

SUNAPEE BOARD OF SELECTMEN
6:00PM Town Office Meeting Room
Monday, October 31, 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: 0234-0024-0000 137 New Province Rd. Thomas & Kathleen Bouwkamp

Parcel ID: 0142-0005-0000 11 Great Island David & Clair Cushman

Parcel ID: 0226-0031-0000 268 Route 11 Gary Morrill

Parcel ID: 0149-0029-0000 769 Route 103 Regis Chilton, LLC

Parcel ID: 0211-0018-0000 962 Route 11 Shawn & Debra Albee

Parcel ID: 0105-0008-0000 75 Seven Springs Road Michael Skibbie

Parcel ID: 0136-0029-0000 331 Lake Ave. Frank & Jane Hyer

Parcel ID: 0225-0036-0000 Michael McDonough 36 Route 103

by Selectman Gallup, seconded by Selectman Gottling Unanimous

MOTION TO APPROVE THE FOLLOWING AFTER THE FACT:

Parcel ID: 0226-0031-0000 268 Route 11 Gary Morrill

by Selectman Gottling, seconded by Selectman Hastings Unanimous

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID: 0142-0005-0000 11 Great Island David & Clair Cushman

Parcel ID: 0149-0029-0000 769 Route 103 Regis Chilton, LLC

Parcel ID: 0105-0008-0000 75 Seven Springs Road Michael Skibbie

Parcel ID: 0136-0029-0000 331 Lake Ave. Frank & Jane Hyer

by Selectman Hastings, seconded by Selectman Gallup Unanimous

MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:

Parcel ID: 0129-0025-0000 22 School St. (Sherburne Gym) Sunapee School District

by Selectman Gottling, seconded by Selectman Hastings Unanimous

MOTION TO APPROVE THE FOLLOWING INTENT TO CUT:

Parcel ID: 0210-0061-0000 74 Trow Hill Rd. Lynne Bell Trust

Parcel ID: 0211-0018-0000 962 Route 11 Shawn & Debra Albee

by Selectman Gallup, seconded by Selectman Gottling Unanimous

APPOINTMENTS:

•Outside Agency Budget Requests

Laura Trow went over the 2017 social services (welfare) budget requests, which are from Sullivan County Nutrition, Southwestern Community Services and West Central Behavioral with the Board. Donna Nashawaty went over the 2017 health service budget requests, which are from Lake Sunapee VNA, Kearsarge Council on Aging (COA), American Red Cross and CASA with the Board.

After some discussion, the Board decided not to fund the budget requests from the American Red Cross and CASA and will ask COA to come to the November 28th BOS meeting to answer any questions the Board might have. Donna Nashawaty wanted to thank the elementary school, under the direction of Mia Cahill, that conducted a cereal drive for the food pantry.

PUBLIC COMMENTS:

•Don Bettencourt asked if there were going to be anymore budget discussions at tonight's meeting? Chairman Trow replied at that level, probably not, but there might be discussions on pay or benefits. Don Bettencourt is wondering why the welfare discussion was not on the agenda. Donna Nashawaty replied that she was asked at the all-day budget session last Friday to bring the welfare and outside agencies to the BOS meeting on Monday. Chairman Trow stated it will still be presented at the next ABC Committee Meeting on Monday, November 14th at the Safety Services Building. Don Bettencourt stated that there was no official public notice of Friday's session between the BOS (Board of Selectmen) and the ABC Committee, and wonders why there wasn't a notice. Donna Nashawaty replied that the Town Manager's budget presentation is to the BOS, which the ABC Committee is part of the BOS meeting. The notice was posted at the Library, the Town Office and on the Town website calendar. Selectman Augustine asked whether a public notice should be posted where it could be viewed 24 hours a day or is it ok to post inside on the bulletin board. Selectman Augustine asked if the meetings could be posted facing out, on the front door. Donna Nashawaty asked if he meant all town meetings, which would be a lot. Some discussion followed regarding where public notices are posted, the town website calendar, and a calendar that is posted at the Town Office and Library that shows every meeting's; date, time and location of meeting.

SELECTMEN ACTION

•Motion to sign 2016 Second Half Tax Warrant

Motion to approve the 2016 Second Half Tax Warrant by Selectman Gallup, seconded by Selectman Hastings. Unanimous

•Recreation Appointments: Daniel Hayward (Finishing Term of Member who Resigned-2 Year Term) and Rhonda Gurney (Alt-1 Year Term) **Motion to approve the Recreation Committee's recommendations for Daniel Hayward and Rhonda Gurney by Selectman Gallup, seconded by Selectman Hastings Unanimous**

CHAIRMAN'S REPORT

•Selectman Augustine asked if the Harbor House Livery clock was working, Donna Nashawaty replied it was not working.

•Selectman Augustine noted that the School Representative not in attendance at the all-day budget session and wondered if the Town Manager had gotten any feedback as to why he didn't attend that day. Donna Nashawaty replied at this point no. Selectman Augustine suggested that the Board ask the Town Manager write a letter to School Board that states the ABC Committee met on Friday, the School Board representative was not in attendance and ask if in the future they plan to participate in the committee, and if so, is it going to be the designated representative. Chairman Trow said he's not sure it matters why he wasn't here. Selectman Augustine stated that the fact he never told anyone he was not going to attend, makes Selectman Augustine question the level of interest or commitment of that person participating and feels the School Board

should be made aware in case they want to have an alternative person.

Donna Nashawaty said it becomes a problem since the person did not attend Friday's all-day budget session. After some discussion, The Board did not agree to send the letter to the School Board.

- Selectman Augustine stated if ABC Members wanted to do some analysis on their own, he feels it would be wise if the Board set expectations upfront, before the person does a whole bunch of work. Selectman Gallup said if someone on the ABC Committee will like to do some research they should bring up the idea at the Monday, November 14th meeting and let the committee decide whether it would be worthwhile. Selectman Augustine asked if the ABC Committee could have sub-committees. Chairman Trow replied there are no provisions, as written for it at this time.

- Selectman Augustine asked what the COLA amount was in budget, Donna Nashawaty replied that it was 1.3. Selectman Augustine asked how many years has the Town used the September CPI figure, Donna Nashawaty replied at least 10 years. Selectman Augustine thinks there should be a vote by the Board as to whether they are going to adopt the 1.3 as the COLA. Donna Nashawaty asked if the adoption of the 1.3 COLA change if you look at the way the proposed pay table and the outside influences of that pay table and pay grades play into it. Are you asking for the adoption of something that could have repercussions based on the decisions you make otherwise, that's the only thing Donna Nashawaty would suggest for delaying. Donna Nashawaty stated that 1.3 does not have to be used for the salary implementation plan, if the Board decides to do something else. Selectman Augustine stated that whatever the BOS decides he thinks they should have a vote and then it is recorded in the minutes. Donna Nashawaty stated that the Board must adopt a pay table prior to January 1st, if the BOS adopts nothing, the town continues using the existing one. It is a vote of the BOS with the directive of what to do with the pay table in the Personnel Policy. Chairman Trow said the budget is built with the proposed pay table that the Town Manager has presented and once the budget is passed at Town Meeting, the BOS then adopts and votes on it at the next BOS meeting following the Town Meeting. Donna Nashawaty stated that it's the Board's budget and if the Board didn't want a step 13 and were not going to propose a COLA, the pay table would stay as it is and Donna Nashawaty would go back and fix the budget, so the salary lines reflected the changes and bring it back to the Board for adoption. Selectman Gallup stated that the Board has the new information from the salary studies and at this point, the budget now incorporates a 1.3 COLA and a 13th step in the pay table. To implement the new pay grades, steps and put employees where they are currently will cost the Town an additional \$33,400. Selectman Gallup said that there is \$13,012 more, is that going to put everyone where they belong on the pay table? Donna Nashawaty replied no, that was the 8 top employees that were still way off getting them on the table. Selectman Gallup thinks the Board needs to decide as to whether they're going to attempt to implement the information that the town got back from the study, but would like to hear Selectman Augustine thoughts since he instigated getting on board to the studies and how he feels about what is presented to the Board. Selectman Augustine feels it's excellent to get the data and was illuminating, but what he struggles with is you have towns that appear to have higher pay rates and you have all the private citizens who are getting no pay raises year after year. So, for the Board to provide an increase to the employees, it says your more in line with your municipal Counterparts in other towns, but where does the money come from. Selectman Augustine feels it's the right thing to do now.

After some discussion, the Board asked the Town Manager to run some scenarios with the new pay table, no COLA for implementation and bring back to the November 14th BOS meeting.

TOWN MANAGER REPORTS

•Amended Job Description for Librarian/Asst. Director

Donna Nashawaty received an amended job description for the Librarian/Asst. Director position from Mary Danko, Abbott Library Director, who would like the Board of Selectmen (BOS) to adopt and add to the Master Job Description book. The Board reviewed the job description and one of the suggestions was to add Library Science Degree (MLS) or equivalent library experience to the job qualifications. **Motion to approve the amended Librarian/Asst. Director job description with the changes, as long as it was acceptable to the Library, adding the MLS or equivalent library experience by Selectman Gallup, seconded by Selectman Gottling. Unanimous**

Meeting adjourned at 9:49PM
Submitted by,
Barbara Vaughn
Administrative Assistant

Approved: _____

Joshua Trow, Chairman

Suzanne H. Gottling, Vice Chairman

John Augustine

Frederick Gallup

Shane Hastings