

Minutes
Nottingham Select Board Meeting
February 11, 2019

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,

Approval of Manifest:

Motion: by Mr. Dumas, second by Ms. Andersen to approve the February 11, 2019 accounts payable and February 12, 2019 payroll manifests.

Ms. Andersen stated she had questions about highway expenses that haven't been answered and she believed Mr. Bartlett also had questions that might not have been answered. Mr. Sterndale attempted to provide answers and would seek additional answers from the bookkeeper.

Ms. Andersen stated she agreed to approve the accounts payable, pending answers to her questions.

Vote: 4 – 0 in favor.

Mr. Bartlett arrived at approximately 6:35 pm.

Approval of Minutes: Approval of minutes was postponed to the next meeting.

Select Board Department/Board/Committee Reports:

Planning: The board will meet this week.

Budget: The Budget Committee met for the final review of the budget and voted their warrant recommendations.

Master Plan Sub-Committee: The committee will meet on February 19th with a snow date of the 26th and will meet with Kortney regarding Recreation.

Town Administrator Reports, Mail, Signature Items:

Recreation: Permission is being requested for a 5K race using the same route previously used. The board agreed to the proposed race.

Highway: The Director of Public Works position has been re-posted and resumes are being received. Mr. Sterndale asked how the board wanted to proceed with resume review and interviews.

Mr. Dumas requested that both he and Mr. Bartlett participate in the first round of interviews. Mr. Dumas asked to receive the list of questions that were created during the prior interview. Mr. Bartlett agreed to participate.

Chair Danis asked to receive information about and possibly meet the final candidates for the final interviews.

Select Board Town Report: The board reviewed the draft Select Board report for the Town Report, including edits suggested by Mr. Sterndale. Ms. Andersen and Mr. Dumas provided additional edits. After review the board accepted the report for publication.

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Fire Chief Appointment: Mr. Sterndale reported the department staff held their annual elections and appointed Jaye Vilchock as the Chief for 2019. It is the responsibility of the Select Board to appoint Jaye Vilchock as the Fire Chief.

Motion: by Mr. Dumas to appoint Jaye Vilchock as Fire Chief for the Town of Nottingham through January 2020. Second by Mr. Bartlett.

Vote: 5 – 0 in favor.

Appointments: None

General Business:

CIP Review: Mr. Sterndale reviewed the updates to the CIP, stating the biggest driver is the purchase of town vehicles for Highway and Fire. There are issues with the need to purchase multiple highway vehicles over the next couple of years that indicate the town should be adding more funds to the Highway Vehicle reserve fund.

Route 4 Property: Mr. Sterndale asked the board how they wanted to proceed with action for use of the Route 4 property, after their introductory meeting at the January 28th meeting. Specifically if the board wanted to continue talking to KW Commercial or if they wanted to move forward with another plan, or the previously discussed solar farm.

Chair Danis stated she had concerns with hiring KW Commercial, as it wasn't clear what type of actual development plan they were interested in, the price they would charge, as well as possibly being charged a 6% fee with a recommendation for the town to move forward with the current solar farm company under consideration.

Ms. Andersen stated she was concerned that they didn't know specific well known details about the property, such as no public water or sewer.

Mr. Dumas stated he did not feel their proposal was as big or as long as the other plan the town has already been presented with, as well as their large fee.

Mr. Eaton stated he did not feel the town should hire someone just to write an RFP, especially for the fee they are charging.

Mr. Sterndale stated he felt he did not think they were on the same page as the board for the size of a solar farm, and it appears they envisioned a different commercial/industrial development. If the board wants to consider a generic industrial park, there should be additional thought about how that type of development might proceed. If there was an interest in commercial/industrial development it probably would have presented itself during prior sale options.

The board discussed the different options they might have with development and use of the Route 4 property. Discussion also took place about the board moving forward with the lease options for the solar farm, and can continue discussion for alternate uses if the solar farm option does not happen. Mr. Eaton stated he wanted to make sure the town receives the best lease terms as possible. Granite Apollo is the only firm that presented the solar option to the town at this time. Mr. Eaton stated he wanted to make sure the town tries to find the best possible option for finding a solar company and reach out to a few other companies that offer similar services.

Concern was expressed about possible sale of the property and how others might consider development of the property, which might not be in the town's best interest.

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After discussion the board decided they would move forward with the lease language on the warrant for 30 years, based on advice from town counsel. The board decided they would take an active role in establishing an RFP for additional solar farm options.

Warrant Articles: Chair Danis read each 2019 warrant articles for board reviewed and final recommendations.

Article #04: To see if the Town will vote to raise and appropriate the sum of \$3,877,280.00 (Three Million Eight Hundred Seventy Seven Thousand Two Hundred Eighty Dollars) for the 2019 Operating Budget. This article does not include appropriations voted in other special or individual warrant articles addressed in this warrant. Majority Vote Required. The estimated tax impact is \$3.437 per \$1,000 of property valuation.

Motion: by Mr. Dumas to recommend Article #4 as read. Second by Ms. Andersen.

Vote: 5 – 0 in favor.

Article #05: To see if the Town will vote to raise and appropriate the sum of \$195,438.00 (One Hundred Ninety Five Thousand Four Hundred Thirty Eight Dollars) for the purpose of purchasing new Self-Contained Breathing Apparatus equipment and to authorize the withdrawal of \$195,438.00 (One Hundred Ninety Five Thousand Four Hundred Thirty Eight Dollars) from the Fire Vehicle/SCBA Capital Reserve Fund previously established and created for this purpose. Majority Vote Required. The estimated tax impact is \$0.00 per \$1,000 of property valuation.

Motion: by Mr. Dumas to recommend Article #5 as read. Second by Ms. Andersen.

Vote: 5 – 0 in favor.

Article #06: To see if the Town will vote to raise and appropriate the sum of \$35,000.00 (Thirty Five Thousand Dollars) for the purpose of purchasing new Extrication Equipment for the Fire Department. Majority Vote Required. The estimated tax impact is \$0.057 per \$1,000 of property valuation.

Motion: by Mr. Dumas to recommend Article #6 as read. Second by Ms. Andersen.

Vote: 5 – 0 in favor.

Article #07: To see if the Town will vote to raise and appropriate the sum of \$21,651.00 (Twenty One Thousand Six Hundred Fifty One Dollars) for the purpose of purchasing the necessary fuel, supplies, equipment, and maintenance to run the ambulance and billing services for 2019; and to authorize the withdrawal of \$21,651.00 (Twenty One Thousand Six Hundred Fifty One Dollars) from the Ambulance and Equipment Replacement Special Revenue Fund created for this purpose. Majority Vote Required. The estimated tax impact is \$0.00 per \$1,000 of property valuation.

Motion: by Mr. Dumas to recommend Article #7 as read. Second by Mr. Eaton.

Vote: 5 – 0 in favor

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110 **Article #08:** To see if the Town will vote to raise and appropriate the sum of \$44,200.00 (Forty
111 Four Thousand Two Hundred Dollars) for the purpose of purchasing the necessary supplies,
112 hardware, and software for the installation of mobile data units in police department cruisers.
113 Majority Vote Required. The estimated tax impact is \$0.071 per \$1,000 of property valuation.

114 **Motion:** by Mr. Dumas to recommend Article #8 as read. Second by Ms. Andersen.

115 **Vote:** 5 – 0 in favor.

116 **Article #09:** To see if the Town will vote to raise and appropriate the sum of \$100,000.00 (One
117 Hundred Thousand Dollars) to be added to the Highway Truck Capital Reserve Fund previously
118 established. Majority Vote Required. The estimated tax impact is \$0.162 per \$1,000 of property
119 valuation.

120 **Motion:** by Mr. Dumas to recommend Article #9 as read. Second by Ms. Andersen.

121 **Vote:** 5 – 0 in favor.

122 **Article #10:** To see if the Town will vote to raise and appropriate the sum of \$225,000.00 (Two
123 Hundred Twenty Five Thousand Dollars) for the purchase of a 10-wheel truck, with dump body,
124 sander, plow, wing, and other needed equipment and to authorize the withdrawal of \$225,000.00
125 (Two Hundred Twenty Five Thousand Dollars) from the Highway Truck Capital Reserve Fund
126 created for this purpose. Majority Vote Required. The estimated tax impact is \$0.00 per \$1,000 of
127 property valuation.

128 **Motion:** by Mr. Dumas to recommend Article #10 as read. Second by Ms. Andersen.

129 **Vote:** 5 – 0 in favor.

130 **Article #11:** To see if the town will vote to raise and appropriate the sum of \$155,000.00 (One
131 Hundred Fifty Five Thousand Dollars) for the purchase of a excavator and trailer for the Highway
132 Department. This sum to come from unassigned fund balance. Majority vote required. The
133 estimated tax impact is \$0.00 per \$1,000 of property valuation.

134 Chair Danis stating she does not support Article #11 and expressed concern about lack of volume of
135 work for the excavator, and feels the new Highway Department Director should be the one to make
136 the decision on any new equipment purchases.

137 Mr. Bartlett reviewed the list of projects that the excavator could be used for, and the purchase was
138 supported by the Highway crew. Projects included clearing ice and other debris from culverts and
139 work at the gravel pit, maintaining drainage ditches, and having a machine when it is needed rather
140 than having to cram so many projects into a specific time frame with a rental.

141 Ms. Andersen stated the board had a majority agreement to add the excavator on the warrant and it
142 should go before the voters for a final decision. While she sees a need for the excavator, there are
143 other needs on the CIP that should be addressed first.

144 Mr. Bartlett asked about the status of the recently crashed truck. Mr. Sterndale reported it is being
145 delivered to the mechanic for repairs but the cost is not yet known.

146 Mr. Bartlett stated the town can provide the new highway director with a rehabbed police vehicle if
147 one is needed, without losing too much for the Police Department with a trade in value. Ms.
148 Andersen stated there should be a consideration of the CIP. Mr. Bartlett stated he understands the
149 expressed concerns, but the department needs equipment to do their jobs.

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150 **Motion:** by Mr. Dumas to recommend Article #11 as read. Second by Mr. Bartlett.

151 **Vote:** 3 in favor. 2 against.

152 **Article #12:** To see if the Town will vote to raise and appropriate the sum of \$200,000.00 (Two
153 Hundred Thousand Dollars) for engineering, design and highway construction and reconstruction
154 on Ledge Farm Road, or other roads in Nottingham if a priority arises. This is a non-lapsing
155 appropriation per RSA 32:7 VI and will not lapse until the work is complete or not later than one
156 year after the end of fiscal year 2019, whichever occurs earlier. Majority Vote Required. The
157 estimated tax impact is \$0.323 per \$1,000 of property valuation.

158 **Motion:** by Mr. Dumas to recommend Article #12 as read. Second by Ms. Andersen.

159 **Vote:** 5 – 0 in favor.

160 **Article #13:** To see if the Town will vote to raise and appropriate the sum of \$100,000.00 (One
161 Hundred Thousand Dollars) to be added to the Fire Vehicle/SCBA Capital Reserve Fund previously
162 established. Majority vote required. The estimated tax impact is \$0.162 per \$1,000 of property
163 valuation.

164 **Motion:** by Mr. Dumas to recommend Article #13 as read. Second by Ms. Andersen.

165 **Vote:** 5 – 0 in favor.

166 **Article #14:** To see if the Town will vote to raise and appropriate \$10,000.00 (Ten Thousand
167 Dollars) to be added to the Town Building Maintenance and Repair Expendable Trust Fund
168 previously established. Majority Vote Required. The estimated tax impact is \$0.016 per \$1,000 of
169 property valuation.

170 **Motion:** by Mr. Dumas to recommend Article #14 as read. Second by Ms. Andersen.

171 **Vote:** 5 – 0 in favor.

172 **Article #15:** To see if the Town will vote to raise and appropriate the sum of \$5,000.00 (Five
173 Thousand Dollars) to be added to the Tri-Centennial Expendable Trust Fund previously established.
174 Majority Vote Required. The estimated tax impact is \$0.008 per \$1,000 of property valuation.

175 **Motion:** by Mr. Eaton to recommend Article #15 as read. Second by Mr. Dumas.

176 **Vote:** 5 – 0 in favor.

177 **Article #16:** To see if the Town will vote to raise and appropriate the sum of \$10,000.00 (Ten
178 Thousand Dollars) to be added to the Invasive Species Prevention and Eradication Removal
179 Expendable Trust Fund previously established. Majority Vote Required. The estimated tax impact
180 is \$0.016 per \$1,000 of property valuation.

181 **Motion:** by Mr. Dumas to recommend Article #16 as read. Second by Ms. Andersen.

182 **Vote:** 5 – 0 in favor.

183 **Article #19:** To see if the Town will vote to raise and appropriate the sum of \$100,000.00 (one
184 hundred thousand dollars) for the purpose of developing recreational facilities, including but not
185 limited to ballfields and trails at the Marston Farm, said funds to be raised through taxation. This
186 will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is

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187 completed or by December 31, 2023, whichever is sooner. Majority Vote Required. By citizen
188 petition. The estimated tax impact is \$0.162 per \$1,000 of property valuation.

189 **Motion:** by Ms. Andersen to not recommend Article #19 as read. Second by Mr. Dumas.

190 **Vote:** 2 in favor. 3 against.

191 Chair Danis provided information from Mr. Kouchoukos about the project to date, the available
192 funds, and the additional work that remains for phase one of the project. It was stated a MLB grant
193 was requested and denied, along with a few other smaller grants which were also denied because the
194 MLB isn't interested in helping with multipurpose fields and others because the town hasn't started
195 any ground breaking work. Chair Danis reviewed the expected costs of \$260,000.00 to complete
196 phase one, which included estimates for clearing, erosion control, stripping and saving of top soil,
197 excavation and fill, needed sloping and drainage, an outlet structure, gravel parking area, and some
198 landscaping. The estimate also includes needed seeding to the ball fields.

199 Mr. Dumas stated he is split on how he would vote for the article, as the board has never received
200 requested detailed documentations for a proposed budget; a project plan. However, if the board
201 does not support the article, does it give a public impression that the board isn't interested in
202 moving forward with the project? The board specifically requested a type of project plan and
203 timeline of when the project would be completed.

204 Mr. Eaton stated previous information was provided by those Mr. Kouchoukos and Barry with their
205 specific attempts to keep the costs down, but this is the best they could do.

206 Chair Danis stated a lot of the work completed at this point was done by volunteers and there
207 probably won't be a detailed project plan until the work has been awarded to a contractor. Mr.
208 Dumas asked if the town should consider hiring a project planner to try and keep tabs on the project.

209 Mr. Bartlett stated he didn't agree with moving forward on the Marston project without trying to
210 repair the existing fields. Chair Danis stated she felt trying to repair the existing fields is throwing
211 good money after bad, as the community center fields are in danger of flooding and the school
212 fields will need blasting and would still be used as a parking lot for school overflow parking.

213 Ms. Andersen expressed concern about rushing into the project without knowing a specific
214 breakdown or timeline for completion and a plan for moving the project forward with the remaining
215 recommendations. There are too many additional questions about the breakdown of costs that make
216 up the quote of \$260,000.00 to fully support moving forward with phase one, and beyond. Ms.
217 Andersen asked who would be the project manager if the funds are approved.

218 Mr. Sterndale stated he isn't sure the level of detail on each quote, but each was given the specific
219 design plans.

220 Mr. Eaton stated he believed the original purpose of Marston was to get away from playing at the
221 community center and the school, as they are substandard fields, and it would cost a lot of money to
222 repair them to the level needed. The goal is to further repairs on the existing fields once other fields
223 are available to play on.

224 Chair Danis stated she has some expectation that Mr. Kouchoukos will participate in the project
225 management, and the plans would include the Highway Director/DPW or another town employee.

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226 Mr. Sterndale asked if the board would be willing to vote on Article #19 with a recommended vote
227 rather than a not recommended vote, for consistency in wording on the warrant.

228 **Motion:** by Mr. Eaton to recommend Article #19 as read. Second by Mr. Dumas.

229 **Vote:** 3 in favor. 2 against.

230 Other: Mr. Dumas asked to include additional items on the board agenda to make sure the board can
231 review prior action items and future action items, which will prevent losing track of things the board
232 is looking to do. The other board members agreed to the change.

233 **NON-PUBLIC SESSION:** The Board entered non-public under RSA 91-A:3 II(a), (b), (d), (e),
234 and/or (l).

235 **8:07 PM Motion:** Motion by Ms. Andersen, second by Mr. Dumas Bartlett to enter non-public
236 under RSA 91-A:3 II (a), (b), (d), (e), and (l).

237 **Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 5 – 0 in
238 favor.

239 **10:05 PM Motion:** Mr. Dumas, second by Mr. Bartlett to exit the non-public session.

240 **Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 5 – 0 in
241 favor.

242 **Motion:** by Mr. Dumas, second by Mr. Bartlett to seal the non-public minutes of February 11, 2019.

243 **Roll Call Vote:** Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Bartlett – Yea. 5 – 0 in
244 favor.

245 The Selectmen made no decisions during their nonpublic session.

246 **ADJOURNMENT:** Having no further business,

247 **10:05 PM Motion:** by Mr. Dumas, second by Mr. Bartlett to adjourn.

248 **Vote:** 5 – 0 in favor.

249 Respectfully Submitted,

250 Dawn Calley-Murdough