

**Minutes
Nottingham Select Board Meeting
July 10, 2017**

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

Members Present: Donna Danis, Charlene Andersen, Charles Brown, Anthony Dumas

Absent: Tiler Eaton

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Jaye Vilchock, Sandy Vilchock

Approval of Manifest:

Motion: by Mr. Dumas, second by Mr. Brown to approve the July 3, 2017 accounts payable manifest.

Vote: 4 – 0 in favor.

Motion: by Mr. Dumas, second by Mr. Brown to approve the July 3, 2017 payroll manifests.

Vote: 4 – 0 in favor.

Approval of Minutes:

Motion: by Mr. Brown to approve the public minutes of June 19, 2017, as amended.

Second by Ms. Andersen.

Vote: 4 – 0 in favor.

Motion: by Mr. Brown to approve the non-public minutes of June 19, 2017, as amended.

Vote: 4 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: Mr. Dumas reported the committee met, reviewed quarterly financial data, and elected officers; Miska Hadik is the new committee Chair. The committee has one vacant position that needs to be filled.

Planning: The committee will meet July 12th to review two sub-divisions, continue discussion on impact fees, and complete general business.

Town Administrator Reports, Mail, Signature Items:

Route 4: A report is expected soon from the environmental agency. The Town Administrator and Ms. Andersen will review and summarize the results for distribution to the other board members.

Police: The Citizen Police Academy will be held this year, information is available on the town website and applications are due back to the Police Department by August 4th.

CIP: CIP questionnaire forms will be distributed soon and the committee membership was reviewed. The Planning Board Rep. is Joe Clough, Mr. Brown would represent the Select Board, the School Board Rep. is Jackie Snow, and the Budget Committee Rep has not yet been selected.

Appointments: NONE

General Business:

Pawtuckaway State Park Concern: Chief Vilchock discussed his concerns and asked the Select Board to contact the state park about not employing any life guards at the state park beach. The

Minutes
Nottingham Select Board Meeting
July 10, 2017

lack of life guards causes more danger for attendees of the park, as well as town staff responding to emergencies. The Nottingham Fire Department luckily had staff coverage over the holiday weekend providing the ability for a standard response time.

Chair Danis asked if a lifeguard at the beach would have made a difference with the recent drowning incident. Chief Vilchok reported it probably would not have made a difference, as the individual was not on the beach. However, typically lifeguards have an emergency communication method in place, in addition to additional safety training.

Mr. Brown reported the Select Board request to the State Fish and Game may make a difference in getting additional resources in the next budget year, but it may not provide results in the current year.

General discussion took place about additional ways to make rescues and responses at the park easier. Chief Vilchok reported the department received an offer from the state park personnel to keep the rescue boat at the lake, but it wouldn't have helped in this situation and he is concerned about the liability of leaving town resources at the state park.

Discussion took place about the fact the town does not receive any additional funding from the state to respond to emergency situations at the state park. Additional Police Detail for holidays and other busy weekends are coordinated and contracted with the Police Department, but regular daily emergency medical and fire calls are not. Coverage for the state park is considered regular emergency coverage.

Mr. Dumas asked if there was an emergency response plan between the state park and the town. Chief Vilchok reported there isn't an emergency plan and it would be helpful.

After discussion the Select Board agreed to send the State, as well as their town legislators, a letter requesting additional safety support at the state park for lifeguard coverage on a daily basis and overnight security staff. It was stated the town should also include a request for an emergency response plan with the town. The Select Board would also ask to receive a response regarding their expressed concerns and requests for additional coverage.

The Select Board thanked Chief Vilchok, his staff, and all the volunteers for the work they do for the town.

Personnel and Hiring: Mr. Sterndale reviewed the status of attempting to hire for the soon to be vacant Road Agent position, and stated as applications and resumes were being received for that position the Recycle Center Supervisor submitted his resignation. It was stated the Select Board did discuss combining the Road Agent position and Recycle Center Supervisor positions into one Public Works Director to run both departments prior to seeking applicants. Despite the decision to seek only a Road Agent at that time, the recent resignation of the Recycle Center Supervisor indicates the Select Board may want to reconsider their decision. Mr. Sterndale reported while it is possible to fill and train separate individuals for both vacant positions, it may benefit the town more to have only one position.

Chair Danis supported the combined position, stating the town has received only a few responses to the Road Agent position and hopes the town might get a better response for a combined position.

Mr. Brown stated he had initial reservations about a combined position but he has changed his mind with the retirement of Mr. Cinfo at the Recycle Center. Mr. Brown recommended that the town not

Minutes
Nottingham Select Board Meeting
July 10, 2017

rush into hiring for the position if there isn't a strong feeling with potential candidates; the town needs the right person.

Ms. Andersen expressed her support for a combined position for not only expected growth and changes at the Highway and Recycle Center departments, but this position would then be in a position to provide the necessary support for growth and development of the Marston facility. Ms. Andersen agreed with the town taking their time to hire the right person for the position. This includes additional marketing of the vacancy is posted, even if it means having to pay for the postings.

Mr. Dumas agreed with the combined position; the scope of responsibilities needed for the town is growing and will be more beneficial for the town in the long run.

Chair Danis reported every one is in support of the combined position and directed the Town Administrator to start the search.

Mr. Sterndale reviewed the additional sites he would post the position on, including a Road Agent Association, and other job sites. The Select Board Members were asked to consider their own contacts that might be able to provide resources in reaching out for a Public Works Director.

Recycling Center: Mr. Dumas reviewed the reasons for the recent closing of the swap shop, and after talking with center staff and personally monitoring the shed there appears to be significant abuse of use of the swap shop. There were clear violations of what people were putting in the swap shop, including broken items, trash, dirty/unwashed items, and even some items that probably shouldn't be put in the swap shop, such as alcohol.

Chair Danis reported this issue has been discussed by a Select Board in the past and the determination was made if citizen monitoring and help didn't happen the board would consider closing the swap shop.

Mr. Dumas asked if there is an ability to work with the high schools and find student volunteers to fulfill their required service projects. Chair Danis reported it is a good idea, but there is difficulty in monitoring and getting consistent volunteers.

Ms. Andersen asked if the swap shop could be transitioned into the building to help with the monitoring of what is being left for re-use.

Chair Danis asked members to think about how they want to respond to the possible swap shop closure and the board would continue the discussion at their next board meeting.

ADJOURNMENT: Having no further business,

7:24 PM Motion: by Mr. Dumas, second by Ms. Andersen to adjourn.

Vote: 4 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough