

**Minutes
Nottingham Select Board Meeting
July 16, 2018**

6:30 PM Ms. Andersen opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Charlene Andersen, Anthony Dumas, Benjamin Bartlett

Absent: Donna Danis, Tiler Eaton

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Dee Decker, John Decker, Eugene Reed, Steve White, Steve Soreff, Mike Coltin

Approval of Manifest:

Motion: by Mr. Dumas, second by Mr. Bartlett to approve the July 16, 2018 accounts payable and July 17, 2018 payroll manifests.

Vote: 3 – 0 in favor.

Mr. Sterndale stated this accounts payable manifest also includes refunds for property tax accounts that were overpaid, per the request from the Tax Collector. The refunds don't need a separate motion, as they are approved with the complete manifest approval.

Approval of Minutes: Postponed to the next meeting.

Motion: by Mr. Dumas, second by Mr. Bartlett to approve the minutes of the July 2, 2018 public meeting, as written.

Vote: 3 – 0 in favor.

Motion: by Mr. Dumas, second by Mr. Bartlett to approve the minutes of the June 18, 2018 and July 2, 2018 non-public meetings.

Vote 3 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: Next meeting is July 26, 2018 at 7:00 pm

Planning: The board met and reviewed an open case. The board also established enough members for the Master Plan sub-committee and the first meeting would be on September 13 at 6:30 pm at the town offices.

Mr. Dumas reviewed a letter previously received from the Planning Board Transportation sub-committee with requests about painting the road lines on the recently repaved Route 152, special signage for the NH designated bicycle routes and town Scenic Highways, as well as a request for additional training to best methods to remove road side invasive species.

Mr. Sterndale reported a DOT representative contacted the town and stated they did receive the request but would paint the lines according to current standards. Given the timeline of the request there was no time for the state engineer to make other considerations; a request could be made in the future.

The board asked to determine the next date of repainting for future consideration of changing where the lines would be painted, as well as what the town needs to do for the request to be seriously considered.

Minutes
Nottingham Select Board Meeting
July 16, 2018

Ms. Andersen expressed the thought that the town would be responsible for the Flutter Street and Deerfield Road bicycle route, but a request should be made to the state for the bicycle routes on Route 152 and Route 156.

Mr. Dumas stated the Planning Board recommended that town staff to receive additional training for removal of invasive species along the highway, or to hire a licensed herbicide applicator. Ms. Andersen stated this should be on a future agenda for the Select Board to discuss the matter with the Conservation Commission for further details on how best to proceed with the removal.

There was agreement to purchase and schedule installation of signs for Nottingham Scenic Roads. Mr. Sterndale stated signs are not too expensive and some could be worked into the current budget. It was stated the request could also be discussed for the next budget cycle.

Mr. Sterndale reported there have been other sign requests and it might be a topic the board could be discuss at a future meeting for purchase planning.

Mr. Dumas stated the Select Board was also asked about parking concerns that take place during the spring baseball season and determining a way to get the road to the Fundy Boat Launch repaired.

Mr. Sterndale stated parking is a problem in the spring but there would be difficulty separating out parking for official town business versus other parking and enforcing any parking restrictions. The Select Board agreed parking is an issue but wasn't sure how the problem could be solved easily and would continue to review the issue. Ms. Andersen asked to receive input from the Planning Board about how to address the parking issues.

There was agreement that the Fundy Boat launch road is in rough shape and the board asked Mr. Sterndale to contact the state to work on improving the road. The Lake Host coordinator would also send a request for road improvements.

Mr. Sterndale reported the parking lot lights have been selected and will hopefully be installed soon.

Town Administrator Reports, Mail, Signature Items:

PFC/PFOA Testing: The testing was completed the prior week, a couple houses are vacant and were not tested, one owner postponed testing, and the current results will be delivered to the town in the few weeks.

Highway: A decision was made for further inspection of the broken dump truck to determine if it could continue being used by the department. An inspection will be completed to determine if the cost of the repairs would be less than what the town would receive from the insurance company. Mr. Sterndale reported the town would receive approximately \$34,000.00 from the insurance company and a planned \$27,000.00 worth of repairs, with the risk of unknown future repairs.

Mr. Bartlett stated he felt the town could get another three or four years out of the truck with limited duties. The inspection will determine the condition of the frame.

Mr. Dumas asked if the vehicle would be insurable and if any of the equipment could be transferred to another vehicle. Mr. Sterndale reported the truck would be re-inspected for usability, and Mr. Bartlett stated it would not be road worthy vehicle until it's inspected by the state and a new VIN# is issued. Mr. Sterndale reported the dump truck is 13 years old and there is little equipment that could be stripped for use on another vehicle.

**Minutes
Nottingham Select Board Meeting
July 16, 2018**

Mr. Sterndale reported there is an additional inspection needed for the frame before a final decision is made.

Mr. Sterndale reported there are some significant vehicle purchases coming up for the highway department in the next three to four years.

Fire: Mr. Sterndale reported he received a resignation from one of the full time fire fighters and reviewed the difficulties Nottingham has in retaining full time staff. Ms. Andersen asked to meet with the Fire Chief to review other possible options to try and retain staff.

Appointments:

7:00 pm – Lake Host Update: Ms. Decker provided the board with a current update of the Lake Host boat inspection program expenses, stating if all proposed hours for boat inspections are utilized the program will have an approximate short fall of \$3,000.00. The shortfall amount is unknown because of the weather and she is having trouble finding afternoon coverage in September and October, as students return to school.

Ms. Decker reported on the loss of the program storage box at the Fundy Launch and asked for help in establishing a permanent solution for the new storage box. The prior box was stolen during a rainy day.

Ms. Decker stated the program had two saves, one on a private launch and one of the Eurasian Milfoil. Eurasian Milfoil is a new contaminant for the lake, isn't common in the area, and is now something new for the inspectors to look for. The Variable Milfoil is more prevalent in New Hampshire.

Ms. Andersen asked if the Lake Host was seeking approval for the additionally needed funds. Ms. Decker asked for approval but could wait to mail the funds to the state to determine if it would be needed to cover necessary payroll expenses.

Mr. Bartlett asked if the PLIA also contributes funds. Ms. Decker stated the PLIA does contribute funds to the Lake Host program; supporting funds are also received from the NHDES/Lake Host program, the town, as well as many volunteer hours during boat inspections.

Mr. Bartlett expressed concern about approving an additional amount when it may not be needed. Mr. Decker stated her only concern is making sure funds are available for payroll and coordinating timely delivery those funds with the bi-monthly issuing town checks. Ms. Decker stated she would be willing to provide updated information with updated expense information before asking that a check be mailed. A determination was made to approve the additional amount for the program and it would be mailed if/when needed.

Motion: by Mr. Dumas to distribute \$2,000.00 to the NH Lakes programs from fund previously appropriated by the town. Second by Mr. Bartlett.

Vote: 3 – 0 in favor.

Ms. Decker stated the PLIA/Lake Host volunteers have received many complaints about the Fundy Boat Launch road and she would ask the state for repairs. The Select Board stated the town would also contact the NH Department of Transportation to try and improve road conditions.

General Business:

Minutes
Nottingham Select Board Meeting
July 16, 2018

2nd Quarter Town Budget: Mr. Sterndale reviewed the second quarter 2018 town budget stating a couple of the larger expenditures haven't taken place; highway Shim and Seal road work and half the purchase of the new highway truck.

The salary lines should be fine for the year, especially with the continuing and new vacancies.

Salt, Sand and Gravel is trending higher than expected, especially with the use of additional gravel for gravel roads. Plowing may be questionable because of unknown storm possibilities later in the year.

Elections will have two elections, the September Primary and November General Elections.

All personnel and insurance accounts many are single payment and the others are expected to fall within the budgeted amount. Staff vacancies continue to offer Health Insurance savings.

Workman's Comp is fine, and Property Liability shouldn't be a problem.

The work on the buildings/facilities are expected to be within budget. Fuel expenses are gradually increasing and there is the expectation to be within the budget this year, but next year may need a bigger budget.

Mr. Sterndale reported Recycling should not over expend their budget, but there is the expectation that revenues will be small with the issues seen in the world markets. It may become more challenging if revenues continue to see the downward cycle.

Mr. Dumas asked for a solar update. Mr. Sterndale reported the town is still waiting for the company to find the needed financing and won't cause any changes in the operating budget. The town is lucky that the current default electric rates aren't costing the town additional electric expenses.

Tax Collector Requests: Discussion took place about the requests received from the Tax Collector, which include refund of property taxes, authorization/completion of mortgage deed research, and authorization to mail lien notices to mortgage companies.

Mr. Sterndale let the Tax Collector know the refund of overpaid property taxes were approved through approval of the manifest.

Discussion took place about the statutory requirements for mortgage deed research and notification of liens to the mortgage holders. The town is working with legal counsel to determine how best to authorize the Tax Collector to complete those steps; if a one-time motion is enough for current and future searches or if yearly motions are required.

In order to comply with the law, the Select Board agreed to make a motion of authorization.

Motion: by Mr. Dumas to direct the Tax Collector to identify and give required lien notices to mortgagees pursuant to RSA 80:65, if the contracted mortgage search company finds that one or more mortgages exists. Second by Mr. Bartlett.

Vote: 3 – 0 in favor.

General discussion took place about a possible property tax deeding and concerns of the Tax Collector. Mr. Sterndale reported he recently received additional information that indicated it is possible the town won't have to take the property, as it may be on the market. Mr. Sterndale reported he would get the Select Board to authorize any additional funds for further deed research.

Minutes
Nottingham Select Board Meeting
July 16, 2018

The town has made the decision to slow the deeding process down to determine what, if any, additional action is needed. The Tax Collector will be notified if any action is needed.

Mr. Reed asked if the Assessing Coordinator position would be filled stating there are many duties the position completed, including the transfer of properties.

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

7:44 PM Motion: Motion by Mr. Dumas, second by Mr. Bartlett to enter non-public under RSA 91-A:3 II(a).

Roll Call Vote: Andersen – Yea, Dumas – Yea, Bartlett – Yea. 3 – 0 in favor.

8:20 PM Motion: by Mr. Dumas, second by Mr. Bartlett to exit the non-public session.

Roll Call Vote: Andersen – Yea, Dumas – Yea, Bartlett – Yea. 3 – 0 in favor.

Motion: Mr. Dumas, second by Mr. Bartlett to seal the non-public minutes of July 16, 2018.

Roll Call Vote: Andersen – Yea, Dumas – Yea, Bartlett – Yea. 3 – 0 in favor.

The Selectmen made no decisions during their nonpublic session.

ADJOURNMENT: Having no further business,

8:21 PM Motion: by Mr. Bartlett, second by Mr. Dumas to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough