

**Minutes
Nottingham Select Board Meeting
July 25, 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,

Approval of Manifest:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the July 18, 2016 accounts payable and July 19, 2016 payroll manifests.

Vote: 3 – 0 in favor.

Approval of Minutes:

Motion: by Mr. Eaton, second by Ms. Andersen to approve the minutes of the July 11, 2016 meeting as amended.

Vote: 3 – 0 in favor.

Motion: by Mr. Eaton, second by Ms. Andersen to approve the non-public minutes of the July 11, 2016 meeting as amended.

Vote: 3 – 0 in favor.

Select Board Department/Board/Committee Reports:

Planning: Ms. Andersen reported the board continues to review active cases with a lot line adjustment and subdivision plan, and the upcoming public hearing for changing site plan regulations.

Chair Danis asked the status of the Impact Fee review/update. Ms. Andersen reported work is in process.

Budget: Chair Danis reported that Mr. Sterndale presented the second quarter financials with the committee, and no major questions or concerns expressed. Tony Dumas was elected the new Chair and Michael Koester was elected Vice Chair. Michael Koester was also elected as the CIP Committee Representative.

Town Administrator Reports, Mail, Signature Items:

2015 Town Audit: The final draft version of the audit has been received and reviewed by the Bookkeeper. A new part of the audit process requires the Select Board to sign off on the report indicating their understanding of responsibility for the information.

Police: A new Administrative Assistant has been hired and will start soon. Interviews for new officers are currently taking place.

Town Office: Mr. Sterndale reported the town has received the results from their first Department of Labor inspection of town buildings, which indicated a few small repairs and corrections that need to take place. This includes moving some safety equipment to different locations, installation of some additional equipment, and some minor repairs that should be completed soon.

Solar RFQ: Mr. Sterndale stated the RFQ for proposals to install solar panels on town and school buildings has been posted on the town website, the NHMA website and will be distributed to a

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number of solar companies within the next couple of days; the submission deadline is early September 2016. Interested and knowledgeable parties are welcome to participate in the interview process, when they are set up. Information and costs about the installation will be ready for the 2017 budget planning process with the plan for installation in the spring of 2017.

CIP: CIP worksheets have been distributed to department heads and some completed forms have been returned. The review process should take place over the summer months to have materials ready for the Budget Committee by the start of budget season.

Chair Danis reported the School Board stated they have appointed a representative and would let the town know who it is soon.

Marston Property: Mr. Sterndale reported the results of the aerial topography survey have been provided to the engineer and he is waiting for the updated design plans.

Signature Items: The Select Board signed the appointment sheet for the 2016 Ballot Clerks, but anyone else interested in participating in the process should contact the Moderator Bonnie Winona.

Motion: by Ms. Andersen, second by Mr. Eaton to appoint Paul Miliotis as a regular member to the Conservation Commission.

Vote: 3 – 0 in favor.

The Selectmen signed the appointment form for Paul Miliotis to become a full time member of the Conservation Commission.

Appointments: NONE

General Business:

2016 Tax Lien Extension Authorization: Mr. Sterndale reviewed the Tax Collector need for Select Board authorization to extend the tax lien date; he does this two times a year, every year.

Motion: by Ms. Andersen, second by Mr. Eaton to authorize the Tax Collector to extend the 2016 lien date from Thursday, September 15, 2016 to Monday, September 19, 2016.

Vote: 3 – 0 in favor.

Roofing Bids: Mr. Sterndale reported six responses to the Police Department and Library Roofing RFP's were submitted. After review of the proposals the Building Inspector Paul Colby recommends Pride Roofing, as the lowest bidder who met all qualifications.

Mr. Sterndale asked for approval for additional minor reconstruction to the rear entrance areas at the Police Department. This would help correct issues with ice dams and ice buildup, which has been seen in the past. The Select Board agreed to the additional reconstruction with the lower than expected re-roofing bids.

The Select Board approved of the recommendation of Pride Roofing from Raymond NH to complete the new roof projects over the Police Department and Library buildings.

PLIA Funding Request: Chair Danis reviewed the prior financial support provided to the PLIA for their Lake Host boat inspection program, which is especially important at this time given the recent situations of invasive infestations. These funds will keep the inspection program going to help save Pawtuckaway Lake for further infestation.

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Mr. Sterndale explained the board will have to approve all PLIA funding requests based on the change in procedure with the new town funded Invasive Species Prevention and Eradication Removal expendable trust fund, which was voted on at the 2016 Town Meeting.

Motion: by Mr. Eaton, second by Ms. Andersen to withdraw \$4,000.00 from the Invasive Species Prevention and Eradication Removal expendable trust fund to the Pawtuckaway Lake Improvement Association for the Lake Host Program.

Vote: 3 – 0 in favor.

Policy Review: The Select Board reviewed and proposed updates to the Winter and Inclement Weather Road Maintenance Policy, Notification Policy, and reviewed the newly proposed Select Board Rules of Procedure.

Winter and Inclement Weather Maintenance Policy: It was determined section 8a would be re-worded to clarify that construction of any property improvements within the town right of way is at the risk of the property owner.

Motion: by Ms. Andersen, second by Mr. Eaton to repeal the Winter Maintenance, Mailbox and Other Structure Within the Highway Right of Way Policy approved by the Board of Selectmen on December 13, 2004 and approve the Winter and Inclement Weather Road Maintenance Policy as amended.

Voted: 3 – 0 in favor.

Notification Policy: Discussion took place about including the Notification Policy within the Select Board Rules of Procedures. It was determined the audience for the policy was not the Select Board, but department heads and the general public, but the policy would be mentioned in the Rules of Procedure. It was stated the policy would not be included in the recently received emergency operation plan manual as it deals with catastrophic issues, which includes a separate set of processes and procedures for notification.

Motion: by Ms. Andersen, second by Mr. Eaton to amend the Notification Policy approved by the Board of Selectmen on March 29, 2010 as amended July 25, 2016.

Vote: 3 – 0 in favor.

The Select Board decided they would review the Community Television and Personnel policies at their next meeting.

Rules of Procedure: The Select Board reviewed the newly proposed Rules of Procedure, which are intended to help guide board members and citizens in the operating procedures and processes for the Board of Selectmen. Recommended wording changes took place, with an expected final review at the next meeting.

It was determined no member could be prevented from speaking to the press with their own opinion but they would not be permitted to speak on behalf of the town or the entire board. Additional language would be added to the Responsibilities of Members section regarding speaking on behalf of the board.

Chair Danis asked to include information about fair and efficient debate in the Conduct of Meetings sections.

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A decision was made to remove reference to any specific day of the week, to include board meetings, submission of requests and information to the Select Board, or any other purpose. It was also decided that the written statement from a member of the public could be provided in hard copy or by email.

Chair Danis asked about the procedure for conduct of meetings and having people speak with permission from and to specifically address the Chair. Mr. Sterndale reported it is good practice, and can help minimize addressing one specific member versus the board as a whole group who makes decisions. The requirement can help keep all relevant conversation on the record and provides some control of the room when needed.

Discussion took place about election of the Chairperson and Vice Chair, stating in the past the most senior member has become chair, in their 3rd year, but it will become more complicated when the board changes to five members. It was stated the decision of who becomes Chair and Vice Chair will become an election, because there will five members serving three year terms, preventing there from being a senior member; there will be two senior members.

Chair Danis asked about receiving and sending correspondence on behalf of the full board. Mr. Sterndale reported there will be routine administrative situations when the Chair will have to sign information, which doesn't reflect a specific opinion but is data related and won't have to be approved by the full board.

Ms. Andersen asked if there should be a procedure for introducing procedures for ordinances. Mr. Sterndale reported ordinances have required statutory procedural requirements, depending on topic and recommended possible clarification of the differences between of ordinances that are special, policies that are more internal, or resolutions.

Chair Danis asked if it would be better to include an additional section to address a list of things the Select Board is responsible for, as she is concerned about including some specific items into the Rules of Procedure but not all things the board could be responsible for, to prevent creating a very large and complex set of rules of procedure.

There was agreement to include information about how complaints and suggestions to the Select Board are received and handled, offering a couple of methods on how complaints are sent to board members and how they could be resolved. Mr. Sterndale reported there are internal problems typically handled by staff and/or the Town Administrator on a consistent basis, and this could be designed to provide options to allow the board to accept, or not accept complaints. Ms. Andersen stated it should be how complaints regarding policy, ordinance, budgetary are handed. This includes hearing complaints in a general public setting.

It was stated the Rules of Procedure document is meant to help board members, and less for staff or public assistance.

Discussion took place about conduct between board members and staff. There was agreement to include portions of the conduct with staff communication and having information that is applicable to Nottingham.

Discussion took place about how members communicated with each other, and that there should not be any situation where two or more board members discuss town business outside a posted meeting. It was stated Nottingham does not have a specific Code of Conduct, or Code of Ethics, for Selectmen to follow; there is no enforcement mechanism.

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NON-PUBLIC SESSION: The Board entered non-public under RSA 91-A:3 II(d).

7:58 PM Motion: Motion by Ms. Andersen, second by Mr. Eaton to enter non-public under RSA 91-A:3 II(d).

Vote: Danis – Yea, Eaton – Yea, Andersen – Yea. 3 – 0 in favor.

8:36 PM Motion: by Ms. Andersen, second by Mr. Eaton to exit the non-public session.

Roll Call Vote: Danis – Yea, Andersen – Yea, Eaton – Yea. 3 – 0 in favor.

Motion: by Chair Danis, second by Ms. Andersen to seal the non-public minutes of July 25, 2016.

Roll Call Vote: Danis – Yea, Andersen – Yea, Eaton – Yea. 3 – 0 in favor.

The Selectmen made no decisions during their nonpublic session.

ADJOURNMENT: Having no further business,

8:37 PM Motion: by Ms. Andersen, second by Mr. Eaton to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough