

**SUNAPEE SELECTBOARD  
MEETING AGENDA  
6:30PM TOWN OFFICE MEETING ROOM  
Monday, October 2<sup>nd</sup>, 2023**

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

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**1. REVIEW OF MINUTES**

**2. REVIEW OF ITEMS FOR SIGNATURE:**

**CZC's**

- Parcel ID: 0233-0062-0000, 150 Bradford Road, Michael & Katrina Spear
- Parcel ID: 0136-0005-0000, 173 Burkehaven Hill Road, Gregory Parzych
- Parcel ID: 0211-0002-0000, 973 Route 11, Robert Sammon
- Parcel ID: 0225-0003-0000, 206 Route 11, Helene & Dwight Churchill
- Parcel ID: 0136-0045-0000, 25 Birch Point Lane, Ambrose & Yvonne Cheung

**AFTER THE FACT**

- Parcel ID: 0211-0002-0000, 973 Route 11, Robert Sammon (in accordance with CZC 23-4248)
- Parcel ID: 0225-0003-0000, 206 Route 11, Helene & Dwight Churchill (in accordance CZC 23-4254)

**USE OF FACILITIES**

- Sunapee High School Student Council requesting use of Sunapee Harbor on October 14<sup>th</sup>, 2023 from 6:00pm to 8pm for a Homecoming Bonfire
- Carolyn Gatesy requesting a Road Closure at 87 Lake Ave on September 29<sup>th</sup>, 2023 from 11am to 2pm so a crane may pick up a hot tub

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**3. APPOINTMENTS:**

- 7:00 PM NH Trust Presentation
- 7:30 PM Town of Sunapee Human Resources Director, Connie Sampson
- 7:45 PM Perkins Pond Protective Association
  - i. Seeking Selectboard approval to put a warrant article on the 2024 Ballot

**4. PUBLIC COMMENT:**

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**5. SELECTBOARD ACTION:**

- Review of Ethics Policy
- Old Business:

- i. Finalize Investment Policy
- ii. Finalize Review Rules of Procedure

**6. TOWN MANAGER REPORTS:**

- Coalition 2.0 Update
  - Release of Assessing Letters / Preliminary Assessment Values
  - Short-Term Rental Registration Platform Opening and Release of Letters
  - Sunapee Recreation Survey
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**7. SELECTBOARD MEMBER'S REPORT:**

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**8. UPCOMING MEETINGS:**

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

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# Clean Water State Revolving Fund (CWSRF) Pre-Application

version 2.1

(Submission #: HPT-TSV6-FFA5S, version 1)

## Details

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Originally Started By	Suzanne Graves
Submitted	6/1/2023 (101 days ago) by Shannon Martinez
Alternate Identifier	Town of Sunapee, NHPerkins Pond, Sunapee, NH Watershed Management Plan
Submission ID	HPT-TSV6-FFA5S
Status	Issued

## Form Input

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### Applicant Contact Information

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Loan Applicant  
Town of Sunapee, NH

Loan Applicant Mailing Address  
23 EDMONT RD  
SUNAPEE, NH 03782

### Contact Information

Primary Contact

Prefix

NONE PROVIDED

First Name

Middle Name

Last Name

Shannon

NONE PROVIDED

Martinez

Title

Town Manager

Organization Name

Town of Sunapee, NH

Phone Type

Number

Extension

Business

603 763 2212

Email

manager@town.sunapee.nh.us

Business Mailing Address

23 EDMONT RD

SUNAPEE, NH 03782

Is the primary contact listed above the owner?  
Yes

Would you like to provide a secondary contact for this pre-application?  
Yes

## Secondary Contact Information

### Secondary Contact Information

#### Prefix

NONE PROVIDED

#### First Name

Suzanne

#### Middle Name

NONE PROVIDED

#### Last Name

Graves

#### Title

President

#### Organization Name

Perkins Pond Protective Association

#### Phone Type

Mobile

#### Number

508 277 2010

#### Extension

#### Email

suzanne.graves@me.com

## General Project Information

### Project Name

Perkins Pond, Sunapee, NH Watershed Management Plan

### Project Location

Perkins Pond, Sunapee, NH Watershed

### Is the pre-application for development of an Asset Management Program?

No

### Please select your project category. Ranking criteria will be displayed based on your selection.

Stormwater

### Please select the option below that describes your project.

a. The project only includes planning and evaluation components.

### Please select from the list of stormwater project types those which best describe your proposed project.

General Stormwater Management

### Brief description of the proposed project and need:

Perkins Pond Watershed in Sunapee, NH, is experiencing significant deterioration of Perkins Pond. We are submitting a pre-application proposal for a Clean Water State Revolving Fund (CWSRF) loan to fund the development of a Watershed Management Plan. We require this so that we can reduce and remedy the deterioration of Perkins Pond in Sunapee, NH.

Perkins Pond is a 157-acre great lake within the Town of Sunapee that is used extensively for recreational purposes by members of the New Hampshire community. It has open access to the water and can be used by anyone through the State of New Hampshire Boat Ramp.

The members of the Perkins Pond Community have taken significant actions to reduce any pollution that comes into the lake. In 2009, a study was conducted (Perkins Pond, Sunapee, NH, Pond and Watershed Diagnostic Study 2009) that identified several contributing factors including potential run off from septic systems and leach fields. The Perkins Pond community undertook a multi-year effort to have a sewer system installed and final hook up of all members of the community was completed in 2015.

Since that time, our water quality has not greatly improved. In that study, watershed load was identified as the primary contributor to phosphorus to the pond and the sources and causes of that load is the focus of our desire to have a watershed plan. notably phosphorous and chlorophyll-A. (see the attached information from V LAP).

### Project Description Attachment, Optional

NONE PROVIDED

#### Comment

A

### Please provide the date (or future date) when the authority to borrow was, or is expected to be, obtained (i.e., date of town meeting/city council approval to borrow funds).

03/05/2024

## Estimated Timeline and Cost Information Table

Funding Type	Start Date	Completion Date	Cost (\$)
Scope, *Report Phase Engineering	03/15/2024	09/12/2025	100,000
			Sum: 100,000

**Are the cost estimates for the project supported by a document (e.g., facility plan, preliminary design, report, etc.) that is signed by an engineer?**

No

**If the cost estimate for this project is not supported by a document signed by an engineer, what is the rationale or source for the cost estimate?**

Estimated costs of watershed management in conjunction with DES and compared to other watershed management plans completed in New Hampshire to date.

**Is the amount of money you wish to borrow less than the cost estimate above?**

No

## Ranking Criteria for Stormwater Planning and Infrastructure Projects

### Category 1: Protection of Water Quality, Public Health & the Environment Project Ranking Criteria

a. Water quality impairment.

#### 1a. Waterbody Assessment Unit ID (AUID) and impaired water quality parameters.

Waterbody AUID	Impaired Parameter	How will the project address the impairment?
801060405-03	Aquatic Life Integrity 5-P Phosphorus(Total) 5M	Devise a plan to determine causes and reduce P loading to allow the waterbody to attain its designated uses. Yearly Total Load P average retention is 39.18 with overland run off as the most significant contributor. An estimated 10.09 kg P discharged from the shoreline with an estimated 41.17 kg P from the watershed. (2009 WDS).

### Category 2: Water Quality Plan

Management Plan Name	Title of Plan	Page Number	Plan Recommendation
a. NH Nonpoint Source Plan		8	The NH NPS Plan includes development of watershed management plans as a recommended activity. This project would develop such a plan.

### 3. What Green Project Reserve Project Types do you have?

b. Protection or restoration of natural hydrology, floodplains, and wetlands.

a. Disconnection of impervious cover from the stormwater drainage system.

#### GPR Certification

GPR points will not be awarded if adequate information, including reasonable estimated costs for GPR-related items, is not included in the pre-application. It is expected that any GPR-related items claimed in this pre-application will be incorporated into the design of the project.

**I have read and understand the statement above.**

Yes

#### 3a. Disconnection of impervious cover from the stormwater drainage system.

Eligible Projects	Costs (\$) for this GPR	% Project Costs
1.2-1 Implementation of green streets for either new development, redevelopment or retrofits.	5,000	5
	Sum: 5,000	Sum: 5

#### 3b. Protection or restoration of natural hydrology, floodplains and wetlands.

Eligible Projects	Costs (\$) for this GPR	% Project Costs
1.2-7 Establishment or restoration of permanent riparian buffers, floodplains, wetlands and other natural features, including vegetated buffers or soft bioengineered stream banks.	5,000	5
	Sum: 5,000	Sum: 5

#### Category 4: Sustainability

- a. Aging infrastructure.
- b. Flooding/Resiliency.
- d. Relative value to the public and environment.
- c. Local capacity.

##### 4a. How will the project address aging infrastructure?

The Perkins Pond watershed has significant aging infrastructure. Within the past 15 years, roads have deteriorated due to storm water floods and were repaired. A small portion of Perkins Pond Road is paved, with the remaining being a dirt road. The paved portion of Perkins Pond Road was replaced during a major storm approximately 12 years ago. The replacement incorporated at least four culverts that take the water from the high or hill side of the watershed and direct the water underneath the partially paved road and contributing water, sand and silt directly into the lake. (We have also found blacktop chunks in the pond, which can only come from this one segment of paved road, as the remainder of the roads surrounding the lake are not paved.) These four culverts have created at least two major tributaries into the lake which are contributing to the siltation. The culverts may not be sized correctly to ensure that the run off is treated properly.

##### 4b. How will your project address resiliency issues and obtain capacity for a community or system to proactively prepare for and recover from hazardous events?

There are currently no settling basins that allow the sand to settle before it reaches the lake. Additionally, a portion of Perkins Pond Road that was dirt road was replaced last year and not engineered to limit siltation into the lake. Again, there are no settling basins that have been effectively built to allow the road run off to settle before the water reaches the lake. Additionally, the unpaved roads around the pond are especially fragile during 'mud season' which this year lasted from December through April. Each road in the watershed has roadside ditches that were dug and are maintained by the town to carry water to the lake. Improved methods to ensure that siltation from these ditches would be an important aspect of this plan.

##### 4c. Describe the local support network and the capacity to complete the proposed project.

The Town of Sunapee is working in conjunction with the Perkins Pond Protective Association (PPPA). The Town is fully in support of the creation of a watershed management plan, as is the PPPA. A collaborative working relationship is evidenced by the work done to have the Watershed Diagnostic Study (2009) completed, the passage of a warrant article to fund the installation of a sewer system and individuals within the watershed's willingness to contribute significant funds (\$10,000-\$20,000 each, with yearly tax and water assessments) to improve the overall health of the lake. As we like to say, we are small, but mighty. Additionally members of the association stand ready to help in providing information and data to ensure that the development of a management plan is streamlined.

##### 4d. Describe the availability (access), and extent of use of the waterbody. Consider uses including, but not limited to: drinking water supply; public recreational opportunities; aquatic and terrestrial habitat benefits; and potential for increased public use and improved habitat.

Perkins Pond is readily available for public recreational opportunities. It is well known for its fishing and boating. The lake is accessible by a state boat ramp, which is currently being silted in from the run off and is becoming un-navigable. Algae blooms have become more frequent reducing the ability to safely swim; plants are growing in the areas that have become increasingly silted. The watershed is also has a snowmobile trail which because of deterioration from water events has been rerouted. The lake has an abundance of wildlife that have been observed, from bears, moose and deer, to smaller animals including beaver, mink and fox. Fowl include loons, ducks, geese and other migratory birds. And of course, the aquatic animals including turtles, fish and newts. All of this is threatened as we become increasingly eutrophic. Increased public use will come from the ability to use the boat launch, providing a means to fish, swim, kayak or canoe.

##### Is there additional information specific to the stormwater ranking questions above you would like to provide?

A majority of our roads right next to the lake are dirt/gravel and while the town has attempted to work through issues of sand going into the lake, the runoff and siltation has continued unabated.

Importantly, the boat ramp has become almost unusable because of the amount of sand and silt that has infiltrated into that area from the runoff on Perkins Pond Road. Please see the boat ramp pictures attached from 2010 and currently in 2022 that document the quantity of sand and silt coming into the lake from Perkins Pond Road and the surrounding watershed.

As increasing snow melt and storms cause major run off into the pond, we will need to make sure that there is resiliency built into any system that is built. The recommendation of ways to do this will be important to the Watershed Management Plan.

It will be important to develop a watershed management plan to determine how to best protect or restore the natural hydrology, floodplains, and wetlands in the watershed. That is unknown to us presently. Better understanding of the hydrology will help us to better manage the lake and make improvements that will improve the water quality throughout the watershed.

## Final Comments for NHDES

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**Did you find the electronic format helpful?**

NONE PROVIDED

**Please describe the ease of filling out this form.**

Generally easy but with some confusing sections.

**Do you have any suggested improvements for the form?**

It appears that this form is targeted for design and implementation funds. We are looking for the creation of a Watershed Management Plan and some of the required fields were not applicable.

## Status History

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	User	Processing Status
5/22/2023 10:14:05 AM	Suzanne Graves	Draft
5/28/2023 12:20:31 PM	Suzanne Graves	Signing
6/1/2023 4:16:57 PM	Shannon Martinez	Submitting
6/1/2023 4:17:17 PM	Shannon Martinez	Submitted
6/1/2023 4:17:18 PM	Shannon Martinez	In Review
6/2/2023 9:50:31 AM	Kathleen A Bourret	Issued

## Processing Steps

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Step Name	Assigned To/Completed By	Date Completed
Form in Review	Kathleen A Bourret	6/2/2023 9:50:30 AM



## Agreements and Signature(s)

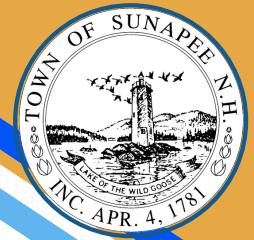
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### **Municipality**

*The information provided is true, complete, and not misleading to the best of the applicant's knowledge and belief. The applicant understands that any department determination that the applicant and the applicant's project qualify for funding from the CWSRF that is based on false, incomplete, or misleading information is subject to modification, up to and including reversal, through an adjudicative proceeding conducted in accordance with applicable provisions of Env-C 200; and The signer is subject to the penalties specified in New Hampshire law, currently RSA 641:3, for making unsworn false statements. If the applicant's authorized representative is or is acting on behalf of a listed engineer as defined in Env-C 502.10, the signature also shall constitute certification that the signer understands that the submittal of false, incomplete, or misleading information is grounds for debarring the listed engineer from the roster.*

**Signed By** Shannon Martinez on 06/01/2023 at 4:16 PM

## TOWN OF SUNAPEE ASSESSING DEPARTMENT

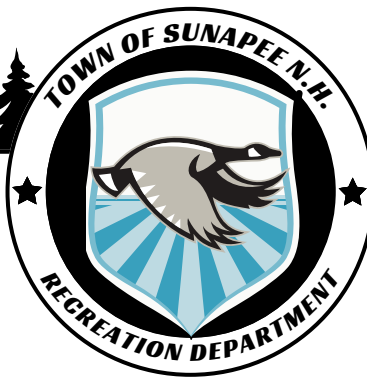
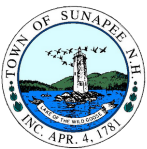


# REVALUATION LETTERS ARE ON THEIR WAY

**IN THE NEXT FEW DAYS, KEEP AN EYE OUT FOR A LETTER FROM THE TOWN OF SUNAPEE WITH YOUR PROPERTY'S PRELIMINARY NEW ASSESSMENT VALUE.**

- ✦ Please review the letter **and** the helpful FAQ's on the back. To view your updated property card, you can find it by searching the Property Data / GIS section on the Town website, or by visiting [www.axisgis.com/tri\\_townnh/](http://www.axisgis.com/tri_townnh/)
- ✦ **After** reviewing your information, if you wish to schedule an appointment with our Assessors you may do so by visiting [www.SunapeeAssessing.as.me](http://www.SunapeeAssessing.as.me)
- ✦ We will be sharing more data in the coming weeks, but **preliminarily**, the overall taxable value of Sunapee increased 64.5%.

**ALSO...** PLEASE BE PATIENT AND COURTEOUS TOWARDS THE ASSESSORS AND TOWN STAFF AS WE ARE ENTERING THE BUSIEST PART OF THE REVALUATION SEASON!



RECREATION  
MANAGEMENT & POLICY

## SUNAPEE RECREATION DEPARTMENT

# RECREATION ASSESSMENT & NEEDS SURVEY

**THE RECREATION DEPARTMENT NEEDS YOUR FEEDBACK!** The answers you provide in this survey will help us determine program priorities, facility use and quality, program satisfaction, and let us know what activities or facilities our community would like to have in Town.

**THE SURVEY WILL BE OPEN UNTIL MONDAY, OCTOBER 23RD.**

**You may fill out the survey using this link:**

**[WWW.BIT.LY/SUNAPEE-REC-SURVEY](http://WWW.BIT.LY/SUNAPEE-REC-SURVEY)**

**OR by scanning the QR code. Paper copies are available at Town Hall and Abbott Library.**

**Questions?** Email our Recreation Coordinator, Steve Bourque, at: **[recreation@town.sunapee.nh.us](mailto:recreation@town.sunapee.nh.us)**

# THANK YOU!

**SCAN HERE WITH  
YOUR PHONE TO  
FILL IT OUT NOW:**

