

**SUNAPEE BOARD OF SELECTMEN
6:30PM Town Meeting Room
Monday, May 7, 2018**

Present: Chairman Josh Trow, Suzanne Gottling, Vice Chairman,
John Augustine, Fred Gallup and Shane Hastings and Donna Nashawaty, Town Manager.
Also, Present: See attached sign-in sheet.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0144-0041-0000 278 Edgemont Road, Keith Gagne

Parcel ID: 0239-0011-0002 61 Messer Road, Grant/Hannigan

Parcel ID: 0133-0093-0000 36 River Road, Soo-Nipi Realty Trust, LLC

Parcel ID: 0207-0005-0000 50 Maurer Lane, Robert & Christine Messenger

Parcel ID: 0218-0059-0000 128 Sargent Road, Coletti/Shorten

By Selectman Gottling, seconded by Selectman Gallup. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID: 0128-0030-0000 92 Garnet Street, Sara Harkins

By Selectman Hastings, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:

Parcel ID: 0104-0052-0000 Springfield Road, Penny Latva Trust

Parcel ID: 0104-0051-0000 Springfield Road, Mitchell & Penny Latva

By Selectman Gottling, seconded by Selectman Hastings. Unanimous.

APPOINTMENTS

7:00PM-Wendell Marsh Project Public Hearing

Van Webb, Chairman Sunapee Conservation Commission, Andrew Deegan, Ausbon Sargent Land Trust and Jolyon Johnson, Sunapee Landowner were present to explain the third phase of the Wendell Marsh project. Van Webb stated that Jolyon Johnson, who owns the Wendell Marsh property, has agreed to do a below market sale to the Town of Sunapee to acquire and protect permanently the marsh itself. The Conservation Commission has the funds in hand and have approved the funds to be spent on this project. A budget has been drawn up with all the costs associated with this sale. The Conservation Commission also had a grant and private fundraising, which will go towards the project. Andrew Deegan went over the details of the property. Ausbon Sargent will hold a conservation easement and steward it going forward. Jolyon Johnson is requesting that there is no trapping or hunting on the property but is certainly open for recreation activities. Jolyon Johnson said that Ausbon Sargent will be monitoring the property, but it is up to the Town to enforce any infringements. There are three individual lots; the big marsh area that is 36.06 acres, a 0.55-acre parcel and a 2.89 acres parcel. After some discussion the public hearing was closed. The second public hearing will be on Monday, May 21st at 7:00PM in the Town Meeting Room located at 23 Edgemont Road.

7:30PM-Rocco Pignataro Update

Donna Nashawaty updated the Board on the status of Rocco Pignataro's contract with the Town. She spoke to Rocco Pignataro who said he would be end by the end of the week with a \$2,000 payment. Chairman Trow asked the amount owed.

Donna Nashawaty replied roughly \$2,400 that would bring him through the end of 2016 year, but there is roughly \$2,000 owed on the 2017 taxes. The current tax bill will be mailed out on Monday the 14th, so he will also owe the first half of 2018 taxes. Donna Nashawaty will update the Board at the June 4th BOS meeting at 7:30PM.

PUBLIC COMMENTS:

Sean Carroll asked if there was anything on tonight's agenda regarding the censure. Chairman Trow replied that he, the Town Manager and Selectman Augustine were working on guidelines and processes to help the Board not find themselves in situations like this again. Chairman Trow does not anticipate any action on it at tonight's meeting pending Selectman Gallup's agreement to continue the motion. Sean Carroll wanted to add that the newspaper had pushed out a few things and some of it was misstated. Sean Carroll wanted it known that he is all for discussion and thinks it's great that there are different views from different walks of life on the Board. When it's in this form, well discussed, after it's done and comes back again. Sean Carroll is for after it's done you discussed it as a team.

SELECTMEN ACTION

- Advisory Budget (ABC) Reappointments, Mary Hillier & Veronica Hastings Three-Year Term **Motion to reappoint Mary Hillier and Veronica Hastings to the Advisory Budget Committee for a three-year term by Selectman Gallup, seconded by Selectman Gottling. 4 in Favor. Selectman Hastings abstained.** Donna Nashawaty reported that ABC guidelines do not allow for alternates. An additional application was received from Chris Whitehouse for the ABC committee, but the Board felt they would reappoint the two seasoned members. Chris Whitehouse was also interested in serving on the Capital Improvement Program committee (CIP) and has a friend who also was interested in serving.

- Abbott Library Trustee Alternate Appointment, Suzanne Tether One-Year Term **Motion to appoint Suzanne Tether as an Abbott Library Trustee for a one-year term by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

- Use of Facilities-06/23, Gazebo, George Prescott Wedding **Motion to approve the Use of Facilities for the George Prescott wedding to use the Gazebo on June 23rd by Selectman Gallup, seconded by Selectman Hastings. Unanimous.**

- Municipal Clerk Week Proclamation

Chairman Trow read the Municipal Clerk Week Proclamation, which runs from May 6th to May 12th. **Motion to authorize the Board to sign the Municipal Clerk Proclamation by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

- Sign 2018 First Half Tax Warrant

Chairman Trow read the 2018 First Half Tax Warrant which directs the Tax Collector to collect property taxes amounting in all to the sum of \$9,393,511 and is due on July 2, 2018.

Motion to approve and sign the 2018 First Half Tax Warrant by Selectman Gottling, seconded by Selectman Hastings. Unanimous.

CHAIRMAN'S REPORT

- Chairman Trow stated that there is an initial draft document of the guidelines that he, the Town Manager and Selectman Augustine have been working on and will be presented to the Board at their next meeting for review and discussion. Chairman Trow asked Selectman Gallup if he was willing to continue his motions.

Selectman Gallup replied that in the interest of resolution he will allow his motions to be tabled until the Board can consider what will be brought forward to them.

- Item Selectman Augustine wanted on agenda

Policy regarding Town-Issued Credit Cards for Department-Specific Use.

Selectman Augustine said that the Library Trustees had a lengthy discussion on use of personal credit cards to pay for library purchases. The minutes stated the Library Trustees will continue to investigate how the town, school and the town's insurer view the practice of employees using a credit card for town specific purchases. Selectman Augustine asked if the town ever issues a credit card to a Department Head or other employee to use for town purposes. Donna Nashawaty would like to define credit card in two ways. There are store specific cards used by the town. One is Home Depot, so the town can get the government rate and is used by the Building and Maintenance people. The second is a regular credit card in the Town of Sunapee's name. The town had credit cards like this prior to Donna Nashawaty coming to Sunapee, which resulted in two cases of misuse. In most cases, purchase orders are used for town purchases or employees pay for town purchase on their personal credit card and get reimbursed with proper receipts and the Town Manager's approval. Donna Nashawaty stated that because the Library Trustees have their own checkbook and apply for their own credit, they can do so, but at the town level she does not feel it was necessary and so far, has not caused a problem. Chairman Trow asked what the police have for a gas card and Donna Nashawaty replied it is exactly like the Home Depot card, which is specific to the store. Selectman Augustine said if the Library Trustees wanted to get a card it would be issued to Abbott Library not issued to the Town of Sunapee who therefore would not have the credit obligation. Selectman Augustine asked why this was such a hot topic for the Trustees. Donna Nashawaty replied that she doesn't know the issue, but asked the Library Director, who said she would get back to her.

TOWN MANAGER REPORTS

- Monthly Revenue & Expenditure Report Summary

Donna Nashawaty said at the last meeting the Board got its first look at the revenue report, which was revised by the Finance Director. The understanding was that the Board wanted to see the budget amount, which is only an estimation for the state reports in September to set the tax rate. The town does not have an actual amount until the year closes. Donna Nashawaty reviewed the revenue and budget reports through April with the Board.

- Assessing Award-Kristen McAllister

Donna Nashawaty reported that Kristen McAllister, Tri-Town Assessor received "The Sherry Vermilya Award" for outstanding service to the assessment profession from the Northeast Regional Association of Assessing Officers, Inc at their annual conference. Norm Bernaiche, Chief Assessor accepted the award in Kristen absence.

- Review Audit Report

Donna Nashawaty reviewed the 2016 audit report which contains two parts, the annual financial statements and the management letter with the Board.

- Deed Waivers

The new owner for Wilderness Park wasn't ready and the deeding date came, so the deed waivers were turned over to the Tax Collector last week.

•Old Abbott Library Bids

The bid opening for the Old Abbott Library sidewalk improvements was held on Thursday, April 26th. K.A. Stevens & Son Construction was awarded the project based on the Base Bid Proposal Of \$39,700.

Meeting adjourned at 8:15PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant