

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, July 27, 2020

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0133-0079-0000 52 Harbor Hill Rd., Mark & Mary McDonald

Parcel ID:0218-0005-0000 81 Sargent Rd., Jonathan & Kristen Reed

2. APPOINTMENTS

7:00PM-Lake Sunapee Protective Assoc. (LSPA)-Update Watershed Management Plan

7:20PM-Scott Hazelton-Highway Safety Committee

- Bradford Road

- Paradise Road

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Sunapee Harbor Riverway Stock Return

- Use of Facilities-

- 08/12 & 08/20 Project Sunapee Movie, Gazebo Green

- 09/08 COA Seniors, Dewey Beach

- Energy Committee Reappointment-Keith Chrisman 3-Year Term

5. CHAIRMAN'S REPORT

Items requested by Selectman Augustine:

- Update on the number of COVID-19 cases in Sunapee and surrounding towns

- Recap of recent public events and discuss any lessons learned

- Update on Town operations

- Share what BOS members are hearing from residents on how they are faring given current health & economic situation

- Review Sunapee School District's retirement policy and discuss whether to adopt a similar policy for the Town

- Town Manager job description

- Update on Town employee job openings

6. TOWN MANAGER REPORTS

- Update on Lake Sunapee – Electric Current

- Summer Coffee and Conversation

- Town operations update during COVID-19 process

7. UPCOMING MEETINGS:

07/30-5:30PM-Water & Sewer Commission, Town Meeting Room

08/04-5:00PM-Energy Committee, Town Meeting Room

08/05-7:00PM-Conservation Commission, Town Meeting Room

08/06-7:00PM-Zoning Board, Town Meeting Room

08/10-6:30PM-Board of Selectmen, Town Meeting Room

Town of Sunapee, NH
Highway Safety Committee Meeting Notes

6-3-2020

Location – Town Hall Meeting Room

Attendance – Scott Hazelton, Mike Martell, Fred Gallup, Bill Roth, Chief John Galloway, Chief David Cahill

Meeting time – 6:30am to 7:45am

1. Elected Committee Members
 - a. Scott is OK with remaining the Chair, Fred made the motion and Bill second the motion
 - b. Vice-Chair – Scott nominated Chief Cahill and Fred Second the motion.
 - c. Secretary – the committee is OK not appointing one.
2. Bradford Road Recommendation to post as “No Through Trucking” – was paved in 2015 and the town can’t keep large trucks off Bradford road from Newport. Newport posted their side at 10-ton weight limit. This year we put up 4x4 signs posted at 6 ton. The shoulders are narrow and the road is residential towards Newport. Scott would like to coordinate with Newport so both ends of road match. Our shoulders are soft in spring. Fred said GPS doesn’t take signs into consideration. We can’t stop public service trucks like trash and oil trucks. Fred doesn’t have a problem with it. Scott will talk to the Board about a resolution.
3. Paradise Road Recommendation to post as “No Through Trucking” – Since the road was paved, trucks are driving fast and there have been resident complaints. The road is narrow for trucks going through. Scott would like to discuss with Newport. Fred asked about researching with the state about signage on state road. Bill said Newport takes Bradford Road. Scott will research further.
4. Lake Avenue Loop Pedestrian/Bicycle Signage – People have been walking on both sides of the road and not on the sidewalk. Chief Cahill had talked to Scott about putting up more signage. Fred asked about the signs already up and there is only one pedestrian sign up the hill. Scott wants smaller signs stating to walk on sidewalk, not on road. He likes what Chief Cahill has done with the signs that flashlights to get attention. The DOT would only approve a flashing sign for the crosswalk at Dunkin Donuts. There are also a group of kids crossing Lower Main where there is no crosswalk. If there start to be more walkers, this is a point Scott will talk about in the next meeting. Chief Cahill wants four signs on the pedestrian loop. One at each end and two in the middle.
5. Winn Hill Road & Youngs Hill Road update –
 - a. Winn Hill Road project is 95% complete. GMI Asphalt still needs to mulch, loam and seed. The project is coming in under budget and there is room for other roads. Scott is looking at paving Chase St, River Rd and Fieldstone with remaining funds from the Winn Hill Road budget.
 - b. Youngs Hill Road was grinded in May. Highway Department regraded, picked stones and applied calcium chloride. Water has been applied 4-5 times. Scott and Mike will finish the road layout in the next two days. Letters will be mailed to residents about cutting trees. Fred said a lot of our roads are 2 rod, not 3 rod and sometimes we don’t

- own the ditch. Scott wants to get landowner permission. The excavator was dropped off Monday to start work on Youngs Hill Road doing drainage and adding gravel to road.
- c. An abutter meeting was held in February and 40-45 people attended. It was discussed the road will sit for a year like Nutting Road. Fred said it's great to go through a frost cycle to see how it settles.
 - d. Scott finally got ahold of a decision-making employee at Comcast. There is a 300-foot stretch of road where no cable company maintains the line and a cable is running in the ditch. Comcast will dig up and bury the line in conduit.
 - e. Scott stopped approving utility pole applications due to how many poles are set. Scott counted 57 utility poles not taken care of. Fred can see that outside the gymnasium. There have been resident complaints on Lake Ave because of the number of poles. It's a drawn-out process but 20 poles have been taken down so far.
6. Jobs Creek Road Bridge Over Jobs Creek project update – The project is going forward after the 4th of July and take approximately 8 weeks. Scott wants to open the road before school starts. The project is currently being designed and built by Hansen Bridge. The bridge will be laminated wood deck bridge. Mike Hansen and Chief Cahill are giving signs for the closure. There will be news and announcements sent out. Public notification is critical.
 7. Harbor Boat Launch project update & schedule – The contract is approved and shop drawings are reviewed for concrete logs. The project will start after Columbus Day and should take 3 weeks for the bulk of the project. The company has to drive sheet piles and dewater between the sheet piles and curtain. Scott got the permits and is waiting on the Army Corps permit. The Army Corps was waiting on the Historical permit. Scott received the Historical permit and should see the Army Corps permit soon.
 - a. Fred asked if there are plans to adjust for the increased use to Georges Mills boat launch or to leave Cooper Street open later. Will a parking ban be put in? Scott said the Buildings and Grounds Maintenance Plan was to pave the Highway and Transfer Station parking lots, but he is holding off due to running Water and Sewer to the Highway building. He is looking at doing an overlay to the George's Mills Boat Launch and would keep parking the same. The Burkehaven parking and launch has been rehabbed for people to use but people don't know about it. Scott will send out notices when the launch is closed and include the other two are open. Fred said to promote the George's Mills Launch and keep Burkehaven a hidden secret. Scott will start the media blast in August. He already had a preliminary discussion with Fenton's and they know it's happening. Will hold another meeting in late summer.
 8. Emergency Lane Maintenance – Scott is allowed to maintain the surface of the road for police and fire but not maintain for trees or discharges. There are a few trees and rocks Scott would like to remove because it's tight when plowing. Residents along the pond are in favor. The road is already safe but graded the road for years. Trees are dead and could be considered nuisance trees. Scott will discuss with the Board shortly if we could make it easier to maintain. Landowners asked 4 trees and some rocks to be removed.
 9. Comments
 - a. Chief Cahill brought up considering that the Town postponed the 4th of July events and this will impact projects like Jobs Creek Bridge. The Yacht Club fireworks are

rescheduled to Labor Day. Scott said Hansen Bridge will build a prefab bridge and set in place.

- b. Chief Cahill asked about River Road completion. Scott said removing the curb creates sink holes and he is planning on using geotextile fabric. The curb doesn't take long and planning 2-3 days putting gravel back. Scott plans to do a section each morning and then get out of there.
- c. Scott asked if anyone sees anything, bring it to Chief Cahill or Scott's attention. We can put up new signs immediately if it's a safety issue.
- d. Chief Cahill has a flashing sign on Route 11 collecting data. It's turned off for 7 days collecting data and then turned on to flash for 7 days and collecting data. This should give an accurate speed and see if it actually works.
 - i. Scott asked if school starts up and there are more walkers and kids crossing Lower Main, can we put the sign there? We kept the crosswalks at the Post Office and Sunapee Cove. Chief Cahill wants electric speed signs at roads with the most complaints. He would like 5 signs permanently around town.



SUNAPEE HIGHWAY DEPARTMENT

621 Route 11

Sunapee, New Hampshire 03782

Phone: (603) 763-5060 Fax: (603) 763-4337

MEMORANDUM

FROM: Scott A. Hazelton, Highway Director 
TO: Donna Nashawaty, Town Manager
DATE: July 22, 2020
RE: Highway Safety Committee Recommendation to Post Bradford Road & Paradise Road as "No Through Trucking"

The Highway Safety Committee met on June 3, 2020 and discussed a proposal to post Bradford Road and Paradise Road as "No Through Trucking" roads (see attached meeting minutes). The result of the Committee's meeting is that we recommend that the Board of Selectmen approve posting Bradford Road and Paradise Road as "No Through Trucking".

The following issues were discussed during the Committee's meeting in support of our recommendation:

- Route 103 and Route 11 are state roads that are suitable for commercial transport between the Town of Sunapee and the Town of Newport. Numerous tractor trailers and large commercial trucks use Bradford Road and Paradise Road as by-passes between Sunapee and Newport.
- The roads are narrow in many locations and have curves (mainly on the Newport end) that are difficult for larger tractor trailers to navigate without traveling outside the delineated travel lanes.
- The roads were never intended/designed as a truck route by-pass. Today's GPS systems routinely direct commercial trucks onto these roads from Route 103 and Route 11 between the two Towns.
- Certain sections of these roads that are in the Town of Sunapee are being destroyed as a result of the trucks traveling on them during the spring and ignoring posted weight limit signs.
- Pedestrian and bicycle safety issues are a significant concern for residents that walk on, and/or that ride their bicycles on, the roads that are in Sunapee but especially in Newport.
- The Town of Newport has their end of Bradford Road posted with a 10-ton weight limit.
- We will coordinate with the Town of Newport to determine if they will support the "No Through Trucking" proposal of both roads.

Chief Cahill, Mike Martell and I met with Chief Wilmot, Newport Chief of Police, and with Todd Cartier, Director of Public Works for Newport, on July 16th and discussed our "No Through Trucking" proposal. Chief Wilmot and Todd Cartier supported the proposal and have begun the process of implementing a no through trucking ordinance in Newport for the future signing of these roads as "No Through Trucking" (see attached copy of e-mail). At this point, Newport has also installed their digital message board at the intersection of Maple Street and Route 10 that says "No Through Trucking" in advance of posting the formal signs.

If this proposal is supported by the Board a public hearing will need to be scheduled in August. We look forward to discussing this in more detail with you during your meeting on Monday July 27th.

Previously, you donated _____ shares of Sunapee Harbor Riverway stock to the Town of Sunapee for the designated purpose of the Town purchasing the lot next to the Livery (Old Town Hall) for the new Library. The Town voted to build on a different site and the shares can no longer be held by the Town.

You may or may not have taken a tax deduction when you donated them previously.

Below are your four options. The first two may impact your previous tax deduction but we are advised that # 3 and #4 will not. As always, check with your financial advisor.

The Sunapee Heritage Alliance is asking that you direct the shares be transferred to them, as a certified 501 c 3 non-profit, which will assist their ability to raise grant funds to continue their renovation and reuse efforts. The SHRC Board of Directors supports this option. NOTE: You will receive confirmation once the option you choose has been completed. You will not be able to claim a second deduction for any of your options.

Please check only one.

1. Direct the shares be returned to you.
2. Direct the shares be turned over to the SHRC to be retired.
3. Direct the shares remain with the Town for a new designated purpose.
4. You can direct the shares be transferred to the Sunapee Heritage Alliance which has been working diligently to restore The Livery.

Signature: _____ Date _____

Please print name _____

Signature: _____ Date _____

Please print name _____

(All surviving parties whose names appeared on the original donation must sign.)

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

PROJECT SUNAPEE

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

Name of Duly Authorized:

DONNA GAZELLE

Mailing Address: POB 594 SUNAPEE NH 03782

Daytime Phone: 603.763.2293 ^{CELL:} Evening Phone: 216.407.6808

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

Event Date: AUGUST 13 & 20 Time: From: 7pm To: 9:30pm

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

FAMILY MOVIE NIGHT ON THE BEN MERE GREEN
UTILIZING LARGE INFLATABLE SCREEN, AS IN PAST
3 YEARS. WILL OBSERVE ALL ORDINANCES OF
TOWN OF SUNAPEE RECREATION DEPT.

I/We acknowledge understanding the following restrictions: → SEE ADDENDUM RE: COVID-19 GUIDELINES.

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

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

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

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

I/We plan on 65 # of people and 20 # of vehicles attending our event.

Signature of Responsible Individual Donna Smell Date 7/23/2020

Approved by Chief of Police _____ Date _____

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

Approved by Recreation Director (if applicable) _____ Date _____

Approved by Fire Chief (if applicable) _____ Date _____

Approved by Highway Director (if applicable) _____ Date _____

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

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

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

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

From: **Donna Gazelle** sunstorm3@comcast.net
Subject: **Movie night addendum**
Date: July 23, 2020 at 11:56 AM
To:
Bcc: **Donna Gazelle** sunstorm3@comcast.net

Project Sunapee Movie Night is a **FREE** community event.

Addendum:

In observance of the NH Guidelines respecting Covid 19 health & safety regulations.

1. The lawn are will be marked with circles indicating each family/group pod.
(using landscapers chalk that washes off with the next rain or mowing)
2. Each pod will be placed exceeding the recommended 6' distance from each other pod.
3. Request masks be worn going to & from that pod.
4. PS Committee will monitor attendance and turn away folks if we exceed the number indicated.

If the NH State Guidelines impose any additional restrictions previous to the scheduled events,

the committee will adapt & observe those new guidelines when so informed.

Barbara Vaughn

From: Scott Blewitt
Sent: Thursday, July 23, 2020 12:47 PM
To: Donna Gazelle
Cc: Barbara Vaughn
Subject: Re: Movie night addendum

Hi Donna,
Sounds wonderful to me!

Thank you! Scott

On Jul 23, 2020, at 12:38 PM, Donna Gazelle <sunstorm3@comcast.net> wrote:

Begin forwarded message:

From: Donna Gazelle <sunstorm3@comcast.net>
Subject: Movie night addendum
Date: July 23, 2020 at 12:37:00 PM EDT
To: Scott Blewitt <sblewitt@gmail.com>

Scott,
Project Sunapee would very much like to offer 2 free movie nights to the families in our community.
Dates would be Thursday August 13th & 20th.

Application for permit is at the Town Office, however since the time is short and it's imperative to have this on Monday's BOS agenda ... it was suggested that I contact you directly re: your OK to do so.

All protocols previously employed will be observed.
Time 7 - 9:30pm. Area will be left in clean condition as found.
There will be no vendors of foodstuffs on the premises.
Project Sunapee volunteers will monitor and enforce Covid 19 guidelines.

The addendum to the permit follows.

We would really your help by calling Barb and indicating your approval asap.
Thank you !
d.

ps: if there are any other suggestions you have to insure a fun, safe event, please share.

Project Sunapee Movie Night is a FREE community event.

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In observance of the NH Guidelines respecting Covid 19 health & safety regulations.

1. The lawn area will be marked with circles indicating each family/group pod.
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APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

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

Name of Organization:

Outdoor Recreation for Seniors (ORFS-COA)
This Organization is: Non-Profit – Political –Private (N/A for profit companies)

Al Peterson
Name of Duly Authorized:

Mailing Address: 92 Pine Ridge Rd
Sunapee

Daytime Phone: 763 5456 Evening Phone:

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

Event Date: sept 8 Time: From: 9:30 am To: 1:30 pm

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

we plan to kayak and have lunch

I/We acknowledge understanding the following restrictions:

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

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

I/We plan on 25 # of people and 15 # of vehicles attending our event.

Signature of Responsible Individual *Al Peterson* Date 7/21/2020

Approved by Chief of Police _____ Date _____

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

Scott Burt Date 7/21/20
Approved by Recreation Director (if applicable)

Approved by Fire Chief (if applicable) _____ Date _____

Approved by Highway Director (if applicable) _____ Date _____

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

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

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

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ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

Barbara Vaughn

From: David Cahill <david.cahill@sunapeepd.com>
Sent: Wednesday, July 22, 2020 6:07 PM
To: Barbara Vaughn; chiefruggs@comcast.net; Scott Blewitt
Subject: Re: Use of Facilities

Barb, I have no issues with the seniors using the beach. I would also point out that Chief Ruggles is on the email and it should be Chief Galloway.

D. Cahill

David P. Cahill
Chief of Police
Sunapee Police Department
9 Sargent Road
Sunapee, N. H. 03782
(603) 763-5555

From: Barbara Vaughn <frontdesk@town.sunapee.nh.us>
Sent: Wednesday, July 22, 2020 9:42:56 AM
To: david.cahill@sunapeepd.com <david.cahill@sunapeepd.com>; chiefruggs@comcast.net <chiefruggs@comcast.net>; Scott Blewitt <recreation@town.sunapee.nh.us>
Subject: Use of Facilities

I have a use of facilities form from the Seniors to use Dewey beach on Tuesday, September 8th from 9:30am to 1:30pm for swimming and lunch that needs to be signed.

Barbara Vaughn
Administrative Assistant
23 Edgemont Road
Sunapee, NH 03782
603-763-2212
frontdesk@town.sunapee.nh.us

34 years
5/20/23



TOWN OF SUNAPEE
Volunteer Interest Form
For Town Committees, Boards, and Commission

Name: CHRISMAN Keith Date: 29 May 2020
(Last) (First)

Sunapee Registered Voter: Yes () No

Mailing Address: PO Box 424 Street Address (if different): 60 Rolling Rock Rd.
Sunapee, N.H. Sunapee

Lived in Sunapee Since: July 2011 Home Phone: 763-1259 Work Phone: ---

E-mail: chrismankw@cloud.com Fax: - none -

1. Please indicated the Board/Commission/Committee you would like to serve on in order of preference.
(1-First Choice, 2-Second choice, etc.)

- Abbott Library Trustee
- Advisory Budget Committee
- Capital Improvement Committee
- Conservation Commission
- Crowther Chapel Committee
- Fireward
- Planning Board Alternate
- Recreation Committee
- Thrift Shop
- Upper Valley Lake Sunapee Regional
- Zoning Board Alternate
- Energy Committee

2. For consideration: Retired as an Environmental Engineer

a. Occupation: former Electrical Engr. b. Employer: US Navy, Groton, CT

c. Length of ~~current~~ former employment: 28 yrs d. Education: B.A., BS (Electrical) M.S. Env. Mgt.

e. Relevant Experience: Engineering, Program Mngt; interest in building science and renewable energy; PV array owner.

f. Do you feel there may be any conflict of interest with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? Yes No

g. Volunteer Time Available 10 hours per week (daytime) _____ hours per week (evenings)
_____ hours per week (weekends)

h. Did you previously serve on any Municipal or School District Board/Committee/Commission? Yes No

i. If yes, please indicate Town/Position: Essex, CT / volunteer, Essex Citizens for Clean Energy.

j. Are you willing to serve as an Alternate? Yes No

k. Are you willing to serve on a Sub-Committee? Yes No

3. Why do you want to serve on this board/committee? See attached response

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? _____

see attached response

5. Your reasons for wanting this/these appointments/appointments are:

I want to contribute to Sunapee reducing its energy costs & becoming more environmentally sustainable.

6. Additional Comments: _____

Kate Chumma

(Signature)

29 May 2020

(Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23 Edgemont Road, Sunapee, NH 03782 (telephone 603-763-2212, fax 603-763-4925)

“considered **public information** and may be distributed or copied”

3. Why do you want to serve on this board/committee?

I believe that climate change is real and its consequences will be catastrophic for future generations, and I would like to help mitigate those consequences. Locally, I want to help my community be more sustainable and have as minimal an impact on our earth as possible.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission?

Attributes: I like to listen to other views and find areas of compromise to forge common solutions. I like to problem solve.

Qualifications: my engineering background and my experience with environmental compliance (wastewater in Connecticut) and environmental management (education and job experience).

TOWN OF SUNAPEE NH
ENERGY COMMITTEE MEETING NOTES

6-16-2020

Location – Town Hall Meeting Room
Attendance – Keith Chrisman, Bette Nowack
Meeting time – 5:00 pm to 7:00 pm

Minutes:

1. It was noted that Joseph Bisson has resigned and the EC would welcome a new member.
2. Keith Chrisman's first term has expired and he has sent in a volunteer interest form to sign up for 3 more years. The EC voted and is in favor of Keith extending his service.
3. Draft minutes from 2-4-20 were reviewed and accepted with the exception of an edit to item 10 indicating cancelation of EC Meetings after 2020-02-04 and before 2020-06-16.
4. Previous Action items were reviewed.
 - 8a. Was not completed. Bette will follow up, but currently does not have the Eversource data because

8b was not completed (Eversource data was not scanned.)
Keith was able to get only one of Joe's notebooks. Keith will send Joe an email asking for the large binder that contains the Eversource data.
 - 8b. No longer needed. Bette will attempt to get Eversource data electronically.
 - 8c. Not completed yet.
 - 8d. Bette recalls that the answer was no, based on emails. Keith will refresh memory.
 - 8e. Not completed yet, but Bette can pull data off of tax cards on line and believes that she has electronic copy of Dead River data.
 - 8f. W&S to attend meeting in February which was canceled due to not having a quorum. Bette will reach out to W&S commission to invite members to attend/reschedule a meeting with EC, if still interested.
 - 8g. Not completed yet.
 - 8h. Not completed yet.
 - 8i. Keith still having difficulty matching account numbers with addresses.
5. Never got answer regarding penalty if we terminate contract with energy company early. Revisit in future if there may be a benefit to switch energy companies.
6. Previously discussed documents that should be saved on thumb drive. These should be identified during meeting and listed in minutes.
7. Add new action item 2020-06-16 KC – Keith will get thumb drive from Donna for storing important documents noted in minutes.
8. Make list of documents to add to thumb drive. Action item for both Keith and Bette.

9. Keith has tried working with Eversource to get data from his home uploaded automatically to Portfolio Manager. Has not been able to get this done.

8. Action Items

- a. Action Item 2020-01-07a BN – Bette to follow up with Eversource regarding data provided in response to action item from previous meeting. Need to ask Eversource what these documents cover, what are the units, what is meant by RD1 and RD2? We need them to explain demand charges and account numbers. Do the account numbers refer to distribution and/or source? Can we match up the service account number with the contract? Also, why are billing periods so random? Need to check with Barb regarding online access to account information.
- b. Action Item 2020-01-21a JB – deleted.
- c. Action Item 2020-01-07b KC – Keith to follow up with Kristen Bahny at Eversource 603-621-6874 to discuss additional information regarding energy audits. Waiting for response from Kristen.
- d. Action Item 2020-01-07c KC - Keith to check to see if EC can store documents/data in resource folder on Town server/cloud storage and if EC can post notices on public website. Letter sent to Donna by Keith. Keith to follow up with Donna.
- e. Action Item 2020-01-07d BN – Bette will use scanned town documents to update spreadsheet with gross area instead of effective areas, and add Dead River Data.
- f. Action Item 2020-01-07e BN - Bette sent email to Holly Leonard at W&S Commission through town website inviting commissioners to EC meeting to discuss potential benefits EC can offer and potential future tours. Holly responded that she will check with the commissioners at the 2020-01-30 meeting and get back to us.
- g. Action Item 2020-01-07f KC - Keith to talk to Donna about accounting system and potentially streamlining for EC's use. Keith sent email to Donna on 01-15-2020, Keith has not heard not back from Donna yet.
- h. Action Item 2020-01-21b KC - Keith will look into who owns street lights and any upgrades that have been done. He will check with DOT regarding traffic lights.
- i. Action Item 2010-01-21c KC - Keith will enter Eversource account numbers in a new spreadsheet.
- j. Action Item 2020-06-16a KC – Keith will get thumb drive from Donna for storing important documents noted in minutes.
- k. Action Item 2020-06-16b KC/BN – Keith & Bette to make list of documents that should be stored in thumb drive.

10. Next meeting is scheduled for Tuesday, 2020-07-07 @ 5:00 pm at Town Hall meeting room.