

Nottingham Select Board Meeting

10/02/2023

APPROVED Minutes

Call to Order

Members present: Ben Bartlett John Morin, Tim Dabrieo, Matthew Shirland (arrived at 6:34 PM), and Steve Welch.

Others: Town Administrator Ellen White.

Members of the public: Please refer to the signup sheet at the end of this document.

Members Excused: none

Pledge of Allegiance: meeting began with a Pledge of Allegiance.

Approve Manifests: A/P 10/02/2023 and Payroll 10/03/2023

Mr. Dabrieo asked a question about the three different waste management companies that he is seeing on the Manifests. Ms. White explained that different companies pick up different types of materials at the Recycling Center. She said that she will double check the exact names for Mr. Dabrieo.

Mr. Welch made a motion to approve the accounts payable manifest of 10/02/2023 and payroll manifest of 10/03/2023. Mr. Dabrieo duly seconded. Motion carried by a 5:0 roll call vote. Mr. Bartlett – aye, Mr. Morin - aye, Mr. Dabrieo – aye, Mr. Shirland - aye, Mr. Welch – aye.

Approve public minutes 09/18/2023

Ms. White noted that there were corrections to the 09/18/2023 draft minutes in the packet and that Mr. Shirland suggested a couple more which she listed.

Mr. Welch made a motion to approve the public minutes for 09/18/2023 as amended. Mr. Dabrieo duly seconded. Mr. Dabrieo duly seconded. Motion carried by a 4:0:1 roll call vote. Mr. Morin - aye, Mr. Dabrieo – aye, Mr. Shirland - aye, Mr. Welch – aye, Mr. Bartlett – abstained due to not being present at that meeting.

Approve non-public minutes 09/18/2023

Mr. Welch made a motion to approve the non-public minutes for 09/18/2023 as presented. Mr. Morin duly seconded Mr. Dabrieo duly seconded. Motion carried by a 4:0:1 roll call vote. Mr. Morin - aye, Mr. Dabrieo – aye, Mr. Shirland - aye, Mr. Welch – aye, Mr. Bartlett – abstained due to not being present at that meeting.

BOS Reports from Assigned Boards/Committees

Budget, Planning Board, CIP, Marston

Mr. Shirland spoke about the meeting of the Budget Committee which went over the warrant for the school for the reassigned adequacy funds that were supposed to be coming. The Budget

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Committee voted against on a 5:6 vote, while the School Board voted for on a 5:0 vote, therefore, the warrant will be put to a vote at the special meeting at the school on October 4th, 2023 at 6 PM. He explained that these are the additional adequacy funds after the State had done some recalculating and also explained the rationale of those who voted against those funds. Mr. Shirland said that he himself voted to accept the funds as the school does not have a lot left in its unassigned funds to take care of the projects that were planned to be using unassigned funds. He also said that if the warrant is not approved, the funds will not be appropriated to the school but instead will end up in the Town General fund.

Mr. Bartlett reminded everyone to go out and vote on October 4th for that warrant article.

Ms. White noted that the Budget Committee is meeting on October 5th to start the budget season.

Mr. Morin provided an update for the Planning Board. The meeting was about the 25 lot open space residential subdivision off Smoke Street.

Mr. Dabrieo said that he is getting the Capital Improvements Committee to meet.

Mr. Dabrieo provided an update on the Marston Property Committee and said that the first two dugouts are almost complete and the goal is to wrap the project up in the next three weeks. The other two dugouts are being ordered and they are hoping to get them done by Thanksgiving.

General Business

Town Administrator Report

Ms. White spoke about the following:

1. The Planning Board is recommending changes to the Planning Board fees as outlined in the packet. Additionally, the Planning Board agreed the publication/newspaper fee should be amended from \$75 to \$200 to better align with actual cost. Per RSA 41:9-a, IV: Prior to the establishment or amendment of any such fees, the selectmen shall hold a public hearing, notice for which shall be given at least 7 days prior to the hearing by posting in 2 public places in the town and by publication in a newspaper of general circulation in the town. The notice shall include the proposed schedule of fees. requires a public hearing to be scheduled with notice given 7 days in advance. The Board's next scheduled meeting is Monday, October 16th, at which time the Board will begin department budget reviews. Ms. White recommended the public hearing be scheduled for next week, with Wednesday, October 11th being the earliest option for advertising.

Mr. Morin said that the fees in the packet are supposed to get the Town in line with the neighboring towns and these could be changed based on what the Board decides. Ms. White noted that if the Board decides to propose their own fees, it would need to be noticed before the public hearing.

Members agreed to schedule the public hearing to discuss the fees for Wednesday, October 11th at 6:15 PM.

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2. Ms. White received a second request from Sandra Vilchuck to unseal the minutes of the 2/27/2023 non-public session minutes stating these minutes are unrelated to the investigation. She asked whether the Board would want to vote to unseal the minutes of the 2/27/2023 non-public session to determine whether they should remain sealed.

Ms. White noted that not all present Board members were present at that meeting. Mr. Dabrieo said that those members who were not present at that meeting can still review the minutes prior to voting. Members agreed to review the minutes at a non-public session.

3. The poll for the suggested renaming of Marston Recreational Area has been active on the town website since 9/15/2023. Results received to date are as follows: 51.1% voted to leave them as is and the next category at 30.8% voted to name them after Charlie Brown, then 12.1% voted to name them Charles Ashton Brown Fields, and about 8.4% - Brown Fields. She said that was also a small number of respondents who offered their own name for the fields.

Members agreed to keep the poll online as there were not very many responses to see if more people vote. Ms. White will try to put some information about it in the Town Newsletter as well. Mr. Bartlett noted that the last time there was an attempt to change the name, the Head of the Historical Society had attended a Board meeting to provide information on the historical significance of the Marston name and that is why it was left in place. He also noted that even if the fields remain unchanged, maybe the newly renovated conference room could be dedicated to Charlie Brown. Mr. Dabrieo also said that a suggestion has been made to use Recreation Area instead of fields.

4. The Town Beach Rules sign need to be updated. Rec Director Kortney Duball provided the memo and existing rules for the Board to review along with her suggested updates. Ms. White said that there were no significant changes to the rules besides the Beach being open from Memorial Day to Labor Day from 9 AM to 7 PM (with only the hours being changed). She asked if the Board was in favor of updating the Town Beach Rules signage using the suggested updates as recommended in Ms. Duball's memo?

Mr. Bartlett noted that access to the beach is provided via a private access road and the people need to mind the wishes of the property owners who only agreed to the times that are provided in the rules. Members were in agreement that the new rules should be posted.

5. The Town has a 2019 2-1/2-yard hydraulic sander as surplus equipment. Ms. White asked if the Board would want to proceed with advertising for sealed bids. Preliminary value estimates are between \$2,200 and \$3,400.

Mr. Bartlett explained that it came with the new 2018 F550 and that the sander is very loud and you cannot drive with that pump on high speeds. He said that originally that is what was requested for that truck. There is now an electric sander which is being used, therefore, selling the hydraulic one is the only course of action that makes sense. By consensus, members agreed to let it out to seal bids without setting a minimum.

General Correspondence:

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- Dirk Grotenhuis – 8/30/2023 email re: 7 Berry Road property expansion. Ms. White asked whether the Board would want to provide a response, request more research, or make it a future agenda item.

There was discussion about the expansion and the fact that the Planning Board said that as there was no site plan for this property it would be left to the discretion of the code enforcement officer. The extent of proposed expansion was discussed and whether it would trigger site plan review, which, according to the correspondence, is what is required for any further development in this case.

Mr. Morin said that he could check with the Planning Board and Ms. White will put the item on a future agenda.

- Gene Reed – 9/30/2023 email re: impact fees. Ms. White requested time for additional research and to formulate response. She asked if there was anything the Board would like to add.

Agreement was that Ms. White should recommend that Mr. Reed read the report on how the impact fees would be used that is posted on the Planning Board page of the Town website.

- Jaye Vilchok – 9/26/2023 email re: apologize and resign. She asked if there was any response?

Members agreed that there was none.

Other Information:

- Department budget reviews are scheduled to begin October 16th. Ms. White asked if the Board would want to schedule an additional meeting on October 30th. Members agreed to schedule the meeting on October 30th and also discuss the Facilities Assessment Committee findings that day. Members also agreed to conduct a workshop for policy reviews on October 27th at 8 AM.
- Department Updates:
- Highway – Interim Public Works Director Steve Parkinson's last day was Thursday, 9/28. The Town is still actively advertising for the Highway Director position, with two potential candidates in the interviewing process. The department currently consists of four full-time employees. Winter road maintenance contracts have been distributed to subcontractors as of this afternoon.
- Recycling Center – Household Hazardous Waste Collection – Saturday, October 28th from 8 AM - noon at the Raymond Safety Complex.
- Police Department – Nothing new to report. The new gas cube is working out well. Unrelated to department but specific to area, new pest control treatment is showing effectiveness.
- Recreation Department – Halloween festival coming up October 21st

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Action Items Review from Last Meeting

1. **Marston Property renaming poll** – discussed earlier
2. **Kevin Basset** – no update from legal as of yet.
3. **Policy review** – workshop scheduled for October 27th.
4. **Assigning a Board member to each department as a liaison**

Matt Shirland – Fire Department

Tim Dabrieo – Recycling Center

Ben Bartlett – Highway Department

John Morin – Recreation Department

Steve Welch – Police Department

Assessing

Mr. Morin provided a brief explanation of what unmerging of lots entails and Ms. White added that Avitar Associates recommended the unmerging after checking all the legal requirements.

Mr. Shirland made motioned to approve the unmerging of merged lots for Map 72 Lot 22. Mr. Dabrieo duly seconded, and motion carried by a 5:0 roll call vote. Mr. Bartlett – aye, Mr. Morin – aye, Mr. Dabrieo – aye, Mr. Dabrieo – aye, Mr. Welch – aye.

Mr. Shirland motioned to approve the Land Use Change tax for Map 7 Lot 1-N. Dabrieo duly seconded, and motion carried by a 5:0 roll call vote. Mr. Bartlett – aye, Mr. Morin – aye, Mr. Dabrieo – aye, Mr. Dabrieo – aye, Mr. Welch – aye.

General Business

Planning Board Fees Review

Discussed earlier.

Body Worn Camera Grant (Police Department)

Ms. White explained that the Warrant Article stated that the Police Department will be seeking grant funds to offset the expenditure; however, since the grant amount exceeds \$10,000, the Board has to hold a public hearing to accept those unanticipated funds. She said that in this case the amount is \$19,980. Ms. White suggested holding that public hearing before the one scheduled for the Planning Board fees on Wednesday, October 11th. She suggested to hold this one at 6 PM on that date.

Appointments:

There were none.

Action items for the next meeting.

1. **Facilities Assessment Committee report review for October 27th meeting.**
2. **Kevin Bassett** – Ms. White will keep checking with the Attorney.

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Public Comment

- Bob Derosier, 75 Stage Road asked questions about whether the full time people at the Fire Department has received large pay raises and how that, and the Interim Fire Chief's hourly wage of \$35 per hour would be affecting the Fire Department budget.

Ms. White explained that the hourly wage for fulltime fire fighters was budgeted at \$22 per hour and that the increase to \$24 took place only in August, thus it will not affect the budget drastically. She added that the budget will have to be reviewed nonetheless, to assess the impact of the Interim Fire Chief's pay and that would be done in a public setting.

Mr. Derosier also had a question about how many officers are left as he thought it was only two. He was told it was four.

Mr. Derosier asked when the MRI assessment would be done. Ms. White said that the quote given by MRI was too high and she was looking into other organizations to perform the assessment.

Non-Public Session

Mr. Dabrieo moved to enter non-public session at 7:36 PM pursuant to RSA 91-A:3, II (a), (e) Seconded by Mr. Shirland. Motion carried by a 5:0 roll call vote. Mr. Bartlett, Mr. Shirland – aye, Mr. Dabrieo – aye, Mr. Welch – aye, Mr. Morin - aye.

Non-public session was entered at 7:36 PM

Resumption of Public Session

The public session was entered at 8:25 PM.

Mr. Dabrieo moved to exit the public session at 8:25 PM, Mr. Welch duly seconded. Motion carried by a 5:0 roll call vote. Mr. Bartlett, Mr. Shirland – aye, Mr. Dabrieo – aye, Mr. Welch – aye, Mr. Morin - aye.

Mr. Shirland moved to seal the non-public minutes; Mr. Dabrieo duly seconded. Motion carried by a 5:0 roll call vote. Mr. Bartlett, Mr. Shirland – aye, Mr. Dabrieo – aye, Mr. Welch – aye, Mr. Morin - aye.

Adjournment:

Motion made by Mr. Dabrieo to adjourn the meeting, which was seconded by Mr. Shirland. Motion carried by a 5:0 roll call vote. Mr. Bartlett, Mr. Shirland – aye, Mr. Dabrieo – aye, Mr. Welch – aye, Mr. Morin - aye.

The meeting adjourned at 8:25 PM.

Submitted by Alvina Snegach

