

Nottingham Select Board Meeting

9-12-22

Official Minutes as of 10-3-22

1 Call to Order

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

3 Absent: Ben Bartlett

4 Others: Lorraine Petrini, Chris Sterndale, Steve Soreff, Brooke Schaefer, Herb Bernard, Chris
5 Evans, Gary Potavin, Pat Alger, Chelli Tennis, Shawn McLean, Fawn Woodman

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

7 Approve Manifests

8 **Mr. Dumas made a motion to approve the accounts payable manifest of 9-5-22 and payroll**
9 **manifest of 9-6-22. Mr. Eaton seconded. Unanimously approved by a vote of 4-0.**

10 Approve Minutes

11 **Mr. Eaton made a motion to approve the public and non-public minutes from 8-22-22 as**
12 **written. Mr. Dumas seconded. Unanimously approved by a vote of 4-0.**

13 Other

14 Ms. Danis acknowledged that Mr. Sterndale is leaving as the Town Administrator. He will be
15 leaving in about 30 days. She thanked him for the great work.

16 BOS Reports from Assigned Boards/Committees

17 *Budget Committee*

18 Mr. Morin said they went over the ground rules for the meeting and how they will move forward
19 with the warrant articles that were passed at the last election. Early October is next meeting.

20 *Planning Board*

21 Subdivisions and lot issues were discussed. There are 4 cases on Wednesday night. Ms. Danis
22 said that PB and BC are both big committees that Mr. Morin is attending. He said it is fine for
23 now but Ms. Danis said that it isn't the way the BOS should operate. Mr. Eaton will take over PB
24 in January but it was decided that Mr. Eaton will take over PB in November instead.

25 *CIP*

26 No update

27 *300th Celebration Committee*

28 Boat tours and cookout this weekend and chili cookoff is next weekend. Mr. Soreff said the
29 cookout is at Pawtuckaway. PLIA members are giving boat tours of the lake.

30 *Marston Property*

31 No update

Nottingham Select Board Meeting

9-12-22

Official Minutes as of 10-3-22

32 Town Administrator Report

33 It's election day tomorrow.

34 There is an updated list of appointments from the moderator for the BOS. All elections are going
35 to be at the school. When they break down the election equipment tomorrow night, it's going to
36 the old fire station.

37 They will get half the cost back from the state for the park fire.

38 The abutters came forward with a site plan for the land that the town was going to sell. It casts
39 doubt on the town's ownership. They are going to pull back on the selling process for now.

40 E-911 renumbering process is moving forward. Certified letters were sent to anyone whose
41 address will be changed. Signs are in the process of being put up for roads that will be changed.
42 Ms. Danis said there are some people requesting a different name for one of the roads. They are
43 here to discuss. Mr. Sterndale said the signs aren't hard to change but the other notifications are
44 done. He thinks the process is done but he will check. The next BOS meeting will be after it's
45 too late for sure; they would have to meet before the next meeting. There might even have to be a
46 public hearing. The two people who are on this street said they are appreciative of the work that
47 BOS have done. Mr. Evans didn't know they should have chosen other names for the road; if
48 they had known, they would have suggested other names. They wanted Heron or Henry Lane.
49 Ms. Danis said they asked people to come to the meeting to suggest names in the past. Mr. Evans
50 said Henry or Heron Lane would be their suggestion. Mr. Morin said if it hasn't gone too far, he
51 is in favor of changing. Mr. Eaton and Mr. Dumas agreed. Ms. Danis said timing wise, it may be
52 problematic. Mr. Sterndale will get back to the board.

53 Action Items from Last Meetings

54 9/12: Public Works Director

55 Code of Ethics, NHMA Policy Process, parks and rec fields policy

56 Assessing

57 Mr. Dumas made a motion to approve the intent to cut billing for Map 6 Lot 16. Mr.
58 Morin seconded. Unanimously approved by a vote of 4-0.

59 General Business

60 *Lamprey Drive Petition*

61 Some residents were interested in finishing constructing the road and they would like this new
62 section to be a classified road. The landowners can finish this on their own but BOS will be
63 involved if they want to have it considered a town road. There is a petition. There would be a
64 public hearing. Mr. Morin said he is in favor of this. There are two points of exit; there is nothing
65 negative about this, he said. Mr. Eaton agreed. Mr. Dumas asked if this creates a loop. Mr. Morin
66 said it does. Mr. Dumas is in favor of this. Mr. Morin said the road construction should be done

Nottingham Select Board Meeting

9-12-22

Official Minutes as of 10-3-22

as close to a new subdivision road standards as possible. Mr. McLean said they should follow subdivision codes. He discussed some issues with the road as is right now. He discussed what they would need for the road as well. Ms. Danis asked if the burden is on the residents or the town. Mr. Sterndale said it's been discussed that the residents would be paying for it. There is a way for the town to pay for it and then charge the residents but that will take much longer. It would be easier and faster if the residents paid for it themselves from the get-go.

Ms. Schaefer said she lives on this road. She would like assurance that if they present a decent plan that the street numbers will not change for the residents. Mr. Sterndale said that the numbers may not have to change for this road as it's pretty logical the way it will be. Mr. Morin said the numbers look good to him. Mr. Dumas and Ms. Danis said they are fine with the numbers as is. Ms. Danis said she wants to make sure there is clarity between the Public Works Director and the residents while they build the road. Mr. Sterndale said they need a survey of the land before they start the road. Mr. Bernard said the water runs down his driveway as it stands right now and he has no problem with it. They have gotten quotes from contractors to come out ASAP and it's \$30k. He said if they look at the map and footage on maps, it's a straight line to where the construction is. He doesn't believe they need a survey. They have pins on the land already. Ms. Danis said the question is survey or no survey. Mr. Morin said it doesn't interfere with anyone's property except for Mr. Bassett. Mr. Eaton said this isn't his area of expertise; he suggested the BOS going out to see it. Mr. McLean said he would like a survey done. Mr. Bernard said the contractor saw the pins and said he could do this in 3 days. Mr. Dumas said that contractor's opinion will not hold up in court if there is an issue. Mr. Morin said that Mr. Bassett owns the land and the road is going across his land. Ms. Danis is in favor of the survey. Mr. Dumas said he is in favor of a survey. Mr. Eaton said he would like a survey and he hopes it can be done in a timely fashion. The Board decided that a survey provided by the residents is needed in order for the Town to make decisions on whether or not to accept the stretch of road as a town road.

NHMA Policy Process

The meeting is next week. The BOS will not attend the meeting. Mr. Morin said it's not necessary to send Mr. Sterndale. Ms. Danis agreed.

Field Use Policy

Mr. Eaton made a motion to adopt the Municipal Field User Policy. Mr. Dumas seconded. Unanimously approved by a vote of 4-0.

Code of Ethics

Mr. Dumas made a motion to adopt the BOS Code of Conduct as amended. Mr. Eaton seconded. Unanimously approved by a vote of 4-0.

Finance and Insurance Matters

MS-1 went up by 1%. Tax rate will go down 2%. There are a couple of options for unanticipated revenue. Mr. Sterndale said that Primex is allowing them to cap the increases.

Nottingham Select Board Meeting

9-12-22

Official Minutes as of 10-3-22

Mr. Dumas made a motion to hereby accept the offer of the NH Public Risk Management Exchange to enter into its Workers' Compensation Construction Assurance Program as of the date of the adoption of the resolution, and to be contractually bound to all to of the terms and conditions of the Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program. The coverage provided by Primex in each year of the membership shall be as then set forth in the Coverage Documents of Primex. Mr. Eaton seconded. Unanimously approved by a vote of 4-0.

Other

There was discussion if someone can use the town logo to make and sell items. Mr. Morin suggested giving him a 6-month timeframe and he can bring some items to show the BOS. Ms. Danis agreed. The rest of BOS agreed.

Mr. Dumas made a motion to approve the ballot clerks as provided by the town moderator. Mr. Morin seconded. Unanimously approved by a vote of 4-0.

Ms. Danis said she spoke to MRI and they said that it's hard to find town administrators at this time. One option is getting an interim. Ms. Danis will speak to MRI about drafting a job description. The Board decided to move forward with MRI to assist in recruiting for the full time position and placing an interim TA.

Appointments

Police Chief

Chief Woodman said there were down one full-time and one part-time officer but hired one recently. There is one officer in the academy. The officers are getting taser certified. Gary Anderson is the chaplain for the police department and has been a resource. All officers have had vacations this year. There are 3 things on CIP: 2023 has a cruiser listed. There are 4 cruisers currently and the chief would like to retain the cruiser this time so it will increase the fleet to 5. They can't sustain working with the 4 cruisers when they have details or one is in the shop. In 2024, mobile data terminals will need to be replaced. There are 4 of them. There is a grant for it as well. The chief asked for a set emergency fund that would have money put into it each year. She would like this to start this year. The chief thanked Mr. Sterndale and wished him well. She also said the other department heads are invaluable and they all work very well together.

Public Works Director

Mr. McLean said they hired a new employee, and they have one vacancy now. Culvert replacements are being done for several roads. They are installing new sign names. Snow removal contractors are all on board and all routes except for one are covered as of now. The new truck should arrive tomorrow. They are maintaining the same fleet for vehicles.

For CIP, Mr. McLean said the telehandler at the recycling center will be replaced with the backhoe. He is asking for a truck and the truck they are going to get rid of was used for sanding. The new one will be a straight utility vehicle. The current F350 hasn't been used for the sander

Nottingham Select Board Meeting

9-12-22

Official Minutes as of 10-3-22

capability in the past 2 years. He also has fuel tank removal in the CIP. Mr. Morin suggested talking to Conservation Commission to get their support. Mr. McLean would like a cover for the tire area at the Recycling Center. Salt price is increasing and replacing the salt shed structures would keep this investment better protected. There was a discussion on paving Marston property. Mr. Morin asked if they would get more parking spaces if it was paved. Ms. Danis said it can be covered by ARPA money. Ms. Danis said she believes it will define parking lot and they will get more parking spots in there. Mr. McLean said it will make it easier to snowplow. Chief Woodman said they would need to stripe it if they paved it.

Mr. Dumas made a motion for the BOS to authorize the expenditure of \$36k for paving of parking lot at Marston fields with the money coming from the allocated ARPA funds. Mr. Morin seconded. Unanimously approved by a vote of 4-0.

Mr. Dumas made a motion for the BOS to authorize the expenditure of \$31,500 from the allocated ARPA funds for the replacement of salt shed structures. Mr. Morin seconded. Unanimously approved by a vote of 4-0.

Mr. Eaton made a motion for the BOS to authorize the expenditure of \$31,923.16 for removal of the tank coming from the allocated ARPA funds. Mr. Dumas seconded. Unanimously approved by a vote of 4-0.

Mr. Eaton made a motion for the BOS to end discussion for roof shed for the tires with the money coming from the allocated ARPA funds until the next meeting. Mr. Morin seconded. Unanimously approved by a vote of 4-0.

Review Action Items for Next Meeting

10/3 Fire Chief

10/17 Facilities Assessment Committee

Roof shed for the tires using ARPA funds, unanticipated revenue discussion

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

Adjourn

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

The non-public meeting ended at 10:10 pm.

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

Nottingham Select Board Meeting

9-12-22

Official Minutes as of 10-3-22

176 **made a motion to adjourn the public meeting at. seconded. Roll call vote: Mr. Morin-yay,**
177 **Mr. Eaton-yay, Ms. Danis-yay, and Mr. Dumas-yay. Unanimously approved by a vote of 4-**
178 **0.**

179

180

181

Nottingham Select Board Meeting
9-12-22
Official Minutes as of 10-3-22

182