

**Minutes
Nottingham Selectmen's Meeting
July 13, 2015**

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

Members Present: Mary Bonser, Donna Danis and Mark Carpenter

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Gary Anderson

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Mr. Carpenter to approve the July 6, 2015 accounts payable and July 7, 2015 payroll manifests.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Mr. Carpenter, second Ms. Danis to approve the minutes of the June 29, 2015 meeting as written.

Vote: 3 – 0 in favor.

SELECTMEN BOARD/COMMITTEE/LIASON REPORTS:

Budget Committee: Mr. Carpenter reported the next committee meeting is planned for early September, and the budget season is coming up fast.

CIP: Mr. Carpenter reported the Selectmen continue to work on the new criteria and plan for the committee, which will be discussed later during the meeting.

Planning Board: Chair Bonser reported the board received a request from the Bookkeeper to use the town portion of Impact Fees as payment for the principal balance on the new fire house loan, and the request was approved. The Planning Board requested to receive a statement of what impact fees have been received and the total balances with the request in the future.

John Morin was appointed as the Planning Board CIP Representative.

Chair Bonser stated the board also reviewed a preliminary conceptual plan for installation of a propane tank facility on the Fernald property; a hearing will be held in the near future and updated plans will be presented soon.

Lamprey River Watershed Meeting: Ms. Danis reviewed a meeting will be held to start review of the preliminary test results and management reports completed by NH DES with the Lamprey River.

Recycling Center: Mr. Carpenter stated the employees have requested citizens cut up and breakdown their cardboard boxes before you arrive at the recycle center.

Chair Bonser asked if to have an informational slide regarding cardboard put on Channel 22.

Discussion took place about methods to try and increase recycling and reduce waste, including possible citizen/household challenges.

TOWN ADMINISTRATOR/DEPARTMENT REPORTS, MAIL & SIGN ITEMS:

Revaluation: The informal hearings were completed last week, and approximately 100 property owners set up meetings. No town wide issues were found based on the information provided at the hearings and Avitar expects to have the process completed by the end of August and all information back to the town by early September.

Mr. Carpenter stated he scheduled an informal review with Avitar to review his property information and found the process to be very helpful.

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Fire Department: Mr. Sterndale reported there was a house fire on Revolutionary Way, and sadly the house was a total loss. There is a GoFundMe.com page to help the family and the link can be found on the WMUR website with the story.

Mr. Sterndale reported Fire Engine #3 had been sent to the garage for repairs, but luckily it was returned on Friday, just in time. Chief Vilchok sent out sincere thanks to all those who helped with putting out the fire and provided needed excavation.

Highway: The majority of more detailed road work has been completed, with a small amount of materials for other road use. The Road Agent is reviewing other road areas that might need additional paving material.

Impact Fees: The Selectmen reviewed and signed the request of payment/transfer of the impact fees to the principal portion of the new fire house loan.

Recreation: Ms. Danis asked about Summer Camp and Mr. Sterndale reported it appears that the kids are having a great time.

APPOINTMENTS: None

GENERAL BUSINESS:

CIP Committee Recommendations: The Selectmen reviewed the recommendations and information about improving the product of the CIP. Recommendations included incorporating CIP meetings into regular Selectmen meetings/workshops and discuss proposals with department heads, completion of the CIP report and presentation to the Budget Committee before budget planning begins, delegate preparation of needed schedules reports and tracking to staff for completion, periodic updating of department data and information, and longer term fiscal and budget planning.

Chair Bonser stated she wasn't sure the Selectmen have the authority to approve the CIP plan, stating she believed the committee presented the report for Selectmen use.

Mr. Sterndale stated the Board of Selectmen appoint the members of the CIP and historically have had a member on the committee; statutorily there is no official approval process, only a report to be used by the Selectmen and Budget Committee.

Mr. Carpenter stated he is uncomfortable that the Selectmen do not take additional action with the CIP report in the budget planning phase, other than having the report printed/included in the annual town report.

Ms. Danis stated if the Selectmen appoint a committee they should also be willing to consider further use of the report in the budget planning process. Mr. Carpenter agreed.

Mr. Sterndale reviewed by incorporating the process into regular Selectmen duties it will assist in budget planning. There are many important requests coming up in the next three to four years for the Highway and Fire Departments that might impact other budget decisions.

The Selectmen discussed the School Board involvement in the CIP process and after discussion it was decided the School Board would be invited to send a representative and participate in the process, but if they don't participate, to at least provide their plan.

Mr. Sterndale reported if the Selectmen chose this path, in order to have the process completed for inclusion in the budget process he wanted the Selectmen to select committee members by their July 27th meeting, on August 10th the Selectmen could review the existing report data and

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new/updated requests from department heads, on during September hold discussion with department heads, and by mid September consider request prioritization and report finalization.

Recreation Revolving Committee Scope & Charge: The Selectmen reviewed the proposed committee charge, which included establishing methodology to determine which revenues and expenses should be allocated to the revolving fund versus the general fund, determining if an actual amount should be set as a balance of what should be in the revolving fund and how that amount might be determined, and determine if there are any other policies or controls needed to manage the revolving fund. It was indicated the committee would need to work fairly quickly as the Selectmen would like to have the recommendations by the end of September for use in the upcoming budget planning process.

The Selectmen agreed that the committee should have three to five members with a goal to provide results by the first meeting in September.

The Selectmen requested to have information made available about a search for committee members on Channel 22 and the town website.

Repurchase of tax-deeded property 12 Cove Road: Mr. Sterndale reviewed repayment of back taxes and fees have been paid to the town.

Motion: by Mr. Carpenter, second by Ms. Danis to authorize the deed transfer of 12 Cove Road, Tax Map 68 Lot 57 to CSJ Irrevocable Trust.

Vote: 3 – 0 in favor.

Sept/Oct Newsletter: The Selectmen were reminded that the deadline for any September/October newsletter articles was Friday, July 31st and reviewed possible topics.

The Selectmen discussed possible articles for upcoming elections dates, proposals for the upcoming budget planning process, possible upcoming tax rate information, and/or summary of the revaluation results.

The Selectmen decided that Mr. Carpenter would put together information about possible tax rate changes for review at a meeting but not necessarily printing in the newsletter.

Future Meeting Topics: Chair Bonser asked for the Selectmen to consider contacting the NH Representatives about introducing legislation to raise awareness for the need of partisan ballot clerks and limiting/preventing changes to warrant articles after the public hearing and before the deliberative session.

The Selectmen discussed meeting with the State Representatives to review suggested legislation, but Mr. Sterndale suggested writing a letter with the requested changes. Chair Bonser stated she would draft a letter before the next meeting.

Town Beach Attendance: Mr. Anderson mentioned the current concern about non-resident attendance to the Town Beach, stating the municipal stickers were supposed to also be used for use the Town Beach as well. Mr. Anderson asked who is enforcing the use of stickers at the town beach.

It was stated any Nottingham property owner is permitted to have a sticker on their vehicle for use of the Recycle Center and Town Beach, which includes people who have their vehicles registered in Massachusetts, Connecticut and other different states. Temporary day passes are available for use of the beach by family members of residents.

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The Selectmen discussed available options and resources to monitor sticker use on vehicles, including life guard monitoring, citizen monitoring, notification/letter of the need for a sticker, and updated signage. Concern was expressed about having life guards monitor vehicles because it takes them away from their duty to monitor swimmers. Chief Foss has stated he is willing to periodically drive through the Town Beach, but didn't have the man power and could not set a specific daily time because he couldn't predict when an officer would be available to drive through.

Mr. Sterndale reported part of the policing problem is that Nottingham does not have a specific ordinance regarding the use of the Town Beach. Mr. Sterndale reported the Police Chief does not want to have his officers exiting their vehicles to review each vehicle and potentially walking the beach, especially where there is no specific ordinance and nothing specifically posted.

The Selectmen requested Mr. Sterndale review potential ordinance language.

Mr. Anderson stated the signage should be updated and having an officer drive through periodically might help the situation.

After discussion the Selectmen decided, without a specific ordinance, there are very few options available to the Town this year but they could begin planning for an ordinance for next year.

Flanagan Family House Fire: Mr. Anderson reviewed the methods that citizens could use to assist the Flanagan family in the loss of their home along with all of their belonging in a fire this past Sunday. Methods included the Go Fund Me website, donations of needed items delivered to individuals and/or the Food Pantry.

ADJOURNMENT: Having no further business,

7:27 PM Motion: by Mr. Carpenter, second by Ms. Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough