

**Minutes  
Nottingham Select Board Meeting  
May 7, 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, Anthony Dumas, Benjamin Bartlett

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

**Approval of Manifest:**

**Motion:** by Mr. Dumas, second by Ms. Andersen to approve the May 7, 2018 accounts payable and May 8, 2018 payroll manifests.

**Vote:** 5 – 0 in favor.

**Approval of Minutes:** Approval of the April 9 and April 23 public and non-public minutes was postponed to the next meeting.

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

Budget: None

Planning: Mr. Dumas reported the board did not meet in the last couple of weeks, but would on May 9<sup>th</sup>. The board will review a continuation for a site plan and questions regarding previously approved ordinance changes.

Mr. Sterndale reported the 2017 Town Ballot included changes to the Zoning Ordinance. While most of the 2017 approved ordinances were added to the published Zoning Ordinance document, one was missed, and the unpublished approved ordinance affects a recently filed case. The Zoning Ordinance document has now been updated to include all approved ordinances.

Ms. Andersen asked about the filing and board response timeline. Mr. Sterndale stated the issue is being discussed with town council to make sure all appropriate steps are being taken.

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

Fire: There was a wildfire off Lamprey Drive, which was unreachable by the Fire Department due to a downed tree and powerlines. The Department worked with local residents to access the fire by foot to successfully eliminate the fire. Chair Danis reported it was a significant fire and photos can be found on the All Nottingham Facebook page. Mr. Sterndale reported the storm cause other damage with downed trees, with some hitting homes in the area.

The department responded to an untimely death and a leaking propane tank. The department does typically expect to see an increase in activity at this time of the year, and will expect another increase when the state park opens.

Police: The department had two separate employees get married over the weekend and board members expressed congratulations.

Recreation: The department will hold Earth Day on Saturday, May 12<sup>th</sup>. A significant number of vendors are participating and volunteers are expected. There is hope that by revamping the program and bringing back prior activities, such as the 5K race, will bring in a lot more participants.

Cable Franchise Agreement: Administration and legal is working on updating the new agreement, which legally requires at least one public hearing, with the final contract due by the fall. Mr.

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Sterndale asked if the board wanted to hold additional hearings to hear from the general public about the terms of the agreement. The agreement does not control the rates or content Comcast provides, but can determine additional locations of installation/coverage, the franchise fee, and taxation of who is attaching to the poles.

Mr. Dumas asked if Comcast was able to document the number of people who watch Channel 22 (town) and Channel 13 (school). Mr. Sterndale reported he does not believe the town can receive any report on the number of people watching; the Select Board questioned why when Comcast can report on all other channels.

Mr. Dumas reported he read an article regarding net neutrality and that many towns are now including those protections in their franchise agreements. Board members felt it might be a good idea to consider those protections in their new agreement.

Chair Danis asked about establishing the amount of the franchise fee, who is responsible for setting that rate. Mr. Sterndale reported he would need to complete some additional research but thought it was the up to the board, with some minor exceptions if the rate is perceived too much by the cable company.

After discussion the board determined they would seek public comments regarding the process, may hold two public hearings, once with a draft agreement before holding the final hearing with a final agreement.

Signature Items: The board signed a renewal of the police prosecution agreement, an employee merit increases/evaluation, and Conservation Commission appointments.

**Motion:** by Mr. Dumas to appoint Krystal Costa as a Full member of the Conservation Commission for the term of May 7, 2018 to March 31, 2020 and for Raelene Shippee-Rice as an Alternate on the Conservation Commission for the term of May 7, 2018 to April 1, 2019. Second by Mr. Bartlett.

**Vote:** 5 – 0 in favor.

**General Business:**

Board Priorities: Chair Danis reviewed it is good for the board to annually review goals and priorities that they would like to consider taking action on throughout the year, in addition to the regular matters and issues that come up. The board did not review this in 2017, and is revisiting the list for 2018.

A prior list included items such as Marston, energy, Route 4 property, 300th Birthday Celebration, Capital Improvement Plan, responsible contractor language, and business development.

There was agreement while progress has been made toward Marston, the board has some hurdles they need to try and overcome. Progress has been made on energy with the solar installation and the 300<sup>th</sup> Birthday Celebration and significant progress made on the Route 4 property.

Chair Danis stated changes were previously made to the CIP process and asked if the Select Board should transition from a separate subcommittee and bring it back to the Select Board, especially with decreasing membership interest and participation and the Select Board being five members.

The idea of business development is to try and increase the number of businesses on Route 4. The board still has a desire to write required contract language that would be used in any contract the town would enter, such as providing liability insurance.

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Mr. Dumas suggested including reviewing emergency lanes. Chair Danis stated that topic is related to another task the board will be looking at, with roads in general.

Chair Danis reported she wants to make sure the board looks at roads, such as prioritization work plan, planning, management, and measurements of all things roads to help in making sure the data is available to support road work decisions. Another suggestion is to review the town retirement program in an effort for the town to remain competitive in the retaining and hiring of employees.

Ms. Andersen asked to also include Route 4 and developing commercial properties and to work with the Planning Board to try and increase commercial development; in context of the Route 4 property and as a whole.

Mr. Bartlett asked to consider modernization toward the highway department, such as improvements to the garage space, vehicles, and staff. Mr. Bartlett asked how the board would move forward with considering repairs on Ledge Farm Road and alternatives that might be used to help manage the dust in the meantime, such as reclaimed pavement. It was stated the town can take limited action on Ledge Farm, because the warrant article failed at Town Meeting; a request was made to get a quote for the cost of spreading reclaimed pavement.

There was agreement that for 2018 they would work on establishing a detailed road work plan and reviewing the employee benefit package for existing and in trying to hire for a Public Works Director. The board would also continue working on Marston and the 300<sup>th</sup> Birthday celebration.

**Appointments: None**

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

**7:14 PM Motion:** Motion by Mr. Dumas, second by Ms. Andersen to enter non-public under RSA 91-A:3 II(a) and (b).

**Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 5 – 0 in favor.

**8:55 PM Motion:** by Ms. Andersen, second by Mr. Eaton to exit the non-public session.

**Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 5 – 0 in favor.

**Motion:** by Mr. Dumas, second by Mr. Eaton to seal the non-public minutes of May 7, 2018.

**Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 5 – 0 in favor.

The Selectmen made no decisions during their nonpublic session.

**ADJOURNMENT:** Having no further business,

**8:56 PM Motion:** by Mr. Eaton, second by Mr. Bartlett to adjourn.

**Vote:** 5 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough