

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Office Meeting Room
Monday, July 11, 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 6:30PM

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID: 0226-0030-0000 284 Route 11 Richard Osborne

Parcel ID: 0218-0074-0000 89 Avery Road Town of Sunapee

Parcel ID: 0128-0079-0000 96 Lake Ave. Ken Foscaldo

Parcel ID: 0210-0034-0000 474 North Road Kurt Gergler & Elaine Arbour

Parcel ID: 0125-0043-0000 22 Dewey Beach Road David & Donna Snow

Parcel ID: 0147-0019-0000 563 Route 103 Sunapee, LLC.

Parcel ID: 0136-0028-0000 323 Lake Ave. Deb Pasculano

Parcel ID: 0144-0035-0000 25 Hells Corner Road Vernon & Barbara Briggs

By Selectman Gallup, seconded by Selectman Hastings Unanimous

MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:

Parcel ID: 0133-0035-0000 58 Main Street Sunapee Harbor Riverway

Parcel ID: 0130-0034-0000 10 North Road Sunapee School District

By Selectman Gottling, seconded by Selectman Gallup Unanimous

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID: 0129-0076-0000 546 Route 11 J & F Realty

Parcel ID: 0140-0023-0000 22 Burkehaven Lane Cynthia Barrette

By Selectman Hastings, seconded by Selectman Gottling Unanimous

MOTION TO APPROVE THE FOLLOWING PERMIT TO EXCAVATE:

Parcel ID: 0138-0031-0000 64 Stagecoach Road Peter & Terri White

By Selectman Gallup, seconded by Selectman Hastings Unanimous

MOTION TO APPROVE THE FOLLOWING TENT TO CUT:

Parcel ID: 0208-0003-0000 Dodge Pasture Road Guy Lavigne & William Annon

By Selectman Hastings, seconded by Selectman Gottling Unanimous

APPOINTMENTS

7:00PM- Chief Cahill New Employee Introductions

•Chief Cahill wanted to thank the Town Departments for their hard work and dedication on the 4th of July celebration. Chief Cahill particularly wanted to recognized Sergeant Cobb for his exemplary efforts in managing all the police officers, which included officers from four (4) towns and the Sheriff's office. Sergeant Cobb also coordinated with other town departments to see that the safety of every citizen and employee was considered while managing and overseeing the Town's largest event.

- Chief Cahill presented Officer Josh Fisher with a plaque and thanked him for his service as a part-time Sunapee Police Officer. Officer Fisher will be leaving the department after five (5) years of service.
- Chief Cahill introduced Officer Peter Brigham as the newest part-time Sunapee Police Officer, Joshua Levassuer, as the new Harbor Liaison Officer and Taylor Burrows, who will be interning for the summer at the department.

7:10PM-Water & Sewer Commissioners-Woodland Road Manholes

David Bailey, Superintendent of the Water & Sewer Department reported an issue that had come to light, on behalf of the Water & Sewer Commissioners regarding the Woodland Road manholes. According to David Bailey, he was told about six (6) months ago that a group of homeowners were intending to pave a road, which has thirteen (13) sewer manholes on it. At the time, David Bailey voiced a concern regarding if the homeowners were paying for everything, including the upgrade the manholes. It was his understanding that the homeowners were paying for everything. The bill came in and David Bailey was directed by the Town manager to see Scott Hazelton. Scott Hazelton stated he could not pay the bill. The total bill including materials & labor was \$5,611.74. Normally, David Bailey and Scott Hazelton get together and discuss future projects and the cost is figured into the Water & Sewer budget. This is a different situation and was not put in his budget. Scott Hazelton said he had discussions with David Bailey and he thinks what happened was that he made the assumption that the Water & Sewer Department were responsible for replacing their manholes, which was told to him by his predecessor and a couple of other folks. So when Scott Hazelton talked to David Bailey about covering the cost of paving the road, David Bailey assumed the cost included the manholes and Scott Hazelton assumed David Bailey was covering the cost. Scott Hazelton believes they both could have communicated better to each other. After some discussion, the Board decided to pay half the bill, minus the labor cost. **Motion to pay half of the cost of materials for the Woodland Road manholes, the total cost is \$2,805.87 and the Town's cost would be \$1,402.94 by Selectman Gallup, seconded by Selectman Hastings. Unanimous.**

SELECTMEN ACTION

- Use of Facilities-09/25 Sunapee PTO Chowder Challenge, Sunapee Harbor
Motion to approve the use of facilities form from the Sunapee PTO for the Chowder Challenge to be held on September 25th in Sunapee Harbor by Selectman Gallup, seconded by Selectman Gottling Unanimous

•Thrift Shop Financials

At the last BOS meeting the Board asked Donna Nashawaty to do two (2) tasks. The first one was to call the Historical Society and tell them they needed to give the Board an actual contract with a proposed purchase price, with and without the Thrift Shop. In addition, the Board thought it was a good idea to look at the Thrift Shop's finances and have a discussion about whether it was reasonable to continue the Thrift Shop. Donna Nashawaty met with the Thrift Shop committee last Thursday, who bought income and expense amount for the last nine (9) years. The majority of the income amount was paid out for scholarships or support for the donations to Sunapee programs.

The committee also kept a zip code record from March 24th to June 30th of where the customers were coming from. Donna Nashawaty and the Thrift Shop Committee had a discussion on how they determine whether the community wants the Thrift Shop to continue or not. The Board also asked at the last meeting to see if any other communities run a Thrift Shop as a town function, Donna Nashawaty gave the results of her inquiry to members on her list serve. There was discussion on the benefits of having the Thrift Shop, such as; the service to the users provided, the scholarships, and the social aspect for the seniors. Also, the costs involved with renovating the downstairs of the library to make it handicap accessible, which would include a ramp and new bathroom, at a cost of roughly \$40,000. Some suggestions were made; maybe local contractors or vendors would donate time and materials for the project or the Thrift Shop could become a non-profit organization, separate from the Town, which would be able to solicit donations or apply for state grants to help the shop. Donna Nashawaty said she was looking for some direction from the Board. One direction would be to hone in on the cost numbers for ramp and bathroom. Donna Nashawaty asked Becky Rylander when she would be ready to be on the BOS agenda, she replied the next meeting. Donna Nashawaty stated if the MOU with numbers comes in from the Historical Society and warrants the discussion to go forward with the public hearings, at that point it might be interesting to hear if the public supports the Thrift Shop. Chairman Trow stated that it would be a factor in the two (2) proposals from the Historical Society on what the Board decides to do.

- Building & Maintenance Capital Reserve Expenditure

Donna Nashawaty stated that when the bill for paving the Town Office and Safety Services parking lots and sidewalks was received the Finance Director went to verify that the BOS approved the appropriation, which was for United Construction. The total amount of the bill is \$40, 957.42. Scott Hazelton stated that he talked about these paving projects at the beginning of May when he presented the paving bid tabulation to the Board, but never asked for the motion to expend from the Building & Maintenance Capital Reserve Fund. **Motion to approve an expenditure from the Building & Maintenance Capital Reserve Fund in the amount of \$40,957.42 by Selectman Gottling, seconded by Selectman Gallup. Unanimous**

- Capital Improvements Program (CIP) (Final Draft)

The Board received the revised “draft” CIP document. After reviewing and editing the document, the Town Manager will make the changes and forward to the Town Attorney for review.

- Advisory Budget Committee (ABC) (Final Draft)

The Board received the revised “draft” ABC document with the 2016 revisions. After reviewing and editing the document, the Town Manager will resend the original BAC guidelines with the revisions the Board made for their review.

CHAIRMAN REPORT

- Chairman Trow reported that Nate Miller is leaving UVRPC and will be starting August 10th in Manchester as their Transportation Director.
- Selectman Augustine asked if the Harbor House Livery Clock was working now. Donna Nashawaty replied she didn't think so, the man who was going to fix the clock gave us the quote right before he left for vacation in Alaska.
- Selectman Augustine asked if the Board would get a something regarding the new "Take It or Leave It" policy, Donna Nashawaty replied yes. Selectman Augustine asked what would prevent someone for putting something there, that should have gone with the C&D and been paid for. Donna Nashawaty replied the staff will be watching the area.
- Selectman Augustine asked if the Board was going to see the June month-end numbers. Donna Nashawaty replied that she will email to them.
- Selectman Augustine saw an ad in the Shopper for an Account Clerk and thought we had already hired an Account Clerk. Donna Nashawaty replied that the position is open.

TOWN MANAGER REPORTS

•NHMA 2017-2018 Legislative Policy Process Handout

The Board received the 2017-2018 NHMA Legislative Policy Handout in their packets. Adoption of legislative policy allows your municipal voice to be heard through the actions of your organization-NHMA. By adopting legislative policy, local officials can tell elected representatives what they feel are the major concerns of cities and towns. On Friday, September 23, 2016 at 9:00am, the 2017-2018 NHMA Legislative Policy Conference will be held at NHMA offices in Concord.

Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference. The Board will review the handout and discuss at their next meeting.

•Summer Town Meeting Agenda

Donna Nashawaty asked the Board if there was anything else they wanted on the agenda at the Summer Town Meeting. The Board just wished the meeting had better attendance. The sandwich board signs were put out last week and the banner will be put up sometime this week.

•Cancellation of the August 8th meeting

Donna Nashawaty reminded the Board that she will be on vacation for the August 8th BOS meeting. There is nothing on the agenda if they would like to cancel and building permits could be reviewed and signed on the night of the Summer Town Meeting.

•State Aid to Municipalities

Donna Nashawaty urged the Board to read to help understand the Municipal revenues coming from the state and how it affects local property taxes.

•Newbury Meeting Room

Donna Nashawaty told the Board about the changes that the Town of Newbury has made to their town meeting room.

Meeting adjourned at 10:16PM

Submitted by,

Barbara Vaughn

Administrative Assistant

Approved: _____

Joshua Trow, Chairman

Suzanne H. Gottling, Vice Chairman

John Augustine

Frederick Gallup

Shane Hastings