

SUNAPEE SELECTBOARD  
MEETING MINUTES  
6:30PM Town Office Meeting Room  
Monday June 12, 2023

**Meeting Began At 7:00PM**

In attendance: Selectboard Chair Carol Wallace, Selectboard Vice Chair Sue Gottling, Selectboard member Jeremy Hathorn and Selectboard member Fred Gallup; Other: Shannon Martinez, Town Manager

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

**CZC's:**

Parcel ID: 0133-0094-0000, 34 River Rd., Peter Edwards  
Parcel ID: 0128-0072-0000, 110 Lake Ave., Norcom LLC  
Parcel ID: 0104-0051-0000, 45 Springfield Rd., James Keady  
Parcel ID: 0122-0015-0000, 242 Garnet Hill Rd., Camp David LLC  
Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin  
Parcel ID: 0138-0037-0000, 15 Stagecoach Ln., Dennis & Lynne Wiggins  
Parcel ID: 0128-0054-0000, 77 Lake Ave., Michael & Anita Hayes  
Parcel ID: 0233-0003-0000, 249 Route 103, Benjamin Guillow

**Motion to approve CZCs, pending the Zoning Administrator signature, made by Selectboard member Hathorn, seconded by Selectboard member Gallup. All voted in favor.**

Vice Chair Gottling requested that the motion include the conditionality that fees be confirmed as paid. Chair Wallace added the fee condition to the motion and the condition that the planning board chair sign the decision sheet for 15 Stagecoach Lane.

**DEMO PERMITS**

Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin

**Motion made by Selectboard member Gallup, seconded by Selectboard member Hathorn. Motion includes the conditionality that fees be confirmed as paid. All voted in favor.**

**LAND DISTURBANCE:**

Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin

**Motion made by Selectboard member Gallup, seconded by Selectboard Vice Chair Gottling. Motion includes the conditionality that fees be confirmed as paid. All voted in favor.**

**SIGN PERMITS:**

Parcel ID: 0225-0009-0000, 15 Route 103, Michael McDonough

**Motion made by Selectboard member Gallup, seconded by Selectboard member Hathorn. All voted in favor.**

**AFTER-THE-FACT PERMITS:**

Parcel ID: 0133-0094-0000, 34 River Rd., Peter Edwards

Parcel ID: 0104-0051-0000, 45 Springfield Rd., James Keady

**Motion made by Selectboard member Gallup, seconded by Selectboard member Hathorn. All voted in favor.**

**2. APPOINTMENTS:**

- 7:00PM Public Hearing – Acceptance of a Proposed Donation from the Sunapee Fire Association and Sunapee Police Association – Donation of Equipment
  - Acceptance of a Proposed Donation from the Sunapee Fire Association and Sunapee Police Association – Donation of Equipment – Pursuant to RSA 31:95-e, having an approximate value of \$12,498.00.
  - Police Chief Cobb explained how the recently donated equipment helps officers and fire personnel keep pace with required certifications and other critical aspects of their respective positions. EMS Capitan and Sunapee Fire Association Representative, Steve Marshall, further expounded on how the purchased specialty equipment provides an ability to simulate crucial aspects of the CPAT test.

**Motion made by Selectboard member Gallup to accept the newly donated fitness equipment, seconded by Selectboard member Hathorn. All voted in favor.**

- 7:05PM Public Hearing – Review and Accept Public Comment on the proposed Short-Term Rental Regulation, Registration, and Fee Schedule
  - Town Manager Martinez began with a presentation introducing the efforts that have gone into drafting the current set of documents before the Selectboard. She then highlighted the various milestones passed along the way including the passing of the short-term rental ordinance in March 2023. She thanked the various community members and board members who have helped, over the last year, to get this point. Town Manager Martinez noted that this is the first of two public hearings scheduled before the Selectboard formally adopts the regulation.
  - The Town of Sunapee's Selectboard's regulation differs from the ordinance. They are not the same thing and there is no requirement for the recently passed zoning ordinance and Selectboard regulation to align. They cannot be compared one to another. This is not a zoning amendment.

- RSA 41:11-c allows the Selectboard to license and permit Short-Term Rentals as businesses: *Regulations; Businesses Obtaining Municipal Permits. – 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.* The short-term rental regulation, once formally adopted, is enforceable by the Selectboard’s designated agent. In this case, the code compliance officer. The Selectboard, at the time of formal adoption, will designate authority (to TM or Code Compliance Officer or Selectboard) to sign/issuance the permit.
- Town Manager Martinez clarified that Tourist Homes, made obsolete at this year’s town vote, are not a “grandfathered” use. Regardless of how one interprets the 2022 or 2023 ordinance, any entity claiming to have Tourist Home status would have had to appear before the Planning Board and would have had to go through site plan review. Sans any proof, record, or approval of that being the case, nobody can claim to be a “grandfathered Tourist home.” Only those properties that can demonstrate having received this designation from the Planning Board will be considered a Tourist Home.
- As of June 2023, the GovOS platform is reporting the existence of 117 Short-Term Rentals:
  - Rural Residential: 72
  - Rural Lands: 4
  - Village Residential: 9
  - Village Commercial: 9
  - Residential: 20
  - Mixed-Use I, II, III: 3
- Town Manager Martinez reviewed the proposed STR regulation to be formally adopted by the Selectboard.
- She reiterated any Rural Residential and/or Rural Lands short-term rental coming into existence after December 1, 2022, must seek a special exception and/or variance.
- Penalties are subject to both the renter and property owner. The property owner will also face a 3-strike and you’re out system (within any 12-month period).
- Associated fees seek to cover administrative and software related fees.
- Applicants will be required to apply via the GovOS platform. Paper registration documents will be accepted on rare occasions. GovOS is designed to track permits, inspections, fees, complaints, and application renewals.
- Town Manager Martinez reviewed the registration document.
- Selectboard Vice Chair Gottling asked if the second public hearing would be in two weeks.
- Town Manager Martinez answered that it would depend on the input from this meeting and the time required to review and make any changes.

## **PUBLIC COMMENT:**

- Ovid Bordeianu – Spoke to the need to have an onsite agent available to tend to any problems, in person, within 1-2 hours rather than 3 hours.
- Ann Bordeianu – Raised concern of someone being present onsite in a reasonable amount of time and expressed support for the registration documentation. She supports the Master Plan Survey and the Town’s support of the recently passed ordinance. She also thanked staff for their support throughout the process.
- Jessica Murgatroy – Spoke to being a short-term rental owner in another state. She questioned the one-year time frame of pre-existing STRs. She raised concern that this was not enough time. Ms. Murgatroy questioned if a platform pays the tax on its behalf, they do not have a rooms and meals tax number.
  - Town Manager Martinez answered that this regulation was decided by the board to cover the missing elements in our previous zoning ordinance. Town Manager Martinez responded that the rooms and meals tax requirement can be clarified in the registration document to include that scenario.
- Lisa Hoekstra – Spoke of the need for a registration process, requesting that the letter she submitted on June 6 be included in the public record. She read the letter to the board.
- Christine Corey-Page 3, Section II, designation of responsible agent. Respect our ordinances. If you have an issue, call the police. Our Town authorities can address any issues that come up. A 24-hour designee is not necessary. She questioned who was included on the STR and compliance team.
- Bill Whitman – Spoke to being a STR owner, highlighting the issues of parties and noise necessitating the need to observe existing ordinances. He recommended reducing the cost of the permit.
- Peter Hoekstra – Spoke about Sunapee’s rich history of guests being hosted in homes. He felt that the registration process was too long. Encouraged the self-inspection format and involvement of STR owners.
- Robin Saunders – Expressed support of the process and efforts of the Town Manager and staff. She asked that STR renters be prohibited from bringing watercrafts.
- John Augustine – Spoke about the length of the STR registration process. Stating that the process was overreaching, unnecessary, and a waste of time. He expressed extreme discontent with the overall process.
- Joan Putchler – Asked about Dewey Beach and Transfer Station guest passes. She expressed a desire to see both better regulated.

- Laura Piazza – Spoke to owning a home and renting it as a long-term rental and recently moved to renting it short-term on occasion. She stated that with the new regulations she would not be able to continue this, asking if there would be exceptions for these scenarios.
- Chris Whitehouse – Asked about the designated agents and RSA 644:2 regarding misdemeanors. He spoke to the Conway Case, that the occupants of the house reserve the right to the use of the residence. Suggested changing the language to have the property owner terminate the registration.
- Eric Nikodem – Thanked the town for the efforts put into the registration process. He raised concern regarding the cost, that the residents should not be responsible for the costs to enforce the ordinance. He asked that this information be accessible to residents to know those who are renting.
- Jill Butler – Spoke to the importance of respecting neighbors. She stated that the potential for issues to arise with short-term renters. Highlighting that issues on the lake have increased with the lack of understanding of rules on the lake.
- Richard Osborne – Spoke to the deficit on all sides to be able to fulfill the needs of all parties involved.
- Lauren Vanacore – Spoke to being a STR owner. She highlighted the overwhelming essence of the registration process. She raised concerns about the fee schedule and process to obtain a special exception.
- Josh Ginsberg – Spoke to being a STR owner. He asked if the regulation of young children counting towards the occupancy was intentionally removed from the registration process. He asked about the timeline surrounding the implementation of the registration process.
- Sheryl Rich-Kern – Asked that information related to the septic system plan be explained. She asked about the guest pass replacement fee. She wanted to know how many code compliance officers the Town has on staff.
- Eric Callum – Spoke to the septic system placed on Hamel Road. He highlighted the regulations regarding septic requirements and spoke to his experience with a failed septic system. He stated the occupancy should be reevaluated for certain cases.
- Selectboard member Gallup thanked the public for contributing to this process and all comments will be taken into consideration. Selectboard member Hathorn resonated with Selectboard member Gallup's comments. Vice Chair Gottling expressed appreciation for the constructive comments submitted. Selectboard Chair Wallace reiterated that all comments will be taken into consideration moving forward.
- Town Manager Martinez asked if some questions should be addressed now. Asking if the occupancy restrictions should be reconsidered. The

board deliberated the reason if children under the age of 4 should be considered in the total number of occupants. Selectboard member Gallup stated that there should be allowance for young children to not count against the occupancy limit. Selectboard member Hathorn felt that there could be an allowance for 5-6 years of age. Chair Wallace asked for the staff to find an appropriate age to limit the occupancy. Scott Hazelton stated that this was limited to the tax card listed number of bedrooms and their septic system limitations.

- Town Manager Martinez highlighted the need for a timeline and the fee schedule. Vice Chair Gottling spoke to the high start-up costs and asked if we anticipate this cost to change in the future. Town Manager Martinez stated that this is expected to go down with a reduced cost in the level of effort for the Code Compliance Officer and STR administration assistant.
- Vice Chair Gottling highlighted that the purpose of this process is to improve the quality of life in the town but would like to see this process pay for itself.
- Chair Wallace spoke to the cost of the software package and level of effort, asking if this fee schedule could be reevaluated as those costs reduce in the future. Town Manager Martinez confirmed that the fee schedule can be adjusted following another public hearing. Vice Chair Gottling asked the average cost of a rental per night. Emily Wrenn, Land Use and Assessing Coordinator answered roughly \$400/night.
- Selectboard member Gallup stated that with the current costs it seems that this could adequately cover the current costs.
- Town Manager Martinez reiterated the question regarding a designated agent to respond to any complaints. Selectboard member Gallup clarified that this was not to have a responsible agent present prior to police answering a call. He raised the question if the timeframe should be reduced to two-hour response time, rather than three hours, giving a reasonable amount of time to respond.
- Town Manager Martinez spoke to the raised concerns regarding the use of Dewey Beach and Transfer Station, referring to the deed of Dewey Beach and town ordinance surrounding the Transfer Station allowing renters to use these facilities.
- Town Manager Martinez highlighted the length of the registration process, mentioning that it has been tested and does not require much effort. She opened the conversation to the individual sections of the self-inspection report. She mentioned that these regulations are standing requirements of state regulations as homeowners not specifically short-term renters.

### **3. PUBLIC COMMENTS:**

- Richard Osborne – Spoke to the requirement of homeowners to apply for burn permits and firework permits for renters to do these activities. He also highlighted that the wording surrounding carbon monoxide detectors should be clarified. He also recommended a staggered process for the inspections.

- Eric Callum – Spoke noted that homeowners’ insurance covers the factor of rentals. He continued to raise confusion of the cost regarding the registration process, stating that the town voted that STRs should be regulated.
- Christine Corey – Spoke to a previous Selectboard decision regarding pre-existing rentals being December 1, 2022, which is not reflected in the draft registration process.
  - Chair Wallace clarified that mirroring the grandfathering process of dating back to the two-year process would be further discussed at the next public hearing.
- Lynn Arnold – Asked if the process would be reflected on the property card that the status of STRs ownership would be noted.
- Ovid Bordeianu – Clarified an earlier statement that it was not the intention of a responsible agent of a STR to respond prior to the police.
- Lisa Hoekstra – Spoke to designated agents being a legal term relating to real estate. She stated that a standard contact person should not be considered as a designated agent, given the legal reliability of the term. She asked the type of public hearings that were held.
- Ann Bordeianu – Asked if the STR ordinance would relate to the registration process in respect to the occupancy limits. She also highlighted the supreme court case relating to the travel trailer, requesting the legal costs involved in this case.
- Old Business:
  -

#### **4. SELECTMEN ACTION:**

- Use of Facilities –Renee Clark– Dewey Beach – June 14 – 10:30 AM – 1:00 PM  
Use of Facilities – Sunapee Central Elementary School – Dewey Beach – June 13 – 9:00 AM – 2:00 PM  
Use of Facilities – Osgood Family – Safety Services Building – June 24 – 12:30 PM – 4:30 PM

**Motion made by Selectboard member Gallup, seconded by Selectboard member Hathorn. All voted in favor.**

- Denied Use of Facilities – Ashley Whitehead – Dewey Beach – July 23 – 11:00 AM – 1:00 PM
- Reappointment of Helen Hagan – Crowther Chapel

**Motion made by Selectboard member Hathorn, seconded by Vice Chair Gottling. All voted in favor.**

- Reappointment of Betty Erickson – Crowther Chapel

**Motion made by Selectboard member Gallup, seconded by Selectboard Member Hathorn. All voted in favor.**

## **5. TOWN MANAGER REPORTS:**

- Harbor Update
  - Very happy to report that the containment area is dramatically reduced from what it was on Saturday evening.
  - We estimate the Harbor will be open by Wednesday, 6/14/2023.
  - Containment area is from boat launch, around the Queen, ending midway down the beach.
  - Selectboard member Gallup commended those involved and thanked the public for their cooperation. He recommended that the Fire and Police Department schedule a round table to discuss the proper response and tactics used and mitigate this in the future.
- Letter From Annie Montgomery and Chris Lockwood
  - Sent an email noting that they will be starting a working group to generate a more detailed analysis for the Selectboard's consideration.
  - Reiterate the importance of finding office space needed for Town business.
  - Has the Town considered purchasing 8 Soonipi Circle to ensure some amount of work force housing remains available?
- Water Testing Analysis for Dewey Beach
  - The New Hampshire DES Beach Inspection program tests the presence of fecal bacteria in the waters of public freshwater and coastal beaches throughout New Hampshire. Dewey Beach, a program participant, was recently tested. It met all EPA requirements, meaning, bacteria levels did not exceed the state standard and the beach is safe for swimming.
- Master Plan Survey Results
  - They have been released and shared with both you and the public. The Planning Board is currently organizing several community meetings—both in person and virtual. These meetings will give the community the opportunity to provide more context to the survey responses and to contribute in more interactive ways.
- Expenditure & Revenue Reports
  - We continue to worry about legal fees. Matters dealing with the on-going short-term rental process are a main contributor as are the pending legal cases against the town.
- Scott's going away party is June 15, 3:30-4:30 PM at the Highway Garage
  - Please join us as we wish Scott well in his new endeavors.
- 2023 Unlicensed dog list from TC/TC
  - On March 23, 2023, the Town Clerk mailed renewal notices to dog owners noting that all dogs must be registered by 30 April 2023. If not registered by 30 April 2023, owners are charged a penalty of \$1.00 per month.
  - Pursuant to RSA 466:14, this list must be presented to the governing body.
  - The Town Clerk's office and Sunapee Police Department will proceed with administration for the issuance of civil forfeitures based on your affirmation.
  - The Town Clerk will attend your next Selectboard Meeting to seek a motion on this decision.

- Road Improvement
  - Not sure we can attribute the speedy recovery to the letter we sent; however, we are grateful for the repair. The road is certainly better off.
- Budget Season
  - Next meeting, I would like to devote some time talking about big picture budgeting priorities and timelines. The season is upon us, and it would behoove us to think about approach.
- Staffing Update
  - We have made some key hires in the past couple of weeks. We are excited to welcome Joshua Wroblewski as our new General Buildings and Grounds Maintenance Director. We are also excited to welcome Chip Craig as our new Highway Foreman. We are still seeking a Buildings and Grounds Foreman and Laborer, Highway Mechanic, and Seasonal help for Buildings and Grounds/Highway.
- Old Business:
  - Presentation of the Boston Cane on Friday, June 16 at 11 am
    - Please join the celebration
  - Bi-Laws of the Selectboard
  - Investment Policy development

#### **6. CHAIRMAN'S REPORT:**

- Vice Chair Gottling spoke to the county budget increase and the included increase of the tax rate as well. She will be attending the public hearing on June 13 to listen to the presentation regarding these increases.
- Selectboard member Hathorn spoke to the lip on Prospect Hill and Main. He asked that this issue be reviewed.
- Selectboard member Gallup commended the response to the harbor this weekend and the constructive meeting held with the STR registration.
- Chair Wallace raised awareness to two complaints regarding town staff and legal advised that there was no further action required.

**Motion to enter nonpublic at 10:05PM under RSA 91-A:3 II(B)-- The hiring of any person as a public employee made by Chairman Wallace seconded by Selectboard member Hathorn. All voted in favor.**

**Motion to exit nonpublic at 10:20PM RSA 91-A:3 II(B)-- The hiring of any person as a public employee made by Selectboard member Gallup seconded by Vice Chair Gottling. All voted in favor.**

#### **7. UPCOMING MEETINGS:**

06/13-7:00PM- Recreation Committee Meeting  
 06/15-7:00PM- Abbott Library Trustees Meeting  
 06/15-6:30PM- Planning Board Workshop Meeting  
 6/16-10:00AM-Community Conversation with the Town Manager  
 6/16-11:00AM-Boston Cane Celebration

SUNAPEE SELECTBOARD  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday June 12, 2023  
Join us on Zoom: <https://us06web.zoom.us/j/86066395397>

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

- **CZC's:**

Parcel ID: 0133-0094-0000, 34 River Rd., Peter Edwards  
Parcel ID: 0128-0072-0000, 110 Lake Ave., Norcom LLC  
Parcel ID: 0104-0051-0000, 45 Springfield Rd., James Keady  
Parcel ID: 0122-0015-0000, 242 Garnet Hill Rd., Camp David LLC  
Parcel ID: 0203-0007-0012, Granite Ridge Rd. The Elizabeth A. Medlin Revoc. Trust  
Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin  
Parcel ID: 0112-0006-0000, 43 Tilson Point Rd., William Mehan  
Parcel ID: 0138-0037-0000, 15 Stagecoach Ln., Dennis & Lynne Wiggins  
Parcel ID: 0128-0054-0000, 77 Lake Ave., Michael & Anita Hayes  
Parcel ID: 0233-0003-0000, 249 Route 103, Benjamin Guillow  
Parcel ID: 0106-0023-0000, 4 Sunny Knoll Rd, Marcos & Luciano Caixeta

- **DEMO PERMITS:**

Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin

- **LAND DISTURBANCE:**

Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin

- **SIGN PERMITS:**

Parcel ID: 0225-0009-0000, 15 Route 103, Michael McDonough

- **AFTER-THE-FACT PERMITS:**

Parcel ID: 0133-0094-0000, 34 River Rd., Peter Edwards  
Parcel ID: 0104-0051-0000, 45 Springfield Rd., James Keady

**2. APPOINTMENTS:**

- 7:00PM Public Hearing – Acceptance of a Proposed Donation from the Sunapee Fire Association and Sunapee Police Association – Donation of Equipment – Pursuant to RSA 31:95-e, the meeting will be held to hear public comment on the acceptance of the Exercise Equipment from the Sunapee Fire Association and Sunapee Police Association, having an approximate value of \$12,498.00.
- 7:05PM Public Hearing – Review and Accept Public Feedback regarding the Selectboard's Proposed Short-Term Rental Regulation and Registration Process

**3. PUBLIC COMMENTS:**

- Old Business:

-

#### **4. SELECTMEN ACTION:**

- Use of Facilities –Renee Clark– Dewey Beach – June 14 – 10:30 AM – 1:00 PM
- Use of Facilities – Sunapee Central Elementary School – Dewey Beach – June 13 – 9:00 AM – 2:00 PM
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- Denied Use of Facilities – Ashley Whitehead – Dewey Beach – July 23 – 11:00 AM – 1:00 PM
- Reappointment of Helen Hagan – Crowther Chapel
- Reappointment of Betty Erickson – Crowther Chapel

#### **5. TOWN MANAGER REPORTS:**

- Letter From Annie Montgomery and Chris Lockwood
- Master Plan Survey Results
- Expenditure & Revenue Reports
- Old Business:
  - Presentation of the Boston Cane 16 June at 11 am
  - Staffing Update

#### **6. CHAIRMAN’S REPORT:**

#### **7. UPCOMING MEETINGS:**

06/13-7:00PM- Recreation Committee Meeting

06/15-7:00PM- Abbott Library Trustees Meeting

06/15-6:30PM- Planning Board Workshop Meeting

06/16-10:00AM- Community Conversation

**NONPUBLIC: RSA 91-A:3 II(B)-- The hiring of any person as a public employee.**

# NOTICE OF PUBLIC HEARING

Town of Sunapee, NH

The Selectboard of the Town of Sunapee Public Hearing on  
Monday, June 12, 2023, at 7:05PM in the  
Town Office Meeting Room,  
23 Edgemont Road, Sunapee NH.

Public hearing regarding the adoption and implementation of  
Short-Term Rental Registration and Proposed Fee Schedule.

The meeting will be held to hear public comments on the  
adoption and implementation of Short-Term Registration and  
Proposed Fee Schedule. Any persons wishing to be heard on  
this matter are invited to attend the hearing and make their  
opinions known.





Pl. # 481  
5/30/23

**Sunapee Fire Department Association**

PO Box 30  
Sunapee, NH 03782

**Invoice**

**INVOICE TO**

Joe Merullo  
Sunapee Police Benevolent Society  
9 Sargent Road  
Sunapee , NH 03782

Date: 5/24/2023

Number: 101

ITEM	DETAILS	UNITS	QTY	PRICE	TOTAL
1	50% of costs of fitness equipment pre-paid by Sunapee Fire Department Association to the following vendors for their respectively supplied equipment as detailed in the attached quotes and invoice				
	Gym Equipment Invoice #SF516		1	\$4948.00	\$4948.00
	Ted Acidi's Weightlifters Warehouse		1	\$7550.00	\$7550.00
	Subtract 50% that is attributed to Sunapee Fire Department Association		1	-\$6429.00	-\$6249.00

**INVOICE TOTAL \$6,249.00**

Payment Terms:

**Net 7 days**

Due date:

**5/31/2023**

*Please make checks payable to: Sunapee Fire Department Association*

8d-481  
5/31/23

**Gym Equipment Experts**

7190 Sunset Blvd., Ste 1431  
Los Angeles, CA 90046  
888-924-4244

*Paid by Wire Transfer  
5/17/2023*

**Invoice #SF516**

**DATE**

May 16, 2023

**ESTIMATED**

**SHIPPING DATE:**

4 - 6 Weeks

**Ship To:**

Steve Marshall  
Sunapee Fire Department Association  
9 Sargent Rd.  
Sunapee, NH 03782  
603-340-0849

**Bill To:**

Steve Marshall  
Sunapee Fire  
9 Sargent Rd.  
Sunapee, NH 03782

ITEM	QTY	PRICE	TOTAL
Certified Pre Owned StairMaster SM5	1	\$4,599.00	\$4,599.00
½ off Curbside Shipping & Delivery	1	\$399.00	\$399.00
1 Year Parts and Labor Warranty	1	\$0.00	\$0.00
Lifetime Technical Support	1	\$0.00	\$0.00
Total:			\$4,998.00
Discount:			-\$50.00
Taxes:			\$0.00
Total Paid:			\$0.00
Balance Due:			\$4,948.00

**TED ARCIDI'S  
WEIGHTLIFTERS WAREHOUSE**  
186 Granite Street  
Manchester, New Hampshire 03101  
(603) 641-6800  
www.arcidifitnessequipment.com

Customer's Order No.			Date <b>May 2, 2023</b>		
Name <b>Joe Merullo Sunapee Fire &amp; Police</b>					
Address					
Phone No. <b>TOTAL PRICE LESS STEPPER = \$7550.00</b>					
SOLD BY	CASH	C.O.D.	CHARGE	RETURN	PAID OUT
QTY	DESCRIPTION			PRICE	AMOUNT
	<del>XXXXXXXXXXXXXXXXXXXX</del>				<del>XXXXXX</del>
1	Precor treadmill (refurb)				\$3000.00
1	Heavy Duty Body Solid Squat Rack				\$599.00
1	Body Solid Heavy duty FID bench				\$575.00
1	Body Solid flat Bench				\$150
1	Heavy duty linear Bearing Lat Machine with low row & (2) bars				\$1300.00
6	olympic 45# plates				\$500.00
1	weight tree				\$175.00
	<del>TOTAL FOR QUOTE #1</del>				<del>\$8300.00</del>
1	5-50 hex metal Dbels with DB Rack				\$1050.00
1	Olympic Power Bar with collars				\$200.00
	<del>TOTAL FOR QUOTE # 2</del>				<del>\$1250.00</del>
I discounted by throwing in Delivery & install and applying the dumbell rack as NC..				SUB TOTAL	
				TAX	
RECEIVED BY				TOTAL	

## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

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

Renee Clark  
Name of Duly Authorized:

Mailing Address: 103 North Rd.  
Sunapee, NH 03782

Daytime Phone: 603-252-7769 Evening Phone: same

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

Event Date: June 14, 2023 Time: From: 10:30a To: 1:00p

Please describe the complete details of the event:(If advertising please include ad or flyer)  
\*include a list of outside vendors that will be part of your event.

End of year celebration for 5th grade families  
after 5th grade graduation

I/We acknowledge understanding the following restrictions:

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

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

I/We plan on 30 # of people and < 10 # of vehicles attending our event.

Signature of Responsible Individual

*Denise A. B.*

Date

*5/12/23*

Approved by Chief of Police

Date

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

Approved by Recreation Director (if applicable)

Date

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

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

## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

Sunapee Central Elementary School

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

~~Mark VanDenBerg~~ Non-profit

Name of Duly Authorized:

Mark VanDenBerg

Mailing Address: 22 School Street

Sunapee NH 03782

Daytime Phone: 603-763-5675 Evening Phone: \_\_\_\_\_

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

Event Date: 6/13/23 Time: From: 9:00 To: 2:00

Please describe the complete details of the event:(If advertising please include ad or flyer)

\*include a list of outside vendors that will be part of your event.

The 5<sup>th</sup> grade would like to take our annual trip to ~~the~~ Dewey Beach. We will provide our own food + drinks. We are requesting a life-guard.

I/We acknowledge understanding the following restrictions:

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

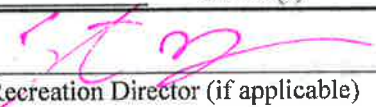
the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and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

I/We plan on 30 # of people and 2 # of vehicles attending our event.

Signature of Responsible Individual  Date 6/3/23

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

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

 Date 6/3/23  
Approved by Recreation Director (if applicable)

Approved by Fire Chief (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Highway Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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

## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

The Family of Charles "Jack" Osgood

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

Bridget M Oliver

Name of Duly Authorized:

Mailing Address: 9550 Aloe Road

Boynton Beach, FL 33436

Daytime Phone: 314.610.9807

Evening Phone: 314.610.9807

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

Event Date: June 24, 2023

Time: From: 12:30PM To: 4:30 PM

Please describe the complete details of the event: (If advertising please include ad or flyer)

\*include a list of outside vendors that will be part of your event.

The family of Charles "Jack" Osgood is requesting use of the Safety Services building

to host a celebration of life event in. He was grandfather to my brother Brad and I, Janet McAllister's father  
and a long time resident of Sunapee as well as volunteer firefighter. Our intent it to have a brief  
remembrance followed by refreshments and sharing.

I/We acknowledge understanding the following restrictions:

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

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

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

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

I/We plan on UNK # of people and UNK # of vehicles attending our event.

Signature of Responsible Individual Bridget M. [Signature] Date 7/16/23

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

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

Approved by Recreation Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Fire Chief (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Highway Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

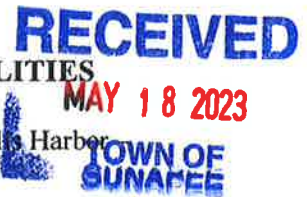
Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) \_\_\_\_\_ Date \_\_\_\_\_

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

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

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ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES



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

Name of Organization:

Private

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

Name of Duly Authorized:

Ashley Whitehead

Mailing Address: 20 Whitney Ave, Newport, NH 03773

Daytime Phone: 603-730-4717 Evening Phone: Same

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

Event Date: Sunday, July 23, 2023 Time: From: 11am To: 1pm

Please describe the complete details of the event:(If advertising please include ad or flyer)

\*include a list of outside vendors that will be part of your event.

Simple kids birthday party with family and friends.

Using one of the beach grills onsite for burgers and hot dogs.

Me and my parents will come a little earlier

to setup one canopy and two folding tables

I/We acknowledge understanding the following restrictions:

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

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

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

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

I/We plan on 35 # of people and 10 # of vehicles attending our event.

Signature of Responsible Individual  Date 5-18-23

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

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

Approved by Recreation Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Fire Chief (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Highway Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

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

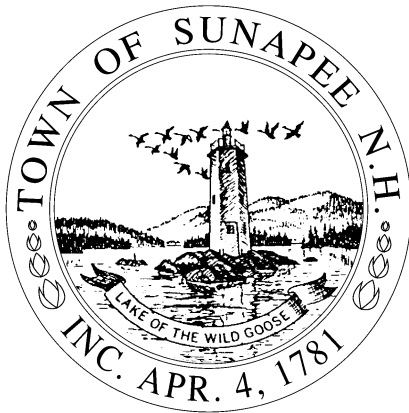
**Insurance:** At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

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

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A  
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## **Town of Sunapee**

### **Spring 2023 Master Plan Survey Results Summary**



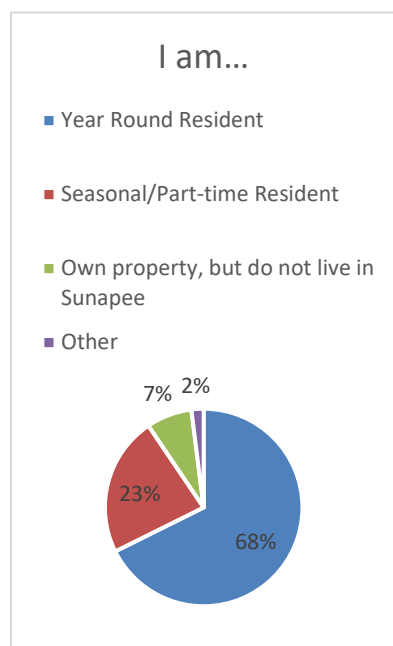
**Prepared by Tim Josephson, Associate Planner, UVLSRPC**

**May 18, 2023**

## Sunapee Master Plan Survey Results Summary May 2023

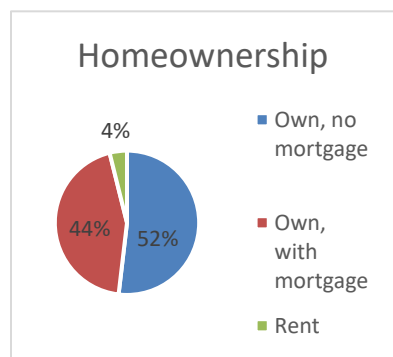
The town of Sunapee ran their Master Plan Survey from February 24, 2023 through March 31, 2023. Upon consultation with the Planning Board, the Select Board and the Town Manager, it was agreed to hold surveys open until April 15, 2023 to do a final push for data. At the close of the survey, there were 711 responses to the online survey with 10 fully completed paper versions submitted.

### Demographics:



Over 2/3 of respondents live in Sunapee year-round and just under 23% of the survey's respondents are seasonal residents. Property owners who do not live in Sunapee were just 7.59% and 1.83% were "other" – this is likely people who work in Sunapee but do not live there.

Of those who own property in town but do not live in town (7% of respondents), 87% of them are developed and 13% were not. Of those developed properties, 57% of them are not renting their property, 30% are renting property as STRs, and 13% of them have long term tenants.

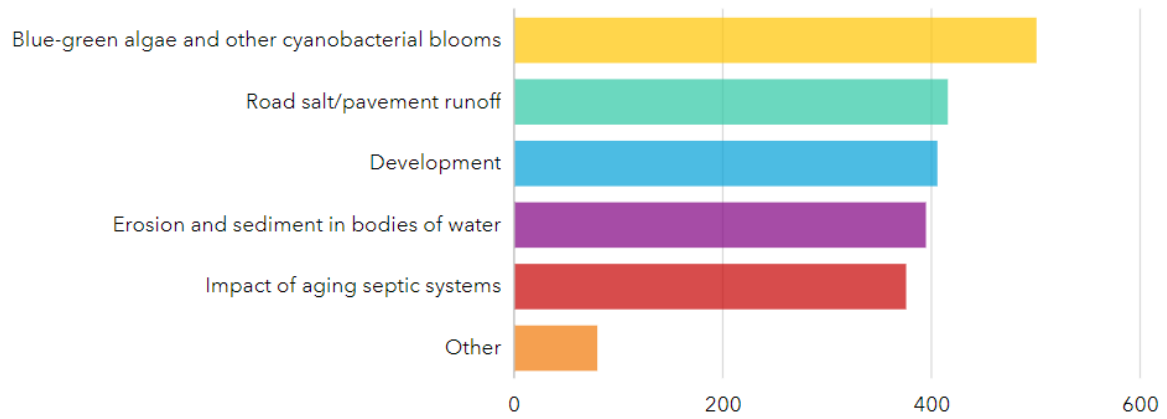


Of those living in Sunapee, 52% of respondents owned their home without a mortgage, while 44% have a mortgage. Only 4% of respondents answered that they rent their current housing in Sunapee.

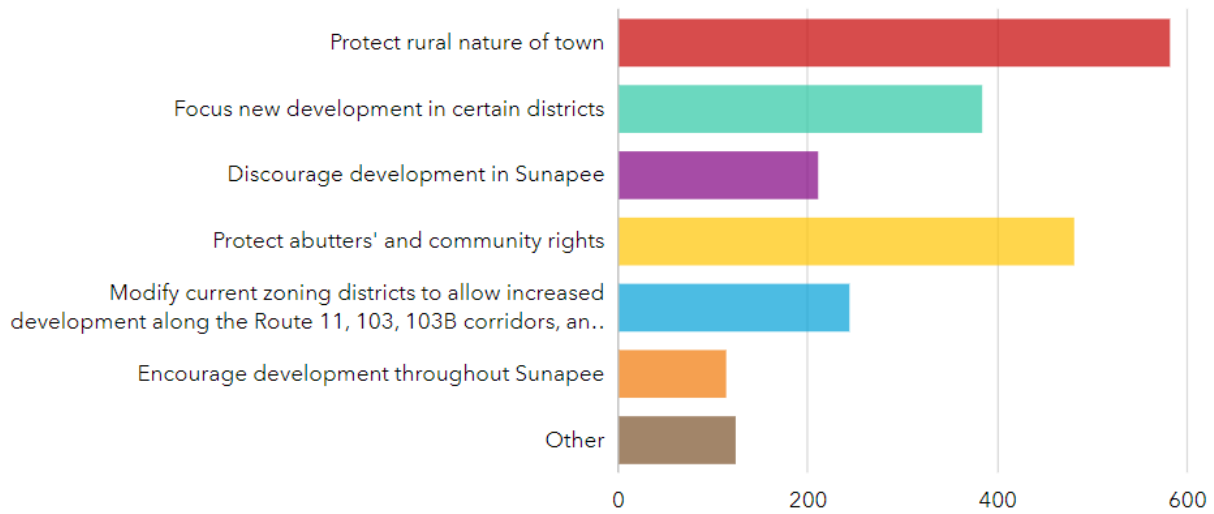


## **Natural Resources, Zoning, and Land Use in Sunapee**

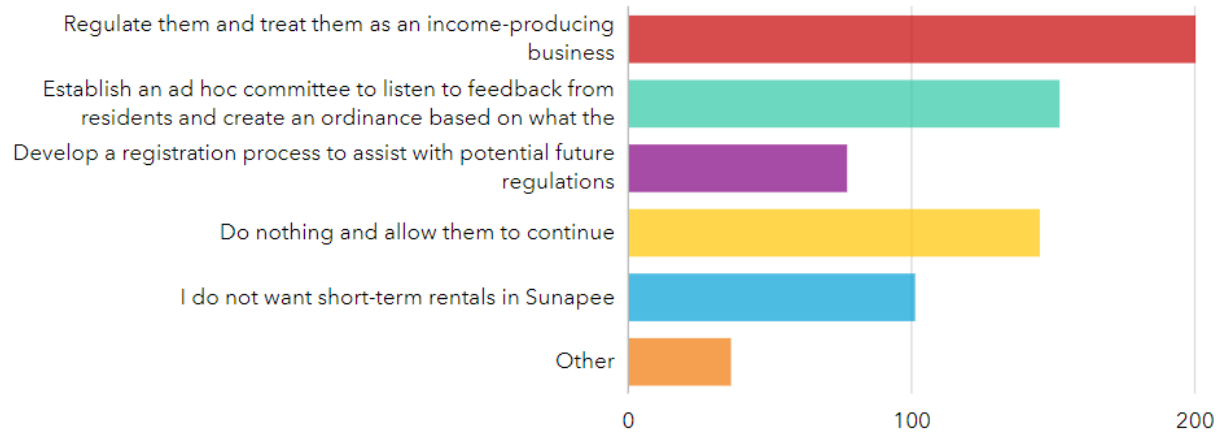
### **Water Quality:**



### **Zoning Priorities:**



### Short-Term Rentals (part 1):

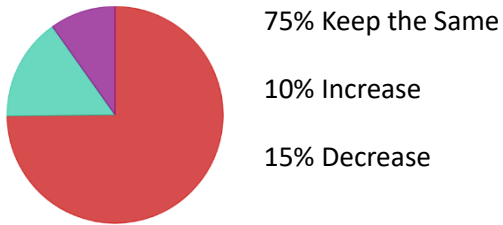


Regulate them and treat them as an income-producing business	200	28.13%
Establish an ad hoc committee to listen to feedback from residents and create an ordinance based on what the committee learns	152	21.38%
Develop a registration process to assist with potential future regulations	77	10.83%
Do nothing and allow them to continue	145	20.39%
I do not want short-term rentals in Sunapee	101	14.21%
Other	36	5.06%

Respondents are fairly split on this issue, but almost 40% of them want some sort of regulations now. 21% would like to see the town form an ad hoc committee, but almost the same number want no regulations at all.

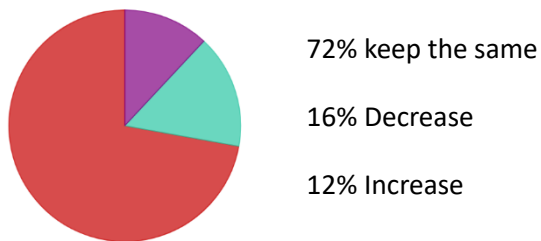
## Lot Sizes

Village Districts (0.5 acre):

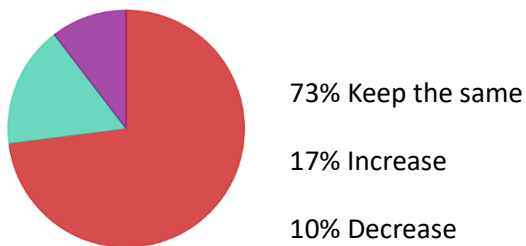


The question about lot sizes held consistency across all four questions, with roughly 75% of respondents indicating they are happy with the current lot size minimums.

