

**Minutes  
Nottingham Select Board Meeting  
December 17, 2018**

6:30 PM Chair Danis opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Donna Danis, Tiler Eaton, Charlene Andersen, Anthony Dumas, Benjamin Bartlett

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Steve Soreff, Ed Kotowski, Liz Kotowski, Debra Calvito, Herb Calvito

**Approval of Manifest:**

**Motion:** by Mr. Dumas, second by Mr. Eaton to approve the December 17, 2018 accounts payable and December 18, 2018 payroll manifests.

**Vote:** 4 – 0 in favor.

**Approval of Minutes:**

Motion: by Mr. Eaton, second by Mr. Dumas to approve the minutes of December 3, 2018, as amended.

Vote: 4 – 0 in favor.

Motion: by Mr. Eaton, second by Mr. Dumas to approve the minutes of December 11, 2018, as written.

Vote: 4 – 0 in favor.

Motion: by Mr. Eaton, second by Mr. Bartlett to approve the non-public minutes of December 11, 2018 as written.

Vote: 4 – 0 in favor.

**Select Board Department/Board/Committee Reports:**

Budget: Mr. Bartlett stated the committee had questions about the proposed 2019 town budget, some general, but specifically, such as for the new Software accounts.

Mr. Sterndale stated the new software accounts is to pull out software expenses that have been mixed into other accounts for clarity. There is only one new software expense, where others are recurring.

Planning: Mr. Dumas stated the board continued the hearing for the case from SBA Communication regarding a move of a cell tower move from one lot to another. The board continued the case until after the new year to make sure all needed requirements can be met. There is concerns about other issues relating to the property and this delay will determine what the land owner must do. The Building Inspector will be visiting the property to determine if there are any issues with abandoned automobiles and possibly having motor homes lived in on the property.

300<sup>th</sup>: Mr. Eaton reported the committee continues their planning work.

**Town Administrator Reports, Mail, Signature Items:**

**Board of Assessors:** Mr. Sterndale stated the Board of Assessors will suggest that the Select Board submit a warrant article to dissolve the Board of Assessors in March 2019. The Select Board should consider what that might look like and how they would want that work to be handled as the

**Minutes**  
**Nottingham Select Board Meeting**  
**December 17, 2018**

Select Board will be taking over all assessing related duties. Mr. Sterndale reported the last few years the Board of Assessors has had a hard time filling vacant positions and scheduling meetings.

Chair Danis asked for an overview of what tasks would need to be completed by the Select Board with the plan for the transition.

**December 27 Workshop Agenda:** Chair Danis asked for other member comment regarding a proposed structure to the road maintenance workshop. Workshops are typically used by the board to determine additional information about a specific topic, and the proposed agenda is to make sure the board can stay on topic.

Chair Danis proposed a board statement regarding the topic, board and town administrator historical discussion and consideration of potential options, identify the next steps, and also hear from the public. Chair Danis stated there would be no decisions made during the workshop.

The other board members would review the materials and agreed to the proposed plan for the workshop.

Chair Danis stated she also provided some information that might be discussed at the meeting, and asked other members to also provide their thoughts prior to the meeting.

Mr. Sterndale reminded the board that they would also need to address end of the year administrative business and asked if they wanted to meet ahead of the workshop. After discussion the board would meet before the workshop to take care of their administration business.

**Appointments: None**

**General Business:**

**Repurchase of Tax Deeded Property:** Mr. Sterndale reviewed the request to repurchase property located at Map 4 Lot 1 Sub 1 on Route 4/Old Turnpike Road. Mr. Sterndale reported this would be a repayment of all back taxes, penalties, and filing fees. The property would not be deeded back to the prior owner until full payment has been received.

Motion: by Mr. Eaton to authorize the transfer of Map 4 Lot 1 Sub 1 to Gregg Gentile Realty, LLC as a repurchase of tax deeded property. Second by Mr. Dumas.

Vote: 4 – 0 in favor.

**2019 Budget:** Mr. Sterndale updated the board on the recent changes and updates made to the proposed 2019 budget after board feedback from the prior few meetings, including the employee benefit compensation.

The board agreed with adding dental for town employees with an approximate cost of \$18,000.00. Employees would pay a portion of the new benefit.

Mr. Sterndale reviewed the proposed merit pay changes, which is a percentage increase based on employee review. The board had no specific questions and agreed to the changes.

The board reviewed the request from the Fire Department for changes to the Per Diem costs for weekend coverage at the Fire Department. Mr. Sterndale reported the Chief is seeking employees but does not feel that all requested vacancies will be filled in the year. The proposed amount is sufficient to cover the expectation of hiring some people for weekend coverage.

**Minutes**  
**Nottingham Select Board Meeting**  
**December 17, 2018**

The kitchen renovation has been scaled back, keeping the existing floor plan and replacement of the appliances and countertops. The amount is proposed at this time but the amount is being refined.

Mr. Sterndale stated the current proposed operating budget increase is \$108,728.00, which is 2.9%. This budget will continue to be refined as the board moves forward with their review.

The board can also consider encumbering 2018 funds as long as a signed contract is in place. This could include fencing at New North Cemetery and the water system at the Library. The board will also need to encumber funds to complete the paving of Cooper Hill Road with the final top coat of asphalt in the spring.

Mr. Sterndale stated he is seeking some cemetery trust fund monies to help pay for the fencing at New North Cemetery.

Mr. Bartlett asked about the final amount expected from a surplus and asked what the town should keep in reserve. Mr. Sterndale stated he hasn't completed recent projections but expects approximately \$200,000.00. While the Select Board can make decisions to spend any surplus amount, larger purchases are typically always approved at Town Meeting.

General discussion took place about the recommended percentage the town should keep in the fund balance, which gives the town spending cash in-between tax billings and to carry over payroll and other town expenses.

Mr. Bartlett asked why the town isn't using the surplus to purchases needed equipment, such as vehicles for the Highway Department. Mr. Sterndale reported the Select Board has some latitude and authority to purchase equipment. However, there are political reasons for large purchases and seeking town authorization and any potential emergency situations that might come up during the next couple of months. There is the ability to purchase equipment with the surplus by warrant article, or the board could make a decision to buy down the tax rate in the future.

Mr. Bartlett stated he would like to consider purchasing an excavator for the Highway Department, which would go a long way in showing taxpayers that the town is trying to do the best they can with the money. The Highway Department would be well served in buying this equipment, helping the department throughout the year, saving on rental costs that are expensive.

Mr. Sterndale stated the department would benefit from having an excavator and will be part of the CIP in the next round. Mr. Sterndale supported the idea of the new equipment and recommended including a warrant article for purchase an excavator with the surplus funds in order to seek taxpayer approval.

Chair Danis agreed the amount was too large to consider without voter approval and the other board members agreed.

Mr. Sterndale stated he would be able to provide the board with contracts for the cemetery fencing and water system at the library to encumber the funds before the end of the year.

Mr. Sterndale also asked for permission to purchase needed equipment proposed in 2019 now, removing them from the 2019 budget. This included laptops and a plow blade for the Recycle Center Bobcat.

Mr. Bartlett expressed concern about buying a plow for the Bobcat with a limited ability to see from inside the equipment, causing a danger to the building and the driver inside. Mr. Bartlett suggested

**Minutes  
Nottingham Select Board Meeting  
December 17, 2018**

the Highway Department continue to plow at this time and then transfer the Highway utility truck to the Recycling Center when it needs to be replaced. The other board members agreed and the plow would not be purchased.

Mr. Sterndale reviewed his recommendation for encumbering funds for Cooper Hill Road top coat of asphalt, as well as consideration of prepaying for the engineering expenses on Ledge Farm Road.

General discussion took place about the remaining funds in the Highway paving accounts. Mr. Sterndale stated there is an expectation to pay approximately \$65,000.00 for engineering expenses for the Ledge Farm project. After discussion the board approved seeking the engineering costs for the project, with the intent to possibly encumber 2018 funds.

A review of the Budget Committee schedule took place and it was stated the town would bring their 2<sup>nd</sup> draft budget with a department head review on January 17, 2019. Chair Danis asked the board to bring forward any questions or concerns they have on the proposed budget by the 1<sup>st</sup> meeting in January.

**NON-PUBLIC SESSION:** The Board entered non-public under RSA 91-A:3 II(a) and (d).

**7:26 PM Motion:** Motion by Mr. Dumas, second by Mr. Bartlett to enter non-public under RSA 91-A:3 II(a & d).

**Roll Call Vote:** Danis – Yea, Eaton – Yea, Dumas – Yea, Bartlett – Yea. 4 – 0 in favor.

**\*:\*\* PM Motion:** \* , second by \* to exit the non-public session.

**Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 4 – 0 in favor.

**Motion:** \* , second by \* to seal the non-public minutes of DATE.

**Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 4 – 0 in favor.

The Selectmen made no decisions during their nonpublic session.

**ADJOURNMENT:** Having no further business,

**\*:\*\* PM Motion:** by \* , second by \* to adjourn.

**Vote:** 5 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough