

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, March 25, 2019

- Election of Officers
- Committee Assignments
- CIP (Capital Improvement Program):
- CROWTHER CHAPEL:
- HIGHWAY SAFETY:
- LSPA:
- PLANNING:
- SCENIC BYWAYS:
- SCHOOL ABC REP:
- TRI-TOWN ASSESSING:
- UVLSRPC:

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

2. APPOINTMENTS

- 7:00PM-Sullivan County Manager Ferland
- 7:15PM-Senator Ruth Ward
- 7:30PM-Representative Gates Lucas
- 7:45PM-Scott Blewitt-Accept \$500 Donation/Red River Baseball

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Use of Facilities:
  - 04/21-Lake Sunapee United Methodist Church Easter Service, Gazebo-also Sunday Mornings from July 1-Labor Day
  - 05/11-3<sup>rd</sup> Annual Color Run/SMHS, Dewey Beach
  - 08/11-Love Your Lake Day/LSPA, Harbor
  - 08/24-Felch/Glidden Wedding, Gazebo
- Sign Springfield Transfer Station Agreement
- Approve New Pay Table/Job Description
- Fireward Candidate: John Paris

5. CHAIRMAN'S REPORT

Items requested by Selectman Augustine

- Thanks to election day workers & volunteers
- Review election results and discuss next steps given election outcomes
- Status update on duplicate road names
- Discuss 2019 plan for paving of gravel roads

- Discuss guidelines for "Public Comments" (e.g., should comments be related to Town-governance & operations topics or anything goes)
- Town employee job openings

#### 6. TOWN MANAGER REPORTS

- 2018 End of Year Expense report
- School Facebook Policy & Structure
- Update on Personnel Policy – Schedule
- Update on Website

#### 7. UPCOMING MEETINGS:

- 03/28-5:30PM-Water & Sewer Commission, Town Meeting Room
- 04/03-7:00PM-Conservation Commission, Town Meeting Room
- 04/04-7:00PM-Zoning Board, Town Meeting Room
- 04/08-6:30PM-Board of Selectmen, Town Meeting Room

**Town of Sunapee**  
**APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES**

Area (Circle One): BenMerc/Banstand - Sunapee Harbor - Georges Mills Harbor - Dewey Beach - Coffin Park - Ski Tow Safety Services Building - Town Hall

Name of Organization: Lake Sunapee United Methodist Church

This Organization is: Profit - Non Profit - Political - Private - Other Non Profit

Name of Duly Authorized: The Rev. Cheryl L. Meachen

Mailing Address PO Box 335, Sunapee NH 03782-0335

Daytime Phone: 603-491-2031 Evening Phone: \_\_\_\_\_

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

Event Date: April 21, 2019 Easter Time From: 6:00 am To: 7:00 am

Please describe the event: Easter Sunrise Service

Also, Sunday mornings from July 1 - Labor Day, 2019 from 7:30 - 8:30 for early morning worship

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attach a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) 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.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) 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 up to 25 # of people and up to 10 # of vehicles attending our event.

s/Cheryl L. Meachen March 20, 2019  
 Signature of Responsible Individual Date

Approved by Chief of Police \_\_\_\_\_ Date \_\_\_\_\_  
 # of Officer(s) will be assigned to event at applicant's expense.

[Signature] 3/20/19  
 Approved by Recreation Director (if applicable) Date

Approved by Fire Chief (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. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000. **attached**

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

## Town of Sunapee

### APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Banstand – Sunapee Harbor – Georges Mills Harbor – Dewey Beach – Coffin Park – Ski Tow Safety Services Building – Town Hall

Name of Organization: Sunapee Middle High School - Class of 2022

This Organization is: Profit – Non Profit – Political – Private – Other

Name of Duty Authorized: Jonathan Reed

Mailing Address: SMHS 10 North Road  
Sunapee NH 03782

Daytime Phone: 603-763-4627 Evening Phone: 603-727-8824

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

Event Date: May 11, 2019 Time From: 7:00 am To: 12:00 pm

Please describe the event: 3rd Annual Color Run. Start + Finish at Dewey Beach. Parking plan to be approved by Chief of Pol. as in the part.

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) 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.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) 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 250 # of people and 100 # of vehicles attending our event.

[Signature] Signature of Responsible Individual 3/14/19 Date

[Signature] Approved by Chief of Police 3-15-19 Date

[Signature] # of Officer(s) will be assigned to event at applicant's expense. Approved by Recreation Director (if applicable) 3/16/19 Date

[Signature] Approved by Fire Chief (if applicable) 3/19/19 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. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

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

# Town of Sunapee

## APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Banstand - Sunapee Harbor - Georges Mills Harbor - Dewey Beach - Coffin Park - Ski Tow Safety Services Building - Town Hall

Name of Organization: Lake Sunapee Protective Association

This Organization is: Profit - Non Profit - Political - Private - Other \_\_\_\_\_

Name of Duly Authorized: June Fichter

Mailing Address P.O. Box 683  
Sunapee, NH 03782

Daytime Phone: 603-763-2210 Evening Phone: \_\_\_\_\_

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

Event Date: August 11, 2019 Time From: 10:00 AM To: 2:00 PM

Please describe the event: Love Your Lake Day & Antique Boat Parade

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
- (2) 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.
- (3) No equipment or materials may be permanently attached to the building/structure without specific permission from the Board of Selectmen.
- (4) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area (Copy attached).
- (5) 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 200 # of people, and 100 # of vehicles attending our event.

June Fichter 3/7/2019  
Signature of Responsible Individual Date

[Signature] 3-14-19  
Approved by Chief of Police Date

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

[Signature] 3/10/19  
[Signature] 3/19/19  
Approved by Recreation Director (if applicable) Date

**Town of Sunapee**  
**APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES**

Area (Circle One): BenMere/Banstand - Sunapee Harbor - Georges Mills Harbor - Dewey Beach - Coffin Park - Ski Tow Safety Services Building - Town Hall

Name of Organization: Felch / Glidden Wedding

This Organization is: Profit - Non Profit - Political - Private - Other

Name of Duly Authorized: Kelly Felch / Mark Glidden

Mailing Address: 86 Lower Main St. Sunapee, NH 03782

Daytime Phone: 603-667-6366 Evening Phone: Same

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

Event Date: 8/24/19 Time From: 11AM To: 12pm

Please describe the event: Wedding Can we kiss rose petals?

I/We acknowledge understanding the following restrictions:

- (1) The Town of Sunapee enforces the Ordinance for Control and Use of Alcoholic Beverages. If per permitted, please attached a copy of the permit to the application. If approved by the Selectmen, I understand:
  - a. Alcohol will not be sold.
  - b. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees.
  - c. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event.
  - d. I am responsible for terminating the event by midnight.
  - e. I agree that random police checks may be made at any time.
  - f. I understand all relevant State laws must be complied with.
  - g. I under I must obtain liability insurance in the amount of \$300,000 and a copy must be filed with the Board of Selectmen before use of alcohol will be permitted.
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- (5) 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 75 # of people and 15 # of vehicles attending our event. We rented Shuttle

Signature of Responsible Individual: [Signature] Date: 3/13/19

Approved by Chief of Police: [Signature] Date: 3-18-19

# 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) [Signature] Date: 3/19/19

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. In the event that alcoholic beverages permitted shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such function, written confirmation that the applicant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.

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



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

**AGREEMENT FOR THE USE OF THE TOWN OF SUNAPEE  
TRANSFER RECYCLING FACILITY**

This agreement is made between the Town of Sunapee and the Town of Springfield by their respective Boards of Selectmen. The purpose of this agreement is for the use of the Transfer Recycling Facility owned by the Town of Sunapee, by the residents and taxpayers of Springfield.

The Board of Selectmen of Springfield agrees to pay the Town of Sunapee \$108,760 in four quarterly payments of \$27,190. The total sum is 25% of the 2019 Transfer Station operating budget of \$533,327 (\$133,332) less \$24,572 which is 25% of the \$98,286 (2018 Revenue) received from the sale of recycled items and the sale of "open-top" tickets. This agreement is to be renewed annually.

\_\_\_\_\_  
Joshua Trow

\_\_\_\_\_  
Suzanne Gottling

\_\_\_\_\_  
John Augustine

\_\_\_\_\_  
Frederick C. Gallup

\_\_\_\_\_  
Shane Hastings

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date Approved

Board of Selectmen  
Town of Sunapee

\_\_\_\_\_  
Date Approved

Board of Selectmen  
Town of Springfield





Pay Table 2019 2.2% COLA Applied

| Grade                                    | Step 1   | Step 2   | Step 3   | Step 4   | Step 5   | Step 6   | Step 7   | Step 8   | Step 9   | Step 10  | Step 11  | Step 12  | Step 13  | Step 14  | Step 15  | Step 16  | Step 17  | Step 18  |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>11 Positions</b>                      |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Recreation Director P/T                  |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Heavy Equipment Operator                 |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Bookkeeper/Accountant                    |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Equipment Mechanic                       |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Water/Wastewater Plant Operator II       |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Office Manager W & S                     | \$ 20.29 | \$ 20.80 | \$ 21.32 | \$ 21.85 | \$ 22.40 | \$ 22.96 | \$ 23.53 | \$ 24.12 | \$ 24.72 | \$ 25.34 | \$ 25.97 | \$ 26.42 | \$ 26.88 | \$ 27.35 | \$ 27.83 | \$ 28.32 | \$ 28.82 | \$ 29.32 |
| Prosecutor                               |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Buildings Maintenance Full Time          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Operator Mechanic                        |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Zoning Administrator P/T                 |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Assessing Technician                     |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>12 Positions</b>                      |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Foreman Transfer Station                 | \$ 21.93 | \$ 22.48 | \$ 23.04 | \$ 23.62 | \$ 24.21 | \$ 24.82 | \$ 25.44 | \$ 26.06 | \$ 26.73 | \$ 27.40 | \$ 28.09 | \$ 28.58 | \$ 29.08 | \$ 29.59 | \$ 30.11 | \$ 30.64 | \$ 31.18 | \$ 31.73 |
| Hydro Supervisor                         |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Water/Wastewater Control, Chief Operator |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Buildings Maintenance Supervisor         |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Full Time Police Officer                 |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>14 Positions</b>                      |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Highway Foreman                          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Asst. Water & Sewer Superintendant       |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Planning Administrator P/T               | \$ 26.05 | \$ 26.70 | \$ 27.37 | \$ 28.05 | \$ 28.75 | \$ 29.47 | \$ 30.21 | \$ 30.97 | \$ 31.74 | \$ 32.53 | \$ 33.34 | \$ 33.92 | \$ 34.51 | \$ 35.11 | \$ 35.72 | \$ 36.35 | \$ 36.99 | \$ 37.64 |
| Police Sergeant                          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>15 Positions</b>                      |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Combined Town Clerk/Tax Collector        |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Library Director                         | \$ 28.64 | \$ 29.36 | \$ 30.09 | \$ 30.84 | \$ 31.61 | \$ 32.40 | \$ 33.21 | \$ 34.04 | \$ 34.89 | \$ 35.76 | \$ 36.65 | \$ 37.29 | \$ 37.94 | \$ 38.60 | \$ 39.28 | \$ 39.97 | \$ 40.67 | \$ 41.38 |
| Finance Director                         |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>16 Positions</b>                      |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Police Lieutenant                        | \$ 31.51 | \$ 32.30 | \$ 33.11 | \$ 33.94 | \$ 34.79 | \$ 35.66 | \$ 36.55 | \$ 37.46 | \$ 38.40 | \$ 39.36 | \$ 40.34 | \$ 41.05 | \$ 41.77 | \$ 42.50 | \$ 43.24 | \$ 44.00 | \$ 44.77 | \$ 45.55 |
| <b>18 Positions</b>                      |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Water/Wastewater Superintendant          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Highway Director                         | \$ 38.13 | \$ 39.08 | \$ 40.06 | \$ 41.06 | \$ 42.09 | \$ 43.14 | \$ 44.22 | \$ 45.33 | \$ 46.46 | \$ 47.62 | \$ 48.81 | \$ 49.66 | \$ 50.53 | \$ 51.41 | \$ 52.31 | \$ 53.23 | \$ 54.16 | \$ 55.11 |
| Police Chief                             |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>19 Town Manager</b>                   | \$ 41.95 | \$ 43.00 | \$ 44.08 | \$ 45.18 | \$ 46.31 | \$ 47.47 | \$ 48.66 | \$ 49.88 | \$ 51.13 | \$ 52.41 | \$ 53.72 | \$ 54.66 | \$ 55.62 | \$ 56.59 | \$ 57.58 | \$ 58.59 | \$ 59.62 | \$ 60.66 |

Proposed

### Seasonal

|                                     |   |                   |
|-------------------------------------|---|-------------------|
| Assistant Beach Manager/WSI         |   | \$12.00 - \$15.00 |
| Beach Manager                       |   | \$15.00 - \$18.00 |
| Beach Staff - Attendent             | 6 | \$8.50 - \$9.50   |
| Boot Camp Instructor                |   | \$15.01           |
| Cemetery Laborer                    |   | \$12.50           |
| Crossing Guard                      |   | \$12.50           |
| Fire Chief Annual Stipend           |   | \$15,000.00       |
| Fireman                             |   | \$10.00           |
| Information Booth Attendent         | 3 | \$13.99           |
| Library Intern                      |   | \$13.03           |
| Lifeguards                          | 6 | \$10.50           |
| Senior Lifeguards                   |   | \$11.00           |
| Recreation Baseball/Softball Umpire |   | \$17.00           |
| Recreation Basketball Umpires       |   | \$18.00           |
| Recreation Instructor               |   | \$30.00           |
| Recreation Scorekeepers             |   | \$9.00            |
| Recreation Soccer Referee           |   | \$25.00           |
| Skate Attendant                     |   | \$12.00           |
| Summer Custodian                    |   | \$14.61           |
| Summer TS Attendent                 |   | \$14.61           |
| Seasonal Water & Sewer Laborer      |   | \$14.61           |
| Trust Fund Secretary                |   | \$24.86           |
| Youth Sailing Instructor            |   | \$12.50 - \$14.00 |

### Elected

|                             |   |            |
|-----------------------------|---|------------|
| Ballot Clerk                | 4 | \$9.75     |
| Deputy Treasurer            |   | \$145.06   |
| Moderator                   |   | \$176.24   |
| Selectmen                   | 4 | \$3,508.92 |
| Selectmen Chair             |   | \$3,692.94 |
| Supervisor of the Checklist | 3 | \$10.00    |
| Treasurer                   |   | \$3,692.94 |

Proposed

## **Town of Sunapee, NH**

**POSITION: Administrative Assistant**  
**FLSA STATUS: Non-Exempt**  
**LABOR GRADE: 9**

**DEPARTMENT: Police**  
**REPORTS TO: Police Chief**  
**DATE: April 1, 2019**

### **GENERAL SUMMARY**

This position performs clerical work associated with Police Department activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

- Prepare and type correspondence, reports, tabulations, requests, permits and court documents
- Attend to many items simultaneously and/or in sequence
- Perform basic mathematical computation rapidly, accurately, and easily.
- Work as a member of a team, or individually, sometimes under adverse or stressful conditions.
- Establish and maintain files on department, court and officer activities.
- Establish and maintain files for reports, permits, warnings, etc.
- Read, interpret and appropriately apply rules, regulations, policies and procedures.
- Data input, maintenance and retrieval of department statistical information for law enforcement activities, cyclical and special reports.
- Respond to queries from the public, other departments, courts, insurance companies, lawyers, etc.
- Maintain confidentiality and security of department information, equipment and facilities.
- Process all requests for documents, copies, reports, records, etc. from insurance companies, the courts, attorneys and the public in accordance with department rules and regulations.
- Maintain effective working relationships with other agencies, departments, organizations, employees, and the public.
- Receive, accurately account for, and deposit monies received for fines, permits and reports.
- Uses police radio and telephone to facilitate communication to officer or dispatch centers.
- Point of contact and liaison for NH Dept. of Safety, Uniform Crime Reporting. Responsible for compiling and sending required monthly NIBR (National Incident-Based Reporting report to NH Department of Safety).
- Point of contact for server management company. Troubleshoot when there are computer issues.
- Point of contact for CrimeStar Records Management System (law enforcement software program) and troubleshoot when there are user issues.
- Maintain police department's webpage using specialized software – post updates and general maintenance, also send out weekly logs and alerts.
- Order office supplies and troubleshoot office equipment problems when necessary.
- Schedules use of Training Room in Safety Services Building.
- Agency contact for all NCIC (National Crime Information Center) entries and validations.
- All clerical research for prosecutor's office as it relates to vehicle, operator, and suspect criminal records.
- Agency point of contact and in-house manager for SPOTS (State Police On-line Telecommunication System).

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as from time to time may be required by the Police Chief

### **PERSONAL CONTACTS**

Contacts are typically with the Police Chief, Officers, other departments, Courts, Insurance Companies, lawyers, Town residents, and the public.

## **DESIRED MINIMUM QUALIFICATIONS**

High School Diploma or GED. Associates Degree in Office Management or related field preferred. One-year clerical office experience. Familiarity and experience with computer hardware and software operations. Demonstrated oral and written communications skills, OR any equivalent education and experience that demonstrates the possession of the required knowledge, skill, and abilities. Basic bookkeeping helpful.

## **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Computer, typewriter, calculator, copy and FAX machines, two-way radio, transcriber, paper shredder, multi-line telephone, encoder, scanner.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hand and arms

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 95% of the work is performed inside in the office on a computer, and 5% is performed running errands, post office, town hall etc.

## **WORK SCHEDULE**

This is full time, hourly paid non-exempt 40 hours per week position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**



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

Name: Paris (Last), John (First) Date: 11/17/19

Sunapee Registered Voter:  Yes ( ) No

Mailing Address: 29 Burma Rd. Street Address (if different): \_\_\_\_\_  
Sunapee NH 03782 \_\_\_\_\_

Lived in Sunapee Since: 2005 Home Phone: 603-716-3668 Work Phone \_\_\_\_\_

E-mail: NFR5029@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.)

- |  |   |
|--|---|
| <input type="checkbox"/> Abbott Library Trustee        | <input type="checkbox"/> Advisory Budget Committee          |
| <input type="checkbox"/> Capital Improvement Committee | <input type="checkbox"/> Conservation Commission            |
| <input type="checkbox"/> Crowther Chapel Committee     | <input checked="" type="checkbox"/> Fireward                |
| <input type="checkbox"/> Planning Board Alternate      | <input type="checkbox"/> Recreation Committee               |
| <input type="checkbox"/> Thrift Shop                   | <input type="checkbox"/> Upper Valley Lake Sunapee Regional |
| <input type="checkbox"/> Zoning Board Alternate        |   |

2. For consideration:

- a. Occupation: Firefighter b. Employer: Nashua Fire Rescue  
 c. Length of current employment: 30 yrs. d. Education: NHTC Firefighter  
 e. Relevant Experience: 30 years as a Firefighter, EMT, Haz-Mat Tech & Rescue Diver.  
 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) \_\_\_\_\_ 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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

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

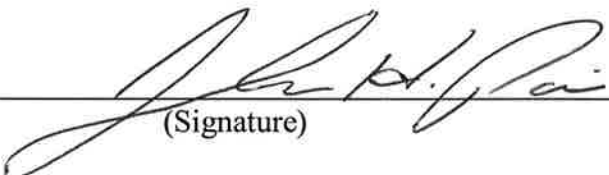
3. Why do you want to serve on this board/committee? To try and help in  
and serve the good people of Sunapee.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? Hopefully  
the experiences that I've acquired over the  
past 30 years could be helpful to the Sunapee F.D.

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

Only to try to be helpful in advancing the  
future goals of the Fire Dept. in Sunapee

6. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
(Signature)

3/17/19  
(Date)

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

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

## *Monthly Budget Through Final 2018*

|                         | Budget                | PaymentToDate         | EndingBalance       | % Remaining  |
|-------------------------|-----------------------|-----------------------|---------------------|--------------|
| Executive               | \$309,568.00          | \$282,424.99          | \$27,143.01         | 8.77%        |
| TCTC                    | \$204,948.00          | \$198,051.95          | \$6,896.05          | 3.36%        |
| Elections               | \$11,753.00           | \$10,492.46           | \$1,260.54          | 10.73%       |
| Finance                 | \$204,630.00          | \$186,649.98          | \$17,979.63         | 8.79%        |
| Assessing               | \$110,000.00          | \$107,225.10          | \$2,774.90          | 2.52%        |
| Legal                   | \$18,000.00           | \$19,494.40           | (\$1,494.40)        | -8.30%       |
| Personnel Benefits Mgmt | \$1,000.00            | \$97.50               | \$902.50            | 90.25%       |
| Planning/Zoning         | \$51,957.00           | \$48,607.46           | \$3,349.54          | 6.45%        |
| General Govt-B&G        | \$170,920.00          | \$143,392.22          | \$27,528.03         | 16.11%       |
| Cemetery                | \$13,506.00           | \$12,282.04           | \$1,223.96          | 9.06%        |
| Insurance               | \$7,540.00            | \$7,539.99            | \$0.01              | 0.00%        |
| Information Booth       | \$13,911.00           | \$11,923.49           | \$1,987.51          | 14.29%       |
| Other General Govt      | \$30,205.00           | \$24,142.51           | \$6,062.49          | 20.07%       |
| Police                  | \$813,923.00          | \$807,227.45          | \$6,695.55          | 0.82%        |
| Ambulance               | \$57,222.00           | \$57,222.00           | \$0.00              | 0.00%        |
| Fire                    | \$200,325.00          | \$212,663.61          | (\$12,338.61)       | -6.16%       |
| SSB                     | \$140,852.00          | \$125,147.01          | \$15,704.99         | 11.15%       |
| Emergency Management    | \$200.00              | \$0.00                | \$200.00            | 100.00%      |
| Highway                 | \$1,656,914.00        | \$1,596,483.41        | \$60,430.59         | 3.65%        |
| Street Lights           | \$16,800.00           | \$13,606.06           | \$3,193.94          | 19.01%       |
| Transfer Station        | \$504,287.00          | \$498,454.95          | \$5,832.05          | 1.16%        |
| Health Officer          | \$5,133.00            | \$376.31              | \$4,756.69          | 92.67%       |
| Animal Control          | \$500.00              | \$0.00                | \$500.00            | 100.00%      |
| Health Services         | \$15,176.00           | \$15,176.00           | \$0.00              | 0.00%        |
| Welfare                 | \$43,677.00           | \$15,280.93           | \$28,396.07         | 65.01%       |
| Recreation              | \$151,659.00          | \$151,659.00          | \$0.00              | 0.00%        |
| Library                 | \$379,760.00          | \$361,762.67          | \$17,997.41         | 4.74%        |
| Memorial Day            | \$200.00              | \$34.94               | \$165.06            | 82.53%       |
| Patriotic/Band Concerts | \$5,000.00            | \$5,000.00            | \$0.00              | 0.00%        |
| Conservation Commission | \$3,550.00            | \$3,550.00            | \$0.00              | 0.00%        |
| Debt - Principal        | \$262,156.00          | \$262,155.53          | \$0.47              | 0.00%        |
| Debt - Interest         | \$65,566.00           | \$67,810.73           | (\$2,244.73)        | -3.42%       |
| Debt - TAN              | \$1,000.00            | \$0.00                | \$1,000.00          | 100.00%      |
| <b>Sum</b>              | <b>\$5,471,838.00</b> | <b>\$5,245,934.69</b> | <b>\$225,903.25</b> | <b>4.13%</b> |

# ***Monthly Budget Through Final 2018***

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|              | <b>Budget</b> | <b>PaymentToDate</b> | <b>EndingBalance</b> | <b>% Remaining</b> |
|--------------|---------------|----------------------|----------------------|--------------------|
| <b>Hydro</b> | \$113,113.00  | \$58,359.59          | \$54,753.41          | 48.41%             |
| <b>Sum</b>   | \$113,113.00  | \$58,359.59          | \$54,753.41          | 48.41%             |

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Sunapee School District

@SunapeeSchoolsSAU85

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Create a Page



Like Follow Share

Call Now

Send Message

Saved · See saved items · Add to a Collection



Sunapee School District

December 21, 2017 ·

Terms of use for Sunapee School District Social Media

As an organization with a commitment to quality education and the safety of our students, the standards for appropriate online communication for the Sunapee School District are necessarily high.

While we respect the right of students, employees, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times.

SMHS Social Media Comments and Participation

For the privacy of users and their families, all postings to SSD-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Users must consider how much personal information to share, with the understanding that this information may be linked to an individual's name and published on the Internet.

By posting a comment or other material to SSD-sponsored sites as outlined above, users give SSD the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content provided, which includes using an individual's submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing a submission.

SSD further reserves the right to reject or remove comments that are profane, obscene, offensive, sexually explicit, misleading, inflammatory, hateful or discriminatory.

Individuals, who post material on SSD-sponsored sites, agree not to:

- Post material that SSD determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than that of the poster. If individuals choose to post their own contact information for any reason, the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of SSD or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by SSD, except in designated areas specifically marked for this purpose.

Our Story

This is the official, one and only Facebook page for the Sunapee School District managed by the SAU....

See More

Community

See All

Invite your friends to like this Page

345 people like this

370 people follow this

Melissa Pillsbury Pollari and 13 other friends like this or have checked in

About

See All



70 Lower Main Street Sunapee, New Hampshire 03782

Get Directions

(603) 763-4627

Send Message

www.sunapeeschools.org

School

Price Range \$

Hours 9:00 AM - 5:00 PM Open Now

Suggest Edits

Pages Liked by This Page



VisitNH - New Ham...

Like

Chat (51)



# Sunapee School District

@SunapeeSchoolsSAU85

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Create a Page

- Allow any other individual or entity to use the identification of another for posting or viewing comments.
- Post comments under multiple names or using another person's name.

By posting a comment of any kind on a SSD-sponsored site, the user hereby agrees to these terms set forth above.

The District's Facebook/Twitter accounts are a means to connect to the public. Accordingly, the District will not use Facebook/Twitter to send direct private messages to individuals.

The Superintendent or appropriate school personnel will reach out to an individual around a post/comment that may require more individual attention or a response.

9

Like

Comment

Share



Write a comment...



**Sunapee School District**

18 hrs ·

Last Saturday's preschool event was a great success and here are some future preschoolers who came.



+2

Michael Cahill and 14 others

1 Share

Like

Comment

Share



Write a comment...



**Sunapee School District**

March 14 at 8:11 PM ·

A big thank you to the community for their support of the Sunapee School District at Tuesday's voting.



Tall Pines Realty

Like

English (US) · Español · Português (Brasil) · Français (France) · Deutsch

Privacy · Terms · Advertising · Ad Choices

Cookies · More

Facebook © 2019

Chat (51)

## Donna Nashawaty

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**From:** Russell Holden <[rholden@sunapeeschools.org](mailto:rholden@sunapeeschools.org)>  
**Sent:** Wednesday, March 13, 2019 11:23 AM  
**To:** Donna Nashawaty  
**Subject:** Re: facebook

We don't have the capacity to watch Facebook every minute of everyday, and she has been great at following our twitter and web site to post information. We hope next year to develop a process where teachers can submit postings to her for FB. Its about \$200 a month. She also works with several other local school districts.

Jon R oversees our web site. We have our new site ready for release in May; this will meet all the ADA requirements. I was able to use grant monies to help with the development of our new site. Once up, JR and a person from each school will have control over the site.

Thanks.  
Russ

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On Wed, Mar 13, 2019 at 10:33 AM Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)> wrote:

Can you share what you pay her per year and why you chose to outsource it. I assume you do your own web site posting????

Donna

**From:** Russell Holden <[rholden@sunapeeschools.org](mailto:rholden@sunapeeschools.org)>  
**Sent:** Wednesday, March 13, 2019 9:21 AM  
**To:** Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)>  
**Subject:** Re: facebook

Donna, congratulation on the voting results yesterday. We were very pleased as well. We did not feel that the building project was going to pass but enough buzz has been created to engage the community in continued conversation and solutions.

We started a Facebook account about two years ago. Jon Reed is our gate keeper on this end to some extent. We also use Strategic Social Media's Abby Peel out of New London who helped us create and maintain the page. We send her all our postings and she pulls information off our website and makes several posts a month for us. She also monitors the page for any questions, concerns or comments that are posted and directs that information back to me for any communication that may be needed. The user policy on our site has helped and, to date, we have had no negative

On Tue, Mar 12, 2019 at 5:25 PM Donna Nashawaty <[Donna@town.sunapee.nh.us](mailto:Donna@town.sunapee.nh.us)> wrote:

Russ:

I see the facebook policy on the SAU page. I am being asked who handles the administration of the page. I am not in favor of one for the town as we do have a news and announcements off our web site we use. Sunapee Recreation has a facebook one and I think that is enough. However that said, I agreed to explore the options. How much time does it take, do things not get updated since there are more than one place to post things. Are negative things posted that cause angst about whether to leave on the page or remove? Positives and negatives.....

Thanks

Donna

*Donna Nashawaty*

*Town Manager*

Town of Sunapee

23 Edgemont Road

Sunapee, NH 03782

603 763-2212

--

Russell E. Holden

Superintendent SAU 85

Sunapee School District

603-763-4627

603-763-4718 fax