

Minutes
Nottingham Select Board Meeting
January 14, 2019

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

Members Present: Tiler Eaton, Charlene Andersen, Anthony Dumas, Benjamin Bartlett

Absent: Donna Danis

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Ted Gatsas, Dave Dearborn, Athina Dearborn, Judy Baillargeon, Rae Catherine Christy, Ed Kotowski, Steve Soreff,

Approval of Manifest:

Motion: by Mr. Dumas, second by Mr. Eaton to approve the January 14, 2019 accounts payable and January 15, 2019 payroll manifests, and the accounts payable manifests of December 31, 2018.

Vote: 4 – 0 in favor.

Approval of Minutes: Postponed to the next meeting.

Select Board Department/Board/Committee Reports:

Budget: The final school budget was reviewed at the public hearing and the deliberative session is February 5 at 7:00 pm at the Nottingham School. The town budget will be reviewed this Thursday and next Thursday.

Planning: One public hearing was continued, a conceptual plan was received, and another was held with the proposal for a storage unit facility. The board also reviewed the proposed zoning ordinances for the upcoming public hearings.

300th: The committee continues to meet and work on the proposed plans almost every month. Mr. Soreff asked board members to attend a community event thanking everyone for their participation in 2018.

CIP: Ms. Andersen stated the committee met and minor changes are expected to the report.

Town Administrator Reports, Mail, Signature Items:

Fire: A new full time employee was hired, with both firefighting and ambulance experience. They will complete their Advanced EMT training in March/April, which will give them the Nottingham entry level requirements.

Appointments: None

General Business:

Mr. Ted Gatsas introduced himself as the newly elected New Hampshire Executive Councilor, let the Select Board know how they could reach him and stated that he is available whenever he might be needed.

Budget: Mr. Sterndale reviewed the most recent changes to the proposed 2019 budget stating all year end work has been taking place, including the addition of encumbrances and final year end expenses. The town expenditures are much closer to actual budgeted amounts with an additional payroll that took place on December 31, 2018, reducing the proposed year end surplus amount.

Mr. Sterndale asked the board if they wanted to increase the Legal account, with additional work expected in 2019 for the Route 4 property, property appeals, and an additional zoning case. There

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were additional unexpected abatement cases that went to Superior Court in 2018 which added to the 2018 budget. After discussion the board determined they would increase the Legal account to \$35,000.00.

Mr. Sterndale stated the Recycle Center staff has cleaned out the bathroom and they feel the space is fine in the current condition. Approval was given to paint the space and there would be no renovations in 2019.

Cemetery Fencing was paid with the year end contract and encumbered funds from 2018 and work will wrap up in 2019.

Primex reported the town will receive a contribution holiday, which will be seen as a credit on the 2019 bill. These contribution holidays do happen, but the amount can fluctuate and the information is received in time for budget planning.

The 2018 Salt expenditures were higher than budgeted and Mr. Sterndale stated the board may want to consider increasing the amount for 2019. Ms. Andersen stated it appears the last three years was higher than budgeted and all agreed the amount should increase to \$62,000.00.

The town is still using some of the SB38 funds for road projects in 2019. The town encumbered 2018 Road Construction/Re-Construction warrant article funds for the engineering of work for Ledge Farm Road.

Mr. Sterndale reported the income and expenses data for Solid Waste materials was finalized just before the meeting and stated after an initial review it seems to indicate an increase is needed to the amount used to pay for disposals. However, he will have more information about the amount needed at the next meeting. The biggest driver for increases at the Recycling Center is the amount the town is paying for disposal of solid waste and other materials and changes in the world market.

Adjustments are needed for Recreation Salary. While it appears over expended for 2018 the total includes some amounts that belong in the Recreation Revolving Salary account.

An adjustment is also needed for the Historical Society expenditures, as the building repairs were encumbered funds from 2017.

Mr. Sterndale reviewed the proposed operating budget grand total and stated he would make the new changes to the budget before it is sent to the Budget Committee. The town will meet with the Budget Committee on January 14 and 27 for a 2nd draft review and Department Head meetings.

Ms. Andersen suggested leaving the stipend amount for the Tax Collector at the current levels. Agreement with the other board members was given, as stipend positions don't typically get a cost of living increase.

Mr. Dumas asked about the total cost for the migration over to the Microsoft Open Office 365. Mr. Sterndale reported the amount is still being determined by the town IT company.

Warrant Articles: Mr. Sterndale reviewed the warrant articles as previously known. He is proposing the same amount for Road Construction/Reconstruction at \$200,000.00.

The Fire Department will move forward with their planned purchase for breathing apparatus equipment. They are also requesting extrication equipment, which is the jaws of life equipment. The department will still use some of the old equipment, but is changing out the needed pieces to

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work with a new battery operated system versus the older gas system. The department is working on the actual amount needed for the change.

The Police Department is adding a warrant article for mobile data units in all cruisers and the proposed amount will include all the hardware and installation. The PD hopes to receive a grant, but it won't know if the grant will be approved until after Town Meeting. This means the entire amount for the project must be raised just in case. Nottingham is the last town in the county to add the mobile data units to their cruisers. The new system should help provide officers with real time data during stops, and help make their jobs more efficient.

General discussion took place about the new Police Department mobile units.

The Highway Truck warrant article amount has been almost determined, with final quotes for the vehicle being requested. The excavator hasn't been selected yet. Ms. Andersen asked where the excavator would be stored; it would be stored in the old fire department building. A final estimate is expected in by the next meeting.

The Highway Department is moving forward with the purchase of a new truck and plow, with the entire amount coming from the capital reserve account. There is also consideration of purchasing an excavator from the town surplus.

Mr. Sterndale stated the remaining warrant articles are proposed deposits into regular reserve funds: \$120,000 for Fire Vehicle/Breathing Equipment fund, approximately \$22,000.00 for the Ambulance special revenue fund for the ambulance operation, \$100,000.00 for the Highway Vehicle, \$10,000.00 for the HVAC fund, \$5,000.00 for the Tri-Centennial Fund, and \$10,000.00 for the Invasive Species fund.

Mr. Sterndale there should be an adequate amount of money with one more deposit into the HVAC fund to provide enough for any proposed future furnace need.

Mr. Bartlett stated the Budget Committee is requesting a reduction from nine members to seven members. Mr. Sterndale reported the Board of Assessors also supports and is requesting elimination of their board.

Ms. Andersen expressed concern with potential flooding in the spring with the current water table. There is a desire to react quickly to any needed flood related emergency. Mr. Dumas asked if the town should consider a reserve fund for such emergency related road funds, providing an opportunity to more easily track emergency expenditures, and agreeing there could be the need for such a fund.

Mr. Bartlett asked if there was a desired amount for an emergency fund, and supported being prepared versus trying to find funds from somewhere else or having to hold a special town meeting. A request was made to determine how much was previously spent on repairs. Ms. Andersen asked to try and consider an amount that would provide emergency repairs.

Mr. Eaton expressed his concern with prior damage being seen again.

Mr. Sterndale reported he is concerned with the amount that could be needed for replacement of bridges, as the proposed amount could be equal to another surplus fund.

Mr. Bartlett stated he supported being prepared than to try and find funds elsewhere or to hold a special town meeting.

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The board agreed to continue consideration for an emergency road reserve fund. Mr. Sterndale was asked to determine what, if anything, surrounding towns might do for this purpose and an amount that might be sufficient to provide the town an ability to respond to an immediate need.

Town Report: The board reviewed possible dedications, topics for the Select Board report, and possible cover art.

Ms. Andersen suggested the Select Board report include detailed information about the work completed by the Highway Department and how they are working with the loss of a Road Agent, the shift in responsibilities by office staff with the loss of the Assessing Coordinator, and mention of the status of the solar panels.

Mr. Bartlett asked to recognize that the officer and fire department staff that delivered a baby.

Mr. Dumas asked to include information about the road study, gathering data regarding town resources, and that the board is considering commercial options for the Route 4 property.

Suggestions for Cover Art was the new Historical marker at the town square.

Route 4 Property: Ms. Sterndale asked the board how they wanted to move forward with the town owned Route 4 cell tower lease. Having a six month temporary lease will provide the town an opportunity to receive professional experience on establishing a longer term lease. Mr. Sterndale asked what terms the board would like to see in the lease; the length of agreement, rental structure, expandability of the tower real estate, one time full term or periodic or payment methods, or even a revenue sharing option.

It was stated the lease agreement will have a requirement for a bond to remove any abandoned equipment.

Ms. Andersen supported working with a professional consultant on the project and did not offer support taking a one time lease payment.

Mr. Bartlett stated he would like to receive more information about the revenue sharing options and agreed to working with a consultant to explore the best options that will benefit the town.

Mr. Dumas stated he supports working with a consultant, does not support taking a one time payment, but the town should also consider the changes to the cell transmission technology with the introduction of the new 5G systems.

Mr. Eaton agreed with working with a consultant and wanted to hear more about the revenue sharing options.

ADJOURNMENT: Having no further business,

7:48 PM Motion: by Mr. Eaton, second by Mr. Dumas to adjourn.

Vote: 4 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough