

**Minutes
Nottingham Select Board Meeting
April 23, 2018**

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, Benjamin Bartlett

Absent: Anthony Dumas

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

Approval of Manifest:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the April 12 and April 23, 2018 accounts payable and April 24, 2018 payroll manifests.

Vote: 4 – 0 in favor.

Approval of Minutes: Postponed

Select Board Department/Board/Committee Reports:

Budget: None

Planning: None

300th: See below.

Town Administrator Reports, Mail, Signature Items:

Recreation: Mr. Sterndale reported Nottingham Day has been revamped into Earth Day and will take place on May 12th at the Nottingham School. There will be approximately 50 vendors, presentation, raffles, a return of the 5k road race, the fishing derby will take place, along with a variety of other activities.

Vacation Camp is taking place this week. Summer Camp has seen a few programming changes, and the kids will utilize both the Community Center and Nottingham School. All applicable information for Summer Camp, and all the other specialty camps, is available on the Recreation webpage www.nottingham-nh.gov/recreation-department. Registration for Summer Camp is now open and available through RecDesk on the recreation webpage. A few of the specialty camps taking place are softball, baseball, yoga, and drama.

Town Office: The town experienced a med flight situation the past weekend and the person was flown out of the Community Center to Boston. Drivers please watch for motorcycles.

Highway: Mr. Sterndale reported he has been notified of a delay in the completion of the road surface management study, and the information won't be available for town use in planning the summer road maintenance program. As an alternative, the town can utilize the town engineer to help with the current projects and make recommendations for other priority road work. Mr. Sterndale reported he expected answers over the next couple of weeks in the hope that he would be able to go out to bid for late summer work completion.

Police: Mr. Sterndale reviewed the Pawtuckaway State Park Coverage/Police Department contract with the board. The annual contract with Pawtuckaway State Park is to provide law enforcement support at the park during busy holidays and throughout the summer. The board will need to authorize the contract and authorize the responsible person from the Police Department to also sign the contract.

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Ms. Andersen asked how the department will cover both regular town shifts and the additional details. Mr. Sterndale stated it would be Nottingham officers on extra detail and out of town officers at the park, while continuing regular town shifts; the funds only pass through Nottingham to pay for the additional coverage.

Motion: by Ms. Andersen to certify that a vote of the Nottingham Board of Selectmen was taken on Monday, April 23, 2018 to name Brian Spagna, Lieutenant as agent authorized to sign agreements with the State of New Hampshire in regard to police detail coverage at the Pawtuckaway State Park for the period ending June 30, 2019. Second by Mr. Eaton.

Vote: 4 – 0 in favor.

Chair Danis stated the board previously held a meeting with the Dave Richardson, Park Manager, and Tara Blaney of DRED. (ask Chris for the names of the two individuals. Bryce did not attend. . There was an agreement about tasks the park would complete, such as increase the number of overnight staff and lifeguards, as well as the need to establish an emergency management plan. This includes improvements to the Fundy Bridge and on Round Pond Road so the fire truck can access the park. Another meeting is expected to be held in November.

Ms. Andersen asked if the town knew if the park had enough staff for the summer, to make sure the Police and Fire Department knew of the possible shortage. Mr. Sterndale would determine the answer.

Appointments:

6:45 pm – Mr. Welch provided the board with a preliminary list of items and tasks that are being considered for the 300th Nottingham birthday celebration. A total budget amount hasn't been established, as the committee plans to have a booth at the Recreation sponsored Earth Day on May 12th to promote the upcoming events and gather public input. Some of the suggested items and activities included a program book, advertisement, parade, sample paper, tour books of cemeteries and tours of the cemetery, hats and t-shirts, a presentation to honor war veterans, a community picnic, scavenger hunt, and a variety of other things.

A suggestion was made to re-utilize and update items and information from the 250th celebration, if possible.

Mr. Welch and Mr. Eaton asked how police event coverage would be financed. It was stated the department would be able to add any additional time and/or officers to their regular work schedule for needed for events. The department budget may increase in 2022 for any needed overtime.

It was stated the town would have raised \$55,000.00 by the year 2022.

Mr. Welch stated he is asking the board for permission to purchase shirts and hats that the committee would sell on Earth Day. The estimated amount for logo t-shirts is an approximate \$512.00 with a suggested selling price of \$10.00, the hats have already been printed, and a banner for \$84.00. The committee also plans to host a barbeque during the Recreation music nights at the bandstand and they have created a Facebook page.

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Mr. Welch shared a list of preliminary ideas for the celebration. Chair Danis asked for it to be refined, and then asked for better estimates on the cost for those items, with a budget range of \$70,000.00.

Mr. Welch asked about the process for submitting invoices and getting payments made.

Mr. Bartlett asked if the events would be kept localized, as much as possible. Mr. Welch stated that is the plan.

The committee would come back on June 18th to review a preliminary budget.

Motion: by Mr. Eaton to give the 300th committee \$600.00. Second by Mr. Bartlett.

Vote: 4 – 0 in favor.

General Business:

Board Priorities: Chair Danis asked how the board wanted to proceed with reviewing priorities. Ms. Andersen asked Mr. Sterndale to update the list she provided, and to remove items previously done. Chair Danis asked board members to review the list and send their suggestions to the Town Administrator and the priorities would be discussed at the May 7th meeting.

Auditor Selection: Mr. Sterndale reviewed that the town has used the existing auditor for the past 20 years and recommended the board consider another firm, as it is typical to swap firms every few years. Mr. Sterndale reported he received four responses, talked with other municipalities for their thoughts and recommendations, and suggested the selection of Plodzick and Sanderson.

Motion: by Chair Danis to approve the engagement of Plodzick and Sanderson as the new town auditor. Second by Ms. Andersen.

Vote: 4 – 0 in favor.

Retirement Benefits: Mr. Sterndale reviewed the current town retirement benefits, which is a 3% match for full time employee optional participation, on the gross salary amount. The board briefly discussed the possibility of joining the NH Retirement system; all towns already participate for police and fire departments and most towns participate for administrative full time municipal employees. Mr. Sterndale reported the town is starting to see difficulties in hiring and retaining employees by not participating in NH Retirement for regular municipal employees, especially in trying to hire a Director of Public Works.

Mr. Sterndale stated he continues to research all the details and obligations for re-joining NH Retirement and will provide additional information to the board as it is received. However, as a short term interim option the board could offer a 2 to 1 participation match, which will have little budget impact. Mr. Sterndale reported he does need additional time to research all available retirement options.

Ms. Andersen asked if the amount needed to change to the proposed 2 to 1 ratio is the new total or and additional amount. Mr. Sterndale stated it is the total amount needed, for the remaining months of 2018 and 2019; the town has some flexibility because of employee vacancies.

Mr. Bartlett asked about the difference between what is being proposed versus the state system. Mr. Sterndale stated he doesn't understand the entire obligation, but the current state municipal rate is 11.38% with an additional employee rate of 7%.

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The recommendation to change the rate from the current town offer of matching retirement contributions from 1:1 to 2:1 up to 3% of annual salary. The new maximum of 6% won't fix the problems of people who want to be part of NH Retirement, may not solve the DPW hiring issue, but it is an attempt to move the town forward with a positive action.

Ms. Andersen asked about the current town retirement system and how a transition to the state system might work. Mr. Sterndale reported the town currently has a private managed 457 plan where employees pick their level of investment risk. He does not believe there is an option for employees to move their 457 funds to the state system, believes participation in the state system means all employees must participate – it is not optional, and he needs to determine what will happen with the current 457 system if the town goes over to the state system.

Mr. Bartlett asked if there would be any penalties for employees to re-join the state system if they were in it before. Mr. Sterndale stated he did not have that answer yet.

Mr. Sterndale reported he needs to fully investigate all available options, the full rules to joining the State of NH Retirement, and how the possible change over would happen.

After discussion the board agreed to support researching additional retirement options, but agreed the change to a 2:1 match is a positive move. It was stated there was an agreement

Mr. Eaton asked if all employees must join into the state system, if they don't have enough time to become vested, could they stay with the 457. Mr. Sterndale reported he needed to research that information.

Mr. Bartlett asked why the town pulled out of the NH Retirement system. Mr. Sterndale stated he believed a large part may be the cost, and only applied to regular town employees. Chair Danis reported she believed it was cost, but there was also some concern about the reliability of the state system.

Mr. Eaton stated while the employee may lose the option of which type of plan they invest their money into, the state manages the funds more conservatively to maintain needed amounts.

Mr. Bartlett asked in addition to the difficulty of hiring a new Director of Public Works employee, are there other situations where people are considering leaving. Mr. Sterndale responded yes.

Chair Danis supported the change, Mr. Bartlett, Mr. Eaton, and Ms. Andersen agreed.

Motion: by Mr. Eaton to support the 457 match to 2 to 1 at 3%. Second by Mr. Bartlett.

Vote: 4 – 0 in favor.

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

7:53 PM Motion: Motion by Ms. Andersen, second by Mr. Eaton to enter non-public under RSA 91-A:3 II(b) and (l).

Roll Call Vote: Danis – Yea, Eaton – Yea, Andersen – Yea, Bartlett – Yea. 4 – 0 in favor.

9:20 PM Motion: Ms. Andersen, second by Mr. Eaton to exit the non-public session.

Roll Call Vote: Danis – Yea, Eaton – Yea, Andersen – Yea, Bartlett – Yea. 4 – 0 in favor.

Motion: Ms. Andersen, second by Mr. Eaton to seal the non-public minutes of April 23, 2018.

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Roll Call Vote: Danis – Yea, Eaton – Yea, Andersen – Yea, Bartlett – Yea. 4 – 0 in favor.

The Selectmen made no decisions during their nonpublic session.

ADJOURNMENT: Having no further business,

9:21 **PM Motion:** by Ms. Andersen, second by Mr. Eaton to adjourn.

Vote: 4 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough