

SUNAPEE SELECTBOARD

MEETING AGENDA

Monday, May 6th, 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 & APPROVE APRIL 15th MINUTES**
- 3. REVIEW OF ITEMS FOR SIGNATURE:**

CZCs:

- Parcel ID: 0114-0009-0000 – 61 Browns Hill Road – John & Susan McKenzie
- Parcel ID: 0148-0045-0000 – 640 Edgemont Road – Timothy & Linda Julian
- Parcel ID: 0104-0006-0000 – 1008 Main Street – Susan Kent
- Parcel ID: 0130-0004-0000 – 23 West Court Road – Joshua Trow
- Parcel ID: 0104-0083-0000 – 1004 Lake Avenue – Cynthia Currier
- Parcel ID: 0138-0041-0000 – 17 Stagecoach Lane – John & Caroline Rooney
- Parcel ID: 0237-0040-0000 – 25 Jeffrey Drive – George Stansfield & Elaine Foo

LAND DISTURBANCE:

- Parcel ID: 0104-0006-0000 – 1008 Main Street – Susan Kent
- Parcel ID: 0130-0004-0000 – 23 West Court Road – Joshua Trow

DEMO PERMIT:

- Parcel ID: 0114-0009-0000 – 61 Browns Hill Road – John & Susan McKenzie

DRIVEWAY:

- Parcel ID: 0145-0022-0002 – Caldwell Lane – Gregory & Pamela Shughart

SIGN PERMIT:

- Parcel ID: 0133-0084-0000 – Burkehaven Hill Road – Town of Sunapee

SHORT-TERM RENTAL CZCs:

- Parcel ID: 0137-0027-0000 – 106 Burkehaven Hill Road – Kelly Sheridan
- Parcel ID: 0147-0014-0000 – 15 Brook Road – Julie Ann & Derek Paul Holmes
- Parcel ID: 0238-0067-0000 – 50 Sioux Path – Jonathan Cheng

INTENT TO EXCAVATE

- Parcel ID: 0211-0011-0000 – 1106 Route 11 – Michael & Elizabeth Lemieux

SOLAR TAX EXEMPTION

- Parcel ID: 0133-0101-0000 – 14 Maple Court – Joseph & Jill Butler
- Parcel ID: 0226-0025-0001 – 200 Stagecoach Road – The Reney Family Trust of 2021
- Parcel ID: 0148-0023-0000 – 12 Hamel Road – The Swick Family Revocable Trust

- Parcel ID: 0104-0028-0000 – 71 Prospect Hill Road – Asha Clark
- Parcel ID: 0117-0004-0000 – 20 Melody Lane – Benjamin & Amy Holobowicz
- Parcel ID: 0235-0023-0000 – 29 Fox Run Road – Alex & Ellina Beletsky
- Parcel ID: 0225-0067-0000 – 5 Riverside Drive – Kurt & Susan Kangas
- Parcel ID: 0136-0045-0000 – 25 Birch Point Lane – Ambrose Cheung Revocable Trust

ELDERLY TAX EXEMPTION

- Parcel ID: 0238-0042-0000 – 27 Penacook Path – Robert & Diane Spiwak

ABATEMENT APPLICATIONS

- Parcel ID: 0108-0008-0000 – 57 Westwood Road – Regan-Erickson Revocable Trust

USE OF FACILITIES:

- Dartmouth Health (Harm Reduction Event) – Use of Safety Services Building – May 13th, 5 – 7 PM
- Project Sunapee (Rubber Duck Race) – Use of Sunapee Harbor – August 24th, 9 – 11 AM
- Sunapee Fire Department Association (Fire Department Association Annual Dinner) – Use of Safety Services Building – May 21st, 4 PM-10:00 PM

4. APPOINTMENTS:

- 7:00 PM – Acceptance and Expenditure of Unanticipated Revenue – New Hampshire Department of Safety Grant for Body Worn and Dashboard Cameras in the amount of \$14,409 – Police Chief Neill Cobb
- 7:15 PM - Highway Safety Committee
 - Posted Road Ordinance
 - Parking Ordinance
 - No Thru Trucking Ordinance

5. PUBLIC COMMENT:

6. SELECTBOARD ACTION:

- Policies and Procedures Update
-

7. TOWN MANAGER REPORT:

- LSPA Grant Project
 - Georges Mills Boat Launch Kick Off Meeting took place on 01 May 2024
 - DRA 2023 USAP Report
 - Next Community Conversation – May 19th
 - Future Community Conversations
-

8. OUTSTANDING ITEMS:

- Meeting between School Superintendent and Town Manager to discuss legislation surrounding the Statewide Education Tax
- 4th of July Celebrations

- 29th of June
 - 6th of July
 - Solar at Wastewater Treatment Plant
 - Roads/Congestion
 - Conservation Deed Clean Up
 - Signage in Front of Information Center
 - Follow Up Meeting with Springfield
-

9. SELECTBOARD MEMBERS' REPORT:

10. NONPUBLIC SESSION: RSA 91-A:3, II(e)

11. UPCOMING MEETINGS:

- May 7th, 2024: Recreation Committee Meeting – 7:00 p.m.
- May 9th, 2024: Planning Board Meeting – 7:00 p.m.
- May 16th, 2024: Planning Board Workshop – 7:00 p.m.
- May 20th, 2024: Selectboard Meeting – 6:30 p.m.
- May 28th, 2024: Abbott Library Trustees – 5:00 p.m.
- May 30th, 2024: Water & Sewer Commission Meeting – 5:30 p.m.
- May 30th, 2024: Firewards – 6:30 p.m.
- June 3rd, 2024: Selectboard Meeting – 6:30 p.m.
- June 4th, 2024: Recreation Committee Meeting – 7:00 p.m.

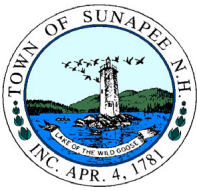


NOTICE OF PUBLIC HEARING - TOWN OF SUNAPEE, NH

**THE SUNAPEE SELECTBOARD WILL HOLD A
PUBLIC HEARING ON MONDAY, MAY 6, 2024,
AT 7:00PM IN THE
TOWN OFFICE MEETING ROOM,
23 EDMONT ROAD, SUNAPEE NH.**

Acceptance and Expenditure of Unanticipated Revenue – New Hampshire Department of Safety Grant for Body Worn and Dashboard Cameras

Pursuant to RSA 31:95-b, the Selectboard of the Town of Sunapee will hold a Public Hearing on **Monday, May 6th, 2024, at 7:00 PM in the Town Office Meeting Room** to hear public comment on the acceptance and expenditure of unanticipated revenue from the New Hampshire Department of Safety in the form of a grant in the amount of \$14,409.00 for body worn and dashboard cameras. Any persons wishing to be heard on this matter are invited to attend the hearing and make their opinions known.



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

AN ORDINANCE REGULATING HEAVY HAULING OVER TOWN ROADS

WHEREAS, The Select Board of the Town of Sunapee outlines the procedure for adoption of ordinance by The Select Board of the Town of Sunapee; and

WHEREAS, RSA 41:11 establishes the authority for The Select Board of the Town of Sunapee "to regulate the use of all public highways, sidewalks, and commons in their respective towns for this purpose may exercise all the powers conferred on city councils by RSA 47:17, VII, VIII and XVIII"

WHEREAS, The Select Board of the Town of Sunapee have determined that the winter season causes severe distortion of certain roads, which, if subjected to heavy hauling during the thawing prior to April 30th, will cause significant road damage and affect public safety and life on those roads,

NOW, THEREFORE BE IT RESOLVED that The Select Board of the Town of Sunapee approves the adoption of this ordinance governing vehicle loads on certain roads as follows.

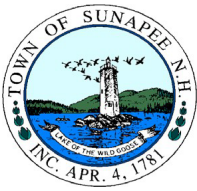
SECTION 1. POSTED ROADS

Unless specifically permitted, in writing, by the Highway Director or their designee, it shall be unlawful for any person, or any employee of any business organized in any form (e.g., partnership, sole proprietorship, or corporation) to operate, haul, transport, or cause to be transported any vehicle with a gross vehicle weight (GVW) over six (6) tons and/or gross vehicle weight rating (GVWR) over eighteen thousand (18,000) pounds, whether empty or loaded, on any town owned road as determined by the Highway Director or their designee between February 1st and May 1st. The Highway Director or their designee may designate roads subject to this restriction and post notices accordingly.

SECTION 2. APPLICABILITY

This restriction shall not apply to:

1. Emergency vehicles.
2. Delivery of home heating fuel on the regulated road.
3. Public utility vehicles involved in emergency repair operations.
4. Town of Sunapee (owned, rented, leased, or contracted) vehicles or equipment.
5. School buses operated by the Town of Sunapee School District.
6. Residents whose only access to their residence or place of business is across a posted road and who are not carrying any load.
7. Medical Oxygen Delivery
8. Emergency Tow Vehicles during emergency tow operations.



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SECTION 3. ENFORCEMENT

The Highway Director or their designee, as well as any law enforcement officer or code enforcement officer, shall have the responsibility to enforce this ordinance.

SECTION 4. PENALTY

Any person, or any employee of any business organized in any form (e.g., partnership, sole proprietorship, or corporation) who violates this ordinance shall be subject to a violation and result in a fine of \$250 for a first offense, \$500 for a second offense, \$1000 for a third offense and summons to court for all subsequent offenses within a calendar year. Payment shall be made within 30 days of violation.

SECTION 5. REPEAL

This Ordinance shall automatically repeal and supersede all other ordinances or policies of the Town that relate to heavy hauling on Town roads.

SECTION 6.

The Select Board of the Town of Sunapee shall hold a hearing if requested by the impacted businesses, a commercial or industrial company operated or located in the Town of Sunapee. The hearing shall be held within 15 working days of receipt of a certified letter by The Select Board of the Town of Sunapee from the impacted business which requests a hearing. Otherwise enforcement of the maximum weight limits established by the Town of Sunapee shall be suspended for the remainder of the year or until such hearing is held.

SECTION 7. EFFECTIVE DATE

This Ordinance shall become effective upon passage by two-thirds (2/3) affirmative - of those present and voting.

Passed and adopted by The Select Board of the Town of Sunapee this _____ day of _____, 2024.

TITLE 1: TRAFFIC AND PARKING ORDINANCES

CHAPTER 1 Parking Restrictions

Section 1:1 General

- A. It shall be unlawful for the driver of a vehicle to stop, stand, or park any vehicle in any place where official traffic signs have been erected or marked prohibiting standing and/or parking, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or other authorized person, traffic control sign or signal.
- B. No vehicle or trailer shall be parked on the paved, ~~main or traveled~~ or main-traveled portion of any highway, road or street.
- C. No vehicle shall be parked so as to restrict the portion of the road available for through traffic to sixteen (16) feet or less road width, except in areas marked for parking by the town.
- D. There shall be no parking
- a. on any hill or curve or any place where vision is not clear for at least one hundred-fifty (150) feet in either direction as the road goes, or
 - b. where "NO PARKING" signs are posted, or
 - c. where parking any vehicle will restrict the portion of the road available for through traffic to 16 feet or less road width.
 - d. *of a vehicle with its left wheels to the curb or side of any road.*
- E. There shall be no parking of any boat trailer not attached to a motor vehicle in any parking area of the Town or in any area in which a vehicle is prohibited from parking.
- F. No unregistered, uninspected or abandoned vehicle shall be parked in any parking lot or on the paved, main-traveled portion of any highway, road or street in the Town of Sunapee.

Section 1:2 Village of Sunapee

- A. No vehicle or trailer shall be parked on the traveled road on Main Street from Route 11 east to Lake Avenue, except in areas marked for parking by the town.
- B. On Burkehaven Hill Road, with the exception of within 45 feet of Tara Hall Ln, from the intersection of Lake Avenue to the Town of Sunapee owned boat launch in Burkehaven Harbor, Jobs Creek Road from Dewey Beach Rd to 36 Jobs Creek Road, Lake Avenue and Garnet Street, vehicles may park on the paved ~~main or traveled~~ or main-traveled portion of any highway, road or street provided in accordance with Section 1:1 C or D.

- C. No trailers shall be parked at any time in any lot on Chart #1. (Sunapee Harbor)
Vehicle with an attached boat trailer parking is allowed on Chart #4 in parking Lot A & Lot B. (amended 4-27-20)
- D. No vehicle or trailer shall be parked on the south side of Lake Avenue from the driveway of 381 Lake Avenue to the southern intersection of Lake Avenue and Burkehaven Hill Road.
- E. No vehicle or trailer shall be parked at any time on either side of Burkehaven Hill Road from its start at Lake Avenue at Sunapee Harbor south to the intersection of Harbor Hill Road. Vehicles with boat trailers, and with the driver in said vehicle, while queuing to enter the harbor parking lot to use the Town Boat Ramp, may queue in the marked waiting area on the east side of Burkehaven Hill Road immediately south of the intersection with Lake Avenue, provided they are not blocking a private driveway.
- F. No vehicle or trailer shall be parked on ~~the south either~~ side of Elm Street.
- G. No parking of any vehicle or trailers on Main Street from Route 11 to intersection of River Road, and no parking on Garnet Street from Main Street to the first pumping station located at 55 Garnet Street, with the exception of Parking lots D and E of Chart #2 in which no vehicle shall be parked for longer than two (2) hours between the hours of ~~7:30am and 6:00pm~~ 7:00 am and 7:00 pm.
- H. No vehicle shall be parked on either side of Seven Hearths Lane from the easterly entrance to Mount Royal Academy to the westerly end of Seven Hearths Lane. [Added 9/8/03] Queuing for student pick-up or drop-off, with a driver of a vehicle in the vehicle, is allowed within 30 minutes of the start or dismissal of Mount Royal Academy on the northside of Seven Hearths Lane from Route 11 to the entrance of Mount Royal Academy.
- I. No vehicle shall park for a period to exceed two hours in the following parking lots E & F of Chart #2, parking lots D (added 10/24/05) & E of Chart #1, and from 8 am to 10 pm in the Hames Lot of Chart #3.
- J. No vessel shall park at the Town Wharves or Beach area in Sunapee Harbor for a period to exceed two (2) hours. This shall not apply to the Sunapee Lake Queen M.V. Kearsarge or M. V. Mt. Sunapee II pursuant to that the Town currently has a lease agreement with the Town of Sunapee. (Added 7/26/04)
- K. No vessel shall be parked, docked, moored, or block the ability for an appropriate vessel to be parked, docked or moored at the boat dock used for public safety boats of the Police and Fire Departments of the Town of Sunapee unless permission is granted by either the Police or Fire Chief, or their designee, for good cause. Access to the public safety dock is limited to authorized personnel as permitted by the Sunapee Selectboard, Chief of Police, Fire Chief, or their designees, in connection with their official duties.

Section 1:3 Village of George's Mills

- 76 A. No vehicle or trailer shall be parked on the north side of Route 11 from the
77 intersection of Route 11 and Springfield Road to the intersection of Route 11 and
78 Jobs Creek Road.
- 79 B. No vehicle or trailer shall be parked on the south side of Route 11 from the
80 intersection of Route 11 and Otter Hill Road to the intersection of Route 11 and
81 Jobs Creek Road.
- 82 C. No vehicle or trailer shall be parked on Cooper Street.
- 83 a. Exception: There shall be two (2) spaces at the George's Mills Beach
84 parking lot and three (3) spaces available on the east leg of Cooper Street
85 at or near the intersection of Route 11 and Springfield Road, which will be
86 posted for Town of Sunapee residents only.
- 87 D. In the spaces listed under exception (above) of the George's Mills Beach parking
88 lot, no vehicle or trailer shall extend past the lines delineating the spaces.
- 89 E. No vessel shall park at the Town Wharves in George's Mills Harbor for a period
90 to exceed one (1) hour.

91

92 Section 1:4 Time Restrictions and Overnight Parking:

- 93 1. Overnight Defined - Overnight parking means the parking of a vehicle in one spot
94 continuously for a period exceeding six hours at any time during the hours from
95 ten p.m. of the day designated to eight a.m. of the following day.
- 96 2. Unless otherwise permitted, no vehicle or trailer shall be parked in a Town
97 Parking Lot or marked parking areas for more than 24 consecutive hours unless
98 otherwise posted. ~~No unregistered or abandoned vehicle shall be allowed. Such~~
99 ~~a vehicle may be towed at the expense of the owner.~~
- 100 3. Overnight parking, not to exceed 24 hours, is allowed when a Town of Sunapee
101 permit or sticker is displayed in accordance with Chapter 4 of this ordinance in
102 following areas:
- 103 a. Chart 4, Lot A in the southwest corner of the parking lot in the area in front
104 of the old stone foundation thereof.

105 Section 1:5 Seasonal Restrictions on Parking

- 106 A. Summer Restrictions-Memorial Day weekend through Columbus Day weekend.
107 (changed 11-20-06)
- 108 a. ~~1a)~~ Chart 1, Lot A, C - no vehicle shall be parked for longer than four (4)
109 hours.
- 110 b. ~~1-b)~~ Chart 1 Lot B, - no vehicle shall be parked for longer than six (6)
111 hours. (1-b & c added 11- 20-06)

- 112 c. ~~1-c)~~ Chart 1 Lot D, E - no vehicle shall be parked for longer than two (2)
113 hours.
- 114 d. ~~2)~~ At Georges Mills Harbor/Beach, three parking spaces adjacent to the
115 boat-launch ramp and facing the lake shall be designated for general
116 public use and no vehicle shall be parked in these spaces for longer than
117 twenty (20) minutes.
- 118 e. Overnight parking, not to exceed 24 hours, is allowed when a Town of
119 Sunapee permit or sticker is displayed in accordance with Chapter 4 of
120 this ordinance in following areas:
- 121 i. The public parking area in Burkehaven Harbor
- 122 ii. Burkehaven Hill Road between Lake Ave and the boat launch as
123 permitted in this ordinance with the exception of within 45 feet of
124 Tara Hall Ln.
- 125 B. Winter Restrictions - November 1st through April 1st.
- 126 a. ~~1)~~ During the winter parking restriction, no vehicle may be parked on any
127 public street, way or through way within the Town of Sunapee between the
128 hours of 12:00am (midnight) and 7:30am or any other time in such a
129 manner as to impede snow removal operations.
- 130 b. ~~2)~~ Any vehicle parked in violation of Section 1:5.B. a. † may be authorized
131 by the Road Agent, Chief of Police or their agents to be towed from its
132 location and stored. The expense of towing and storage will be the
133 responsibility of the driver and/or operator of the vehicle, prior to the
134 release of the vehicle.
- 135 c. ~~3)~~ During the winter parking restriction period, overnight parking will be
136 allowed between the hours of ~~10:00 pm 6:00 pm~~ and 8:00 am 7:30 am in
137 the following locations:
- 138 i. ~~a)~~ The parking lot on the corner of Main and High Streets east of
139 Hames Park.
- 140 ii. ~~b)~~ The parking lot on High Street on the south side of Sugar River.
- 141 ~~4) No vehicle or trailer will be parked on the north side of Elm Street at any time.~~

142 Section 1:6 School facilities:

143 During the hours of 7:30 AM to 8:15 AM and 2:30 PM to 3:30 PM on days in
144 which school is in session, only traffic related to the residents of School Street,
145 school personnel, handicapped individuals, school busses, delivery trucks, and
146 any emergency vehicles, going to and from Sunapee Elementary School, are
147 allowed. All other traffic on School Street is prohibited during the above hours.
148 [Rewritten 9/8/03.] [Revised 11/16/09]

149 **CHAPTER 2 Plowing and Shoveling of Snow and Ice**

150 Section 2:1 Placement of Snow

151 No person shall throw, push, place, or cause to be thrown or placed, any snow or
152 ice on any public street, way or sidewalk within the Town of Sunapee.

153 Section 2:2 Removal of Snow

154 If it is determined, by the Road Agent, Chief of Police or their agents, that such
155 placement of snow or ice upon any public street, way or sidewalk may impede
156 traffic, vehicular or pedestrian, or affect normal Town of Sunapee snow removal
157 operations, the person(s) violating this section may be charged the cost of
158 removal of said snow or ice by the Town of Sunapee.

159 **CHAPTER 3 Towing of Cars**

160 Section 3:1

161 Vehicles or trailers that are parked, left standing, or are abandoned anywhere
162 that cause a hazard, or create a threat to the free flow of traffic, or the safety of
163 others, or which is parked in violation of this ordinance may be ordered, by the
164 Road Agent, Chief of Police or their agents, towed to a tow facility garage where
165 upon the driver or operator shall pay the tow charge before being allowed to
166 move such vehicle from said tow facility garage. The Town of Sunapee or the
167 Sunapee Police Department shall not be liable for tow charges or damages,
168 which might occur.

169 **CHAPTER 4 Town Facilities Sticker**

170 Section 4:1

171 No vehicle or trailer shall be parked, stopped, or stand in parking spaces
172 designated for parking restricted to "TOWN FACILITIES STICKER REQUIRED",
173 or similar official Town of Sunapee sign, without a valid "TOWN FACILITIES"
174 sticker, or similar Town of Sunapee permit, clearly displayed on or in said
175 vehicle.

176 **CHAPTER 5 Speed Restrictions**

177 Section 5:1

178 All speed limits on Town of Sunapee roads shall be as adopted by the Sunapee
179 Board of Selectmen, upon the recommendation of the Sunapee Highway Safety

Committee, on October 25, 1993, and as may be amended from time to time.
The speed limit for any Town of Sunapee road not listed and posted, shall be 25 miles per hour, excepting limiting the speed on Lake Ave. (added 8/23/04) and Central Street (Added 01/25/10) to 20 miles per hour.

CHAPTER 6 Exceptions to Parking Ordinance

Section 6:1

The Board of selectmen acknowledges that situations arise and provide the following exceptions:

A. ~~1)~~ This ordinance shall not apply to the driver of any vehicle, which is disabled to such an extent that it is impossible to avoid stopping and temporarily leaving such disabled vehicle.

B. ~~2)~~ In the case of large gatherings at private, public, or social events that necessitate parking of a number of vehicles on traveled roads, the Police Department shall be notified, in advance, of the time and place of the event. The Police Chief or their designee may permit temporary exceptions to this ordinance for such occasions. When such exceptions are made the Town Manager, Fire Chief and Highway Director should be notified. One or more police officers may be assigned duty to regulate and control traffic. Persons requiring such police officers shall be billed for the time officers are needed.

C. Municipal and emergency vehicles in connection with their official duties.

Section 6:2

The Board of Selectmen may authorize a waiver of ~~any time limits on~~ parking restrictions ~~s in Section 1:2 and 1:3~~ after consultation with the Police Chief. Approval of the waiver will be in writing to the Police Department. (Added 9/13/04)

CHAPTER 7 Penalties Imposed

Section 7:1

The penalty for each violation of this ordinance shall be \$40.00 and shall be paid at the Town of Sunapee Police Station, ~~at or~~ the Town of Sunapee offices of the Board of Selectmen, by mail, or through an electronic system as may be established by the Town of Sunapee. Anyone paying such penalty shall, upon

Town of Sunapee

TITLE 1: TRAFFIC AND PARKING ORDINANCES

CHAPTER 1 Parking Restrictions

Section 1:1 General

- A. It shall be unlawful for the driver of a vehicle to stop, stand, or park any vehicle in any place where official traffic signs have been erected or marked prohibiting standing and/or parking, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or other authorized person, traffic control sign or signal.
- B. No vehicle or trailer shall be parked on the paved or main-traveled portion of any highway, road or street.
- C. No vehicle shall be parked so as to restrict the portion of the road available for through traffic to sixteen (16) feet or less road width, except in areas marked for parking by the town.
- D. There shall be no parking
 - a. on any hill or curve or any place where vision is not clear for at least one hundred-fifty (150) feet in either direction as the road goes, or
 - b. where "NO PARKING" signs are posted, or
 - c. where parking any vehicle will restrict the portion of the road available for through traffic to 16 feet or less road width.
 - d. of a vehicle with its left wheels to the curb or side of any road.
- E. There shall be no parking of any boat trailer not attached to a motor vehicle in any parking area of the Town or in any area in which a vehicle is prohibited from parking.
- F. No unregistered, uninspected or abandoned vehicle shall be parked in any parking lot or on the paved, main-traveled portion of any highway, road or street in the Town of Sunapee.

Section 1:2 Village of Sunapee

- A. No vehicle or trailer shall be parked on the traveled road on Main Street from Route 11 east to Lake Avenue, except in areas marked for parking by the town.
- B. On Burkehaven Hill Road, with the exception of within 45 feet of Tara Hall Ln, from the intersection of Lake Avenue to the Town of Sunapee owned boat launch in Burkehaven Harbor, Jobs Creek Road from Dewey Beach Rd to 36 Jobs Creek Road, Lake Avenue and Garnet Street, vehicles may park on the paved or main-traveled portion of any highway, road or street provided in accordance with Section 1:1 C or D.
- C. No trailers shall be parked at any time in any lot on Chart #1. (Sunapee Harbor) Vehicle with an attached boat trailer parking is allowed on Chart #4 in parking Lot A & Lot B. (amended 4-27-20)
- D. No vehicle or trailer shall be parked on the south side of Lake Avenue from the driveway of 381 Lake Avenue to the southern intersection of Lake Avenue and Burkehaven Hill Road.
- E. No vehicle or trailer shall be parked at any time on either side of Burkehaven Hill Road from its start at Lake Avenue at Sunapee Harbor south to the intersection of Harbor Hill Road. Vehicles with boat trailers, and with the driver in said vehicle, while queuing to enter the harbor parking

lot to use the Town Boat Ramp, may queue in the marked waiting area on the east side of Burkehaven Hill Road immediately south of the intersection with Lake Avenue, provided they are not blocking a private driveway.

- F. No vehicle or trailer shall be parked on either side of Elm Street.
- G. No parking of any vehicle or trailers on Main Street from Route 11 to intersection of River Road, and no parking on Garnet Street from Main Street to the first pumping station located at 55 Garnet Street, with the exception of Parking lots D and E of Chart #2 in which no vehicle shall be parked for longer than two (2) hours between the hours of 7:00 am and 7:00 pm.
- H. No vehicle shall be parked on either side of Seven Hearths Lane from the easterly entrance to Mount Royal Academy to the westerly end of Seven Hearths Lane. [Added 9/8/03] Queuing for student pick-up or drop-off, with a driver of a vehicle in the vehicle, is allowed within 30 minutes of the start or dismissal of Mount Royal Academy on the northside of Seven Hearths Lane from Route 11 to the entrance of Mount Royal Academy.
- I. No vehicle shall park for a period to exceed two hours in the following parking lots E & F of Chart #2, parking lots D (added 10/24/05) & E of Chart #1, and from 8 am to 10 pm in the Hames Lot of Chart #3.
- J. No vessel shall park at the Town Wharves or Beach area in Sunapee Harbor for a period to exceed two (2) hours. This shall not apply to the Sunapee Lake Queen or M. V. Mt. Sunapee II pursuant to a lease agreement with the Town of Sunapee. (Added 7/26/04)
- K. No vessel shall be parked, docked, moored, or block the ability for an appropriate vessel to be parked, docked or moored at the boat dock used for public safety boats of the Police and Fire Departments of the Town of Sunapee unless permission is granted by either the Police or Fire Chief, or their designee, for good cause. Access to the public safety dock is limited to authorized personnel as permitted by the Sunapee Selectboard, Chief of Police, Fire Chief, or their designees, in connection with their official duties.

Section 1:3 Village of George's Mills

- A. No vehicle or trailer shall be parked on the north side of Route 11 from the intersection of Route 11 and Springfield Road to the intersection of Route 11 and Jobs Creek Road.
- B. No vehicle or trailer shall be parked on the south side of Route 11 from the intersection of Route 11 and Otter Hill Road to the intersection of Route 11 and Jobs Creek Road.
- C. No vehicle or trailer shall be parked on Cooper Street.
 - a. Exception: There shall be two (2) spaces at the George's Mills Beach parking lot and three (3) spaces available on the east leg of Cooper Street at or near the intersection of Route 11 and Springfield Road, which will be posted for Town of Sunapee residents only.
- D. In the spaces listed under exception (above) of the George's Mills Beach parking lot, no vehicle or trailer shall extend past the lines delineating the spaces.
- E. No vessel shall park at the Town Wharves in Goerge's Mills Harbor for a period to exceed one (1) hour.

Section 1:4 Time Restrictions and Overnight Parking:

- A. Overnight Defined - Overnight parking means the parking of a vehicle in one spot continuously for a period exceeding six hours at any time during the hours from ten p.m. of the day designated to eight a.m. of the following day.
- B. Unless otherwise permitted, no vehicle or trailer shall be parked in a Town Parking Lot or marked parking areas for more than 24 consecutive hours unless otherwise posted.
- C. Overnight parking, not to exceed 24 hours, is allowed when a Town of Sunapee permit or sticker is displayed in accordance with Chapter 4 of this ordinance in following areas:
 - a. Chart 4, Lot A in the southwest corner of the parking lot in the area in front of the old stone foundation thereof.

Section 1:5 Seasonal Restrictions on Parking

- A. Summer Restrictions-Memorial Day weekend through Columbus Day weekend. (changed 11-20-06)
 - a. Chart 1, Lot A, C - no vehicle shall be parked for longer than four (4) hours.
 - b. Chart 1 Lot B, - no vehicle shall be parked for longer than six (6) hours. (1-b & c added 11- 20-06)
 - c. Chart 1 Lot D, E - no vehicle shall be parked for longer than two (2) hours.
 - d. At Georges Mills Harbor/Beach, three parking spaces adjacent to the boat-launch ramp and facing the lake shall be designated for general public use and no vehicle shall be parked in these spaces for longer than twenty (20) minutes.
 - e. Overnight parking, not to exceed 24 hours, is allowed when a Town of Sunapee permit or sticker is displayed in accordance with Chapter 4 of this ordinance in following areas:
 - i. The public parking area in Burkehaven Harbor
 - ii. Burkehaven Hill Road between Lake Ave and the boat launch as permitted in this ordinance with the exception of within 45 feet of Tara Hall Ln.
- B. Winter Restrictions - November 1st through April 1st.
 - a. During the winter parking restriction, no vehicle may be parked on any public street, way or through way within the Town of Sunapee between the hours of 12:00am (midnight) and 7:30am or any other time in such a manner as to impede snow removal operations.
 - b. Any vehicle parked in violation of Section 1:5.B. a. † may be authorized by the Road Agent, Chief of Police or their agents to be towed from its location and stored. The expense of towing and storage will be the responsibility of the driver and/or operator of the vehicle, prior to the release of the vehicle.
 - c. During the winter parking restriction period, overnight parking will be allowed between the hours of 10:00 pm and 8:00 am in the following locations:
 - i. The parking lot on the corner of Main and High Streets east of Hames Park.
 - ii. The parking lot on High Street on the south side of Sugar River.

Section 1:6 School facilities:

During the hours of 7:30 AM to 8:15 AM and 2:30 PM to 3:30 PM on days in which school is in session, only traffic related to the residents of School Street, school personnel, handicapped individuals, school busses, delivery trucks, and any emergency vehicles, going to and from Sunapee Elementary School, are allowed. All other traffic on School Street is prohibited during the above hours. [Rewritten 9/8/03.] [Revised 11/16/09]

CHAPTER 2 Plowing and Shoveling of Snow and Ice

Section 2:1 Placement of Snow

No person shall throw, push, place, or cause to be thrown or placed, any snow or ice on any public street, way or sidewalk within the Town of Sunapee.

Section 2:2 Removal of Snow

If it is determined, by the Road Agent, Chief of Police or their agents, that such placement of snow or ice upon any public street, way or sidewalk may impede traffic, vehicular or pedestrian, or affect normal Town of Sunapee snow removal operations, the person(s) violating this section may be charged the cost of removal of said snow or ice by the Town of Sunapee.

CHAPTER 3 Towing of Cars

Section 3:1

Vehicles or trailers that are parked, left standing, or are abandoned anywhere that cause a hazard, or create a threat to the free flow of traffic, or the safety of others, or which is parked in violation of this ordinance may be ordered, by the Road Agent, Chief of Police or their agents, towed to a tow facility where upon the driver or operator shall pay the tow charge before being allowed to move such vehicle from said tow facility. The Town of Sunapee or the Sunapee Police Department shall not be liable for tow charges or damages, which might occur.

CHAPTER 4 Town Facilities Sticker

Section 4:1

No vehicle or trailer shall be parked, stopped, or stand in parking spaces designated for parking restricted to "TOWN FACILITIES STICKER REQUIRED", or similar official Town of Sunapee sign, without a valid "TOWN FACILITIES" sticker, or similar Town of Sunapee permit, clearly displayed on or in said vehicle.

CHAPTER 5 Speed Restrictions

Section 5:1

All speed limits on Town of Sunapee roads shall be as adopted by the Sunapee Board of Selectmen, upon the recommendation of the Sunapee Highway Safety Committee, on October 25, 1993, and as may be amended from time to time. The speed limit for any Town of Sunapee road not listed and posted, shall be 25 miles per hour, excepting limiting the speed on Lake Ave. (added 8/23/04) and Central Street (Added 01/25/10) to 20 miles per hour.

CHAPTER 6 Exceptions to Parking Ordinance

Section 6:1

The Board of selectmen acknowledges that situations arise and provide the following exceptions:

- A. This ordinance shall not apply to the driver of any vehicle, which is disabled to such an extent that it is impossible to avoid stopping and temporarily leaving such disabled vehicle.
- B. In the case of large gatherings at private, public, or social events that necessitate parking of a number of vehicles on traveled roads, the Police Department shall be notified, in advance, of the time and place of the event. The Police Chief or their designee may permit temporary exceptions to this ordinance for such occasions. When such exceptions are made the Town Manager, Fire Chief and Highway Director should be notified. One or more police officers may be assigned duty to regulate and control traffic. Persons requiring such police officers shall be billed for the time officers are needed.
- C. Municipal and emergency vehicles in connection with their official duties.

Section 6:2

The Board of Selectmen may authorize a waiver of any parking restriction after consultation with the Police Chief. Approval of the waiver will be in writing to the Police Department. (Added 9/13/04)

CHAPTER 7 Penalties Imposed

Section 7:1

The penalty for each violation of this ordinance shall be \$40.00 and shall be paid at the Town of Sunapee Police Station, at or the Town of Sunapee offices of the Board of Selectmen, by mail, or through an electronic system as may be established by the Town of Sunapee. Anyone paying such penalty shall, upon request, be issued a receipt. This penalty shall stand independent of any administrative or other charge that may be imposed.

Section 7:2

The penalty imposed shall be paid within 24 hours of the time when such notice of violation was attached to the vehicle.

Section 7:3

Any person who shall fail to pay the prescribed penalty, or who shall violate any other provisions of this ordinance shall be subject to an administrative fee of \$15.00 in addition to any fine or other charge that may be imposed.

Section 7:4

Any person found in violation of Chapter 2 shall receive a fine of not less than \$25, nor more than \$100. The cost of removal of snow or ice placed in a public street, way or sidewalk, in addition to any fine, administrative cost or other charge, may also be imposed.

CHAPTER 8 Invalidation of Portion of Ordinance

Section 8:1

If any provisions of the ordinances herein enacted, or the application of such provision to any person, body or circumstance shall be held invalid, the remainder of the provisions, or the application of such provisions to persons, bodies, or circumstances other than those as to which it shall have been held invalid, shall not be affected thereby.

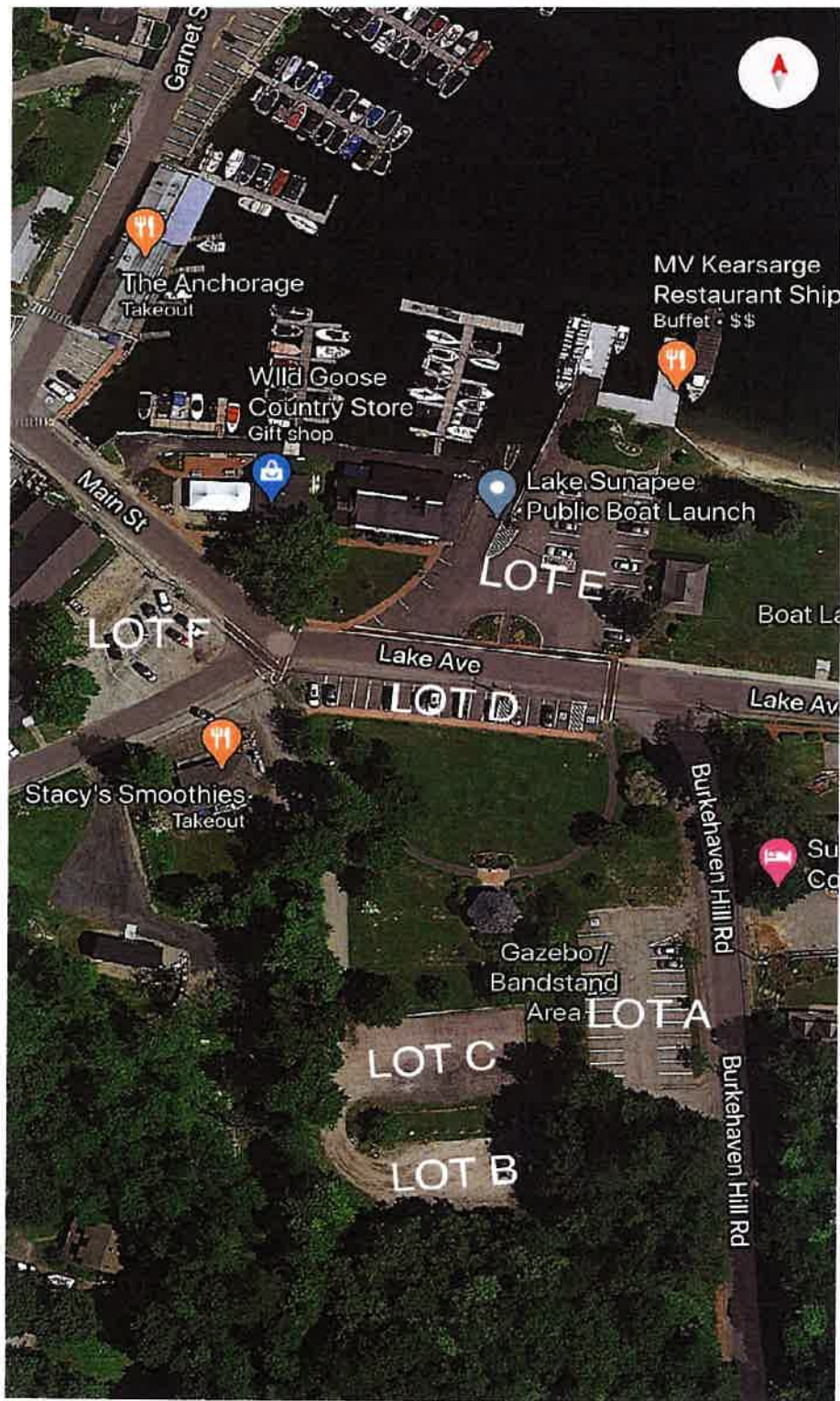
CHAPTER 9 Repeal of Existing Ordinance

Section 9:1

All existing Parking and Traffic Ordinances in effect at the time of passage of, and in conflict with, this ordinance, are hereby repealed.

Title I: Traffic and Parking Ordinances were enacted November 12, 2001 and revised June 9, 2003, September 8, 2003, July 26, 2004, August 23, 2004, September 13, 2004, October 24, 2005, November 20, 2006, May 19, 2008, November 16, 2009, January 25, 2010 and May 6, 2023.

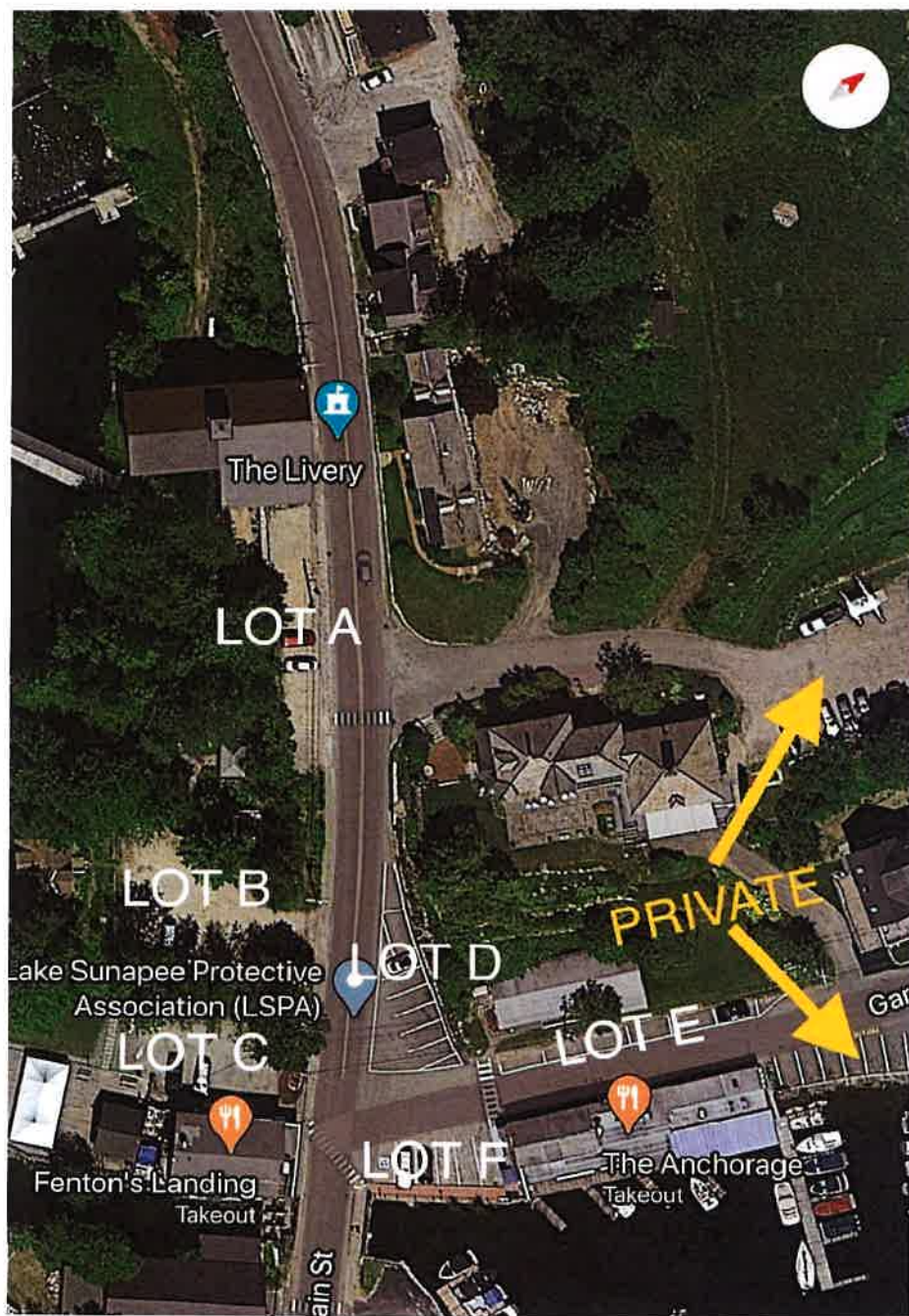
Town of Sunapee Selectboard



Parking Information: Sunapee Harbor Chart #1



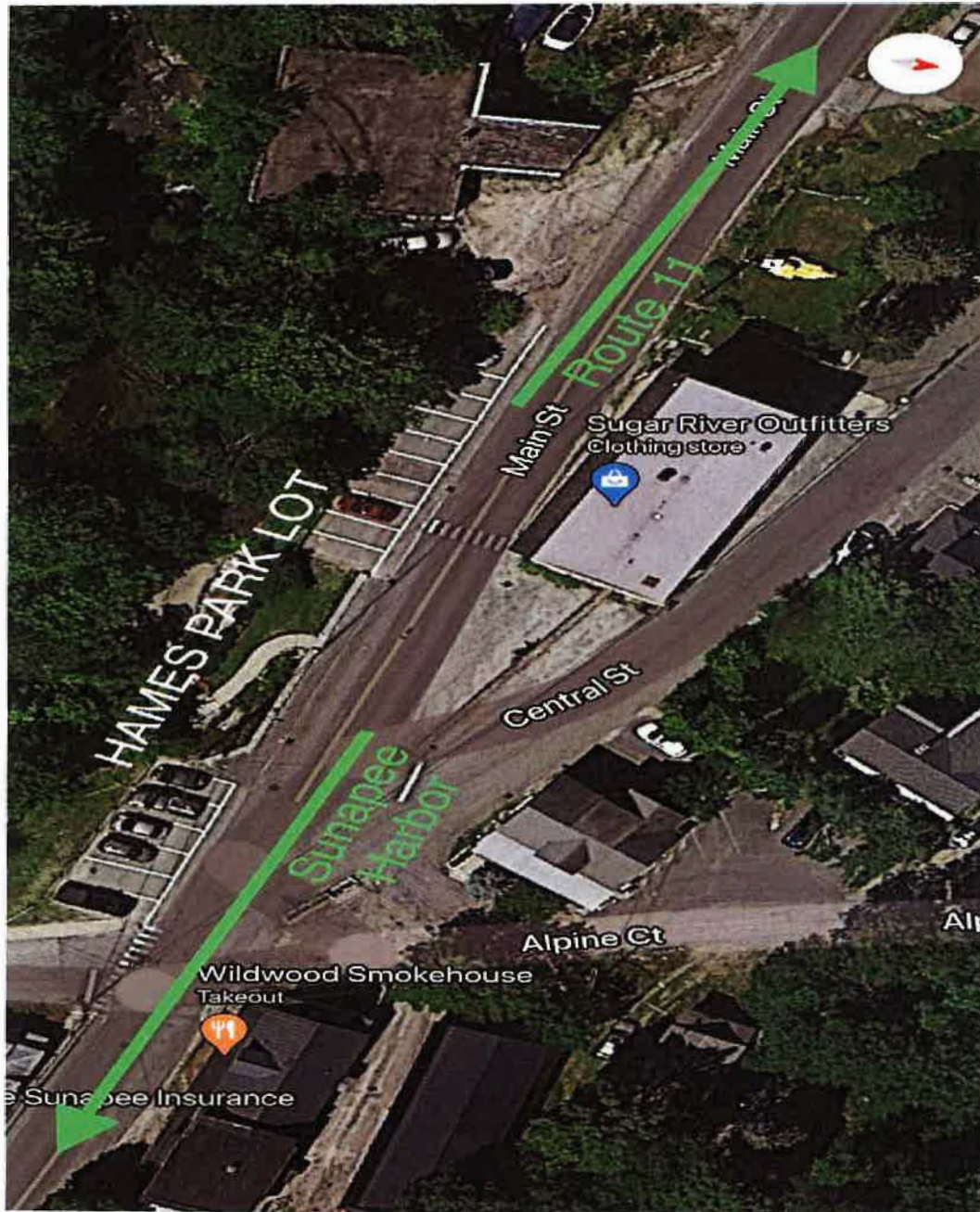
- **LOT A (Burkehaven Hill Road)**
 - # of Spaces: 18 - NO TRAILERS
 - Handicapped Parking: **1 Spot Available**
 - Time Limit: **4 Hours** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT B (Gazebo / Boat Staging Area)**
 - # of Spaces: 10 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **6 Hours** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT C (Gazebo)**
 - # of Spaces: 22 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **4 Hours** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT D (Main Street)**
 - # of Spaces: 19 - NO TRAILERS
 - Handicapped Parking: **2 Spots Available**
 - Time Limit: **2 Hours** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT E (Boat Launch)**
 - # of Spaces: 22 (1 spot for POLICE vehicles only) - NO TRAILERS
 - Handicapped Parking: **3 Spots Available**
 - Time Limit: **2 Hours** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT F (Sunapee Riverway)**
 - # of Spaces: 19
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE**



Parking Information: Sunapee Harbor Continued Chart #2



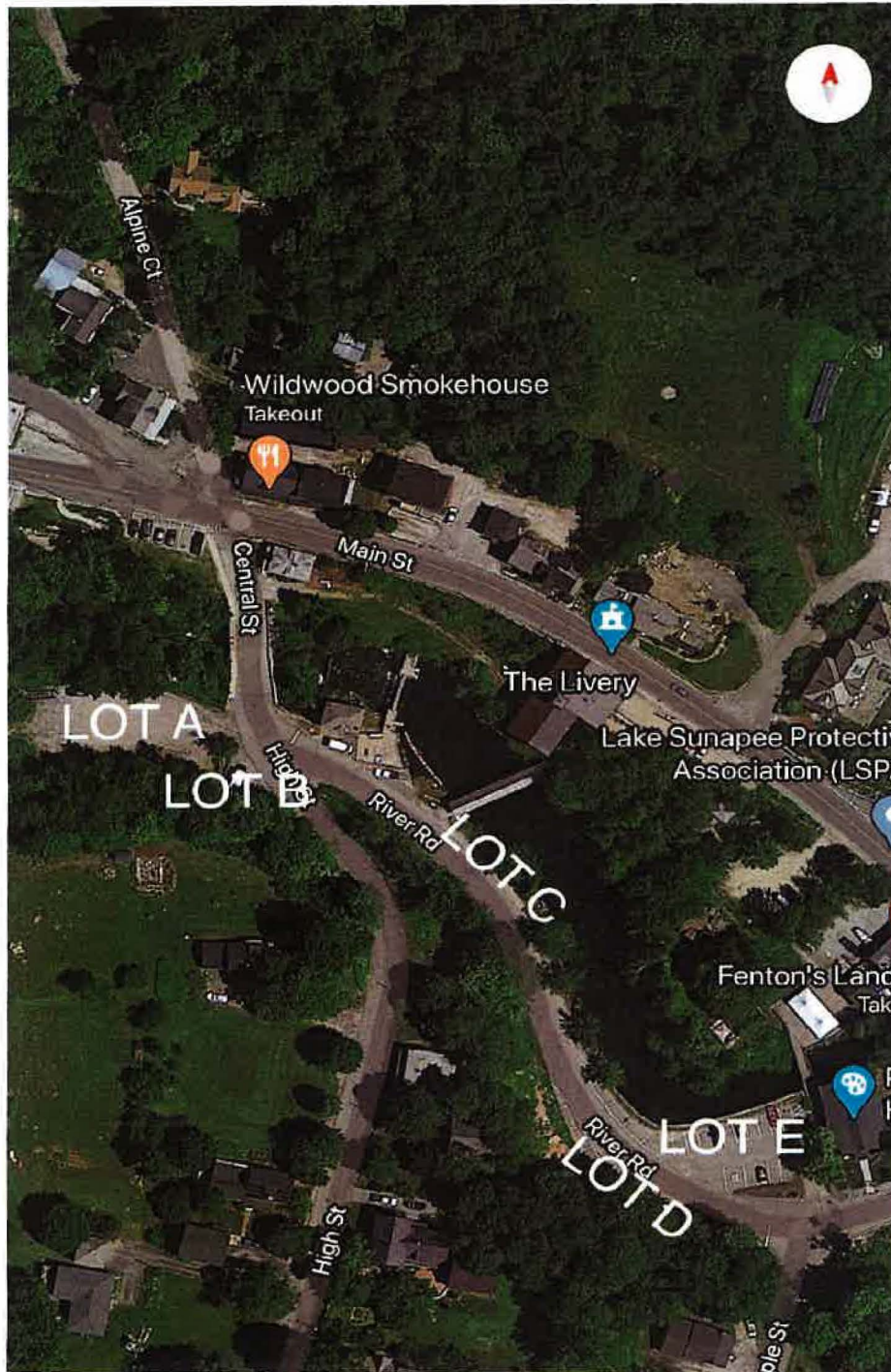
- **LOT A (Livery)**
 - # of Spaces: 8 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE**
- **LOT B (LSPA / Riverway)**
 - # of Spaces: 14 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE**
- **LOT C (Fenton's Landing)**
 - # of Spaces: 6 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE**
- **LOT D (Main Street)**
 - # of Spaces: 3 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **2 hr** (7am-7pm) - **NO OVERNIGHT PARKING**
- **LOT E (Garnet Street)**
 - # of Spaces: 6 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **2 hr** (7am-7pm) - **NO OVERNIGHT PARKING**
- **LOT F (The Anchorage)**
 - # of Spaces: 6 - NO TRAILERS
 - Handicapped Parking: **1 Spot Available**
 - Time Limit: **NONE**



**Parking Information:
Hames Park
Chart #3**



- **HAMES PARK LOT**
 - # of Spaces: 16 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **2 Hours** (8am-10pm)



Parking Information: River Road and High Street Chart #4



- **LOT A (High Street Trailer Lot)**
 - # of Spaces: 10 - TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE** (7am-7pm) • Overnight by permit in designated area.
- **LOT B (High Street Trailer Lot)**
 - # of Spaces: 3 - TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT C (River Road from Lot E to Covered Bridge)**
 - ◻ **DO NOT PARK ON ROADWAY**
 - # of Spaces: 6 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT D (River Road by Maple Street)**
 - # of Spaces: 12 - NO TRAILERS
 - Handicapped Parking: **NONE**
 - Time Limit: **NONE** (7am-7pm) - NO OVERNIGHT PARKING
- **LOT E (River Road at Prospect Hill Home Gallery)**
 - # of Spaces: 16 - NO TRAILERS
 - Handicapped Parking: **1 Spot Available**
 - Time Limit: **NONE** (7am-7pm) • NO OVERNIGHT PARKING

Town of Sunapee

NO THROUGH TRAFFIC/TRUCKS ORDINANCE

ARTICLE I – No Through Trucking and Prohibited Trucking

Section 1 – Authority to Regulate:

The Sunapee Board of Selectmen’s authority to adopt regulations is set forth in RSA 41:11 relating to regulation of the use of town roads, and RSA 47:17, VII and VIII which specifically authorizes the Board of Selectmen to make special regulations as to the use of vehicles upon particular highways and to exclude such vehicles altogether from certain highways.

Section 2 – Conformity with Signs:

No person shall operate a vehicle in the Town of Sunapee except in conformity with the requirements or directives of traffic signals, signs and devices, and in the manner specified in RSA Chapter 265.

Section 3 – Vehicular Traffic Restrictions: (No Through Traffic)

No person shall operate a truck as defined by RSA 259:115-b, excepting a “light truck”, as defined in RSA 259:50 on the following streets in a manner that allows the operator to travel from one end of the street to the opposite end as through traffic without stopping for either business or as a resident of that street, such vehicle described as light truck shall not be used or identified as a company or commercial truck with or without trailer attached.

Section 4 – Waivers:

It is the intent of this ordinance to reduce the amount of traffic using these roads as a short cut or pass through. The Board of Selectmen shall have the authority, and/or invest authority in the Sunapee Road Director and Sunapee Chief of Police, to grant permission for special exceptions. Such permission shall be written to an applicant who applies for deviation from the provisions of this ordinance. The applicant shall demonstrate that the circumstances are unique, the alternative route is unreasonable, and the use of the restricted public highway is in the public interest. The Board, Road Director or Police Chief shall have the authority to attach such conditions to the permission, as it deems prudent and necessary.

Section 5 – Trucks Prohibited:

No person shall operate a truck as defined by RSA 259:115-b, excepting a “light truck”, as defined in RSA 259:50 on the following streets:

Central Street, Bradford Road, Paradise Road, Trask Brook Road, High Street between River Road and Edgemont Road, Beech Street and Maple Street

Section 6 – Penalty:

Any person who violates this ordinance shall be subject to a violation and result in a fine of \$50.00 for a first offence, \$100.00 for second offence and \$250.00 for each subsequent offence. Payment shall be paid at the Sunapee Police Department within 72 hours of violation.

Section 7 – Exemption

All Town, State or Government vehicle shall exempt from this ordinance. Section 8 – Effective Date
Having held a duly noticed public hearing on April 9, 2018 the Board of Selectmen by majority vote
adopted this Ordinance on **June 15, 2018** which the effective date shall be hereof.

Approved as amended by the Sunapee Board of Selectmen on April 9, 2018,

Amended by the Sunapee Board of Selectmen on May 17, 2021

Amended by the Sunapee Board of Selectmen on May 6, 2024

Town of Sunapee Selectboard

Town of Sunapee

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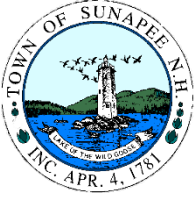
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Town of Sunapee Selectboard



TOWN OF SUNAPEE SELECTBOARD

POLICIES & PROCEDURES

I. PURPOSE:

This document describes the duties and methods of operation of the Sunapee Selectboard (“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 duly elected and derives its authority from RSA 41:8, other RSAs, and Town ordinances. The Town 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. POWERS & 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.

Adopted by the Board, on this 18th day of March 2024

Adopted by the Board, on this 2nd day of October 2023

Last Revised/Approved: July 2, 2018

- 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 over all meetings of the Board and perform all duties required by law. In the Chair's absence, the Vice-Chair shall perform the chair's duties. 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 as permitted by law.
- F. The Board shall hold standard public meetings as needed to facilitate the town's business. 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 Section IX: Public Comment Procedures)
- G. The Board may hold non-public meetings as needed, pursuant to 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 recess may be called 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 Town 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 Manager's 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 Parking Ordinance, 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

Adopted by the Board, on this 18th day of March 2024
Adopted by the Board, on this 2nd day of October 2023
Last Revised/Approved: July 2, 2018

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 POWERS & DUTIES:

- A. The duties and responsibilities of the Board are 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 Town 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 Selectboard Member. 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:

Adopted by the Board, on this 18th day of March 2024
Adopted by the Board, on this 2nd day of October 2023
Last Revised/Approved: July 2, 2018

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. If 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 member should disqualify themselves whenever they have a direct personal or pecuniary interest in the outcome of the deliberation and/or action.
- C. **Abstention** - If a Selectman should voluntarily abstain from voting, such action shall not count towards the tally of a vote to determine the majority viewpoint. If most attending Selectboard members abstain from a vote, no action shall be taken.
- D. **Agenda Layout and Meeting Materials:** The Town Manager is responsible for coordinating and planning the agenda, including determining which documentation is contained in the agenda packet. The Chair has the final authority over the 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 should be included in the minutes.
- E. **Agenda Requests** - Selectboard Members wishing to place an item on the agenda must submit a request to the Town Manager and Selectboard Chair the Wednesday before 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

Adopted by the Board, on this 18th day of March 2024

Adopted by the Board, on this 2nd day of October 2023

Last Revised/Approved: July 2, 2018

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 Town Manager and Selectboard 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 Hearings (s)**
6. **Public Comment**
7. **Selectboard Action**
8. **Town Manager Report**
9. **Selectboard Members's Report**
10. **Outstanding Business**
11. **Non-Public Session**
12. **Adjournment**

- G. **Conduct** - Meetings shall be conducted according to 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 results and method of the vote shall be recorded delineating any opposition votes, abstentions, and/or recusals.

- 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 speak during Public Comment shall have the chance to address the Selectboard once during each meeting.

- C. All citizens are encouraged to identify themselves by stating their full name and their address.

Adopted by the Board, on this 18th day of March 2024

Adopted by the Board, on this 2nd day of October 2023

Last Revised/Approved: July 2, 2018

D. All citizens are welcome to sit at the Selectboard table while addressing the board during public comment.

- E. The speaker shall not engage in personal attacks against citizens or public officials and shall always remain courteous and respectful.
- F. 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.
- G. The Chair may rule a citizen out of order and the citizen will lose their right to speak if the speaker fails to remain courteous and respectful.
- H. 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 its purpose and the rules to be followed.
- C. The Chair may call on the Town Manager or other person(s) to describe the matter. This presentation shall be concise and to the point.

D. Public Hearing Rules and Procedures:

- Announce the sign-up sheet at the beginning of the meeting and before the Public Hearing opens.
- Those interested in speaking shall sign up on the sheet provided before the hearing starts. 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 Public Hearing:

- Everyone must sign up to speak during the respective time of public input.
- Public input will be limited to one five-minute comment per member of the public. Additional input will not be accepted by the same individual (*even if the 5-minute time allotment was not utilized)
- Public input 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 input.
- All input shall be concise and relevant to the Public Hearing topic.
- Any irrelevant or duplicative input will be prohibited during the public hearing.

Adopted by the Board, on this 18th day of March 2024

Adopted by the Board, on this 2nd day of October 2023

Last Revised/Approved: July 2, 2018

- If an individual continuously disrupts or refuses to cede the floor, they may be asked to leave the meeting.

XI. MINUTES:

- 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 summary of the subject matter discussed, and any final decisions reached, or actions taken.
- 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.
- 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 the minutes of the meetings. No outside material will be accepted and/or read into the minutes.
- Any documentation pertaining to legal matters involving the Town will be included in the minutes and posted on the Town's website.

XII. REQUESTS FOR INFORMATION:

- Formal requests for information by 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.
- 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:

- 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 try to ensure full discussion of all relevant

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questions before voting, but 2 (two) members of the Board may 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 a member of it should be encouraged to contact the department that handles the complaint's matters. They should then be encouraged to contact the Town Manager. If they do not feel that they have reached a resolution, only then the Board bring the matter up to the Town Manager or at a meeting the citizen can request an appointment (which may or may not be non-public at the Board and Town 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. CHAIR DUTIES:

- A. Vote as a member of the board in all actions as appropriate.
- B. Open the session when the Board meets by calling the members to order.
- C. Announce 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 people 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 they think 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 Board's 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

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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 or more 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

Fred Gallup

Jeremy Hathorn

Anthony Dolan

Adopted by the Board, on this 18th day of March 2024
Adopted by the Board, on this 2nd day of October 2023
Last Revised/Approved: July 2, 2018

Annex A: Legal Responsibilities and Annual Tasks

Legal Responsibilities:

1. Chief Executive Branch of town government
2. Coordinates with other town elected committees as applicable
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 Budget 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 including review of and setting of objectives
15. Communications to public on issues and respond to citizen concerns

Annual Tasks:

1. 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

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Annex B: Select Board Roles, Responsibilities, & Legal Authorities

1. RSA 41:8 – Selectmen

- a. The selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed. A majority of the selectmen shall be competent in all cases.

The NH Supreme Court set precedent interpreting the scope of the prudential affairs powers: *The nature of the duties encompassed in management of "the prudential affairs of the town" has been considered in a number of the earlier cases... "The particular duties comprehended within the meaning of the phrase 'prudential affairs' are not easily enumerated." [S]electmen have not been regarded as the general agents of the town, "clothed with the general powers of the corporate body for which they act." "They can only exercise such powers and perform such duties as are properly incident to the special and limited authority conferred on them by their office." They are "empowered to do only such acts as are required to meet the exigencies of ordinary town business."*

2. RSA 41:9 – Financial Duties

- a. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more.
- b. The selectmen shall transfer all sums of money received and provide an accounting of such to the Town's Treasurer.
- c. The selectmen shall publish in the Town Report the general fund balance sheet as shown in the audited financial report.
- d. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

3. RSA 41:9-a – Establishment of Fees

- a. The selectmen may establish or amend fees or charges.

4. RSA 41:10-a Municipal Prosecutors

- a. The selectmen of towns or the appropriate appointing authorities are hereby authorized to appoint and compensate one or more qualified members of the New Hampshire bar to serve as municipal prosecutors.

5. RSA 41:11 Regulation of Use of Highways

- a. Unless regulated by the commissioner of the department of transportation as provided in RSA 236:1, the selectmen may regulate the use of all public highways, sidewalks, and commons in their respective towns.

6. RSA 41:11-c Regulations; Businesses Obtaining Municipal Permits

- a. The selectmen may establish regulations relative to businesses obtaining municipal permits. Any person who violates a regulation established under this section shall be guilty of a violation.

7. RSA 41:11-d Restricting the Watering of Lawns

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- a. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

8. RSA 41:12 Removal of Collector, Clerk, or Treasurer

- a. The selectmen may remove from office any collector of taxes, town clerk, or any treasurer, who, in their judgment, has become insane or otherwise incapacitated to discharge the duties of the office. They may proceed without notice in any case arising under this section.

9. RSA 41:13 Report

- a. At the close of each fiscal year the selectmen shall make a report to the town, giving a particular account of all their financial transactions during the year, and of the financial condition of the town at the close of the year, including a schedule of all its assets and liabilities.

10. RSA 41:14 Publication of Reports

- a. The selectmen shall cause their report, and those of other town officers required by law to make reports, to be published in pamphlet form at the expense of the town and make the same available to the voters of said town at least 7 days prior to the date of the annual meeting.

11. RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both:

- a. Selectmen shall have the authority to acquire or sell land, buildings, or both.

However: The provisions of this section shall not apply to the sale of and the selectmen shall have no authority to sell:

- i. Town-owned conservation land which is managed and controlled by the conservation commission under the provisions of RSA 36-A.
- ii. Any part of a town forest established under RSA 31:110 and managed under RSA 31:112.
- iii. Any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes except as provided in RSA 498:4-a or RSA 547:3-d

12. 41:14-b Adoption and Amendment of Town Codes and Ordinances

- a. Selectmen shall have the authority to establish and amend town ordinances and codes [to include policies].

13. Other General Authorities of the Board of Selectmen:

- a. Warn Town Meetings, make bylaws, borrow money, grant licenses, lay out highways, and when needed assess damages.
- b. Appoint a Town Manager that may or may not be a resident of the Town.
- c. Provide direction and supervision of the Town Manager.
- d. Appoint Deputy Town Clerk, Tax Collector, Deputy Tax Collector, and members to Committees, Commissions, and other Boards.
- e. Fill temporary vacancies of elected positions until the next Town Meeting.

Annex C: Town Manager Roles, Responsibilities, & Legal Authorities

1. RSA 37:3 Qualifications of Manager and Authority of Selectmen

- a. The town manager shall be selected with special reference to his education, training, and experience to perform the duties of his office, and without reference to his political belief.

2. RSA 37:4 Oath

- a. Before entering upon the duties of his office, the town manager shall be sworn to the faithful and impartial performance thereof, and a certificate to that effect shall be filed with the town clerk.

3. RSA 37:5 General Authority

- a. The Town Manager shall be the administrative head of all departments of the town and be responsible for the efficient administration thereof.
- b. The Town Manager shall have general supervision of the property and business affairs of the town and of the expenditure of moneys appropriated by it for town purposes.

When a Town adopts the town manager form of government: *The legislative body is placing some of the authority that would otherwise be held by the selectmen into the hands of a nonelected official. While the town manager is subject to the general direction and supervision of the selectmen, he or she assumes several important duties when appointed. For example, the town manager becomes the administrative head of all town departments and has the authority to hire and fire employees under his or her control and to set their salary. The town manager also has the authority to approve the payment of bills incurred by the departments under his or her supervision. See below for a complete list of the powers and duties of a town manager.*

4. RSA 37:6 Powers and Duties in Particular

- a. The town manager shall have the power and it shall be his duty:
 - i. To organize, continue, or discontinue, from time to time, such departments.
 - ii. To appoint, upon merit and fitness alone, and to remove, all subordinate officers and employees under his control, and to fix their compensation.
 - iii. To attend such regular or special meetings of the selectmen as they shall require.
 - iv. To keep full and complete records of the doings of his office, and to render to the selectmen an itemized monthly report in writing, showing in detail the receipts and disbursements for the preceding month; and annually, or oftener at the request of the selectmen, to make a synopsis of all reports for publication.
 - v. To keep the selectmen fully advised as to the needs of the town, within the scope of his or her duties.
 - vi. To furnish the selectmen, on or before the thirty-first day of January of each year a careful, detailed estimate in writing of the probable expenditures of the town government for the ensuing fiscal year, stating the amount required to meet the interest on maturing bonds and notes or other outstanding indebtedness of the town, and showing specifically the amount necessary to be provided for each fund and department; and to submit at the same time an estimate in writing of the amount of income from all sources of revenue, exclusive of taxes upon property, and of the probable amount required to be levied and raised by taxation to defray all expenses and liabilities of the town.

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Adopted by the Board, on this 2nd day of October 2023

Last Revised/Approved: July 2, 2018

- vii. For the purpose of enabling the town manager to make up the annual estimate of expenditures, all boards, officers, and committees of the town shall, upon his written request, furnish all information in their possession and submit to him in writing a detailed estimate of the appropriations required for the efficient and proper conduct of their respective departments during the fiscal year.
- viii. To examine or cause to be examined, with or without notice, the affairs of any department under his control, or the conduct of any officer or employee thereof; and for that purpose he shall have access to all town books and papers, for the information necessary for the proper performance of his duties.
- ix. To have charge, control, and supervision, subject to the direction of the selectmen and to the bylaws of the town, if any, of the following matters:
 - 1. The management of municipal water works, lighting, and power systems.
 - 2. The construction, maintenance, and repairing of all town buildings and of all town roads, highways, sidewalks, and bridges.
 - 3. The purchase of all supplies for the town.
 - 4. The police and fire departments of the town, if any.
 - 5. The system of sewers and drainage, if any.
 - 6. The lighting of streets, highways, and bridges.
 - 7. The sprinkling of streets and highways, the laying of dust, and the removal of snow.
 - 8. The maintenance of parks, commons, and playgrounds.
 - 9. The care of cemeteries when the town.
 - 10. The letting, making, and performance of all contracts for work done for the town.
 - 11. The town manager shall supersede any board of commissioners or other supervisory officer or officers previously established, elected, or appointed.
 - 12. To administer the poor relief of the town, either directly or through a person or persons appointed.
 - 13. To perform such other duties, consistent with his office.

5. RSA 37:7 Approval of Vouchers

- a. The town manager may approve vouchers for obligations incurred by any department of which he has supervision, and, except during his absence or disability, the selectmen shall not draw orders for the payment of any such obligations without such approval. The selectmen may themselves approve such vouchers, or authorize their approval by some other person, in the event of the absence or disability of the town manager.

Roberts Rules of Order – Simplified

GUIDING PRINCIPLES:

- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is always going on. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

HOW TO DO THINGS:

You want to bring up a new idea before the group.

- After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

- After recognition by the president of the board, move to amend by
 - adding words,
 - striking words or,
 - striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

- Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

- Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

- Move to postpone to a definite time or date.

You are tired of the current discussion.

- Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rd vote.

You have heard enough discussion.

- Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rd vote.

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You want to postpone a motion until some later time.

- Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion isn't taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

- "Call for orders of the day."

You want to take a short break.

- Move to recess for a set period of time.

You want to end the meeting.

- Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

- Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

- Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

- Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

- Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

UNANIMOUS CONSENT:

- If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

You may INTERRUPT a speaker for these reasons only:

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege

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- if you see a breach of the rules –point of order
- if you disagree with the president of the board’s ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

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 Adopted by the Board, on this 2nd day of October 2023
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TOWN OF SUNAPEE
23 Edgemont Road
Sunapee, New Hampshire 03782-0717

April 25, 2024

Long Island Sound Futures Fund 2024
1133 Fifteenth Street NW, Suite 1000
Washington, DC 20005

**Re: Letter of Support for the Sunapee Harbor Nitrogen Reduction Plan, NFWF
Easygrants Proposal ID: 84521, Lake Sunapee Protective Association.**

Dear NFWF reviewer,

It is our understanding that the Lake Sunapee Protective Association is applying for the referenced Long Island Sound Futures Fund (LISFF) grant to complete a community backed nitrogen reduction plan for the Sunapee Harbor area that includes two Town of Sunapee owned land parcels totaling 4.6 acres and four Sunapee Harbor Riverway owned land parcels totaling 1.03 acres (refer to map included with this letter). We are informed that this planning project will determine the feasibility and suitability of incorporating stormwater components on the aforementioned land parcels designed to prevent sediment and nutrient pollutants, particularly nitrogen, from reaching Lake Sunapee. We are also aware that community engagement will be sought throughout the planning process. Lastly, we realize this plan is the first of two or more phases needed to fully implement any stormwater best management practices in Sunapee Harbor and that in-kind and or cash match is required to meet 50% of a LISFF grant project cost.

The Town of Sunapee is eager to participate in this community driven nitrogen reduction planning phase. Two out of the six land parcels where this planning effort is proposed to occur, are owned by the Town of Sunapee who has management authority over these properties.

Questions can be directed to Town Manager Shannon Martinez via email at manager@town.sunapee.nh.us.

Sincerely,

Shannon Martinez
Town Manager

Sunapee Harbor Nitrogen
Reduction Plan - Land Ownership

Town of Sunapee Land Parcels (4.6 acres)

Sunapee Harbor Riverway Land Parcels
(1.03 acres)

0 50 100 200 Feet



Lake Sunapee

NOTES:
Data Sources: NH GRANIT, Google
Imagery

4/2024



LSPA

63 Main Street, P.O. Box 683
Sunapee, NH 03782

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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

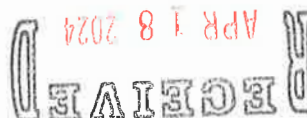
Samuel T. Greene
Director

Adam A. Denoncour
Assistant Director

April 9, 2024

BY:

Town of Sunapee
Board of Selectmen
29 Edgemont Road
Sunapee, NH 03782



Re: Sunapee 2023 USPAP Report

Dear Municipal Assessing Officials:

In accordance with RSA 21-J:14-b, I(c), the Department of Revenue Administration has reviewed the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 6 report submitted by Kristen McAllister for the Town of Sunapee for the 2023 tax year.

I have enclosed a copy of the USPAP Standard 3 review report of the USPAP mass appraisal. I have concluded that the appraisal under review complies with all requirements set forth in Standard 6 of USPAP and applicable laws and regulations.

These results are reported annually to the Assessing Standard Board (ASB) in accordance with RSA 21-J:11-a, II. If you have any questions, please do not hesitate to contact me at (603) 230-5951 or Lisa.S.Mudge@dra.nh.gov.

Sincerely,

Lisa Mudge, District Supervisor
Municipal and Property Division

Enclosure: Review of Mass Appraisal Report and Compliance Checklist

cc: Kristen McAllister
File

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.

REVIEW OF MASS APPRAISAL REPORT LETTER OF TRANSMITTAL

DATE: April 9, 2024

CLIENT: NH Department of Revenue Administration, Municipal and Property Division

RE: Review of Sunapee – 2023 Mass Appraisal Report

In accordance with RSA 21-J:14-b I(c) I have completed an appraisal review report (Review Report) of the Sunapee 2023 mass appraisal report (Original Report) prepared by Kristen McAllister. The purpose of this review is to evaluate the Original Report for compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), applicable laws and rules. I have not developed my own opinion of value. This review should not be construed as an appraisal of the subject properties. This is a technical desk review, and as such I have not made a personal inspection of the referenced properties. The Original Report effective date of value is April 1, 2023, and the certification date is February 22, 2024.

The intended users of this Review Report are the Assessing Standards Board (ASB), the Town of Sunapee and the NH Department of Revenue Administration (DRA). Neither the DRA nor the review appraiser is responsible for any unintended use of this Review Report.

This Review Report is intended to comply with the appraisal review, development and reporting requirements set forth in USPAP. Supporting documentation concerning the data, reasoning and analyses is retained in the DRA's files. The information in this report is specific to the needs of the client and for the intended use stated in this report.

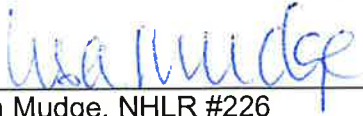
It is assumed that the factual data, about the subject properties, provided in the Original Report is accurate. USPAP refers to this type of assumption as an extraordinary assumption and if it is found to be incorrect, it could affect the results of the Review Report.

This Review Report cannot be properly understood without information contained in the Original Report and therefore it must be used in conjunction with the Original Report. This letter must remain attached to the Review Report in order for the opinions set forth herein to be considered valid.

My opinions and conclusions are based upon the definitions, assumptions, limiting conditions, and certifications stated within the Review Report.

After analyzing all relevant facts and opinions expressed in the Original Report, I have concluded that the Original Report Complies with USPAP, applicable laws and rules.

Respectfully submitted,




Lisa Mudge, NHLR #226
District Supervisor
Municipal and Property Division

Cc: Kristen McAllister
Department File

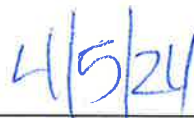
CERTIFICATION
(Standards Rule 4-3)

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the properties that are the subject of the work under review and no personal interest with respect to the parties involved.
- I am employed by the New Hampshire Department of Revenue (Department). Per RSA 21-J:11, the Department reviews all revaluations in New Hampshire, and performs assessing oversight and monitoring annually. I have performed no other services, as an appraiser or in any other capacity, regarding the properties that are the subject of the work under review within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the properties that are the subject of the work under review or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favor the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My analyses, opinions, and conclusions were developed, and this review report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have not made a personal inspection of all of the properties that are the subject of the work under review.
- No other person provided significant appraisal or appraisal review assistance to the person signing this certification.



Signature



Date

SCOPE OF WORK

Scope of Work:

Scope of Work is defined as: *"The type and extent of research and analyses in an assignment."*¹

In this Review Report assignment:

- I read the entire Original Report provided by the appraiser to support her analyses.
- I reviewed a sample of the sales provided to determine whether the data is appropriate, and consistently applied.
- I reviewed the Original Report for compliance with the version of USPAP in effect as of the date of the appraisal report under review, by comparison to the elements described herein.
- I reviewed the Original Report for compliance with the applicable laws and rules.
- I reviewed the Original Report for consistency with industry recognized mass appraisal techniques.
- I reviewed the Original Report's Scope of Work for consistency with the in-house work plan.
- I did **not** inspect all properties.
- I did **not** utilize the mass appraisal under review to develop an opinion of value.
- I did **not** verify all the mathematical calculations in the model.

¹ *The Appraisal of Real Estate, 14th edition*, Appraisal Institute, page 87

ASSUMPTIONS AND LIMITING CONDITIONS

This Review Report is subject to the following underlying assumptions and limiting conditions:

Extraordinary Assumption:

The **Appraisal Institute's *The Dictionary of Real Estate Appraisal, 5th edition* (p. 176)** defines an extraordinary assumption as *"an assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser's opinions or conclusions. Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis."*

This review was made under the *extraordinary assumption* that the data contained in the work under review is accurate. The review appraiser is not responsible for errors in the data or for undisclosed conditions of the properties or the marketplace which would only be apparent from a thorough physical inspection and further research.

The use of this *extraordinary assumption* might have affected the results of this review assignment.

Hypothetical Conditions:

This review does not include any hypothetical conditions.

General Assumptions:

- This Review Report is intended to comply with USPAP's appraisal review, development, and reporting requirements. Supporting documentation concerning the data, reasoning and analyses is retained in the DRA's files. The information in this report is specific to the needs of the client and for the intended use stated in this report. The review appraiser is not responsible for unauthorized use of this report. Possession of a copy of this report by the reader does not make the reader an intended user.
- It has been assumed that all principal and appurtenant buildings or other improvements have been accurately described; and all land parcels and any attributes that may affect the market value have been accurately described.
- It has been assumed, unless otherwise stated herein, that all elements which may affect market value have been taken into consideration which may include but are not limited to: legal and title matters; encumbrances; restrictions; physical and location issues; known contamination; zoning and use regulations; depreciation factors; or other issues.
- The information furnished by others is believed to be reliable and accurate.

Limiting Conditions:

- Possession of this report, or a copy thereof, does not carry with it the right of publication.
- The review appraiser herein by reason of this review is not required to give further consultation, testimony, or be in attendance in court with reference to the properties in question unless arrangements have been previously made, or as otherwise required by law.

Competency:

- I am a DRA-Certified Property Assessor. I have the experience, competency, and education necessary to review mass appraisal reports. There were no additional steps required to competently complete the Review Report. Confirmation of my certification is available at www.revenue.nh.gov.

MASS APPRAISAL REVIEW REPORT
USPAP Compliance Checklist

Prepared by the NH Department of Revenue Administration
Municipal and Property Division

SUMMARY		USPAP Standard Rule #	
Client:	NH Department of Revenue Administration (Department)	3-2(a); 4-2(a)	
Intended Users:	NH Assessing Standards Board (ASB), the Municipality, Company/Appraiser of work under review; the Department	3-2(a); 4-2(a)	
Intended Use:	1. To evaluate compliance with USPAP and applicable laws and regulations; 2. To provide feedback to the preparer of the mass appraisal under review	3-2(b); 4-2(b)	
Purpose of Assignment:	To evaluate how the mass appraisal under review complies with the most recent iteration of USPAP and applicable laws and regulations, in effect as of the date of the appraisal. This review does not include the development of the reviewer's own opinion of value(s).	3-2(c), 3-3(c); 4-2(c), 4-2(i)	
Municipality Where Appraised Properties are Located:	Sunapee NH	3-2(d)(iv)	
Effective Date of Value:	April 1, 2023	3-2(d)(ii); 4-2(d)(iii)	
Date of Work Under Review:	February 22, 2024	3-2(d)(ii); 4-2(d)(ii)	
Company Name / Name of Appraiser Who Completed the Report Under Review:	Kristen McAllister	3-2(d)(iii); 4-2(d)(iv)	
Type of Revaluation Under Review: (Check One)	Full Statistical Revaluation	3-2(d)(iv); 4-2	
Work Under Review per Contract or In-House Work Plan:	Update of all taxable, non-taxable, and tax-exempt property including utilities.	3-2(d)(iv); 4-2(d)(i)	
Date of Reviewer's Appraisal Review Report	April 5, 2024	4-2(e)	
Reviewer's Extraordinary Assumptions:	See attached assumptions and limiting conditions.	3-2(e); 4-2(f)	
Reviewer's Hypothetical Conditions:	None	3-2(f); 4-2(f)	
Reviewer's Scope of Work:	See attached scope of work.	3-2(g); 4-2(g)	
<p>Pursuant to RSA 21-J:14-b, I(c), the Department in its assessment review process shall review all mass appraisals to ensure compliance with USPAP and applicable laws and regulations. The purpose of this appraisal review is to advance the legislative objective of bringing greater credibility, uniformity, transparency, and accountability to statewide assessment practices. In so doing, this document serves as an analytical tool for identifying and documenting compliance with recognized assessment methods and techniques. This document also provides a mechanism for communicating the results of the review to the appropriate municipalities, assessors, and contractors.</p>			
FOR DRA USE			
Date of Initial USPAP Report Received by Department:	1/5/2024	Date of Last Revision Submitted to Department:	2/22/2024
Reviewer's Name:	Lisa Mudge NHLR #226		

Item #	Section	Page #	Yes	No	USPAP Standard Rule #
Section 1 – Letter of Transmittal					
1.1	Identifies the properties appraised.	Sec1 p6	X		6-2(f)
Identifies the properties that are impacted by the new assessments .					
1.2	Identifies the effective date of the appraisal and the date of the report.	Sec1 p7	X		5-2(d); 6-2(d)
Per RSA 74:1 and RSA 76:2, the effective date of the appraisal shall be April 1 of the year in which the assessments have been updated. The date of the report is date the report was completed, or the date of the final revision.					
1.3	Identifies the intended use of the appraisal.	Sec1 p6	X		5-2(b); 6-2(b)
The intended use of the appraisal is for Ad Valorem taxation.					
1.4	Identifies the client of the appraisal and any other intended users.	Sec1 p6	X		5-2(a); 6-2(a)
The <u>client</u> is the municipality in which the assessments have been updated. <u>Intended user</u> is the client and any other party as identified, by name or type, as users of the appraisal based on communication with the client at the time of the assignment.					
1.5	Identifies the type and definition of value, and cite source.	Sec1 p5, Sec2 p8	X		5-2(c); 6-2(e)
NH RSA 75:1 "[...] and all other taxable property at its market value. Market value means the property's full and true value [...]."					
1.6	Identifies the property interests assessed.	Sec1 p7	X		5-2(f), 5-2(g); 6-2(f)
New Hampshire statutes require fee simple valuations exclusively.					
1.7	Signed certification of value, including names of individuals providing significant mass appraisal assistance.	Sec1 p7-8	X		6-2(h), 6-3
The Certification shall be signed by the project supervisor. Include the names of individuals providing significant appraisal assistance and the nature and extent of their assistance. See USPAP Advisory Opinion 31.					

Section 2 – Scope of Work					
2.1	Identifies type of revaluation performed (Partial, Cyclical, Statistical, Full Revaluation).	Cover, Sec1 p7, Sec2 p2	X		5-2(b), 5-4; 6-2(f), 6-2(g)
Rev 600 rules define the types of assessment activity for New Hampshire.					
2.2	Identifies any limiting conditions adopted for the development and reporting of value.	Sec2 p4	X		6-1(c), 6-2(c)
6-2(c) disclose any assumptions or limiting conditions that result in a deviation from recognized methods and techniques or that effect analyses, opinions and conclusions.					
2.3	Identifies any extraordinary assumptions and/or hypothetical conditions adopted for the development and reporting of value.	Sec2 p3	X		5-2(i), 5-2(j); 6-1(c)
Clearly and accurately disclose any extraordinary assumptions or hypothetical conditions used in the assignment and state their use might have affected the assignment results. See USPAP FAQ pages 280 - 285 for further details.					
2.4	Identifies the need for and the extent of any physical property inspections.	Sec2 p12	X		5-5(a), 5-5(d); 6-2(i); 6-2(j)
Summarize the sources of data, the data collection process and the validation processes. Reference to detailed data collection manuals, actual contracts and electronic records must be made, as appropriate, including where they may be available for inspection.					
2.5	Provides an explanation if no physical inspections of sales were performed.	Sec2 p12	X		5-5(a), 5-5(d); 6-2(i), 6-2(j)

Explain why physical inspection of sale properties were not performed, if applicable.					
Item #	Section	Page #	Yes	No	USPAP Standard Rule #
2.6	Identifies the steps taken to complete the final review, testing procedures and techniques.	Sec 7	X		5-7(b); 6-2(i), 6-2(k), 6-2(l)
Describe the extent of the final review as well as procedures and techniques utilized to ensure uniform and proportional assessments.					
2.7	Provides a definition of highest and best use (HBU) that references case law and statutes and describe HBU requirements.	Sec2 p10-11	X		5-3(a); 6-2(l)
Rev 601.26 "Highest and best use"					
2.8	Provides an explanation for any exceptions from HBU (such as actual use).	Sec2 p10-11	X		Jurisdictional Exception Rule
Permissible exceptions are allowed, refer to RSA 75:1 How Appraised (e.g. RSA 75:11 Appraisal of Residences)					
2.9	Identifies approaches to value considered, utilized and not utilized. If not utilized, explain why.	Sec2 p6+	X		5-2(k); 6-2(g)
Credible approaches to the development of market value for real estate include the sales comparison (market), the income and cost approaches; if any of the approaches to value were not utilized, provides an explanation.					

Section 3 – Development of Values

3.1	Provides a brief description of basic valuation theory/mass appraisal.	Sec3 p2+	X		5-1(a), 5-4; 6-1
Provides a summary of applicable valuation theory.					
3.2	Identifies the characteristics of the market that are relevant to the purpose and intended use of the mass appraisal including location, physical, legal and economic attributes.	Report	X		5-2(e), 5-2(f)
Provides a summary of the real estate trends for all classes of property appraised, Provides a brief description of where the appraised properties are located.					
3.3	Provides a brief description of data calibration methods used in the revaluation.	Sec 3 p19	X		5-4(b), 5-4(c); 6-2(k), 6-2(i)
Describes the mass appraisal model utilized and how the model is calibrated; calibration should utilize recognized techniques.					
3.4	Identifies and explains period of time from which sales were utilized for the development of values.	Sec3 p23	X		5-2(f), 5-2(g), 5-2(i)
States the range of sale transfer dates utilized to develop credible and reliable assessments. If the ranges vary by class of property, Provides the range of sale transfers for each property class.					
3.5	Describes extent of sale data collection and verification procedures.	Sec3 p23	X		5-4(a), 5-5(a), 5-5(d); 6-2(i), 6-2(j)
States what steps were taken to verify and collect the various data elements associated with the property transfers within the time period utilized. States exactly how property transfers were determined to be qualified sales.					
3.6	Describes how qualified sales were selected for use in the sales analysis process.	Sec2 p23	X		5-4(a), 5-5(a); 6-2(i)
3.7	Identifies the number of sales utilized in sales analysis by property type.	Sec3 p27+	X		5-4(a), 5-5(a); 6-2(i), 6-2(j)
Provides a list of qualified sales utilized in the report by property type, for example, vacant, residential, commercial.					

Item #	Section 3 - Continued	Page #	Yes	No	USPAP Standard Rule #
3.8	Provides the source of income and expense data utilized if an income approach to value is utilized.	NA Sec2 p6	X		5-4(b), 5-5(a-c), 5-7(a); 6-2(g)
When valuing properties by the income approach, Provides the source of the income and expense data and how this information was verified and adjusted for the assignment.					
3.9	Provides the source of vacancy rates, cap rates and/or income multipliers utilized, and a reconciliation by class if an income approach to value is utilized.	NA Sec2 p6	X		5-4(b), 5-5(a), 5-5(b), 5-7(a); 6-2(g), 6-2(j)
When valuing properties by the income approach, Provides the source of the various rates or multipliers and how this information was verified and adjusted for the assignment.					
3.10	Identifies and explains the reconciliation performed, approaches to value, and the applicability and relevance of the approaches, methods and techniques.	Sec2 p9	X		5-7(a); 6-2(i)
Explains which approaches to value were applicable for the assignment; States how approaches were weighted if more than one approach was utilized.					

Section 4 – Time Trending					
4.1	Provides a summary of the methodology utilized to develop a market-supported time trend analysis.	Sec4 p2-3	X		5-2(e), 5-2(f), 5-2(h); 6-2(i), 6-2(j)
Provides the analytical support for the time trending methodology and analysis in a format that provides clarity and transparency to the intended user. If more than one trend is identified in your community, provides the support for that determination.					

Section 5 – Land and Neighborhood Data					
5.1	Provides documentation and support for base land rate(s) utilized. Provides documentation for any unimproved or vacant land adjustments.	Sec5 p9+	X		5-5(a)(iii), 5-6(b); 6-1, 6-2(i), 6-2(m)
5.2	Provides a description of all zones and/or neighborhoods codes utilized and the reasoning behind the neighborhood delineations.	Sec5 p6+	X		5-2(h), 5-6(b); 6-1, 6-2(i), 6-2(m), 6-2(n)
5.3	Provides documentation and support for neighborhood and or zone adjustments.	Sec5 p11+	X		5-2(h), 5-4, 5-6(b); 6-1, 6-2(i), 6-2(m)
5.4	Provides land area adjustment table(s) and land curve table(s).	Sec5 p47	X		5-4, 5-6(b), 5-6(d); 6-1
Provides all land area tables and curves included by square foot up to the base lot size and by acreage above the base lot size.					
5.5	Provides documentation for any other adjustments associated with site specific adjustments.	Sec5 p49	X		5-2(g)(iv), 5-2(g)(v), 5-4, 5-6(b), 5-6(d); 6-1
Provides a list or table of basic site adjustments utilized for individual lot adjustments such as topography, access, etc.					

Item #	Section 5 - Continued	Page #	Yes	No	USPAP Standard Rule #
5.6	Provides a list of all external site influences (positive or negative) and corresponding adjustment ranges or amounts (% or \$).	Sec5 p7+	X		5-3(a), 5-4, 5-6(b); 6-1
Provides a list or table of external influence adjustments utilized for individual lot adjustments.					
5.7	Provides reasoning and support for adjustments of any water, view or other significant site influences (site specific or external).	Sec5 p33+	X		5-3(a), 5-4, 5-5(a), 5-6(b); 6-1
Provides a list or table of site adjustments utilized for significant site influences, such as water frontage, views etc.					
5.8	Provides a list of land sales utilized in analysis and a separate list of any land sales not utilized in analysis.	Sec 5 p44-46	X		5-1(b); 6-2(i)
Provides a list of qualified sales and separate list of unqualified sales with their corresponding codes.					

Section 6 – Improved Property Data					
6.1	Provides a brief narrative explanation for types of depreciation utilized.	Sec 6, 2+	X		5-1(a), 5-4(b), 5-5(a)(ii), 5-6(a); 6-1(b)
6.2	Provides depreciation tables by property class, and support for depreciation utilized.	Sec 6, 6+	X		5-4, 5-5(a)(ii), 5-6(a); 6-1
6.3	Provides a table of effective area factors and explain how they are used in the model.	Sec 3, 13 Sec 6, 11	X		5-4, 5-6(a); 6-1
6.4	Provides a table of story height adjustments, if applicable, and explain how they are used in the model.	Sec 3 Sec 6, 7	X		5-4, 5-6(a); 6-1
6.5	Provides a table of quality/grades, their adjustment factors, and narrative description of each.	Sec 3, 11	X		5-4, 5-6(a); 6-1
Document quality / grade factors and Provides a description of each quality / grade factor with sufficient detail that the user(s) of the report can distinguish between the various grades.					
6.6	Provides documentation, support and/or source of building cost base rates.	Sec 6, 19+	X		5-1(a), 5-5(a)(i), 5-6(a); 6-1
Provides either the source of the building cost rates or show the steps taken to abstract building costs from local market data. Reconcile to the cost per square foot utilized.					
6.7	Provides a table of base building costs by type and/or style.	Sec 6, 6	X		5-1(a), 5-5(a)(i), 5-6(a); 6-1
6.8	Provides a list of improved sales utilized in analysis and a separate list of improved sales not utilized in analysis.	Sec 5, 43-36	X		5-1(b), 5-4(a), 5-4(c), 5-5(a)(iv), 5-6(a); 6-1
Provides a list of qualified sales and separate list of unqualified sales with their corresponding codes.					

Section 7 – Statistical Analysis, Testing and Quality Control					
7.1	Provides a ratio study using new assessed values.	Sec 7, 9+	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.2	Provides a ratio study using old assessed values.	Sec 7, 35+	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)

Item #	Section 7 - Continued	Page #	Yes	No	USPAP Standard Rule #
7.3	Provides a COD study using new assessed values.	Sec 7, 9	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.4	Provides a COD study using old assessed values.	Sec 7, 35+	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.5	Provides a PRD study using new assessed values.	Sec 7, 9	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.6	Provides a PRD study using old assessed values.	Sec 7, 35+	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.7	Provides strata analysis using new assessed values for each strata, if applicable.	Sec 7, 9+	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.8	Provides strata analysis using old assessed values for each strata, if applicable.	Sec 7, 35+	X		5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)

Section 8 – Miscellaneous					
8.1	Provides a copy of contract or in-house work plan.	Sec8 p2+	X		6-1, 6-2
8.2	Provides a copy of neighborhood map(s) or electronic file with map(s).	Sec8 p39+	X		5-2(e), 5-2(f); 6-1
8.3	Provides CAMA System codes and tables. Identify and explain any codes that are unique to this municipality.	Sec 8, 31+	X		6-1(b)
8.4	Provides a list of zoning district(s) and corresponding description(s).	Sec8 p9	X		5-2(e), 5-2(f); 6-1(b)
8.5	Provides list of unqualified sale codes.	Sec8 p10	X		6-1(b), 6-2(j)
8.6	Provides qualifications and DRA certifying documents for each individual listed in the USPAP certification (Line #1.7).	Sec8 p11+	X		Competency Rule
8.7	Provides a table of definitions. A summary of useful definitions is available from the DRA.	Sec8 p18+	X		6-1(b)

NOTE: If any item numbers in above sections are checked "NO," the report is considered non-compliant.

Reviewer's Conclusion	Yes	No
Report is compliant	X	

COMMENTS

Comment on all "NO" items and offer any general comments.

Line #	REVIEWER'S COMMENTS

DRA Reviewer: Lisa Mudge NHLR #226

4/5/2024



Lindsey M. Stepp
Commissioner

Ora M. LeMere
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

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MUNICIPAL & PROPERTY
DIVISION
Samuel T. Greene
Director

Adam A. Denoncour
Assistant Director

RECEIVED
APR 26 2024
BY:

April 22, 2024

TOWN OF SUNAPEE
OFFICE OF SELECTMEN
23 EDMONT ROAD
SUNAPEE, NH 03782

Dear Selectmen/Assessing Officials,

This is your official notification of the 2023 Total Equalized Valuations. We used your municipality's weighted mean ratio to calculate these valuations.

We calculated two equalized figures for your municipality. The "Total Equalized Valuation Including Utilities and Railroads" is used for your portion of the county tax and your portion of any cooperative school district taxes. The "Total Equalized Valuation Not Including Utilities and Railroad" is used to calculate your portion of the state education property tax. We adjusted your modified assessed valuation as reported on your 2023 MS-1 to bring the valuation to fair market value.

	Including Utility Valuation and Railroad Monies Reimbursement	Not Including Utility Valuation and Railroad Monies Reimbursement
Town Name: Sunapee		
2023 Modified Local Assessed Valuation	\$2,397,214,362	\$2,366,417,362
+ D.R.A. Inventory Adjustment	\$163,871,200	\$161,765,422
= 2023 Equalized Assessed Valuation	\$2,561,085,562	\$2,528,182,784
+ Equalized Payment in Lieu of Taxes	\$0	\$0
+ Equalized Railroad Tax	\$0	\$0
= 2023 Total Equalized Valuation	\$2,561,085,562	\$2,528,182,784
2023 Equalized Assessed Valuation	\$2,561,085,562	
+ Adjustment RSA 31-A (Shared Revenues)	\$0	
= Base Valuation for Debt Limits	\$2,561,085,562	

You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals within 30 days of the date of this letter. Call our office to discuss any concerns or questions you may have at (603) 230-5950. We will continue working with you to resolve any issues but please be advised that the appeal period will not be extended.

We have enclosed informational sheets that show how each of the figures were calculated.

Sincerely,

Adam Denoncour, Assistant Director
Municipal and Property Division

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.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION 2023 EQUALIZATION INFORMATION SHEET

This informational sheet has been provided to explain and summarize the information contained in each municipality's notification of "Total Equalized Valuations," the appeal process, Assessing Standards Board, etc.

The following is a brief explanation of how each municipality's "Total Equalized Valuations" were calculated:

MODIFIED ASSESSED VALUATION: It may be helpful to refer to page 2 of the MS-1 report provided by your municipality to the Department of Revenue Administration in the fall of 2023.

"GROSS LOCAL ASSESSED VALUATION" - Sum of all assessed values in the municipality

- Certain Disabled Veteran's: RSA 72:36-a
- Improvements to Assist Persons who are Deaf: RSA 72:38-b V
- Improvements to Assist Persons with Disabilities Exemption: RSA 72:37-a
- School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (\$150,000 max per exemption)
- Water & Air Pollution Control Exemption: RSA 72:12-a

= **"MODIFIED ASSESSED VALUATION"**

- Blind Exemption: RSA 72:37
- Elderly Exemption: RSA 72:39-a & b
- Deaf Exemption: RSA 72:38-b
- Disabled Exemption: RSA 72:37-b
- Wood-Heating Energy System Exemption: RSA 72:70
- Solar Energy System Exemption: RSA 72:62
- Wind Powered Energy System Exemption: RSA 72:66
- Electric Energy Storage Systems: RSA 72:85
- Renewable Generation Facilities & Electric Energy Storage Systems: RSA 72:87
- Additional School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (exemption amount > \$150,000).

= **"NET LOCAL ASSESSED VALUATION"** - The municipal, county, and local school tax rates are computed using the net local assessed valuation.

TAX INCREMENT FINANCE DISTRICTS (TIFS): RSA 162-K:10 III - The retained captured assessed value is added to the modified assessed value and will be equalized for all TIF districts created after 4/29/99. The original assessed value is used to set a municipality's tax rates.

DRA INVENTORY ADJUSTMENT: The sum of the adjustments of the modified local assessed valuation is divided into three categories.

Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2023 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.

Category 2: An adjustment for land assessed at current use, conservation restriction assessment, and discretionary easement values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2022 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary

easements. If a municipality has had a full revaluation, cyclical revaluation or statistical update as defined by Rev 601.16, 601.24 or 601.40, a ratio of 100.0 is used.

The difference between the local assessed value of the land and the equalized value equals the DRA adjustment for current use, conservation restriction assessments and discretionary easements.

Category 3: The total modified local assessed value of public utilities, as defined by RSA 83-F is equalized by the 2023 equalization ratio. The value of public utilities is not added into the "Total Equalized Value Not Including Utility Value or Equalized Railroad Taxes."

EQUALIZED ASSESSED VALUATION: The sum of the "modified local assessed valuation" plus the inventory adjustment. The equalized assessed valuation represents the equalized value of all "taxable" properties in a municipality.

PAYMENT IN LIEU OF TAXES: The equalized value for payments received in lieu of taxes includes State & Federal Forest Land Reimbursements, Recreation Land Reimbursements, Flood Land Reimbursements, and others. The equalized value for payments in lieu of taxes for renewable generation facilities is not included in the "Total Equalized Valuation Not Including Utilities" in accordance with RSA 72:74 II (effective 7/21).

RAILROAD TAX: The equalized value for monies received from the railroad tax. This figure is not included in the "Total Equalized Valuation Not Including Utility Values and Equalized Railroad Taxes."

TOTAL EQUALIZED VALUATIONS INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation, the equalized value of payments in lieu of taxes and the equalized value of the railroad tax monies.

The Total Equalized Valuation including the value of utilities and equalized value of railroad monies reimbursed to municipalities represents the equalized value of all property in a municipality including utilities and will be used to:

- Apportion county taxes for the 2024 tax year;
- Calculate state reimbursements, and;
- Apportion cooperative school taxes for the 2024 tax year;

TOTAL EQUALIZED VALUATIONS NOT INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation and the equalized value of payments in lieu of taxes.

The 2023 "total equalized valuation not including utility and equalized value of railroad monies reimbursed to municipalities" will be used to apportion the state education property tax for the tax year 2025. The 2022 total equalized valuation not including utilities and the value of railroad monies reimbursed to municipalities will be used to apportion the state education property tax for the tax year 2024.

ADJUSTMENT RSA 31-A SHARED REVENUES: The equalized value of monies received from the shared revenues distributed pursuant to RSA 31-A. These values are NOT part of the "Total Equalized Valuation" of a municipality (RSA 21-J:3 XIII change eff. 2002). Meals and Rooms Tax revenues distributed to municipalities pursuant to RSA 78-A:26 are not equalized and, therefore, are not included in this amount. ***RSA 31-A has been suspended for the biennium ending June 30, 2021 as provided by Chapter Law, 2017, 156:86) Therefore, no monies were equalized.***

BASE VALUATION FOR DEBT LIMITS - RSA 33:4-b: The sum of the equalized assessed valuation plus the equalized valuation of the shared revenues. The base valuation for debt limits is used to determine a municipality's, school district, or village district's bonding capacity. This figure is provided to municipalities, banks, bonding companies, and other interested parties who request a "Base Valuation for Debt Limit Certificate."

TOTAL EQUALIZED VALUATION: The total equalized valuation for each municipality does not include the equalized value of monies received from shared revenues. The base valuation for debt limit, however, does include the

equalized value of monies received from shared revenues.

% PROPORTION TO COUNTY TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the county comparing each municipality's total equalized value to the total equalized value of the county.

% PROPORTION TO STATE TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the state by comparing the town's total equalized value to the total equalized value of the state.

LOCAL TAX RATE: The actual tax rate as calculated by the Department of Revenue Administration, Municipal and Property Division. The tax rate includes the municipal, county, local school and state education property tax rates.

EQUALIZATION RATIO: The 2023 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. As a rule, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

If there were insufficient sales and/or it is determined that the weighted mean does not accurately reflect the level of assessment in a municipality, another ratio may be used.

FULL VALUE TAX RATE: The 2023 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

APPEAL OF TOTAL EQUALIZED VALUATION

Municipalities were sent their 2023 Notification of Total Equalized Valuations on **April 22, 2024**.

Per RSA 71-B:5, II, any municipality aggrieved by the total equalized valuation as determined by the DRA must appeal to the Board of Tax and Land Appeals in writing **within 30 days of the town's notification** of the municipality's total equalized valuation.

The appeal period is not extended due to any communication, either verbal or written, between the DRA and a municipality regarding the total equalized valuation.

ASSESSING STANDARDS BOARD – RSA 21-J:14-a

The duties of the Assessing Standards Board (ASB) included:

- Review the procedures of the prior year's ratio studies conducted by the Department of Revenue Administration;
- Establish procedures for improving the ratio studies for the forthcoming property tax year;
- Develop standards for equalization; and
- Review, revise and approve the equalization manual published by the Department of Revenue Administration.

MUNICIPAL & PROPERTY DIVISION MONITORING STAFF

The Municipal & Property Division staff plays an active role working with towns on their ratio studies. Some of the services they provide include:

- Training municipal officials to data enter the assessment information electronically;
- Reviewing the sales information with municipalities prior to the ratio setting process; and
- Explaining the meaning and significance of the statistics resulting from the ratio study process.

“STATEWIDE EDUCATION PROPERTY TAX” WARRANT - RSA 76:8

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2024 before December 15, 2023. The new 2023 total equalized valuation figures do not affect the warrant amounts because they were calculated using the 2022 total equalized values without utilities.

DRA WEBSITE - <http://www.nh.gov/revenue> Subcategories: NH Icon, Municipal & Property Division, Equalization, and choose Tax Year

The following items are available or will be available soon on the DRA website:

- Assessment Report - exemptions & tax credits for each municipality
- Blind Exemption Report
- Coefficient of Dispersion (COD) List
- Comparison of Full Value Tax Rates
- Current Use Report
- Base Valuation for Debt Limit
- Elderly Exemption Report – Taxes Lost
- Equalization Survey including Utilities
- Equalization Survey not including Utilities
- Equalization Manual
- Median Ratio List
- Price Related Differential (PRD) List
- Property and Exclusion Codes
- Equalization Ratio List (Weighted Mean)
- Tables by County
- Veteran’s Tax Credit Report

The 2023 Equalization Survey and associated reports should be completed and placed on the web by June 15, 2024. We invite you to take the opportunity to browse the website. Please let us know if you have any suggestions for documents you would like put on the website.

THANK YOU

I would like to take this opportunity to thank you for your cooperation with this year’s equalization study and to invite you to make suggestions or express concerns regarding the equalization process. Questions regarding the equalization process in general or how specific numbers were calculated; please feel free to contact this office at 230-5950.