

SUNAPEE BOARD OF SELECTMEN
6:30PM Town Office Meeting Room
Monday, November 2, 2015

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

Absent: Emma Smith

Also Present: See Sign-in Sheet

Chairman Trow opened the meeting at 6:40PM

REVIEW OF ITEMS FOR SIGNATURE:

Motion to approve the following CZC's:

Parcel ID: 0237-0008-0000 20 Harding Hill Rd. Kathleen & Kristofer Knauss

Parcel ID: 0137-0022-0000 125 Burkehaven Hill Rd. Donna & Harry Gazelle

Parcel ID: 0131-0025-0000 70 West Court Debbie Samalis

Parcel ID: 0133-0055-0000 42 Lake Ave. Michael Whitaker

Parcel ID: 0237-0018-0000 11 Cross St. Allen & Linda Bullis

Parcel ID: 0121-0026-0000 73 Fernwood Pt. Rd. Robin & Everett Pollard

Parcel ID: 0120-0032-0000 51 Rocky Rd. Helen Bridges

Parcel ID: 0225-0064-0000 61 Route 11 Chris Harrington

BY Selectman Gallup, seconded by Selectman Gottling Unanimous

Motion to approve the following LAND DISTURBANCE BOND:

Parcel ID: 0120-0032-0000 51 Rocky Rd. Helen Bridges

BY Selectman Gallup, seconded by Selectman Gottling Unanimous

Motion to approve the following AFTER THE FACT:

Parcel ID: 0131-0025-0000 70 West Court Debbie Samalis

Parcel ID: 0225-0064-0000 61 Route 11 Chris Harrington

BY Selectman Gallup, seconded by Selectman Gottling Unanimous

Motion to approve the following PROPERTY TAX EXEMPTIONS:

Parcel ID: 0147-0039-0000 9 New Province Rd. Donald Burrill

Parcel ID: 0139-0012-0000 60 Rolling Rock Rd. Keith Chrisman

Selectman Gallup, seconded by Selectman Gottling

Motion to approve the following INTENT TO CUT:

Parcel ID: 0225-0028-0000 Young Hill Rd. Maryann Henry

Selectman Gallup, seconded by Selectman Gottling

APPOINTMENTS

7:00PM-Chief David Cahill introduced the new Part-Time Officer, Robert Riessle and his family to the Board. Officer Riessle was sworn in by Betty Ramspott, Town Clerk/Tax Collector. In addition, Chief Cahill thanked Officer Adam Lantiegne for his years of service to the Town and told him he would be greatly missed.

7:05PM-Betty Ramspott, Town Clerk/Tax Collector came to the Board to request a change in the present Municipal Agent Contract with the State of NH and the way the Town processes motor vehicle transactions.

Instead of the resident writing two checks, one for the State and the other for the Town, the resident would only write one check for the full amount to the Town. Betty Ramspott would like to begin this process January 1, 2016, this gives the Department of Motor Vehicles and our EReg application time to make the necessary changes. This is the first step towards the Town having the ability to accept debit/credit cards for motor vehicle transactions. **Motion to authorize the Town Clerk to start using one check on January 1, 2016 by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

7:15PM-Steve White, Jolene Chappell and Lena Welch, who are members of the Trustees of the Trust Funds updated the Board on their decision to change from Public Deposit Investment Pool (PDIP) to TD Bank for the trust fund investments. The Trustees gave the Board a copy of the updated investment policy effective November 1, 2015.

7:30PM-Scott Blewitt, Recreation Director came before the Board to seek their permission to add a new program to the Recreation Department. This program would be a "boot camp" style adult exercise class on Tuesdays and Thursdays from 5:30am to 6:30am at the Sherburne Gym. The first session will start November 10th and run for six weeks. The instructor will be Mindy Flater, who has been teaching the class for Newport Recreation. The Recreation Department and Police Benevolent Association will be purchasing the equipment, which will include medicine balls, kettlebells, jump ropes and some step boxes. The cost of the class registration fee will cover the equipment, the Instructor's pay will come out of Scott Blewitt's budget. **Motion to approve the position of Group Exercise Instructor and insert pay grade 1007 from the Recreation department by Selectman Gottling, seconded by Selectman Gallup. 3 in favor 1 opposed.**

PUBLIC COMMENTS

Don Bettencourt will the non-public session be push to the end of the night.
Chairman Trow stated other business would be moved up before the Board goes into non-public session.

SELECTMEN'S ACTION

•**Motion to approve the 2015 Second Half Tax Warrant in the amount of \$8,974,085.26 by Selectman Gallup, seconded by Selectman Gottling. Unanimous**
•Donna Nashawaty would like to focus on two separate issues in regards to the summary of activities for the Old Abbott Library. The first issue would be the very specific things that need to be talked about, such as; considerations in the deed and restrictions and how to choose a nonexclusive real estate agent, which can be talked about in public session. In non-public session, we probably want to talk about listing prices and more of an in-depth discussion about regarding the Towns philosophy on the listing. The Library Trustees have not endorsed the cy-pres because their Attorney was on vacation, but hope to have an answer at their next regular scheduled meeting. It takes about six weeks once the cy-pres goes to the court, but within thirty days after the cy-pres agreement is approved, the Town has got these particular steps that need to be done. Selectman Gallup asked if we need a Real Estate Agent or can they get an Real Estate Appraiser? The Attorney General wanted the Town to list the property for sale with a Real Estate Agent or Broker.

Selectman Augustine suggested having the Real Estate Agents do a request for proposal (RFP) to sell or lease the old library building, which he feels the Board would very quickly get an understanding who's motivated and who's not. Chairman Trow thought it would be helpful if the Agent had commercial experience. Donna Nashawaty suggested that the RFP would have a section to describe their commercial experience. Selectman Augustine suggested asking what resources they would bring to bear. Chairman Trow said that the RFP should state to contact the Board of Selectmen for a list of conditions on the sale. Selectman Augustine suggested the RFP asked what their experience conducting non-exclusive transactions in the past. Chairman Trow stated that it has to be clear that they need to be non-exclusive. Selectman Augustine hopes that's enough for the Town Manager to make a first draft of the RFP. The second issue that needs to be talk about are the conditions including the conditional deed, detailing external changes and landscape. Chairman Trow stated that it felt to him that the people liked the look of the building with the green space in front coming into town. Selectman Gottling added the somewhat classical appearance of it. Selectman Gallup said the Board can go back and review the information that was gather at the two visioning sessions. There was discussion regarding front and side green space, current and possible parking space options. Donna Nashawaty will have measurements and the plot plan for the next meeting. Donna Nashawaty asked the Board what they would like to see for the exterior look of the building. Selectman Gallup replied that it should maintain the persona that it has at this point, which basically means brick and mortar with white trim. Chairman Trow asked if there was any way to word it so if they had a proposal for a redesign that they could come to the BOS with their ideas. Donna Nashawaty thought that if there was a deed restriction, that the people that put the restriction in could edit it. The deed would have to create the deed with it's restrictions just like they did with the Harbor House Livery building. After some more discussion on the warrant article options, the Town Manager will bring a draft RFP and plot plan to the next meeting and the BOS will review the two visioning sessions that are available on the town website under Old Abbott Library.

CHAIRMAN'S REPORT

- Selectman Augustine thought that having the budget books a week ahead of time enable the participants to have an opportunity to have a different kind of discussion then in years past.
- Selectman Augustine stated that it didn't seem like there was enough time on the agenda for the 13th to talk about wages, benefits, stipends, etc. In his opinion, it's more than 50% of the budget and the question has been raised regarding the last time a comprehensive comparative wage study was done and the answer is always about five years ago. So, if you were going to put a comprehensive comparative wage study in the 2016 budget, you would have to get some direction to do that. Donna Nashawaty said she would. Selectman Augustine asked if it is not in your 2016 budget, it's not going to happen. Donna Nashawaty replied it's not. Selectman Augustine said at what point do we have the conversation as a Board, if we are going to ask for that wage study to happen in 2016. Donna Nashawaty replied that part of the rules and regulations of the Personnel Policy is driven by the Board of Selectmen, not budget driven, because the compensation package, wage, steps and health insurance premiums and benefits that are

paid are driven by the Board of Selectmen making a change to the Personnel Handbook, which can be done at any point in the year. From a personnel standpoint it is not a budget discussion, the budget discussion is the Town Manager coming up with the numbers to satisfy the Personnel Handbook. If the Board of Selectmen want to change the Personnel Rules and Regulations, then they need to make time during a work session and decide if they want to makes changes. There will be times the Town Manager will ask for changes, like tonight when a change was made to add the Exercise Instructor to the pay table. Selectman Augustine said it doesn't seem like that conversation has happened in many years and twenty minutes on the 13th is not going to do it justice. Donna Nashawaty replied that twenty minutes is all she needs to tell the Board what she needs to do in order to meet the current Personnel Handbook, which is her budget presentation to the Board of Selectmen. Selectman Augustine said his comments are directed to his colleagues on the Board, if it's not going to happen on the 13th and we do want to have a conversation on it, we will need to schedule time on an agenda after the 13th. Selectman Augustine said right now we don't know if our employees are underpaid, overpaid or adequately paid. It's probably a little of everything depending on the department, position, etc.

TOWN MANAGER REPORTS

•The Board reviewed the monthly budget thru October 31.

•**9:07PM-A motion was made by Selectman Gallup to go into non-public session under RSA 91-A: 3 II (d) consideration of sale of Real Property (discussion of Old Abbott Library re: sales considerations). The motion was seconded by Selectman Gottling and roll call vote approved unanimous.**

9:50PM-The Board returned from non-public session.

Motion to seal the minutes by Selectman Gallup, seconded by Selectman Augustine. Unanimous

•**9:52PM-A motion was made by Selectman Gallup to go into non-public session under RSA 91-A: 3 II (a) dismissal, promotion, or compensation of any public employee. The motion was seconded by Selectman Augustine and roll call vote approved unanimous.**

10:50PM-The Board returned from non-public session.

Motion to seal the minutes by Selectman Gallup, seconded by Selectman Augustine. Unanimous

Meeting adjourned at 10:50PM

Submitted by,

Barbara Vaughn

Administrative Assistant

Approved: _____

Joshua Trow, Chairman

Suzanne H. Gottling, Vice Chairman

John Augustine

Frederick Gallup

Emma Smith