

**Minutes
Nottingham Select Board Meeting
September 24, 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, Steve Soreff, Gene Reed, Sandy Weston, Dee Ann Decker, JoAnna Arendarczyk

Approval of Manifest:

Motion: by Mr. Dumas, second by Ms. Andersen to approve the September 24, 2018 accounts payable and September 25, 2018 payroll manifests.

Vote: 5 – 0 in favor.

Approval of Minutes:

Motion: by Mr. Eaton, second by Ms. Andersen to approve the public minutes of the September 10, 2018 meeting, as written.

Vote: 5 – 0 in favor.

Motion: by Mr. Eaton, second by Mr. Dumas to approve the non-public minutes of the September 10, 2018 meeting, as amended.

Vote: 5 – 0 in favor.

Motion: by Mr. Dumas, second by Mr. Bartlett to approve the non-public minutes of the August 27, 2018 meeting, as written.

Vote: 5 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: Mr. Bartlett stated the committee would meet on October 4th.

Planning: Mr. Dumas stated the board would meet next on Wednesday, September 26th.

Town Administrator Reports, Mail, Signature Items:

Highway: Mr. Sterndale reported the work on Little River Road was completed successfully, and was repaved last week. Bids are being received this Friday for the Cooper Hill Road project and work will move quickly given the lateness in the paving season.

Administration: Fuel bids have been received, with amounts slightly higher than anticipated and it shouldn't be too much of an impact on the budget.

Solar: The date of the ribbon cutting for the new solar panels will be October 17 at 9:00 am at the Community Center.

Columbus Day Meeting: The board reviewed how they would address their next meeting date, as it fell on the Columbus Day holiday.

After discussion the board decided they would meet on Monday, October 8 at 6:30 pm.

MS535: Mr. Sterndale stated the board would still meet with the Auditor, the board has seen the form electronically, and it needs to be filed before the tax rate setting process can begin.

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General discussion took place about the audit, the new format, and Mr. Sterndale asked for any questions in advance. The public meeting and review of the audit will be more thorough and informative than in previous years.

Mr. Sterndale would provide board members with the final draft audit before their meeting.

Antioch University Collaborative Service Initiative Application: Ms. Andersen stated she met with the Conservation Commission regarding the proposed project. The original idea was to include a review of the Japanese Knotweed as part of the project but it was determined it would not be possible because of the growing season. Instead, the plan will be to gather data for further review with town administration and the Highway Department.

Ms. Andersen stated if the application is approved work would be completed by a Grad Student over a four month period. If the town isn't selected for this round, it is possible to apply again for the summer season, which could review the Japanese Knotweed problem.

Ms. Andersen received approval to move forward with the application.

Appointments: None

General Business:

LRAC Appointment: The board reviewed the appointment form for Therese Thompson to be assigned to the Local River Management Advisory committee, with the Lamprey River Advisory Committee. Ms. Andersen stated Ms. Thompson has experience in this field, and has participated on other local lake and river committees.

Motion: by Ms. Andersen to nominate Therese Thompson to the Lamprey River Advisory Committee Local River Management Advisor Committee. Second by Mr. Dumas.

Vote: 5 – 0 in favor.

The board signed the nominee form for Ms. Thompson, it would be sent to the NH Department Environmental Services, and Ms. Thompson would be notified.

Newsletter: Chair Danis asked for suggested topics, and recommended information about budget planning. Mr. Dumas recommended information about telephone and computer scams. Ms. Andersen asked to include information about the solar panel ribbon cutting. Mr. Eaton asked to include thanks to everyone who worked the primary election in September.

Tax Deed Waiver Process: Mr. Sterndale reviewed the list with the board and asked if he should continue using the previously used process to determine when a deed should be waived.

Chair Danis stated she doesn't see that the board should be doing anything differently. Ms. Andersen and Mr. Dumas stated they wanted to consider other possible alternatives to get some of the back taxes paid down.

Mr. Bartlett agreed there should be further discussion, specifically those with higher balances and special circumstances, for those who have a waiver recommendation.

Mr. Sterndale completed a review of his recommendation, which included specific reasons why the board might consider waiver, such as deed uncertainty, not becoming a landlord, or the property is for sale.

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Ms. Andersen asked questions about the properties located within Cedar Waters Village. Mr. Sterndale reported the town hasn't taken action in the past, because it doesn't want to own a property that could result in a demolition expense, costing more than what is owed in taxation. Mr. Sterndale stated he would gather additional information to try and answer board questions.

Mr. Dumas asked how the town appropriately collects taxes on a property they can't view. Mr. Sterndale stated he would ask the town assessor's on how an assessment is generated for the property.

Mr. Sterndale reviewed the properties he wanted Select Board consideration for waiver, which included very small land only parcels, and owner occupied units.

Ms. Andersen asked if there are avenues for those owners that have high amounts due to the town; can the town help people find ways to pay their back taxes. Mr. Sterndale reported he isn't aware of any town program but would discuss available options with the Welfare Director.

Ms. Andersen asked about previous legislation that proposed changes to interest rate for unpaid taxes. Mr. Reed provided the board with the new interest rates that would be applied.

Mr. Reed stated he attended the Tax Collector's Conference and there was a lot of discussion regarding the deeding process.

The board would move forward with the list as recommended and would sign the applicable deed waiver forms.

Safety Concerns: Mr. Eaton stated there appears to be some major concerns about the building and after hour security, in some cases justifiable. He personally is concerned for the town employees and would like to try and make it a safer environment for town officials and employees, and asked for input about how to improve security.

Ms. Weston asked Mr. Sterndale if there was a final draft of the proposed office security improvements. Mr. Sterndale stated he previously provided what should be considered the final plans and would provide them again to the Town Clerk's.

Ms. Weston stated she spoke to Mr. Bartlett and Mr. Eaton about a prior issue that happened with the Deputy Town Clerk, stating the deputy was visibly shaken from the situation.

Ms. Weston asked to verify what happens when someone pushes the panic button and asked for all employees be provided with instruction about its use and how staff should respond during an emergency situation. Ms. Weston also asked for a policy that helps address building management and security. This will help everyone know when lights should be turned off, and when the door should be locked. Ms. Weston also asked to have the lights in the parking repaired, as it is very dark in the upper parking lot; she almost fell after the primary elections because of the dark and parking lot conditions. Ms. Weston stated she does not feel safe in this building alone; Nottingham isn't the same now as it was in the past. Ms. Weston stated she may consider changing her hours because of the concerns.

Mr. Dumas asked what kind of training the staff wanted to receive, such as after the fact management or de-escalation in working with the public. Ms. Weston stated she has been made aware of de-escalation training through Primex and she will attend, but she also wants training for office staff on emergency procedures, as everyone should know the process and procedures for the panic button. There should also be an operating policy for the public that uses the building.

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Mr. Eaton stated he would be meeting with Eversource soon for installation of new lights in both parking lots.

Ms. Decker stated the Supervisors have the same concerns as the Town Clerk, had reservations leaving the Moderator and Town Clerk alone in the building after the elections. While the Town Clerk can change her hours, the Supervisors of the Checklist are required by statute to hold sessions on specific days and times before an election, including after hours. This means we are alone in the building without knowing who is coming in the door or walking down the hall.

Mr. Reed stated he is in his office late two nights a week, often with people meeting in the gym, and would like to have some type of schedule to let all staff know when people should be in the building. Mr. Reed stated he is concerned about the front door not being locked and not knowing when someone is in the building.

Chair Danis stated the three items being requested should be relatively easy to resolve. Chair Danis and Mr. Sterndale stated it is their understanding that the panic button triggers contact to the county dispatch with a relay to applicable responding Police Officer. It was stated the information about who is in the building is available on the town calendars, which are available on the town website.

Mr. Sterndale reported he would work with the Police Department with training to the emergency alarm system.

Mr. Eaton confirmed that the staff should know how to respond to the alarm going off. Mr. Dumas asked if staff would find it helpful to see a monitor of someone coming into the building.

Ms. Arendarczyk stated there was a situation in the past where someone was hanging out after hours in the back unused portion of the building, and it makes her nervous about coming into the office for her late night meetings, not knowing that someone could be in the building without knowing it.

Mr. Sterndale reported the Town Clerk office would be renovated in November, after the General Election. The town will swap over to key pad entry after the Town Clerk renovations are complete. Mr. Sterndale reported the difficulty at the Community Center is that it is a used building and not a specific separation between the public and work spaces.

General discussion took place about the public use of the Community Center. Including the ability to program and possibly automatically lock the doors. Ms. Andersen asked to determine if the police can provide drive bys during late night staff sessions.

The board thanked everyone for coming to share their concerns.

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

7:36 PM Motion: Motion by Mr. Dumas, second by Mr. Bartlett to enter non-public under RSA 91-A:3 II(d).

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

7:55 PM Motion: Mr. Dumas, second by Mr. Bartlett to exit the non-public session.

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.

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ADJOURNMENT: Having no further business,

7:56 PM Motion: by Mr. Dumas, second by Mr. Bartlett to adjourn.

Vote: 5 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough