



Monday, December 12, 2022

## Board of Selectmen Minutes

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In attendance: Steve Smith (Chair), Dianne Craig (Selectmen), ShaeDel Simino, Melissa Salinardi, Ben Nelson, George Hebert, Alicea Bursey

### CALL TO ORDER

Steve Smith called the meeting to order at 6:30pm.

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

***Dianne Craig motioned to accept the agenda and all documents that were signed by the Board. Steve Smith seconded the motion. All were in favor-yes; motion carried (2-0).***

### APPROVAL OF MINUTES

One change was suggested on the last page.

***Dianne Craig motioned to accept the minutes of November 28, 2022 'as amended'. Steve Smith seconded the motion. All were in favor-yes; motion carried (2-0).***

### APPOINTMENTS

#### **County Commissioners (George Hebert & Ben Nelson)**

- George Hebert and Ben Nelson represented the Sullivan County Board of Commissioners and provided the Town with an update on several projects that the commissioners have been working on. Projects include the following: the Nursing Home Renovation Project, the Sullivan House, HUD Lead Paint Abatement Program, Discover Sugar River Region, Trails Project, Natural Resources/Conservation District Programs, Comprehensive Economic Development Strategy, County Grant Writing Capability, Adult Education Courses and Community Development Block Grants (please see attached document for further details).

Steve Smith asked if all the information for trail management would be put together in one place for easy accessibility. George Hebert stated, "yes, that is his understanding," he added that the plan is to put all of information including points of interest together in one general location on the website.

Steve Smith inquired about the grant writing position and how towns would be able to utilize that service. George Hebert mentioned that the Town would have to reach out to the Commissioner's Office for more information.

Ben Nelson stated that the Commissioners are trying not to go into bonding but rather are using funds that are already available to them. Steve Smith mentioned that he was already aware of several of these projects but thinks that they all look good and are beneficial to the community. Ben Nelson mentioned the County's ability to supply bread to needed families during Covid shutdowns by assisting the Got Lunch Program in Newport, which serves Goshen families as well.

Steve Smith again asked about the grant writing process and wondered what the process was for Town's to take advantage of the service. Ben Nelson stated that the Town could come up with some ideas for what they are looking for and submit them to the grant writer to review. Dianne Craig mentioned that there might be additional grants for the fire department and infrastructure that are unknown and it might be something the Town would like assistance with. Ben Nelson stated that, "it doesn't cost anything to ask." He added, "it wouldn't hurt the Town to know which grant they would like to acquire, however, if the Town reached out to the consultant, they would be able to assist with further information."

George Hebert mentioned that the commissioners try and give an update to the Town's every few years and will continue to do so. The Board and the public had no further questions or concerns. The Board thanked the Commissioners for coming to provide the Town with an update.

### **Shae Simino (Road Agent)**

- **Highway Update:** Shae Simino gave an update on the condition of the roads after the first snow storm. He mentioned that he pre-sanded and is now preparing for the next upcoming storm.
- **Transfer Station:** Shae discussed an issue at the transfer station that occurred Sunday, December 11th between a resident and an employee. He mentioned that the transfer station was a few minutes late in opening for the day and a resident reacted with inappropriate language to a town employee as well as verbally confronting other residents who were using the transfer station at that time. Shae remarked that he did have the incident recorded if the Board wanted to review the footage. As the incident seemed to be a one-time occurrence, Steve Smith mentioned that the Board would not take action at this time. The footage could be reviewed by the Board if needed.
- **Paving:** Shae stated that he was in the process of getting a quote from R&D paving for three roads. Dianne Craig asked if there was more work to the roads that needed to be done. Shae responded by saying, "yes, this would just be a quote for the paving." He added that he is hoping to get an estimate so that if money needs to be put into the budget, the Board can plan accordingly. Dianne Craig added that this might fall under an infrastructure cost and there may be grants available to cover some of these expenses. Shae also added that the suggestion of R&D paving was to grind up Lear Hill Road instead of just paving over the existing road
- **Ditching:** Shae remarked that ditching has been completed for the time being due to the weather. He had plans to complete one more area on Center Road, but he ran out of time and will continue his efforts when the weather is nicer.
- **Tree Clearing:** He spoke with some property owners about clearing dead trees along the roadside as a preventative measure for limiting the number of down trees during a wind or winter storm. He would like to be proactive in this area for safety concerns.

Steve Smith mentioned that Province Road looked well kept and he stated that it seemed like some work had been recently done to maintain the road. Shae stated that last week, the highway team had worked on filling potholes and cleaning up Province Road.

## COMMUNICATIONS

### Administrative Assistant

- **Property Issue:** Melissa Salinardi updated the Board with the Code Enforcers update regarding a Brook Road property that has renters who have been in violation of town ordinances. Mr. Nadeau has issued a verbal cease and desist and both the property owner and the code enforcer hopes to remedy the situation.
  - **Sale of Town Owned Property:** Michael Mayo contacted the office to discuss the possibility of buying a small parcel of land on the Goshen/Sunapee town line that is currently owned by the town. Steve Smith mentioned that he did not think it was a good practice for the Town to own property that is not in use. Dianne Craig mentioned that if the Town decides to sell, the property would have to go out for bid. The secretary will respond to Mr. Mayo and the Board will continue discussion of possible sale during a future meeting.
  - **Town Report Printing:** The Board reviewed three printing bids for the Town report. They decided to continue to use the services of Keystone Press based on cost differences. The secretary will contact Keystone Press and go ahead with preparing the annual report for print.
  - **911 Liaison Form:** Melissa explained that a data operations liaison form was needed to be signed by the Board in order for her to go forward with 911 updating training software. She also mentioned that a second person should be on file and recommended the Fire Chief. The Board agreed and signed the document.
  - **Equalization Form:** The Board signed the updated equalization form.
  - **Timber Tax Update:** Melissa provided an update on the overdue timber tax bill. The check has been received and she suggested that the Board waive the interest fee due to some confusion with addresses and mail not getting to the owner on time. The Board agreed to waive the interest of \$161.31.
  - **Library Grant:** Steve Smith stated that the Library received their official funding approval letter and they are free to move to the next step which would be to spend money for the necessary projects and then get reimbursed.
  - **Current Use and Revaluation:** The Board discussed adding an escape clause into the current use proposal and the revaluation contract. The clause would state as follows, "The term of this Agreement shall be twelve (12) months commencing on January 1, 2023, with two (2) annual renewals terminating on December 31, 2025. The Subscriber may terminate the agreement based upon non-appropriation."
- Steve Smith made a motion to add the escape clause into the Current Use proposal and the Revaluation contract. Dianne Craig seconded the motion. All were in favor-yes; motion carried (2-0).***
- **Tax Bills and Abatements:** Several camper owners have contacted the Administrative Assistant regarding their tax bills that contain improper amounts. Dianne Craig suggested that the secretary and herself make sure proper paperwork has been submitted by the owner and address the concerns by possibly abatement. The Board will review the information and decide if abatements should be issued.

## **Board of Selectmen**

None

### **OLD BUSINESS**

- **FEMA:** Dianne Craig reported that things are going forward. Three of the bridges are in mitigation. Center Road bridge has been approved and she suggested working on Ball Park Road bridge next. Alicea Bursey asked if the Town received all the money back from the roads. Dianne answered, "yes." Dianne added that she believes the Board should start looking at infrastructure next.
- **Stipends:** The Administrative Assistant is working on getting the second half of the stipends out and the Board should have them to sign by next week.
- **Annual Report:** Steve Smith presented the Board with a draft of the annual report. Dianne Craig had no changes. Steve Smith will finalize and submit.
- **Call Outs:** Shae Simino asked how the Board would like him to handle call outs. Steve Smith stated that he should record those hours as regular hours worked and reminded Shae that during the winter months is when he can be a bit more creative with his normal hours depending on when the winter storms occur. He also reminded Shae that the budget has some overtime funds available, however, he asked that Shae be mindful to not go over his hours if possible.
- **Budget:** The Board discussed the need to transfer money from the Capital Reserve Fund for Gravel expenses and for the Transfer Station overages. The Board signed will sign letters of transfer to have these funds transferred to the general fund to cover expenses. The Board also agreed to make a small increase to the Executive proposed budget to include money for a Budget Committee secretary and additional training fees.

***Steve Smith motioned to table the discussion of the employee handbook until the next meeting. Dianne Craig seconded the motion. All were in favor-yes; motion carried (2-0).***

### **NEW BUSINESS**

None

### **STANDING ITEMS**

Pre-Construction Meeting (Lempster Coach Bridge)  
UVLSRPC  
Grange Update  
Mt Sunapee Advisory Commission Update  
Library Grant Update  
Monthly Budget Review  
Veterans Monument Repair  
Flag Poles at Cemetery  
Planning Board Update  
Other Items

***Dianne Craig motioned to adjourn. Steve Smith seconded the motion. All were in favor-yes; motion carried (2-0).***

The meeting adjourned at 8:31 p.m.

The next regular meeting of the Board of Selectmen is scheduled **January 9, 2023 at 6:30 p.m.**

Respectfully submitted by Melissa Salinardi

**SULLIVAN COUNTY BOARD OF COMMISSIONERS  
ROAD SHOW TALKING POINTS  
on  
TOP 10 MAJOR PROJECTS, COUNTY-WIDE PROGRAMS, AND  
OPPORTUNITIES FOR THE COUNTY TO SUPPORT MUNICIPALITIES**

**1. Nursing home renovation project:**

- **Scope:**
  - Demolish 1931 Sanders building (approx. 30K SF);
  - Construct 80K SF addition;
  - Full renovation of 1970 Stearns building (57K SF)
  - 2:1 resident-to-bathroom ratio (down from 4:1);
  - Showers in resident rooms vs. central showering facilities;
  - More spaces for families to meet with residents & staff;
  - New HVAC, electrical, and plumbing infrastructure
- **Cost:** \$75,000,000; includes hard & soft construction costs, contingency, furniture, fixture & equipment
  - Features a diverse funding stack – good for County’s taxpayers:
    - \$ 25.2M from NH ARPA (GOFERR)
    - \$ 26M in County bonds (1<sup>st</sup> tranche is \$20M)
    - \$ 6.8M in County ARPA
    - \$ 3.0M County Capital Reserves
    - \$ 2.0M Congressionally-Directed Spending
    - \$12.0M balance from Capital Reserves, grants, and a bond
- **Schedule:** Estimated start date before end of 2022; construction expected to last approximately 36 months; major phases as follows:
  - Phase 1: Asbestos abatement & Sanders demo (~6 months)

- Phase 2: Spring 2023 to Fall 2024: Build addition (~18 months)
- Phase 3: Renovate Stearns (~10 months)
- Phase 4: Minor updates to MacConnell (~2 months)
- **Impact on tax rate:** County Delegation authorized a total of \$26M to be raised by bonds
  - 1<sup>st</sup> tranche: \$20M for 25 years at 4.71% will have estimated annual payment of \$1.33M – **approx 9% increase on FY24 (next year) tax rate.**
  - 2<sup>nd</sup> bond: Wait until Summer 2024 – amount TBD; 2<sup>nd</sup> tranche (\$6M) plus balance not funded by CRF or other grants

## 2. Sullivan House:

- Temporary Certificate of Occupancy issued on August 12th
- First resident moved in September 6th; 5 currently (4 in progress)
- Elevator installation to start early December; 2 week installation
- Capacity: 28 beds (15 male/13 female)
- Do not anticipate annual taxpayer subsidy to operate facility once we get to ~20 residents
- Sullivan House residents are helping local economy by working for local businesses

## 3. HUD Lead Paint Abatement Program:

- \$1.7M county-wide grant program – need more applicants!
- 25 units completed (goal = 60); 20 units in progress
- About \$700K pumped into local economy so far
- Contact Program Manager Kate Kirkwood to sign up (link below)
- <http://www.sullivancountynh.gov/1236/Lead-Paint-Abatement-Healthy-Homes-Progr>

#### 4. Discover Sugar River Region:

- Regional brand & identity that emerged from Regional Economic Profile project started in 2017 with UNH Cooperative Extension
- Obtained \$27,000 USDA Rural Development grant for destination development/management organization plans
- Hired consultant to develop website (launching soon!) & create plans
- Creating a non-profit org to sustain & grow these efforts



#### 5. Trails project:

- Hired Upper Valley Lake Sunapee Regional Planning Commission to develop comprehensive trails plan (\$25,000 in County ARPA funds)
- Projects goals:
  - Map existing trails;
  - Coordinate with existing trail managers & users
  - Identify gaps for potential improvement projects (signage, parking, maintenance/repairs, etc.)
  - Share results with residents and visitors!
- Track project's progress:

[sctrailsplan.com](http://sctrailsplan.com)



#### 6. Natural Resources/Conservation District Programs:

**a) Sullivan County Public Cider**

- Open by appointment only; sign up online (See brochure FMI)
- \$15.00 to participate (covers cost of jugs)
- Over 300 gallons pressed each year

**b) County Trails**

- Over 6 miles of trails: Unity Mountain; Glidden Ridge; and Barrette
- See brochures for more info

**c) Claremont Growers Collective**

- A Conservation District project that includes local farmers, gardeners, and food advocates
- Mission: to revitalize the local food system of Sullivan County

**7. Comprehensive Economic Development Strategy (CEDS):**

- \$40,000 from County ARPA funding; contracted with UVLSRPC
- In final coord with Economic Development Administration (EDA)
- Great tool for municipalities to access millions of dollars in infrastructure grants and other funding through EDA

**8. County Grant Writing Capability:**

- \$40,000 in FY23 budget for grant writing services
- RFQ published to pre-qualify pool of contracted grant writers
- Available to support all municipalities
- Contact County Manager for more information

**9. Adult Education Courses:**

- \$40,000 program; \$25,000 from USDA Rural Development Grant & \$15,000 from Sullivan County
- 2 classes each at Tech Center in Newport & Claremont (4 total)



- Goal is to connect students with employers and try to get at least 50% of class hired by a local business
- Past classes have been in welding, LNA, machine tool, and plumbing & heating
- Current offerings: Plumbing & heating (Claremont) – full class! Started Oct 11<sup>th</sup> and will complete in December. Newport working to schedule an LNA class this fall.

#### **10. Community Development Block Grants:**

- County is eligible to sponsor CDBG requests (up to \$500,000) on behalf of municipalities
- Most recent example is Goddard Block housing project in Claremont