

Nottingham Select Board Meeting

3/23/20

Official Minutes as of 4/6/20

1 Call to Order

2 Members Present: Chair Tony Dumas, Vice Chair Ben Bartlett, Tiler Eaton, John Morin, Donna
3 Danis

4 Absent:

5 Others: Chris Sterndale, Dale Sylvia, Gunnar Foss, Shawn MacLean, Steve Soreff, Dee-Ann
6 Decker, Jaye Vilchock, Gene Reed, Sandi

7 Chair opened the meeting at 6:30pm. This meeting was held remotely. Mr. Sterndale, Mr. Dumas
8 and Mr. Reed are at the community center while all others are at remote locations.

9 Mr. Dumas said that most or all board members may not be able to make meetings due to
10 COVID-19 now or in the future; Mr. Dumas confirmed with the state that all meetings can be
11 held electronically. Mr. Sterndale said that the complete electronic access is beyond what the
12 town can do as of now. For the town of Nottingham, there will be a physical location for the
13 meetings with access to login remotely.

14 Approve Manifests

15 Mr. Dumas made a motion to approve the accounts payable manifest of 3/23/20 and payroll
16 manifest of 3/24/20. There was no second and BOS did not come back to this.

17 Approve Minutes

18 **Mr. Eaton made a motion to approve the public minutes from 3/9/20 as written. Mr.**
19 **Bartlett seconded. A roll call vote was taken. Unanimously approved by a vote of 5-0.**

20 Action Items from Last Meetings

21 No action items from last minutes.

22 BOS Reports from Assigned Boards/Committees

23 *Budget Committee*

24 They are done for the season.

25 *Planning Board*

26 Wed. night will be the next meeting; they will be conducting meeting remotely.

27 *CIP*

28 They are done for the season.

29 *300th Celebration*

30 There is no update.

31 *Marston Property*

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32 There is no update. Ms. Danis said there may be a halt on fundraising for the time being due to
33 COVID-19.

34 **Town Administrator Report**

35 Mr. Sterndale said that all the info he has will be discussed throughout.

36 **General Business**

37 *COVID-19*

38 Mr. Foss said non-emergency calls are being resolved over phone. There is an attempt to reduce
39 contact with motorists as much as they can. There will be more patrol in the neighborhoods. The
40 recruit in academy was sent home from the academy; he will do remote learning till April 17. A
41 full-time police officer was hired to replace Brian Spagna; signatures from BOS are needed on
42 form. Morale of the department is good.

43 Mr. Dumas asked BOS to come to town hall for signatures at their convenience.

44 Mr. Sylvia, who is the health inspector, said they cut down the number of inspections they are
45 conducting. They are asking the public to still send in inspections for a pre-approval basis. Mr.
46 Bartlett asked about the backlog and if he will need additional help. Mr. Sylvia said if this ends
47 in a month, he may be fine but unsure if it goes beyond that. Mr. Eaton asked if meetings were
48 still being held in the community center building. Mr. Sylvia said there are no meetings in the
49 building. He will be in the office between 8:15 to 10am. There are more day-to-day complaints
50 from citizens because more people are home.

51 Mr. McLean said his team is in decent spirits. A plan was created by Mr. McLean and Mr.
52 Sterndale for the recycling center. If the plan is approved by the BOS, there will be no cash
53 transactions and they will not be bailing anything. No one will be allowed in the building.
54 Plastics will go in trash. Tin cans will go in with aluminum; the town will get less money
55 because they are comingled. There will be 2 teams of 2 recycling center employees working each
56 weekend; they will work one weekend and then have the following weekend off. No one is
57 driving with other people and vehicles are wiped down after each use. They are running low on
58 hand sanitizer; they are getting more this weekend. Mr. Bartlett asked if there are masks or
59 rubber gloves for the workers. Mr. McLean said they have both. These are used when anyone is
60 using the loader as they are all using this machine at different times. Mr. Dumas asked if they
61 can still recycle plastics if they move that operation outside. Mr. McLean said the handling is
62 high risk as the plastics are handled numerous times even if the employees move the plastic
63 recycling outside. Mr. Sterndale said there will be a mailer sent out about the new changes to
64 recycling center. Mr. Dumas will post on the Facebook pages in town.

65 Mr. Dumas and Ms. Danis spoke about alternate ways of conducting meetings with public
66 participation. Ms. Danis would like to not have to download something to a desktop in order to
67 participate.

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Mr. Reed asked if they can separate the steel and aluminum at the recycling center. Mr. McLean said it will be looked at again. For the onset, it would not work due to the staffing. There will not be limiting of people going to the recycling center; Mr. McLean said he hopes people will remain 6 feet away from each other.

Mr. Sterndale said there is a skeleton crew working in recreation department; one person is working from home. Some of the other staff in the town office are working from home as well as some coming to work at the office. Mr. Sterndale said they may be able to scale back further for personnel. Ms. Danis asked if their jobs could be done from home. Mr. Sterndale said they could do more work at home but have been committed to answering the phone when the town office is typically open. Ms. Danis asked if they could set up a temporary phone number to route to other phone numbers without giving out their private phone numbers. Mr. Sterndale said they do have call forwarding. Mr. Sylvia said his department is dependent on AVITAR; they will reach out to them to see what they can do. Mr. Dumas said he can set this up.

Mr. Bartlett asked if the recycling center employees were getting paid on the weekends they will now be not working. Mr. Sterndale said they will be able to continue to pay them normally with the federal government assistance with the employees using limited sick time. Mr. Sterndale said in the short term, the town is paying them their normal pay. Currently there is no budget approved so they are operating on last year's budget.

Mr. Dumas said the bus company is paying their employees as the town is paying the bus company. He asked if there were other employees in a similar situation. There is not.

Elected and Appointed Officials

Mr. Sterndale said there is no treasurer. There is no one interested as of this time. He asked if the School Board wanted to collaborate and he has not heard back. Cheryl Travis, former treasurer, said she would continue for the short term. Deputy town clerk is another position that needs to be filled. Mr. Bartlett asked if they could temporarily appoint someone. Mr. Sterndale said the town clerk would prefer someone long-term; there could be a temporary treasurer. Ms. Danis suggested someone from a temp agency; Mr. Sterndale said it had to be a town resident. Ms. Danis asked what the risk was if we did not have a treasurer. Mr. Sterndale said the check signer must be the treasurer. The BOS has to appoint Tracey Black as tax collector; she would like to appoint Mr. Reed as her deputy tax collector. Mr. Bartlett asked if Mr. Reed had a deputy clerk when he was the town collector; Mr. Reed said he did.

Mr. Dumas made a motion that pursuant to RSA 669:67, the Select Board appoints Tracey L. Black as Tax Collector. Ms. Danis seconded. A roll call vote was taken. Unanimously approved by a vote of 5-0.

Mr. Dumas made a motion to approve the appointment of Eugene Reed as deputy tax collection. Ms. Danis seconded. A roll call vote was taken. Unanimously approved by a vote of 5-0.

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105 Mr. Sterndale spoke about the library trustees. The library trustees are asking the BOS to
106 approve Kate Knight-Dupuis to be an alternate library trustee.

107 **Mr. Dumas made a motion pursuant to RSA 202-A:10, the Select Board appoints Kate**
108 **Knight-Dupuis as Alternate Library Trustee. Ms. Danis seconded. A roll call vote was**
109 **taken. Unanimously approved by a vote of 5-0.**

110 *Rules of Procedure and Committee Assignments*

111 Mr. Dumas asked if the BOS would like to put the rules of procedure and committee assignments
112 off for a few weeks. Ms. Danis said she could do it tonight. Mr. Morin said he could do it now.
113 Mr. Bartlett said he was fine with either. Mr. Eaton said either way. Mr. Morin mentioned that he
114 would do the budget committee; Mr. Bartlett said that was fine.

115 Ms. Danis suggested Mr. Bartlett be chair of the BOS. Mr. Bartlett said he would accept with full
116 support of BOS.

117 **Ms. Danis made a motion to appoint Mr. Bartlett chair of the BOS. Mr. Dumas seconded.**
118 **A roll call vote was taken. Unanimously approved by a vote of 5-0.**

119 **Ms. Danis made a motion to appoint Mr. Morin vice chair of the BOS. Mr. Eaton seconded.**
120 **A roll call vote was taken. Unanimously approved by a vote of 5-0.**

121 Ms. Danis said the BOS has not done a lot of community involvement. There has not been info
122 in the community newsletter. If SB2 passes, there will be a greater need to explain things. Ms.
123 Danis would like to take on the role of the communication point person for the BOS. Mr.
124 Sterndale said this would be helpful. It was agreed that Ms. Danis will be the communication
125 point person for the BOS.

126 **Mr. Dumas nominated Mr. Morin to be the Budget Committee representative. Mr.**
127 **Bartlett seconded. A roll call vote was taken. Unanimously approved by a vote of 5-0.**

128 Mr. Dumas will continue being the planning board rep. Ms. Danis will continue being the
129 Marston property rep. Mr. Eaton will continue being the 300th Anniversary committee rep.

130 **Mr. Dumas nominated Mr. Eaton to the CIP committee. Ms. Dumas seconded. A roll call**
131 **vote was taken. Unanimously approved by a vote of 5-0.**

132 Mr. Vilchuck returned from his fire department called and said they are not doing car seat
133 checkups or CPR classes any longer at this time due to COVID-19. The fire permit process has
134 been modified. There are some concerns from the fire department that have been relayed to the
135 state. There are some new temporary policies. They are continuing to train their new full-time
136 member. They have an ample supply of masks, etc. The ambulance is thoroughly cleaned after
137 every use. Some community members have donated cleaning supplies and masks.

138 Mr. Bartlett thanked the town of Nottingham for helping out the fire dept. and each other. The
139 other members thanked Mr. Dumas for setting up the online meeting used for tonight's meeting.

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140 Mr. Morin asked if the town would make the decision to close the roads around Pawtuckaway
141 Park. Mr. Sterndale said he would continue to make the call while telling BOS if they BOS was
142 comfortable with that.

143 **Review Action Items for Next Meeting**

144 3/9 non-public meeting minutes

145 **Adjourn**

146 **Ms. Danis made a motion to adjourn at 8:21pm. Mr. Bartlett seconded. A roll call vote was**
147 **taken. Unanimously approved by a vote of 5-0.**

148