

**Approved Minutes
Nottingham Select Board Meeting
10/28/19**

1 Call to Order

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

3 Absent: Tiler Eaton

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

5 Approve Minutes

6 **Ms. Danis made a motion to approve the public minutes from 9/23/19 as amended, approve**
7 **the public minutes from 10/7/19 as written and approve the public minutes from 10/21/19**
8 **as written. Mr. Morin seconded. Unanimously approved by a vote of 5-0.**

9 Action Items from Last Meetings

10 Minutes from previous meetings, suggested minimum design standards for town roads document

11 BOS Reports from Assigned Boards/Committees

12 *CIP*

13 Ms. Danis said that sheets were received by Chris Sousa for the school board. The School Board
14 would like to meet with the BOS to discuss.

15 Town Administrator Report

16 Mr. Sterndale passed out Avitar information. There is an extra state appropriation for \$42,377 for
17 2019 and 2020

18 General Business

19 *Class V Road Standards*

20 Mr. Sterndale said building a new road is more comprehensive than what is proposed for the
21 standards for Class V roads. Class V is a town-maintained road and it is town owned. Ms. Danis
22 clarified that that some of the dirt roads are town roads. Mr. Sterndale said that these standards
23 detailed in this document are what they would hope all the roads would become in town
24 eventually. The NH DOT also has a suggested Minimum Design Standards for Rural Subdivision
25 Streets which the BOS has in their info packet as well. Mr. Sterndale said these policies are
26 designed with safety and durability of the roads in mind. Roads with less than 50 cars a day may
27 allow for a narrower road and shallower road bases because they aren't used as much. Mr.
28 Bartlett asked if the BOS adopted these standards, couldn't a developer challenge this document
29 for their proposed new road and why isn't planning board involved. Mr. Sterndale said for new
30 construction, the planning board would be involved; these standards are for existing roads. Mr.
31 Morin said the developer would have to follow the standards for new construction. Mr. Sterndale
32 said as they reconstruct roads, they are aiming for the standards policy. Ledge Farm Road has a
33 spot that they can't meet these new construction standards due to topography of the road. Ms.
34 Danis asked about certain roads that intersect at less than 60 degrees. She asked about dead end

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35 roads being no longer than 300m. Mr. Dumas asked about if that applies to cul-de-sacs; Shawn
36 said it did not because there is a way to go around a cul-de-sac. Mr. Sterndale said they are
37 easing the grade on Ledge Farm Road. Ms. Danis asked about the grade of Stevens Hill Road;
38 Shawn did not know the answer. Mr. Dumas and Mr. Morin spoke about driveway steepness so
39 that emergency vehicles can access those driveways and houses. Mr. Dumas asked about the
40 subgrade on these roads. Shawn said they would upgrade those roads to whatever they need to be
41 upgraded to. Ms. Danis said on an individual road basis, this is what they would strive for but
42 based on budget, resources, etc. it may change. Mr. Sterndale said they are trading off on some
43 things for Ledge Farm Road. Mr. Dumas verified that that they should strive for more than the
44 minimum standards. Ms. Danis asked about the words 'liberal values' in Section 24 of the
45 standards document; Shawn said it meant use good product and make it better than minimum
46 standards if possible. Mr. Dumas suggested using a different word; Mr. Sterndale suggested
47 'higher values.' Ms. Danis suggested adding 'when feasible' as well. Ms. Danis asked if they
48 were looking for a formal vote or a nod. Mr. Sterndale said they can adjust what they spoke
49 about tonight and they can come back with something formal. Mr. Sterndale will ask legal
50 counsel about the 2nd paragraph of the document. Mr. Dumas asked BOS if they had any
51 additional changes. Mr. Bartlett said this was a good start. Mr. Morin said he would take out the
52 '6.6m for roadway width' from the Section 15: Gravel Surface. He said that people can drive
53 slower instead. Ms. Danis asked about 'asphalt surface' in that section and removing that as well
54 but Mr. Morin said he didn't think that had to be removed. Mr. Dumas said this is a desired ideal.
55 Mr. Morin questioned 10 miles of EL and thought this document shouldn't be used for standards
56 for those roads. Mr. Dumas said they are going to have a separate standard for legacy roads.
57 This document that they are currently working on could be used to compare to a document for
58 EL and they figure out what the legacy road standards (roads that already exist) should be. There
59 was discussion that some of these roads the town couldn't take people's property to make the
60 roads wider because the town would take so much of their property. Ms. Danis suggested
61 'exceptions may be considered' for the last sentence of Section 15. Mr. Sterndale said this is a
62 design and engineering standard and needs basic standards. Shawn pointed out the first
63 paragraph that there may be exceptions to these standards. Ms. Danis said the first paragraph
64 should be more explicit. Mr. Dumas suggested clarifying what the document is and isn't; this is
65 an engineering and design document; not a political one where town will take land ownership.
66 Ms. Danis suggested a line for Section 15: 'A lesser width may be acceptable given land
67 ownership, conservation easements or other considerations.' Mr. Bartlett said it should be done
68 on a case by case basis. Mr. Bartlett asked if they should come up with a 'not to be less than' for
69 the road width but Ms. Danis said they will clarify that in other policies. Ms. Danis requested
70 that they wait till she is here for a meeting to approve this document. Mr. Dumas said they will
71 come up with a legacy roads standard after this approve this minimum design standards for town
72 roads. Ms. Danis asked if they are going to do road by road reviews before or after the policy.
73 Mr. Dumas said they could do it a little bit of both. Some EL could can be eliminated right away
74 but others need more focus to determine. He suggested there may be several meetings to discuss
75 this so that they are done by their deadline of March. Ms. Danis said she would like a scheduling
76 process from Mr. Dumas. Mr. Dumas said he will write something up and get it to the BOS this

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77 week. Mr. Morin said the bigger concern are the roads with 20 houses, etc. He is asking what the
78 goal is: do some roads stay EL or do they upgrade roads. Mr. Dumas said the BOS can't declare
79 roads Class V roads; only town meeting can do that. Mr. Morin asked about Mooers Point Road.
80 Mr. Dumas said that this warrant article for Mooers Point Road to become a Class V road did
81 pass at town meeting, pending town standards meaning the people who live on that road need to
82 fix their road to the standards that are developed. Mr. Morin asked about standards. Mr.
83 Sterndale said that the standards that were discussed and created in April were the minimum for
84 emergency vehicles to go down. Ms. Danis asked if there are 3 categories of roads: EL roads,
85 legacy roads and roads approved by town. Mr. Dumas asked if the next step was to make
86 standards for private roads to become town roads. Mr. Morin asked how many miles of private
87 roads were in the town. Mr. Sterndale said about 11 miles. Mr. Dumas said that all EL are private
88 roads but private roads may not be EL. Mr. Sterndale said EL is a designation. Mr. Bartlett said
89 that the next steps would be a policy for private roads that want to become town roads but some
90 of those will be designated as EL roads as well. Mr. Sterndale will work on the documents. There
91 was discussion about agenda for upcoming meetings. Ms. Danis said that people from roads are
92 going to be able to speak to BOS about their roads. They will delay the vote till Nov. 18.

93 *DPW Planning*

94 Mr. Sterndale said that CIP and budget season are coming up.

95 Shawn spoke about Ledge Farm update. They spent the week removing ledge. So far, 240 yards
96 of ledge have been removed. A box out is taking material out and filling back in with suitable
97 material; they have been working on many of these as well. Ms. Danis said they have brought
98 some of the fill from Marston property to Ledge Farm Road. Mr. Morin asked if Ledge Farm is
99 on budget; Shawn said yes.

100 Mr. Sterndale said they will spend about \$325k on Ledge Farm Road for this phase of the
101 project; \$200K of that came from the warrant article passed in March 2019. They encumbered
102 money last year and using shim and seal money as well for additional money for this project.
103 They have not finished final engineering on the remainder of Ledge Farm Road. They believe it
104 will cost \$600-650K to finish paving for the 2nd phase. Mr. Sterndale explained further for
105 options on paying for the remainder of Ledge Farm Road to be paved: Option 1 – continue at
106 \$200,000/yr warrant article, hope to complete in 3 years, Option 2 – increase warrant article from
107 \$200,000 to \$300,000, hope to complete in 2 years or Option 3 – increase warrant article to
108 \$300,000; use “Shim/Sealcoat” operating budget (\$300,000) to finish in 2020. If they only do
109 200k a year, it will be done over the next 3 years and they will lose money over time because it
110 will cost more to set up, etc. Mr. Sterndale suggested completing Ledge Farm Road in one year
111 or potentially 2 years. Mr. Morin said with the new property reval and with the taxes going up,
112 he asked if this is a good idea. Mr. Sterndale said the property reval does not change tax bill as
113 the tax rate will go down. Ms. Danis asked about the options they have. Mr. Dumas said that the
114 asphalt roads are in good shape so maybe they can go without maintenance on those roads for the
115 upcoming year to spend more money Ledge Farm Road in 2020. Mr. Sterndale said they would
116 do all the other road maintenance in 2021. Mr. Bartlett asked what the cost savings would be to

