

Sunapee, NH (3500 approx. pop.), is seeking an innovative, proactive, community leader to serve as our next Town Manager. Northwest of Concord NH, located on the western shores of Lake Sunapee and in the shadows of Mount Sunapee, Sunapee is conveniently located off Interstate 89. Enjoy the beautiful vistas as you travel on Route 11 in Sunapee and stop into the harbor to enjoy the view of the lake. Sunapee is a short thirty-minute drive to Hanover to appreciate the cultural, medical, and educational assets of Dartmouth Hitchcock Medical Center and Dartmouth College. Governed by a 5-member Board of Selectmen with an SB2 form of Town Meeting, this full-service community has 36 FT and 122 P/T, seasonal and elected employees and a 2020 municipal operating budget of \$8.3 million. Five or more years of direct work experience as a senior level public manager in a municipal leadership position is required for consideration. Preference will be given to candidates with an appropriate graduate degree that combines work experience and education. Residency is preferred. Starting salary range begins at \$90,000, commensurate with qualifications and experience. Sunapee is an equal opportunity employer. Recruitment Profile available on [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us). Resume and cover letter submitted to [search@town.sunapee.nh.us](mailto:search@town.sunapee.nh.us) with last name and "Sunapee TM" in the Subject line. Deadline July 30, 2021

# Town of Sunapee—Town Manager Recruitment Profile



## THE TOWN

Sunapee is a Town in Sullivan County, New Hampshire, United States. The population was 3,365 at the 2010 census. Sunapee is home to part of Lake Sunapee. The town includes the village of Georges Mills. Bordering Mount Sunapee and Lake Sunapee, our quaint little town takes advantage of all four New England seasons.

The Town of Sunapee was first established as "Saville" in 1768, changing to Wendell in 1781 and then, through legislation in 1850, became known as "Sunapee" - an Algonquin word meaning "Goose Lake".

There is a long history of tourism in the Lake Sunapee area beginning in the mid-1800's with the introduction of steamboats and trains. During this time there were many Grand Hotels and a few private residences around the lake, catering to the city people who arrived with their steamer trunks to spend the summer on Lake Sunapee. Sunapee Harbor and the Sugar River have played a major role in the town's history and development. Although Sunapee's earliest occupation was agriculture, manufacturing sprang up along the Sugar River falls to harness the water's power.

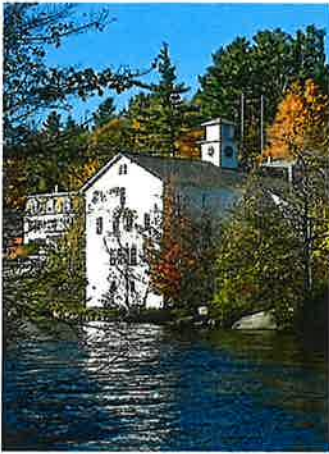
Sunapee Harbor is a pleasant place to be on a summer's day. It features a lively collection of shops and restaurants. Live music is regularly scheduled on weekends and two cruise boats offer a scenic trip around the lake. For lodging, there are a number of waterfront cottages, as well as some charming inns and bed and breakfasts.

Known mostly for the 6th largest lake in the State, Lake Sunapee, the Town has a four season draw. Visitors come not only for lake activities in the summer, but also foliage in the fall, skiing on nearby Mt. Sunapee in the winter and hiking and biking in the spring.

Sunapee adopted the Town Manager form of government in 1993. This form of government places some of the authority that would otherwise be held by the Select Board into the hands of a non-elected official. While the Town Manager is subject to the direction and supervision of the Select Board, he or she assumes several important duties when appointed. For example, the Town Manager becomes the administrative head of all town departments and has the authority to hire and fire employees under his or her control and to set their salary. The Town Manager also has the authority to approve the payment of bills incurred by the departments under his or her supervision. See RSA 37:6 for a complete list of the powers and duties of a Town Manager.

- Providing supervision, direction and oversight of the Town's day to day administrative and operational functions;
- Assuring all provisions of NH Laws, votes of the Select Board, Town Meeting and other Town agencies which require enforcement are faithfully performed and enforced;
- Serving as the appointing authority in accordance with employment laws, collective bargaining agreements if necessary, under the jurisdiction of the Select Board :
- Administering the Town's personnel system, including, but not limited to personnel policies and practices, employee performance review rules and regulations, and amendments to the Personnel policy, as warranted, and with the guidance of the Select Board :
  - Indirect oversight of the Water and Sewer Director and staff; and Library and staff; and Fire Department Personnel, regarding Personnel Administration;
- Preparing and submitting the fiscal documents necessary for the Annual Budget and Capital Outlay Programs;
- Keeping appropriate boards and committees informed of the fiscal condition and financial needs of the Town and providing recommendations to all elected and appointed officers, as necessary.





## THE GOVERNMENT

Sunapee's governance includes a five-member Select Board that serves as the executive body of the Town. Each member is elected to a three-year term.

The Select Board appoints a Town Manager as the Chief Administrative Officer of the Town who is charged with implementing the policy initiatives of the Select Board and managing the Town's day-to-day administrative and operational affairs.

Sunapee has an SB-2 form of Town Meeting which serves as the legislative body for the town. Legally there is still one town meeting, but instead of one session where debate and final voting on warrant articles takes place, there will be two separate town sessions, deliberative and voting. The deliberative session, usually in early February, is held to discuss, debate, and possibly amend warrant articles (except that articles whose wording is prescribed by law may not be amended). The second session of town meeting takes place in the voting booth on the second Tuesday in March.

Other elected officials comprise the Planning and Zoning Boards, Abbott Library Board of Trustees, Town Clerk/Tax Collector and Water & Sewer Commissioners.

The Sunapee School District has its own governing process and an elected School Board to handle its affairs.

Sunapee's legislative representation comes from two members of the NH House of Representatives and a NH State Senator. Those NH House members also make up our representation in Sullivan County. Sullivan County is administered by three County Commissioners, also elected and they appoint a manager. .

## TOWN PRIORITIES

Sunapee strives to be a safe, friendly town where youth, families & community come together. The expectation of encouraging and supporting the civic engagement at all levels is a major priority. The leadership is challenged to help the community find the appropriate balance between the quality services already being delivered, with the costs of delivering those services. Our goal is to provide quality services such as effective strong qualified Public Safety Agencies, comprehensive Community and Social Services and a robust Infrastructure.



## THE IDEAL CANDIDATE

- **A demonstrated and dynamic leader who is forward-thinking, fair-minded and transparent, thinks outside the box;**
- **An effective and experienced manager from an environment of similar complexity who has proven strong organizational and professional skills;**
- **An individual who has strong finance, capital, human resources, employee relations, planning and community and economic development skills, including a proven ability to accurately prepare and project sustainable municipal budgets;**
- **Skills to listen, engage, understand and sustain relationships with all stakeholders; public and private partnerships;**
- **A candidate with unquestionable ethics and integrity and committed to the standards for municipal management professionals specified by the International City Management Association (ICMA);**
- **Possess a good understanding of NH State Laws, regulations and statutory authority of the elected boards;**
- **Strong written, verbal and public presentation skills and promotes the town in a variety of communications;**
- **Willingness to engage and become part of the fabric of the community.**





## SUNAPEE BY THE NUMBERS

### FY21 Budget:

|         |             |
|---------|-------------|
| Town    | \$8,277,612 |
| Capital | \$ 852,084  |

### 2020 Tax Rate \$13.84

|              |        |
|--------------|--------|
| Town         | \$3.21 |
| School       | \$6.10 |
| State School | \$1.89 |
| County       | \$2.64 |

**2020 Assessed Value** \$ 1,451,938,388

|                |                  |
|----------------|------------------|
| Residential    | \$ 1,389,289,488 |
| Commercial/Ind | \$ 44,799,500    |
| Utilities      | \$ 19,780,800    |

### 2020 Revenue by Source

|                   |              |
|-------------------|--------------|
| Tax Levy          | \$ 4,668,463 |
| State Aid         | \$ 119,376   |
| Local Revenues    | \$ 2,531,326 |
| Water/Sewer/Hydro | \$ 1,938,589 |

### Reserves FY2020

|                           |              |
|---------------------------|--------------|
| Unassigned Fund Balance   | \$ 1,588,698 |
| Other Capital Improvement | \$ 2,126,102 |

## QUALIFICATIONS

A minimum of five years of direct work experience as a senior level public manager in a position such as Town Manager or Town Administrator, Assistant TA/TM, Public Finance director or other relevant, transferable experience within the public sector.

ICMA credentialed manager certification should be held or expected to attain after hire.

Preference will be given to candidates with an appropriate graduate degree or under graduate degree that combines work experience and education.

The Town of Sunapee prefers to have the Manager reside in Sunapee.

## SALARY AND BENEFITS

Salary range starts at \$90,000 with excellent benefits. Starting salary commensurate with qualifications and experience. Sunapee is an equal opportunity employer.

## APPLICATION PROCESS

Please submit your resume and cover letter expressing your interest and detailing your qualifications to: [search@town.sunapee.nh.us](mailto:search@town.sunapee.nh.us). Submit all documents in a single PDF file and include your last name and "Sunapee TM" in the subject line. Resumes and cover letters will be reviewed after the deadline of July 30, 2021.

## SELECTION PROCESS

Resumes and cover letters will be reviewed by the Interview Committee and selected candidates will be invited to an initial interview to be held in executive session. The Interview Committee will recommend candidates to be forwarded to the Select Board. Successful candidate will be required to pass professional background investigation.

## QUESTIONS AND REFERRALS

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact Donna Nashawaty, Town Manager at 603-763-2212

## ADDITIONAL INFORMATION

Visit [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us) for more information

