SUNAPEE SELECTBOARD
MEETING MINUTES
6:30PM Town Office Meeting Room
Monday June 26, 2023

Meeting Began At 6:50PM
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: 0126-0026-0000, 2 Mustard Seed Lane, Bonnie & Ted Henderson
Parcel ID: 0101-0002-0000, 99 Springfield Road, Jeff Granville
Parcel ID: 0129-0039-0001, 7 Dowd Lane, Jesse & Barbara Tyler
Parcel ID: 0145-0009-0000, 15 Upper Bay Road, Dee & Rich Holmes
Parcel ID: 0231-0019-0000, Youngs Hill Road, William Rogers
Parcel ID: 0105-0004-0000, 63 Seven Springs Rd, Heather Brooks
CONDITIONED APPROVAL: 0128-0054-0000, 77 Lake Ave, Michael & Anita Hayes

Motion to approve CZCs made by Selectboard member Gallup, seconded by Selectboard member Hathorn. All voted in favor.

CONDITIONED APPROVAL: 0128-0054-0000, 77 Lake Ave, Michael & Anita Hayes

Motion to approve with noted condition of the height limit of 25' within the reduced side setback made by Selectboard member Hathorn, seconded by Selectboard member Gallup. All voted in favor.

EXCAVATION:

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

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

DRIVEWAY:

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

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

LAND DISTURBANCE:

Parcel ID: 0122-0015-0000, 242 Garnet Hill Road, Camp David, LLC
Parel ID: 0112-0006-0000, 43 Tilson Point Road, William Mehan
Parcel ID: 0106-0023-0000, 4 Sunny Knoll, Marcos & Luciana Caixeta
Parcel ID: 0136-0052-0000, 62 Birch Point Road, Charles Morrison

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

DEMO PERMITS:

Parcel ID: 0136-0052-0000, 62 Birch Point Road, Charles Morrison

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

2. APPOINTMENTS:

- 7:00 PM Town of Sunapee Town Clerk/Tax Collector: Pursuant to RSA 466:14, governing body approval is needed to issue fines and civil forfeitures.
    - All dogs were to be registered with the Town of Sunapee, by 30 April 2023. If not registered by 30 April 2023, owners are charged a penalty. In March, the Town Clerk/Tax Collector sent out a letter letting residents know they needed to register their dog. For those dogs not yet registered, the Town Clerk/Tax Collector is seeking Selectboard approval to administer the issuance of civil forfeitures.
    - The warrant to issue civil forfeitures for unpaid/unlicensed dogs is 112. The notice in the agenda identified 113 outstanding licenses; however, one person has come in and paid for their dog's license.
    - The Town Clerk/Tax Collector and the Sunapee Police Department will work together to issue the civil forfeitures. Officers of Sunapee PD will issue the forfeitures during their evening patrols. Selectboard Hathorn asked how much grace period would be afforded to those receiving the notification to pay. The Town Clerk/Tax Collector noted he would work with residents to attain an amendable outcome. This process was overlooked last year. Selectboard Chair Wallace-asked if fees would accrue over time. The Town Clerk/Tax Collector reported that late penalties are $1 per month.
    - 656 dog licenses have been issued thus far this year. This tends to be consistent with the number of dog licenses issued each year by the Town.

      Motion to Proceed- Pursuant to RSA 466:14 made by Selectboard Member Gallup. Seconded by Hathorn. All in Favor.

      Tax Collection Update: We are due to collect $10.4 million in taxes by 03 July 2023. As of today, June 26 ,2023, we are at 65% collected. At this point last year, the Town was 84% collected (as a point of refence).

- 7:05 PM Chief Cobb, Sunapee Police Department, Department Head Presentation
    - Chief Cobb began the presentation with a review of Sunapee Police Department's mission statement, current goals, staffing, vehicles, and equipment list. He gave a brief update about recruitment efforts underway: one full-time and two part-time officer positions.
        - Question from Chair Wallace: "Do we only extend offers to officers who have completed the academy or those who are currently/need to enter the academy?" Chief Cobb explained that the department offers positions to qualified individuals who then attend the academy (assuming they haven't already successfully graduated from the Academy). The Town covers costs associated with attending the Academy. After graduating from the Academy, recruits are required to partake in the department's FTO program. Question from Vice Chair Gottling: "Do we keep statistics on those that are sent through the academy in Sunapee and how long they stay with Sunapee Police Department?" Chief Cobb answered not currently, but it is information we could collect.
    - Chief Cobb noted that as of 19 June 2023, the department's budget is 36% expended. The Department is entering its busy season and the Chief expects expenditures to increase.
    - The Sunapee Police Department has had 2273 calls for service, 88 incident reports, 497 citations (total motor vehicle stops), 49 equipment and moving citations, 440 warnings, 47 arrests, and 26 accidents thus far.
        - Calls for service have been tracked for 20 years and were referenced to contextualize referenced calls.
    - Chief Cobb reviewed the Department's 2023 goals. He highlighted training completed to date and called attention to scheduled trainings-all of which seek to bolster the 2023 professional development goal. Chief Cobb referenced the goal to update the Standard Operating Procedures and Policies, the department is reviewing 46 SOPs.
    - Chief Cobb referenced the recent events and projects that the department is currently working on, including the health class, alcohol awareness week, restorative justice, and parking maps available for the community to use.

3. PUBLIC COMMENTS:

- **Lisa Hoekstra**: Asked for an update on her request for a private meeting. She asked if GovOS verifies when STRs are booked rather than blocked. She asked about how the Selectboard views managing communication between the Selectboard and the community. Ms. Hoekstra's perception is STR owners' have been 'blocked' from the conversation about Short-Term Rentals.
    - Chair Wallace answered that with the guidance of the attorney, the board will not be having a private meeting. She gave the guidance to bring concerns publicly.
- **Lisa Hoekstra, LSSTRA**: Asked on behalf of the LSSTRA group, how much of the information gathered by the GovOS platform is used for STRs. Ms. Hoekstra

asked for language to be changed regarding STRs being "grandfathered". She spoke to the concerns of neighbors policing one another with the STR registration. She asked for consideration that STRs be considered residential use.
    - Town Manager Martinez reiterated the GovOS contract had been provided to Ms. Hoekstra.
- **Kendall Jackson**: 1036 Main Street, appeared before the Selectboard to see if the board would be amenable to transferring ownership of Cooper Street to Mr. Jackson. The road is in poor condition and needs serious attention. For many years, Mr. Jackson has been left to care for the road. While a Town road, the Town has failed to care for the road. Mr. Jackson has had to both clean and plow the road, essentially assuming Town responsibilities without compensation. Mr. Jackson has conversed with the previous Highway Director on several occasions. The Highway Director told Mr. Jackson that the road wasn't a priority, leaving Mr. Jackson to tend to the road on his own. The roads size is 22 feet across by 98 feet. Mr. Jackson also referenced a walkway by his house that is currently in disrepair. To reiterate, Mr. Jackson would like the Selectboard to formalize the discontinue of Cooper St.
    - Vice Chair Gottling asked where cars are parked on this road. Mr. Jackson answered that he parks along Cooper Street.
    - Chair Wallace confirmed a response will be prepared for the next meeting.
- **John Augustine:** Mr. Augustine asked the Selectboard if they had established goals and priorities for the second half of 2023. He also asked if Sunapee Cruises will be paying for costs associated with the fuel spill and subsequent clean-up.
    - Town Manager Martinez reported that Sunapee Cruises would be covering 95% of the costs associated with the spill.
    - Selectboard Chair Wallace stated that priorities will be addressed at the next meeting.
- **Christine Corey:** Is confused about the procedures for public comment. The Selectboard rules of procedure note that comments are to be relegated to matters on the agenda. She takes offense to the comment that not all Selectboard members read emails sent by residents. Chairman Wallace clarified that not everyone *responds* to citizen emails. According to Ms. Corey, if you are going to hold people accountable for minutes and procedures, there needs to be a clear process mapped out by the Selectboard.

  Ms. Corey inquired about the timeframe surrounding the Selectboard's decision to allow the continuance of short-term rental prior to 12/01/2022. She felt the date should not be timebound.

  Town Manager Martinez clarified that the decision was made by the Selectboard to give a grace period to allow current STRs to register rather than requiring everyone to go through the special exceptions and variances required in the ordinance.
- **Tanner Royce:** Approximately one month ago, Mr. Royce appeared before the Selectboard to discuss a concern about the Town Manager and Recreation Director's decision to allow a certain individual to coach rec sports. Mr. Royce

feels the Selectboard has not done enough to enact a policy to prohibit certain persons from working with children. He read what he feels should be a policy enacted by the Selectboard.

- Old Business:
  - Accounting of 2023 Legal Fees
    - Town Manager Martinez spoke to the question posed at the last Selectboard meeting regarding legal fees. She highlighted the breakdown to include cases, departments, and personnel costs and did not single out the specific supreme court case as originally requested by the community member participating in the public hearing.

4. SELECTMEN ACTION:

- Raffle Permit – Friends of the Abbott Library – July 1 – Pancake Breakfast – Safety Services Building

  Motion to approve the Raffle Permit for 01 July by Selectboard member Gallup. Seconded by Selectboard member Hathorn. All in Favor.

- Use of Facilities: Sunapee Heritage Alliance/ Livery -small parade and sing along before the Fireworks on the 1st of July 2023.

  Motion to approve the use of facilities for 01 July by Selectboard member Hathorn, seconded by Selectboard Vice Chair Gottling. All voted in favor.

- Town of Sunapee By-Laws Discussion:
  - Town Manger would like to know if the Selectboard would consider including a list of annual tasks. This would assist with outlining the agendas throughout the year. For example, a planned calendar of RSA required decisions and submissions.
  - Town Manager Martinez highlighted citizen speak procedures utilized by other boards and sought clarity on how the Selectboard would like to manage public comment.
  - After some discussion, Chair Wallace asked the Town Manger to incorporate illustrative changes giving the Selectboard time to further consider the overall formulation of the document. The draft document will be discussed at the 24 July Selectboard meeting.

- Town of Sunapee Investment Policy Discussion
  - Town Manager Martinez opened the discussion to invest standing monies appropriately such as investing into CDs or other avenues built for municipalities. She confirmed that the Special Recreation Revenue fund, Conservation Fund, and Water and Sewer enterprise funds are not under the purview of the Selectboard, however there could be collaborations with the Recreation and Conservation Commission.

- All board members agreed it would be advantageous to look at various banks to see what they offer. Chair Wallace asked for the amount of liquidity the town needs at any given moment and if it would be valuable to work with a money manager. Town Manager Martinez answered that there will be an outline of cash flow. Vice Chair Gottling stated that the county uses the standard to hold enough money to pay 2 months of expenses at any given time. Chair Wallace requested for the municipal money managers and other options be brought to the board for consideration. Vice Chair Gottling asked if the treasurer could be replaced with a firm. Town Manager Martinez responded that we should have both but recommended extending the treasurer's term from 1-year to 3-year term.

Motion to allow monies in the Hydroelectric Revenue account be invested in a CD by Selectboard member Gallup, seconded by Selectboard member Hathorn. All voted in favor.

5. TOWN MANAGER REPORTS:

- **Coalition 2.0 Update**: The House and Senate agreed to a state budget without a committee of conference and on 6/20/23, the Governor signed the two budget bills into law. The most significant aspect of the budget for this partnership was the increased state aid/funding for local education (K-12) without any change to the current Statewide Education Property Tax system. The budget included education funding increases to help those school districts less property rich than others. This was done because of the financial resources the state had to assist those school districts and in the hope of heading off the pending litigation or at least softening the plaintiffs' arguments. To reiterate, the increased state aid/funding ensured no changes to the current Statewide Education Property Tax system.
- **Clean Water State Revolving Fund (CWSRF) Grant Pre-Application-Perkins Pond, Sunapee, NH Watershed Management Plan:** The Perkins Pond Protective Association drafted a pre-grant application to obtain monies to fund the development of a Watershed Management Plan. The intent of the plan is to combat further deterioration of the pond. Aging infrastructure and storm water run-off is contributing to the declining health of the pond. If selected as a recipient, the Perkins Pond Protective Association will appear in front of the board formally seeking to place a warrant article to be placed on the 2024 ballot. The grant comes in the form of a bond that is nearly 100% reimbursable.
- **Sunapee Harbor Drinking Water Sampling Results**: We continue to be grateful for all the efforts that went into ensuring swift containment of the Harbor spill. Two different samples were taken to ensure no volatile organic compounds presented. Both results came back clean and further reinforce that the drinking water was not compromised by the spill.

- **Harbor Spill After Action:** As requested by the Sunapee Selectboard, an internal after-action review has been scheduled for 28 June.
- **Short-Term Rental Public Hearing #2:** The second and final hearing is scheduled for July 10, 2023.
    - In preparation, we a question for the Selectboard:
        - Several community members have asked for more than 3 minutes during the public comment portion of the Public Hearing. Would the Selectboard entertain giving more time?
        - Decision by the Selectboard regarding Public Comment at the Public Hearing: The entire selectboard agreed that they will limit public comment to topics outside of STRs. All public comments regarding STRs must be stated and heard during the associated Public Hearing.
- **Masterplan Listening Sessions:** The last listening session is Wednesday at 1 PM at LSPA. The first session was held at the library the PB plus three in attendance. The second session, held at the Safety Services Building, had a similar number of folks in attendance. These are important vehicles to ensure a diverse group of people shape our community vision. I implore you to attend.
- **Assessing Reevaluation Update:** Just a quick note to let you know that our assessors have been straight-out conducting the statistical reevaluation for New London. Next month, they will turn their attention to Sunapee. Again, it is a statistical reevaluation, not a property type reevaluation. We can expect newly assessed values to be released in the later part of August 2023. We appreciate that this reevaluation is going to be significant given the state of the overall market. Our assessors are still seeing cash deals, exceeding the asking price. Our current equalization is 58.7%. The important thing to remember in all of this is the reevaluation number is only half of the math equation. To fully understand the impact of the reassessed value on the tax rate, we must wait for DRA to set the tax rate, typically in October.
- **2023 Paving Update:** Pike Industries was awarded the 2023 Paving Contract. We expect them to begin work in the third week of July depending on what the weather offers us.
    - Ryder Corner Road, Lower Winn Hill Road, North Road, Stagecoach Road, School Street, the Highway Garage Parking Lot/loading areas, and Driveway Access, Dewey Beach Parking Lot.
    - For financial reasons, Avery Road was put on hold. We may come back to the Selectboard to see if we can use monies from the Highway Block Grant.
    - Alpine Court was put on hold to design a more comprehensive drainage system to accompany the new pavement.
    - Selectboard member Gallup referenced that this line item has not been increased in 7-8 years and recommended Mike Martell, Highway Director,

to review the current practice and see the amount that may be needed to add into this budget line.

- **4th of July Schedule of Events:**
  - Friday 6/30/23
    - 6:00 PM Watermelon Race, Maple St
  - Saturday 7/01/23
    - 12:00 PM Parade down Central and through the harbor and back
    - 5:00 –7:00 PM Band in Ben Mere bandstand
    - 9:00 PM Fireworks
  - Skeletal Staff on 3 July. It is the last day to pay taxes so our mighty TC/TC team will be in. Most of us on the Selectboard side will be using a personal day.
  - 4th of July-the office will be closed.
- **Old Business:**
  - **Staffing Update:**
    - Highway Foreman: an unforeseen family emergency is going to impede the candidate offered the job from accepting.
      - Leaves the Highway Team significantly short-staffed.
      - Recruitment meeting later in the week.
    - Bringing on additional finance resources to staff up as we get closer to budget season.
    - Planning, Zoning, and Compliance Office transition. Allyson will transition to the Land Use and Assessing Coordinator. Emily will transition to Short-Term Rental Coordinator. We have a temporary project manager to assist with the large projects that have been neglected, for example the New London Ambulance contract. Saylor Garland and Linda Jackman have been working as administrative support.
    - Employee Appreciation and Welcome Event scheduled for 29 June 2023. Selectboard members are welcome to attend.

6. CHAIRMAN'S REPORT:

- Vice Chair Gottling spoke to the 9% reduction in the proposed county budget. This decrease comes from unused ARPA monies, movement of money from capital reserve funds, and the unassigned fund balance. This should be helpful come time for the county tax bill to be issued.

7. UPCOMING MEETINGS:

06/28-1:00PM- Master Plan Public Forum – LSPA Meeting Room
06/29-5:30PM- Water & Sewer Commissioners Meeting
07/01-8:00AM-1:00PM- Abbott Library Book Sale
07/05-7:00PM-Conservation Commission Meeting
07/06-6:30PM-Zoning Board Meeting

The meeting adjourned at 9:30 PM.

SIGN-IN SHEET

SUNAPEE SELECTBOARD MEETING

DATE: June 26, 2023

Tanner Royce	
Christine Corey	
[illegible]	[illegible]
PETER WHITE.	STAGECOACH RD.

SUNAPEE SELECTBOARD
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday June 26, 2023
Join us on Zoom: https://us06web.zoom.us/j/86066395397

1. REVIEW OF ITEMS FOR SIGNATURE:

- **CZC's:**
  - Parcel ID: 0126-0026-0000, 2 Mustard Seed Lane, Bonnie & Ted Henderson
  - Parcel ID: 0101-0002-0000, 99 Springfield Road, Jeff Granville
  - Parcel ID: 0129-0039-0001, 7 Dowd Lane, Jesse & Barbara Tyler
  - Parcel ID: 0145-0009-0000, 15 Upper Bay Road, Dee & Rich Holmes
  - Parcel ID: 0231-0019-0000, Youngs Hill Road, William Rogers
  - Parcel ID: 0105-0004-0000, 63 Seven Springs Rd, Heather Brooks
  - CONDITIONED APPROVAL: 0128-0054-0000, Michael & Anita Hayes
- **EXCAVATION:**
  - Parcel ID: 0120-0017-0000, 15 Scotts Cove, John & Pamela Martin
- **DRIVEWAY:**
  - Parcel ID: 0120-0017-0000, 15 Scotts Cove, John & Pamela Martin
- **LAND DISTURBANCE:**
  - Parcel ID: 0122-0015-0000, 242 Garnet Hill Road, Camp David, LLC
  - Parel ID: 0112-0006-0000, 43 Tilson Point Road, William Mehan
  - Parcel ID: 0106-0023-0000, 4 Sunny Knoll, Marcos & Luciana Caixeta
  - Parcel ID: 0136-0052-0000, 62 Birch Point Road, Charles Morrison
- **DEMO PERMIT:**
  - Parcel ID: 0136-0052-0000, 62 Birch Point Road, Charles Morrison

2. APPOINTMENTS:

- 7:00 PM Town of Sunapee Town Clerk/Tax Collector
  RSA 466:14 Unlicensed dogs
- 7:05 PM Chief Cobb, Sunapee Police Department, Department Head Presentation

3. PUBLIC COMMENTS:

- Old Business:
  - Accounting of 2023 Legal Fees

4. SELECTMEN ACTION:

- Raffle Permit – Friends of the Abbott Library – July 1 – Pancake Breakfast – Safety Services Building
- Town of Sunapee By-Laws Discussion
- Town of Sunapee Investment Policy Discussion

5. TOWN MANAGER REPORTS:

- Coalition 2.0 Update
- Sunapee Harbor Drinking Water Sampling Results
- Short-Term Rental Public Hearing #2, July 10, 2023
- Assessing: Reevaluation Update
- 2023 Paving Update
- 4th of July Update
- New London Ambulance Update
- Old Business:
    - Staffing Update

6. CHAIRMAN'S REPORT:

7. UPCOMING MEETINGS:

06/28-1:00PM- Master Plan Public Forum – LSPA Meeting Room
06/29-5:30PM- Water & Sewer Commissioners Meeting
07/01-8:00AM-1:00PM- Abbott Library Book Sale
07/04- TOWN OFFICE CLOSED
07/05-7:00PM-Conservation Commission Meeting
07/06-6:30PM-Zoning Board Meeting

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

Sunapee Town Clerk

Unlicensed Dogs For License Year 2023

For Dogs Existing Prior to 04/30/2024 -- Sorted Alphabetically by Owner Name

Owner	Address	Phone	Dog Name	M/F	S/N*	Most Recent License/Tag	Breed	Color	Rabies Exp.	Rabies Tag
ABBOTT, DEREK										
ABBOTT, HOPE										
ALMEIDA, STEPHEN										
ANDERSEN, EDWARD										
ANDERSEN, EDWARD										
AUSTIN, WILLIAM										
AYOTTE, CHRISTINE										
BARSELLE, MARK										
BARSELLE, MARK										
BAXTER, MEGAN										
BENNETT, SARAH										
BERWICK, TYLA										
BIGELOW, WILLIAM										
BOISVERT, LINDSEY										
BROWN, CORINNE										
BULLIS, MICHAEL										
BULLIS, MICHAEL										
BULLIS, MICHAEL										
CHARTIER, GENE RUSSE										
CHARTIER, GENE RUSSE										
CHAVES, DAVID										
CLOUGH, CYNTHIA										
CLOUGH, CYNTHIA										
CLOUGH, CYNTHIA										
COFFEY, ALYSSE										
COLE, TABATHA										
COOPER, MONICA										
COUPAL, SABINE										
DABROWSKI, EUGENE										
DABROWSKI, EUGENE										
DIMAGGIO, HEIDI										
DOHERTY, MICHAEL										
DOLAN, JESSICA										
DOOLITTLE, TIA										
EATON, ALEXANDRA										
FIELD, DANIELLE										
FLANDERS, CHRISTINE										
FLINT, DAVID										
GALLAGHER, NANCY										
GAUDET, ALEXIS										
GIOLDASSIS, ALEXANDE										
GIRARD, JULIET										
GODBOUT, JOSEPH										
GRANT, NICHOLAS										
HALL, AMY										
HANCOCK, KATHY										
KEMP, MICHAEL										
KENDALL, SAMANTHA										
KITTREDGE, CAROLINE										
KOZIKOWSKI, ANNE										

REDACTED

Note: Line Through Dog Name indicates Dog is Inactive.

*(Spayed/Neutered)

Printed: 06/23/2023 11:48:19AM

Owner	Address	Phone	Dog Name	M/F	S/N*	Most Recent License/Tag	Breed	Color	Rabies Exp.	Rabies Tag
KOZIKOWSKI, ANNE										
KOZIKOWSKI, ANNE										
KRAVIC, JOHN										
LAMALFA, PAUL										
LEE, CHARITY										
LEE, CHARITY										
LENNON, GREGORY										
LEWIS, ARTHUR JAMES										
LINEBERRY, JOYCE										
LUKASIK, BRUCE										
MANNING, KATTIE										
MCGUIRE, ANTHONY										
MCGUIRE, ANTHONY										
MERRILL, CATHLEEN										
MILLER, JOHN										
MURPHY, LISA										
MURPHY, LISA										
ORTIZ, KATIE										
ORTIZ, KATIE										
OSGOOD, JULIE										
PALO, ROBERT										
PERRA, BRIAN										
PESSOLANO, MICHAELA										
PESSOLANO, MICHAELA										
PIKE, ALAN										
PIKE, ALAN										
PIKE, ALAN										
PILOT, CAROL										
PLOUFFE, KATHRYN										
PORTER, SHANNON MAR										
QUINTAS, MARION										
RIVERA, JULIO										
ROGERS, WILLIAM										
ROONEY, JOHN										
ROSA, LYDIA										
ROVELL-RIXX, SUSAN										
SAFFORD, DAWN										
SARTWELL, DOUGLAS										
SCHEELE, ROBERT										
SEALE, WILLIAM ALLAN										
SHEPARD, MORGAN										
SIEVERS, JENNA										
SINGER, STEPHANIE										
SMITH, ANNE										
SMITH, ANNE										
SMITH, ISAAC										
SPEAR, ASHLEY										
STOUGHTON, JEFFREY										
STRACHAN, ROBERT										
SWEENEY, MATTHEW P										
SWEETLAND, RALPH										
TRYON, PETER TURNER,										
NICOLE USKO, MARK										
VENDT, REBECCA										

REDACTED

Note: Line Through Dog Name indicates Dog is Inactive.

*(Spayed/Neutered)

Printed: 06/23/2023 11:48:19AM

Owner	Address	Phone	Dog Name	M/F	S/N*	Most Recent License/Tag	Breed	Color	Rabies Exp.	Rabies Tag
WALSH, PETER										
WARE, RENEE										
WARNER, DANA WILLI										
WEBB, PATTI JO										
WHITAKER, SHARON										
WHITAKER, SHARON										
WINTERS, KATHLEEN										
WINTERS, KATHLEEN										

REDACTED

Total Dog Count: **113**

Note: Line Through Dog Name indicates Dog is Inactive.

*(Spayed/Neutered)

Printed: 06/23/2023 11:48:19AM

TOWN OF SUNAPEE
23 Edgemont Road
Sunapee, New Hampshire 03782
Phone: (603) 763-2212 Fax: (603) 763-4925

Pursuant to RSA 446:14, enclosed is the list of owners of unlicensed dogs expiring April 30, 2023 for the Town of Sunapee. This serves as a general proceeding to facilitate the administrative process for civil forfeiture for each unregistered dog on behalf of the Town of Sunapee.

In accordance with RSA 466:1, current dog owners are required to register and license their dog(s) each year by April 30. Failure to do so shall result in further administrative action, and additional fines.

Given under our hands and seal, this 26th day of June, in the year 2023.

Selectmen of Sunapee, New Hampshire:

_____

_____

_____

_____

_____

We hereby certify that we acknowledge the report of unlicensed dog owners presented, and to further grant the Town Clerk to proceed with conducting the administrative civil forfeiture process with support of the Police Department if necessary.

June 26, 2023 Chief E. Neill Cobb

Town of Sunapee

Sunapee Police Department

Board of Selectmen

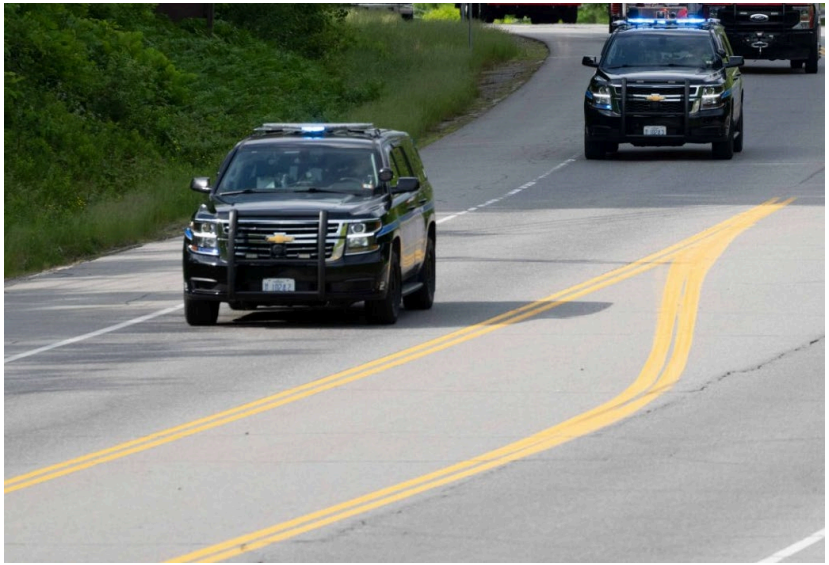
Presentation

What is your Mission in 2023?

SUNAPEE POLICE DEPARTMENT
MISSION STATEMENT

The mission statement of the Sunapee Police Department is to protect life and property, preserve the peace, enforce Town Ordinances and New Hampshire laws, and to resolve concerns fairly and impartially in a manner that is consistent with the quality of life in our community.

My goals are to provide training and guidance to officers and staff, improve service to the community, increase transparency, update policy and procedures along with job descriptions to provide enhanced guidance and further define expectations and roles of personnel, while promoting and continuing a high level of commitment to community and public trust.



Chief E. Neill Cobb

June 26, 2023

Police Department Overview

Staffing

- 5 Full-Time Positions
- 5 Part-Time Positions
- Exec. Admin Assistant (FT)
- Harbor Liaison
- Crossing Guard
- Evidence Technician

Promotions

- Lt. Puchtler – Feb 21st
- Sgt. Boisvert – Feb 24th

Recruitment

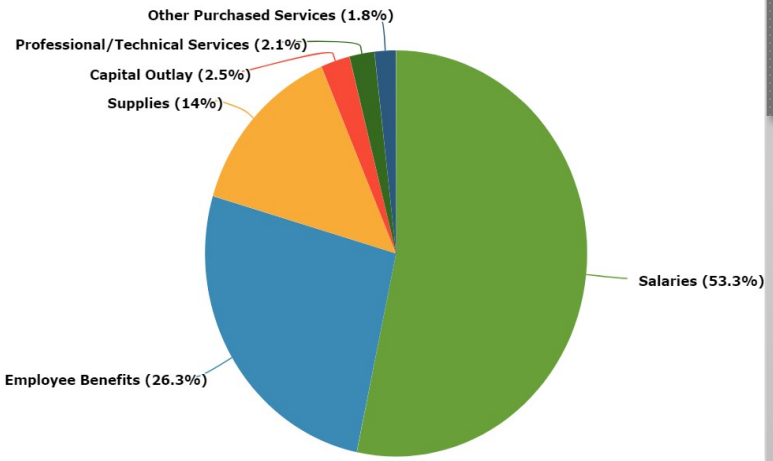
- 1 FT Conditional Offer
- 1 PT Conditional Offer
- 1 PT Officer in Field Training

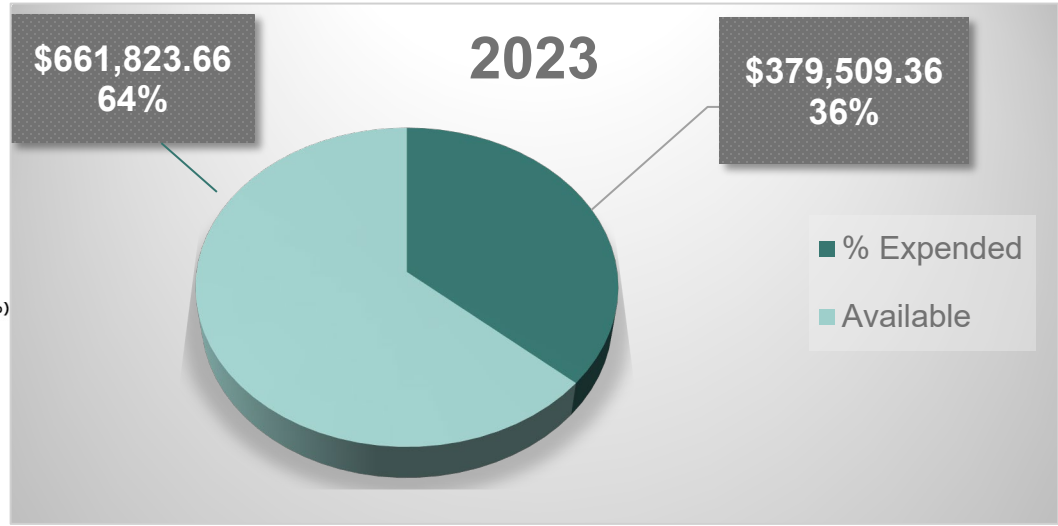
Vehicles and Equipment

- 2023 Chevy Tahoe
- 2023 Dodge Durango
- (2) 2020 Chevy Tahoe
- 2017 Ford Explorer
- Boat (2003 Angler)
- GEM EV
- 6 Speed Signs
- Message Board

DRAFT DESIGN FOR POLICE CRUISERS

Police Department Budget
$1,041,333





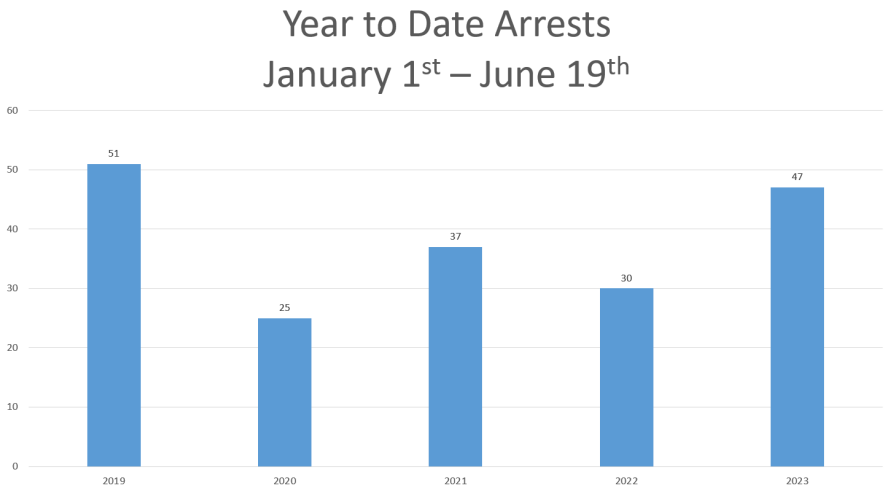
Year to Date Stats

(Jan 1, 2023 to June 19, 2023)

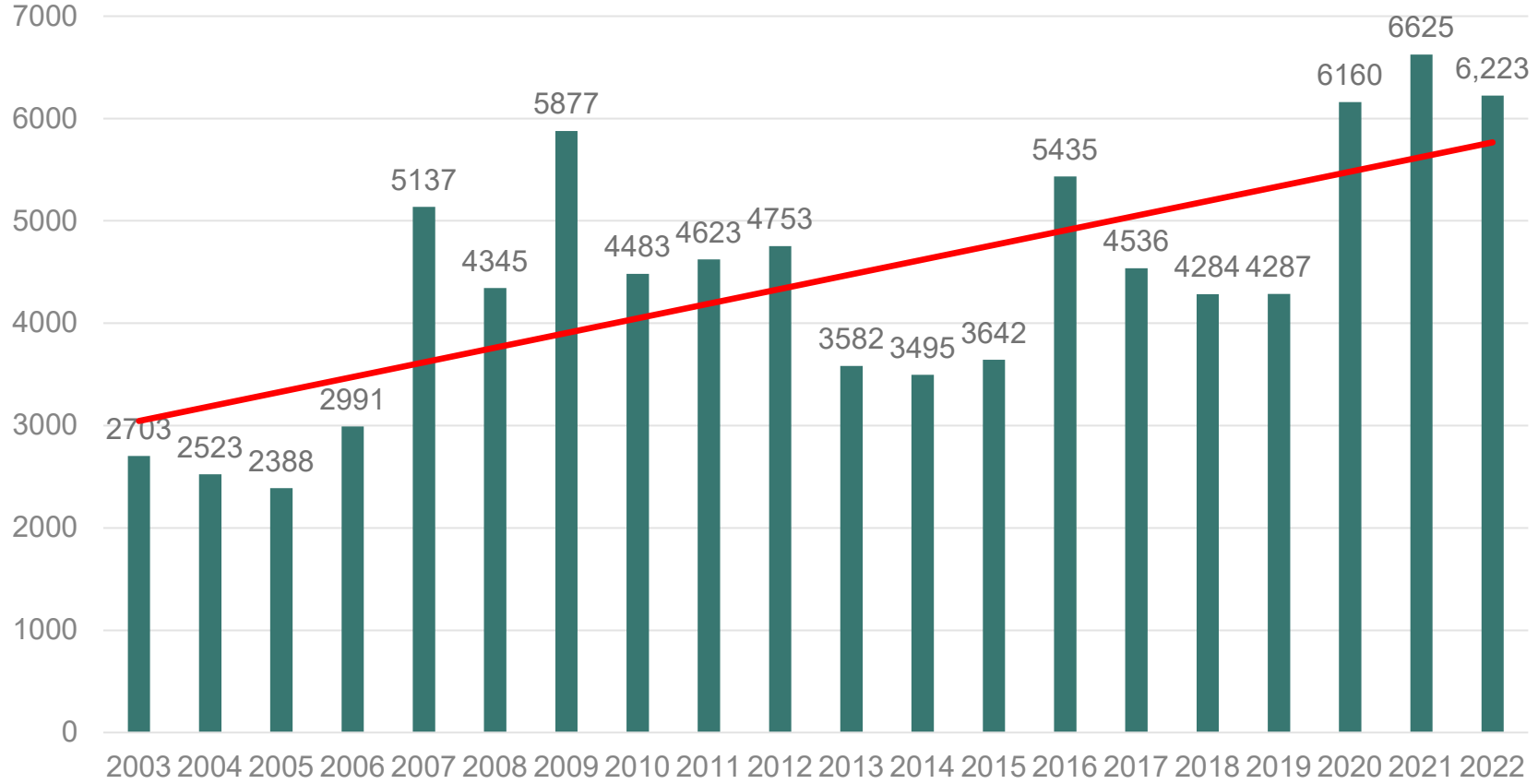
Calls for Service: 2273
Incident Reports: 88
Citations: 497

- Equipment + Moving Citations issued: 49
- Parking Tickets Issued: 8
- Warnings Issued: 440

Arrests: 47
Accidents: 26



Calls For Service



2023 Goals

1. To bolster professional development and training opportunities for all members of the Sunapee Police Department.

2. Update and revise Standard Operating Policies and procedures as necessary to mirror current standards in anticipation of the upcoming state-run accreditation program for New Hampshire.

Completed Trainings

- Active Threat Tabletop Exercise - NH Homeland Security
- Crisis Intervention Team (CIT) – National Alliance on Mental Illness (NAMI)
- Breaching Instructor – Sig Academy
- Firearms Instructor Recertification – NH PSTC
- First Line Supervisor - Roger Williams
- Executive Level Institute - FBI LEEDA
- Cellebrite Operator and Physical Analyzer
- Identifying and Responding to Aggressive Human Behavior
- Taser (new Taser 7 in service)
- Sexual Assault Response Training (SART)
- Firearms Qualifications
- NH LEAP
  - Updates (SOR, Criminal Records Unit, Justice Information Bureau, NCIC)
  - Active Threat

Scheduled Trainings

Law Enforcement Innovation Center
INSTITUTE for PUBLIC SERVICE

- **Crime Scene Operations** - University of Tennessee's Law Enforcement Innovation Center, funded through a training & technical assistance grant from the US Department of Justice (DOJ) COPS Office
- **Active Shooter Response Instructor** – Sig Academy
- **Shield Instructor** – Sig Academy
- **Police Pistol** – Sig Academy
- **Shotgun Instructor** – NH PSTC
- **Property and Evidence Room Management**
- **De-Escalation** – NH PSTC
- **Ethics** – NH PSTC
- **Implicit Bias** – NH PSTC
- **Duty to Intervene** - Training Response Network Inc.

Standard Operating Policies and Procedures update

Job Descriptions updated and approved

- Lieutenant
- Sergeant
- Full-Time Patrol Officer
- Executive Administrative Assistant
- Part-Time Patrol Officer
- Harbor Liaison
- Evidence Technician
- Crossing Guard
- Detective
- Prosecutor

124 SOPs currently working on the first 46 (Administration)

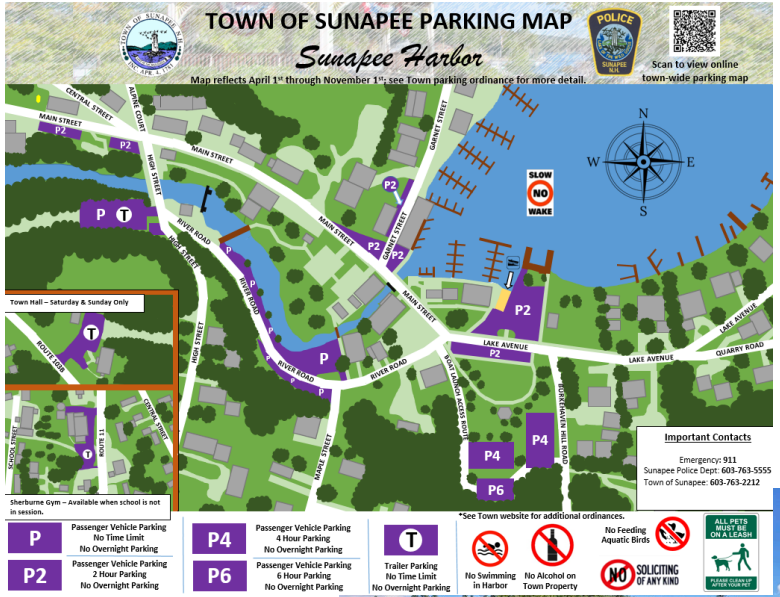
NH accreditation expected to be rolled out next month

- Will provide software tool to disseminate policies and track progress

Approximately 147 forms to organize and review

Events & Projects

- Coffee with the Chief
- School Involvement
  - LEADS
  - Health Class
  - Alcohol Awareness Week
  - Early morning recess
- Restorative Justice
- Interactive Parking Maps and Brochure
- Boater's Safety Classes
- Drug Take Back
- S.A.F.E. Reports ~~s~~ Quarterly Activity Reports
- Evidence Room
- SOP Update
- Donations from SPBA – Gym Equipment (with Fire Association) and new AEDs coming



WHAT ARE YOU MOST LOOKING FORWARD TO?

- Filling open positions
- Completion of SOP update
- Completion of evidence room project
- COPs Grant opportunity for an additional officer
- Revision of Town Ordinances
- Employee Handbook review
- Pay study

Chief E. Neill Cobb

June 26, 2023

Questions?

E. Neill Cobb
Chief of Police

June 26, 2023

TOWN OF SUNAPEE

[redacted]

23 Edgemont Road
Sunapee, New Hampshire 03782-0717
Phone: (603) 763-2212 Fax: (603) 763-4925

RECEIVED JUN 19 2023

APPLICATION FOR A RAFFLE PERMIT

Organization Name: Friends of the Abbott Library

(Organization must be religious, educational, charitable, civic, veterans or fraternal organization or a political organization or party, organized for at least two years in NH)

Name of Principal Officer: Caitlin Clapp

Principal Officer's Address: 169 Burkehaven Hill Rd.

Sunapee, NH 03782

Principal Officer's Telephone: Home: 603. 361.2604 **Work:** _____

Date of Drawing: July 1, 2023 **Place of Drawing:** Pancake Breakfast @ Safety Services

Signature of Principal Officer: Caitlin Clapp

Approved: Caitlin Clapp

_____

_____

_____

_____

_____

Board of Selectmen

Eastern Analytical, Inc.
professional laboratory and drilling services

PRELIMINARY ANALYTICAL RESULTS ATTACHED

The attached .pdf file contains results that have not been subjected to a final QA/QC review. If you have any questions, please contact us at customerservice@easternanalytical.com or call 1-800-287-0525.

Order bottle kits today for upcoming sampling projects

Call	1-800-287-0525
Email	customerservice@easternanalytical.com
Website	online order form *https://easternanalytical.com/quote-or-order/order-bottles/*

July 4th Holiday Hours

Monday, July 3rd	**No micro** samples will be accepted	Open
Tuesday, July 4th	July 4th Holiday	Closed

Please keep the dates in mind when immediate or short hold time (<72 hours) parameters are needed.

We hope you and your family have a wonderful holiday!

LABORATORY REPORT

EAI ID#: **261743**

Client: **Sunapee WWTP**

Client Designation: **Sunapee Water - Oil Spill Sampling**

Sample ID:	Raw Water Influent	Trip Blank
Lab Sample ID:	261743.01	261743.02
Matrix:	aqueous	aqueous
Date Sampled:	6/12/23	6/12/23
Date Received:	6/12/23	6/12/23
Units:	ug/L	ug/L
Date of Analysis:	6/16/23	6/16/23
Analyst:	DGM	DGM
Method:	524.2	524.2
Dilution Factor:	1	1
Dichlorodifluoromethane	< 0.5	< 0.5
Chloromethane	< 0.5	< 0.5
Vinyl chloride	< 0.5	< 0.5
Bromomethane	< 0.5	< 0.5
Chloroethane	< 0.5	< 0.5
Trichlorofluoromethane	< 0.5	< 0.5
Diethyl Ether	< 5	< 5
Acetone	< 10	< 10
1,1-Dichloroethene	< 0.5	< 0.5
tert-Butyl Alcohol (TBA)	< 30	< 30
Methylene chloride	< 0.5	< 0.5
Carbon disulfide	< 2	< 2
Methyl-t-butyl ether(MTBE)	< 0.5	< 0.5
Ethyl-t-butyl ether(ETBE)	< 0.5	< 0.5
Isopropyl ether(DIPE)	< 0.5	< 0.5
tert-amyl methyl ether(TAME)	< 0.5	< 0.5
trans-1,2-Dichloroethene	< 0.5	< 0.5
1,1-Dichloroethane	< 0.5	< 0.5
2,2-Dichloropropane	< 0.5	< 0.5
cis-1,2-Dichloroethene	< 0.5	< 0.5
2-Butanone(MEK)	< 5	< 5
Bromochloromethane	< 0.5	< 0.5
Tetrahydrofuran(THF)	< 5	< 5
Chloroform	< 0.5	< 0.5
1,1,1-Trichloroethane	< 0.5	< 0.5
Carbon tetrachloride	< 0.5	< 0.5
1,1-Dichloropropene	< 0.5	< 0.5
Benzene	< 0.5	< 0.5
1,2-Dichloroethane	< 0.5	< 0.5
Trichloroethene	< 0.5	< 0.5
1,2-Dichloropropane	< 0.5	< 0.5
Dibromomethane	< 0.5	< 0.5
Bromodichloromethane	< 0.5	< 0.5
4-Methyl-2-pentanone(MIBK)	< 5	< 5
cis-1,3-Dichloropropene	< 0.3	< 0.3
Toluene	< 0.5	< 0.5
trans-1,3-Dichloropropene	< 0.3	< 0.3
1,1,2-Trichloroethane	< 0.5	< 0.5
2-Hexanone	< 5	< 5
Tetrachloroethene	< 0.5	< 0.5
1,3-Dichloropropane	< 0.5	< 0.5
Dibromochloromethane	< 0.5	< 0.5
Chlorobenzene	< 0.5	< 0.5
1,1,1,2-Tetrachloroethane	< 0.5	< 0.5
Ethylbenzene	< 0.5	< 0.5
mp-Xylene	< 0.5	< 0.5

LABORATORY REPORT

EAI ID#: **261743**

Client: **Sunapee WWTP**

Client Designation: **Sunapee Water - Oil Spill Sampling**

Sample ID:	Raw Water Influent	Trip Blank
Lab Sample ID:	261743.01	261743.02
Matrix:	aqueous	aqueous
Date Sampled:	6/12/23	6/12/23
Date Received:	6/12/23	6/12/23
Units:	ug/L	ug/L
Date of Analysis:	6/16/23	6/16/23
Analyst:	DGM	DGM
Method:	524.2	524.2
Dilution Factor:	1	1
o-Xylene	< 0.5	< 0.5
Styrene	< 0.5	< 0.5
Bromoform	< 0.5	< 0.5
IsoPropylbenzene	< 0.5	< 0.5
Bromobenzene	< 0.5	< 0.5
1,1,2,2-Tetrachloroethane	< 0.5	< 0.5
1,2,3-Trichloropropane	< 0.5	< 0.5
n-Propylbenzene	< 0.5	< 0.5
2-Chlorotoluene	< 0.5	< 0.5
4-Chlorotoluene	< 0.5	< 0.5
1,3,5-Trimethylbenzene	< 0.5	< 0.5
tert-Butylbenzene	< 0.5	< 0.5
1,2,4-Trimethylbenzene	< 0.5	< 0.5
sec-Butylbenzene	< 0.5	< 0.5
1,3-Dichlorobenzene	< 0.5	< 0.5
p-Isopropyltoluene	< 0.5	< 0.5
1,4-Dichlorobenzene	< 0.5	< 0.5
1,2-Dichlorobenzene	< 0.5	< 0.5
n-Butylbenzene	< 0.5	< 0.5
1,2-Dibromo-3-chloropropane	< 0.5	< 0.5
1,3,5-Trichlorobenzene	< 0.5	< 0.5
1,2,4-Trichlorobenzene	< 0.5	< 0.5
Hexachlorobutadiene	< 0.5	< 0.5
Naphthalene	< 0.5	< 0.5
1,2,3-Trichlorobenzene	< 0.5	< 0.5
4-Bromofluorobenzene (surr)	**94 %R**	**94 %R**
1,2-Dichlorobenzene-d4 (surr)	**101 %R**	**101 %R**

LABORATORY REPORT

EAI ID#: **261743**

Client: **Sunapee WWTP**

Client Designation: **Sunapee Water - Oil Spill Sampling**

Sample ID: Raw Water Influent

Lab Sample ID:	261743.01
Matrix:	aqueous
Date Sampled:	6/12/23
Date Received:	6/12/23
Units:	ug/L
Date of Extraction/Prep:	6/13/23
Date of Analysis:	6/13/23
Analyst:	JMR
Method:	8270E
Dilution Factor:	1
Naphthalene	< 0.1
2-Methylnaphthalene	< 0.1
1-Methylnaphthalene	< 0.1
Acenaphthylene	< 0.1
Acenaphthene	< 0.1
Fluorene	< 0.1
Phenanthrene	< 0.1
Anthracene	< 0.1
Fluoranthene	< 0.1
Pyrene	< 0.1
Benzo[a]anthracene	< 0.1
Chrysene	< 0.1
Benzo[b]fluoranthene	< 0.1
Benzo[k]fluoranthene	< 0.1
Benzo[a]pyrene	< 0.1
Indeno[1,2,3-cd]pyrene	< 0.1
Dibenz[a,h]anthracene	< 0.1
Benzo[g,h,i]perylene	< 0.1
p-Terphenyl-D14 (surr)	**93 %R**

DRAFT --Town of Sunapee Investment Policy
Fiscal Year 2023

June 25, 2023

I. Introduction

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

II. Scope

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

III. General Objectives

The primary objectives of investment activities, in order of priority, shall be safety, liquidity, yield and minimizing service charges: (We need to prioritize these)

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

1. Credit Risk - The Town will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
   a. Limiting investments to the safest types of securities.
   b. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Town will do business.
   c. Diversifying the investment portfolio so potential losses on individual securities will be minimized.
2. Interest Rate Risk - The Town will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
   a. Structuring the investment portfolio so securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
   b. Investing operating funds primarily in shorter-term securities, including shares in a local government investment pool.
3. Ineligible Trading Techniques - The Treasurer shall refrain from purchasing investments using the following techniques:
   a. No investments will be made by leveraging techniques, i.e., purchasing on margin or use of securities to acquire additional investments.
   b. No trading shall occur involving selling short.

B. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. For directly purchased securities, the maturity shall be concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore,

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since all possible cash demands cannot be anticipated, these securities should have active secondary or resale markets (dynamic liquidity). A large portion of the portfolio should be placed in more liquid investments, providing for daily liquidity. (How much Liquidity do we think is adequate – 2 months, in $$?)

C. Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs set forth above. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

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

IV. Standards of Care

A. Prudence - The standard of prudence to be used by the Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. (Should we find a money manager from the town to volunteer to do this or let the Treasurer be responsible? If it's a firm, should we pay these folks?)

B. Ethics and Conflicts of Interest - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Such employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees and officers shall refrain from undertaking personal investment transactions with the same individual/entity with which business is conducted on behalf of their Town. (We should have whoever does the investments sign a conflict of interest disclosure.)

C. Delegation of Authority - Authority to manage the investment program (RSA 31:25?) is vested with the Treasurer and derived from the following: NH State RSA 41:29. The Treasurer shall act in accordance with established procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates. (Again, should we use an investment firm, our Treasurer or a town volunteer whose line of work is with an investment firm?)

V. Safekeeping and Custody

A. Authorized Financial Dealer and Institutions – Use of security broker/dealers will be based on creditworthiness (a minimum capital requirement of $100,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

1. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:
    a. Audited financial statements
    b. Proof of National Association of Securities Dealers (NASD) certification
    c. Proof of state registration
    d. Certification of having read the Town's investment policy

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2. An annual review of the financial condition and registration of qualified bidders will be conducted by the Treasurer. (We shouldn't have to bid this out annually, but have a review of performance with the Treasurer – and possibly the Select Board quarterly).

B. Internal Controls - The internal controls shall address the following points:

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

VI. Suitable and Authorized Investments

A. Investment Types – The following investments will be permitted by this policy and are those defined by state law where applicable:

1. US Government Obligations
2. Participation units of the New Hampshire Public Deposit Investment Pool
3. Certificates of Deposit in New Hampshire Banks
4. Repurchase Agreements whose underlying security consists of US Government Obligations, US Government Agency Obligations or State of NH obligations. (We need to determine what is allowed, and what we want in terms of limitations on investment types).

B. Financial institutions where funds are kept on deposit, in CDs or Repurchase Agreements must meet the following criteria:

1. Minimum total assets of $100 million
2. Minimum of an average rating by IDC Publishing Inc.'s bank rating service
3. Minimum ratio of equity capital to total assets of 5%
4. Maximum ratio of non-performing assets to equity of 20%

C. Collateralization - As authorized by state law, full collateralization will be required on nonnegotiable certificates of deposit and repurchase agreements or other instrument as the Treasurer requires.

VII. Investment Parameters

A. Diversification - The investments shall be diversified by:

1. Limiting investments to avoid over-concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities
2. Limiting investment in securities that have higher credit risks
3. Investing in securities with varying maturities
4. Continuously investing a portion of the portfolio in readily available funds such as Public Deposit Investment Pool (PDIP) or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations. (We need to work with the Treasurer to determine the target allocations for our portfolio – eg: bonds vs equities, etc. on a percentage basis).

B. Maximum Maturities - To the extent possible, the Town shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than six months from the date of purchase.

VIII. Reporting

A. Methods – The Treasurer shall prepare a cash position and investment report at least quarterly, including a succinct management summary that provides a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner that will allow the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be available to the Selectmen and auditors. The report will include the following where appropriate:

1. Listing of individual securities held at the end of the reporting period, if applicable.

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

B. Performance Standards – The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. (We need to work with the investment firm to identify a target rate of return and the benchmarks that we want to use to evaluate the portfolio performance).

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

IX. Policy Considerations

This policy shall be reviewed on an annual basis. The Treasurer and any other appropriate authority (Select Board?) must approve any changes. The individual(s) charged with maintaining internal controls shall receive copies of the policy and any changes thereto.

IN WITNESS THEREOF, this Policy is hereby approved and adopted by the Select Board of the Town of Sunapee, on this, the Xrd day of X, 2023.

ATTEST: Select Board:

_____

Carol P. Wallace, Chair

_____

Susan Gottling, Vice Chair

_____

Fred Gallup, Select Board Member

_____

Josh Trow, Select Board Member

_____

Jeremy Hathorne, Select Board Member

UNDER SEAL OF THE TOWN, received, filed and recorded on this the _____day of February, 2014:

DRAFT

ATTEST: Town Clerk

_____

Office of the Town Clerk

DRAFT

By-Laws of the Selectboard
Town of Sunapee, New Hampshire

Purpose:

This document describes the duties and methods of operation of the Sunapee Select Board ("Board") and provides guidelines on approaches to interfacing with the Town Manager ("Manager"), the Town of Sunapee ("Town"), its employees ("Employees"), and the public. Any RSA changes shall supersede existing Town processes. In addition, the Select Board will adhere to the Sunapee Code of Ethics. This document is to be reviewed and approved as written, or revised as necessary then approved, at the first meeting of the voted board after each Town election. Any item herein, except as required by law, may be overruled on a per-occurrence basis by a majority vote of the present Board at any time. An amendment to these By-Laws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting, not less than 7 (seven) days later.

Authority:

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

Organization:

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

Power & Duties:

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

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

Limitations of Power & Duties:

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

Meeting Notice:

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

Process:

A. Quorum - A quorum shall consist of three (3) members of the Board. In the event that 3 members are absent from a meeting, no official meeting can take place and therefore no decisions can be made. Any agenda items shall be moved to the next standard meeting, unless an emergency meeting is required.

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B. Right-to-Know - It is illegal for the Selectboard to make any decisions by use of a secret ballot or by email or in such a way that is contrary to the Right-to-Know Law. Further, Selectboard members should disqualify themselves from the Board and step down from all participation in deliberations (including voting) on any subject matter where there is a conflict of interest or if they nonetheless feel it appropriate to do so. A Selectboard members should disqualify himself whenever he has a direct personal or pecuniary interest in the outcome.
C. Abstention - If a Selectman should voluntarily abstain from voting, such action shall not count towards the tally of a vote for the purpose of determining the majority viewpoint. If a majority of attending Selectman abstains from a vote, no action shall be taken.
D. Agenda Layout - The Town Manager bears the primary responsibility for coordinating and planning the Agenda. The Chair has the final authority over the final approved agenda, timing, schedules and related matters. The Agenda should be published at least 3 calendar days prior to the meeting, and in most cases strive to be on Thursday prior to a Monday meeting, and included in the minutes.
E. Agenda Requests - Selectboard members wishing to place an item on the agenda must make the request to the Manager and Chair before Wednesday at 4:00 p.m. prior to a Monday meeting. Citizens wishing to place an item on the Board's agenda must provide a copy of all presentation material and documentation to be included in the Board's "packet" by Wednesday at 12:00 p.m. prior to a Monday meeting, and inclusion into the agenda is at the discretion of the Manager and Chair.
F. Conduct - Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.
G. Voting - Votes shall be by a show of hands or by a roll call. The vote of each member present shall be recorded.
H. Reconsideration - No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.
I. Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

Requests for Information:

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

DRAFT

Conflict Resolution:

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

Chairman's Duties:

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

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Violations & Repercussions:

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

Effective Date:

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

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Legal Cost Analysis	
Attorney	Total
Mitchell	$3,165.00
Johnston	$18,810.00
Drummond Woodsum	$475.80
	$22,450.80

Case	2022 Cost	2023 Cost	Total
Hoekstra	$8,689.00	$2,945.00	**$11,634.00**
STR	$0.00	$2,484.00	**$2,484.00**
General	$0.00	$1,291.50	**$1,291.50**
Fire	$38.00	$311.50	**$349.50**
Conservation	$0.00	$399.00	**$399.00**
ZBA	$0.00	$3,923.00	**$3,923.00**
Police	$0.00	$1,369.00	**$1,369.00**
Assessing	$0.00	$114.00	**$114.00**
Personnel	$0.00	$886.80	**$886.80**
2023 Subtotal			$22,450.80

Table of Contents

Table of Contents 1
Clean Water State Revolving Fund (CWSRF) Pre-Application 2
(Submission #: HPT-TSV6-FFA5S, version 1) 2
Details 2
Form Input 2
Applicant Contact Information 2
General Project Information 3
Ranking Criteria for Stormwater Planning and Infrastructure Projects 4
Final Comments for NHDES 6
Status History 6
Processing Steps 6
Agreements and Signature(s) 7

Clean Water State Revolving Fund (CWSRF) Pre-Application

version 2.1

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

Details

Originally Started By	Suzanne Graves
Submitted	6/1/2023 (25 days ago) by Shannon Martinez
Alternate Identifier	Town of Sunapee, NHPerkins Pond, Sunapee, NH Watershed Management Plan
Submission ID	HPT-TSV6-FFA5S
Status	Issued

Form Input

Applicant Contact Information

Loan Applicant
Town of Sunapee, NH

Loan Applicant Mailing Address

23 EDGEMONT RD
SUNAPEE, NH 03782

Contact Information

Primary Contact

Prefix
NONE PROVIDED

First Name	Middle Name	Last Name
Shannon	*NONE PROVIDED*	*Martinez*

Title
Town Manager

Organization Name
Town of Sunapee, NH

Phone Type	Number	Extension
Business	603 763 2212	

Email
manager@town.sunapee.nh.us

Business Mailing Address

23 EDGEMONT RD
SUNAPEE, NH 03782

Is the primary contact listed above the owner?
Yes

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

Secondary Contact Information

Secondary Contact Information

Prefix
NONE PROVIDED

First Name	Middle Name	Last Name
Suzanne	*NONE PROVIDED*	*Graves*

Title
President

Organization Name
Perkins Pond Protective Association

Phone Type	Number	Extension
Mobile	508 277 2010	

Email
suzanne.graves@me.com

General Project Information

Project Name
Perkins Pond, Sunapee, NH Watershed Management Plan

Project Location
Perkins Pond, Sunapee, NH Watershed

Is the pre-application for development of an Asset Management Program?
No

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

Please select the option below that describes your project.
a. The project only includes planning and evaluation components.

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

Brief description of the proposed project and need:
Perkins Pond Watershed in Sunapee, NH, is experiencing significant deterioration of Perkins Pond. We are submitting a pre-application proposal for a Clean Water State Revolving Fund (CWSRF) loan to fund the development of a Watershed Management Plan. We require this so that we can reduce and remedy the deterioration of Perkins Pond in Sunapee, NH. Perkins Pond is a 157-acre great lake within the Town of Sunapee that is used extensively for recreational purposes by members of the New Hampshire community. It has open access to the water and can be used by anyone through the State of New Hampshire Boat Ramp.
The members of the Perkins Pond Community have taken significant actions to reduce any pollution that comes into the lake. In 2009, a study was conducted (Perkins Pond, Sunapee, NH, Pond and Watershed Diagnostic Study 2009) that identified several contributing factors including potential run off from septic systems and leach fields. The Perkins Pond community undertook a multi-year effort to have a sewer system installed and final hook up of all members of the community was completed in 2015. Since that time, our water quality has not greatly improved. In that study, watershed load was identified as the primary contributor to phosphorus to the pond and the sources and causes of that load is the focus of our desire to have a watershed plan. notably phosphorous and chlorophyll-A. (see the attached information from VLAP).

Project Description Attachment, Optional
NONE PROVIDED
Comment
A

Please provide the date (or future date) when the authority to borrow was, or is expected to be, obtained (i.e., date of town meeting/city council approval to borrow funds).
03/05/2024

Estimated Timeline and Cost Information Table

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

Are the cost estimates for the project supported by a document (e.g., facility plan, preliminary design, report, etc.) that is signed by an engineer?
No

If the cost estimate for this project is not supported by a document signed by an engineer, what is the rationale or source for the cost estimate?
Estimated costs of watershed management in conjunction with DES and compared to other watershed management plans completed in New Hampshire to date.

Is the amount of money you wish to borrow less than the cost estimate above?
No

Ranking Criteria for Stormwater Planning and Infrastructure Projects

Category 1: Protection of Water Quality, Public Health & the Environment Project Ranking Criteria
a. Water quality impairment.

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

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

Category 2: Water Quality Plan

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

3. What Green Project Reserve Project Types do you have?
b. Protection or restoration of natural hydrology, floodplains, and wetlands.
a. Disconnection of impervious cover from the stormwater drainage system.

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

I have read and understand the statement above.
Yes

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

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

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

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

Category 4: Sustainability
a. Aging infrastructure.
b. Flooding/Resiliency.
d. Relative value to the public and environment.
c. Local capacity.

4a. How will the project address aging infrastructure?
The Perkins Pond watershed has significant aging infrastructure. Within the past 15 years, roads have deteriorated due to storm water floods and were repaired. A small portion of Perkins Pond Road is paved, with the remaining being a dirt road. The paved portion of Perkins Pond Road was replaced during a major storm approximately 12 years ago. The replacement incorporated at least four culverts that take the water from the ⿰high⿰ or hill side of the watershed and direct the water underneath the partially paved road and contributing water, sand and silt directly into the lake. (We have also found blacktop chunks in the pond, which can only come from this one segment of paved road, as the remainder of the roads surrounding the lake are not paved.) These four culverts have created at least two major tributaries into the lake which are contributing to the siltation. The culverts may not be sized correctly to ensure that the run off is treated properly.

4b. How will your project address resiliency issues and obtain capacity for a community or system to proactively prepare for and recover from hazardous events?
There are currently no settling basins that allow the sand to settle before it reaches the lake. Additionally, a portion of Perkins Pond Road that was dirt road was replaced last year and not engineered to limit siltation into the lake. Again, there are no settling basins that have been effectively built to allow the road run off to settle before the water reaches the lake. Additionally, the unpaved roads around the pond are especially fragile during 'mud season' which this year lasted from December through April. Each road in the watershed has roadside ditches that were dug and are maintained by the town to carry water to the lake. Improved methods to ensure that siltation from these ditches would be an important aspect of this plan.

4c. Describe the local support network and the capacity to complete the proposed project.
The Town of Sunapee is working in conjunction with the Perkins Pond Protective Association (PPPA). The Town is fully in support of the creation of a watershed management plan, as is the PPPA. A collaborative working relationship is evidenced by the work done to have the Watershed Diagnostic Study (2009) completed, the passage of a warrant article to fund the installation of a sewer system and individuals within the watershed's willingness to contribute significant funds ($10,000-$20,000 each, with yearly tax and water assessments) to improve the overall health of the lake. As we like to say, we are small, but mighty. Additionally members of the association stand ready to help in providing information and data to ensure that the development of a management plan is streamlined.

4d. Describe the availability (access), and extent of use of the waterbody. Consider uses including, but not limited to: drinking water supply; public recreational opportunities; aquatic and terrestrial habitat benefits; and potential for increased public use and improved habitat.
Perkins Pond is readily available for public recreational opportunities. It is well known for its fishing and boating. The lake is accessible by a state boat ramp, which is currently being silted in from the run off and is becoming un-navigable. Algae blooms have become more frequent reducing the ability to safely swim; plants are growing in the areas that have become increasingly silted. The watershed is also has a snowmobile trail which because of deterioration from water events has been rerouted. The lake has an abundance of wildlife that have been observed, from bears, moose and deer, to smaller animals including beaver, mink and fox. Fowl include loons, ducks, geese and other migratory birds. And of course, the aquatic animals including turtles, fish and newts. All of this is threatened as we become increasingly eutrophic. Increased public use will come from the ability to use the boat launch, providing a means to fish, swim, kayak or canoe.

Is there additional information specific to the stormwater ranking questions above you would like to provide?
A majority of our roads right next to the lake are dirt/gravel and while the town has attempted to work through issues of sand going into the lake, the runoff and siltation has continued unabated.
Importantly, the boat ramp has become almost unusable because of the amount of sand and silt that has infiltrated into that area from the runoff on Perkins Pond Road. Please see the boat ramp pictures attached from 2010 and currently in 2022 that document the quantity of sand and silt coming into the lake from Perkins Pond Road and the surrounding watershed.
As increasing snow melt and storms cause major run off into the pond, we will need to make sure that there is resiliency built into any system that is built. The recommendation of ways to do this will be important to the Watershed Management Plan.
It will be important to develop a watershed management plan to determine how to best protect or restore the natural hydrology, floodplains, and wetlands in the watershed. That is unknown to us presently. Better understanding of the hydrology will help us to better manage the lake and make improvements that will improve the water quality throughout the watershed.

Final Comments for NHDES

Did you find the electronic format helpful?
NONE PROVIDED

Please describe the ease of filling out this form.
Generally easy but with some confusing sections.

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

Status History

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

Processing Steps

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

Agreements and Signature(s)

Municipality

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

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

Town of Sunapee

4TH JULY

SCHEDULE OF EVENTS

FRIDAY, JUNE 30, 2023

6:00 PM WATERMELON RACE, MAPLE ST

SATURDAY, JULY 1, 2023

12:00 PM PARADE, SUNAPEE HARBOR

5:00 PM - 7:00PM BAND, BEN MERE BANDSTAND

9:00 PM FIREWORKS, SUNAPEE HARBOR

INTERESTED IN VOLUNTEERING?

PLEASE CONTACT STEVE BOURQUE AT
RECREATION@TOWN.SUNAPEE.NH.US