

SUNDERLAND SELECTBOARD MINUTES

Place: Town Offices, 12 School Street

December 12, 2022

Attending: T. Fydenkevez, C. Drake-Tremblay, N. Waring, G. Kravitz

Others: P. Gagarin, G. Bridwell, G. Gottschalk, L. Starr, R. Warner, C. Bennett

Meeting: Hybrid: remote and in person with portions recorded by FCAT

Meeting called to order at 6:32PM

MINUTES

Ms. Drake-Tremblay motion to APPROVE MINUTES OF 12/5/2022, Mr. Waring second, vote 3-0.

BUSINESS

- **JOINT MEETING WITH CAPITAL PLANNING COMMITTEE:** Mr. Waring stated the Capital Planning Committee (CPC) had a quorum and was called to order. Mr. Kravitz reviewed capital needs based on CPC discussions and what department capital needs are, funding options to be considered and discuss an increase above 2.5% of Capital Stabilization. CPC considers \$400,000 an appropriate amount and should be the new base level. Mr. Gagarin spoke of the CPC background. Ms. Starr and Mr. Bridwell also spoke about capital planning recommendations and funding options to consider moving forward. The committee is not asking for a decision at this point and asked the board revisit for this year's budget. Big ticket items should be handled differently and not through capital. If an override was to be considered, must determine what the funds would be used for and how. Mr. Waring requested a list of prior projects voted, when they were included on the list, the projected cost, and the final cost of items on the approved list. Mr. Waring request to hear a motion to adjourn CPC, Mr. Gagarin so moved, Ms. Starr second, Vote 4-0 at 7:13PM.
- **Mr. Kravitz presented 2023 BUSINESS LICENSE RENEWALS FOR ALCOHOL, COMMON VICTUALLER AND CLASS II RENEWALS:** Alcohol and Common Victualler- Billy's Beverage, Blue Heron, Bridgeside Grille, Bubs Bar-B-Q, Goten Steak House, Gulf Mart, The Os, Spirit Shoppe, Sunderland Corner Store. Class II- All States, JRS Service. Common Victualler-no alcohol: Banchan Korean Deli-note: the owner has been invited to upcoming Selectboard meeting to introduce herself, Dunkin Donuts, Frontier Pizza, Mike's Maze, Millstone Market, Smiarowski Farm Stand, Subway, Sugarloaf Frostie, Sunderland Market and Wild Roots Café and Market. The Building Commissioner and Fire Chief did inspections and have made recommendations on properties as follows:
 - **BLUE HERON – BUILDING COMMISSIONER RECOMMENDS** putting a condition on renewal that all outstanding issues identified are rectified by January 31st, 2023.
 - **BUB'S BAR-B-Q - FIRE CHIEF RECOMMENDS** that there be a condition for proof that electrical work has been scheduled within 30-60 days, but not completed.
 - **THE O'S – FIRE CHIEF RECOMMENDS** not issuing license until there is an occupancy determined by an architectural design professional and proof that the egress areas are ok.
 - All other businesses have met taxes, fees, and other obligations have been met. Mr. Fydenkevez gave background of requirements for obtaining a license renewal each year. Many businesses are required to be inspected and meet all repairs or changes as required by departments and all taxes and other fees are required to be paid in full before a license can be issued. Ms. Drake-Tremblay motion to accept licenses renewals as recommended by the Town Administrator, Mr. Waring second, vote 3-0.
- **2 ½ % OVERRIDE VOTE FOR A CAPITAL OVERRIDE.** Ms. Drake-Tremblay motion to increase the stabilization by 2 ½% to \$124,886 for FY24, Mr. Waring second, vote 3-0. The Board is allowed to increase stabilization by 2 ½% each year but is not required to increase if not needed.

OLD BUSINESS

- **TOWN ADMINISTRATOR UPDATES: PSC EXHAUST REMOVAL SYSTEM PROCUREMENT:** working with the FRCOG, requested 3 bids, 2 were received. Air Cleaning Specialists of NE was the only bidder who attended required pre-bid meeting, have met all procurement requirements and is on the state

bid list. Procedurally, the Town Administrator recommends the Board vote on a funding source for the project before awarding.

- ARPA REQUESTS: Town Administrator requests to spend \$51,143 of ARPA funds for the PSC EXHAUST REMOVAL PROJECT in the FIRE DEPARTMENT. Ms. Drake-Tremblay motion to appropriate up to \$55,000 of ARPA funds for the PSC Exhaust Removal Project, Mr. Waring second, vote 3-0.
- Ms. Drake-Tremblay motion to AWARD PSC EXHAUST REMOVAL SYSTEM CONTRACT TO AIR CLEANING SPECIALISTS OF NE for a Bid Amount of \$51,143, Mr. Waring second, vote 3-0.
- Ms. Drake-Tremblay motion to award PSC Exhaust project to Air Cleaning Systems of NE for the amount of \$51,143, Mr. Waring second, vote 3-0.
- TOWN ADMINISTRATOR CONTRACT NEGOTIATION, Mr. Fydenkevez nominates Ms. Drake-Tremblay to negotiate Town Administrator Contract, Mr. Waring second, vote 3-0.
- SELECTBOARD UPDATES: Ms. Drake-Tremblay noted Personnel Committee meeting this week. Mr. Waring has been working on the CPC as reported earlier in the meeting. Mr. Fydenkevez thanked the Whately Grange for putting on a wonderful Holiday get-together last Saturday at the Whately Town Hall which was enjoyed by attendees. The South County Senior Center is also offering Holiday Meals to seniors in need of a meal on Christmas Day. Those interested should call the center to be put on the list. Mr. Waring noted when the Board met with Linda Dunlavy of the FRCOG to recommend projects from the capital list, that we ask she consider some of the larger capital planning projects to be bundle with other towns/projects, such as school roof replacement, for consideration.
- Next Selectboard meeting scheduled for Monday, December 19, 2022.

ADJOURNMENT: Ms. Drake-Tremblay motion to adjourn, Mr. Waring second, vote 3-0 at 7:34PM.

Respectfully submitted,



Geoff Kravitz,
Town Administrator