

SUNAPEE BOARD OF SELECTMEN  
5:30PM Safety Services Building  
Monday, November 13, 2017

Present: Suzanne Gottling, Vice Chairman, John Augustine,  
Fred Gallup, Shane Hastings and Donna Nashawaty, Town Manager.  
Chairman Trow opened the meeting at 5:30PM

•Advisory Budget Committee

Establish Advisory Budget Committee (ABC) Chairman

Chief Cahill nominated Ron Kulpa for Chairman of the ABC Committee. Ron Kulpa nominated Chief Cahill for Vice-Chairman. Ron Kulpa said he could do it for the month of November, but feels it would be difficult when he's out of town. Chief Cahill asked if Linda Tanner would be available to take over as Chairman. Linda Tanner said that last year she was Chairman of the School Advisory Budget Committee and would not like to be Chairman of both. Kevin Cooney volunteered to be the School's Chairman, so Linda Tanner agreed to be the co-Chairman with Ron Kulpa. Ron Kulpa will be Chairman and Linda Tanner will be Vice-Chairman, which was unanimously approved by the committee. Selectmen Chairman Trow turned the meeting over to Chairman Kulpa. Chairman Kulpa stated that the committee had a few weeks to look over the book and asked if there were any issues, comments or proposals to get further information. Ron Kulpa has some comments on the Welfare budget regarding electric and heat amounts and the Southwest Community Services Fuel Assistance Program. Linda Tanner wanted to know how the Hydro and Water and Sewer effects the overall budget, is it a wash. Donna Nashawaty replied that she plugs in a number that's equivalent to the expenses on the revenue side of both, which doesn't raise tax dollars. Chief Cahill has some concern regarding his overtime budget and the three (3) day 250<sup>th</sup> Celebration in August that might generate overtime. Will there be a contingency budget for items not covered in the department budgets for this event? Donna Nashawaty does not have a contingency budget, but this should be left on the table until the Board has the chance to hear what the Sestercentennial Committee is doing with the money they received from last year, requesting another \$15,000 warrant article for this year and if after the expenses are paid will have any leftover money to use towards budget items. Scott Hazelton bought up the discussion of the LED lighting for his building and the Safety Services Building. The discussion was to use hydro funds for this project. Scott Hazelton only has an estimate for his building. Scott Hazelton will get an estimate for the Safety Services building and Town Office building for the 2018 ABC report. Ron Kulpa believes the 2017 verbiage and updated numbers would work to start the report. Does the committee feel comfortable with the report that came out last year or do they want it redesigned? Donna Nashawaty offered to take last year's report, insert the new numbers and email to committee for their review before the next meeting. The committee agreed that would be fine.

◇Review Budget Presentation Notes and Warrant Articles

Donna Nashawaty went over the comments/notes she took at the Town Manager's presentation to the BOS/ABC on November 3<sup>rd</sup>, 2017. Donna Nashawaty went over the updated/amended 2018 Warrant Article Summary and the Comparative Statement of Expenditures with the committee. There was discussion on what the amount should be of the preservation of records warrant article. Betty Ramspott reported that the total cost of the project is \$200,000.

The suggested amount for the warrant article was \$10,000, which would cover preserving the older documents. Donna Nashawaty went over the updated/amended 2018 Warrant Article Summary and the Comparative Statement of Expenditures with the committee. The committee had many questions regarding if the \$10,000 warrant article amount for was enough, how many years would it take to get caught up, what do we get done for that amount, and should \$10,000 be used last year and then amount be incorporated into operating budget. Selectman Gallup said that there is a \$10,000 placeholder and the committee has expressed their thoughts and comments, so Betty Ramspott can go back look over her numbers that were given to her from the Preservationist, then come back to the committee with two (2) or three (3) options at the next meeting. **Motion to send Betty Ramspott back with what she heard tonight and have her refine what she feels would be the appropriate dollar amount for a warrant article by Selectman Gallup, seconded by Selectman Cooney. Unanimous.** The ABC part of the meeting was adjourned at 6:57PM.

#### REVIEW OF ITEMS FOR SIGNATURE:

##### **MOTION TO APPROVE THE FOLLOWING CZC's:**

**Parcel ID: 0104-0052-0000 59 Springfield Road, Penny Latva Revoc. Trust**

**Parcel ID: 0232-0016-0000 258 Stagecoach Road, Augustine Real Estate**

**Parcel ID: 0133-0019-0000 45 Main Street, 350 Enterprises, LLC**

**Parcel ID: 0145-0008-0000 369 Edgemont Road, Douglas Grout**

**By Selectman Gottling, seconded by Selectman Hastings. 3 in Favor. Selectmen Augustine abstained from the 258 Stagecoach Road Permit.**

##### **MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:**

**Parcel ID: 0128-0054-0000 Lake Avenue, Lake Sunapee Partnership**

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

##### **MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:**

**Parcel ID: 0128-0054-0000 Lake Avenue, Lake Sunapee Partnership**

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

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

**Parcel ID: 0134-0028-0000 276 Lake Avenue, Steven & Elaine Bernier**

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

#### APPOINTMENTS

7:00PM-Chief Cahill-Swearing New Officer

Chief Cahill introduced Officer Nick Boisvert to the Board. After Chief Cahill introduced Officer Boisvert, Betty Ramspott sworn Officer Boisvert in as the new part-time Sunapee Police Officer.

7:10PM-Fentons-Mt. Kearsarge 3-Year Contract

Donna Nashawaty stated that the Mt. Kearsarge has a three (3) year lease contract, which was up on November 1<sup>st</sup>. Chairman Trow said that in his opinion, it's been good having the boats as a draw to attract people to the harbor and enjoy the lake. Chairman Trow asked if the dredging was completed and done. The Fentons replied that they had three (3) years on the permit to get it done.

The dredging was done at their expense, but everything that was dredged has filled back in. Selectman Gottling asked if they knew what all the sediment was coming from. The Fentons hope moving the drain from the front of the boat will help reduce the sediment amount. Scott Hazelton feels it's a combination of wave action, the boat backing up and the drainage attribute to the sediment to the boat. In the most two (2) recent storms Scott Hazelton didn't see a large sediment discharge with the redirection of the drainage. He saw part of a channel in the beach, but stabilized it with rip-wrap so it shouldn't happen again. Donna Nashawaty asked if there was still an issue with a broken pole. The Fentons replied that the pole at the end of the dock has been broken off, but they are trying to find someone to do the work and aren't having much luck with the contractors. Donna Nashawaty said this leads her to Article 9b of the lease that states,

*“Prior to docking the Boat at the Premises before the start date of this lease term, Lessees shall hire a qualified professional, chosen by the lessor, to investigate and examine the Dock on behalf of Lessor, and to provide recommendations as to the changes, upgrades, enhancements, or additions to the Dock or Dock structure that are necessary to safely use the Dock for the purposes intended by Lessees. Lessees shall make all improvements to the Dock, as may be reasonably required by Lessor or Lessor's insurer, to accommodate the use of the Dock by the Boat. These improvements shall include the installation of necessary pilings to moor the Boat and to absorb pressure from the docking and storage of the Boat.*

*Lessees shall pay all costs of such improvements, but no such improvements shall be made without Lessor's advance written consent. The acquisition of any permits required for such installation shall be the sole responsibility of the Lessees. Any improvements made by the Lessees shall be left in place at the end of this Lease, without cost to the Lessor, and shall become the property of the Lessor.”*

Donna Nashawaty would be interested in finding a qualified person that both parties could agree on, at the Fentons expense, to get an updated report. The Fentons asked if there was anyone the Town would be satisfied to deal with. Donna Nashawaty replied anybody that was used to dealing with boats that size and tie-downs, which she doesn't think would be found over this way. The Fentons asked what credentials the Town would be looking for. Donna Nashawaty replied that they would have a history dealing with bigger boats and be a Certified Engineer. Most dock companies have one on staff. Scott Hazelton thinks a Marine Engineer would be sufficient. Donna Nashawaty stated that she thinks the Cianbro Company would have a Marine Engineer on staff. The company is out of Maine, but travel all over New England. Donna Nashawaty stated that if a company has credentials of a marine base on larger vessels that the Town would be happy with them. A small marina with twenty (20) foot boats does not qualify. Chairman Trow asked where do we stand with what is available and what is proposed for this renewal in terms of numbers. Donna Nashawaty went over the terms of the lease agreement, which include a 1.9% COLA increase. The Fentons asked if the wording on the lease could be changed to read one (1) boat can be left in the water, instead of saying the Kearsarge would be left in the water. Donna Nashawaty will change the lease to say, “a boat” can be left in the water. Selectman Augustine asked if there was a clause in the three (3) year lease regarding stopping commercial use of the town dock if the operator no longer want to do it, it's in the one (1) year lease. Selectman Augustine doesn't understand why the Town put that in the lease. Donna Nashawaty replied that initially, the Town put it in the lease because the Sunapee was owned by someone else and it was very controversial at the time, until the warrant article was voted on and passed by the residents. It was only on the one (1) year lease.

The Fentons asked if the lease amount could stay the same as last year because they have to do the inspection, which will probably be expensive. The Fentons feel that they bring a lot of people to the harbor and pay almost \$18,000 for the two (2) boats, plus do the dock maintenance and are required to pay for the marine engineer inspection. Selectman Augustine noted that the Fentons charge people to go on their cruises and if the Town applies the 1.9% COLA to the new lease amount, then they would have the choice to raise their ticket amount by 1.9%. Chairman Trow agrees that it has been a good thing for both parties, but the lease amount has been held the same for the past three (3) years. Scott Blewitt, Recreation Director, stated that every year the Fentons donate a boat and Captain for the fireworks cruise, with the proceeds going back to the offset some of the fireworks cost. The Fentons gave \$2,100 back this year. Chief Cahill stated the two (2) boys have been very cooperative with the Town and a pleasant to work with. Chairman Trow said that he needed a motion with the 1.9% COLA and amended language. The Fentons asked if the Board would be able to do anything with the lease amount for this year, Chairman Trow replied after holding the amount for three (3) years, but the cost of everything goes up over time, we would go with the COLA for this year and then readjust next year as needed. **Motion to add the 1.9% COLA to the three (3) year lease amount this year and then readjust next year as needed by Selectman Gottling, seconded by Selectman Gallup. Unanimous. Motion to add the 1.9% COLA to the one (1) year lease amount this year and strike the line regarding stopping commercial use by Selectman Gottling, seconded by Selectman Hastings.**

**Unanimous.**

7:30PM-Sestercentennial Committee Update

Kathy Springsteen, Chairman of the Sestercentennial Committee went over the details of what the committee has been working on. The 250<sup>th</sup> Celebration is Friday, August 17<sup>th</sup> thru Sunday, August 19<sup>th</sup>, 2018. The Board received a “draft” calendar of scheduled community events. The Committee approved the following commemorative items license plates, decals, arrowhead ornaments and banners, which could be sold to support the activities. These items would be for sale starting in January. The committee is working on how to get the word out and community groups involved. Donna Nashawaty attended the last Sestercentennial Committee meeting where she went over the rules and details on how the money is spent from the warrant article. The money in the Sestercentennial Trust Fund needs the approval of the Board of Selectmen before it can be spent. There is a fireworks contract that needs to be signed by March 2, 2018, which gives the committee some time to raise some money. The license plates should be available for sale by the first of the year. Sunapee residents will be allowed to supplement the regular front license plate with the 250<sup>th</sup> plate from January 1<sup>st</sup>, 2018 to December 31, 2018.

The 250<sup>th</sup> website will be set-up with a PayPal account for residents to pay for the commemorative items or make a donation. The website will also advertise the events.

The cost is \$204, which is for the hosting. The design work is being donated. Chairman Trow asked where the license plates would be sold. The plates will be sold at the Police Department and Town Clerk’s office. All the events would either run through the town committee, where waivers were done or have a Use of Facilities form if it’s an outside company. The committee voted to ask the Board of Selectmen to approve the following expenditures; decals \$300, ornaments \$3,500, license plates \$3,000 and the website \$204 for a total of \$7,005, which would come out of the Sestercentennial Trust Fund. The committee has also asked for another warrant article in the amount of \$15,000, which the Board agreed too. **Motion to authorize the expenditure of \$7,004 from the Sestercentennial Expendable Trust Fund by Chairman Trow, seconded by Selectman Gottling. Unanimous.**

## SELECTMEN ACTION

- Petition and Pole License Two (2) Poles on Pine Ridge Road in Sunapee.

**Motion to approve the (2) Pole License requests contingent upon the Road Agent's approval of their location by Selectman Gallup, seconded by Selectman Gottling.**

**Unanimous.**

- Award of Contract-Sewer

The Town reviewed and accepted the recommendation from their Engineer to award the base bid for the pump replacement and electrical improvements to Pump Station #9-#12 to Neil H.

Daniels, Inc. **Motion to authorize the Town Manager to sign the Authorization to Award letter from Selectman Gottling, seconded by Selectman Hastings. Unanimous.**

- Fernwood Trust Lot Merger

Donna Nashawaty reported at the last Board of Selectmen's (BOS) meeting, the BOS voted to approve the Fernwood Trust building permit, if the Lot Merger was approved at the November 2<sup>nd</sup> Planning Board meeting. The Planning Board approved the Lot Merger, but the Lot Merger application had the prior owners name on it. The Lot merger will not be accepted by the Sullivan County Registry. This is a technical glitch and will have to go before the Planning Board again.

Donna Nashawaty stated that the house has been demolished and would ask that the Board approve the building permit now.

It is only a name correction and the Planning Board has already supported the lot merger request. **Motion to approve the Fernwood Trust building permit by Selectman Gallup, seconded by Selectman Hastings. Unanimous.**

- Bonanno Building Permit Approval

Donna Nashawaty said this was the second building permit that was pulled at the last BOS meeting. This is the property that had a 1996 building permit application for a new two (2) bedroom house, but the property already had an existing house. The BOS granted the building permit as long as the existing house was converted to a non-dwelling by removing the kitchen. The new house was built with a full kitchen, but the Town doesn't know what happened to removing the kitchen from the existing house. The house was sold, and the new owners applied for a building permit to renovate the guest house. The renovations included some new windows, drywall ceilings, laundry room and the kitchen. The Town of Sunapee does not have an occupancy permit or interior inspections, so we don't know if the kitchen was ever taken out. Donna Nashawaty researched what the definition of a kitchen was and read her findings to the Board. Donna Nashawaty would like to see something done in the future as to what defines a kitchen. Selectman Augustine said it sounds like the Planning Board or Zoning Board need to come up with a definition of what is a kitchen. Selectman Hastings asked if this would fall under the accessory dwelling unit. It would not because it is not attached to the main house. After some discussion, the Board will sign the building permit contingent on completely removing the kitchen from the dwelling according to the 1996 building permit. Donna Nashawaty will call the resident regarding the Board's decision and if they agree to the terms, will call the Board to come in and sign the permit.

## CHAIRMAN'S REPORT

### •BOS Minutes

Selectman Augustine had previously asked that the Board review and approve of prior minutes and thought it would be a standard agenda item under Selectmen's Action, but it is not. If it is not going to be done that way Selectman Augustine would like to know, and will put under the Chairman's Report section. Selectmen Augustine just wants clarification. Chairman Trow replied that if Selectmen Augustine has specific questions on the minutes it could be brought up in this section, but as a standing item, once they're written they're official and Chairman Trow doesn't see a need to specifically add them to the agenda.

### •Harbor House Livery Clock 3hr 23mins-25mins

Selectman Augustine said it was his understanding even after paying to replace the clock twice on the Harbor House Livery there is still money left in that fund, if so, and the building has been transferred to the new owners, wouldn't we want a warrant article in 2018 to put the money in the general fund. Could we put on as an agenda item to discuss what we are going to do about it.

### •No Thru Trucking Ordinance

Selectman Augustine would like an update on the No Thru Trucking Ordinance. Donna Nashawaty replied the Police Chief and Highway Director are working on it and will be presented at a future meeting.

### •Sullivan County Manager

Selectman Augustine asked if the Sullivan County Manager had been invited to a BOS Meeting? Donna Nashawaty replied yes, The Sullivan County Manager will be at the November 27<sup>th</sup> meeting.

## TOWN MANAGER REPORTS

The Board reviewed the October Monthly Budget report.

**Meeting adjourned at 9:04PM**

**Respectfully Submitted by,**

**Barbara Vaughn**

**Administrative Assistant**