

Minutes
Nottingham Select Board Meeting
January 22, 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, Tiler Eaton, Charlene Andersen, Charles Brown, Anthony Dumas

Others: Town Administrator Chris Sterndale, Jaye Vilchock, Sandra Vilchock, Megan Dionne, Jeremy Lavoie, Grace Russell, Jerry Leed, Dee-Ann Decker, JoAnna Arendarczyk, Ruth Anne Fuller

Fire Department: Chief Vilchock introduced Megan Dion and Jeremy Lavoie, the newest full time members at the Fire Department and reviewed their work history. Ms. Dion previously worked for the Lebanon Fire Department, is a Fire Fighter 2, an EMT, is completing her Advanced EMT certification, and is certified in water rescue. Mr. Lavoie has served 8-year with the Auburn Fire Department, has certification as an instructor, driver, and aerial device operator, and has his Associates Degree in Fire Science. The Select Board welcomed both Ms. Dion and Mr. Lavoie to the department. Ms. Andersen expressed her appreciation with having water rescue certification with the number of water bodies in town and with the ability to complete some levels of fire investigation.

Approval of Manifest:

Motion: by Mr. Dumas, second by Mr. Eaton to approve the January 15, 2018 accounts payable and January 16, 2018 payroll manifests.

Vote: 5 – 0 in favor.

Approval of Minutes:

Motion: by Ms. Andersen to approve the Select Board January 8, 2018 public minutes as written. Second by Mr. Dumas.

Vote: 5 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: Mr. Dumas reported the next meeting is Thursday, January 25th with the town budget 2nd draft and a meeting with department heads.

Planning: Ms. Andersen reported the board is now on the same schedule as the Select Board for the next few months and will meet Wednesday, January 24th. The board will review a conceptual multi-family plan and will meet with Strafford Regional Planning Commission regarding road safety and improvements.

Chair Danis asked if the discussion regarding impact fees has been completed. Ms. Andersen reported it was completed and final decisions have been publicly posted.

CIP: Mr. Brown reported the committee met the prior week and final reports have been issued. The school fully participated in the process.

Town Administrator Reports, Mail, Signature Items:

Recycle Center: Mr. Sterndale reported an inspection of the compactor is going to take place to determine if there is an issue with its operation. The town is hauling a lower final weight than other towns with the same size equipment, and it may be a problem with how material is being

Minutes
Nottingham Select Board Meeting
January 22, 2018

compacted, rather than the amount of trash being received. An additional roll-off trailer is in use for overflow trash until the inspection is complete to determine how the issue can be resolved.

Year End volume totals have been calculated for the Recycle Center. This is a calculation when material is transferred out of the center, which makes tracking those items that are stockpiled – cardboard and plastics. However, the biggest impact that continues to be seen is a higher price for disposals with changes in the global market, as they do impact small local markets. Prices for recycling continue to fluctuate and while high prices can be seen now, such as for metal, that can change at any given moment. The previously seen high recycling for plastics are no longer seen; again with changes in the global market.

HB*: Mr. Sterndale reported the hiring of retired personnel bill continues to change in the legislature. There appears to be the introduction of a grandfathering for current employees, as well as a possible contribution method for future employees. This will still cause trouble for the town in future hiring options, but it isn't a huge problem for the town at this time.

Appointments:

7:00 pm – Patricia Farrington: Mr. Farrington reviewed her request to expand the Emergency Lane road plowing on Lamprey Drive through to her house. Her home is outside the existing area, her husband is in a wheelchair, and is asking the Select Board to continue plowing an additional estimated 200 feet to make sure emergency resources can get to her in an emergency and she and her husband can make it out of their driveway. There have been times in the past that she has not been able to drive into her property based on the amount of snow and the Police Department has helped her get home.

Chair Danis reported the Select Board would reach out to the Highway staff before the board could give an answer.

Mr. Brown stated the town set guidelines about what should qualify for an emergency lane, he isn't looking to expand any of the current routes, and feels that adding 200 feet of plowing to an existing plow route isn't as easy as it sounds.

Ms. Andersen stated the Emergency Lane statute is to provide the town to clear portions of roads so emergency services can reach the specified homes/areas, but isn't specific about plowing. The board has to review the request very carefully to determine what the actual impact would be.

Ms. Farrington stated she isn't asking for a whole new road to be an emergency lane, but to extend a portion of an existing emergency lane.

Chair Danis asked for the Town Administrator to provide additional details about the road and to speak to the Highway Department for additional consideration.

7:15 pm – Supervisors of the Checklist: Ms. Decker reviewed the increase and change in duties and the request of the Supervisors of the Checklist for an increase in salary from \$8.61 to \$12.00. The Supervisors haven't received an increase in salary over the past five years. Duties have changed significantly over the last few years with legislative changes. include working with the Election Workers in training them for all applicable duties for each election, verifying all information regarding registered voters, and reporting all information to the NH Election offices. These duties now include the need to verify the domicile of all new registered voters to make sure they are a Nottingham resident. Supervisors are elected for a six year term.

