

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Meeting Room
Monday, May 1, 2017

Present: Josh Trow, Chairman, Suzanne Gottling, Vice Chairman, John Augustine, Fred Gallup,
Also, Present: 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: 0210-0034-0000 474 North Road, Gergler/Arbour

Parcel ID: 0144-0043-0000 270 Edgemont Road, Kathleen Johnson

Parcel ID: 0114-0006-0001 Browns Hill Road, James P. Aubuchon

Parcel ID: 0234-0025-0000 134 New Province Road, Denis & K.C. Ibey

Parcel ID: 0233-0024-0000 3 Jeffrey Drive, Thom & Pam Rice

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

By Selectman Gallup, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMITS:

Parcel ID: 0133-0082-0000 40 Burkehaven Hill Road, Mark & Catherine Lather

Parcel ID: 0233-0024-0000 3 Jeffrey Drive, Thom & Pam Rice

By Selectman Gottling, seconded by Selectman Gallup. Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID: 0218-0085-0000 52 Old Georges Mills Road, Michael Sisemore

By Selectman Gallup, seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING PERMIT TO EXCAVATE:

Parcel ID: 0132-0016-0000 10 Chase Street, Paul McLaughlin

By Selectman Gottling, seconded by Selectman Gallup. Unanimous.

●SELECTMEN ACTION

•Committee Appointments-Josh Trow & Aaron Simpson One (1) year UVLSRPC

Motion to appoint Josh Trow and Aaron Simpson to the Upper Valley Lake Sunapee Regional Planning Commission until May 1, 2018 by Selectman Gallup, seconded by Selectman Gottling. 3 in Favor, Chairman Trow, Abstained.

•2017 Tax Lien-Levy of 2016

The Board received the Affidavit of Execution of the 2016 Real Estate Tax Lien from Betty Ramspott, Town Clerk & Tax Collector. **Motion to accept the Report of Tax Lien as presented by the Town Clerk by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

•Discussion of Police Cruisers for Auction

Donna Nashawaty stated the two (2) new police cruisers that were ordered will not be delivered before the James St. Jean Auction. The new cruisers will replace the current cruisers. The auction will be held on Saturday, May 20th at the White Farm in Concord. The next auction at the White Farm will be in October.

Chief Cahill spoke with a representative from Auctions International, an online auction company, at a conference he attended. This auction company has similar prices, if not better prices, than the White Farm. Chairman Trow asked if there was a higher percentage fee than the White Farm, which is five (5) percent. Donna Nashawaty believes the fee is fifteen (15) percent. The auctions are held online, so the cruisers remain at your site, which saves on fuel, transport, and labor costs. Selectman Gottling asked why the cruisers are being delayed. Donna Nashawaty replied that the Police Department waited longer than normal to order the cruisers after the Budget Public Hearing. Selectman Augustine asked what the expected date of delivery was for the new cruisers. Donna Nashawaty doesn't feel it's that long after the May White Farm auction. Selectman Gallup suggested waiting until the new cruisers come in. Chairman Trow said he doesn't have a problem using a different auction vendor if the Town is getting the same expected amount back. The Board will wait for the new cruisers to come in.

•Health Insurance Discussion

Donna Nashawaty reviewed the details of the three (3) health insurance plans offered by HealthTrust. The plan she is recommending is the Access Blue Site of Service Plan (ABSOS20/40). The ABSOS20/40 plan has a yearly standard deduction of \$1,000 per member, and \$3000 per family. The employee will be responsible for the first half of the deductible. The Town would pay the second half of the employee's deductible, which would be funded through the Expendable Trust. Under the SOS plan, the employees will be paying higher copayments on Primary Care, Specialists, and Emergency Room visits. The employees will have the option to have an amount deducted, pretax, from their paycheck to cover their portion of the deductible and copayments. The money is put into a Flexible Spending Account (FSA), which can be accessed with a card. An employee can carryover \$500 in the FSA to the next year. Any amount over the \$500 will be retained by the Town. The Town would pay the premium. The employees will also be offered the AB20 plan, which is similar to the plan that is currently offered. If an employee decides to take the AB20 plan, they will pay the difference between premium for the SOS plan and total cost of AB20 plan and have no deductible. Donna Nashawaty would like to hold two (2) meetings. Healthtrust would come up and do a PowerPoint presentation and answer any employee questions. The Town will offer a Wednesday afternoon presentation for the employees and a Wednesday evening presentation for employees and their spouses. Selectman Augustine said currently the employees are contributing 12.5% of the annual premium cost, but the proposal is the employees contribute 0%. Donna Nashawaty replied yes. Selectman Augustine is curious why 0% instead of 12.5% was chosen. Donna Nashawaty replied that the cost to the employee, in addition to managing their own deductible health insurance plan, was going to be more "out of pocket" expense, than what they were paying in 2017 by a significant amount. The Town will be paying a lower premium by going with this plan. Currently, the Town's annual cost for a family plan is \$25,615.94. The Town's annual cost for the proposed plan is \$22,417.68. The Town's cost will go down by \$3,000 per employee. Selectman Augustine thinks this is good, but still thinks this is worthy of discussion, whether the employees should contribute something. The amount might not be 12.5%, but maybe 2% or 5%, then the cost sharing is a little more equitable. After some discussion, Selectman Gallup suggested that the Town Manager go ahead with educating the employees on the proposed insurance plan. He doesn't think it's a perfect solution, but he thinks it does a couple of different things: saves the Town money; it could save the employees some money; and it gets the Town out from under the

cadillac tax scenario. Selectman Gallup added that there is nothing that says the Town must stay with this plan. He feels it's a first good step.

Motion to proceed with offering the health plans as presented by the Town Manager by Selectman Trow, seconded by Selectman Gottling. 3in Favor, Selectman Augustine Opposed.

•Town Committee/Board Vacancies

The Board reviewed the list of Committee/Board vacancies, that they requested at the last meeting. The following Committees/Boards have vacancies:

Capital Improvement Committee (CIP) - (1) Selectman, (1) Advisory Budget (ABC), (1) Planning Board, and (2) Citizen at Large. Advisory members-Town Planner and Finance Director.

Advisory Budget (ABC)- (1) Recreation, (1) Citizen at Large

Cemetery Commission- (1) Vacancy

Conservation Commission- (1) Vacancy

Crowther Chapel- (1) Vacancy

Planning Board (2) Alternate Vacancies

Recreation Committee- (3) Vacancies, (1) possibly filled

Zoning Board- (2) Alternate Vacancies

Chairman Trow asked which vacancies are most concerning. Donna Nashawaty said the Planning and Zoning vacancies concern her the most. The Board agreed that an ad would be put in the Shopper and the Intertown. In addition, an email will go out on the Town website.

•Deed Waiver: Vinal

Motion to accept the deed waiver on the property at 43 Wilderness Park Road, Parcel ID: #0239-0001-0010 by Selectman Gallup, seconded by Selectman Gottling. Unanimous.

•Thrift Shop Resignation-Jo Hill

Motion to instruct the Town Manager to send Jo Hill a note thanking her for her service to the Town by Selectman Gallup, seconded by Selectman Gottling. Unanimous.

•Thrift Shop Appointment-Valerie Ruopp

Motion to appoint Valerie Ruopp to the Thrift Shop Committee for a three (3) year term by Selectman Gottling, seconded Selectman Gallup. Unanimous.

●CHAIRMAN'S REPORT

•Selectman Gallup stated that he has been questioned by several people as to why they are not seeing the new Grader on the rough dirt roads. Road posting was lifted the prior week. Donna Nashawaty will inquire about plan.

•Selectman Gallup asked if the Town had a schedule from the State on when the Route 103B Bridge Project will be done. The bridge is done but both approaches are horrendous. Donna Nashawaty will find out and give the Board an update.

•Selectman Gallup said the new lights at the upper Library parking lot do not face downward and shine right on the backside of his mother's barn. Donna Nashawaty will look into it and get back to the Board.

•Possible Joint Meeting with School Board

Selectman Augustine would like to extend an invitation to the School Board to have a joint meeting to discuss possible ways to work together in the future. Chairman Trow feels that is something that the Superintendent and Town Manager would work on together.

Selectman Gallup asked if the Town Manager could provide the Board with a list of the joint things that are already being done. Selectman Gottling thinks that suggestion would be a good idea. Chairman Trow suggested a list of things the Town knows work and things that can't and don't work. Donna Nashawaty will make-up a list of items already happening and items tried or talked about that have hurdles or simply didn't save time or money.

- Thrift Shop Move to Old Abbott Library (OAL)

Selectman Augustine asked what the status of the Thrift Shop move to the OAL. The Thrift Shop is completely moved out of the Harbor House Livery building and are settling in at the OAL. The opening was supposed to be tomorrow but has been delayed to a later date. Craig Heino will be finishing up in the next couple of days, the pathway still needs to be done.

- Sale of Fernwood Point Property

Selectman Augustine asked how the sealed bid auction for the sale of the Fernwood Point property was going. Donna Nashawaty said she was still working on it. The bid package should contain a lot more than what she thought. Donna Nashawaty went to Manager's List Serve to see how other towns put together their bid packages. She is working on it and will bring back to the Board when completed.

- Historical Society Purchase of Old Abbott Library (OAL)

Selectman Augustine asked about the Historical Society purchase of the Old Abbott Library. Donna Nashawaty said that as last reported to the Board, it is in the Historical Society's Attorney's hands.

- Fire Department Organization Structure & Governance

Selectman Augustine said since the Fire Department warrant articles didn't pass there have been some meetings and discussions with the Fire Engineers. He wondered about the status of those discussions. Donna Nashawaty replied that the Board of Selectman asked her to reach out to the Fire Engineers and invite them to a future meeting after the Fire Engineers have determined their course of action. She left it with them to contact her after they decide how they want to move forward.

- Town Employee Position Vacancies

Selectman Augustine asked for an update on Town position vacancies. Donna Nashawaty replied the Mechanic position. In addition, Roger Landry, Zoning Administrator, has given his notice. His last day will be July 6th.

- Ideal Candidate Profile: Zoning Administrator

Donna Nashawaty and Michael Marquise, Town Planner, met to discuss the duties and responsibilities of the Zoning Administrator. The first thing Donna Nashawaty needs to do is develop an Ideal Candidate Profile for the Zoning Administrator. She will start working on it and bring back to the Board for their review.

- Corrected Employee Annual Performance Review Form

Selectman Augustine asked if the Employee Annual Performance Review Form had been corrected. Donna Nashawaty replied that it had been corrected.

- Current Fund Balance Amount

Selectman Augustine talked about a handout the Board received with the current fund balance amount. Donna Nashawaty replied that the Board received a cash flow analysis report. The audit for year ending 2016 will be completed later in the year and will have the fund balance account information.

•Water & Sewer Project Update

Donna Nashawaty updated the Board on the Water & Sewer project on Lower & Upper Main Street.

●TOWN MANAGER REPORTS

•Sub-Groups of a Town Board/Committee – Legal Email Related to ABC Committee

The Board discussed the legal email regarding sub-groups on the ABC Committee.

•Memorandum of Understanding (MOU)-School District Use of Highway Garage

The Board reviewed the MOU between the Town of Sunapee and the Sunapee School District relative to the school buses being parked at the Highway Garage. This MOU will provide a detailed list of work related tasks and/or conduct that will be acceptable for the Transportation Department employees while on Highway Garage property, and/or while in the Highway Garage itself. The MOU will be signed by the School Superintendent and the Town Manager.

•Tax Deed – Devon Smith

Donna Nashawaty gave the tax deeding process for the property located at 110 Winn Hill Road.

•Harassment Prevention Training Town Employee-Wide, Wednesday, June 7th

Donna Nashawaty reported that there will be a mandatory Harassment Prevention Training done on Wednesday, June 7th by Primex for the employees.

•April Monthly Budget Report

The Board received and reviewed the April Budget Report.

Meeting adjourned at 9:30PM

Submitted by,

Barbara Vaughn

Administrative Assistant

Approved: _____

Joshua Trow, Chairman Suzanne H. Gottling, Vice Chairman

John Augustine Frederick Gallup

Shane Hastings