

SUNAPEE BOARD OF SELECTMEN  
6:30PM Town Meeting Room  
Monday, May 15, 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: 0238-0007-0002 207 Timmothy Road, Jennifer Frederick.**

**Parcel ID: 0104-0001-0000 1042 Main Street, John & Terry Mattson.**

**Parcel ID: 0118-0062-0000 46 Burma Road, Robin Saunders.**

**Parcel ID: 0237-0018-0000 11 Cross Road, Allen & Linda Bullis.**

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

**Parcel ID: 0104-0084-0000 1282-A Route 11, Michael Fowler.**

**Parcel ID: 0231-0034-0000 50 Pine Ridge Road, Lois Gould/Fred Green.**

**Parcel ID: 0133-0093-0000 36 River Road, Soonipi Realty Trust.**

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

**MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:**

**Parcel ID: 0133-0026-0000 5 Garnet Street, Cory Flint/Ron Sullivan.**

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

**MOTION TO APPROVE THE FOLLOWING PERMIT TO EXCAVATE:**

**Parcel ID: 0133-0094-0000 34 River Road, Peter Edwards.**

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

**Parcel ID: 0231-0016-0000 258 Stagecoach Road, John Augustine.**

**By Selectman Gallup, seconded by Selectman Gottling. 3 in Favor, Selectman Augustine Abstained.**

●SELECTMEN ACTION

• Scenic Byway Committee Appointment-Donna Gazelle, Three (3) year

**Motion to appoint Donna Gazelle to the Scenic Byway Committee for a three (3) year term by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

•Alternate LSPA Reappointment-David Beardsley, One (1) year term

**Motion to reappoint David Beardsley as the Alternate LSPA Representative for a one (1) year term by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

•Advisory Budget Reappointment-Kevin Cooney, Three (3) year term

**Motion to reappoint Kevin Cooney to the Advisory Budget Committee for a three (3) year Term by Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

•Sign 2017 First Issue Tax Warrant

**Motion to approve and sign the First Issue Tax Warrant by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

•Use of Facilities:

05/17-Mount Royal Academy, Both Town Fields

**Motion to approve the Use of Facilities form from Mount Royal Academy to use both town ballfields by Selectman Augustine, seconded by Selectman Gallup. Unanimous.**

05/26-American Legion Post 25, Sunapee Harbor & Veteran's Field

**Motion to approve the Use of Facilities form from the American Legion Post 25 for the Memorial Day celebration in Sunapee Harbor and at Veteran's Field by Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

07/20-Abbott Library Foundation Gala, Abbott Library

**Motion to approve the Use of Facilities form from the Abbott Library Foundation for the Gala Fundraiser to be held at the Abbott Library on July 20<sup>th</sup> by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

08/13-LSPA Antique Boat Parade, Sunapee Harbor

**Motion to approve the Use of Facilities form from LSPA to use Sunapee Harbor for the Antique Boat Parade on August 13<sup>th</sup> by Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

•Approve MV Mt. Sunapee Annual Dock Rental Agreement

The Board reviewed the annual agreement between the Town and Appleseed Cruise Property, LLC. The purpose of this agreement is to rent dock space at Sunapee Harbor for docking the MV Mt. Sunapee. Appleseed Cruise Property, LLC will pay \$7,799.72 to the Town of Sunapee for rental of this dock for the 2017 season, which begins on May 1<sup>st</sup> and ends October 31<sup>st</sup>, 2017

**Motion to authorize the Town Manager to sign the annual agreement between the Town and Appleseed Cruise Property, LLC for the use of the Town Dock for the MV Mt. Sunapee. Appleseed Cruise Property, LLC will pay \$7,799.72 to the Town of Sunapee for rental of this dock for the 2017 season, which begins on May 1<sup>st</sup> and ends October 31<sup>st</sup>, 2017 by Selectman Gallup, seconded by Chairman Trow. Unanimous.**

•Temporary Maintenance Encroachment Agreement

Donna Nashawaty stated that one of the issues the Town had relative to Dunkin Donuts coming in on Route 11 was the crosswalk. The Maintenance Agreement is between the Town and the State of NH Department of Transportation (DOT). The Town agrees to paint-striping of the crosswalk and covering the costs of overhead lighting. DOT does not make agreements with individual Property Owners, only the municipality. So, the Town must agree to do both things and then agrees to hold the Property Owner to the conditions set forth in their Site Plan Review.

Donna Nashawaty recommends that the Board authorize her to sign this agreement. **Motion to approve the requirements of the DOT, with the knowledge that a benefitting private owner is going to provide the lights, the Town will paint the lines in the new crosswalk and authorize the Town Manager to sign the agreement by Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

●CHAIRMAN'S REPORT

•Thrift Shop Move to Old Abbott Library, Expected Opening Date

Jo Hill, Thrift Shop Committee, reported that the Thrift Shop will be open in its new location on Thursday, May 25<sup>th</sup>. The committee's concern is that the bathroom needs to be completed.

Donna Nashawaty toured the new Thrift Shop with Craig Heino last week. All that's left to do is the plumbing, electrical work, crushed stone in the pathway and hang up the sign. The committee said that Craig Heino has been so good and cooperative to the ladies.

- Final Taxpayer Cost for Bathroom Installation and other Renovation Work to Date

There is no information until the work is completed.

- Status of \$40,000 in Cash or In-kind Donations for Ramp to Thrift Shop Entrance in Old Abbott Library.

Donna Nashawaty does not have any resources to do this work. The status of the cash or in kind donations is zero.

- Historical Society Purchase of Old Abbott Library

Donna Nashawaty received the contract about two (2) hours before the meeting from the Historical Society's Attorney, which she forwarded to the Town Attorneys.

- Dewey Beach Staffing, Parking, Programs, and General Summer Overview

Donna Nashawaty stated that the Recreation Director is in control of these areas. She has no updates, other than the Newsletter went to the Printer on Monday.

- Paving Projects Status Update

The following is a paving project status of the Town's annual paving projects:

Main Street - Cold planing and paving is complete. Striping will be completed this week.

Lower Main Street - Cold planing is complete. Paving will be completed tomorrow and striping will be completed this week.

Trow Hill - Grinding and installation of 2" base course paving is complete. Remainder of roadway paving will be completed tomorrow and striping will be completed this week.

Beech Street - Base course preparation (installation of crushed ledge material) and drainage structure improvements is complete. Paving will be completed tomorrow.

- School Use of Town Email Distribution List

The Board discussed the School's use of the Town Email Distribution List. Donna Nashawaty asked the Board if their concerns were about censoring, that they should develop a policy for her to follow.

- Selectman Gallup followed up on the questions he asked at the last BOS meeting. The approaches on Route 103B have been repaved. He has had reports of Grader sightings. The Library responded quickly and made some adjustments to the lights.

- TOWN MANAGER REPORTS

- Initiatives done jointly with School

Donna Nashawaty went over the Department Heads responses to what they jointly do with the School or provide for the School at the Town level.

- Sale of Town Property (Sealed Bid Process)

Donna Nashawaty gave the details of what would be in the bid package. She had some questions for the Board, relative to the bid form.

1) What would be the amount of the deposit? Consensus of the Board is 10% in the form of cash, certified check or irrevocable letter of credit.

2) Successful Bidder would pay all closing costs? Yes

3) Bids will be opened at the Monday, July 24<sup>th</sup> BOS meeting at 6:30PM? Yes

- County Insurance

Donna Nashawaty handed out the Sullivan County Health & Dental Insurance Rates given to her by Selectman Gottling. The information was requested by Selectman Augustine.

•Seasonal & Elected Pay Table

Donna Nashawaty stated that there is a Seasonal Custodian and a Seasonal Transfer Station Attendant, which are both on the current pay table at \$12.50 an hour. On the old pay table, the rate was \$15.01 and 14.64. Donna Nashawaty would like to change the rate on the current pay table to \$14.61 an hour. **Motion to adjust the current Seasonal & Elected Pay Table and the position of Seasonal Custodian and Seasonal Transfer Station Attendant rate from \$12.50 to \$14.61, which is Grade 5, Step 1 by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

**Meeting adjourned at 8:51PM**

**Submitted by,  
Barbara Vaughn  
Administrative Assistant**

**Approved: \_\_\_\_\_**

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**Joshua Trow, Chairman      Suzanne H. Gottling, Vice Chairman**

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**John Augustine                  Frederick Gallup**

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**Shane Hastings**