Minutes
Nottingham Select Board Meeting
January 22, 2018

Ms. Andersen asked for the increased number of hours needed by the Supervisors to complete all their new duties. Ms. Decker stated every election is slightly different, and each year will be different because of the number of elections. It is difficult to predict how many additional hours are needed for the documentation changes. Ms. Fuller stated the Supervisors have started meeting on Saturday to make sure the Checklist is updated monthly.

Ms. Andersen reported, as a former ballot clerk, the duties needing completion are more complex now to make sure all information is tracked correctly.

Mr. Brown stated he believes there are a number of additional duties the Supervisors now must complete and they earn their money, but he is concerned about having a 33% salary increase in one year and would accept the total increase over a couple of years.

Ms. Andersen agreed moving to \$12.00 is tough in one year and asked to review the budget impact.

Chair Danis recommended putting in for hours when they attend legislative hearings. Ms. Decker stated the Supervisors request pay for training, but not for legislative hearings.

General discussion took place about the impact of the legislative changes are putting on the Supervisors, both from a time perspective and a wage perspective.

Ms. Decker expressed her appreciation for the town to also provide the Supervisors with a secure and safe location to store their documents and to complete their work, as many towns do not. Ms. Decker offered to attend a Budget Committee meeting if the Select Board desired.

General Business:

Road Projects 2018: Mr. Sterndale reported he has started looking at loan options. Many banks require a working business with them to be considered for a loan, so the town can work with the currently used bank and the NH Bond Bank, but he will continue looking for options. Interest rates are rising, and the town won't be able to lock in a rate until final paperwork is signed, but the town is financial credit worthy and he doesn't expect any trouble in getting a loan. The Select Board will need to determine the number of years for the loan and how they will pay back the loan; the exact number of years of the loan or early pay off.

The Select Board will need to hold a public hearing for the bond and the board will need to determine a specific list of roads they want to work on and the amount of money they will seek. Mr. Sterndale reported he would feel more comfortable seeking engineering assistance to determine the total needed to complete paving on Mitchell Road, as it may be more complex.

Chair Danis asked for verification of the tax impact. Mr. Sterndale reported the proposed loan repayment is over ten years with an interest rate of ranging from a low of 2.16% up to 2.9%, depending on the terms.

Ms. Andersen asked if the road bond request would decrease the proposed Shim & Seal Coat budgeted and the Road Reconstruction budgets. Mr. Sterndale reported with most of the smaller road projects being completed in the Road Reconstruction budget he is proposing to shift some of those funds to the Shim & Seal Coat budget, because the town is slightly behind on the re-coat of asphalt. He is not proposing a change to those two accounts, but they could be reduced. The biggest question is problems with a culvert, if something happens the culvert will need to be replaced, and the potential cost of other proposed paving projects; the town won't know the cost until they decide to do the work.

Minutes
Nottingham Select Board Meeting
January 22, 2018

Chair Danis stated the question before the board is to determine what projects will be completed with asking for a road bond; only Ledge Farm Road, or Ledge Farm Road and Mitchell Road. Chair Danis reported the amount for Mitchell Road work will need to be determined.

Mr. Sterndale reported another thing that could impact how the Select Board responds is receiving the previously requested road plan.

Mr. Sterndale reported he would contact the engineer to further refine the amount needed for Mitchell Road.

Mr. Brown stated he still isn't opposed to completing the Ledge Farm project over two years, but being able to complete the project in one year has a strong appeal. He does see the benefit in completing both the Ledge Farm and Mitchell Road projects in one year, especially with a 10 year bond.

Ms. Andersen asked if the school has made a decision about modular classroom and if they would seek a bond. Mr. Sterndale stated he did not have an answer based on information reported at the CIP meetings, but they seek to use impact fees.

Mr. Brown asked if any consideration was given to his suggestion to eliminate impact fees. Mr. Sterndale stated it was only presented at the CIP meetings and he didn't bring it further.

General discussion took place about the CIP and upcoming purchases. Mr. Sterndale reported the amounts being proposed are only estimates, and they could change drastically in the future.

Mr. Sterndale would seek guidance from the engineer about the cost to repave Mitchell Road before the Select Board makes a final decision. The Select Board agreed to have the office continue to work toward seeking a bond, the amount will be determined in the next meeting.

Ms. Andersen stated she supports bonding both Ledge Farm and Mitchell Roads.

Budget: Mr. Sterndale reported there have been a couple of changes to the budget since the last presentation. The amount for the Police Cruiser budget has decreased to include the expected trade in value. The Fire Department budget did not include the amount to repair the Dry Hydrant Repair on McCrillis, which must be repaired. The Cemetery Budget includes a higher than usual amount for fence repair, but they have only received one quote at \$34,000.00, which is two times the originally expected amount.

Mr. Brown asked about the priorities at the Cemeteries, roads or fences. Mr. Sterndale stated both areas need a lot of work. There was agreement to leave some money in the budget to complete some work, if not both requests.

Mr. Sterndale asked the Select Board to include a subscription to a GIS mapping software, especially with the new road data being collected, and other mapping needs. He is spending more time trying to work on free software for lesser results than making the change. This could provide the town with tax map benefits in the future.

Ms. Andersen asked if answers were provided regarding the Fire Department Supplies/Equipment account and possibly reducing the amount from \$9,000.00 to \$7,000.00. Mr. Sterndale stated he would reach out to the Fire Chief; other changes were made to the Fire Department account but he didn't get that information.

Minutes
Nottingham Select Board Meeting
January 22, 2018

Mr. Brown asked if the Legal account was too low for 2018. Mr. Sterndale stated it is an estimate, and completed a review of prior year expenses, but it is reactive to what is going on. After discussion the board decided to leave the proposed amount alone.

Chair Danis asked about the salary increase for the Tax Collector and if there was information to support his request. Mr. Brown stated he has a problem with the 10% increase. Chair Danis and Ms. Andersen agreed. The board requested additional information from the Tax Collector to support his request.

Mr. Sterndale reported the Select Board has the budget public hearing with the Budget Committee on Thursday, February 8th and asked if the board wanted to meet January 29th or February 5th. After discussion the board decided they would meet February 5th. This meeting schedule does not include the public hearing for the road bond.

Mr. Eaton reported on the change amount for the Supervisors of the Checklist, if increased to \$12.00/hour. Ms. Andersen stated she supports an increase, but feels the Supervisors and Election Workers should earn the same amount, despite the difference in responsibility. Mr. Brown stated he felt there was more responsibility for the Supervisors versus the Election Workers. Chair Danis agreed, but they are elected positions, and know what the job entails, similar to the decision regarding the Tax Collector, despite the additional responsibilities.

Mr. Dumas stated he agrees there is more responsibility for the Supervisors but what amount should be selected and how quickly should it change. Chair Danis stated she didn't agree to \$12.00/hour. Ms. Andersen stated the Select Board could make a decision on one amount, the amount could change at Town Meeting.

Mr. Eaton stated they will make more during years with more elections, but because they are working more hours. After discussion it was decided the Election Workers and Supervisors would each receive a \$1.00 per hour raise.

Mr. Sterndale presented the proposed warrant articles and the numbered order in how they would be listed on the warrant. The road bond must be first on the list, and all other articles would follow. The warrant includes the Operating Budget, Road Construction, Fire Truck purchase, Fire Vehicle CRF, Ambulance Special Revenue Fund, Revaluation CRF, Highway Vehicle CRF, Tri-centennial savings fund, HVAC fund, Invasive Species Fund, Kennard Easement and citizen petitions.

It was stated the HVAC account will help pay for more than just HVAC systems, including the Library lift. The Contingency Fund could be added back whenever it was needed, or if a retirement is known, the board could budget for the amount.

It was stated there is an expectation that Town Meeting will run long because of the road bond.

Road Plowing: Mr. Sterndale presented a request from the Conservation Commission to plow openings/parking areas for the town easements. The Select Board agreed.

Rte 4 Billboard: Mr. Sterndale reviewed the request to renew the lease for the billboard that is located on the Route 4 property. The proposed annual rent is approximately \$500.00., which may be increased to \$750.00. The town does not have the ability to hold a lease for longer than one year. The Select Board could make the decision to stop the lease and remove the billboard.

Chair Danis asked if there is any impact on the possible sale of the property by having a billboard lease. Mr. Sterndale reported it wasn't a big impact.

Minutes
Nottingham Select Board Meeting
January 22, 2018

After discussion the Select Board agreed to request removal of the billboard.

Other:

Chair Danis reminded everyone that the Tri-Centennial is holding a Logo Design contest, with prizes.

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

8:43 PM Motion: Motion by Ms. Andersen, second by Mr. Eaton to enter non-public under RSA 91-A:3 II(l).

Roll Call Vote: Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Brown – Yea. 5 – 0 in favor.

8:55 PM Motion: by Mr. Brown, second by Mr. Eaton to exit the non-public session.

Roll Call Vote: Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Brown – Yea. 5 – 0 in favor.

Motion: by Mr. Dumas, second by Mr. Brown to seal the non-public minutes of January 22, 2018.

Roll Call Vote: Danis – Yea, Eaton – Yea, Andersen – Yea, Dumas – Yea, Brown – Yea. 5 – 0 in favor.

The Selectmen made no decisions during their nonpublic session.

ADJOURNMENT: Having no further business,

8:56 PM Motion: by Mr. Dumas, second by Mr. Brown to adjourn.

Vote: 5 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough