van Webb, Conservation Committee
- Timothy Fleury, Conservation Committee

POLICIES TO SIGN:

- Ethics
- Rules & Procedures
- Investment
- Right-to-Know Application and Information Request Policy

ENCUMBERANCE APPROVAL REQUESTS

- Recreation: \$24,000
- TC/TC: \$10,000
- Highway: \$16,650 Guard Rails, \$23,000 Garage Doors

3. APPOINTMENTS

7:00 PM Bond Hearing

- To raise and appropriate the sum of up to \$1,050,000 for design, engineering, permitting, construction, and installation of new water mains at five Route 11 crossings and on Lower Main Street, High Street, Central Street and Route 103B.

7:05 PM Bond Hearing

- To raise and appropriate the sum of up to \$100,000 for the preparation and revisions of a Watershed Management Plan for the Perkins Pond Watershed that will qualify the Town for federal and state funds.

7:15 PM BUDGET PUBLIC HEARING

- Public hearing pursuant to RSA 32:5, I; 40:13, IIa (a) for the purpose of reviewing the proposed operating budget as well as any petitioned or governing body warrant articles.

MISCELLANEOUS UPDATES

- County Tax Bill Delivered; no TAN required

- Legal Update
 - Bradley M. Weiss, et al V Town of Sunapee - December 26, 2023 @ 9:00 AM
 - Bradley M. Weiss, et al V Town of Sunapee - February 26, 2023 @ 1:00 PM
 - Bradley M. Weiss, et al V Town of Sunapee –

Court Order Summary:

The Court held a hearing on the motion on December 26, 2023. Upon consideration of the parties' arguments at the hearing and in the pleadings, the exhibits presented at the hearing, and the relevant law, the Court GRANTS the Plaintiffs' motion only to the extent that it will consider a transcript of the ZBA's open meetings on the matter and the videorecording of those hearings provided at the motion hearing. See Ex. 1 (Links to ZBA Video Streams). In all other respects the Plaintiffs' motion is DENIED.

UPCOMING MEETINGS

- | | | |
|---------------------------------|------------------|---------|
| • Recreation Committee Meeting: | January 9, 2024 | 7:00 PM |
| • Planning Board Meeting: | January 11, 2024 | 7:00 PM |
| • Sunapee Selectboard Meeting: | January 22, 2024 | 6:30 PM |

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 Cove Assisted Living

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

Rodge Eaton - Executive Director
Name of Duly Authorized:

Mailing Address: 1250 Rt 11, Sunapee, N.H. 03782

Daytime Phone: (603) 763-0566 Evening Phone: _____

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

Event Date: Dec, 14th Time: From: 4pm To: 6pm

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.

Sunapee Cove Christmas party (for family and residents.) We would like to use the Georges-Mills harbor for overflow parking.

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 30-35 # of people and 30-35 # of vehicles attending our event.

Signature of Responsible Individual

[Signature]

Date

12/11/23

Approved by Chief of Police

[Signature]

Date

12/15/23

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

Approved by Recreation Director (if applicable)

[Signature]
BRG

Date

12/15/2023

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): BenMere/Bandstand – Coffin Park - Dewey Beach - Georges Mills Harbor –
Safety Services Building –Sunapee Harbor-Tilton Park

Name of Organization:

Sunapee Fire Department Association

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

Non-Profit

Name of Duly Authorized:

Joseph Hampson

Mailing Address: **PO Box 30 Sunapee, NH. 03782**

Daytime Phone: **603-562-8064** Evening Phone:

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

Event Date: **12.16.2023** Time: From: **08:00** To: **18:00**

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.

Toys for Tots collection

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 40 # of people and 19 # of vehicles attending our event.

Joseph Haydon

Approved by Chief of Police

Date _____

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

Date _____

Approved by Fire Chief (if applicable)

Date _____

Date _____

Date _____

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

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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:

Town of Sunapee Municipal /Sunapee Fire Department Association

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

Name of Duly Authorized:

Shannon Martinez, Town Manager

Mailing Address: **23 Edgemont Road.**

Daytime Phone: **(603) 763-2212 ext. 1010**

Evening Phone:

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

Event Date: **January 6th, 2024**

Time: From: **2 PM**

To: **5 PM**

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.

Funeral Service for Gordon Ramspott

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 **TBD** # of people and **TBD** # of vehicles attending our event.

Signature of Responsible Individual

Date

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**

RE: [EXTERNAL]Re: Use of Facilities - Ramspott

John H. Galloway <firechief@town.sunapee.nh.us>

Tue 1/2/2024 9:53 AM

To: Steve Bourque <recreation@town.sunapee.nh.us>; Neil Cobb <e.neill.cobb@sunapeepd.com>; Emily Wrenn <emily@town.sunapee.nh.us>

Cc: Michael Martell <MichaelM@town.sunapee.nh.us>; Joshua Wroblewski <jwroblewski@town.sunapee.nh.us>; Town Manager <manager@town.sunapee.nh.us>

Good morning

The reception for Gordon will be in the apparatus bays only, this will be catered from Appleseed. There will probably be more than 50 people coming and going, but not sure about how many at any given point.

We will have Engine 2 (the engine Gordon was on) will be dressed at the funeral service this should not be in the roadway at all as far as I understand.

My goal is to keep a few parking spots of the side of the building (lumber yard side) for fire members if there is a call.

Let me know if you have any other concerns.

Chief

From: Steve Bourque <recreation@town.sunapee.nh.us>**Sent:** Tuesday, January 2, 2024 9:33 AM**To:** Neil Cobb <e.neill.cobb@sunapeepd.com>; Emily Wrenn <emily@town.sunapee.nh.us>**Cc:** John H. Galloway <firechief@town.sunapee.nh.us>; Michael Martell <MichaelM@town.sunapee.nh.us>; Joshua Wroblewski <jwroblewski@town.sunapee.nh.us>; Town Manager <manager@town.sunapee.nh.us>**Subject:** Re: [EXTERNAL]Re: Use of Facilities - Ramspott

I have postponed the scheduled basketball game that was to be at 1:15pm. I am working on moving up the noon game to be at 10:45am to try and help with parking for these services.

Steve

Steve Bourque

Recreation Coordinator

23 Edgemont Rd, Sunapee, NH 03782

Office Phone: 603-843-7613

Email: recreation@town.sunapee.nh.us<https://www.town.sunapee.nh.us/>

From: E. Neill Cobb <e.neill.cobb@sunapeepd.com>**Sent:** Wednesday, December 27, 2023 10:28 AM

To: Emily Wrenn <emily@town.sunapee.nh.us>

Cc: John H. Galloway <firechief@town.sunapee.nh.us>; Michael Martell <MichaelM@town.sunapee.nh.us>; Joshua Wroblewski <jwroblewski@town.sunapee.nh.us>; Steve Bourque <recreation@town.sunapee.nh.us>; Town Manager <manager@town.sunapee.nh.us>

Subject: [EXTERNAL]Re: Use of Facilities - Ramspott

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Is this just for the training room or does it include the kitchen or other parts of the building?

Are we all set to open up and close or can we help with that?

50 seems like a low estimate considering the admiration of Gordon. Should that number be more and what if the capacity of the training room is exceeded? Use the apparatus bays or upstairs?

Is there anything else we need to plan for? I'm guessing the gym parking lot may be full with basketball. Will there be fire truck staged/parked at the service which might impact traffic?

Please let me know the plans of the fire dept and Town and how the PD can help.

Best,

E. Neill Cobb
Chief of Police
Sunapee Police Department
9 Sargent Road
Sunapee, NH 03782
(603) 763-5555

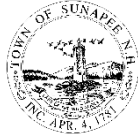
On Tue, Dec 26, 2023 at 4:45 PM Emily Wrenn <emily@town.sunapee.nh.us> wrote:

Hello, all!

I hope everyone had a lovely holiday. Attached is a Use of Facilities form for Gordon Ramspott's funeral reception at the SSB on January 4th, which will be on the Jan 8 Selectboard agenda. Please swing by and sign it as soon as you are able.

Best,
Emily

Confidentiality Notice: Privacy should not be assumed with emails associated with town business. Certain emails are public documents and may be subject to disclosure. This electronic message, and any attachments, may contain information that is confidential and/or legally privileged in accordance with NH RSA 91-A and other applicable laws or regulations. This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy/delete all copies of the original message.



TOWN OF SUNAPEE

PUBLIC HEARING NOTICE BOND AND BUDGET NOTICE OF PUBLIC HEARINGS MONDAY JANUARY 8, 2024 SUNAPEE TOWN OFFICES MEETING ROOM

The Town of Sunapee Selectboard will hold a public hearing pursuant to RSA 33:8-a on the following:

7:00 P.M. BOND HEARING

To raise and appropriate the sum of up to \$1,050,000 for design, engineering, permitting, construction and installation of new water mains at five Route 11 crossings and on Lower Main Street, High Street, Central Street and Route 103B.

7:05 P.M. BOND HEARING

To raise and appropriate the sum of up to \$100,000 for the preparation and revisions of a Watershed Management Plan for the Perkins Pond Watershed that will qualify the Town for federal and state funds.

The Town of Sunapee Selectboard will hold a public hearing pursuant to RSA 32:5 and RSA 40:13 on the following:

7:15 P.M. BUDGET HEARING TOWN OF SUNAPEE 2024 BUDGET

The Sunapee Selectboard will be holding a public hearing pursuant to RSA 32:5, I; 40:13, II-a (a) for the purpose of reviewing the proposed operating budget as well as any petitioned or governing body warrant articles.

TOWN OF SUNAPEE SELECTBOARD
POLICIES AND PROCEDURES

Last Revised/Approved: October 30th, 2023

I. PURPOSE:

This document describes the duties and methods of operation of the Sunapee Select Board (“Board”) and provides guidelines on approaches to interfacing with the Town Manager (“Manager”), the Town of Sunapee (“Town”), its employees (“Employees”), and the public. Any RSA changes shall supersede existing Town processes. In addition, the Select Board will adhere to the Sunapee Code of Ethics.

This document is to be reviewed and approved as written, or revised as necessary then approved, at the first meeting of the voted board after each Town election. Any item herein, except as required by law, may be overruled on a per-occurrence basis by a majority vote of the present Board at any time. An amendment to these By-Laws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting, not less than 7 (seven) days later.

II. AUTHORITY:

The Board is a duly elected Board and derives its authority from RSA 41:8, other RSAs, and Town ordinances. The Manager derives their authority from RSA 37.

III. ORGANIZATION:

The Board is a 5 (five) member Board. For purposes of process, the Board shall vote upon and elect a Chair and Vice-Chair at the first meeting following each Town election. Any vacancies shall be filled within 45 days. In the event the Chair is unable to attend a meeting or must abstain from action, the Vice-Chair shall fulfill the duties as required.

IV. POWER & DUTIES:

- A.** Board members shall make their best effort to attend all meetings.
- B.** Members of the Board have authority only when acting as a Board legally in session and with a quorum. The Board shall not be bound by any action or statement of any individual Board member except when such statement or action is pursuant to instructions from the Board.
- C.** Given that the Town has voted to be under a Town Manager form of governance, duties as required under RSA 37 are to be completed by the Manager.
- D.** The Chair shall preside at all meetings of the Board and perform all duties required by law. In the absence of the Chair, the Vice-Chair shall perform the duties of the chair. Any action of the

Chair may be overruled by a majority vote of the board.

- E.** The Board shall delegate members of the Board to serve on required committees after each Town election and may delegate members to perform other duties as agreed upon by consensus and permitted by law.
- F.** The Board shall hold standard public meetings as necessary in order to facilitate the business of the town. The Chair may allow, but is not required to allow, public input and/or participation during discussion of the Board at times other than public hearings or public comment. (See Public Comment Procedures)
- G.** The Board may hold non-public meetings as needed, as provided under RSA 91-A:3. These may be distinct from a standard meeting or may be included as an item in the process of a regular meeting, in which case a short recess may be called in order to ensure proper attendance is achieved. Non-public meetings shall generally be placed at the end of a regular meeting if they are co-scheduled, after public action. If any public action is knowingly acted upon after a non-public session, it shall be noted prior to entering non-public.
- H.** Annually, the Board is responsible for evaluating the job performance of the Manager. It is the Chair's responsibility to coordinate the evaluation, including obtaining input from the other members of the Board, aggregating that information, and presenting to the Board a comprehensive draft of the evaluation document. The current seated Select Board must complete the final evaluation document prior to the next annual election. (Or prior to the Town Managers anniversary date.)

V. ENACTED ORDINANCES AND RESOLUTION:

An **enacted ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Examples include Personnel Policy, Investment Policy, Fixed Asset Policy, Road Excavation, etc.

Selectboard action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.

An **enacted resolution** is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Selectboard action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

1. RESOLUTIONS

Each resolution may be voted and approved on the same day on which it was introduced. Examples include recognition of an Eagle Scout, declaration of Public Works Week, support for action by the state or federal government, etc.

2. ORDINANCES

A Selectman may, in open session, request of the Chair that the Selectboard study the wisdom of enacting a particular ordinance. By affirmative motion, the Selectboard may assign the

proposed ordinance to an existing or newly created committee. The committee shall report its findings to the Selectboard.

3. The procedure for ordinance enactment is as follows:

- a. An ordinance shall be introduced at a public meeting of the Selectboard.
- b. At this meeting, the Selectboard shall determine a future date for a Public Hearing, if necessary. At the **second** meeting, the Selectboard shall hold a Public Hearing as previously described and act upon the ordinance.
- c. The title of each ordinance shall in all cases be read prior to its passage and the Town Manager or other appropriate individual asked to give a summary of the ordinance, any change from prior ordinances and why the ordinance is before the Selectboard.
- d. **EMERGENCY ORDINANCES:** The Town Selectboard may, without notice or hearing, adopt an emergency ordinance citing the reason for the emergency.

VI. LIMITATIONS OF POWER & DUTIES:

- A.** The duties and responsibilities of the Board as set forth in these guidelines and as otherwise enumerated under NH State Law, are almost always subject to certain conditions, limitations and exclusions that require further examination to determine the full extent of the Board's authority as it pertains to each specific set of circumstances.
- B.** By statute, the Board has no direct authority over the personnel other than the Manager.
- C.** Individual Selectboard members are not prohibited from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters to the extent that such information is based on encounters and observations derived outside of the privileged purview of a Selectman. Any viewpoints or opinions expressed shall be as a member of the public, and as not to conflict with Process(H) the Selectman should relocate away from their seat for the duration of their comment and will be treated as a member of the public

VII. MEETING NOTICE:

Standard meeting scheduling shall be noticed at least one month prior. Meeting cancellations shall be noticed as soon as feasible once cancellation has been determined. Any emergency meetings shall be noticed as soon as feasible when necessary. Each meeting shall be posted in accordance with RSA 91-A.

Most regular meetings of the Town of Sunapee Selectboard shall be held in the Town Hall Meeting room at 23 Edgemont Road, Sunapee, NH 03782 unless the Selectboard adjourns to another location, or the meeting is scheduled for another location and is properly noticed. Online web conferencing and audio platforms such as Zoom may be utilized in exigent circumstances.

Meetings of the Town of Sunapee Selectboard shall be held on the 1st and 3rd Monday of each month

and begin at 6:30PM, unless otherwise noticed, or unless continued to a specific time and date.

VIII. PROCESS:

- A. Quorum** - A quorum shall consist of three (3) members of the Board. In the event that 3 members are absent from a meeting, no official meeting can take place and therefore no decisions can be made. Any agenda items shall be moved to the next standard meeting, unless an emergency meeting is required.
- B. Right-to-Know** - It is illegal for the Selectboard to make any decisions by use of a secret ballot or by email or in such a way that is contrary to the Right-to-Know Law. Further, Selectboard members should disqualify themselves from the Board and step down from all participation in deliberations (including voting) on any subject matter where there is a conflict of interest or if they nonetheless feel it appropriate to do so. A Selectboard members should disqualify himself whenever he has a direct personal or pecuniary interest in the outcome.
- C. Abstention** - If a Selectman should voluntarily abstain from voting, such action shall not count towards the tally of a vote for the purpose of determining the majority viewpoint. If a majority of attending Selectman abstains from a vote, no action shall be taken.
- D. Agenda Layout** - The Town Manager bears the primary responsibility for coordinating and planning the Agenda. The Chair has the final authority over the final approved agenda, timing, schedules and related matters. The Agenda should be published at least 3 calendar days prior to the meeting, and in most cases strive to be on Thursday prior to a Monday meeting, and included in the minutes.
- E. Agenda Requests** - Selectboard members wishing to place an item on the agenda must make the request to the Manager and Chair before Wednesday at 4:00 p.m. prior to a Monday meeting. Citizens wishing to place an item on the Board's agenda must provide a copy of all presentation material and documentation to be included in the Board's "packet" by Wednesday at 12:00 p.m. prior to a Monday meeting, and inclusion into the agenda is at the discretion of the Manager and Chair.
- F. Order of Business** - The business of all meetings of the Selectboard shall be transacted as follows; provided, however that the Chair may, during a Selectboard meeting and with the consent of the Board, rearrange items on the agenda to conduct the business before the Selectboard more expeditiously:
 - 1. Call to Order
 - 2. Review of Minutes
 - 3. Review of Items for Signature
 - 4. Appointment (s)
 - 5. Public Hearing (s)
 - 6. Selectboard Action
 - 7. Town Manager Report

8. Selectboard Members' Report
9. Public Comment
10. Non-Public Session
11. Adjournment

- G. Conduct** - Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.
- H. Voting** - Votes shall be by a show of hands or by a roll call. The vote of each member present shall be recorded.
- I. Reconsideration** - No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.
- J. Adjournment** - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

IX. PUBLIC COMMENT PROCEDURES:

- A.** All citizens shall have the right to speak for a period not to exceed three (3) minutes after being recognized by the Chair unless a longer period is granted by the Chair.
- B.** Citizens who choose to speak during Public Comment shall have the opportunity to address the Selectboard once during each meeting.
- C.** The speaker shall not engage in personal attacks against citizens or public officials and shall always remain courteous and respectful.
- D.** Citizens shall speak for themselves and not on behalf of others who are not present unless specific permission has been granted by the Chair. Generalized accusations and innuendoes will not be permitted.
- E.** The Chair may rule the citizen out of order and the citizen will lose the right to speak if the speaker fails to remain courteous and respectful.
- F.** The Chair may respond to a citizen and put an item on a future agenda, but the Selectboard and Chair are unable to problem solve or enter debate during Public Comment.

X. PUBLIC HEARING PROCEDURES:

State laws and various Town bylaws require the Selectboard to hold public hearings on certain issues before an action can be taken.

- A.** The Selectboard will schedule the dates for the hearing.
- B.** The Chair will open the hearing by identifying the purpose of the hearing and the rules to be

followed during the hearing.

- C.** The Chair may call upon the Town Manager or other person to describe the matter under consideration. This presentation shall not be under the three-minute limit but should be concise and to the point.

D. Public Hearing Rules and Procedure

- Announce the sign-up sheet at the beginning of the meeting and prior to the opening of the Public Hearing.
- Those interested in speaking shall sign- up on the sign-up sheet prior to the start of the hearing. If anyone is unable to physically sign-up, they need to make the board aware of their desire to speak. Said person will be added to the queue (this includes those participating virtually).
- The following rules and procedure should be read at the opening remarks of public comment.

E. Rules & Procedure for Comments During STR Public Hearing:

- Everyone must sign up in order to speak during the respective time of public comment.
- Public comments will be limited to one 3-minute comment per member of the public. Additional comments will not be accepted by the same individual (*even if the 3-minute time allotment was not utilized)
- Public comments will follow the order of the sign-up sheet.
- There will be no questions answered by the Selectboard or Town Employees at the time of the comment.
- All remarks shall be concise and relevant to the Public Hearing topic.
- Any irrelevant comments will be prohibited during the public hearing.
- If an individual continuously disrupts or refuses to cede the floor, they may be asked to leave the meeting.

XI. MINUTES:

- A.** Minutes of the Board meetings shall be kept in accordance with the provisions of RSA 91-A. At a minimum, minutes will contain the names of members present, other people participating in the meeting, a brief summary of the subject matter discussed, and any final decisions reached, or actions taken.
- B.** The minutes will indicate the names of participating members of the public. Minutes shall be considered a summary of events and business transacted once adopted by the Board with any corrections noted. Minutes shall be posted on the Town's website.
- C.** The minutes of Board meetings are kept by the Selectboard and are for the Selectboard to

review and approve. The public will not be allowed to amend minutes of the meetings.

XII. REQUESTS FOR INFORMATION:

- A.** Formal requests for information from Board members from the Manager, Town Counsel, Department of Revenue Administration, or the Attorney General's Office shall be made at a meeting, and only at the direction of the majority of the Board. Informal requests may be made by email to the Manager but are non-binding until acted upon at the next meeting of a quorum of the Board. Any information provided to any individual Board member shall be provided to the rest of the Board.
- B.** Acting as a citizen, a member of the Board may ask a department head for information, and as a courtesy should copy the Manager (the department head will do so as they reply). The Board member may only ask for anything that any other citizen could ask for and if it falls under a right to know request the procedure for that shall be followed.

XIII. CONFLICT RESOLUTION:

- A. *Numbers*** - In situations where a conflict arises among the Board or as the Board in its interactions with another entity, full effort shall be made to come to resolution by consensus. In cases of questions on calculations or multi-option possibilities, questions and concerns shall not be placed as accusations or interrogation unless the quorum is in consensus. The Board shall attempt to ensure full discussion to resolution of all relevant questions before voting, but 2 (two) members of the Board may at any time call for a vote, and the result of the vote shall abide by Process(H).
- B. *Personnel*** - Citizens that make complaints to the Board or member of it should be encouraged to contact the department that handles the matters that the complaint is about. They should then be encouraged to contact the Manager. If they don't feel that they have gotten resolution, only then the Board could bring the matter up to manager or at a meeting the citizen can request an appointment (which may or may not be non-public at the Board and Manager's discretion).
- C. *Departments*** – Any requests from a department or employees thereof that are not able to be resolved by the department head or Manager shall be resolved via the Personnel Policy and/or by the majority vote of the Board, during a legal public or non-public (as necessary) meeting.

XIV. CHAIRMAN'S DUTIES:

- A.** Vote as a member of the board in all actions as appropriate.
- B.** Open the session at the time at which the Board is to meet by calling the members to order.
- C.** Announce the business before the Board as it is acted upon.
- D.** As necessary, to recognize members entitled to the floor.

- E. State and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote.
- F. Protect the Board from annoyance, up to and including having persons removed from the meeting if necessary.
- G. Assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if he thinks it advisable.
- H. Restrain the Board and Public when engaged in debate within the rules of order
- I. Enforce on all occasions the observance of order and decorum among the members, deciding all questions of order, unless it is preferable to submit the question for the decision of the Board.
- J. Ensure that Boards communication abide by all aspects of the NH Right-to-Know Laws.
- K. Authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.
- L. Represent the Town at ceremonial events.
- M. Act as Board liaison to Town Counsel in any issues pertaining to the Manager.

XV. VIOLATIONS & REPERCUSSIONS:

There are no defined consequences under NH law for failure to comply with these guidelines. However, it should be noted that the remaining members of the Board may vote to publicly censure a member for repeated or egregious failures to meet these obligations. In the event that a quorum of the Board is of the opinion that one of the members has violated State Law, then they may vote in public session to initiate judicial removal proceedings and/or petition a court of competent jurisdiction for the imposition of such other penalties as may be allowed by law.

XVI. EFFECTIVE DATE:

These Rules of Procedure shall take effect immediately following a majority vote of the Town of Sunapee Selectboard at a regularly scheduled Selectboard's meeting.

Carol Wallace, Chair

Sue Gottling, Vice Chair

Josh Trow

Fred Gallup

Jeremy Hathorn

ANNEX A: LEGAL RESPONSIBILITIES AND ANNUAL TASKS

Legal Responsibilities:

1. Chief Executive Branch of town government
2. Coordinates with other town elected committees
3. Appointments on boards, committees, and other assignments
4. Local permitting authority
5. Special permit grant authority
6. Set policy and propose bylaws for town meeting warrant
7. Oversee preparation of budget with advisory committee and town manager
8. Call for town meeting and approve warrants articles for the ballot
9. Set fees
10. Create general rules and regulations for town operations
11. Appoint town counsel and approve legal strategy
12. Serve as the agent to expend as delegated by Town vote
13. Appoint Town Manager
14. Conduct annual review of Town Manager
15. Communications to public on issues and respond to citizen concerns

Annual Tasks:

1. Annually establish roles, responsibilities, and reassign liaisons as necessary
2. Selectboard appointments to boards and committees
3. Annual financial policy and budget plan
4. Issue annual report
5. Provide leadership in the development of the capital improvement program
6. Set risk management policy
7. Per RSA 128:3, the local board of health for each town shall meet at least once every year, and as frequently as needed, to review the state of local public health issues and concerns and provide information, as requested, to the department of health and human services, on the readiness to address relevant public health threats at the local or regional levels.

TOWN OF SUNAPEE - TRUSTEES OF THE TRUST FUNDS

INVESTMENT POLICY

Last Revised/Approved: October 2nd, 2023

I. INTRODUCTION

It is the policy of the Town of Sunapee to invest public funds in a manner that will provide maximum security of the funds and a yield consistent with this level of security, while meeting the daily cash flow needs of the town and conforming to all laws governing the investment of public funds. The Town Treasurer shall have custody of all monies belonging to the town and shall pay out the same only upon orders of the Town Manager in accordance with NH-RSA 37:5 and NH-RSA 37:6 IV or, in the case of a Conservation Fund established pursuant to RSA 36-A:5 II upon the order of the Conservation Commission.

II. SCOPE

The Town operates a consolidated cash account for all funds, excluding Trust Funds. This includes the General Fund and Proprietary/Special Revenue Funds. This policy applies to the investment of these funds. Investment income will be credited to the General Fund unless provisions of State or Federal law concerning certain funds require otherwise. Trust Funds are excluded from this policy.

III. GENERAL OBJECTIVES

The primary objectives of investment activities, in order of priority, shall be safety, liquidity, yield and minimizing service charges:

A. SAFETY - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to minimize credit risk and interest rate risk.

- 1. Credit Risk** - The Town will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - a. Limiting investments to the safest types of securities.
 - b. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Town will do business
 - c. Diversifying the investment portfolio so potential losses on individual securities will be minimized.
- 2. Interest Rate Risk** - The Town will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- a. Structuring the investment portfolio so securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- b. Investing operating funds primarily in shorter-term securities, including shares in local government investment pool.

3. Ineligible Trading Techniques - The Treasurer shall refrain from purchasing investments using the following techniques:

- a. No investments will be made by leveraging techniques, i.e., purchasing on margin or use of securities to acquire additional investments.
- b. No trading shall occur involving selling short.
- c. No investment in cryptocurrency.

B. LIQUIDITY - The investment portfolio shall remain sufficiently liquid to meet requirements to sustain operations for any three-month period.

For directly purchased securities, the maturity shall be concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, these securities should have active secondary or resale markets (dynamic liquidity). A large portion of the portfolio should be placed in more liquid investments, providing for daily liquidity.

C. YIELD - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs set forth above.

Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- 1. A declining credit security may be sold early to minimize loss of principal.
- 2. A security swap would improve the quality, yield, or target duration in the portfolio.
- 3. Liquidity needs of the portfolio require that the security be sold.

IV. STANDARDS OF CARE

A. PRUDENCE - The standard of prudence to be used by the Treasurer shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

B. ETHICS AND CONFLICTS OF INTEREST - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Such employees and investment officials shall disclose any material interests in financial institutions with which they conduct business.

They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees and officers shall refrain from undertaking personal investment transactions with the same individual/entity with which business is conducted on behalf of their Town.

- C. DELEGATION OF AUTHORITY** - Authority to manage the investment program is vested with the Treasurer and derived from the following: NH State RSA 41:29. The Treasurer shall act in accordance with established procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

V. SAFEKEEPING AND CUSTODY

- A. AUTHORIZED FINANCIAL DEALER AND INSTITUTIONS** – Use of security broker/dealers will be based on creditworthiness (a minimum capital requirement of \$100,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule)

1. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:
 - a. Audited financial statements
 - b. Proof of National Association of Securities Dealers (NASD) certification.
 - c. Proof of state registration
 - d. Certification of having read the Town’s investment policy
2. An annual review of the financial condition and registration of qualified bidders will be conducted by the Treasurer.

- B. INTERNAL CONTROLS** - The internal controls shall address the following points:

1. Control of collusion
 2. Separation of transaction authority from accounting and record keeping
 3. Custodial safekeeping
 4. Avoidance of physical-delivery securities
 5. Clear delegation of authority to subordinate staff members
 6. Written confirmation of transactions for investments and wire transfers
 7. Development of a wire transfer agreement with the lead bank or third-party custodian
-

VI. SUITABLE AND AUTHORIZED INVESTMENTS

- A. INVESTMENT TYPES** – The following investments will be permitted by this policy and are those defined by state law where applicable:
1. US Government Obligations
 2. Participation units of the New Hampshire Public Deposit Investment Pool
 3. Certificates of Deposit in New Hampshire Banks
 4. Repurchase Agreements whose underlying security consists of US Government Obligations, US Government Agency Obligations or State of NH obligations.
 5. ICS Sweep
- B.** Financial institutions where funds are kept on deposit, in CDs or Repurchase Agreements must meet the following criteria
1. Minimum total assets of \$100 million
 2. Minimum of an average rating by IDC Publishing Inc.'s bank rating service
 3. Minimum ratio of equity capital to total assets of 5%
 4. Maximum ratio of non-performing assets to equity of 20%
- C. Collateralization** - As authorized by state law, full collateralization will be required on nonnegotiable certificates of deposit and repurchase agreements or other instrument as the Treasurer requires.
-

VII. INVESTMENT PARAMETERS

- A. DIVERSIFICATION** - The investments shall be diversified by:
1. Limiting investments to avoid over-concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities
 2. Limiting investment in securities that have higher credit risks
 3. Investing in securities with varying maturities
 4. Continuously investing a portion of the portfolio in readily available funds such as Public Deposit Investment Pool (PDIP) or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
- B. MAXIMUM MATURITIES** - To the extent possible, the Town shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than six months from the date of purchase.
-

VIII. REPORTING

- A. METHODS** – The Treasurer shall prepare a cash position and investment report at least quarterly, including a succinct management summary that provides a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner that will allow the Town to ascertain whether investment activities during the reporting period have conformed to the

investment policy. The report should be available to the Selectmen and auditors. The report will include the following where appropriate:

1. Listing of individual securities held at the end of the reporting period, if applicable
2. Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with GASB requirements)
3. Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks
4. Listing of investment by maturity date

B. PERFORMANCE STANDARDS – The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.

C. STATEMENTS - The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

IX. POLICY CONSIDERATIONS

This policy shall be reviewed on an annual basis. The individual(s) charged with maintaining internal controls shall receive copies of the policy and any changes thereto.

IN WITNESS THEREOF, this Policy is hereby approved and adopted by the Selectboard of the Town of Sunapee, on this 2nd day of October 2023.

Carol Wallace, Chair

Sue Gottling, Vice Chair

Fred Gallup

Jeremy Hathorn

Josh Trow

TOWN OF SUNAPEE ETHICS POLICY

For Town Officials, Board Members & Employees

It is the policy of the Town of Sunapee to uphold, promote and demand the highest standards of ethics and conduct from all of its employees and officials, whether elected, appointed or hired. The Board of Selectmen, all Town employees and all members of Town boards, commissions and committees should maintain the highest standards of personal integrity, truthfulness, honesty, and fairness in discharging their public duties and never abuse their positions of trust for improper or personal gain. All Town officials, board members and employees should look to these principles for guidance.

I. PURPOSE:

The purpose of these principles is to establish guidelines for the ethical standards of conduct for Town officials, board members and employees. We expect our Town officials, board members and employees:

- A. To always act in the best interests of the Town
- B. To disclose any personal, financial or other interests in matters affecting the Town that come before them for action
- C. To remove themselves from decision making if they have a conflict of interest or even the appearance of one; and,
- D. To be independent, impartial and responsible to their fellow townspeople in their actions.
- E. We expect the Town's decisions and policies to be made through the proper channels of government.
- F. We expect any public position in our Town not to be used for personal gain. It is important that the public has confidence in the integrity of its government and that Town officials, board members, volunteers and employees know and understand the contents of this document and can thus have an opportunity to protect their personal reputation.

II. EXPLANATION OF THE ETHICAL PRINCIPLES:

A. There Should be no Conflicts of Interest

Town officials, board members and employees of the Town of Sunapee should avoid conflicts of interest or even the appearance of a conflict of interest.

Town officials, board members or employees should not participate in any matter in which they, or members of their family, have a personal interest that may directly or indirectly affect or influence the performance of their duties. In such instances, they should recuse themselves from discussion and decision-making. Recusal means to remove oneself completely from all further participation in the matter in question.

Town officials, board members or employees who have been recused should immediately leave the room or should seat themselves with the other members of the public who are present. When recused they should not participate in further discussions unless they clearly state for the record that they are doing so only as a general member of the public. As a recused person, they should not deliberate or vote on the matter in question.

B. There Should be a Duty to Recuse in Quasi-Judicial Action

A “quasi-judicial action” is any action where the board or committee is acting like a judge or a jury. For example, when a board or committee has a duty to notify the potential parties, hear the parties and can only decide on the matter after weighing and considering such evidence and arguments as the parties *chose* to lay before such a board or committee, they are involved in a quasi-judicial action.

The work of the Planning and Zoning boards is largely a quasi-judicial action. Not only do Town officials, board members and employees have such a duty to recuse themselves as outlined in the section above, they should recuse themselves in a quasi-judicial action if they would not be qualified to sit as a juror in that case. For example, jurors are not qualified to sit in a case if they have advised or assisted either party in a matter being decided or are prejudiced to any degree regarding the pending matter or believe they cannot for any reason be totally fair and impartial.

C. There Should be a Duty to Disclose

Town officials, board members or employees should not participate in the conduct of business on behalf of the Town or enter into discussion or deliberation of any matter without first publicly and on the record stating all dealings, interests and relationships and any other possible conflicts that may exist with the parties or the issue under consideration.

D. There Should be no Unfair Use of Town Property

No person should use town property, services or labor personally or make the same available to others, unless such use is available to other residents upon request on equal terms.

E. There Should be no Misuse of Confidential Information

No person should use any confidential information acquired by virtue of that individual’s official position for personal benefit or for the benefit of any other person or business.

In addition, no person should violate the privacy of others by publicizing, gossiping, or discussing confidential information acquired in the course of official duties.

F. There Should be no Improper Gifts

No person should accept a gift, or allow acceptance of such gift by a family member, from any individual, group or corporation that has or is likely to have matters pending before the Town, board, committee or commission on which the official or employee serves.

G. All Should Expect to Receive Fair and Equal Treatment

Acting in their official capacity, all Town officials, board members and employees should give each and every person fair and equal treatment. No Town official, board member or employee should, in the course of their official duties, give or deny any person special consideration, advantage or treatment as result of the person's public status, position, sex, race, religion, creed, sexual orientation or national origin.

III. EDUCATION:

- A.** At the time that each newly elected or appointed official, board member or employee takes the oath of office, they shall receive a copy of this Ethics Policy for signature.
- B.** The Town Manager shall hold a meeting each spring for newly elected or appointed officials, board members and employees so they may familiarize themselves with the provisions of these ethical principles.
- C.** It shall be the responsibility of each Board Chair and department head to ensure that all employees or volunteers are aware of, have reviewed and signed this Ethics Policy annually.

IN WITNESS THEREOF, this Policy is hereby approved and adopted by the Selectboard of the Town of Sunapee, on this 30th day of October 2023.

Carol Wallace, Chair

Sue Gottling, Vice Chair

Fred Gallup

Jeremy Hathorn

Josh Trow

TOWN OF SUNAPEE SELECTBOARD
RIGHT TO KNOW INFORMATION REQUEST POLICY

I. Purpose of the Policy:

The purpose of this policy is to create a standard method of processing records requests under the Right-to Know Law, RSA 91-a.

II. Departments Affected: All Departments, Boards, Committees and Commissions.

III. Definitions:

IV. Policy:

It is the policy of the Town to grant access to public records in accordance with RSA 91-A. Minutes and records available for public inspection are described in RSA 91-A:4. Exemptions are described in RSA 91-A:5.

V. Procedures:

Other than a request to review minutes in the Town Clerk's Office, which shall be granted, any request for public record shall be forwarded to the Town Clerk who is the keeper of the records for the Town. The Town Clerk will log the request before forwarding it to the Town Manager, who will determine if the document requested is within the 91-A guidelines. The request will then be assigned to the appropriate staff member to retrieve. All documents retrieved will be returned to the Town Clerk for the requestor to pick up. The Town Clerk will contact the requestor and log the time/date of contact. This policy is to comply with the following provision of §RSA 91-A:4-IV (a)(b):

"Public bodies and agencies shall upon request for any public record reasonably described, make available for inspection and copying any such public record within its files when such records are immediately available for such release. If the body or agency cannot make the record available for immediate release, it shall within 5 (five) business days of the request, make such record available, deny the request in writing with reasons, or furnish written acknowledgement of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied."

VI. Information may be provided on a Town-provided USB stick (valued at \$10), or a customer can provide their own sealed USB drive. For printed hard copies, up to \$10 worth of page sides will be provided and beyond that incurs a cost of 0.25 cents per side. For inspection only there is no fee.

VII. Severability:

To the extent that any provisions of this policy conflict with NH Law, then NH law will prevail.

EFFECTIVE DATE: These Rules of Procedure shall take effect immediately following a majority vote of the Town of Sunapee Selectboard at a regularly scheduled Selectboard's meeting.

Last Revised/Approved:

Approved by Board of Selectmen 09/18/2023

Approved by Board of Selectmen 05/31/2016

Carol Wallace, Chair

Sue Gottling, Vice Chair

Josh Trow

Jeremy Hathorn

Fred Gallup



Cleanscapes Landscaping
PO Box 122
Georges Mills, NH 03751
(603) 414-1034
email@cleanscapeslandscaping.com
http://cleanscapeslandscaping.com

Estimate 1579

ADDRESS Town of Sunapee (Steve Bourque)	DATE 11/30/2023	TOTAL \$24,000.00	EXPIRATION DATE 11/30/2024
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DATE	ACTIVITY	AMOUNT
11/30/2023	Services Veterans Field Project - Resurface Updated Infield with Fresh Infield Clay-Mix; Reduce Excess Infield Space by Removal of Old Clay as Needed and Resurface area with Proper Amount of Loam/Seed/Hay to bring upto Proper Grade; Repair Field and Surrounding Area from Damage Due to the Project with Loam/Seed/Hay as Needed	24,000.00

TOTAL	\$24,000.00
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THANK YOU.

Accepted By

Accepted Date



Company Address 8A Industrial Way
Unit 100
Salem, NH 03079
US

Created Date 10/18/2023
Quote Number 00001459

Contact Information

Prepared By Brenda L'Italien
Title Director of Business Development
Phone (978) 651-2511
Email bcm@lhsassociates.com

Customer Name Sunapee
Contact Name Joshua Boone
Title Town Clerk
Email joshua@town.sunapee.nh.us

Address Information

Bill To Name Sunapee
Bill To 23 Edgemont Road, P.O. Box 303
Sunapee, NH 03782

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
DVS-400NH	ImageCast Precinct 2 Bundle (1 Year Warranty)	Includes ICP Unit, ICP Ballot Box, ICP Carry Case, and 1-Year Hardware Warranty. Ongoing Maintenance after Warranty expires in \$300.00 per Tabulator.	\$7,000.00	1.00	\$7,000.00

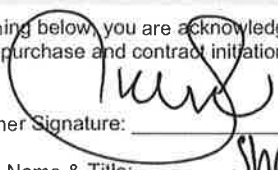
Subtotal \$7,000.00
Total Price \$7,000.00

Notes

After Warranty Expires the Annual Maintenance Fee is \$300.00 per Tabulator. Included in Purchase Price; One-Year Warranty, On-site Acceptance Testing, 2 Hours of Poll Worker Training, and Area Coverage.

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

Customer Signature: 

Printed Name & Title: Shannon Martinez, Town manager

Date: 31 Oct 2023

Anticipated First Use Date: March 12, 2024

Fence & Guardrail

Bid Proposal

Date: 11/20/2023

To: Town Of Sunapee - Mike
From: Ryan Sliter
Re: Old Grantham Rd
Town: Sunapee

Pay Item #	Quantity	UOM	Description	Unit Price	Total Price
202.7	425.00	LF	REMOVAL OF GUARDRAIL	\$ 5.00	\$ 2,125.00
606.120	400.00	LF	BEAM GUARDRAIL (STEEL POST)	\$ 33.00	\$ 13,200.00
606.120R	25.00	LF	BEAM GUARDRAIL (STEEL POST W/ RADIUS)	\$ 37.00	\$ 925.00
606.HALF WRP	2.00	EA	TYPE G SINGLE BUFFER END WRAP	\$ 200.00	\$ 400.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
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					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Bid:					\$ 16,650.00

Bid Notes:

Remove and replace 425 LF obsolete cable guardrail. New to be galvanized steel beam guardrail on steel posts and polymer offset blocks. Ends to be 12.5 LF shop bent radius with type g single buffer end wraps.

Quote valid through December 2023.

Terms & Conditions:

- Traffic control by Others if not included in bid above.
- All private utilities not covered by DigSafe are the responsibility of Others should damages occur due to guardrail installation.
- Centerline, elevations and base pavement to be installed prior to guardrail installation.
- CWS not responsible for any damages to finish pavement if in place prior to guardrail installation.
- No retainages are permitted.
- To the extent that collection efforts are required to collect any balance due from the contractor, CWS shall be entitled to recover, as part of any judgment, award or final order, its costs of collection, including all fees for court filings, experts, consultants and service of process, as well as reasonable attorney's fees.

*DOWN TIME TO BE BILLED AT \$950/hr *HAND DIGGING AND/OR SETTING OF POSTS \$325/ea

Accepted By:

Date:

Please Sign, Date and Email an executed copy back upon acceptance

PO BOX 120, ANDOVER, NH 03216

603-735-5465

• fax: 603-735-5547

• www.cwsfence.com



Fw: [EXTERNAL]Fw: [EXTERNAL]Garage Door

Town Manager <manager@town.sunapee.nh.us>

Thu 12/14/2023 11:10 PM

To: Emily Wrenn <emily@town.sunapee.nh.us>

Can you please update the agenda to include this encumbrance for Highway?

From: Michael Martell <MichaelM@town.sunapee.nh.us>

Sent: Thursday, December 14, 2023 2:25 PM

To: Ronna Johnson-Davis <rjohnson-davis@town.sunapee.nh.us>

Cc: Jennifer McClaine <Jenn@town.sunapee.nh.us>; Town Manager <manager@town.sunapee.nh.us>

Subject: FW: [EXTERNAL]Fw: [EXTERNAL]Garage Door

Hi Ronna,

As requested below is a quote / contract from Granite Garage Doors For the sum of \$23,000.00 that we would like to encumber, for 2 more doors to be done at highway.

Thanks,

Mike

Michael Martell

Highway Director

621 Route 11

Sunapee NH 03751

(603)763-5060 opt 2

From: jimbuchan21@aol.com <jimbuchan21@aol.com>

Sent: Thursday, December 7, 2023 4:02 PM

To: Joshua Wroblewski <jwroblewski@town.sunapee.nh.us>

Subject: [EXTERNAL]Garage Door

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Granite Garage Doors

P.O. Box 1354

New London NH 03257

Take down one 16'2" x 14' overhead door and operator

Supply and install one 16'2" x 14' model 3216 steel insulated commercial overhead door, R-17 with one row of insulated windows, 15" radius, powder coated white track and hardware, torsion springs, solid shafts, bottom rubber, jam and header weatherseal, pusher springs.

Supply and install one HJ501L5 jack shaft operator with chain hoist, safety eyes, three button station, transmitters, emergency release.

Total installed \$11,500

Price does not include platform lift rental.

Let me know if you have any questions. Thank you Jim Buchan

Confidentiality Notice: Privacy should not be assumed with emails associated with town business. Certain emails are public documents and may be subject to disclosure. This electronic message, and any attachments, may contain information that is confidential and/or legally privileged in accordance with NH RSA 91-A and other applicable laws or regulations. This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy/delete all copies of the original message.

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NH DEPARTMENT OF REVENUE ADMINISTRATION
Municipal and Property Bureau
Equalization Bureau



**2023 MUNICIPAL ASSESSMENT
DATA CERTIFICATE**

MUNICIPALITY: _____

SUNAPEE

We, the undersigned, do hereby certify that the assessment and sales information provided by us on the NH Mosaic Equalization System has been thoroughly reviewed by this Board and is complete and accurate to the best of our knowledge.

We understand that this information will be used by the NH Department of Revenue Administration to calculate the municipality's equalization ratio. The equalization ratio will be used to calculate the total equalized valuation for this municipality.

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS

DATE

(Must be signed by a majority of Selectmen, if a Town, or Assessor, if a City)

Name of Contact Person: _____

Kristen McAllister

E-mail Address: _____

Assessor2 @ NH-NH.com

Office Phone Number: _____

603-763-2212 x 1015

Office Hours: _____

Tues 8-4

(Note: If your office keeps irregular hours, please provide an alternate means of contacting you.)

(Please check appropriate box, if applicable)

☐

Full Reval



Cyclical Reval
(Values Updated)

☐

Statistical Reval

☐

Partial Reval

Name of Company Performing Revaluation Work: _____

In-house

COMMENTS: _____

Please upload to: ratiostudy.org no later than December 15, 2023



Lindsey M. Stepp
Commissioner

Ora M. LeMere
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



MUNICIPAL AND PROPERTY
DIVISION

Samuel T. Greene
Director

Adam A. Denoncour
Assistant Director

November 22, 2023

Dear Selectmen/Assessing Officials:

Annually, the DRA conducts assessment-to-sales ratio studies to measure the levels of assessment, equity, and proportionality in each municipality. The 2023 equalization process begins with municipalities providing assessment data for 2022 and 2023 and additional information, if applicable, for each sale that occurred. This information is provided through the NH Mosaic Equalization System allowing the municipality and DRA to review each sale and establish an equalization ratio in an efficient and timely manner. Sales that occurred between October 1, 2022, and September 30, 2023, are currently in the system.

Please complete and release the Municipal Assessment Data Information, including both the 2022 and 2023 assessments, and upload the signed Municipal Assessment Data Certificate to ratiostudy.org no later than December 15, 2023.

The following information and documents are available in the NH Mosaic Equalization System and on the DRA's Equalization webpage at <https://www.revenue.nh.gov/mun-prop/property/equalization.htm> to help municipalities understand and perform the ratio study and equalization processes:

1. Instructions for completing the municipal assessment data information.
2. Property and exclusion codes, with instructions.
3. The Municipal Assessment Data Certificate must be completed, signed, and uploaded before the equalization ratio will be set.
4. Equalization is governed by RSA 21-J:3 VIII, RSA 21-J:9-a, and RSA 21-J:13 IX, which are available on-line at <https://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-I-21-J.htm> and Administrative Rules 2803.01 & 2804.01 available at https://gencourt.state.nh.us/rules/state_agencies/rev2800.html
5. NH Equalization Manual. The manual provides in detail the ratio study and equalization processes.

If you have any questions, please contact me at (603) 230-5957 or at Natalie.D.Duffy@dra.nh.gov.

Sincerely,

Natalie Duffy, Equalization Auditor
Equalization Bureau

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.



2023 Trial Ratio Study Report

1 of 7

1/2/2024 9:36:42 AM

Town Name: Sunapee, Sullivan County

Use Code: AA - Any & All

Date Range: 10-01-2022 through 09-30-2023

NOT FOR PUBLICATION

Ratios were created using stipulated year assessments.

Summary of Codes Used

Group Class: AA - Any & All	Property Codes: 11 = Single Family Home 12 = Multi Family 2-4 Units 13 = Apt Bldg 5+ Units 14 = Single Res Condo Unit 17 = Mfg Housing With Land 22 = Residential Land 33 = Commercial L&B 35 = Mixed Use Res/Cmcl L&B 55 = Boatslip Only
Modifier Codes: 00 = No Modifier Code 70 = Waterfront 71 = Water Access 74 = View Influence - Positive	Special Codes: 00 = No Special Code D5 = Lake Sunapee D6 = Other Lake

Indicated Ratio / Weighted Mean

Year	2023	2022	2021
Indicated Ratio	95.4	55	77.6
Weighted Mean	95.4	55	77.6

Basic Statistics Section (Not Trimmed)

Sales In Date Range	Sales Used	Results
Total: 88 XX Moved: 0 Sales w/PA34: 1 %Sales w/PA34: 1.1%	Total Strata: 88 Sales Used: 54 %Sales Used: 61.4% Sales Used w/PA34: 1 %Sales Used w/PA34: 1.9%	%Mean: 97.3% %Median: 97.4% %WtMean: 95.5% COD (Median): 5.6 PRD: 1.02 Median Selling Price: \$402,467 Median Assessed Value: \$392,400

Extended Statistics Section (Trimmed)

Town Code: 207	Weighted Mean: 95.4	COD: 5	PRD: 1.01
Valid Sales: 54	Wt.Mean Lo 90%CI: 93.9	COD Lo 90%CI: 4.2	PRD Lo 90%CI: 1.00
Trimmed: 1	Wt.Mean Up 90%CI: 96.8	COD Up 90%CI: 6.1	PRD Up 90%CI: 1.03
Untrimmed: 53	Median Ratio: 97.4	Weighted COD: 4.5	COV: 6.5
Trim Factor: 3	Median Lo 90%CI: 95.1	Med. Abs. Dev.: 6.1	25th Percentile: 93.1
Lo Trim Point: 83.4	Median Up 90%CI: 98.4	Med % Dev.: 6.2	75th Percentile: 100.6

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

DUE DATE APRIL 15 PRECEDING THE SETTING OF THE TAX RATE

STEP 1 OWNER AND APPLICANT NAME AND ADDRESS	OWNER AND APPLICANT INFORMATION			
	<p>OWNER</p> <p>APPLICANT'S LAST NAME <u>MORTON LYNN</u> APPLICANT'S FIRST NAME <u>LYNN</u> MI <u>D</u> PHONE NUMBER <u>603-763-9595</u></p> <p>APPLICANT'S LAST NAME <u>LYNN</u> APPLICANT'S FIRST NAME <u>SUSAN</u> MI <u>2</u> PHONE NUMBER <u>603-763-9595</u></p> <p>MAILING ADDRESS <u>68 BROWN HILL RD</u></p> <p>CITY/TOWN <u>SUNAPEE</u> STATE <u>NH</u> ZIP CODE <u>03782</u></p> <p>PROPERTY ADDRESS <u>68 BROWN HILL RD SUNAPEE NH</u> TAX MAP <u></u> BLOCK <u></u> LOT <u></u></p> <p>IS THIS YOUR PRIMARY RESIDENCE? <input checked="" type="radio"/> YES <input type="radio"/> NO</p>			
STEP 2 VETERANS' TAX CREDITS AND EXEMPTION	VETERAN'S INFORMATION			
	<p>1. APPLICANT IS THE: <input checked="" type="radio"/> Veteran <input type="radio"/> Spouse <input type="radio"/> Surviving Spouse</p> <p>2. APPLYING FOR:</p> <p><input type="checkbox"/> Veterans' Tax Credit (RSA 72:28) Standard (\$50) / Optional (\$51 up to \$750)</p> <p><input checked="" type="checkbox"/> All Veterans' Tax Credit (RSA 72:28-b) <i>If Adopted by Town</i> Standard (\$50) / Optional (\$51 up to \$750)</p> <p><input type="checkbox"/> Tax Credit for Service-Connected Total Disability (RSA 72:35) Standard (\$700) / Optional (\$701 up to \$4,000)</p> <p><input type="checkbox"/> Tax Credit for Surviving Spouse (RSA 72:29-a "...of any person who was killed or died while on active duty...")</p> <p><input type="checkbox"/> Tax Credit for Combat Service (RSA 72:28-c) <i>If Adopted by Town</i> (\$50 up to \$500)</p> <p><input type="checkbox"/> Certain Disabled Veterans (Exemption) (RSA 72:36-a)</p> <p>3. Veteran's Name <u>MORTON LYNN</u> Dates of Military Service Enter (MMDDYYYY) <u>07/01/1970</u> 4. Date of Entry <u>06/30/1972</u> 5. Date of Discharge/Release (if applicable) <u></u></p> <p>IF A VETERAN OF ALLIED COUNTRY: (RSA 72:32)</p> <p>6. Name of Allied Country Served in <u></u> 7. Branch of Service <u></u></p> <p>9. Does any other eligible Veteran own interest in this property? YES <input type="radio"/> NO <input checked="" type="radio"/> If YES, provide name <u></u></p> <p>8. Please Check One. <input checked="" type="radio"/> US Citizen at time of entry into Service <input type="radio"/> Alien but resident of NH at time of entry into Service</p>			
STEP 3 EXEMPTIONS	STANDARD EXEMPTIONS			
	<p>10. <input type="checkbox"/> Elderly Exemption (Must be 65 years of age on or before April 1 of year for which exemption is claimed) (RSA 72:39-a) (Enter numbers only MMDDYYYY) 10a. Applicant's Date of Birth <u></u> 10b. Spouse's Date of Birth <u></u></p> <p>11. <input type="checkbox"/> Improvements to Assist Persons with Disabilities (RSA 72:37-a)</p> <p>12. <input type="checkbox"/> Blind Exemption (RSA 72:37)</p>			
STEP 4 RESIDENCY	LOCAL OPTIONAL EXEMPTIONS (If adopted by city/town)			
	<p>13. <input type="checkbox"/> Deaf Exemption (RSA 72:38-b) <input type="checkbox"/> Electric Energy Storage Systems Exemption (RSA 72:85)</p> <p><input type="checkbox"/> Disabled Exemption (RSA 72:37-b) <input type="checkbox"/> Wind-Powered Energy Systems Exemption (RSA 72:66)</p> <p><input type="checkbox"/> Solar Energy Systems Exemption (RSA 72:62) <input type="checkbox"/> Woodheating Energy Systems Exemption (RSA 72:70)</p> <p><input type="checkbox"/> Renewable Generation Facilities and Electric Energy Storage Systems Exemption (RSA 72:67)</p> <p>14. <input type="checkbox"/> NH Resident for One Year preceding April 1 in the year in which the tax credit is claimed (Veterans' Tax Credit)</p> <p><input type="checkbox"/> NH Resident for Five Consecutive Years (Deaf) or At least Five Years (Disabled) preceding April 1 in the year the exemption is claimed</p> <p><input type="checkbox"/> NH Resident for Three Consecutive Years preceding April 1 in the year the exemption is claimed (Elderly Exemption)</p>			
STEP 5 OWNERSHIP	15. Do you own 100% interest in this residence? <input checked="" type="radio"/> Yes <input type="radio"/> No If NO, what percent (%) do you own? <u></u>			
STEP 6 SIGNATURES	<p>Under penalties of perjury, I declare that I have examined this document and to the best of my belief the information herein is true, correct and complete.</p> <p>SIGNATURE (IN INK) OF PROPERTY OWNER <u>Morton D. Lynn</u> DATE <u>01/02/2024</u></p> <p>SIGNATURE (IN INK) OF PROPERTY OWNER <u>Susan J. Lynn</u> DATE <u>1/2/23</u></p>			

PROPERTY OWNER NAME

PROPERTY OWNER NAME

TAX MAP | BLOCK | LOT

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP	BLOCK	LOT	AMOUNT	GRANTED	DENIED	DATE
114	018	000		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Veterans' Tax Credit RSA 72:28 (Standard \$50; Optional \$51 up to \$750)			500.-	<input checked="" type="radio"/>	<input type="radio"/>	1/8/24
<input checked="" type="checkbox"/> All Veterans' Tax Credit RSA 72:28-b (Standard \$50; Optional \$51 up to \$750)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$4,000)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Combat Service pursuant to RSA 72:28-c (\$50 up to \$500)				<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Reviewed documents submitted by applicant (list documents reviewed)	DD 214 - Ken					
<input type="checkbox"/> Other Information						

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' ExemptionGRANTED ☐ DENIED ☐

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category
Single				65-74 years of age
Married				75-79 years of age
Asset Limits				80+ years of age
Single				
Married				

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Elderly Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Blind Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Deaf Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Disabled Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Electric Energy Storage Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Solar Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Woodheating Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Wind-powered Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Renewable Generation Facilities and Electric Energy Storage Systems		<input type="radio"/>	<input type="radio"/>	

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II.

- ☐ * List of assets, value of each asset, net encumbrance and net value of each asset.
- ☐ * Statement of applicant and spouse's income.
- ☐ * Federal Income Tax Form.

- ☐ * State Interest and Dividends Tax Form.
- ☐ * Property Tax Inventory Form filed in any other town.

* Documents are considered confidential and must be returned to the applicant once a decision is made on the application.

Municipal Notes

PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE

VETERAN'S EXEMPTION APPLICATION
WORKSHEET

Name : Morton Lynn Date Received: 1/2/2024
Last First

Documents submitted with application: DD214 ☒ WD AGO _____
NAVPERS _____ Other _____

☒ Qualifies _____ Does not qualify

Reasons for Exemption Qualification/Denial:

Term of Service _____ to _____
Honorably Discharged? ☐ Yes ☐ No At least 90 days service? ☐ Yes ☐ No

Qualified war or armed conflict: *for service prior to 1919, see additional qualifications

☒ Dec. 7, 1941 to Dec. 31, 1946 WW II
☒ June 25, 1950 to January 31, 1955 Korean Conflict
☒ *July 1, 1958 to Dec. 22, 1961 Vietnam Conflict *requires Vietnam Service Medal or Armed Forces Expeditionary Medal
☒ Dec. 22, 1961 to May 7, 1975 Vietnam Conflict
☒ *May 8, 1975 to Present Other Wars or Armed Conflicts *See list for Theater of Operations Service Medals
☒ *January 17, 1991 to February 28, 1991 Desert Storm * Requires Liberation of Kuwait Medal
☒ *Aug. 2, 1990 to Present Desert Storm/Persian Gulf War * Requires Southwest Asia Service Medal

Qualifying medals: N/A All Vet's Credit

Was residency verified? ☒ Yes ☐ No explain: _____
Lived in NH over 1 year? ☒ Yes ☐ No

Date Approved: 1/2/2024

Check off list:

____ Entered in Vision under Exemptions and Visit History
____ Fill out information on back of application
____ Mail letter to applicant and include copy of application Date: _____

Reviewed by Town Assessor (initials) km Date 1/2/24

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS
 GENERAL INSTRUCTIONS

WHO MAY FILE	Applicant must be qualified as of April 1 of the year the exemption and/or tax credit is claimed. Financial qualifications required for certain exemptions must be met by the time of application. An applicant must have resided in this state for at least one year preceding April 1 in the year in which the veterans' tax credit is claimed. An applicant must have resided in this state for at least three years preceding April 1 in the year for which the elderly exemption is claimed and five years in which the deaf or disabled exemption is claimed. The terms owner, own or owned, shall include those persons who hold grantor/revocable trust, equitable title, or beneficial interest for life in the subject property.		
WHERE TO FILE	Form PA-29 must be filed with the municipal assessing officials of the city/town where the tax credit and/or exemption is being requested.		
WHEN TO FILE	<p>Form PA-29 must be filed by April 15 preceding the setting of the tax rate. The municipal assessing officials shall send written notice to the taxpayer of their decision by July 1 prior to the date of notice of tax. Failure of the municipal assessing officials to respond shall constitute a denial of the application. Example: If you are applying for a tax credit and/or an exemption for the 2023 property taxes, which are due no earlier than December 1, 2023, you have until April 15, 2023, to file this form. The municipal assessing officials have until July 1 to send notice of their decision. Failure of the municipal assessing officials to respond shall constitute a denial of the application. A late response or failure to respond by municipal assessing officials does not extend the appeal period. Date of filing is when the completed application is either hand-delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.</p> <p>Pursuant to RSA 72:33, I-a, "If any person, otherwise qualified to receive an exemption or credit, shall satisfy the selectmen or assessors that he or she was prevented by accident, mistake, or misfortune from filing a permanent application or amended permanent application on or before April 15 of the year in which he or she desires the exemption to begin, said officials may receive the application at a later date and grant an exemption or credit for that tax year..."</p>		
APPEAL PROCEDURE	If an application for a property tax exemption and/or tax credit is denied by the municipality, an applicant may appeal in writing on or before September 1 following the date of notice of tax under RSA 72:1-d, to the NH Board of Tax and Land Appeals (BTLA) or to the Superior Court in the county where the property is located. Example: If you were denied an exemption from your 2022 property taxes, you have until September 1, 2023, to appeal. Forms for appealing to the BTLA may be obtained from the NH BTLA, 107 Pleasant Street, Concord, NH 03301; their website at www.nh.gov/btla ; or by calling (603) 271-2578. Be sure to specify EXEMPTION APPEAL .		
TAX CREDITS	Tax credits approved will be deducted from the property tax amount.		
EXEMPTIONS	Tax exemptions approved are deducted from the amount of the property owner's total assessed value prior to the calculation of tax due.		
BLIND EXEMPTION RSA 72:37	\$15,000 (unless the municipality votes an increase) is subtracted from the assessed valuation.	Every inhabitant owning residential real estate, who is legally blind, as determined by the Administrator of Blind Services of the Vocational Rehabilitation Division of the Department of Education.	
ELDERLY EXEMPTIONS RSA 72:39-a	<p>Applicant must have resided in this state for at least three consecutive years preceding April 1 in the year which the exemption is claimed. Property must be: owned by a resident; or owned by a resident jointly or in common with the resident's spouse, either of whom meets the age requirement for the exemption claimed; or owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable age requirement for the exemption claimed; or owned by a resident, or the resident's spouse, either of whom meets the age requirement for the exemption claimed, and when they have been married for at least five years.</p> <p>Property cannot have been transferred to the applicant from a person under the age of 65, and related to the applicant by blood or marriage, within the preceding five years.</p> <p>Property must meet the definition of residence per RSA 72:39-a, I(c), which includes the housing unit, which is the person's principle home and related structures such as a detached garage or woodshed. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes. If fractional interest is owned, see RSA 72:41, Proration.</p>		
ELDERLY, DEAF and DISABLED FINANCIAL QUALIFICATIONS RSA 72:39-a RSA 72:38-b RSA 72:37-b	INCOME LIMITATION	Includes: Income from any source including Social Security or pension.	Excludes: Life insurance paid on the death of an insured; Expenses and costs incurred in the course of conducting a business enterprise; Proceeds from the sale of assets.
	ASSET LIMITATION	Includes: The value of all assets, tangible and intangible.	Excludes: The value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The value of any good faith encumbrances.
ADA COMPLIANCE	Individuals who need auxiliary aids for effective communication in programs and services of the New Hampshire Department of Revenue Administration are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.		

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

TYPE OF TAX CREDIT or EXEMPTION	AMOUNT GRANTED	WHO MAY APPLY
VETERANS' TAX CREDIT RSA 72:28	\$50 (\$51 up to \$750 upon adoption by the municipality), is subtracted from the taxes due on the applicant's RESIDENTIAL property, occupied as the veteran's principle place of abode. For Veterans' surviving spouse: See RSA 72:28, III. For Proration: See RSA 72:30	Every resident of NH who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces in any of the qualifying wars or armed conflicts listed in RSA 72:28, and continues to serve or was honorably discharged; or the spouse or surviving spouse of such resident. (NOTE: 'Under Honorable Conditions' does not qualify.)
ALL VETERANS' TAX CREDIT RSA 72:28-b - <i>Must be adopted by Municipality</i>		Every resident of NH who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces and continues to serve or was honorably discharged; or the spouse or surviving spouse of such resident. (NOTE: 'Under Honorable Conditions' does not qualify.)
SURVIVING SPOUSE TAX CREDIT RSA 72:29-a	\$700 (\$701 up to \$2,000 upon adoption by the municipality per RSA 72:27-a), is subtracted from taxes due on the applicant's property, residential or other.	The surviving spouse of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28, so long as the surviving spouse remains single.
SERVICE-CONNECTED TOTAL DISABILITY TAX CREDIT RSA 72:35	\$700 (\$701 up to \$4,000 upon adoption by the municipality pursuant to RSA 72:27-a), is subtracted from the property taxes due on the applicant's residential property.	Any person who: <ul style="list-style-type: none"> • Has been honorably discharged or an officer honorably separated from military service and who has a total and permanent service-connected disability; • Is a double amputee or paraplegic because of service-connected injury; or • Is the surviving spouse of above qualified veteran and remains single.
TAX CREDIT FOR COMBAT SERVICE RSA 72:28-C <i>Must be adopted by Municipality</i>	\$50 up to \$500 upon adoption by the municipality pursuant to RSA 72:27-a is subtracted from the property taxes due on the applicant's residential property.	Every resident of this state engaged at any point during the taxable period in combat service as a member of the NH National Guard or a reserve member of the United States Armed Forces called to active duty. The application for the tax credit must be accompanied by the service member's military orders.
CERTAIN DISABLED VETERANS - EXEMPTION RSA 72:36-a "...shall be exempt from all taxation on said homestead..."	Any person who: <ul style="list-style-type: none"> • Has been discharged under conditions other than dishonorable, or an officer who has been honorably separated from military service; • Owns a specially adapted homestead which has been acquired with the assistance of the Veterans Administration or by using proceeds from the sale of any previous homestead which was acquired with the assistance of the Veterans Administration; and • Is 100 percent permanently and totally disabled as prescribed in 38 C.F.R. 3.340, total and permanent total ratings and unemployability; or is a double amputee of the upper or lower extremities or any combination thereof, or paraplegic, as the result of service connection; or has blindness of both eyes with visual acuity of 5/200 or less, as the result of service connection. <p>The surviving spouse of an eligible veteran may also apply. Satisfactory proof of such service connection disability must be furnished to the assessor.</p>	

A list of the Veterans' qualifying medals and discharge papers can be found at: <http://www.revenue.nh.gov/mun-prop/property/exemptions-tax-credits.htm>

IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES AND THE DEAF

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
IMPROVEMENTS TO ASSIST PERSONS WITH DISABILITIES RSA 72:37-a DEAF OR SEVERELY HEARING IMPAIRED PERSONS RSA 72:38-b	The value of improvements made for the purpose of assisting a person with a disability or deafness is deducted from the assessed value of the residential real estate.	Any person owning residential real estate upon which he resides and to which he has made improvements for the purpose of assisting a person with a disability or deafness who also resided on such real estate.

OPTIONAL EXEMPTIONS BELOW MUST BE ADOPTED BY THE MUNICIPALITY BEFORE ANYONE MAY APPLY

EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
DISABLED EXEMPTION RSA 72:37-b	The amount of the exemption and the level of income and assets (excluding the value of the property owner's residence) are determined by vote of the municipality per RSA 72:27-a.	Any person eligible under the Federal Social Security Act for benefits to the disabled, and who has been a New Hampshire resident for at least five years by April 1 of the year the exemption is claimed. NOTE: See Financial Qualifications on Page 3.
DEAF EXEMPTION RSA 72:38-b	\$15,000 (unless the municipality votes an increase) is subtracted from the assessed valuation.	NH residents who are deaf or severely hearing impaired, have been a NH resident for more than five consecutive years, and meet the income and asset requirements.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

OPTIONAL EXEMPTIONS BELOW MUST BE ADOPTED BY THE MUNICIPALITY BEFORE ANYONE MAY APPLY continued		
EXEMPTION	AMOUNT OF EXEMPTION	WHO MAY APPLY
SOLAR ENERGY SYSTEMS RSA 72:61 and RSA 72:62	Determined by vote of the municipality pursuant to RSA 72:62.	Any person owning real property equipped with a solar energy heating or cooling system, as defined in RSA 72:61.
WOODHEATING ENERGY SYSTEMS RSA 72:69 and RSA 72:70	Determined by vote of the municipality pursuant to RSA 72:70.	Any person owning real property equipped with a woodheating energy system, as defined in RSA 72:69.
WIND-POWERED ENERGY SYSTEMS RSA 72:65 and RSA 72:66	Determined by vote of the municipality pursuant to RSA 72:66.	Any person owning real property equipped with a wind-powered energy system, as defined in RSA 72:65.
ELECTRIC ENERGY STORAGE SYSTEMS RSA 72:84 and RSA 72:85	Determined by vote of the municipality pursuant to RSA 72:85.	Any person owning real property equipped with an electrical energy storage system, as defined in RSA 72:84.
RENEWABLE GENERATION AND ELECTRIC ENERGY STORAGE SYSTEMS RSA 72:87	Determined by vote of the municipality pursuant to RSA 72:87.	Any person owning a renewable generation facility, as defined in RSA 72:73, an electrical energy storage system, as defined in RSA 72:84, and any person or facility qualifying for exemption as defined in RSA 72:87.