

SUNAPEE BOARD OF SELECTMEN
6:00PM Safety Services Building
Monday, November 28, 2016

Present: Josh Trow, Chairman Suzanne Gottling, Vice Chairman, John Augustine, Shane Hastings, Veronica Hastings, Kevin Cooney, Ron Kulpa, Linda Tanner, Chief David Cahill, Mary Danko, Scott Hazelton, Chief Dan Ruggles, Betty Ramspott and Donna Nashawaty, Town Manager
Absent: Fred Gallup and John Brandolini, who joined by phone at 6:45PM

Chairman Trow opened the meeting at 6:00PM

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC'S:

Parcel ID: 0128-0049-0000 32 Garnet St. John & Gail Bosse

Parcel ID: 0210-0009-0004 116 Fieldstone Dr. Elizabeth & Kevin Wallace

Parcel ID: 0114-0006-0003 952-A Route 11 Mark Brunelle

Parcel ID: 0237-0044-0000 101 Jeffrey Dr. Mark Brunelle

By Selectman Hastings, seconded by Selectman Gottling Unanimous

MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:

Parcel ID: 0237-0044-0000 101 Jeffrey Dr. Mark Brunelle

By Selectman Gottling, seconded by Selectman Hastings Unanimous

MOTION TO APPROVE THE FOLLOWING AFTER THE FACT:

Parcel ID: 0114-0006-0003 952-A Route 11 Mark Brunelle

By Selectman Hastings, seconded by Selectman Gottling Unanimous

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID: 0128-0049-0000 32 Garnet St. John & Gail Bosse

By Selectman Gottling, seconded by Selectman Hastings Unanimous

MOTION TO APPROVE THE FOLLOWING 2016 RATIO STUDY SUMMARY REPORT by Selectman Gottling, seconded by Selectman Hastings Unanimous

APPOINTMENTS:

•6:00PM Kearsarge Council On Aging

Jim Southard and Kelley Keith came to update the Board on some of the programs that COA is involved with in Sunapee and the surrounding communities. Kelley Keith wanted to highlight some of the reasons that COA is asking for the funding increase. The 2017 request for funds is \$6,500.

•6:15PM Scott Blewitt-Looney Lunge and Christmas in Harbor Silent Auction

Scott Blewitt came to ask permission to hold the annual Looney Lunge in the harbor and silent auction, this weekend as part of the Magical Christmas in the Harbor celebration. **Motion to allow Scott Blewitt to hold the Looney Lunge in the harbor by Selectman Gottling, seconded by Selectman Hastings. Unanimous. Motion to allow Scott Blewitt to hold the silent auction at the Magical Christmas celebration by Selectman Hastings, seconded Selectman Gottling Unanimous**

Selectman Augustine asked what was the estimated date the skating rink might open. Scott Blewitt said realistically, he hopes it will be opened by Christmas.

Scott Blewitt said the 10th annual Turkey Trot was fantastic. There were over 700 participants. The Harbor House Livery was used for registrations, which worked out very well. The Police and Fire Departments did a fantastic job on crowd control. All in all, it was a very successful event.

•6:30PM Paul McLaughlin-Request for Reversal of Involuntary Lot Merger

Paul McLaughlin, who lives on the corner of Route 11 and Route 103B, came to the Board to discuss the lots, he bought in 1984, described as tract #1 and tract #2 in his deed, but at some point, the town has merged the two lots together. The Board received a copy of Paul McLaughlin's Application for Restoration of Involuntarily Merged Lots and Donna Nashawaty described the details of the two (2) properties. **Motion to approve the Application for Restoration of Involuntarily Merged Lots from Paul McLaughlin by Selectman Gottling, seconded by Selectman Hastings Unanimous.**

•6:45PM Van Webb- Current Conditions Report for Dewey Woods/Tyler-Bartlett Lot
Van Webb, Chairman of the Conservation Commission, stated that the Forest Society monitors the Dewey Woods parcel on Route 11. As part of their obligation, as a land trust, they are required to complete a Current Conditions Report every ten (10) years or so to update baseline documentation for conservation easements and deed restrictions. The report documents the current condition of a property, which includes the current use of the property, as well as its conservation values. **Motion to authorize Chairman Trow to sign the Current Conditions Report by Selectman Hastings, seconded by Selectman Gottling. Unanimous**

•Van Webb stated that this year the Commission submitted three (3) warrant articles; the Commission found like to roll Wendall Marsh South into the town forest system, add \$55,000 to the Conservation Capital Reserve Fund and update the forest management plan \$15,500. Van Webb said the important warrant article is the \$55,000 and hopes the Selectmen would support this warrant article. The other warrant article for the forest management plan \$15,500, not a critical piece of our budget, but hopes the Board will also support this warrant article. Donna Nashawaty replied that at the last BOS meeting the Board decided to support \$55,000 in total to the Conservation Commission. The Board reduced the amount that was to be added to the Conservation Capital Reserve from \$55,000 to \$39,500 and kept the forest management plan at \$15,500. Donna Nashawaty said it sounded like the Commission would want the forest management plan warrant article if it meant the Commission wouldn't get the full \$55,000 for the capital reserve fund. Van Webb stated the Commission would prefer one (1) warrant article and asked if the Board could rewrite the Conservation Warrant Article back to \$55,000. Van Webb would delay the forest management plan until next year. Donna Nashawaty asked Chairman Trow to turned the meeting over to Chairman Kulpa of the ABC Committee to discuss the warrant articles.

•7:00PM-ABC Committee

Chairman Kulpa requested Donna Nashawaty go over the revised warrant articles. Donna Nashawaty wanted to state for the record that there was a quorum for the ABC Committee and John Brandolini is on the phone. The BOS and the Committee members received a revised 2017 Town Warrant Articles Summary, this was based on the instructions given to her at the last BOS meeting. These are all the warrant articles know to date. The first column is the total of the warrant article. The second column is the new tax dollars raised in 2017. And the last column is the revenue offset. Donna Nashawaty will remove the \$15,500 for the forest management plan warrant article and change the Conservation Warrant Article back to \$55,000.

The total of the new tax dollars, with all the articles as they stand, would be \$560,000. The amounts highlighted in yellow were the capital reserve funds that need to be funded every year and if the capital reserve accounts change, there's a plan that at least plans them out for the next seven (7) to ten (10) years. \$485,000 out of the \$560,000 are capital reserve accounts. Donna Nashawaty doesn't have any new numbers for the forestry truck, Chief Ruggles will get back with that number. Scott Hazelton is firming up the number for the Conceptual plan and design for Route 11, right now the budget holds \$25,000 in new tax dollars, will have a final number at the next BOS meeting. Scott Hazelton received an estimate for the cold storage building from Leeward Construction for \$41,000, which would build the first bay, the larger of the five (5) bays and would allow them to use their current cold storage building for Craig Heino. The warrant article amount would change from \$50,000 to \$45,000, which would include a 10% contingency amount. Selectman Augustine asked if Donna Nashawaty could identify the warrant articles that would be eligible to be funded by the Hydro and fund balance funds, because those are potential alternatives to taxpayer dollars. Donna Nashawaty replied that it would not work for any of the capital reserve accounts, so that would mean any of the capital reserve funding would be out of the question and the ones highlighted in yellow were discretionary ones, unless they fell into a capital expenditure. After some discussion, it was determined it's possible that the money in the Bridge Capital Reserve, \$45,000 and \$200,000 from the Hydro fund, could fix the Bradford Road bridge. Selectman Augustine asked which of the warrant articles could fund balance be applied too. Donna Nashawaty replied anything the town voted to pay for. Selectman Augustine asked including the capital reserve accounts, Donna Nashawaty replied that she would have to check on that, but feels you would pay for something with fund balance. Donna Nashawaty said if the Board is going to try and spent fund balance or hydro funds, that they do it with the discretionary things that are outside of capital reserves, so that standard amount starts to be part of the base. Donna Nashawaty will find out for the next BOS meeting, if fund balance can be used for capital reserve accounts. Donna Nashawaty completed her report after discussion on what percentage, should be kept in fund balance. The ABC Committee received a "draft" document report distributed by Chairman Kulpa and proceeded to edit it. (Copy Attached.) The next ABC Committee meeting will be on Monday, December 12th at 7:00PM at the Safety Services Building.

CHAIRMAN'S REPORT

- Chairman Trow reported that the search for the new Executive Director for UVLSRPC (Upper Valley Lake Sunapee Regional Planning Commission) is starting over. A candidate was picked, but the two (2) sides could not come to an agreement.

TOWN MANAGER REPORTS

- COA Funding Request-After some discussion, the Board decided to fund COA in the amount of \$5,800, instead of the requested \$6,500 that was requested.
- Dates & Deadlines-Will bring calendar back to next meeting.
- The Employee Christmas Party on be held on Wednesday, December 21st at the Safety Services Building at Noon.
- Donna Nashawaty reported that the Harbor House Livery Clock is now working.

•Selectman Augustine asked for some clarification regarding the cost of setting up a camera in the meeting room to tape meetings. Donna Nashawaty replied that the cost for the equipment would be roughly \$700 for the camera and then a monthly cost of \$100 for the “streaming” of the meeting on the website. Selectman Augustine thought it was a few thousand dollars for the equipment.

Donna Nashawaty stated that he was talking about what the Town of Newbury did, they bought all the Selectmen an iPad, software that took the agenda and all the attached documents and projected them on two (2) screens on the wall, which was \$15,000. Donna Nashawaty will contact the “Tech” guy to come look at how the meeting room would be set-up.

Meeting adjourned at 9:43PM

**Submitted by,
Barbara Vaughn
Administrative Assistant**

Approved: _____

Joshua Trow, Chairman

Suzanne H. Gottling, Vice Chairman

John Augustine

Frederick Gallup

Shane Hastings

Subject: 2017 Budget ABC Budget Recommendations (DRAFT)

These numbers are placeholders and will change after BOS decides on personnel plan for employees.

•Operating Budget submitted to the Town Manager totals \$5,370,471 and increase of \$113,820 or +1.28% over the approved 2016 Budget.

•Public Works (Highway/Transfer Station) (39.4%) totaling \$2,118,331 an increase of \$21,530 or +1.0% over 2016.

•Public Safety (Police, Fire, Ambulance, EM, and SS Bldg.). (22.2%) totaling \$1,190,457 an increase of \$14,117 or +1.2% over 2016,

•General Government (larger components are Executive, Finance, Government Bldgs., Town Clerk, and lower spending areas, (20.5%) totaling \$1,102,439 an increase of \$30,325 or +2.8% over 2016.

•Public Service (Library, Recreation, Welfare, and various events) (11.6%) totaling \$624,340 an increase of \$30,015 or +5.1% over 2016.

•Debt Service (6.2%) totaling \$334,904 or \$17,833 +5.6% over 2016.

The second component of the 2017 Budget are the Enterprise Funds managed in part by the Water and Sewer Commission (Water & Sewer) and the Board of Selectman (Hydro) setting rates (Revenue) to offset spending including the Water Department budget of \$503,214 or \$3,176 +.6% over 2016, the Sewer Department budget of \$1,071,790 or (-\$27,893) (-2.5%) over 2016, and the Hydroelectric Plant budget of \$ 132,161 or (\$458) (.4%) over 2016.

The last component of the 2017 Budget is the Warrant Articles totaling \$885,000. New warrant article funding totals \$75,000 including Construct a cold storage facility Phase I \$50,000 (2017), (TPC \$137,000), Conceptual plan and design for Route II \$25,000 Existing warrant article funding totals \$485,000, and budget neutral warrant articles \$325,000, Purchase and Equip New Highway truck from Cap Reserve \$175,000, and Purchase new forestry truck \$150,000.

Recommendations:

>Public Works- this budget affects all residents who travel over our town roads and who use the town transfer station. The budget contains elements within it that are subject to commodity pricing. These commodity prices are built into the budget to cover commodity volatility. ABC recognizes that the practice of transfer station decals, for Sunapee and Springfield, protects the town from abuse by outside vendors. ABC recommends accepting the budget as presented

>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 recommends accepting the budget as presented.

>General Government- this budget ensures the town office personnel, including the Town Clerk/Tax Collector and Assessing have the equipment, software, and means to maintain the tax basis, collect the taxes, and track spending as well as maintains the upkeep of the town offices

and all municipal buildings. ABC recommends town officials continue to upgrade its technology to improve access to town officials, as well as town information for our remote residents. ABC recommends accepting the budget as presented

>**Public Service-** this budget funds programs for all age groups of the 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 accepting the budget as presented

>**Public Debt-** is incurred by 60% voter approval of prior town warrant articles for town buildings and infrastructure as an investment in the community. Any underspending, savings achieved, and/or unexpected revenue goes into fund balance and could be considered in the next budget cycle as a warrant article to reduce public debt from fund balance.

> **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 Hydro is supported by the revenues it generates. The enterprise funds submit their budget to the BOS and it is incorporated into the overall budget. The net effect to the tax rate is zero. ABC recommends accepting the Enterprise Funds budgets as presented.

> **Warrant Articles-**Sincere efforts have been to work on warrant articles that meet the needs of the town. Each warrant article was discussed and reviewed individually before approval. ABC recommends accepting the Warrant Articles as presented.

Respectfully submitted:
Advisory Budget Committee