

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Meeting Room
Monday, May 21, 2018

Present: Suzanne Gottling, Vice Chairman, John Augustine, Fred Gallup and Donna Nashawaty, Town Manager.

Absent: Chairman Josh Trow and Shane Hastings

Also, Present: See attached sign-in sheet.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0234-0002-0000 428 Stagecoach Road, Joanne Menard

Parcel ID: 0209-0028-0000 200 Perkins Pond Road, Springsteen Family Trust of 2010

Parcel ID: 0120-0009-0000 300 Jobs Creek Road, Peter & Lauri-Ann Smerald

Parcel ID: 0103-0027-0001 101 Oak Ridge Road, Jonathan Barrett

Parcel ID: 0118-0063-0000 44 Burma Road, Dean & Maura Stetson

Parcel ID: 0147-0065-0000 48 Hamel Road, Joseph & Carol Maraldo

By Selectman Gallup, seconded by Selectman Augustine. Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID: 0132-0010-0000 46 Chase Street, Paul & Marilyn McLaughlin

Parcel ID: 0120-0009-0000 300 Jobs Creek Road, Peter & Lauri-Ann Smerald

By Selectman Gallup, seconded by Selectman Augustine. Unanimous.

MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:

Parcel ID: 0104-0080-0001 1294 Route 11, Otter Square Realty

Parcel ID: 0132-0002-0000 37 Edgemont Road, Kathy Weinstein

By Selectman Gallup, seconded by Selectman Augustine. Unanimous.

Vice-Chairman Gottling reported that Chairman Trow is a new father as of last Wednesday. He had a little girl, Olivia Elizabeth who weighed in at 5lbs 13 ounces and 17 ½ inches long. Our congratulations go out to the Trow family.

APPOINTMENTS

7:00PM-Wendall Marsh Project 2nd Public Hearing

Tim Fleury, Vice-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. This is the second of the two required public hearings. 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. The Board of Selectman will vote on the purchase at their Monday, June 4th meeting.

7:15PM-Scott Hazelton, Solid Waste Contract-Compost Update

Scott Hazelton sent the following memo to the Board of Selectmen regarding the Compost Program and Solid Waste Disposal;

Compost Pilot Program

“I have been working with Michael Nork of the NHDES Waste Management Division (WMD), Mike Durfor of the Northeast Resource Recovery Association (NRRA) and have been an active member of the Composting Stakeholders Work Group that is sponsored by the NHDES WMD for the last year. The WMD, NRRA, and participating members of the work group have asked if I/we would participate in a composting pilot program. The goal of the program is to develop a model that will be used by other Town’s to use to establish composting programs within their communities. The intent of the program is to reduce operating costs for transfer stations through a reduction in the amount of food scraps that are disposed with municipal solid waste (i.e. household trash).

The pilot program for our community proposes to compost leaves and grass clippings with food scraps. The transfer station currently accepts leaves and grass clippings, and food wastes are disposed of with the MSW. My goal will be to remove as much food waste from our MSW stream as possible, which will result with a reduction in the Town’s overall disposal costs. Some of the key components of the program that I will be working on over the next few months include:

- Removal of the large soil pile that is behind the recyclables building. I propose to give the material away with the Board’s authorization.
- Preparing the composting site. The location that is proposed is where the existing leaf disposal area and soil pile currently are located (see attached PDF site plan).
- Conducting an educational outreach campaign through “Did You Know” handouts, social media, newspapers, and the Town’s website.
- Securing donations from the NRRA, New Hampshire the Beautiful and the NHDES for food scrap composting bins and other pilot program materials.
- Implementing the pilot program once the site is ready (estimated in the fall of 2018 or spring of 2019).

Solid Waste Disposal Notification

The Town of Sunapee is currently under contract with North Country Environmental Services (NCES) to dispose of its’ MSW and construction and demolition debris, that is collected at our transfer station, at NCES’s Bethlehem, New Hampshire landfill. In 2014 we negotiated a 10-year contract with NCES for disposal of our solid waste products (not our recyclables). Our current disposal costs, also known as tipping fees, are \$52.69 per ton, which is exceptional in the solid waste industry. I was recently informed that tipping fees for municipalities currently average \$70-\$75 per ton throughout the state. Unfortunately, you may have heard a rumor that NCES did not receive approval by the Town of Bethlehem voters in March 2018 for its’ landfill expansion, which would have provided much needed additional capacity for its consumers. I confirmed this rumor with NCES in April 2018 and asked the general manager what their plans were for honoring our contract through 2023 because it is my understanding that their existing landfill’s capacity, without the expansion, allowed them to operate through 2021. NCES informed me that they are currently pursuing other locations that may be available to continue their landfill operations and indicated that they would be able to honor our existing contract through 2023 based on recent disposal quantities that they had processed at their landfill.

My intent moving forward will be to stay ahead of the curve, and I will research all our options for the reduction and/or for the disposal of solid waste from our transfer station over the next year+/- . I will also continue discussions with NCES, will monitor the situation at the Bethlehem landfill, and I will update the Board as more information becomes available. My overall concern is that if we need to pursue another vendor and/or location to dispose of the Town’s solid waste material, that we should anticipate and plan for significant tipping fee increases and operating costs for the transfer station. I look forward to discussing this issue in more detail with the Board during the budget season.”

- Scott Hazelton reported that an Arborist looked at the Elm tree at the library and it does have Dutch Elm Disease. The recommendation is it should be taken down.
- The roof at the Safety Services Building is in the process of being replaced.
- Bradford Road Bridge has been removed and the new bridge is 90% completed in the shop and should be delivered next week.

7:30PM-Nicole Gage, CZC Draft Application

Nicole Gage, Zoning Administrator presented a rough draft of the Zoning Permit Application for a Certificate of Zoning Compliance (CZC) she has been updating to the Board. Nicole Gage will be asking the Department Heads and staff for their suggestions on updating this form. After some discussion, Nicole Gage will come back at the June 18th BOS meeting with the final draft.

PUBLIC COMMENTS:

There were no public comments.

SELECTMEN ACTION

- Capital Improvements Program Committee (CIP) Appointments-Christian Whitehouse, 3-Year Term and Christopher White, 2-Year Term

Motion to appoint Christian Whitehouse to the CIP Committee for a three-year term by Selectman Gallup seconded by Selectman Augustine. Unanimous.

Motion to appoint Christopher White to the CIP Committee for a two-year term by Selectman Gallup seconded by Selectman Augustine. Unanimous.

- Use of Facilities:

05/25-American Legion Memorial Day Festivities, Veterans Field & Harbor

Motion to approve the Use of Facilities for the American Legion Memorial Day Festivities By Selectman Gallup, seconded by Selectman Augustine. Unanimous.

07/14-Friends of Abbott Library Pancake Breakfast, Safety Services Building

Motion to approve the Use of Facilities for the Friends of Abbott Library Annual Pancake Breakfast at the Safety Services Building by Selectman Gallup, seconded by Selectman Augustine. Unanimous.

8/10 & 08/23-Project Sunapee Movie Night, Harbor

Motion to approve the Use of Facilities from Project Sunapee to hold (2) movie nights in the harbor by Selectman Gallup, seconded by Selectman Augustine. Unanimous.

- Friends of Abbott Library Raffle Permit

Motion to approve the raffle permit from the Friends of Abbott Library. The raffle will be held on July 14th at the Safety Services Building by Selectman Gallup, seconded by Selectman Augustine. Unanimous.

CHAIRMAN'S REPORT

Item Selectman Augustine wanted on agenda

- Update Regarding Turn-On of Summer Water Lines

Selectman Augustine asked if the water is turned on. Donna Nashawaty replied that the Water & Sewer Department handles their own news and announcements and they don't fall under the Town Manager to have to report that to her. If someone has questions they should call the Water & Sewer Department.

- Daily Start & End Times for Highway Department Four-Day per Week Work Schedule

Selectman Augustine asked the start times and end times of the Highway Department since they started their summer work schedule. Donna Nashawaty replied it is the same as it has been the last five years, which is 6:00AM to 4:30PM Monday thru Thursday.

- Recipient of Cash-Back Rewards (i.e., Employee or Taxpayers) for Current Use of Personal Credit Cards for Town Purchases

Selectman Augustine received an email from a small business owner in town after the last BOS meeting saying what the potential of cash-back rewards could be to the town. This small business owner tries to use as much credit card purchasing as he can, thereby getting a 2% cash-back rewards. This business owner encourages his employees to use their credit cards as much as possible to generate savings to the business. Selectman Augustine said that given the size of the town's budget or at least the non-compensation portion, that potentially could be a big dollar savings if a lot of items were purchased with a credit card. Donna Nashawaty replied that the only items that are purchased with a personal credit card, debit card or cash by employees are things the town needs to shop for because it's something very specific like the QuickBooks software or parts used by the Fire Department. The town reimburses the employee for the purchase and the total amount of expenses is less than \$4,000. This practice is very minimal since most purchases are done by a purchase order or the town has an account with the merchant. Selectman Augustine said that currently because there is no town credit card the employees are using their personal card and submitting receipts to the Town Finance Department for reimbursement. Donna Nashawaty stated that she has no way of knowing if the employee used a credit card or their debit card on the purchase. Selectman Gallup said that one thing you want to remember is the places that the town has accounts with normally will give a 2% to 10% discount if you pay within ten days.

- Estimate of Potential Cash-Back Rewards if Credit Cards were Used for More Town Purchases in the Future.

Donna Nashawaty asked if Selectman Augustine was suggesting that she find a company that will give the town cash-back on a credit card and use it to pay any bill she possibly can.

Selectman Augustine replied that it would be worth in a business case to figure out what the potential could be so if the total town budget is \$6,000,000, and 60% is compensation, 40% of \$6,000,000 would this venture be worthwhile or not. If the potential is \$10,000, \$20,000 or \$50,000 a year for cash-back rewards, what is the potential pro versus the potential con. Donna Nashawaty will investigate the possibility of a cash-back credit card and update the Board at the next meeting.

- Town Employee Job Openings

Donna Nashawaty reported that the Seasonal Mowing and possibly the Harbor Restroom Custodian position are filled.

TOWN MANAGER REPORTS

- Update on Employee Meeting with Healthtrust

Donna Nashawaty updated the Board on the meetings with Healthtrust representatives that was offered to employees who wanted more explanation on the health insurance plan. The meetings were held in the Town Meeting Room and 4 employees came to ask questions.

- Status of LED Project

Donna Nashawaty reported that the Safety Services Building is complete, except for 6 recessed lights that have not come in yet. The Highway Department and Transfer Station are complete, and the Town Offices is partially completed.

- Review of CIP guidelines

Donna Nashawaty wanted to ask the Board to talk a little bit about the CIP committee guidelines, charge and composition. Donna Nashawaty and Lynne Wiggins went through the guidelines and found a couple of things that need to be added or changed; add Water & Sewer Department and School to program, include capital projects involving assets that have a useful life of not less than 5 years, should be changed to 6 years and correct some typos. Donna Nashawaty doesn't believe that the community where the draft document came from was an SB2 town so some of the wording needs to be edited to make sense. Selectman Gallup asked who was on the committee. Donna Nashawaty replied 2 "citizens at large", one Planning Board member, one Advisory Budget (ABC) member and one Selectman. Selectman Gallup said maybe the Chairman or Vice-Chairman from the ABC committee could step in now to fill the position and at the next BOS meeting set a date for a preliminary meeting to discuss what the group wants to accomplish this year. After some discussion, Donna Nashawaty will send a message to schedule a meeting with the group, preferably on a Tuesday evening around 6:00PM.

Meeting adjourned at 9:04PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant