

Minutes
Nottingham Select Board Meeting
April 4, 2016

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

Members Present: Tiler Eaton, Charlene Andersen Absent: Donna Danis

Others: Town Administrator Chris Sterndale, Matt Kouchoukos,

Manifest Signature:

Motion: by Ms. Andersen second by Mr. Eaton to approve the March 28, 2016 accounts payable and March 29, 2016 payroll manifests.

Vote: 2 – 0 in favor.

Outstanding Minutes: The approval of the February 29, 2016 minutes was postponed.

Motion: by Ms. Andersen, second by Mr. Eaton to approve the minutes of the March 21, 2016 meeting as amended.

Vote: 2 – 0 in favor.

Select Board Department/Board/Committee Reports:

Planning Board: Ms. Andersen reported the board held their administrative meeting after the March elections. Ms. Teresa Bascom was voted to fill the vacancy created with Ms. Andersen's resignation.

Town Administrator Reports, Mail, Signature Items:

Road Work: Construction is moving along quickly with the new section of Oak Ridge Road.

Town Offices: Work will begin on the town office building septic repairs and digging will take place next week.

Recreation: The online registration option is now up and running for the Recreation programs. Links to the online registration can be found on the Recreation webpage.

General Business:

Sweetser Easement – Ledge Farm Road: Mr. Sterndale asked to postpone the discussion regarding the easement until the next meeting; the report was just received and postponing will give time to review the information before discussion. Mr. Eaton and Ms. Andersen agreed.

Social Media Policy: The new Social Media Policy was reviewed and was recommended by Mr. Sterndale to address growing interest by different boards and committees who want to or already have created Facebook pages. The policy would provide basic guidelines for departments, boards and committees, as well as addressing town regulation of informational posts, right to know requirements, access to the posted information, and town employee activity on created groups.

Mr. Sterndale expressed his concern about moving forward with a town run social media options, specifically the potential and need to have employees spending a significant amount of time to monitor and respond to posts. The updated website just went live and allows for a better format of providing town information more timely and would like time to utilize the new available communication options it provides.

Currently the Fire Department, MPEC, and Recreation have Facebook pages, and there is a current request from the Conservation Commission to create a Facebook page.

Mr. Eaton stated the Nottingham Youth Association has a statement that responds to Facebook posts are within 24 hours and suggested the Town pages could do something similar.

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Ms. Andersen stated a town Facebook page could provide an additional method of communication, but is not a place to have an interactive conversation about issues. If a town Facebook page is created it should be stated clearly it is to provide information about town activities, limiting responses to be within 24 hours, and monitored to determine its effectiveness.

Mr. Sterndale reported he isn't actively seeking to create a Facebook page.

Mr. Eaton stated he has encouraged individuals to use the new website, which can provide most information needed.

After discussion it was decided the decision about creating a Facebook page would be left to Mr. Sterndale.

Ms. Andersen asked if the library website was managed by the town. Mr. Sterndale reported the library is separate and they are responsible for their own site.

Ms. Andersen suggested some additions in the policy:

- The Town Administrator would also be a moderator and/or administrator for review and monitoring any board/committee Facebook pages
- Adding language about employee privacy when using any Facebook page, specifically when it is accessed through town equipment.
- Ms. Andersen asked to include clarification in the employee personnel handbook regarding social media activities.
- Ms. Andersen asked to clarify item number 5 and include specification about responding timely.

Mr. Sterndale reported he has concern about the possible need to constantly monitor Facebook or other social media options to correct misinformation being supplied by other users of the site; wrong information has been provided on the All Nottingham Facebook page and town employees do not respond at any time. Ms. Andersen and Mr. Eaton confirmed his concern and that town employees should not respond.

Mr. Sterndale asked that any additional comments about the policy be sent to him for additional modification to the policy.

There was agreement to let the Conservation Commission move forward with creating their Facebook page.

APPOINTMENTS:

7:00 pm – Marston Property: Mr. Sterndale summarized the recommendation he and Ms. Danis had discussed about how to move forward with getting work started on the Marston Property. They felt Mr. Sterndale should be the general manger of the project and that Mr. Kouchoukos has volunteered to help with the “building” side and lead a group of volunteers to keep work moving forward.

Mr. Sterndale reported there are the construction needs and the fund raising needs, which are separate but will need to work together. The recommendation is to appoint the Town Administrator to make construction related decision when they are needed quickly; reporting back to the Select Board about what is taking place. Mr. Sterndale reported he also has some experience in the fundraising world, but the town currently does not have anyone yet to help run a fundraising group; someone is needed to fill that role.

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Mr. Kouchoukos stated he has discussed with several groups and individuals that have already agreed to participate with donation and work volunteers for different aspects of the project. Having Mr. Sterndale as the project manager will help, but he is willing to take charge and coordinate organizing the volunteers and groups who are willing to work on the project. The town has a number of individuals who have already volunteered to offer their experience to completing the different aspects of the project, such as what type of grass is needed for the ball fields and a wetland engineer, just to name a few.

Mr. Kouchoukos stated he has questions about the fundraising and has received as suggestion about creating and/or using a not for profit group, but is unsure about the best method for fundraising efforts.

Mr. Sterndale reported he has reached out to a couple of groups to possibly provide assistance in organizing and establishing a partnership to assist in fundraising; the town just needs to find the right partner. Mr. Kouchoukos stated the NYA is a not for profit organization and might also be willing to help in the process.

Ms. Andersen stated she is concerned with the NYA as the funding administrator and there are established groups such as Economic Development Corporations that can help the town with the fundraising administration. She has questions about the specifics that are included in phase 1 of the project and would like to see the details and would like to see who the list of volunteers are, what they will volunteer in relation to the cost information Ironwood provided. Once the details are established volunteers, donations, and fundraising can take place to complete those specific tasks; complete some initial planning before work actually begins. Ms. Andersen stated she wants to make sure there is consideration given to the residents near the area that will now see a significant increase in work and use of the property.

Mr. Kouchoukos stated a lot of that work to address the concerns was reviewed during the initial development phase; you won't be able to make everyone happy. Ms. Andersen stated she understands Marston won't be just agriculture use as some may want, but wants to make sure that the surrounding residents were also aware of what would take place. Mr. Sterndale reported the Select Board will now become that sounding board for concerns.

Mr. Eaton stated he supports the Town Administrator being the project manager but does want to make sure a committee is established of people that will be able to move work forward in the construction and fundraising areas. Mr. Eaton stated he would also prefer to see something more specific about what work will be involved in phase 1.

Mr. Kouchoukos reviewed the primary work of phase 1 will be to establish the start of the ball fields. The largest part of the budget will include leveling out the parts of the property for the fields and the start of creating the hiking trail and community gardens; the current amount is enough to complete the needed work. Discussion will need to continue about exact placement of the ball fields that might help reduce the cost of construction.

Mr. Sterndale reported discussion and decisions will need to be made by the Select Board about possibly reconfiguring the proposed final concept for cost saving measures. Cost effectiveness is a large part of needed discussion, and the second part of the discussion will be to try and anticipate buying the services needed to complete phase 1; both will need to take place quickly in order to complete work in 2016. Utilizing the services of the National Guard might help with some of the work related expense concerns.

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Mr. Eaton stated he wanted to complete a review of phase 1 in order to make sure it is being completed in the most cost effective method, in addition to making sure the concerns of the residents have been addressed. He supports using local services to complete the work before using the services from out of town.

Ms. Andersen stated she wanted to make sure additional concerns weren't created by being overly cost conscious; saving money on the front end may cause unnecessary expenses when the project is finished.

Mr. Kouchoukos stated he understood the desire to have a solid estimate to complete some of the earth excavation work, but the construction companies are quickly filling their summer work schedule and hopes some type of compromise can be found to schedule the work and being comfortable with the expense.

Mr. Sterndale reported additional information is needed from Ironwood about the long term effects of adding additional features to the project to make sure the initial work won't compromise the future potential.

It was decided more information about the project would be distributed for additional discussion at the April 18th meeting and some possible initial approvals. Mr. Sterndale stated he anticipates Marston being discussed, even minimally at most of the upcoming meetings. Mr. Kouchoukos would continue to move forward with organizing the start of needed work.

Ms. Andersen asked to have the Conservation Commission walk the wetlands.

General Business, cont.

Sale of Town Property: Mr. Sterndale reviewed the process and history of selling town owned properties and his list of town owned properties that should be considered for sale. The preliminary list included very small properties that should be sold with a merge condition, as well as those that could be sold after needed building demolition and/or as is.

The primary purpose of selling the town owned lots was to return the property back to the tax rolls, making them taxable once again.

The list of town owned properties has been reviewed by department heads, boards, committees, as well as the Historical Society to determine if they should be retained for any various reasons, such as ability to build, use by the town, or even possible historical reason.

Ms. Andersen and Mr. Eaton supported selling some of the town owned property.

Mr. Sterndale asked for an opinion about merging some of the smaller lots to an adjacent lot. This reduced the pool of available buyers, but can have a more positive impact to the surrounding lots.

General discussion took place about the primary lots being recommended for sale and the possible conditions for selling the lots.

Mr. Sterndale stated the town has used the same demolition company for the last several years, has recently demolished properties and asked for permission to hire them directly or if there was a need to request bids. Mr. Eaton stated he agreed and Ms. Andersen stated she would prefer to go out to bid but understands the liability concern of the parcels and there was agreement to hire Danley Demolition.

Mr. Sterndale reported once the demolition is complete he would seek approval to start the sale process and start requesting bids. Sealed bids would be accepted by interested buyers for approximately two weeks and once that time period is complete a bid summary would be provided for final approval and sale of the properties.

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NON-PUBLIC SESSION:

8:12 PM Motion: by Ms. Andersen, second by Mr. Eaton to enter non-public under RSA 91-A:3 II(b) and 91A: 3 II (d).

Roll Call Vote: Eaton – Yea, Andersen – Yea. 2 – 0 in favor.

***:** PM Motion:** *, second * to exit the non-public session.

Vote: 2 – 0 in favor.

Motion: *, second * to seal the non-public minutes of April 4, 2016.

Roll Call Vote: Eaton – Yea, Andersen – Yea. 2 – 0 in favor.

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

ADJOURNMENT: Having no further business,

***:** PM Motion:** by *, second by * to adjourn.

Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough