

**Minutes
Nottingham Select Board Meeting
March 27, 2017**

6:30 PM Chair Danis opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Donna Danis, Tiler Eaton, Charlene Andersen, Charles Brown, Anthony Dumas
Others: Town Administrator Chris Sterndale,

Election of Officer: Ms. Danis opened nominations for the Select Board.

Motion: by Mr. Eaton, second by Ms. Andersen to nominate Donna Danis as Chair.

Vote: 5 in favor

Motion: by Chair Danis, second by Mr. Eaton to nominate Ms. Andersen as Vice Chair.

Vote: 4 in favor, 1 abstained.

Approval of Manifest:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the March 27, 2017 accounts payable and March 28, 2017 payroll manifests.

Vote: 3 in favor / 2 abstained

Review of the purpose of and the procedure of receiving, reviewing and getting answers to questions about the manifest from the bookkeeper took place. Members should contact the Bookkeeper with any specific questions.

Approval of Minutes:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the minutes of the March 13, 2017 as written.

Vote: 3 in favor / 2 abstained

Select Board Department/Board/Committee Reports:

Budget Committee: No report was given, there hasn't been a meeting. Tony Dumas resigned as Chair of the Budget Committee with his election to the Board of Selectmen.

Mr. Dumas reported his presentation of the budget at Town Meeting went very well.

Planning: Ms. Andersen reported the after election general meeting took place. This is the board opportunity to review board and member procedures, including election of officers, distribution of ordinances, and other administrative tasks.

Ms. Andersen explained the planning board discussed transportation safety activities in the region and suggested the Select Board and Planning Board to begin to review of vehicle usage on Route 152 and Route 156 in regards to safety signage for bicycle/pedestrian activity as a 2017 to do task item.

Town Administrator Reports, Mail, Signature Items:

Mr. Sterndale reviewed the general mail and signature folders. General mail was all non-emergency items that were available for member review. The signature folder included a duplicate Town Warrant that needed new signatures, and a recommital of tax collecting authority for the new Tax Collector.

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Board/Committee Vacancies: Bob Davidson was nominated as a write in candidate for Board of Assessors and he has accepted the position. The Budget Committee has two vacancies with the resignation of Anthony Dumas and one position without any volunteer candidate.

Fire Department: A structure fire took place on Route 156; the structure is a total loss. The department was able to respond as needed.

Newsletter: Chair Danis asked for topic suggestions for the May/June Newsletter. Suggestions included an introduction of the new five member board; Marston property update; need for alternate members and regular member volunteers to the Conservation Commission, Planning and Zoning Boards, and Budget Committee; thanks to the participants at Town Meeting.

Mr. Dumas asked if informational public service notices could be included in the newsletter, such as scamming of the elderly. It was stated this type of article wouldn't be part of the Select Board update, there could be an audience for such type of articles, and citizens should sign up for Nixle to receive emergency alerts from the Police Department.

Highway: It was stated the work for the 2017 Lakeview Drive road construction would take place on April 1st. Ms. Danis would attend for the Select Board.

Appointments: None

General Business:

Board Procedure Review: Chair Danis stated the Rules of Procedure were established to help guide members in how the Select Board is and could be run. All current members reviewed the procedures for any possible changes.

General discussion took place about the Rules of Procedure to provide consistency with member actions and responses and two changes were made to the sections regarding non-public meetings and appointing board/committee members.

It was stated that additional last minute items may be added to the agenda after official posting, depending on the level of importance; although board members are usually notified as soon as information becomes available and the agenda updated.

Motion: by Ms. Andersen, second by Mr. Brown to adopt the Select Board Rules of Procedure as amended.

Vote: 5 – 0 in favor.

Appointment of Ex-officio Board Members: Chair Danis stated the Planning Board, Budget Committee, Marston Committee, and the CIP Committee needed a Select Board representative.

General discussion took place about the recent operational changes to the CIP Committee and reporting process and how the town should move forward with future changes to update the report. The decision was made to hold meetings for the CIP committee to further review how the report steps should be completed.

After discussion it was decided that Ms. Andersen would be the Planning Board representative, Mr. Dumas would be the Budget Committee representative with Mr. Brown as the alternate, Mr. Eaton would be the Marston Committee representative, and Mr. Brown would be the CIP Committee representative with Mr. Dumas as the alternate.

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Review Process for Appointment of Board/Committee members: Mr. Sterndale reviewed these guidelines are only for a few positions, such as regular and alternate members to the Conservation Commission, Alternate Library Trustees, and other minor town appointments, and many of these members are re-appointments. There was agreement that the Select Board did not want to make the process for volunteers difficult by requesting a separate interview. The Board would accept the recommendation of membership appointment from the boards and/or committees making the recommendation.

Motion: by Ms. Andersen, second by Mr. Dumas to appoint as alternates to library trustees Debra Merrick, Jennifer Phillips, and Barbara Hyer from March 31, 2017 to March 30, 2018.

Vote: 5 – 0 in favor.

Ms. Andersen recused herself for the next request of appointment to the Conservation Commission.

Motion: by Mr. Dumas, second by to appoint Raelene Shippee-Rice and Cheryl Smith as regular members of the Conservation Commission effective April 1, 2017 to March 31, 2020.

Vote: 4 – 0 in favor.

Ms. Andersen re-joined the board.

Marston: Mr. Sterndale reported the Planning Board has completed their review of the newest design plans and the town now needs to apply for NH Department of Environmental Services alteration of terrain permits and is also ready to seek quotes on the earth excavation; the board will need to authorize use of funds for the permits.

Motion: by Mr. Eaton, second by Mr. Dumas to approve use of \$3,250.00 to seek alteration of terrain permits from NH Department of Environmental Services.

Vote: 5 – 0 in favor.

Lakeview Drive Road Reconstruction: Mr. Sterndale reported road reconstruction projects like this are typically completed in the fall. However due to the complexity with the road work, and how it would affect seasonal owners, a paving company was already selected and the project is going to try and be completed by the end of May. A comparison of pricing for materials has already taken place, but the early paving company selection is needed to make sure this job is a priority project for the early completion.

There was board member agreement about appreciating the desire for an early start and finish of the 2017 portion of the Lakeview Drive project before Memorial Day. Mr. Fernald, the Road Agent, will make a strong attempt to complete the work early.

USA Springs: Mr. Sterndale reported the court hasn't received any funds from the agreed upon sale and there isn't yet an agreement for the cell tower easement.

Check Signing: Ms. Andersen asked to assign check signing on a month to month basis; each member will take a month.

Future Meeting Item: Review 2017 task list and suggestions from all members, vehicle/pedestrian traffic levels on Route 152 and Route 156.

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NON-PUBLIC SESSION: The Board entered non-public under RSA 91-A:3 II(1).

8:04 PM Motion: Motion by Mr. Eaton, second by Ms. Andersen to enter non-public under RSA 91-A:3 II(1).

Vote: Brown – Yea, Eaton – Yea, Andersen – Yea, Danis – Yea, Dumas - Yea. 5 – 0 in favor.

8:19 PM Motion: Ms. Andersen, second by Mr. Eaton to exit the non-public session.

Vote: Brown – Yea, Eaton – Yea, Andersen – Yea, Danis – Yea, Dumas - Yea. 5 – 0 in favor.

Motion: Ms. Andersen, second by Mr. Dumas to seal the non-public minutes of March 27, 2017.

Vote: Brown – Yea, Eaton – Yea, Andersen – Yea, Danis – Yea, Dumas - Yea. 5 – 0 in favor.

The Selectmen made no decisions during their non-public session.

ADJOURNMENT: Having no further business,

8:20 PM Motion: by Mr. Eaton, second by Ms. Andersen to adjourn.

Vote: 5 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough