

Minutes
Nottingham Select Board Meeting
January 8, 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, Charlene Andersen, Charles Brown, Anthony Dumas

Absent: Tiler Eaton

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Susan Mooney, Cheryl Smith, John Terninko, Rob Claxton, Raelene Shippee-Rice, Sam Demeritt, Daniel Kern, Debra Kimball, Sue Paradis, Liz Kotowski, Jim Robinson, Kristen Lamb, Jaye Vilchock, Sandra Vilchock

Approval of Manifest:

Motion: by Mr. Dumas, second by Mr. Brown to approve the December 29, 2017 accounts payable manifest.

Vote: 4 – 0 in favor.

Approval of Minutes:

Motion: by Mr. Dumas, second by Mr. Brown to approve the public minutes of the December 18, 2017 minutes as amended and the non-public minutes of December 18, 2017 as amended.

Vote: 4 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: The January 4th meeting was cancelled because of the snow storm and the public hearing for the school budget will take place on Tuesday, January 9th at 7:00 pm. The town will review their 2nd draft proposed 2018 budget on January 25th at 7:00 pm at the Town Offices.

Mr. Dumas reported the school budget has increased an approximate 5.5%, a new transportation contract has been agreed upon, and the board removed some of their initiatives to try and reduce the budget where they could.

The committee has one vacant position.

Planning: Ms. Anderson reported the committee will meet on January 10th to review a subdivision.

CIP: It was stated the report should be complete within the next two weeks.

Town Administrator Reports, Mail, Signature Items:

Route 4 Property: The walk through for the appraisal took place and the appraisal should be received soon.

Solar Panels: Tree cutting work has started at the Fire Department to get ready for installation and permits have been filed.

Recycle Center: The trash compactor has been completely full the last couple of weekends, with busier than normal after holiday visits. Staff has noticed some items in the compactor that should have been recycled and citizens were reminded to recycle all applicable items.

The town does not have many available options for overflow trash, with a limited amount of available land space, and per state regulations cannot leave it piled up outside the compactor. The town will look at other ways to try and address seasonal trash, possibly by renting a temporary

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dumpster for trash during the holiday season. Mr. Sterndale will continue to monitor the situation and find a reasonable solution.

Roads and Snow Removal: Mr. Sterndale reported the Highway Department is doing the best they can and the department has added a couple of smaller vehicles, but they are in need of a driver that can operate a large truck and is available on a regular basis. The cold weather has also created problems with an ability to screen the sand, and larger equipment has been rented to try and help the situation. The department is doing the best they can and appreciate the patience of all citizens as they take care of plowing as quickly as they can.

The Select Board expressed their thanks to the Town Administrator for his work in helping manage the highway department and stated the highway crews are doing a good job keeping the roads as clear as possible.

HB561 Comment: Ms. Andersen asked if a letter was sent to the legislature indicating the town is against the proposed changes to the number of hours retired NH Retirement System employees are allowed to work. It was stated there are some newer proposed amendments, including a possible grandfathering provision and additional information would become available after the upcoming public hearing. Mr. Sterndale would draft a letter and send it by email for board review.

General Business:

Door Keyless Entry Access: Mr. Sterndale reviewed the two recommended options for keyless door entry at the town offices. The first option was to provide applicable staff and board/committee members with specific entry codes with key number codes manually entered and monitored by the town and should be considered a low security option for an approximate \$5,700.00. The second is a slight upgrade to the first option with both a key pad numbering system with an additional key fob entry, making it easier for staff with a starting price of a little over \$10,000.00.

Chair Danis asked about the burden to staff employees to monitor and maintain the proposed systems. Mr. Sterndale stated the launch is more time consuming but both systems should be manageable, and the second system will be slightly easier with system wide computer access versus individual door changes.

Mr. Brown asked if there is a large necessity to track entry into the building; will staff spend a lot of time utilizing the system. Mr. Sterndale reported it will take some time, but the town will only know that someone will enter the building with a valid code.

Chair Danis stated she didn't want the system to be too complicated meaning that staff will end up just passing the key number around, which is what is happening now with manual keys. It was stated the monitoring system would also identify who isn't entering the building and the key code could be removed. Other board members agreed that the system shouldn't be too complicated or be too cumbersome for employees to use, program, or access. The board wanted to increase security to the building with the removal of the regular keys while providing the town with the ability to track who is coming into the building.

Ms. Andersen stated she recommended options 2. Mr. Brown and Mr. Dumas agreed with the choice with the higher level of security, potential for easier use, and the ability to audit the second system.

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Appointments: 7:00 pm – Conservation Commission Easement Hearing for the Shippee-Rice and Terninko Easements: Mr. Demeritt, Chair of the Conservation Commission, opened the public hearing for the proposed Shippee-Rice Easement and the Terninko Easement. Mr. Demeritt stated the proposed Terninko easement is a 15.35 acre parcel that adjoins other conservation parcels, will cost an approximate \$4,400.00 in transaction fees and \$50,000.00 for owner compensation, and the easement will be managed by Bear Paw Regional Greenways (BPRG). The proposed Shippee-Rice easement is a donated 8 acre parcel, will cost an approximate 11,995.00 in transaction fees, and the easement will also be managed by BPRG.

Mr. Kern stated Bear Paw has been working with Nottingham on conservation projects for many years. The Terninko property will conserve a significant amount of farmland, and will now mean most of his property is in conservation. The Shippee/Rice property will conserve significant frontage on the North River Lake.

Mr. Demeritt closed the public hearing with no additional comments or questions.

Ms. Smith reviewed the list of pending projects, stating it is a much smaller list with the completed projects removed. Chair Danis thanked the Commission for providing the board with the updated easement list.

Motion: by Ms. Andersen to authorize the expenditure of \$54,400.00 from the Conservation Fund to purchase a conservation easement on Case Road at Map 9 Lot 10; and \$11,995.00 to purchase an executory interest in a conservation easement on Garland Road at Map 14 Lot 14. The Town Administrator is authorized to sign and execute all documents related to the transactions. Second by Mr. Dumas

Vote: 4 – 0 in favor.

Discussion took place about the work still needed for the Kennard Easement, and Mr. Demeritt stated BPRG has completed a significant amount of work for this easement and asked if the town would release the funds for the project.

Mr. Sterndale reported a hearing to request release of the funds would need to be held, just like the Shippee-Rice and Terninko easement hearings. Payment for the work to complete the easement could take place, but making BPRG the authorized holders of the easement would require approval at Town Meeting.

Mr. Demeritt asked if the public hearing should wait until after Town Meeting. Mr. Sterndale stated it could be held during February, before Town Meeting.

Mr. Sterndale reviewed the status of the Kennard property and the steps that will be needed to place the property into an easement. The property was purchased with conservation funds, which provides some protections, but placement of the easement could be considered a type of selling of town property and that action needs Town Meeting approval. This is a two part process, authorization to spend the funds for the easement and then town approval to “sell” the easement to Bear Paw.

7:30 pm – Jaye Vilchuck, Fire Chief: Chief Vilchuck reviewed the request to update the department breathing apparatus equipment, stating the State of NH mandates the 15 year requirements for the equipment. The current units were purchased in 2004 and are built on 2002 standards; specifications for new equipment takes place once every five years, making the existing

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equipment three generations old. The department currently has 15 units and the approximate replacement cost is \$150,000.00. Chief Vilchok stated he would like to increase the count to 18 total air packs.

Chief Vilchok stated he makes a strong effort to keep the department funding as level as possible for the upcoming 2019 purchase, as well as ready for the next purchase in 15 years, as it is easier to budget for \$150,000.00 over 15 years, rather than in just 2 years. This could be done by creating a new capital reserve fund or by amending the fire vehicle capital reserve fund to include the air apparatus.

A recommendation was made to request to add \$75,000.00 into the fund for 2018, an additional amount of \$75,000.00 for 2019, with the planned purchase to take place in 2019.

Chair Danis stated she understands the reasons to purchasing all units in one year, but is there any risk in putting off the purchase for one year and using the existing equipment. Chief Vilchok stated the current units have been inspected and tested and meet necessary requirements and he is comfortable waiting one year for the purchase.

Mr. Dumas asked what would happen if the replacement request was put off for one year with a negative vote at town meeting. Chief Vilchok stated the town has no options except to replace the equipment by 2019; if there isn't valid equipment house fires cannot be fought. There is an approximate purchase lead time prior to the initial expirations and he is comfortable in waiting for one year.

Mr. Brown stated it is his history that the town has not voted down needed items for the Fire Department.

Chief Vilchok reviewed the department request for the purchase of a new pumper/engine. He stated he is seeking grants, but history has shown that he would have more successful results by asking for a grant for replacement of air packs. This is based on the condition that the grant will still be in place in 2019.

The purchase of the truck would not exceed \$525,000.00, the amount that will be in the capital reserve fund. The new engine will replace the current engine that purchased in 1995. The new engine will be of comparable to the size of the current engine, except it will have a larger Class A engine and the capacity to carry more water. The department has received one preliminary bid, but will seek additional bids before Town Meeting. Specific pricing information will be provided to the Select Board after March Town Meeting, to make sure town approval is received. The intent is to accept delivery of the new engine in the spring of 2019. The department will utilize all existing equipment on the new engine to help reduce the overall purchase cost.

Chair Danis asked how the equipment inspection takes place. Chief Vilchok stated he contracts with different organization to complete all inspections; starting in September and working with other town when available to try and save costs for bringing inspectors in. Testing includes air packs, ladders, hoses, pumps, and inspectors come from all over in Massachusetts and even New Jersey.

Mr. Sterndale would work with Chief Vilchok on the change in language for the capital reserve fund and establishing a packet of materials to support the reserve fund change and the purchase bids for the new engine.

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Mr. Dumas asked if the proposed radios for the new engine would be based on the new specifications for emergency responders. Chief Vilchok stated he hasn't yet looked at the new requirements yet; the typical process is Police Department first and then utilized by the Fire Department.

General Business, continued:

Budget: Mr. Sterndale updated the board on the most recent updates to the proposed budget, which included the police and fire equipment purchases, telephone consolidation, and the overall increase is now an approximate 0.8%.

Ms. Andersen asked about the requested increase to the Election Worker account. Mr. Sterndale reported he has estimated what he believes is the total needed for the total number of 2018 elections. It has been a while since the last increase to election worker salaries, and the proposed salary budget is based on the proposed \$9.00/hour, but it would be changed if the Select Board didn't agree with the amount. The Moderator encouraged and supported the increase to the Election Worker salary amount.

Mr. Brown would bring his questions to the Town Administrator for review at the next meeting.

Mr. Sterndale stated he is expecting a three or four citizen petition warrant articles. The deadline for a citizen petition is warrant articles is February 6, 2018 with 25 certified voters.

Chair Danis asked each of the board members to discuss their questions or concern about the budget with Mr. Sterndale as soon as possible to finalize the data before the next Budget Committee meeting on January 25th.

Roads: Mr. Sterndale asked what the board would want to consider bringing forward to town meeting for paving activity.

Mr. Claxton of Ledge Farm Road stated the traffic counts can identify the impact of wear and tear on the dirt roads, which is further compounds the problems seen in the spring. The estimated cost to pave Ledge Farm doesn't seem unreasonable with the amount of traffic that is seen on the road. The increasing cost of the new fire trucks and other town equipment could be a justification to improve and pave portions of busier roads, to prevent damage to the equipment.

General discussion took place about the amount of traffic on Ledge Farm Road, the typical direction that vehicles take, and where it is coming from.

Chair Danis stated the board was surprised with the results of the traffic count and haven't really had the opportunity to discuss the cost of the proposed work, but the \$650,000.00 expense appears high. Mr. Sterndale reported the engineering company provided amounts are going to be a little higher in an effort to make sure the town budgets enough and may be higher than what the market will eventually put forward. The largest part of the proposed expense is asphalt, even with the need to address some areas of ledge and drainage. The town will need engineering assistance to complete the project correctly. However, the proposed work will not address concerns with the sharp corner, as that will need more than what the town may be willing to do at this time.

Mr. Claxton stated concerns about speeding on newly paved roads may require an increase in police presence. Ms. Andersen stated the town may have an opportunity to decrease driving speeds by introducing speed tables or other preventative measures. Others expressed concerns about anti-speed measures in regards to plowing and future maintenance.

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Mr. Sterndale recommended the Select Board consider Cooper Hill and Ledge Farm as the priority roads and choice of one for paving in 2018, with Mitchell Road not being far behind especially with the new sub-division.

Chair Danis stated the question before the board is to make a decision about putting together a warrant article for paving. Mr. Sterndale reported the town is ahead in current paving projects with the unanticipated 2017 paving revenue that allowed the town to complete the two year Lakeview project in one year. The town has paving projects, but some culverts will also need to be replaced. The town could bond the work over ten years, even with an additional amount for interest, as if there is a decision to fund \$650,000.00 in one year it would mean an approximate increase to the tax rate of \$1.06.

Mr. Brown stated the town may end up scaling back on the overlay program if the choice is to bond paving work, but work is needed on the roads.

Ms. Andersen asked if any of the new sub-divisions would require upgrades to existing roads. Mr. Sterndale stated they are not near enough for the Planning Board to justify requesting road improvements.

Ms. Andersen stated the work needs to be completed, and getting a bond to fund the road work is probably the best option.

Mr. Brown stated he would like to fund the project over two years, as \$650,000.00 is too much for one year, but isn't opposed to bonding the project. Mr. Sterndale reported the project could be completed in two years, with Cooper Hill in year three and Mitchell in year four, but it will push out the other proposed work that is coming up after that. The town will not be able to fund all needed work at \$200,000.00 per year and there will be an increase at one point or another. There should also be the expectation of some additional costs by spreading out the project over two years – with extra engineering expenses, not to mention road work disrupting travel over two years.

Mr. Sterndale reported the town could mostly stay on track if they continue with the \$200,000.00 regular funding and bonding the Ledge Farm work over ten years. However, there is other expensive culvert work and other upcoming roadwork that is proposed in the CIP.

Mr. Robinson asked if the proposed 5-year road work plan is available. Mr. Sterndale stated it could be provided and is documented in the CIP.

General discussion took place about the proposed list of upcoming road repair work.

Mr. Claxton stated it might be time for the town to consider increasing the amount of money being spent on road repairs.

Mr. Dumas supported the idea of bonding the Ledge Farm road work, but can also see the benefits of spreading out the project over two years.

Chair Danis recommended seeking a bond, and the other members supported a warrant article to bond the project. Mr. Sterndale would get the recommended language.

Ms. Andersen stated this type of warrant article requires a 2/3 vote at town meeting and will need support.

Mr. Sterndale stated he does not recommend reducing the regularly funded road work for reconstruction and shim/seal coat.

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Mr. Sterndale reviewed the road study, stating it will help the town determine the best plan to maintain and improve road conditions; getting the best for the amount they are spending. The study will provide the town with a great base line of existing data and the best method to move forward to maintain current road conditions.

The board has two options, \$10,000.00 and \$40,000.00 with different levels of road survey. Mr. Sterndale reported he felt the simpler study would be enough for what Nottingham needs, as there isn't a need to spend a higher amount to gather the needed data. The board supported the simpler road study at the lower cost, which will be paid for by the special 2017 SB38 highway funds.

Motion: by Mr. Dumas to authorize the Town Administrator to contract with the SRPC to produce the roads safety management study with costs not to exceed \$9,500.00 with SB38 highway appropriations from 2017. Second by Mr. Brown.

Vote: 4 – 0 in favor.

ADJOURNMENT: Having no further business,

8:49 PM Motion: by Mr. Dumas, second by Ms. Andersen to adjourn.

Vote: 4 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough