

**SUNAPEE SELECTBOARD  
BUDGET ADVISORY COMMITTEE  
MEETING MINUTES  
TOWN OFFICE MEETING ROOM  
Monday, December 4, 2023, 6:30 p.m.**

**Present:** Chair Carol Wallace; Vice Chair Suzanne Gottling; Member Josh Trow, Jeremy Hathorn, and Frederick Gallup

**Also present:** Town Manager Shannon Martinez; Emily Wrenn; Land Use and Assessing Coordinator Allyson Traeger

**1. BUDGET ADVISORY MEETING**

Patrick Fine asked Town Manager Martinez to update the Advisory Budget Committee (ABC) on the Town spending plan. He noted the budget book proposes an overall 9% increase from the 2023 levels. Ms. Martinez said she and Ms. Johnson-Davis have reduced the budget to a 7.6% increase and explained how that was done. Mr. Fine clarified that the public will be able to review the adjustments and asked Ms. Martinez to highlight them.

Mr. Fine asked if there had been adjustments to the warrant articles. Ms. Martinez said there had been and suggested a conversation is needed about the amount of money being allocated in warrant articles. The Board reviewed and discussed the proposed changes. Mr. Fine said it would be helpful if the Town had a Capital Improvement Plan (CIP) to clarify department goals and timelines to help inform the voters. Ms. Martinez spoke to the importance of a Capital Improvement Plan, and said that it is something she would like to reinvigorate.

The Board discussed the purpose of Capital Reserve funds and the part they play in the budget. Management will review existing capital funds, including creating a history of activity, to understand and ensure the original intent of each fund is being met.

Ms. Martinez stressed the Fire Department needs to be a priority. Chief Galloway described the staffing situation in the Department, including retention issues. The Board discussed whether full-time positions should be added to the budget or presented to the voters as warrant articles. They also discussed the benefits of full-time versus per diem positions.

Ms. Martinez stressed that all new positions are brought before the Town to be voted on. She emphasized that if the Town is to move forward, the executive team needs to be empowered to determine how to accomplish this in a transparent manner. Chair Wallace said the Town Manager should have the latitude to craft the organization the way she believes it should be done, utilizing the approved funds however the Town needs to have them utilized.

Mr. Fine summarized that Town management will draw up a proposal to set up a fund to address restoration of the harbor docks, review the highway equipment Capital Reserve fund, and clarify the terms of the Perkins Pond grant.

Ms. Martinez reviewed the warrant article for the Town to adopt RSA 31:39-c, which enables the Code Compliance Officer to perform their duties.

The Board discussed the projected unassigned fund balance at the end of the fiscal year. Ms. Martinez said management is not comfortable offering an amount that would be used to pay for expenses in 2024 at this time, as they do not totally understand the implication of the taxes for the school. She would also like to have a better understanding of the warrant article numbers. She should be able to provide this information at her formal budget presentation in January 2024. Mr. Fine asked if she could present a summary picture of the budget at the December 18, 2023, ABC meeting.

The Board discussed how to handle the details of funding a variety of outside entities and the amounts funded.

Ms. Martinez reviewed her priorities moving forward and stressed the need to overhaul the Finance Department, as it is the pivotal foundation of the other departments.

The Board discussed other areas that need CIPs and reserve funds.

Chief Galloway explained the ISO rating and the financial benefit of achieving a lower rating. He explained that personnel has a large impact on the ISO rating and the assessment is done every ten years. The Town's Fire Department is overdue to be assessed.

The Board took a five-minute break.

## **2. CALL SELECTBOARD MEETING TO ORDER**

Chair Wallace called the Selectboard Meeting to order at 8:10 p.m. and led the Pledge of Allegiance.

## **3. REVIEW OF MINUTES**

The staffing and compensation review was not done by Emily Wrenn. The motion was made to waive the timber tax in general, not \$206 specifically.

**MOTION to approve the minutes as amended for the November 27, 2023, Select Board meeting made by Member Trow, seconded by Member Gottling. All voted in favor.**

## **4. REVIEW OF ITEMS FOR SIGNATURE**

### **CZCs**

- Parcel ID: 0115-0030-0000, North Shore Road, Vacation Homes LLC
- Parcel ID: 0125-0023-0000, 1 White Shutters Road, Jennifer & James Shea
- Parcel ID: 0118-0045-0000, 88 Burma Road, Maureen Binzel
- Parcel ID: 0218-0007-0000, 22 Chippendale Drive

**DRIVEWAY PERMIT**

- Parcel ID: 0115-0030-0000, North Shore Road, Vacation Homes LLC

**PERMIT TO EXCAVATE**

- Parcel ID: 0115-0030-0000, North Shore Road, Vacation Homes LLC

**SIGN PERMIT**

- Parcel ID: 0146-0029-0000, 77 Upper Bay Road, Woodley Family Revocable Trust

**Consent Agenda: MOTION to approve Land Disturbance, Driveway Permit, Permit to Excavate, Sign Permit, and Use of Facilities made by Member Gallup, seconded by Member Hathorn. All voted in favor.**

**5. APPOINTMENTS****8:00 – Peter Hoekstra**

Peter Hoekstra explained he works in the hazardous materials industry, performing demolition and abatement in New England. He offered information on asbestos and the health dangers it presents. He noted that most buildings constructed prior to 1989 likely contain asbestos. There is a New Hampshire RSA that addresses dealing with asbestos correctly and the consequences of not doing so.

He has reviewed the requirements on the Town's demo permit and noted there is nothing that addresses the handling of asbestos. He wants to confirm the public is assured that asbestos is being dealt with correctly when buildings are demolished or renovated. He reviewed the requirements of the RSA and said he would like to see proof that these requirements are being met.

The Town reviewed the process they are currently following and how they plan to enforce these requirements moving forward.

Mr. Hoekstra offered any support the Board would like to address this issue. The Board thanked him for this information and his offer.

**6. PUBLIC COMMENT:** (Public comments can be heard in full [here](#), beginning at 8:33 p.m.)

- **John Augustine**, via Zoom, said he understands the Town has sent a letter to each property that they believe is a short-term rental (STR), asking them to register. He did not see the Harbor House Livery listed as a recipient and asked if they received a letter. Chair Wallace said they did not. Mr. Augustine asked if the Town believed they should register as an STR, as they rent meeting event space on a daily basis, although they do not have overnight guests. He believes the state would consider the Livery an STR and they should be collecting the rooms and meals tax. He said while the Livery owners are a non-profit and do not have to pay property or income taxes, the rooms and meals tax

is a transfer from the customer to the state. He believes they should have to register and be subject to the compliance officer's overview. He noted that the earlier discussion regarding outside entities during the ABC meeting did not include the Sunapee Thrift Shop. He said the Thrift Shop receives taxpayer dollars and is a black hole that offers no detailed accounting. It does not follow the rules of any other Town department, although it is listed as one on the Town website. He hopes the Thrift Shop will be included in any future budget discussions.

- **Lisa Hoekstra, president of the Lake Sunapee STR Association**, asked how many STRs have registered and was told there were 12. She asked if there will be any discussion regarding STRs at this meeting and was told yes. She asked to be invited to the table during that discussion, as a local expert and STR representative. She said there have been other organizations that the Board has invited to the table as a representative. Ms. Martinez explained when a representative has been invited to join the discussion, it is organized in advance and is part of the agenda. Chair Wallace said they do not feel Ms. Hoekstra needs to be at the table, as it will be a Board discussion.
- **Lisa Hoekstra, resident**, said she was told in September that legal case documents would no longer be in the agenda or the minutes. The Board agreed they would be in their reading file and available to the public through Right-To-Knows. Since then, legal documents have appeared in the minutes and on the agenda three times. She asked how this happened. She said it feels targeted and it is not right. She also asked the Board to consider returning to the ethics policy. The old policy is still on the website and editorial changes need to be made to the new policy. She said it is still unclear if Board, volunteers, and staff will be signing the policy annually or upon hire, appointment, or election. She said without this policy clearly in place, there is a risk of continued conflict of interest that could lead the boards into legal challenges, if members do not recuse themselves. She said it is a very real threat that needs to be considered. She said having a signed ethics policy in place will help protect the Board and the Town. She said the Town's legal fee bleed is continually increasing. She said the Board discussed having an open forum after community conversation meetings to allow dialogue and asked if this is still planned. Chair Wallace said it did happen, as she and Ms. Hoekstra spoke. Ms. Hoekstra said it has not been publicized that the opportunity is available.
- **Chris Whitehouse** read an email sent by the Town about registering STRs and said it states that properties operating prior to December 1, 2022, that register by January 1st will not be held to the anticipated 2024 planning and zoning amendments, including a 120-day rental limit. He asked if the Board is stating that part of the ordinance will not be enforced on every STR registered by December 7th that was in business prior to December 1, 2022. The Board did not reply. He said per the lack of the Board's answer, this is a fact. Chair Wallace said she did not recall voting on this. Mr. Whitehouse said there was no discussion and no vote, so this is a lie and the email should be retracted. He asked Ms. Martinez for a response and she said she does not like to be put in a position where she has to answer questions during public comment. Chair Wallace said the Board will be discussing this later and will come to a conclusion that will be made public. Mr. Whitehouse said the Town has communicated something false. He said he did a Right-To-Know request for six months' of everything that was transferred in electronic format and discovered that the Town will send electronic information to everybody except himself, Christine, and the Hoekstras. He said this is discrimination.

He said if the Town creates a process that requires three people, that is why staff members are wearing numerous hats. He said the state and every other town provides information via email. He said the Town sent out an RFP at 3:00 p.m. today that has a walk-through at 10:00 a.m. tomorrow and this is short notice, so some individuals cannot make it. He said it seems like the Town is trying to give the contract to one person. He said the walk-through needs to be extended a week.

- **Christine Corey** asked if the Board would consider changing the rules and procedures to allow the public to comment for five minutes instead of three. Chair Wallace said she believes it has been considered previously and the Board settled on three minutes. Ms. Corey asked the Board to reconsider this decision and they said no. Ms. Gottling said she feels this is not appropriate for public comment and Ms. Corey said the Board can answer yes or no to public questions. She shared an example of a car manufacturer who produced cars that exploded upon rear impact. She said it was perceived there was a problem and it turned out there was a problem. She said the company went out of business because the public stopped buying their cars. She asked the Board to reconsider their motion of October 30th to accept the Dominion voting machine. She asked for the voters to be able to make that decision. The Board said they would not reconsider the motion.

Chair Wallace closed public comment.

## 7. SELECTBOARD ACTION

## 8. TOWN MANAGER REPORT

### Audit

Ms. Martinez said they will update the Board at each meeting on progress being made addressing issues brought up during the audit.

### Holiday Schedule

Ms. Martinez asked if the Board would be in agreement to align with the federal holiday schedule. This will add four holidays. She reviewed the budget implications of this decision for the Police and Fire Departments.

**MOTION to approve aligning with the federal holiday schedule for 2024 made by Member Trow, seconded by Member Gottling. All voted in favor.**

The January 15, 2024, Selectboard meeting will move to January 22, 2024.

### Town Hall Furnace Replacement

The overhaul is scheduled for February 14-15, 2024. Town Hall will be closed those days and Town Hall team members will work from home. Following the initial presentation to the Board, the Buildings and Grounds team met with several vendors. They decided to implement a different solution that will yield greater longer-term efficiencies. Due to department staffing vacancies, they Town will not be taking money from the Capital Reserve

fund and will instead cover the costs with money not expended from those lines. The total cost will be \$18,000.

### **Coalition 2.0 Update**

Ms. Trager and Ms. Martinez attended the November 29th meeting. The Joint Board voted to file an appeal on the Rand Decision to the NH Supreme Court. One of the most important aspects of the Court decision is the timing of the order. In the Rand Decision, the Court ordered that, “any SWEPT funds generated by a community which exceed the amount of adequacy aid to which that community is statutorily entitled must be remitted to the DRA.” If this order goes into effect, it could be for Town and School budget votes in March or April of 2024. The Town anticipates that such an order would have negative impacts on both School and Town/City budgets, if they attempt to go through the 2024 budget process with uncertainty about the use of SWEPT. One piece that makes any estimates difficult is understanding when the \$7,356.01 will come into play.

### **Short-Term Rental**

Ms. Martinez noted the Town needs to be aware of the division between what the Board's registration is and the rules that govern the STR registration process, and the rules that govern the planning and zoning land use case. She explained that any STR that is in operation in 2023 and is fully compliant would not be impacted by any of the proposed changes, rules, or regulations as they pertain to section 4.95 (Short-Term Rentals) of the Zoning Ordinance. By having section 4.95 in the ordinance, all STRs must now comply with Zoning use definitions and regulations.

She also explained that if an STR was in existence before December 7, 2023, it would not have to comply with the proposed amendments to Section 4.95 of the Zoning Ordinance, as they are considered grandfathered by the definition of the ordinance. But to obtain the entire protection, it has to be registered. In order to be compliant with section 4.95 as a land use regulation, it has to be registered.

The Town asked the Board to set a date for STRs to be registered and January 1, 2024, was chosen, to give people time to register. When this date was set, the Board was not aware that there would be changes to section 4.95.

She reviewed the different classification of STRs and the associated dates for registration. She explained that some of the rules governing the process have to do with planning, zoning, and land use, and others have to do with the Selectboard's regulation.. There will be a public hearing on December 21st, and she urged the public to attend to learn more about this.

She said Ms. Hoekstra offered some suggestions to adjust the language used when discussing STRs and in documents pertaining to the Selectboard's STR registration process. The Town is offering Help Desk meetings to answer questions and do registrations on the spot. Another round of letters will be sent out, offering STR owners another opportunity to register.

### **Perambulation**

Ms. Martinez reported Clayton Platt, per previous communication on this matter, facilitated the setting of the Town boundary between Sunapee and Goshen at Brook Road.

## **9. SELECTBOARD MEMBERS' REPORTS**

Mr. Trow asked about the RFP mentioned by Mr. Whitehouse. Mr. Traeger explained the announcement went out as a reminder, and the RFP has been posted online and in the Shopper. It was not originally issued today. Mr. Trow said if there is not a policy that gives a suitable period of time to respond, this should be investigated.

Chair Wallace said the annual report from the Selectboard is due December 22, 2023. She invited the members to send her details on anything that should be highlighted.

Chair Wallace noted the next meeting is December 20th on the Tri-Town Watershed Initiative. As she will not be able to attend, she asked for someone to provide an update on the septic regulation compliance. Ms. Martinez said she will take care of this.

Chair Wallace said the Selectboard received a letter from Lisa Hoekstra enumerating issues that she would like the Board to consider. She asked the Board if they would like to discuss these issues. Ms. Gottling said she believed Ms. Martinez provided information during this meeting that clarified the situation. The Board agreed no further discussion was needed.

Chair Wallace asked Ms. Martinez if different dates and times are being tested for the Community Conversation, as not many people attended the last one. Ms. Martinez said when they were scheduled at a regular date and time, there was good attendance. The next meeting is scheduled for December 8th at 11:00 a.m. The Board discussed resurrecting Coffee with the Chief. Mr. Trow noted that while he supports it, it appeared that the same 10-15 members of the public attended each meeting.

Chair Wallace reported she attended the Community Conversation in November and had a discussion with a member of the public afterwards. She said this is the opportunity for the public to have an extended conversation with a member of the Board.

## **10. UPCOMING MEETINGS**

- Conservation Committee Meeting: December 6, 2023, 7:00 PM
- Zoning Board of Adjustments Meeting: December 7, 2023, 6:30 PM
- Sunapee Selectboard Meeting: December 18, 2023, 6:30 PM

## **11. NON-PUBLIC SESSION**

**MOTION to enter a non-public session per RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant made by Member Gottling, seconded by Member Hathorn. A roll call vote was taken. All voted in favor.**

Non-public session was entered at 9:20 p.m.  
Regular meeting was re-opened at 9:48 p.m.

## **12. ADJOURNMENT**

The meeting was adjourned at 9:52 p.m.

Respectfully submitted,

Beth Hanggeli  
Recording Secretary

**SIGN-IN SHEET**  
**SUNAPEE SELECTBOARD MEETING**

DATE: DECEMBER 4<sup>th</sup>, 2023

Lynn Arnold

Tin Elizier

Christine Conroy

Linda Tammaro

Sara Johnson

Peter Hockstra

Dave H.

Mark St.

**SUNAPEE SELECTBOARD  
BUDGET ADVISORY COMMITTEE  
MEETING AGENDA  
6:30PM TOWN OFFICE MEETING ROOM**

**Monday, December 4<sup>th</sup>, 2023**

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

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**1. BUDGET ADVISORY MEETING:**

- Warrant Article Discussion
- Funding of Outside Agencies
- Revenue/Expenditure Discussion
- Preliminary Town Manager Prioritization Discussion
- ARPA Discussion

**2. CALL SELECTBOARD MEETING TO ORDER:**

**3. REVIEW AND APPROVE MINUTES:**

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

**CZC's**

- Parcel ID: 0115-0030-0000, North Shore Road, Vacation Homes LLC
- Parcel ID: 0125-0023-0000, 1 White Shutters Road, Jennifer & James Shea
- Parcel ID: 0118-0045-0000, 88 Burma Road, Maureen Binzel
- Parcel ID: 0218-0007-0000, 22 Chippendale Drive

**LAND DISTURBANCE**

- Parcel ID: 0115-0030-0000, North Shore Road, Vacation Homes LLC

**DRIVEWAY PERMIT**

- Parcel ID: 0115-0030-0000, North Shore Road, Vacation Homes LLC

**PERMIT TO EXCAVATE**

- Parcel ID: 0115-0030-0000, North Shore Road, Vacation Homes LLC

**SIGN PERMIT**

- Parcel ID: 0146-0029-0000, 77 Upper Bay Road, Woodley Family Revocable Trust

**USE OF FACILITIES**

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**5. APPOINTMENTS:**

- 8:00 PM-Peter Hoekstra
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**6. PUBLIC COMMENT:**

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**7. SELECTBOARD ACTION:**

- Motion to enter nonpublic under RSA 91-A:3 II(c)--Matters discussed in public likely to affect reputation.

**8. TOWN MANAGER REPORT:**

- Audit Finding Discussion ~Spreadsheet
  - Formal Approval of FY 2024 Holiday Schedule
- 

**9. SELECTBOARD MEMBERS' REPORT:****UPCOMING MEETINGS:**

- |                                       |                   |         |
|---------------------------------------|-------------------|---------|
| • Conservation Committee Meeting:     | December 6, 2023  | 7:00 PM |
| • Zoning Board of Adjustments Meeting | December 7, 2023  | 6:30 PM |
| • Sunapee Selectboard Meeting:        | December 18, 2023 | 6:30 PM |
- 

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

**SUNAPEE SELECTBOARD  
BUDGET ADVISORY COMMITTEE  
MEETING MINUTES  
TOWN OFFICE MEETING ROOM  
Monday, November 27, 2023, 6:30 p.m.**

**Present:** Chair Carol Wallace; Vice Chair Suzanne Gottling; Member Josh Trow.

**Also present:** Town Manager Shannon Martinez; Finance Director Ronna Johnson-Davis

**1. BUDGET ADVISORY MEETING**

Town Manager Martinez updated the Advisory Budget Committee (ABC) on the status of the budget, incorporating the suggestions of the Committee from last month's presentation. There will be follow-up meetings with the Fire Wards to discuss the growth and development of the Fire Department. The Supreme Court decisions on education financing could also affect the upcoming budget.

The Committee requested a revenue estimate and a review of the specific components of the budget for the next meeting. Ms. Martinez explained the correlation between budget limitations and the Town's desire to move forward and be innovative.

Ms. Johnson-Davis presented a review of staffing and compensation, including the challenges of hiring and retaining employees in today's market. Wages and the lack of affordable housing are some of the issues. They discussed conducting a compensation survey to compare wages, benefits, turnover, and so on with other towns in the region. The Committee noted the importance of retention and the need for a retention policy and a more robust employee evaluation process tied to compensation.

Chair Wallace asked if the Committee has discussed putting staff positions in a warrant article as opposed to embedding them in the budget. The Board agreed this should be discussed on a case-by-case basis to consider the possible consequences of each route.

**2. CALL SELECTBOARD MEETING TO ORDER**

Chair Wallace called the Selectboard Meeting to order at 7:28 p.m. and led the Pledge of Allegiance.

**3. REVIEW OF MINUTES**

In section 4, bullet 7, change Chair White to Chair Wallace.

**MOTION to approve the minutes as amended for the November 13, 2023, Select Board meeting made by Member Trow, seconded by Member Gottling. All voted in favor.**

**4. REVIEW OF ITEMS FOR SIGNATURE**

### **CZCs**

- Parcel ID:0126-0024-0000, 8 Old Norcross Road, Michael & Janet Jesanis Trust
- Parcel ID: 0232-0018-0000, 46 Depot Road, 46 Depot Rd LLC, Jim Bruss

### **LAND DISTURBANCE**

- Parcel ID: 0128-0031-0000, 90 Garnet Street, Michael & Sharon Kelly
- Parcel ID: 0125-0012-0000, 36 Jobs Creek Road, Duane & Elizabeth Delfosse

### **USE OF FACILITIES**

- Retroactive Approval: November 20, 2023, Make A Wish Parade

### **INTENT TO CUT**

- Parcel ID: 0234-0008-0000, Stagecoach Road, RH Webb Forest Preserve, LLC

**Consent Agenda: MOTION to approve CZCs, Land Disturbance, Use of Facilities, and Intent to Cut made by Member Trow, seconded by Member Gottling. All voted in favor.**

## **5. APPOINTMENTS**

### **7:30 – Public Hearing for the Acceptance and Expenditure of Unanticipated Revenue from State of New Hampshire Highway Block Grant of \$35,295.52**

Ms. Martinez said the Staff's recommendation is to earmark these funds for the evaluation of repairs needed for Georges Mill Bridge. These funds can only be used for specific purposes.

Chair Wallace invited public comment. Chris Whitehouse clarified that these funds would be used for the Georges Mill Bridge and the Board agreed.

Chair Wallace closed the public hearing.

### **MOTION to accept the Block Grant in the amount of \$35,295.52 to be directed towards Georges Mills Bridge made by Member Trow, seconded by Member Gottling. All voted in favor.**

### **7:30 – Conservation Commission**

Van Webb, Chair of the Sunapee Conservation Commission, and Matthias Nevins of Meadowsend Timberlands appeared before the Board to present an update on the restoration project of the meadow at Dewey Woods. Mr. Webb asked the Board to waive the timber tax with an initial estimate of \$206. Mr. Nevins reviewed the project, which will include harvesting trees to return the meadow to its historic footprint. The trees will be transported along old Route 11 to the Town gravel pit before being taken to the mill. They are working with Highway Director Michael Martell on this. The Commission has funds to cover the cost of this project.

**MOTION to approve waiving the timber tax made by Member Gottling, seconded by Member Trow. All voted in favor.**

**6. PUBLIC COMMENT:** (Public comments can be heard in full [here](#), beginning at 7:46 p.m.)

- **Chris Whitehouse** noted errors in the tax calculation information sent out by the Town. He directed a comment to Patrick Fine of the ABC, saying he does not agree that people want full-time positions put into the budget. He believes people want the chance to determine whether or not they want that position. He said the discs supplied by the Town with Right to Know information could have viruses on them, so he would like the information sent to him electronically. He said this information has been supplied to him electronically in the past and if the Town will not do this, they will have to print the information. He said the Town claiming they cannot send Right to Know information electronically is a lie. He noted the information presented regarding the budget did not include the retirement package and if the cost of someone doing a similar job in the civilian world is 25% more, then it is equal.
- **Lisa Hoekstra** will be meeting with Town Manager Martinez regarding the STR registration process. She asked how many people have registered. Ms. Martinez said there have been five registrations. Ms. Hoekstra said two of the significant questions she is hearing are if there is a deadline, as one was not communicated in the letter sent out regarding registration, and about the proposed 120-day rental limit. She said this is muddying the waters of the registration process and is a huge concern for STR owners. She said it was disappointing that the Planning Board did not pay attention to the 65 people who said they did not want the 120-day limit. She offered to provide this information to the Selectboard.
- **John Augustine** believes it was mentioned at a prior meeting that the Police and Fire Departments do not have a retention requirement, if individuals are sent for training. He asked why a requirement does not exist, as it would solve the retention problem. He believes that everyone getting a 2.5% step increase in addition to a COLA has an impact on retention. He thinks the increase should depend on performance and this would solve the retention issue. He understands the Town owes the County \$5 million by December 17, 2023. The tax bill due date is December 21, 2023. The first tax billing collected \$2 million. He encouraged the Board to think about how they are going to pay the remaining \$3 million. He thinks there should be discussion on why the due date is December 21. He believes this is due to the assessor not finishing the reevaluation process in time.
- **Christine Corey** asked if "draft" watermark could be less visible on the draft minutes. She asked the Board reconsider the October 30, 2023, vote/motion to accept the new voting tabulation machine by Dominion and wait until the voters can vote on which type of machine they would like. Chair Wallace said this decision is in the purview of the Selectboard and that any concerns were mitigated by the \$800 million settlement. Ms. Corey said there are many other cases coming up. Mr. Trow suggested anyone with questions about the voting machine should speak with the Town Clerk. Ms. Corey said she believes the Board is wrong and they are doing the voters a huge disservice by not letting them vote on this.

Chair Wallace closed public comment.

## 7. SELECTBOARD ACTION

### **Certificate of Appointment – Ian Kirk, Recreation Committee**

**MOTION to appoint Ian Kirk to the Recreation Committee made by Member Trow, seconded by Member Gottling. All voted in favor.**

## 8. TOWN MANAGER REPORT

- **Tax Rate:** Ms. Martinez reviewed the tax rate, which was set at \$9.68 per thousand, and how it was determined. Mr. Fine of the ABC asked the Town to consider the delta between revenue estimates and expenditure plans, and then determine what impact this will have on the amount of money needed from the citizens. Ms. Martinez said she believes they have done this, but they will review the process. Chair Wallace asked Mr. Fine to write down the process he is looking for, to ensure the Town Finance Department understands his request. The Board discussed the items they can control in the revenue estimates.
- **Tax Bill:** Ms. Martinez clarified that the reevaluation was not delayed; due to the number of people who wanted to speak with the assessor, the deadline was extended. Chair Wallace asked if there is an issue regarding the gap between the deadlines and Ms. Martinez said she is not concerned, although it is possible to obtain a TAN if necessary.
- **Legal Update**
  - November 21, 2023: KTP Hearing
  - November 29, 2023: Hoekstra Hearing
  - December 16, 2023: Weiss Hearing
- **Coalition 2.0:** There is a meeting on November 29, 2023, to try to get a better understanding of what it means regarding Sunapee becoming a donor town, if the cases stand. The Board discussed education funding and how it impacts the Town.
- **FY 2022 Audit:** Ms. Martinez updated the Board on the FY 2022 audit. Chair Wallace asked for a summary of the recommendations made and an action plan.
- **Meeting Room:** The Board discussed the possibility of reconfiguring the meeting room to provide more space.

## 9. SELECTBOARD MEMBERS' REPORTS

There were no Selectboard member reports.

## 10. UPCOMING MEETINGS

- Water and Sewer Commissioners Meeting: November 30, 2023, 5:30 PM
- Sunapee Selectboard Meeting: December 4, 2023, 6:30 PM
- Conservation Committee Meeting: December 6, 2023, 7:00 PM
- Zoning Board of Adjustments Meeting December 7, 2023, 6:30 PM
- Sunapee Selectboard Meeting: December 18, 2023, 6:30 PM

## **11. ADJOURNMENT**

The meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Beth Hanggeli  
Recording Secretary

# Demolition Permit Application

## TOWN OF SUNAPEE

23 Edgemont Rd., Sunapee, New Hampshire 03782  
(603) 763-3194 - Email [zoning@town.sunapee.nh.us](mailto:zoning@town.sunapee.nh.us)  
Website [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)

**Fee \$75** (unless associated with rebuilding projects)

FOR TOWN USE ONLY	
DATE APPLICATION REC'D: _____	
FEE PAID: \$ _____ METHOD: _____	
ZONE: _____	
PARCEL ID: _____	
PERMIT APPROVAL #: _____	

Revised 2/21/2020

PROPERTY STREET ADDRESS: \_\_\_\_\_

OWNER(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_ Phone \_\_\_\_\_ Mail \_\_\_\_\_ E-mail

NAME OF BUSINESS at this location (if applicable): \_\_\_\_\_

TYPE OF STRUCTURE TO BE DEMOLISHED (check all that apply):

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> Single-Family House | <input type="checkbox"/> Boathouse | <input type="checkbox"/> Multi-family (3+ units) |
| <input type="checkbox"/> Two-Family House    | <input type="checkbox"/> Deck      | <input type="checkbox"/> Commercial              |
| <input type="checkbox"/> Storage Shed        | <input type="checkbox"/> Dock      | <input type="checkbox"/> Municipal               |
| <input type="checkbox"/> Garage              |                                    | <input type="checkbox"/> Other _____             |

**DOCUMENTATION:** \_\_\_\_\_ Attach copy of any photo, document or site map that identifies the structure(s) to be demolished.

**WRITTEN DESCRIPTION** of building(s) to be demolished (size, location, height, use, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN PUBLIC WATER / SEWER:** Will this project involve any hook-up, disconnect, or demolition for a structure on the town water or sewer system? ..... YES NO

\_\_\_\_\_ IF YES, you must get an approval signature from the Sunapee Water & Sewer Department located at  
23 Edgemeont Rd., (603) 763-3115, [sunws@town.sunapee.nh.us](mailto:sunws@town.sunapee.nh.us).

Water and Sewer Department Signature: \_\_\_\_\_

**SHORELINES OVERLAY DISTRICT:** This section is ONLY for properties located within 250-feet of a public water body:  
Sugar River, Lake Sunapee, Ledge Pond, Mountain View Lake, Otter Pond and Perkins Pond.

\_\_\_\_\_ CHECK HERE IF NOT APPLICABLE

1. Name of lake, river or pond abutting property: \_\_\_\_\_
2. STATE PERMIT: Have you applied for, or received, a permit from the State for this project? ..... YES NO  
\_\_\_\_\_ IF YES, attach a copy. NH DES Permit # \_\_\_\_\_  
Contact State of NH Dept. of Environmental Services with questions at (603) 271-2147.
3. LAND DISTURBANCE / SHORELINES: Will any Land Disturbance, Construction, Filling, Grading or Dredging occur within 250-feet of the lake, pond or river? ..... YES NO  
\_\_\_\_\_ IF YES, you must also apply for a Sunapee Land Disturbance permit, to show erosion and sedimentation control plans for demolition.

## IMPORTANT INFORMATION FOR PROPERTY OWNERS

**About Dig Safe®:** Be sure to contact Dig Safe® before you or your contractor does any digging, even for small projects. There are state laws and common-sense reasons why you must contact Dig Safe before you dig. Dig Safe® has a system to notify utility companies that might have underground services, so those companies can flag the utilities before someone starts digging. For more info, call 811 or visit [www.digsafe.com](http://www.digsafe.com).

**About Asbestos:** The State of New Hampshire has established certain requirements for licensing asbestos contractors and addressing asbestos hazards. Many homeowners have asbestos-containing materials in their homes and there are requirements if a contractor or a homeowner disturbs or removes asbestos. The State has rules about where you can dispose of or how to get rid of materials that have asbestos. For more info, call the State of NH's Asbestos Management Division at (603) 271-1370 or visit [www.des.nh.gov](http://www.des.nh.gov) or [www.epa.gov/asbestos](http://www.epa.gov/asbestos).

## SIGNATURE(S) & AUTHORIZATION

BY SIGNING BELOW, I certify that the representations contained herein are true and accurate to the best of my knowledge and I hereby acknowledge that the town is relying on my representations contained within this application to evaluate whether to issue the permit or certificate. I acknowledge that in evaluating this request, the town is not independently verifying or certifying any representations made by the applicant. I hereby grant permission for site visits and inspections by zoning officials(s).

Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## TOWN APPROVAL

Signature of Board of Selectmen:

X \_\_\_\_\_ X \_\_\_\_\_

Recommended Action:

**APPROVED / DENIED**

X \_\_\_\_\_ X \_\_\_\_\_

Reason for denial: \_\_\_\_\_

X \_\_\_\_\_

Signature of Zoning Administrator: \_\_\_\_\_

Date signed: \_\_\_\_\_

Date signed: \_\_\_\_\_

# **Renovation, Demolition & Asbestos**

## **What Building Owners & Contractors in New Hampshire Should Know**



*Damaged asbestos pipe insulation.*

### **For More Information**

For information on asbestos management and control in New Hampshire:

Asbestos Management & Control Program  
Air Resources Division  
N.H. Department of Environmental Services  
PO Box 95  
Concord, NH 03302-0095  
(603) 271-1370

*Improperly removed asbestos from home renovation project.*



### **What should I do with asbestos in my home?**

Many homeowners have asbestos-containing materials in their homes. Although not required by the state, homeowners should have an inspection performed by a qualified asbestos inspector to properly identify these materials. Any asbestos-containing material that is in good condition and will not be disturbed should be left alone.

If these materials are deteriorating, or will be disturbed during renovation or demolition, they must be removed. Homeowners in single family, owner-occupied homes who do the work themselves are exempt from the state inspection and notification requirements, provided they will not be selling the home within six months. However, homeowners are required to package and dispose of the waste materials properly. Homeowners should use extreme caution when dealing with asbestos-containing materials, and should consider using a licensed asbestos abatement contractor for most removal projects.

[www.des.nh.gov](http://www.des.nh.gov) (See "Asbestos Management" on the "A to Z LIST.")

For additional information on asbestos and its health impacts:

U.S. Environmental Protection Agency  
[www.epa.gov/asbestos/](http://www.epa.gov/asbestos/)



[www.des.nh.gov](http://www.des.nh.gov)

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2011

N.H. Department of Environmental Services

## **What is asbestos?**

Asbestos is the common name for a group of naturally occurring mineral fibers that are known for their high tensile strength and thermal insulating properties. It is commonly found in a variety of building construction materials and products. Examples include:

- Heating system insulation
- Spray-applied insulation
- Vinyl floor tiles
- Ceiling tiles

- Adhesives and construction mastics
- Roofing paper and shingles
- Cement siding shingles
- Plaster and joint compound



### **Vermiculite**

## **Why is asbestos a problem?**

When asbestos is disturbed, it can break down into microscopic fibers that may become airborne. Once airborne, these fibers can be inhaled and trapped in the lungs, posing a health threat. Breathing asbestos can cause respiratory diseases including asbestosis, lung cancer, and mesothelioma, a fatal cancer of the chest cavity lining.

## **How should asbestos be managed to minimize health risks?**

The greatest potential for exposure to asbestos fibers now occurs when asbestos-containing building materials are disturbed during either building renovations or demolitions. All building owners – residential and commercial – should be aware of what steps should be taken to properly identify and address asbestos hazards in structures prior to beginning any work that might disturb asbestos-containing materials.

## **What are the requirements for building renovation and demolition projects?**

### **Inspection**

A thorough inspection must be conducted for the presence of asbestos-containing building materials prior to any building renovation or demolition project. The inspection must be conducted by a person accredited in the identification of asbestos-containing building materials.

If asbestos is found during the inspection and will be disturbed during any renovation or repair work, it must be properly removed and disposed of at an approved disposal facility.

Likewise, all asbestos must be removed prior to any building demolition project. In most cases, asbestos abatement activities must be performed by a licensed abatement contractor. Lists of certified asbestos inspectors, licensed abatement contractors, and approved disposal facilities are maintained by the N.H. Department of Environmental Services.

RSA 41-E and the N.H. Code of Administrative Rules establish certain requirements for licensing abatement contractors and to properly address and abate asbestos hazards.

### **Notification**

Each facility owner must provide written notification to the Department of Environmental Services and the local health officer at least ten working days before any building demolition activity occurs.

This notification is required for *all building demolition projects*, regardless of the amount of asbestos present, even when no asbestos is present.

For renovation projects, written notification is required at least ten working days prior to any asbestos abatement performed as part of the renovation if the abatement involves greater than 10 linear feet, or 25 square feet of asbestos-containing building material.

No notification is required for renovations if the amount of asbestos-containing material is less than this, or if there is no asbestos-containing material present that will be disturbed during the renovation.

#### **A special Demolition/Renovation**

**Notification Form** must be used for the written notification to the Department of Environmental Services. A fee may be required depending on the amount of asbestos being removed.



**TOWN OF SUNAPEE**  
Post Office Box 717  
23 Edgemont Road  
Sunapee, New Hampshire 03782-0717  
Phone: (603) 763-2212

**CERTIFICATE OF APPOINTMENT**  
**TOWN OF SUNAPEE, NEW HAMPSHIRE**

To, **Ian Kirk**, of Sunapee, NH in the  
County of Sullivan

Whereas, there is a vacancy on the **Recreation Committee** in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you **Ian Kirk** as a member of the **Recreation Committee** of said town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the town clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead. This term expires November 27, 2026

Given under our hands this the 27<sup>th</sup> day of November 2023

*JLJ*

*Suzanne Holling*

*P Wallace*

I, **Ian Kirk**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **Recreation Committee** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So Help Me God.

STATE OF NEW HAMPSHIRE, ss.  
SULLIVAN COUNTY

Personally, appeared the above-named **Ian Kirk** who took and subscribed the foregoing oath. Before me,

Date November 29<sup>TH</sup> 2023

Received and Recorded

*JK*  
*John Egan*  
Town Clerk



# APPLICATION FOR PERMIT TO DEMOLISH (\$50 PERMIT FEE)

DEMOLITION PERMIT # \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

TOWN OF LINCOLN, NEW HAMPSHIRE  
148 MAIN STREET, P.O. BOX 25  
LINCOLN, NH 03251-0025

PHONE: (603) 745-8527

FAX: (603) 745-6743

[planning@lincolnnh.org](mailto:planning@lincolnnh.org)

(Applies only to the demolition of an entire structure.)

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Owner Information**

Owner Name: \_\_\_\_\_

**Contractor Information**Address: \_\_\_\_\_  
\_\_\_\_\_Contractor Name: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_  
\_\_\_\_\_**The building to be demolished is located on the following property:**

E-9-1-1/Street Address: \_\_\_\_\_

Tax Map#: \_\_\_\_\_ Lot #: \_\_\_\_\_

Zone: \_\_\_\_\_

Year Built: \_\_\_\_\_  
\_\_\_\_\_

Book/Page: \_\_\_\_\_

Type of Construction: \_\_\_\_\_  
\_\_\_\_\_

Assessed Value of Structure: \_\_\_\_\_

Square Footage: \_\_\_\_\_  
\_\_\_\_\_

Describe Former Use of the Building: \_\_\_\_\_

 One/Two Family     Multi-Family     Commercial     Storage     Other

# of Dwelling Units: \_\_\_\_\_ Building Height: \_\_\_\_\_

Cost to remove buildings and materials: \$ \_\_\_\_\_

Approximate Start Date: \_\_\_\_\_ Approximate Finish Date: \_\_\_\_\_

Demolition of structures must comply with the provisions of the 2021 International Building Code (ICC IBC-2021) and the 2021 Residential Building Code (IRC) with NH Amendments (2022). The "New Hampshire Building Code" (or "State Building Code" or "Building Code of the State of New Hampshire") is really several codes as adopted by the State of New Hampshire (RSA 155-A) and amended by administrative rule (BCR 300). If asbestos or other similar material of hazardous classification is to be removed, approval must be obtained from the State of NH Department of Environmental Services.

\*Demolition Review\* Please blacken the circles that apply:

- I have reviewed the NH DES Flyer "Renovation, Demolition & Asbestos: What Building Owners & Contractors in NH Should Know."
- A thorough inspection of the building to be demolished has been conducted by a person accredited in the identification of asbestos -containing building materials.
  - Asbestos containing building materials were not found and I have attached a copy of the report to this application.
  - Asbestos containing building materials were found, but the abatement involves less than 10 linear feet, or 25 square feet of asbestos-containing building material and I have attached a copy of the report to this application.
  - Asbestos containing building material were found and will be properly removed by a licensed abatement contractor and disposed of at an approved disposal facility and I have attached a copy of the report to this application.
- Asbestos abatement is required. I have notified the State of New Hampshire Department of Environmental Services of my proposed demolition project by filling out NH Department of Environmental Services – Air Resources Division Form "Asbestos Demolition/Renovation Notification Form"
- I have mailed the above named form and fee payment to:  
**Asbestos Program, NHDES-ARD**  
**29 Hazen Drive, P.O. Box 95**  
**Concord, NH 03302-0095**
- I have attached a copy of completed "Asbestos Demolition/Renovation Notification Form" I submitted to NHDES-ARD.

Have all hazardous material been removed?     Yes     No

- Building to be demolished is "manufactured housing" and I have paid all of the Lincoln Property Taxes owed to the date of demolition to the Lincoln Tax Collector.
- I have included the Lincoln Demolition Application Fee of \$50.

If the building contains asbestos,

Name of Licensed Asbestos Abatement Contractor who will remove the asbestos: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_