

SUNAPEE BOARD OF SELECTMEN  
6:30PM Town Office Meeting Room  
Monday, February 22, 2016

Present: Josh Trow, Chairman, Suzanne Gottling Vice Chairman, John Augustine  
and Donna Nashawaty, Town Manager  
Absent: Fred Gallup and Emma Smith  
Chairman Trow opened the meeting at 6:30PM

**REVIEW OF ITEMS FOR SIGNATURE:**

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

**Parcel ID: 0134-0012-0000 231 Lake Ave.**

**By Selectman Gottling, seconded by Selectman Augustine Unanimous**

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

**Parcel ID: 0146-0056-0000 326 Bay Point Road Craig & Cindy Callahan**

**By Selectman Gottling, seconded by Selectman Augustine Unanimous**

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

**Parcel ID: 0104-0080-0000 1294 Route 11 Otter Square Realty Trust**

**By Selectman Gottling, seconded by Selectman Augustine Unanimous**

**MOTION TO APPROVE THE FOLLOWING VETERAN PROPERTY TAX  
CREDIT:**

**Parcel ID: 0238-0037-0000 9 Wilderness Park Michael Manning**

**By Selectman Gottling, seconded by Selectman Augustine Unanimous**

**SELECTMEN ACTION**

•Authorization to Fly New England Organ Donor Flag

**Motion to Authorize to Fly New England Organ Bank Flag for the month of April  
by Selectman Augustine, seconded by Selectman Gottling. Unanimous**

Use of Facilities-Lake Sunapee Cruising Fleet

•**Motion to approve the use of facilities from Lake Sunapee Cruising Fleet to use the  
Safety Services Building for their annual meeting upon approval by the Chiefs by  
Selectman Gottling, seconded by Selectman Augustine. Unanimous**

•Information Distribution/Correction

Chairman Trow stated that this item was prompted as a result of a recent newspaper article and the Board just wants to be sure that anything that ends up in the public or papers are correct. Selectman Augustine said that the Town Manager distributed the Letter to the Editor to the Board and the Department Heads as an FYI only, so there was no email conversation. Donna Nashawaty thinks that part of the question that Selectman Augustine had was when it was electioneering and when it was not.

When it comes out of one of the departments as information, for example, if the Town Manager gave the Board a table or chart, or the department head gives factual information to the public, that's not electioneering. It is electioneering if you're saying to vote yes or directing them to put a checkmark next to the item on the ballot that you want them to support. The Board of Selectmen have to be caution when it puts out information. Chairman Trow said the Town has been very fortunate to have Minette from the Intertown Record and Gail from WNTK cover the BOS meetings, sometimes as a summary and sometimes in minute form. Selectman Augustine felt there was an issue regarding the grader and where the money would be coming from. If the warrant article to purchase a new grader passes, the money to pay for it would come from Hydro revenues and will be minimized by selling or trading the old grader, so there would be no tax impact. Selectman Augustine wondered if the town could issue some kind of clarification of all the warrant articles so people fully understand them. Donna Nashawaty clarified that in the mailer, the tax rate was shown as said the worst case scenario; increase to the budget for the town portion, if all warrant articles were to pass, would be an increase of .20 cents and would be 6.3% higher than last year. The operating budget would be up 1.4%. Donna Nashawaty said in the 12 years she's been in her position, the worst case scenario has never been reached. The Board discussed ways to communicate more effectively with the public on the budget, such as video taping BOS meetings, using the town website, handing out informational flyers at the Transfer Station. The Board thought the deliberative booklets and budget public hearings were best because taxpayers could ask questions at both sessions.

#### CHAIRMAN'S REPORT

•Selectman Gottling reported in her role as State Representative, she got to sit-in on an election law committee meeting. One of the most interesting things was that Selectmen are supposed to be at the polls all day, but there is a constitutional amendment that is being offered, that will allow those Selectmen who are working to appoint someone in their place, because it is recognized that people are working and can't be at the polls all day. Right now, the constitution is pretty clear, that the Selectmen are to be there to receive the votes. Selectman Augustine asked if it was everyone, Selectman Gottling replied that she thinks it's a quorum. Donna Nashawaty stated that it's the Selectmen's polling place and it's up to the Selectmen to provide the polling place. The state sends out "audits" periodically to make sure the polling place has handicap ramps, enough bathrooms, enough voting booths, etc., which is the Selectmen's responsibly, but ultimately Donna Nashawaty and Betty Ramspott make sure those pieces have been met. Donna Nashawaty said that as long as there was a quorum to sign the box at the end of the day, that's how it's been run, but it's not technically correct. Selectman Gottling is only pointing it out because the Town has obviously been doing it differently. Selectman Augustine asked if one or all of the Selectmen were inside the voting place on March 8<sup>th</sup> and people had questions about the individual warrant articles, should Selectmen response to that. Donna Nashawaty replied the Selectmen should not respond. The Selectmen are only there to make the voting place work and have to be very careful as a Selectman in the voting place. Selectman Augustine said that the Selectmen's presence on March 8<sup>th</sup> would be more to meet the legal statue then to be helpful, Selectman Gottling replied yes.

•Selectman Augustine asked if there were any concerns from the Town Manager or Board of Selectmen colleagues if one of us, such as himself, were to comment via the letter to the editor, a piece on school voting topics. In Selectman Augustine's role as an individual taxpayer, could he state his opinion on a school related topic? Is there any restriction or general concern? In Chairman Trow's personal opinion, as long as it stays outside the realm of the Town and is just about the school. Chairman Trow said anything that touches town department business would make it a no-go essentially in his mind.

#### TOWN MANAGER REPORTS

##### •Month End Reports

Donna Nashawaty handed out the January month end reports, which does not have a figure in the first column until the Town has a budget. The February month end report will be given to the BOS at their March 7<sup>th</sup> meeting. Selectman Augustine doesn't recall if the BOS received a December 2015 monthly budget. Donna Nashawaty replied that the Board did get the December 2015 monthly budget report, but it was meaningless because there were still three more manifests that went against December. However, Donna Nashawaty said to use the Comparative Statement of Expenditures Report, that was sent to the BOS has every category and is the same format as the month end reports.

##### •Manager Review Process

Donna Nashawaty informed the Board that it was time to do her review and would like the Board who has worked with her the past year to do the performance evaluation for the next year. The Board will use the Supervisory Performance Evaluation and then one of the Board members will volunteer to collect the reviews and put on a spreadsheet, which will average the total score from each section. Selectman Augustine asked that each of the Selectmen would complete this form and then one person would create a summary, Donna Nashawaty replied yes. Selectman Augustine asked if the Town Employees provided feedback, Donna Nashawaty said not unless the Board asks them too. Selectman Augustine asked if the Board should invite the department Heads to offer their thoughts. After some discussion, the Department Heads will offer feedback and Chairman Trow will collect the reviews and create the summary. The deadline for returning evaluations to Chairman Trow is March 5<sup>th</sup> and the evaluation will take place on March 7<sup>th</sup> in a non-public session. Donna Nashawaty will email job description and contract to Board.

##### •Cy-Pres

Donna Nashawaty reached out to the Town Attorney regarding the Cy-Pres and went through the list of items that the Attorney for the Library had discussed back and forth with us, it is back with the Library Attorney and Donna Nashawaty believes the Trustees will review what came back from their Attorney at the next library meeting.

##### •Liability Insurance

Donna Nashawaty will be working on the liability insurance quote. The Department Heads will be working on their Standard Operating Procedures (SOP), our rates will depend on those things.

##### •Wage & Benefits Comparison

Selectman Augustine said there was discussion of a wage and benefits comparison after the budget season, Donna Nashawaty replied that it was her next project after getting liability insurance for July 1<sup>st</sup>. Donna Nashawaty received copy a copy of the New London comparison, which Sunapee is listed as a participant.

•Thrift Shop

Donna Nashawaty asked the Board if they had any ideas regarding the Thrift Shop or wait until after the election. Some questions; how important is the Thrift Shop to the community, whether it continues and how far you go to see if you can find another location that might suit them. Selectman Augustine asked if the Thrift Shop ladies were coming in because he feels he doesn't have enough information, other then there's a core group of people who are passionate about the Thrift Shop. In addition, Selectman Augustine is a little concerned about the money coming in and money going out in scholarships. Donna Nashawaty will get a list of the scholarships that were given out last year.

•Donna Nashawaty wanted to remind the Board that there needs to be three (3) Selectmen to sign the boxes the night of March 8<sup>th</sup>.

**Meeting adjourned at 8:19PM**

**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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**Emma Smith**