

Nottingham Select Board Meeting

4/6/20

Official Minutes as of 4/21/20

1 Call to Order

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

4 Absent:

5 Others: Steve Soreff, Chris Sterndale, Gene Reed, Leanne Gast, Chelli Tennis, Sue Paradis,
6 Sandi Neff, Bonnie Winona MacKinnon

7 Chair opened the meeting at 6:30pm.

8 Approve Manifests

9 **Ms. Danis made a motion to approve the accounts payable manifest of 4/6/20 and payroll**
10 **manifest of 4/7/20. Mr. Dumas seconded. A roll call was taken. Unanimously approved by**
11 **a vote of 4-0.**

12 Approve Minutes

13 **Mr. Dumas made a motion to approve the public minutes from 3/23/20 as amended. Mr.**
14 **Morin seconded. A roll call was taken. Unanimously approved by a vote of 4-0.**

15 **Mr. Dumas made a motion to approve the non-public minutes from 3/9/20 as written. Ms.**
16 **Danis seconded. A roll call was taken. Unanimously approved by a vote of 4-0.**

17 Action Items from Last Meetings

18 Automated meeting capability

19 BOS Reports from Assigned Boards/Committees

20 *Budget Committee*

21 They are done for the season.

22 *Planning Board*

23 They have not met since last meeting. Mr. Dumas will assist with online meetings.

24 *CIP*

25 They are done for the season.

26 *300th Celebration*

27 Mr. Soreff thanked the Board for wearing their 300th hats to the online meeting tonight.

28 *Marston Property*

29 Ms. Danis said there has been no recent meeting regarding Marston. The field has not been
30 seeded yet. They are working on the erosion issue there. Nottingham has made the first cut for

Nottingham Select Board Meeting

4/6/20

Official Minutes as of 4/21/20

the grant. Mr. Sterndale said they would likely have a hard time coming up with matching dollars for the grant.

Town Administrator Report

There is a recycling center employee who is home on doctor's orders. One fire fighter is self-monitoring but is still able to work. Mr. Sterndale said the new operations at recycling center are going well. Mr. Bartlett asked if they wanted to open on another day. Mr. Sterndale said it is possible they could do that. Mr. Dumas asked if there were any late hours at recycling center; Mr. Sterndale said that is done in May. Tracey Black is the new tax collector. Lori Anderson is the town clerk. Sandy Weston will be the deputy town clerk till they find a new person for deputy town clerk.

Ms. Danis made a motion pursuant to RSA 41:18, the Select Board approves the appointment of Sandra Weston as Deputy Town Clerk. Mr. Dumas seconded. A roll call was taken. Unanimously approved by a vote of 4-0.

Susan Bascom had write-in votes for the town treasurer position, and she will accept that position.

The Board of Assessors no longer exists; the duties are taken over by BOS. There are some documents that the BOS need to sign. Ms. Danis and Mr. Sterndale confirmed that the Board of Assessors documents will need 3 signatures. Mr. Dumas asked about using docu-sign during this time of crisis. Ms. Danis said there are some physical papers. Mr. Dumas said they could be scanned in and apply their signatures through docu-sign. The town is waiving interest on tax payments. Round Pond Road and Reservation Road have been closed which are back entrances to the Pawtuckaway Park. There were 2 separate lost hiker searches on Saturday.

Ms. Danis and Mr. Sterndale said it is the 3rd anniversary of deeding of USA Springs. The town can move forward with selling the property if they would like. They will put the property on an agenda item for the future.

Ms. Danis asked about election in November and asked if there are any thoughts for that in Nottingham. Mr. Sterndale said they have not spoke about that. The town meeting will be postponed again. The earliest date that will be suggested is mid-June.

General Business

Q1 Financial Update

Mr. Sterndale said they are operating under last year's budget. Large purchases will be held off on. Capital reserve will cover the re-evaluation. Ledge Farm Road repairs will be covered. Property tax bills go out in June; there will be some lag in collections. Motor vehicle registrations are a big revenue item; less people will likely purchase new cars which will have an effect on revenues. Recycling fees and other fees will be reduced. There is some fund balance that can be used. The budget may need to be amended at town meeting, even if it's only amending the revenue side. Mr. Bartlett asked about the repairs for Ledge Farm Road. Mr.

Nottingham Select Board Meeting

4/6/20

Official Minutes as of 4/21/20

68 Sterndale said the cost is a split between the contractor and the town. Mr. Bartlett asked about
69 Kelsey Road which has been reduced to one lane. Mr. Sterndale said the grants are the bridge aid
70 request. Kelsey Road is a culvert. There is no state aid for culverts.

71 Tiler Eaton joined the meeting at 7:19pm.

72 *Temp Policy-Personnel*

73 Mr. Sterndale discussed the document he distributed to the BOS regarding essential/non-essential
74 employees for the town and how they are being paid. The library and recreation are full time
75 non-essential positions while police, police admin, fire, highway, bookkeeping, assessing/public,
76 communications, and town admin are full time essential positions. There are also essential part-
77 time positions: police, fire, recycling, health/building inspector, janitor and land use. Losing any
78 one person in any department is catastrophic as there are not many people in any of the
79 departments. There was discussion about vacation time for town employees and whether
80 vacation time could be paid or taken later than the normal time if employees can't take it
81 normally.

82 **Ms. Danis made a motion that effective immediately and through the COVID 19 pandemic**
83 **that the BOS approve the changes for the personnel policy that Mr. Sterndale presented to**
84 **the BOS. Mr. Dumas seconded. A roll call was taken. Unanimously approved by 5-0.**

85 Ms. Danis asked about morale. Mr. Sterndale said it was okay.

86 Mr. Bartlett asked about priorities of the board. Ms. Danis said it will be a challenge to talk about
87 priorities while this crisis is going on right now however, one priority should be USA Springs. It
88 was agreed by the board that USA Springs is a priority. Mr. Dumas said with the lost revenue,
89 there may be a couple of lean years ahead. Mr. Dumas suggested stretching out projects such as
90 Ledge Farm Road so they have less financial impact on the town. Mr. Morin said they need to
91 wait and see what will happen. Ms. Danis said she is hesitant to come up with a long list till
92 COVID-19 is over. It was decided they will decide to hold off listing more priorities of the
93 board. Mr. Eaton would like USA Springs to go to the highest bidder.

94 Mr. Reed asked when they are accepting tax revenue. Mr. Sterndale said the auditors are coming
95 in tomorrow and it will be complete on the 7th. Mr. Reed asked when the government wants to
96 forgive interns and penalties, does that apply to past liens with existing penalties and interest.
97 There is a property coming up for sale that has significant interest from past years. Mr. Sterndale
98 said he believes it is just the current year's.

99 Ms. Tennis said they are serving 26 families. There are no clients looking for food at this time.
100 There are 2 families who needed oil; the food pantry was able to assist. She does not need
101 monetary donations at this time as she cannot get large quantities from Hannaford. April
102 distribution will be done with no people coming into the building.

103 **Appointments**

104 **Review Action Items for Next Meeting**

Nottingham Select Board Meeting

4/6/20

Official Minutes as of 4/21/20

105 USA Spring property, priorities of the board

106 **Adjourn**

107 **Ms. Danis made a motion to go into non-public at 7:52pm under RSA 91-A:3 2, A.**

108 **Mr. Dumas seconded. Roll call vote: Mr. Bartlett-yay, Mr. Eaton-yay, Mr. Morin-yay, Mr.**
109 **Dumas-yay, and Ms. Danis-yay. Unanimously approved by a vote of 5-0.**

110 The public meeting resumed at 8:15pm.

111 **Ms. Danis made a motion to seal the non-public minutes. Mr. Bartlett seconded. A roll call**
112 **vote was taken. Unanimously approved by a vote of 5-0.**

113 **Ms. Danis made a motion to adjourn at 8:15pm. Mr. Bartlett seconded. A roll call vote was**
114 **taken. Unanimously approved by a vote of 5-0.**

115

116

117

118 **8:15 PM Motion:** Ms. Danis, second by Mr. Bartlett, to seal the minutes of non-public
119 session. **Roll Call Vote:** Dumas – Yea, Danis – Yea. Bartlett – Yea. Eaton –
120 Yea. Morin – Yea. 5-0.

121 **8:15 PM Motion:** Ms. Danis, second by Mr. Bartlett, to adjourn the meeting . **Vote** 5-0.

122

123