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do Ledge Farm all at once; Shawn does not know. Mr. Bartlett said he thinks it may be an easier sell to pave the rest of Ledge Farm Road now that some of is done. Ms. Danis explained how the money would be distributed to complete the road projects based on the options that Mr. Sterndale described earlier and Mr. Morin said that sounds better. Mr. Sterndale went over the roads they are going to do in the next two years including overlay. Shawn said Ledge Farm Road can be completed in one year. Mr. Sterndale said they don't need a decision tonight regarding Ledge Farm Road. Mr. Sterndale said in December they discuss using this year's money that was left over for next year's projects. He said they could be aggressive with that this year due to large amounts of money not spent. He suggested that they could use that for Ledge Farm Road to make the impact lesser in the future since they could take the money from the fund balance. Ms. Danis asked how they can do that because it may be September for the bills. Mr. Sterndale said the capital warrant article doesn't lapse and they can move money around. They could also ask the town at the town meeting if they want to use the fund balance for Ledge Farm Road. Shawn suggested doing Ledge Farm Road in one year.

Mr. Sterndale spoke about Kelsey Road culvert replacement (\$350,000 approximately). The plan is to apply for a grant in 2020, hope for 80/20 state match in about 2025. Also anticipate state requiring safety improvements/lane reduction before 2025. Mr. Sterndale went over other projects for 2021-2025. Mr. Sterndale said there are some guard rail issues on McCrillis Road; they need a new one and the cost is \$21K. The current guard rail has been hit a few times. Ms. Danis asked what the life span of a guard rail is. Shawn said 50 years but many cars have hit this one and the steel has not been replaced.

For town vehicles, Mr. Sterndale suggested continuing to add \$100,000 to Vehicle Capital Reserve for foreseeable future, same as 2019, anticipate utility truck purchase in 2021, anticipate loader purchase or lease-purchase in 2020-21 (~\$200k). Also reduce fleet size: run oldest dump truck to end of life, then reduce fleet to 3 if contract plow trucks are available, run grader to end of life and contract service thereafter. Mr. Morin asked what a utility truck is, and Mr. Bartlett asked if there was really a need for a utility truck. Mr. Sterndale and Shawn explained both answers. Mr. Bartlett asked if vehicles could last longer and Shawn said with proper maintenance they could.

For Facilities, Mr. Sterndale discussed at the gravel pit, they will conduct engineered survey/borings in 2019-20 to estimate available materials and lifespan. They will also evaluate whether to sell materials not used by town. There are 3 salt sheds which are in rough conditions. Shawn said some may not make it through the winter. Mr. Morin asked how long they have been there; Mr. Sterndale said 10 years. Mr. Morin thought they didn't seem that expensive; Shawn said they were \$80k. Mr. Morin said that seems more economical than building a real salt shed.

Mr. Sterndale spoke about highway garage cost, convert waste oil furnace to propane, tank pad and fencing (\$15k). Fencing is recommended by Primex (\$5-10k) and fire suppression is also requested by Primex. It's a catastrophic loss if vehicles are in the garage if something happened to it. There is a need for a well (\$10K) because there is no fire suppression, no drinking water and no water to wash vehicles which would require collection/containment for water. There is a

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157 need for fuel tanks for 20K. There is no office space for highway workers to have lunch or desk
158 space.

159 Mr. Sterndale said there are no major building issues with recycling center. There is no way to
160 reconfigure if they chose to for the future because of the layout. He spoke about landfill in terms
161 of ongoing maintenance. The DES wants a plan of what they will do in the future.

162 Mr. Sterndale concluded with big picture items: shifting to contractor services, how much do
163 they want to invest in a facility on Flutter Street and recycling market and pricing.

164 Shawn suggested an on-call person for November to March for DPW needs and it will be a paid
165 rotating position. Mr. Bartlett is surprised they have not done this sooner. Mr. Morin thought this
166 was a good idea. Ms. Danis and Mr. Dumas agreed.

167 *Rec Revolving Purchase*

168 **Ms. Danis made a motion for the BOS to make an expenditure of \$5,500 from the Rec**
169 **Revolving Fund for new registration software which includes start up, training, and**
170 **operating costs. Mr. Bartlett seconded. Unanimously approved by a vote of 5-0.**

171 **Appointments**

172 **Review Action Items for Next Meeting**

173 **Adjourn**

174 **Mr. Morin made a motion to adjourn at 8:51 pm. Ms. Danis seconded. Unanimously**
175 **approved by a vote of 5-0.**

176