

**SUNAPEE SELECTBOARD
MEETING AGENDA**

6:30 PM Town Office Meeting Room

Monday August 7, 2023

Join us on Zoom: <https://us06web.zoom.us/j/83386192215>

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

- Parcel ID: 0206-0006-0000, 37 Meadow Brook Rd, Toimi & Barbara Parssinen
- Parcel ID: 0112-0026-0000, 4 Woodland Rd, Gunnar Blix & Michele Vander Heyden
- Parcel ID: 0123-0021-0000, 706 Route 11, Dewey Field, Town of Sunapee
- Parcel ID: 0131-0010-0000, 21 Wendell Overlook, Ronald & Theresa Caputo

DEMO:

- Parcel ID: 0112-0026-0000, 4 Woodland Rd, Gunnar Blix & Michele Vander Heyden

LAND DISTURBANCE:

- Parcel ID: 0112-0026-0000, 4 Woodland Rd, Gunnar Blix & Michele Vander Heyden

USE OF FACILITIES:

- Use of Facilities: Sunapee Recreation Committee requesting to use Sunapee Harbor on August 12th, 202e from 10am – 1pm for the Rock Bass Fishing Derby
- Use of Facilities: Richard and Tonya requesting use of the Ben Mere Bandstand for their wedding on July 20th, 2024, from 11am – 4:30pm.

2. APPOINTMENTS:

- 7:00 PM Public Hearing: Pursuant to RSA 31:95-b(III), to accept and expend unanticipated funds for the Sunapee Fire Department in the amount of \$221,860 which has been provided by FEMA via the Assistance to Firefighters grant for equipment.
- 7:15 PM Public Hearing: Pursuant to RSA 41:9a, Adoption and Implementation of Beach Pass and Transfer Station Fee Adjustments
- 7:20 PM Highway Director, Michael Martell, Georges Mill Bridge Closure discussion.

3. PUBLIC COMMENT:

4. SELECTMEN ACTION:

- Strategic Planning Discussion
- Old Business:
 - Investment Policy
 - Rules of Procedure

5. TOWN MANAGER REPORT:

- Short-Term Rental Final Draft
- Reevaluation
- Expense and Revenue Reports
- Riverway Question
- Old Business:
 - Scheduling Meetings with Municipal Money Managers
- Leave Plans

6. CHAIRMAN'S REPORT:

7. UPCOMING MEETINGS:

August 8th - Recreation Committee 7:00pm

August 10th - Planning Board Meeting 7:00pm - Safety Services Bldg. (9 Sargent Rd.)

August 17th - Planning Board Workshop - 7:00pm

August 21st - Selectboard Meeting - 6:30pm

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

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 06/20/2023



John Galloway
SUNAPEE, TOWN OF
23 EDGEMONT ROAD
SUNAPEE, NH 03782

EMW-2022-FG-01739

Dear John Galloway,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$221,860.95 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$11,093.05 for a total approved budget of \$232,954.00. Please see the FY 2022 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2022 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink that reads "P. Williams".

PAMELA WILLIAMS
Assistant Administrator, Grant Programs

Summary Award Memo

Program: Fiscal Year 2022 Assistance to Firefighters Grant

Recipient: SUNAPEE, TOWN OF

UEI-EFT: F3HVYCCBDMN6-2212

DUNS number: 0529034732212

Award number: EMW-2022-FG-01739

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2022 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$232,954.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$221,860.95
Non-federal	\$11,093.05
Total	\$232,954.00
Program Income	\$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2022 AFG NOFO.

Approved request details:

Personal Protective Equipment (PPE)

Additional funding

DESCRIPTION

Recharging unit for lithium-ion batteries to power the unit telemetry

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	1	\$940.00	\$940.00	Equipment

SCBA: SCBA Unit includes: Harness/Backpack, Face Piece and 2 cylinders

DESCRIPTION

24 SCBA, 4500 PSI, carry packs only, does not include cylinders

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	24	\$7,440.00	\$178,560.00	Equipment

SCBA Spare Cylinders

DESCRIPTION

SCBA 4500 psi cylinders for each full pack in the inventory and a spare for each set up

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	48	\$1,053.00	\$50,544.00	Equipment

Additional funding

DESCRIPTION

Purchase of rechargeable lithium-ion battery packs to power the SCBA telemetry

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	6	\$485.00	\$2,910.00	Equipment

Equipment

Monitor/Defibrillator - 15 leads

DESCRIPTION

A complete cardiac monitor/defibrillator unit that will include: Manual & AED defibrillation, trending rhythms, noninvasive pacing, SpO2 pulse oximetry, SpCO carbon monoxide monitoring, NIBP- blood pressure monitoring, 4-lead cardiac rhythm monitoring 12-Lead ECG capabilities, EtCO2 End Tidal capnography, two pairs of quality control cables, and a test load generator for quality control and a service manual. The purchase will include a Quik-Combo AED pad cable, two rolls of 100mm readout paper, a 4-foot patient cable, an NIBP blood pressure monitoring coiled hose, and a NIBP Cuff. A reusable adult; 12-Lead ECG Cable, a 4-Wire Limb lead, 5 feet long, and a 12-lead ECG cable with a 6-wire precordial attachment. A lithium-ion battery, station battery charger, AC power, and AC power cord with a 5-foot extension cable. Pulse oximetry equipment needed is a 3-foot Masimo Rainbow DCI reusable adult and pediatric SpO2, SpCO SpMet sensors to attach to a 4-foot Masimo RC patient cable. NIBP- blood pressure monitoring will include a 6-foot straight hose, reusable infant, child, adult large, and extra large adult NIBP cuffs. A carry case with left, right, top and back pouches. WiFi gateway. Service manual. Warranty and service plan to provide at least 3 years on site preventative maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage and all components

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	0	\$44,814.48	\$0.00	Equipment

CHANGE FROM APPLICATION

Quantity from **1** to **0**

JUSTIFICATION

This reduction is due to the score your project received at panels relative to other projects.

SUNAPEE SELECTBOARD PUBLIC HEARING

PROPOSED FEE CHANGES FOR TRANSFER STATION DISPOSAL ITEMS, VIOLATIONS, AND TRANSFER STATION/BEACH PASSES

**ALL FEES ARE SUBJECT TO A 10% ANNUAL INCREASE AT
THE DISCRETION OF THE SUNAPEE SELECTBOARD**

SHINGLES, TREATED/ PAINTED/ STAINED WOOD, PLASTER/ LATHE, SHEETROCK, PLYWOOD, T-111

	Old Price	New Price
Full Car Trunk or SUV Storage Area	\$20	\$30
Full Mid-Size Truck Bed (6')	\$90	\$100
Full Full-Size Truck Bed (8')	\$120	\$125
Contractor Loads (/ Cu Yd.)	\$40	\$45

CLEAN WOOD (i.e. KD 2"x4") or ROUGH-CUT LUMBER (non-treated, painted, stained), INSULATION, PVC, ELECTRICAL CONDUITS

	Old Price	New Price
Full Car Trunk or SUV Storage Area	\$20	\$25
Full Mid-Size Truck Bed (6')	\$60	\$65
Full Full-Size Truck Bed (8')	\$75	\$80
Contractor Loads (/ Cu Yd.)	\$30	\$40

BULKY ITEMS

	Old Price	New Price
Single or Twin Mattress or Box Spring	\$15	\$20
Double, Queen, or King Mattress or Box Spring	\$20	\$25
Computer Towers	\$10	\$20
Carpets up to 10'x10'	\$10	\$15
Tires - Automobile & Light Truck	\$2.50	\$5

VIOLATION FEES

	Old Price	New Price
First Offense:	\$10	\$50
Second Offense	\$50	\$75
Third Offense	\$100	\$150
Fourth (& Subsequent) Offenses	\$250	\$250

TRANSFER STATION / BEACH PASS FEES

	Old Price	New Price
Resident (3-year) Pass	n/a	\$25
Tenant (1-year) Pass	n/a	\$10
Guest Pass	n/a	\$10
Resident/Tenant Replacement	\$25	\$50
Guest Pass Replacement	\$25	\$100
Daily Contractor Pass	n/a	\$10

Transfer Station / Beach Passes

SUNAPEE RESIDENTS:

Sunapee residents or non-resident property owners with valid stickers are permitted to use Sunapee Transfer Station facilities. Property owners (or long-term tenants with a copy of their lease) may request stickers. Each property may also request (1) visitor pass that can be given to friends, family, short-term tenants, etc. while they are staying in Sunapee.

A Sunapee Transfer Station sticker or Guest Pass is also required to park at Dewey Beach.



**Scan Here to
Request a
Beach/Transfer
Station Pass**

SPRINGFIELD RESIDENTS:

Springfield residents with valid stickers are permitted to use Sunapee Transfer Station facilities. Stickers are available at the Springfield Clerk's Office at Town Hall.

Violation Fees

Fines may be issued for reasons including, but not limited to, trash disposal during non-operating hours, noncompliance with requested inspections, disposal of hazardous and/or unauthorized items, disposal of hot ashes or other active fire hazards, repeated attendance without a valid Transfer Station sticker or guest pass.

First Offense:	\$50
Second Offense	\$75
Third Offense	\$150
Fourth (& Subsequent) Offenses	\$250

Sunapee Town Office Hours

MONDAY, TUESDAY, THURSDAY, FRIDAY

8:00 AM - 5:00 PM

WEDNESDAY

8:00 AM - 1:00 PM

Springfield Town Office Hours

MONDAY & TUESDAY

9:00 AM - 12:00 PM | 1:00 PM - 4:00 PM

THURSDAY

9:00 AM - 12:00 PM | 1:00 PM - 8:00 PM

CLOSED Wednesday & Friday

Feeling Thrifty?

In a continuing effort to reduce the amount of unwanted clothes that get tossed into the landfill, we invite you to visit (and donate to) the Sunapee Thrift Store!



The Thrift Shop was founded by the Sunapee Seniors to offer scholarships to the School District and serve our community with donations. The shop is located in the lower level of the Sunapee Historical Society Archives building.

Donation of clean clothing with no stains or tears can be dropped off at the Sunapee Transfer station.

74 Main St, Sunapee, NH 03782

HOURS:



SUNAPEE - SPRINGFIELD

RECYCLES!

**A GUIDE TO RECYCLING AT THE
SUNAPEE TRANSFER STATION**

89 AVERY RD, SUNAPEE, NH

HOURS OF OPERATION

*** Hours subject to change ***

**Monday
Thursday
Friday
Saturday**

8:00 AM - 4:15 PM

Sunday

8:00 AM - 11:45 AM

CLOSED Tuesday & Wednesday

CONTACT US: (603) 763-4614

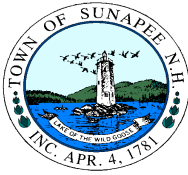
SUNAPEE TRANSFER STATION



RECYCLABLE ITEMS & DISPOSABLE ITEMS

RECYCLABLES		CONSTRUCTION & DEMOLITION DEBRIS		BULKY ITEMS		WHITE GOODS & OTHER ITEMS	
ITEMS SHOULD BE CLEAN; NO COST FOR DISPOSAL		COST FOR DISPOSAL IS AS LISTED		COST FOR DISPOSAL IS AS LISTED		COST FOR DISPOSAL IS AS LISTED	
Glass Bottles & Jars	Rinse & Remove All Caps	NOTE: No construction & demolition debris containing lead or asbestos will be accepted at the Transfer Station. See attendant prior to disposal of C&D material for inspection.		Single or Twin Mattress or Box Spring	\$20	Fridges & Freezers	\$15
HDPE & PET Plastic	Rinse & Remove All Caps			Double, Queen, or King Mattress or Box Spring	\$25	Air Conditioners & Dehumidifiers	\$15
Aluminum Cans	Empty & Rinse Cans			Couch or Loveseat	\$20	Tires - Automobile & Light Truck	\$5
Tin Cans	Empty & Rinse Cans	SHINGLES, TREATED/ PAINTED/ STAINED WOOD, PLASTER/ LATHE, SHEETROCK, PLYWOOD, T-111		Stuffed Chairs or Recliners	\$15	Tires - Heavy & Commercial Truck	\$10
Computer / Office Paper	Must be Clean & Dry			Television (up to 36")	\$20	Tires - Heavy Equipment	\$60
Non-glossy Corrugated Cardboard	Clean, Dry & Flattened			Television (over 36")	\$30	NO CHARGE FOR THE FOLLOWING ITEMS	
Magazines (Glossy Paper)	Must be Clean & Dry			Computer Monitors & Laptops	\$20	Printers, Scanners, Fax Machines	
Mixed Paper (Junk Mail)	Must be Clean & Dry			Computer Towers	\$20	Fluorescent Lightbulbs	
Newspapers	Must be Clean & Dry	CLEAN WOOD (i.e. KD 2"x4") or ROUGH-CUT LUMBER (non-treated, painted, stained), INSULATION, PVC, ELECTRICAL CONDUITS		Stereos & Misc. Handheld Devices	\$10	ANIMAL REFUSE: Must be in sealed container and disposed of in the MSW compactor.	
Scrap Metal	See attendant for disposal area			Microwaves	\$10	BIOHAZARDS (i.e. human bodily fluids, fecal matter, tissue that may carry human pathogens)	NOT ACCEPTED
Brush	Max 5" Butt Diameter See attendant for disposal area			Toilets & Sinks	\$10	MEDICAL WASTE (SHARPS ONLY) Must be in a red, clearly labeled container that is designed for sharps containment & disposal.	NO CHARGE Notify attendant prior to disposal
Leaves	Clean w/o Brush or Gravel Debris			Boats up to 16' in Length (\$10 per each additional foot)	\$60		
Clothing	Must be clean; See attendant for disposal area			Carpets up to 10'x10' (See attendant for larger carpets)	\$15	HAZARDOUS WASTE	
Auto & Boat Batteries	See attendant for disposal area	The Town of Sunapee has an annual Hazardous Waste Collection Day for the disposal of these items. That date will be posted at the TS.					
Waste Oil	Must be free of any other fluids; See attendant for disposal area						
All fees are subject to a 10% annual increase at the discretion of the Sunapee Selectboard							

All fees are subject to a 10% annual increase at the discretion of the Sunapee Selectboard



TOWN OF SUNAPEE
23 Edgemont Road
Sunapee, New Hampshire 03782-0717
Phone: (603) 763-2212

TRANSFER STATION & RECYCLING FACILITIES ORDINANCE

PURPOSE: The Purpose of this Ordinance is to:

- a. Provide for the disposal of waste and recyclable materials by residents of Sunapee and Springfield in a safe, environmentally sound, and economic manner.
- b. Provide facilities for the transfer of waste items to proper disposal.
- c. Provide facilities to accept recyclable materials for processing and sale to offset the cost of solid waste disposal.

SECTION 1: DEFINITIONS

I. Permits and Passes:

- a. **Sunapee Resident Transfer Station/Beach Permit:** Sticker that permits entry to (a) all Transfer Station facilities, (b) Dewey Beach parking, and (c) Georges Mills Beach parking. Stickers are valid for three years.
- b. **Sunapee Tenant Transfer Station/Beach Permit:** Tenants that can provide a lease showing a minimum rental of 1-year may request a sticker with all privileges listed above, as well as (1) annual guest pass. Stickers are valid for one year.
- c. **Sunapee Resident and Tenant Transfer Station Guest Pass:** Each property (unique parcel ID) may be granted one annual (1) guest pass. Property owners may give the pass to guests at their discretion, granting them access to Transfer Station facilities and beach parking.
- d. **Contractor Pass:** Property owners may request a contractor pass that is valid **only** at Transfer Station facilities for up to three (3) days. Property owners must provide the name of the contractor(s) or company at the time of the request.
- e. **Springfield Transfer Station Permits:** Individuals with a valid sticker issued by the Town of Springfield are permitted to use Sunapee Transfer Station facilities. Stickers must be picked up at Springfield Town Hall and are not valid at Sunapee beaches.

II. Waste Materials:

- a. **Glass** shall mean all empty glass containers and other reasonably clean glass products.
- b. **Ceramics** shall mean all dishes, bathroom fixtures and other items made from kiln-fired clay.
- c. **Scrap Metal** shall mean recyclable steel, aluminum, copper, brass, zinc, and lead.
- d. **Household Trash** shall mean garbage, and all other waste material not being recycled, small enough to be disposed of in the compactor.

- e. **Prohibited Waste** shall mean all waste materials hazardous, or otherwise, that may not be disposed of at the transfer/recycling station.
- f. **Brush** shall mean tree cuttings, slash, and waste tree wood not larger than 5" in diameter.
- g. **Combustible Building Waste** shall mean clean wood.
- h. **Organic Waste** shall mean leaves, pine needles, garden debris, shrubbery clippings, and other decomposable waste.
- i. **Recyclable Waste** shall mean any waste material that can be separated and returned to the marketplace, and for which designated areas are provided, including, but not limited to glass, scrap metal, newspapers, waste oil, clothing, and plastic containers
- j. **Construction and Demolition** debris shall mean shingles, tar paper, cardboard, upholstered furniture, mattresses, sheet rock, rubber, insulation, plastics, or any other non-wood waste materials.
- k. **Electronic Waste** shall mean computer towers, monitors, televisions, and microwaves.

III. **Illegal Disposal Shall Mean:**

- a. Disposal of waste in other than its designated area within the station.
- b. Disposal of waste outside the gates or its surrounding area when the station is closed.
- c. Disposal of any waste generated outside of Sunapee or of other Town border that Sunapee provides waste disposal service.
- d. Disposal of prohibited waste.

All other terms shall be defined as defined in RSA 149 and rules adopted thereunder.

SECTION 2: OPERATING HOURS

I. **Standard Operating Hours (Subject to Change)**

Monday, Thursday, Friday, Saturday: **8:00 a.m. - 4:15p.m.**

Tuesday & Wednesday: **Closed**

Sunday: **8:00 a.m. - 11:45a.m.**

II. **Cold Weather Operations Policy**

- a. The Town of Sunapee will implement a cold weather policy for the transfer station when the heat index is approximately -10 degrees Fahrenheit or below.
- b. **Guidelines:** When the heat index is approximately -10 degrees Fahrenheit or below, the Transfer Station will be closed. Closure of the Transfer Station will be determined by coordination between the Transfer Station Foreman, the Highway Director, and the Town Manager on each operating day in which the temperature determined to jeopardize the health and safety of our employees. A decision will be made by 6:00 a.m. to keep the site closed for that day. Both the staff and the public will be notified of the closure.
- c. On days that the Transfer Station is closed due to inclement weather, Transfer Station employees will take the online training necessary to maintain their certifications.

SECTION 3: AUTHORIZED USERS

- I. Sunapee **Residents**
- II. Sunapee **Non-Resident property owners**
- III. **Non-Resident rubbish collectors**, collecting authorized Sunapee-Springfield property owners' household trash
- IV. **Non-Resident contractors** disposing of brush, building, janitorial, or demolition waste on behalf authorized Sunapee-Springfield property owners
- V. **Business Residents**: A business-owning or leasing property in Sunapee. Business Residents are entitled to one (1) Transfer Station/Beach Parking sticker per business
- VI. **Owner of Boat Slips or Vacant Land**: Property owners of vacant land (e.g., no residential structures on the property). Vacant land shall not include a parcel that overlaps town boundaries
- VII. **Springfield Residents**

SECTION 4: ADMITTANCE, ENFORCEMENT & POLICIES

- I. All authorized users, as defined in Section 3, will be allowed access to Transfer Station facilities only during posted hours and must display a valid sticker or guest pass.
- II. The Buildings and Grounds Maintenance Director, Transfer Station employees, and/or the Sunapee Police Department is hereby authorized to enforce the provisions of this ordinance, including authority to prohibit access to the transfer station, to inspect all waste materials in the transfer station and to report all violations to the Selectboard and/or Sunapee Police Department.
- III. The Selectboard and/or Sunapee Police Department may assess the following penalties for each violation of this Ordinance.
 - a. **First Offense**: Fifty dollars (\$50) for each violation
 - b. **Second Offense**: Seventy-five dollars (\$75) for each violation
 - c. **Third Offense**: One hundred and fifty dollars (\$150) for each violation
 - d. **Fourth and Subsequent Offenses**: Two Hundred and fifty dollars (\$250) for each violation
- IV. All funds collected under this section will be placed in the General Fund
- V. In addition to the penalties authorized in Section 9 Paragraph A., persons depositing hot ashes in any container or in any way to cause a fire shall be liable for all damage and costs to the town.

SECTION 5: RECYCLING

- I. This ordinance requires that all waste material deemed recyclable be separated and placed in containers or areas designated by Transfer Station staff.
-

SECTION 6: BURNING

- I. The only materials that may be burned are brush and clean combustible building waste. All burning will be in accordance with N.H. Air Resources Commission, under the direction of the District Fire Warden.

SECTION 7: LEGAL DISPOSAL

- I. Authorized users may dispose of waste materials other than items prohibited, providing they place materials in containers or areas designated by signs or by direction of Transfer Station staff.
 - II. All waste material deposited at the transfer/recycling station becomes the property of the Town of Sunapee. All revenues from the sale of any reclaimed waste are Town of Sunapee revenues and become part of the General Fund (excludes Swap Shop and Thrift Shop).
-

SECTION 8: PROHIBITED WASTE

- I. Disposal of hazardous materials, (as defined by State and Federal regulations), brush or trees larger than 5" in diameter, boulders, stumps, sewerage, dead animals, explosive material, ashes, and junk cars is prohibited. Household trash, mixed with materials this ordinance requires to be recycled shall be refused.
-

SECTION 9: FEES

- I. The Board of Selectmen shall set fees for disposal, Violations, and Transfer Station/Beach Passes. Solid Waste Disposal fees. Fees are subject to a 10% annual increase.
-

SECTION 11: SWAP SHOP

- I. The Swap Shop has been established to provide an exchange point for clean, useable items and books. Donors to the Swap Shop will check with a Transfer Station/Recycling Center Attendant before leaving anything. The Board of Selectmen may authorize volunteers to staff the Swap Shop. Those volunteers are authorized to accept or reject any item that is offered for the Swap Shop.

SECTION 12: AMENDMENTS TO THE ORDINANCE

- I. Any previous ordinance shall be considered void upon the passage of this Ordinance.

Adopted March 18, 1985, effective date March 18, 1985

Amended March 18, 1989, effective date June 1, 1989

Amended March 17, 1990, effective date June 1, 1990

Amended June 30, 2008, effective date June 30, 2008

Amended August 25, 2014, effective date August 25, 2014

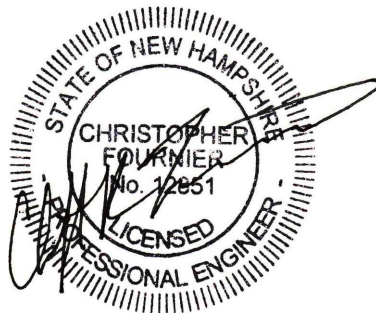
Amended August 7th, 2023, effective date August 7th, 2023

BRIDGE ASSESSMENT LETTER REPORT

**MAIN STREET BRIDGE #121/166
OVER OTTER POND OUTLET
SUNAPEE, NEW HAMPSHIRE**

Prepared for:
Town of Sunapee

June 13, 2023



Prepared by:
HEB Engineers, Inc.

Project #2023-046

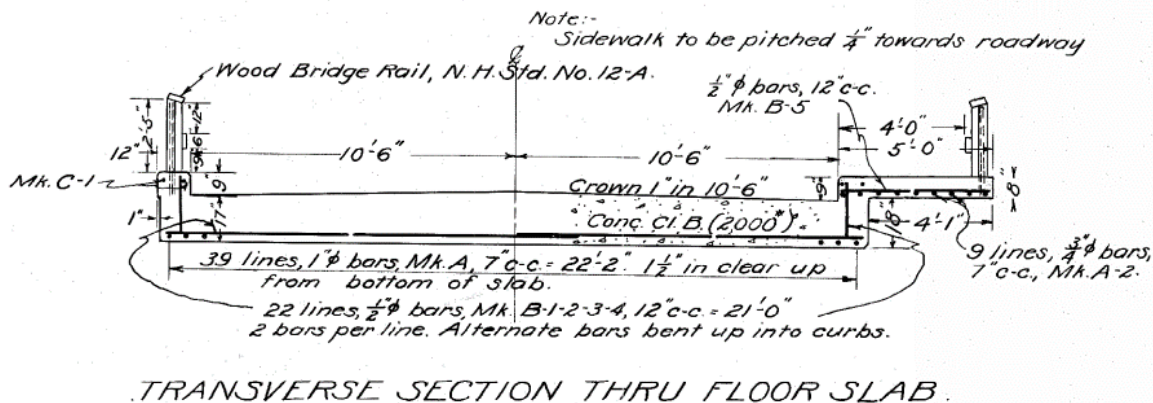
Scott Hazelton, Planning, Zoning & Compliance Administrator
Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782

HEB
Engineers
CIVIL • STRUCTURAL • SURVEY

Dear Scott,

Information Review:

Original plans, from the 1927 construction, were obtained from NHDOT and provided to you via email prior to the site visit. The plans depict a cast-in-place concrete box culvert type bridge that ties into existing stacked stone wingwalls at each of the bridge's four corners. The bridge has no slope along its centerline and has a 21-degree skew. The 17-foot clear span results in nearly a 22-foot total bridge length at the roadway centerline. The superstructure is 18 inches thick at the centerline, with a one-inch crown across the 10-foot, 6-inch lane widths (21-foot width curb to curb). A five-foot sidewalk exists along the upstream edge with four feet of clear travel width and a one-foot-wide coping is present along the downstream edge. The sidewalk itself is structural, whereas the coping is a non-structural topping. A nine-inch reveal originally existed from the bare concrete wearing surface to the top of coping and sidewalk. Paving of the bridge surface was not included in the original design.



The latest NHDOT Bridge Inspection Report is dated February 17, 2023, with the inspection performed on September 26, 2022. The report indicated the deck/superstructure ratings has been holding at a condition of 6 – satisfactory since 2002. The bridge retains an E-2 load posting as recommended by NHDOT.

Field Observations:

As requested, field observations were primarily focused on aspects related to the drainage of the roadway and bridge. The bridge is located at a low point on Main Street (see Photo 1 in Appendix A) between the intersections with Springfield Road and Prospect Hill Road (see Photos 2 and 3). Two catch basins exist within this length of road, both along the northerly curbline (sidewalk) at the western approach. Each directly outlets through the stone wingwall to the embankment upstream of the bridge (see Photos 4 and 5). The upper catch basin is located approximately 57 feet west of the bridge edge and the sidewalk has three inches of curb reveal at this location. The lower catch basin is located only 11 feet west of the bridge edge and the sidewalk has seven inches of curb reveal.

You reported seeing deposits of granular material in front of the northwest wingwall (see Photo 6), seemingly materials being washed out of the roadway. The upstream wingwall does have large voids (see Photo 7), but no deposits were observed during my visit.

Main Street was paved relatively recently except for on the bridge. The pavement in this short segment is in poor condition and varies in thickness (see Photo 8). A large pothole was reportedly patched last year (see Photo 9), but a new pothole has recently developed (see Photo 10) and was measured to be approximately 5 inches deep. The concrete of the bridge was not observed.

In general, the underside of the deck/superstructure is in fair condition, while the sidewalk and interface with the deck/superstructure is in poor condition with spalling and widespread efflorescence, indicating severe water penetration and degradation (see Photo 11). The downstream edge of the deck/superstructure at the curb also has efflorescence, but significant spalls have not yet developed (see Photo 12).

Conclusions and Recommendations:

While rehabilitation (superstructure replacement) or complete bridge replacement could also be considered, it is the Town's desire to preserve the existing bridge. Prior to my visit, you proposed pavement removal and complete removal of the gravels of the immediate bridge approaches. You proposed to lay geotextile and replace the approaches with select gravels and finish with three inches of pavement. You hoped concrete repairs could be avoided.

Pavement preservation is the primary course of action to prevent water infiltration and extend a bridge's lifespan. Your intended scope appears to be an appropriate first step but is likely to be a short term repair.

Unfortunately, based on the condition of the pavement on the bridge, we anticipate that concrete work will likely be necessary. Based on the condition of the concrete observed beneath the main portion of the bridge, it is hopeful to be limited to partial depth repairs. However, because the sidewalk is structural and is in poor condition, portions will likely require extensive full depth repairs or replacement. Full depth repairs would also be expected at the downstream coping.

From this point, the recommended path forward will depend on the Town's available budget and tolerance for changes during construction. You mentioned the hope to remove the pavement and have HEB conduct a direct assessment of the deck/superstructure, while a contractor worked on the approaches. If needed, minimal repairs to the concrete could be performed at that time prior to repaving. As noted above, recommended repair areas in the main portion of the deck/superstructure are likely to be significant. Additionally, recommended full depth repairs of the sidewalk could turn into complete sidewalk replacement based on the condition of the concrete observed during demolition. If the Town's budget does not allow for these items, the bridge may have to be resurfaced without all recommended bridge repairs completed.

Alternatively, HEB can proceed with the design of a full preservation which can be formally bid and budgeted, including contingencies for unforeseen/worst case conditions. This would aim to provide a complete preservation with less uncertainties through the construction process.

In either case, we would recommend that barrier membrane be applied to the repaired concrete deck and only minimal pavement be placed on the bridge. This may allow for fine grading to further assist in keeping water off the bridge in the first place.

Disclaimer:

The opinions and recommendations contained in this report are based on information that you provided, a “walk-through” field investigation performed as part of this work, and on information provided by other parties. No calculations were performed to determine if certain structural members are in compliance with adopted building codes and no physical testing was performed. This report does not address any other part of the structure other than those mentioned, nor does it provide any warranty, either express or implied.

Please do not hesitate to contact us if you have any questions or need any additional information.

Sincerely,
HEB Engineers, Inc.



Christopher R. Fournier, PE, SE
Vice President / Director of Structural Engineering

Enclosures: Appendix A – Photo Pages
 Appendix B – Plans
 Appendix C – Bridge Inspection Report

Copy: File

P:\Jobs\2023\2023-046 Sunapee - Main Street Bridge #121-166 over Otter Pond Outlet, Sunapee, NH\Reports\Bridge Assessment Report\HEB - Main Street Bridge #121-166 - Bridge Assessment Report 06-13-23.docx

APPENDIX A

Photo Pages

Town of Sunapee
Main Street Bridge #121/166 over Otter Pond Outlet
Bridge Assessment Letter Report
Photo Page 1 of 6



Photo 1: The bridge at a low point on Main Street.



Photo 2: The bridge from the west and the intersection between Main Street and Springfield Road.

Town of Sunapee
Main Street Bridge #121/166 over Otter Pond Outlet
Bridge Assessment Letter Report
Photo Page 2 of 6



Photo 3: The bridge from the east looking toward the intersection between Main Street and Prospect Hill Road.



Photo 4: The upper catch basin outlet.

Town of Sunapee
Main Street Bridge #121/166 over Otter Pond Outlet
Bridge Assessment Letter Report
Photo Page 3 of 6



Photo 5: The lower catch basin outlet.



Photo 6: The northeast wingwall.

Town of Sunapee
Main Street Bridge #121/166 over Otter Pond Outlet
Bridge Assessment Letter Report
Photo Page 4 of 6



Photo 7: Large voids in the upstream wingwall.



Photo 8: The pavement on the bridge in poor condition.

Town of Sunapee
Main Street Bridge #121/166 over Otter Pond Outlet
Bridge Assessment Letter Report
Photo Page 5 of 6



Photo 9: Large pothole reportedly patched last year.



Photo 10: New pothole measured approximately 5 inches deep.

Town of Sunapee
Main Street Bridge #121/166 over Otter Pond Outlet
Bridge Assessment Letter Report
Photo Page 6 of 6



Photo 11: The upstream underside of the deck/superstructure.

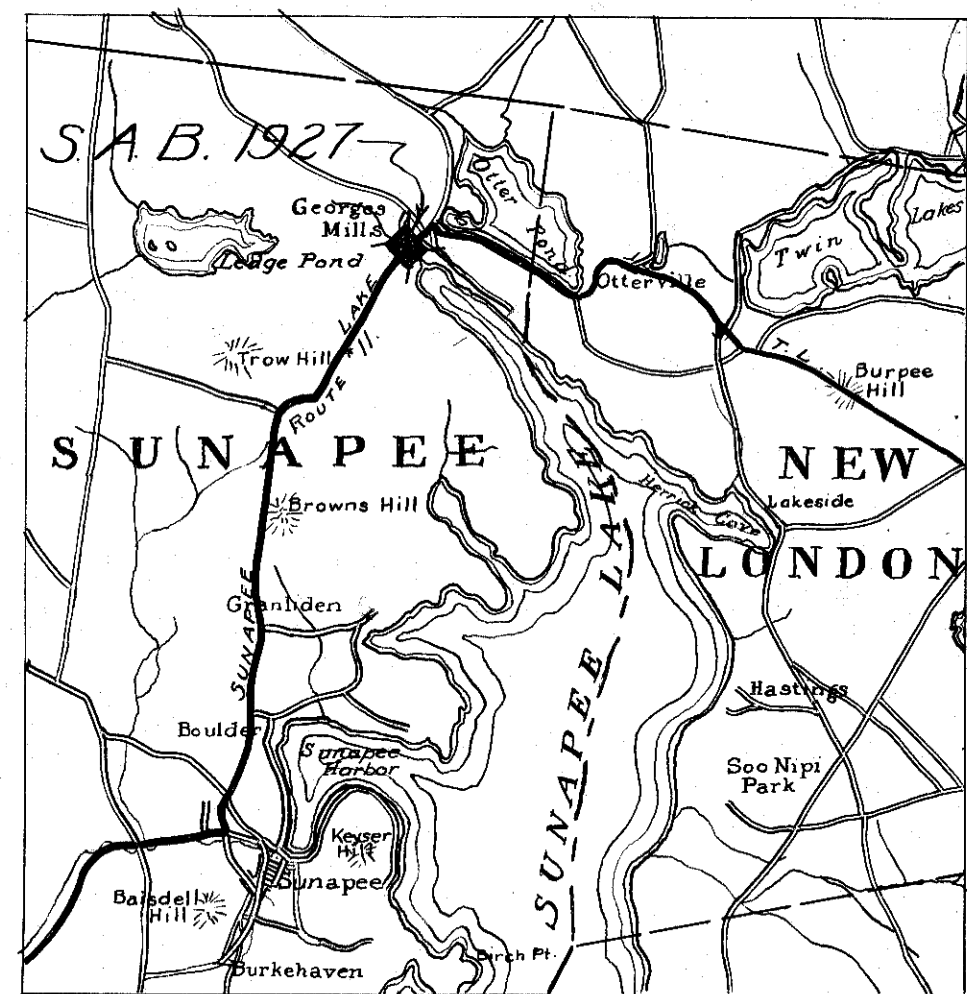


Photo 12: The downstream edge of the deck/superstructure.

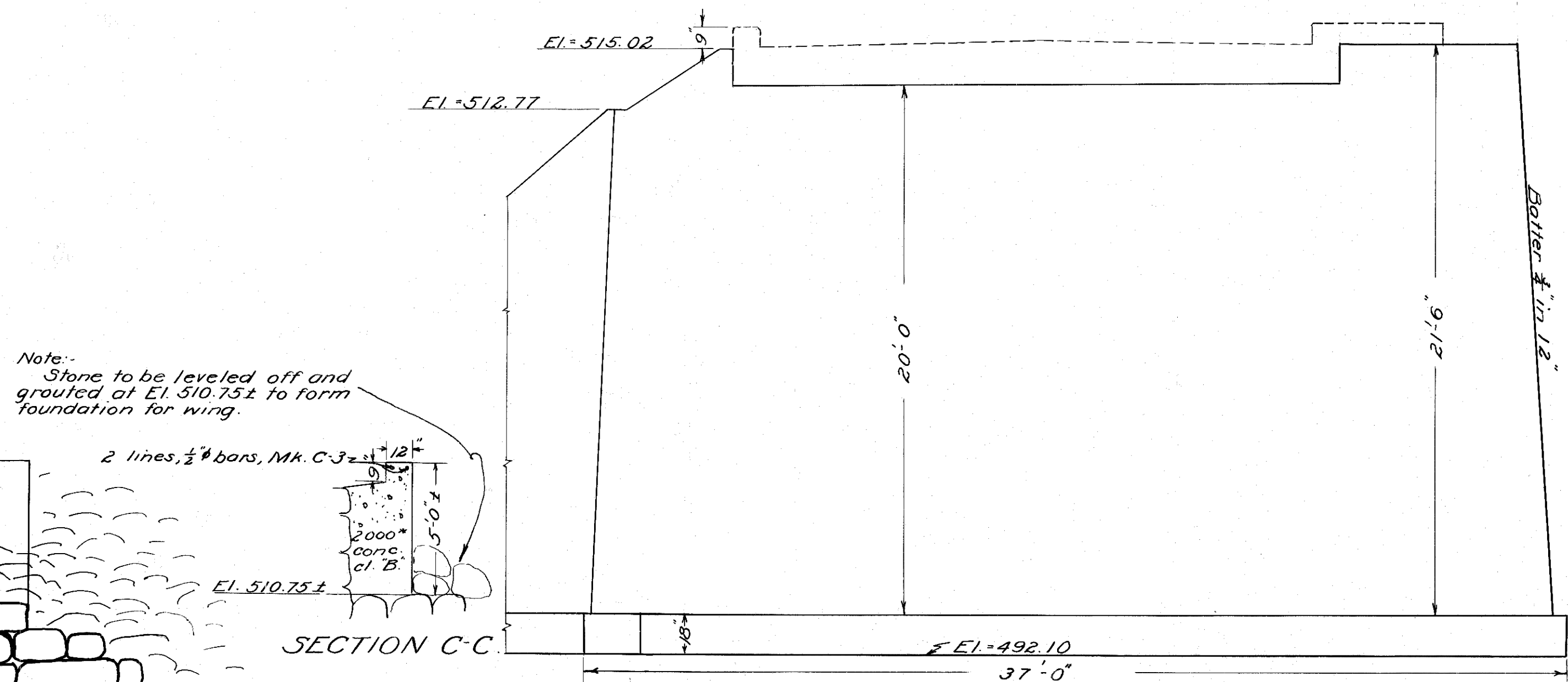
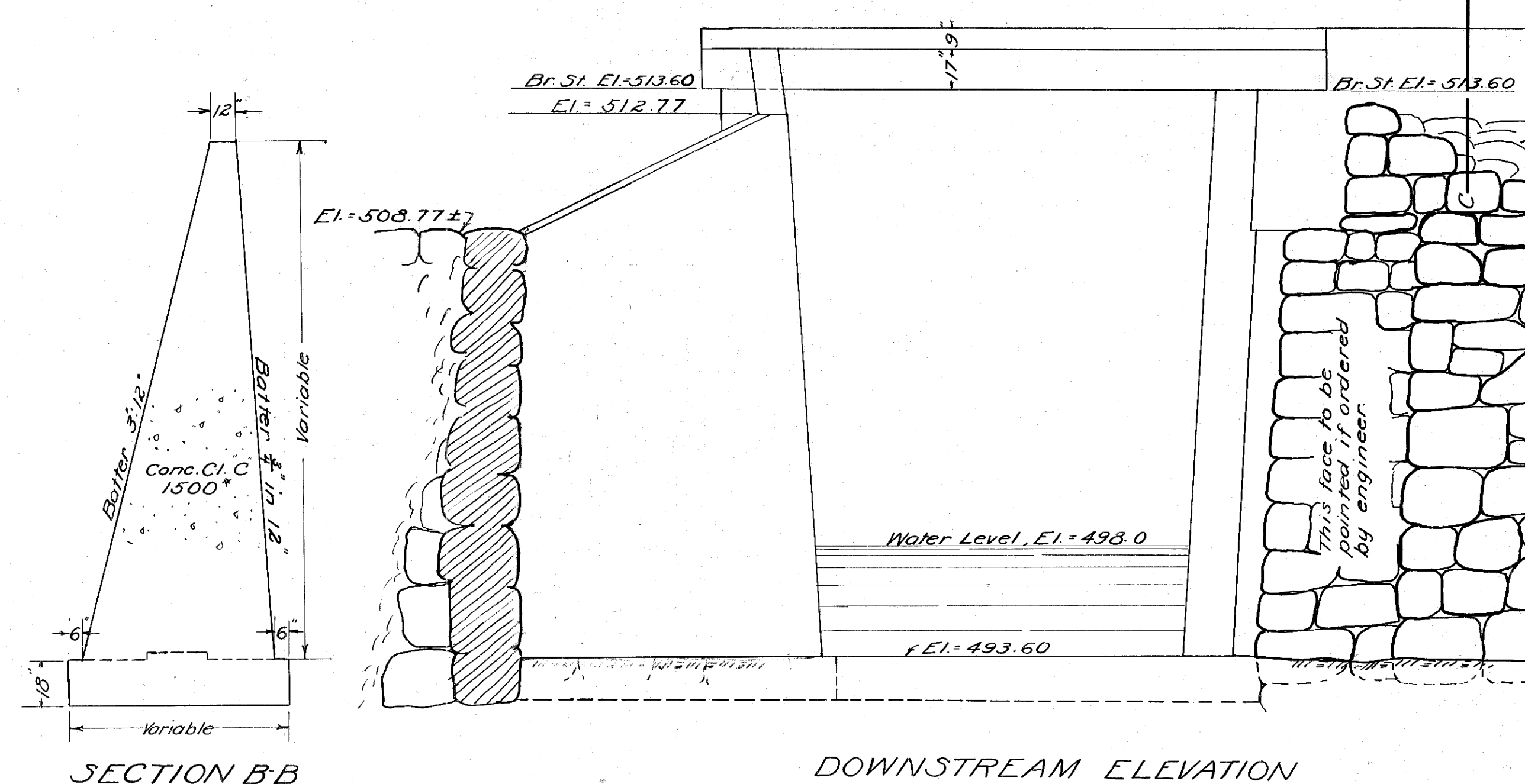
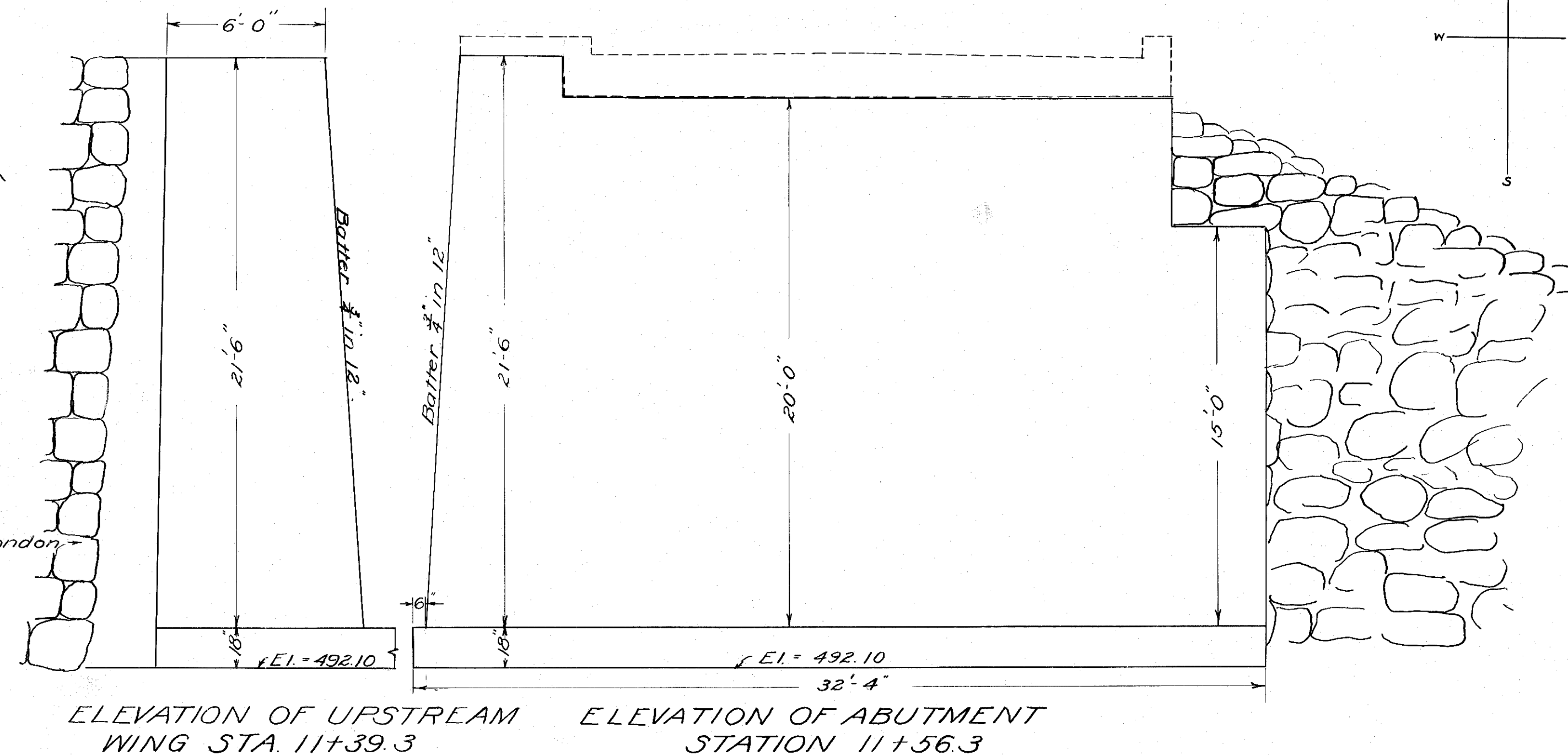
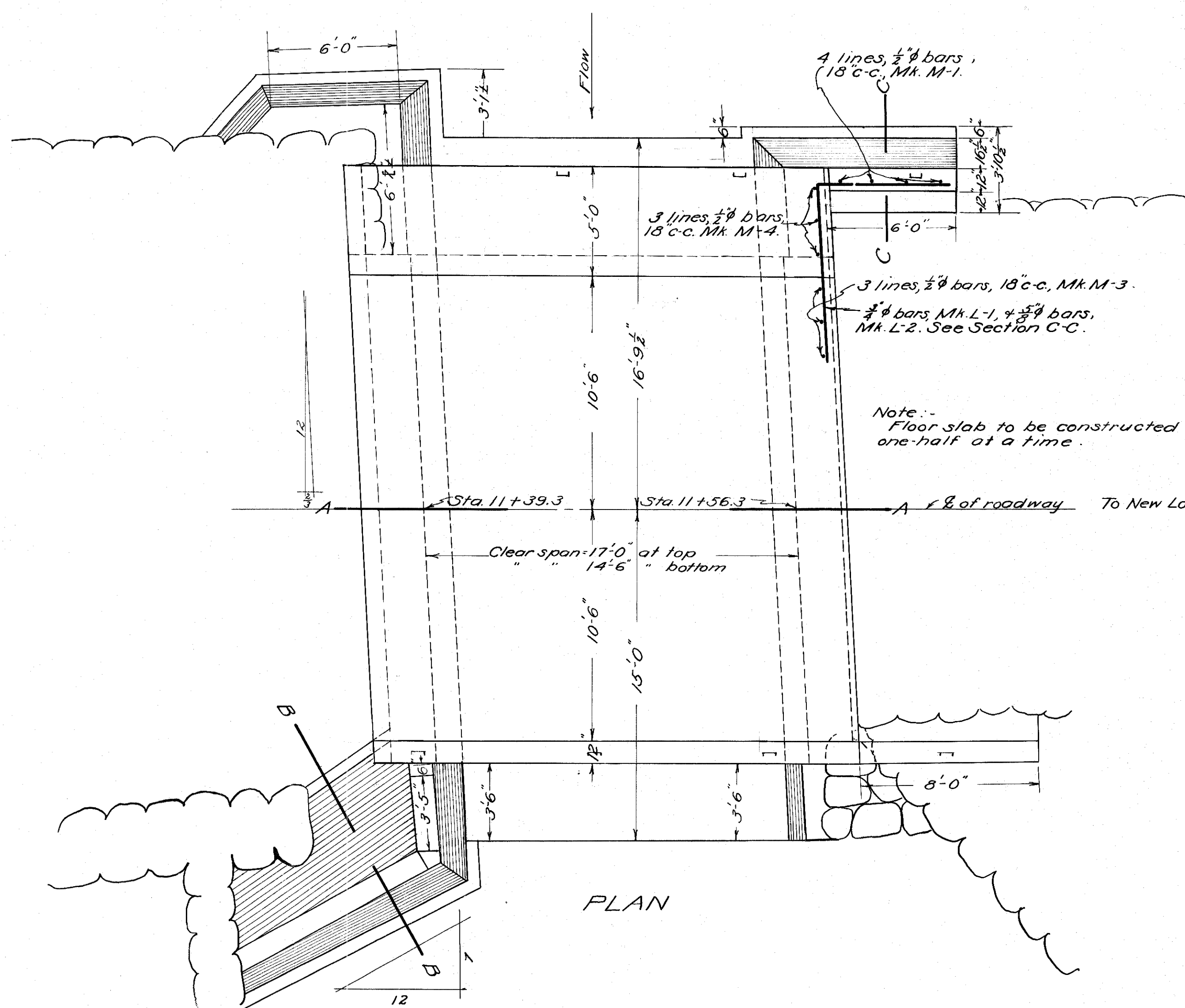
APPENDIX B

Plans

*State of New Hampshire Highway Department
Proposed State Aid Bridge 1927
Town of Sunapee
at
Georges Mills
on
Sunapee Lake Road*



LOCATION MAP

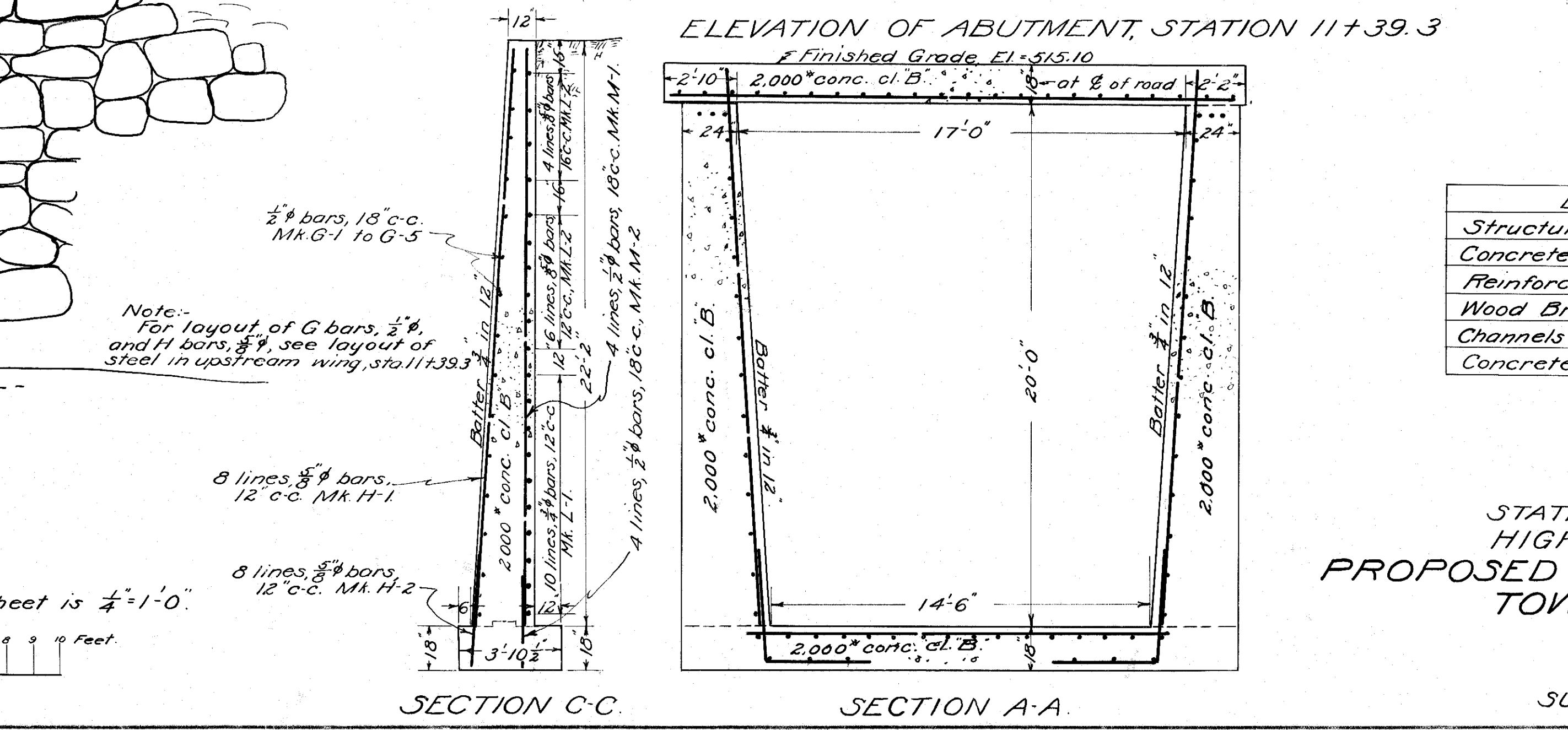


DESIGNED BY H.E.L. DATE 7-18-27
 DRAWN BY H.E.L. DATE 7-19-27
 TRACED BY R.R.K. DATE 7-29-27
 CHECKED BY R.R.K. DATE 7-29-27
 APPROVED BY J.D.C. DATE 7-29-27

REVISOR BY R.R.K. DATE 9-14-27

Note: This sheet revised 9-14-27. Destroy all previous prints.

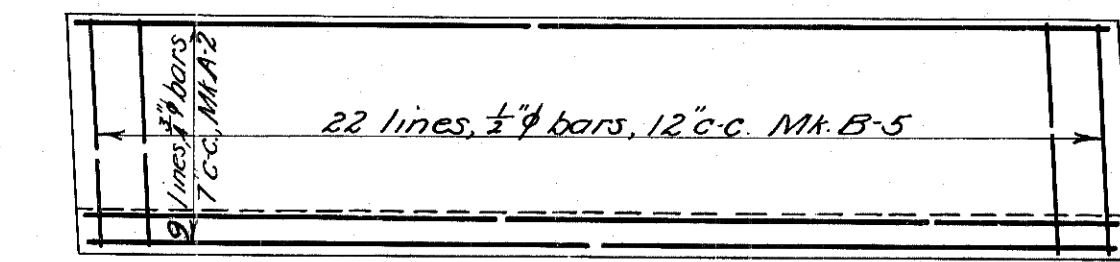
Note: Scale of all drawings on this sheet is 1/4" = 1'-0"



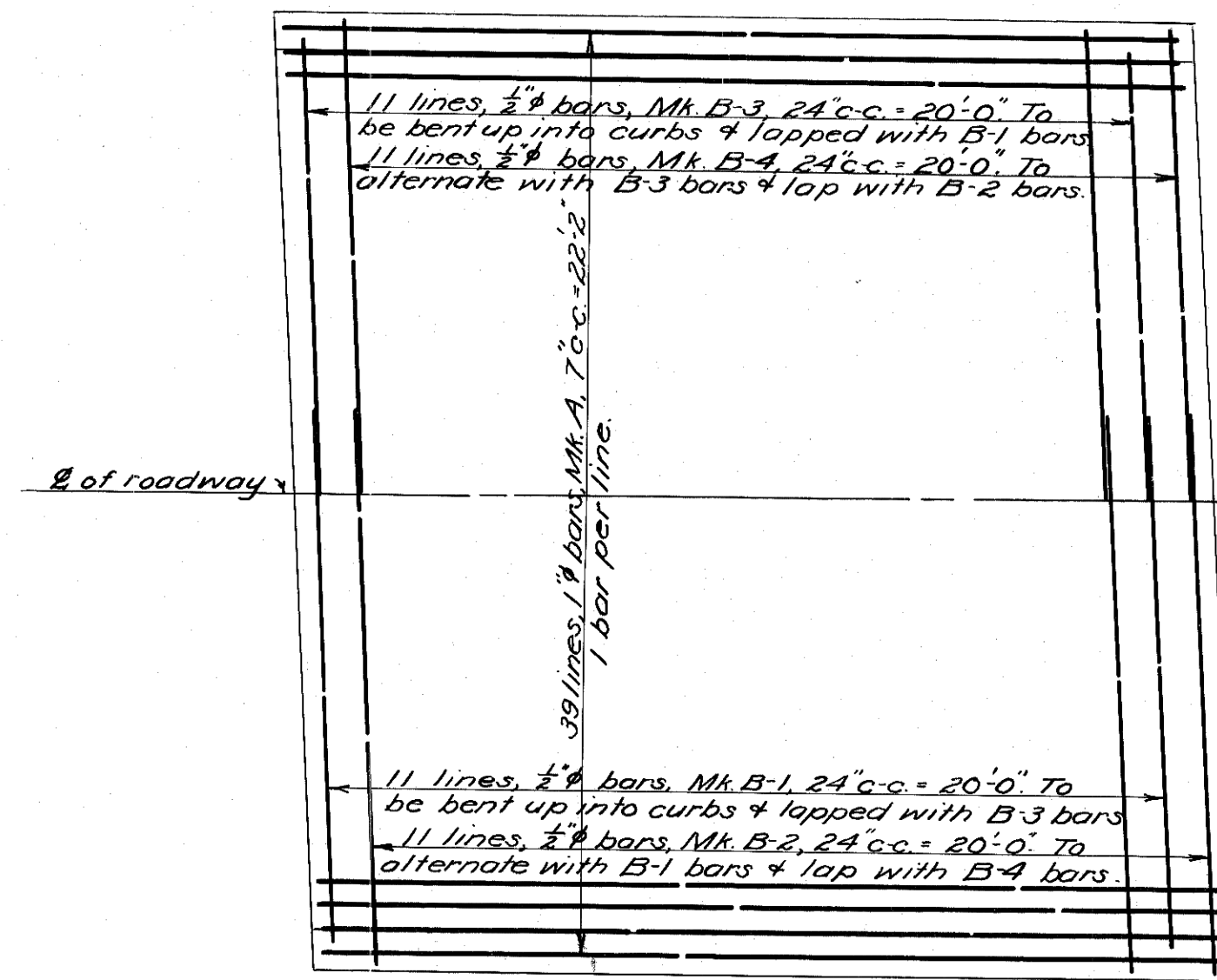
GENERAL NOTES:
 No concrete to be placed until steel has been checked by engineer.
 Before facing up, old stone to be thoroughly washed out, and then pointed up 24 inches at a time. After pointing has set sufficiently, a 1:2 mortar is to be poured in back of it, into old stone as far as possible.
 All exposed corners to be chamfered 1 inch.
 All concrete to be 2000 concrete (Class B).

ESTIMATE OF MATERIALS	
Structure Excavation	365 cu. yds.
Concrete Class B	199 cu. yds.
Reinforcing Steel	14,672 lbs.
Wood Bridge Rail	80 lin. ft.
Channels for Rail	8
Concrete Class C	26 cu. yds.

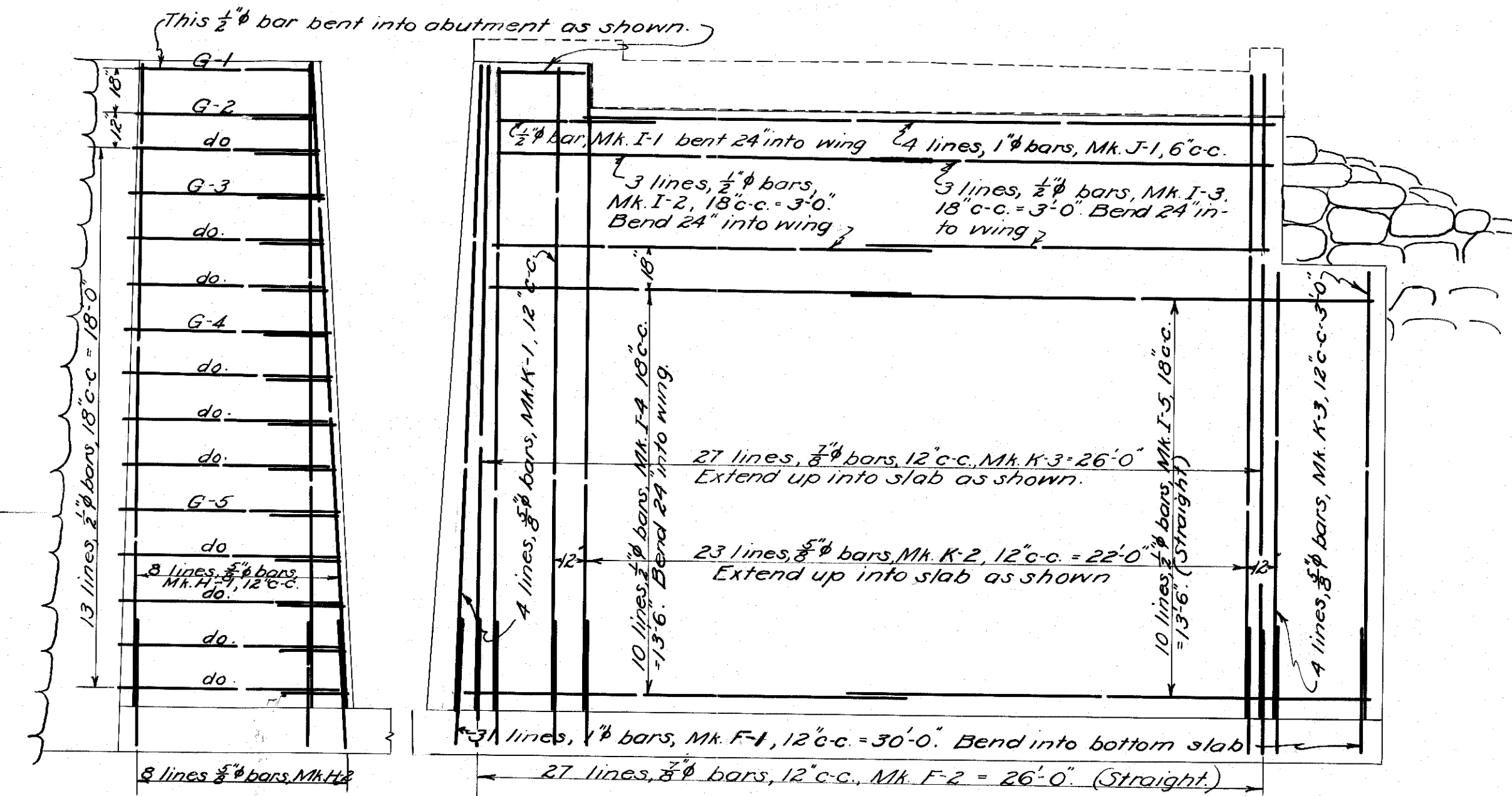
STATE OF NEW HAMPSHIRE
 HIGHWAY DEPARTMENT
 PROPOSED STATE AID BRIDGE 1927.
 TOWN OF SUNAPEE
 AT
 GEORGES MILLS
 ON
 SUNAPEE LAKE ROAD.



LAYOUT OF STEEL IN SIDEWALK SLAB.



LAYOUT OF STEEL IN FLOOR SLAB



LAYOUT OF STEEL IN UPSTREAM WINGS

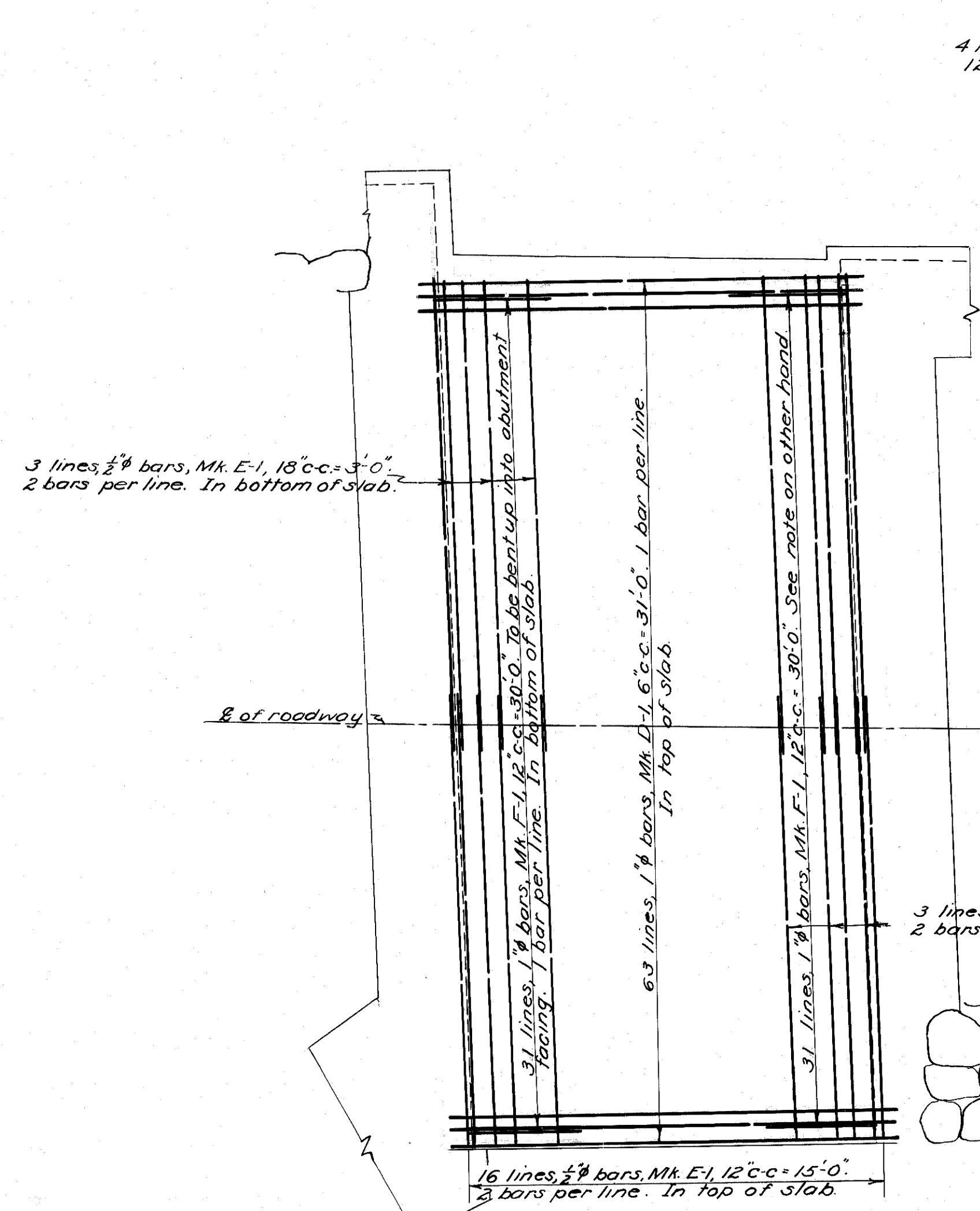
LAYOUT OF STEEL IN ABUTMENT AT STA. 11+56.3

Diagram	Size	Mark	Total Length	No. Req.
21'-6"	1"	A	21'-6"	39
12'-8"	1/2"	B-1	14'-6"	11
10'-8"	1/2"	B-3	12'-6"	11
13'-3"	1/2"	B-2	13'-3"	11
11'-3"	1/2"	B-4	11'-3"	11
21'-6"	1/2"	C-1	21'-6"	4
9'-8"	1/2"	C-2	9'-8"	2
6'-10"	1/2"	C-3	6'-10"	2
16'-0"	1"	D-1	16'-0"	63
16'-0"	1/2"	E-1	16'-0"	44
4'-0"	1"	F-1	8'-3"	62
5'-9"	1/2"	G-1	8'-9"	2
6'-0"	1/2"	G-2	6'-0"	4
6'-6"	1/2"	G-3	6'-6"	6
7'-0"	1/2"	G-4	7'-0"	8
7'-6"	1/2"	G-5	7'-6"	10
21'-3"	1/2"	H-1	21'-3"	14
4'-3"	1/2"	H-2	4'-3"	17
5'-6"	1/2"	I-1	7'-6"	1
15'-0"	1/2"	I-2	17'-0"	3
13'-6"	1/2"	I-3	15'-6"	3
15'-0"	1/2"	I-4	17'-0"	10
6'-4"	1/2"	I-6	8'-4"	1
8'-8"	1/2"	I-7	10'-8"	1
16'-3"	1/2"	I-8	18'-3"	3
15'-3"	1/2"	I-9	17'-3"	3
23'-0"	1"	J-1	23'-0"	8
21'-3"	1/2"	K-1	21'-3"	11
14'-10"	1/2"	K-3	14'-10"	8
19'-9"	1/2"	K-2	21'-6"	46
19'-9"	1/2"	I-10	19'-9"	10
17'-6"	1/2"	I-5	17'-6"	10
16'-9"	1/2"	I-11	18'-9"	10

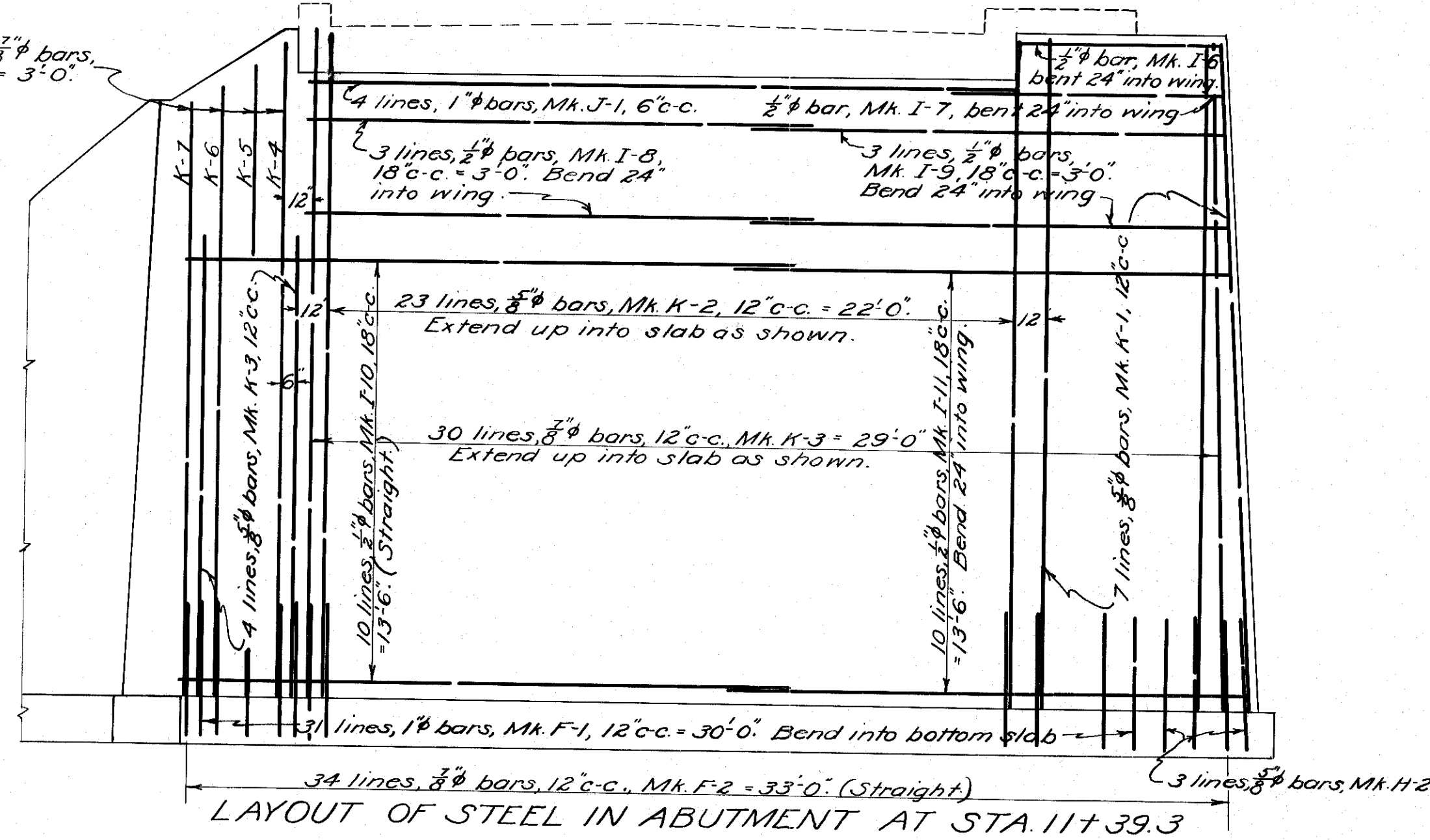
Note:-- All dimensions shown on bending diagrams are taken along center line of bars unless otherwise shown.

SCHEDULE OF ADDITIONAL STEEL REQUIRED AS PER REVISION, 9-14-27

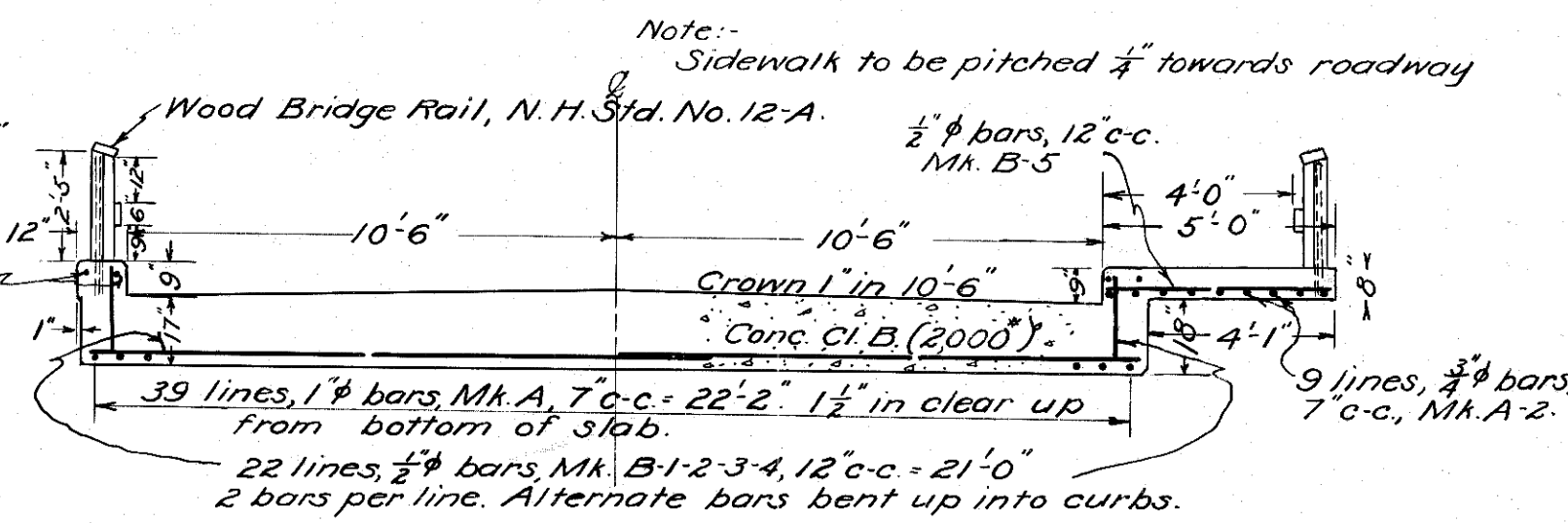
Diagram	Size	Mark	Unbent Length	No. Req.
21'-6"	1/2"	A-2	21'-6"	9
4'-8"	1/2"	B-5	4'-8"	22
4'-3"	1/2"	F-2	4'-3"	61
21'-3"	1/2"	H-1	21'-3"	2
4'-3"	1/2"	H-2	4'-3"	2
21'-3"	1/2"	K-3	21'-3"	57
21'-0"	1/2"	K-4	21'-0"	1
20'-3"	1/2"	K-5	20'-3"	1
19'-6"	1/2"	K-6	19'-6"	1
19'-0"	1/2"	K-7	19'-0"	1
8'-0"	1/2"	L-1	14'-0"	10
8'-0"	1/2"	L-2	14'-0"	10
21'-9"	1/2"	M-1	21'-9"	4
3'-6"	1/2"	M-2	3'-6"	10
19'-9"	1/2"	M-3	19'-9"	3
21'-3"	1/2"	M-4	21'-3"	3



LAYOUT OF STEEL IN BOTTOM SLAB.



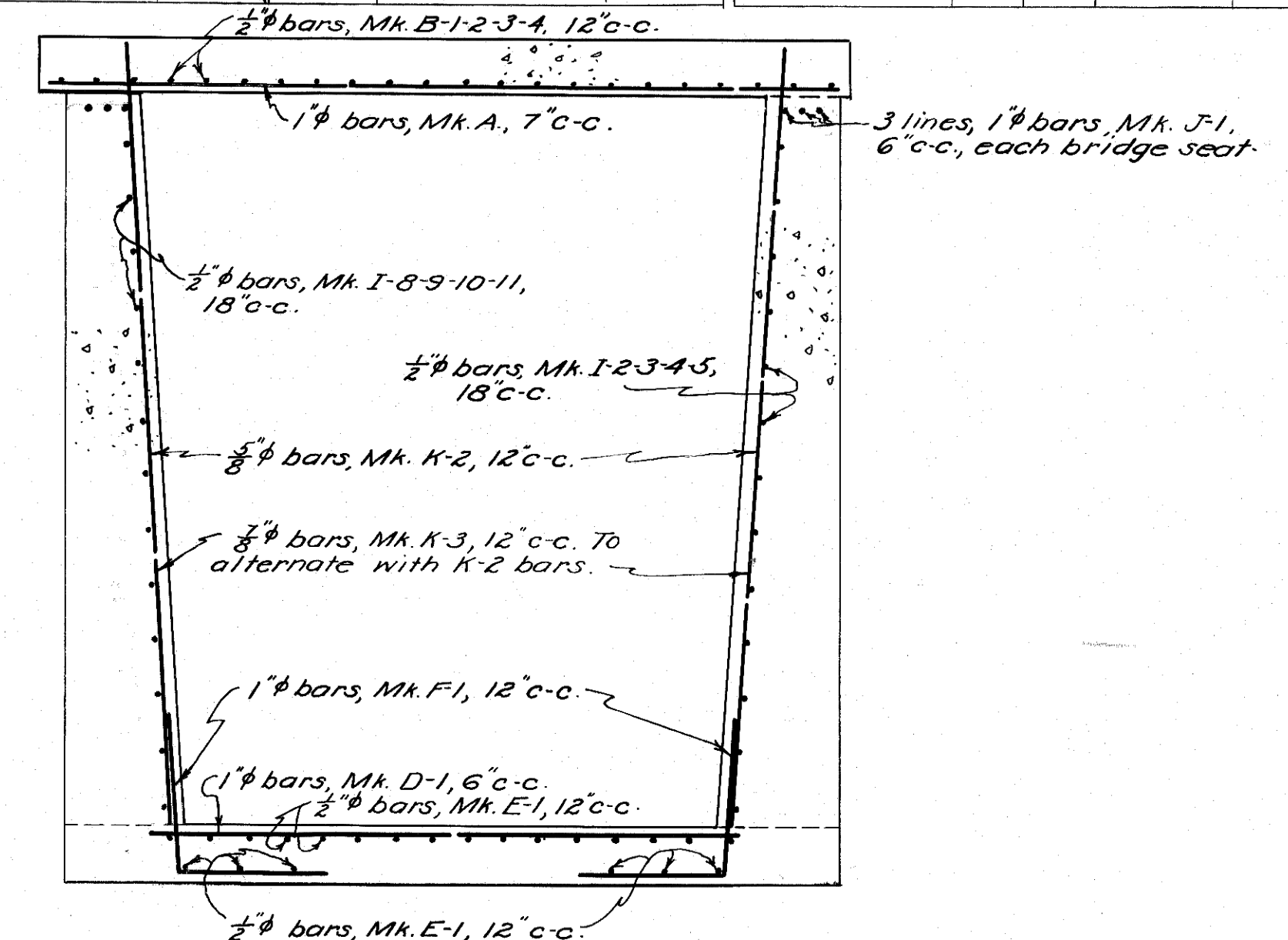
LAYOUT OF STEEL IN ABUTMENT AT STA. 11+39.3



TRANSVERSE SECTION THRU FLOOR SLAB.

Note:-- This sheet revised 9-14-27. Destroy all previous prints.

Note:-- Scale of all drawings on this sheet is 1/4" = 1'-0".



SECTION A-A.

APPENDIX C

Bridge Inspection Report

Date of Inspection: 09/26/2022

Bridge Inspection Report

NBI Structure Number: 024701210016600

Sunapee 121/166

Date of Inspection: 09/26/2022

Date Report Sent: 02/17/2023

Owner: Municipality

Bridge Inspection Group: B-Team

Bridge Maintenance Crew: OTHER

OLD NH 11

over

OTTER POND OUTLET

Recommended Postings:Weight: **E-2**☒ Weight Sign OK*DISCOLORED AND HARD TO READ AT WEST. EAST SIGN PARTIALLY OBSCURED BY
VEGETATION.*Width: **Not Required**☒ Width Sign OKPrimary Height Sign Recommendation: *None*Optional Centerline Height Sign Rec: *None*Clearances: Over: 99.99
(Feet) Under: 0.00
Route: 99.99☒ Height Sign OK**Condition:**

Red List Status: Not on the Redlist

Deck: 6 Satisfactory

Superstructure: 6 Satisfactory

Substructure: 6 Satisfactory

Culvert: N N/A (NBI)

Sufficiency Rating: 65 %

Bridge Rail: Substandard

Rail Transition: Substandard

Bridge Approach Rail: Substandard

Approach Rail Ends: Substandard

Structure Type and Materials:

Number of Main Spans: 1

Number of Approach Spans: 0

Main Span Material and Design Type

Concrete/Slab

NH Bridge Type: CS (Concrete Slab)

Deck Type: Concrete-Cast-in-Place

Wearing Surface: Bituminous

Membrane: None

Deck Protection: None

Curb Reveal: 4 in

Plan Location: H-33

Total Bridge Length: 22.0 ft

Right Curb/Sidewalk Width: 0.6 ft

Total Bridge Width: 28.6 ft

Median: No median

Bridge Skew: 21.00°

Year Built/Rebuilt: 1927

Bridge Dimensions:

Length Maximum Span: 17.0 ft

Left Curb/Sidewalk Width: 4.0 ft

Width Curb to Curb: 21.9 ft

Approach Roadway Width: 21.0 ft
(W/Shoulders)

Bridge Inspection Report

NBI Structure Number: 024701210016600

Sunapee 121/166

Bridge Service:

Type of Service on Bridge: Highway and Pedestrian

Type of Service Under: Waterway

Lanes on Bridge: 2

Lanes Under: 0

AADT: 472

Percent Trucks: 10 %

Year of AADT: 2021

Future AADT: 698

Year of Future AADT: 2041

Federal or State Definition Bridge: NH-Definition Bridge

National Highway System: Bridge does not carry NHS

Roadway Functional Class: Rural, Local

New Hampshire Bridge Tier: 5

Eligibility for the National Register of Historic Places: Possibly eligible for

Traffic Direction: 2-way traffic

National Bridge Inventory (NBI) Appraisal Ratings:

Deck Geometry: 4 Tolerable

Underclearances: N Not applicable (NBI)

Approach Alignment: 8 Equal Desirable Crit

Structural Evaluation: 5 Above Min Tolerable

Channel/Channel Protection: 6 Bank Slumping

Waterway Adequacy: 9 Above Desirable

Bridge Scour Critical Status: 8 Stable Above Footing

Riprap Condition: Fair Condition

Debris Present: No Debris Present

Channel Notes: MINOR SCOUR AT INLET INVERT. VOIDS UNDER OUTLET APRON, 2' PENETRATION
BACK TO STONE.

Bridge Inspection Report

NBI Structure Number: 024701210016600

Sunapee 121/166

Element Details

No.	Description	Material Notes and Condition Notes:
38	Reinforced Concrete Slab	ASPHALT- HEAVILY CRACKED, POTHOLED AND PATCHED. DELAMINATIONS AND SPALL WITH REBAR EXPOSED AT NORTH SIDEWALK. SOFFIT- LIGHT LEAKING, DELAMINATIONS AND SPALLS UNDER SIDEWALK.
L 510	Wearing Surfaces	ASPHALT- HEAVILY CRACKED, SETTLED, POTHOLED AND PATCHED.
L 1080	Delamination/Spall/Patched Area	DELAMINATIONS IN SIDEWALK. SPALL WITH REBAR EXPOSED AT NORTH CURB. SOFFIT- DELAMINATIONS AND SPALL WITH REBAR EXPOSED UNDER SIDEWALK.
L 1120	Efflorescence/Rust Staining	LIGHT TO MODERATE LEAKING AND EFFLORESCENCE AT SIDEWALK/DECK JOINT. LIGHT EFFLORESCENCE AT SOUTH DECK FASCIA.
L 1130	Cracking (RC and Other)	FINE TO LIGHT CRACKS AT CURB, SIDEWALK AND SOFFIT UNDER SIDEWALK. LIGHT CRACKS AT SOUTH DECK FASCIA.
215	Reinforced Concrete Abutment	DELAMINATION, MINOR SPALL AT SOUTHWEST BREAST WALL. VERTICAL AND TRANSVERSE CRACKS AND EFFLORESCENCE ON ALL FOUR WINGS.
L 1080	Delamination/Spall/Patched Area	DELAMINATION, MINOR SPALL AT SOUTHWEST BREAST WALL. MINOR SPALL AT NORTHWEST WING.
L 1120	Efflorescence/Rust Staining	LEAKING AND EFFLORESCENCE ON ALL FOUR WINGS.
L 1130	Cracking (RC and Other)	VERTICAL AND TRANSVERSE CRACKS ON ALL FOUR WINGS.
330	Metal Bridge Railing	LIGHT SCALE AND RUST.
L 1000	Corrosion	LIGHT SCALE AND RUST.
L 7000	Damage	SCRAPES AND MINOR DAMAGE IN AREAS.

Element States

No.	Description	Quantity	Units	State 1	State 2	State 3	State 4
38	Reinforced Concrete Slab	625	sq.ft	62%	36%	2%	0%
L 510	Wearing Surfaces	---	---	0%	75%	20%	5%
L 1080	Delamination/Spall/Patched Area	100	sq.ft	0%	100%	0%	0%
L 1120	Efflorescence/Rust Staining	60	sq.ft	0%	83%	17%	0%
L 1130	Cracking (RC and Other)	75	sq.ft	13%	80%	7%	0%
215	Reinforced Concrete Abutment	95	ft	68%	32%	0%	0%
L 1080	Delamination/Spall/Patched Area	10	ft	0%	100%	0%	0%
L 1120	Efflorescence/Rust Staining	10	ft	0%	100%	0%	0%
L 1130	Cracking (RC and Other)	20	ft	50%	50%	0%	0%
330	Metal Bridge Railing	46	ft	44%	52%	4%	0%
L 1000	Corrosion	20	ft	0%	90%	10%	0%
L 7000	Damage	6	ft	0%	100%	0%	0%

Bridge Notes:

Bridge Inspection Report

NBI Structure Number: 024701210016600

Sunapee 121/166

Inspection Notes: 09/26/2022

MHC - inspection comments -

BRIDGE RAIL: LIGHT RUST, MINOR DAMAGE.

DECK: ASPHALT- HEAVILY CRACKED, POTHOLED AND PATCHED. SPALL AT NORTHEAST CURB. DELAMINATION IN SIDEWALK. SOFFIT- LIGHT LEAKING, DELAMINATION AND SPALL UNDER SIDEWALK.

SUBSTRUCTURE: DELAMINATION AT SOUTHWEST BREAST WALL. WINGS CRACKED.

PICTURE: B663

33. WEST APPROACH

34. LEACHING, CRACKS, DELAMINATIONS AND SPALLS AT SIDEWALK SOFFIT.

35. CRACKING AND LEACHING AT SOUTH DECK FASCIA.

Previous Inspection Notes: 09/17/2020

MHC - inspection comments -

BRIDGE RAIL: LIGHT RUST, MINOR DAMAGE.

DECK: ASPHALT- HEAVILY CRACKED, POTHOLED AND PATCHED. SPALL AT NORTHEAST CURB. DELAMINATION IN SIDEWALK. SOFFIT- LIGHT LEAKING, DELAMINATION AND MINOR SPALL UNDER SIDEWALK.

SUBSTRUCTURE: DELAMINATION AT SOUTHWEST BREAST WALL. WINGS CRACKED.

PICTURE: B634

26. ASPHALT CRACKED, SETTLED AND POTHOLED. DELAMINATION IN SIDEWALK.

27. VOID UNDER OUTLET APRON.

Approach and Roadway Notes:

APPROACH ASPHALT- CRACKED, SETTLED, PATCHED.

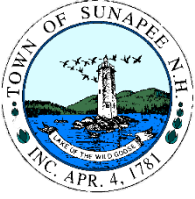
MINOR DAMAGE TO W-RAIL, CABLES LOOSE AT NORTHEAST.

Unusual or experimental features:

Inspection History

Inspection Date	Inspector Initials	Inspection Type(s) Performed				Major Element Ratings				Red list	Posting
		NBI	Elem	FCM	U/W	Deck	Super	Sub	Culvert		
09/26/2022	MHC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
09/17/2020	MHC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
09/21/2018	MHC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
09/29/2016	MTC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
09/15/2014	MHC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
09/25/2012	MTC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
02/10/2012	MTC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
03/16/2010	JEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
02/15/2008	FNM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
02/03/2005	FNM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	6	N	<input type="checkbox"/>	E-2
07/30/2002	JEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	6	7	N	<input type="checkbox"/>	E-2
05/12/2000	JEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	7	7	N	<input type="checkbox"/>	E-2
08/31/1998	RLM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	7	7	N	<input type="checkbox"/>	E-2
07/01/1996		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	7	7	N	<input type="checkbox"/>	E-2
08/01/1994		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	7	7	N	<input type="checkbox"/>	E-2
04/01/1992		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	7	7	N	<input type="checkbox"/>	E-2

Inspection Frequency (mo.)			
NBI	Elem	FCM	U/W
24	24	N/A	N/A



TOWN OF SUNAPEE
23 Edgemont Rd | Sunapee, NH 03782
Telephone: (603) 763-2212 Ext. 1023

SHORT-TERM RENTAL (STR) REGULATIONS

These regulations have been adopted by the Town of Sunapee Selectboard pursuant to RSA 41:9-a 41:11-c and are effective as of July 10th, 2023.

A Short-Term Rental (STR) is defined in the Town of Sunapee Zoning Ordinance 4.95. It shall not include bed & breakfasts, inns, or hotel/motels. A STR is a non-residential, commercial use of the property.

STR Regulations:

- The owner(s) of each STR unit regardless of zoning district must apply for and receive a Short-Term Rental permit issued by the Town of Sunapee. The STR permit application fee is \$350 (effective 7/10/23).
- All STR permits expire one year after issuance. The renewal fee is \$350 (effective 7/10/23).
- The owner(s) of each STR unit must pay the State of New Hampshire NH Meals and Rooms Tax.
- The owner(s) of each STR must designate a responsible person who is available 24 hours per day, 7 days per week, and available in-person within 2 hours - if needed - to respond to and resolve complaints.
- Renters must be provided with a handbook containing the STR address, emergency contacts for owner(s) and/or their designees, local hospitals, recommended best practices, beach regulations, and transfer station information.
- Owners are solely responsible for complying with STR requirements regarding the renters' information notice, and advertising requirements; complying with all Town Ordinances, state and federal laws, statutes, rules, or regulations pertaining to STRs; and ensuring that the STR is not a threat to the public health, safety, or welfare of the town.
- Short-Term Rentals in the Rural Residential and/or Rural Lands zoning districts from **December 1, 2020-December 1, 2022** are considered nonconforming Pre-existing Transient Occupancies and do **not** need to seek a Special Exception or Variance **if** they can provide evidence that the property was being used as a Short-Term Rental during that time and that the State of NH Meals and Rooms Taxes were being paid.
- Short-Term Rentals (those that began operating after December 1, 2022 OR those that cannot provide sufficient evidence of rental history and/or payment of Meals and Rooms Tax) in the Rural Residential and/or Rural Lands zoning districts must comply with Section 4.95 of the Zoning Ordinance and apply for a Special Exception or Variance, as applicable.

Denial, Revocation and Suspension

- A STR permit may be suspended for up to 150 days for the following reasons:
 - If STR owners or renters are found to have violated two or more Town Ordinances within a 12-month period.
 - Failure to file or pay applicable NH Meals and Rooms Tax for all STR rentals, including those booked outside of the Air BnB and VRBO platform. Taxes must be paid on **all** rentals, regardless of how they are booked by the owner and renter.
 - Failure to pay annual permit application fee. Permit will be suspended until fee is paid.
- A STR permit may be revoked up to 1 full year for the following reasons:
 - More than one permit suspension within the past year.
 - Misleading application materials.
 - Operation of STR during a suspension.
 - Any conditions that would have warranted a denial of permit at the time of application.

Administrative Appeal Process

An STR owner or their designated person(s) may appeal a denial, suspension, or revocation of the STR registration permit to the Town Manager and shall be entitled to a hearing before the Selectboard. Said appeal shall be made in writing, stating the grounds for appeal, within five working days of the denial, suspension, or revocation of the license. In the event of a hearing, the business may continue to operate during the hearing process.

Fines & Penalties

Failure to comply with all terms of the registration process, an issued registration, and all applicable Town Ordinances and State law and regulations will lead to the following sanctions as provided for in RSA 41:11-c and RSA 676:17. Violations may also be subject to prosecution and fines of up to \$1,000 under RSA 41:11-c.

First Offense: Fine of \$275.00 per day.

Second Offense: Fine of \$550.00 per day. Each day a violation continues shall be a separate offense.

Third Offense and/or subsequent offense: Fine of \$550.00/ day. Each day a violation continues shall be a separate offense. The Selectboard is authorized to revoke the permit for the rest of the year or six months, whichever is longer.

Fine Appeal Process

An STR owner or their designated person(s) may appeal a fine to the Town Manager and shall be entitled to a hearing before the Selectboard. Said appeal shall be made in writing, stating the grounds for appeal, within five working days of the date the fee was issued. In the event of a suspension or revocation hearing, the business may continue to operate during the hearing process.

SHORT-TERM RENTAL DEFINITIONS

Short-Term Rental (STR): Any single-family dwelling, two-family dwelling, or single-family dwelling with an additional room, that is being rented for any periods less than 30-days. It shall not include bed & breakfasts, inns, or hotel/motels. A STR is a non-residential, commercial use of the property.

Short-Term Rental (Owner in Residence) – A portion of a dwelling unit or second dwelling unit where transient accommodations are provided for any periods less than 30-days. The landowner must be in residence during the period of any rental.

Short-Term Rental (Owner Not in Residence) – A one or two-family dwelling where transient accommodations are provided for any periods less than 30-days. The landowner does not need to be in residence. Short-Term Rentals of this type shall not include Hotels/Motels, Bed & Breakfasts, or Inns as these are separately defined.

Occupancy Limit – The occupancy limit refers to the number of persons that are permitted per bedroom in an STR.

Dwelling Unit – One room, or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy, rental, or lease, and physically separated from any other rooms or dwelling units which may be in the same structure. For the purpose of this definition, an independent housekeeping establishment includes the following minimum attributes: space devoted to kitchen facilities for the storage, preparation, and consumption of food (including counters, cabinets, appliances, and a sink for washing dishes), space for one or more bedrooms for sleeping, and a bathroom with a tub and/or shower. (A bar equipped with a bar-sink and an under-the-counter refrigerator shall not constitute kitchen facilities.

Dwelling, Single Family – A single residential building containing one dwelling unit designed for occupancy by not more than one family.

Dwelling, Two Family – A single residential building containing two dwelling units, designed for occupancy by not more than two families.

Short-Term Rental Registration Form (STRRF) – Shall mean the mandatory Sunapee Selectboard Registration Form for Short-Term Rental registration.

Owner – Shall mean the recorded titled owner of the dwelling for which a Short-Term Rental registration is sought or has been issued. The owner may be a person, or any form of business entity recognized by the State of New Hampshire that maintains a current registration with the NH Secretary of State's Office.

Designated Person – Shall mean a person, local contact, or business designated by the owner to manage the property. The owner's person shall be designated by the owner as a person who can be contacted by the Town and/or by Emergency Services should circumstances require immediate communication and troubleshooting.

Complete STRRF – Shall mean a STRRF that has satisfied all the submittal requirements set forth herein and that otherwise complies with criteria required for issuance of a Short-Term Rental registration.

Short-Term Rental Registration – Shall mean a registration permit that is issued by the Town of Sunapee thereby acknowledging that the owner or their designated person has registered their Short-Term Rental property in the Town of Sunapee.

Bed & Breakfast – Single-family dwelling in which between two (2) and six (6) rooms are used to provide transient sleeping accommodations, and the landowner is in residence during the operation of the bed & breakfast. Breakfast may be served to lodging guests only.

Inns – A single-family dwelling in which between two (2) and ten (10) rooms are used to provide transient sleeping accommodations. The landowner does not need to be in residence, but a duly designated operator must be on site during the operation of the inn. Inns may hold special functions such as weddings, meetings, or other gatherings. Meals may be served to lodging guests or guests at special functions.

Hotel & Motel – A commercial building or group of buildings providing sleeping accommodations for persons on a transient basis. A property will be considered a hotel/motel if it has three (3) or more units and does not meet the definition of a bed & breakfast or inn. Hotel/motel units may not be dwelling units per the definition in the Zoning Ordinance.