

**Minutes
Nottingham Selectmen's Meeting
January 11, 2016**

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

Members Present: Mary Bonser, Donna Danis, Mark Carpenter

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Gene Reed, John Morin, Jaye Vilchuck, Mark Pedersen, Todd Vachon, Chris Robinson, Gail Mills, Joan Stamoulis, Sandra Vilchuck, James Calderone, Matt Curry, Brett LaBlanc, Chris D'Eon, Frank Downing,

Joan Stamoulis – Trustee of the Trust Fund Applicant: Ms. Stamoulis reviewed her work history and it was stated she has lived in town for 16 years.

Chair Bonser stated she had reviewed Ms. Stamoulis' resume and all seemed good.

Mr. Carpenter reviewed the July 2014 updated Town Board/Committee Appointment Process, stating the change was to provide an opportunity for the Selectmen to get to know the individuals applying for a position on a board, committee, commission, etc., and for the individuals get to know the Selectmen, making sure a level of diligence is completed. These meetings have happened before with other people, recently with Sheila Foss the new Deputy Treasurer.

Ms. Stamoulis answered Ms. Danis' questions about her understanding of the Trustees of the Trust fund.

Chair Bonser let Ms. Stamoulis know she could access training materials about the duties of the Trustees of the Trust Fund through the NH Municipal Association.

Ms. Stamoulis thanked the Selectmen for the appointment.

Motion: by Mr. Carpenter, second by Ms. Danis to appoint Joan Stamoulis as a member of the Trustee of the Trust Fund from January 2016 to March 2016.

Vote: 3 – 0 in favor.

BOARD OF SELECTMEN MEETING RECESS: Chair Bonser stated the Selectmen will recess the Board of Selectmen meeting and open the CIP meeting. The Selectmen will re-open their meeting when the CIP Meeting concluded.

Motion: by Mr. Carpenter, second by Ms. Danis to recess the Board of Selectmen meeting for the Capital Improvement Committee.

Vote: 3 – 0 in favor.

CIP Committee Meeting: See CIP minutes of January 11, 2015.

The CIP Meeting was adjourn at 7:49 pm

Vote: 5 – 0 in favor.

Chair Bonser re-opened the Board of Selectmen meeting at 7:50 pm

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Mr. Carpenter to approve the January 4, 2016 accounts payable and January 5, 2016 payroll manifests.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Ms. Danis, second by Mr. Carpenter to approve the minutes of the December 28, 2015 meeting as amended.

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Vote: 3 – 0 in favor.

SELECTMEN BOARD/COMMITTEE/LIASON REPORTS:

MPEC: Ms. Danis distributed information from the committee summarizing their prior work and some of the current plans after meeting with the engineers and landscapers/property developers. The committee used the master list of data gathered by the committee after Nottingham Day and the NH Listens report for all items desired at Marston Property to work with the design firm and establish a more formal plan.

Chair Bonser stated she has received concern about the amount of proposed parking and making sure there is enough. Mr. Carpenter asked to make sure outreach to the general public will take place to seek local funding, crowd funding, donations, and volunteers; will there be a sub-committee dedicated to seeking these additional funding methods.

Ms. Danis stated the committee has attempted to take the design plan and modify the work into multiple phases in order to make the financing easier to find, including funds raised by property taxes, finding grants, and volunteers and/or donations from the general public. Ms. Danis stated phase 1 does not necessarily mean completing the phase in one year, but possibly over multiple years. Committee members continue to seek alternatives bids for the needed work and alternative methods of funding. Ms. Danis stated part of the process for MPEC is to work with any recreation department committee established by the Selectmen, per the results of the Recreation Revolving Ad hoc Committee.

The next committee meeting is Tuesday, January 12th at 5:30 pm. The committee decided that Phase 1 is not necessarily year 1; taking more than one year to address all the needs for Phase 1. The intent is to almost develop a separate CIP report specifically for the Marston Property.

Mr. Sterndale would participate in the January 12th meeting to help in the process.

Mr. Morin asked MPEC to also take into consideration that the Town has other significant walking trail resources through the Pawtuckaway State Park and Mulligan Forest, and can the work walking trails be considered a lower priority over other needs.

General discussion of the location of some of the activities were considered and several different solutions available to solve expressed concerns. This includes the location of the ball fields, parking, traffic patterns, and even possible use of the property by other communities.

Additional materials will become available after the next meeting, information will be reviewed at the Planning Board meeting on Wednesday, January 13th at 7:00 pm., and the next proposed phases for 2016 and potential warrant article would be available on Monday, January 18th.

Budget Committee: Mr. Carpenter stated the estimated tax impact was presented and the school budget public hearing will be on Thursday, January 14th at 7:00 pm.

TOWN ADMINISTRATOR/DEPARTMENT REPORTS, MAIL & SIGN ITEMS: Mr.

Sterndale reviewed the signature items, which included the appointment of Fire Chief, Fire Wardens, and signature on prior meeting appointment forms.

Fernald Easement Closing: Mr. Sterndale reported the closing will be scheduled soon; the updated deed is ready for signature.

Fire Chief Appointment:

Motion: by Ms. Danis, second by Mr. Carpenter for the Nottingham Board of Selectmen to approve the appointment of Jaye Vilchuck as Fire Chief from January 1, 2016 to January 2017.

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Vote: 3 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Danis for the Nottingham Board of Selectmen to approve the appointments of Fire Warden, Deputy Fire Wardens, and Issuing Agent according to the 2016 Reappointment list, as printed by the NH Department of Resources and Economic Development Division of Forest and Lands.

Vote: 3 – 0 in favor.

Conservation Commission: Ms. Danis asked Mr. Sterndale to submit another request to the Commission for a copy of an updated easement recommendation list, as previously discussed with the Commission and requested by the Selectmen. Mr. Sterndale responded he requested the data from the committee prior to the BOS/Commission quarterly meeting held in December and would ask again.

Presidential Primary: The primary will be held on February 9th at the Community Center.

Vacant Town Positions and Sign up Dates: Mr. Sterndale reviewed the list of upcoming vacant municipal positions and stated the sign up period will be with the Town Clerk starting January 20, 2016 to January 29, 2016.

Mr. Carpenter announced that due to his increasing work schedule interfering with his work as a Selectman, he would be resigning his position as Selectmen at a soon to be determined date. This would present two vacant Selectmen positions available for individuals to sign up for.

Discussion took place about how a vacant Selectmen position could be filled; it was stated the intent was for Mr. Carpenter to continue his position through Town Meeting, including the ability to make his position available on the upcoming ballot. More information would become available very soon.

The Selectmen congratulated Mr. Carpenter and let him know he would be missed.

APPOINTMENTS: None

GENERAL BUSINESS:

Tax Deed Waivers: Mr. Sterndale presented the list of proposed deed waivers and two properties he would propose the Selectmen consider taking by tax deed for future sale, which would be discussed at a future meeting.

Motion: by Ms. Danis, second by Mr. Carpenter to move that the Board of Selectmen waive the deeds and notify the Tax Collector that they will not accept the Tax Collector's deeds on the following properties pursuant to NH RSA 80:38:

Map	Lot	Sub	Address
1	2		10 Barrington Road
1	3		12 Barrington Road
1	12		Barrington Road
3	11	6	25 Lincoln Drive
8	13		288 Stepping Stones Road
15	9		196 Old Turnpike Road
20	8	1	47 Priest Road
24	95		Robin Hood Drive
24	103		Robin Hood Drive

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24	141	2	209 Mill Pond Road
24	143		130 Kelsey Road
28	12		28 Gile Road
37	15		175 Stage Road
42	15		6 South Summer Street
46	6		104 Stevens Hill Road
57	2	BLDG	6 Cilley Road
61	13	0	171 Deerfield Road

Vote: 3 – 0 in favor

Chair Bonser recused herself as Chair.

Motion: by Mr. Carpenter, second by Ms. Danis move that the Board of Selectmen waive the deeds and notify the Tax Collector that they will not accept the Tax Collector's deeds on the following properties pursuant to NH RSA 80:38:

Map	Lot	Sub	Address
23	2	100	Cedar Waters

Vote: 2 – 0 in favor.

Chair Bonser returned to the meeting.

Mr. Sterndale reviewed the information regarding the two parcels he would like the Selectmen to consider taking the properties for unpaid taxes, by tax deed and for future town sale; Map 13 Lot 12 located at 61 Freeman Hall Road at the intersection of Kennard Road across the street of the church and Map 39 Lot 20 on McCrillis Road at the intersection of South Summer Street.

2016 Budget Review: Mr. Sterndale reviewed the year end revenue amounts, with a preliminary total of \$2,136,443.00; this amount is approximately \$400,000.00 more than the initial estimates. This increase is in part due to the sale of town tax deeded property, an unexpected FEMA grant repayment, continuing increase in motor vehicle permit fees, more building permit fees, reimbursement of NH rooms & meal tax, and higher than expected payment of back taxes/penalties.

Mr. Sterndale reported he would provide higher estimates for the 2016 revenues, and while the original estimate amount is important, it is the revised estimated revenues reported to the NH Department of Revenue in September in setting the tax rate that is more important.

Mr. Carpenter asked for the definition of the Business Licenses, Permits, & Fees category. Mr. Sterndale reported that is the Cable Franchise Fees, revenue that will also increase for 2016.

Mr. Carpenter asked if a warrant article could be written that would take the income from the sale of any town property and have it allocated for a specific task or action, such as funding the Marston Property. Mr. Sterndale reported such a warrant article could be written.

Mr. Sterndale reviewed the current town expenditures, stating some of the proposed purchases in December did not take place and the amount has changed little since the last time the expenditures were reviewed. There are some accounts with expenditures but no budget amounts, which are offset by revenues; increasing the total expenditure amount, but also increasing the revenue amounts as well.

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It was stated that the Nottingham School Board indicated they would share the cost of the planner who would be needed for the new impact fee study.

Mr. Sterndale stated the Selectmen will need to review the recommended shift of expenses and revenues from the revolving account to the general fund for Nottingham Family Day; based on the recommendations from the Recreation Revolving Ad hoc Committee.

Mr. Carpenter asked about the additional cost for the new recreation software, as it appears to be very expensive. Mr. Sterndale reported the initial cost is for the actual software and the next year will be the annual licensing fee. The amount may change depending on the usage, and a decision will need to be made to determine if the expenditure will be paid from the general fund or recreation revolving fund. The new software could result in eliminating one summer employee position, by automating the registrations, payment and scheduling of programs for the Recreation Department. Mr. Sterndale reported the process is currently a paper driven process and the largest benefit will be for the user with easier registration and on-line payment ability. This includes greater efficiency for the staff, in all aspects of recreation activities.

Discussion took place of the currently known warrant articles and the proposed, including the Quint, a new fund for Lake Monitoring and Invasive Species in the amount of \$10,000.00, a Contingency Fund for unanticipated expenses related to employee retirements and terminations, a warrant article for the Marston Property development, in addition to the regular articles for the Road Construction/Reconstruction, Highway Vehicle CRF, the Ambulance Fund, Tri-Centennial Fund, HVAC Fund, Social Services Agencies, and Revaluation.

Discussion took place about the Lake Monitoring and Invasive Species Fund and the intent of how the account would be used; to hold funds to pay for annual lake host monitoring expenses and to set aside funds to address any potential need if invasive species are found in the lake. After discussion the Selectmen agreed to set the warrant article at \$10,000.00, proposing \$8,000.00 towards the lake host monitoring program and holding \$2,000.00 to pay for any necessary clean up, if needed. Future Boards of Selectmen would determine the amount of the warrant article each year and also decide offered their consent to a proposed annual amount the town could contribute to the Lake Host Program.

The Selectmen requested to increase the amount of the HVAC Fund from \$3,000.00 to \$5,000.00.

The amounts for Social Services are still being worked on. Mr. Carpenter asked about the funding for Ready Rides, will they receive town funding or funding from the Recreation Revolving fund.

Mr. Sterndale reported the funds for the revaluation are being included and a decision will need to be made about adding funds to the Fire Vehicle capital reserve fund as well.

Upcoming Calendar Dates: February 2nd election machine testing, February 9th Presidential Primary; the date and time for the machine testing meeting is to be determined.

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

9:09 PM Motion: by Mr. Carpenter, second by Ms. Danis to enter non-public under RSA 91-A:3 II(a).

Roll Call Vote: Bonser – Yea, Carpenter – Yea, Danis – Yea. 3 – 0 in favor.

9:24 PM Motion: Ms. Danis, second Mr. Carpenter to exit the non-public session.

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Vote: 3 – 0 in favor.

Motion: Mr. Carpenter, second by Ms. Danis to seal the non-public minutes of January 11, 2016.

Roll Call Vote: Bonser – Yea, Carpenter – Yea, Danis – Yea. 3 – 0 in favor.

The Selectmen made no decisions during their non-public session.

ADJOURNMENT: Having no further business,

9:25 PM Motion: by Ms. Danis, second by Mr. Carpenter to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough