

**Nottingham Select Board Meeting
December 29, 2022, Meeting
Official as of Jan. 3, 2023**

CALL TO ORDER 6:32 PM

Members Present: Chair Donna Danis, John Morin, Tiler Eaton
Benjamin Bartlett arrived at 7:10 PM

Absent: Tony Dumas

Others: Interim Town Administrator John Scruton, Bookkeeper Betsy Warrington, Steve Soreff.

The Chair opened the meeting with the Pledge of Allegiance.

Mr. Morin made a motion to approve the minutes December 12, both public and nonpublic. Seconded by Mr. Eaton. Passed 3-0.

Mr. Morin made a motion to approve the public minutes December 13 and December 20. Seconded by Mr. Eaton. Passed 3-0.

Mr. Morin made a motion to approve the public minutes December 12, both public and nonpublic. Seconded by Mr. Eaton. Passed 3-0.

Mr. Morin made a motion to approve the minutes December 27. Seconded by Mr. Eaton. Passed 3-0.

Mr. Morin made a motion to approve the nonpublic minutes of December 13, 20 and 27. Seconded by Mr. Eaton. Passed 3-0.

Interim Town Administrator's Report

Mr. Scruton asked to make the award of HVAC Maintenance Agreement for 2023. We put out an RFP. The current vendor, Dowling HVAC Mechanical Services did not submit. The only proposal was Beaudette & Sons at \$4,774. This is \$1,096 more than last year but does include service for two large boilers that were not included in the last contract. \$770 of the increase is in the Town Offices that have

those boilers. I recommend we award the maintenance contract Beaudette and Sons.

Mr. Morin moved, Mr. Eaton seconded to approve the maintenance agreement with Beaudette and Sons for HVAC maintenance. Passed 3-0

Chair Danis opened a Public Hearing per RSA 31:95-b regarding the outside detail expenditures. This amount is not budgeted, but is offset with revenue.

Mr. Morin moved, Mr. Eaton seconded to accept and expend the outside detail money for \$44,661. Passed 3-0

Highland Street Culvert: Mr. Scruton indicated there was a request for quotes for work. The low bid was Deerfield Sand and Gravel at \$65,900.

Mr. Eaton moved, Ms. Danis seconded to award the contract for Highland Avenue culvert construction to Deerfield Sand and Gravel and encumber the funds from the 2022 operating budget line 01-4319.10-331 Passed 3-0.

The Board discussed their plan for the evening and decided on an additional meeting Tuesday, January 3, 2022 at 6:30 in the Town Offices to discuss Revenue, CIP, warrant articles and remaining items in operating budget.

The Board decided to go in line order considering primarily lines the Budget Committee had suggested be cut. The Board would act by consensus on each line as it is discussed.

- Line 1 The Budget Committee had suggested reducing Salary line of Board Selectmen by \$3,000. Board of Selectmen accepted the suggestion.
- Line 4 The Budget Committee had suggested reducing Merit line by \$10,000. Board of Selectmen accepted the suggestion.
- Line 6 The Budget Committee had suggested reducing Printing by \$500. Board of Selectmen did not accept the suggestion.

Mr. Bartlett arrived at this time, 7:10 pm.

- Line 16 The Budget Committee had suggested reducing Equipment by \$400. Board of Selectmen accepted the suggestion.
- Line 17 The Budget Committee had suggested reducing Mileage by \$200. Board of Selectmen accepted the suggestion.
- Line 22 The Budget Committee had suggested reducing Newsletter by \$1700. Board of Selectmen did not accept the suggestion.
- Line 29 The Budget Committee had suggested reducing Election Postage by \$250. Board of Selectmen accepted the suggestion.

- Line 36 The Budget Committee had suggested reducing Election Workers by \$1800. Board of Selectmen accepted the suggestion after a review of the Moderators revised number of hours times the current rate for workers.
- Line 37 The Budget Committee had suggested reducing Supervisors by \$1262. Board of Selectmen did not accept the suggestion, but wanted more information on proposed pay rate increase.
- Line 43 The Budget Committee had suggested reducing Election Office Supplies by \$360. Board of Selectmen accepted the suggestion.
- Line 47 The Budget Committee had reducing Salary Bookkeeper by \$1,440 on basis was not using all hours budgeted. After talking with the Bookkeeper, who was in the room and agreeable to the suggestion, the Board of Selectmen accepted the suggestion.
- Line 48 The Budget Committee had reducing overtime bookkeeper by \$249. Board of Selectmen accepted the suggestion knowing overtime will be paid when it occurs.
- Line 55 The Budget Committee had suggested reducing Postage by \$500. Board of Selectmen accepted the suggestion.
- Line 62 The Budget Committee had suggested reducing BC Advertising by \$149. Board of Selectmen did not accept the suggestion.
- Line 87 Health Insurance. The Board of Selectmen made a shift of what was going into the Recreation Revolving Fund, restoring \$22,500 of the Assistant Director's Salary and instead moving \$22,500 of Health Insurance costs for Recreation Staff to the Revolving Recreation Fund.
- Line 111 The Budget Committee had suggested legal line be cut by \$500. Board of Selectmen accepted the suggestion.
- Line 149-155 The Budget Committee had suggested reducing the Heat lines by 5%. Board of Selectmen accepted the suggestion.
- Line 187 The Budget Committee had suggested a reduction of \$1600 to reflect only a 40% gasoline price increase. Board of Selectmen accepted the suggestion.
- Line 218 The Budget Committee had suggested lower Diesel/gas by \$1,000. Board of Selectmen did not accept the suggestion based on actuals from 2022 that exceed proposed line
- Line 259 The Budget Committee had suggested reducing Overtime by \$2,000. Board of Selectmen did not accept the suggestion based on actuals from 2022 exceeded proposed budget by \$2,000.
- Line 267 The Budget Committee had suggested Highway Culvert reducing \$500. Board of Selectmen accepted the suggestion.
- Line 273 The Budget Committee had suggested reducing Highway Fuel, by \$5,000. Board of Selectmen did not accept the suggestion.
- Line 275 The Budget Committee had suggested reducing Engineering by \$5000. Board would like to revisit the line.
- Line 277 The Budget Committee had suggested reducing Miscellaneous by \$199. Board of Selectmen accepted the suggestion.
- Line 285. The Board of Selectmen have received notice of increase in disposal costs and increased the line by \$2,400.
- Line 306 The Budget Committee had suggested reducing General Assistance line by \$1,000. Board of Selectmen accepted the suggestion.

- Line 307 The Budget Committee had suggested reducing General Assistance line by \$1,000. Board of Selectmen accepted the suggestion
- Line 311 The Budget Committee had suggested reducing Misc. General Assistance by \$2,000. Board of Selectmen accepted the suggestion.
- Line 315 The Budget Committee had suggested reducing Lamprey Health by \$500. The Board of Selectmen did not accept the suggestion.
- Line 324 The Budget Committee had suggested reducing SMHS Community Action \$500. The Board of Selectmen did not accept the suggestion.
- Line 332. Recreation Salaries. The Board of Selectmen made a shift of what was going into the Recreation Revolving Fund, restoring \$22,500 of the Assistant Director's Salary and instead moving \$22,500 of Health Insurance costs for Recreation Staff to the Revolving Recreation Fund.
- Line 336 The Budget Committee had suggested Recreation training reduced \$800. Board of Selectmen accepted the suggestion.
- Line 337 The Budget Committee had suggested reducing mowing and fertilizing \$10,000 and do fund raising. The Board of Selectmen did not accept the reduction.
- Line 338 The Budget Committee had suggested reducing Rec. Equip-Supply \$400. Board of Selectmen accepted the suggestion.
- Line 340 The Budget Committee had suggested reducing Rec Programs \$2300. Board of Selectmen accepted the suggestion.
- Line 342 The Budget Committee had suggested reducing Rec. Advertising by \$200. Board of Selectmen only reduced the line by \$199, leaving \$1 in the line.
- Line 343 The Budget Committee had suggested reducing Office Supplies by \$100. Board of Selectmen accepted the suggestion.
- Line 345 The Budget Committee had suggested reducing Rec Mileage by \$100. Board of Selectmen accepted the suggestion.
- Line 349 The Budget Committee had suggested reducing Library salary line to no more than 5.7% increase. It was unclear how much of the change in the line was due to hours and how much on rate. The Board will revisit the line at their next meeting if they receive more information from the library.
- Line 351 The Budget Committee had suggested reduction of the Library operations/appropriations line by \$1820 suggesting reducing legal review of policies reducing \$1820. Board of Selectmen accepted reduction in the library line of \$1,820.
- Line 362 The Budget Committee had suggested Conservation Commission suggested Marston Woods eliminate Kiosk reducing by \$900 and instead pay out of the Revolving Recreation Fund. Board of Selectmen accepted the reduction, but not the suggestion it come out of the Revolving Recreation Fund. It was suggested it could be an Eagle Scout project or volunteer project.

Board indicated there are lines they will review after they see what revenue projections are. It may be that there is more or less than a \$75,000 projected increase in revenue over the MS 434 used to set the tax rate.

Interim Town Administrator reported there is a problem with the water at the SAU related to discoloration. The SAU is using bottled water.

Interim Town Administrator reported that the Recycling Trust Fund is “for the purpose of Recycling Center Equipment Replacement” I would suggest the Board consider adding money to it instead of discontinuing it.

Interim Town Administrator reported that the Van Dame fund was a bequest in which the principal was to be held and the interest used to buy reference books for the school.

Interim Town Administrator reported that the DES cited Nottingham for failure to properly notify them to have a person on site when the tanks were removed at the Garage. It was the removal company that was responsible. They gave DES the wrong date. This is a warning, assuming the report shows everything clean, but I have withheld mailing the check to the company until everything is straightened out with DES.

Interim Town Administrator reported that the For safety and security I have asked Recreation to cut back parties in the building on the weekend if there is no staff present.

Mr. Eaton motioned to adjourn the meeting at 9:30, Mr. Morin seconded.

*Respectfully submitted,
John Scruton, interim Town Administrator*