

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, February 11, 2019

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

2. APPOINTMENTS

7:00PM-Scott Hazelton-Road Posting

7:10PM-Fire Engineers

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Recreation Reappointment-Daniel Hayward, 3-Year Term
- Alternate Library Trustees Reappointment-Sharon Palmer, 1-Year Term
- Authorize the 2018 Money from the Health Expendable Trust
- Authorization to Accept Two (2) Sewer Disposal Grants
- Political Signs Discussion
- Letter from Assessor-RE: 2018 Equalization Rate

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- January Monthly Revenue & Expenditure Reports
- Photograph Policy
- Abandon Property
- Nobis Report

7. UPCOMING MEETINGS:

02/12-5:30PM-Recreation Committee, Town Meeting Room

02/14-7:00PM-Planning Board, Town Meeting Room

02/19-5:30PM-Abbott Library Trustees, Abbott Library

02/25-6:30PM-Board of Selectmen, Town Meeting Room

03/12-VOTING DAY, Sherburne GYM

**SUNAPEE FIRE DEPARTMENT, FIREWARDS and FIRE CHIEF;
ORGANIZATION, RESPONSIBILITIES, AUTHORITY and DUTIES**

ORGANIZATION AND APPOINTMENT

The organization of the Fire Department of the Town of Sunapee shall be in accordance with New Hampshire Statute RSA 154:1(d).

Firewards of any number, as determined by the local legislative body, currently 3, either elected pursuant to RSA 669:17 or appointed by the local governing body, with a Fire Chief appointed by the Firewards, with firefighters appointed by the Fire Chief.

Firewards may be appointed for successive terms there being no limitation on the number of terms that a Fireward may serve. Should a vacancy occur through resignation, disability, death or involuntary termination, the board of Selectmen shall appoint a replacement to serve out the remaining term of the former member. At the start of a year, the annual meeting will be April, those Firewards remaining in office and any member of the Sunapee Fire Department may recommend Fireward candidates to the Board of Selectmen. The Selectmen may choose to appoint any of those recommended or others of their own choice so long as they are qualified.

QUALIFICATIONS

For purposes of this chapter the term "Firewards" includes fire engineers and fire commissioners, where applicable.

The firewards shall be appointed by the Board Of Selectmen for a 3 year period (Refer to Article 32 of 2018 Sunapee Town Warrant).

To be considered for appointment candidate;

1) Must be a resident of the Town Of Sunapee.

2) Must be qualified by experience (5 years) and/or education in the Fire Service.

3) Have at least 5 years experience supervising the work of others.

4) Not hold any compensated full-time, elected or appointed position with the Town.

Firewards cannot be a current Officer of the Department but may be members (up to 2 regular members of the Department).

TERMINATION OF APPOINTMENT

Appointment by the Board of Selectmen as a Fireward will terminate automatically at the expiry of the appointment or may be terminated by a Fireward by written resignation to the Select Board. Upon the written and signed recommendation to the Board of Selectmen of two Firewards, the Selectmen may terminate the appointment of a Fireward.

DUTIES

The Fire Wards shall constitute a board and shall take actions by majority vote. They shall elect annually a chairman and a clerk. Copies of the minutes of meetings will be filed with the Board of Selectmen. They shall hold meetings as needed but with one meeting in April of each year following the annual Town Meeting. Stipends for the Firewards and clerk, if any, shall be approved by the Board of Selectmen.

AUTHORITY AND RESPONSIBILITY

The Firewards primary responsibility is to assure that the Sunapee Fire Department provides well-trained firefighters, fire apparatus and other equipment for the protection of life and property; for the extinguishment of fire; and for the control of other emergencies in the Town of Sunapee, in accordance with the New Hampshire Statutes, RSA 154. These responsibilities are exercised through the appointment and supervision of a Fire Chief.

THE BOARD OF FIREWARDS SHALL HAVE THE AUTHORITY:

- 1) To recommend to the Board of Selectmen fire department organizational provisions as set forth in NH RSA154:1.
- 2) To supervise the Fire Chief who shall have organizational and administrative control of the Sunapee Fire Department subject to formal policies or guidelines as adopted or approved by the Board of Firewards. The Fire Chief shall be responsible for the supervision of all firefighters and EMS personnel at the scene of a fire or other Sunapee Fire Department incident or in his absence as delegated to the senior Sunapee Fire Department Officer present.
- 3) To appoint and discharge the Sunapee Fire Department Chief and to assist the Chief in the interview/selection process of new firefighters and EMS personnel.
- 4) To recommend to the Board of Selectmen the rate of compensation as requested by the Fire Chief for the Sunapee Fire Department Officers, Firefighters and EMS personnel and to approve the payment of all salaries and wages.
- 5) To submit annually to the Board of Selectmen and to the Advisory Budget Committee the Sunapee Fire Department operating budget, capital reserve requests and capital expenditure requests together with justification for such budget items; and to approve expenditure of Town funds. Firewards may delegate authority to the Fire Chief to approve expenditure for items up to \$2,500.00 so long as these items do not exceed budgeted amounts.
- 6) To review and approve Sunapee Fire Department operating policies, standard operating guidelines and protocols and to refer to the Board of Selectmen for concurrence and/or approval those involving interdepartmental coordination, that appertain to ordinances or have major affect on Town residents.

THE BOARD OF FIREWARDS SHALL BE RESPONSIBLE FOR:

1. Managing the Sunapee Fire Department operations through the Fire Chief.
2. Controlling the expenditure of Town funds appropriated to the Sunapee Fire Department.
3. Assisting in the employing of a sufficient number of personnel to meet the needs of the Sunapee Fire Department. Recommendations for appointment may be made to the Firewards. Likewise, recommendation for termination may be made to the Firewards for just cause and after hearing with reasonable notice in writing of the charges against the person being recommended for termination.
4. Directing the Fire Chief to:

- a) Maintain all apparatus and equipment provided for all Fire and EMS emergencies and to cause all cisterns and sources of water to be fully supplied and kept in order within available Town funds.
- b) Conduct inspections of public, multifamily and commercial buildings and facilities in accordance with established State and National standards, and to provide reports as may be required.
- c) Establish policies, standard operating procedures and protocols, documenting and promulgating them to members of the Sunapee Fire Department and maintaining oversight of their implementation.

The Fire Chief shall have the authority and the control of all firefighters and officers and all fire apparatus and other equipment designed or used for the extinguishment of fire or the control of other emergencies in the town or city, and of all persons whose duty it is to aid in extinguishing fires.

The fire chief shall have the authority to enforce any local or state laws or rules pertaining to the control of combustible or hazardous materials, or both, the design of exits, and any other fire safety measures including the state fire code enacted pursuant to RSA 153:5.

The firefighters shall be organized in such companies, under the supervision of duly selected officers, and shall be subject to such duties in relation to the care, preservation and use of the public property entrusted to them, and to meeting for drill in the management thereof, as the chief shall direct or approve; and shall, by night or day, under their direction, use their best endeavors to extinguish any fire that may happen in their town or the vicinity of their town. Firefighters may also mitigate other emergencies which may happen in their town or the vicinity of their town.

Firefighter Associations - shall not be construed to preclude the formation of social or fraternal associations of firefighters of municipal fire departments, nor preclude such associations from adopting bylaws or conducting fund-raising activities for the benefit of a municipal fire department, provided, however, that:

I. There shall be no commingling of the funds of such an association with municipal fire department funds.

II. The use of any money or equipment of the association for official municipal fire department purposes shall be subject to the authority and control of the fire chief, and to the written policies approved by the governing body under RSA 154:1, IV.

**TOWN OF SUNAPEE
APPOINTED FIRE CHIEF**

JOB SUMMARY

Responsible for day to day Fire and EMS operations of the Sunapee Fire Department. Performs supervisory and administrative work in planning, organizing, budgeting, staffing, managing and directing all administrative and tactical operations of the department. Will have good working knowledge of and exercise good judgment of best practices consistent with the policy and procedures of the Town of Sunapee and the Sunapee Fire Department.

SUPERVISION RECEIVED

Works with considerable operational independence and personal judgment under the administrative direction of the Firewards. Uses judgment and initiative in interpreting orders, rules, regulations, procedures, laws, and in meeting emergency situations. Work is reviewed by conferences and observation of effectiveness of work performed by the Firewards. Such assessments may be appealed to the Selectboard, the final authority in evaluations.

SUPERVISION EXERCISED

Supervises directly or through subordinates all members of the Fire Department and provides administrative direction and training to assure the delivery of effective fire suppression and emergency medical programs for the Town of Sunapee. Responsible for the selection, evaluation and discipline of staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establishes Department goals, objectives, policies, procedures and regulations to assure the maximum readiness to respond to the Town's needs for emergency services; compiles and maintains records; reviews reports of others to assure progress toward the established goals and takes corrective action where necessary.
2. Coordinates and directs the activities of the Fire Department in all areas of fire protection and emergency medical services including, but not limited to, firefighting, fire prevention, fire service training, EMS training, hazardous materials, natural disaster and emergency rescue operations; assisting the emergency medical providers as needed and maintenance of Department equipment and facilities. Strives continually to improve efficiency and effectiveness of fire prevention and firefighting resources. Consults with the Firewards on major policy issues and priorities and meets with various Town, community and departmental personnel to explain and carry out these objectives.

3. Responsible for responding to fire and medical calls. Responds to the scene to evaluate the situation and make decisions as to required personnel, apparatus and alarm status. Acts as the Incident Commander (IC) on calls. Directs operations through instruction to subordinates; engages directly in firefighting, takes charge of emergency situations, directly provides emergency medical care as necessary or directs and guides other providers through the call. Defers to more highly certified medical providers with respect to medical care rendered. Provides auto extrication and rescue services as needed.
4. Develops and administers Department's operating budget; makes projections and recommendations for additional personnel and equipment. Considerable time spent researching equipment prices and obtaining multiple quotes. Attends budget hearings, town and informational meetings to answer questions and/or concerns of residents.

Example

- 1) Budget Meetings
- 2) Department Head Meetings
- 3) Kearsarge Mutual Aid Meetings
- 4) Regional Hazmat Meetings
- 5) Town Safety Committee Meetings
- 6) Meetings with the Town Manager
- 7) Meetings with the Board Of Selectmen
- 8) Peer Committee Meetings
- 9) Meetings with area Fire Chiefs
- 10) Fireward Meetings
- 11) 4th of July Meeting
- 12) Meetings with People/Businesses about Fire Codes
- 13) Meetings with Sales and Service Companies
- 14) Taking Phone Calls from Insurance Companies for information about the Department
- 15) School Inspections
- 16) Care Facility Inspections
- 17) Oil Burner Inspections
- 18) Woodstove Inspections
- 19) Fireworks Inspections
- 20) Issue Permits to Operate a Place of Assembly
- 21) All Department Vehicle Inspections, Registrations and Service
- 22) Complete Run Sheets/Time/Point Sheets Monthly
- 23) Approve all Bills for the Fire Department and Safety Services Building
- 24) Schedule Equipment and Property Repairs for Safety Services Building and Georges Mills Station
- 25) Meet with all New Members to obtain W9's, W4's and distribute Gear
- 26) Investigate All Complaints
- 27) Reprimand in writing
- 28) Make and Issue ID Cards for Members
- 29) Oversee the Purchasing of New Equipment

- 30) Investigate/Take Care of Alarms at the Safety Services Building and Georges Mills Station
- 31) Day to Day Operational Decisions
- 32) Travel to Obtain Supplies for the Fire Department and Safety Services Building
- 33) Issue Occupancy Permits
- 34) Attend Deliberative Session
- 35) Attend Summer Town Meeting
- 36) As Fire Warden, Write Fire Permits

5. Keeps abreast of new firefighting, rescue and fire prevention techniques. Reviews departmental compliance with regulatory matters. Responsible for, or overseeing others, in preparing National Fire Incident Reporting System (NFIRS), Trauma Emergency Medical Services Information System (TEMSIS) and all other reporting in a timely and compliant manner.
 6. Responsible for interacting with many other outside agencies including mutual aid partners, the Police Department, the Highway Department, the Water Department and numerous State and Federal authorities. Acts as liaison with the State Fire Marshall's Office.
 7. Responsible for working with the Town Manager and the Planning Board to prepare a Capital Improvement Plan.
 8. Responsible for personnel issues including promotion, training opportunities, discipline, hiring and dismissal. Works to promote a positive and inclusive work environment.
- (The listed examples are illustrative only and may not include all duties found in this position.)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of principles and practices of modern fire department administration; thorough knowledge of modern firefighting duties, methods and techniques; thorough knowledge of the operation of fire equipment, tools and apparatus used; thorough knowledge of fire prevention and thorough knowledge of training methods and the ability to instruct others in the use of machines and equipment. Knowledge of emergency medical care and rescue operations; knowledge of sprinkler systems and fire alarm systems; knowledge of Town ordinances, State Laws and relevant codes; knowledge of budgetary practices and procedures. Skill in driving and operating specialized fire equipment and trucks; skill in emergency management. Ability to read plans and blueprints; ability to maintain computer records and to prepare and present reports, both oral and computer generated.

MINIMUM QUALIFICATION REQUIRED

High School graduate or GED with at least eight (8) years of experience actively responding to Fire and EMS calls, six (6) years of which are in supervisory role at progressive Officer levels. Firefighter II (or higher) or EMT (or higher) may be substituted for up to two years of experience; OR any equivalent combination of education and related work experience, which demonstrates possession of the required knowledge, skills and abilities. Working knowledge of NFIRS and TEMSIS reporting. Some computer skills required. Must be a resident of the Town of Sunapee. Must have possession of valid NH Drivers License without suspension or limitations. The availability 24 hours per day to meet emergency situations.

02/06/2019

Donna Nashawaty

From: Steven Marshall <smarshall@smarshall.us>
Sent: Monday, February 4, 2019 10:09 AM
To: Donna Nashawaty
Subject: Comments for the Board

Good Morning Donna,

After you have a chance to review, would you please share my comments about the Fire Wards situation with the Selectmen?

After sitting through the Board of Fire Engineers meeting with the BoS last week, I am not very confident that the change required by the Town Meeting vote of last year will go into effect fully on March 19. The current Engineers have had a year to prepare for this change. Both you and the BoS have asked them for documentation for job descriptions/tasks for the incoming Board and they have not complied.

Only when Selectmen Augustine started pushing the matter did the BoE submit anything. The "Committee" as it was supposed to be, morphed into two Engineers putting forms together. I had resigned from the Committee, but there were two other members that were supposed to be on the Committee, and a third that became a member. I have personal knowledge that two of them were never notified of any meetings. I watched via streaming the BoS meeting on November 17 when the Board was told that other members could not attend that night's presentation because there were family and career commitments that precluded attendance. Again, I have personal knowledge that two members were never notified of the presentation.

The BoE's presentation consisted of copies of RSAs related to Fire Wards and Chiefs with no guidance as to what the BoS should be looking for when selecting a Fire Ward. They were told to come back with job descriptions for the Wards and Chief for the December 17 meeting, but were not prepared for that presentation and had it postponed until January 28.

Prior to the January 28 meeting I had a conversation with Selectmen Augustine, and related to him that I had no basis of fact or independent information to lead me to such a conclusion, but I was concerned that the BoE felt that if they did not come forward with a plan, then the BoS may reappoint them and let them continue the process.

At the January 28 meeting, the BoE did not present a guideline for the BoS to advertise and interview for Fire Ward. Instead, they gave a list of what the Fire Chief did the past year. Then, true to my suspicion, the suggestion was made that two of the current Engineers be appointed to the Fire Wards and complete the remainder of the terms to which they were elected. One of those Engineers, Dana Ramspott, had no idea that suggestion was to be floated and does not support it.

The BoE clearly does not want to, or cannot comply with, the vote of Town Meeting and requests of the BoS:

1. It has been a year in the works and very much in earnest for the past 3 months with little actual progress.
2. Though advised by the Town Attorney that it is not good practice that the Fire Chief be a member of the BoE, and self-appointed Chairman of the Board, he has not stepped down as Engineer or Chair

3. No plan for Department reorganization has been put forward.

At the January 28 meeting I asked the BoS what becomes of the BoE/Fire Wards if there are no Fire Wards appointed by March 19. The answer was that the BoS becomes the *de facto* Board of Fire Wards until they appoint a Board.

The BoE are supposed to have a full plan to present at the February 11 meeting. Regardless of the quality of that report, be it perfect and no need for modification, or the BoS wants to review and come back to the next meeting with suggested changes, there is not enough time at this stage to accept the plan, advertise for volunteers, interview applicants, vet selectees and have them in place before the current Board is dissolved.

I sincerely hope that the BoS will take on the task of acting Fire Wards, and use the resources of the Town Manager to develop a proper set of criteria for selecting and appointing the new Fire Wards. This will also allow the Town Manager time to work with Board to resolve the payroll and other accounting concerns that she has.

All the Department members want is a smooth running, safe, cohesive work environment. The voters gave us the vehicle to get to that destination, I hope the BoS will help us get to the goal.

Thank you.

Steve Marshall



3 year team - 2/11/2022

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

Name: Hayward Daniel Date: 1/28/19
(Last) (First)

Sunapee Registered Voter: Yes () No

Mailing Address: 133 Ryder Corner Rd
Sunapee NH 03282
Street Address (if different): _____

Lived in Sunapee Since: 2007 Home Phone: 603-763-5763 Work Phone 763-3575

E-mail: d.hayward@yahoo.com Fax: _____

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

2. For consideration:

a. Occupation: Resort Services Mgr b. Employer: Vail Resorts
c. Length of current employment: 15 y d. Education: BS.
e. Relevant Experience: _____

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 _____ hours per week (daytime) 4 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: current Rec position 1

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? Assist with Veterans Food Project
participate in community activities

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

many years of management + recreation

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

continue to serve my community

6. Additional Comments: _____


(Signature)

1/28/2019
(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)

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Recreation Committee

Meeting Minutes

9/11/2018

Opening

The regular meeting of the Recreation Committee was called to order at 5:30PM on 9/11/2018 in Town Hall Meeting Room by Chair Charleen Osborne.

Present

Dan Hayward, Maria Fair, Scott Blewitt, Charleen Osborne, Megan Oxland, Ed Winters

Guest

Mike LaVoie

Soccer issue brought up by guest:

Mike LaVoie came to the meeting at the request of Scott to address his concerns during soccer. Mr LaVoie wanted his son to be able to move up from the Kinder level and be able to play with the 1st and 2nd graders. He spoke with the coach and felt that his son's skills were not expanded on, wanted a refund (pro-rated?)

The committee discussed current policies and explained our philosophy on recreation sports and the committee's decision-making progress. The committee stands by it's policies on keeping kids with their peers.

Youth Soccer

1. Late signups will only be accepted when there is room on the team.
2. Late fees to be discussed at next meeting.
3. Need adult referees

Current numbers: Kinder:22, Grade 1&2: 28, Grade 3&4: Girls 13, Boys 16, Grade 5&6: Girls 12, Boys 10

Veterans Field

1. Discussion about creating a warrant article to create a Trust Fund. Trust Fund to be created without a request for funds from the taxpayers.

2. Creation of a 501(c)3 completed. "Friends of Sunapee Recreation. Initial founders. Charleen Osborne, Steve Marshall, Mike Terry, Dan Hayward, and Paul Skarin.

Turkey Trot

12th Annual Turkey Trot. Discussion about registration, coordinating volunteers, and sponsors.

Christmas in Harbor

Wagon Rides (Rec Sponsor), Looney Lunge (Rec Sponsor). Will we stick with this? We should check and see what the other plans are.

Membership

Charleen Osborne and Dan Hayward term expires Oct 2018. Ed made a motion to accept Dan & Charleen for renewal, Maria seconded. All in favor. Maria Fair brought up her term expiring and that she has been on the committee for 10 years and was not going to seek re-election. After looking up the date, Maria does not expire until July 2019. Maria discussed swapping to become an alternate if there was an interest in a full-time member until her term expires. Currently 1 Full time vacancy and 2 part time vacancies remain.

Yacht Club Donation

The Lake Sunapee Yacht club wants to donate 6 Opti (beginner) sailboats. They can be used to replace our sunfish and parts are readily available. Maria made a motion to accept, and to donate some or all of our used Sunfish sailboats to Bucklin Beach in New London seconded by Dan. All were in favor.

Adjournment

Meeting was adjourned at 6:26 Motion by Dan, seconded by Maria, adjourned by Chair Charleen Osborne. The next general meeting will be at 5:30pm on 10/9/2018, in Town Hall Meeting room.

1 year term 2/11/20



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

Name: PALMER (Last) SHARON (First) Date: 1/29/19

Sunapee Registered Voter: Yes No

Mailing Address: P.O. BOX 673
Sunapee, NH 03782
Street Address (if different): 88 WATERLOT RD.
SUNAPEE, NH 03782

Lived in Sunapee Since: 2006 Home Phone: 603-763-3492 Work Phone: _____

E-mail: billsharon.palmer@gmail.com Fax: _____

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

- Ahhott Library Trustee (Alternate) _____ 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

2. For consideration:

a. Occupation: Retired non-profit Director b. Employer: _____

c. Length of current employment: _____ d. Education: MS

e. Relevant Experience: Currently serving as Alternate Trustee (since 2015)

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 4 hours per week (daytime) 2 hours per week (evenings)
0 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: _____

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? To continue to serve our community with this energetic + committed Board of Trustees.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Having served as an Alternate for the past 4 years, as well as my experience as Executive Director of a not-profit agency for 30 years.

5. Your reasons for wanting this/these appointments /appointments are:
To continue to serve the community and to support library staff while promoting library services.

6. Additional Comments:

Sharon Palmer
(Signature)

1/29/19
(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)

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Minutes of the Abbott Library Trustee's Meeting - DRAFT
Abbott Library, Sunapee, NH
January 29, 2019

In attendance were Trustees: Carol Brudnicki, Chair, Peg Lesiak, Secretary, Susi Churchill, Treasurer, Scott Rappeport, Jim Currier and Terri White.

Alternates: Suzanne Tether

Library Director: Mindy Atwood

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Tuesday, January 29, 2019. Carol indicated that Suzanne Tether would be sitting in for Jane Frawley. Jane has an excused absence.

II. Approval of Minutes

Terri moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, December 18, 2018, as submitted. Motion was seconded by Scott and unanimously approved.

III Treasurer's Report

A. Review of Financials

All accounts have been reconciled. The Town Funding was paid on 12/31/18 but was not deposited until January. That amount will show in the January report.

B. Review/Approve Bill Manifest

Terri made a motion, seconded by Susi, to accept the December 2018 Manifest of Bills. The motion passed unanimously.

C. Operating Account Balance

Susi indicated there were two issues with the Operating Account - Profit & Loss vs. Actual statement:

1. There was a miscoding of the Town Funding. Susi is meeting with Denise Bressette, the former Treasurer to the Trustees, to determine the best way to rectify the coding. The total town funding contributions for 2018 came to \$353,619.34 based on the town budget report.
2. Susi indicated that her total for the retirement contribution from the town is \$502.90 less than the total from the town report. Susi emailed Lynn Wiggins to check on the number.

Lynn indicated the library's numbers in the budget seem final; however, she needs to wait for all other departments to come in. Mindy added that the numbers in the Town report aren't considered "official" since these are unaudited.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. After School Kids (ASK) Program

Mindy shared information regarding the hours, costs and enrollment trends over the past three years for the ASK Program. A discussion ensued regarding possible reasons for the declining enrollment and what thoughts the Trustees had in regard to the future of an after school program. After discussing a number of possibilities, the Trustees decided to wait for the Children's Librarian opening to be filled in order to tap into the input, ideas and experiences of the new hire in regard to after school programming.

B. Staffing

1. Mindy indicated that the library is down 46 hours of staff resources due to two resignations (ASK Program Coordinator, Children's Aide). Mindy has withdrawn the job posting for a temporary after school program coordinator and replaced it with a job posting for the Children's Librarian position. This position is part-time, 28-34 hours per week. Mindy made some changes to the job description and to date, three resumes have been received.

Jim made a motion to approve the Children's Librarian job description, as amended. This was seconded by Scott. The motion passed unanimously.

2. A dear volunteer, Mary Hillier, passed away recently. Her partner named the Abbott Library as the recipient for donations in lieu of flowers.

C. Annual Reports

The annual report for the Town of Sunapee Report has been submitted to Melissa Pollari. Remaining to be submitted is the final Profit & Loss-Budget vs. Actual for 2018, which Melissa knows is still being finalized.

Next, Mindy will begin work on the annual report for the New Hampshire State Library.

D. Buildings and Grounds

The three replacement pumps were installed. We are waiting for the results of the pH level of the water, post-flush.

The laminate on the tops of the bookcases in the adult fiction area is peeling again. Mindy has been in touch with Tucker Interiors and they are going to make arrangements to have the tops replaced at no cost to the Library.

E. End of Year Budget

1. The final bill for the system flush was \$5,700.00. The extra costs are the result of additional labor required due to a leak in the Staff room and the need for more supplies (antifreeze) than originally anticipated. A few transactions are pending prior to clearing the 2018 budget. Based on prior decisions made by the Trustees on how to fund the flush and due to the unanticipated issues noted, an additional \$470.05 is needed to pay the bill.

Jim made a motion to pay the invoice for the flush by taking the additional \$470.05 needed from the Donations Account. Susi seconded the motion. The motion passed unanimously.

2. In reviewing the budget, Mindy realized that \$554.01 in reimbursements from the Friends and the Foundation was accidentally deposited in the Trust and Fines account rather than the Operations Account.

Jim made a motion to approve moving the \$554.01 that was incorrectly deposited in the Trust and Fines account to the 2018 Operations account. Peg seconded the motion. The motion passed unanimously.

3. At the September 18, 2018 Trustee meeting, a motion was passed to deduct the cost of the advertising for the book sale from the proceeds of the book sale in order to reimburse the Library's 2018 operating budget line item for Publicity. This transfer of \$242.40 did not occur. Mindy will work with Susi and Jeanne to make sure this is reflected in the final numbers for 2018.

F. Friends of the Abbott Library

The Friends of the Abbott Library approved a request for \$17,418.00 to support supplemental programming, pilot programs for new library services and staff development. They also verbally committed to up to an additional \$4000.00 for the library's summer programs. Mindy shared the presentation and spreadsheet she presented to the Friends Board.

G. Professional Development Opportunity

Mindy has applied to attend the New England Library Leadership Symposium (NELLS), which is a five day intensive training program that fosters the mentoring and development of leaders in state and regional library associations. NELLS participants are library professionals, paraprofessionals, and volunteers (ex. trustees, friends) in mid-career (3-15 years of experience in or with libraries).

The dates for the NELLS program in 2019 are August 12-15. The Trustees were very supportive of Mindy's application for this program and indicated that she would not have to use vacation time to attend this program.

H. Library Stats

Mindy highlighted two areas from the library statistics report:

1. There was a significant increase (212%) in online services accessed in 2018 vs. 2017. Mindy indicated this is due in large part to patrons accessing the New York Times and the Universal Class. She noted that these two offerings were funded by the Friends.
2. In 2018, the number of items lent by Abbott Library via the inter-library loan program was up by almost 500 items. The inter-library loan effort requires very intensive work and kudos were given to Justin for the masterful way he manages this work given the increase in the workload.

V. Chair's Report

A. Connection to Town's Website

The Abbott Library has been connected to the Town's website. This meeting of the Trustees and future meetings will be live-streamed on the Town's website.

B. 2019 Budget

The ABC Committee submitted the 2019 budget at the Jan. 8, 2019 Selectmen's meeting, which Carol attended. The budget was accepted by the Selectmen.

C. Old Abbott Library Sale

On January 14, 2019 the Sunapee Historical Society and the Selectmen signed paperwork transferring the ownership of the Old Abbott Library to the Historical Society. The Historical Society presented the Town of Sunapee a check for the purchase of the Old Abbott Library building. The Town of Sunapee then presented Terri and Carol, on behalf of the Abbott Library Trustees, a check for \$240,120.00 as per the Cy-Pres agreement for the Abbott Library's share of the sale.

The Historical Society requested a letter from the Trustees indicating the equity has been paid in full from the Town of Sunapee. Terri drafted the letter, which was reviewed by the Trustees at this meeting.

Carol made a motion to accept the letter, as drafted by Terri, to the Historical Society and to authorize Carol to sign the letter on behalf of the Abbott Library Trustees. Jim seconded the motion. The motion passed unanimously.

Terri shared that Bob Wells, the attorney for the Abbott Library, is looking into the gift language to inform the Trustees on how these monies may be used. Once Bob has the information, Terri will request he put this information in writing. She suggested the Trustees may want to invite Bob to a Trustee meeting to answer any questions.

The Trustees discussed where and how to invest these funds. Susi shared research she had done on different banks and their offerings in regard to CD vehicles. After discussing various bank options, timeframes, and the realities of when future plans for the library might be developed, the Trustees reached a decision.

Terri made a motion to deposit \$240,120.00 into an 18 month CD with Mascoma Bank. Jim seconded the motion. The motion passed unanimously.

D. Policies

The following policies need Board approval:

1. Technology Policy
2. Facility Maintenance Policy
3. Safety Policy
4. Public Record Policy
5. Patron Service Policy

The Technology Policy and the Facility Maintenance Policy were reviewed at this meeting (see Section VI).

E. Abbott Library Trustee Meeting Schedule

It was suggested at the last Trustee meeting that the day of the week and time of the monthly Trustee meetings be reviewed. This was raised due to the fact that having the meetings on Tuesday evening requires Mindy to come into the Library on a day when the library is not open and she does not have to work.

Mindy's input was sought and the Trustees made a motion, which passed unanimously, to change the meeting schedule from the third Tuesday of the month at 5:30pm to the third Thursday of the month at 5:30pm. This motion was rescinded, however, as it was noted that the By-Laws should be checked as an edit may need to be made to make this change. Terri will research this and get back to the Trustees at the next Trustee meeting, which will remain at the third Tuesday of the month, February 19, at 5:30pm.

F. 2019 NHLTA Spring Conference

Carol shared that the 2019 NHLTA Spring Conference will be May 29th at the Doubletree Hotel in Manchester, New Hampshire.

G. Town Meetings

The Town Deliberative Session will be held Feb. 5th at 7:00pm at the Sunapee Middle High School. Trustees are encouraged to attend this meeting to support the Library's proposed budget.

H. Trustee Elections and Alternate Recommendations

Carol indicated that both she and Terri, whose terms as Trustees are expiring, have submitted their names for re-election.

Carol also shared that Sharon Palmer's term as an alternate is due to expire. Sharon indicated that she would like to continue as an alternate for the Trustees.

Peg made a motion, seconded by Suzanne, that we recommend to the Board of Selectmen that Sharon Palmer be accepted for the role of Alternate for the Abbott Library Trustees. The motion passed unanimously.

VI. Policy Committee – Policy Approval

1. Technology Policy

Susi made a motion, seconded by Terri, to approve the Technology Policy for the Abbott Library, as amended. The motion passed unanimously.

2. Facility Maintenance Policy

Peg made a motion, seconded by Carol, to approve the Facility Maintenance Policy for the Abbott Library, as amended. The motion passed unanimously.

VII. Report from the Abbott Library Foundation

Mindy reported that the newsletter sent out by the Foundation was yielding some nice donations. She reminded the Trustees that the Foundation is eager for ideas from the Trustees for future projects the Foundation could support.

VIII. Report from the Friends of the Abbott Library

As noted earlier, Mindy made a presentation to the Friends on possible programs and development they could support in 2019. The Friends approved everything except digital magazines, which can be accessed elsewhere (this aligned with what Mindy actually recommended as there is no need to duplicate).

Mindy commented positively on what an active Friends group the library has, indicating how they also give their time to help the library staff in the planning process. Terri recommended the Trustees consider nominating the Abbott Library's Friends group when the NHLTA looks for nominations. Terri will take the lead on the application when nominations are called.

IX. Planning Committee – Peg Lesiak

Peg provided a brief overview of the prior decision of the Trustees to develop a task list vs. a longer term strategic plan for the library. Upon further discussion, the Trustees determined that both are needed. Terri suggested that a strategic planning off-site be considered, given the need to spend focused time and discussion on longer term plans for the library (vs. trying to do this during a monthly Trustee meeting). Mindy offered to research facilitator options to lead this meeting, and will get back to Peg and Terri with her findings.

Given the need to also have a task list, which will also be used to guide the Foundation and the Friends on future ideas for their support, it was agreed that 15 minutes on the February Trustee meeting agenda will be allocated for this topic. Carol will remind the Trustees to come prepared with their ideas when she sends out her Chairman's Report in February.

X. Old Business/Other Business

Jim shared that he and John Wilson, a former actively engaged supporter of the Library as well as being a former Trustee, had talked of building a podium for the library's use. John offered to pay for the materials and Jim offered to build it. Jim has completed the podium, which is beautifully crafted. Jim would like to put a plaque on the podium, honoring John Wilson. All were in agreement with this idea.

XI. Public Comment

None.

XII. Adjournment to Non- Public Session 91-A:3 II(a)

*The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Carol made a motion to adjourn to a non-public session. This was seconded by Jim. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(a) at 7:38pm.

By roll call vote, the Trustees voted to have the minutes of this non-public session sealed permanently.

Carol made a motion to resume public session, seconded by Suzanne. Approved unanimously, the Trustee returned to public session at 9:08pm.

XIII. Adjournment

Jim made a motion to adjourn, seconded by Suzanne. This was unanimously passed.

The meeting was adjourned at 9:09 pm.

Respectfully Submitted
Peg Lesiak, Secretary
February 1, 2019



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

Certificate of Vote of Authorization

February 11, 2019

To Whom it May Concern:

This is to certify that Joshua Trow, the Chairman of the Sunapee Board of Selectmen is authorized to act on behalf of the Town of Sunapee in negotiating for the acceptance of any and all State Aid in connection with sewage disposal facilities in said Town of Sunapee.

The undersigned Selectmen hereby authorize, Joshua Trow, as Chairman of the Sunapee Board of Selectmen, to negotiate toward the acceptance of any and all State Aid Grants on the Town of Sunapee's behalf.



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

Memorandum

TO: Board of Selectmen

From: Normand G. Bernaiche, Chief Assessor

MB

Re: Equalization and Ratio Study

Date: February 4, 2019

2018 EQUALIZATION RATIO

The weighted mean equalization ratio is used by the State of NH and Sullivan County to collect and distribute tax dollars based on assessed value. Every town and city in the state goes through this process every year. While not trying to be exhaustive, I will attempt to supply definitions and statistical standards which help us understand the process. Accompanying this narrative explanation are the numbers which were derived by the State of New Hampshire Department of Revenue Administration for the time period of October 1, 2017 to September 30, 2018. The reason for this date range is to use sales 6 months prior and 6 months after April 1 of every year. There were 108 sales of which 77 were considered arm's length. Last year there were 97 arm's length sales and 65 in 2016.

Individual Ratio – is a single assessment divided by the corresponding sale price of that property.

Overall Assessment Ratio – Total ratio of all valid sales from October 1, thru September 30 of any tax year.

Median Ratio – The middle ratio when a set of ratios is arrayed in order of magnitude. As per state standards the ratio should fall between .90 and 1.10 in the year of certification.

Weighted Mean Ratio – The sum of the assessments divided by the sum of the sales prices in a ratio study. As per state standards the ratio should fall between .90 and 1.10 in the year of certification.

Stratum – A class or subset of the population being studied. For example: Single Family Residential, Waterfront, Vacant Land and Condominiums.

Coefficient of Dispersion – The (COD) is a measure of assessment equity and represents the average deviation of a group of ratios from the median ratio expressed as a percentage of the median. A COD is

calculated for the entire sampling and for each stratum. As per National Assessment Standards, CODs should be under 20 in rural and recreation areas, under 15 for older heterogeneous and under 10 for new, more homogeneous areas. Since New Hampshire is generally rural and has diverse property types the state standard is 20.

Price Related Differential – The (PRD) is calculated by dividing the mean ratio by the weighted mean ratio. It measures vertical inequities (differences in the appraisal of low-value and high-value properties) in assessments. PRDs greater than 1.03 tend to indicate assessment regressivity (lower value properties assessed at higher ratios. PRDs less than .98 tend to indicate assessment progressivity (lower-valued properties assessed at lower ratios than higher-valued properties). PRDs in New Hampshire should be between .98 and 1.03 during the year of certification.

Sunapee's 2018 Ratio Analysis

I have reviewed the most recent ratio study provided by the State and my conclusion is Sunapee's assessment program is performing ok, showing signs of needing a realignment of values which will happen in 2020 . The Weighted Mean Ratio for 2018 is 86.8.6% which means if nothing else changes in the other communities, Sunapee will pay a larger share of the County budget. It is not known at this time what the weighted mean equalization ratio is in the other Sullivan County communities. In 2017 it was 95.4%. In 2016 it was 94.6% which was one year after the revaluation. The average sale price was \$275,000. The average sales price for a two-year period from October 2016 to September 2018 is \$274,750.

The Median Ratio for 2018 is 90.8%. In 2017 it was 94.3%. In 2016 it was 95.5%.

More importantly, our COD is well within acceptable limits at this time but still higher than our self-imposed range. It is presently 14.4% up from 12.2%. Again, anything under 10% is considered very good equity and fairness.

Finally, the PRD for 2018 is 1.06 which is above acceptable limits which means higher priced properties are assessed lower on average than lower priced properties. In 2017 it was 1.00 which indicates the lower priced properties are on average, assessed similarly to higher priced properties.

I attempted to look at whether the sales sample was representative of the total population in Sunapee. It appears that all strata are adequately represented. Specifically, I looked very closely at the number of Lake Sunapee waterfront sales as compared to the total and what that number of sales represented in % of dollars. It was lower in terms of % number of sales. There were 5 lake Sunapee sales as opposed to a normal sampling of 8 would make it more representative. The ratio in this strata dropped from 95% to 77% which is a huge change. All in all, it appears the sample is an overall adequate representation and the study is valid. The two-year weighted mean average is 89%. We will continue to monitor the various sub-classes of strata to determine what adjustments if any are necessary moving forward.

I am available to discuss the findings of the state and my analysis of it. Attached is the study. Thank You.

Hi Donna,

If the pictures are simply records at the library that interested people can come by and check out, I don't think any policy is needed.

If someone from the public, or the photographer, wishes to use the pictures for some other, non-personal purpose, then the people in the picture should give their permission for that use. But the town should not be the one enforcing that. These are basically public documents and the town cannot be responsible for how they are used once they are released or available to the public. The photographer should certainly get permission of the people in the photos if he wants to use these photos to promote his/her business. And if someone uses social media and links to or posts one of these pics, and the people in the pics are upset, that is a private matter between those people and the town should not get involved.

Hope that helps. If there are further questions, just let me know. Thanks,

Steven Whitley, Esq.

Mitchell Municipal Group, P.A.

25 Beacon Street East

Laconia, NH 03246

Ph.: 603-524-3885

steven@mitchellmunigroup.com

www.mitchellmunicipalgroup.com





nobis

February 4, 2019

Project No. 33302.00

[REDACTED]
[REDACTED]

Sunapee, NH 03782

Re: Water Supply Sampling

[REDACTED]

For Sunapee Landfill

89 Avery Road

Sunapee, New Hampshire 03782

NHDES Site No. 199103006

Dear [REDACTED]

Nobis Group® has been regularly monitoring the groundwater quality at the Sunapee Landfill to determine the whether the landfill is impacting area groundwater. In April 2018, at the request of the New Hampshire Department of Environmental Services (NHDES), groundwater samples were collected for the analysis of per-and polyfluoroalkyl substances (PFAS). Perfluorooctanoic acid (PFOA) and/or perfluorooctane sulfonate (PFOS) were detected in two of the groundwater monitoring wells on the landfill property at concentrations above the Ambient Groundwater Quality Standard of 70 ng/L (nanograms per liter, equivalent to parts per trillion).

[REDACTED]

As a result of these findings and the proximity of your property to the landfill, we are requesting access to your property to collect water samples for analysis of PFAS. The sampling is to ensure that your water supply has not been impacted by PFAS and is being performed at the request of NHDES and the Town of Sunapee to protect your health. There is no cost to you for the sampling, and laboratory analytical results will be provided to you when available.

The sampling will be performed by a representative of Nobis at a mutually convenient time. It is preferable to collect the sample from a pressure tank. If that is not possible, then collection at a non-aerated tap or spigot is acceptable.




PFAS contamination has been in the news lately, and more information is available on the NHDES website at <https://www4.des.state.nh.us/nh-pfas-investigation/>. If you have any further questions or concerns, please do not hesitate to contact me at (603) 513-1010 or lcox@nobis-group.com.

Please indicate your permission for access to your property by signing and returning one copy of this letter. If you choose not to grant permission, please write "Access not Granted" below and return a copy of this letter. Retain one copy for your records.


Sincerely,
Nobis Group®




Lori Cox, P.E.
Project Engineer


c: Scott Hazelton, Town of Sunapee
File No. 33302.00

ACCESS PERMISSION

Permission for Nobis Group® is hereby granted to perform supply well sample collection on the property located at  in Sunapee, New Hampshire as evidenced by the signature below.

Signature: _____ Date: _____

Printed Name: _____

Printed Title: _____

Please provide a preferred contact number: _____