

**Minutes
Nottingham Select Board Meeting
May 2, 2016**

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

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Eduard Viel, Police Chief Gunnar Foss, Town Clerk Sandra Weston, Treasurer Cheryl Travis, Board of Assessor Eugene Reed, Tax Collector William Garnett

Manifest Signature:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the April 25, 2016 accounts payable and April 26, 2016 payroll manifests.

Vote: 3 – 0 in favor.

Outstanding Minutes:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the minutes of the April 18, 2016 meeting as amended.

Vote: 3 – 0 in favor.

Motion: by Ms. Andersen, second by Mr. Eaton to approve the non-public minutes of the April 4, 2016 meeting.

Vote: 3 – 0 in favor.

Motion: by Ms. Andersen, second by Mr. Eaton to approve the non-public minutes of the April 18, 2016 meeting.

Vote: 3 – 0 in favor.

Select Board Department/Board/Committee Reports:

Planning Board: Ms. Andersen stated the Planning Board reviewed and discussed two sub-division cases, and discussion took place about clarifying language for the definition of “lot envelope” and “residential agricultural district” in the Zoning Ordinances. The next meeting should include a final decision about the contract to hire Bruce Mayberry, who will review the current and proposed impact fees; four cases will also be heard.

Ms. Andersen stated she believed the planning board would approve to have the consultant work on the recreation and fire station impact fee analysis, but the school analysis review will be based on what the school will, or won’t, be considering for building/addition construction in comparison to the original analysis. Mr. Mayberry will make his recommendations regarding the impact fees, for increases and/or decrease and any other proposed changes. The Planning Board hopes to finalize the contract and then have impact analysis report by the fall.

Town Administrator Reports, Mail, Signature Items:

Recreation: Mr. Sterndale stated the new Recreation Director Kortney Dorow reported the department had a busy week with School Vacation Camp. Ms. Dorow is also researching the best available solution for swim lessons during summer camp and is looking for individuals to serve as Town Beach lifeguards. Interested parties should contact the Recreation Director.

Fire: Lieutenant James Calderone submitted his resignation. The Fire Department will fill in the vacancy with per-diem help when staff is able, but there will be times when the department is staffed with only one person; the Fire Chief will start accepting applications for the vacancy soon. Lieutenant Calderone was a hard worker and well liked and he will be missed.

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Old Town Hall: Mr. Sterndale reviewed the final rental agreement between the Town and Nottingham Community Childcare/Carrie Jaye Scott for an afterschool program; previously discussed during a non-public meeting. The contract will allow the Nottingham Community Childcare use of the Old Town Hall from 2:30 pm to 5:30 pm starting August 1, 2016 and ending June 30, 2017. There would be an approximate 16 to 24 kids in the program. Ms. Scott will work with the Recreation Department during school vacations and other days the school has off to prevent program conflicts.

A final fire inspection is needed before building approval, and Ms. Scott is responsible for obtaining all needed childcare licensing and insurances.

Motion: by Ms. Andersen, second by Mr. Eaton to authorize the Town Administrator to enter into a usage agreement with the Nottingham Community Childcare, for use as an after-school child care program.

Vote: 3 – 0 in favor.

Mr. Sterndale also reported the Library is seeking permission to renovate a portion of the Old Town Hall by removing an internal wall to access the stage. The library is seeking a larger area to accommodate their supplemental programming; they are exceeding their current available space in some cases. Mr. Sterndale reported he will continue to verify structural information about the Old Town Hall, but is inclined to recommend Select Board approval for removal of the wall, returning the building to its original function and purpose.

Marston: Mr. Sterndale reported he met with individuals about fundraising, and had another meeting to continue discussion of the engineering part of the project. It was determined additional survey work and test pits will be needed at the Marston property, if a decision is made to consider alternate locations for the ball fields. The town is in need of a backhoe to help dig the test pits, and anyone interested in helping should contact the town offices.

Chair Danis reported Jo Porter has significant experience with grants and fundraising and she will bring a lot of help to the town and project. An initial recommendation was made that when the town seeks help to work on the project, they should provide a specific list of expertise and/or needs, rather than put out a general request for volunteers. General volunteers will be needed during different phases of the project, but the initial stages will require more defined needed experience.

Police: Mr. Sterndale presented and reviewed the proposed contract between the Police Department and Pawtuckaway State Park to provide police detail coverage during specific busy holiday and other busy time periods throughout the summer and early fall months. This contract is to provide specific police coverage at the state park, versus the miscellaneous regular calls the department addresses on a normal basis.

Motion: by Mr. Eaton, second by Ms. Andersen to certify that a vote of the Nottingham, NH Board of Selectmen was taken on May 2, 2016, to name Gunnar Foss, Chief of Police, as an agent authorized to sign agreements with the State of New Hampshire in regard to police detail coverage at the Pawtuckaway State Park for the period ending June 30, 2017.

Vote: 3 – 0 in favor.

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APPOINTMENTS:

7:00 pm: Police Chief Foss/Thru Trucking Limitations: Mr. Sterndale reviewed some town history about trucking, problems expressed to prior Board regarding thru trucking, and the authority of the Select Board for restriction, penalties and enforcement.

Discussion took place between Chief Foss, Mr. Sterndale, and the Select Board to consider limiting large trucking travel on secondary roads in Nottingham; a specific petition was received for Garland Road and a change for thru trucking on Lucas Pond Road by the Town of Northwood. Discussion included reasons why limits should be put in place, and what roads might be considered for a No Thru Trucking policy. Roads included, but are not limited to Garland Road, Halls Way, McCrillis, Freeman Hall, Mill Pond, and Smoke Street. Chair Danis asked that the email from Ms. Bonnie McKinnon be included in the meeting record.

Chief Foss stated he discussed thru trucking with the Northwood Police Chief and they agreed it is a difficult issue to enforce, in large part because officers are not typically in the area when restricted trucking is taking place, resulting in an increase of calls for an officer for cases they can't address or resolve. Chief Foss stated he is in favor of considering no thru trucking on roads where there is a higher population of activity by children, horses, and/or recreational activities, such as walking or hiking. Chief Foss stated trucks give the appearance of speeding due to sound and size of the truck, but regular Police Department monitoring for speed on many roads doesn't typically indicate trucks are speeding. There are many roads considered thru roads that are monitored specifically for speeding, which appears to be a bigger problem than thru trucking.

Mr. Sterndale reviewed the prior request to limit trucking on Garland Road. The town hired Strafford Regional Planning Commission to complete a traffic study and after four days of monitoring results indicated there is limited truck traffic on Garland Road; approximately indicated 3 trucks per day.

Mr. Viel, one of the petitioners, expressed his concerns, stating it is more about if it was appropriate for trucks to use Garland Road as a thru road versus concern about the number of trucks on the road. Mr. Viel stated there are many people who walk on Garland Road for the nature aspects, which could also be a reason to limit trucking on the road. Mr. Viel stated the Select Board could consider limiting trucking on specific road on a per case basis, or could also consider possibly banning thru trucking on all side roads, except for trucking for business purposes, especially where Nottingham has four primary state roads that provide safer and better travel options for larger trucks.

Ms. Andersen stated Garland Road is an older town road and the houses have been built closer to the road. Chief Foss stated the width of Garland Road is a concern for safety and he is in favor of it as a no thru trucking road. Ms. Andersen expressed her concern about the Northwood side of Lucas Pond Road and the possible conflict for trucks coming from the Nottingham portion of the road.

Chair Danis stated any changes to road policy will require a public hearing with the Select Board before any changes could be made.

Mention was made about the continually increasing costs of repairing roads, which might be prevented by limiting thru trucking.

Chair Danis asked about unintended consequences if a no thru trucking ordinance is approved. Mr. Sterndale reported there could be unintended consequences, including trucks changing what roads they drive on if restrictions are approved, which is what happened with posting on Lincoln Road, in addition to the difficulty of enforcement.

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After discussion it was determined Mr. Sterndale and Chief Foss would provide a list of roads that might be considered to limit thru trucking, Mr. Sterndale would write a draft policy, and determine if there are specific possible conflicts if restrictions are approved. Thru trucking would be added to the next meeting agenda.

Chair Danis recessed the Select Board meeting at 7:28 pm.

7:15 pm: Records Retention Committee: Ms. Danis opened the Records Retention Committee Meeting at 7:28 pm.

Mr. Garnett recused himself to explain his request and asked the committee to make a decision on how to proceed with disposal of tax collector records. Mr. Garnett reviewed the process of tax liening, tax deeding, and the paper trail that document the required steps, resulting in a closet full of paperwork. This included when notices and documents were mailed and who received tax delinquency notices that are also known as Barrington notices, notice of impending tax lien, and issued tax liens that are sent to property owners and mortgagees. Mr. Garnett stated for properties with taxes due for more than three years a notice of impending tax deed is mailed to property owners and mortgagees, and in January, any property not receiving a tax deed waiver from the Select Board, tax collector deeds are issued and the property taken by the town.

Mr. Garnett stated it is the opinion and position of the town attorney that the copies of the lien paperwork is no longer needed when the lien is redeemed and payment documentation processed at the Rockingham County Registry of Deeds and the only documents that need to be kept are those dealing with properties taken by the town by tax deed. Information was also received during the Tax Collector's workshop that indicated records only need to be kept for one year after the tax lien has been redeemed. Redeemed means when the lien for past due taxes have been paid and the notice of payment submitted to the Registry of Deeds.

Mr. Garnett stated he was also advised to only eliminate records after a vote of the Municipal Records Retention Committee. He is specifically asking the committee to dispose of the Barrington Notices, the notice of impending tax deed notice for all properties whose liens have been redeemed, and include a statement that the town will keep all records for properties that have been taken by tax deed, which establishes the necessary chain of title for ownership of the property.

General discussion took place about the tax collector's records to determine when and which documents would be kept and those that could be destroyed, this included requirements of how records are kept in paper format and/or microfilm.

Ms. Weston stated it appears there are questions regarding the tax collector records, and she is satisfied with her understanding and following of what is needed for the Town Clerk records, including how they are processed, and stored. The town recently purchased the Town Clerks Office a new fire proof two door cabinet for additional storage. Ms. Weston asked if her processes and procedures needed to be approved by the committee; and it was stated she did not need approval from the committee, as she is following statutes.

Ms. Travis stated she has no concerns with how her records are processed or stored and asked how long the records for redeemed tax liens would be kept. Mr. Garnett stated he would destroy them after they have been paid, but would make sure that information about when and how the lien was redeemed.

It was stated the request presented by Mr. Garnett for tax collector records is in compliance with state law.

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Motion: by Mr. Garnett, second by Ms. Travis to dispose of the Barrington Notices as they are paid prior to liens, dispose of lien notices upon redemption, and keep permanently all notifications for properties that go to deed.

Vote: 6 – 0 in favor.

Mr. Garnett stated he would seek budget approval for the purchase of fire proof cabinets during the next budget cycle. Mr. Reed asked if the town is compliance with the records retention requirements. Mr. Sterndale believed the town was in compliance with the requirements.

Ms. Danis closed the Records Retention Committee meeting at 7:52 pm.

Chair Danis reconvened the Select Board meeting at 7:52 pm.

General Business:

Priority Setting: Mr. Sterndale and the board members each reviewed items they identified as priority items that they would need to address, this included both short and long term goals and tasks.

Mr. Sterndale reviewed a list presented to the previous Select Board on items he wanted to work on, stating some have already been addressed. Records archiving made a big leap forward based on the decision made by the Records Retention committee. The Town website upgrade is almost 100% complete, work on the Marston project was underway and will remain on-going, and work is taking place to re-invigorate the Recreation programs. Work will continue on reviewing and updating town policies and ordinances, consideration for development plans on the property located on Route 4, and solar power project ready for town meeting. Mr. Sterndale reported he received additional items during a recent evaluation, some that have been started and/or completed, such as the implemented social media policy; improve the CIP process, data driven decisions for the budget process, and policy for communication between the public and Select Board.

Chair Danis expressed her desire to have an ongoing effort to make data driven decisions in all areas, not just in budget planning, which was supported by another member of the prior board.

Ms. Andersen stated her list includes review of policies, employee manual and human resource documents; code enforcement updates as an example with signage, lighting, and home occupation; no thru trucking policy; update timber cut document; updating and controlling town building keys and/or installing access with key codes; implementing town emails for all town officials, including the Tax Collector who appears to use a personal email; transitioning from Selectmen to a Select Board; electronic communication policy/social media policy; establishing a 300th Birthday Committee; review of the Master Plan responsibilities of the Select Board; Marston Property development; improve the CIP process to better utilize existing data for future planning; economic development committee; a request by a citizen to create an agricultural commission; energy commission to possibly work with other town for group energy purchases; ways to improve recycling; consider what to do with the Route 4 property; have all boards and committee air their meetings on channel 22 and make sure all minutes are posted on the website; and possibly implement quarterly employee engagement meetings between the Select Board and employee and/or re-implement Select Board liaisons to town departments.

It was stated the 300th Birthday celebration information included a proposed plan on how to prepare for the celebration presented to a prior Board and an informal decision by a former Board to establish a committee about 5 years before, which would be sometime in 2017.

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Mr. Eaton stated his list includes Marston property development, business development committee, establish a records committee; bring in additional training opportunities for employees; and establishing contractor language between the town and any contractor.

It was stated the town has a records committee, most just didn't know about it.

Chair Danis stated her list included Marston property development; alternative energy options, such as the solar option; review options for the Route 4 property, and 300th Birthday Celebration pre-planning.

It was stated the Board would like to reach out to communities that have already completed and/or are starting energy and solar options; the Town of Lee would be contacted.

Mr. Sterndale expressed his concern about creating too many different committees as they tend to slow down the process. The office staff can pull together the raw data quickly and a draft RFQ is almost completed for solar installation that will be presented to the board. Mr. Sterndale stated he would like additional guidance and suggestions will be needed from board members about their ideas for the Route 4 property and would like to have further discussion at a future meeting.

Chair Danis stated she really wants to make sure an evaluation about how the CIP Committee operates is completed, sending the process back to a committee that is separate from the Select Board. Ms. Andersen agreed.

It was determined Marston Property development, Route 4 property, energy alternatives, business development, 300th Birthday Celebration framework, CIP process, Master Plan review would be the priorities of this board. Other items that could be worked on included items such as standard contractor contract language, the timber form, thru road trucking, keys versus access codes could be considered during the budget process, and policy and ordinance review.

Discussion took place about proposing Select Board and employee meetings and Chair Danis stated she wanted to make sure there would not be any conflict with the employee/Town Administrator relationship and would want to know specific objectives before scheduling a meeting.

After discussion the board decided they would hold a workshop to review the Master Plan on June 1st at 8:30 am. The Personnel Policy would be distributed to board members for an initial review.

ADJOURNMENT: Having no further business,

8:38 **PM Motion:** by Mr. Eaton, second by Ms. Andersen to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough