

Nottingham Select Board Meeting
10-31-22
Approved as Amended 11/28/2022

1 Call to Order

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

3 Absent: Tiler Eaton

4 Others: Lorraine Petrini, John Scruton, Jen Phillips, Doug Bates, Ed Viel, Steve Soreff, Maureen
5 Campaiola, Jaye Vilchock, Teresa Bascom, Paul Dallaire, Lori Anderson, Gary Anderson, Eric
6 Danis, Charlotte Fyfe, Shawn McLean

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

8 Approve Manifests

9 **Mr. Dumas made a motion to approve the manifest for A/P for 10/31/22 and payroll for**
10 **11/1/22. Mr. Morin seconded. It was approved unanimously by a vote of 4-0.**

11 Approve Minutes

12 **Mr. Morin made a motion to approve the public minutes of 10/17/22. Mr. Dumas seconded.**
13 **It was approved by a vote of 3-1 with Ms. Danis abstaining.**

14 **Mr. Dumas made a motion to approve the non-public minutes of 10/17/22. Mr. Morin**
15 **seconded. It was approved by a vote of 3-1 with Ms. Danis abstaining.**

16 BOS Reports from Assigned Boards/Committees

17 *Budget*

18 Mr. Morin said their meeting will be next Thursday.

19 *Planning Board*

20 Mr. Morin said there were 3 cases on the docket.

21 *CIP*

22 There is a draft CIP.

23 *300th Committee*

24 Mr. Soreff said there is a chowder fest. On Nov 11, there will be a ceremony in front of the
25 library.

26 *Marston*

27 Ms. Danis said the tap for the water bottle filler was put in. There will be a water test.

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31 Town Administrator Report

32 Mr. Scruton said a developer wants to name a road Captain Smith Drive. Mr. Bartlett doesn't
33 agree because there is nothing to honor the other generals. Ms. Danis said there are other roads
34 named after individuals. Mr. Morin asked who Captain Smith is but he is fine with this.

35 Mr. Bartlett wants to know who Captain Smith is. This will be looked into by Mr. Scruton.

36 Birch Lane culvert failed. It will have to be replaced. It will be over \$40k to repair.

37 \$4200 plus 6 years of interest will be paid back for impact fees will be returned as the school
38 addition was not approved.

39 There are 4 employee slots plus Director for Public Works in the Highway Department.

40 Mr. Scruton said they took Democrat meetings off the website as Republican meetings were not
41 listed either.

42 Job listings include CDL-b vacancy , snow removal job and land use clerk.

43 Ms. Danis said there are 6 people who have applied for the Town Administrator position.

44 Action Items from Last Meetings

45 10/31 Facilities Assessment Committee, Public Hearing

46 Fire, website calendar, website policy, public hearing regarding ARPA funds

47 Public Hearing RSA 31:95-b -- Acceptance of Unanticipated Funds

48 Ms. Danis explained the public hearing.

49 Ms. Campaiola asked how people knew about this hearing. Ms. Danis said it has been announced
50 in several places as mandated by the law. Mr. Scruton said it was in the newspaper. Mr. Dumas
51 said it was in the Union Leader. Ms. Danis said it was for Fosters. Mr. Soreff said the public
52 hearing is on the website.

53 There were no comments or questions. The hearing was closed at 7:10pm.

54 Mr. Bartlett asked about pensions for the state. Mr. Scruton said that the in past the state paid for
55 some of the pensions; the state decided to do it again this year because they had extra money.

56 **Mr. Dumas made a motion to accept and expend up to \$275k which includes A.**
57 **unanticipated NH Retirement System funds to be opened for retirement of police and fire**
58 **full time employees; B. unanticipated Bridge Aid revenue and to expend same town repair**
59 **and maintenance of 7 town bridge as defined by the NHDOR and C. unanticipated**
60 **Highway Block Grant revenue and to expend the later upon repair, maintenance and**
61 **construction of municipal bridges; repair and maintenance of class IV and V roads; and/or**
62 **to acquire the equipment necessary to maintain Class IV and V roads and fund are**
63 **restricted to activities that supplement (not supplant) local budget; i.e. the "supplement not**

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64 **supplant” provision requires that these funds must add to (supplement) and not replace**
65 **(supplant) local budgeted funds. Mr. Morin seconded. It was approved by a vote of 4-0.**

66 **Facilities Assessment Committee**

67 Mr. Anderson and Mr. Dallaire are here to discuss. Mr. Anderson said they started meeting in
68 July and meeting every 2 weeks. There are 5 members and they have been speaking to dept
69 heads. They developed an extensive report which was passed out to BOS. Mr. Dallaire said the
70 immediate concern is maintenance of the buildings and that maintenance is deferred because
71 there are no people to do these projects. Mr. Morin said these issues will cost a lot of money. Mr.
72 Bartlett asked what stands out as the worst. Mr. Dallaire said the recycling center; it's not a good
73 site and can't be improved upon. Ms. Danis said there is an awareness issue with people in town
74 who don't realize what it takes to maintain the buildings. Maintaining or updating buildings can
75 be decided by voters. Mr. Anderson said there is a similar situation with police dept; there are
76 space issues there. Ms. Danis asked if they can put together a report of what the committee is
77 doing and what they have done so they can put this in the town report. She said when they have
78 the report done, perhaps they have a community information session.

79 Ms. Bascom asked who is responsible for the buildings in such disrepair. She said the town
80 admin was supposed to look after Marston property and roads but also the buildings. She
81 mentioned mold in the buildings, windows that leak, and police building issues. Ms. Danis said
82 this can't turn into a complaint session as the meeting has a full agenda. Mr. Bartlett said there
83 aren't people applying for these jobs. Mr. Morin said they cut the maintenance person line last
84 year.

85 **General Business**

86 *Library Budget*

87 Ms. Phillips, chair of library trustee and Liz Bolton, librarian are here to discuss their budget.
88 Ms. Phillips said they are doing well at the library. Programming is in high demand and they
89 have double digits for people asking for library cards. There is an increase in the automation
90 software for the library. Mr. Morin asked what they can cut. Ms. Phillips said there are more
91 maintenance costs so they don't want to cut that. The furnace is on its way out. The cleaning
92 costs have gone up. They have cut the furniture budget. They have cut professional dues.
93 Supplies have gone up. They kept the book costs level even though the book costs have gone up.
94 Audio and ebooks have gone up; the more people who use ebooks, the higher the costs. Liz
95 suggested cutting museum passes and they could cut performers. Ms. Phillips said the child's
96 librarian has had \$650 of materials donated by people. They have saved over \$900 of
97 replacement costs for books. Costs for protecting the books are up quite a bit. The policies need
98 legal review and libraries are being sued more frequently which is the reason for the higher cost
99 in the legal line. The salary line is the biggest increase. Ms. Phillips said it's hard to retain
100 people. The director salary was compared to peers and neighbors. Nottingham is now on the
101 bottom at this point whereas it was in the middle in 2016. Ms. Phillips said it makes more sense
102 to edge Liz up towards her peers rather than have her leave and it would have to be increased by
103 \$10k all at once. There are employees making \$13.50 an hour at the library; they are asking for

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104 an increase. Ms. Phillips said the children's librarian is getting paid for 20 hours but may be
105 working out 10-20 hours for no pay. Mr. Bartlett asked if the cleaning crew is contracted or
106 hired. Mr. Bartlett said maybe they can combine cleaning services with the town. Ms. Danis
107 suggested contracting one service that does it all. Mr. Bartlett said if they can save money, that is
108 worth looking into.

109 *Town Clerk Budget*

110 Ms. Anderson is here to discuss the town clerk budget. She said they are a revenue generator for
111 the town. They have collected over \$1M for this year. She estimated \$1.3M for the town for this
112 year. There was discussion about how the fees are distributed to the clerk and the deputy clerk.
113 Ms. Anderson is asking for pay increases for the clerk and deputy. Mr. Scruton spoke about how
114 the clerk and deputy clerk could become town employees and they would forgo their fee
115 collecting. Ms. Anderson said other towns have both the clerk and deputy clerk work together all
116 the time. In other towns, the clerk is also the town tax collector. Mr. Scruton said that it would be
117 voted on by the townspeople if the clerk and deputy clerk became employees. Ms. Anderson said
118 in the future she thinks that both clerk and deputy will have to work together due to the amount
119 of work. They still use appointments, but they can accept walk-ins. Ms. Danis asked if the
120 Supervisors of The Checklist use the clerks' phone. Ms. Anderson said yes and also the other
121 secretaries' phones.

122 *Planning Dept Budget*

123 Mr. Viel went over the budget. They are asking for higher salary for land use clerk. They have a
124 PB planner contract position. Mr. Viel said that the master plan is due for revision. Mr. Scruton
125 suggested doing certain chapters so that it's not all at once. SRPC dues is on the budget; it was
126 cut last year. This will provide Nottingham voting opportunities. It will cost \$6499.

127 *Fire Dept Budget*

128 Chief Vilchok passed out a document to BOS for potential ARPA funds for fire dept. Salary
129 line has increased 146%. Four full time employees and he has a verbal agreement for another
130 employees. He has one open slot. Epping took a new Nottingham because they were paying 10%
131 more. The Chief suggested having a discussion about wages for Nottingham fire department
132 personnel in the future as he is losing employees to other towns and the highway dept. personnel
133 are paid more than the firefighters. The dues increased by 65%. There is a total decrease of
134 17.7% overall. Chief went over the ambulance budget as well.

135 *DPW Budget*

136 Shawn McLean is discussing the DPW budget. The salary line increases by 13.5% which
137 represents 5 employees without overtime. The plowing line increases by 66.7%. The contracted
138 services went down by 16.7%. Mr. Bartlett asked about power washing. Mr. McLean said they
139 need to get a higher pressure washer. He will look at Mr. Bartlett's suggestion about a less
140 expensive one. Ms. Danis asked about the gas line. Mr. McLean said he is comfortable with the
141 gas line they have. Mr. McLean said which paving jobs they would be doing next year. Mr.
142 Bartlett asked about shim/sealcoat. Mr. Morin asked about the mowing. There were wage

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143 increases for recycling dept. Solid waste testing went down this year. The bobcat needs to be
144 replaced. It has electronic and wiring issues. Mr. Scruton suggested using ARPA for a piece of
145 equipment to replace the bobcat.

146 *Election Prep*

147 The election is Nov. 8. Ms. Danis said the BOS are required to be at the election.

148 **Public Comment**

149 Ms. Campaiola asked what is sold and recycled at the recycling center. Mr. McLean said it's at
150 different costs and they get money for everything. Mr. Morin said the trucking cost is taking their
151 profit.

152 Mr. Bates handed out a presentation. Mr. Bates said the town got rid of the standards for roads at
153 the last election. He asked why it's on the town website. He thinks it should be gone. He said that
154 these camp roads should be left as is and that is what the people who lived on these roads want.
155 He would like to keep them safer for pedestrians. Mr. Scruton said they have spent \$170k on two
156 of these roads; he said that they will have to spend more in the future.

157 **Review Action Items for Next Meeting**

158 Captain Smith Drive discussion, input for expenditures for ARPA funds for Nov. meeting, once
159 the BOS finalizes the CIP, it goes to the PB

160 **Non-Public per RSA 91-A:3 II (a), (b), (c), (d), (e), and/or (l) if required.**

161 **Adjourn**

162 **Mr. Dumas made a motion to adjourn the public meeting at 9:12pm and go into non-public**
163 **RSA 91-A:3 II (a). seconded. Roll call vote: Mr. Bartlett-yay, Mr. Morin-yay, Ms. Danis-**
164 **yay and Mr. Dumas-yay. Unanimously approved by a vote of 4-0.**

165 The non-public meeting ended at 9:37pm.

166

167 **Mr. Dumas made a motion to seal the minutes of the non-public session. Mr. Bartlett**
168 **seconded. Roll call vote: Mr. Bartlett-yay, Mr. Morin-yay, Ms. Danis-yay and Mr. Dumas-**
169 **yay. Unanimously approved by a vote of 4-0.**

170

171 **Mr. Dumas made a motion to adjourn the public meeting at 9:38pm. Mr. Bartlett**
172 **seconded. Roll call vote: Mr. Bartlett-yay, Mr. Morin-yay, Ms. Danis-yay, and Mr. Dumas-**
173 **yay. Unanimously approved by a vote of 4-0.**