

Nottingham Select Board Meeting

12/14/20

Official Minutes as of 12/28/20

1 Call to Order

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

3 Absent: Chair Ben Bartlett

4 Others: Lorraine Petrini, Chris Sterndale, Steve Soreff, Fawn Woodman, Sandi Neff, Lori
5 Anderson, Mike Coltin, Dave Dearborn, Dee-Ann Decker, Ruth Anne Fuller, Will Ralph, Bonnie
6 Winona MacKinnon

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

8 Approve Manifests

9 **Mr. Dumas made a motion to approve the accounts payable manifest of 12/14/20 and**
10 **payroll manifest of 12/15/20. Ms. Danis seconded. Unanimously approved by a vote of 5-0.**

11 Approve Minutes

12 **Ms. Danis made a motion to approve the public minutes from 11/30/20 and 12/7/20 as**
13 **written. Mr. Dumas seconded. Unanimously approved by a vote of 5-0.**

14 BOS Reports from Assigned Boards/Committees

15 Budget Committee

16 Mr. Morin said the BC is relatively pleased with the BOS budget.

17 Planning Board

18 They met on Wed and had 2 cases. One wanted to subdivide acres and the other was the 12
19 housing units on Mitchell Road. There was a public hearing going on as well which will
20 continue. There is also an open seat on Planning Board.

21 CIP

22 Mr. Dumas said he met with School Board chair about CIP.

23 300th Celebration Committee

24 They sold fundraising items at the recycling center. No update on how much was sold.

25 Marston Property

26 No update

27 Town Administrator Report

28 Mr. Sterndale reminded the BOS to look at Avitar long-term contract. The School Board has
29 been given state permission to separate from the SAU. It will go on the ballot as a warrant article
30 in 2021.

Nottingham Select Board Meeting

12/14/20

Official Minutes as of 12/28/20

31 There are 19 cases of COVID in Nottingham.

32 **Action Items from Last Meetings**

33 *Town clerk to visit BOS, any dept. head who will have a warrant article to visit BOS, E-911*

34 **General Business**

35 *Introduction of the new Police Chief*

36 Lt. Woodman has been hired for the police chief! She said the whole town will miss Chief Foss.

37 The BOS congratulated Lt. Woodman.

38 *Town Clerk: Office Hours and 2021 Budget*

39 Ms. Anderson proposed an increase in hours for town clerk from 16 hours to 24 hours a week.
40 There were more hours for this position prior to 20 years ago. In the past 20 years, the town clerk
41 has been open for 16 hours a week. In many other towns, the town clerk is open much more
42 often during the day. The only other town that is open for 16 hours only is Candia. People are
43 waiting for 2 weeks to register their cars. She believes being open more frequently is what
44 should be done for the betterment of the town. The deputy clerk has an extensive training period.

45 Ms. Danis asked about the fees. Ms. Anderson said the position is paid per hour and fees are
46 based on each registration they do. Mr. Morin asked if the additional hours would help her get
47 her work done during her allotted time. Ms. Anderson said it takes about 45 minutes to close out
48 at the end of the shift.

49 Ms. Anderson would like to be open one night instead of two. No other towns are open 2 nights.
50 Ms. Anderson is proposing four days at 5 hours and Friday at 4 hours and remove the last
51 Saturday of the month. She was thinking about one early night (closing at 6pm), 4 mornings and
52 1 afternoon.

53 Ms. Danis asked if it's not about opening for more hours to the public so much as having more
54 hours to do Ms. Anderson's work. Ms. Anderson said the more hours will help the townspeople.
55 Danis asked about the fees that come in for the clerk. Ms. Anderson said it's \$3 per registration.
56 Last year, the deputy clerk made \$29k and the clerk made \$35K with hourly rate and fees.

57 Mr. Morin asked if she thinks that the additional hours will assist in finding a deputy clerk. Ms.
58 Anderson said she doesn't think so. She said that most towns have the clerk and deputy clerk
59 working together the whole time. Mr. Morin asked since Ms. Anderson proposes eliminating one
60 of the nights if it will affect a lot of people. Ms. Anderson said she doesn't think so. She wasn't
61 coming into the office when COVID first started. She said people took care of their items during
62 the morning. She believes people will be able to work from home and have freedom to come into
63 the town office during the day. There have been appointments and that has been going well.

64 Ms. Danis said that the increased hours isn't going to help people that need to get there outside
65 of normal business hours because the proposed hours are during the day.

Nottingham Select Board Meeting

12/14/20

Official Minutes as of 12/28/20

66 Ms. Anderson said she could do 20 hours and have four 5-hour days if the 24 hours isn't
67 acceptable. Mr. Morin said he is in favor of 20 hours. She said it's a minimum 3 months of
68 training for the deputy clerk. Ms. Danis said she is in favor of 20 hours.

69 Ms. Anderson suggested having both the town clerk and the tax collector there at night so neither
70 is there by themselves.

71 Mr. Dumas is fine with 20 or 24 hours. He said they could start with 20 and see how that goes
72 with the foot traffic. Mr. Morin said there was some pushback with the BC for the 24 hours. He
73 hopes that people won't be waiting in line, and he hopes that appointments are kept even after
74 COVID is over. Ms. Anderson said the appointments are going well and people are happy with
75 that. The BOS concurred that 20 hours would be the best option at this time. Mr. Morin
76 commended Ms. Anderson for her hard work.

77 *E911*

78 Mr. Sterndale said he has sent info to BOS about the E911 numbering in the past. This is so
79 emergency responders can find all the buildings. In 2007, the town received a detailed list of
80 what to change so that's easier for the emergency responders. Mr. Sterndale said that it's
81 universally unpopular with people to go through an address change. It's going to get more
82 difficult to fix as more houses are built and given an erroneous number.

83 There are 3 sets of road names that are similar and would be changed. There are some
84 renumbering problems which is the largest portion of the list. There are 200 feet increment
85 requirement changes that would be made. Mr. Sterndale said they would need to hire someone
86 part-time to do this. This would be an \$8-10k increase to the budget.

87 Mr. Dumas asked about numbering for a cul-de-sac. Mr. Sterndale said there is a convention on
88 how to number cul-de-sacs. Some may change and some may stay the same.

89 Ms. Danis asked if they want to put this out as a warrant article. Mr. Sterndale said yes, a stand-
90 alone warrant article would be best. Ms. Danis agrees with a warrant article. Mr. Dumas asked
91 what happens if the town votes it down as it's a safety issue. Mr. Sterndale said if it doesn't pass,
92 they educate the town about this again and try again in the future. Mr. Dumas and Mr. Morin are
93 in favor of the warrant article.

94 *2021 Budget/Warrant Articles*

95 Ms. Danis, Mr. Dumas and Mr. Eaton are comfortable with the warrant article list. Mr. Morin
96 would like to see what is left for the town surplus and see what they can purchase with that. Ms.
97 Danis concurred. Mr. Sterndale said there may be a \$300-400k surplus. He suggested spending
98 \$200K of it.

99 There will be a BOS meeting on 12/28.

100 **Appointments**

101 Election Officials: Town Meeting vs. COVID

Nottingham Select Board Meeting

12/14/20

Official Minutes as of 12/28/20

102 Mr. Sterndale said they put this on the agenda because of COVID and the numbers are higher
103 than they were previously. Both town and school are SB2.

104 Ms. MacKinnon is leaning towards a zoom meeting for SB2 town deliberative session. The other
105 option is attending in person and masks will be required however would there be enough room
106 for townspeople who attend while being socially distanced? She wonders if wearing masks is
107 trampling on people's freedoms if masks are required by the town if there is no edict from
108 governor. They need to decide what the plan is for the meeting by the end of the month. Ms.
109 MacKinnon is ultimately the decision maker but would like the opinions of all involved.

110 Mr. Dumas said the zoom meeting allows for 300 people. Ms. MacKinnon said they can make
111 the meeting an informational session only or they could run an interactive zoom but it will be
112 logically difficult. If it's zoom, the townspeople lose their right to make adjustments to articles.
113 Ms. Decker said she looked at the RSA and if they do a remote option, it will require 2 meetings.
114 The first would be 7 days after they notify every voter by mail and then a 2nd meeting within 7
115 days of the first meeting for the governing body (the BOS) to comment on any electrical
116 comments that are made. The BOS could make changes at that point.

117 Ms. MacKinnon said they could have voting at the fire dept and keep people in their cars or have
118 people vote in the community center but that can be decided at a later date. The deliberative
119 session is what needs to be decided right away.

120 Mr. Morin is in favor of having it in person and have everyone wear masks. Ms. MacKinnon said
121 the difficulty is that this is the first SB2 for the town and there is no precedence for how many
122 people will show up. She said that more people may come out because taxes went up this year
123 because of assessments and more people may go to the school SB2 deliberative session because
124 there is a school addition on the ballot. Ms. Decker said that the first year the school went to
125 SB2, there were about 75 people who came to the deliberative session but now there are about 20
126 people typically. Ms. Decker said that she is concerned that more people will show up for the
127 town SB2 deliberative session. Ms. Danis and Mr. Morin said they will support whatever Ms.
128 MacKinnon wants. Ms. Danis said the BC supported the BOS budget and it's very conservative.
129 Ms. MacKinnon said that people spend the most time discussing the warrant articles and not just
130 the budget.

131 Ms. MacKinnon is very concerned with the higher COVID numbers. She said being indoors is
132 the least safe and there is no air flow at the school gym as it's winter and the doors will be shut.

133 Ms. Decker asked Ms. MacKinnon to clarify that she is looking for a decision for the SB2 town
134 deliberative session now and then make a decision later about the voting on ballot part. Ms.
135 Danis said it would be ideal for the town and the school to be done the same way. Ms.
136 MacKinnon said she is not sure it matters since there are so few people that go to SB2
137 deliberative session for the school.

138 Mr. Sterndale said that there are potentially 2 meetings now with school and town SB2
139 deliberative sessions and can we impose upon the school twice for both these meetings. Mr.

Nottingham Select Board Meeting

12/14/20

Official Minutes as of 12/28/20

140 Dumas said they could temporarily raise the zoom limit but it's bandwidth dependent and
141 expensive.

142 Ms. Anderson asked who is responsible for the mailing. Ms. Decker said it is the supervisor of
143 the checklist to create the labels and then Kelly Dallaire and supervisors would do the mailing.
144 Mr. Sterndale said they may farm out the job.

145 Ms. Anderson and Mr. Coltin, the school district clerk, asked when the filing period was. Ms.
146 Decker said it starts on January 20. Mr. Coltin said he will have the same hours as the town clerk
147 and he will use an office in the community center.

148 Mr. Morin said they will have more people at the polls this year. Ms. Decker concurred.

149 Ms. MacKinnon would like to speak to the town attorney.

150 Ms. Fuller said there may be a lot people who will zoom into the meeting.

151 **Review Action Items for Next Meeting**

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

153 **Adjourn**

154 **Ms. Danis made a motion to adjourn at 8:44pm. Mr. Eaton seconded. Unanimously**
155 **approved by a vote of 5-0.**

156

157

158

**Nottingham Select Board Meeting
12/14/20
Official Minutes as of 12/28/20**

159