

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Meeting Room
Monday, February 21, 2017

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

Absent: Shane Hastings

Chairman Trow opened the meeting at 6:30PM

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0125-0004-0000 94 Jobs Creek Road Lee & Paul Rev. Trust

Parcel ID:0126-0026-0000 2 Mustard Seed Lane Edward & Bonnie Henderson

Parcel ID:0133-0041-0000 45 Lake Ave. William Grinnell

Parcel ID:0211-0010-0000 Route 11 Bernard Dunbar (Verizon Wireless)

Parcel ID:0129-0075-0000 & 0129-0076-0000 546 Route 11 J&F Realty

Parcel ID:0137-0011-0000 127 Route 103B Richard Bly***

Parcel ID:0107-0052-0000 48 Otter Hill Road Tim & Pat Fraize***

Parcel ID:0104-0054-0000 110 Oak Ridge Road Richard & Lin Brown***

BY Selectman Gallup, seconded by Selectman Gottling. Unanimous

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID:0129-0075-0000 & 0129-0076-0000 546 Route 11 J&F Realty

Parcel ID:0104-0054-0000 110 Oak Ridge Road Richard & Lin Brown***

BY Selectman Gottling, seconded by Selectman Gallup Unanimous

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID:0233-0013-0000 524 Stagecoach Road V-OZ Asset Management***

BY Selectman Gallup, seconded by Selectman Gottling Unanimous

MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:

Parcel ID:0231-0034-0000 Youngs Hill Road Frederick Green/Lois Gould

BY Selectman Gottling, seconded by Selectman Gallup Unanimous

MOTION TO APPROVE THE FOLLOWING LAND USE CHANGE TAX:

Parcel ID:0238-0063-0000 Sioux Path Larry Lucas

BY Selectman Gallup, seconded by Selectman Gottling Unanimous

(* signed on February 7th, no motion)**

APPOINTMENTS:

•7:00PM Chief Dan Ruggles-Accept Gift from Fire Benevolent Association-RAM

The Sunapee Fire Benevolent Association purchased a hydraulic RAM, which is used for car extrication, for the Fire Department. Chief Ruggles is here tonight to ask that the BOS (Board of Selectmen) to accept the gift valued at \$4,543. **Motion to accept the donation from the Sunapee Fire Benevolent Association by Selectman Gallup, seconded by Selectman Gottling Unanimous**

•7:10PM Chief Cahill-Donate Equipment

Chief Cahill requested that the BOS allow him to donate to the Croydon Police Department, a laptop computer, which is outdated and does not support the needs of the Sunapee Police Department.

The laptop was purchased with funds from the Sunapee Police Benevolent Association and has a value of \$50-\$75 for a trade-in and is about five (5) years old. **Motion to allow Chief Cahill to donate a laptop computer to the Croydon Police Department by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

PUBLIC COMMENTS

•John Brandolini wanted to make a comment on the Advisory Budget Committee (ABC), which was supposed to meet on Monday, February 13th, but didn't. He has a 50/50 chance of making the next meeting, so he would like to go over his comments with the Board. (Comments Attached) John Brandolini read his comments to the Board, which will be presented to the ABC Committee members at the ABC wrap-up meeting.

•John Brandolini stated that effective immediately, due to his travel schedule, he would resign his volunteer position on the ABC Committee. The Board thanked him for his participation on the ABC Committee.

SELECTMEN ACTION

•Use of Facilities: 4/15 Or 4/22 SMHS Senior Class 5k Color Run Harbor/Dewey Beach
Jon Reed, Student Advisor summarized the details of the 5k color run and the meetings that have occurred between the students and Chief Cahill. For safety reasons, Chief Cahill suggested that the race start at Dewey Beach, enter Dewey Woods off Jobs Creek, follow trail, finish at Dewey Beach. The students also went to the Conservation Commission meeting, who approved the race going through Dewey Woods, but asked that no powder be used in the woods. **Motion to approve the Use of Facilities for the SMHS Senior Class 5k Color Run on 4/15, (if inclement weather race will be held on 4/22 with the race starting in the Dewey Beach And going to Dewey Woods and back to Dewey Beach by Selectman Gottling, seconded by Selectman Gallup. Unanimous**

•Abbott Library Reappointment-Sharon Palmer-1 Year Term

Motion to reappointment Sharon Palmer as an Abbott Library Trustees alternate for a term of one (1) year by Selectman Gottling, seconded by Selectman Gallup. Unanimous

•Waive \$200 Site Plan Fee for Safety Services Building 2nd Floor Interior Renovations

Motion to waive the \$200 Site Plan Review fee for the Safety Services Building 2nd floor Interior renovations by Selectman Gallup, seconded by Selectman Gottling Unanimous

•Fund Balance Policy

The Board received the Fund Balance Policy, which was adopted on February 13, 2012 and is a "boilerplate" that was given to the Town by the Auditors. In addition, they received the last seven (7) years of the budgetary fund balance retention forms, cash balance graph for the last three (3) years and the budgetary fund balance retention summary page for 2010 through 2016.

Donna Nashawaty put the Fund Balance Policy on the agenda because of a recommendation from the Advisory Budget Committee to review the current policy. The Town strives to maintain an unassigned fund balance (includes amounts that are not obligated or specifically designated and are available for any purpose) in its General Fund equal to 5-17% of the total appropriations of the community (this is calculated by adding the municipality's appropriations, the statewide enhanced education amount, the local school net tax commitment and the county appropriation). The Board of Selectmen review this information each year to determine the amount, if any, of unassigned fund balance to use to balance the budget and reduce the tax rate.

The amount used to set the tax rate since 2010 has been \$300,000. After some discussion, the Board decided not to change the policy, but to keep an eye on it for next year.

- Discuss Town Manager Review Process

Donna Nashawaty sent the requested documents to the Board. Chairman Trow anticipated that at the Monday, March 6th meeting the Board would go into a non-public session to do the Town Manager's review.

- Waive Tax Interest

Donna Nashawaty stated that when a property is sold, the Assessing Department sends a form to the new Homeowner with a self-addressed envelope for their reply. The responses are set aside when they come in, since the contents are known, and worked on later. A taxpayer used the envelope to pay their tax bill, hence the accrued interest. The Board needs to make a motion to waive the interest of \$86.61. **Motion to waive the interest of \$86.61 by Selectman Augustine, seconded by Selectman Gallup. Unanimous.**

CHAIRMAN'S REPORT

- Chairman Trow stated that they're still working on the UVLSRPC Director position.
- Selectman Gottling reported they're working on interviews for the Sullivan County Manager.
- Selectman Gallup reported that via his Sister and Mother, who are on the Library Trustees Board, they are interviewing the second candidate for Library Director this evening.

TOWN MANAGER REPORTS

- Workers Compensation CAP (Contribution Assurance Program)

Donna Nashawaty said that Primex has offered the option of participating in the CAP program for the next three coverage period years. The CAP program provides stability by creating a limit on your Workers Compensation contributions for future renewals. The Cap Agreement provides the opportunity to participate in CAP through December 31, 2020 with a maximum 8% increase. Selectman Gall read the resolution to enter the Primex CAP program and made the following motion, with The Chairman to sign. **Motion to hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all the terms and conditions of Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be then set forth in the coverage documents of Primex by Selectman Gallup seconded by Selectman Gottling. Unanimous**

- Audit Report

The Board received the 2015 audit report. Donna Nashawaty stated there was talk last year of them coming to talk to the Board, but after some discussion, the Board agreed that wouldn't be necessary.

- ABC Committee Meeting

Donna Nashawaty gave the details of who could not attend the Monday, February 13th BOS meeting with the ABC Committee and sent an email out with four (4) different date Choices and a start time of 6:00PM. In the meantime, Donna Nashawaty had a conversation with Russ Holden, Superintendent, who asked when the ABC Committee wrap-up meeting was going to be held. Donna Nashawaty said that Monday, March 6th looked good for the Town members and Russ Holden was going to check with the School members and get back to her.

Chairman Trow asked if there were going to be any other appointments on the 6th, Donna Nashawaty replied there were two (2) starting at 7:00PM, but the ABC portion would start at 6:00PM. Chairman Trow thinks the meeting would probably be closer to two (2) hours. After some discussion, the meeting will be held on Monday, April 17th at 6:00PM at the Town Office Meeting Room.

•Economic Revitalization Zone (ERZ)

Michael Deyett will be coming to talk to the Board on Monday, March 6th regarding an ERZ Zone in Georges Mills. The ERZ (income) tax credit program, which is detailed in RSA 162-N, offers a short-term business credit for projects that improve infrastructure and create jobs in designated areas of a municipality. Michael Deyett has already spoke with the Planning Board, who told him the Board of Selectmen would have to make this decision. The Board will get more information in their March 6th meeting packet.

•LED Streetlights

Donna Nashawaty has been contacted by a private company, Peter Salvitti of Efficient LED Lighting Systems regarding replacing the current streetlights with LED streetlights. Towns that have installed LED streetlights are seeing significant savings because of the lower streetlight rate and reduction in energy used, both new London and Newbury have replaced all their streetlights with LED streetlights. Donna Nashawaty and Scott Hazelton will be meeting with Eversource next Wednesday, March 1st to talk about the process.

•Library Lease

Donna Nashawaty is working on the lease and hopes to bring and have everybody's blessing on it by the next meeting.

•TC/TC New Software Rollout

Donna Nashawaty wanted to report that the upgrade for the DMV did not rollout because of the bugs.

•End of Year and January End of Month Summary Reports

The Board received and reviewed the End of Year and January End of Month Summary Reports.

Meeting adjourned at 9:05PM

Submitted by,

Barbara Vaughn

Administrative Assistant

Approved: _____

Joshua Trow, Chairman Suzanne H. Gottling, Vice Chairman

John Augustine Frederick Gallup

Shane Hastings

Sunapee Advisory Budget Committee
Monday, Feb 13, 2017

- Comments are mine and mine alone. Due to the size of the ABC, it was not feasible to get together ahead of time and come up with a consolidated list of suggestions.
- NEED an independent budget committee. Having it the size it is fosters “groupthink” instead of independent thinking and analysis.
- Smaller group – 3 people, could easily meet, discuss, and provide suggestions to the boards. Develop standard work for reporting out to boards.
- Different approaches were taken by the BOS and School Board for run through on the budget and the public comment. School Board review felt rushed for both of those as they were held before regularly scheduled School Board meetings. School budget almost double town budget, but review was 2 hours, vs. 8 hours.
- A joint spending committee between the town and the school should be assigned with tasks given to the committee. Identify opportunities, set goals, report on status.
- BOS and Town Manager should attend School Board budget review and/or public discussion and/or deliberative session. Need to understand competition for tax dollars.
- School Board and Superintendent should attend town budget review and/or public discussion and/or deliberative session. Need to understand competition for tax dollars.
- Attendance at all required meetings should be tracked for “community” members. Should set a standard for percent participation and let them know upon volunteering.
- All volunteers should be encouraged to periodically attend BOS and School Board meetings in order to get a sense of how the town is managed. This is especially important for meetings that discuss monetary issues.

John Brandolini