

**Minutes  
Nottingham Select Board Meeting  
March 26, 2018**

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, Benjamin Bartlett, Anthony Dumas

Absent: Donna Danis

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough

**Approval of Manifest:**

**Motion:** by Mr. Dumas, second by Mr. Eaton to approve the March 26, 2017 accounts payable and March 27, 2017 payroll manifests.

**Vote:** 4 – 0 in favor.

**Approval of Minutes:**

Motion: by Mr. Dumas, second by Mr. Eaton to approve the minutes of the March 12, 2018, as written.

Vote: 4 – 0 in favor.

**Select Board Department/Board/Committee Reports:**

Budget: Mr. Dumas reported the committee has not met, and the committee is currently done for the season.

Planning: Ms. Andersen reported the board will meet this Wednesday and will review two cases, a subdivision on Ledge Farm Road and a six lot subdivision on Route 4.

**Town Administrator Reports, Mail, Signature Items:**

Solar: Panels are almost completely installed at the Fire Department and are in progress at the Community Center. Mr. Sterndale answered the question that there is a website that people will be able to track how much power the town is generating; this option will start to operate when the installation process is complete.

Town Admin: The office is in the middle of transitioning to a new phone system, and asked everyone to please be patient with any potential hiccups that will come up with the transition and staff learning the new system.

Signatures: The Board signed the Kennard Road Easement document and reviewed the draft NH Department of Revenue form MS-232 Appropriations as Voted. The board reviewed and signed the letter to the legislature regarding town support of wind power, as voted on at Town Meeting.

Board/Committee Appointments: Mr. Sterndale reported the board will need to vote on the yearly appointments to the Conservation Commission and Alternate Library Trustees, as well as the re-appointment of the Deputy Town Clerk

**Motion:** by Mr. Dumas to approve the appointments of Sam Demeritt and Liz Kotowski as full members of the Conservation Commission, Deb Merrick as Alternate Library Trustee, and Lori Andersen as Deputy Town Clerk. Second by Mr. Eaton.

**Vote:** 4 – 0 in favor.

**Appointments: NONE**

**Minutes**  
**Nottingham Select Board Meeting**  
**March 26, 2018**

**General Business:**

Election of Officers: Ms. Andersen reported that Donna Danis would be willing to accept the position of Chair for another term, if so determined by the remaining board members.

**Motion:** By Mr. Eaton, second by Mr. Dumas to nominate Donna Danis as Chair.

**Vote:** 4 – 0 in favor.

**Motion** by Mr. Dumas, second by Mr. Eaton to nominate Ms. Andersen as Vice Chair.

**Vote:** 4 – 0 in favor.

Board Procedure Review: The board received the Select Board Procedures to review. This procedures manual includes recommendations for responsibilities and authority, answering public questions and concerns, addressing town policies and ordinances, and working with town staff. The goal of the procedures is to centralize the work flow through the office to make sure there is a consistency to addressing all town related issues.

Mr. Sterndale reminded the board about the information availability for upcoming agenda information and to let him know of any topics or meetings members would like to have added to the agenda. This includes public and non-public topics, giving employees time to build necessary materials and information for the board to discuss the specific topics, as well as being able to present the information to the public.

Appointment of Ex-Officio Boards/Committees: Ms. Andersen reviewed the miscellaneous boards and committees the Select Board sits as a representatives, and selections were made.

**Motion:** by Mr. Eaton, second by Mr. Dumas to nominate Mr. Bartlett as the Budget Committee Representative.

**Vote:** 4 – 0 in favor.

**Motion:** by Ms. Andersen, second by Mr. Eaton to nominate Mr. Dumas as the Planning Board Representative.

**Vote:** 4 – 0 in favor.

**Motion:** by Mr. Dumas, second by Mr. Bartlett to nominate Mr. Eaton as the 300<sup>th</sup> Committee and Marston Committee Representative.

**Vote:** 4 – 0 in favor.

**Motion:** by Mr. Eaton, second by Mr. Dumas to nominate Ms. Andersen to the CIP Committee.

**Vote:** 4 – 0 in favor.

Impact Fee Refunds: Mr. Sterndale reviewed the upcoming need to return previously paid impact fees, which by law must take place six years after payment. The town has utilized the town portion with payment toward the Fire Station principal loan and the remaining school portion would be refunded.

The board asked for periodic updates about refunding impact fees and Mr. Sterndale agreed.

**Minutes**  
**Nottingham Select Board Meeting**  
**March 26, 2018**

**Motion:** by Mr. Eaton that the Select Board directs the Town Administrator to refund unencumbered impact fees and accrued interest to owners of record, for all properties reaching the six year anniversary of final payment. Second by Mr. Dumas.

**Vote:** 4 – 0 in favor.

Ms. Andersen asked Mr. Sterndale include the statute and ordinance in the letter return.

Deed Waiver Addition:

**Motion:** by Mr. Dumas that the Select Board waives the deed and notify the Tax Collector that they will not accept the Tax Collector's deed on Map 24 Lot 143, pursuant to NH RSA 80:38. Second by Mr. Eaton.

**Vote:** 4 – 0 in favor.

**ADJOURNMENT:** Having no further business,

**7:16 PM Motion:** by Mr. Eaton, second by Mr. Dumas to adjourn.

**Vote:** 4 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough