

SUNAPEE BOARD OF SELECTMEN  
6:30PM Town Office Meeting Room  
Monday, April 22, 2019

**REVIEW OF ITEMS FOR SIGNATURE:**

**MOTION TO APPROVE THE FOLLOWING CZC's:**

**Parcel ID:0225-0071-0000 37 Riverside Drive, Michael & Katelyn Saindon**

**By Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:**

**Parcel ID: 0234-0008-0000 Harding Hill Road, Van Webb**

**Parcel ID: 0237-0006-0000 Stagecoach Road, Van Webb**

**Parcel ID: 0211-0014-0000 Route 11, Aaron Whipple**

**By Selectman Gottling, seconded by Selectman Hastings. Unanimous.**

**MOTION TO APPROVE THE FOLLOWING REPORT OF WOOD OR TIMBER CUT:**

**Parcel ID: 0234-0008-0000 Harding Hill Road, Van Webb**

**By Selectman Hastings, seconded by Selectman Gallup. Unanimous.**

**APPOINTMENTS**

7:00PM-2019 Budget Recap with Advisory Budget (ABC) Committee

Chairman Trow said as part of the ABC guidelines the committee is supposed to meet every year after the ABC Committee has completed its work to go over what worked and didn't work.

Chairman Trow stated that there are obviously things that can't necessarily be changed, some things don't happen or are only available until certain times. Chairman Trow opened the meeting for comments. Linda Tanner, Chairman of the ABC Committee thought the process went very well. She really appreciated the Department Heads and their presentations. She feels like she's getting a handle on the different aspects and now has some history behind her. The following are some of the comments made by the committee members;

◇ Would like to see the definitions of the enterprise funds laid out.

◇ What the Fund Balance is and its parameters.

◇ Having an agenda ahead of time so there is a clear agenda for each meeting, and everyone has a good understanding of what is expected of them. Sometimes a member might have to miss a meeting and would know what was discussed at that meeting.

◇ More organization so the committee members know what will be discussed at the meeting. To talk about everything every meeting can be overwhelming and confusing.

◇ If a line item has had \$10,000 in it for the past couple of years that is not being used could the ABC make changes?

◇ Its confusing towards the end with all the paper changing.

◇ Expanding the timeline of when the members can pick up the books for review and the meeting.

◇ Can there be a subcommittee of just the community members? Donna Nashawaty replied no because the committee is not a committee without the full committee.

◇ Don't believe Department Heads should be voting members of the committee. Feel it's a conflict of interest. Chairman Trow said the committee is operating by a 1988 warrant article regarding the membership. If people feel that they don't want the department heads to be a voting member then they would have to bring that forward as a warrant article.

- ◇ Push all-day budget session out (1) week.
  - ◇ Maybe a (1) paragraph Department Budget Summary or a narrative night where each department does a quick department overview, which is no longer than (3) minutes.
  - ◇ Upload the basic budget to the website to be reviewed by the members to try and eliminate all the shuffling of papers.
- After some discussion the Board will hold a narrative night at the Monday, October 7<sup>th</sup> BOS meeting, distribute the books on October 31<sup>st</sup> and hold the all-day budget session on Thursday, November 7<sup>th</sup>.

#### PUBLIC COMMENTS:

- Chief David Cahill wanted to thank and recognize the school kids for doing a great job last week with the Alcohol Awareness Program. Also, Officer Merullo will be graduating from the part-time Police Academy on May 10<sup>th</sup> and will then enter the Field Training Program which will take most of the summer. Chief Cahill said that Officer Therrien will be retiring in September after 10 years of service. Officer Therrien will be missed and his legacy will be the Field Training Program. He has put a lot of time, hard work and dedication into the program mentoring and producing quality officers for Sunapee.
- Kevin Cooney just wanted to thank the Board of Selectmen and the Administration for being so generous with their time to have this meeting so committee feedback could be discussed.

#### SELECTMEN ACTION

- Sign MS-232

**Motion to approve the 2019 MS-232 by Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

- Approve Seasonal Pay Table

**Motion to adopt the Seasonal Pay Table with the Information Booth Attendant adjustments by Selectman Gottling, seconded by Selectman Hastings. 4 in Favor, Selectman Gallup Abstained.**

- Sign Petition & Pole License-Nutting Road

**Motion to approve the Petition and Pole License for Nutting Road by Selectman Gottling, seconded by Selectman Hastings. Unanimous.**

#### CHAIRMAN'S REPORT

Chairman Trow said that if people do not already read the weekly bulletin from NHMA (New Hampshire Municipal Association) he would strongly suggest they do.

Items Selectman Augustine requested

- Discuss whether information on the taxpayer-financed Thrift Shop should be included in the Town annual report.

Selectman Augustine said in his opinion because the Thrift Shop is financed through the taxpayers that it should be included in the annual report. Selectman Augustine said it is sort of a business, with expenses and there should be some sort of accounting of money coming in and going out. Maybe have a summary of what the revenue was used for would be considered transparent. Donna Nashawaty asked if Selectman Augustine would like the Sunapee Seniors to submit a paragraph on the Sunapee Thrift Shop money. Selectman Augustine replied whoever's accountable for the receipts and the disbursement of those receipts has responsibility to put that down on paper. Donna Nashawaty stated that the money never comes into the town.

Selectman Augustine said if the town is going to pay the \$6,000 for rent to Sunapee Historical Society, he thinks it would be beneficial to understand whether the money coming in is less than \$6,000, equal to \$6,000 or more.

Technically it is a town committee and it is unknown the amount of money coming in. Chairman Trow said the town committee does not take the money. The town committee oversee making sure the people who are doing repairs are signed off on. Donna Nashawaty said the town's liability is not in jeopardy.

Chairman Trow said most likely the Sunapee Seniors are receiving the money, which it is not a town organization. All the other organizations provide a letter which is some justification for their funding request. Chairman Trow has no problem asking them to submit a report on how the shop did this year. Donna Nashawaty said she could ask them to include that paragraph in their annual report.

- Share feedback received on potential Town energy committee

Selectman Augustine asked if anyone else received any feedback on the energy committee.

Chairman Trow had (1) person who thought it was an interesting idea and that was it. The rest of the Board had not been contacted. Selectman Augustine had (1) person contacted him who was interested but concerned and hesitant to get involved because it had the potential to be a political statement. Selectman Augustine brought this up a few meetings ago and has no interest in this thing being about climate change or energy policies at the state or federal level. His interest in this topic is purely a dollar and cents standpoint. Selectman Gottling asked if Selectman Augustine would rule out educating people on what's available to them to make their homes energy efficient and being able to utilize funds that might be available to them. That would not be any financial benefit to the town but would be a benefit to the citizens. Selectman Augustine said he would not rule that out at all as long as the emphasis was on the financial benefits.

- Chairman Trow did have (1) item he wanted to discuss; he would highly recommend against sending emails for anything other than for an FYI email. Once it gets into a discussion or conversation it starts boarding on issues with Right-to-Know and public meetings.

## TOWN MANAGER REPORTS

- Water & Sewer Asset Management Presentation on Monday, May 13<sup>th</sup> at 5:30PM

The Water & Sewer Asset Management Plan has been done with a portion of a grant and the plan will be presented on Monday, May 13<sup>th</sup> at 5:30PM and the Board of Selectmen have been invited. This presentation will be streamed on the town website.

- Meeting Room Table Set-up

Donna Nashawaty said that she has really had to juggle and play with the tables in order to get a larger group. She told the Board she would investigate some other options available, one being the State Prison. Donna Nashawaty passed around some examples, looking at a configuration that looked like a horseshoe. This set-up will seat (20) people. Donna Nashawaty would also like to pick-up 10 office chairs with wheels for the main (10) seats. Donna Nashawaty stated the room will look more like a conference area. The cost of the tables will be \$3,000. There were no objections from the Board.

- Update on Energy Committee

Donna Nashawaty has received (2) applications for the Energy Committee and several visits and calls. The (2) applications are from Keith Chrisman and Don Bettencourt. An email from the town website news and announcements were sent out and Donna Nashawaty brought it up at the last Coffee with the Chief.

Donna Nashawaty did some research, the town had an article that was put on by petition from 2007 town report, which passed by 671 to 244 for forming an energy committee. Donna Nashawaty read the article that is attached. In 2007 there was only (1) person who showed interest at that time, so the idea just died. The Town of New London has an Energy Committee, which she looked over their minutes and what kind of projects they had been involved with. After some discussion, the Board will hold the applications until the next meeting to see if they get any other applications.

•Georges Mills: Lake and Main Street

Donna Nashawaty stated that (41) letters were sent out on Friday to the residents who live on Main Street and Lake Avenue in Georges Mills.

•Rocco Pignataro

Donna Nashawaty reported that Rocco Pignataro has not been in to make his April 10th payment. A phone call was made to him and he said he would be in the Thursday before Easter. Donna Nashawaty said the payment is getting later and later each month. The Board feels they have been very patience with Rocco Pignataro. After some discussion, the Board would like the Town Manager to write a letter explaining if his payment is not made by April 30<sup>th</sup> the Board will start to escalate processes to find Rocco Pignataro in default.

**Meeting adjourned at 9:44PM**

**Respectfully Submitted by,**

**Barbara Vaughn**

**Administrative Assistant**

# SIGN-IN SHEET

## BOARD OF SELECTMEN MEETING

DATE: 4/22/19

Chris Whitehouse

Linda Tanner

Kevin Cooney

Aaron Walcott

Mindy Atwood

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUNAPEE BOARD OF SELECTMEN  
MEETING AGENDA  
6:30PM Town Office Meeting Room  
Monday, April 22, 2019

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

Parcel ID:0225-0071-0000 37 Riverside Drive, Michael & Katelyn Saindon

INTENT TO CUT:

Parcel ID: 0234-0008-0000 Harding Hill Road, Van Webb

Parcel ID: 0237-0006-0000 Stagecoach Road, Van Webb

Parcel ID: 0211-0014-0000 Route 11, Aaron Whipple

REPORT OF WOOD OR TIMBER CUT:

Parcel ID: 0234-0008-0000 Harding Hill Road, Van Webb

2. APPOINTMENTS

7:00PM-2019 Budget Recap with ABC Committee

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Sign MS-232
- Approve Seasonal Pay Table
- Sign Petition & Pole License-Nutting Road

5. CHAIRMAN'S REPORT

Items Selectman Augustine requested

- Discuss whether information on the taxpayer-financed Thrift Shop should be included in the Town annual report
- Share feedback received on potential Town energy committee

6. TOWN MANAGER REPORTS

- Water & Sewer Asset Management Presentation on Monday, May 13<sup>th</sup> at 5:30PM
- Meeting Room Table Set-up
- Update on Energy Committee
- Georges Mills: Lake and Main Street

7. UPCOMING MEETINGS:

04/25-5:30PM-Water & Sewer Commission, Town Meeting Room

05/01-7:00PM-Conservation Commission, Town Meeting Room

05/02-7:00PM-Zoning Board, Town Meeting Room

05/06-6:30PM-Board of Selectmen, Town Meeting Room



**Report of Appropriations Actually Voted**  
**Sunapee**

For the period beginning January 1, 2019 and ending December 31, 2019

Form Due Date: **20 Days after the Annual Meeting**

**GOVERNING BODY CERTIFICATION**

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



**Appropriations**

Account	Purpose	Article	Appropriations As Voted
<b>General Government</b>			
4130-4139	Executive	11	\$325,904
4140-4149	Election, Registration, and Vital Statistics	11	\$216,537
4150-4151	Financial Administration	11	\$222,127
4152	Revaluation of Property	11	\$112,218
4153	Legal Expense	11	\$18,000
4155-4159	Personnel Administration	11	\$1,000
4191-4193	Planning and Zoning	11	\$55,252
4194	General Government Buildings	11	\$179,983
4195	Cemeteries	11	\$13,625
4196	Insurance	11	\$7,540
4197	Advertising and Regional Association	11	\$13,981
4199	Other General Government	11	\$30,651
<b>General Government Subtotal</b>			<b>\$1,196,818</b>
<b>Public Safety</b>			
4210-4214	Police	11,26	\$868,847
4215-4219	Ambulance	11	\$59,516
4220-4229	Fire	11	\$202,257
4240-4249	Building Inspection		\$0
4290-4298	Emergency Management	11	\$200
4299	Other (Including Communications)	11	\$156,535
<b>Public Safety Subtotal</b>			<b>\$1,287,355</b>
<b>Airport/Aviation Center</b>			
4301-4309	Airport Operations		\$0
<b>Airport/Aviation Center Subtotal</b>			<b>\$0</b>
<b>Highways and Streets</b>			
4311	Administration		\$0
4312	Highways and Streets	11	\$1,796,828
4313	Bridges		\$0
4316	Street Lighting	11	\$16,800
4319	Other		\$0
<b>Highways and Streets Subtotal</b>			<b>\$1,813,628</b>
<b>Sanitation</b>			
4321	Administration		\$0
4323	Solid Waste Collection		\$0
4324	Solid Waste Disposal	11	\$533,327
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
<b>Sanitation Subtotal</b>			<b>\$533,327</b>





**Appropriations**

<b>Account</b>	<b>Purpose</b>	<b>Article</b>	<b>Appropriations As Voted</b>
<b>Water Distribution and Treatment</b>			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
<b>Water Distribution and Treatment Subtotal</b>			<b>\$0</b>
<b>Electric</b>			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
<b>Electric Subtotal</b>			<b>\$0</b>
<b>Health</b>			
4411	Administration	11	\$5,193
4414	Pest Control	11	\$500
4415-4419	Health Agencies, Hospitals, and Other	11	\$15,176
<b>Health Subtotal</b>			<b>\$20,869</b>
<b>Welfare</b>			
4441-4442	Administration and Direct Assistance	11	\$43,808
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other		\$0
<b>Welfare Subtotal</b>			<b>\$43,808</b>
<b>Culture and Recreation</b>			
4520-4529	Parks and Recreation	11	\$161,086
4550-4559	Library	11	\$400,953
4583	Patriotic Purposes	11	\$200
4589	Other Culture and Recreation	11	\$5,000
<b>Culture and Recreation Subtotal</b>			<b>\$567,239</b>
<b>Conservation and Development</b>			
4611-4612	Administration and Purchasing of Natural Resources	11	\$3,550
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development		\$0
<b>Conservation and Development Subtotal</b>			<b>\$3,550</b>



**Appropriations**

Account	Purpose	Article	Appropriations As Voted
<b>Debt Service</b>			
4711	Long Term Bonds and Notes - Principal	11	\$262,883
4721	Long Term Bonds and Notes - Interest	11	\$58,479
4723	Tax Anticipation Notes - Interest	11	\$1,000
4790-4799	Other Debt Service		\$0
<b>Debt Service Subtotal</b>			<b>\$322,362</b>
<b>Capital Outlay</b>			
4901	Land		\$0
4902	Machinery, Vehicles, and Equipment	15,20	\$309,000
4903	Buildings	16	\$53,200
4909	Improvements Other than Buildings	12	\$10,000
<b>Capital Outlay Subtotal</b>			<b>\$372,200</b>
<b>Operating Transfers Out</b>			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric	11	\$233,912
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	11,27,28	\$1,506,243
4914W	To Proprietary Fund - Water	11,28	\$541,090
4915	To Capital Reserve Fund	14,17,18,19,2 1,22	\$375,000
4916	To Expendable Trusts/Fiduciary Funds	23,24,25	\$61,600
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
<b>Operating Transfers Out Subtotal</b>			<b>\$2,717,845</b>
<b>Total Voted Appropriations</b>			<b>\$8,879,001</b>

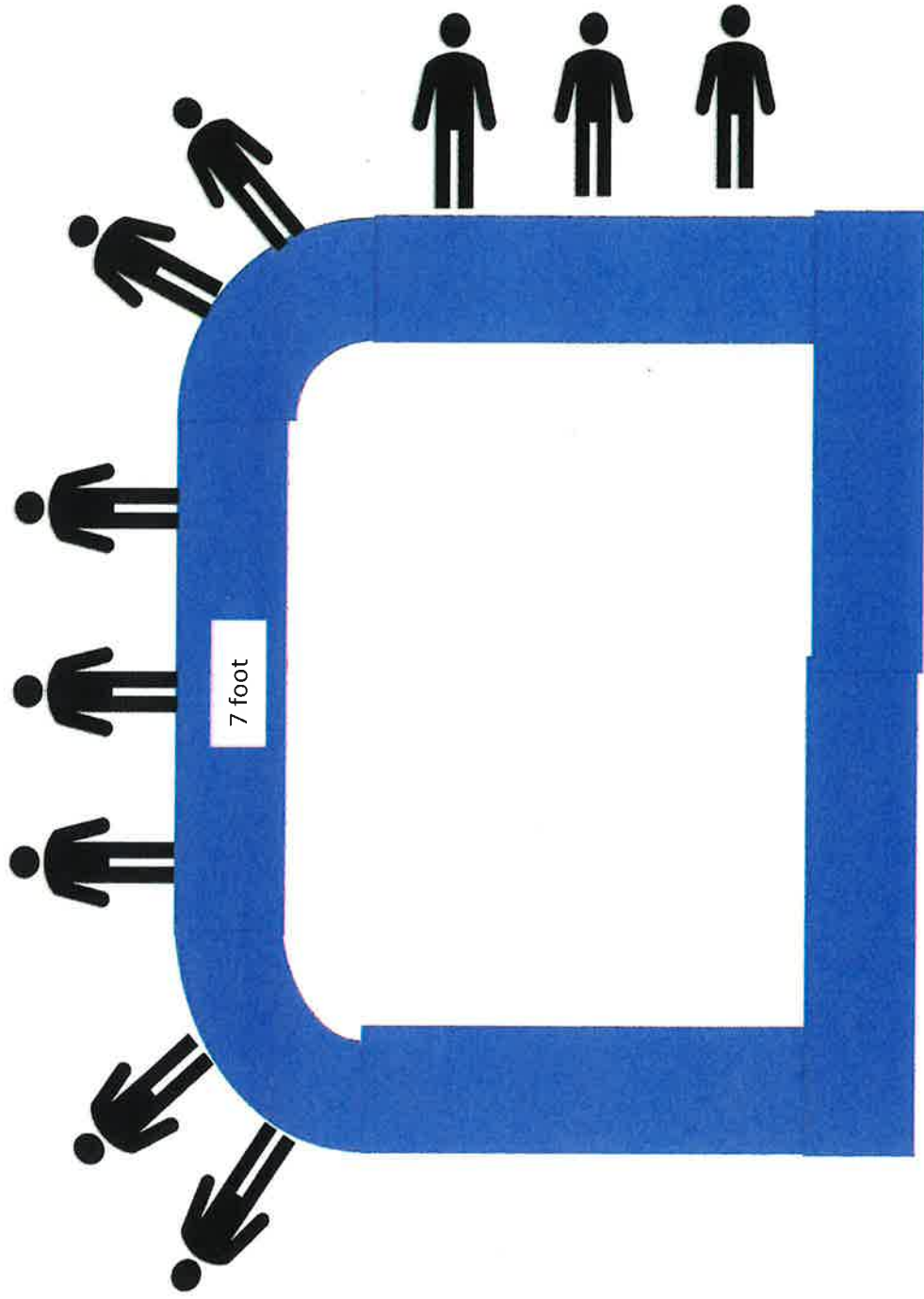
### Seasonal

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 I	2	\$13.99
Information Booth Attendent II	1	\$14.50
Library Intern		\$13.03
Lifeguards	6	\$10.50
Senior Lifeguards		\$11.00
Recreation Baseball/Softball Umpire		\$35.00
Recreation Basketball Umpires		\$25.00
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
Senior TS Attendent		\$14.97
Seasonal Water & Sewer Laborer		\$14.61
Trust Fund Secretary		\$24.86
Youth Sailing Instructor		\$12.50 - \$14.00
Plow Driver I (no CDL)		\$22.50
Senior Plow Driver I (no CDL)		\$23.50
Plow Driver II (CDL License)		\$24.50
Senior Plow Driver II (CDL License)		\$25.50

### 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



5-7' tables and 2-42" corner tables \$3,050 Seats 19 comfortably.  
4-7' tables and 4 42" corner tables \$3,400 seats 20 comfortably



legs on either  
end

\$ 450



Designed: Steve Roy 4/11/19  
Product: 53-1901-26  
Trestle Office Table  
Renderings  
28"W x 84"L x 30"H  
Rev: B | Scale: None | Sheet: 1 of 3

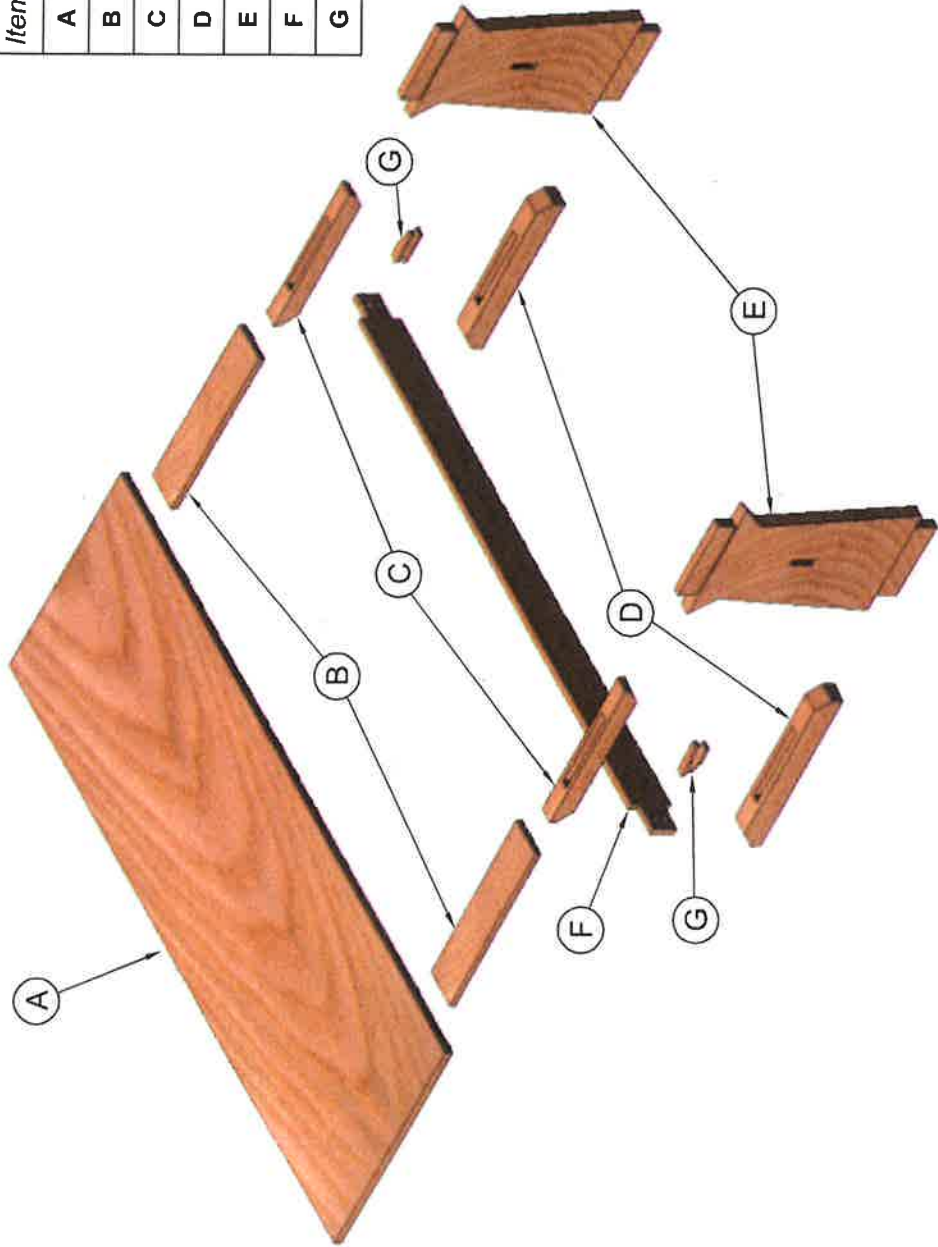
Customer: Town of Sunapee  
This drawing is an interpretation of the general appearance of the design. It is not meant to be an exact rendition.  
This is an original design and must not be released or copied without written or verbal consent.



## Materials

Item	Description	Wood	Qty	Suggested Size
A	Table Top	Pri	1	1" x 28" x 84"
B	Top Support Slats	Pri	2	$\frac{3}{4}$ " x 5" x 22"
C	Leg Tops	Pri	2	2" x 2 $\frac{1}{4}$ " x 19"
D	Leg Bottoms	Pri	2	2 $\frac{1}{2}$ " x 3" x 21"
E	Legs	Pri	2	1 $\frac{1}{2}$ " x 15" x 28 $\frac{1}{4}$ "
F	Cross Strut	Pri	1	3 $\frac{3}{4}$ " x 5" x 77 $\frac{1}{2}$ "
G	Locking Pegs	Pri	4	1" x 1" x 4"

Material List is used as a guide; variables may occur during the build. Always measure and double check all dimensions before cutting any material.



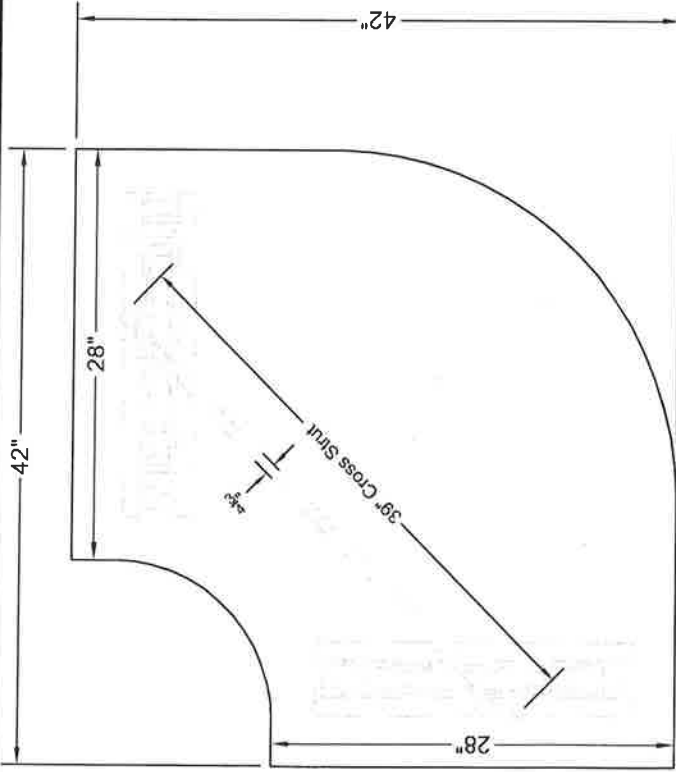
Customer: **Town of Sunapee**  
 This drawing is an interpretation of the general appearance of the design. It is not meant to be an exact rendition.



Designed: **Steve Roy** 4/11/19  
 Product: **53-1901-26**  
**Trestle Office Table**  
**Exploded View**  
**28"W x 84"L x 30"H**  
 Rev: B | Scale: 1:19 | Sheet: 3 of 3

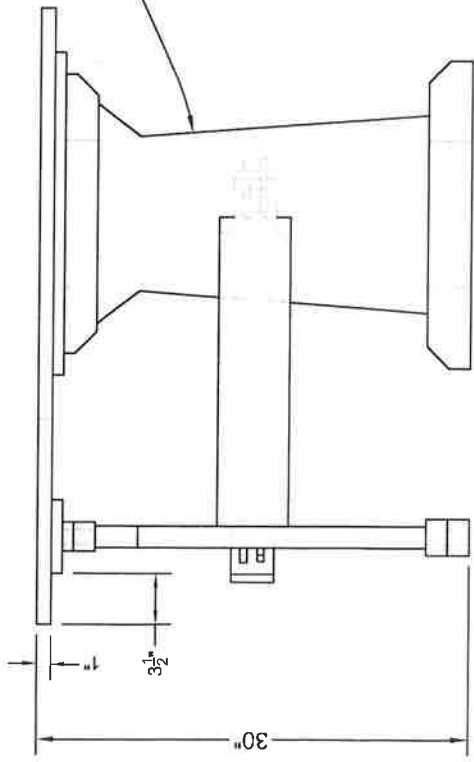
This is an original design and must not be released or copied without written or verbal consent.





legs not like  
+resk

\$ 400



Notes:

- (1) See: Trestle Office Table - 24"W x 84"L x 30"H drawing. It contains dimension details of Leg/Support elements.

		Customer: Town of Sunapee This drawing is an interpretation of the general appearance of the design. It is not meant to be an exact rendition.	Designed: Steve Roy 4/8/19 Product: 53-1901-26 This is an original design and must not be released or copied without written or verbal consent.
<b>Corner Trestle Table Dimensions</b> <b>42"W x 42"L x 30"H</b>		Rev. A   Scale: 1:16   Sheet: 2 of 3	





30' E, 230'; thence S 70° 00' E, 114'; thence S 44° 00' E, 160'; thence S 23° 30' E, 172' to the northerly sideline of NH Route 103B. Thence S 33° 30' W, 202' along the northerly sideline of NH Route 103B; thence S 24° 30' W, 107' along the northerly sideline of NH Route 103B to the point of beginning.

**Article 36:** Are you in favor of prohibiting the construction of the new town library at the Ski Tow Hill location on Route 103B in Sunapee? This article addresses the library location only.  
By petition.

**Article 37:** To see if the Town will go on record in support of effective actions by the President and the Congress to address the issue of climate change which is increasingly harmful to the environment and economy of New Hampshire and to the future well being of the people of Sunapee.

These actions include:

1. Establishment of a national program requiring reductions of US greenhouse gas emissions while protecting the US economy.
2. Creation of a major national research initiative to foster rapid development of sustainable energy technologies thereby stimulating new jobs and investment. In addition, the Town of Sunapee encourages New Hampshire citizens to work for emission reductions within their communities, and we ask our Selectmen to consider the appointment of a voluntary energy committee to recommend local steps to save energy and reduce emissions.

The record on the vote of this article shall be transmitted to the New Hampshire Congressional Delegation, to the President of the United States, and to declared candidates for those offices.

By petition

**Article 38:** To see if the Town will vote to permit the Board of Selectmen to prepare the following ordinance designed to dissolve the current form of governances of the Water and Sewer Department and place that department under the authority of the Board of Selectmen and the Town Manager. A 3/5ths majority of those present and voting is required for this article to pass:

"Pursuant to the authority conferred to the Town of Sunapee by NH Laws 1996, Chapter 91 and as authorized under House Bill 1139 of that date, the Town of Sunapee Ordains as follows:

1. From and after the effective date of this Ordinance, the Board of Selectmen shall have control and direction over the water and sewer systems of the Town and Chapters 39 and 149-1, as well as any special authority conferred by NH Laws 1901, Chapter 197, as amended by NH Laws 1073, Chapter 465. The Water and Sewer Commission created under NH Laws 1973, Chapter 465 is hereby abolished and all authority previously exercised by it is hereby transferred to the Board of Selectmen.

2. The operational management of the Water and Sewer Department shall be conducted by the Superintendent of the Water and Sewer Department, under the