

SUNAPEE BOARD OF SELECTMEN
5:30PM Safety Services Building
Monday, December 11, 2017

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

Absent: Chairman Josh Trow

Vice-Chairman Gottling opened the meeting at 5:30PM and immediately turned it over to Linda Tanner, Chairman of the Advisory Budget Committee (ABC). Linda Tanner asked Donna Nashawaty, to update the Board on the changes made to the budget. In addition, Donna Nashawaty increased the Hydroelectric Enterprise Fund on the Comparative Statement of Expenditures by \$120,000. You have to remember this is an enterprise fund and all revenues have to match. Donna Nashawaty and Bob Collins met with an energy reseller last week regarding the Hydro plant and net metering, which is the ability to take the hydro power and sell it to a net metering company. It was a law that was added into the books a couple of years ago that said if you can provide direct customers, you can direct their energy to them. For example, the Town went out to bid on their electricity and got a rate of 8.5 cents per kilowatt. The Town is paying 8.5 cents and the Town is getting between 2 and 3 cents from the Hydroelectric plant selling it on the open market. This company has pulled together a group of customers that make agreements to sell the electricity to them for 8 cents. They would buy it from the Town for 7.5 cents. The deal is according to the law, you have to provide 100% of the use for what you're generating, with 100% of the use of what you sell. Donna Nashawaty would like the Board to increase the expenditures and revenues of the Hydroelectric Enterprise Fund by \$120,000. If this happens, Donna Nashawaty would be able to draw the checks to pay the company for extra energy fees that would be coming in, which is about \$120,000. Donna Nashawaty is in the process of getting references from other municipalities, school districts and private companies involved in this program. Linda Tanner continued with the review of the 2018 ABC report. The proposed 2018 Operating Budget that was submitted to the Town Manager totals \$5,472,838. The proposed budget is an increase of \$82,554, or 1.5%, more than the approved 2017 Operating Budget.

The primary components of the Operating Budget include:

- Public Works which includes the Highway & Transfer Station and that comprises 40% of the Operating Budget. The proposed Public Works budget totals \$2,178,001. This is an increase of \$53,343 or 2.5% over the 2017 approved budget;
- Public Safety which includes the Police, Fire, Ambulance, EMS, & Safety Services Building and that comprises 22% of the Operating Budget. The proposed Public Safety Budget totals \$1,212,522. This is an increase of \$18,097 or 1.5% over the 2017 approved budget;
- General Government which includes Executive, Finance, Government Bldgs., Town Clerk, and other smaller departments, and that comprises 21% of the Operating Budget. The proposed General Government budget totals 1,147,938. This is an increase of 37,811 or 3.4% over the 2017 approved budget;

- Public Service which includes the Library, Recreation, Welfare, and various annual events, and that comprises 11% of the Operating Budget. The proposed Public Service budget totals \$604,655. This is a decrease of \$21,515 or -3.4% under the 2017 approved budget;
- Debt Service comprises 6% of the Operating Budget. The proposed Debt Service budget totals \$329,722. This is a decrease of \$5,182 or 1.5% under the 2017 approved budget.

The Enterprise Funds include the Water and Sewer Department and the Hydroelectric Plant, and are managed by the Water and Sewer Commission and the Board of Selectman respectively. The Commission and Board are responsible for setting rates to offset spending.

- The proposed Water Department budget is \$511,609. This is an increase of \$6,251 or 1.2% over the 2017 approved budget.
- The proposed Sewer Department budget is \$1,079,743. This is an increase of \$5,506 or .5% less than the 2017 approved budget.
- The proposed Hydroelectric Plant budget is \$233,113. This is an increase of \$100,353 or 75.6% more than the 2017 approved budget.

Linda Tanner asked for a motion to accept the first page of the proposed 2018 Operating Budget as the first part of the ABC Budget Report. Selectman Gottling replied so moved, seconded by Chief Ruggles. Unanimous.

The committee discussed edits and accepted the Department Summary & ABC Recommendations:

Public Works: This budget affects all residents who travel over our Town roads and bridges, use the Town boat launch and parking facilities, or use the Town transfer station including participating in the annual household hazardous waste days. Funding the Highway Department goes towards maintaining, repairing, and/or resurfacing the Town's fifty-one plus miles of paved and gravel roads including maintaining the storm water system. Additionally, the Highway Department services and maintains all of the Town's vehicles and equipment including Sunapee School District's school buses. The budget contains petroleum products within it that are subject to the volatility of commodity pricing which an increase in cost is expected. ABC recommends the Transfer Station continue to explore methods to decrease the amount of solid waste that is processed through the Town's facility like the Take-it or Leave-it shop. The shop has been very successful in removing and repurposing solid waste items that would have cost the taxpayers money. ABC recommends the Transfer Station launch a pilot project in conjunction with the New Hampshire Department of Environmental Services (NHDES) for composting yard and leaf waste and in the future food waste. ABC recommends accepting the budget as presented. **Motion to accept changes by Selectman Gallup, seconded by Selectman Hastings. Unanimous**

Public Safety: This budget provides funding for the protection and preservation of life and property to Sunapee residents, businesses and the Town. In addition, it provides protection for the town's public safety employees in the performance of their duties. ABC encourages our public safety departments to research state and federal programs to bring funds to our community where its practical. ABC recommends accepting the budget as presented. **Motion to accept changes by Chief Ruggles, seconded by Veronica Hastings. Unanimous.**

General Government: This budget ensures the Town Office personnel and the Town Clerk/Tax Collector have the equipment, software, and means to maintain the tax base, collect the taxes, and track spending. Funds in the budget provide for the maintenance, repairs and/or improvements at the Town Office, and for other municipal buildings. All major repairs and/or improvements are completed in accordance with the Building Maintenance Capital Reserve Plan. ABC recommends town officials continue to upgrade technology to improve access, as well as town information for all residents. ABC further recommends the protection and preservation of official Town records. ABC recommends accepting the budget as presented. **Motion to accept the changes by Mary Hillier, seconded by Chief Ruggles. Unanimous.**

Public Service: This budget funds Library, Recreation and Welfare programs for all town residents. ABC recommends that current services and programs be maintained through the budget in relationship to what the residents want and are requesting. ABC recommends coordination of services with outside agencies and other Town departments. ABC recommends accepting the budget as presented. **Motion to accept changes by Scott Hazelton, seconded by Mindy Atwood. Unanimous.**

Debt Service: Public debt is incurred by 60% voter approval of prior town warrant articles for town buildings and infrastructure as an investment in the community. ABC Committee recommends pursuing any available options to reduce public debt. **Motion to accept as presented by selectman Gallup, seconded by Chief Ruggles. Unanimous.**

Enterprise Funds: The Town of Sunapee has three (3) enterprise funds, which are supported by the revenue they generate. Water and Sewer is supported by user fees and the Hydroelectric Power Plant is supported by the revenues it generates. Enterprise funds submit their budgets to the Board of Selectmen and they are incorporated into the overall budget. The net effect to the tax rate is zero. ABC acknowledges the Enterprise Funds' budgets as presented. **Motion to accept changes by Selectman Gallup, seconded by Mary Hillier. Unanimous.**

Warrant Articles: Sincere efforts have been made to work on warrant articles that meet the needs of the town. Each warrant article is discussed and reviewed individually before being considered for approval. ABC recommends that the Board of Selectmen consider drawing funds from the Hydroelectric Power Plant, Capital Reserve Funds and Undesignated Fund Balance when funding request are within the guidelines. ABC recommends continuing this practice. **Motion to accept changes by Selectman Gottling, seconded by Kevin Cooney. Unanimous.**

Respectfully submitted:

Advisory Budget Committee

Linda Tanner thanked everyone. **Motion to adjourn the ABC portion of the meeting by Kevin Cooney, seconded by Scott Hazelton. Unanimous.**

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0135-0004-0000 28 Birch Point Lane, Dellinger Family Trust

Parcel ID: 0128-0054-0000 77 Lake Ave. Lake Sunapee Partnership, LLC.

Parcel ID: 0235-0020-0000 1 Fox Run Road, Lesiak/Prowe Trust

Parcel ID: 0235-0035-0000 139 Water Lot Road, John & Heather Musker

Parcel ID: 0147-0032-0000 49 Hamel Road, Robert & Martha Hopkins

Parcel ID: 0146-0023-0000 26 Turtleback Road, Campbell Family Trust

Parcel ID: 0129-0008-0000 37 Lower Main, Gregory Young

Parcel ID: 0115-0022-0000 11 North Shore Road, William & Diane Sinatra

Parcel ID: 0133-0106-0000 29 Maple Street, Braden & Natalie Miles
Parcel ID: 0121-0005-0000 82 Woodland Road, Marcia & Don Blenko
BY Selectman Hastings, seconded by Selectman Gallup. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BONDS:

Parcel ID: 0129-0008-0000 37 Lower Main, Gregory Young
Parcel ID: 0115-0022-0000 11 North Shore Road, William & Diane Sinatra
BY Selectman Gallup, seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND USE CHANGE TAX:

Parcel ID: 0231-0034-0000 50 Pine Ridge Road, Frederick Green/Lois Gould
BY Selectman Hastings, seconded by Selectman Gallup. Unanimous.

APPOINTMENTS

•7:00PM-Scott Blewitt-Veteran Field Improvements

Scott Blewitt is here tonight to talk about the Veterans Field proposed improvements. The Board received information in their meeting packet from Pathways Consulting, which is an engineering firm that submitted a study proposal for a variety of project considerations along Route 11, which also includes Veterans Field. At the May 16, 2016 BOS meeting, Scott Blewitt asked the Board to accept \$3,000 in donations that would be earmarked for Veterans Field improvements. Scott Blewitt would like to use the \$3,000, as well as funds in the Recreation Revolving Fund to fund this study. The total cost is \$7,295. Donna Nashawaty stated that a motion was needed to withdraw \$4,295 from the Special Recreation Fund to use with the \$3,000 in donations to fund this project. **Motion to allow the expenditure of \$4,295 from the Special Recreation Fund for a study on Veterans Field by Selectman Gallup, seconded by Selectman Hastings. Unanimous.**

•7:15PM-Fire Engineers-Reorganization Warrant Article

The Fire Engineers went over the proposed warrant article to organize and restructure the Sunapee Fire Department with the Board.

To see if the Town will vote to approve to organize and restructure the Sunapee Fire Department as follows:

Per RSA 154:1 I. All Town Fire Departments pursuant to RSA 52:1 (a), shall be organized according to one of the following forms, chosen by a vote of the local legislative body (Town Meeting):

(d) Firewards of any number, as determined by the local legislative body, either elected pursuant to RSA 669:17 or appointed by the local governing body, with a Fire Chief appointed by the Firewards and Firefighters appointed by the Fire Chief.

Commencing on March 13, 2019, the Firewards, shall consist of three (3) individual members. Each member shall be appointed by the local governing body. For the first term only, (1) member shall be appointed for and shall have a term of one (1) year; one (1) member shall be appointed for and shall have a term of two (2) consecutive years; and one (1) member shall be appointed for and shall have a term of three (3) consecutive years. Thereafter, each member shall be appointed by the local governing body and shall have a term of three (3) consecutive years. The Fire Chief will not serve as a member of the Firewards.

Per RSA: 154:1 IV. A town may, by vote of the local legislative body, change the organization of its Fire Department from one form to another.

For municipalities with a town meeting form of government, such a vote shall be taken under an article inserted by the Selectmen for the annual meeting, and the change in form shall not take effect until one year following such vote. (Majority vote required.)

Donna Nashawaty has sent this warrant article to the Town attorney for review and comments. Donna Nashawaty questioned how does the citizen, who is voting on this know what the duties of the Firewards versus the duties of the Firemen are? The Firewards would be the legislative body that sets the policies. The Fire Chief would be responsible for doing job descriptions and organizational charts. Donna Nashawaty suggested that the Fire Engineers might want to put more detail describing the duties of each position. After some more discussion, the Board will revisit after they receive the comments from the Town Attorney.

SELECTMEN ACTION

•Use of Facilities-5/26 & 9/1, Overlook/Indian Cave Meeting, Safety Services Bldg.

Motion to approve the Use of Facilities form from Overlook at Indian Cave Association to use the Safety Services Building for their annual meeting on 5/26 and 9/1 and authorize Vice-Chairman Gottling to stop by Town Office to sign by Selectman Gallup, seconded by Selectman Hastings. Unanimous.

•Approve Proposed Infection Control Policy

Donna Nashawaty stated that the Town has under the Joint Loss Committee, a basic safety manual, which contains all the town policies. The Fire Department would like to replace the current Infection Control Policy with the proposed policy, that provides updated guidelines regarding exposures to possible infectious diseases. Chief Ruggles went over the changes to the policy with the Board. **Motion to accept the changes to the policy regarding Infection Control by Selectman Gallup, seconded by Selectman Hastings. Unanimous.**

•Review, Recommend and Number Warrant Articles

The following are the 2018 Warrant Articles that the Board reviewed, recommended and put in order.

2018 Town Warrant Articles Summary

Article	Description	Amount	New Tax dollars raised in 2018	Not Recommended	Revenue Offset/No increase to tax rate
12	Records preservation Town Clerk Motion to recommend Hastings/Gallup Unanimous	\$10,000	\$10,000		
13	Purchase new voting booths from Fund Balance Motion to recommend Gallup/Hastings Unanimous	\$8,659			\$8,659
14	Sestercentennial from Fund Balance Motion to recommend Gallup/Hastings Unanimous	\$15,000			\$15,000

15	Add to Highway & Transfer Station Equipment Capital Reserve Motion to recommend Gallup/Hastings Unanimous	\$135,000	\$135,000		
16	Purchase and equip new maintenance tractor from Highway & Transfer Station Capital Reserve * reduce by \$3000 for trade in Motion to recommend Hastings/Gallup Unanimous	\$81,172			\$81,172
17	Purchase and equip new Ford F350 pickup truck from Highway & Transfer Station Capital Reserve Fund Motion to recommend Gallup/Hastings Unanimous	\$55,000			\$55,000
18	Add to Used Highway Equipment Capital Reserve Motion to recommend Gallup/Hastings Unanimous	\$25,000	\$25,000		
19	Add to Town Buildings Capital Reserve Fund Motion to recommend Hastings/Gallup Unanimous	\$40,000	\$40,000		
20	Add to Fire Equipment Capital Reserve Motion to recommend Gallup/Hastings Unanimous	\$115,000	\$115,000		
21	Purchase Fast Response Utility Truck Motion to recommend Hastings/Gallup 3 in Favor Gottling opposed	\$125,000			\$125,000
22	Add to Bridges Capital Reserve Motion to recommend Gallup/Hastings Unanimous	\$50,000	\$50,000		
23	10 Year Pavement Management Plan Motion to recommend Hastings/Gallup 3 in Favor Augustine opposed	\$75,000	\$75,000		
24	Construct Phase 2 of Cold Storage Building Motion to recommend Hastings/Gallup Unanimous	\$52,000			\$52,000
25	Capital Reserve for Software/Technology Motion to recommend	\$10,000			\$10,000

	Hastings/Gallup				
26	Add to Employee Health Insurance Exp Trust from Fund Balance Motion to recommend Hastings/Gallup Unanimous	\$21,750			\$21,750
27	Establish Capital Reserve Fund Buy Trustees equity in Old Abbott Library Motion to recommend Gallup/Hastings Unanimous	\$50,000	\$50,000		
28	Construct sidewalk & retaining wall to Thrift Shop Entrance: accepting donations of material and labor to reduce amount spent Motion to recommend Hastings/Gallup 3 in Favor Augustine opposed	\$40,000	\$40,000		
29	Conservation Fund ** Motion to recommend Gallup/Gottling Unanimous	\$55,000	\$55,000		
30	Add to Milfoil Control Non-Capital Reserve Fund Motion to recommend Gallup/Hastings Unanimous	\$5,000	\$5,000		
31	Cemetery Trust from Fund Balance Motion to recommend Gallup/Hastings Unanimous				
32	Fire Department Structure Article				
	TOTALS:	\$968,581	\$600,000		\$368,581

**not Reduced by Land Use Change
Tax Revenue

- *\$673,930 new tax dollars raised in 2007
- *\$408,350 new tax dollars raised in 2008
- *\$407,300 new tax dollars raised in 2009
- *\$348,152 new tax dollars raised in 2010
- *\$358,300 new tax dollars raised in 2011
- *\$335,300 new tax dollars raised in 2012
- *\$607,300 new tax dollars raised in 2013
- *\$370,000 new tax dollars raised in 2014
- *\$ 105,000 new tax dollars raised in 2015
- *\$ 250,000 new tax dollars raised in 2016
- *\$ 485,000 new tax dollars raised in 2017

CHAIRMAN'S REPORT

Topics under this section were suggested by Selectman Augustine

- Review & Approve Prior Meeting Minutes

Selectman Augustine stated that the last meeting minutes listed Chairman Trow as not present, but he was at the meeting. Vice-Chairman Gottling stated that the word deceased should have been decreased.

- Percentage of Total Property Tax Dollars Due that were Paid by December 1st Deadline

Betty Ramspott responded that it was 92%.

- Percentage of Total Property Taxpayers Who Paid by December 1st Deadline

Betty Ramspott responded that it was 90%.

- Sunapee Archives in the Old Abbott Library Open House December 9th & 30th

Selectman Augustine asked if anyone attended the open house at the Old Abbott Library or knew if they had a good turnout. Donna Nashawaty replied she was told the turnout was good.

- Appointment Invitation to Thrift Shop Leadership

Selectman Augustine would like to extend an invitation to the Thrift Shop ladies. Would anyone else like them to come? Donna Nashawaty said that there is not a consensus of the group, everyone has their own ideas. The Board of Selectmen chose not to invite at this time.

- Appointment Invitation to Sunapee Heritage Alliance

Selectman Augustine would like to extend an invitation to Sunapee Heritage Alliance to hear how their projects were going. Vice-Chairman Gottling replied that the Board isn't really involved with them anymore, so it would be if they wanted to come talk to the Board. Selectman Augustine wanted the minutes to say if they wanted to come talk to the Board, the Board is here to listen.

- Terri Jillson White Recognized as New Hampshire (NH) Library Trustee of the Year

Selectman Augustine said his understanding was that Terri White was named Library Trustee of the Year for New Hampshire, which is quite an honor. Selectman Augustine thought Terri White had been recognized at the Library Trustees meeting, but thought it would be appropriate if it was included in the BOS meeting minutes.

- Budget vs Actual Report through 11/30/17

Will be covered under Town Manager section.

- Budget vs Actual Projection for end of 2017

Will be covered under the Town Manager section.

- School Planning to Replace Copiers--Opportunity for Coordination with Town

Selectman Augustine asked if there had been any talk between the town and school about working together on copier purchases or maintenance agreements. Donna Nashawaty replied that the same salesman is working with both the town and school. The town has decided to combine their efforts with the library, who are looking at a new machine. The Police Department would also be interested if the town could get a reduced price for buying in bulk, but it really doesn't work that way.

- Donation Policy

Selectman Augustine asked if there was a written policy regarding accepting donations. Donna Nashawaty replied that there was a statute, which stated that you can't spend the money unless the BOS accepts the money as unanticipated revenue.

TOWN MANAGER REPORTS

- LED Light Program

Donna Nashawaty stated that the LED Light program was not brought back as a warrant article because Rural Development has a small grant program that could contribute \$7,500 towards the lights. The Town found out that Eversource will finance the improvements at zero dollars.

- November Monthly Budget Report

The Board reviewed the November monthly budget report.

- Hydro-Standard Power

This was discussed earlier in the meeting.

Meeting adjourned at 9:54PM

Respectfully Submitted by,

Barbara Vaughn

Administrative Assistant