

Minutes
Nottingham Selectmen's Meeting
April 6, 2015

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

Members Present: Mark Carpenter, Mary Bonser and Donna Danis

Others: Chris Sterndale – Town Administrator, Dawn Wirkkala – Secretary,

ELECT BOARD CHAIR: **Motion:** by Mr. Carpenter, second by Ms. Danis to nominate Mary Bonser as Board of Selectmen Chair.

Vote: 2 – 0 in favor.

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Mr. Carpenter to approve the March 16, 2015 accounts payable and March 17, 2015 payroll manifests, the school accounts payable manifest of March 17, 2015, and the March 30, 2015 accounts payable and March 31, 2015 payroll manifests.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Mr. Carpenter, second by Ms. Danis to approve the minutes of the March 9, 2015 meeting as written.

Vote: 3 – 0 in favor.

BOARD OF SELECTMEN BOARD/COMMITTEE/DEPARTMENT REPORTS:

Planning Board: Mr. Carpenter reported Dirk Grotenhuis was elected as Chair of the Planning Board and Ed Viel as Vice Chair. Gary Anderson stated he would look into possibly taking over the Strafford Regional Planning Commission seat for Chair Grotenhuis.

TOWN ADMINISTRATOR/DEPARTMENT REPORTS, MAIL & SIGNATURE ITEMS:

Police Department: An Officer was in an accident on Route 156 during a vehicle pursuit, damaging one of the cruisers. No one was injured, as it was a slow impact collision, however, the cruiser will be out of service until repairs are completed.

Highway Department: Applications are being accepted until April 10, 2015 for the vacant full time Heavy Equipment Operator/Maintenance position; approximately four or five applications have already been received.

Conservation/Fernald Easement: There was a small error found in the easement description section of the deed and it will need to be corrected.

Chair Bonser asked if an addendum would be submitted with the correction. Mr. Sterndale reported it isn't part of the legal description of the property boundaries, but only a correct to the description of the activity being permitted with the transaction.

After discussion the Selectmen requested town counsel review the change to determine if the deed should be corrected and re-signed.

NHMA Legislative Update: Mr. Sterndale reviewed possible impact due with the proposed 2015 legislation. Two specific financial losses could be seen with a reduction and/or removal of previously proposed increases of the Meals & Rooms Tax and the Highway Block Grant (gas tax) revenue. The total possible loss of Town revenue could be \$89,000.00 over the next two years.

DARE Graduation: Chair Bonser and Mr. Carpenter will attend the graduation at the elementary school on April 15th at 5:30 pm.

APPOINTMENTS: None.

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General Business:

Selection of Town Auditor: Mr. Sterndale reported the contract is standard language, but Selectmen have two term length options for selecting a Town financial auditor; a single year or multi-year discounted option. The single year option could result in an increase in the future price, but it also means the Selectmen could go out to bid, and the three year is an annual fixed price of \$10,890.00. The current auditor has been working with the town for 15 years.

The Selectman and Mr. Sterndale discussed staying with the existing auditor, changing auditors periodically, or going out to bid. Mr. Sterndale recommended staying with the existing auditor, at least for the current year, and reviewed the preferred timeline to request new bids. After discussion the Selectmen decided to sign a three-year contract with Grzelak and Company.

Motion: by Ms. Danis, second by Mr. Carpenter to approve Grzelak and Company, P.C., as auditor and agrees to an engagement term of three years, starting with the audit of 2014.

Vote: 3 – 0 in favor.

Redemption of Tax Deeded Property: Mr. Sterndale stated a response and full payment has been received from one of the three owners of property taken by tax deed.

The prior owner must make payment of all back taxes, interest, and fees. The Board of Selectmen waived the 15% repurchase penalty in this case. Owners are notified for three years about unpaid property taxes before the Town can consider taking the property by tax deed. The Tax Collector makes multiple attempts to connect with property owners throughout the process.

Motion: by Mr. Carpenter, second by Ms. Danis to authorize the deed transfer of 30 Barderry Lane, Tax Map 63, Lot 5, to Thomas J. Ostrowski.

Vote: 3 – 0 in favor.

Mr. Sterndale stated the deed would be ready for Selectmen signature later in the week.

A second prior owner has also recently contacted the Town about possibly making full payment to reclaim their property. Mr. Sterndale reported he is being helpful, while being cognizant of the calendar, because the Town does not want to own seasonal properties over the winter and the decision about an auction would take place soon.

Discussion took place about the tax lien and tax deed notification process and consideration of additional steps the Town might make before deeding the property for back taxes and consideration of property sale at an auction.

Conservation Commission Member Appointment: Chair Bonser reported applications and a recommendation have been received for Sam Demeritt and Terry Bonser to fill the two vacant commission positions.

Motion: by Mr. Carpenter, second by Ms. Danis to accept Sam Demeritt as a three year member of the Conservation Commission until March 2018.

Vote: 3 – 0 in favor

Chair Bonser recused herself from the Board.

Motion: by Ms. Danis, second by Mr. Carpenter to accept Terry Bonser as a member of the Conservation Commission until March 2018.

Vote: 2 – 0 in favor.

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Other Selectmen Board/Committee Assignments: Mr. Sterndale reported the Board of Assessors also has a recent vacancy, and they are seeking interested parties. The Selectmen will also soon see appointment forms for Alternate Library Trustee members.

Selectmen's Board/Committee Representatives: Discussion took place between the Selectmen regarding which boards and/or committees they wanted to be the Selectmen's Representative.

After discussion the Selectmen determined the following:

Budget Committee - Mark Carpenter

Planning Board – Donna Danis

CIP Committee – Mark Carpenter

Building Committee – Not currently needed

Mr. Carpenter proposed, in context of the overall town spending and funding demands which the Board of Selectmen cannot influence, to do an analysis on property tax affordability. The board agreed.

Ms. Danis requested there be a better review of the CIP in helping to assist in the budget planning process. Mr. Carpenter agreed and the Selectmen requested to hold a CIP plan/process workshop at a future meeting.

The Selectmen discussed if there was a need to continue the Selectmen liaison positions to individual departments, what the actual liaison duties would be, or if the Town Administrator would take over those duties.

Ms. Danis was concerned the liaison position caused confusion with chain of command; when and what things should be reported to a Selectman versus the Town Administrator.

Chair Bonser felt it provided the Department Head with another person to review department issues with, but there should be a clear chain of command.

Mr. Carpenter asked to continue discussing the need for department liaisons in a non-public because it would include mention of personnel related topics and the other Selectmen agreed.

Deerfield Road Dry Hydrant/Hoyle, Tanner & Assoc. Agreement: Mr. Sterndale reviewed the specific needs with the proposed agreement to repair the dry hydrant, which will improve dependability in using the hydrant for the Fire Department. Minimal engineering services should be needed, they will assist in completion of the permit processes, and it appears to be a simple straight forward repair.

Chair Bonser asked for a review and/or update of the first descriptive paragraph, as it appears to list the wrong river.

Motion: by Ms. Danis, second by Mr. Carpenter to approve the Agreement for Professional Services between the Town and Hoyle, Tanner & Associates, and authorizes the Town Administrator to execute the contract.

Vote: 3 – 0 in favor.

NON-PUBLIC SESSION:

7:26 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.

7:54 PM Motion: Mr. Carpenter, second by Ms. Danis to exit the non-public session.

Vote: 3 – 0 in favor.

Motion: Chair Bonser, second by Ms. Danis to seal the non-public minutes of April 6, 2015.

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

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The Selectmen agreed the Town Administrator would review the continuation of the Selectmen liaison position with the Department Heads and get feedback. The Town Administrator proposed to set up assignments between Selectmen and individual departments, if needed. The Selectmen agreed to take this under consideration but also to continue the discussion of department liaison needs.

The Selectmen agreed to hold a non-public workshop very soon in regards to a personnel review for the Town Administrator.

ADJOURNMENT: Having no further business,

7:55 PM Motion: by Ms. Danis, second by Mr. Carpenter to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough