

**Minutes
Nottingham Select Board Meeting
July 11, 2016**

6:00 pm Non-Public Session

6:40PM The Board exited non-public session pursuant to RSA 91-A:3 II(d). Moved by Ms. Danis, second by Ms. Andersen, to seal the minutes of the non-public session. Vote 3 -0. No decisions were made.

6:40 PM Chair Danis opened the public 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,

Approval of Manifest:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the July 4, 2016 accounts payable and July 5, 2016 payroll manifests.

Vote: 3 – 0 in favor.

Approval of Minutes:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the minutes of the June 13, 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 June 13, 2016 meeting.

Vote: 3 – 0 in favor.

Select Board Department/Board/Committee Reports:

Planning Board: Ms. Andersen reported the Planning Board will meet this week and continues to work on active cases.

Budget Committee: Mr. Eaton reported the committee will hold a meeting on July 14th and Chair Danis would be his substitute, as he cannot attend.

MPEC: Chair Danis reported information and people are being gathered to start the fund raising activity. Mr. Sterndale reported the aerial survey work should be completed this week and other work on the property is moving forward.

Town Administrator Reports, Mail, Signature Items:

Police: The department Administrative Assistant, Betty Olsson retired Friday, July 8th but would come back to train her replacement, when the person is hired; interviews are expected to take place soon. Interviews for the vacant officer position should take place the week after, Chair Danis would be on the interview panel.

Recreation: The department hired Nicole Lee for the Recreation Assistant position; she comes into the position with prior experience working with the Nottingham Recreation Department as the administration assistant during summer camp season.

Challenger Soccer camp is taking place and the summer camp kids appear to be having a great time.

Highway: Summer road construction work continues to take place, currently on Gebig Road.

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The new section of Oak Ridge/Maple Ridge Road has been completed and the first building permit application has been received.

Town Building: Mr. Sterndale reported the SAU expressed interest in the solar panel project and possibly combining efforts. Posting of the RFQ would be postponed until Mr. Sterndale and SAU staff could meet and discuss the specifics.

NHMA Policy Conference: Mr. Sterndale reviewed that the NHMA seeks the Select Board to review the proposed policy actions in preparation of a vote with other municipalities to establish how the NHMA will respond to legislative activity. The Select Board would provide Mr. Sterndale with any questions or concerns they have and to provide their recommendation to vote in favor or against the policy action.

Chair Danis asked Mr. Sterndale to tally the individual answers for a final review later in the summer.

Appointments: None

General Business:

Q2 Budget Review: Mr. Sterndale reviewed the second quarter town financial information. Key points in the budget information include the changes in personnel, which should provide some savings in insurance expenses, salary savings in one position, but additional expenses in overtime coverage for the Police Department. There should be some savings in the Election expenses. The town had to pay more for the demolition of the two town owned properties; asbestos was found. Fuel savings have been seen for all departments, including heat fuel expense. Electric is on track, but A/C season just started.

The paving expenses will come in at the budgeted amount. There isn't a total for roofing yet, as bids are being received and will be opened on or after July 20th.

Clarification was requested for the listed amount in the Community Center Bldg Maintenance account, as it appeared to be the wrong amount.

Mr. Sterndale reported it is too early in the season to determine if revenues are on track. The recycling collection fees appear low, but should pick up for the 3rd quarter with the busier summer months. The Bookkeeper has changed the method of tracking property tax payments; they are entered as a receivable and no longer as cash received.

Chair Danis thanked Mr. Sterndale for his coming attendance to the budget committee meeting to review the 2nd quarter financials for the town.

Town Policy/Ordinance Review: Mr. Sterndale asked the Select Board to discuss their opinions regarding the proposed policy for the retention of town meeting videos and recordings, an update to the policy on how citizens schedule a time with the Select Board and be put on the agenda, an update in how complaints should be submitted, and an updated policy for winter road maintenance. Mr. Sterndale reported the Select Board will see all policies, ordinances, and recommended practices and/or procedures memos over the next couple of months.

Ms. Anderson stated she sees the need to have a video retention policy to prevent a possible future problem with data management/record retention problem. Something that might help with the Select Board Agenda Appointments and method to file a complaint would be to create by-laws for

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the Select Board and incorporate the process/procedure for that step; it has been beneficial for the Planning Board and might help when the Select Board elects five members.

Mr. Sterndale reported policies can help in certain situations, and they don't have to be complex. Structure is needed for agenda setting; it should provide a method for citizens to communicate with the board, without making it too difficult. Although the current process is informal, and easy, there is a reason why the policy was put into place.

Chair Danis stated she likes that it is easy for citizens to communicate but sees the reason for establishing something more formal when needed. There is understanding that agenda appointments and filing a complaint could be part of the by-laws, but would there be other items, such as winter road maintenance?

Mr. Sterndale stated he did not believe there would be; by-laws would provide operating guidelines, processes, and procedures for the Select Board.

There was agreement that by-laws for the Select Board would be a good idea and Chair Danis asked Ms. Andersen to provide a couple of samples to the Town Administrator, and to have the topic included on a future agenda.

Discussion took place about an operating change for the Select Board based on RSA 674:39-aa Restoration of Involuntarily Merged Lots. It was stated no specific policy would be written, but will become a task the Select Board is responsible for. It will become a specific meeting the board will hold with a citizen requesting an un-merger.

Discussion took place about the video retention timeline. Board members agreed a policy was needed. Chair Danis suggested keeping video at least a year. Mr. Sterndale reported that in-house storage isn't a problem and videos are uploaded to You-Tube providing an easy access to meeting videos with no current cost to the town. Suggested timelines included 6 months to a year.

The Select Board asked to monitor how much usage You-Tube actually gets. Chair Danis asked if the Select Board has the ability to enforce video guidelines on other boards and committees and Mr. Sterndale would determine the answer.

Discussion took place about the need for an updated road maintenance policy. The law indicates there should be a policy, does not indicate what should be in the policy, but it will legally protect the town as long as the policy is followed. It was stated the old policy regarding mail box replacement will need to be repealed and a new policy adopted. Mr. Sterndale reported many towns use the same and/or similar road maintenance policy.

Ms. Andersen provided her edits to the proposed policy and asked if additional language regarding the use of sub-contractors for any type of road work; and asked should specific liability insurance be required from the sub-contractor. Ms. Andersen asked for clarification about road routes and for information about parking liabilities. Mr. Sterndale stated he would clarify the language in the policy in those two areas to make sure it is clear.

It was stated enforcement on some items would be more difficult, but might encourage citizens to follow the policy/ordinance.

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OTHER BUSINESS:

2016 Legislation: Ms. Andersen reviewed some of the newly passed legislation, which included changes to non-public sessions between the Select Board to discuss legal matters, changes in types of material that can be used for records retention, and requirement for non-public minutes to now record actions and votes taken during non-public meetings and how each member votes.

Mr. Sterndale reported he would have recommended policy changes regarding the change with the records retention law.

Office Coverage: The Select Board and Mr. Sterndale discussed office coverage for upcoming staff vacations.

Future Agenda Topics: Ms. Andersen asked about future agenda items and when the board would meet with the Historical Society, and communicating that information along with other topics that would be coming up.

Chair Danis asked about creating a method for the Select Board members to know what future agenda topics will be, what meeting they will be discussed at, and some type of ability to receive supporting meeting documents as early as possible; this will help with prepping for future meetings.

Ms. Andersen stated she would also like to have some type of document about upcoming topics, as well as getting meeting documents earlier when possible.

Mr. Eaton stated he has access to an intranet at his work and likes having access to materials. Having access to future topics and agenda items would be great; it is hard to receive all the documents the Friday before the meeting and have enough time to understand it all.

Mr. Eaton stated he felt he had some trouble with the town email system. Mr. Sterndale reported it isn't uncommon and others also have periodic trouble.

Mr. Eaton also asked to review and determine policy for elected officials participating in the election process when they are running for office; it was a topic that was discussed at a NHMA Selectmen class. Chair Danis states she also had similar questions. Mr. Sterndale reported he would provide the Select Board with an answer about the situation.

ADJOURNMENT: Having no further business,

7:56 PM Motion: by Mr. Eaton, second by Ms. Andersen to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough