

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

REVIEW OF ITEMS FOR SIGNATURE

Motion to approve the following CZC's:

Parcel ID: 0224-0011-0000 74 Sleeper Road Michael Smith

Parcel ID: 0132-0017-0000 474 Route 11 Pizza Chef (Nick Kontoes)

Parcel ID: 0146-0058-0000 12 Shadow Lane Gaetano Sprague

Parcel ID: 0113-0024-0000 50 Ridgewood Road Chris & Grace Mulliken

Parcel ID: 0140-0001-0000 1 Tara Hall Lane Jane Shanahan Trust

Parcel ID: 0133-0002-0000 85 Edgemont Road Neal Bramberg

By Selectmen Gallup, seconded by Selectmen Gottling Unanimous

Motion to approve the following AFTER THE FACT:

Parcel ID: 0146-0058-0000 12 Shadow Lane Gaetano Sprague

By Selectmen Gallup, seconded by Selectmen Gottling Unanimous

Motion to approve the following LAND DISTURBANCE BOND;

Parcel ID: 0113-0024-0000 50 Ridgewood Road Chris & Grace Mulliken

Parcel ID: 0140-0001-0000 1 Tara Hall Lane Jane Shanahan Trust

By Selectmen Gallup, seconded by Selectmen Gottling Unanimous

Motion to approve the following VETERANS EXEMPTION APPLICATION:

Parcel ID: 0225-0050-0000 7 Rollins Road John Pease

By Selectmen Gallup, seconded by Selectmen Gottling Unanimous

APPOINTMENTS

7:00PM-Scott Hazelton Bridge Capital Reserve Expenditure lower Main

Bridges: Warrant Article

First item to be discussed is the bridge cap reserve expenditure for the Lower Main St. Bridge – we need to approve money that's already been put in the fund in the amount of \$40,502.60 our portion of the payment of the (remainder of the 20% of our portion of the bridge project)

Chairman Trow made a motion to approve the expenditure of \$40,502.60 from the bridges capital reserve fund to be the final part of our 20% for the Lower Main Street Bridge.

Seconded by Selectman Gottling – Unanimous

Discuss various bridge warrant articles –need to address the Bradford Road Bridge over Trask Brook and we have three town bridges that we need to address soon, Sargent Road Bridge, Perkins Pond Bridge and Jobs Creek Road Bridge. Scott Hazelton received an email from HEB engineers which is our current engineer for the Lower Main Street bridge project regarding a

preliminary estimate for the Bradford Road Bridge which comes from the DOT. The preliminary estimate for permitting through construction for the Bradford road bridge is for \$750,000. The NH DOT bridge aid program is scheduling projects out until fiscal year 2022-2024 our bridge could be permitted and designed immediately but would likely not be funded for construction until that date. They are not approving constructing the bridge prior to obtaining approval for all of the funding and that if we did we wouldn't be reimbursed for full amount of our 20% portion until that 2022 +/- . Our 20% of that total cost is \$150,000. The concern here is that we are not sure what they are going to tell us to do with the bridge within in the next couple of years. Could be next year or the year after that they come and do a bridge inspection and say close it or make it a bike path. There is a need to come up with some options for the board's consideration to try to address the issue which would also require us to not go through the bridge aid program, it would still be a bridge which is E2 rated and meet the state bridge design plans. Scott Hazelton has discussed these with the engineer. The first option that was discussed permitting design the construction of the open bottom concrete box culvert to replace the existing bridge and possibly providing limited assistance with the construction using town highway employees possibly traffic control and signage and not doing any of the digging or physical replacement – this option does not include reimbursement through the state aid bridge program, however it does resolve the issue of an extended future bridge closure the estimated cost of this option (verbal) is \$500,000. Waiting for formal proposal for materials construction etc. for that open bottom box culvert. Second option which is a more viable option is a paved, laminated wood beam and deck bridge, similar to the one we just did on Lower Main Street. We would only replace the deck and sill. – this option does not include reimbursement from the bridge aid program however it does resolve the issue of having an extended future bridge closure, estimated cost is \$200,000. The materials and construction portion of this is approximately \$150,000. The engineering which is required by the state is approximately \$50,000. The proposal from Michael Hansen Bridges Construction, LTD. to do the deck and the entire thing for \$148,000. He said he could do it next year, that would get us out from underneath the red listed bridge and for that bridge it would eliminate future potential closures for long periods of time it is \$50,000 more than what our total potential cost would be if we went through the state bridge aid program, it avoids that long term closure which may be eminent based on the time limit the bridge aid program has indicated to construct that bridge through their funds. Scott Hazelton wanted to bring that information to the BOS attention regarding the Bradford Road Bridge that is something at the very least if we go through the bridge aid program we have to get started this year and that's the preliminary design and design phase of the project for the bridge aid program. In addition to the Bradford Road Bridge, the other three bridges were requested from another engineering firm, Tanner and Assoc. a cost to do a study, a load rating analysis, recommendations and engineer's opinion of probable costs to either repair or replace those three bridges. They broke them down into individual costs to do each bridge of which: Jobs Creek Bridge is \$6350. Trask Road Bridge \$6875. Sargent Road Bridge is \$6350. Total cost for all three would be \$20,100. Those are the bridge Warrant article issues that need to be discussed.

Donna Nashawaty spoke about the capital reserve that we do have, we have researched and it only allows it to be spent on bridges that are on the state red list. After the motion you just made to finish the Lower Main Street bridge there is \$35,000 left in that fund – so we start out with \$35,000. The three bridges Scott Hazelton mentioned do not fit into that capital reserve language because they are not on the state inspection list. Selectman Augustine asked is what you're asking for is \$20,100. For the three bridges? Scott Hazelton replied that he is asking for

input from the Board of Selectmen and what they think should be done for the warrant articles for the Bradford Road Bridge. Because the capital reserve fund is only for red listed bridges, the other three bridges cannot be under that capital reserve fund unless that fund is changed. Donna Nashawaty stated that 100% of the funds for those three bridges are the Towns, they don't qualify for the 20% bridge aid. Scott Hazelton stated that they are only 10' wide and will never qualify. Donna Nashawaty stated that we know we need to get the \$150,000 before they make us close the bridge, we need to get to that point. Do you have any sense how much it would go up if we decide not to do the wood laminate until 2 years from now? Scott Hazelton replied that the engineers used a 5% increase on this estimate for the open bottom box concrete. Donna Nashawaty said we have \$35,000. Scott Hazelton stated that if we treat and maintain wood laminate it will be good for 30 years, depending on the bridge, we need to get more data from the engineers. A concrete bridge needs to be treated and will last longer than a wood laminate bridge with the right maintenance.

Chairman Trow asked if the engineering fee of \$50,000 for the wood laminate bridge, could you also apply that to be same engineering for the state portion if we decide to go that way. Basically is the majority of that transferrable? Scott Hazelton replied, no, you can't get reimbursed for the engineering, once you are in the bridge aid program you get reimbursed but if you decide to not go with bridge aid route you don't. They are going to have us replace the entire structure and the wood deck – they haven't identified the abutments sub structure, we will have to go full route. I came up with the \$500,000 as an alternate – I'm not saying we couldn't make the bridge aid rule, they are looking at our existing bridge, it is a certain width and by their rules you have to go top of bank plus 20% with all new bridges to meet federal requirements – instead of being a 20' span bridge it will be a 27' span. My plan was to get as close to the \$150,000 as we can and get the bridge done quicker. The discussion about the bridges continued, which included clarification of numbers and discussion of bridge spans and load ratings. No vote was taken.

Roof: Town Office

Scott Hazelton provided two proposals to replace the roof on the town office – it is in poor shape, one was significantly higher than the other, due to the time of year we'd like to put this off until the beginning of May – they'd like an approval now so they can hold their price. This will be coming from the buildings and grounds capital reserve funds, there is over \$100,000 in the account. Donna Nashawaty stated that the balance in the account projected at the year-end is \$100,720.

Chairman Trow made a motion to accept the bid from Acker Contracting and then approve the withdrawal up to \$16,995 from the town building use capital use fund. Selectman Gottling seconded, Unanimous

Harbor House Livery Clock

Scott Hazelton stated that the clock broke and we were given a proposal to fix it for \$1850. There aren't funds in the highway budget so he will need a decision from the Board of Selectmen. Chairman Trow stated it can be discussed at a later time. No action taken.

7:30 Scott Blewitt Looney Lunge

Per town policy there is no swimming allowed in Sunapee Harbor. Request to have that waived for the Looney Lunge.

Motion to waive the non-swimming ban for the Looney Lunge by Selectman Gallup, seconded by Selectman Gottling. Unanimous.

Scott Blewitt requested permission to use the Recreation revolving account to purchase more equipment not to exceed \$1,300 for the Boot Camp program.

Motion to authorize the use of the Recreation revolving account for additional equipment for boot camp by Selectman Gallup, seconded by Selectman Gottling. Unanimous.

Selectman Augustine asked about the turkey trot, does that money go into the revolving account as well and do you have a target project for this year's money raised? Scott Blewitt replied yes, the money goes into the revolving account, and no I don't have a project. Selectman Augustine asked if the money raised from this year's turkey trot be used to by the floating dock or picnic tables. Scott Blewitt replied yes. Selectman Augustine asked who makes that decision. Scott Blewitt replied that the recreation commission and the Board of Selectmen decide to expend. Selectman Augustine asked that if we need XY or Z dollars to come from somewhere is it possible we can come back and ask for \$6000 for the swim dock and \$2000 for the picnic tables be funded through the revolving fund? Scott Blewitt answered, I believe so.

7:45 Don Bettencourt, Chairman Budget Advisory Committee addressed the board with a slide show presentation. Copy Attached.

Over the course of the last year we have had discussion as to what the advisory committee is all about, we have had joint meetings with the school board, and the selectmen, lots of internal discussions it is what it has always been since 1988 was basically an alternative to a budget committee, a BC would have authority to set limits and guidelines and enforce them – that would be a group that would oversee the other boards that have projects in town. This is just an advisory committee, we are just here to try to help. If you look at the current guidelines there are three things that jump out at me this advisory committee needs to compliment the selectmen and the school board. Proceeded with the presentation:

Chairman Trow stated it was very helpful to have the BAC input, from a personal perspective it's good to have a second set of eyes, last year we pulled some of the articles and dropped amounts and tried different solutions for leasing and purchasing, some didn't work out some did. I think more to my mind what becomes the most useful is concrete suggestions. Some involves working with Donna Nashawaty and other people that is hard to come by I understand that. While we are talking about efficiency and reducing hours anyone else have thoughts?

Donna Nashawaty asked Don Bettencourt, if we could go back to the second page talked about, the place where you're looking to try to provide a level of services that the community was accustomed to and she noted page 6 where you have the graph line increasing over the last three years: She noted that over the last three years that line increase represents is the direct result of warrant articles that were passed that increased the spending for the town or the reductions from the state of the assistance they were giving to the NH retirement system among other state reductions. When you try to get to the point where you are trying to see the effect of trying to keep the services stable and affordable for the town, the services that the town got had a dollar amount assigned to them before they voted on the warrant articles. Then the warrant articles get

voted on and you now have to pay off the debt that the warrant article approved. Part of our problem is in order to isolate those increases in those subsequent years you can't say that in order to give you the same services that we gave you last year it has a cost of X, plus the bottom debt or plus the increase that you now have to pay for the NH retirement, or plus there was multiple places where the result of warrant articles actually went to the operating budget. Even the SB2 guidelines which say in order to craft a default budget you take those and add them into your operating budget. There needs to be a separation when discussing what is operating in order to give you the same services as you had last year to next. We talk about that on a repeated basis when we say to the citizen did you really expect when you voted for the library to pay the \$975,000 that we would cut a recreation program or cut hours from the transfer station or cut something that was going to make up that direct relationship. The road program overwhelming was supported by the community. Going from \$100,000 in the operating budget to \$325,000 in the operating budget is a direct relation to that diagonal line. If people voted to have the real money that was supposed to be going into the budget to begin with, maybe that green line should have been high to begin with so that there wasn't a direct result that shows the drastic increase. It is difficult to try to figure out where the operating piece of providing the services to the community comes in and where that can be shaved when all of the other pieces are automatically in and it becomes overwhelming to try to say we ought to make up the bond for Perkins pond and bonds for the library and the deduction of all the state of NH retirement etc.

Don Bettencourt replied that here in is the problem, he feels that the tax burden is increasing at an unsustainable rate and he disagrees, "I don't think people made well informed decisions about if we throw a million dollars at the library that means the taxes will go up 6% in a year" – that's only a part of it. Donna Nashawaty asked if the budget committee discussed anything about increasing the elderly exemptions' for people who are on social security. If the burden is so high maybe we should share that tax burden in order to help people that are on fixed income. Donna Nashawaty wanted to touch on the payroll/account clerk comments from the presentation, it's not just the payroll service as indicated, we did look into payroll services and we thought it was not good business sense for a town this size. The backup for bookkeeper was a recommendation by the auditors.

Selectman Augustine commented that we need to decide what people can afford? The top down approach, come up with what we think people can afford and let the experts build the budget to that number, so you will know exactly what you need for finance, which is critical, you find the numbers and come back and tell us, we learned in march this year for whatever reason either our principal or we don't have the money, people are not going to sign up for everything put in front of them. Is the number now at a half a million dollars which is a bigger number than 2015, I don't think people will sign up for that either. Donna Nashawaty commented about affordability of services, that's not a decision departments make, the BOS asks us to give you what a budget is to get the services we have been getting. Selectman Augustine commented that the \$2000 for picnic tables, \$6000 for swim docks that the taxpayers were being asked to pay for, he believes that the funds should come out of turkey trot or existing funds. Donna Nashawaty commented about the warrant articles coming forward, there shouldn't be a surprise with all the planning we have done over the past couple years with buildings and grounds programs and roads and equipment. We have done a lot of research and advance planning trying to figure out just how long capital equipment will last and where the fund has to end up in order to try to get to the point of the capital reserve accounts articles sustaining themselves, and being part of a

predictability factor. Selectmen Augustine would like to smooth out the total amounts to be more predictable. Selectmen Gallup replied that a lot of that depends on what is presented to us and as the Board of Selectmen we have a responsibility to present things to the taxpayers for their vote and that's the reason for the special articles is so that they can say yes or no. We have these meetings every other Monday night, it is great to see folks coming and listening and making comments. The special articles are the taxpayer decision, all our decision is whether or not we feel you should be asked about it. As far as the funds that we are asking for this year it is entirely up to the voter, if you decide to put money into the capital reserve fund to buy a grader that's great. The Board is telling you the grader is tired, if it gives out it is too tired to fix. We are telling you it might be worth buying a new one than throwing money to an old one. The operating budget is what we work toward to continue to provide the services we provide to you. Fire, Police, town office, transfer station etc., it's easy to say we can cut a little here and there but it still has ramifications all the way down through. I can say to you decide whether you like the services you have then support the budget, decide if you want to spend the extra money for the other articles, if you don't that is fine, everybody realizes what is being asked for in the special articles it is exactly that, special, if you decide not we just got to get by without it. Selectman Gottling noted that to her, one of the best examples was our road program, we had a plan but because the price of all the materials had gone up we had not appropriated or asked for enough money to cope with that our road program fell years and years behind. There were some roads that had fallen 10 years behind and maybe even more. What was happening was that by not attacking that every time we went to fix a road it was in even worse condition that if we had maintained it in the first place. So that instead of rebuilding the road we were just putting a thin coat over it. I think that was a voter decision. Communication and how you get it out to people is just difficult in a small town. Don't pay now you pay a lot more later. BAC member John Brandolini stated, you talked about the warrant article, once a warrant article is out there is an implied recommendation to the town from the BOS that you want it approved. Josh Trow interjected, it is not implied. John Brandolini continued with what you're saying to the voters is here is an operating budget of 1% increase and here is another half a million dollars in warrant articles, what the voters are saying is if you are going to recommend a half a million dollars on the warrant then cut a half a million off the operating budget, so we are level, what you're doing is adding one on top of the other. I strongly object to the fact that you say services your providing has to be the same. Yes you can provide the same services but I didn't see any wording for efficiency basis. I can tell you that being in business for a lot of years you can go to suppliers and negotiate. I didn't see any of that at a reduced cost. How can we supply those needs at a more efficient way to reduce money? Chairman Trow replied that he felt that it is fair to say going to suppliers is something you can do a lot, however he indicated that 58% of our budget is personnel. John Brandolini agreed and said there was no discussion about head count, buildings, and equipment. All it was all these other items, if you do a full budget review how can you not have a head count discussion and building and equipment discussion? The mindset is we have what we have and we are just going to keep going. That's not going to work going forward.

Chairman Trow replied that we are trusting our department heads to do what they need to do and we trust Donna Nashawaty to hire the appropriate personnel to keep the department heads where they are supposed to be. Are there times where this doesn't work? Sure, are there times where it works well? Sure. Further discussion about employees but no decision was made.

Another citizen said based on what John Brandolini was saying, some of the discussion and the effort and end result circles around what is the underlying thing that you start with? While she can't agree that we would like to start with the premise that there is a certain level of service that we have provided and enjoyed in Sunapee and would like to continue with that. Maybe we are at a position that it is not possible where affordability of services is out stripping our ability to maintain the level of services that we have enjoyed at other times. If a different beginning point and underlying premise is we have to do our best to keep the budget flat or stay within 1% or 2% overall increase maybe that premise has to be challenged, that if we fulfill this we can no longer provide the level of services that we have been providing and that has to be the tradeoff. I think that is what a lot of us are struggling with – I agree with what Fred says that when we go to vote to a certain extent if we are not well informed that responsibility lies with us. I do think there can be a lot of improvement and maybe this is something the budget advisory committee is tasked to do that quantifies what the 12 step level of the pay grade means overall, to quantify what a special warrant article would mean. Maybe you/we someone has to do that translation for the voters because everything that comes when we vote seems to stand alone and those of you who work with it closely understands it and you can quantify and know what it means, but to the average Sunapee person who sees it on a big list we don't necessarily understand the added nature of that and maybe that is what has to be taken into account.

Chairman Trow added that he thinks communication is definitely the hardest part, it is tough to get information out. Part of the problem is in the legality of the wording, it is annoying as to what we can put on ballots etc. if I remember every household gets mailed the entire ballot prior to voting. Including the budget. Do people understand it? Maybe not, but there is a description page I'm not sure how much further we can go on that.

Dave Montambeault spoke about being a service organization, relying on the help which is the biggest expense. The people who are working for the town are working hard to get the lowest budget possible. Police Chief Cahill spoke about hearing that sometimes employees stay too long and we pay too much and their benefits are too high. If you break up that 15 years and say in that 15 years we recycle a police officer every 5 years. What you get out of that is a 16 week in house training officer, learn the town, learn how to shoot firearms, reports etc. Then another 16 week training for a total of 32 weeks before he can even go to work for the town. The uniforms are \$75 for a shirt, \$80 for pants, \$700 for bullet proof vest, \$800 for a gun, leather belt \$800 to \$1000, and boots for \$150. Find somebody and train them and sustain them over a 15 year period I would think without giving you the numbers if I could give you that as opposed to repeating this every 5 years. My point is there is some value in retaining employees at a greater level – I agree that retirement costs for the state of NH for group one and group two is ridiculous, it costs the town of Sunapee \$90,000 for five full time officers. The problem is it is beyond our control. Don't blame the employees because we want a retirement program, the state decided not to do their part. The employees in this town in any department, highway, transfer, and hydro, there are certifications that go along with this – we have to maintain our licenses – to replace those employees every 5 years will cost the town money – penny wise and pound foolish. If it is a long term employee there is a sense of pride. We look at what is the traffic pattern? What is the arrest rate? We staff a police officer 19-22 hours a day, depending on the time of year. We are not a full time PD. I took a call last night at 1:00 & 2:30 - I don't get paid for that, I am not a salaried employee – I don't get paid when I'm called out. When you have those kind of things that take place, and you treat employees the right way, the employees are willing to do it. We are all passionate about our town, we enjoy the school, the lake, the mountain. I have been doing

this job for 29 years and could have been in a big city if I wanted to. You can call me at home, I enjoy this job. That is why I am going to stay here as long as I can. If I arrest 5200 people this week or 100 people my pay doesn't matter, it doesn't go up or down. I look at crime rates, arrest rates and statistics when we look at how many employees we have. I caution the board when you start looking at our employees and that they have targets on their back. We can get rid of 58% of the budget, when you start treating employees negatively you will get a negative reaction long term.

Sean Carroll commented, when I came to Sunapee we had three plow trucks and most people in the area had two wheel drive vehicles. You either stayed at home or waited for the plow to come by. The police may have a call they need to get to and the roads need to be plowed. Maybe we can cut back to plowing once or only twice during a storm, or buying used stuff. Have to find out what the people can live with and what they don't want to live with.

SELECTMEN ACTION

•Authorize HealthTrust Resolution

Secretary of State, Division of Securities that have had us renew its offerings every year, in the past Donna Nashawaty was the authorized official signature for our health insurance coverage for the next year. The Secretary of State is looking at all documents with the HealthTrust they are now asking the Board of Selectmen to do the authorizing resolution, so that we can continue our health insurance business with HealthTrust. It is good for 1/1/2016 through 12/31/2016.

Motion to authorize the Town of Sunapee Manager to be our representative to sign the HealthTrust Resolution for 2016, by Selectman Gottling, seconded by Selectman Gallup Unanimous.

•EPA Settlement Authorization

A couple of instances over the past two years that the EPA was notified about operations of the waste water treatment plant as violations, the Water & Sewer department had to reply to an inquiry. The EPA got the answers and decided to levy a charge against the Town of Sunapee for an EPA violation. The Town could either fight the charge by going in front of a judicial board –or we could go the settlement route. The Settlement route established a process with a calculation form in order to figure out the minimum penalty might be. It was negotiated down to three days for \$15,000 fine. Water & Sewer commissioners decided to go with the recommendation and settle. The funds will come from 2015 sewer account. There is a document that needs to be signed by the Board of Selectmen approving the settlement offer.

Selectman Gallup made a motion to authorize the Chairman of the Board of Selectmen to sign the EPA settlement authorization, seconded by Selectman Gottling, Unanimous.

•Discontinuance of Portions of Old NH Route 11

Donna Nashawaty stated that there was a letter from DOT, when the state put Route 11 through Sunapee it discontinued the Old Route 11, some of the places were given to the town for the right of ways. The town must make a determination of their needs for the use of these portions of the roadway. The town can determine if there is an occasion per use for town highway purposes or no such occasion exists, in which case the highway will

discontinue, if there is no action by the town in 60 days the highway will revert to the town. The Board asked that the Highway Safety Committee review and bring back a recommendation prior to the 60 days expiring.

CHAIRMAN REPORT

No chairman's report

Discussion on allowing time during the Selectmen's meeting to discuss the budget prior to the budget hearing on January 5, 2016.

TOWN MANAGER REPORT

- File Server –Donna Nashawaty brought to the Board of Selectmen the option to purchase the new file server in 2015, using 2015 funds will reduce 2016 budget request by \$8000.

Selectman Gallup made a motion to instruct the Town Manager to purchase a new file server out of 2015 funds, seconded by Selectman Gottling, Unanimous.

MISCELLANEOUS

- Health officer position – The Board reviewed the application and asked for an appointment letter for Wayne Whitford to be presented at the next Selectmen's meeting.
- December 16th, at noon at the Safety Services building, is the employee Christmas luncheon.

9:44 PM-A motion was made by Chairman Trow to go into non-public session under RSA 91-A: 3, II (c) (reputation). Moved by Selectman Gallup. The motion was seconded by Selectman Gottling and Roll call vote approved unanimous.

10:55PM-The Board returned from non-public session.

**Meeting adjourned at
Submitted by,
Linda Jackman
(Filling in for Barbara Vaughn)
Administrative Assistant**