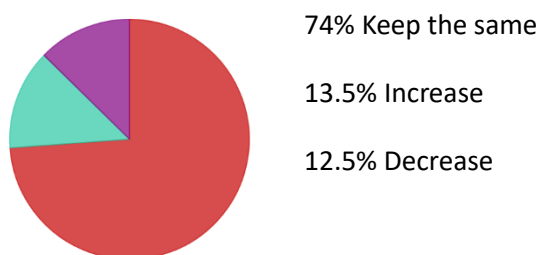
Mixed-Use Districts (0.5 to 1.5 acres):



Residential Districts (1.0 to 1.5 acres):

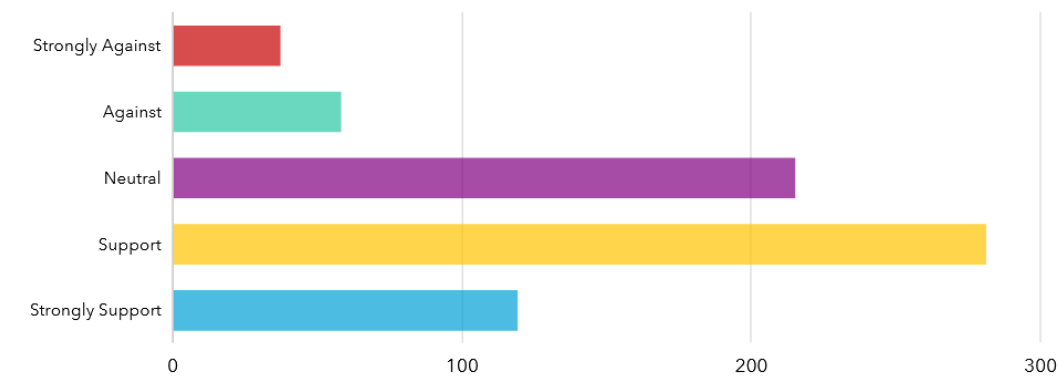


Rural Districts (3.0 acres):

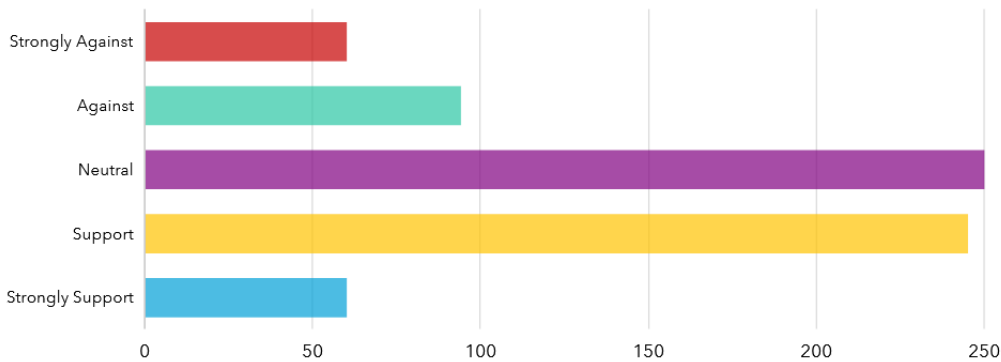


**Businesses in Sunapee**

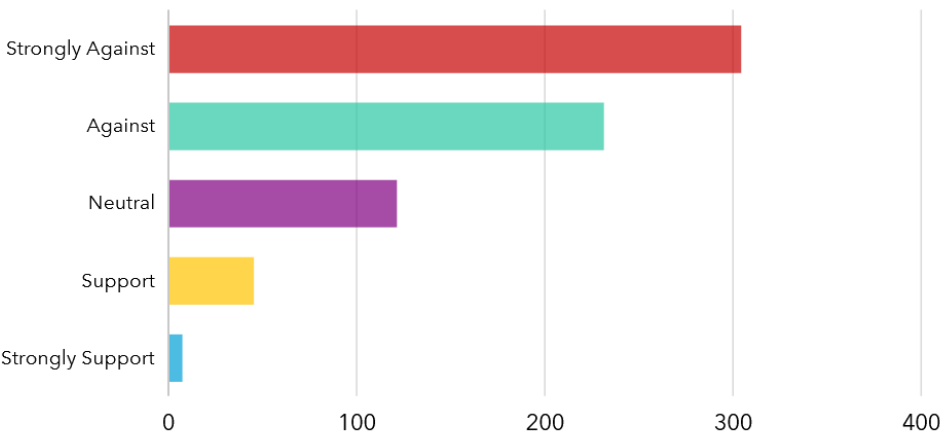
Multi-use development:



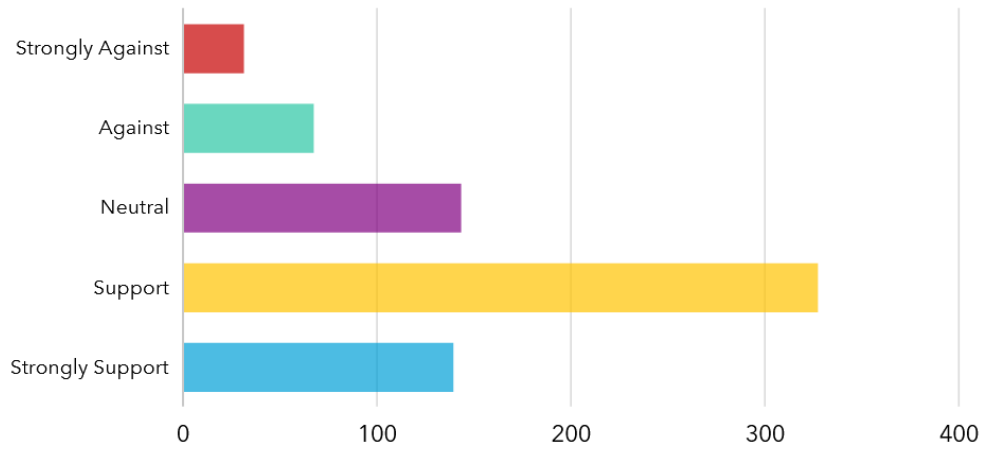
Light industry:



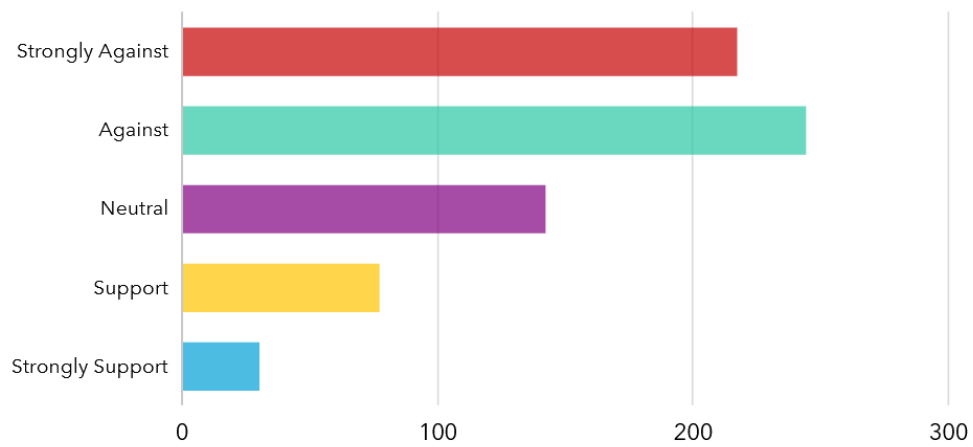
Heavy industry:



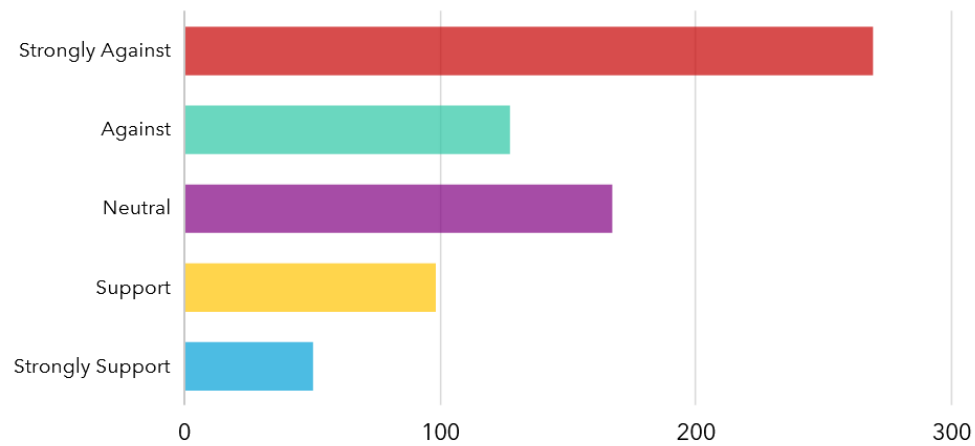
### Retail/Grocery Stores:



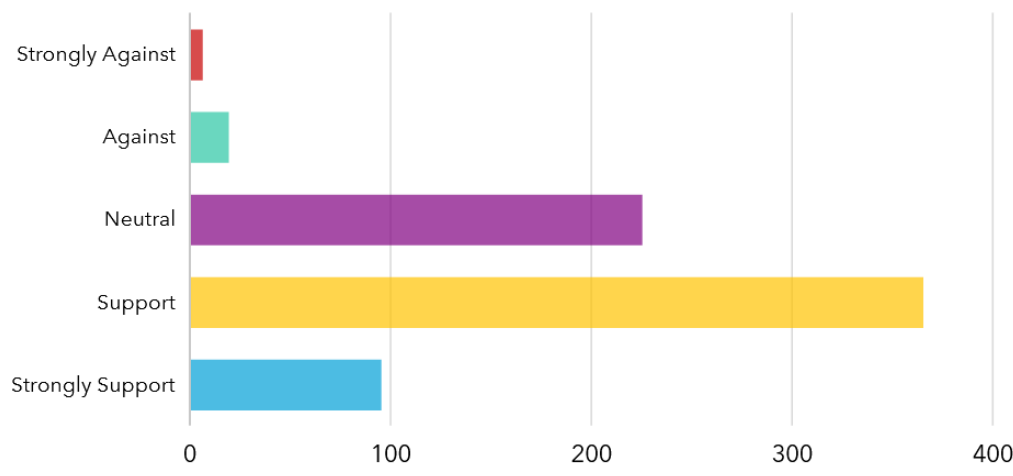
### Shopping Centers:



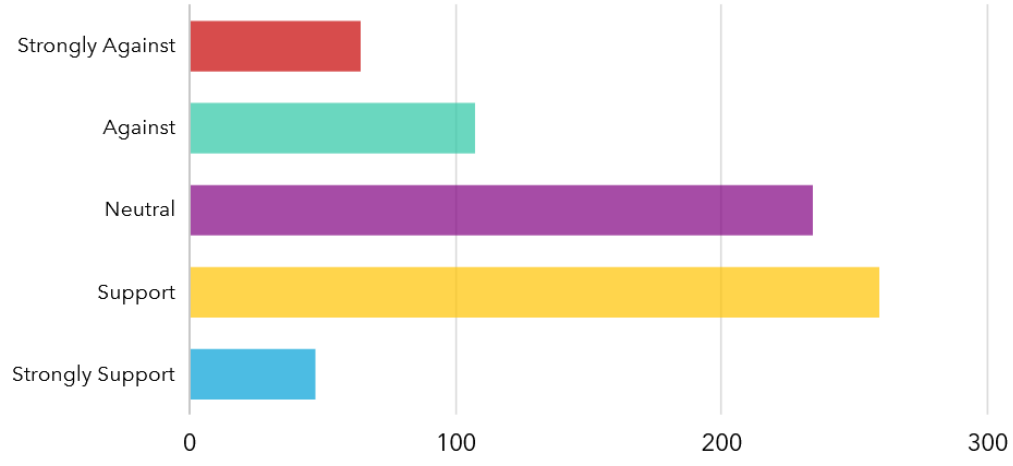
### Retail/Therapeutic Cannabis Dispensaries:



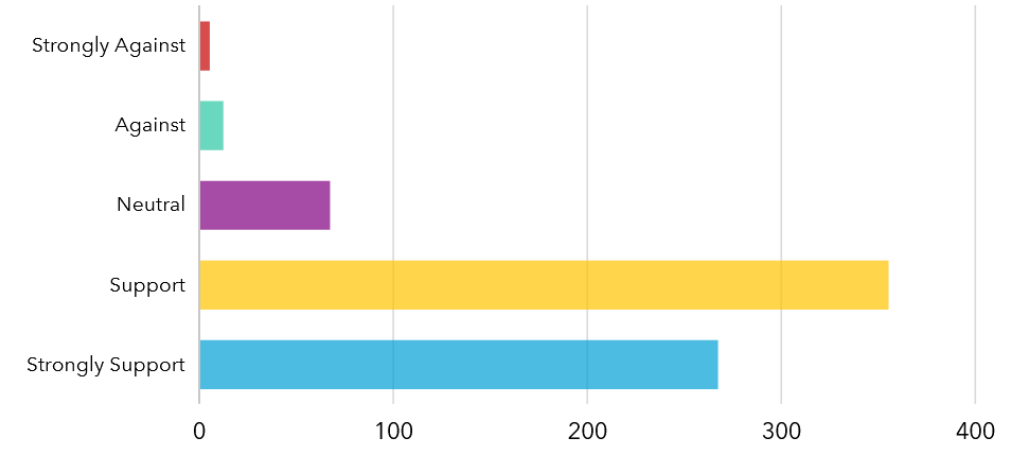
Professional Offices:



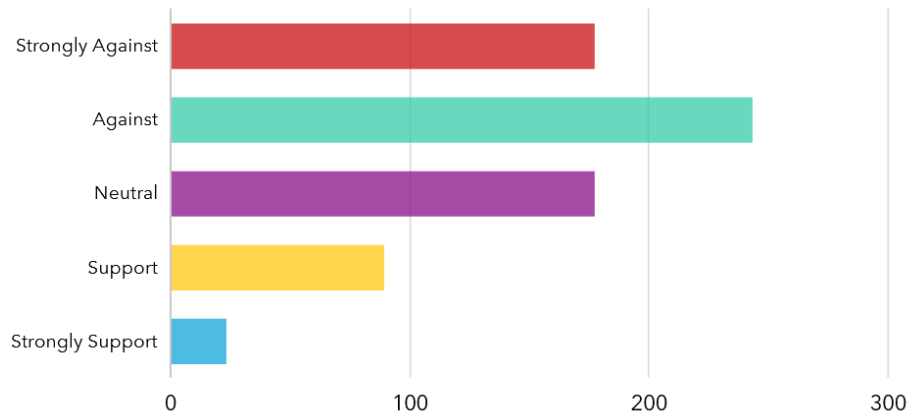
Hotels/Motels:



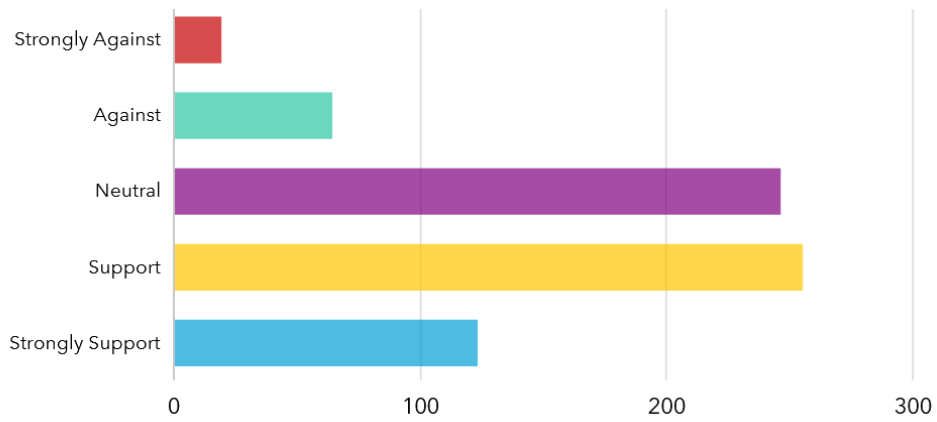
Restaurants (sit-down):



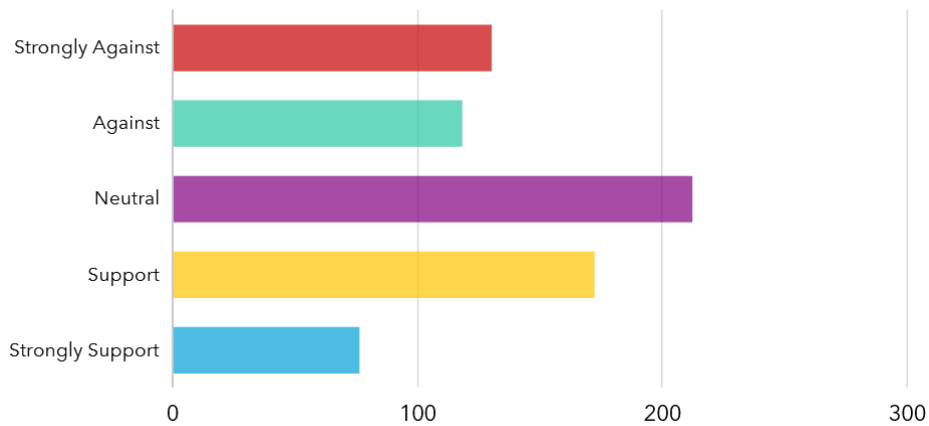
### Restaurants (Drive-Thru):



### Home Businesses:



### Short-term Rentals (part 2):



Any types of businesses you'd like to see more of in Sunapee? Less?

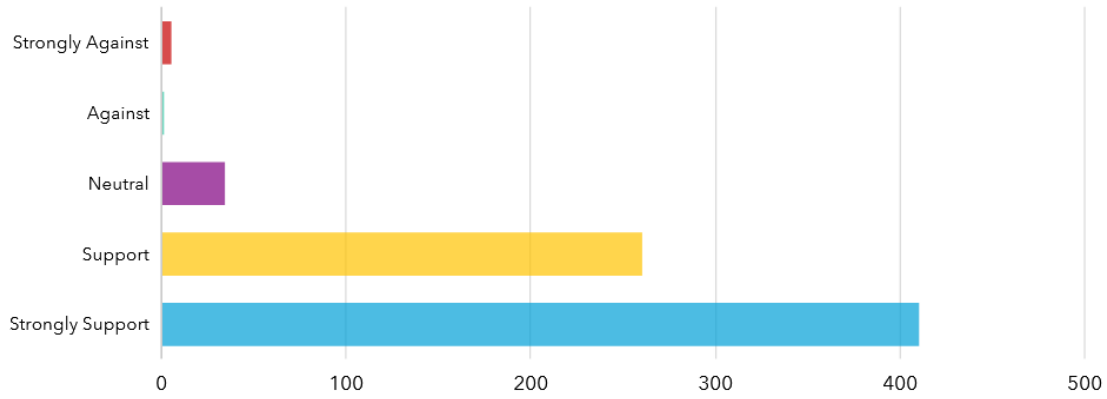


As you can see, Restaurants took the top spot. People were overwhelmingly supportive of new businesses in this answer and didn't give many responses about ones they'd like to see less of. As with all word clouds, reading the comments is key to understanding the community's input.

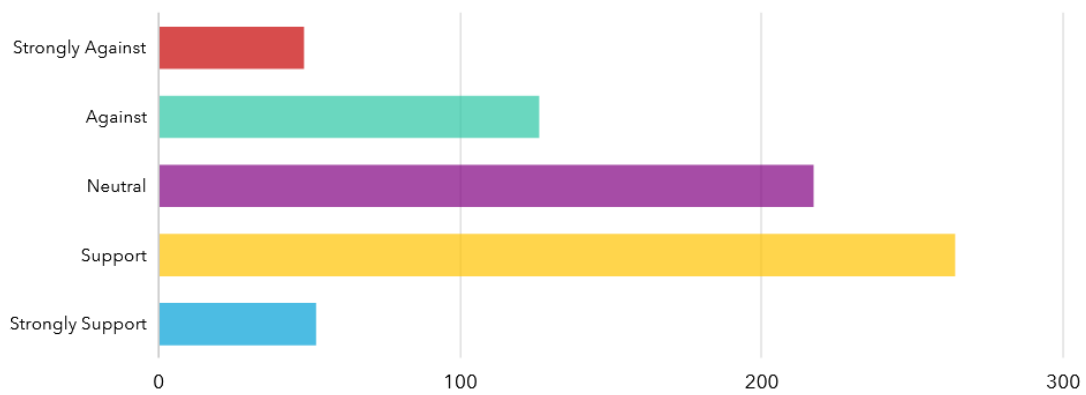
Overall, residents in Sunapee are supportive businesses with a perceived lower impact – such as professional offices, light industrial, and sit-down restaurants. They are mostly opposed to heavy industrial, any cannabis business, shopping centers, and drive-thru restaurants. Respondents are split on issues such as short-term rentals, home businesses or retail/grocery with most people being neutral or expressing mild support.

## **Housing:**

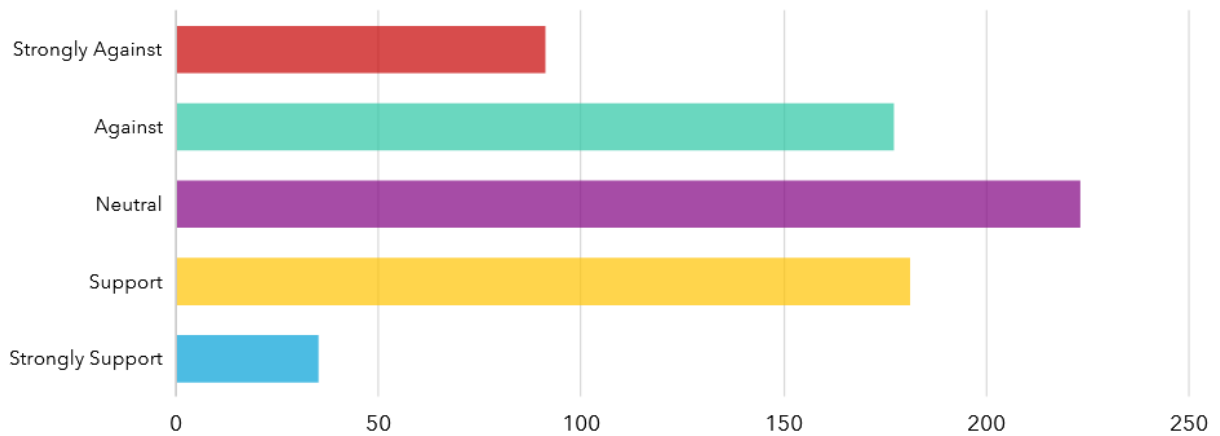
### Single family homes:



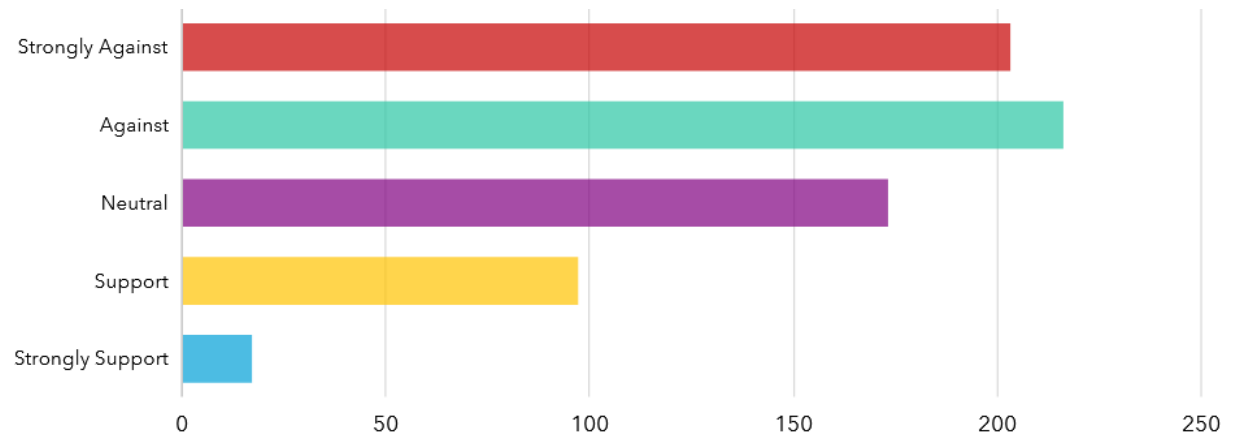
### Duplexes/Triplexes/Quads:



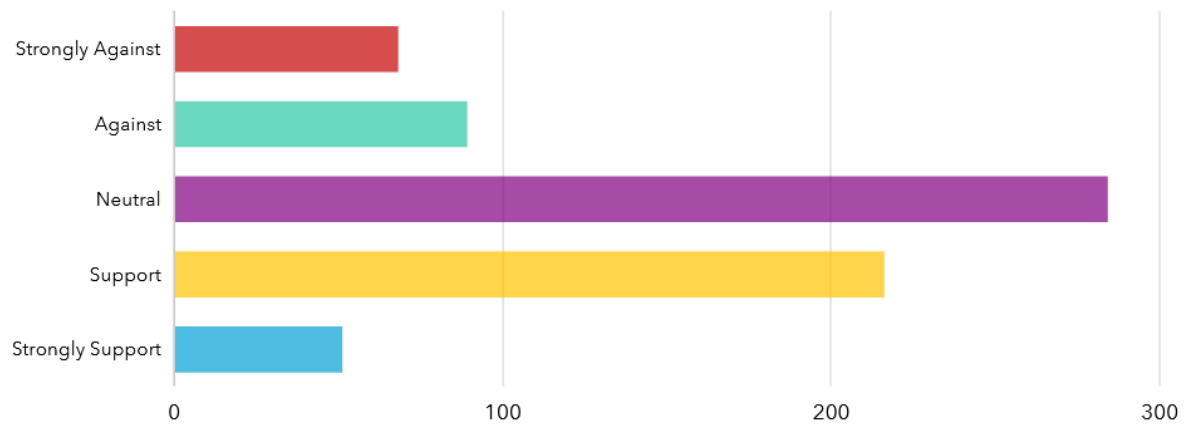
### Small Multi-Family (5 to 10 units):



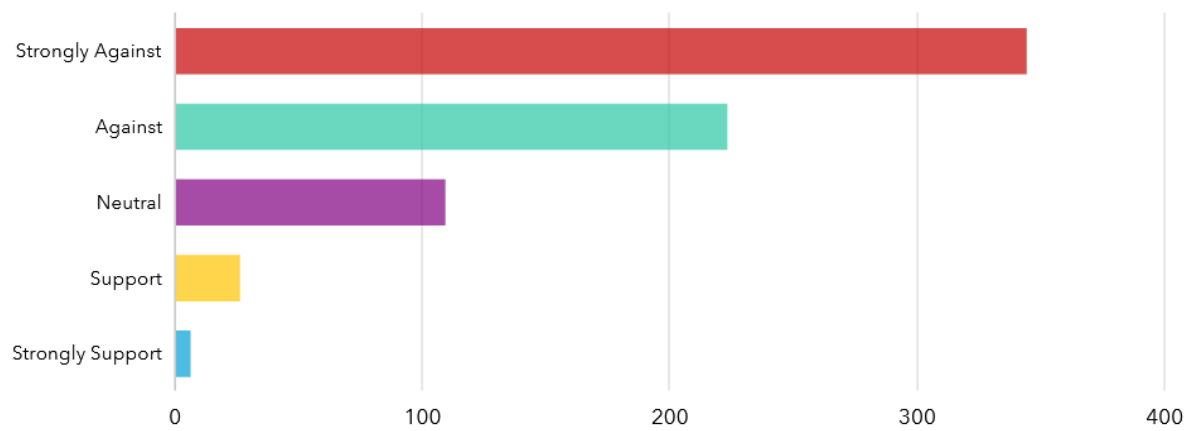
### Apartment complexes:



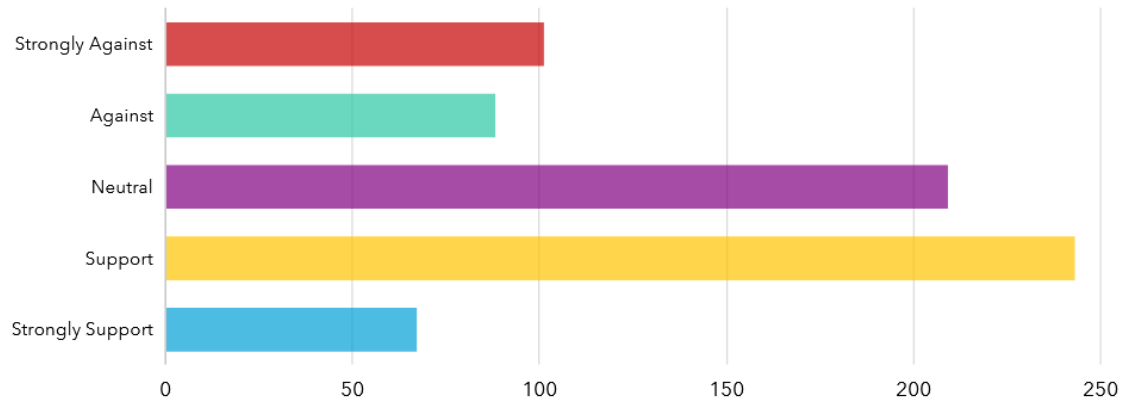
### Manufactured homes on single lots:



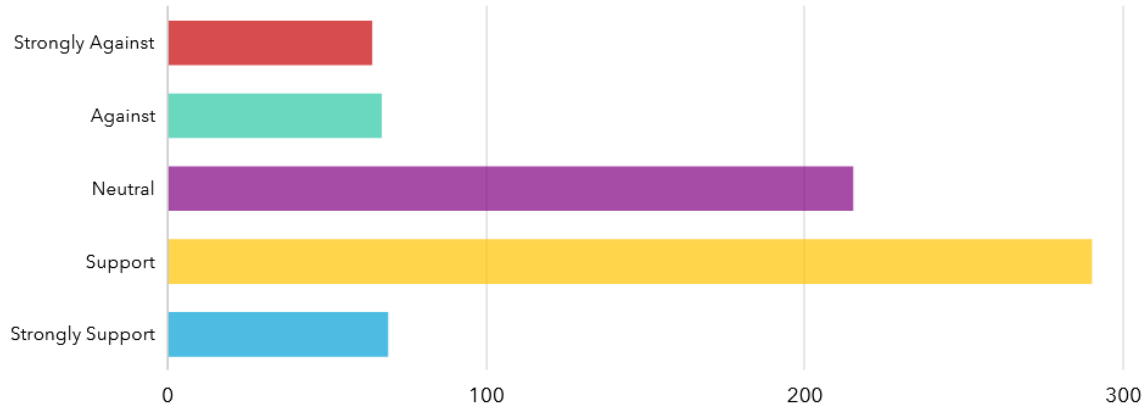
### Mobile Home Parks:



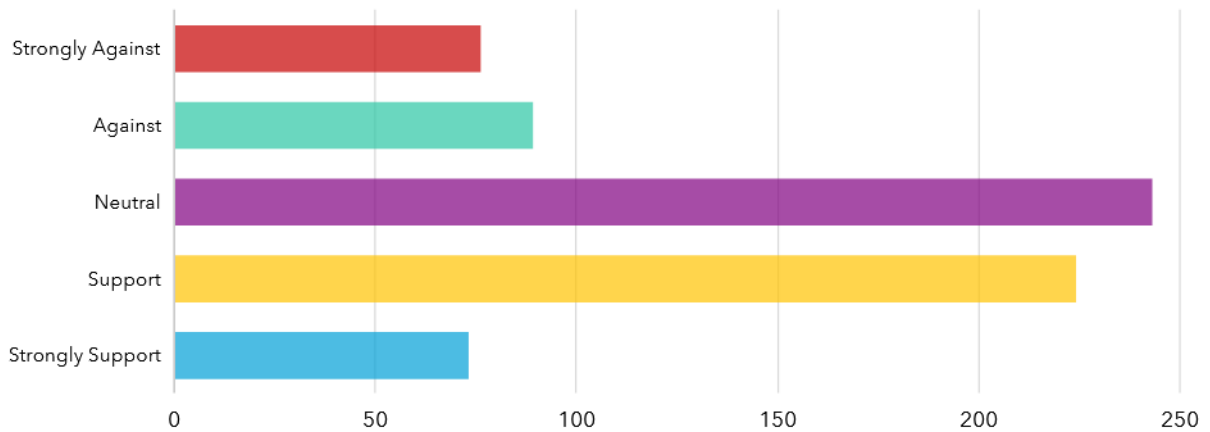
### Affordable Housing:



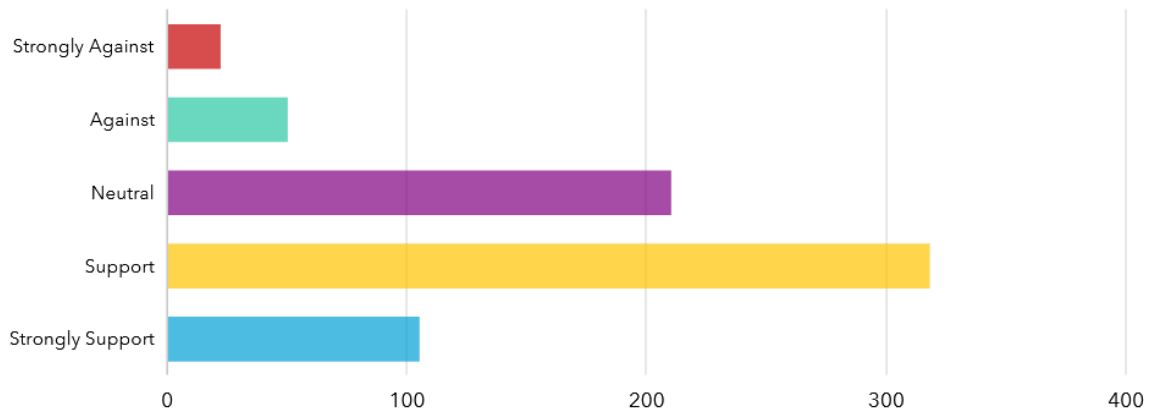
### Workforce Housing:



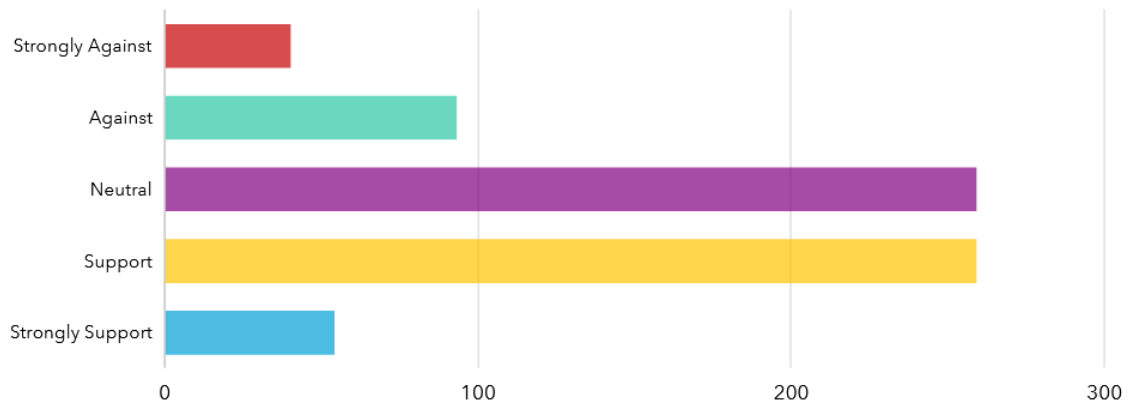
### Tiny Homes:



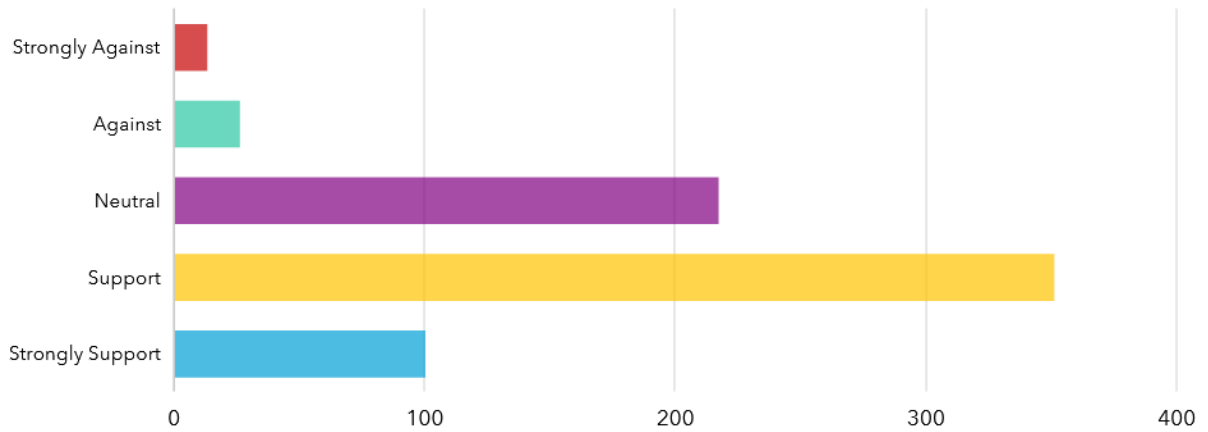
### Accessory Dwelling Units (ADUs):



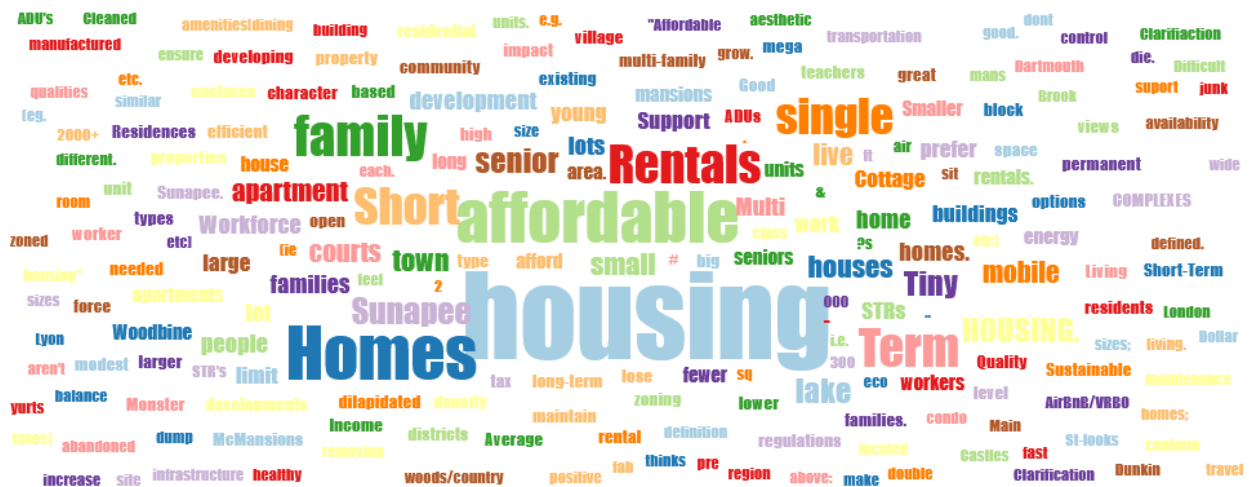
### Cottage Courts/Bungalow Courts:



### Senior Housing:



Are there any types of housing you'd like to see more of in Sunapee? Less?

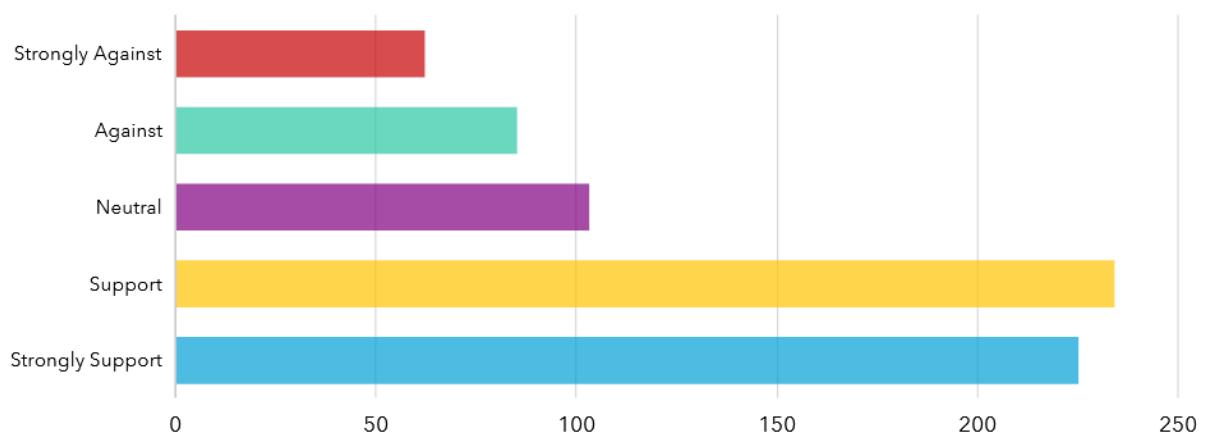


Overall, respondents are in favor of building more housing that already exists in Sunapee. There is overwhelming support for more single family housing, even duplexes/triplexes and quads, but once the density increases support drops significantly. Apartment complexes and mobile home parks are not desired by the respondents. There is support for affordable and workforce housing in Sunapee, but this runs counter to the other opinions reflected as affordable and workforce housing tends to be larger developments. A possible solution would be to use the respondents' support of cottage/bungalow courts as a method for adding affordable and workforce housing.

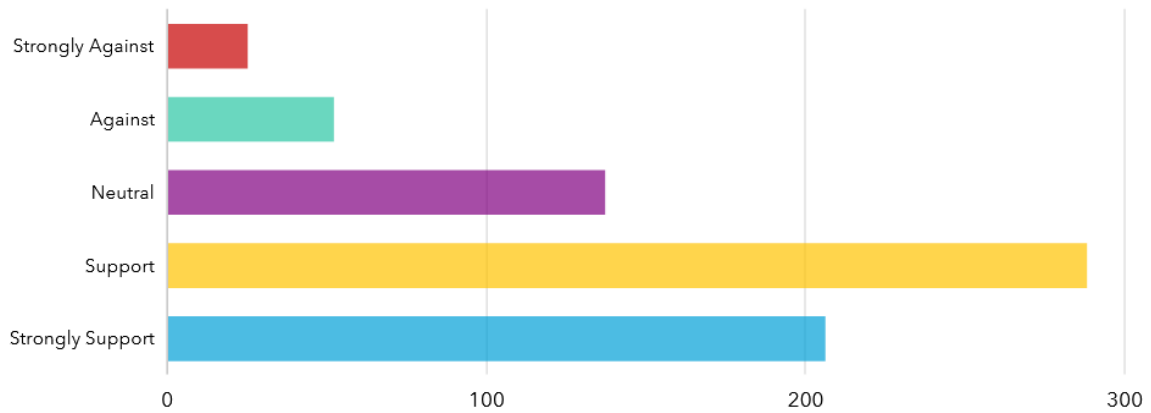
The word cloud also shows support for more affordable housing while there were many comments against Short-term rentals and “McMansions/second homes on the lake.” These comments are in Appendix 1 at the end of this report.

**Ordinances:**

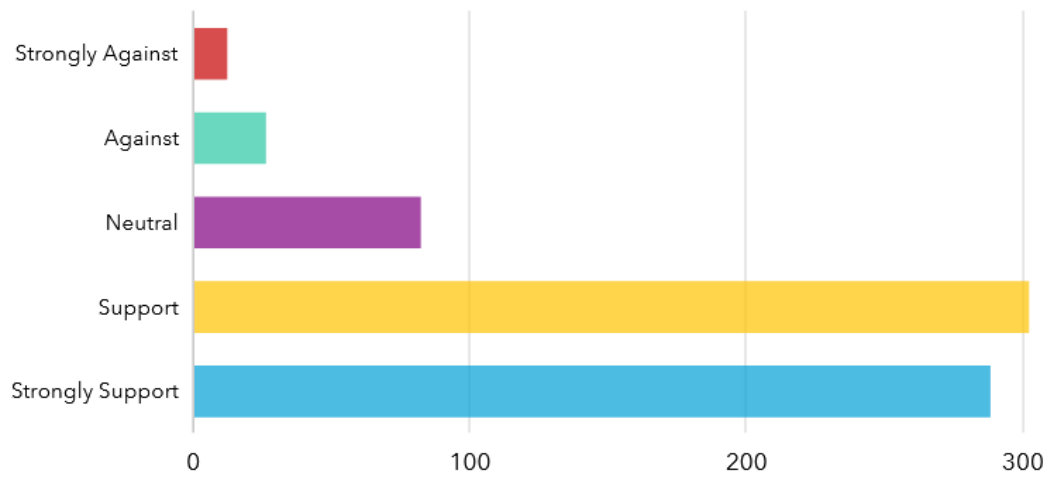
### Short-term Rental Housing Ordinance (STRs part 3):



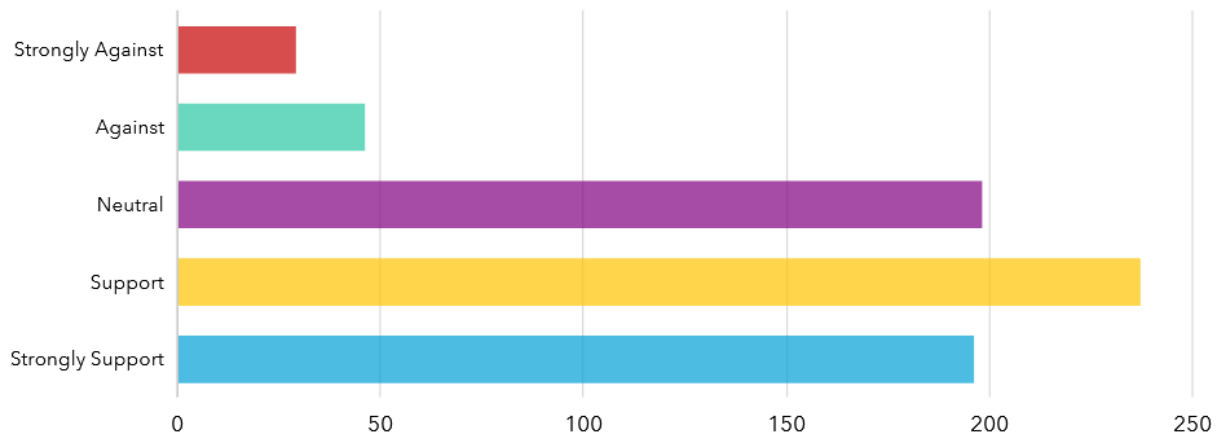
### Light pollution ordinance:



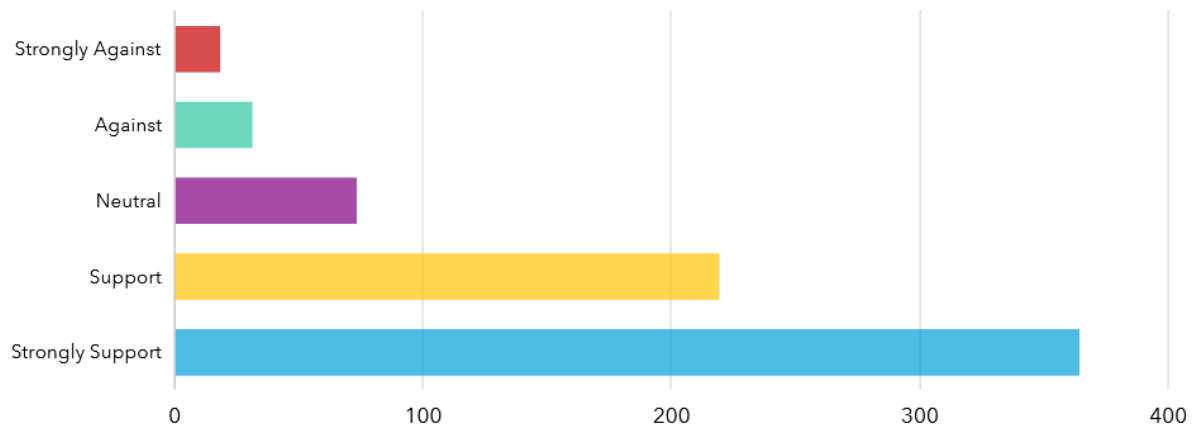
### Noise Pollution Ordinance:



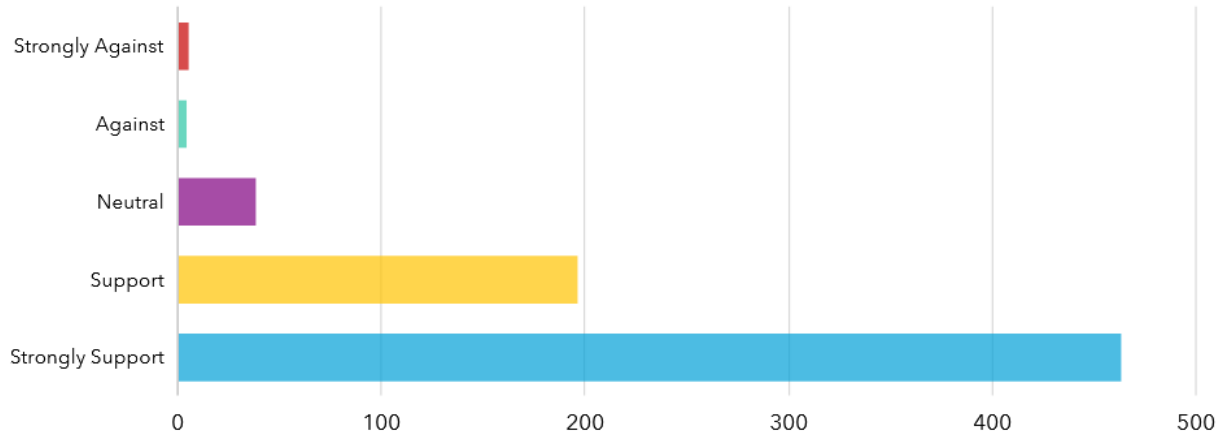
### Ridgeline Ordinances:



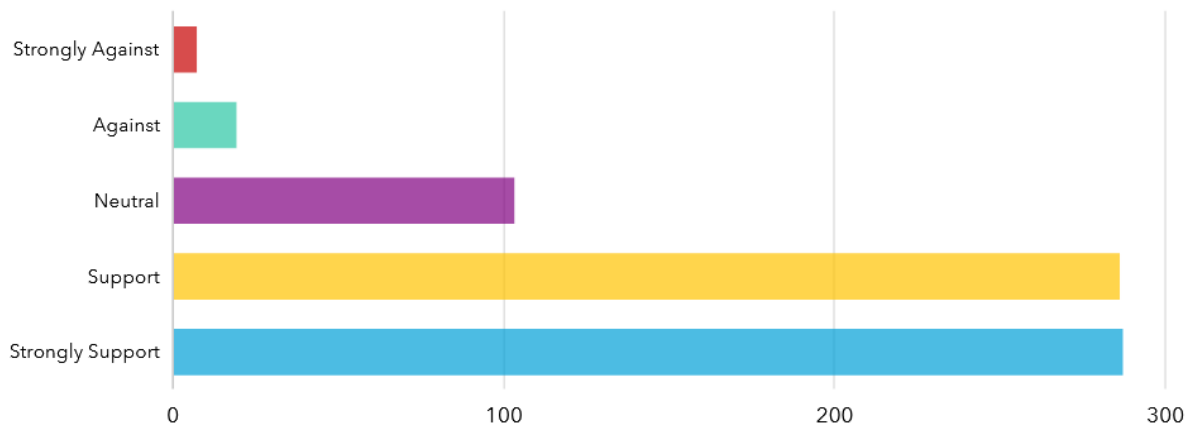
### Wetlands/Watershed/Shoreline Ordinances:



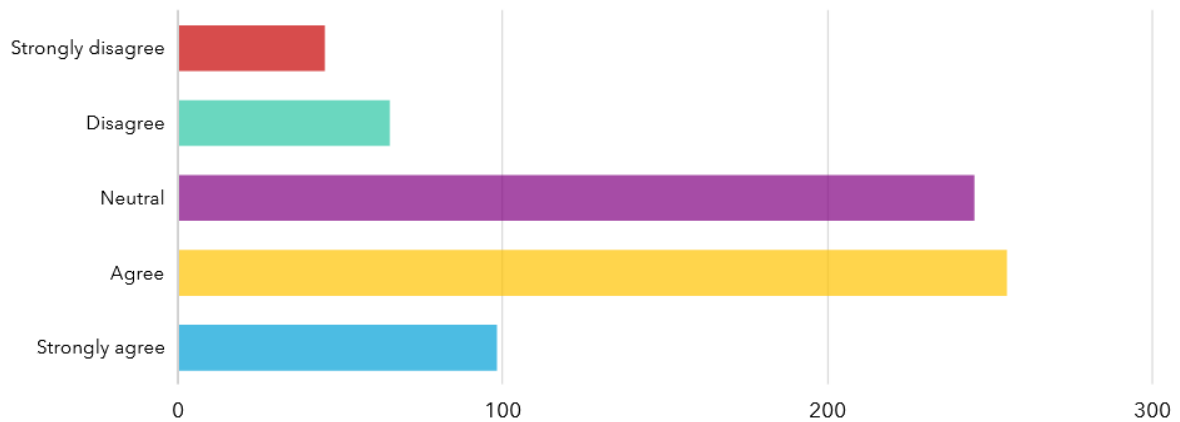
### Water Quality Protection Ordinances:



### Historic Preservation:



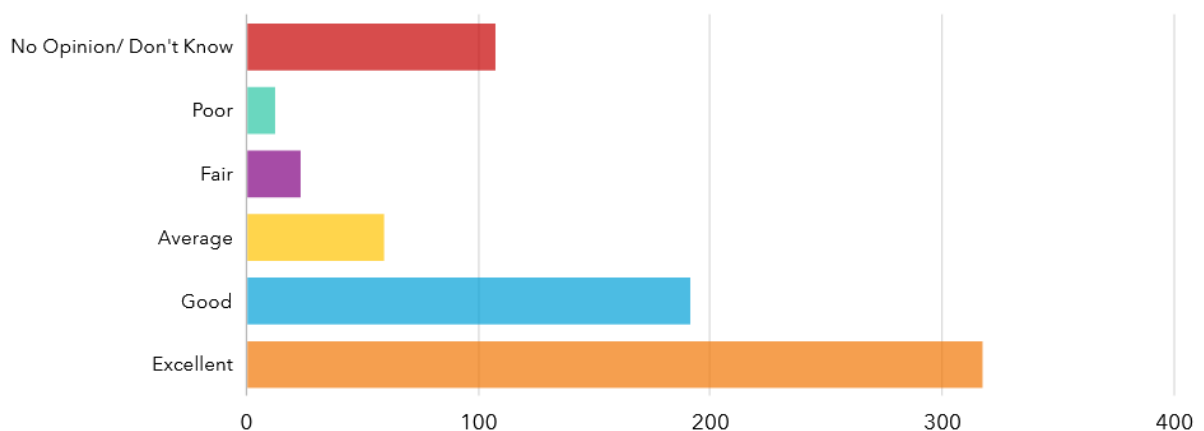
### Workforce Housing Ordinance:



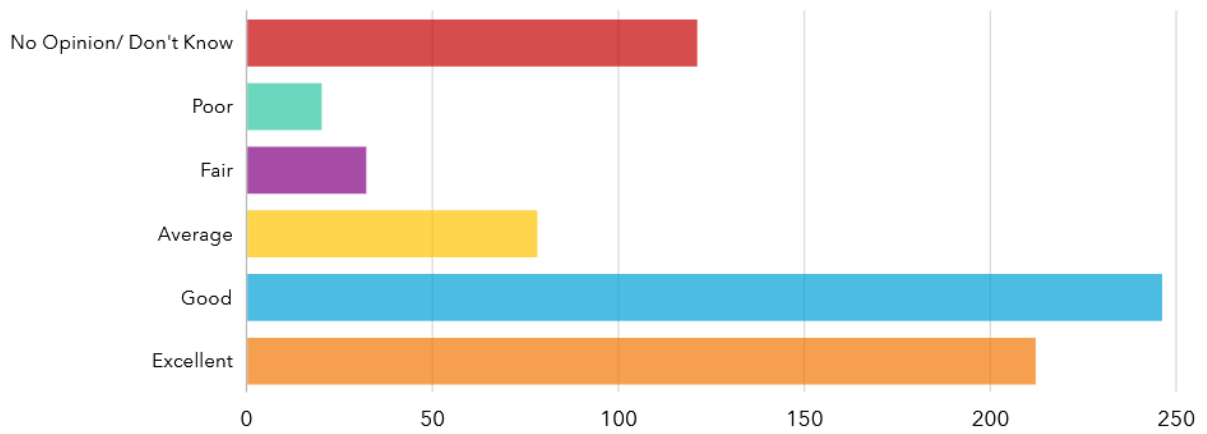
Overall, there is broad support for the ordinances Sunapee has in place. There is a strong desire for some sort of short-term rental ordinance. Water protection had the highest percentage of support, along with light pollution and noise pollution ordinances. Most neutral answers were on ridgeline and workforce housing ordinances. This can possibly be explained as respondents needing more information to make a better decision.

### Community Services:

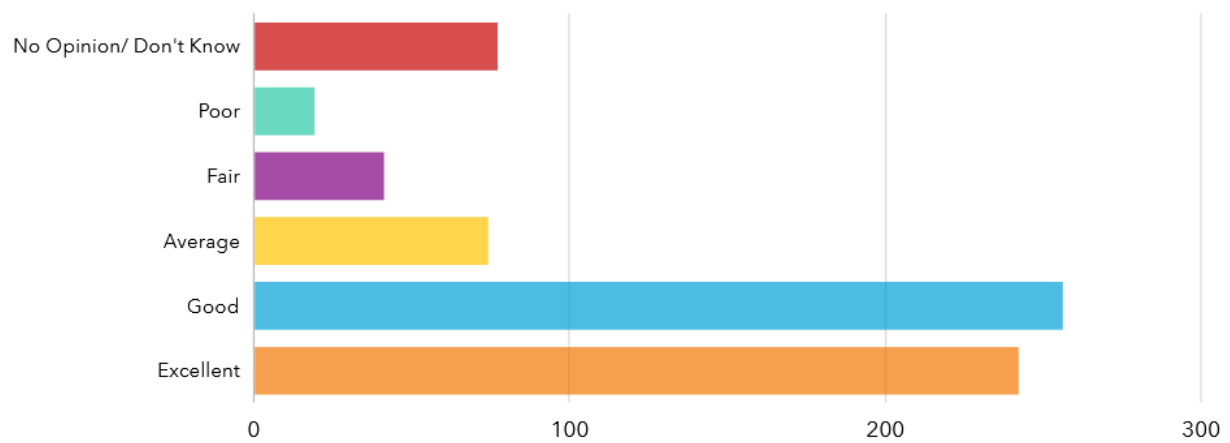
#### Abbott Library:



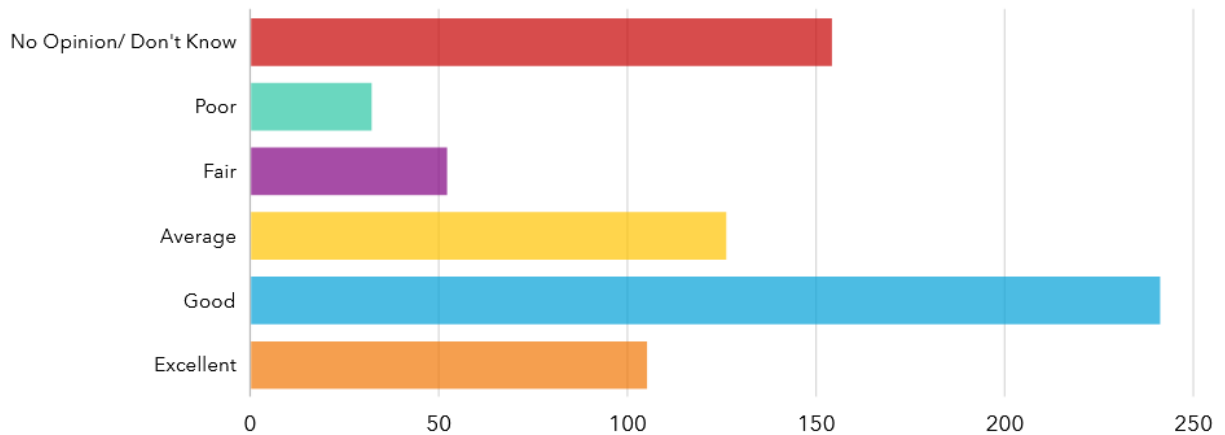
### Fire Department:



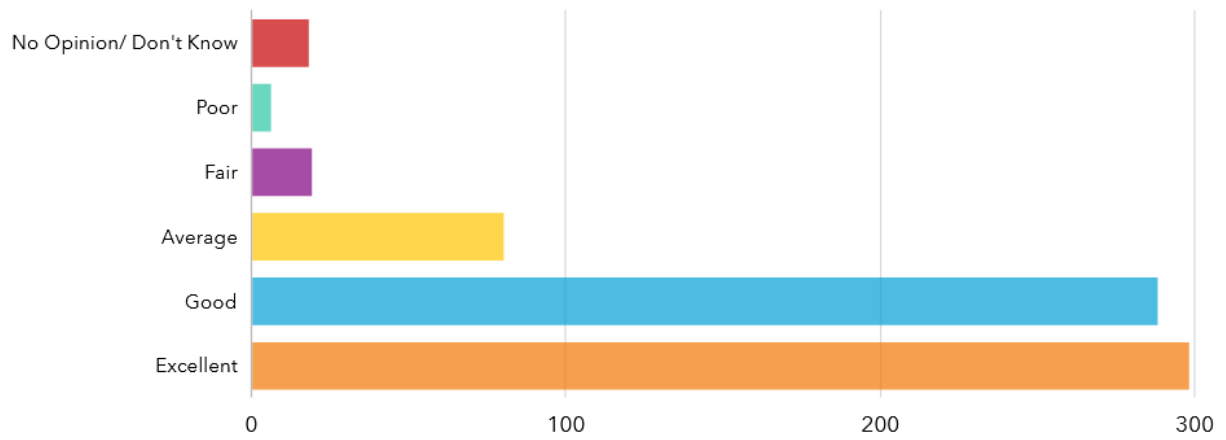
### Police Department:



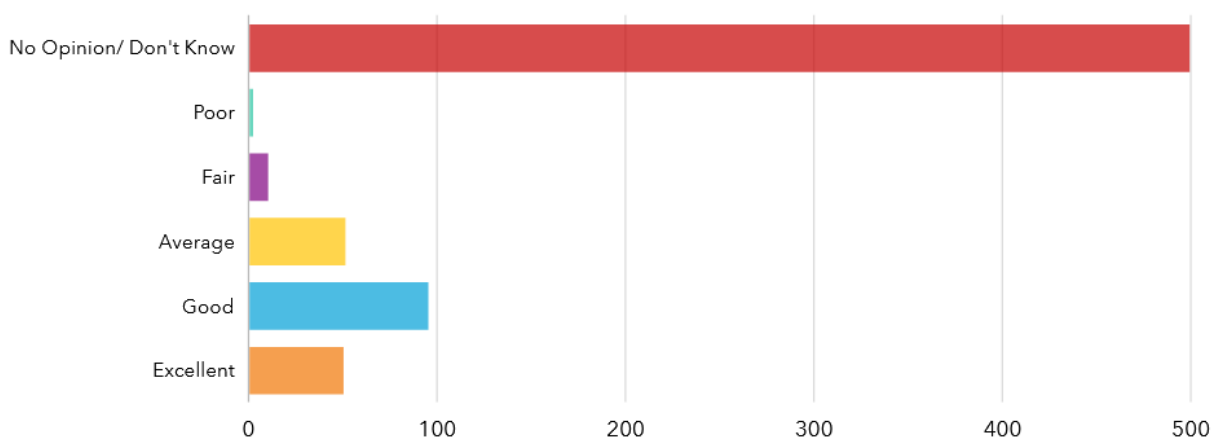
### Recreation Department:



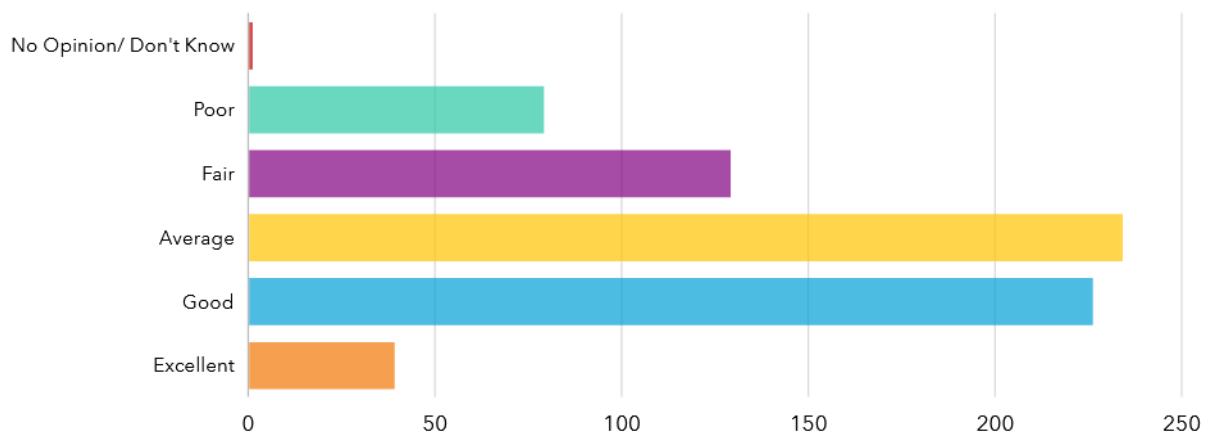
### Transfer Station/Recycling:



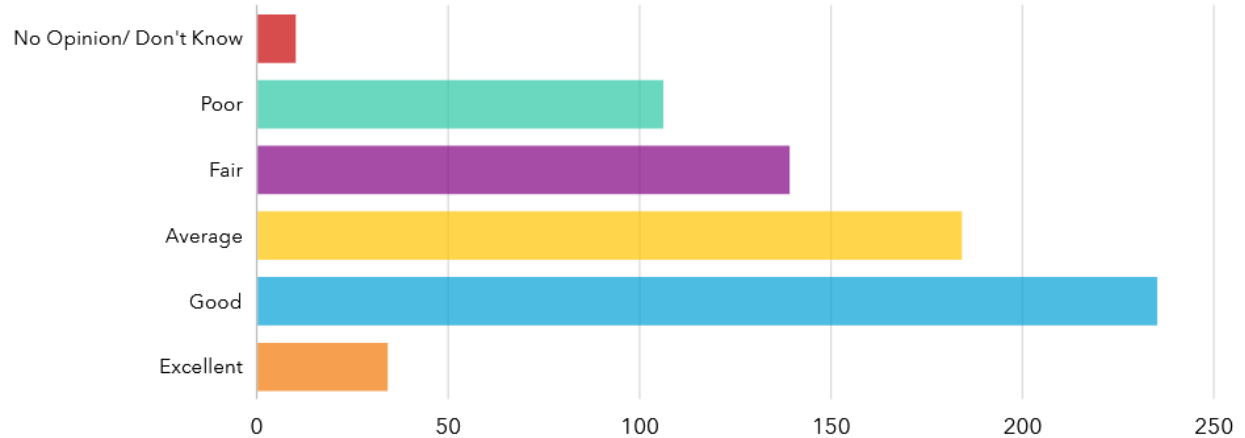
### Town Welfare office:



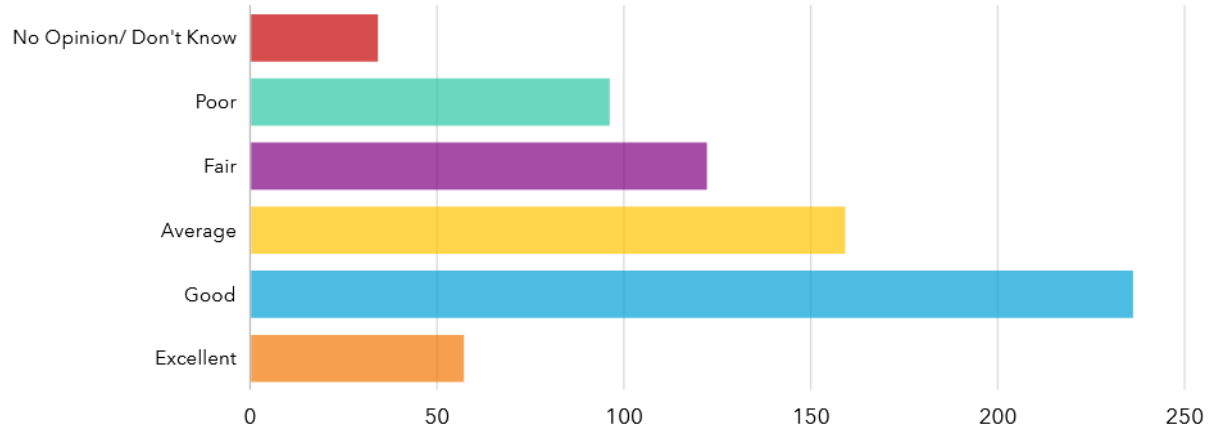
### Road Quality:



### Cellular Coverage:



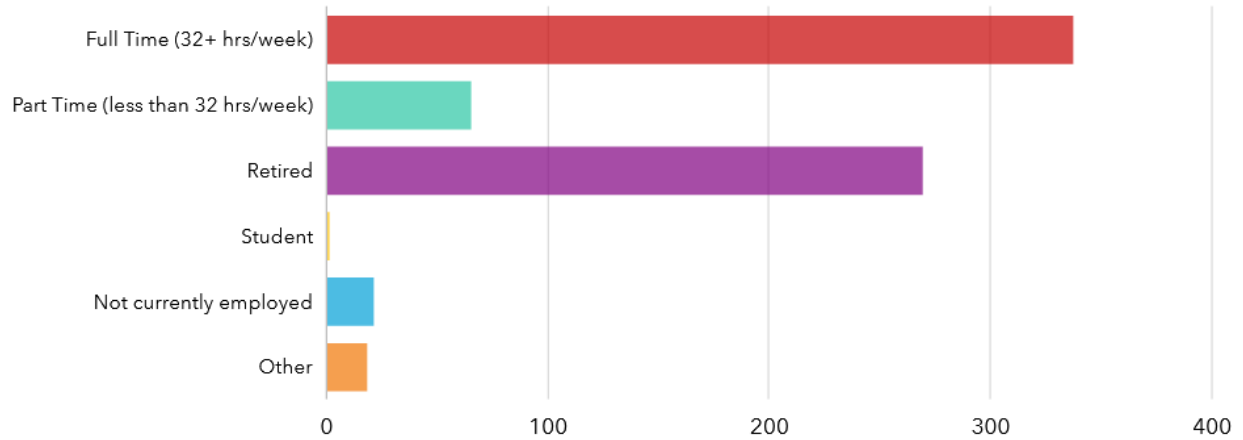
### Broadband Internet:



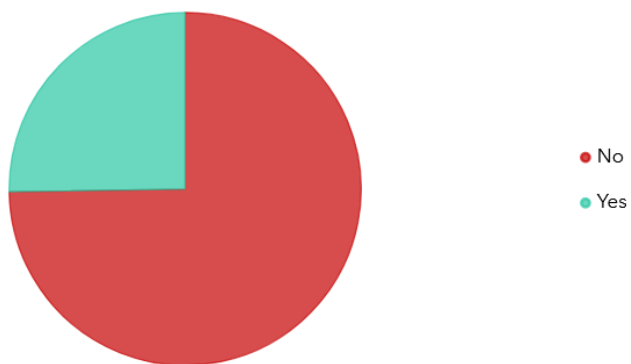
Respondents had generally positive impressions of the town services and amenities surveyed. Services that more people interact with had more opinions; this can be seen in the Town Welfare Office question where a large majority of respondents had not interacted enough with the office to have an opinion.

The Transfer Station received the most praise, and Recreation also received generally high marks. Both broadband and cellular coverage were decent, but there is room for improvement.

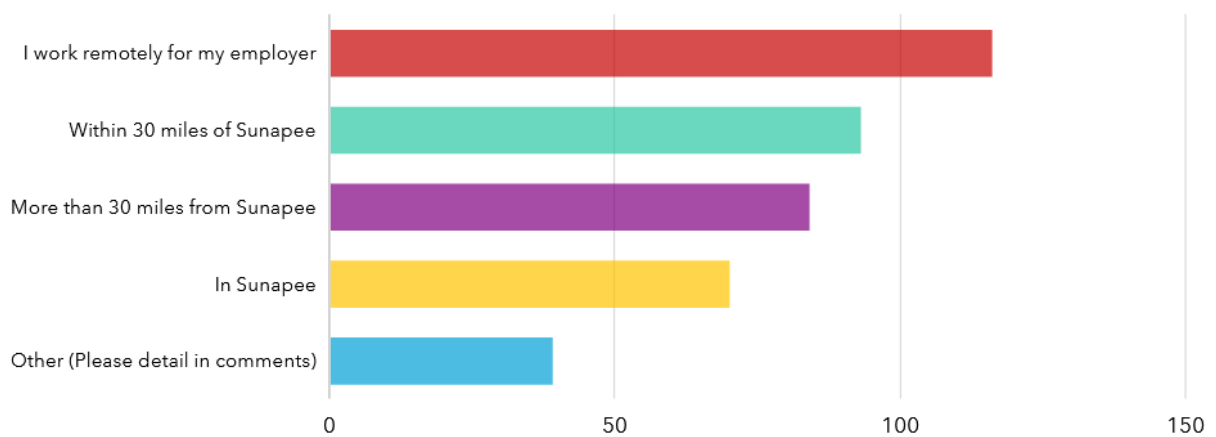
### Employment Status:



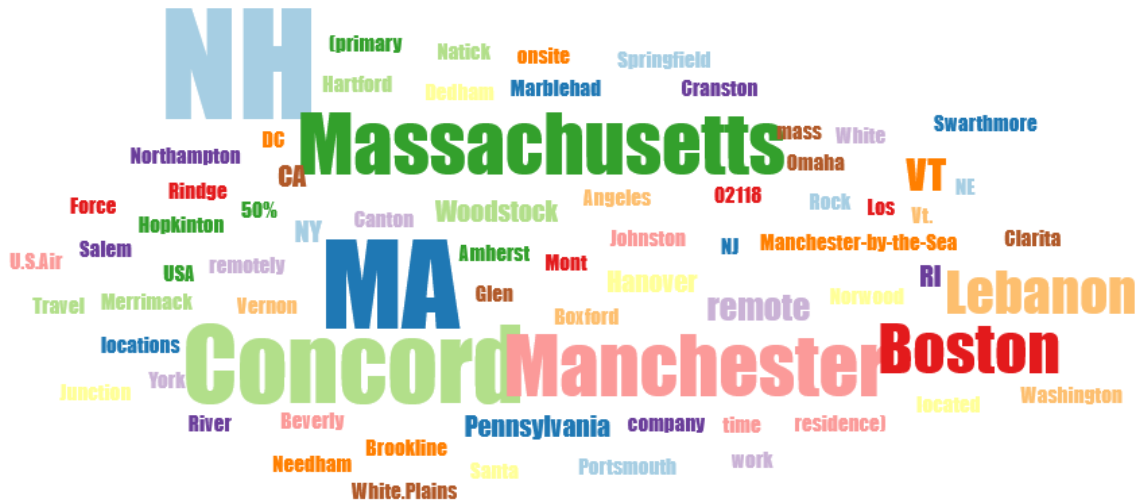
### Are you self-employed?



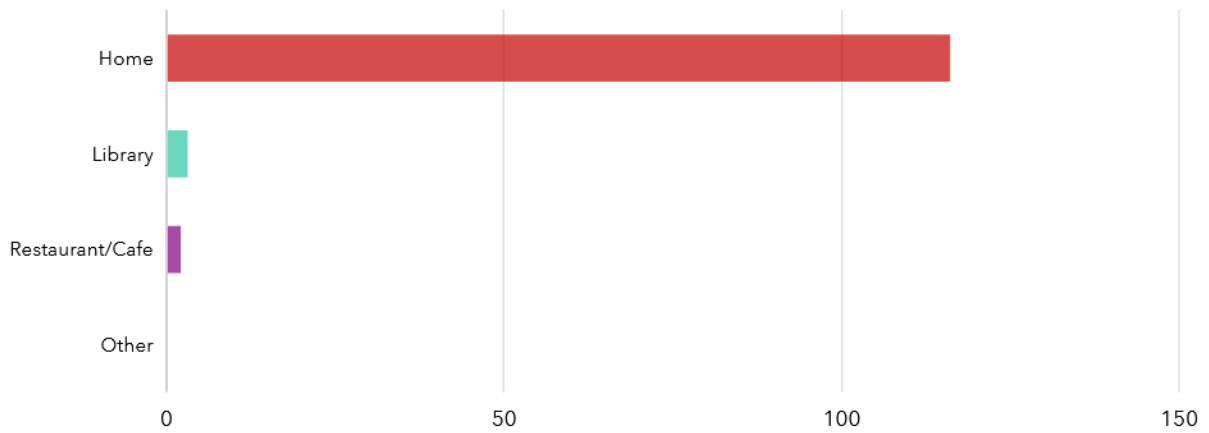
### Where do you work?



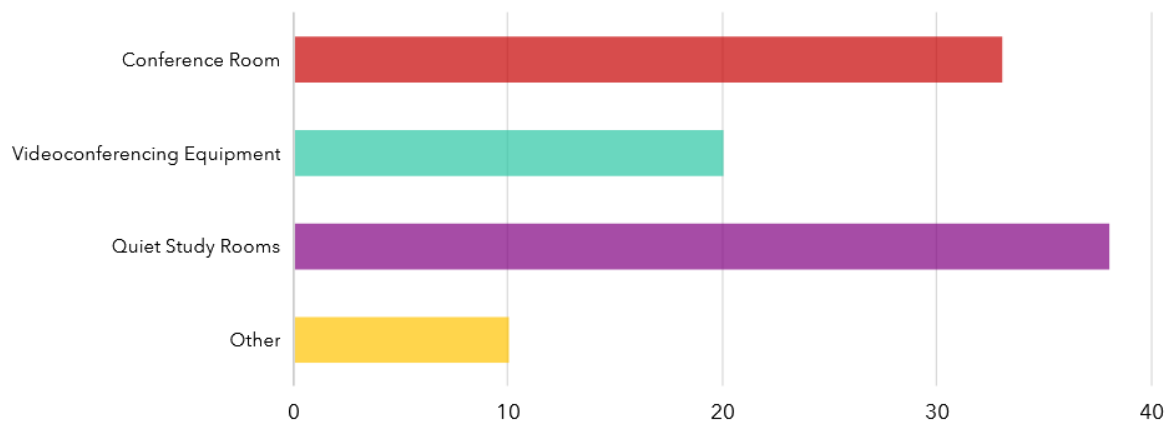
Where is your employer based (if remote)?



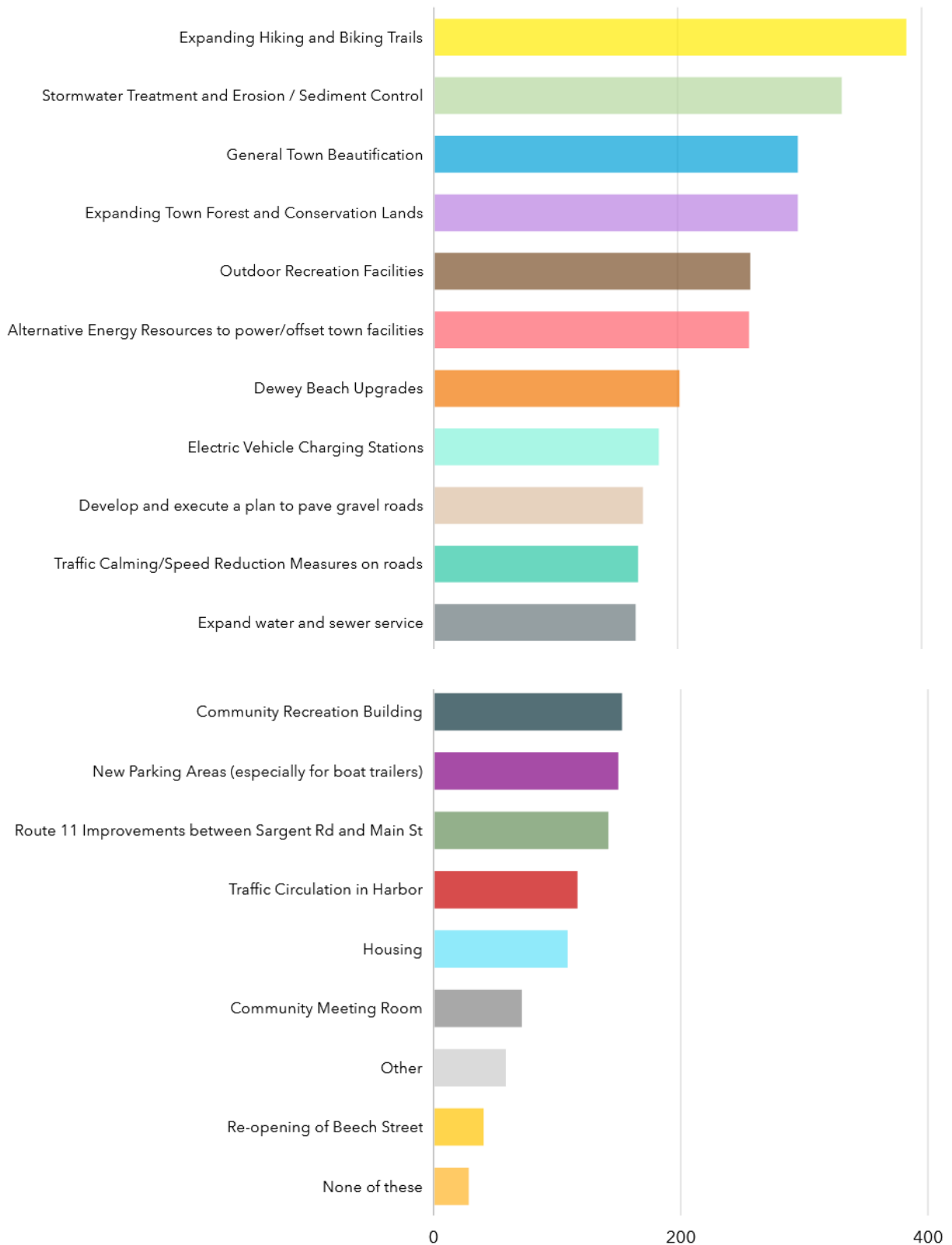
Where do you do your remote work?



What sort of services would you most use at the library for remote work?



Select any of the following that you are in favor of spending public funds to create or improve:



Answers	Count	Percentage
Expanding Hiking and Biking Trails	387	54.43%
Stormwater Treatment and Erosion / Sediment Control	334	46.98%
General Town Beautification	298	41.91%
Expanding Town Forest and Conservation Lands	298	41.91%
Outdoor Recreation Facilities	259	36.43%
Alternative Energy Resources to power/offset town facilities	258	36.29%
Dewey Beach Upgrades	201	28.27%
Electric Vehicle Charging Stations	184	25.88%
Develop and execute a plan to pave gravel roads	171	24.05%
Traffic Calming/Speed Reduction Measures on roads	167	23.49%
Expand water and sewer service	165	23.21%
Community Recreation Building	152	21.38%
New Parking Areas (especially for boat trailers)	149	20.96%
Route 11 Improvements between Sargent Rd and Main St	141	19.83%
Traffic Circulation in Harbor	116	16.32%
Housing	108	15.19%
Community Meeting Room	71	9.99%
Other	58	8.16%
Re-opening of Beech Street	40	5.63%
None of these	28	3.94%

The results in this page speak for themselves – it is obvious from these results that Sunapee enjoys their outdoor recreation and natural beauty.

## Conclusion

Respondents were able to share a wide range of opinions on all things affecting Sunapee. Planning Board, Select Board, and community members are encouraged to read the appendices to see the anonymous, open-ended comments from people. It gives more nuance and clarity to some of the questions asked.

Based on the results of this survey, Sunapee should focus their attention on housing policy (including STRs), recreation, and maintaining a high-quality approach to environmental concerns. As the public forums progress throughout the spring and early summer, these would be good areas for deep-diving and finding out more from residents. All areas should be addressed in the Master Plan, but these issues are important right now to people in town.

Respectfully submitted,

Tim Josephson

Associate Planner, UVLSRPC

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
No	6
less short term rentals	4
Affordable	2
affordable housing	2
Short term rentals	2
"Affordable housing" needs to be defined. Without a definition everyone thinks that it means something different.	1
A condo building with amenities[dining room, transportation, etc] for seniors - located in woods/country similar to Lyon Brook in New London	1
ADUs as long as they are not Short term rentals	1
Affordable houses or Affordable Long-Term Rentals	1
Affordable housing for workforce is needed all over the Dartmouth Sunapee region	1
Affordable housing for young families with 2000+ sq ft	1
Affordable housing is needed in Sunapee.	1
Affordable workforce housing	1
AirBnB/VRBO are removing family housing availability	1
All is good.	1
All types of housing need to have a balance of density and open space to ensure aesthetic qualities and healthy living.	1
AS you can see I support housing and think that the existing zoning and lot sizes will be able to control what goes where	1
Better maintenance of homes in lower Main St-looks like a dump	1
Castles	1
Clarification of above: OK with manufactured high quality homes; not double wide type homes.	1
Clarification - Tiny Homes, ADUs and Courts should conform to the zoned lot sizes; overall development should be lot size x units.	1
Cleaned up abandoned lots with junk or dilapidated housing.	1
Consider tax consequences of larger developments - need to be tax positive (ie infrastructure needs should not increase taxes)	1
Cottage Courts and small multi-family	1
Cottage courts are good for senior housing. Sunapee needs housing options for its teachers, librarians and lower income workers like at Dunkin or Dollar General.	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
Definitely make it available for more people to afford living in our community..	1
Difficult to answer the housing ?s without more specifics or the rules for each.	1
Do not want to see residents renting yurts, house boats, travel trailer etc.	1
don't really like the exclusive developments; in open space prefer town-based	1
ENERGY efficant	1
Energy efficient and sustainable	1
Entry Level Single Family Homes and Duplex.	1
Fewer motels also used as permanent apartments	1
Fewer STR's	1
high taxed properties	1
Homes below 300,000	1
Housing for seniors	1
Housing that complies with the zoning and not needing variances/special exceptions.	1
I am against densifying Sunapee	1
I believe that we need to develop more housing to stabilize our community with workforce, multi-family house or single family homes. Housing at multiple price points and types (rentals etc) will help us keep our businesses and grow.	1
I don't think we need more big apartment complexes. Sunapee is small. But I do think we need more options for affordable housing. We have plenty of second home mega mansions. No more of those please.	1
i dont want to see everything everywhere .. housing should be onlyy allowed in the districts that we voted to allow it in	1
I support an Income based senior housing	1
I would like to see less non-owner occupied long term rentals as the owners tend to not invest in upkeep and can impact overall character and value of neighborhood. More single family homes or condos that have governing by laws to maintain them,.	1
I would like to see people that work in this area be able to live in this area.	1
I would not like to see large apartment complexes that diminish the small town feeling of Sunapee.	1
I would support more of the above as long as they were not used for short	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
term rentals	
I'd like to see more homes that are affordable to families.	1
In order to maintain the small town feel, single family should be priority but adding in law setups and such is wonderful in helping keep larger families together.	1
Less air b N b in residential neighborhoods	1
Less Airbnb type usage	1
Less apartments. More opportunity for single family homes.	1
Less apartments	1
Less dilapidated mobile homes	1
Less great big mansions such as those on Lake Ave.	1
Less homes for tourists. Need to support the people who live here	1
Less homes owned by LLC's used for short term rentals	1
Less Lake development and density	1
Less mansions	1
Less McMansion development around lake	1
Less McMansions	1
Less McMansions that block views and dwarf the neighboring properties.	
Limit # of pre-fab buildings on small parcels of land( like the old Woodbine property).	1
Less mega houses filling the entire lot & blocking views from neighbors	1
Less mobile home housing.	1
Less monster homes on the lake	1
Less new massive lake houses that block the view of the water; limit pre fab buildings in a single lot in village district - e.g. what is now on the former Woodbine property	1
Less short term rental properties	1
Less short term rentals and regulations around those we allow. They need to be monitored.	1
Less STR's	1
Less STRs so more houses for residents	1
Less STRs, more permanent residences	1
Less tiny house enclaves such as the eyesore on the site of the old Woodbine Cottage. These enclaves could be less visible areas. This property has	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
tragically detracted from the character of the harbor.	
Less transient housing including short term rentals.	1
Less—fragmented single-family subdivisions	1
Like to see affordable housing and work force housing	1
Limit number of stories at street level to 2	1
Live free or die. No too many regulations	1
MC-MANSIONS, LARGE APARTMENT COMPLEXES	1
middle class family	1
Modest	1
Monster Mansion houses on the lake That sit empty most of the year Need to limit this	1
More "cluster" housing and Tiny Homes but no STRs!	1
More affordable housing	1
More affordable housing for families	1
More affordable housing so people can live where they work (eg. teachers, police, firefighters)	1
more apartment rentals	1
more apartments and single family homes	1
More apartments and small homes for young people and seniors	1
More cottage courts	1
More eco friendly/sustainable housing	1
more family homes	1
More long-term rental apartments/condos sized for singles & couples (not family-size units). Less absentee-owner short-term rentals.	1
More multi unit development in mixed use and village districts would help address the affordability issues of Sunapee housing.	1
More multi-unit housing for young families and others with modest income; fewer large, ostentatious lake houses	1
More senior housing units	1
More senior housing. Less Short term rentals.	1
More Short Term Rentals	1
More Single family homes near the public water/ sewer services.	1
More small to tiny units with their environmental efficiencies. Discourage subsidized housing of all sorts.	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
More townhouses near harbor/villages	1
More year-round housing	1
More: Single family homesLess: Short Term rentals	1
Most places on Sunapee are not affordable to most people. Out of State homes are taking over, making average workers unable to afford homes here.	1
Multi dwellings on lots with adequate acreage. Tiny homes	1
Multi family homes like duplexes	1
multi family workforce	1
Multi unit in the village. More Affordable senior housing.	1
N/A	1
Neighborhood developments	1
Nice but smaller single family homes.	1
no affordable housing!!!!!!	1
No further comment	1
NO HOUSING FOR ILLEGALS AKA WORKER HOUSING.	1
No Mobile Home Parks	1
No mobile homes please	1
No mobile homes.	1
no more apartment buildings, prefer smaller units i.e. 4-plex	1
No multi-story hotels	1
No strs in rural areas	1
Okay with more housing and keeping housing affordable but not at the risk of over developing our town. ADU's and Cottage Courts seem like a great way to accomplish getting more housing without developing a large apartment or mobile home complex.	1
Prefer traditional, single family homes	1
Quality single family is needed.	1
Rentals that aren't so expensive	1
Residences within a grand hotel that is sort of the community with social events, restaurants etc.... The ability to rent or own within the hotel.	1
RV lots	1
senior housing in town	1
Senior Housing or Assisted Living	1
simply affordable housing that is based on the local wage structure and needs	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
of workers	
Single family only	1
Smaller houses for young families.	1
STR. Good for economy	1
Sunapee has grown very fast in too few years. It will lose its small town charm if it is not reined in	1
Support increasing more affordable housing and less development of lots near the lake	1
Sustainable housing, energy efficient	1
The town needs to keep up with the demand of housing in the area. It's really unaffordable to live there.	1
Tiny homes	1
Tiny homes on existing residential home lots	1
Tiny Homes, Bungalow courts	1
Unregistered Short-Term Rentals	1
We need more affordable/workforce housing in the area. Sunapee should participate in that while balancing impact on school system and costs.	1
work force housing, senior housing	1
work/live in the key historic commercial district(s)	1
Workforce or we will lose our schools due to STRs Average worker can't afford to live here	1
Would prefer to keep Sunapee a family town	1
Yes- "normal houses" affordable by town employees and families and single parents. There are many mansions and resort buildings .	1

**[EXTERNAL]Follow-up to 15 May Selectboard meeting**

Montgomery Anne &lt;amonty1214@gmail.com&gt;

Tue 5/23/2023 9:58 PM

To: Town Manager &lt;manager@town.sunapee.nh.us&gt;

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

Shannon.....please read this letter to the board at the next meeting. Thank you.

Hi Shannon,

Chris and I are very grateful that you and the Board allowed us to present our proposal last week at the 15 May Selectboard meeting.

We intend to form a working group to follow through with the Board's receptivity to receiving a report back offering a more detailed analysis and plan for the Board's consideration.

A few points to be passed to the Board that we thought about after our presentation:

1. The Board and town officials have repeatedly spoken of the need for **work force housing** in the town of Sunapee. If the Town were to purchase 8 Soonipi Circle, then the Town would have control of the seven apartments and be able to maintain them as work force housing units.
2. If anyone else purchases the building, the likelihood that that person would maintain work force housing in those seven units is extremely unlikely. The Town of Sunapee would lose all control of that opportunity (and, might we say, responsibility). Purchasing the building would be a tangible step toward creating critical work force housing, which appears to be an important goal of the Selectboard and other Town boards.
3. Some members of the Board seemed opposed to the town becoming a landlord. There are other ways to accomplish that, which must be explored. As uncomfortable as that is, it may be the only way to assure work force housing is maintained in that location. Sometimes it is important to realize that to get something you really value, it might be necessary to do something that might be uncomfortable.

4. Other than focusing on the housing, the purchase of 8 Soonipi Circle would create a charming and functional village center for the town of Sunapee.

5. Just to reiterate, in our presentation we highlighted the importance of finding office and storage space that is desperately needed for town business. The purchase of 8 Soonipi Circle would enable the Town to address its current and future space needs on a permanent basis.

Again, we appreciated the opportunity to present this proposal and look forward to reporting back to the Selectboard after we convene a working group to prepare a more detailed analysis and plan for its consideration.

With kind regards,

Annie Montgomery and Chris Lockwood

*Annie Montgomery*  
[amonty1214@gmail.com](mailto:amonty1214@gmail.com)  
603-520-9992

**[EXTERNAL]For 6/12/23 BoS agenda**

Lake Sunapee STR Association &lt;info@lsstra.org&gt;

Mon 6/5/2023 6:36 AM

To: Town Manager <manager@town.sunapee.nh.us>; Allyson Traeger <allyson@town.sunapee.nh.us>; Carol Wallace <cwallace@town.sunapee.nh.us>

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

Good morning:

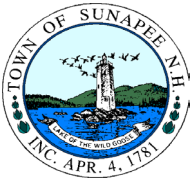
Below is a portion of an email I sent on 5/16/23, requesting an item on the next Selectboard agenda. Just sending this again as a reminder of that request. Thank you.

