

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Office Meeting Room
Monday, June 13, 2016

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

Chairman Trow opened the meeting at 6:45PM

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC:

Parcel ID: 0207-0007-0000 16 Maurers Lane Linas & Teresa Kalvaitis

Parcel ID: 0218-0013-0000 103 North Road Randall Clark

By Selectman Hastings, seconded by Selectman Gallup Unanimous

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT

Parcel ID: 0130-0018-0000 6 Brandywine Dr. Douglas Hanson

By Selectman Gallup, seconded by Selectman Gottling Unanimous

MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:

Parcel ID: 0225-0052-0000 1 Route 11 Total Laser Leasing (New England Laser)

By Selectman Gottling, seconded by Selectman Hastings Unanimous

**MOTION TO APPROVE THE FOLLOWING PROPERTY TAX REFUND for
2012, 2013 & 2014:**

Parcel ID: 0109-0012-0000 Jobs Creek Road Mark & Diane Goldman

Parcel ID: 0109-0014-0000 Jobs Creek Road Mark & Diane Goldman

By Selectman Hastings, seconded by Selectman Gallup Unanimous

MOTION TO APPROVE THE FOLLOWING AFTER THE FACT:

Parcel ID: 0218-0013-0000 103 North Road Randall Clark

By Selectman Gallup, seconded by Selectman Hastings Unanimous

PUBLIC COMMENTS

•John Brandolini wanted to compliment and thank the Board of Selectmen (BOS) on the fact that they do allow comments from the public during the meeting. Mr. Brandolini feels it's very important that the public has the opportunity to speak to the BOS regarding their thoughts, whether their plus or minus.

SELECTMEN ACTION

•BAC Guidelines

Donna Nashawaty stated that at the end of the last meeting she received two (2) emails from John Brandolini, one email asked if she could provide the circumstances of where the Budget Advisory Committee (BAC) came from, how it came about and how they had the authority to restructure the BAC. Donna Nashawaty started by going back to the actual minutes of the 1988 Town Meeting. The following are some background on the history from 1989 to present.

Background: According to our records, a Budget Advisory Committee was established in 1989. The article was a 1988 petitioned article for the establishment of a Budget Committee under the Municipal Budget Act, but was amended on the floor to the advisory capacity. The committee is currently a 5-member committee appointed by the Selectmen. In 1996, another petitioned article for the Municipal Budget Act acceptance was defeated. Since 1988, the Budget Advisory Committee (BAC) has existed, but with varied approaches as how to be most beneficial to the Town voters, which has led to some confusion for the Selectmen, voters and Committee members. In other words, there has been a lack of consistent guidelines from which all can work. In 2016, the Board of Selectmen reviewed the guidelines and worked to firm up some of the process that had been misunderstood in order to make a more positive working relationship. The BAC should work with the town/school to complement the role of the Board of Selectmen in setting the budget for presentation to the voters at the annual meeting. During this review process it was discovered that the actual committee that was defined and voted on by the town meeting was never instituted. “To see if the Town will vote to approve an Advisory Budget Committee consisting of the selectmen, one member of the school board, town department heads, town committee heads and five members of the community at large, appointed by the selectmen. Motion Passed. (From the 1988 Town Meeting Minutes)” At the time of the 1988 Article, there were 3 selectmen, 3 school board members, no town manager form of government and SB2 form of government hadn’t been even an option. So, the committee should consist of many more members, and is, in fact, a town advisory budget committee (Town ABC). In 2016, the town would like to work with the school to make 2 very distinct committees. The basic premise from the warrant article can be interpreted to work for the school in the same way as the town meeting set up the Town’s.

Donna Nashawaty did a set-up of what the committee would look like, which would be an eighteen (18) member committee consisting of the selectmen, one member of the school board, town department heads, town committee heads and five members of the community at large, appointed by the selectmen. Donna Nashawaty also did a suggested format consisting of terms, town and school meeting set-ups, etc. Selectman Gottling stated that many times when there was an in-depth budget discussion at a BOS meeting, all of these people attended and were included in the discussion. John Brandolini is glad he pushed back regarding the Board “firing” the BAC and that Donna Nashawaty asked the Town Attorney and found out the Board couldn’t fire them. John Brandolini also asked if the BAC members were going to get a letter of apology from the Board. **Motion that everyone who got a letter that they were essentially fired, receives a follow-up letter from the Town Manager, on behalf of the Board of Selectmen, apologizing for their premature dismissal and any anxiety or discomfort it might have caused. The Board is evaluating the structure of the committee and their continued participation of those whose term has not expired is invited by Selectman Augustine, seconded by Selectman Hastings. Unanimous.** Selectman Gottling asked if the Board could review the letter before it was sent out.

•Deed Restrictions for Abbott Library

Donna Nashawaty explained to the audience that the Town of Sunapee has a Cy-Pres agreement between the BOS and the Library Trustees, which went before NH Charitable Trusts for their stamp of approval and has now been approved by a Judge. This agreement set out the rules on how the Town would go about getting the Library Trustees their value of the Old Abbott Library building. At the last BOS meeting, the Historical Society approached the Board to consider a Memorandum of Understanding (MOU) and would like to enter into negotiations to possibly purchase the building with a lease in the meantime. The town can't move forward and do anything with the building, other than for a library until it satisfies the Cy-Pres process. One of the concerns that came up during the library visioning session was how to protect that vision of the building that's on Route 11, which is a focal point that identifies Sunapee. Another concern was that someone couldn't buy the building and then tear it down to make a parking lot. There are a number of things that could be done such as adding deed restrictions or covenants to the property. Donna Nashawaty had a meeting this morning at the Old Abbott Library with Stefan Timbrell from Country Houses, who has extensive commercial real estate experience. Mr. Timbrell said adding deed restrictions limited the buyer's pool and would reduce the price. They talked about the deed restrictions, commission amount and sales price, which with the 5% commission would be \$361,000. This price will pay the commission fee, the town's portion and the library's portion. Mr. Timbrell stated that the deed restrictions did not have to be in place when you sign the purchase and sales agreement, a disclosure form would be attached stating that some deed restrictions might be considered. Selectman Gallup feels the Board shouldn't wait to disclose the deed restrictions, should be upfront as part of the whole program. Donna Nashawaty said if the Historical Society really wants the building and wants the deed restrictions, the people who stood up at the visioning sessions and wanted the building saved, might contribute to the Historical Society getting the building. The Board liked the following deed restriction suggestions from the Historical Society; no change in either façade or the landscaping should be allowed apart from some modest pruning of bushes, other routine maintenance, handicapped ramp at basement entrance on the Main Street side of building, removal of "Abbott Library exterior signage, red brick and white trim, etc. Also, a right-of-way for the town where the time capsule is buried. Chairman Trow stated that the Board would list the restrictions, it's up to the realtor on how he would list the property. Selectman Augustine asked if a Request for Proposal (RFP) would be published for realtors to do the job. The Board directed the Town Manager to send an email to realtors, who had an office in Sunapee and ask to submit an RFP. The Board will review the RFP's and select a realtor on at a special meeting to be held on Monday, June 20th at 7:00PM.

- Sunapee Capital Improvement Program (CIP) Formation Draft
Donna Nashawaty presented a “draft” copy of a CIP modeled after Moultonborough to the Board. The Board will review and discuss at the Monday, June 27th meeting.

- Revised Right-to Know Information Request Policy

Donna Nashawaty would like to revise and insert the following to the Revised Right-to Know Information Request Policy under 2.0 Departments Affected: All Departments, Boards, Committees and Commissions. The Police Department has a policy in place for records requests and is exempt from the gathering process described in the below procedures, however if a denied document request is established, there will be a copy of the denial sent to the Town Clerk for the Town Records. **Motion to approve the revised Right-to Know Information Request Policy by Selectman Gottling, seconded by Selectman Gallup. Unanimous.**

- Use of Facilities:

Motion to authorize the Sunapee Fire Dept. Association to hold Firefighters Day on July 3rd on River Road and at the Ice House parking lot by Selectman Gallup, seconded by Selectman Gottling. 4 in Favor Hastings Abstained.

Motion to authorize the Sunapee Fire Dept. Association to sell flares on River Road on July 3rd by Selectman Gallup, Selectman Hastings. Unanimous

Motion to authorize the Sunapee Fire Dept. Association to sell flares on July 3rd at the Safety Services Building by Selectman Gallup, Selectman Hastings. Unanimous

Motion to authorize the Sunapee Fire Dept. Association to hold a raffle on July 3rd by Selectman Gottling, seconded by Selectman Hastings Unanimous.

Motion to authorize Sunapee Fire Dept. Association to hold a Chinese Auction on July 3rd by Selectman Gottling, seconded by Selectman Hastings Unanimous.

CHAIRMAN REPORT

- Selectman Gottling reported that the Annual County Convention is Tuesday, June 28th at 6:00PM in the NH State 5th Circuit Court Probate Court Room 14 Main Street, 3rd Floor Newport.

- Selectman Augustine reported that \$4,000 in scholarships were given by the Sunapee Seniors.

TOWN MANAGER REPORTS

- The Board received the May Monthly Financial Report.

- Update on Liability for Dams

Donna Nashawaty stated that under the property liability insurance they gave the town liability insurance and value on three (3) dams, the hydro dam had a value of \$298,000, the Otter Pond dam and Ledge Pond dam both had values of \$30,000, there is no coverage for the property itself. If any of the dams are destroyed, the town would pay to replace, but if the dam breaks and flooded out the people downstream, the people would be covered by the liability insurance. There aren't any companies willing to write replacement coverage on dams right now. Donna Nashawaty suggested that the town might want to think about setting-up a dam replacement capital reserve fund next March,

especially for the hydro dam, which generates income for the town.

•Met with Joint Loss Committee

Donna Nashawaty met with the Joint Loss Safety Committee and gave them the list of safety items that need to be addressed in order to satisfy the Prime3 program that gives the \$3,000 to \$4,000 rate reduction, when we meet the requirements.

•Town Hall Streaming

Last fall Donna Nashawaty met a company that does town hall streaming. The equipment would include a camera and a ceiling mounted microphone and there would be no cost for the equipment or installation. The monthly cost would be \$200 to include live-streaming and demand playback and storage for five (5) years. After some discussion, the Board decided they were not interested right now. Donna Nashawaty asked if the Board would want to discuss at budget time and they said they would.

Meeting adjourned at 10:04PM

Submitted by,

Barbara Vaughn

Administrative Assistant

Approved: _____

Joshua Trow, Chairman

Suzanne H. Gottling, Vice Chairman

John Augustine

Frederick Gallup

Shane Hastings