

**Approved Minutes
Nottingham Select Board Meeting
10/21/19**

1 Call to Order

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

4 Absent:

5 Others: Ruth Anne Fuller, Dee-Ann Decker, Steve Soreff, Chris Sterndale, Joanna Arendarczyk,
6 Sandy Westin, Bonnie Winona MacKinnon, Dana Hill

7 Chair opened the meeting at 6:30pm with the Pledge of Allegiance.

8 Approve Manifests

9 **Ms. Danis made a motion to approve the accounts payable manifest of 10/22/19 and payroll**
10 **manifest of 10/21/19. Mr. Morin seconded. Unanimously approved by a vote of 5-0.**

11 Approve Minutes

12 9/23 and 10/7 will be delayed till next meeting.

13 Action Items from Last Meetings

14 Election prep including food for election workers, new roads standard policy

15 There was discussion about if they wanted more time to go over the minimum design standards
16 for town roads document. Ms. Danis did not get the packet of info till Monday morning and is
17 not prepared to discuss or make decisions regarding this tonight. Mr. Dumas suggested they go
18 over the information tonight and perhaps not make a decision. Mr. Bartlett suggested that they
19 get the info a week before in the future. Mr. Sterndale thought the BOS had the information on
20 Friday however the Board got it Monday morning. Mr. Bartlett suggested for a hot topic that
21 they receive the information mid-week or earlier. Ms. Danis will be away for 11/4 meeting; Mr.
22 Bartlett suggested a special meeting to discuss the suggested minimum design standards for town
23 roads. There will be a meeting next Monday, October 28 to over the minimum design standards
24 for town roads document.

25 BOS Reports from Assigned Boards/Committees

26 *Budget Committee*

27 No one was able to attend.

28 *CIP*

29 School will have their information this week.

30 *300th Celebration*

31 There is a meeting Thursday night.

32 *Marston Property*

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Nothing new to report; progress continues. Mr. Sterndale said they are waiting for a sale mechanism to make decisions about selling the loam.

Planning Board

No one was able to attend.

Town Administrator Report

Mr. Sterndale said Edward Myers was hired as a full-time policy officer. He will go to the academy in January. In June, the BOS talked about selling town property. There was one property that had to wait 90 days; that time has passed now. There is a property for sale on Freeman Hall road. Others are on Gerrish and Rte 152 however those will wait because Mr. Sterndale is not sure if the town owns those without further title research. Mr. Dumas asked if that was part of the deeding process; Mr. Sterndale said yes, it is but these were done a while back without the procedures that they do now. Mr. Dumas asked about how the new police officer position is going to affect the retirement budget. Mr. Sterndale said the pay rate is different between the new police officer and the retired one and some additional health benefits will be incurred. The retirement benefit is 26-29% of wages. There will be an increase in hours worked for the new position; the position was previously 32 hours and now will be 40 hours. Mr. Sterndale passed out the hard copy of the audit.

Appointments

Election Officers-2020 Planning

Ms. MacKinnon is the moderator and Mr. Hill is the assistant moderator. 2020 will be a big election year. Ms. MacKinnon would like to speak about an expanded role for BOS members. She passed out the election calendar for 2020. The election procedure manual was discussed. The polling hours have been extended to 7am. Ms. Westin said the hours of the election goes on electionet. Ms. Danis said the hours and location can be announced on channel 22 and signs hung up. Ms. MacKinnon would like to rework the town website regarding the election section. Ms. MacKinnon said she would like to call the 'community center' the 'municipal building.' Mr. Morin suggested using 'town hall.' Ms. MacKinnon said to make sure to use the same verbiage everywhere. Ms. Fuller and Ms. Westin suggested calling it whatever the sign in the front of the building says. Mr. Bartlett suggested 'town hall.'

There are new term appointments for inspectors of elections in 2020. Ms. MacKinnon read the law. Ms. Danis asked who the inspectors are in our town. Ballot clerks, check out clerks and other election workers are the inspectors. Ms. Danis asked if Ms. MacKinnon is going to suggest people for these positions; Ms. MacKinnon said yes however she would like the BOS to take a more active role. Mr. Sterndale said that in the past Ms. MacKinnon has trained and placed these people and BOS has signed off. Mr. Sterndale is asking if Ms. MacKinnon wants the BOS to find the people this election. She said yes. If there isn't enough people found by BOS, Ms. MacKinnon will find them. Ms. Decker said there are almost 4200 registered voters. There must be 2-3 people placed as inspectors. Ms. Fuller asked if they could recruit from the local

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71 Democrats and Republicans groups. Ms. Decker said that while the law says we need 2 people,
72 we need far more than that and they need to be good, detail-oriented people. She doesn't want to
73 wait till the last minute to find people to fill these positions. Mr. Morin reiterated that people in
74 town will work the election, and the state may send people as well and we can use them all. Ms.
75 MacKinnon has to use the people that the state sends but we will likely need more than those
76 people. Ms. MacKinnon has the list of people that have volunteered in the past and will get that
77 to the BOS. Ms. Fuller asked what happens if the people who are on the list that Ms. MacKinnon
78 has don't want to do it. Ms. MacKinnon can appoint new people.

79 Ms. MacKinnon said in years past there have been numerous groups who provided food for
80 election workers, etc and used it as a fundraising event. Ms. MacKinnon said that some towns
81 provide food all day for election workers. Mr. Morin made a suggestion that the town buys food
82 if no one has stepped up a month before the election. Ms. Danis said it has to be in the budget
83 and it's not. Ms. MacKinnon said that it's three meals times about 50 people. Mr. Dumas
84 suggested boy or girl scouts, 300th group, Masons in Northwood, NWC. He continued: the group
85 could charge for food or do by donation. Ms. MacKinnon said it's better when it's a town
86 organization. There are 4 elections so there could be as many as 4 groups for this.

87 In the past, there has been an equal number of checkout clerks and ballot clerks. Nottingham has
88 a vote count machine. 190 towns have vote count machines and about 10 towns have checkout
89 clerks. Ms. MacKinnon suggested that the town not use checkout clerks in the upcoming year.
90 Mr. Morin said that they had discussed this in a past meeting that some people preferred using
91 the checkout clerks and it caught mistakes. It's Ms. MacKinnon's decision if we have the
92 checkout clerks. If there are no checkouts, Ms. MacKinnon suggested that BOS observe ballot
93 tables. She would like to have 5 tables of check-ins instead of 4. She suggested that they hand
94 count ballots, not votes, at the end of the night to check accuracy; this is something that the BOS
95 can help with.

96 Ms. Decker wants everyone to understand what the supervisors of checklist need to do after the
97 election: the check-in clerks have to check off names and address, update any changes, check
98 voter IDs, check what party, check absentee voter list and strike out voter's name out. If
99 someone's name is checked off but not striked through, they can catch this. The purge is done in
100 2021; if someone hasn't voted in the past several elections, their card is removed. After primary,
101 there are 3 weeks to report to the state numerous items. There may be more mistakes if they use
102 inexperienced ballot clerks. Ms. Danis suggested they see how many people will volunteer and
103 then Ms. MacKinnon can decide if they want to get rid of the checkout clerks.

104 Ms. MacKinnon went over the upcoming training and who has required attendance as well as
105 appointing/designating a ProTempore to stand in your stead.

106 **General Business**

107 *Budget Planning*

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108 Mr. Sterndale spoke about tax rate setting. Two things to consider: use fund balance to offset
109 taxes and overlay.

110 Bills go out first week in November to be paid first week in December.

111 Mr. Sterndale said he projects the tax rate to be \$22.72. Last year it was \$22.64. The biggest
112 driver is the unspent school fund balance which is over \$400k more than in typical years. The tax
113 rate is virtually flat and the Board decided not to use fund balance to reduce the tax rate. The two
114 large expenditures are the veteran's tax credit (\$116K) and Marston appropriation (\$100K).

115 Operating budget is now being worked on with the town departments. Four elections, legal
116 costs, health/dental insurance going up 7%, fixing old town hall, remodeling the community
117 center kitchen, police vehicles, fire/rescue per diem costs, administrative admin costs, highway
118 department issues are drivers in the upcoming budget. Heating oil and worker's comp are going
119 down. There are several facility challenges as well as Ledge Farm Road. Mr. Sterndale suggested
120 getting outside help to determine their 10-year plan for highway department. Ms. Danis inquired
121 if the town employees are at good levels for income. Mr. Sterndale said they added some
122 benefits, and they are trending that way. Mr. Bartlett suggested increasing the hourly rate for part
123 time employees. Mr. Dumas asked about security cameras at town shed. Mr. Sterndale said yes,
124 they will be doing that. Mr. Bartlett asked if they were still planning on gating the town shed;
125 Mr. Sterndale said they may not. Mr. Bartlett suggested more lighting at town hall's parking lot;
126 Ms. Danis concurred.

127 **Review Action Items for Next Meeting**

128 9/23 minutes, 10/7 minutes, 10/28: suggested minimum design standards for town roads

129 **Adjourn**

130 **Ms. Danis made a motion to go into non-public at 8:36pm under RSA 91-A:3, II, A.**
131 **Mr. Morin seconded. Roll call vote: Mr. Morin-yay, Mr. Eaton-yay, Mr. Bartlett-yay, Mr.**
132 **Dumas-yay and Ms. Danis-yay. Unanimously approved by a vote of 5-0.**

133 At 9:20 PM, the board exited non-public session.

134

135 9:20 PM Motion: Mr. Morin, second by Ms. Danis, to seal the minutes of non-public
136 session. **Roll Call Vote: Morin – Yea, Dumas – Yea, Danis – Yea. Eaton – Yea. Bartlett –**
137 **Yea. 5 – 0 in favor.**

138 **9:20 PM Motion: Mr. Morin, second by Ms. Danis, to adjourn. 5 – 0 in favor.**

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