*2) The second item on the email I sent requesting items be put on the agenda wasn't addressed. At the PB meeting last week Peter White said something to the effect that tourist homes would have had to get a site plan review to be given the designation of tourist home, hence there is really only one (Suzanne and John's). This is not an accurate statement by Peter - the previous ordinance states that tourist homes were permitted by right in all districts except RR and RL. Further a Site Plan Review is only required for "new or altered non-residential use." STRs are residential, therefore ones existing prior to 12/1/2022, in permitted districts, that met the criteria of single-family dwelling and owner-occupied for 120 days are grandfathered in the truest sense of the word. I would like to request again that this be on the next agenda.*

The question remains about how these tourist homes will be managed, as technically, they are grandfathered and therefore not subject to the new ordinance or forthcoming registration process. Thank you for including a public dialogue about this on the next agenda.

Best regards,

Lisa Hoekstra, President LSSTRA  
603-490-3516  
[www.LSSTRA.org](http://www.LSSTRA.org)



## SHORT-TERM RENTAL REGISTRATION FORM

23 Edgemont Road  
Sunapee, New Hampshire 03782  
Telephone (603) 763-2212 Ext.1023

Thank you for registering your short-term rental (STR) with the Town of Sunapee! Our goal is to support sensible and fair short-term rental regulations within our community. Through the GovOS platform, short-term rental owners can conveniently register their rental space. Once a property is registered, our town team will manage subsequent inspections, review registrations, and provide enforcement, ensuring public health and safety continue to be prioritized.

### Important Registration Requirements:

- All short-term rentals, regardless of zone, MUST comply with the terms and conditions of the Sunapee Selectboard's registration process.
- If you owned and operated a short-term rental, in Rural Residential and/or Rural Lands from January 1, 2022-December 1, 2022, you are not required to seek a special exception and/or variance as long as you can demonstrate the property was being used as a short-term rental.
- All property owner(s), or their designated agent(s), of short-term rental properties in the Town of Sunapee are required to register their short-term rental property at <https://sunapeenh.munirevs.com/>
- Definitions of a short-term rental are provided on page 12 of this registration form.
- The purpose of the registration process is for property owner(s), or their designated agent(s), to register their short-term rental properties that are currently operating, or that plan to operate, in the Town.
- After completing your registration online, the Planning, Zoning, and Compliance Department team will review it for completeness. Incomplete submissions will be denied. Should you have questions about how to complete the registration form, you may meet with office staff on Wednesday and Friday mornings from 10:00 AM-1:00 PM or by email [sunapeecodecompliance@gmail.com](mailto:sunapeecodecompliance@gmail.com)
- The property owner(s) or their designated agent(s), shall not provide any false or misleading statements; shall meet all the standards listed on the registration form; acknowledge that the registration is valid for one year running from the date registration is granted, and acknowledge that registrations are not transferrable.
- The property owner(s) or their designated agent(s), acknowledge that this registration may be granted or denied based upon full compliance with the registration process set forth herein, and understand that a short-term rental must comply with all zoning regulations, other applicable local and state permit regulations, and the town's short-term rental ordinance requirements, if applicable.
- The registration process requires a Compliance Inspection by the Town of Sunapee's Code Compliance Officer or designated agent. The inspection will take approximately 1 hour. The Code Compliance Officer will issue his/her inspection report to the applicant within five business days. Inspections will be valid for a period not to exceed three years. Inspections can be scheduled online via the Town of Sunapee's code compliance calendar: <https://calendly.com/sunapeecodecompliance>
- Please start your registration process as soon as possible to ensure timely scheduling of inspection. The Code Compliance Officer will share the inspection report with you within five days of completing the inspection. If there are outstanding items to be addressed, you will not be able to rent your home until the issues have been appropriately remedied and acknowledged by the Code Compliance Officer.
- If modifications, including but not limited to the addition of bedrooms to the structure, are made to a STR prior to the existing registration expiring, or if the STR changes hands from one owner to another, then a new inspection and registration shall be required.
- The Compliance Self-Report Inspection and Short-term Rental Affidavit (for homes in Rural Residential and Rural Lands) shall be completed by the property owner(s) or their designated agent(s).
- The Town of Sunapee Selectboard may deny, impose penalties, suspend or revoke any STR registrations if it is deemed that the owner/agent provided incomplete, false or misleading statements on the registration form, affidavit, or on the Self-Report Inspection questionnaire; violated any of the registration criteria on page two (2); violated any state or federal laws, statutes, town ordinances, rules or regulations pertaining to short-term rental; or the operation of the STR is a threat to the public health, safety or welfare of the town.

## PARCEL I.D. & OWNER/AGENT INFORMATION

### Section I: Parcel I.D & Owner/Agent Information

Parcel Map No. & Lot No.:	Parcel Zone:	Date of Registration:
NH Meals and Rooms License Number:	Property Owner(s) Telephone Number	
Full Name of the Property Owner(s):		
Property Owner(s) Mailing Address:		
Physical Address of STR:		
Number of Bedrooms to be Rented:	Maximum Number Occupants:	Number of Off-street Parking Spaces:
Calendar Year STR is Being Registered For:	Current Registration Number (if renewal):	
Full Name of Designated Agent(s) for Property Owner(s):		
Designated Agent(s) Business Address:		
Designated Agent(s) Telephone Number:	Designated Agent(s) Cell Phone Number:	
Name of Primary Point of Contact During Rental of STR:		
Each STR must designate a responsible agent who is available 24 hours per day, seven (7) days per week to respond to and resolve complaints.		

## SHORT-TERM RENTAL REGISTRATION CRITERIA

Please initial each item listed below or put N/A if not applicable:

Section II: Requirements for STR Registration	Initials
The property owner(s) or their designated agent(s) understand that a <b>Short-Term Rental Owner in Residence</b> is 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.	
The property owner(s) or their designated agent(s) understand that a <b>Short-Term Rental Owner Not in Residence</b> – 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	
The occupancy limit that a STR can be advertised for shall not exceed two (2) people per bedroom (as listed on the Town's property card) plus one additional person per dwelling unit. At no time shall any STR exceed 16 people on the premises.	
The property owner(s) or their designated agent(s) shall not allow renters to exceed the occupancy limits of the STR that are provided on the registration form.	
The number of bedrooms used at a STR must conform to the permit requirements from either the State of New Hampshire Department of Environmental Services Water Division Subsurface Systems Bureau (for properties on private septic systems) or the Sunapee Water and Sewer Department (for properties on municipal sewer).	
All STR renters and their guest(s) shall conform to the Town of Sunapee Traffic and Parking Ordinances.	
Parking shall be limited to 1 vehicle per bedroom, and a parking plan shall be submitted for review and approval.	
The owner(s), or their designated agent(s), acknowledge that registration of their STR does not authorize incidental camping, sleeping in travel trailers, boats and/or other mobile enclosures that are on STR property.	
All trash shall be stored onsite in sealed trash receptacles screened from the public's view that meet the building setbacks in the zoning district in which they are located. Trash shall be removed and disposed of in accordance with all local and state regulations.	
The owner(s), designated agent(s), and guests shall comply with RSA 644:2. NH's disorderly conduct law, and all other applicable Town Ordinances and State regulations and laws.	
All renters, occupants, and their guests shall comply with the Town of Sunapee's Noise Ordinance.	
The use of fireworks shall not be permitted at a STR. Should a renter refuse to comply with this regulation and a citation is issued, the owner may be penalized.	
Each STR must designate a responsible agent who is available 24 hours per day, seven (7) days per week to respond to and resolve complaints.	
The owner(s), or their designated agent(s), shall post a copy of their STR Registration inside the residence in a highly visible location, including occupancy limits, noise disturbance based on the Town's Noise Ordinance, and an evacuation diagram showing all fire escapes, and all means of egress from the STR.	
The owner(s), or their designated agent(s), must obtain a seasonal permit for outdoor, wood fire pits from the Fire Chief. Each individual renter must seek a permit from the state at <a href="https://nh.burnsafeamerica.com/">https://nh.burnsafeamerica.com/</a> . Fires are not allowed before 5PM.	
The owner(s), or their designated agent(s), understand that any and/or all signage that is posted/erected at the STR shall conform to the Town's Zoning Ordinance.	
All police and fire emergencies shall be directed to 911. All other complaints should be sent to <a href="mailto:sunapeecodecompliance@gmail.com">sunapeecodecompliance@gmail.com</a> to be recorded, filed with the STR registration, and copies sent to the STR owner and/or the designated agent(s).	

## SHORT-TERM RENTAL REGISTRATION REQUIRED DOCUMENTS

*Please initial each item listed below indicating that the required documents and fees are attached:*

<b>Section III: Registration and Supporting Documents provided by the applicant</b>	<b>Initials</b>
A completed STR Registration Form with all required documents attached	
Base application fee \$350	
A Parking Plan (See instructions on page 11)	
Trash Disposal Plan (See instructions page 11)	

<b>Section IV: Registration and Documents provided by the Town (additional fees for inspections)</b>	<b>Initials</b>
Town of Sunapee Compliance Inspection Report with Code Compliance Officer (Inspection Fees of \$150)	
A copy of a NHDES approved plan for Residential Septic Disposal	

<b>Section V: Penalties</b> - 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 676:17. Violations will accumulate over a 12-month period from the date of any first offense.	<b>Initials</b>
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 per 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 (6) months, whichever is longer.	

**AFFIDAVIT FOR PRE-EXISTING SHORT-TERM RENTALS IN RURAL RESIDENTIAL  
AND RURAL LANDS**

Complete this affidavit and provide a copy of your short-term rental booking(s) to document that you, the legal owner of the property, used said property as a short-term rental between January 1, 2022, and December 01, 2022. Please attach a report of your NH Room and Meals taxes demonstrating payment of taxes for 2022 for the listed property below.

Map No.:	Lot No.:	Parcel Zone:
Name of Owner:		
Address of STR:		

*The owner(s) or their designated agent(s) affirm, under penalty of perjury, that the information provided in this Short-term Rental Registration Form is true and correct to the best of his/her knowledge and that they agree to hold the Town of Sunapee harmless for any damages resulting from the registrars' misrepresentations, intentional or otherwise. I/we have read and understand the Town of Sunapee Zoning Ordinance as it applies to the use of the property as a STR, and we understand that it doesn't relieve us from having to comply with any Local Ordinances, State or Federal Laws.*

Signature of Property Owner or Agent:	Date Signed:
Printed Name of Property Owner or Agent:	

# Compliance Self-Report Inspection Affidavit

## Code Compliance Inspection Report



Property Address:

Inspector Name:

☐

Code Officer

☐

Other

Date of Inspection:

Type of Inspection:

☐

Initial

☐

Follow-Up

Owner(s) Name and Phone Number:

Last Inspection Date:

### 1. Fire Safety

#### Smoke Alarms

Smoke alarms shall be in good working order. They shall be installed in all sleeping rooms, outside of each sleeping area, in the immediate vicinity of the sleeping rooms, on each level of the dwelling units including basements. In existing 1-2 family dwellings, approved smoke alarms powered by batteries shall be permitted.

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.1	Is there a working smoke alarm:					
	a. In all bedrooms?					
	b. Near each bedroom?					
	c. On each level of the dwelling unit, including basements?					

## Carbon Monoxide Alarms

There must be a working carbon monoxide alarm (detector) in the immediate vicinity of each bedroom or room used for sleeping. CO alarms are also required in each sleeping room that has a fuel-fired appliance such as a gas-fired room heater, gas hot water heater, or fireplace/woodstove. NFPA 101-31.3.4.6

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.2	Is there a working carbon monoxide (CO) alarm:					
	a. In each bedroom that contains a fuel-burning appliance?					
	b. Near each bedroom?					
	c. On each level of the dwelling unit, including basements, excluding attics and crawl spaces?					

**Fire Extinguisher**

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.3	Is a functional fire extinguisher visibly installed:					
	a. In every cooking area mounted to the wall nearest the closest exterior exit?					
	b. In close proximity to outdoor cooking equipment?					

**Egress- Primary means of escape**

Each dwelling unit must have access to at least 2 separate ways out of the building that are not located close together unless the unit has: a door opening to the outside at ground level, an enclosed stair used only by that unit opening to the outside at ground level, or access to an outside stair that serves no more than 2 units.

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.5						
	Does each bedroom have a primary means of escape?					

**Egress- Secondary means of escape**

Each bedroom must have a window that can be opened without using tools or special knowledge. The opening of the window must be at least 20" wide and 24" high and provide an opening of 5 square feet. The bottom of the opening must be less than 44" above the floor. NFPA 101-24.2.2.1

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.4						
	Does each bedroom have a window that can be easily opened and is large enough for emergency rescue or escape?					

**Street Address Marker**

All signage must comply with the Street Naming and Numbering Ordinance, including placement and visibility

Component		Self-Report Answer			Violation	
1.6		Y	N	N/A	Required Corrective Action	Deadline
	Is the house number posted in accordance with the Town ordinance?					

## 2. Guest Information

Emergency Contact Information						
Signage posted that contains the emergency contact information for guests, maximum number of guests, and copy of STR Permit.						
Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
2.1	Are emergency contact numbers for owner(s) and STR permit posted?					

STR Orientation and Town Information for Guests						
An informational binder that contains the following: (a) Local hospital addresses and emergency contact numbers, (b) Noise Ordinance, (c) Town's non- emergency police phone number, (d) Maximum occupancy of the STR, (e) Emergency Evacuation Floor Plan Sketch, (f) Parking Ordinance, (g) Parking Plan, (h) Transfer Recycling Ordinance and a Trash Disposal Plan, (i) Leash law, (j) Beach pass information						
Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
2.2	Is a binder with all required information provided for guests?					

Additional Notes:
Each household, in the Town of Sunapee, will be given one guest pass for use at Dewey Beach and the Sunapee Transfer Station. If the pass is lost, there is a \$100 replacement fee.

## Short-Term Rental Trash Disposal Plan

The purpose of the Trash Disposal Plan is to ensure renters understand waste disposal requirements.

- Provide sufficient, sealed trash receptacles to hold all trash generated. Per the Town of Sunapee's ordinance, trash may not be left outside.
- As part of the short-term rental registration process, provide a trash removal plan with your rental application.

## Short-Term Rental Emergency Evacuation Floor Plan Sketch

The purpose of the floor plan sketch is to accurately depict the following information:

- All bedroom locations.
- All exit routes from the home.

To Create a Floor Plan Sketch:

- If you have plans of your home, please use them, and add the required information.
- If you do not have plans, please create a sketch accurately identifying bedrooms and exit routes.

## Short-Term Rental Parking Plan

The purpose of the short-term rental parking plan is to ensure both owner(s) and renters comply with parking requirements.

- A parking plan must be submitted with the application - either a photograph notating the parking or a written narrative showing/describing the allowable parking. Motor vehicles may not park on landscaped areas, public streets, and/or public rights-of-way. No person is permitted to stay overnight in a parked vehicle.
  - Indicate location and number of parking spaces available to guests at your residence (and those reserved for owners, if applicable) on either a [Photograph](#) (Google Maps is a great resource) or a [GIS Tax Map](#). \*See attached example
- Owner must share the parking plan with guests.
- Each parking space shall be a minimum of 9' x 18' (per definition in the Sunapee Zoning Ordinance)

PARKING REQUIREMENTS		
*All STR renters and their guest(s) shall conform to the Town of Sunapee Traffic and Parking Ordinances.*		
AREA	RESTRICTIONS	PERMITTED
Short-Term Rental Location	<ul style="list-style-type: none"><li>• 1 VEHICLE PER BEDROOM</li></ul>	1 Parking Space Per Bedroom Of Short-Term Rental
Town Property	<ul style="list-style-type: none"><li>• No vehicle or trailer shall be parked in a Town Parking Lot or marked parking areas for more than 24 hours unless otherwise posted.</li><li>• No vehicle or trailer shall be parked on the paved, main, or traveled portion of any highway, road, or street.</li><li>• 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.</li><li>• There shall be no parking 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 where "NO PARKING" signs are posted.</li></ul>	Parking within permitted marked lots during the day in compliance with time limits.

## OK P42



## SHORT-TERM RENTAL DEFINITIONS

**Short-Term Rental (STR):** Any single-family residence, two-family residence, or single-family residence 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 residence 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 Agent** – Shall mean a person, local contact, or business designated by the owner to manage the property. An owner's agent shall be designated by the owner as a person who can be contacted by the Town, by Emergency Services, and can receive legal notices on the owner's behalf.

**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 form that is issued by the Town of Sunapee thereby acknowledging that the owner or their designated agent 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.

DRAFT

# FIRE EXTINGUISHER

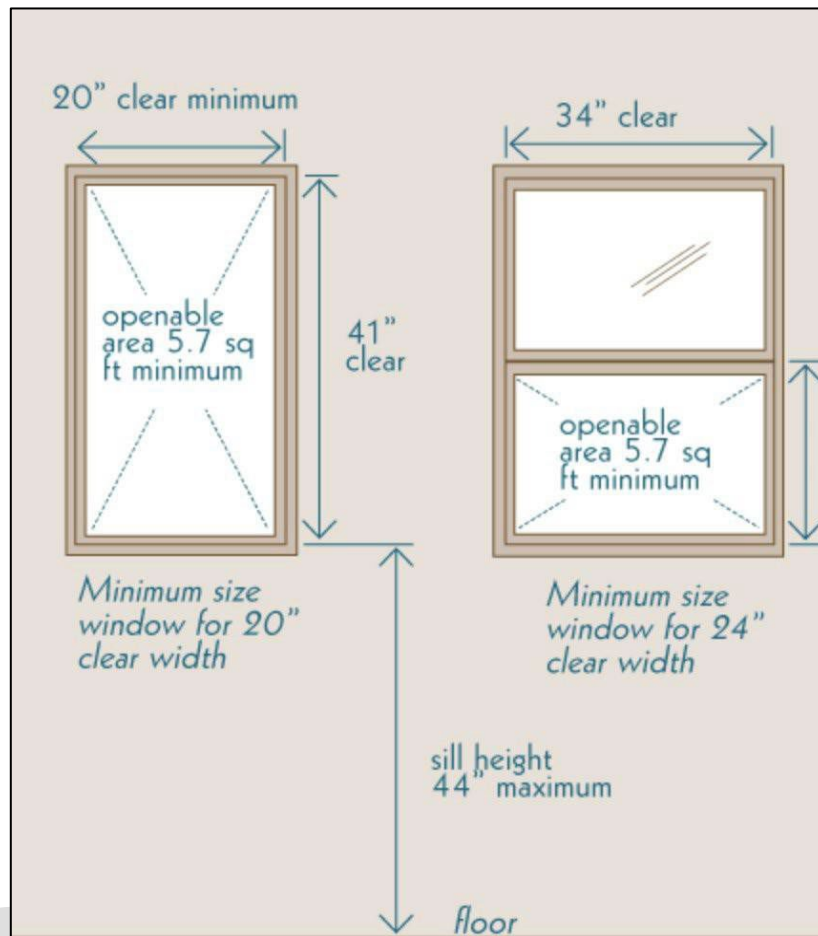
The minimum classification required is 2-A:10-B:C. Shall be annually inspected and certified by a NH licensed company. Shall be installed in accordance with NFPA 10.



</

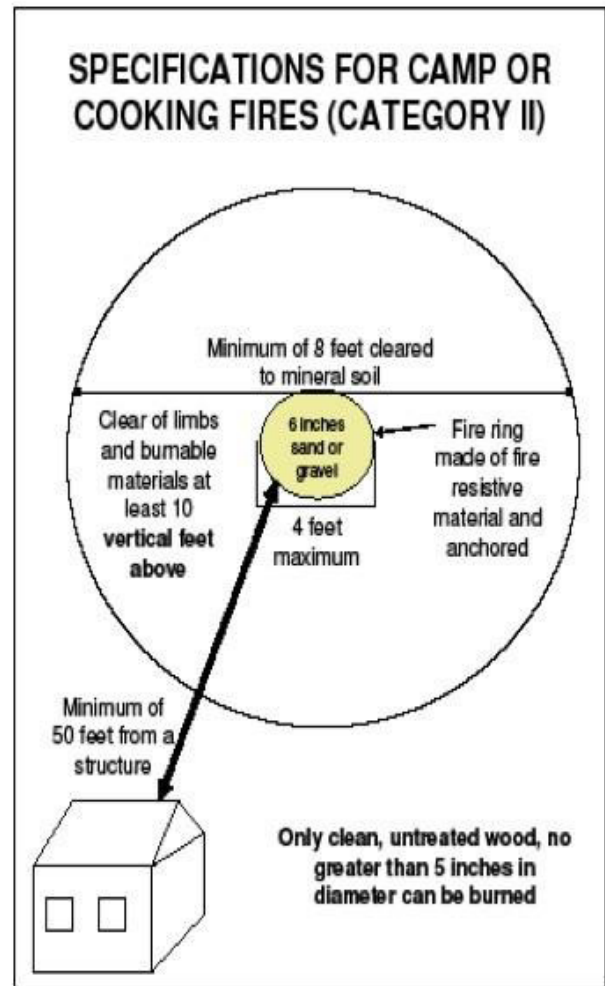
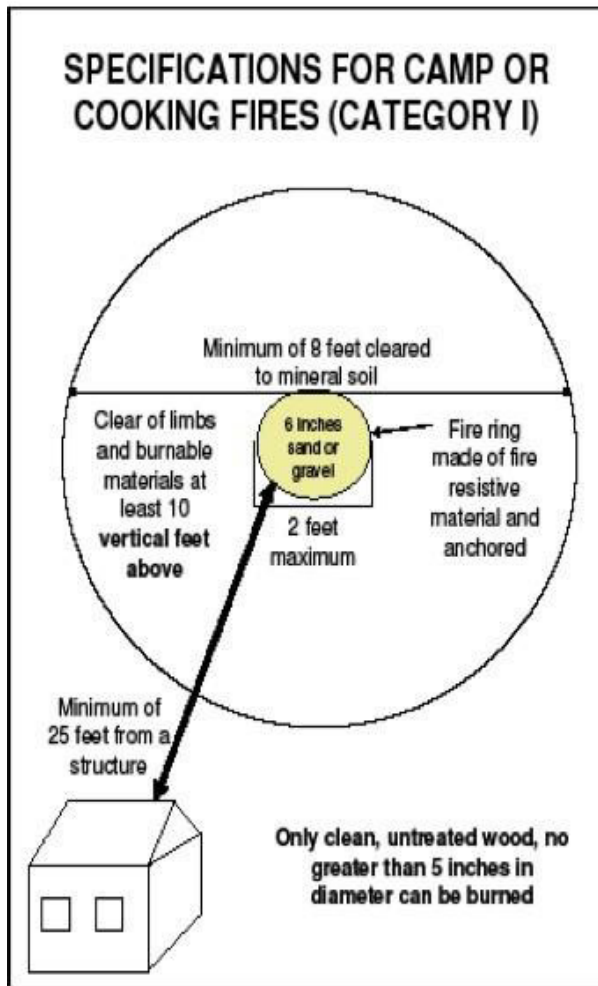
[illegible]

## WINDOW EGRESS DIAGRAM



- The minimum net clear opening width shall be 20 inches.
- The minimum net clear opening height shall be 24 inches.
- Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq ft.
- When openings are provided as means of escape and rescue, they shall have a sill height of not more than 44 inches above the floor.

## FIRE PIT LOCATION DIAGRAM



**THE STATE OF NEW HAMPSHIRE**  
**SUPREME COURT**

**In Case No. 2023-0189, Appeal of Elizabeth Hoekstra & a.,  
the court on May 18, 2023, issued the following order:**

Appeal from a decision at the New Hampshire Housing Appeals Board is accepted and will be scheduled for oral argument before the full court.

This case appears to be eligible for mediation pursuant to Rule 12-A. Under Rule 12-A, the agreement of all parties is required for appellate mediation and a non-refundable fee of \$225 per party will be imposed. If all parties in this case agree to participate in mediation, the petitioners shall submit the completed Appellate Mediation Agreement form to the court on or before June 2, 2023. The Appellate Mediation Agreement form (NHJB-2614-SUP) is available at <https://www.courts.nh.gov/our-courts/supreme-court/forms>. If an Appellate Mediation Agreement form is not filed, an order will be issued regarding further proceedings.

MacDonald, C.J., and Hicks, Hantz Marconi, and Donovan, JJ., participated.

**Timothy A. Gudas,  
Clerk**

Distribution:  
New Hampshire Housing Appeals Board, ZBA-2022-21  
Barry C. Schuster, Esq.  
Cordell A. Johnston, Esq.  
Attorney General  
File

## Revenue Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b><u>01 - GENERAL FUND</u></b>							
<b><u>3110 - PROPERTY TAX REVENUE</u></b>							
01-3110-01-900	PROPERTY TAXES-CURRENT	0.00	10,437,472.00	10,437,472.00	(10,437,472.00)	0.00	0.00
01-3110-10-850	TAX COLL-REFUND/REBATE/ABATEME	0.00	(1,225.17)	(1,225.17)	1,225.17	0.00	0.00
3110 - PROPERTY TAX REVENUE		<b>0.00</b>	<b>10,436,246.83</b>	<b>10,436,246.83</b>	<b>(10,436,246.83)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3120 - LAND USE CHANGE TAX - GENERAL FUND</u></b>							
01-3120-01-901	LAND USE CHANGE	0.00	3,745.00	3,745.00	(3,745.00)	0.00	0.00
3120 - LAND USE CHANGE TAX - GENERAL FUND		<b>0.00</b>	<b>3,745.00</b>	<b>3,745.00</b>	<b>(3,745.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3190 - PENALTIES AND INTEREST</u></b>							
01-3190-01-902	INTEREST & COSTS	0.00	1,471.21	25,377.20	(25,377.20)	0.00	0.00
3190 - PENALTIES AND INTEREST		<b>0.00</b>	<b>1,471.21</b>	<b>25,377.20</b>	<b>(25,377.20)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3210 - BUSINESS LICENSES AND PERMITS</u></b>							
01-3210-01-910	UCC FILING	0.00	435.00	660.00	(660.00)	0.00	0.00
3210 - BUSINESS LICENSES AND PERMITS		<b>0.00</b>	<b>435.00</b>	<b>660.00</b>	<b>(660.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3220 - MOTOR VEHICLE PERMIT FEES</u></b>							
01-3220-01-906	AUTO REGISTRATIONS	0.00	88,352.50	435,704.50	(435,704.50)	0.00	0.00
01-3220-01-907	SNOWMOBILE AND ATV FEES	0.00	20.00	179.00	(179.00)	0.00	0.00
3220 - MOTOR VEHICLE PERMIT FEES		<b>0.00</b>	<b>88,372.50</b>	<b>435,883.50</b>	<b>(435,883.50)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3230 - BUILDING PERMITS</u></b>							
01-3230-01-909	SITE PLAN REVIEW FEES	0.00	0.00	740.04	(740.04)	0.00	0.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	0.00	(20,140.72)	1,265.00	(1,265.00)	0.00	0.00
3230 - BUILDING PERMITS		<b>0.00</b>	<b>(20,140.72)</b>	<b>2,005.04</b>	<b>(2,005.04)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3290 - OTHER LICENSSSES, PERMITS AND FEES</u></b>							
01-3290-01-901	BOND HEARING FEES	0.00	0.00	150.00	(150.00)	0.00	0.00
01-3290-01-902	REDEMPTION COSTS	0.00	45.01	133.01	(133.01)	0.00	0.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	0.00	4,344.46	8,986.00	(8,986.00)	0.00	0.00
01-3290-01-911	LOT MERGER FEES	0.00	0.00	75.00	(75.00)	0.00	0.00
01-3290-01-912	DOG LICENSES/FEES	0.00	514.00	2,733.50	(2,733.50)	0.00	0.00
01-3290-01-914	PERMIT TO EXCAVATE FEE	0.00	0.00	600.00	(600.00)	0.00	0.00
01-3290-01-915	VITALS-BIRTH & DEATH	0.00	380.00	1,111.00	(1,111.00)	0.00	0.00
01-3290-01-917	TOWN CLERK FEES	0.00	3.00	87.50	(87.50)	0.00	0.00
01-3290-01-918	MISC. TC/TC OVERAGES	0.00	137.70	42.10	(42.10)	0.00	0.00
01-3290-01-919	WETLANDS APPLICATIONS	0.00	0.00	1.00	(1.00)	0.00	0.00
3290 - OTHER LICENSSSES, PERMITS AND FEES		<b>0.00</b>	<b>5,424.17</b>	<b>13,919.11</b>	<b>(13,919.11)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3353 - STATE - HIGHWAY BLOCK GRANT</u></b>							
01-3353-01-928	HIGHWAY BLOCK GRANT	0.00	24,778.12	49,571.78	(49,571.78)	0.00	0.00
3353 - STATE - HIGHWAY BLOCK GRANT		<b>0.00</b>	<b>24,778.12</b>	<b>49,571.78</b>	<b>(49,571.78)</b>	<b>0.00</b>	<b>0.00</b>

## Revenue Report Monthly BOS

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Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b><u>3354 - STATE - WATER POLLUTION GRANTS</u></b>							
01-3354-01-795	STATE OF NH - WATER GRANT	0.00	0.00	7,376.77	(7,376.77)	0.00	0.00
3354 - STATE - WATER POLLUTION GRANTS		<b>0.00</b>	<b>0.00</b>	<b>7,376.77</b>	<b>(7,376.77)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3379 - INTERGOVERNMENTAL REVENUE</u></b>							
01-3379-01-935	TOWN OF SPRINGFIELD-TS	0.00	0.00	30,116.00	(30,116.00)	0.00	0.00
3379 - INTERGOVERNMENTAL REVENUE		<b>0.00</b>	<b>0.00</b>	<b>30,116.00</b>	<b>(30,116.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
01-3401-01-321	PHOTOCOPY INCOME	0.00	0.00	14.50	(14.50)	0.00	0.00
01-3401-01-586	RECYCLING INCOME-ALUMINUM	0.00	1,102.50	4,720.97	(4,720.97)	0.00	0.00
01-3401-01-588	RECYCLING NEWSPAPER	0.00	911.90	1,754.70	(1,754.70)	0.00	0.00
01-3401-01-589	RECYCLING SCRAP METAL	0.00	103.20	1,575.65	(1,575.65)	0.00	0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOME	0.00	0.00	175.00	(175.00)	0.00	0.00
01-3401-01-950	ZBA INCOME	0.00	0.00	932.00	(932.00)	0.00	0.00
01-3401-01-959	[IA] HWY-MATERIALS SOLD	0.00	0.00	400.00	(400.00)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>2,117.60</b>	<b>9,572.82</b>	<b>(9,572.82)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3404 - GARBAGE - REFUSE CHARGES</u></b>							
01-3404-01-940	SUNAPEE T/S TICKET SALES	0.00	7,414.00	18,660.50	(18,660.50)	0.00	0.00
3404 - GARBAGE - REFUSE CHARGES		<b>0.00</b>	<b>7,414.00</b>	<b>18,660.50</b>	<b>(18,660.50)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
01-3501-01-970	CHECKING ACCOUNT INTEREST EARNED	0.00	2,067.06	20,229.97	(20,229.97)	0.00	0.00
01-3501-10-813	PISTOL PERMIT FEE	0.00	0.00	20.00	(20.00)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>2,067.06</b>	<b>20,249.97</b>	<b>(20,249.97)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3504 - FINES AND FORFEITS</u></b>							
01-3504-01-938	DOG FINES	0.00	0.00	50.00	(50.00)	0.00	0.00
01-3504-01-939	PARKING FINES	0.00	0.00	40.00	(40.00)	0.00	0.00
01-3504-01-945	[IA] PD COURT RESTITUTION	0.00	0.00	0.00	0.00	0.00	0.00
01-3504-01-946	PD DISCOVERY	0.00	0.00	120.00	(120.00)	0.00	0.00
3504 - FINES AND FORFEITS		<b>0.00</b>	<b>0.00</b>	<b>210.00</b>	<b>(210.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3506 - INSURANCE DIVIDENDS AND REIMBURSEMENTS</u></b>							
01-3506-00-000	MISC REVENUE	0.00	2,245.10	2,278.28	(2,278.28)	0.00	0.00
3506 - INSURANCE DIVIDENDS AND REIMBURSEMENTS		<b>0.00</b>	<b>2,245.10</b>	<b>2,278.28</b>	<b>(2,278.28)</b>	<b>0.00</b>	<b>0.00</b>
01 - GENERAL FUND		<b>0.00</b>	<b>10,554,175.87</b>	<b>11,055,872.80</b>	<b>(11,055,872.80)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>02 - HYDRO FUND</u></b>							
<b><u>3409 - OTHER CHARGES FOR SERVICES</u></b>							
02-3409-99-000	HYDRO - SALE OF ELECTRICITY	0.00	42,880.65	296,404.80	(296,404.80)	0.00	0.00
3409 - OTHER CHARGES FOR SERVICES		<b>0.00</b>	<b>42,880.65</b>	<b>296,404.80</b>	<b>(296,404.80)</b>	<b>0.00</b>	<b>0.00</b>

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<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
02-3501-99-971	HYDRO INTEREST EARNED	0.00	0.00	763.77	(763.77)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>0.00</b>	<b>763.77</b>	<b>(763.77)</b>	<b>0.00</b>	<b>0.00</b>
02 - HYDRO FUND		<b>0.00</b>	<b>42,880.65</b>	<b>297,168.57</b>	<b>(297,168.57)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>03 - PERMITS &amp; FEES</u></b>							
<b><u>3230 - BUILDING PERMITS</u></b>							
03-3230-35-800	CERTIFICATE OF COMPLIANCE	0.00	22,090.72	22,090.72	(22,090.72)	0.00	0.00
3230 - BUILDING PERMITS		<b>0.00</b>	<b>22,090.72</b>	<b>22,090.72</b>	<b>(22,090.72)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3290 - OTHER LICENSSES, PERMITS AND FEES</u></b>							
03-3290-30-202	SITE PLAN REVIEW FEES	0.00	809.07	809.07	(809.07)	0.00	0.00
03-3290-30-204	LOT LINE ADJUSTMENT	0.00	0.00	75.00	(75.00)	0.00	0.00
03-3290-35-807	LD BOND APPLICATION FEE	0.00	100.00	100.00	(100.00)	0.00	0.00
03-3290-35-808	SIGN PERMIT	0.00	60.00	60.00	(60.00)	0.00	0.00
03-3290-35-809	TREE CUTTING	0.00	225.00	225.00	(225.00)	0.00	0.00
03-3290-35-810	ALTERNATIVE ENERGY SYSTEMS	0.00	225.00	225.00	(225.00)	0.00	0.00
3290 - OTHER LICENSSES, PERMITS AND FEES		<b>0.00</b>	<b>1,419.07</b>	<b>1,494.07</b>	<b>(1,494.07)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
03-3401-35-810	ZBA INCOME	0.00	300.00	300.00	(300.00)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>300.00</b>	<b>300.00</b>	<b>(300.00)</b>	<b>0.00</b>	<b>0.00</b>
03 - PERMITS & FEES		<b>0.00</b>	<b>23,809.79</b>	<b>23,884.79</b>	<b>(23,884.79)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>04 - WATER DEPT</u></b>							
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
04-3401-99-000	DUE FROM WATER FOR MONTHLY EXPENSES	0.00	123,230.83	425,781.83	(425,781.83)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>123,230.83</b>	<b>425,781.83</b>	<b>(425,781.83)</b>	<b>0.00</b>	<b>0.00</b>
04 - WATER DEPT		<b>0.00</b>	<b>123,230.83</b>	<b>425,781.83</b>	<b>(425,781.83)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>07 - SPECIAL RECREATION FUND</u></b>							
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
07-3401-07-151	SPEC REC - Basketball	0.00	0.00	3,955.00	(3,955.00)	0.00	0.00
07-3401-99-700	SPEC REC - Baseball, Softball, Babe Ruth	0.00	190.00	7,935.00	(7,935.00)	0.00	0.00
07-3401-99-702	SPEC REC FIREWORKS REVENUE	0.00	0.00	200.00	(200.00)	0.00	0.00
07-3401-99-707	SPEC REC - Swim lessons	0.00	1,645.00	1,645.00	(1,645.00)	0.00	0.00
07-3401-99-708	SPEC REC - Track & Field	0.00	(95.00)	95.00	(95.00)	0.00	0.00
07-3401-99-717	SPEC REC - SUMMER CAMP	0.00	5,375.00	43,095.00	(43,095.00)	0.00	0.00
07-3401-99-902	SPEC REC - Boot Camp	0.00	350.00	1,650.00	(1,650.00)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>7,465.00</b>	<b>58,575.00</b>	<b>(58,575.00)</b>	<b>0.00</b>	<b>0.00</b>

## Revenue Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b><u>3503 - RENTS OF PROPERTY</u></b>							
07-3503-00-000	SPEC REC - ONLINE PAYMENT CASH DISCREPANCIES	0.00	0.01	0.12	(0.12)	0.00	0.00
3503 - RENTS OF PROPERTY		<b>0.00</b>	<b>0.01</b>	<b>0.12</b>	<b>(0.12)</b>	<b>0.00</b>	<b>0.00</b>
07 - SPECIAL RECREATION FUND		<b>0.00</b>	<b>7,465.01</b>	<b>58,575.12</b>	<b>(58,575.12)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>08 - LAND DISTURBANCE ESCROW ACCOUNT</u></b>							
<b><u>3509 - OTHER MISCELLANEOUS REVENUE</u></b>							
08-3509-00-000	INTEREST REVENUE ON LAND BONDS	0.00	0.00	61.79	(61.79)	0.00	0.00
3509 - OTHER MISCELLANEOUS REVENUE		<b>0.00</b>	<b>0.00</b>	<b>61.79</b>	<b>(61.79)</b>	<b>0.00</b>	<b>0.00</b>
08 - LAND DISTURBANCE ESCROW ACCOUNT		<b>0.00</b>	<b>0.00</b>	<b>61.79</b>	<b>(61.79)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>09 - PLANNING AND ZONING ESCROW FUND</u></b>							
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
09-3401-19-801	MCDONOUGH FAMILY PROPERTIES CONSTRUCTION OVERSIGHT	0.00	0.00	(1,451.25)	1,451.25	0.00	0.00
09-3401-21-801	Bell Construction Oversight Bond	0.00	0.00	254.61	(254.61)	0.00	0.00
09-3401-21-802	AUBUCHON REALTY COMPANY CASH BOND	0.00	0.00	1,153.50	(1,153.50)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>0.00</b>	<b>(43.14)</b>	<b>43.14</b>	<b>0.00</b>	<b>0.00</b>
09 - PLANNING AND ZONING ESCROW FUND		<b>0.00</b>	<b>0.00</b>	<b>(43.14)</b>	<b>43.14</b>	<b>0.00</b>	<b>0.00</b>
<b><u>11 - SPECIAL REC - SPECIAL REVENUE - DONATIONS</u></b>							
<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
11-3501-00-000	SPEC REC DONATION ACCOUNT - INTEREST EARNED	0.00	0.00	165.43	(165.43)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>0.00</b>	<b>165.43</b>	<b>(165.43)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3508 - CONTRIBUTIONS AND DONATIONS</u></b>							
11-3508-00-001	SPEC REC - SPECIAL REVENUE - DONATION REVENUE	0.00	0.00	4,500.00	(4,500.00)	0.00	0.00
3508 - CONTRIBUTIONS AND DONATIONS		<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>(4,500.00)</b>	<b>0.00</b>	<b>0.00</b>
11 - SPECIAL REC - SPECIAL REVENUE - DONATIONS		<b>0.00</b>	<b>0.00</b>	<b>4,665.43</b>	<b>(4,665.43)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>15 - CONSERVATION COMISSION FUND</u></b>							
<b><u>3121 - LAND USE CHANGE TAX - CONSERVATION FUND</u></b>							
15-3121-99-700	CONSERVATION COMMISSION FUND INCOME	0.00	6,500.00	6,500.00	(6,500.00)	0.00	0.00
3121 - LAND USE CHANGE TAX - CONSERVATION FUND		<b>0.00</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>(6,500.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
15-3501-99-971	CONSERVATION COMMISSION FUND INTEREST EARNED	0.00	0.00	25.42	(25.42)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>0.00</b>	<b>25.42</b>	<b>(25.42)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3912 - TRANSFERS FROM SPECIAL REVENUE FUNDS</u></b>							
15-3912-99-000	Transfer in from General Fund	0.00	0.00	97,231.56	(97,231.56)	0.00	0.00

## Revenue Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
3912 - TRANSFERS FROM SPECIAL REVENUE FUNDS		0.00	0.00	97,231.56	(97,231.56)	0.00	0.00
15 - CONSERVATION COMISSION FUND		0.00	6,500.00	103,756.98	(103,756.98)	0.00	0.00
<b>16 - DEWEY WOODS</b>							
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>							
16-3501-99-340 DEWEY WOODS INTEREST EARNED		0.00	0.00	1.66	(1.66)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		0.00	0.00	1.66	(1.66)	0.00	0.00
16 - DEWEY WOODS		0.00	0.00	1.66	(1.66)	0.00	0.00
<b>18 - COFFIN MEMORIAL PARK</b>							
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>							
18-3501-99-340 COFFIN MEMORIAL PARK INTEREST INCOME		0.00	0.00	0.01	(0.01)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		0.00	0.00	0.01	(0.01)	0.00	0.00
18 - COFFIN MEMORIAL PARK		0.00	0.00	0.01	(0.01)	0.00	0.00
<b>19 - TOWN FOREST FUND</b>							
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>							
19-3501-99-971 TOWN FOREST FUND INTEREST EARNED		0.00	0.00	17.67	(17.67)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		0.00	0.00	17.67	(17.67)	0.00	0.00
19 - TOWN FOREST FUND		0.00	0.00	17.67	(17.67)	0.00	0.00
<b>22 - SPECIAL DETAIL</b>							
<b>3409 - OTHER CHARGES FOR SERVICES</b>							
22-3409-99-140 POLICE SPECIAL DETAIL INCOME		0.00	0.00	3,391.66	(3,391.66)	0.00	0.00
3409 - OTHER CHARGES FOR SERVICES		0.00	0.00	3,391.66	(3,391.66)	0.00	0.00
22 - SPECIAL DETAIL		0.00	0.00	3,391.66	(3,391.66)	0.00	0.00
<b>30 - GRANTS</b>							
<b>3353 - STATE - HIGHWAY BLOCK GRANT</b>							
30-3353-22-001 Fire - EMS First Response Truck Grant		0.00	0.00	50,000.00	(50,000.00)	0.00	0.00
3353 - STATE - HIGHWAY BLOCK GRANT		0.00	0.00	50,000.00	(50,000.00)	0.00	0.00
30 - GRANTS		0.00	0.00	50,000.00	(50,000.00)	0.00	0.00
		0.00	10,758,062.15	12,023,135.17	(12,023,135.17)	0.00	0.00

## Expenditure Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
<b>01 - GENERAL FUND</b>						
4130 - GENERAL GOVERNMENT: EXECUTIVE	335,472.88	28,536.00	133,209.47	0.00	202,263.41	39.71
4140 - TOWN CLERK TAX COLLECTOR	235,982.01	22,968.69	102,749.76	0.00	133,232.25	43.54
4141 - ELECTIONS	9,609.73	0.00	5,266.32	0.00	4,343.41	54.80
4150 - FINANCIAL ADMINISTRATION	508,384.66	25,432.84	221,222.50	0.00	287,162.16	43.51
4152 - REVALUATION OF PROPERTY	105,000.00	42.70	23,598.77	0.00	81,401.23	22.48
4153 - LEGAL EXPENSES	20,000.00	1,750.04	18,397.13	0.00	1,602.87	91.99
4155 - PERSONNEL ADMINISTRATION	1,000.00	0.00	113.09	0.00	886.91	11.31
4191 - PLANNING AND ZONING	379,758.13	41,640.21	103,437.36	0.00	276,320.77	27.24
4194 - GENERAL GOVERNMENT BUILDINGS	391,308.40	4,287.89	109,161.26	0.00	282,147.14	27.90
4195 - CEMETERIES	15,875.70	1,009.22	1,263.46	0.00	14,612.24	7.96
4196 - INSURANCE NOT OTHERWISE ALLOCATED	12,472.86	0.00	11,697.01	0.00	775.85	93.78
4197 - ADVERTISING AND REGIONAL ASSOCIATION	14,769.51	785.08	1,979.74	0.00	12,789.77	13.40
4199 - OTHER GENERAL GOVERNMENT	31,979.03	441.93	8,858.26	0.00	23,120.77	27.70
4210 - PUBLIC SAFETY: POLICE	1,041,333.04	78,061.54	355,712.11	0.00	685,620.93	34.16
4215 - AMBULANCE	66,300.00	0.00	0.00	0.00	66,300.00	0.00
4220 - FIRE	395,360.67	15,717.98	83,380.80	0.00	311,979.87	21.09
4229 - SAFETY SERVICES BUILDING	153,718.64	4,345.63	69,074.66	0.00	84,643.98	44.94
4290 - EMERGENCY MANAGEMENT	500.00	0.00	0.00	0.00	500.00	0.00
4312 - HIGHWAY AND STREETS	2,060,071.18	97,245.89	609,796.39	0.00	1,450,274.79	29.60
4316 - STREET LIGHTS	15,000.00	866.65	3,737.76	0.00	11,262.24	24.92
4324 - SOLID WASTE DISPOSAL	595,853.85	59,620.78	235,099.50	0.00	360,754.35	39.46
4411 - HEALTH: ADMINISTRATION	1,761.00	288.23	414.33	0.00	1,346.67	23.53
4414 - PEST CONTROL	500.00	0.00	0.00	0.00	500.00	0.00
4415 - HEALTH AGENCIES AND HOSPITALS	15,000.00	9,224.00	9,224.00	0.00	5,776.00	61.49
4442 - DIRECT ASSISTANCE	47,360.00	7,027.61	14,007.70	0.00	33,352.30	29.58
4520 - PARKS AND RECREATION	206,537.70	8,134.99	37,851.73	0.00	168,685.97	18.33
4550 - LIBRARY	535,987.31	47,970.42	215,346.71	0.00	320,640.60	40.18
4583 - PATRIOTIC PURPOSES	300.00	0.00	383.76	0.00	(83.76)	127.92
4589 - OTHER CULTURE AND RECREATION	6,500.00	0.00	5,000.00	0.00	1,500.00	76.92
4611 - CONSERVATION: ADMINISTRATION	5,300.00	112.50	1,327.04	0.00	3,972.96	25.04
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	94,105.00	0.00	82,483.30	0.00	11,621.70	87.65
4721 - INTEREST - LONG-TERM BONDS AND NOTES	40,953.00	0.00	20,257.36	0.00	20,695.64	49.46
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
4900 - WARRANT ARTICLES	365,300.00	1,500.00	366,897.50	0.00	(1,597.50)	100.44
4931 - TAXES ASSESSED FOR COUNTY	0.00	0.00	0.00	0.00	0.00	0.00
01 - GENERAL FUND	7,710,354.30	457,010.82	2,850,948.78	0.00	4,859,405.52	36.98
<b>02 - HYDRO FUND</b>						
4339 - OTHER WATER	227,683.13	13,977.71	83,609.42	0.00	144,073.71	36.72
4912 - TRANSFERS TO THE SPECIAL REVENUE FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
02 - HYDRO FUND	227,683.13	13,977.71	83,609.42	0.00	144,073.71	36.72
<b>04 - WATER DEPT</b>						
4335 - WATER TREATMENT	0.00	73,220.74	492,401.18	0.00	(492,401.18)	0.00
04 - WATER DEPT	0.00	73,220.74	492,401.18	0.00	(492,401.18)	0.00
<b>05 - ARPA</b>						

## Expenditure Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
4130 - GENERAL GOVERNMENT: EXECUTIVE	0.00	4,226.80	26,121.50	0.00	(26,121.50)	0.00
05 - ARPA	0.00	4,226.80	26,121.50	0.00	(26,121.50)	0.00
<b><u>06 - SCHOOL</u></b>						
4800 -	0.00	38.88	2,752.34	0.00	(2,752.34)	0.00
06 - SCHOOL	0.00	38.88	2,752.34	0.00	(2,752.34)	0.00
<b><u>07 - SPECIAL RECREATION FUND</u></b>						
4520 - PARKS AND RECREATION	0.00	8,765.43	18,011.55	0.00	(18,011.55)	0.00
07 - SPECIAL RECREATION FUND	0.00	8,765.43	18,011.55	0.00	(18,011.55)	0.00
<b><u>08 - LAND DISTURBANCE ESCROW ACCOUNT</u></b>						
4192 - INCOME FROM DEPARTMENTS	0.00	3.66	3.66	0.00	(3.66)	0.00
08 - LAND DISTURBANCE ESCROW ACCOUNT	0.00	3.66	3.66	0.00	(3.66)	0.00
<b><u>09 - PLANNING AND ZONING ESCROW FUND</u></b>						
4100 - PLANNING BOARD	0.00	0.00	0.00	0.00	0.00	0.00
09 - PLANNING AND ZONING ESCROW FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>10 - BANDSTAND/BEN MERE FUND</u></b>						
4911 - INTERFUND TRANSFER TO THE GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
10 - BANDSTAND/BEN MERE FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>12 - PISTOL PERMIT FUND</u></b>						
4210 - PUBLIC SAFETY: POLICE	0.00	0.00	0.00	0.00	0.00	0.00
12 - PISTOL PERMIT FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>15 - CONSERVATION COMISSION FUND</u></b>						
4611 - CONSERVATION: ADMINISTRATION	0.00	0.00	5,298.75	0.00	(5,298.75)	0.00
15 - CONSERVATION COMISSION FUND	0.00	0.00	5,298.75	0.00	(5,298.75)	0.00
<b><u>19 - TOWN FOREST FUND</u></b>						
4520 - PARKS AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
19 - TOWN FOREST FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>22 - SPECIAL DETAIL</u></b>						
4216 -	0.00	0.00	1,269.05	0.00	(1,269.05)	0.00
22 - SPECIAL DETAIL	0.00	0.00	1,269.05	0.00	(1,269.05)	0.00
<b><u>30 - GRANTS</u></b>						
4220 - FIRE	0.00	0.00	0.00	0.00	0.00	0.00
30 - GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	7,938,037.43	557,244.04	3,480,416.23	0.00	4,457,621.20	43.84

SUNAPEE SELECTBOARD  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday June 12, 2023  
Join us on Zoom: <https://us06web.zoom.us/j/86066395397>

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

- **CZC's:**

Parcel ID: 0133-0094-0000, 34 River Rd., Peter Edwards  
Parcel ID: 0128-0072-0000, 110 Lake Ave., Norcom LLC  
Parcel ID: 0104-0051-0000, 45 Springfield Rd., James Keady  
Parcel ID: 0122-0015-0000, 242 Garnet Hill Rd., Camp David LLC  
Parcel ID: 0203-0007-0012, Granite Ridge Rd. The Elizabeth A. Medlin Revoc. Trust  
Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin  
Parcel ID: 0112-0006-0000, 43 Tilson Point Rd., William Mehan  
Parcel ID: 0138-0037-0000, 15 Stagecoach Ln., Dennis & Lynne Wiggins  
Parcel ID: 0128-0054-0000, 77 Lake Ave., Michael & Anita Hayes  
Parcel ID: 0233-0003-0000, 249 Route 103, Benjamin Guillow  
Parcel ID: 0106-0023-0000, 4 Sunny Knoll Rd, Marcos & Luciano Caixeta

- **DEMO PERMITS:**

Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin

- **LAND DISTURBANCE:**

Parcel ID: 0120-0017-0000, 15 Scotts Cove., John & Pamela Martin

- **SIGN PERMITS:**

Parcel ID: 0225-0009-0000, 15 Route 103, Michael McDonough

- **AFTER-THE-FACT PERMITS:**

Parcel ID: 0133-0094-0000, 34 River Rd., Peter Edwards  
Parcel ID: 0104-0051-0000, 45 Springfield Rd., James Keady

**2. APPOINTMENTS:**

- 7:00PM Public Hearing – Acceptance of a Proposed Donation from the Sunapee Fire Association and Sunapee Police Association – Donation of Equipment – Pursuant to RSA 31:95-e, the meeting will be held to hear public comment on the acceptance of the Exercise Equipment from the Sunapee Fire Association and Sunapee Police Association, having an approximate value of \$12,498.00.
- 7:05PM Public Hearing – Review and Accept Public Feedback regarding the Selectboard's Proposed Short-Term Rental Regulation and Registration Process

**3. PUBLIC COMMENTS:**

- Old Business:

-

#### **4. SELECTMEN ACTION:**

- Use of Facilities –Renee Clark– Dewey Beach – June 14 – 10:30 AM – 1:00 PM
- Use of Facilities – Sunapee Central Elementary School – Dewey Beach – June 13 – 9:00 AM – 2:00 PM
- Use of Facilities – Osgood Family – Safety Services Building – June 24 – 12:30 PM – 3:00 PM
- Denied Use of Facilities – Ashley Whitehead – Dewey Beach – July 23 – 11:00 AM – 1:00 PM
- Reappointment of Helen Hagan – Crowther Chapel
- Reappointment of Betty Erickson – Crowther Chapel

#### **5. TOWN MANAGER REPORTS:**

- Letter From Annie Montgomery and Chris Lockwood
- Master Plan Survey Results
- Expenditure & Revenue Reports
- Old Business:
  - Presentation of the Boston Cane 16 June at 11 am
  - Staffing Update

#### **6. CHAIRMAN’S REPORT:**

#### **7. UPCOMING MEETINGS:**

06/13-7:00PM- Recreation Committee Meeting

06/15-7:00PM- Abbott Library Trustees Meeting

06/15-6:30PM- Planning Board Workshop Meeting

06/16-10:00AM- Community Conversation

**NONPUBLIC: RSA 91-A:3 II(B)-- The hiring of any person as a public employee.**

# NOTICE OF PUBLIC HEARING

Town of Sunapee, NH

The Selectboard of the Town of Sunapee Public Hearing on  
Monday, June 12, 2023, at 7:05PM in the  
Town Office Meeting Room,  
23 Edgemont Road, Sunapee NH.

Public hearing regarding the adoption and implementation of  
Short-Term Rental Registration and Proposed Fee Schedule.

The meeting will be held to hear public comments on the  
adoption and implementation of Short-Term Registration and  
Proposed Fee Schedule. Any persons wishing to be heard on  
this matter are invited to attend the hearing and make their  
opinions known.





Pl. # 481  
5/30/23

**Sunapee Fire Department Association**

PO Box 30  
Sunapee, NH 03782

**Invoice**

**INVOICE TO**

Joe Merullo  
Sunapee Police Benevolent Society  
9 Sargent Road  
Sunapee , NH 03782

Date: 5/24/2023

Number: 101

ITEM	DETAILS	UNITS	QTY	PRICE	TOTAL
1	50% of costs of fitness equipment pre-paid by Sunapee Fire Department Association to the following vendors for their respectively supplied equipment as detailed in the attached quotes and invoice				
	Gym Equipment Invoice #SF516		1	\$4948.00	\$4948.00
	Ted Acidi's Weightlifters Warehouse		1	\$7550.00	\$7550.00
	Subtract 50% that is attributed to Sunapee Fire Department Association		1	-\$6429.00	-\$6249.00

**INVOICE TOTAL \$6,249.00**

Payment Terms:

**Net 7 days**

Due date:

**5/31/2023**

*Please make checks payable to: Sunapee Fire Department Association*

8d-481  
5/31/23

**Gym Equipment Experts**

7190 Sunset Blvd., Ste 1431  
Los Angeles, CA 90046  
888-924-4244

*Paid by Wire Transfer  
5/17/2023*

**Invoice #SF516**

**DATE**

May 16, 2023

**ESTIMATED**

**SHIPPING DATE:**

4 - 6 Weeks

**Ship To:**

Steve Marshall  
Sunapee Fire Department Association  
9 Sargent Rd.  
Sunapee, NH 03782  
603-340-0849

**Bill To:**

Steve Marshall  
Sunapee Fire  
9 Sargent Rd.  
Sunapee, NH 03782

ITEM	QTY	PRICE	TOTAL
Certified Pre Owned StairMaster SM5	1	\$4,599.00	\$4,599.00
½ off Curbside Shipping & Delivery	1	\$399.00	\$399.00
1 Year Parts and Labor Warranty	1	\$0.00	\$0.00
Lifetime Technical Support	1	\$0.00	\$0.00
Total:			\$4,998.00
Discount:			-\$50.00
Taxes:			\$0.00
Total Paid:			\$0.00
Balance Due:			\$4,948.00

**TED ARCIDI'S  
WEIGHTLIFTERS WAREHOUSE**  
186 Granite Street  
Manchester, New Hampshire 03101  
(603) 641-6800  
www.arcidifitnessequipment.com

Customer's Order No.			Date <b>May 2, 2023</b>		
Name <b>Joe Merullo Sunapee Fire &amp; Police</b>					
Address					
Phone No. <b>TOTAL PRICE LESS STEPPER = \$7550.00</b>					
SOLD BY	CASH	C.O.D.	CHARGE	RETURN	PAID OUT
QTY	DESCRIPTION			PRICE	AMOUNT
	[REDACTED]				
1	Precor treadmill (refurb)				\$3000.00
1	Heavy Duty Body Solid Squat Rack				\$599.00
1	Body Solid Heavy duty FID bench				\$575.00
1	Body Solid flat Bench				\$150
1	Heavy duty linear Bearing Lat Machine with low row & (2) bars				\$1300.00
6	olympic 45# plates				\$500.00
1	weight tree				\$175.00
	<del>TOTAL FOR QUOTE #1</del>				<del>\$8300.00</del>
1	5-50 hex metal Dbels with DB Rack				\$1050.00
1	Olympic Power Bar with collars				\$200.00
	<del>TOTAL FOR QUOTE # 2</del>				<del>\$1250.00</del>
I discounted by throwing in Delivery & install and applying the dumbell rack as NC..				SUB TOTAL	
				TAX	
RECEIVED BY				TOTAL	

## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

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

Renee Clark  
Name of Duly Authorized:

Mailing Address: 103 North Rd.  
Sunapee, NH 03782

Daytime Phone: 603-252-7769 Evening Phone: same

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

Event Date: June 14, 2023 Time: From: 10:30a To: 1:00p

Please describe the complete details of the event:(If advertising please include ad or flyer)  
\*include a list of outside vendors that will be part of your event.

End of year celebration for 5th grade families  
after 5th grade graduation

I/We acknowledge understanding the following restrictions:

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

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

I/We plan on 30 # of people and < 10 # of vehicles attending our event.

Signature of Responsible Individual

*Denise A. B.*

Date

*5/12/23*

Approved by Chief of Police

Date

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

Approved by Recreation Director (if applicable)

Date

Approved by Fire Chief (if applicable)

Date

Approved by Highway Director (if applicable)

Date

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

Date

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

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

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

## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

Sunapee Central Elementary School

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

~~Mark VanDenBerg~~ Non-profit

Name of Duly Authorized:

Mark VanDenBerg

Mailing Address: 22 School Street

Sunapee NH 03782

Daytime Phone: 603-763-5675 Evening Phone: \_\_\_\_\_

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

Event Date: 6/13/23 Time: From: 9:00 To: 2:00

Please describe the complete details of the event:(If advertising please include ad or flyer)

\*include a list of outside vendors that will be part of your event.

The 5<sup>th</sup> grade would like to take our annual trip to ~~the~~ Dewey Beach. We will provide our own food + drinks. We are requesting a life-guard.

I/We acknowledge understanding the following restrictions:

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

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

I/We plan on 30 # of people and 2 # of vehicles attending our event.

Signature of Responsible Individual [Signature] Date 6/3/23

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_  
# of Officer(s) will be assigned to event at applicant's expense.

[Signature] 6/3/23  
Approved by Recreation Director (if applicable) Date

Approved by Fire Chief (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Highway Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

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

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

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## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

The Family of Charles "Jack" Osgood

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

Bridget M Oliver

Name of Duly Authorized:

Mailing Address: 9550 Aloe Road

Boynton Beach, FL 33436

Daytime Phone: 314.610.9807

Evening Phone: 314.610.9807

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

Event Date: June 24, 2023

Time: From: 12:30PM To: 4:30 PM

Please describe the complete details of the event: (If advertising please include ad or flyer)

\*include a list of outside vendors that will be part of your event.

The family of Charles "Jack" Osgood is requesting use of the Safety Services building

to host a celebration of life event in. He was grandfather to my brother Brad and I, Janet McAllister's father  
and a long time resident of Sunapee as well as volunteer firefighter. Our intent it to have a brief  
remembrance followed by refreshments and sharing.

I/We acknowledge understanding the following restrictions:

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

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

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

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

I/We plan on UNK # of people and UNK # of vehicles attending our event.

Signature of Responsible Individual Bridget M. [Signature] Date 7/16/23

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

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

Approved by Recreation Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Fire Chief (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Highway Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

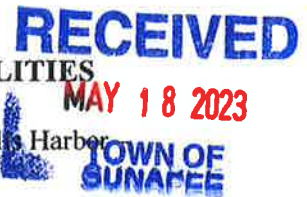
Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) \_\_\_\_\_ Date \_\_\_\_\_

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

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

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APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES



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

Name of Organization:

Private

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

Name of Duly Authorized:

Ashley Whitehead

Mailing Address: 20 Whitney Ave, Newport, NH 03773

Daytime Phone: 603-730-4717 Evening Phone: Same

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

Event Date: Sunday, July 23, 2023 Time: From: 11am To: 1pm

Please describe the complete details of the event:(If advertising please include ad or flyer)

\*include a list of outside vendors that will be part of your event.

Simple kids birthday party with family and friends.

Using one of the beach grills onsite for burgers and hot dogs.

Me and my parents will come a little earlier

to setup one canopy and two folding tables

I/We acknowledge understanding the following restrictions:

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

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

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

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

I/We plan on 35 # of people and 10 # of vehicles attending our event.

Signature of Responsible Individual  Date 5-18-23

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

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

Approved by Recreation Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Fire Chief (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Highway Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

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

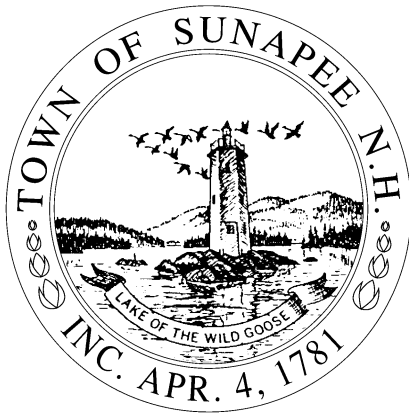
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**\*Suggested \$50 contribution for non-residents**

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## **Town of Sunapee**

### **Spring 2023 Master Plan Survey Results Summary**



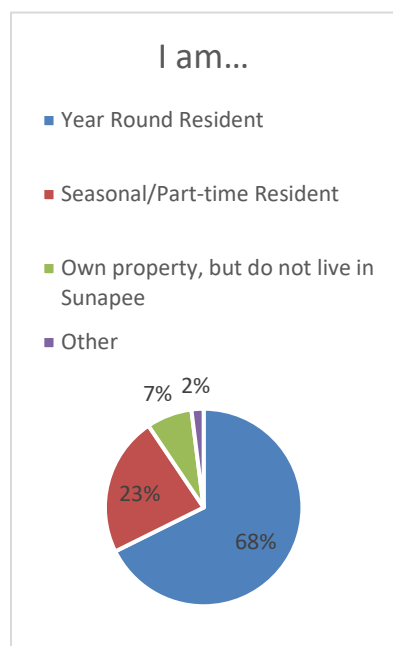
**Prepared by Tim Josephson, Associate Planner, UVLSRPC**

**May 18, 2023**

## Sunapee Master Plan Survey Results Summary May 2023

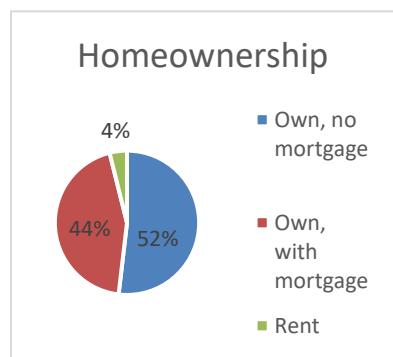
The town of Sunapee ran their Master Plan Survey from February 24, 2023 through March 31, 2023. Upon consultation with the Planning Board, the Select Board and the Town Manager, it was agreed to hold surveys open until April 15, 2023 to do a final push for data. At the close of the survey, there were 711 responses to the online survey with 10 fully completed paper versions submitted.

### Demographics:

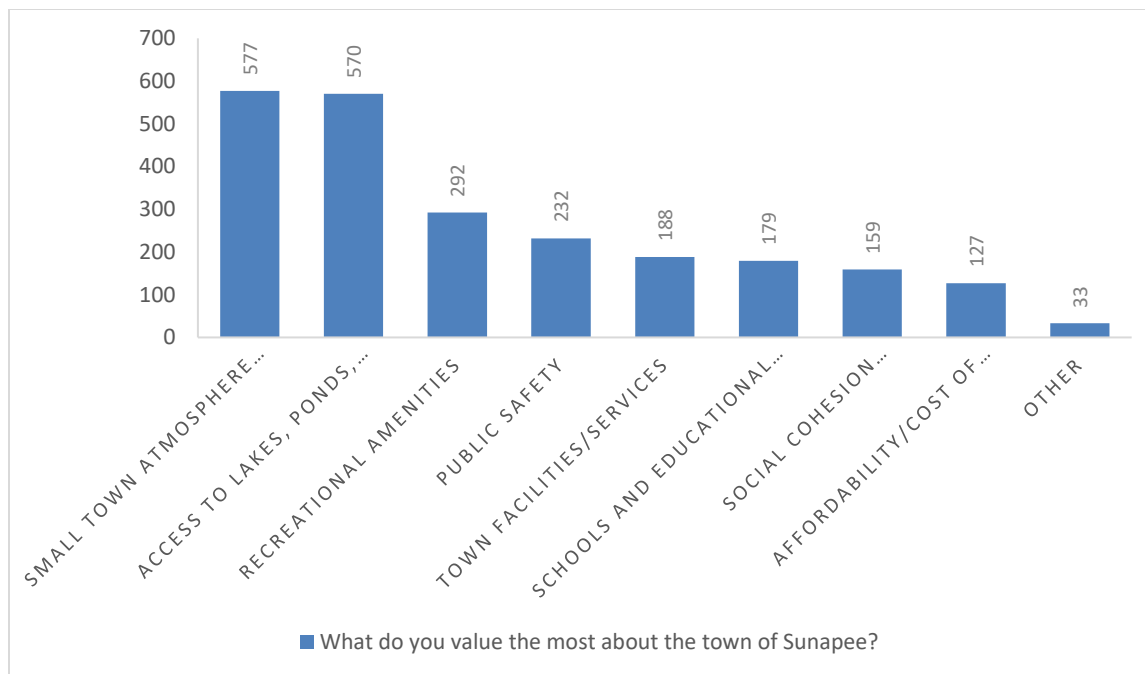


Over 2/3 of respondents live in Sunapee year-round and just under 23% of the survey's respondents are seasonal residents. Property owners who do not live in Sunapee were just 7.59% and 1.83% were "other" – this is likely people who work in Sunapee but do not live there.

Of those who own property in town but do not live in town (7% of respondents), 87% of them are developed and 13% were not. Of those developed properties, 57% of them are not renting their property, 30% are renting property as STRs, and 13% of them have long term tenants.



Of those living in Sunapee, 52% of respondents owned their home without a mortgage, while 44% have a mortgage. Only 4% of respondents answered that they rent their current housing in Sunapee.



Overall, most respondents agreed that the best part of Sunapee was the small-town atmosphere and the access to waterways. For this question, people could choose a maximum of three.

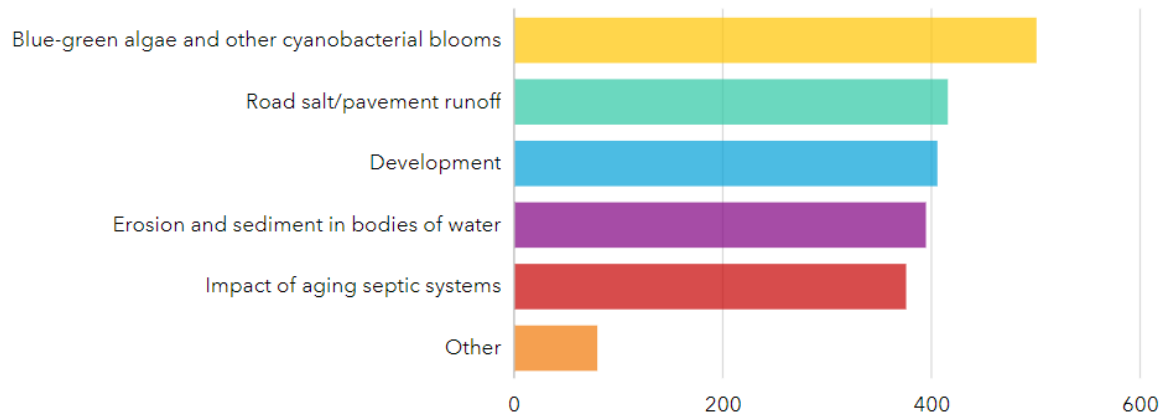
**Name one thing you would most like to see improved in Sunapee:**



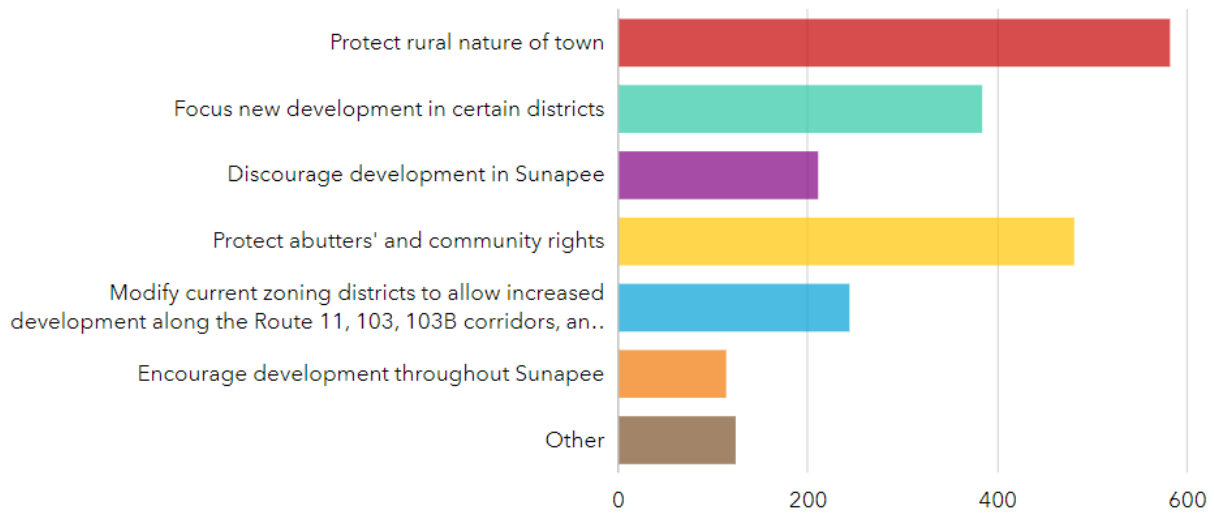
This word cloud pulled all of the responses to this question and made the size of the word correlate to the number of times it was written in the responses. All answers are available in full and should be read to best understand the concerns of townspeople, but this word cloud gives an idea of what is on people's minds. Some words appear in multiple versions – for example, “rental” and “rentals” refer to short-term rental properties. People used this field to voice displeasure with all aspects of Sunapee whether or not the town of Sunapee has the power to change those things (such as the school district and state roads).

## **Natural Resources, Zoning, and Land Use in Sunapee**

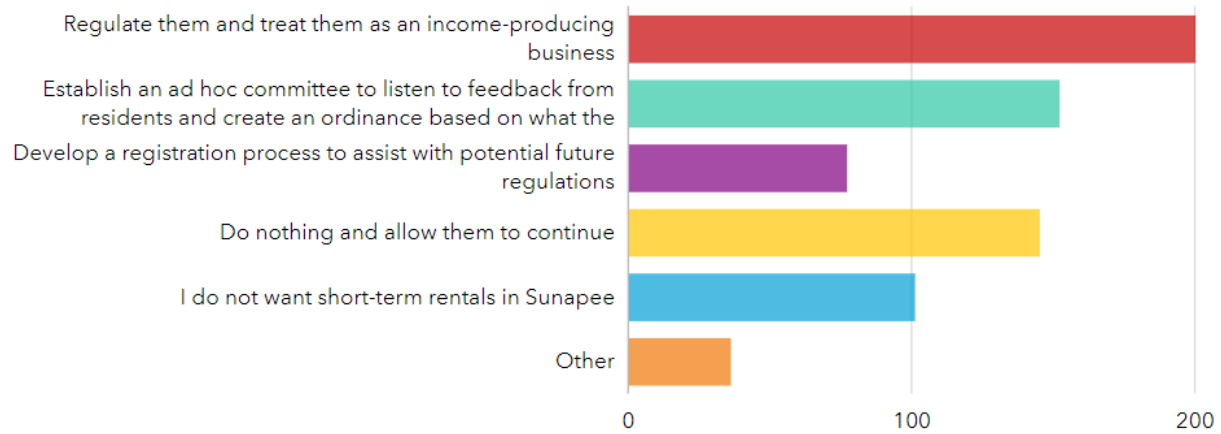
### **Water Quality:**



### **Zoning Priorities:**



### Short-Term Rentals (part 1):

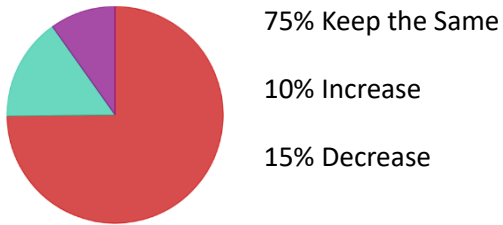


Regulate them and treat them as an income-producing business	200	28.13%
Establish an ad hoc committee to listen to feedback from residents and create an ordinance based on what the committee learns	152	21.38%
Develop a registration process to assist with potential future regulations	77	10.83%
Do nothing and allow them to continue	145	20.39%
I do not want short-term rentals in Sunapee	101	14.21%
Other	36	5.06%

Respondents are fairly split on this issue, but almost 40% of them want some sort of regulations now. 21% would like to see the town form an ad hoc committee, but almost the same number want no regulations at all.

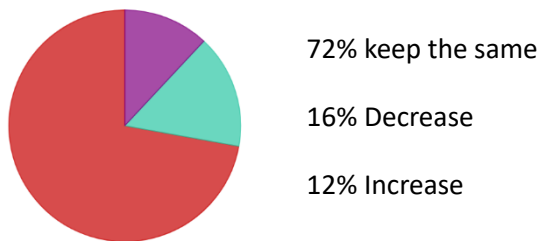
## Lot Sizes

Village Districts (0.5 acre):

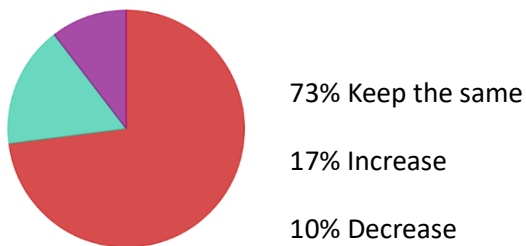


The question about lot sizes held consistency across all four questions, with roughly 75% of respondents indicating they are happy with the current lot size minimums.

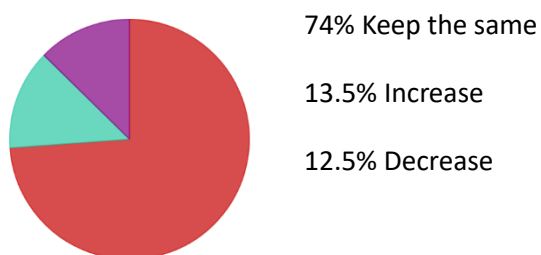
Mixed-Use Districts (0.5 to 1.5 acres):



Residential Districts (1.0 to 1.5 acres):

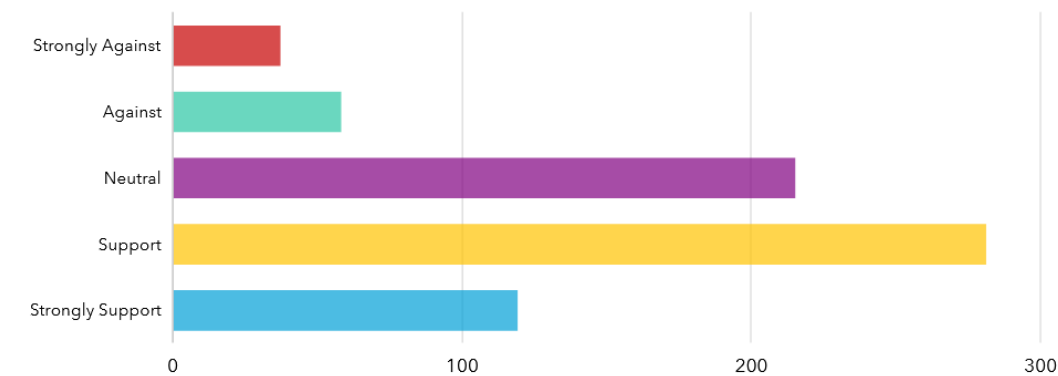


Rural Districts (3.0 acres):

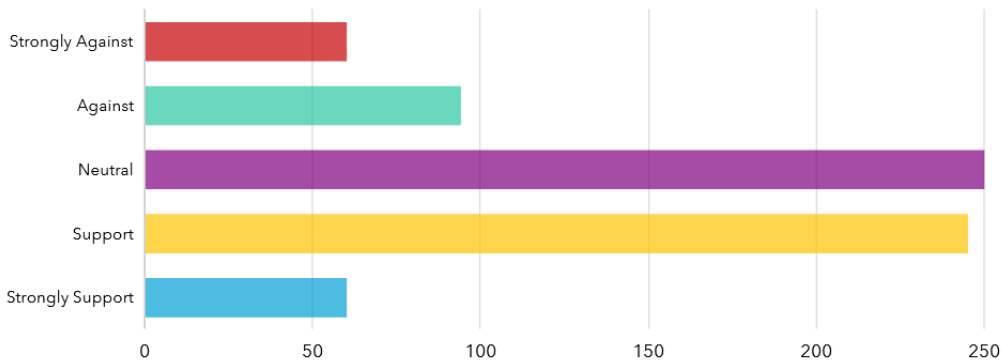


**Businesses in Sunapee**

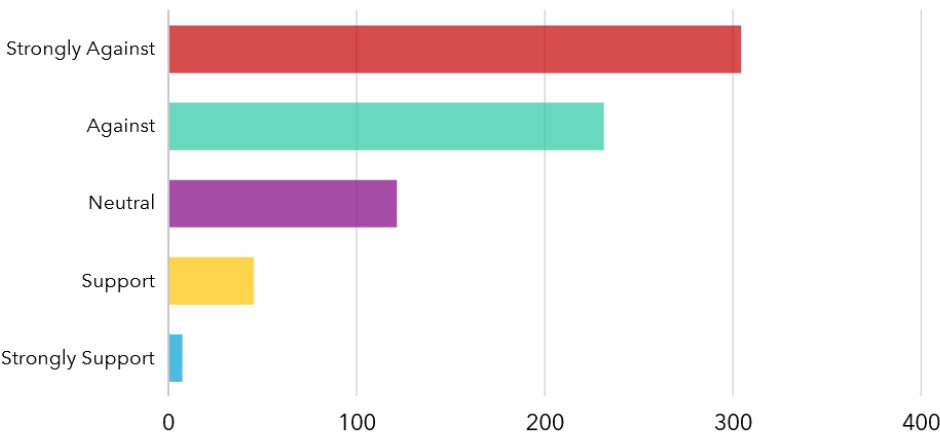
Multi-use development:



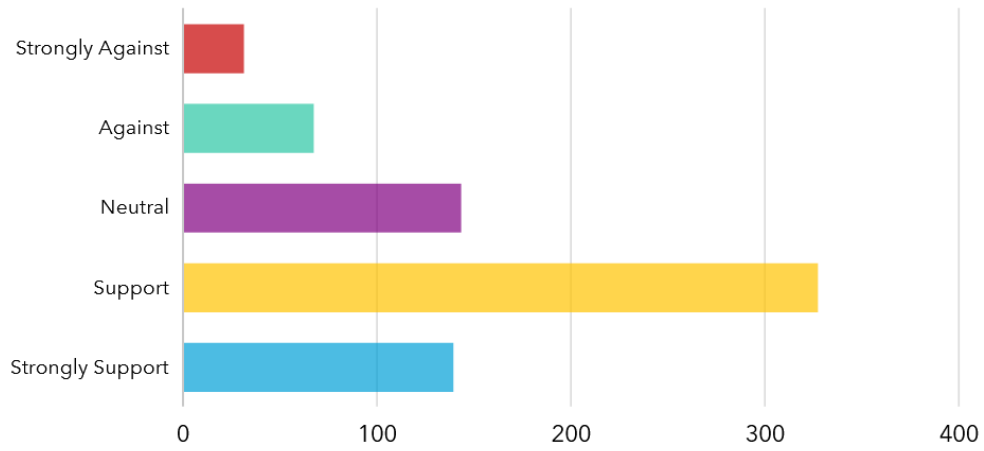
Light industry:



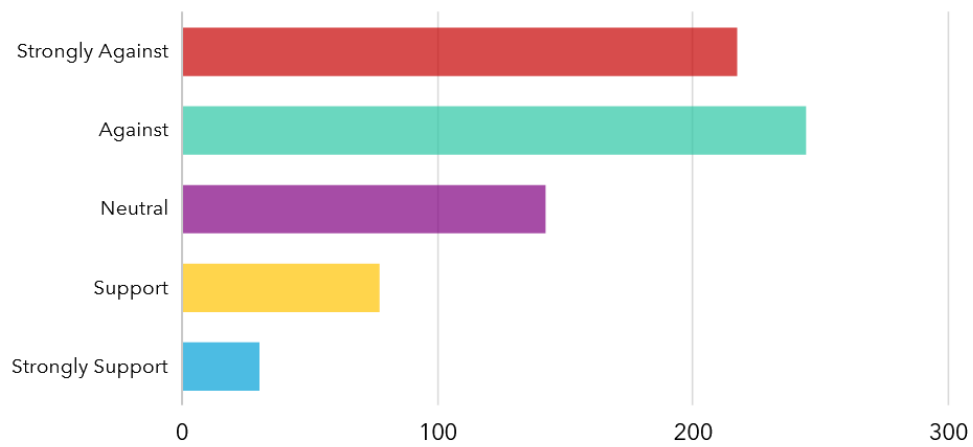
Heavy industry:



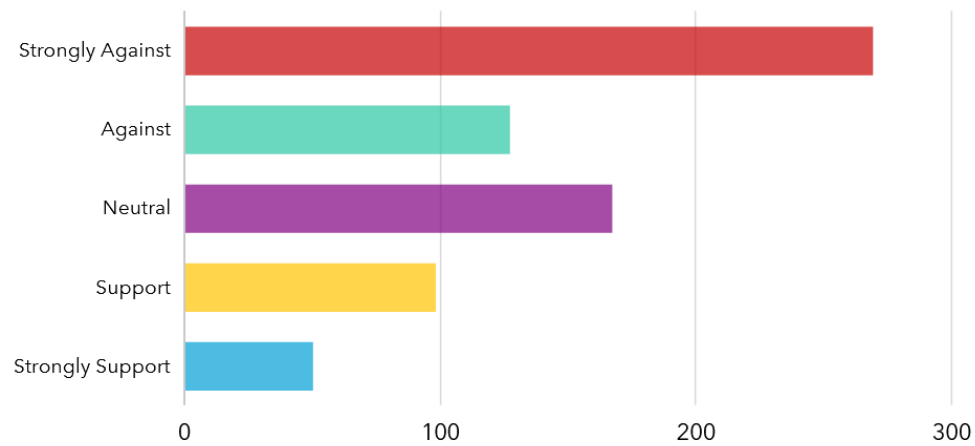
### Retail/Grocery Stores:



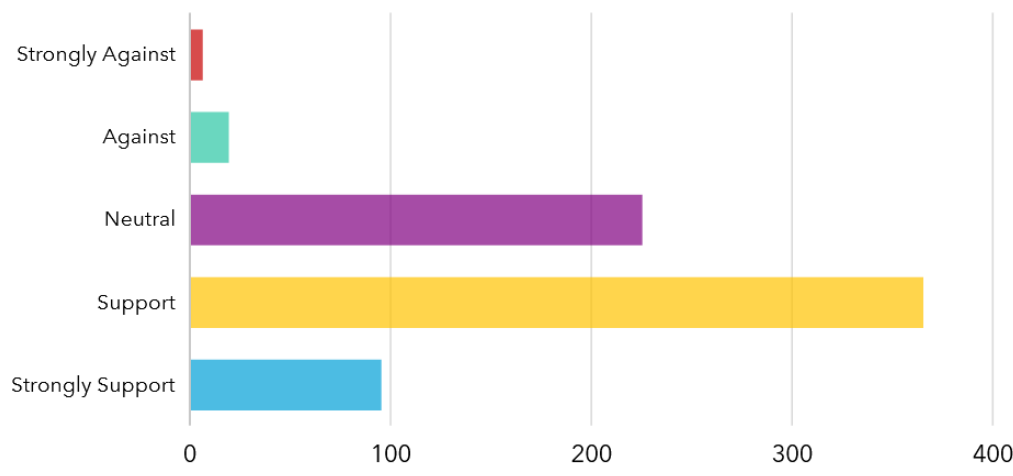
### Shopping Centers:



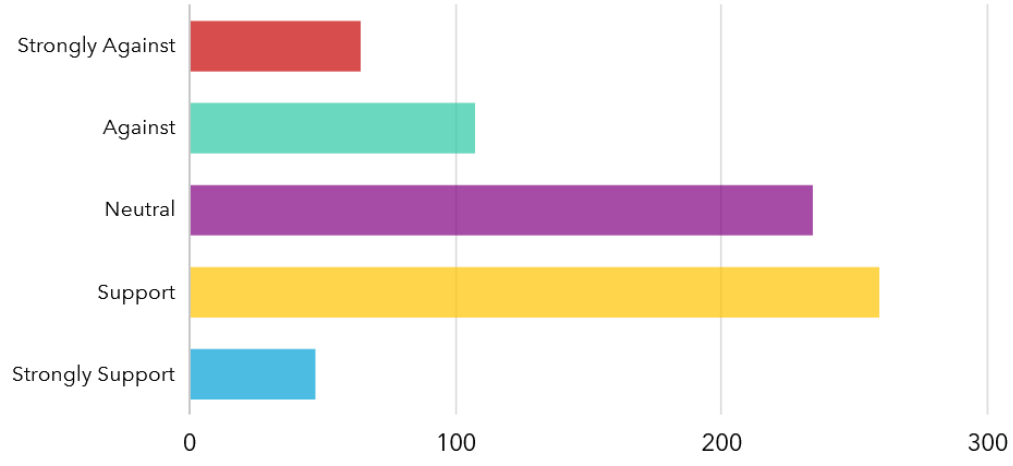
### Retail/Therapeutic Cannabis Dispensaries:



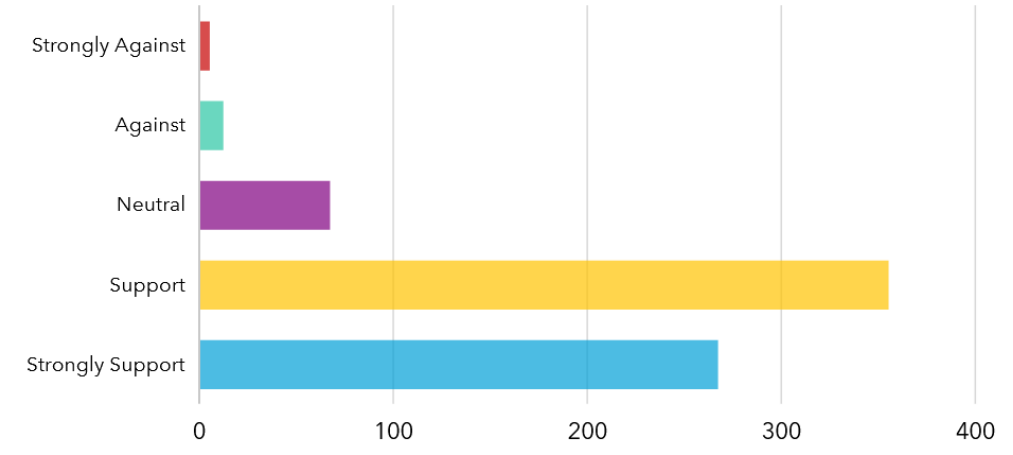
Professional Offices:



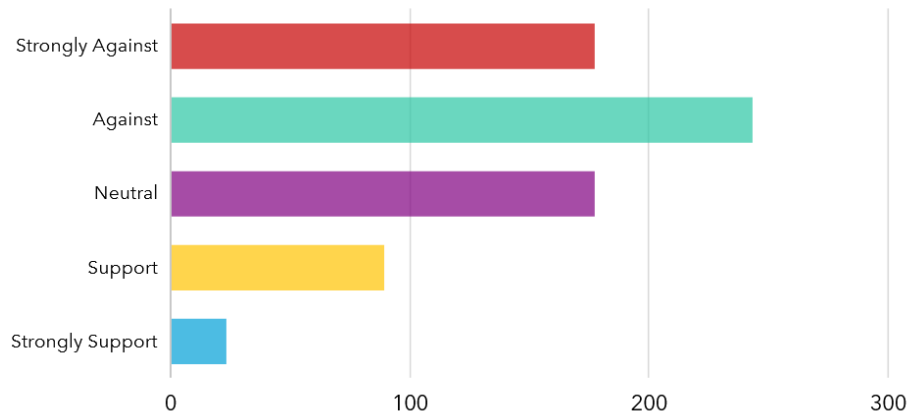
Hotels/Motels:



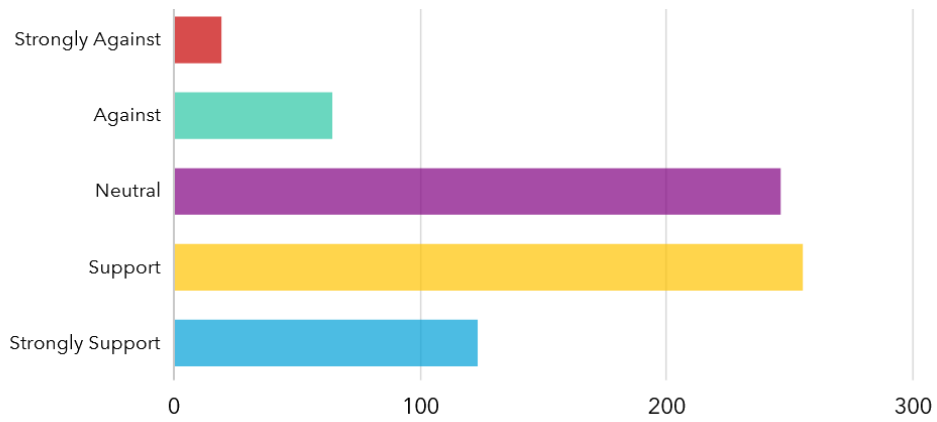
Restaurants (sit-down):



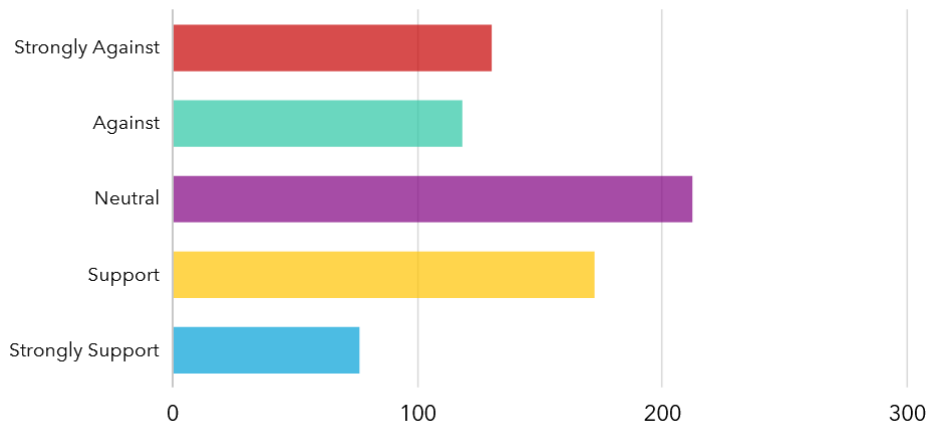
### Restaurants (Drive-Thru):



### Home Businesses:



### Short-term Rentals (part 2):



Any types of businesses you'd like to see more of in Sunapee? Less?

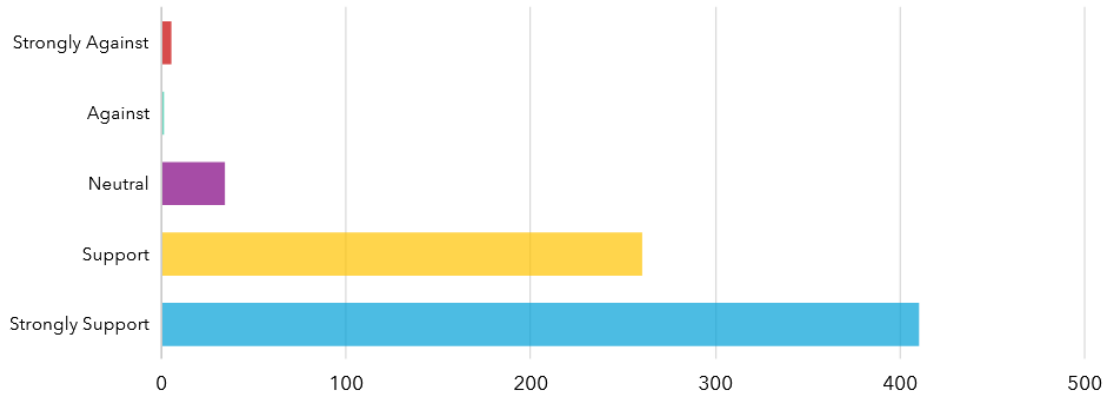


As you can see, Restaurants took the top spot. People were overwhelmingly supportive of new businesses in this answer and didn't give many responses about ones they'd like to see less of. As with all word clouds, reading the comments is key to understanding the community's input.

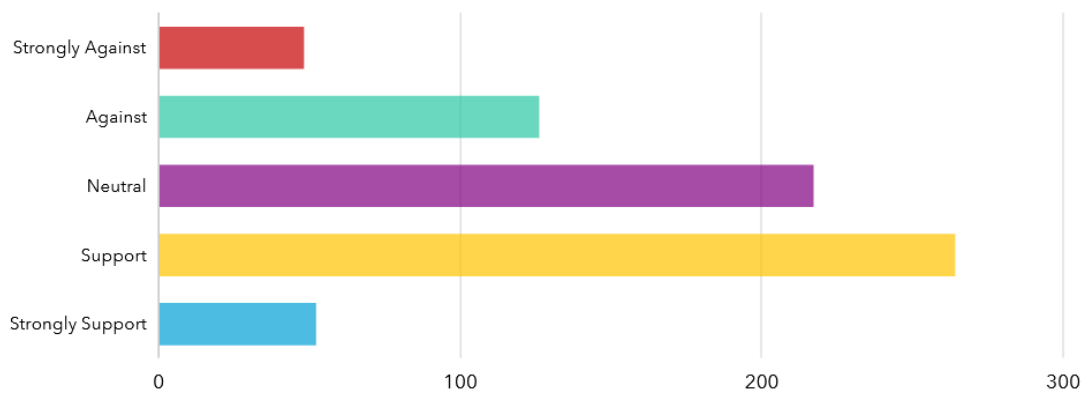
Overall, residents in Sunapee are supportive businesses with a perceived lower impact – such as professional offices, light industrial, and sit-down restaurants. They are mostly opposed to heavy industrial, any cannabis business, shopping centers, and drive-thru restaurants. Respondents are split on issues such as short-term rentals, home businesses or retail/grocery with most people being neutral or expressing mild support.

## **Housing:**

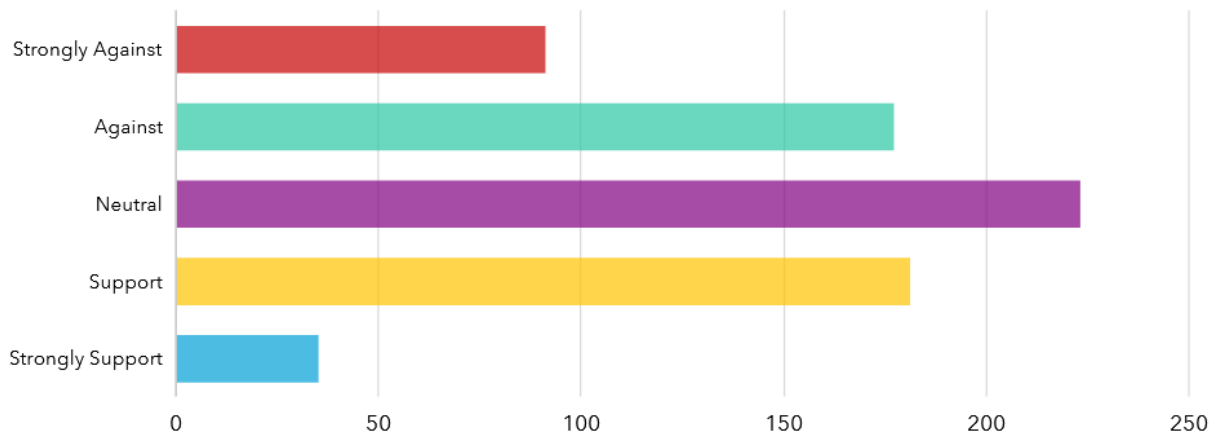
### Single family homes:



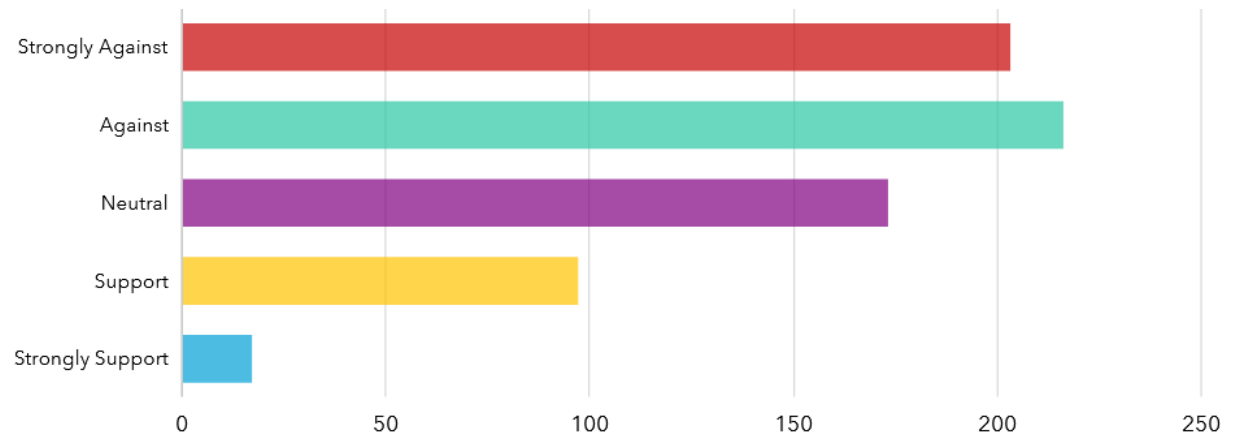
### Duplexes/Triplexes/Quads:



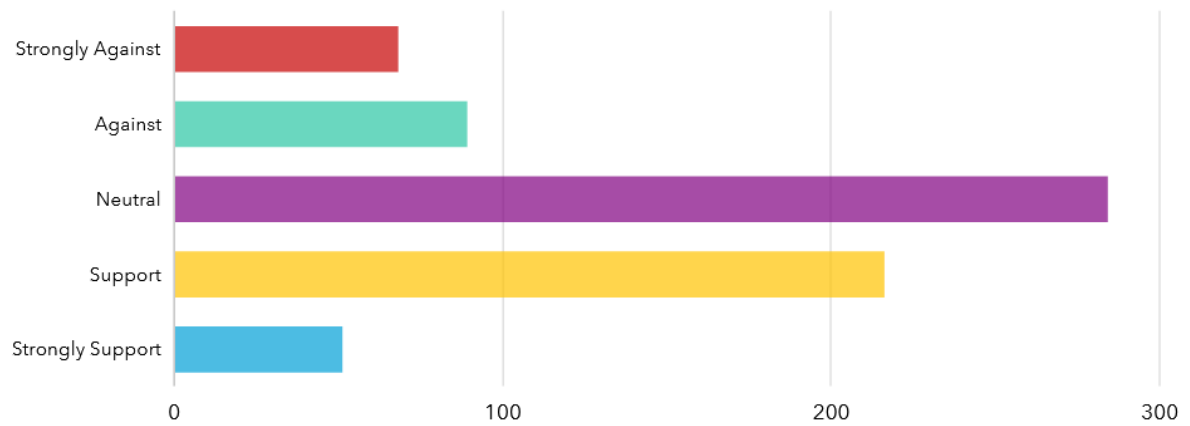
### Small Multi-Family (5 to 10 units):



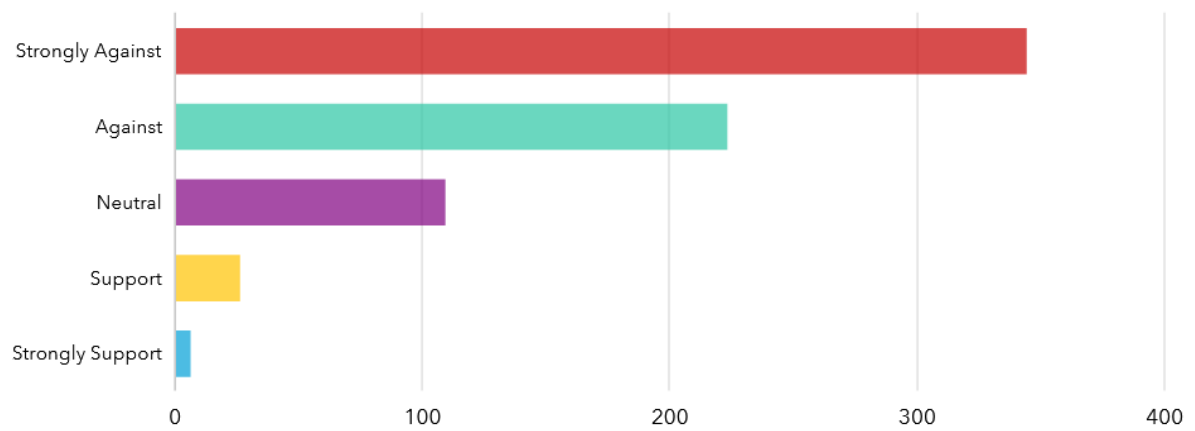
### Apartment complexes:



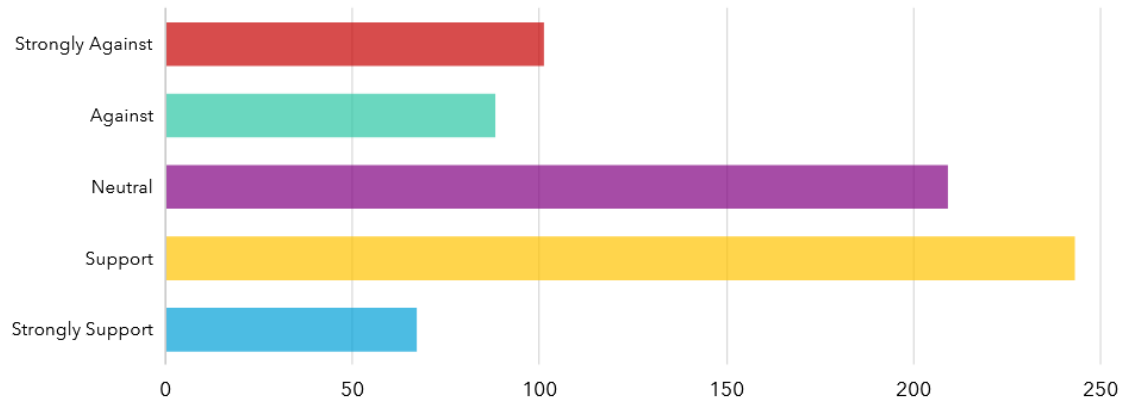
### Manufactured homes on single lots:



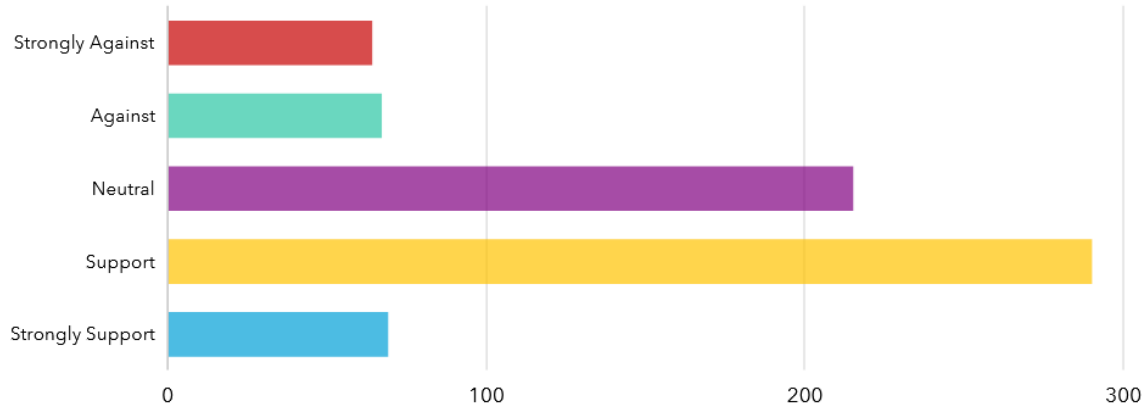
### Mobile Home Parks:



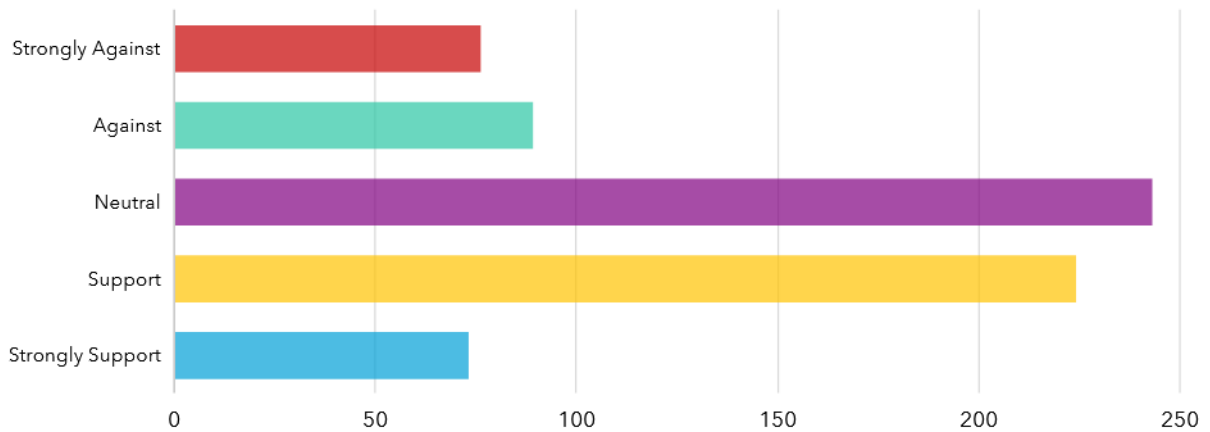
### Affordable Housing:



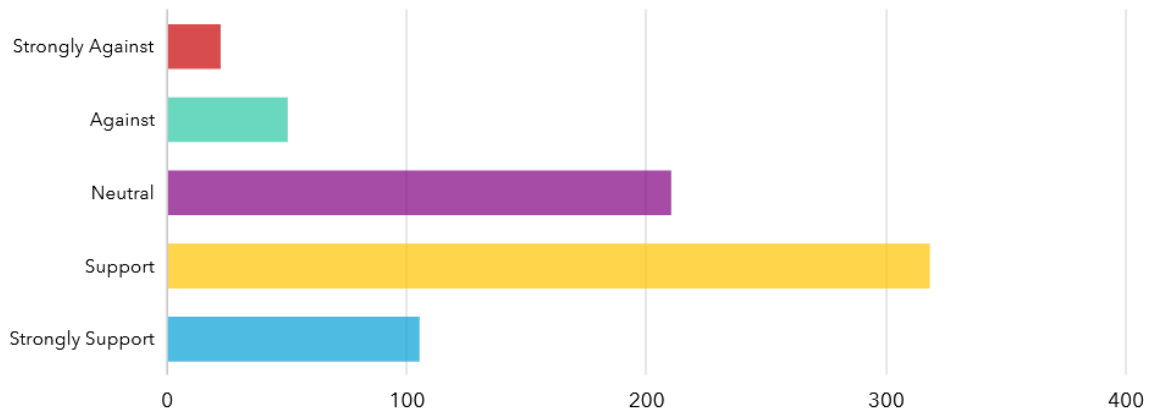
### Workforce Housing:



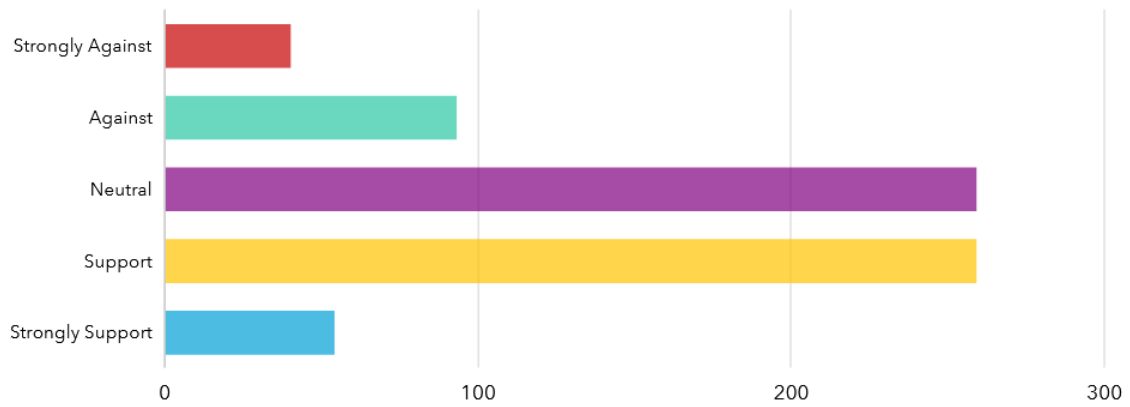
### Tiny Homes:



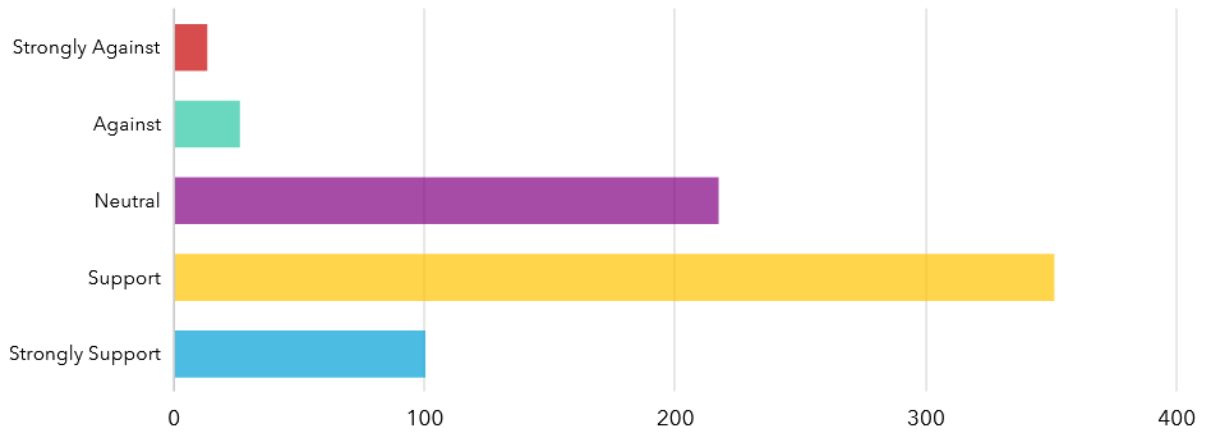
### Accessory Dwelling Units (ADUs):



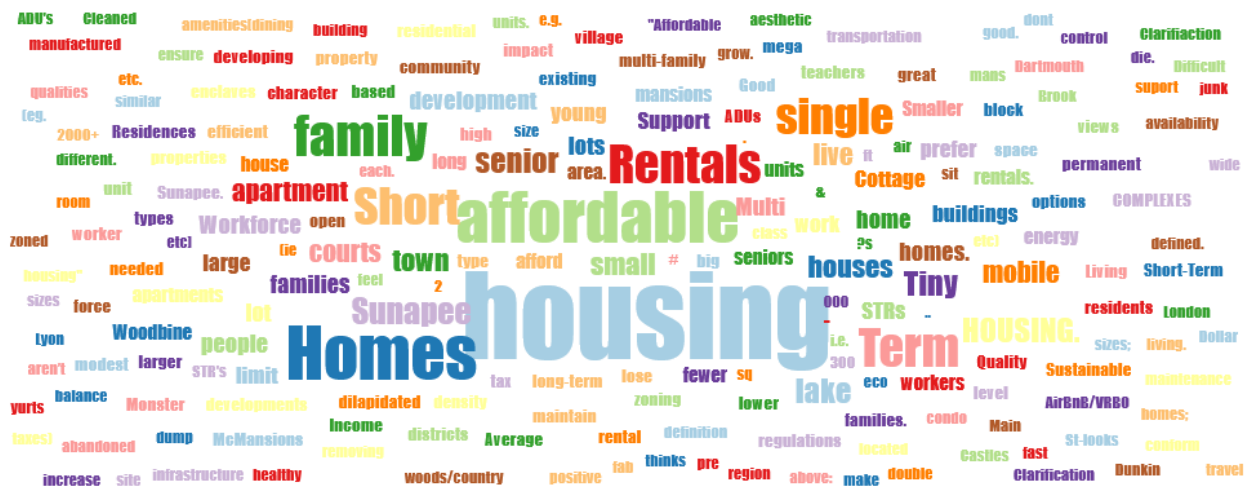
### Cottage Courts/Bungalow Courts:



### Senior Housing:



Are there any types of housing you'd like to see more of in Sunapee? Less?

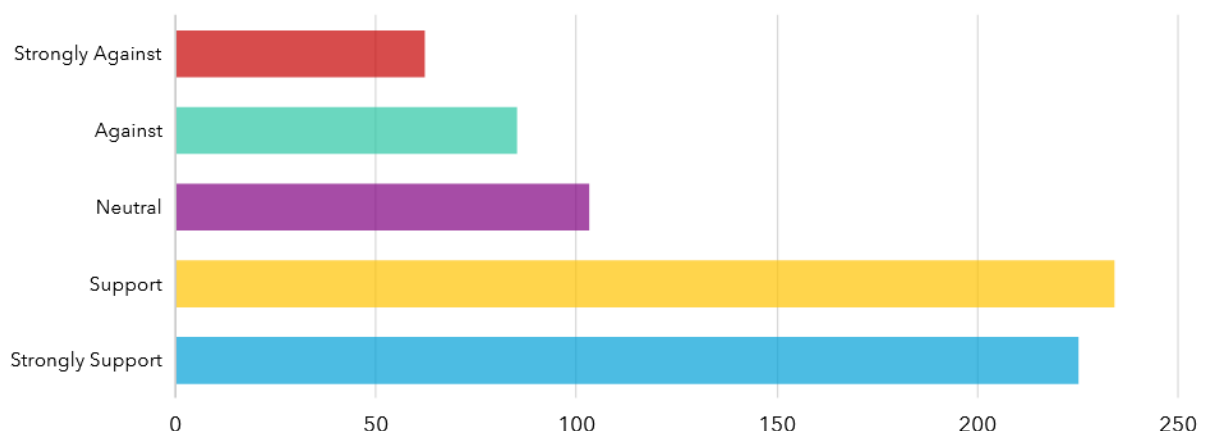


Overall, respondents are in favor of building more housing that already exists in Sunapee. There is overwhelming support for more single family housing, even duplexes/triplexes and quads, but once the density increases support drops significantly. Apartment complexes and mobile home parks are not desired by the respondents. There is support for affordable and workforce housing in Sunapee, but this runs counter to the other opinions reflected as affordable and workforce housing tends to be larger developments. A possible solution would be to use the respondents' support of cottage/bungalow courts as a method for adding affordable and workforce housing.

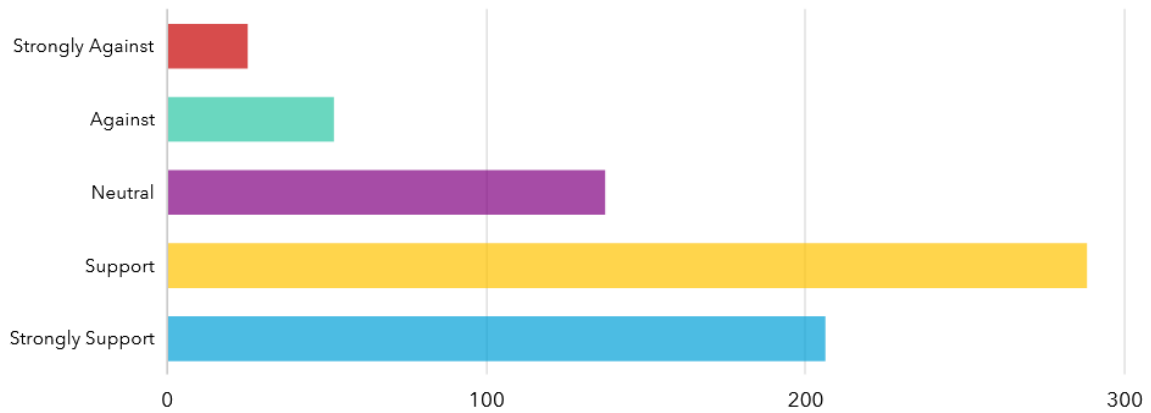
The word cloud also shows support for more affordable housing while there were many comments against Short-term rentals and “McMansions/second homes on the lake.” These comments are in Appendix 1 at the end of this report.

**Ordinances:**

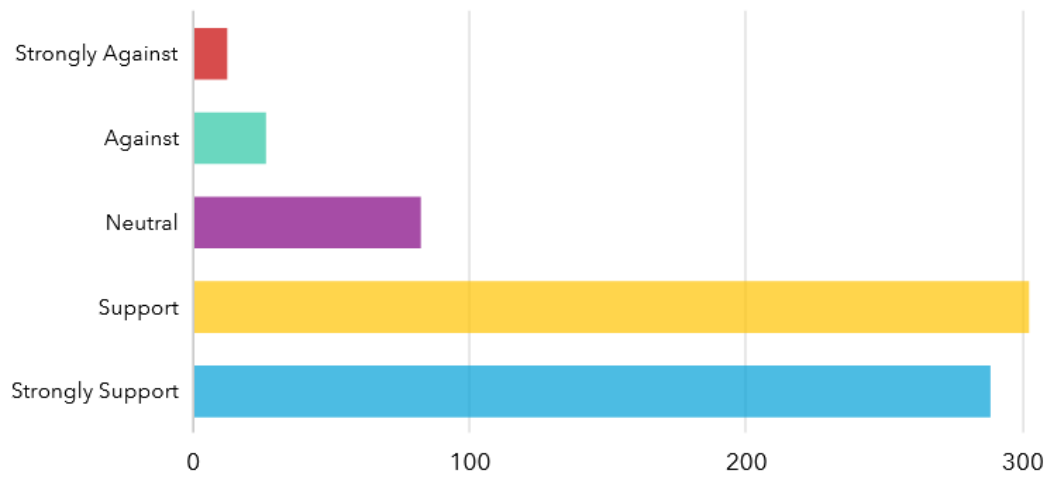
### Short-term Rental Housing Ordinance (STRs part 3):



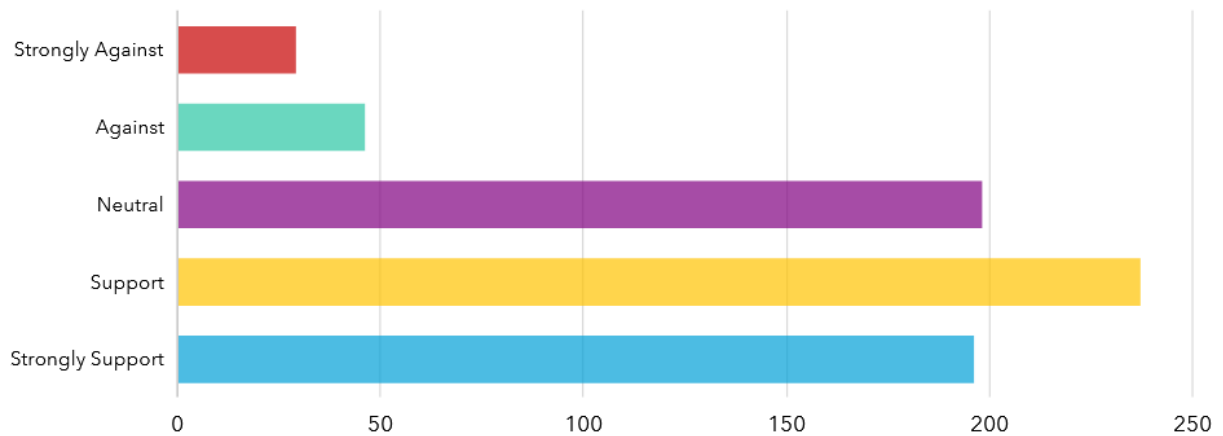
### Light pollution ordinance:



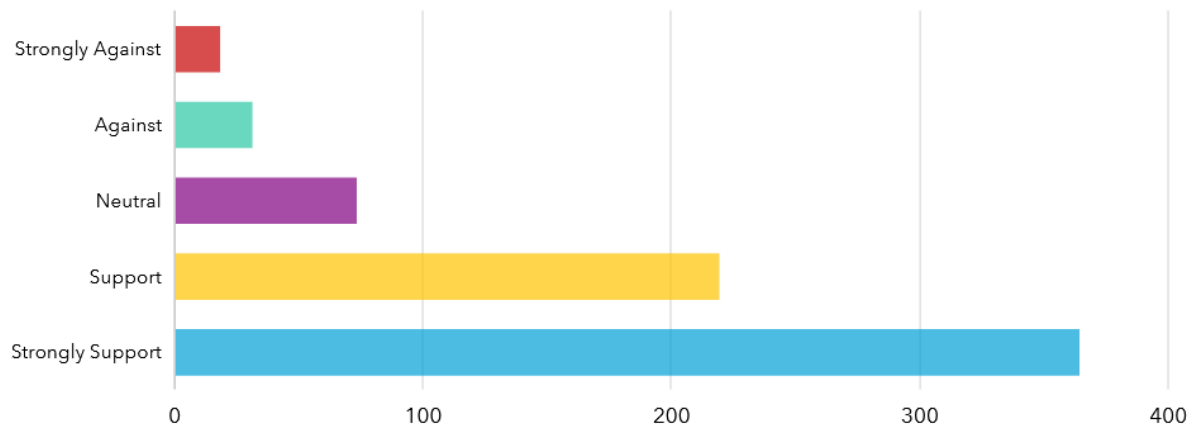
### Noise Pollution Ordinance:



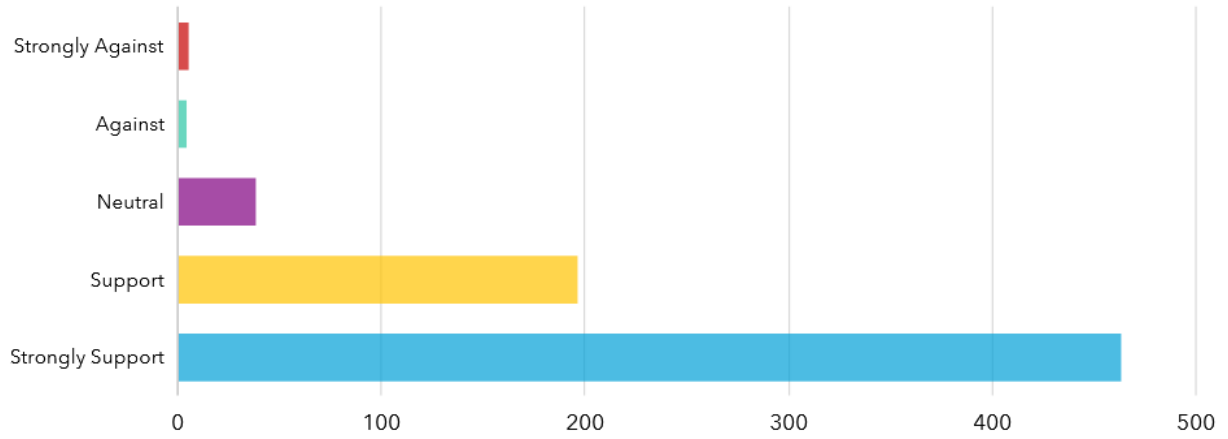
### Ridgeline Ordinances:



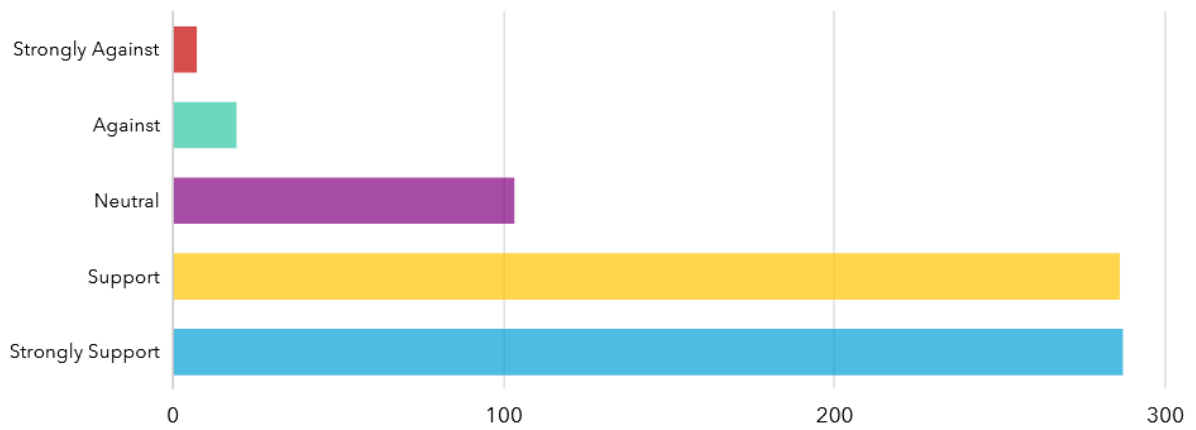
### Wetlands/Watershed/Shoreline Ordinances:



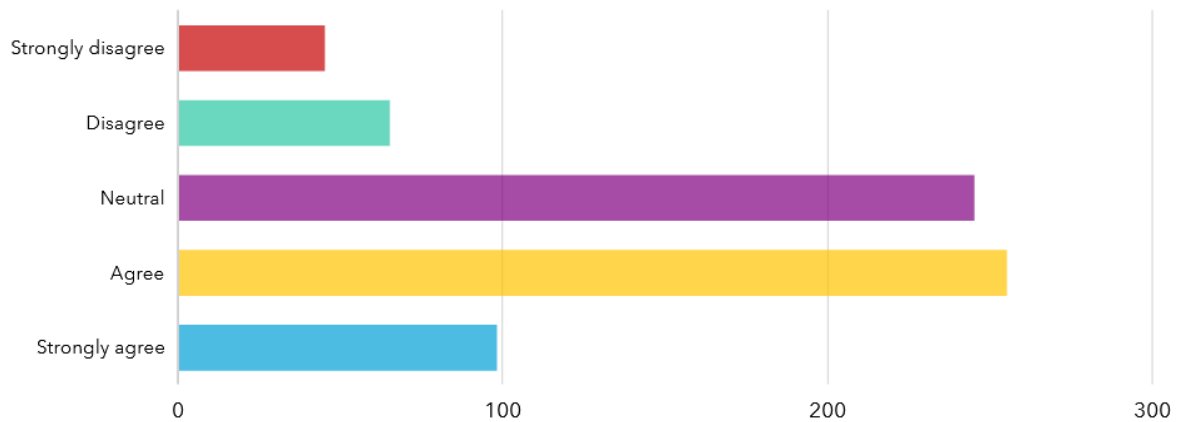
### Water Quality Protection Ordinances:



### Historic Preservation:



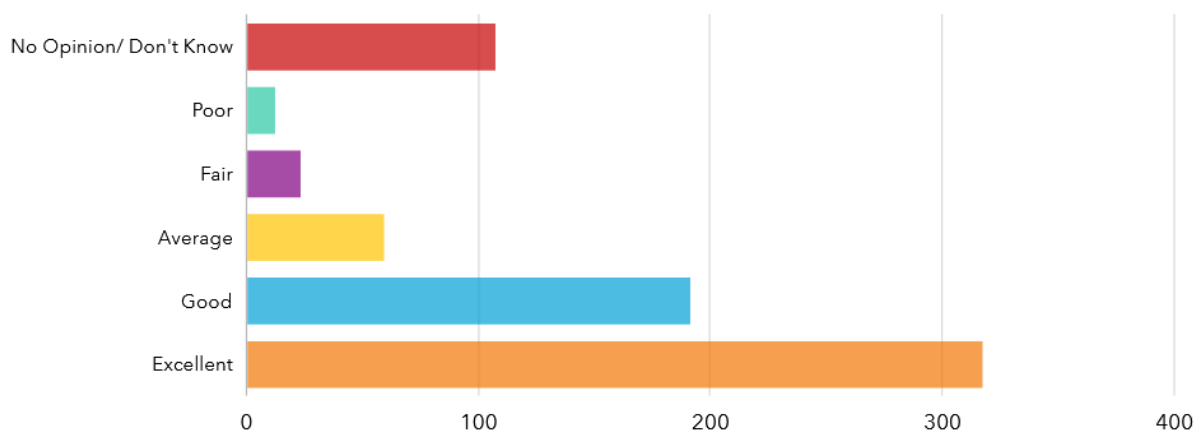
### Workforce Housing Ordinance:



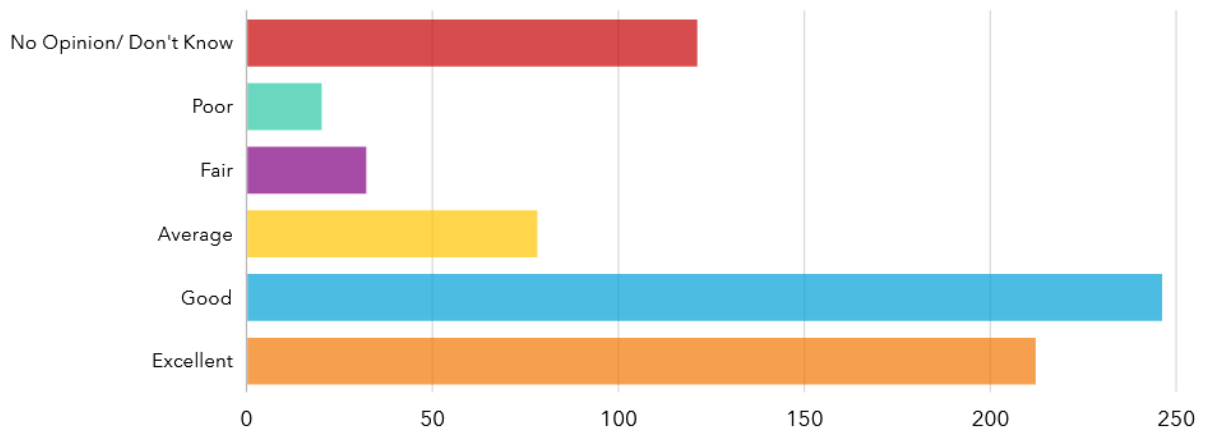
Overall, there is broad support for the ordinances Sunapee has in place. There is a strong desire for some sort of short-term rental ordinance. Water protection had the highest percentage of support, along with light pollution and noise pollution ordinances. Most neutral answers were on ridgeline and workforce housing ordinances. This can possibly be explained as respondents needing more information to make a better decision.

### Community Services:

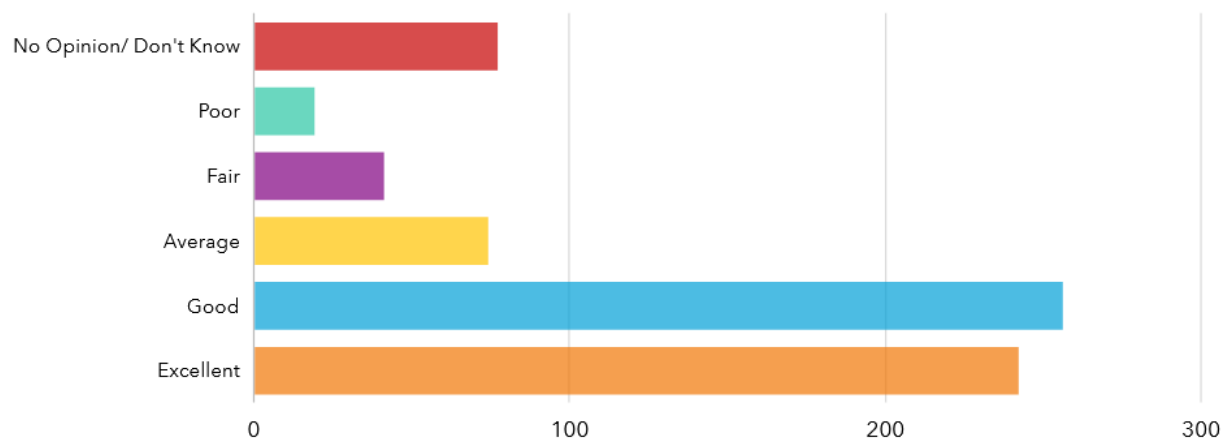
#### Abbott Library:



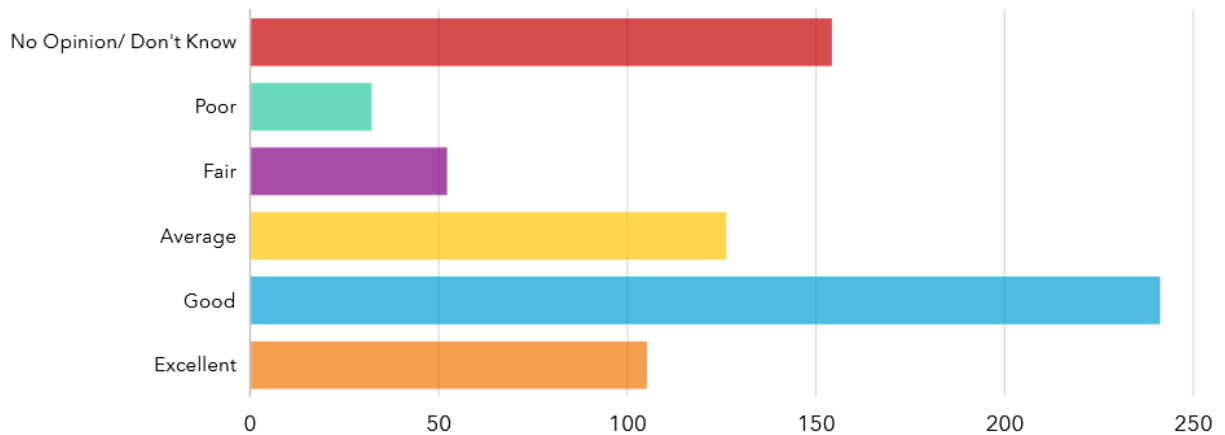
### Fire Department:



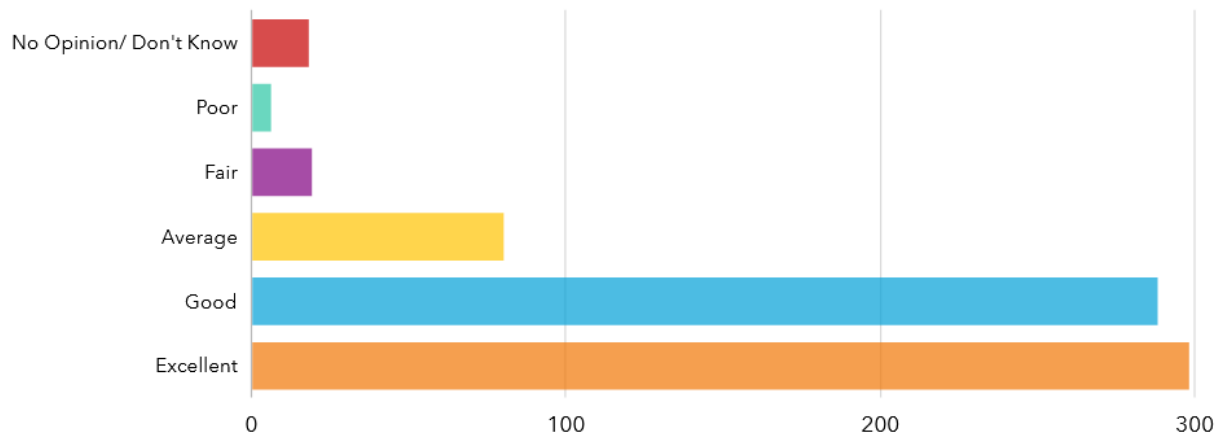
### Police Department:



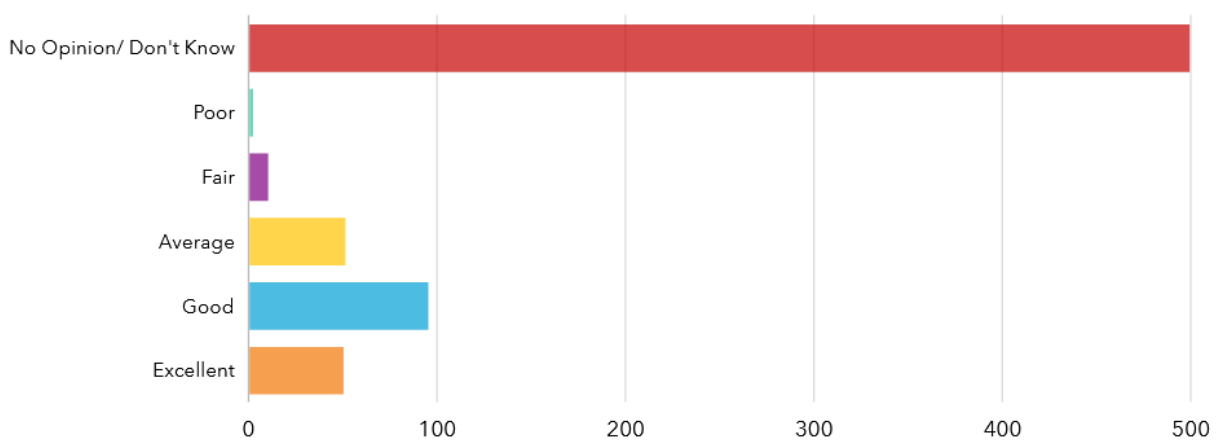
### Recreation Department:



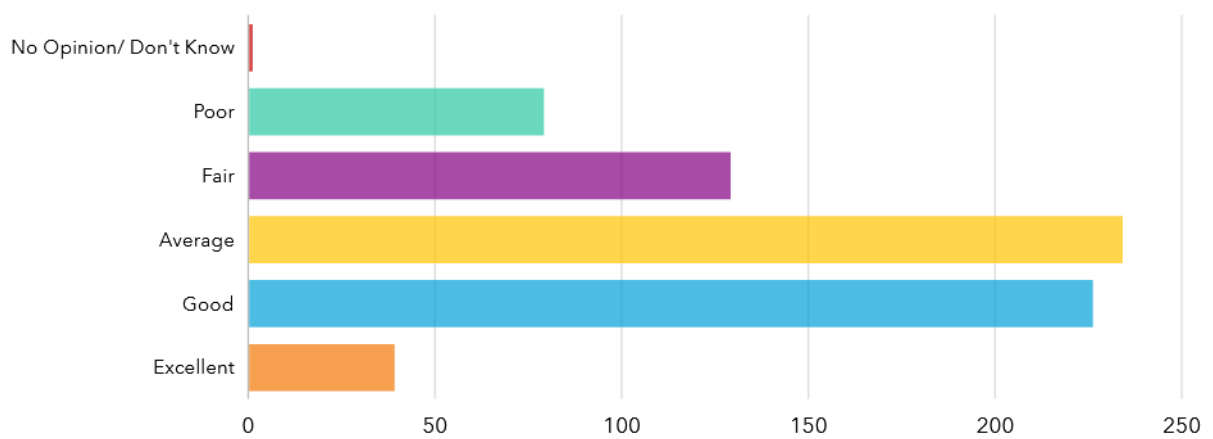
### Transfer Station/Recycling:



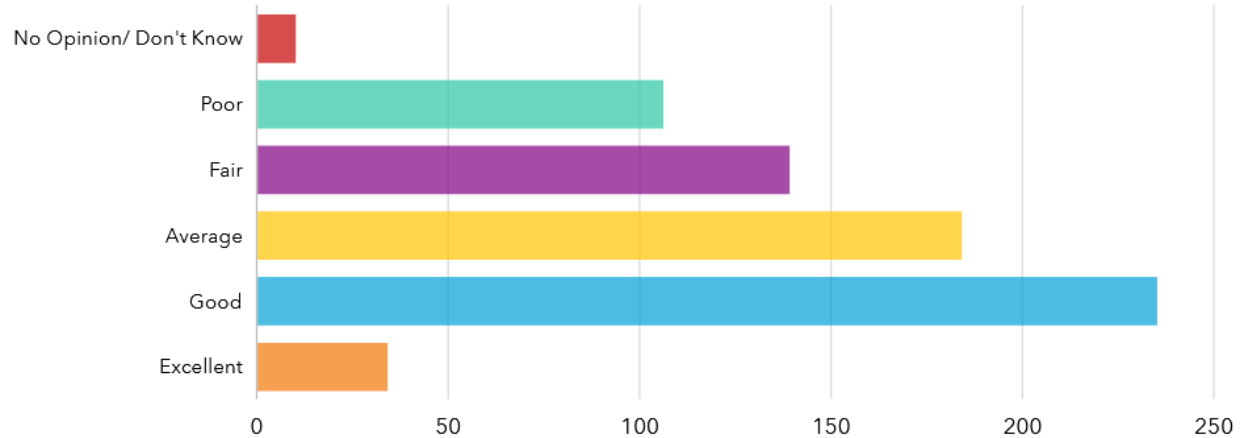
### Town Welfare office:



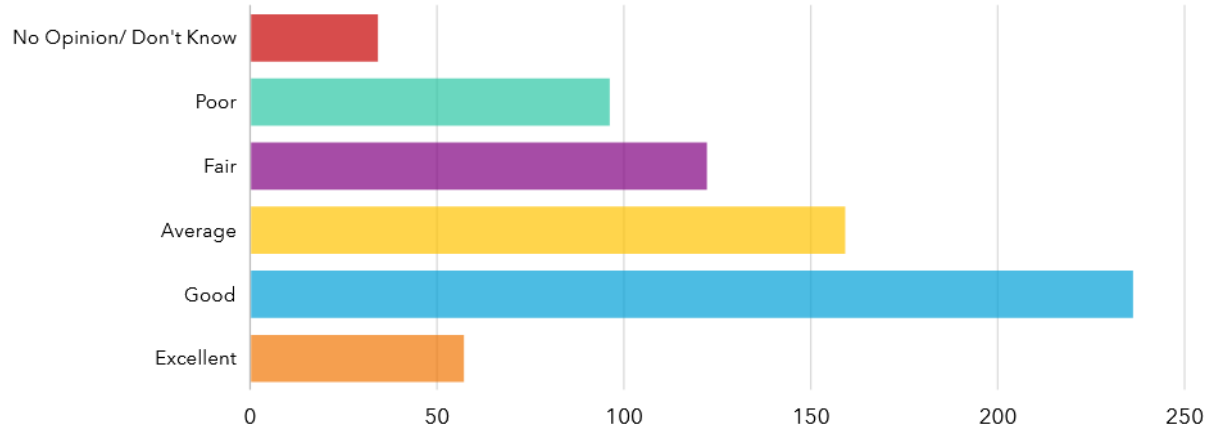
### Road Quality:



### Cellular Coverage:



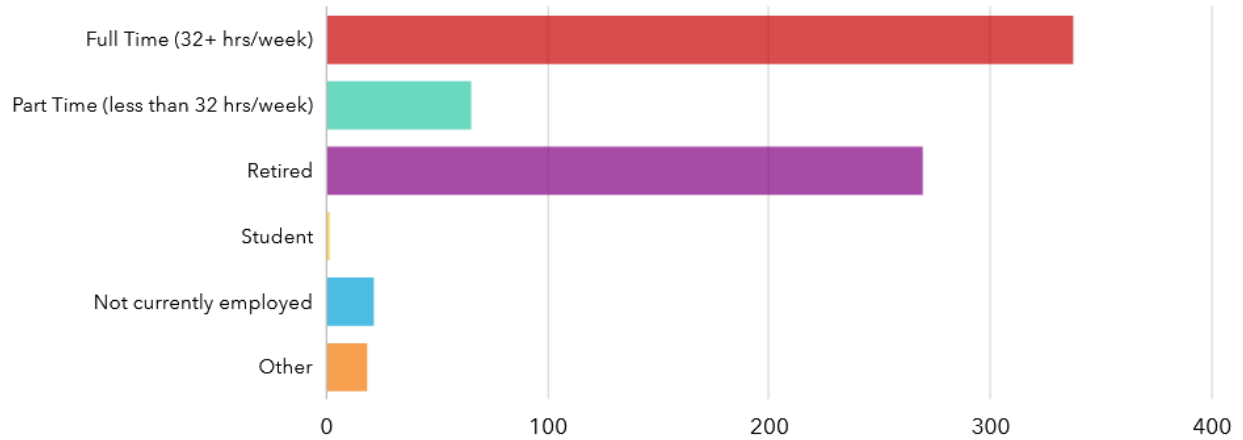
### Broadband Internet:



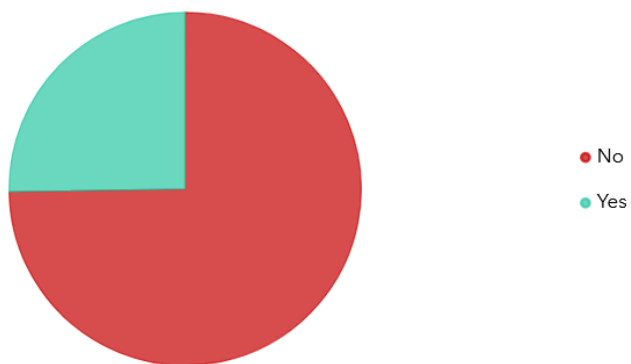
Respondents had generally positive impressions of the town services and amenities surveyed. Services that more people interact with had more opinions; this can be seen in the Town Welfare Office question where a large majority of respondents had not interacted enough with the office to have an opinion.

The Transfer Station received the most praise, and Recreation also received generally high marks. Both broadband and cellular coverage were decent, but there is room for improvement.

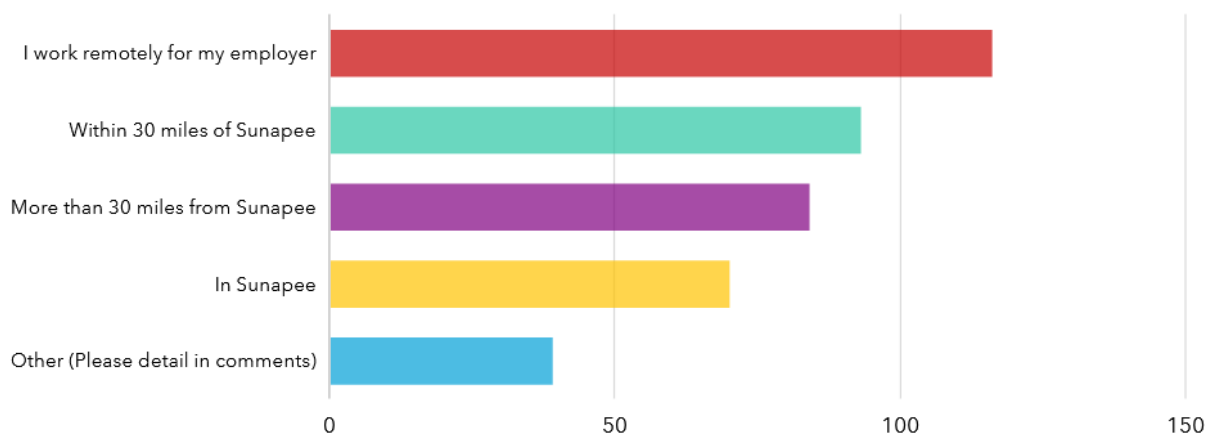
### Employment Status:



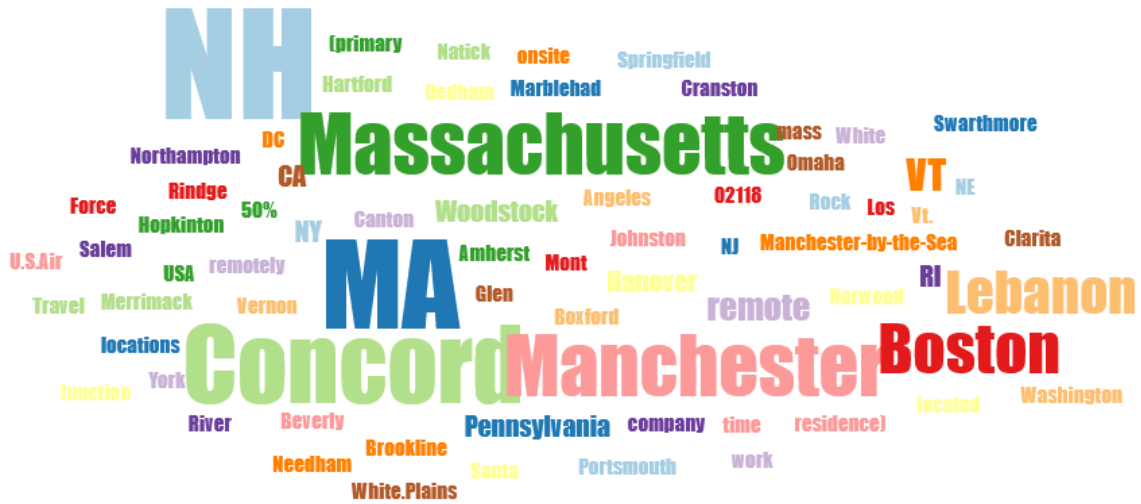
### Are you self-employed?



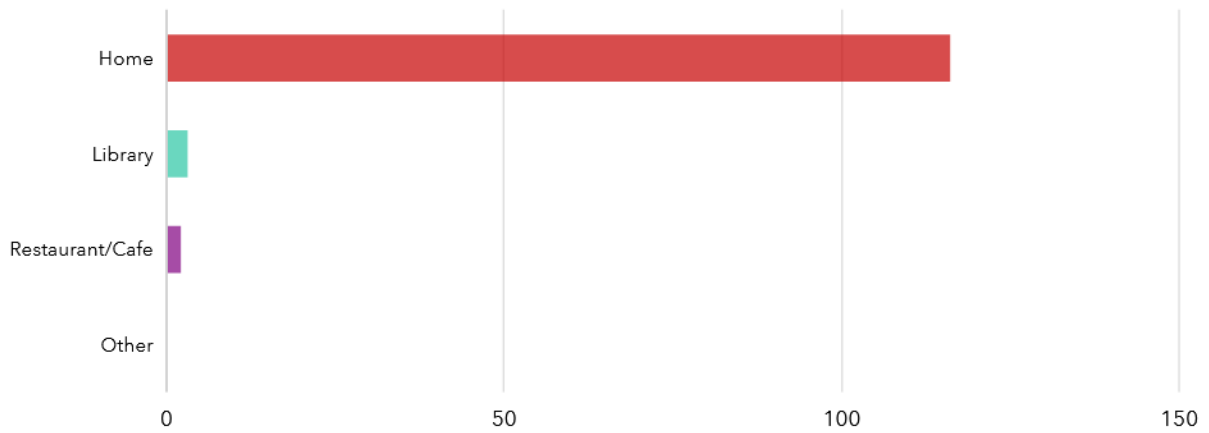
### Where do you work?



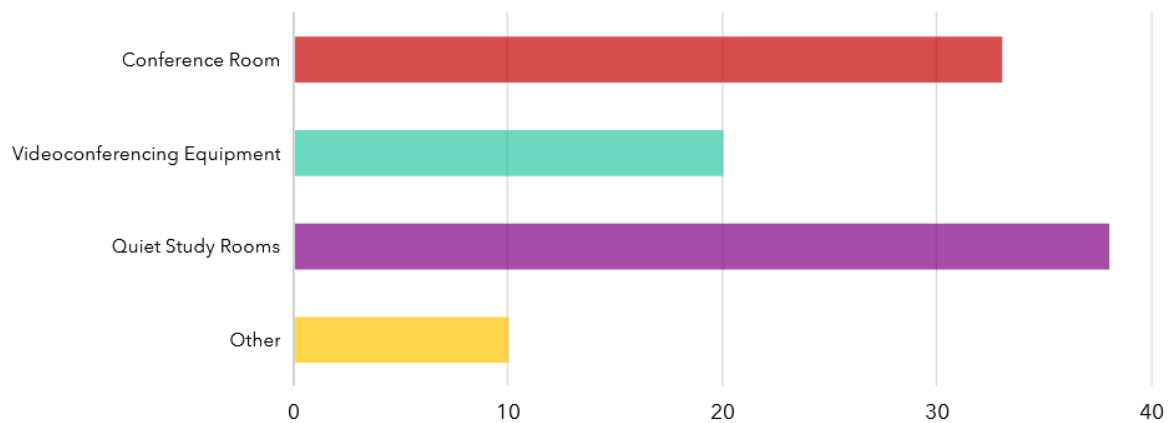
Where is your employer based (if remote)?



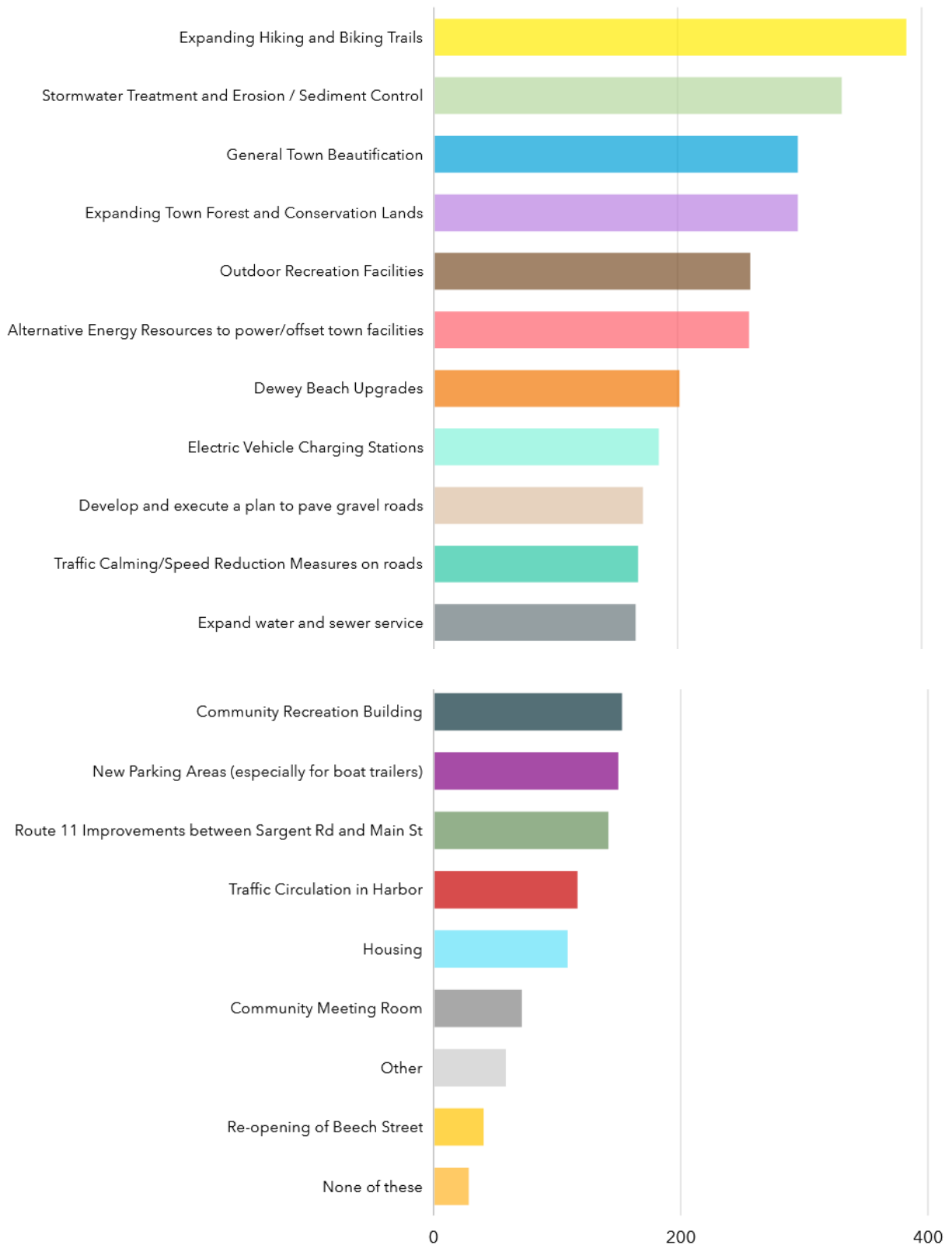
Where do you do your remote work?



What sort of services would you most use at the library for remote work?



Select any of the following that you are in favor of spending public funds to create or improve:



Answers	Count	Percentage
Expanding Hiking and Biking Trails	387	54.43%
Stormwater Treatment and Erosion / Sediment Control	334	46.98%
General Town Beautification	298	41.91%
Expanding Town Forest and Conservation Lands	298	41.91%
Outdoor Recreation Facilities	259	36.43%
Alternative Energy Resources to power/offset town facilities	258	36.29%
Dewey Beach Upgrades	201	28.27%
Electric Vehicle Charging Stations	184	25.88%
Develop and execute a plan to pave gravel roads	171	24.05%
Traffic Calming/Speed Reduction Measures on roads	167	23.49%
Expand water and sewer service	165	23.21%
Community Recreation Building	152	21.38%
New Parking Areas (especially for boat trailers)	149	20.96%
Route 11 Improvements between Sargent Rd and Main St	141	19.83%
Traffic Circulation in Harbor	116	16.32%
Housing	108	15.19%
Community Meeting Room	71	9.99%
Other	58	8.16%
Re-opening of Beech Street	40	5.63%
None of these	28	3.94%

The results in this page speak for themselves – it is obvious from these results that Sunapee enjoys their outdoor recreation and natural beauty.

## Conclusion

Respondents were able to share a wide range of opinions on all things affecting Sunapee. Planning Board, Select Board, and community members are encouraged to read the appendices to see the anonymous, open-ended comments from people. It gives more nuance and clarity to some of the questions asked.

Based on the results of this survey, Sunapee should focus their attention on housing policy (including STRs), recreation, and maintaining a high-quality approach to environmental concerns. As the public forums progress throughout the spring and early summer, these would be good areas for deep-diving and finding out more from residents. All areas should be addressed in the Master Plan, but these issues are important right now to people in town.

Respectfully submitted,

Tim Josephson

Associate Planner, UVLSRPC

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
No	6
less short term rentals	4
Affordable	2
affordable housing	2
Short term rentals	2
"Affordable housing" needs to be defined. Without a definition everyone thinks that it means something different.	1
A condo building with amenities[dining room, transportation, etc] for seniors - located in woods/country similar to Lyon Brook in New London	1
ADUs as long as they are not Short term rentals	1
Affordable houses or Affordable Long-Term Rentals	1
Affordable housing for workforce is needed all over the Dartmouth Sunapee region	1
Affordable housing for young families with 2000+ sq ft	1
Affordable housing is needed in Sunapee.	1
Affordable workforce housing	1
AirBnB/VRBO are removing family housing availability	1
All is good.	1
All types of housing need to have a balance of density and open space to ensure aesthetic qualities and healthy living.	1
AS you can see I support housing and think that the existing zoning and lot sizes will be able to control what goes where	1
Better maintenance of homes in lower Main St-looks like a dump	1
Castles	1
Clarification of above: OK with manufactured high quality homes; not double wide type homes.	1
Clarification - Tiny Homes, ADUs and Courts should conform to the zoned lot sizes; overall development should be lot size x units.	1
Cleaned up abandoned lots with junk or dilapidated housing.	1
Consider tax consequences of larger developments - need to be tax positive (ie infrastructure needs should not increase taxes)	1
Cottage Courts and small multi-family	1
Cottage courts are good for senior housing. Sunapee needs housing options for its teachers, librarians and lower income workers like at Dunkin or Dollar General.	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
Definitely make it available for more people to afford living in our community..	1
Difficult to answer the housing ?s without more specifics or the rules for each.	1
Do not want to see residents renting yurts, house boats, travel trailer etc.	1
don't really like the exclusive developments; in open space prefer town-based	1
ENERGY efficant	1
Energy efficient and sustainable	1
Entry Level Single Family Homes and Duplex.	1
Fewer motels also used as permanent apartments	1
Fewer STR's	1
high taxed properties	1
Homes below 300,000	1
Housing for seniors	1
Housing that complies with the zoning and not needing variances/special exceptions.	1
I am against densifying Sunapee	1
I believe that we need to develop more housing to stabilize our community with workforce, multi-family house or single family homes. Housing at multiple price points and types (rentals etc) will help us keep our businesses and grow.	1
I don't think we need more big apartment complexes. Sunapee is small. But I do think we need more options for affordable housing. We have plenty of second home mega mansions. No more of those please.	1
i dont want to see everything everywhere .. housing should be onlyy allowed in the districts that we voted to allow it in	1
I support an Income based senior housing	1
I would like to see less non-owner occupied long term rentals as the owners tend to not invest in upkeep and can impact overall character and value of neighborhood. More single family homes or condos that have governing by laws to maintain them,.	1
I would like to see people that work in this area be able to live in this area.	1
I would not like to see large apartment complexes that diminish the small town feeling of Sunapee.	1
I would support more of the above as long as they were not used for short	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
term rentals	
I'd like to see more homes that are affordable to families.	1
In order to maintain the small town feel, single family should be priority but adding in law setups and such is wonderful in helping keep larger families together.	1
Less air b N b in residential neighborhoods	1
Less Airbnb type usage	1
Less apartments. More opportunity for single family homes.	1
Less apartments	1
Less dilapidated mobile homes	1
Less great big mansions such as those on Lake Ave.	1
Less homes for tourists. Need to support the people who live here	1
Less homes owned by LLC's used for short term rentals	1
Less Lake development and density	1
Less mansions	1
Less McMansion development around lake	1
Less McMansions	1
Less McMansions that block views and dwarf the neighboring properties.	
Limit # of pre-fab buildings on small parcels of land( like the old Woodbine property).	1
Less mega houses filling the entire lot & blocking views from neighbors	1
Less mobile home housing.	1
Less monster homes on the lake	1
Less new massive lake houses that block the view of the water; limit pre fab buildings in a single lot in village district - e.g. what is now on the former Woodbine property	1
Less short term rental properties	1
Less short term rentals and regulations around those we allow. They need to be monitored.	1
Less STR's	1
Less STRs so more houses for residents	1
Less STRs, more permanent residences	1
Less tiny house enclaves such as the eyesore on the site of the old Woodbine Cottage. These enclaves could be less visible areas. This property has	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
tragically detracted from the character of the harbor.	
Less transient housing including short term rentals.	1
Less—fragmented single-family subdivisions	1
Like to see affordable housing and work force housing	1
Limit number of stories at street level to 2	1
Live free or die. No too many regulations	1
MC-MANSIONS, LARGE APARTMENT COMPLEXES	1
middle class family	1
Modest	1
Monster Mansion houses on the lake That sit empty most of the year Need to limit this	1
More "cluster" housing and Tiny Homes but no STRs!	1
More affordable housing	1
More affordable housing for families	1
More affordable housing so people can live where they work (eg. teachers, police, firefighters)	1
more apartment rentals	1
more apartments and single family homes	1
More apartments and small homes for young people and seniors	1
More cottage courts	1
More eco friendly/sustainable housing	1
more family homes	1
More long-term rental apartments/condos sized for singles & couples (not family-size units). Less absentee-owner short-term rentals.	1
More multi unit development in mixed use and village districts would help address the affordability issues of Sunapee housing.	1
More multi-unit housing for young families and others with modest income; fewer large, ostentatious lake houses	1
More senior housing units	1
More senior housing. Less Short term rentals.	1
More Short Term Rentals	1
More Single family homes near the public water/ sewer services.	1
More small to tiny units with their environmental efficiencies. Discourage subsidized housing of all sorts.	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
More townhouses near harbor/villages	1
More year-round housing	1
More: Single family homesLess: Short Term rentals	1
Most places on Sunapee are not affordable to most people. Out of State homes are taking over, making average workers unable to afford homes here.	1
Multi dwellings on lots with adequate acreage. Tiny homes	1
Multi family homes like duplexes	1
multi family workforce	1
Multi unit in the village. More Affordable senior housing.	1
N/A	1
Neighborhood developments	1
Nice but smaller single family homes.	1
no affordable housing!!!!!!	1
No further comment	1
NO HOUSING FOR ILLEGALS AKA WORKER HOUSING.	1
No Mobile Home Parks	1
No mobile homes please	1
No mobile homes.	1
no more apartment buildings, prefer smaller units i.e. 4-plex	1
No multi-story hotels	1
No strs in rural areas	1
Okay with more housing and keeping housing affordable but not at the risk of over developing our town. ADU's and Cottage Courts seem like a great way to accomplish getting more housing without developing a large apartment or mobile home complex.	1
Prefer traditional, single family homes	1
Quality single family is needed.	1
Rentals that aren't so expensive	1
Residences within a grand hotel that is sort of the community with social events, restaurants etc.... The ability to rent or own within the hotel.	1
RV lots	1
senior housing in town	1
Senior Housing or Assisted Living	1
simply affordable housing that is based on the local wage structure and needs	1

**Appendix 1: “Are there any types of housing you’d like to see more of in Sunapee? Less?”**

<b>Response</b>	<b>Count</b>
of workers	
Single family only	1
Smaller houses for young families.	1
STR. Good for economy	1
Sunapee has grown very fast in too few years. It will lose its small town charm if it is not reined in	1
Support increasing more affordable housing and less development of lots near the lake	1
Sustainable housing, energy efficient	1
The town needs to keep up with the demand of housing in the area. It's really unaffordable to live there.	1
Tiny homes	1
Tiny homes on existing residential home lots	1
Tiny Homes, Bungalow courts	1
Unregistered Short-Term Rentals	1
We need more affordable/workforce housing in the area. Sunapee should participate in that while balancing impact on school system and costs.	1
work force housing, senior housing	1
work/live in the key historic commercial district(s)	1
Workforce or we will lose our schools due to STRs Average worker can't afford to live here	1
Would prefer to keep Sunapee a family town	1
Yes- "normal houses" affordable by town employees and families and single parents. There are many mansions and resort buildings .	1

**[EXTERNAL]Follow-up to 15 May Selectboard meeting**

Montgomery Anne &lt;amonty1214@gmail.com&gt;

Tue 5/23/2023 9:58 PM

To: Town Manager &lt;manager@town.sunapee.nh.us&gt;

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

Shannon.....please read this letter to the board at the next meeting. Thank you.

Hi Shannon,

Chris and I are very grateful that you and the Board allowed us to present our proposal last week at the 15 May Selectboard meeting.

We intend to form a working group to follow through with the Board's receptivity to receiving a report back offering a more detailed analysis and plan for the Board's consideration.

A few points to be passed to the Board that we thought about after our presentation:

1. The Board and town officials have repeatedly spoken of the need for **work force housing** in the town of Sunapee. If the Town were to purchase 8 Soonipi Circle, then the Town would have control of the seven apartments and be able to maintain them as work force housing units.
2. If anyone else purchases the building, the likelihood that that person would maintain work force housing in those seven units is extremely unlikely. The Town of Sunapee would lose all control of that opportunity (and, might we say, responsibility). Purchasing the building would be a tangible step toward creating critical work force housing, which appears to be an important goal of the Selectboard and other Town boards.
3. Some members of the Board seemed opposed to the town becoming a landlord. There are other ways to accomplish that, which must be explored. As uncomfortable as that is, it may be the only way to assure work force housing is maintained in that location. Sometimes it is important to realize that to get something you really value, it might be necessary to do something that might be uncomfortable.

4. Other than focusing on the housing, the purchase of 8 Soonipi Circle would create a charming and functional village center for the town of Sunapee.

5. Just to reiterate, in our presentation we highlighted the importance of finding office and storage space that is desperately needed for town business. The purchase of 8 Soonipi Circle would enable the Town to address its current and future space needs on a permanent basis.

Again, we appreciated the opportunity to present this proposal and look forward to reporting back to the Selectboard after we convene a working group to prepare a more detailed analysis and plan for its consideration.

With kind regards,

Annie Montgomery and Chris Lockwood

*Annie Montgomery*  
[amonty1214@gmail.com](mailto:amonty1214@gmail.com)  
603-520-9992

**[EXTERNAL]For 6/12/23 BoS agenda**

Lake Sunapee STR Association &lt;info@lsstra.org&gt;

Mon 6/5/2023 6:36 AM

To: Town Manager <manager@town.sunapee.nh.us>; Allyson Traeger <allyson@town.sunapee.nh.us>; Carol Wallace <cwallace@town.sunapee.nh.us>

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

Good morning:

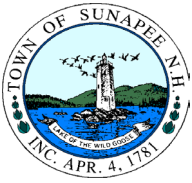
Below is a portion of an email I sent on 5/16/23, requesting an item on the next Selectboard agenda. Just sending this again as a reminder of that request. Thank you.

*2) The second item on the email I sent requesting items be put on the agenda wasn't addressed. At the PB meeting last week Peter White said something to the effect that tourist homes would have had to get a site plan review to be given the designation of tourist home, hence there is really only one (Suzanne and John's). This is not an accurate statement by Peter - the previous ordinance states that tourist homes were permitted by right in all districts except RR and RL. Further a Site Plan Review is only required for "new or altered non-residential use." STRs are residential, therefore ones existing prior to 12/1/2022, in permitted districts, that met the criteria of single-family dwelling and owner-occupied for 120 days are grandfathered in the truest sense of the word. I would like to request again that this be on the next agenda.*

The question remains about how these tourist homes will be managed, as technically, they are grandfathered and therefore not subject to the new ordinance or forthcoming registration process. Thank you for including a public dialogue about this on the next agenda.

Best regards,

Lisa Hoekstra, President LSSTRA  
603-490-3516  
[www.LSSTRA.org](http://www.LSSTRA.org)



## SHORT-TERM RENTAL REGISTRATION FORM

23 Edgemont Road  
Sunapee, New Hampshire 03782  
Telephone (603) 763-2212 Ext.1023

Thank you for registering your short-term rental (STR) with the Town of Sunapee! Our goal is to support sensible and fair short-term rental regulations within our community. Through the GovOS platform, short-term rental owners can conveniently register their rental space. Once a property is registered, our town team will manage subsequent inspections, review registrations, and provide enforcement, ensuring public health and safety continue to be prioritized.

### Important Registration Requirements:

- All short-term rentals, regardless of zone, MUST comply with the terms and conditions of the Sunapee Selectboard's registration process.
- If you owned and operated a short-term rental, in Rural Residential and/or Rural Lands from January 1, 2022-December 1, 2022, you are not required to seek a special exception and/or variance as long as you can demonstrate the property was being used as a short-term rental.
- All property owner(s), or their designated agent(s), of short-term rental properties in the Town of Sunapee are required to register their short-term rental property at <https://sunapeenh.munirevs.com/>
- Definitions of a short-term rental are provided on page 12 of this registration form.
- The purpose of the registration process is for property owner(s), or their designated agent(s), to register their short-term rental properties that are currently operating, or that plan to operate, in the Town.
- After completing your registration online, the Planning, Zoning, and Compliance Department team will review it for completeness. Incomplete submissions will be denied. Should you have questions about how to complete the registration form, you may meet with office staff on Wednesday and Friday mornings from 10:00 AM-1:00 PM or by email [sunapeecodecompliance@gmail.com](mailto:sunapeecodecompliance@gmail.com)
- The property owner(s) or their designated agent(s), shall not provide any false or misleading statements; shall meet all the standards listed on the registration form; acknowledge that the registration is valid for one year running from the date registration is granted, and acknowledge that registrations are not transferrable.
- The property owner(s) or their designated agent(s), acknowledge that this registration may be granted or denied based upon full compliance with the registration process set forth herein, and understand that a short-term rental must comply with all zoning regulations, other applicable local and state permit regulations, and the town's short-term rental ordinance requirements, if applicable.
- The registration process requires a Compliance Inspection by the Town of Sunapee's Code Compliance Officer or designated agent. The inspection will take approximately 1 hour. The Code Compliance Officer will issue his/her inspection report to the applicant within five business days. Inspections will be valid for a period not to exceed three years. Inspections can be scheduled online via the Town of Sunapee's code compliance calendar: <https://calendly.com/sunapeecodecompliance>
- Please start your registration process as soon as possible to ensure timely scheduling of inspection. The Code Compliance Officer will share the inspection report with you within five days of completing the inspection. If there are outstanding items to be addressed, you will not be able to rent your home until the issues have been appropriately remedied and acknowledged by the Code Compliance Officer.
- If modifications, including but not limited to the addition of bedrooms to the structure, are made to a STR prior to the existing registration expiring, or if the STR changes hands from one owner to another, then a new inspection and registration shall be required.
- The Compliance Self-Report Inspection and Short-term Rental Affidavit (for homes in Rural Residential and Rural Lands) shall be completed by the property owner(s) or their designated agent(s).
- The Town of Sunapee Selectboard may deny, impose penalties, suspend or revoke any STR registrations if it is deemed that the owner/agent provided incomplete, false or misleading statements on the registration form, affidavit, or on the Self-Report Inspection questionnaire; violated any of the registration criteria on page two (2); violated any state or federal laws, statutes, town ordinances, rules or regulations pertaining to short-term rental; or the operation of the STR is a threat to the public health, safety or welfare of the town.

## PARCEL I.D. & OWNER/AGENT INFORMATION

### Section I: Parcel I.D & Owner/Agent Information

Parcel Map No. & Lot No.:	Parcel Zone:	Date of Registration:
NH Meals and Rooms License Number:	Property Owner(s) Telephone Number	
Full Name of the Property Owner(s):		
Property Owner(s) Mailing Address:		
Physical Address of STR:		
Number of Bedrooms to be Rented:	Maximum Number Occupants:	Number of Off-street Parking Spaces:
Calendar Year STR is Being Registered For:	Current Registration Number (if renewal):	
Full Name of Designated Agent(s) for Property Owner(s):		
Designated Agent(s) Business Address:		
Designated Agent(s) Telephone Number:	Designated Agent(s) Cell Phone Number:	
Name of Primary Point of Contact During Rental of STR:		
Each STR must designate a responsible agent who is available 24 hours per day, seven (7) days per week to respond to and resolve complaints.		

## SHORT-TERM RENTAL REGISTRATION CRITERIA

Please initial each item listed below or put N/A if not applicable:

Section II: Requirements for STR Registration	Initials
The property owner(s) or their designated agent(s) understand that a <b>Short-Term Rental Owner in Residence</b> is 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.	
The property owner(s) or their designated agent(s) understand that a <b>Short-Term Rental Owner Not in Residence</b> – 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	
The occupancy limit that a STR can be advertised for shall not exceed two (2) people per bedroom (as listed on the Town's property card) plus one additional person per dwelling unit. At no time shall any STR exceed 16 people on the premises.	
The property owner(s) or their designated agent(s) shall not allow renters to exceed the occupancy limits of the STR that are provided on the registration form.	
The number of bedrooms used at a STR must conform to the permit requirements from either the State of New Hampshire Department of Environmental Services Water Division Subsurface Systems Bureau (for properties on private septic systems) or the Sunapee Water and Sewer Department (for properties on municipal sewer).	
All STR renters and their guest(s) shall conform to the Town of Sunapee Traffic and Parking Ordinances.	
Parking shall be limited to 1 vehicle per bedroom, and a parking plan shall be submitted for review and approval.	
The owner(s), or their designated agent(s), acknowledge that registration of their STR does not authorize incidental camping, sleeping in travel trailers, boats and/or other mobile enclosures that are on STR property.	
All trash shall be stored onsite in sealed trash receptacles screened from the public's view that meet the building setbacks in the zoning district in which they are located. Trash shall be removed and disposed of in accordance with all local and state regulations.	
The owner(s), designated agent(s), and guests shall comply with RSA 644:2. NH's disorderly conduct law, and all other applicable Town Ordinances and State regulations and laws.	
All renters, occupants, and their guests shall comply with the Town of Sunapee's Noise Ordinance.	
The use of fireworks shall not be permitted at a STR. Should a renter refuse to comply with this regulation and a citation is issued, the owner may be penalized.	
Each STR must designate a responsible agent who is available 24 hours per day, seven (7) days per week to respond to and resolve complaints.	
The owner(s), or their designated agent(s), shall post a copy of their STR Registration inside the residence in a highly visible location, including occupancy limits, noise disturbance based on the Town's Noise Ordinance, and an evacuation diagram showing all fire escapes, and all means of egress from the STR.	
The owner(s), or their designated agent(s), must obtain a seasonal permit for outdoor, wood fire pits from the Fire Chief. Each individual renter must seek a permit from the state at <a href="https://nh.burnsafeamerica.com/">https://nh.burnsafeamerica.com/</a> . Fires are not allowed before 5PM.	
The owner(s), or their designated agent(s), understand that any and/or all signage that is posted/erected at the STR shall conform to the Town's Zoning Ordinance.	
All police and fire emergencies shall be directed to 911. All other complaints should be sent to <a href="mailto:sunapeecodecompliance@gmail.com">sunapeecodecompliance@gmail.com</a> to be recorded, filed with the STR registration, and copies sent to the STR owner and/or the designated agent(s).	

## SHORT-TERM RENTAL REGISTRATION REQUIRED DOCUMENTS

*Please initial each item listed below indicating that the required documents and fees are attached:*

Section III: Registration and Supporting Documents provided by the applicant	Initials
A completed STR Registration Form with all required documents attached	
Base application fee \$350	
A Parking Plan (See instructions on page 11)	
Trash Disposal Plan (See instructions page 11)	

Section IV: Registration and Documents provided by the Town (additional fees for inspections)	Initials
Town of Sunapee Compliance Inspection Report with Code Compliance Officer (Inspection Fees of \$150)	
A copy of a NHDES approved plan for Residential Septic Disposal	

Section V: 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 676:17. Violations will accumulate over a 12-month period from the date of any first offense.	Initials
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 per 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 (6) months, whichever is longer.	

**AFFIDAVIT FOR PRE-EXISTING SHORT-TERM RENTALS IN RURAL RESIDENTIAL  
AND RURAL LANDS**

Complete this affidavit and provide a copy of your short-term rental booking(s) to document that you, the legal owner of the property, used said property as a short-term rental between January 1, 2022, and December 01, 2022. Please attach a report of your NH Room and Meals taxes demonstrating payment of taxes for 2022 for the listed property below.

Map No.:	Lot No.:	Parcel Zone:
Name of Owner:		
Address of STR:		

*The owner(s) or their designated agent(s) affirm, under penalty of perjury, that the information provided in this Short-term Rental Registration Form is true and correct to the best of his/her knowledge and that they agree to hold the Town of Sunapee harmless for any damages resulting from the registrars' misrepresentations, intentional or otherwise. I/we have read and understand the Town of Sunapee Zoning Ordinance as it applies to the use of the property as a STR, and we understand that it doesn't relieve us from having to comply with any Local Ordinances, State or Federal Laws.*

Signature of Property Owner or Agent:	Date Signed:
Printed Name of Property Owner or Agent:	

# Compliance Self-Report Inspection Affidavit

## Code Compliance Inspection Report



Property Address:

Inspector Name:

☐

Code Officer

☐

Other

Date of Inspection:

Type of Inspection:

☐

Initial

☐

Follow-Up

Owner(s) Name and Phone Number:

Last Inspection Date:

### 1. Fire Safety

#### Smoke Alarms

Smoke alarms shall be in good working order. They shall be installed in all sleeping rooms, outside of each sleeping area, in the immediate vicinity of the sleeping rooms, on each level of the dwelling units including basements. In existing 1-2 family dwellings, approved smoke alarms powered by batteries shall be permitted.

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.1	Is there a working smoke alarm:					
	a. In all bedrooms?					
	b. Near each bedroom?					
	c. On each level of the dwelling unit, including basements?					

## Carbon Monoxide Alarms

There must be a working carbon monoxide alarm (detector) in the immediate vicinity of each bedroom or room used for sleeping. CO alarms are also required in each sleeping room that has a fuel-fired appliance such as a gas-fired room heater, gas hot water heater, or fireplace/woodstove. NFPA 101-31.3.4.6

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.2	Is there a working carbon monoxide (CO) alarm:					
	a. In each bedroom that contains a fuel-burning appliance?					
	b. Near each bedroom?					
	c. On each level of the dwelling unit, including basements, excluding attics and crawl spaces?					

**Fire Extinguisher**

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.3	Is a functional fire extinguisher visibly installed:					
	a. In every cooking area mounted to the wall nearest the closest exterior exit?					
	b. In close proximity to outdoor cooking equipment?					

**Egress- Primary means of escape**

Each dwelling unit must have access to at least 2 separate ways out of the building that are not located close together unless the unit has: a door opening to the outside at ground level, an enclosed stair used only by that unit opening to the outside at ground level, or access to an outside stair that serves no more than 2 units.

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.5						
	Does each bedroom have a primary means of escape?					

**Egress- Secondary means of escape**

Each bedroom must have a window that can be opened without using tools or special knowledge. The opening of the window must be at least 20" wide and 24" high and provide an opening of 5 square feet. The bottom of the opening must be less than 44" above the floor. NFPA 101-24.2.2.1

Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.4						
	Does each bedroom have a window that can be easily opened and is large enough for emergency rescue or escape?					

**Street Address Marker**

All signage must comply with the Street Naming and Numbering Ordinance, including placement and visibility

Component		Self-Report Answer			Violation	
1.6		Y	N	N/A	Required Corrective Action	Deadline
	Is the house number posted in accordance with the Town ordinance?					

## 2. Guest Information

Emergency Contact Information						
Signage posted that contains the emergency contact information for guests, maximum number of guests, and copy of STR Permit.						
Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
2.1	Are emergency contact numbers for owner(s) and STR permit posted?					

STR Orientation and Town Information for Guests						
An informational binder that contains the following: (a) Local hospital addresses and emergency contact numbers, (b) Noise Ordinance, (c) Town's non- emergency police phone number, (d) Maximum occupancy of the STR, (e) Emergency Evacuation Floor Plan Sketch, (f) Parking Ordinance, (g) Parking Plan, (h) Transfer Recycling Ordinance and a Trash Disposal Plan, (i) Leash law, (j) Beach pass information						
Component		Self-Report Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
2.2	Is a binder with all required information provided for guests?					

Additional Notes:						
Each household, in the Town of Sunapee, will be given one guest pass for use at Dewey Beach and the Sunapee Transfer Station. If the pass is lost, there is a \$100 replacement fee.						

## Short-Term Rental Trash Disposal Plan

The purpose of the Trash Disposal Plan is to ensure renters understand waste disposal requirements.

- Provide sufficient, sealed trash receptacles to hold all trash generated. Per the Town of Sunapee's ordinance, trash may not be left outside.
- As part of the short-term rental registration process, provide a trash removal plan with your rental application.

## Short-Term Rental Emergency Evacuation Floor Plan Sketch

The purpose of the floor plan sketch is to accurately depict the following information:

- All bedroom locations.
- All exit routes from the home.

To Create a Floor Plan Sketch:

- If you have plans of your home, please use them, and add the required information.
- If you do not have plans, please create a sketch accurately identifying bedrooms and exit routes.

## Short-Term Rental Parking Plan

The purpose of the short-term rental parking plan is to ensure both owner(s) and renters comply with parking requirements.

- A parking plan must be submitted with the application - either a photograph notating the parking or a written narrative showing/describing the allowable parking. Motor vehicles may not park on landscaped areas, public streets, and/or public rights-of-way. No person is permitted to stay overnight in a parked vehicle.
  - Indicate location and number of parking spaces available to guests at your residence (and those reserved for owners, if applicable) on either a [Photograph](#) (Google Maps is a great resource) or a [GIS Tax Map](#). \*See attached example
- Owner must share the parking plan with guests.
- Each parking space shall be a minimum of 9' x 18' (per definition in the Sunapee Zoning Ordinance)

PARKING REQUIREMENTS		
*All STR renters and their guest(s) shall conform to the Town of Sunapee Traffic and Parking Ordinances.*		
AREA	RESTRICTIONS	PERMITTED
Short-Term Rental Location	<ul style="list-style-type: none"><li>• 1 VEHICLE PER BEDROOM</li></ul>	1 Parking Space Per Bedroom Of Short-Term Rental
Town Property	<ul style="list-style-type: none"><li>• No vehicle or trailer shall be parked in a Town Parking Lot or marked parking areas for more than 24 hours unless otherwise posted.</li><li>• No vehicle or trailer shall be parked on the paved, main, or traveled portion of any highway, road, or street.</li><li>• 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.</li><li>• There shall be no parking 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 where "NO PARKING" signs are posted.</li></ul>	Parking within permitted marked lots during the day in compliance with time limits.

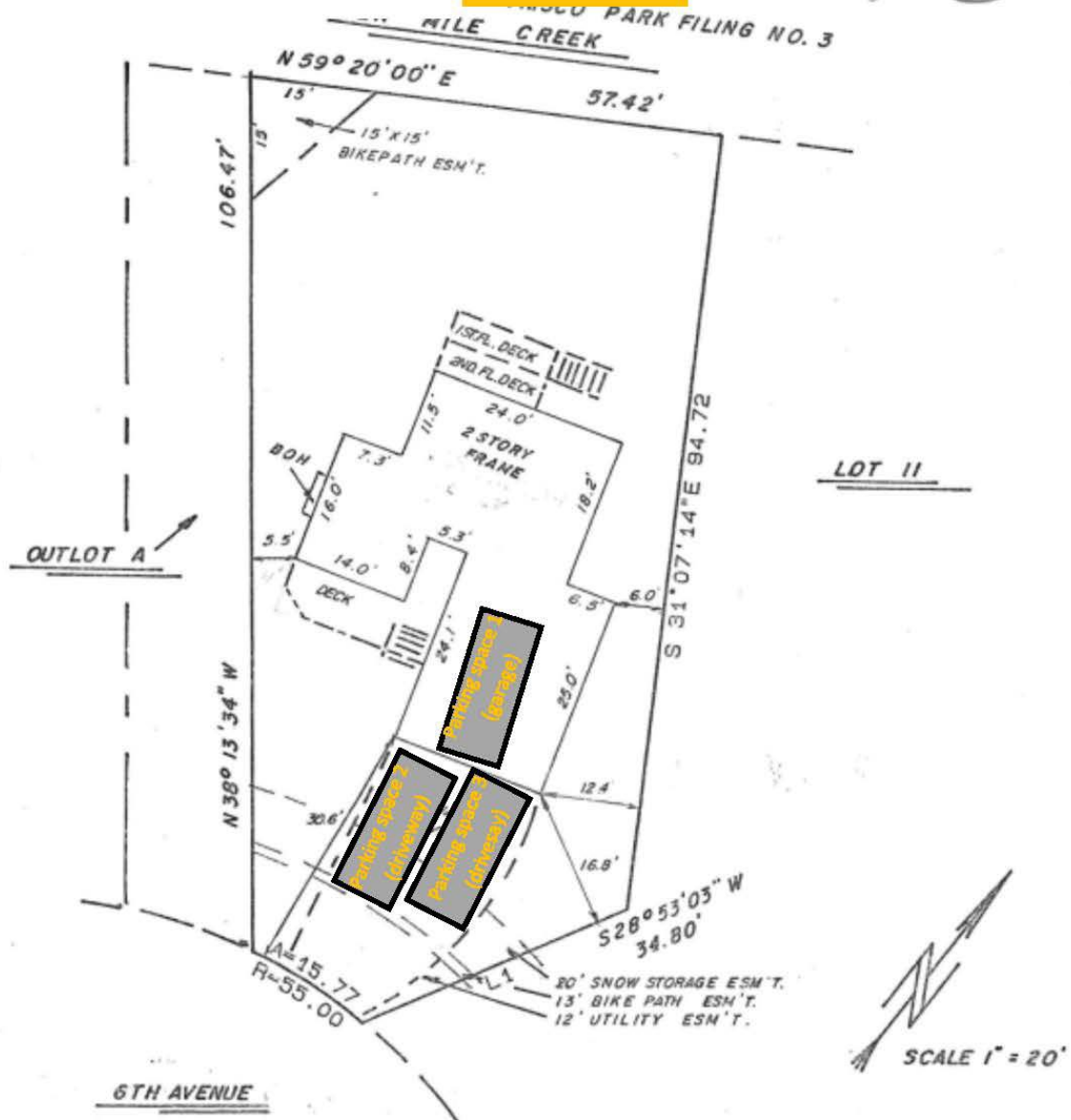
## SHORT-TERM RENTAL

## SINGLE-FAMILY RESIDENCE

## PARKING PLAN EXAMPLE

3 Bedroom House requires 3 parking spaces on the private property. Each parking space shall be 9'x18.5'

OK PHZ



## SHORT-TERM RENTAL DEFINITIONS

**Short-Term Rental (STR):** Any single-family residence, two-family residence, or single-family residence 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 residence 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 Agent** – Shall mean a person, local contact, or business designated by the owner to manage the property. An owner's agent shall be designated by the owner as a person who can be contacted by the Town, by Emergency Services, and can receive legal notices on the owner's behalf.

**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 form that is issued by the Town of Sunapee thereby acknowledging that the owner or their designated agent 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.

DRAFT

# FIRE EXTINGUISHER

The minimum classification required is 2-A:10-B:C. Shall be annually inspected and certified by a NH licensed company. Shall be installed in accordance with NFPA 10.



  
**FIRE EXTINGUISHER  
RECHARGE & INSPECTION  
RECORD**

**INSTRUCTIONS**

Attach this tag to fire extinguisher.  
Recharging and inspection records are to be entered by inspectors.

**C02**

- Weigh and Inspect Monthly
- Dry Chemical (Cartridge Type)**
  - Weigh Cartridge Monthly
  - Check Chemical Every 6 Months
- Dry Chemical (Stored Pressure Type)**
  - Check Gauge for Proper Pressure
  - Pressurized Water
    - Check Gauge Pressure

Operating personnel should inspect extinguishers daily and report broken seals or defects immediately to Maintenance Dept.

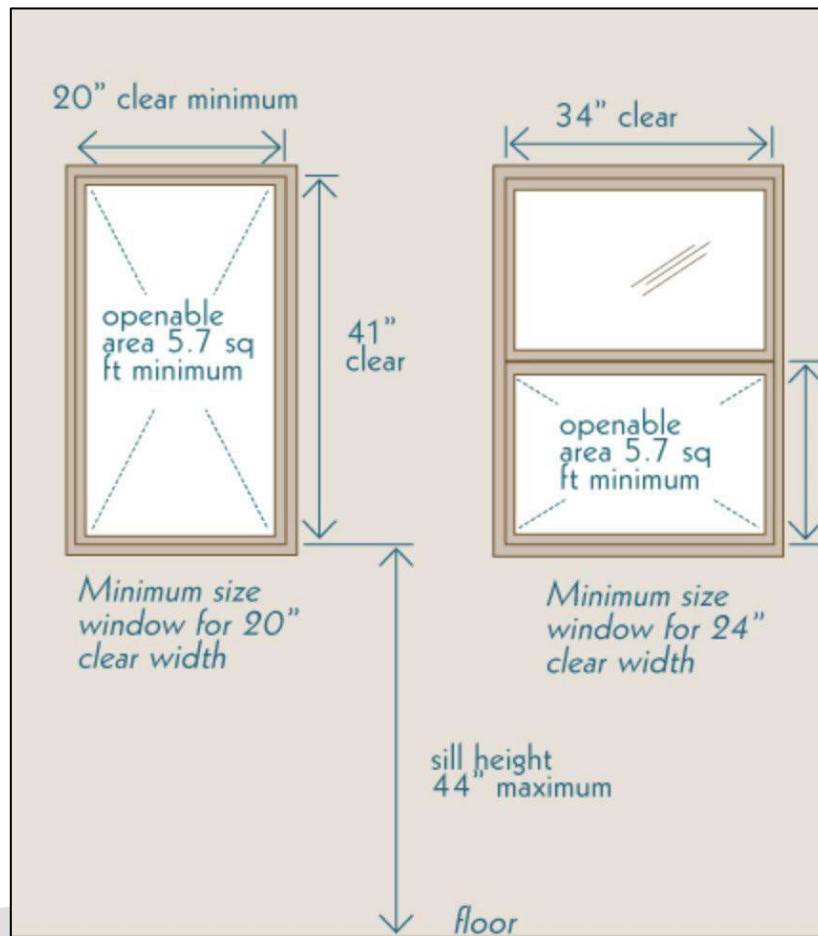
**RECHARGE RECORD**

DATE	BY	DATE	BY

 1-584-1   1-800-370-6315, ulna.com

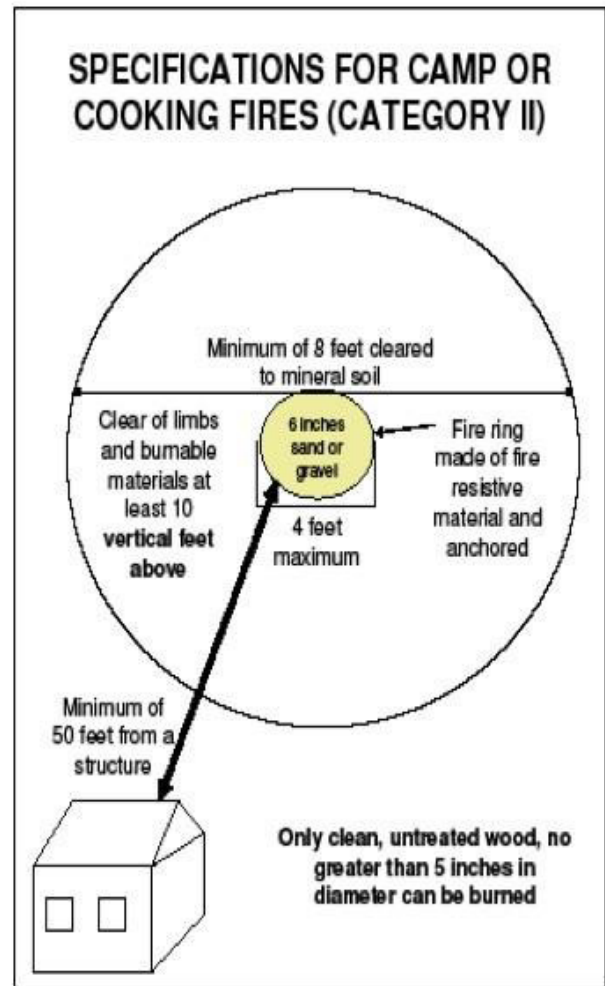
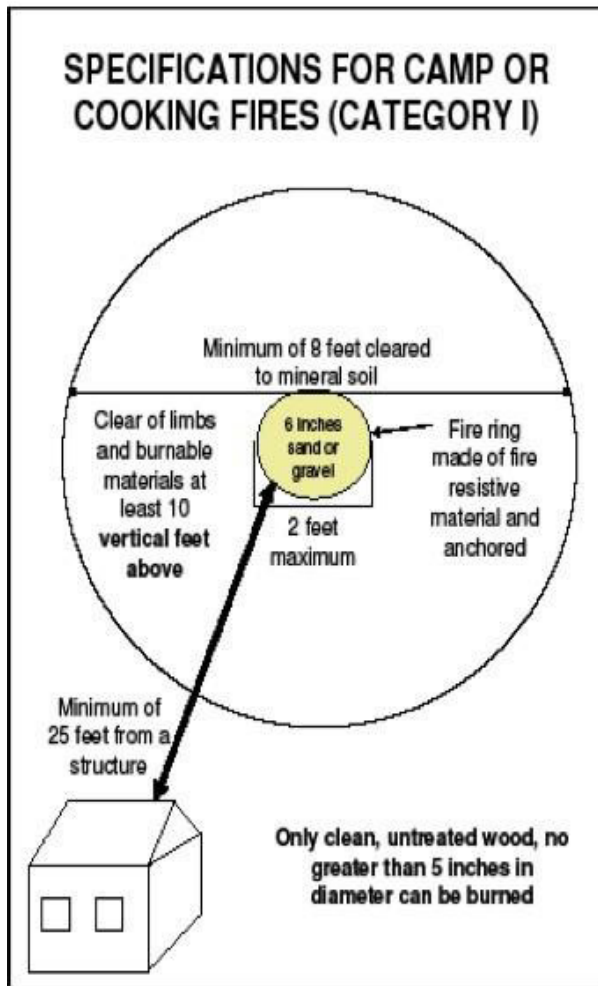
[illegible]

## WINDOW EGRESS DIAGRAM



- The minimum net clear opening width shall be 20 inches.
- The minimum net clear opening height shall be 24 inches.
- Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq ft.
- When openings are provided as means of escape and rescue, they shall have a sill height of not more than 44 inches above the floor.

## FIRE PIT LOCATION DIAGRAM



**THE STATE OF NEW HAMPSHIRE**  
**SUPREME COURT**

**In Case No. 2023-0189, Appeal of Elizabeth Hoekstra & a.,  
the court on May 18, 2023, issued the following order:**

Appeal from a decision at the New Hampshire Housing Appeals Board is accepted and will be scheduled for oral argument before the full court.

This case appears to be eligible for mediation pursuant to Rule 12-A. Under Rule 12-A, the agreement of all parties is required for appellate mediation and a non-refundable fee of \$225 per party will be imposed. If all parties in this case agree to participate in mediation, the petitioners shall submit the completed Appellate Mediation Agreement form to the court on or before June 2, 2023. The Appellate Mediation Agreement form (NHJB-2614-SUP) is available at <https://www.courts.nh.gov/our-courts/supreme-court/forms>. If an Appellate Mediation Agreement form is not filed, an order will be issued regarding further proceedings.

MacDonald, C.J., and Hicks, Hantz Marconi, and Donovan, JJ., participated.

**Timothy A. Gudas,**  
**Clerk**

Distribution:  
New Hampshire Housing Appeals Board, ZBA-2022-21  
Barry C. Schuster, Esq.  
Cordell A. Johnston, Esq.  
Attorney General  
File

## Revenue Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b><u>01 - GENERAL FUND</u></b>							
<b><u>3110 - PROPERTY TAX REVENUE</u></b>							
01-3110-01-900	PROPERTY TAXES-CURRENT	0.00	10,437,472.00	10,437,472.00	(10,437,472.00)	0.00	0.00
01-3110-10-850	TAX COLL-REFUND/REBATE/ABATEME	0.00	(1,225.17)	(1,225.17)	1,225.17	0.00	0.00
3110 - PROPERTY TAX REVENUE		<b>0.00</b>	<b>10,436,246.83</b>	<b>10,436,246.83</b>	<b>(10,436,246.83)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3120 - LAND USE CHANGE TAX - GENERAL FUND</u></b>							
01-3120-01-901	LAND USE CHANGE	0.00	3,745.00	3,745.00	(3,745.00)	0.00	0.00
3120 - LAND USE CHANGE TAX - GENERAL FUND		<b>0.00</b>	<b>3,745.00</b>	<b>3,745.00</b>	<b>(3,745.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3190 - PENALTIES AND INTEREST</u></b>							
01-3190-01-902	INTEREST & COSTS	0.00	1,471.21	25,377.20	(25,377.20)	0.00	0.00
3190 - PENALTIES AND INTEREST		<b>0.00</b>	<b>1,471.21</b>	<b>25,377.20</b>	<b>(25,377.20)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3210 - BUSINESS LICENSES AND PERMITS</u></b>							
01-3210-01-910	UCC FILING	0.00	435.00	660.00	(660.00)	0.00	0.00
3210 - BUSINESS LICENSES AND PERMITS		<b>0.00</b>	<b>435.00</b>	<b>660.00</b>	<b>(660.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3220 - MOTOR VEHICLE PERMIT FEES</u></b>							
01-3220-01-906	AUTO REGISTRATIONS	0.00	88,352.50	435,704.50	(435,704.50)	0.00	0.00
01-3220-01-907	SNOWMOBILE AND ATV FEES	0.00	20.00	179.00	(179.00)	0.00	0.00
3220 - MOTOR VEHICLE PERMIT FEES		<b>0.00</b>	<b>88,372.50</b>	<b>435,883.50</b>	<b>(435,883.50)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3230 - BUILDING PERMITS</u></b>							
01-3230-01-909	SITE PLAN REVIEW FEES	0.00	0.00	740.04	(740.04)	0.00	0.00
01-3230-01-910	CERTIFICATE OF COMPLIANCE FEES	0.00	(20,140.72)	1,265.00	(1,265.00)	0.00	0.00
3230 - BUILDING PERMITS		<b>0.00</b>	<b>(20,140.72)</b>	<b>2,005.04</b>	<b>(2,005.04)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3290 - OTHER LICENSSSES, PERMITS AND FEES</u></b>							
01-3290-01-901	BOND HEARING FEES	0.00	0.00	150.00	(150.00)	0.00	0.00
01-3290-01-902	REDEMPTION COSTS	0.00	45.01	133.01	(133.01)	0.00	0.00
01-3290-01-907	BOAT REGISTRATIONS/FEES	0.00	4,344.46	8,986.00	(8,986.00)	0.00	0.00
01-3290-01-911	LOT MERGER FEES	0.00	0.00	75.00	(75.00)	0.00	0.00
01-3290-01-912	DOG LICENSES/FEES	0.00	514.00	2,733.50	(2,733.50)	0.00	0.00
01-3290-01-914	PERMIT TO EXCAVATE FEE	0.00	0.00	600.00	(600.00)	0.00	0.00
01-3290-01-915	VITALS-BIRTH & DEATH	0.00	380.00	1,111.00	(1,111.00)	0.00	0.00
01-3290-01-917	TOWN CLERK FEES	0.00	3.00	87.50	(87.50)	0.00	0.00
01-3290-01-918	MISC. TC/TC OVERAGES	0.00	137.70	42.10	(42.10)	0.00	0.00
01-3290-01-919	WETLANDS APPLICATIONS	0.00	0.00	1.00	(1.00)	0.00	0.00
3290 - OTHER LICENSSSES, PERMITS AND FEES		<b>0.00</b>	<b>5,424.17</b>	<b>13,919.11</b>	<b>(13,919.11)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3353 - STATE - HIGHWAY BLOCK GRANT</u></b>							
01-3353-01-928	HIGHWAY BLOCK GRANT	0.00	24,778.12	49,571.78	(49,571.78)	0.00	0.00
3353 - STATE - HIGHWAY BLOCK GRANT		<b>0.00</b>	<b>24,778.12</b>	<b>49,571.78</b>	<b>(49,571.78)</b>	<b>0.00</b>	<b>0.00</b>

## Revenue Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b><u>3354 - STATE - WATER POLLUTION GRANTS</u></b>							
01-3354-01-795	STATE OF NH - WATER GRANT	0.00	0.00	7,376.77	(7,376.77)	0.00	0.00
3354 - STATE - WATER POLLUTION GRANTS		<b>0.00</b>	<b>0.00</b>	<b>7,376.77</b>	<b>(7,376.77)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3379 - INTERGOVERNMENTAL REVENUE</u></b>							
01-3379-01-935	TOWN OF SPRINGFIELD-TS	0.00	0.00	30,116.00	(30,116.00)	0.00	0.00
3379 - INTERGOVERNMENTAL REVENUE		<b>0.00</b>	<b>0.00</b>	<b>30,116.00</b>	<b>(30,116.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
01-3401-01-321	PHOTOCOPY INCOME	0.00	0.00	14.50	(14.50)	0.00	0.00
01-3401-01-586	RECYCLING INCOME-ALUMINUM	0.00	1,102.50	4,720.97	(4,720.97)	0.00	0.00
01-3401-01-588	RECYCLING NEWSPAPER	0.00	911.90	1,754.70	(1,754.70)	0.00	0.00
01-3401-01-589	RECYCLING SCRAP METAL	0.00	103.20	1,575.65	(1,575.65)	0.00	0.00
01-3401-01-937	MISC. GENERAL GOV'T INCOME	0.00	0.00	175.00	(175.00)	0.00	0.00
01-3401-01-950	ZBA INCOME	0.00	0.00	932.00	(932.00)	0.00	0.00
01-3401-01-959	[IA] HWY-MATERIALS SOLD	0.00	0.00	400.00	(400.00)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>2,117.60</b>	<b>9,572.82</b>	<b>(9,572.82)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3404 - GARBAGE - REFUSE CHARGES</u></b>							
01-3404-01-940	SUNAPEE T/S TICKET SALES	0.00	7,414.00	18,660.50	(18,660.50)	0.00	0.00
3404 - GARBAGE - REFUSE CHARGES		<b>0.00</b>	<b>7,414.00</b>	<b>18,660.50</b>	<b>(18,660.50)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
01-3501-01-970	CHECKING ACCOUNT INTEREST EARNED	0.00	2,067.06	20,229.97	(20,229.97)	0.00	0.00
01-3501-10-813	PISTOL PERMIT FEE	0.00	0.00	20.00	(20.00)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>2,067.06</b>	<b>20,249.97</b>	<b>(20,249.97)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3504 - FINES AND FORFEITS</u></b>							
01-3504-01-938	DOG FINES	0.00	0.00	50.00	(50.00)	0.00	0.00
01-3504-01-939	PARKING FINES	0.00	0.00	40.00	(40.00)	0.00	0.00
01-3504-01-945	[IA] PD COURT RESTITUTION	0.00	0.00	0.00	0.00	0.00	0.00
01-3504-01-946	PD DISCOVERY	0.00	0.00	120.00	(120.00)	0.00	0.00
3504 - FINES AND FORFEITS		<b>0.00</b>	<b>0.00</b>	<b>210.00</b>	<b>(210.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3506 - INSURANCE DIVIDENDS AND REIMBURSEMENTS</u></b>							
01-3506-00-000	MISC REVENUE	0.00	2,245.10	2,278.28	(2,278.28)	0.00	0.00
3506 - INSURANCE DIVIDENDS AND REIMBURSEMENTS		<b>0.00</b>	<b>2,245.10</b>	<b>2,278.28</b>	<b>(2,278.28)</b>	<b>0.00</b>	<b>0.00</b>
01 - GENERAL FUND		<b>0.00</b>	<b>10,554,175.87</b>	<b>11,055,872.80</b>	<b>(11,055,872.80)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>02 - HYDRO FUND</u></b>							
<b><u>3409 - OTHER CHARGES FOR SERVICES</u></b>							
02-3409-99-000	HYDRO - SALE OF ELECTRICITY	0.00	42,880.65	296,404.80	(296,404.80)	0.00	0.00
3409 - OTHER CHARGES FOR SERVICES		<b>0.00</b>	<b>42,880.65</b>	<b>296,404.80</b>	<b>(296,404.80)</b>	<b>0.00</b>	<b>0.00</b>

## Revenue Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
02-3501-99-971	HYDRO INTEREST EARNED	0.00	0.00	763.77	(763.77)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>0.00</b>	<b>763.77</b>	<b>(763.77)</b>	<b>0.00</b>	<b>0.00</b>
02 - HYDRO FUND		<b>0.00</b>	<b>42,880.65</b>	<b>297,168.57</b>	<b>(297,168.57)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>03 - PERMITS &amp; FEES</u></b>							
<b><u>3230 - BUILDING PERMITS</u></b>							
03-3230-35-800	CERTIFICATE OF COMPLIANCE	0.00	22,090.72	22,090.72	(22,090.72)	0.00	0.00
3230 - BUILDING PERMITS		<b>0.00</b>	<b>22,090.72</b>	<b>22,090.72</b>	<b>(22,090.72)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3290 - OTHER LICENSSES, PERMITS AND FEES</u></b>							
03-3290-30-202	SITE PLAN REVIEW FEES	0.00	809.07	809.07	(809.07)	0.00	0.00
03-3290-30-204	LOT LINE ADJUSTMENT	0.00	0.00	75.00	(75.00)	0.00	0.00
03-3290-35-807	LD BOND APPLICATION FEE	0.00	100.00	100.00	(100.00)	0.00	0.00
03-3290-35-808	SIGN PERMIT	0.00	60.00	60.00	(60.00)	0.00	0.00
03-3290-35-809	TREE CUTTING	0.00	225.00	225.00	(225.00)	0.00	0.00
03-3290-35-810	ALTERNATIVE ENERGY SYSTEMS	0.00	225.00	225.00	(225.00)	0.00	0.00
3290 - OTHER LICENSSES, PERMITS AND FEES		<b>0.00</b>	<b>1,419.07</b>	<b>1,494.07</b>	<b>(1,494.07)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
03-3401-35-810	ZBA INCOME	0.00	300.00	300.00	(300.00)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>300.00</b>	<b>300.00</b>	<b>(300.00)</b>	<b>0.00</b>	<b>0.00</b>
03 - PERMITS & FEES		<b>0.00</b>	<b>23,809.79</b>	<b>23,884.79</b>	<b>(23,884.79)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>04 - WATER DEPT</u></b>							
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
04-3401-99-000	DUE FROM WATER FOR MONTHLY EXPENSES	0.00	123,230.83	425,781.83	(425,781.83)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>123,230.83</b>	<b>425,781.83</b>	<b>(425,781.83)</b>	<b>0.00</b>	<b>0.00</b>
04 - WATER DEPT		<b>0.00</b>	<b>123,230.83</b>	<b>425,781.83</b>	<b>(425,781.83)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>07 - SPECIAL RECREATION FUND</u></b>							
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
07-3401-07-151	SPEC REC - Basketball	0.00	0.00	3,955.00	(3,955.00)	0.00	0.00
07-3401-99-700	SPEC REC - Baseball, Softball, Babe Ruth	0.00	190.00	7,935.00	(7,935.00)	0.00	0.00
07-3401-99-702	SPEC REC FIREWORKS REVENUE	0.00	0.00	200.00	(200.00)	0.00	0.00
07-3401-99-707	SPEC REC - Swim lessons	0.00	1,645.00	1,645.00	(1,645.00)	0.00	0.00
07-3401-99-708	SPEC REC - Track & Field	0.00	(95.00)	95.00	(95.00)	0.00	0.00
07-3401-99-717	SPEC REC - SUMMER CAMP	0.00	5,375.00	43,095.00	(43,095.00)	0.00	0.00
07-3401-99-902	SPEC REC - Boot Camp	0.00	350.00	1,650.00	(1,650.00)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>7,465.00</b>	<b>58,575.00</b>	<b>(58,575.00)</b>	<b>0.00</b>	<b>0.00</b>

## Revenue Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: Revenues -

Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
<b><u>3503 - RENTS OF PROPERTY</u></b>							
07-3503-00-000	SPEC REC - ONLINE PAYMENT CASH DISCREPANCIES	0.00	0.01	0.12	(0.12)	0.00	0.00
3503 - RENTS OF PROPERTY		<b>0.00</b>	<b>0.01</b>	<b>0.12</b>	<b>(0.12)</b>	<b>0.00</b>	<b>0.00</b>
07 - SPECIAL RECREATION FUND		<b>0.00</b>	<b>7,465.01</b>	<b>58,575.12</b>	<b>(58,575.12)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>08 - LAND DISTURBANCE ESCROW ACCOUNT</u></b>							
<b><u>3509 - OTHER MISCELLANEOUS REVENUE</u></b>							
08-3509-00-000	INTEREST REVENUE ON LAND BONDS	0.00	0.00	61.79	(61.79)	0.00	0.00
3509 - OTHER MISCELLANEOUS REVENUE		<b>0.00</b>	<b>0.00</b>	<b>61.79</b>	<b>(61.79)</b>	<b>0.00</b>	<b>0.00</b>
08 - LAND DISTURBANCE ESCROW ACCOUNT		<b>0.00</b>	<b>0.00</b>	<b>61.79</b>	<b>(61.79)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>09 - PLANNING AND ZONING ESCROW FUND</u></b>							
<b><u>3401 - INCOME FROM DEPARTMENTS</u></b>							
09-3401-19-801	MCDONOUGH FAMILY PROPERTIES CONSTRUCTION OVERSIGHT	0.00	0.00	(1,451.25)	1,451.25	0.00	0.00
09-3401-21-801	Bell Construction Oversight Bond	0.00	0.00	254.61	(254.61)	0.00	0.00
09-3401-21-802	AUBUCHON REALTY COMPANY CASH BOND	0.00	0.00	1,153.50	(1,153.50)	0.00	0.00
3401 - INCOME FROM DEPARTMENTS		<b>0.00</b>	<b>0.00</b>	<b>(43.14)</b>	<b>43.14</b>	<b>0.00</b>	<b>0.00</b>
09 - PLANNING AND ZONING ESCROW FUND		<b>0.00</b>	<b>0.00</b>	<b>(43.14)</b>	<b>43.14</b>	<b>0.00</b>	<b>0.00</b>
<b><u>11 - SPECIAL REC - SPECIAL REVENUE - DONATIONS</u></b>							
<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
11-3501-00-000	SPEC REC DONATION ACCOUNT - INTEREST EARNED	0.00	0.00	165.43	(165.43)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>0.00</b>	<b>165.43</b>	<b>(165.43)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3508 - CONTRIBUTIONS AND DONATIONS</u></b>							
11-3508-00-001	SPEC REC - SPECIAL REVENUE - DONATION REVENUE	0.00	0.00	4,500.00	(4,500.00)	0.00	0.00
3508 - CONTRIBUTIONS AND DONATIONS		<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>(4,500.00)</b>	<b>0.00</b>	<b>0.00</b>
11 - SPECIAL REC - SPECIAL REVENUE - DONATIONS		<b>0.00</b>	<b>0.00</b>	<b>4,665.43</b>	<b>(4,665.43)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>15 - CONSERVATION COMISSION FUND</u></b>							
<b><u>3121 - LAND USE CHANGE TAX - CONSERVATION FUND</u></b>							
15-3121-99-700	CONSERVATION COMMISSION FUND INCOME	0.00	6,500.00	6,500.00	(6,500.00)	0.00	0.00
3121 - LAND USE CHANGE TAX - CONSERVATION FUND		<b>0.00</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>(6,500.00)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3501 - SALES OF MUNICIPAL PROPERTY</u></b>							
15-3501-99-971	CONSERVATION COMMISSION FUND INTEREST EARNED	0.00	0.00	25.42	(25.42)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		<b>0.00</b>	<b>0.00</b>	<b>25.42</b>	<b>(25.42)</b>	<b>0.00</b>	<b>0.00</b>
<b><u>3912 - TRANSFERS FROM SPECIAL REVENUE FUNDS</u></b>							
15-3912-99-000	Transfer in from General Fund	0.00	0.00	97,231.56	(97,231.56)	0.00	0.00

## Revenue Report Monthly BOS

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Account #	Account Title	Est. Revenue	PTD Rev.	YTD Rev.	Uncollected	% Coll.	Prior YTD Rev.
3912 - TRANSFERS FROM SPECIAL REVENUE FUNDS		0.00	0.00	97,231.56	(97,231.56)	0.00	0.00
15 - CONSERVATION COMISSION FUND		0.00	6,500.00	103,756.98	(103,756.98)	0.00	0.00
<b>16 - DEWEY WOODS</b>							
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>							
16-3501-99-340 DEWEY WOODS INTEREST EARNED		0.00	0.00	1.66	(1.66)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		0.00	0.00	1.66	(1.66)	0.00	0.00
16 - DEWEY WOODS		0.00	0.00	1.66	(1.66)	0.00	0.00
<b>18 - COFFIN MEMORIAL PARK</b>							
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>							
18-3501-99-340 COFFIN MEMORIAL PARK INTEREST INCOME		0.00	0.00	0.01	(0.01)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		0.00	0.00	0.01	(0.01)	0.00	0.00
18 - COFFIN MEMORIAL PARK		0.00	0.00	0.01	(0.01)	0.00	0.00
<b>19 - TOWN FOREST FUND</b>							
<b>3501 - SALES OF MUNICIPAL PROPERTY</b>							
19-3501-99-971 TOWN FOREST FUND INTEREST EARNED		0.00	0.00	17.67	(17.67)	0.00	0.00
3501 - SALES OF MUNICIPAL PROPERTY		0.00	0.00	17.67	(17.67)	0.00	0.00
19 - TOWN FOREST FUND		0.00	0.00	17.67	(17.67)	0.00	0.00
<b>22 - SPECIAL DETAIL</b>							
<b>3409 - OTHER CHARGES FOR SERVICES</b>							
22-3409-99-140 POLICE SPECIAL DETAIL INCOME		0.00	0.00	3,391.66	(3,391.66)	0.00	0.00
3409 - OTHER CHARGES FOR SERVICES		0.00	0.00	3,391.66	(3,391.66)	0.00	0.00
22 - SPECIAL DETAIL		0.00	0.00	3,391.66	(3,391.66)	0.00	0.00
<b>30 - GRANTS</b>							
<b>3353 - STATE - HIGHWAY BLOCK GRANT</b>							
30-3353-22-001 Fire - EMS First Response Truck Grant		0.00	0.00	50,000.00	(50,000.00)	0.00	0.00
3353 - STATE - HIGHWAY BLOCK GRANT		0.00	0.00	50,000.00	(50,000.00)	0.00	0.00
30 - GRANTS		0.00	0.00	50,000.00	(50,000.00)	0.00	0.00
		0.00	10,758,062.15	12,023,135.17	(12,023,135.17)	0.00	0.00

## Expenditure Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
<b>01 - GENERAL FUND</b>						
4130 - GENERAL GOVERNMENT: EXECUTIVE	335,472.88	28,536.00	133,209.47	0.00	202,263.41	39.71
4140 - TOWN CLERK TAX COLLECTOR	235,982.01	22,968.69	102,749.76	0.00	133,232.25	43.54
4141 - ELECTIONS	9,609.73	0.00	5,266.32	0.00	4,343.41	54.80
4150 - FINANCIAL ADMINISTRATION	508,384.66	25,432.84	221,222.50	0.00	287,162.16	43.51
4152 - REVALUATION OF PROPERTY	105,000.00	42.70	23,598.77	0.00	81,401.23	22.48
4153 - LEGAL EXPENSES	20,000.00	1,750.04	18,397.13	0.00	1,602.87	91.99
4155 - PERSONNEL ADMINISTRATION	1,000.00	0.00	113.09	0.00	886.91	11.31
4191 - PLANNING AND ZONING	379,758.13	41,640.21	103,437.36	0.00	276,320.77	27.24
4194 - GENERAL GOVERNMENT BUILDINGS	391,308.40	4,287.89	109,161.26	0.00	282,147.14	27.90
4195 - CEMETERIES	15,875.70	1,009.22	1,263.46	0.00	14,612.24	7.96
4196 - INSURANCE NOT OTHERWISE ALLOCATED	12,472.86	0.00	11,697.01	0.00	775.85	93.78
4197 - ADVERTISING AND REGIONAL ASSOCIATION	14,769.51	785.08	1,979.74	0.00	12,789.77	13.40
4199 - OTHER GENERAL GOVERNMENT	31,979.03	441.93	8,858.26	0.00	23,120.77	27.70
4210 - PUBLIC SAFETY: POLICE	1,041,333.04	78,061.54	355,712.11	0.00	685,620.93	34.16
4215 - AMBULANCE	66,300.00	0.00	0.00	0.00	66,300.00	0.00
4220 - FIRE	395,360.67	15,717.98	83,380.80	0.00	311,979.87	21.09
4229 - SAFETY SERVICES BUILDING	153,718.64	4,345.63	69,074.66	0.00	84,643.98	44.94
4290 - EMERGENCY MANAGEMENT	500.00	0.00	0.00	0.00	500.00	0.00
4312 - HIGHWAY AND STREETS	2,060,071.18	97,245.89	609,796.39	0.00	1,450,274.79	29.60
4316 - STREET LIGHTS	15,000.00	866.65	3,737.76	0.00	11,262.24	24.92
4324 - SOLID WASTE DISPOSAL	595,853.85	59,620.78	235,099.50	0.00	360,754.35	39.46
4411 - HEALTH: ADMINISTRATION	1,761.00	288.23	414.33	0.00	1,346.67	23.53
4414 - PEST CONTROL	500.00	0.00	0.00	0.00	500.00	0.00
4415 - HEALTH AGENCIES AND HOSPITALS	15,000.00	9,224.00	9,224.00	0.00	5,776.00	61.49
4442 - DIRECT ASSISTANCE	47,360.00	7,027.61	14,007.70	0.00	33,352.30	29.58
4520 - PARKS AND RECREATION	206,537.70	8,134.99	37,851.73	0.00	168,685.97	18.33
4550 - LIBRARY	535,987.31	47,970.42	215,346.71	0.00	320,640.60	40.18
4583 - PATRIOTIC PURPOSES	300.00	0.00	383.76	0.00	(83.76)	127.92
4589 - OTHER CULTURE AND RECREATION	6,500.00	0.00	5,000.00	0.00	1,500.00	76.92
4611 - CONSERVATION: ADMINISTRATION	5,300.00	112.50	1,327.04	0.00	3,972.96	25.04
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	94,105.00	0.00	82,483.30	0.00	11,621.70	87.65
4721 - INTEREST - LONG-TERM BONDS AND NOTES	40,953.00	0.00	20,257.36	0.00	20,695.64	49.46
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
4900 - WARRANT ARTICLES	365,300.00	1,500.00	366,897.50	0.00	(1,597.50)	100.44
4931 - TAXES ASSESSED FOR COUNTY	0.00	0.00	0.00	0.00	0.00	0.00
01 - GENERAL FUND	7,710,354.30	457,010.82	2,850,948.78	0.00	4,859,405.52	36.98
<b>02 - HYDRO FUND</b>						
4339 - OTHER WATER	227,683.13	13,977.71	83,609.42	0.00	144,073.71	36.72
4912 - TRANSFERS TO THE SPECIAL REVENUE FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
02 - HYDRO FUND	227,683.13	13,977.71	83,609.42	0.00	144,073.71	36.72
<b>04 - WATER DEPT</b>						
4335 - WATER TREATMENT	0.00	73,220.74	492,401.18	0.00	(492,401.18)	0.00
04 - WATER DEPT	0.00	73,220.74	492,401.18	0.00	(492,401.18)	0.00
<b>05 - ARPA</b>						

## Expenditure Report Monthly BOS

ALL FUNDS Periods: 2023-05 thru 2023-05 [41.67% of Year] Include: - Expenditures

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
4130 - GENERAL GOVERNMENT: EXECUTIVE	0.00	4,226.80	26,121.50	0.00	(26,121.50)	0.00
05 - ARPA	0.00	4,226.80	26,121.50	0.00	(26,121.50)	0.00
<b><u>06 - SCHOOL</u></b>						
4800 -	0.00	38.88	2,752.34	0.00	(2,752.34)	0.00
06 - SCHOOL	0.00	38.88	2,752.34	0.00	(2,752.34)	0.00
<b><u>07 - SPECIAL RECREATION FUND</u></b>						
4520 - PARKS AND RECREATION	0.00	8,765.43	18,011.55	0.00	(18,011.55)	0.00
07 - SPECIAL RECREATION FUND	0.00	8,765.43	18,011.55	0.00	(18,011.55)	0.00
<b><u>08 - LAND DISTURBANCE ESCROW ACCOUNT</u></b>						
4192 - INCOME FROM DEPARTMENTS	0.00	3.66	3.66	0.00	(3.66)	0.00
08 - LAND DISTURBANCE ESCROW ACCOUNT	0.00	3.66	3.66	0.00	(3.66)	0.00
<b><u>09 - PLANNING AND ZONING ESCROW FUND</u></b>						
4100 - PLANNING BOARD	0.00	0.00	0.00	0.00	0.00	0.00
09 - PLANNING AND ZONING ESCROW FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>10 - BANDSTAND/BEN MERE FUND</u></b>						
4911 - INTERFUND TRANSFER TO THE GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
10 - BANDSTAND/BEN MERE FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>12 - PISTOL PERMIT FUND</u></b>						
4210 - PUBLIC SAFETY: POLICE	0.00	0.00	0.00	0.00	0.00	0.00
12 - PISTOL PERMIT FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>15 - CONSERVATION COMISSION FUND</u></b>						
4611 - CONSERVATION: ADMINISTRATION	0.00	0.00	5,298.75	0.00	(5,298.75)	0.00
15 - CONSERVATION COMISSION FUND	0.00	0.00	5,298.75	0.00	(5,298.75)	0.00
<b><u>19 - TOWN FOREST FUND</u></b>						
4520 - PARKS AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
19 - TOWN FOREST FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b><u>22 - SPECIAL DETAIL</u></b>						
4216 -	0.00	0.00	1,269.05	0.00	(1,269.05)	0.00
22 - SPECIAL DETAIL	0.00	0.00	1,269.05	0.00	(1,269.05)	0.00
<b><u>30 - GRANTS</u></b>						
4220 - FIRE	0.00	0.00	0.00	0.00	0.00	0.00
30 - GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	7,938,037.43	557,244.04	3,480,416.23	0.00	4,457,621.20	43.84